

# Council



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL



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Thursday, 23 November 2023 at 2.00 pm  
Council Chamber - Council Offices, St. Peter's Hill,  
Grantham. NG31 6PZ

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**Members:** Councillor Gloria Johnson, Chairman of the Council  
Councillor Paul Fellows, Vice-Chairman of the Council

Councillor Matthew Bailey

Councillor Emma Baker

Councillor Rhys Baker

Councillor Ashley Baxter

Councillor David Bellamy

Councillor Harrish Bisnauthsing

Councillor Pam Bosworth

Councillor Pam Byrd

Councillor Richard Cleaver

Councillor Helen Crawford

Councillor Steven Cunnington

Councillor James Denniston

Councillor Phil Dilks

Councillor Richard Dixon-Warren

Councillor Barry Dobson

Councillor Patsy Ellis

Councillor Phil Gadd

Councillor Ben Green

Councillor Tim Harrison

Councillor Graham Jeal

Councillor Anna Kelly

Councillor Jane Kingman

Councillor Gareth Knight

Councillor Philip Knowles

Councillor Zoe Lane

Councillor Robert Leadenham

Councillor Bridget Ley

Councillor Nikki Manterfield

Councillor Paul Martin

Councillor Penny Milnes

Councillor Virginia Moran

Councillor Charmaine Morgan

Councillor Chris Noon

Councillor Habibur Rahman

Councillor Rhea Rayside

Councillor Nick Robins

Councillor Penny Robins

Councillor Susan Sandall

Councillor Max Sawyer

Councillor Ian Selby

Councillor Rob Shorrocks

Councillor Vanessa Smith

Councillor Peter Stephens

Councillor Lee Steptoe

Councillor Ian Stokes

Councillor Paul Stokes

Councillor Elvis Stooke

Councillor Rosemary Trollope-Bellew

Councillor Sarah Trotter

Councillor Murray Turner

Councillor Mark Whittington

Councillor Jane Wood

Councillor Paul Wood

Councillor Sue Woolley

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# Agenda

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☎ 01476 406080

Karen Bradford, Chief Executive

[www.southkesteven.gov.uk](http://www.southkesteven.gov.uk)

This meeting can be watched as a live stream, or at a later date, [via the SKDC Public-I Channel](#)

***For those Councillors who wish to attend, prayers will be held at 1:55pm before the commencement of the meeting. Please be seated by 1:50pm.***

**1. Public Open Forum**

The public open forum will commence at **2.00 p.m.** and the following formal business of the Council will commence at **2.30 p.m.** or whenever the public open forum ends, if earlier.

**2. Apologies for absence**

**3. Disclosure of Interests**

Members are asked to disclose any interests in matters for consideration at the meeting.

**4. Minutes of the meeting held on 28 September 2023**

(Pages 9 - 19)

**5. Communications (including Chairman's Announcements)**

(Page 21)

**6. Making of the Claypole Neighbourhood Plan**

(Pages 23 - 32)

This report seeks Members' approval to formally 'make' the Claypole Neighbourhood Plan (NP) as part of the South Kesteven Development Plan. The report follows the NP's successful referendum which was held on 5 October 2023.

The Claypole Neighbourhood plan can be found online at

<https://moderngov.southkesteven.gov.uk/documents/s39652/Claypole%20NP%20Referendum%20Version.pdf>

**7. Appointments to Outside Bodies and Committees**

(Pages 33 - 36)

To provide Full Council with an opportunity to appoint to two Outside Bodies. There is also a vacancy for the South Kesteven Coalition Group on the Rural and Communities Overview & Scrutiny Committee.

**8. Community Governance Review for Grantham**

(Pages 37 - 74)

To report the outcome of the second consultation stage of the Community Governance Review for the unparished area of Grantham following the Council's formal proposition to create a Parish Council for Grantham.

To report a formal recommendation from the Community Governance Review Working Group regarding the creation of a Parish Council for Grantham.

**9. Review of Polling Districts and Polling Places**

(Pages 75 - 108)

This report details the proposals of future polling districts and polling places following the compulsory review of polling arrangements.

**10. Amendment to Constitution - Procedure for Dealing with Complaints Against Councillors**

(Pages 109 - 126)

To provide Full Council with notification of a recommendation by the Standards Committee to include the revised procedure for dealing with complaints against Councillors as part of the Constitution.

## 11. Members' Open Questions

A 45-minute period in which members may ask questions of the Leader, Cabinet Members, the Chairmen and Vice-Chairmen of the Overview and Scrutiny Committees and opposition group leaders excluding the Chairman and Vice-Chairman of the Planning Committee, Licensing and Alcohol, Entertainment and Late Night Refreshment Licensing Committees and Governance and Audit Committee.

## 12. Notices of Motion

### a) Councillor Lee Steptoe

#### Full Council notes that:

1. *The pressure on organisations to pay their fair share of tax has never been stronger.*
2. *Polling from the Institute for Business Ethics finds that "corporate tax avoidance" has, since 2013, been the clear number one concern of the British public when it comes to business conduct.*
3. *Almost two thirds of people (64%) agree that the Government and local councils should consider a company's ethics and how they pay their tax, as well as value for money and quality of service provided, when awarding contracts to companies.*
4. *Around 17.5% of public contracts in the UK have been won by companies with links to tax havens.*
5. *It has been conservatively estimated that losses from multinational profit-shifting (just one form of tax avoidance) could be costing the UK some £17bn per annum in lost corporation tax revenues.*
6. *The Fair Tax Mark offers a means for business to demonstrate good tax conduct, and has been secured by a wide range of businesses across the UK, including FTSE-listed PLCs, co-operatives, social enterprises and large private businesses.*

#### Full Council believes that:

1. *Paying tax is often presented as a burden, but it shouldn't be.*
2. *Tax enables us to provide services from education, health and social care, to flood defence, roads, policing and defence. It also helps to counter financial inequalities and rebalance distorted economies.*
3. *As recipients of significant public funding, local authorities should take the lead in the promotion of exemplary tax conduct; be that by ensuring contractors are paying their proper share of tax, or by refusing to go along with offshore tax dodging when buying land and property.*
4. *Where councils hold substantive stakes in private enterprises, influence should be wielded to ensure that such businesses are exemplars of tax transparency and tax avoidance is shunned.*
5. *More action is needed, however, as current and proposed new UK procurement law significantly restricts councils' ability to either penalise poor tax conduct (as exclusion grounds are rarely triggered) or reward good tax conduct, when buying goods or services.*
6. *UK cities, counties and towns can and should stand up for*

*responsible tax conduct - doing what they can within existing frameworks and pledging to do more given the opportunity, as active supporters of international tax justice.*

Full Council resolves to:

1. Approve the Councils for Fair Tax Declaration.
2. Lead by example and demonstrate good practice in our tax conduct, right across our activities.
3. Ensure IR35 is implemented robustly and contract workers pay a fair share of employment taxes.
4. Not use offshore vehicles for the purchase of land and property, especially where this leads to reduced payments of stamp duty.
5. Undertake due diligence where possible to ensure that all new suppliers wishing to trade with the council are transparent and complete declarations on ownership, consolidated profit and loss, that they pay due taxes, business rates and other taxes in line with the Fair Tax standards. Promote the Fair Tax standard to all existing suppliers and request that they seek compliance with the standard.
6. Promote Fair Tax Mark certification especially for any business in which we have a significant stake and where corporation tax is due.
7. Support Fair Tax Week events in the area and celebrate the tax contribution made by responsible businesses are proud to promote responsible tax conduct and pay their fair share of corporation tax.
8. Support calls for urgent reform of UK procurement law to enable local authorities to better penalise poor tax conduct and reward good tax conduct through their procurement policies.

Supporting information available at: <https://fairtaxmark.net/wp-content/uploads/2023/07/Councils-for-Fair-Tax-Declaration-ENG-CYM.pdf>

**b) Councillor Ben Green**

**Community Governance Review for Little Ponton and Stroxton Parish Council, and Great Ponton Parish Council**

*Little Ponton and Stroxton Parish Council has remained dormant for a period exceeding four years. Council therefore recognises the need to address the inactivity of Little Ponton and Stroxton Parish Council through appropriate measures.*

*It is essential to explore viable solutions, including; the potential dissolution of Little Ponton and Stroxton Parish Council; restoration of the status quo ante; or its merger with neighbouring Great Ponton Parish Council, which also falls within Isaac Newton Ward and the Colsterworth Rural Division.*

*In the event of a merger, Great Ponton Parish Council could serve as the primary governing body, accommodating newly-appointed parish councillors representing Little Ponton and Stroxton, thereby ensuring the long-term sustainability of the governance structure.*

*Engaging the community through comprehensive consultation is imperative to making an informed decision regarding the future governance structure of the parishes of Little Ponton and Stroxton, and Great Ponton.*

*A Community Governance Review will be required to properly assess and determine the most appropriate governance for these areas.*

*To help facilitate the Community Governance Review, it is recommended that a working group, not exceeding five councillors, shall be established. This group shall convene regularly and be overseen by the Chair of the Governance and Audit Committee.*

*Therefore, be it resolved:*

- 1. This Council initiates a Community Governance Review to explore and refine proposals concerning Little Ponton and Stroxton Parish Council. These are to include:
  - a) abolishing Little Ponton and Stroxton Parish Council;*
  - b) returning it to its previous status;*
  - c) or merging it with Great Ponton Parish Council.**
- 2. The working group, comprising a maximum of five councillors from the Governance and Audit Committee, shall be convened to supervise the Community Governance Review process, which will encompass both Little Ponton and Stroxton Parish, and Great Ponton Parish.*

*This motion is hereby proposed for the consideration and endorsement of the Council.*

**c) Councillor Vanessa Smith**

***Preamble***

*Humans have already caused irreversible climate change, the impacts of which are being felt in the UK, and across the world. The average global temperature has already increased by 1.2°C above pre-industrial levels and—alongside this—the natural world has reached crisis point, with 28% of plants and animals threatened with extinction. In addition, the UK is one of the most nature-depleted countries in the world as more than one in seven of our plants and animals face extinction, and more than 40% are in decline.*

*Climate change remains a major concern for UK voters with 66% of people (according to YouGov) expressing they are ‘worried about climate change and its effects’. Alongside this, the popularity of Sir David Attenborough’s Save Our Wild Isles initiative demonstrates public concern that UK wildlife is being destroyed at a terrifying speed.*

## **Climate & Ecology Bill**

*The Climate & Ecology Bill, a private member's bill currently before the House of Commons, seeks to address the challenges that this situation poses by creating a whole-of-government approach to deliver a net zero and nature positive future.*

*Based on the latest science, the CE Bill aims to align current UK environmental policy with the need to halt and reverse nature loss by 2030, which was goal agreed to at COP15, via the Kunming-Montreal Framework (22 December 2022); and reduce greenhouse gas emissions in line with the UK's fair share of the remaining global carbon budget to give the strongest chance of limiting global heating to 1.5°C, which was the goal agreed to at COP21, via the Paris Agreement (12 December 2015).*

*By bridging the gap between the UK Government's current delivery, and what has been agreed at international levels, Britain has a chance to be a world leader on climate and the environment; seizing the opportunities of the clean energy transition, including green jobs and skills; reduced energy bills; and boosting the UK's food and energy security.*

### **South Kesteven District Council notes that:**

*The Climate and Ecology Bill has been introduced in the UK Parliament on four occasions since 2020, including most recently in the House of Commons 10 May 2023. The Bill is backed by 180 cross-party MPs and Peers, 237 local authorities, alongside the support of eminent scientists, such as Sir David King; NGOs, such as the Wildlife Trusts, the Doctors' Association, Oxfam, the W.I. and CPRE; businesses, such as The Co-operative Bank, Riverford and The Body Shop; and 42,000 members of the public.*

*The CE Bill would require the UK Government to develop and achieve a new environmental strategy, which would include:*

- 1. Delivering a joined-up environmental plan, as the crises in climate and nature are deeply intertwined, and require a plan that considers both together;*
- 2. Reducing greenhouse gas emissions in line with 1.5°C to ensure emissions are reduced in line with the best chance of meeting the UK's Paris Agreement obligations;*
- 3. Not only halting, but also reversing the decline in nature, setting nature measurably on the path to recovery by 2030;*
- 4. Taking responsibility for our overseas footprint, both emissions and ecological;*
- 5. Prioritising nature in decision-making, and ending fossil fuel production and imports as rapidly as possible;*
- 6. Providing for re-training for those people currently working in fossil fuel industries; and*
- 7. Giving the British people a say in finding a fair way forward via a temporary, independent and representative Climate & Nature Assembly, as part of creating consensus and ensuring that no one*

*and no community is left behind.*

**South Kesteven District Council therefore resolves to:**

- 1. Support the Climate and Ecology Bill;*
- 2. Inform local residents and inform local press/media of this decision;*
- 3. Write to Gareth Davies MP to inform them that this motion has been passed, and urge them to sign up to support the CE Bill;*
- 4. Write to Zero Hour, the organisers of the cross-party campaign for the CE Bill, expressing South Kesteven District Council's support (councils@zerohour.uk).*

**d) Councillor Zoe Lane**

*This council agrees to develop a biodiversity and nature strategy in consultation with and led by the needs of farmers, land owners and those in the rural areas of South Kesteven.*

**13. Close of meeting**

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# MINUTES

COUNCIL

THURSDAY, 28 SEPTEMBER 2023

2.00 PM



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

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## PRESENT

Councillor Paul Fellows Vice-Chairman

Councillor Emma Baker	Councillor Bridget Ley
Councillor Rhys Baker	Councillor Nikki Manterfield
Councillor Ashley Baxter	Councillor Paul Martin
Councillor David Bellamy	Councillor Penny Milnes
Councillor Harrish Bisnauthsing	Councillor Virginia Moran
Councillor Pam Bosworth	Councillor Charmaine Morgan
Councillor Pam Byrd	Councillor Chris Noon
Councillor Richard Cleaver	Councillor Habibur Rahman
Councillor Helen Crawford	Councillor Rhea Rayside
Councillor Steven Cunnington	Councillor Susan Sandall
Councillor James Denniston	Councillor Max Sawyer
Councillor Phil Dilks	Councillor Ian Selby
Councillor Richard Dixon-Warren	Councillor Rob Shorrocks
Councillor Barry Dobson	Councillor Vanessa Smith
Councillor Patsy Ellis	Councillor Peter Stephens
Councillor Paul Fellows	Councillor Lee Steptoe
Councillor Phil Gadd	Councillor Paul Stokes
Councillor Tim Harrison	Councillor Elvis Stooke
Councillor Graham Jeal	Councillor Rosemary Trollope-Bellew
Councillor Anna Kelly	Councillor Murray Turner
Councillor Jane Kingman	Councillor Mark Whittington
Councillor Gareth Knight	Councillor Jane Wood
Councillor Philip Knowles	Councillor Paul Wood
Councillor Zoe Lane	Councillor Sue Woolley
Councillor Robert Leadonham	

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## OFFICERS

Karen Bradford, Chief Executive

Richard Wyles, Chief Finance Officer and Deputy Chief Executive (Section 151 Officer)

Nicola McCoy-Brown, Director of Growth and Culture (Deputy Monitoring Officer)

Adrian Ash, Interim Assistant Director of Operations

Graham Watts, Assistant Director of Governance (Monitoring Officer)  
George Chase, Waste and Recycling Operations Manager  
Julie Martin, Head of Housing Technical Services  
Chris Prime, Communications Manager  
James Welbourn, Democratic Services Manager  
Patrick Astill, Communications Officer  
Lucy Bonshor, Democratic Officer  
Louise Field, Executive Assistant to the Leader of the Council

### **33. Public Open Forum**

As the Chairman had submitted apologies for the meeting, the Vice-Chairman welcomed those in attendance to the meeting.

Prior to the commencement of formal proceedings, the Vice-Chairman asked Members to join him in a minute's silence following the recent deaths of former Councillors Avril Williams, Mike Williams, Rosemary Kaberry-Brown and Ray Wootten. Councillors Ian Selby, Mark Whittington, Graham Jeal, Richard Cleaver, Phil Dilks, Rob Shorrock and Charmaine Morgan gave short speeches in memory of the former Councillors.

One member of the public had registered to speak during the Public Open Forum, but withdrew his question prior to formal proceedings.

### **34. Apologies for absence**

Apologies for absence were received from:

Councillor Ben Green  
Councillor Gloria Johnson  
Councillor Nick Robins  
Councillor Penny Robins  
Councillor Ian Stokes  
Councillor Sarah Trotter

Councillors Harrish Bisnauthsing and Nikki Manterfield gave notice that they needed to leave the meeting early.

### **35. Disclosure of Interests**

No interests were disclosed.

### **36. Minutes of the meeting held on 20 July 2023**

The minutes of the meeting held on 20 July 2023 on were proposed, seconded and agreed as a correct record subject to the following amendment:

*Under the item Members' Open Questions, Question 2 – Councillor Max Sawyer asked the Deputy Leader of the Council for the procedure that was followed in allowing the previous Leader of the Council to pay for a Future Leader's course held in the USA.*

It now read:

*“Councillor Max Sawyer asked the Deputy Leader of the Council for the procedure that was followed in allowing the Council to pay for the previous Leader of the Council to attend a Future Leader's course held in the USA.”*

### **37. Communications (including Chairman's Announcements)**

The Council noted the Chairman's engagements.

### **38. Report of the Council's Independent Remuneration Panel**

Members considered a report of the Independent Remuneration Panel following a mini-review into the Members' Allowances Scheme.

The report was introduced by Mr John Cade, Chairman of the Independent Remuneration Panel (IRP). He highlighted the following points:

- A mini review had been undertaken on two issues; firstly, the Special Responsibility Allowances for the Chairman and Vice-Chairman of the Standards Committee, and also the Special Responsibility Allowance (SRA) for the Opposition Group Leader.
- The Standards Committee had an important function, but was newly established; therefore it was recommended that the level of remuneration was to remain as agreed at the AGM in May 2023. If further changes were required, this issue could be looked at again.
- A number of steps were taken when reviewing the SRA for the Opposition Group Leader. The first step was to consult The Local Authorities (Members' Allowances) (England) Regulations 2003 and check that there was a properly constituted opposition group, and if there was then the allowance had to be made. There was nothing within the Constitution of South Kesteven District Council defining what the 'Opposition' comprised.
- The current administration, or Cabinet was formed from votes at the Council AGM in May 2023 from groups across the Council with the exception of the South Kesteven Coalition Group. If the Labour Group had cast their votes differently then the situation would have been different; therefore in the opinion of the IRP the Labour Group could not be an Opposition Group whilst voting for the current Leader. Overall, it was the opinion of the IRP that the Opposition Group allowance should go to the Leader of the South Kesteven Coalition Group.
- The point had been raised that not all group leaders could receive an allowance. This could be looked at in the future by the IRP, but it was advised that there could be some non-pecuniary risks.

The following points were raised during debate:

- One Councillor saw no need for the allowance for an opposition, nor the identification of Councillors as an opposition.
- The Labour Group chose to have no representation within the administration in order to speak freely. The Group was in a loose 'confidence and supply' agreement with the administration, a parallel with the Democratic Unionist Party and the Conservatives in 2017, and the previous 'Lib-Lab pact'.
- The word 'opposition' was not mentioned in the Constitution, and this was something that could be picked up as part of a Constitution review.

Having been proposed and seconded and upon being put to the vote, it was **AGREED:**

**DECISION:**

That Full Council:

1. Notes the content of the report.
2. Approves the rate of £2,865 per annum for the position of Chairman of the Standards Committee as a Special Responsibility Allowance and that this be reflected in the Members' Allowances Scheme.
3. Approves the rate of £945 per annum for the position of Vice-Chairman of the Standards Committee as a Special Responsibility Allowance and that this be reflected in the Members' Allowances Scheme.
4. Instructs the Monitoring Officer to allocate the Opposition Group Leaders' Special Responsibility Allowance to the Leader of the South Kesteven Coalition Group, backdated to 18 May 2023 as the date of the Annual Meeting of the Council.

**39. Designation of Monitoring Officer**

Members considered the opportunity to designate an officer to the statutory position of Monitoring Officer.

**Note:** At this stage, all officers of the Council present with the exception of the Chief Executive, Democratic Services Officer and the Democratic Services Manager left the Council Chamber.

Positive reference was made to Alan Robinson, the previous Monitoring Officer and the service that he had provided to the Council prior to his retirement.

Having been proposed and seconded and upon being put to the vote, it was **AGREED:**

## **DECISION:**

That Graham Watts, Assistant Director of Governance, be designated as South Kesteven District Council's permanent Monitoring Officer with immediate effect.

**Note:** All officers that had previously left the Council Chamber returned following the vote.

### **40. Housing Revenue Account Acquisitions Capital Budget**

Members considered an amendment to the 2023/2024 Housing Revenue Account (HRA) capital allocation of Housing Development Investment by an additional £1m in order to respond promptly to opportunities to purchase properties to increase the Council's housing stock.

The Council's housing stock had been reducing year on year; however, capital budget had been committed to initiate development schemes. Examples of these schemes included the twenty homes in Swinegate, Grantham, and the four flats on Elizabeth Road, Stamford. Building work on other projects was scheduled to start in 2024.

The Council had been approached to purchase affordable homes on larger developments, and a recent example of this was the purchase of 12 homes in Langtoft, near Market Deeping.

The administration wanted to be able to respond swiftly to market opportunities and create a flow of new housing for those most in need. This could include buying back properties that had previously been sold, alongside working with the Assistant Director of Housing and the Housing team to develop a hybrid approach on the Council's own sites.

The HRA Disposal and Acquisitions Policy, due to be presented at Cabinet on 10 October 2023 would set the framework for the way in which the Council acquired and disposed of land or assets to and from the Housing Revenue Account.

The following points were highlighted during debate:

- There were roughly 6,000 Council properties, all of which would require differing degrees of maintenance. A point was raised as to whether the amendment to the HRA could be spent solely on repairs rather than on new stock. However, it was clarified that there was the possibility to both respond to opportunities in the housing market and invest in repairs as funding for the two different schemes came from different Council reserves.
- There were a large number of people on the Council House register, and a number of homeless people across the country. Government figures indicated 104,000 in temporary accommodation and that these families were less likely to access services.

- More housing was needed but it would be key to not outbid housing associations.
- There were lessons to be learned from the recent property purchases in Langtoft.
- It was difficult to recruit companies and staff to carry out major works on housing as there was a national shortage of labour in this area.
- Work was ongoing to tackle voids, an example of this was works done to the 150 houses on the Earlsfield estate. Many of these works had been completed, with asbestos removed.
- If the 12 homes at Langtoft had not been purchased they would have been placed on the open market. In time, these homes would return to the Council's housing stock.
- The Council was signed up to the 'One for One' scheme with the government, which required the Capital Receipts Reserve to be invested back into the Council's housing stock. If this was not carried out the money would have to be given back to the government.
- When people exercised their 'Right to Buy', there were cost floor protections which ensured that the Council did not sell the properties on at a discounted rate. Similarly, there were protections in place to ensure that the Council was not penalised unduly from future sales of 'Right to Buy' properties.

Having been proposed and seconded and upon being put to the vote, it was **AGREED:**

**DECISION:**

That Full Council approves the budget amendment of the Housing Revenue Account 2023/2024 Capital Programme Housing Development Investment by an additional £1m.

**Note:** Councillor Paul Wood requested that his vote against this decision be recorded.

The meeting adjourned at 15:31 and reconvened at 15:41.

**41. Proposals for the upgrading of District Council street lights to LED units**

Members considered an overview of the potential upgrade to the District Council operated streetlights to energy efficient Light Emitting Diode (LED) units.

Both the Finance and Economic Overview & Scrutiny Committee and Cabinet had considered and recommended this report to Full Council. Both meetings had been well attended and robust debates held. LED units would lead to roughly a 70% saving on every lamp; therefore the return on investment was good.

The following points were raised during debate:

- The report made sense from a financial and environmental point of view. The payback period on the LED lighting was around 5 years.
- Bourne had received LED lighting in its town centre from Lincolnshire County Council (LCC). South Kesteven would need to be confident that any areas being illuminated made the residents feel safe, as it appeared that the amount of light given out could be varied by LCC. There would be the option to keep the lights on all night, dim them, or compromise of the two.
- The impact on wildlife of the new lighting would be considered by the Environment Overview & Scrutiny Committee in the future as the lighting was rolled out.
- The revenue budget would be reduced meaning that it was less likely that money would be needed from reserves. The total allocation of £1m could not be spent all at once as there was not the staffing levels to enable this.

Having been proposed and seconded and upon being put to the vote, it was **AGREED:**

**DECISION:**

That Full Council:

1. Approves the allocation of funding of £1million to accelerate the replacement of the Council operated streetlights with LED energy efficiency lamps. The scheme to be funded as follows:
  - £500k Invest to Save Reserve
  - £250k Budget Stabilisation Reserve
  - £250k Local Priorities Reserve
2. Requests the Environment Overview & Scrutiny Committee review the current Street Lighting Policy with regard to further reducing energy costs at specific times and locations.

**42. Proposed Replacement Depot Turnpike Close, Grantham**

Members considered the proposals and budget attached to the development of a new depot at Turnpike Close in Grantham.

The priority for a replacement depot was in the outgoing Corporate Plan. The current site at Alexandra Road was not fit for purpose. For example, the current operating licence only allowed for one additional waste collection vehicle on site, demonstrating that there was little room to expand – the current site had been in use since the 1970s. Since 2020 there had been continued progress in working towards this corporate priority by purchasing Turnpike Close.

The welfare facilities did not meet modern standards for the Council’s workforce. A new facility would provide drying areas, new locker provisions as well as canteen and training facilities.

The Lincolnshire County Council waste disposal site would remain unchanged as any changes to that site were not within the gift of South Kesteven District Council. Works would not occur on the Alexandra Road site until 2025 to avoid interruptions to the service.

The Joint Meeting of the Finance & Economic and Environment Overview & Scrutiny Committees occurred on 25 July 2023 and recommended proposals to Cabinet, who in turn unanimously recommended the scheme to Council at their meeting on 11 September 2023.

The following points were raised during debate:

- The combined cost of £10 million mentioned within the financial comments in the report included £2 million that had previously been used for the acquisition of the Turnpike Close site.
- The conditions encountered at Alexandra Road were poor compared to other Councils. The site itself was in a residential area and the condition of the access road was degrading.
- The timings of Finance and Economic Overview & Scrutiny Committees made it difficult to monitor the progress of the Depot, therefore a politically balanced, public working group was proposed.
- There had been some previous costs attributed to this project, including preliminary and demolition works.
- The new site at Turnpike Close was closer to the A1 road, and away from most residential properties.
- The selling of surplus assets would mitigate the cost of the Depot; however cost mitigations would be considered separately in the future.

**Note:** Councillor Harrish Bisnauthsing left the meeting.

Debate moved specifically onto the proposed recommendation 2, which dealt with the allocation of additional funding that may be required for the project. The proposal read:

*“That delegated authority be granted to Cabinet, in consultation with the Section 151 Officer and Chairman of the Finance and Economic Overview & Scrutiny Committee, to allocate any additional funding if necessary as a result of unforeseen costs during the project, with any such decision being reported to the Finance and Economic Overview & Scrutiny Committee at the earliest opportunity.”:*

- Scope was built into this recommendation to utilise further funding on top of the £8 million should an unintended increase in costs arise. This would be subject to scrutiny from the Finance and Economic Overview & Scrutiny Committee.
- It was prudent to have a mechanism in place to adapt to an unintended overspend. If the spend increased to a greater degree, then a further report would need to be heard at to Full Council.

- If the contractor on site encountered an unforeseen problem and approached Full Council for payment, it would be a lengthier consultation process than using delegated powers.
- The scheme of delegation already contained provision for the Head of Paid Service to take action under emergency powers on consultation with the Leader of the Council.
- There was £333,000 contingency built into the project for construction risks and design development risks, and inflation was also built in.

An amendment to recommendation 2 was proposed. As the proposer had originally moved the motion, he was entitled to amend this. The seconder to the original motion was content with this amendment. The amendment read:

*“That delegated authority be granted to Cabinet, in consultation with the Section 151 Officer and Chairman of the Finance and Economic Overview & Scrutiny Committee, to allocate any additional funding **up to £1 million** if necessary as a result of unforeseen costs during the project, with any such decision being reported to the Finance and Economic Overview & Scrutiny Committee at the earliest opportunity.”*

A further amendment was proposed and seconded, and this read:

*“That delegated authority be granted to Cabinet, in consultation with the Section 151 Officer and Chairman of the Finance and Economic Overview & Scrutiny Committee, to allocate any additional funding **up to £250,000** if necessary as a result of unforeseen costs during the project, with any such decision being reported to the Finance and Economic Overview & Scrutiny Committee at the earliest opportunity.”*

It was highlighted that it was already possible in accordance with the Council's Contract Procedure Rules for the Cabinet to make up to four allocations of £150,000 each, equating to £600,000.

The amended recommendation 2 was moved and seconded, and following a vote, the amendment **FELL** and the vote was **LOST**.

**Note:** Council voted to further extend the meeting until the end of the item under discussion under Council Procedure Rule 14.20 (g) due to the meeting approaching three hours in length.

Councillor Nicola Manterfield left the meeting.

An amendment was proposed and seconded to remove the wording ‘**up to £1 million**’ from the motion, effectively returning to the original wording proposed. The proposer of the original motion refused to accept this change. Following a vote the amendment was **AGREED**.

Having been proposed and seconded and upon being put to the vote, it was **AGREED**:

## **DECISION:**

That Full Council:

1. Approves an allocation of £8m to be included in the General Fund Capital Programme to provide funding to construct a new depot at Turnpike Close, Grantham.
2. Delegates authority to Cabinet, in consultation with the Section 151 Officer and Chairman of the Finance and Economic Overview & Scrutiny Committee, to allocate any additional funding if necessary as a result of unforeseen costs during the project, with any such decision being reported to the Finance and Economic Overview & Scrutiny Committee at the earliest opportunity.
3. Requests that the Finance and Economic Overview & Scrutiny Committee adds the replacement depot to its work programme and establishes a working group to receive regular updates and monitor the project.

### **43. Amendment to Constitution - Procedure for Dealing with Complaints Against Councillors**

Amendment to the Constitution – Procedure for Dealing with Complaints Against Councillors was not considered due to time constraints and would be scheduled for consideration at the next ordinary meeting of Full Council on 23 November 2023.

### **44. Appointments to Committees and Outside Bodies**

Appointments to Committees and Outside Bodies was not considered due to time constraints and would be scheduled for consideration at the next ordinary meeting of Full Council on 23 November 2023.

### **45. Members' Open Questions**

Members' Open Questions were not considered due to time constraints.

### **46. Notices of Motion**

### **47. Councillor Lee Steptoe**

Councillor Steptoe's motion was not considered due to time constraints and may be heard at the next ordinary meeting of Full Council on 23 November 2023.

### **48. Councillor Sue Woolley**

Councillor Woolley's motion was not considered due to time constraints and may be heard at the next ordinary meeting of Full Council on 23 November 2023.

**49. Councillor Penny Milnes**

Councillor Milnes' motion was not considered due to time constraints and may be heard at the next ordinary meeting of Full Council on 23 November 2023.

**50. Close of meeting**

The meeting closed 5:10pm.

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## List of Chairman's Engagements

20<sup>th</sup> September to 14<sup>th</sup> November 2023

Event Date	SKDC Ref	Organisation and Event	Location
22-Sep-23	GJ0009	Civic Farm Event, Rutland County Council	Fairchilds Lodge, Lyddington Road, Caldecott, nr Uppingham
24-Sep-23	GJ0010	Civic Service, South Holland District Council	Moulton, PE12 6PN
12-Oct-23	GJ0018	Destination Lincolnshire Tourism Awards	The Engine Shed, University of Lincoln
15-Oct-23	GJ0014	Grantham Lions Club Variety Concert	Priory Ruskin Academy, Rushcliffe Road Grantham
17-Oct-23	GJ0019	Launch of "Young Creatives" Project	Jubilee Church Life Centre, Grantham
27-Oct-23	GJ0020	SK Community Awards Event	Bourne Corn Exchange, Bourne
05-Nov-23	GJ0025	RBL Opening of the Garden of Remembrance	Grantham Mayors Parlour, Grantham
08-Nov-23	GJ0025	Royal British Legion Civilian Service	Grantham Cemetery
10-Nov-23	Civic02	Chairman's Charity Race Night	Bourne Corn Exchange, Bourne
11-Nov-23	GJ0025	VIP Invitation to Pass Parade & Lunch	PWoG Barracks, Grantham
12-Nov-23	GJ0025	RBL Remembrance Sunday Parade	Grantham Mayors Parlour, Grantham

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**SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL**



## Council

23 November 2023

Report of Councillor Phil Dilks –  
Cabinet Member for Housing and  
Planning

## Making of the Claypole Neighbourhood Plan

### Report Author

Jake Horton, Senior Planning Policy Officer



[j.horton@southkesteven.gov.uk](mailto:j.horton@southkesteven.gov.uk)

### Purpose of Report

This report seeks Members' approval to formally 'make' the Claypole Neighbourhood Plan (NP) as part of the South Kesteven Development Plan. The report follows the NP's successful referendum which was held on 5 October 2023.

### Recommendations

#### It is recommended Full Council:

- 1) Approves the Claypole Neighbourhood Plan (referendum version) to become part of South Kesteven District Council's 'Statutory Development Plan', and a material consideration for determining planning applications in the Claypole Neighbourhood Area.
- 2) Delegates authority to the Assistant Director of Planning to make minor 'nonmaterial' changes to the Claypole Neighbourhood Plan as necessary, and exercise all of the Council's functions and responsibilities in relation to making the Claypole Neighbourhood Plan.

## Decision Information

Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Growth and our economy Housing that meets the needs of all residents Healthy and strong communities Clean and sustainable environment
Which wards are impacted?	Viking

## 1 Implications

### ***Finance and Procurement***

- 1.1 There are no direct financial implications arising from this report. In line with Government practice, the costs of supporting the Claypole Neighbourhood Plan through examination and referendum have been met from government funding.

Completed by Alison Hall-Wright, Deputy Director (Finance and ICT) and Deputy S151 Officer

### ***Legal and Governance***

- 1.2 Following a successful referendum, national planning legislation requires that the Council formally 'makes' the Neighbourhood Plan, unless the making of the Neighbourhood Plan would breach or is otherwise incompatible with EU or human rights obligations. National legislation provides for a six week period in which a legal challenge may be lodged, which begins the day after the 'making' (adoption) of the Neighbourhood Plan. A legal challenge may only be made on the basis of a procedural or other legal flaw in the plan making process.

Completed by: Mandy Braithwaite, Legal Executive

### ***Risk and Mitigation***

- 1.3 The amended Neighbourhood Plan General Regulations (2012) require a 'Qualifying body' either to submit an environmental report prepared in accordance with the Environmental Assessment of Plans and Programmes Regulations 2004, or a statement of reasons why an environmental report is not required. In order to comply with this requirement, The Claypole Neighbourhood Plan Steering Group (on behalf of Claypole Parish Council as the Qualifying Body) undertook a screening exercise in May 2022 on the need or otherwise for a Strategic Environmental

Assessment to be prepared for the Neighbourhood Plan. It was concluded that the Claypole Neighbourhood Plan is not likely to have any significant effects on the environment and accordingly would not require a Strategic Environmental Assessment. The Neighbourhood Plan proposals have not significantly changed since that time. Section 7.8 of the background papers provides a link to the screening report for the Strategic Environmental Assessment.

### ***Diversity and Inclusion***

- 1.4 The Claypole Neighbourhood Plan has been prepared by the Claypole Neighbourhood Plan Steering Group (on behalf of Claypole Parish Council). Neighbourhood Plans must comply with Human Rights legislation. Their compliance is tested as part of the examinations process carried out by an Independent Examiner. This Neighbourhood Plan is also in 'general conformity' with the South Kesteven Local Plan (as required by the Town and Country Planning Act 1990), which has been subject to its own Equalities Impact Assessment, so its implementation and delivery will comply with the findings of that assessment to ensure equitability.

### ***Climate Change***

- 1.5 The Neighbourhood Plan should have regard for national and strategic planning policy by requiring developments to address climate change and flood risk issues. At the examination, the examiner was satisfied the Neighbourhood Plan had met this condition.
- 1.6 The Claypole Neighbourhood Plan has within it a community objective (**objective B**) which aims to conserve and enhance Claypole's natural environment by protecting local green spaces, improving access to open spaces, and encouraging the use of green infrastructure initiatives.
- 1.7 The Claypole Neighbourhood Plan also has within it several policies which aim to encompass the environmental requirements of sustainable development, as referenced within the Examination Report.

## **2 Background to the Report**

- 2.1 Localism Act (2011) introduced Neighbourhood Planning as a new way for communities to help shape future development within their locality. One of the types of Neighbourhood Planning introduced is 'Neighbourhood Development Plans' which are documents created by local people setting out policies for the development and use of land in their particular area.
- 2.2 South Kesteven District Council's Corporate Plan expressly references working hand-in-hand with public sector partners across Lincolnshire to collectively deliver for residents and businesses. The Council takes its spatial planning role seriously and is keen to see interaction between place and spaces and the communities that

use them and aims to balance the competing demands of the economy, environment and community.

- 2.3 If a Neighbourhood Development Plan has successfully passed all stages of preparation, including an examination and referendum, the relevant Local Planning Authority must formally 'make' it as part of the 'Statutory Development Plan' for the specified area. Once 'made', planning applications are assessed against the relevant policies in the Neighbourhood Plan.
- 2.4 Claypole Parish Council, as the Qualifying Body, received South Kesteven District Council approval on 20 March 2014 to prepare a Neighbourhood Plan. The Claypole Neighbourhood Plan Working Group (on behalf of Claypole Parish Council) have been preparing the Claypole Neighbourhood Development Plan over several years with input from local residents, local businesses, interested parties and other stakeholder organisations.

### **Decision and Reasoning**

- 2.5 The Claypole Neighbourhood Plan was submitted to South Kesteven District Council for examination on 27 May 2022 and comments were invited from the public and stakeholders between 7 December 2022 and 1 February 2023.
- 2.6 After the statutory consultation period ended, South Kesteven District Council (in consultation with Claypole Parish Council) appointed an Independent Examiner to conduct an inspection of the Claypole Neighbourhood Plan. All representations received during the statutory consultation period were forwarded to the Independent Examiner for consideration.
- 2.7 The appointed Independent Examiner, after reading the representations received on the Claypole Neighbourhood Plan, decided the issues raised in the representations did not require a public hearing and could be examined under written representations.
- 2.8 The examination report was received on 19 June 2023 and concluded that the Claypole Neighbourhood Plan met the basic conditions and, subject to the modifications proposed in the report, the Neighbourhood Plan should proceed to a referendum within the specified area (in this case, Claypole Parish).
- 2.9 On 24 July 2023, South Kesteven District Council, in consultation with the Claypole Neighbourhood Plan Steering Group (on behalf of Claypole Parish Council) considered and accepted the Independent Examiner's recommendations and issued a decision notice confirming that the amended Claypole Neighbourhood Plan should proceed to referendum.
- 2.10 The referendum version of the Claypole Neighbourhood Plan can be found at the following location:

<https://moderngov.southkesteven.gov.uk/documents/s39652/Claypole%20NP%20Referendum%20Version.pdf>

- 2.11 The referendum was held on 5 October 2023 and the following question was asked:
- “Do you want South Kesteven District Council to use the Neighbourhood Plan for Claypole to help it decide planning applications in the neighbourhood area?”***
- 2.12 33.49% of those on the Electoral Register for the Claypole Parish area turned out for the Referendum. Of the 365 votes cast, 350 were cast in favour of ‘yes’ and 15 were cast in favour of ‘no’. Zero ballot papers were rejected. This resulted in an **95.9% positive vote** for the Claypole Neighbourhood Plan.
- 2.13 In line with section 38A of the Planning and Compulsory Purchase Act (2004), the Local Planning Authority must, make a Neighbourhood Development Plan to which the proposal relates, if in each applicable referendum more than half (50%) of those voting have voted in favour of the Neighbourhood Development Plan. The only circumstance where the Local Planning authority should not make this decision is where the making of the Neighbourhood Development Plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention Rights within the meaning of the Human Rights Act (1998).
- 2.14 South Kesteven District Council (as the Local Planning Authority), along with the appointed Independent Examiner, are satisfied that the Claypole Neighbourhood Plan does not breach, and would not otherwise be incompatible with, any EU obligation or any of the Convention Rights within the meaning of the Human Rights Act (1998). Therefore, the only available option open is to formally ‘make’ the Claypole Neighbourhood Plan part of the Statutory Development Plan for South Kesteven.
- 2.15 As set out in the amended Neighbourhood Planning General Regulations (2012), the decision statement to ‘make’ a Neighbourhood Development Plan under section 38A (4) of the 2004 planning and compulsory Purchase act must be done within eight weeks of a published successful referendum result. This statement has been appended to this report (**Appendix 1**).
- 2.16 As referenced in Article 4 of South Kesteven District Councils constitution, the ‘making’ of the Claypole Neighbourhood Plan must be a decision undertaken by Full Council, as it is a ‘Development Plan Document’ making up part of the wider Development Framework for South Kesteven District Council.

### **3 Key Considerations**

- 3.1 As a result of the successful referendum, South Kesteven District Council proceed to formally ‘make’ the Claypole Neighbourhood Plan as outlined above to become part of the Statutory Development Plan for South Kesteven and to give delegated authority to the Assistant Director for Planning, to make minor ‘non material’ amendments to the Neighbourhood Plan, as necessary.

### **4 Other Options Considered**

- 4.1 The Claypole Neighbourhood Plan is considered to have been prepared in accordance with EU obligations and Conventions by South Kesteven District Council and the appointed Independent Examiner.

## **5 Reasons for the Recommendations**

- 5.1 The Claypole Neighbourhood Plan has met each of the specified preparation criteria as set out in legislation, undertaken a statutory consultation and examination, and has had a positive referendum vote of over 50%. Therefore, it is recommended the Claypole Neighbourhood Plan should be formally 'made' as a South Kesteven Statutory Development Plan document.

## **6 Consultation**

- 6.1 Before formal submission of the Claypole Neighbourhood Plan to South Kesteven District Council, several draft consultation exercises were undertaken by the Claypole Neighbourhood Plan Steering Group (on behalf of Claypole Parish Council). Information around these draft consultations can be found within the Claypole Neighbourhood Plan statement of community consultation, which can be found in Section 7.5 of the background papers.

- 6.2 Upon receiving the submission version of the Claypole Neighbourhood Plan, South Kesteven District Council undertook a six-week formal consultation as required by legislation.

- The Claypole Neighbourhood Plan and all supporting documentation were made available to view and access from the Councils website.
- A general notification of the consultation was issued via email and a letter to those on the Council's neighbourhood plan consultation database, including nearby parish councils, statutory bodies, interested parties and Viking Ward Councillors.
- Hardcopy versions of the Claypole Neighbourhood Plan were available to view within the Claypole Parish area.

South Kesteven District Council received 11 comments from various consultees, including both statutory and non-statutory parties. All received comments were passed onto the Independent Examiner as part of the examination process and published on the South Kesteven District Council Claypole Neighbourhood Plan webpage.

## **7 Background Papers**

- 7.1 *Claypole Neighbourhood Plan Webpage*, available online at:  
<http://www.southkesteven.gov.uk/index.aspx?articleid=15975>

- 7.2 *Claypole Neighbourhood Plan - Designation Decision Statement* (20 March 2014), available online at:  
[https://www.southkesteven.gov.uk/sites/default/files/2023-11/Decision%20Notification\\_Redacted.pdf](https://www.southkesteven.gov.uk/sites/default/files/2023-11/Decision%20Notification_Redacted.pdf)
- 7.3 *Claypole Neighbourhood Plan – Neighbourhood Area Map* (May 2022), available online at:  
<https://www.southkesteven.gov.uk/CHttpHandler.ashx?id=28923>
- 7.4 *Claypole Neighbourhood Plan 2021-2036, an Examination Report to South Kesteven District* - (19 June 2023), available online at:  
<https://www.southkesteven.gov.uk/CHttpHandler.ashx?id=29413>
- 7.5 *Claypole Neighbourhood Plan – Consultation Statement* (May 2022), available online at:  
<https://www.southkesteven.gov.uk/CHttpHandler.ashx?id=28924>
- 7.6 *Claypole Neighbourhood Plan: Submission Publication, Officer Delegated Decision* - (24 July 2023), available online at:  
<https://moderngov.southkesteven.gov.uk/ieDecisionDetails.aspx?ID=1252>
- 7.7 *Claypole Neighbourhood Plan: Examination Modifications and Referendum Decision, Officer Delegated Decision* – (2 December 2022), available online at:  
<https://moderngov.southkesteven.gov.uk/ieDecisionDetails.aspx?ID=1319>
- 7.8 *Claypole Neighbourhood Plan: Examination Modifications and Referendum Decision, Officer Delegated Decision* – (2 December 2022), available online at:  
<https://moderngov.southkesteven.gov.uk/ieDecisionDetails.aspx?ID=1319>
- 7.9 *Strategic Environmental Assessment & Habitats Regulations Assessment Screening Report* (May 2022), available online at:  
<https://www.southkesteven.gov.uk/CHttpHandler.ashx?id=28921>
- 7.10 *Strategic Environmental Assessment & Habitats Regulations Assessment Screening Report* (May 2022), available online at:  
<https://www.southkesteven.gov.uk/CHttpHandler.ashx?id=28921>

### **Relevant Legislation**

- 7.11 *The Localism Act (2011)*, available online at:  
<https://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>
- 7.12 *The Neighbourhood Planning General Regulations (2012)*, available online at:  
<https://www.legislation.gov.uk/uksi/2012/637/contents/made>
- 7.13 *The Neighbourhood Planning Referendum Regulations (2012)*, available online at:  
<https://www.legislation.gov.uk/ukdsi/2012/9780111525050/contents>
- 7.14 *Planning and Compulsory Purchase Act 2004*, available online at:  
<https://www.legislation.gov.uk/ukpga/2004/5/contents>

## **8 Appendices**

- 8.1 Appendix 1 – Claypole Neighbourhood Plan – Adoption Decision Statement (November 2023)



## South Kesteven District Council

### Claypole Neighbourhood Development Plan: Decision Statement

#### 1. Summary

1.1 Following a positive referendum result, South Kesteven District Council has made the Claypole Neighbourhood Development Plan part of the South Kesteven Statutory Development Plan.

#### 2. Background

2.1 Claypole Parish Council as the qualifying body successfully applied for the Claypole Parish area to be designated as a Neighbourhood Area, under the Neighbourhood Planning General Regulations (2012). The area was designated on the 20 March 2014.

2.2 The formal submission version of the Claypole Neighbourhood Plan was submitted to South Kesteven District Council on the 27 May 2022.

2.3 The Claypole Neighbourhood Plan was formally publicised, and representations invited over a six week period. The consultation period closed on the 1 February 2023.

2.4 South Kesteven District Council appointed an Independent Examiner to review whether the Claypole Neighbourhood Plan met the basic conditions required by legislation and whether the Claypole Neighbourhood Plan should proceed to referendum.

2.5 The Examiner's report concluded that the Claypole Neighbourhood Plan meets the Basic Conditions, and that subject to the modifications set out in the report, should proceed to referendum.

2.6 A referendum was held on Thursday 5 October 2023 and **95.9%** of those who voted were in favour of the Claypole Neighbourhood Plan. Paragraph 38A (4) (a) of the Planning and Compulsory Purchase Act 2004, as amended, requires that the Council must make the Neighbourhood Plan if more than half of those voting have voted in favour of the Neighbourhood Plan. The Council are not subject to this duty if the making of the plan would breach or would otherwise be incompatible with any retained EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998).



### 3. Decision and Reasons

3.1 With the Examiner's recommended modifications, the Claypole Neighbourhood Plan meets the basic conditions set out in the paragraph 8(2) of the Schedule 4B of the Town and Country Planning Act 1990, is compatible with retained EU obligations and the Convention rights and complies with relevant provision made under Section 38A and B of the Planning and Compulsory Purchase Act 2004, as amended.

3.2 The referendum held on Thursday 5 October 2023 met the requirements of the Localism Act 2011 and Neighbourhood Planning Referendum Regulations (2012). The referendum was held in the parish area of Claypole and posed the question: "Do you want South Kesteven District Council to use the Neighbourhood Plan for Claypole to help it decide planning applications in the neighbourhood area?"

3.3 The count took place on Thursday 5 October 2023 and greater than 50% of those voted were in favour of the Claypole Neighbourhood Plan being used to help decide planning applications in the area. The results of the referendum were:

Response	Votes	Percent of total
Yes	350	95.9%
No	15	4.1%
Turnout	37.97%	

3.4 The Examining Inspector has assessed the Neighbourhood Plan (Including its preparation stages) and has concluded that it does not breach, and would not otherwise be incompatible with, any retained EU obligation or any of the Convention rights within the meaning of the Human Rights Act (1998). South Kesteven District Council agrees with this decision.

3.5 The Claypole Neighbourhood Plan was made part of the Statutory Development Plan for South Kesteven on the **23 November at a meeting of Full Council.**

Signed - *Emma Whittaker*

**Assistant Director of Planning  
South Kesteven District Council**

Date – 23 November 2023



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL



## Council

23 November 2023

Karen Bradford, Chief Executive

## Appointments to Outside Bodies and Committees

### Report Author

James Welbourn, Democratic Services Manager and Deputy Monitoring Officer

 [james.welbourn@southkesteven.gov.uk](mailto:james.welbourn@southkesteven.gov.uk)

### Purpose of Report

To provide Full Council with an opportunity to appoint to two Outside Bodies. There is also a vacancy for the South Kesteven Coalition Group on the Rural and Communities Overview & Scrutiny Committee.

### Recommendations

#### That Council:

1. Approves the appointment of one elected representative, with one reserve to sit on the Rural Services Network outside body.
2. Approves the appointment of one elected representative to sit on the Grantham Almshouse Charity outside body.
3. Approves any appointments or changes to the membership of other Outside Bodies
4. Approves the appointment of the nomination from the South Kesteven Coalition Group for one seat on the Rural and Communities Overview & Scrutiny Committee.
5. Approves any other nominations from Political Groups to make appointments or changes to the membership of Committees.

### Decision Information

Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	High performing Council
Which wards are impacted?	All

## Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

### ***Finance and Procurement***

- 1.1 There are no financial implications arising from this report.

Reviewed by: Alison Hall-Wright, Assistant Director of Finance and Deputy S151 Officer

### ***Legal and Governance***

- 1.2 It is understood that neither outside body has any requirement for the Council's appointment to reflect its political balance, and therefore any member of the Council would be eligible for appointment.

Reviewed by: James Welbourn, Democratic Services Manager and Deputy Monitoring Officer

## **2. Background to the Report**

### **Rural Services Network**

- 2.1 Democratic Services was contacted after the Full Council meeting held on 20 July 2023 to ask for the name of an elected representative, plus one reserve member from the Council to attend the Rural Services Network.

- 2.2 It does not appear that the Council has previously appointed to this body; the body reported that two South Kesteven Councillors had previously been appointed, but there is no record of this in Council minutes from the previous electoral cycle. The Rural Services Network has not previously sent annual reminders for appointments to the authority.
- 2.3 The Rural Services Network is a membership organisation that exists as a national champion for rural services. They campaign on behalf of their membership for fair funding for rural areas, and also work to share best practice and network across their wide membership.
- 2.4 Nominated Members are requested to attend 4 meetings a year, all held online via zoom. They generally last two hours. Invitations to the meetings are circulated in advance and the Nominated Member can book on through a system called Eventbrite and they will then receive joining instructions and full papers for the event via email. There is no requirement for the representative to be the Leader of the Council, but they do require a reserve member.
- 2.5 Further information on the body is available on the body's own website:

<https://www.rsonline.org.uk/>

### **Grantham Almshouse Charity and Rural and Communities OSC**

- 2.6 Councillor Ray Wootten of the Grantham St. Wulfram's Ward sadly passed away on 27 August 2023. A by-election has since been held on 9 November 2023, with Councillor Matt Bailey being the successful candidate. As he has joined the South Kesteven Coalition Group, there is no change to political balance.
- 2.7 Ray Wootten's passing has left a vacancy on the Rural and Communities Overview & Scrutiny Committee and also on the Grantham Almshouse Charity Trustees Outside Body. Ray was formerly the Chair of the Trustees.
- 2.8 The Grantham Almshouse Charity is a provider of low-cost accommodation for those in need in Grantham.<sup>1</sup>The Charity, run by Trustees covers the Diocese of Grantham, which includes Great Gonerby, Londonthorpe, Woolsthorpe and Stroxtan.<sup>2</sup>

## **3. Key Considerations**

- 3.1 One representative from Full Council, plus one reserve representative is required to serve on the Rural Services Network Outside Body.

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<sup>1</sup> <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/224721/charity-overview>

<sup>2</sup> <https://grantham.nub.news/news/local-news/grantham-almshouses-expand-their-search-area-for-residents>

- 3.2 One representative from Full Council is required to serve on the Grantham Almshouse Charity Outside Body.
- 3.3 The South Kesteven Coalition Group is invited to propose one Member to the Rural and Communities Overview & Scrutiny Committee.

#### **4. Other Options Considered**

- 4.1 To propose other nominations for appointments to Outside Bodies.
- 4.2 To make any other changes to the membership of Committees.

#### **5. Reasons for the Recommendations**

- 5.1 To ensure that the Council has sufficient representation on Committees and Outside Bodies and in other roles deemed necessary or appropriate.



**SOUTH  
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COUNCIL**



## Council

23 November 2023

Report by Councillor Graham Jeal,  
Chairman of the Community  
Governance Review Working Group

## Community Governance Review for Grantham

### Report Author

Graham Watts, Assistant Director (Governance and Public Protection) and Monitoring Officer

 [Graham.watts@southkesteven.gov.uk](mailto:Graham.watts@southkesteven.gov.uk)

### Purpose of Report

To report the outcome of the second consultation stage of the Community Governance Review for the unparished area of Grantham following the Council's formal proposition to create a Parish Council for Grantham.

To report a formal recommendation from the Community Governance Review Working Group regarding the creation of a Parish Council for Grantham.

### Recommendations

**The Community Governance Review Working Group recommends that Full Council:**

- 1. Notes the responses of the second stage of the consultation process associated with the Community Governance Review for Grantham.**
- 2. Approves the Order, at Appendix D of this report, to establish a Parish Council for Grantham based upon the following principles:**
  - That the boundary for the new Parish Council for Grantham replicates the existing unparished area of Grantham**
  - That the warding arrangements for the new Parish Council for Grantham replicate existing District Council Wards, as outlined in Appendix A of this report**

- That the size of the new Parish Council for Grantham consists of 22 Councillors, comprising 4 Councillors for St Vincent’s Ward and 3 Councillors for all remaining Wards
  - That the first elections to the new Parish Council for Grantham be held on 2 May 2024
3. Sets a budget for the first year of the newly established Parish Council for Grantham of £46,010, to be precepted by South Kesteven District Council.
  4. Approves a one-off payment to the Parish Council for Grantham of any unallocated funds collected by South Kesteven District Council from Grantham Charter Trustee bank accounts upon the dissolution of the Grantham Charter Trustees.
  5. Allows the costs of running the first elections for the Parish Council for Grantham to be spread across the three years of its first term of office, prior to its next elections in May 2027.

<b>Decision Information</b>	
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Healthy and strong communities
Which wards are impacted?	All wards within and adjoining the unparished area of Grantham

## **1. Implications**

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council’s declaration of a climate change emergency, the following implications have been identified:

### ***Finance and Procurement***

- 1.1 A budget of £20,000 was approved as part of the 2022/23 budget setting to facilitate the Community Governance Review. Approximately £16,000 of this budget has been spent so there is currently a forecast underspend of £4,000.
- 1.2 The District Council is required to provide a newly established Parish Council with a budget to cover the cost of running its first election which is scheduled to take place in May 2024 in order to elect the Councillors. This is projected to cost £34k.

- 1.3 The Community Governance Working Group has recommended that the cost of the elections be spread across the three years of the Parish Council's first term of office. The Working Group anticipates that underspent balances from the dissolved Grantham Charter Trustees would contribute to or cover the first year's element of the Parish Council elections costs. Paragraph 13 (5) of the Charter Trustees Regulations 1996 states that the annual calculation of the precept of the Charter Trustees should not exceed its budget requirement. Any balances or reserves should therefore be returned to South Kesteven District Council. The Working Group has requested that the District Council makes a one-off payment to the Parish Council for Grantham equal to any amount collected on this basis. This request was also made by the Grantham Charter Trustees at its meeting on 5 October 2023 to ensure the funds, precepted from the people of Grantham, can remain under the governance of the town under the new Parish Council.
- 1.4 The District Council is also required to set an operational budget in the new Parish Council's first year to enable the authority to function from May 2024 to March 2025. The Working Group has recommended a proposed budget of £46,010 for the first year of operation. This would represent an approximate charge of £4.07 per band D property for the first year. A precept will be raised by the District Council to cover this cost as part of annual budget setting process for 2024/25. This amount would replace the precept of £3.69 (2023/24 charge) for the Grantham Charter Trustees.

Completed by: Richard Wyles, Deputy Chief Executive and s151 Officer

### ***Legal and Governance***

- 1.5 The Community Governance Review has been conducted in accordance with the provisions of the Local Government and Public Involvement in Health Act 2007 (the 2007 Act) and statutory guidance issued in 2010 by the Secretary of State for Communities and Local Government and the Local Government Boundary Commission for England.
- 1.6 Section 93 of the 2007 Act requires Councils to ensure that community governance within the area under review will be reflective of the identities and interests of the community in the area and be effective and convenient.
- 1.7 Where a review is conducted as a result of a community governance application or petition, section 93(8) of the Local Government and Public Involvement in Health Act 2007 requires the review to be completed within 12 months. This requirement does not however apply where a Council has taken the decision to undertake a review.

- 1.8 A dispensation has been granted to those District Councillors who are also Grantham Charter Trustees, enabling them to fully participate in the debate and vote associated with this report.

Completed by: Graham Watts, Assistant Director (Governance and Public Protection) and Monitoring Officer

## **2. Community Governance Review Process**

- 2.1 In carrying out the Community Governance Review, the Local Government and Public Involvement in Health Act 2007 requires the District Council to have regard to the identities and interest of the community. This means that Community Governance arrangements should reflect and be sufficiently representative of people living across the whole community. In addition, the Council is required to have regard to the results of the consultation.
- 2.2 Before making any recommendations or publishing draft proposals, the Council is required to take account of the views of local people and stakeholders and ensure that the proposals reflect the identities and interests of the community in the area and are effective and convenient.
- 2.3 If the review results in a recommendation to create a parish, the review must also make recommendations for the:
- name of the new parish;
  - boundary;
  - warding arrangements (the number of wards, boundaries and names of wards); and
  - number of councillors.

### **Name of Parish Council**

- 2.4 It is not open to the District Council to designate an area as a Town Council. If a new council is created, it would initially be named as a Parish Council, e.g., Grantham Parish Council. Section 245 of the Local Government Act 1972 provides the adoption of the name of Town would be a matter for the new Parish Council to resolve, if one is created.
- 2.5 This report therefore refers throughout to “the Parish Council” or “the new Council” even though it is widely understood that any Parish Council for Grantham would choose to call itself a Town Council. It would then fall to the new Parish Council to resolve, under section 245(6) of the Local Government Act 1972, to have the status of a town and adopt the name of Town Council.

## **Boundary of any new Council**

- 2.6 Also being considered as part of the review is the external boundary of any new Council and whether any changes should be made to boundaries with any of the neighbouring parishes. As mentioned at paragraph 2.2 above, any proposal for a future Parish Council should reflect the identities and interest of the community in the area.
- 2.7 Currently the boundaries of the existing District Council wards are not coterminous with the boundary of the unparished area of Grantham. Following the review of the electoral arrangements undertaken by the Local Government Boundary Commission for England in 2015, three small areas from neighbouring parish areas were included within the Grantham District wards but remained within neighbouring Parish Council areas.
- 2.8 When drawing up parish boundaries, the Council must have regard to the existence of natural communities and at the same time, ensure that boundaries are easy to understand and rely on existing landscape features such as roads or rivers.

## **Warding arrangements**

- 2.9 If it is proposed that a new Parish Council be established, the Council will need to decide whether it should be divided into wards for the purpose of electing councillors and the names of those wards.

## **Number of Councillors**

- 2.10 If it is proposed that a new Parish Council is established, the Council is required to consider the number of Councillors for a new Parish Council. There is no legislative guidance relating to the number of Councillors with the exception that each Parish Council must have at least five Councillors. Guidance published by the National Association of Local Councils (NALC) suggests the number of Parish Councillors be allocated depending on the size of the population represented and that the practical maximum should be 25 Councillors for an area with over 23,000 electors.
- 2.11 The Aston Business School also published research that typically Parish Councils have the following number of Councillors based on the number of electors in the parish:

<b>Electors</b>	<b>Councillors</b>
<500	5-8
501 – 2,500	6-12
2,501-10,000	9-16
10,001-20,000	13-27
>20,000	13-31

- 2.12 As of 1 September 2023, the electorate of the unparished area of Grantham was 28,297. This is the most up to date figure available due to the fact that the annual canvass has not yet reached its conclusion, with the revised Electoral Register due for publication on 1 December 2023.

### **3. Background to the Report**

- 3.1 Full Council, at its meeting on 26 May 2022, considered responses to the first formal consultation process that was undertaken to commence the Community Governance Review for Grantham. The report and associated appendices, together with the minutes from that meeting, can be viewed via the following link:

[South Kesteven District Council - Agenda for Council on Thursday, 26th May 2022, 1.00 pm](#)

<https://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CIId=261&MIId=4131&Ver=4>

- 3.2 The decision at that meeting was that Full Council agreed, in principle, to the establishment of a Parish Council for Grantham, subject to undertaking further consultation with residents of neighbouring parishes and Parish Councils to consider its boundary.
- 3.3 Further consultation was undertaken with those residents in the following parishes whose properties, through an anomaly as a result of a previous boundary review undertaken by the Local Government Boundary Commission for England, are also located within the boundary of an existing Grantham District Council Ward:
- Belton and Manthorpe
  - Great Gonerby
  - Londonthorpe and Harrowby Without

- 3.4 The respective Parish Councils were also invited to contribute to this additional consultation exercise.

- 3.5 Responses to the additional consultation exercise were considered at Full Council on 1 March 2023 where, further to previous consideration on 26 May 2022 in respect of the first formal consultation, a decision was taken to make a formal proposition in respect of the unparished area of Grantham. The proposal was as follows:

*That a Parish Council for Grantham be formally established, based upon the following principles:*

- *That the boundary for the new Parish Council for Grantham replicates the existing unparished area of Grantham*

- *That the warding arrangements for the new Parish Council for Grantham replicate existing District Council Wards (as set out in **Appendix A** to this report)*
- *That the size of the new Parish Council for Grantham consists of 22 Councillors, comprising 4 Councillors for St Vincent's Ward and 3 Councillors for all remaining Wards*

3.6 The report and associated appendices, together with the minutes from the meeting held on 1 March 2023, can be viewed via the following link:

[South Kesteven District Council - Agenda for Council on Wednesday, 1st March, 2023, 1.00 pm](#)

<https://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CId=261&MId=4335&Ver=4>

3.7 The Council was required to undertake a second formal consultation on this proposal, which commenced on 1 July 2023 and ended on 7 August 2023.

3.8 The Community Governance Working Group considered the results of the second formal consultation on the Council's proposal at its meeting on 13 November 2023. Full Council is now invited to consider the consultation results.

3.9 Full details and documents associated with the Community Governance Review can be viewed on the Council's website at:

[Community Governance Review for Grantham | South Kesteven District Council](#)

<https://www.southkesteven.gov.uk/your-council-and-democracy/elections-and-voting/community-governance-review-grantham>

3.10 A flowchart illustrating the different stages of the Community Governance Review process is attached to the report at **Appendix B**.

## **4. Key Considerations**

### **Results of the second formal consultation exercise**

4.1 The period of consultation ran for six weeks from 1 July 2023 to 7 August 2023.

4.2 The results of the consultation indicate clear support in favour of the Council's proposal.

- 4.3 Detailed analysis of the responses received to the survey during this period of consultation are included at **Appendix C**. The full responses together with all comments made by respondents are also available on the Council's website.

### **The South Kesteven District Council (Reorganisation of Community Governance) (Grantham Parish) Order 2023**

- 4.4 Taking into account the recommendations of the Community Governance Review Working Group, an Order has been produced and is attached to this report at **Appendix D**.
- 4.5 A leasehold arrangement currently exists between South Kesteven District Council and Grantham Charter Trustees regarding use of the Guildhall and the Mayor's Parlour. This lease is due to expire on 27 November 2024. It is proposed that this lease be transferred from Grantham Charter Trustees to Grantham Parish Council, which is reflected in the Order.
- 4.6 Included in the Order is a schedule of items and regalia proposed to be transferred to the new Parish Council for Grantham upon its establishment. These are items of significant monetary and civic value which have been donated to the people of Grantham through the Mayor of Grantham during respective terms of office. Liability for their insurance and safekeeping would also transfer to the new Parish Council.
- 4.7 Should South Kesteven District Council grant the Order to establish a Parish Council for Grantham, the new Parish Council will supersede the Grantham Charter Trustees which would automatically be disbanded. It is proposed in the Order that this takes effect from the commencement of the new financial year, 1 April 2024.
- 4.8 Full Council is invited to consider the content of the Order.

### **Budget for the first year of operation**

- 4.9 The Community Governance Review Working Group considered a recommendation of the Grantham Charter Trustees and agreed to submit a formal recommendation to Full Council regarding the budget for the new Parish Council for Grantham, as follows:
- That a proposed precept of £43,000 plus 7% inflation (£3,010) making a total of £46,010 for the municipal year 2024/25 be set
  - That South Kesteven District Council be asked to spread the election costs for the initial elections over the three years of the first term of office of the new Parish Council
  - That South Kesteven District Council makes a one-off payment to the new Parish Council for Grantham equal to that of any balances returned to South Kesteven District Council from the Grantham Charter Trustees bank

account(s). This was further requested at the meeting of the Grantham Charter Trustees on 5 October 2023 to ensure these funds, having been precepted from the people of Grantham, can remain under the governance of the town under the Parish Council for Grantham.

- 4.10 The Working Group anticipates that sufficient funds will be included in balances returned to the District Council from the Grantham Charter Trustees bank account(s) to contribute to or cover the first year's element of election costs, which are estimated to be in the region of £11k - £12k.

### **Timetable for the Community Governance Review**

- 4.11 The existing timetable for the Community Governance Review is as follows:

Consideration of stage two representations by Full Council – 23 November 2023  
If there is not positive support for the creation of a Parish Council following the stage two consultation process, the process ends subject to any further consultation or information that may be requested. This will require amendments to the timetable.

If there is positive support for the creation of a Parish Council following the stage two consultation process:

- Order made by Council – 23 November 2023
- Elections to Grantham Parish Council – May 2024

## **5. Other Options Considered**

- 5.1 To consider identifying a different boundary for a potential Parish Council for Grantham.
- 5.2 To consider alternative warding arrangements for a potential Parish Council for Grantham.
- 5.3 To consider an alternative number of Councillors for a potential Parish Council for Grantham.
- 5.4 To consider an alternative budgetary arrangement for a potential Parish Council for Grantham.

## **6. Reasons for the Recommendations**

- 6.1 The recommendations take into account the responses received from the first comprehensive consultation process and the additional consultation undertaken with residents and Parish Councils. They also reflect comprehensive consideration by the Community Governance Review Working Group.

## **7. Consultation**

- 7.1 The public consultation undertaken as part of the Community Governance Review is comprehensively set out in the reports considered by Full Council on 26 May 2022 and 1 March 2023, as well as the body of this report and associated appendices.

## **8. Background Papers**

- 8.1 Report to Full Council – 26 May 2022:

[Agenda for Council on Thursday, 26th May 2022, 1.00 pm  
\(southkesteven.gov.uk\)](https://southkesteven.gov.uk)

<https://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CId=261&MId=4131&Ver=4>

- 8.2 Agenda packs and minutes of meetings of the Community Governance Review Group available on the South Kesteven District Council website:

<https://moderngov.southkesteven.gov.uk/ieListMeetings.aspx?CId=717&Year=0>

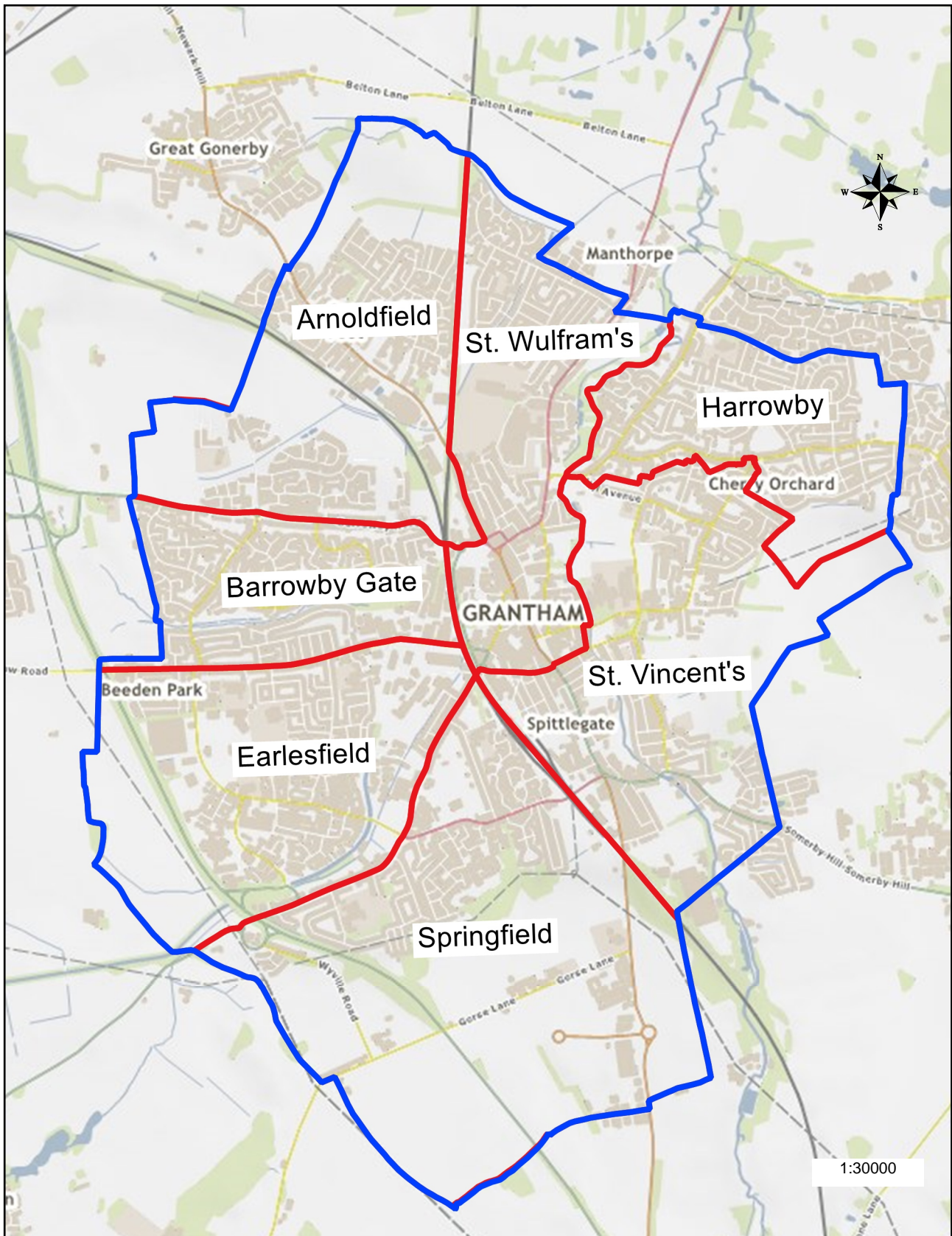
## **9. Appendices**

- 9.1 Appendix A – Map of the proposed boundary for the newly established Parish of Grantham, including proposed warding arrangements
- 9.2 Appendix B – Flowchart of Community Governance Review process
- 9.3 Appendix C – Report on the results of the second stage consultation process
- 9.4 Appendix D – The South Kesteven District Council (Reorganisation of Community Governance) (Grantham Parish) Order 2023

## Proposed Grantham Town Council Ward Boundaries



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL



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Community Governance Review for Grantham  
Update of actions undertaken

BACKGROUND

49

**30 SEPT 2021**  
Council decides to undertake Community Governance Review for Grantham.  
To view minutes of meeting click [here](#)

**13 DEC 2021**  
Community Governance Review Working Group (CGRWG) set up to manage process. Membership comprised of Grantham district ward councillors. Chair- Cllr Graham Jeal. To view minutes of meeting click [here](#)

**27 JAN 2022**  
Council agrees terms of reference and timetable for the review. Terms of reference include setting the parameters of review.  
To view minutes of meeting click [here](#)

**Parameters of review are to establish:**

- If a new parish or town council should be set up to represent Grantham
- If the new parish or town council for Grantham is created, where the administrative external boundaries of the new council should be drawn
- If a new town or parish council is created, how it should be divided into wards for the purposes of electing councillors, how many councillors there should be and when the first election will take place

**21 FEB 2022**  
CGRWG approve methodology and content of consultation.  
To view minutes of meeting click [here](#)

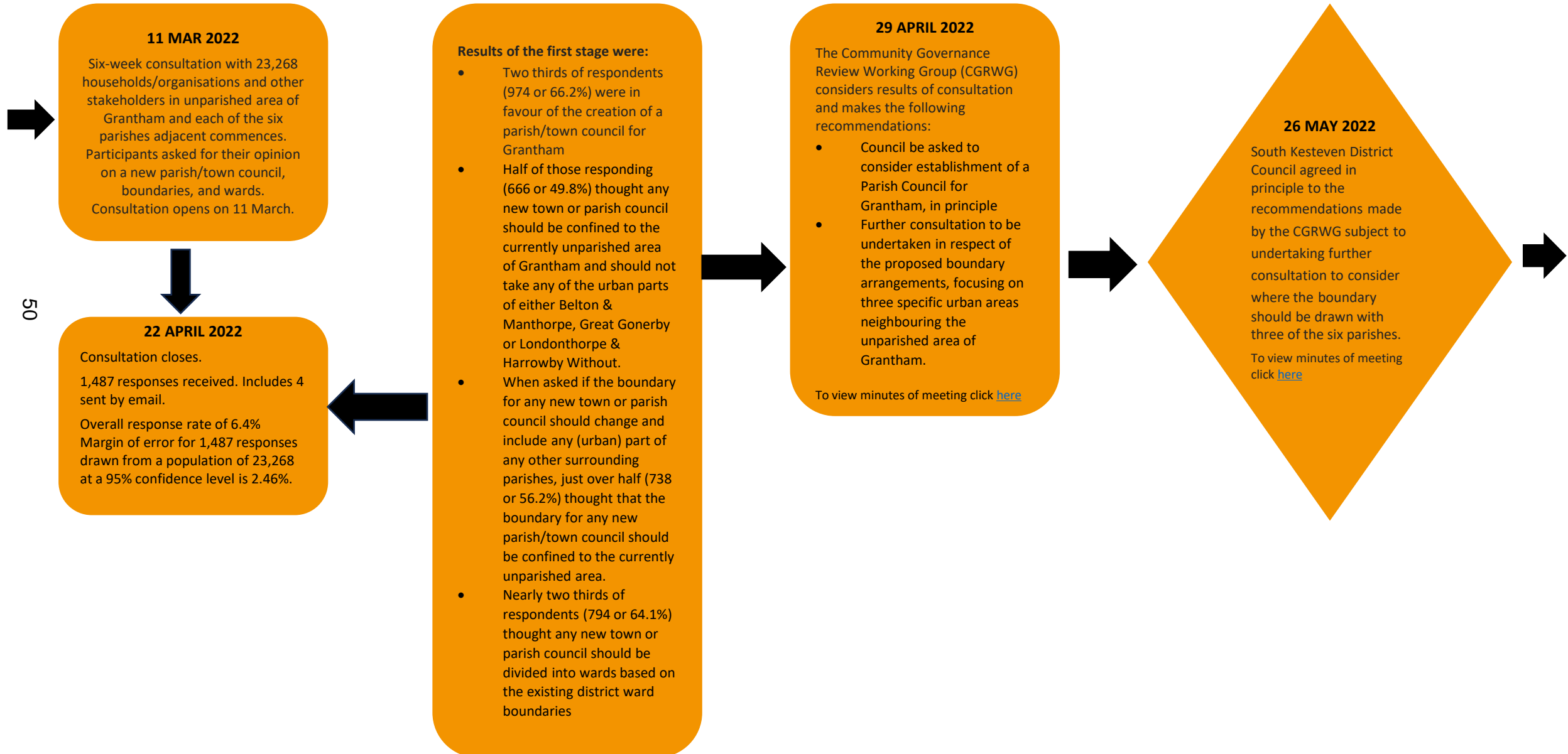
**Stakeholders identified and contacted as part of the review included:**

- Householders in the areas under review
- Local businesses
- South Kesteven District Councillors
- Lincolnshire County Councillors (South Kesteven divisions)
- Lincolnshire County Council
- Members of Parliament for the Grantham and Stamford and Sleaford and North Hykeham constituencies
- All Parish Councils neighbouring the Grantham unparished area (Parish Councils of Barrowby, Belton and Manthorpe, Great Gonerby, Harlaxton, Little Ponton & Stroxton and Londonthorpe and Harrowby Without)
- Any other person/organisation who appear to have an interest. This included 39 community organisations based in Grantham or one of the surrounding parishes.

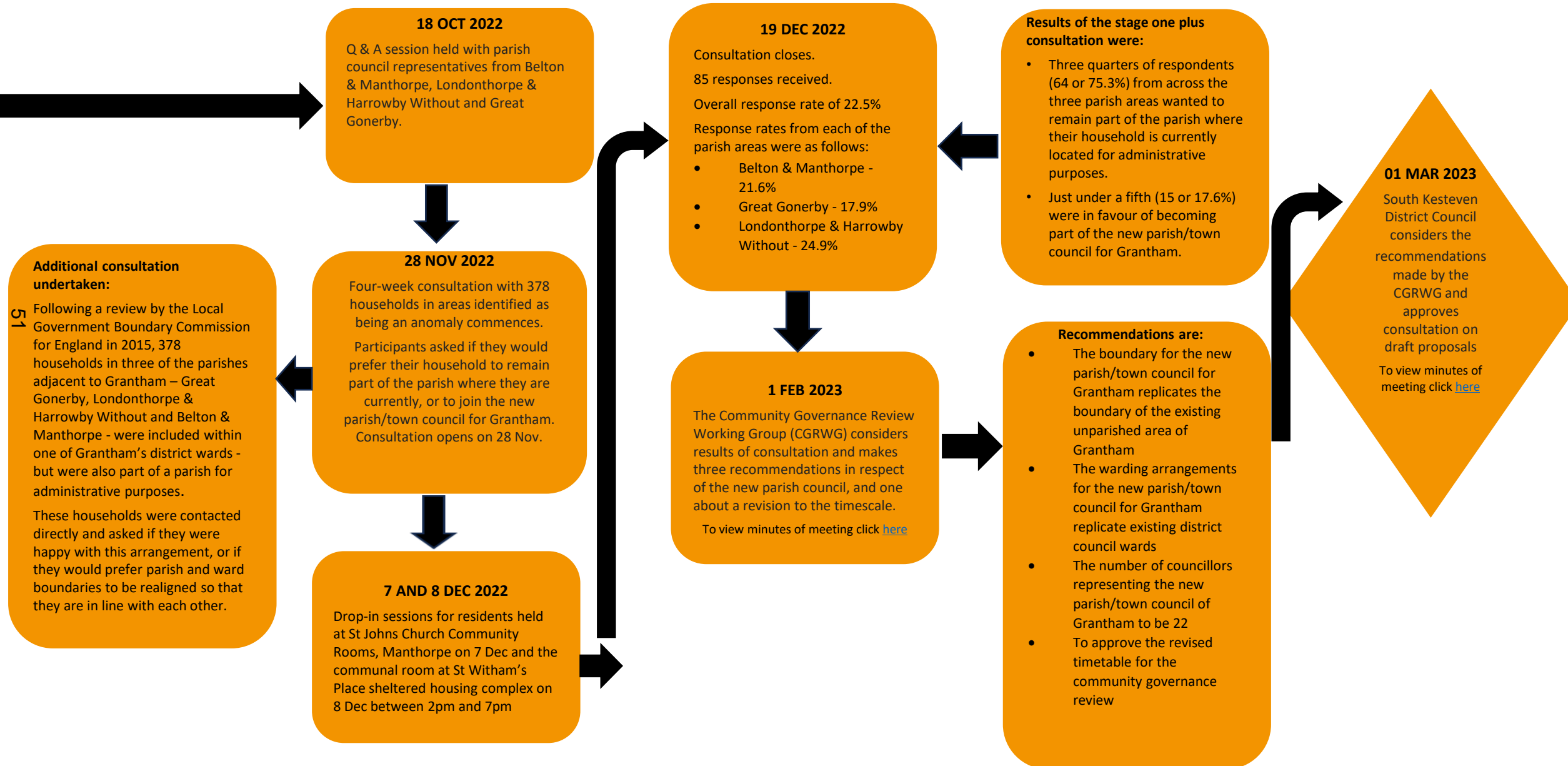
**Objectives of consultation identified as follows. To:**

- Ensure those who may be affected by the proposal were aware of the review and were able to participate
- Measure the degree of support or otherwise for the proposal to create a parish or town council for Grantham
- Communicate the potential changes that may occur to boundaries, warding arrangements etc should the proposal be approved, and gather feedback on those changes
- Inform decisions that will be taken by SKDC in respect of the arrangements for a parish or town council for Grantham
- Enable respondents to ask questions/seek clarification on any of the issues raised

## CONSULTATION - STAGE ONE

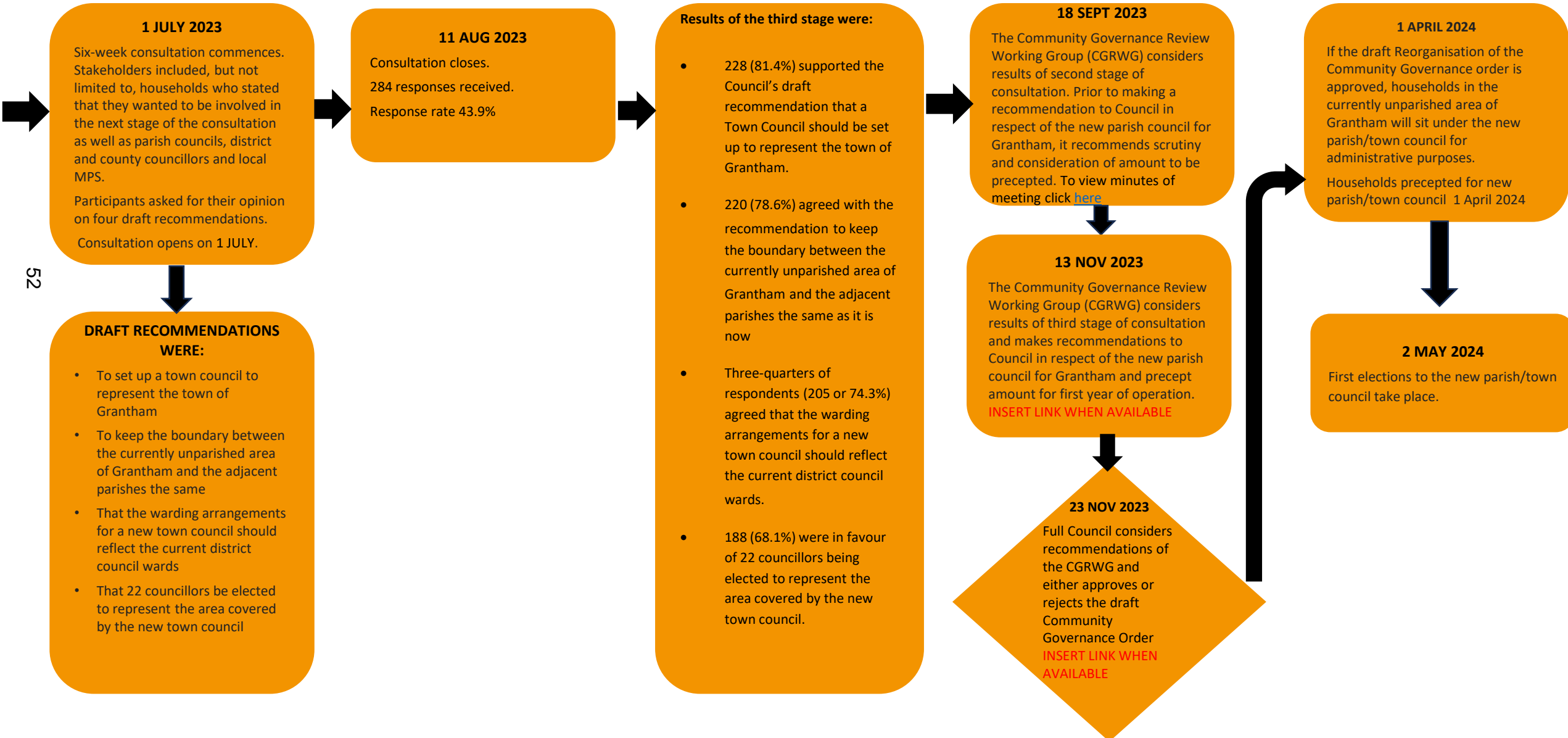


# CONSULTATION - STAGE ONE PLUS



## CONSULTATION - STAGE TWO

## REORGANISATION OF COMMUNITY GOVERNANCE





## Community Governance Review Consultation

Stage 2

August 2023



## Table of Contents

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## Purpose

1. The purpose of this report is to update members of South Kesteven District Council's Community Governance Review Working Group (CGRWG) and full Council with the results of the second stage of the Community Governance Review for Grantham consultation.
2. Containing the draft recommendations for the new parish/town council of Grantham - approved in principle by full Council on 26 May 2022 - feedback from this consultation will inform the recommendations made by the CGRWG and assist the Council in the determination of three parameters for the new town council. These include:
  - The setting of the administrative external boundary for that area, considering boundaries of parishes directly adjacent to Grantham
  - The warding arrangements of the new parish/town council and the number of councillors
  - The impact of any proposed boundary changes on neighbouring Parish Councils (if applicable)

## Scope

3. The scope of this consultation was determined by the Community Governance Review Working Group (CGRWG) and is in accordance with guidance from central government on Community Governance Reviews. Other relevant legislation includes:
  - The Local Government and Public Health Act 2007: section 100
  - The Local Government Act 1972
  - The Local Democracy, Economic Development and Construction Act 2009

When the distribution of property, rights and liabilities and the setting of precepts for new parishes are being determined, the following two acts are also important:

- The Local Government (Parishes and Parish Councils) England Regulations 2008 -NO 625
  - The Local Government Finance (New Parishes) Regulations 2008 -NO 626
4. This consultation is the second phase of consultation in respect of the formation of a parish/town council for Grantham. Some additional consultation was undertaken with respect to parish boundaries with some of the parishioners in three of the parish areas adjacent, which has been referred to as stage one plus. The requirements of the consultation included:
    - Communicating the steps in the process - those that have been undertaken so far and those still to do. A flow chart<sup>1</sup> has been prepared to assist with this.
    - Conveying the support that was received for the proposal to create a town council for Grantham during the first phase of consultation
    - Communicating the results of the stage one plus stage of consultation with the areas located within three of the parishes - Belton & Manthorpe, Great Gonerby and Londonthorpe & Harrowby Without with respect to the parish/town council boundary
    - Outlining the decision taken by the CGRWG in respect of the other parishes – Barrowby, Harlaxton and Little Ponton & Stroxton regarding the boundary

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<sup>1</sup> Please go to appendix one to view

- Presenting the draft recommendations on warding arrangements and numbers of councillors for the new parish/town council

## Objectives

5. The objectives of the consultation were to:
  - Communicate the steps that have been undertaken to date
  - Communicate the results of the first and stage one plus stages of consultation. These include the support for the formation of a new parish/town council, the decisions that have been taken in respect of where the boundary should be drawn with the adjacent parishes and the wishes of those living in the areas identified by the Local Government Boundary Commission for England (LGBCE) as being an anomaly
  - Present the proposals in respect of the new parish/town Council. These include where the boundary should be positioned, the warding arrangements that should be applied and the number of councillors
  - Enable respondents to ask questions/seek clarification on any of the issues raised in the consultation

## Timescales

6. Preparatory work was undertaken during June 2023. The consultation was open for six weeks – from 1 July 2023 until 11 August 2023. The CGRWG is scheduled to meet in September to consider responses to this consultation and propose the final recommendations. It is then expected that the Content of the Reorganisation of Community Governance Order 2024 will be submitted to full Council for approval on 28 September 2023. If approved, elections to the new parish council should take place in May 2024.

## Stakeholders

7. The stakeholders were identified as follows:
  - Residents who had responded to either the first or additional boundary stage of consultation and wanted to be informed of the outcomes/ consulted about subsequent stages
  - Parish Councils with a boundary adjacent to the Grantham unparished area. These are Belton and Manthorpe, Barrowby, Great Gonerby, Harlaxton, Little Ponton & Stroxtan, and Londonthorpe and Harrowby Without
  - South Kesteven District Councillors
  - Lincolnshire County Councillors (South Kesteven divisions)
  - 32 Community Groups in the Grantham area
  - Lincolnshire County Council
  - The Members of Parliament for the Grantham and Stamford and Sleaford and North Hykeham constituencies – Gareth Davies and Caroline Johnson
  - Grantham Almshouses Charity Trustees
  - Chair of the Grantham Business Club
  - Charter Trustees (sent to the Mayors Parlour)
  - Any other local resident with an interest

## Methodology

8. The methodologies followed depended on the type of stakeholder. The table below outlines the option adopted for each of the stakeholder types:

Stakeholders	Method(s)	Details
Residents who responded to either the first or additional boundary stage of consultation	<p>Respondents were contacted – either by email or post</p> <p>Number of respondents contacted by email: 584</p> <p>Number of respondents contacted by post: 62</p> <p>Page on SKDC’s website</p> <p>Dedicated Email address</p> <p>Phone support</p>	<p>Project team contacted every household which had responded to previous consultations, supplied contact details and indicated that they wanted to be notified.</p> <p>Email included information about the consultation, link to the CGR for Grantham webpage, survey and QR code.</p> <p>Letter included information about the consultation, link to webpage, survey and QR code.</p> <p>Webpage contained:</p> <ul style="list-style-type: none"> <li>the information needed for someone to participate in the consultation should they wish to.</li> <li>maps detailing the administrative external boundary for each of the areas highlighting the boundaries of parishes directly adjacent to the Town area and the proposed wards</li> </ul> <p>Dedicated email address: <a href="mailto:cgr@southkesteven.gov.uk">cgr@southkesteven.gov.uk</a></p> <p>Assistance provided by phone by elections staff if required</p>
Parish Councils	All parish councils with a boundary adjacent to the currently unparished area of Grantham emailed.	<p>Parishes are:</p> <p>Barrowby, Belton and Manthorpe, Great Gonerby, Harlaxton, Little Ponton &amp; Stroxton and Londonthorpe and Harrowby Without</p> <p>Parish Councils were invited to participate by either:</p>

		<ul style="list-style-type: none"> <li>submitting their views on the proposals via the dedicated email</li> <li>completing the survey</li> </ul>
All councillors at South Kesteven District Council	Councillors representing South Kesteven emailed	Email included information about the consultation and link to the CGR for Grantham webpage
Lincolnshire County Council – councillors representing Grantham in South Kesteven	14 County Councillors representing electoral divisions in South Kesteven emailed	All divisions within South Kesteven
Lincolnshire County Council	LCC emailed	Email included information about the consultation and link to the CGR for Grantham webpage
Community Groups	Community groups and organisations contacted by the Community Engagement Manager	

## Details

- South Kesteven District Council is currently undertaking a community governance review to establish if households in the currently unparished area of Grantham (and those living in the parishes adjacent) support a proposal to create a parish or town council for the area of Grantham.
- As part of this process, just over 23,000 households and other stakeholders were contacted in March last year and asked if they agreed with this proposal or not. Two thirds of respondents (974 or 66.2%) supported this proposal.
- Before agreeing to the creation of a new parish/town council for Grantham, the Council wanted to check if those living in three specific areas ( identified by the Local Government Boundary Commission for England as being areas included within the boundary of a parish, but also part of a continuous estate predominantly situated in the unparished area of Grantham) thought they had more in common with the town of Grantham or the parish where their household is currently located.
- When asked if they would prefer to remain part of the parish their household currently belongs to or join the new parish/town council of Grantham, three quarters of respondents (64 or 75.3%) from

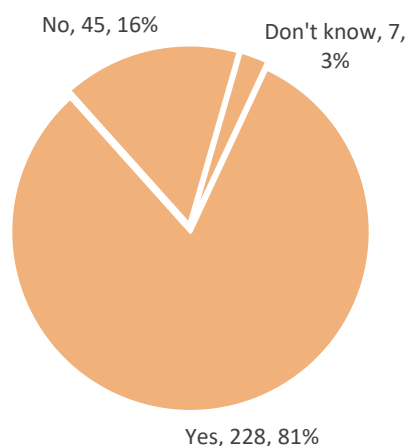
specific areas in the parishes of Belton & Manthorpe, Londonthorpe & Harrowby Without and Great Gonerby stated that they would prefer to remain where they are for administrative purposes i.e., part of the parish where their household is currently located.

13. The results of this consultation were considered by the Community Governance Review Working Group (CGRWG) on 1 February 2023. They recommended that the boundary between the new parish/town council and the parishes remains as it is now, for all the parishes adjacent. Following consideration of warding arrangements and the number of councillors who will represent those living in the area covered by the new parish/town council; the CGRWG also recommended that the wards of the new parish/town council should mirror existing district wards and that 22 councillors should represent the area. These recommendations were presented to and approved by the Council on 1 March 2023.
14. SKDC was then able to proceed to the next stage of the review which is to present to stakeholders - in accordance with legislative requirements - the draft recommendations for the new parish/town council and ask for comments.
15. The actions undertaken to promote this consultation included setting up a survey; contacting those who had responded to previous consultations stating that they wanted to be kept informed; sending an email to other stakeholders including district and county councillors, parish councils and local MPs; issuing a press release, updating the Community Governance Review for Grantham webpage and posting the consultation on the Council's social media channels.

## The results

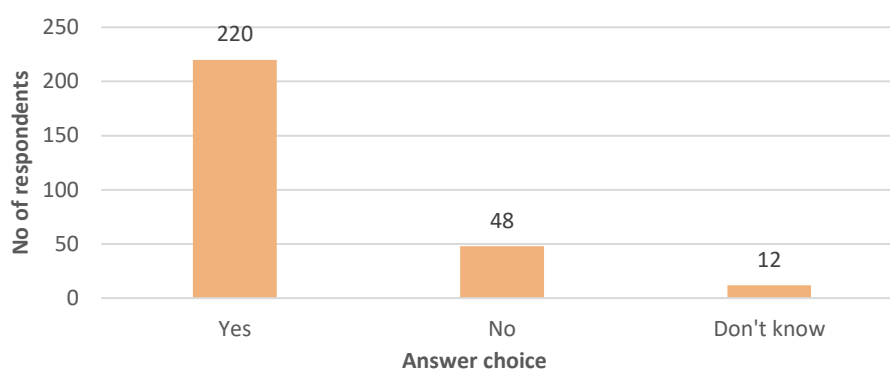
16. The first question on the survey asked respondents if they agreed with the Council's draft recommendation that a Town Council should be set up to serve the town of Grantham. Most supported the proposal as illustrated in the graphic below:

**Q1. Do you agree with SKDC's draft recommendation that a Town Council should be set up to serve the town of Grantham?**



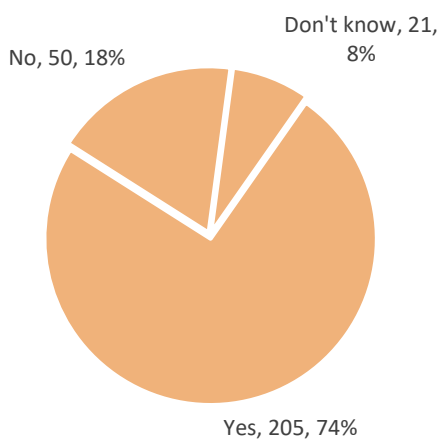
17. Respondents were then asked for their opinion on the boundary of the new Town Council - specifically if they agreed with the Council’s recommendation that it should reflect the current unparished area of Grantham. To help them visualise what this would look like, the consultation included a map illustrating the boundaries. Over three quarters of respondents (220 or 78.6%) agreed that the boundaries of the new Town Council should reflect the current unparished area of Grantham, as illustrated in the chart below:

**Q2. Do you agree with SKDC's draft recommendation that its boundary should reflect the current unparished area of Grantham?**



18. Views were then sought on the warding arrangements for the new town council. When asked “Do you agree with South Kesteven District Council’s proposed warding arrangements for a new Town Council for Grantham which reflect the current District Council wards, as set out in Appendix A?” a slightly lower but still significant proportion of respondents (205 or 74.3%) were in favour. This is shown below:

**Q3. Do you agree with SKDC's proposed warding arrangements for a new Town Council for Grantham which reflect the current District Council wards?**



19. When prompted to provide an alternative, comments received by those who didn't agree with the proposal to adopt the same warding arrangements included but were not limited to the following themes:

- Changes that will happen as a result of housing development which will not be reflected in the warding arrangements

**“I appreciate that people do not like change, but, with all of the new developments taking place in and around Grantham, historic boundaries of any kind are making less and less sense.”**

**“Retaining fossil boundaries which do not reflect the economic and social structure of Grantham in 2023 would be a lost opportunity to shape the town’s future”**

- The arbitrary nature of some of the boundaries

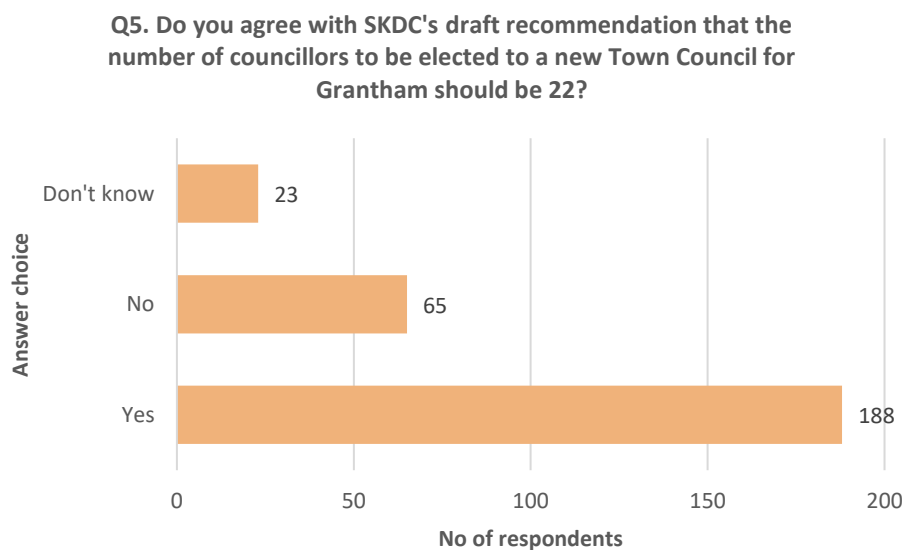
**“Why is St Vincents so large, and does Welham Street get split so arbitrarily - Welham St Car Park in St Wulframs, Waterfront directly opposite in St Vincents when the river provides a much better boundary?”**

**“Boundary should follow key housing ...why does boundary cut Somerby hill estates in half?”**

- To express their lack of support for the proposal to create a new Town Council for Grantham

**“In my view Grantham does not need a Town Council.”**

20. Respondents were then asked for their opinion on the Council’s draft recommendation that the number of Councillors to be elected to a new Town Council for Grantham should be 22. Seven out of ten respondents (188 or 68.1%) supported this recommendation, as illustrated in the bar chart below:



21. When asked to propose an alternative, there were three main threads to the comments made by those who didn't support the recommendation. Some thought it would be better to have an odd number of councillors, so that the outcome of decisions would be clearcut. A handful thought the arrangements shouldn't be finalised until there is more information available on the functions that the town council will be responsible for, but the most popular comments were that 22 is too high. These are illustrated in the comments made by respondents:

**"I suggest a lower odd number, 21 or 19. This will ensure a majority during the voting process."**

**"Until there is clarification of the responsibilities which will pass to the Town Council it is hard to understand, and to justify, an additional 22 elected members...."**

**"22 is way too many"**

22. The next question on the survey asked participants if they had any questions or would like to comment on anything included in the survey, to mention them. Their comments were wide-ranging and included reservations about the introduction of another level of bureaucracy and what the potential costs might be, as well as the services the new Town Council will be responsible for. These are illustrated in the quotes below:

**"Thanks for the opportunity to indicate I do not agree with this plan which dilutes or duplicates responsibility and accountability."**

**"A Town Council is a step in the wrong direction. Another layer of local government will add to the public's confusion as to "who does what?"**

**"The costs to administrate this proposed change outweigh the benefits."**

**"I would like proposed costs for the Town Council to be disclosed and discussed, and for residents to have input into the areas of responsibility."**

23. Some used the opportunity to re-iterate their support for the move:

**"A Town Council is a much-needed thing for Grantham"**

**"I am all for a town council"**

**"Grantham desperately needs a town council."**

24. Most responses were received from residents, as shown in the table below:

Number	% (based on 265 responses to this question)
--------	---

A resident of South Kesteven	262	98.9
A Parish, District or Town Councillor	11	4.2
Representing a Parish Council	1	0.4
Representing a local business	8	3.0
Representing a group or local organisation	4	1.5
Other, please specify	11	4.2

Respondents used the other space to state the type of organisation they represent. They included landlords, a member of the Civic Society and a Sports and Social Club.

25. To ensure that responses had been received from areas which would be directly affected by any changes that might be introduced, respondents were asked to supply their postcode. Perhaps not surprisingly given the subject matter, most (237 or 92.6%) were from the Grantham area (NG31) with a few coming from adjacent parish councils (NG32) and other stakeholders. The distribution of responses is illustrated in the table below:

	Number	% (based on 286 responses to this question)
NG31 6	21	8.2
NG31 7	52	20.3
NG31 8	78	30.5
NG31 9	86	33.6
NG32 1	11	4.3
NG32 2	2	0.8
NG32 3	2	0.8
NG33	1	0.4
NG33 4	1	0.4
NG34 0	1	0.4
PE10 0	1	0.4
<b>Total</b>	<b>256</b>	<b>100</b>

## Conclusion

26. The feedback from this consultation will assist the Council in the determination of three parameters for the new town council. These are:
- The setting of the administrative external boundary for the currently unparished area of Grantham
  - The warding arrangements of the new parish/town council and the number of councillors

- The impact of any proposed boundary changes on neighbouring Parish Councils – although as no draft recommendations have been made to make changes to the administrative boundary, there shouldn't be any impact on any of the parishes adjacent.

27. There was strong support for each of SKDC's draft recommendations. Most stakeholders (228 or 81.4%) supported the Council's draft recommendation that a Town Council should be set up to represent the town of Grantham. Nearly eight out of ten respondents (220 or 78.6%) agreed with the recommendation to keep the boundary between the currently unparished area of Grantham and the adjacent parishes the same as it is now. A similar proportion agreed that the warding arrangements for a new town council should reflect the current district council wards. Three-quarters of respondents (205 or 74.3%) were in favour. A slightly lower number of respondents were in favour of 22 councillors being elected to represent the new town council. Seven out of ten (188 or 68.1%) supported this draft recommendation.
28. Some respondents expressed reservations about some of the draft recommendations – particularly if they weren't in favour of the proposal. Quite a few respondents thought that 22 was too high a number, particularly when the functions the new Town Council will be responsible for have not yet been determined.
29. Members are asked to note the contents of this report, and the degree of support for the draft recommendations.

Prepared by Deb Wyles  
Communications and Consultation  
23 August 2023

## LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007

### The South Kesteven District Council (Reorganisation of Community Governance) (Grantham Parish) Order 2023

*Made 23 November 2023*

*Coming into force in accordance with article 1(2)*

South Kesteven District Council (“the Council”), in accordance with section 82 of the Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”), has undertaken a community governance review and made recommendations dated 1 March 2023.

The Council has decided to give effect to those recommendations and, in accordance with section 93 of the 2007 Act, has consulted with the local government electors and other interested persons and has had regard to the need to secure that community governance reflects the identities and interests of the community and is effective and convenient.

The Council, in accordance with section 100 of the 2007 Act, has had regard to guidance issued under that section.

The Council makes the following Order in exercise of the powers conferred by sections 86, 98(3), 98(4), 98(6) and 240(10) of the 2007 Act.

#### **Citation and commencement**

1. (1) This Order may be cited as The South Kesteven District Council (Reorganisation of Community Governance) (Grantham Parish) Order 2023.  
  
(2) Subject to paragraphs (3) and (4) below, this Order comes into force on 1 April 2024.  
  
(3) Articles 7 and 8 shall come into force on the ordinary day of election of councillors in 2024.  
  
(4) For the purposes of:
  - (a) this article; and
  - (b) article 5 setting the budget requirement of Grantham Parish Council; and
  - (c) proceedings preliminary or relating to the elections of parish councillors for the parish of Grantham, to be held on the ordinary day of election of councillors in 2024,this Order shall come into force on the day after that on which it is made.

## **Interpretation**

### **2. In this Order—**

“district” means the district of South Kesteven;

“map” means the map marked “Map referred to in the South Kesteven District Council (Reorganisation of Community Governance) (Grantham Parish) Order 2023” and deposited in accordance with section 96(4) of the 2007 Act: and any reference to a numbered sheet is a reference to the sheet of the map which bears that number;

“new parish” means the parish constituted by article 4;

“ordinary day of election of councillors” has the meaning given by section 37 of the Representation of the People Act 1983; and

“registration officer” means an officer appointed for the purpose of, and in accordance with, section 8 of the Representation of the People Act 1983.

## **Effect of Order**

**3.** This Order has effect subject to any agreement under section 99 (agreements about incidental matters) of the Local Government and Public Involvement in Health Act 2007 relevant to any provision of this Order.

## **Constitution of a new parish**

**4.—(1)** A new parish, comprising the area outlined with a blue line on the map, shall be constituted within the district.

**(2)** The name of the new parish shall be Grantham.

## **Calculation of budget requirement**

**5.** For the purposes of regulation 3 of the Local Government Finance (New Parishes) (England) Regulations 2008 there is specified in relation to the parish of Grantham the sum of £46,010.

## **Parish council for the parish of Grantham**

**6.—(1)** There shall be a parish council for the parish of Grantham.

**(2)** The name of that council shall be “The Parish Council of Grantham”.

## **Elections for the parish of Grantham**

**7.— (1)** Elections of all parish councillors for the parish of Grantham shall be held on the ordinary day of election of councillors in 2024.

**(2)** The first term of office for the parish of Grantham shall be three years.

**(3)** The subsequent elections shall be held on the ordinary day of election of councillors in 2027 and every 4 years thereafter.

### **Wards of the parish of Grantham and numbers of parish councillors**

- 8.—(1) The number of councillors to be elected for the parish of Grantham shall be 22.
- (2) The parish of Grantham shall be divided into 7 wards which shall be named as set out in column (1) of Schedule 1.
  - (3) Each ward shall comprise the area of the designated on the map by reference to the name of the ward and the demarcated by red lines.
  - (4) The number of councillors to be elected for each ward shall be the number specified in respect of the ward in column (3) of Schedule 1.

### **Annual meeting of parish council**

9. —(1) The annual meeting of the new parish council in 2024 shall be convened by the Chief Executive of the South Kesteven District Council. The meeting shall take place no later than 14 days after the day on which the councillors elected to the new parish council take office.
- (2) The new parish council at its annual meeting may designate itself as a town council and appoint one of its members to the office of Mayor, such person to be chair of the parish or town council for the ensuing municipal year.

### **Electoral register**

10. The registration officer for the district shall make such rearrangement of, or adaptation of, the register of local government electors as may be necessary for the purposes of, and in consequence of, this Order.

### **Transfer of property, rights and liabilities**

11. The land, property, rights and liabilities described in Schedules 2 to 6 shall transfer from the Grantham Charter Trustees to Grantham Parish Council on the date specified in column (2) of those Schedules.

### **Charter Trustees of the Town of Grantham**

- 12.—(1) Any officers appointed by the charter trustees for the proper discharge of their functions who hold office immediately before the date of dissolution of the charter trustees (“the date of dissolution”) shall by virtue of this Order be transferred on the date of dissolution and on the same terms and conditions of appointment to the employment of the parish council.
- (2) Any powers to appoint local officers of dignity exercisable by the charter trustees immediately before the date of dissolution shall be exercisable by the parish council.
  - (3) Any functions which would have been exercisable in relation to the account of the charter trustees or as the case may be their responsible financial officer if the charter trustees had not been dissolved shall on and after the date of dissolution be exercisable by the parish council or as the case may be the parish council’s responsible financial officer.

**Transitional provision**

**13.** The Charter Trustees shall cease to act and shall be dissolved from the date on which the first councillors for the parish come into office.

**14.** The Mayor of Grantham will continue to act in this capacity until the date that the first councillors for the parish come into office.

**Order date**

**15.** 1 April 2024 is the order date for the purposes of the Local Government (Parishes and Parish Councils) (England) Regulations 2008.

Sealed with the seal of the Council on 28 September 2023

23 November 2023

Karen Bradford  
Chief Executive  
South Kesteven District Council

# SCHEDULE 1

article 1

## WARDS OF THE PARISH OF GRANTHAM

### NAMES AND AREAS OF WARDS AND NUMBERS OF COUNCILLORS

<i>Column (1)</i>	<i>Column (2)</i>	<i>Column (3)</i>
<i>Name of Ward</i>	<i>Area of Ward</i>	<i>Number of Councillors</i>
Arnoldfield	The District ward of Grantham Arnoldfield omitting the area included in the parish of Great Gonerby, as indicated on map	3
Barrowby Gate	The District ward of Grantham Barrowby Gate	3
Earlesfield	The District ward of Grantham Earlesfield	3
Harrowby	The District ward of Grantham Harrowby	3
Springfield	The District ward of Grantham Springfield	3
St Vincent's	The District ward of Grantham St Vincent's omitting the area included in the parish of Londonthorpe and Harrowby Without, as indicated on map	4
St Wulfram's	The District ward of Grantham St Wulfram's omitting the area included in the parish of Belton and Manthorpe, as indicated on map	3

## SCHEDULE[ 2]

article 2

### LAND AND PROPERTY TO BE TRANSFERRED

<i>Column (1)</i>	<i>Column (2)</i>
<i>Land and property to be transferred</i>	<i>Date</i>
NIL	

## SCHEDULE[ 3]

article 3

### HISTORICAL AND CEREMONIAL PROPERTY TO BE TRANSFERRED

<i>Column (1)</i>	<i>Column (2)</i>
<i>Historic and ceremonial property to be transferred</i>	<i>Date</i>
A part service of Victorian fiddle pattern table silver, comprising 24 dinner forks, 24 dessert forks and 27 dessert spoons	1 April 2024
A part service of Victorian fiddle pattern table silver comprising 24 dinner forks, 25 dessert forks and 24 dessert spoons	1 April 2024
A part service of George VI fiddle pattern table silver comprising 31 tablespoons, 4 serving spoons, a pair of soup ladles, 6 sauce ladles, 36 teaspoons and two pairs of sugar tongs	1 April 2024
A part set of eleven George II Old English pattern tablespoons	1 April 2024
A set of George II Old English pattern spoons comprising six tablespoons and a part of basting/serving spoons	1 April 2024
A set of eleven George IV fiddle pattern salt spoons together with a single Victorian copy	1 April 2024
A set of six George III Old English pattern salt spoons	1 April 2024
A pair of George III fiddle pattern fish slices	1 April 2024
Six pairs of plated nutcrackers	1 April 2024
A set of 36 pairs of fish knives and forks	1 April 2024
A set of eight George III salt cellars	1 April 2024
A Victorian urnular three handled trophy cup	1 April 2024
A Charles II porringer and cover	1 April 2024
A circular scalloped edge salver	1 April 2024
A silver gilt circular shaped edge salver	1 April 2024
A circular shaped edge salver	1 April 2024
A Victorian trophy cup	1 April 2024

A Queen Victoria's diamond jubilee medal	1 April 2024
A pressed glass claret jug	1 April 2024
A George III circular wine funnel	1 April 2024
A Victorian stourbridge glass claret jug	1 April 2024
An ivory handled electroplate trowel	1 April 2024
A Coffee pot, modern	1 April 2024
A Coffee pot, Victorian	1 April 2024
A Salver, modern	1 April 2024
A Mustard pot, modern	1 April 2024
A George III Punch ladle and oval bowl	1 April 2024
A cased set of six teaspoons	1 April 2024
Two Salt cellars, modern	1 April 2024
A large pair of late 19 <sup>th</sup> century Japanese bronze pedestal urns and covers	1 April 2024
A George III mahogany corner chair	1 April 2024
Two bentwood hat/coatstands	1 April 2024
A George IV's coat of arms	1 April 2024
A three quarter length portrait of William Ostler	1 April 2024
The Town Clerk's Desk	1 April 2024
A set of twenty dining chairs	1 April 2024
A seated portrait of William Todkill Catlett	1 April 2024
The Victorian Mayor and late Mayoress' oak chairs	1 April 2024
Carpet with Grantham Borough crest	1 April 2024
WWI plaque	1 April 2024
18 <sup>th</sup> century School portrait of Thomas Gozna	1 April 2024
The Mayor's chain of the Borough of Grantham	1 April 2024
The Mayoress' chain of the Borough of Grantham	1 April 2024
A pair of George III Grantham Borough maces	1 April 2024
The Grantham Borough (Statute) Seal	1 April 2024
The Mayor's evening jewel	1 April 2024
The Mayoress' jewel (1935-37)	1 April 2024
The Mayoress' jewel (2011)	1 April 2024
The Deputy Mayoress' jewel (1989)	1 April 2024
The Deputy Mayoress' jewel (2011)	1 April 2024
The Deputy Mayor's jewel (undated)	1 April 2024
The Deputy Mayor's jewel (2011)	1 April 2024
A 19 <sup>th</sup> century copy of a war hammer	1 April 2024
A plain mid-18 <sup>th</sup> century halberd	1 April 2024
A period halberd	1 April 2024
James I wooden staffs	1 April 2024

Originally silver mounted painted wooden staffs	1 April 2024
A Victorian Mayor's wand	1 April 2024
Ceremonial regalia apparel	1 April 2024
Six Councillors' (Aldermen's robes)	1 April 2024
The Mayor's robe and two jabots	1 April 2024
Two Deputy Mayor's robes	1 April 2024
The Town Clerk's robes	1 April 2024
The Town Clerk's wig and case	1 April 2024
Two Mayor's tricorns	1 April 2024
A Mayor's cocked hat	1 April 2024
A top hat and various pairs of white gloves	1 April 2024
The Town Officer's frock coat	1 April 2024
A G Ashley Tyack Esq wig and box	1 April 2024
Five wooden plaques recording names of officers	1 April 2024
A large shield plaque denoting HMS Egret	1 April 2024
Three pewter stirrup cups	1 April 2024
A pewter presentation goblet	1 April 2024
A presentation goblet with a ruby glass bowl	1 April 2024
A cut lead crystal punch bowl	1 April 2024
A Wedgewood Jasperware plaque	1 April 2024
A shield form cartouche evening jewel	1 April 2024
A Spode limited edition bone china plate	1 April 2024
A bronze statue, 26cm high	1 April 2024
Seventeen shields and plaques from various regiments	1 April 2024
A collection of photographs of ex Grantham Mayor's meeting members of the Royal Family and Baroness Thatcher	1 April 2024
Miscellaneous cutlery, crockery and tea service	1 April 2024
Two Bakelite World War remembrance plaques	1 April 2024
A book 'Influence in early Stuart Elections'	1 April 2024
Nepal photographic print	1 April 2024
A set of six limited edition Canterbury Collection plates	1 April 2024
Two Japanese student silkwork pictures	1 April 2024
Grantham in old picture postcards signed by Malcolm Knapp	1 April 2024
Plaque '496MCLU US/UR LOC'	1 April 2024
Grantham named and crested teaspoons	1 April 2024
A hand painted model fairground horse	1 April 2024
A boxed pendant, the Boys Choir of Lorraine	1 April 2024
African elephant colour print, signed	1 April 2024
Arnhem Bridget, colour print	1 April 2024

Two spades, engraved	1 April 2024
Watercolour of The Guildhall	1 April 2024
A 39 piece Heatcote china tea service	1 April 2024
The Mallard Breaking the Record (Gerard Coulson)	1 April 2024
The Walter Lee Collection	1 April 2024
An original Victoria Cross and replicas	1 April 2024

## SCHEDULE[ 4]

article 4

### OTHER MATTERS TO BE TRANSFERRED

<i>Column (1)</i>	<i>Column (2)</i>
<i>Other matters to be transferred</i>	<i>Date</i>
Lease between Grantham Charter Trustees and South Kesteven District Council for use of the Guildhall and Mayor's Parlour (expires on 27 November 2024)	1 April 2024
Security safe	1 April 2024
Display cabinets	1 April 2024
Office equipment, stationery and other miscellaneous items	1 April 2024
Kitchen utilities, equipment, crockery and other miscellaneous items	1 April 2024

## SCHEDULE[ 5]

article 5

### FUNDS AND BALANCES TO BE TRANSFERRED

<i>Column (1)</i>	<i>Column (2)</i>
<i>Funds and balances to be transferred</i>	<i>Date</i>
NIL	

## SCHEDULE[ 6]

article 6

### MAINTENANCE [OR OTHER] RESPONSIBILITIES TO BE TRANSFERRED

<i>Column (1)</i>	<i>Column (2)</i>
<i>Maintenance responsibilities to be transferred</i>	<i>Date</i>
NIL	

## **EXPLANATORY NOTE**

*(This note is not part of the Order)*

This Order gives effect to recommendations made by South Kesteven District Council for the creation of a council for the parish of Grantham within the district of South Kesteven.

The parish of Grantham will be created with effect from 1 April 2024. The electoral arrangements apply in respect of parish elections to be held on and after the ordinary day of election of councillors in 2024.

Article 7 provides for parish elections in the parish of Grantham in 2024 with a three year term of office and then to continue according to the established system of parish elections every four years.

Article 8 specifies the numbers of parish councillors for the new parish of Grantham.

Article 8 and the map establish the names and areas of the wards of the new parish of Grantham and the numbers of councillors for each ward.

Article 10 obliges the Electoral Registration Officer to make any necessary amendments to the electoral register to reflect the new electoral arrangements.

The map defined in article 2 shows the new wards of the parish of Grantham. It is available, at all reasonable times, at the offices of South Kesteven District Council.



**SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL**



## Council

Thursday, 23 November 2023

Karen Bradford  
Chief Executive and Returning Officer

## Review of Polling Districts and Polling Places

### Report Author

Julie Edwards, Electoral Services Manager

 [julie.edwards@southkesteven.gov.uk](mailto:julie.edwards@southkesteven.gov.uk)

### Purpose of Report

This report details the proposals of future polling districts and polling places following the compulsory review of polling arrangements.

### Recommendations

#### That the Council:

1. Approves the schedule of polling districts and polling places detailed in Appendix 1.
2. Approves the relocation of the Deeping St James polling station for polling district DJB3 from the Deeping St James CP Primary School to the Deepings Methodist Church.
3. That the approved revised polling districts and polling places take effect from 1 December 2023.

### Decision Information

Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	High performing Council
Which wards are impacted?	All Wards

## 1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

### ***Finance and Procurement***

- 1.1 There are no direct financial implications arising from the recommendations set out in this report. The proposals seek to relocate one polling place from one venue to another with no additional polling stations identified.

Completed by: Richard Wyles, Deputy Chief Executive and s151 Officer

### ***Legal and Governance***

- 1.2 The Council has a legal duty under Section 18C of the Representation of the People Act 1983 to undertake a compulsory review of polling districts and polling places every five years. The last full review was carried out in 2018 and the next full review is required to be completed before 31 January 2025.
- 1.3 An interim review was undertaken in 2022 as part of the Council's duty to keep polling arrangements under review between the five yearly compulsory reviews when a number of changes to polling places were made.
- 1.4 The review has been conducted in accordance with the requirements of the Representation of the People Act 1983 and the guidance issues by the Electoral Commission.

Completed by: Graham Watts, Assistant Director (Governance and Public Protection) and Monitoring Officer

## 2. Background to the Report

- 2.1 The Representation of the People Act 1983 places a duty on the Council to divide the District into polling districts, to designate polling places for each of these districts and to keep the arrangements under review.
- 2.2 The Electoral Registration and Administration Act 2013 also requires the Council to undertake compulsory reviews every five years. The Council is required to complete this next compulsory review between 1 October 2023 and 31 January 2025.
- 2.3 Although the compulsory review is not required to be completed until 31 January 2025, the review has been timed to enable any proposed changes to be implemented before the Police and Crime Commissioner elections which will take place on 2 May 2024. In addition the General election can be held at any time before 28 January 2025 and it is considered appropriate for the polling places review to be completed as early as possible to ensure certainty of polling places for this election if it is called at short notice.
- 2.4 The purpose of the review is to ensure that electors have reasonable facilities for voting and that so far as is reasonable and practicable, polling places are accessible to voters who are disabled.
- 2.5 Changes to Parliamentary constituency boundaries will take effect at the next Parliamentary General election and as a result changes to the polling district reference codes for some areas are proposed to reflect the new constituencies.
- 2.6 The timetable for the review was as set out in the table below:

<b>Event</b>	<b>Date</b>
Publication of the notice of review	2 October 2023
Publication of (Acting) Returning Officer's proposals	6 October 2023
Consultation period	6 – 27 October 2023
Changes to polling places and districts implemented	1 December 2023

- 2.7 It is proposed that the revised polling places and polling district references as detailed at Appendix 1 will take effect from the date of the publication of the electoral register on 1 December 2023.
- 2.8 In the event that a polling place becomes unavailable during an election period, the Chief Executive has delegated authority within the Council's constitution to

make any changes to polling places in exceptional circumstances, in consultation with the Ward Member(s).

### 3. Key Considerations

- 3.1 The Council must designate a polling place for every polling district. In determining where polling places should be located the Council must seek to ensure that all electors have such reasonable facilities for voting and so far as is reasonable and practicable every polling place should be accessible to electors who are disabled.
- 3.2 The Electoral Commission provides a checklist to assess the suitability of buildings for use as polling places which includes considerations such as sufficient space, level access, width of doorways and access corridors and parking facilities for polling staff and disabled people.
- 3.3 As part of the Council’s duty to keep the arrangements under review an interim review was undertaken in 2022 when a number of changes to polling places were made. As a result, further minimal change to polling places are proposed as part of this full review.
- 3.4 The changes made to polling places in 2022 were in place for the elections held on 4 May 2023. No complaints or negative feedback were received at these elections in relation to any of the changes implemented at the 2022 interim review.
- 3.5 One recommendation of a change of polling place is proposed for the area listed below:

<b>Ward/Polling District</b>	<b>Current polling place</b>	<b>Proposed new polling place</b>
Deeping St James Ward Polling District DJB3	Deeping St James Community Primary School, Hereward Way, Deeping St. James PE6 8PZ	The Deepings Methodist Church, Church Street, Deeping St James, PE6 8HF

- 3.6 It is proposed that the polling places for all other polling districts remain unchanged as detailed at Appendix 1.
- 3.7 The current polling districts include references to the Parliamentary constituencies with the suffix of ‘1’ used to indicate the current Grantham and Stamford constituency, ‘2’ for the Sleaford and North Hykeham constituency and ‘3’ for the South Holland and the Deepings constituency.
- 3.8 New Parliamentary constituencies will take effect at the next General election which must be held by January 2025. As a result, changes to polling district reference codes are proposed in some instances to align the polling district code to the new Parliamentary constituencies. The proposed coding maintains the

current ward grouping structure with a change to the suffix numbering to identify the new constituencies as below:

<b>Future Parliamentary Constituency</b>	<b>Proposed polling district references</b>
Grantham and Bourne	***1
Rutland and Stamford	***2
South Holland and the Deepings	***3

#### **4. Other Options Considered**

4.1 During the review the following options have been considered following comments and feedback received as part of the consultation process.

##### **4.2 Deeping St James Ward (polling district DJB3)**

4.2.1 Deeping St James Community Primary School is a well established polling station for this polling district and accommodates two polling stations due to the large number of electors. In May 2021 the polling station was temporarily relocated to the Deepings Methodist Church in Church Street to minimise the use of school premises as a result of the Covid pandemic.

4.2.2 Two alternative premises have been considered during this review: the Deepings Methodist Church and the Open Door Baptist Church. Whilst both venues offer good facilities for a polling station, the Methodist Church is considered to be the most suitable venue as an alternative to the school. The Open Door Baptist Church has a suitable room which could be used with a car park, however the gravel car park/entrance and the busy Spalding Road could potentially be problematic at a high turnout election with cars entering and leaving the premises via the single car entrance throughout the day.

4.2.3 The Methodist Church provides level access, a small off-road car park with two entrance points and a designated disabled parking space. The premises also provides a large room which can be used to divide into two polling stations plus a separate meeting room should it be necessary to further separate the two polling stations.

4.2.4 During the consultation, two comments were received from residents regarding the proposal to relocate to the Methodist Church with concerns relating to the car parking provision.

4.2.5 Although there are parking restrictions on Church Street, some parking spaces are available near to the Church. In addition agreement is being sought from the landlord of the Waterton Arms, located opposite the Methodist Church, to request if the pub car park could be used for additional parking on election days should it be required.

4.2.6 The Methodist Church is considered a good alternative venue to the school and will avoid future disruption to the school on polling day.

#### 4.3 **Grantham Barrowby Gate Ward (polling district GBA1)**

4.3.1 During the consultation, the car park at the back of Tesco Express on the corner of Barrowby Gate and Winchester Road was suggested by Councillor G. Knight as a more suitable location for voters in this polling district as it is more central than the current venue at the Bowls Club. This option was investigated during the 2022 interim review but at that time it had not been possible to make contact with the owner of the site.

4.3.2 Further enquiries have established that the car park is required to be made available for access at all times by the business premises and flats on the site. The siting of a mobile polling station would involve the majority of the car park being unavailable for a period of three days to allow for the siting on the day before an election and collection on the day afterwards. As a result this option cannot be pursued further.

4.3.3 It is proposed that the polling place for voters in this polling district remain at the Grantham and District Indoor Bowling Club, Trent Road due to no venues being available within the polling district.

#### 4.4 **Grantham Harrowby Ward (polling district GHC1)**

4.4.1 The polling place for this polling district was relocated to the Church of the Ascension Hall during the 2022 interim review and was used as the polling place for this polling district at the elections held in May 2023. No complaints or negative comments were received relating to the location of the polling station from voters at these elections. The Church Hall provides an excellent venue with good access and car parking facilities.

4.4.2 The option of relocating back to the previous venue in Central Place has been re-considered as part of this review. The Central Place Communal Room is situated on a cul-de-sac with only resident parking available. Although the Church of the Ascension Hall is a further distance for the residents on the western edge of the polling district, it is felt on balance to provide the more suitable venue with a larger voting space, good access and car parking facilities.

#### 4.5 **Stamford All Saints Ward (polling district SAB1) and Stamford St John's Ward (polling district SJA1)**

4.5.1 The Malcolm Sargent Primary School is the designated polling place for these polling districts. During the consultation, a response was received from the school requesting that the use of the school be reconsidered because of the

inconvenience to the pupils and staff as well as security and safeguarding concerns.

4.5.2 At the elections held in 2021 during the Covid restrictions, it had been possible to relocate the polling station to the Danish Invader Public House located along Empingham Road, Stamford. The function room at the Danish Invader has a regular booking on Thursday evenings which were not taking place at the time of the 2021 elections.

4.5.3 Contact has again been made with the landlord of the Danish Invader who have confirmed that the premises cannot be made available for use as a polling station. It is therefore proposed that the Malcolm Sargent Primary School remain the polling station for these polling districts.

4.5.4 This will be kept under review and if the Danish Invader Public House can be made available, the option of relocating the polling station will be reconsidered.

## **5. Reasons for the Recommendations**

5.1 To ensure the most appropriate polling places and polling stations are designated for voters that provide suitable access, space and facilities for voting.

5.2 The changes proposed in this review also enable the Council to align polling district references to the new Parliamentary constituencies.

## **6. Consultation**

6.1 Public notice of the review was given on 2 October 2023 and full details were published on the Council's website. A press release was issued supplemented by social media posts.

6.2 Prior to the commencement of the review, initial consultation was undertaken of the existing polling places with all current District Councillors. A total of 11 responses were received from District Councillors during this pre-consultation.

6.3 Draft proposals were prepared and published on 5 October 2023. A public consultation ran from 5 October until 27 October 2023. During this formal consultation period, comments were invited from all District and County Councillors, Parish and Town Councils and local political party representatives.

6.4 The Acting Returning Officer for the future Parliamentary Constituencies of Rutland and Stamford and South Holland and the Deepings have also been consulted on the proposals.

6.5 The Notice of Review and schedule of proposals was also sent to Parish and Town Council for display on their notice boards.

6.6 A total of 25 responses were received to the initial and formal consultation process. The responses have been summarised and incorporated into Appendix 1 against the relevant Ward to which they relate.

## 7. Background Papers

7.1 Electoral Commission Guidance on the Review of Polling Districts and Polling Places [Reviews of polling districts, polling places and polling stations | Electoral Commission](#)

7.2 Notice of Review of Polling Districts and Polling Places and schedule of draft proposals [www.southkesteven.gov.uk/pollingreview2023](http://www.southkesteven.gov.uk/pollingreview2023)

## 8. Appendices

8.1 Appendix 1 – Schedule of proposed polling districts and polling places

**Sign-offs** *(to be removed by Democratic Services prior to publication)*

	Name	Date
Finance	RW	1.11.23
Governance	GW	30.10.23
Director	KB	09.11.23
Cabinet Member		



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

## **REVIEW OF POLLING DISTRICT, POLLING PLACES AND POLLING STATIONS 2023**

### **SCHEDULE OF FINAL PROPOSAL OF POLLING ARRANGEMENTS – NOVEMBER 2023**

#### **Current Parliamentary Constituencies:**

- Grantham and Stamford
- Sleaford and North Hykeham
- South Holland and the Deepings

#### **Future Parliamentary Constituencies (from next General election):**

- Grantham and Bourne
- Rutland and Stamford
- South Holland and the Deepings

## Review of Polling Districts and Polling Places 2023 - Overview of Returning Officer's Final Proposals

Comments received during the review as part of the consultation process are included in the schedules below against the relevant ward they relate to. In addition, the following general comments were received during the consultation.

<b>General comments received:</b>
<b>Political Party Representative:</b> Thank you for the Review of Polling Districts and Polling Districts - Formal Consultation. My I say that this looks to me as full and perfect proposal for the upcoming future elections. May I give my personal thanks for the excellent hard work that you your team have done in compiling this clear and understanding of same.
<b>Rutland County Council Returning Officer:</b> The Returning Officer is content with the proposals and confirmed that he has no comments or observations to make and appreciates that the most appropriate and relevant polling places and polling stations are to be used.

**Review of Polling Districts and Polling Places 2023 - Overview of Returning Officer's Final Proposals**

<b>Aveland Ward</b>					
<b>Current Parliamentary Constituency (Future Constituency)</b>	<b>Polling District</b>	<b>Parish</b>	<b>Polling station electorate</b>	<b>Current Polling Place</b>	<b>Proposal</b>
Grantham & Stamford  (Grantham and Bourne)	<b>AVA1</b> - Aslackby	Aslackby & Laughton	182	The Church of St James the Great, Aveland Way, Aslackby NG34 0HJ	No change
	<b>AVB1</b> - Dowsby	Dowsby	113	Dowsby Village Hall, 23 Main Road, Dowsby PE10 0TL	
	<b>AVC1</b> - Dunsby	Dunsby	101	Dunsby Village Hall, The Cross, Dunsby PE10 0UB	
	<b>AVD1</b> - Haconby	Haconby & Stainfield	368	The Hare and Hounds Public House, 2 West Road, Haconby PE10 0UZ	
	<b>AVE1</b> - Pointon	Pointon & Sempringham	338	Pointon Village Hall, Milthorpe Road, Pointon NG34 0LX	
	<b>AVF1</b> - Rippingale	Rippingale	569	Rippingale Village Hall, Station Street, Rippingale PE10 0TA	

**Consultation Feedback received:**

**Councillor Richard Dixon-Warren;** The replies I have received from Parishes in Aveland Ward indicate that locations currently designated as polling places continue to be viewed as suitable for this purpose.

<b>Belmont Ward</b>					
<b>Current Parliamentary Constituency (Future Constituency)</b>	<b>Polling District</b>	<b>Parish</b>	<b>Polling station electorate</b>	<b>Current Polling Place</b>	<b>Proposal</b>
Grantham & Stamford  (Grantham and Bourne)	<b>BEA1</b> – Londonthorpe – Harrowby & Spitalgate No.1	Londonthorpe & Harrowby Without ('Harrowby & Spitalgate' Parish Ward)	829	Belmont Community Primary School, Harrowby Lane NG31 9LR	No change
	<b>BEB1</b> - Londonthorpe – Harrowby & Spitalgate No.2		1065		
	<b>BEC1</b> - Londonthorpe – Harrowby & Spitalgate No.3		970		

**Consultation Feedback received:**

None

## Review of Polling Districts and Polling Places 2023 - Overview of Returning Officer's Final Proposals

<b>Belvoir Ward</b>					
<b>Current Parliamentary Constituency (Future Constituency)</b>	<b>Polling District</b>	<b>Parish</b>	<b>Polling station electorate</b>	<b>Current Polling Place</b>	<b>Proposal</b>
Grantham & Stamford  (Grantham and Bourne)	<b>BLA1</b> - Denton	Denton	193	St Andrew's Church, Church Street, Denton, NG32 1LG	No change
	<b>BLD1</b> – Wyville/Hungerton	Wyville-cum-Hungerton	37		
	<b>BLB1</b> - Harlaxton	Harlaxton	556	Harlaxton Village Hall, 3 Church Street, Harlaxton NG32 1HB	
	<b>BLC1</b> - Woolsthorpe	Woolsthorpe-by-Belvoir	300	Woolsthorpe Village Hall & Social Club, Main Street, Woolsthorpe by Belvoir NG32 1LX	
Sleaford & North Hykeham  (Grantham and Bourne)	<b>BLE2</b> - Allington	Allington	601	Allington Village Hall, Side Street, Allington NG32 2DZ	No change to polling place. Change of polling district code to <b>BLE1</b>
	<b>BLF2</b> - Barrowby	Barrowby	1500	The Reading Room, Church Street, Barrowby NG32 1BX	No change to polling place. Change of polling district code to <b>BLF1</b>
	<b>BLG2</b> - Sedgebrook	Sedgebrook	235	Sedgebrook Social Club, Abbey Lane, Sedgebrook NG32 2EY	No change to polling place. Change of polling district code to <b>BLG1</b>
<b>Consultation Feedback received:</b> None					
<b>Returning Officer's Comments:</b>  No changes proposed to polling places.  Changes are proposed to the polling district codes to take account of the future change of Parliamentary constituency for the areas of Allington, Barrowby and Sedgebrook which will be included in the new Grantham and Bourne constituency.					

## Review of Polling Districts and Polling Places 2023 - Overview of Returning Officer's Final Proposals

<b>Bourne Austerby Ward</b>					
<b>Current Parliamentary Constituency (Future Constituency)</b>	<b>Polling District</b>	<b>Parish</b>	<b>Polling station electorate</b>	<b>Current Polling Place</b>	<b>Proposal</b>
Grantham & Stamford  (Grantham and Bourne)	<b>BNA1</b> – Bourne Austerby No.1	Bourne – 'South Fen' Parish Ward	1184	Darby & Joan Hall, South Road, Bourne PE10 9LY	No change
	<b>BNC1</b> – Bourne Austerby No.2		615		
	<b>BNB1</b> – Bourne Austerby No.3		1729	The Centre at Elsea Park, 1 Sandown Way, Bourne PE10 0US	
	<b>BND1</b> – Bourne Austerby No.4		1748	The Centre at Elsea Park, 1 Sandown Way, Bourne PE10 0US	
<p><b>Consultation Feedback received:</b></p> <p><b>Bourne Town Councillor:</b> I have no particular issue with regard to the location of polling stations in Bourne.</p>					

<b>Bourne East Ward</b>					
<b>Current Parliamentary Constituency (Future Constituency)</b>	<b>Polling District</b>	<b>Parish</b>	<b>Polling station electorate</b>	<b>Current Polling Place</b>	<b>Proposal</b>
Grantham & Stamford  (Grantham and Bourne)	<b>BNJ1</b> – Bourne East No.1	Bourne – 'Dyke Fen' Parish Ward	1205	1 Hub Bourne, Queen's Road, Bourne, PE10 9DX	No change
	<b>BNK1</b> – Bourne East No.2	Bourne – 'North Fen' Parish Ward	1331	Bourne Corn Exchange, 3 Abbey Road, Bourne PE10 9EF	
	<b>BNM1</b> – Bourne East No.3 – Twenty		125		
	<b>BNL1</b> – Bourne East No.4 - Dyke	Bourne – 'Dyke Fen' Parish Ward	224	Dyke Village Hall, Main Road, Dyke PE10 0AF	
<p><b>Consultation Feedback received:</b></p> <p><b>Bourne Town Councillor:</b> I have no particular issue with regard to the location of polling stations in Bourne.</p>					

## Review of Polling Districts and Polling Places 2023 - Overview of Returning Officer's Final Proposals

<b>Bourne West Ward</b>					
<b>Current Parliamentary Constituency (Future Constituency)</b>	<b>Polling District</b>	<b>Parish</b>	<b>Polling station electorate</b>	<b>Current Polling Place</b>	<b>Proposal</b>
Grantham & Stamford  (Grantham and Bourne)	<b>BNR1</b> – Bourne West No.1	Bourne – 'Cawthorpe' Parish Ward	1293	Wake House Community Centre, 41 North Street, Bourne PE10 9AE	No change
	<b>BNS1</b> – Bourne West No.2		1448	Bourne Westfield Primary Academy, Westbourne Park, Bourne PE10 9QS	
	<b>BNT1</b> – Bourne West No.3		434	Manor Court Communal Room, Manor Court, Bourne PE10 9PP	

**Consultation Feedback received:**

**Councillor Helen Crawford:** In Bourne West we are limited as to where else we could locate polling stations. I am quite happy where they are.

**Councillor Anna Kelly:** in agreement with Cllr Crawford's comments

**Bourne Town Councillor:** I have no particular issue with regard to the location of polling stations in Bourne.

## Review of Polling Districts and Polling Places 2023 - Overview of Returning Officer's Final Proposals

<b>Casewick Ward</b>					
<b>Current Parliamentary Constituency (Future Constituency)</b>	<b>Polling District</b>	<b>Parish</b>	<b>Polling station electorate</b>	<b>Current Polling Place</b>	<b>Proposal</b>
Grantham & Stamford  (Rutland and Stamford)	<b>CSA1</b> – Barholm and Stowe	Barholm and Stowe	71	Greatford Village Hall, Carlby Road, Greatford PE9 4PR	No change to polling place. Change of polling district code to <b>CSA2</b>
	<b>CSC1</b> - Greatford	Greatford	169		No change to polling place. Change of polling district code to <b>CSC2</b>
	<b>CSB1</b> - Baston	Baston	1053	Baston Village Hall, The Barn, Main Street, Baston PE6 9PA	No change to polling place. Change of polling district code to <b>CSB2</b>
	<b>CSD1</b> - Langtoft	Langtoft	1300	Langtoft Village Hall, 26 West End, Langtoft PE6 9LS	No change to polling place. Change of polling district code to <b>CSD2</b>
	<b>CSE1</b> - Tallington	Tallington	709	Tallington Village Hall, Main Road, Tallington PE9 4RP	No change to polling place. Change of polling district code to <b>CSE2</b>
	<b>CSF1</b> - Uffington	Uffington	432	Uffington Village Hall, 55 Main Road, Uffington PE9 4SN	No change to polling place. Change of polling district code to <b>CSF2</b>
<p><b>Consultation Feedback received:</b></p> <p><b>Councillor Rosemary Trollope-Bellew:</b> All the polling stations for the Casewick ward are acceptable.</p> <p><b>Councillor Vanessa Smith:</b> From the perspective of Casewick ward I have no concerns regarding the boundaries or polling stations.</p> <p><b>Greatford Parish Council:</b> In agreement with the proposed no change for the Greatford parish.</p> <p><b>Returning Officer's Comments:</b></p> <p>No changes proposed to polling places.</p> <p>Changes are proposed to the polling district codes to take account of the future change of Parliamentary constituency to the Rutland and Stamford constituency</p>					

## Review of Polling Districts and Polling Places 2023 - Overview of Returning Officer's Final Proposals

<b>Castle Ward</b>					
<b>Current Parliamentary Constituency (Future Constituency)</b>	<b>Polling District</b>	<b>Parish</b>	<b>Polling station electorate</b>	<b>Current Polling Place</b>	<b>Proposal</b>
Grantham & Stamford  (Rutland and Stamford)	<b>CTA1</b> – Burton Coggles	Burton Coggles	75	Burton Coggles Village Hall, Post Office Lane, Burton Coggles NG33 4JW	No change to polling place. Change of polling district code to <b>CTA2</b>
	<b>CTB1</b> – Corby Glen	Corby Glen	688	Corby Glen Church Rooms, Church Street, Corby Glen NG33 4NJ	No change to polling place. Change of polling district code to <b>CTB2</b>
	<b>CTC1</b> - Edenham	Edenham	218	Edenham Village Hall, 44 Church Lane, Edenham PE10 0LS	No change to polling place. Change of polling district code to <b>CTC2</b>
	<b>CTD1</b> - Irnham	Irnham	114	The Griffin Inn, 15 Bulby Road, Irnham NG33 4JG	No change to polling place. Change of polling district code to <b>CTD2</b>
	<b>CTE1</b> – Kirkby Underwood	Kirkby Underwood	140	Kirkby Underwood Village Hall, The Green, Kirkby Underwood PE10 0SF	No change to polling place. Change of polling district code to <b>CTE2</b>
	<b>CTF1</b> - Swayfield	Swayfield	244	Swayfield Village Hall, 33 Corby Road, Swayfield NG33 4LQ	No change to polling place. Change of polling district code to <b>CTF2</b>
	<b>CTG1</b> - Swinstead	Swinstead	175	Swinstead Village Hall, Bourne Road, Swinstead NG33 4PQ	No change to polling place. Change of polling district code to <b>CTG2</b>
<b>Consultation Feedback received:</b>					
None					
<b>Returning Officer's Comments:</b>					
No changes are proposed to polling places.					
Changes are proposed to the polling district codes to take account of the future change of Parliamentary constituency to Rutland and Stamford.					

## Review of Polling Districts and Polling Places 2023 - Overview of Returning Officer's Final Proposals

<b>Deeping St. James Ward</b>					
<b>Current Parliamentary Constituency (Future Constituency)</b>	<b>Polling District</b>	<b>Parish</b>	<b>Polling station electorate</b>	<b>Current Polling Place</b>	<b>Proposal</b>
South Holland and the Deepings	<b>DJA3</b> – Deeping St James No.1	Deeping St James	2111	Deeping Community Centre, 2 Douglas Road, Market Deeping PE6 8PA	No change
(South Holland and the Deepings)	<b>DJB3</b> – Deeping St James No.2	Deeping St James	2674 (2 polling stations)	Deeping St James Primary School, Hereward Way PE6 8PZ	<b>Relocate to: The Deepings Methodist Church, Church Street, Deeping St James, PE6 8HF</b>
<b>Consultation Feedback received:</b>					
<p><b>Councillor Ashley Baxter, resident and Councillor for Market and West Deeping Ward:</b> With regard to Deeping St James (where I am a resident), if ever you did have a problem with the venue(s), I would recommend you consider the Open Door Church on Spalding Road and/or the Deepings Methodist Church on Church Street. However, election days in the Deepings seem fine as they are, and it's quite handy having two polling stations in the one building.</p>					
<p><b>Councillor Bridget Ley (on behalf of all ward members Councillor Dilks and Councillor Denniston):</b> the consensus is that the Methodist Church will be best placed for the polling station in the future. I understand there is a concern on parking in that area. The school where the previous polling station was also had problems with parking. There is parking opposite at the Waterton Arms Pub and there are some spaces near to the church too.</p>					
<p><b>Councillor James Denniston:</b> My Initial thoughts are I think it works well with the current Voting stations. If you were wanting to move to the Methodist Church, I agree, If you could get permission form the landlord of the Watertown arms for parking this would work, otherwise I would leave as it was.</p>					
<p><b>Member of the public:</b> We are electors in the Deeping St James ward and currently vote at DSJ Primary School. I note the proposal to move to the Methodist Church. My reservation is that there is difficulty with parking at the church, there being much less safe on-street parking there than around the school.</p>					
<p><b>Member of the public:</b> I wish to raise concerns about a proposed polling station relocation. You state in your proposal that the Methodist Church 'provides level access, off road car parking with two entrances plus on-street car parking on Church Street', however, whilst they do have two entrance points, there is only one marked parking bay and this is for disabled users. There may be room to park another one or two cars, but access and egress would be extremely challenging ,as there is very little space to manoeuvre. The on-street parking is also limited, due to double yellow lines and Church St residents parking and I doubt the residents of Riverside Close would be overly pleased to have cars parked and potentially blocking their driveways. Unless you can get the Waterton Arms to agree that you can use there car park, which is ideally situated, for the day, I think it should remain at the Deeping St James School.</p>					
<b>Returning Officer comments:</b>					
<p><b>DJA3</b> – The current polling station electorate for this polling district is 2111. Electoral Commission guidance recommends that a polling station should not have more than 2,250 electors allocated to it. The electorate in this polling district will be kept under review with an additional polling place being considered in the future. <b>No change proposed to this polling place at this time.</b></p>					

## Review of Polling Districts and Polling Places 2023 - Overview of Returning Officer's Final Proposals

**DJB3** – The Deeping St James Community Primary School has served as the polling place for this polling district for many years, with the exception of the 2021 elections when it was temporarily relocated to the Methodist Church during Covid measures. Due to the large number of voters registered in this polling district, there are two polling stations at this polling place. Two alternative venues in the area were considered during this review:

- The Deepings Methodist Church, Church Street
- The Open Door Baptist Church, Spalding Road

Whilst both venues offer good facilities for use as a polling place, the Deepings Methodist Church is considered to be the most suitable venue. The Open Door Baptist Church has a suitable room which could be used with off-road car parking however the gravel car park/entrance and the busy Spalding Road could potentially be problematic at a high turnout election with cars entering and leaving the premises via the single car entrance throughout the day. In addition there is no permitted on-street parking on Spalding Road due to the close proximity to the Deepings School.

The Methodist Church provides level access, a small off-road car park with two entrance points with a designated disabled parking space. Although there are parking restrictions on Church Street, there are some parking spaces available near to the Church. Additional parking may also be available at the Waterton Arms located opposite the Methodist Church subject to agreement. **It is proposed that the polling place for polling district DJB3 be relocated to the Methodist Church, Church Street, Deeping St James.**

### Dole Wood Ward

Current Parliamentary Constituency (Future Constituency)	Polling District	Parish	Polling station electorate	Current Polling Place	Proposal
Grantham & Stamford  (Rutland and Stamford)	<b>DWA1</b> – Braceborough	Braceborough and Wilsthorpe	203	Braceborough & Wilsthorpe Village Hall, Braceborough PE9 4NT	No change to polling place. Change of polling district code to <b>DWA2</b>
	<b>DWB1</b> - Thurlby	Thurlby	1426	Methodist School Room, High Street, Thurlby PE10 0ED	No change to polling place. Change of polling district code to <b>DWB2</b>

**Consultation Feedback received:**

**Thurlby Parish Council:** Thurlby Parish Council have no comments regarding the review of the polling stations

**Returning Officer's comments:**

No changes are proposed to polling places.

Changes are proposed to the polling district codes to take account of the future change of Parliamentary constituency to Rutland and Stamford.

## Review of Polling Districts and Polling Places 2023 - Overview of Returning Officer's Final Proposals

<b>Glen Ward</b>					
<b>Current Parliamentary Constituency (Future Constituency)</b>	<b>Polling District</b>	<b>Parish</b>	<b>Polling station electorate</b>	<b>Current Polling Place</b>	<b>Proposal</b>
Grantham & Stamford  (Rutland and Stamford)	<b>ENA1</b> – Careby	Careby, Aunby & Holywell	87	Little Bytham Village Hall, Little Bytham, NG33 4QJ	No change to polling place. Change of polling district code to <b>ENA2</b>
	<b>END1</b> - Counthorpe	Counthorpe & Creeton	54		No change to polling place. Change of polling district code to <b>END2</b>
	<b>ENE1</b> – Little Bytham	Little Bytham	236		No change to polling place. Change of polling district code to <b>ENE2</b>
	<b>ENB1</b> - Carlby	Carlby	341	Carlby Village Hall, High Street, Carlby PE9 4LX	No change to polling place. Change of polling district code to <b>ENB2</b>
	<b>ENC1</b> – Castle Bytham	Castle Bytham	546	Castle Bytham Village Hall, Pinfold Road, Castle Bytham PE9 4RG	No change to polling place. Change of polling district code to <b>ENC2</b>
	<b>ENF1</b> – Toft with Lound and Manthorpe	Toft with Lound and Manthorpe	203	Witham-on-the-Hill Parish Hall, Main Street PE10 0JH	No change to polling place. Change of polling district code to <b>ENF2</b>
	<b>ENG1</b> – Witham-on-the-Hill	Witham-on-the-Hill	144		No change to polling place. Change of polling district code to <b>ENG2</b>
<b>Consultation Feedback received:</b>					
<b>Mrs Rosemary Trollope-Bellew, Clerk to Toft cum Lound and Manthorpe Parish Council:</b> Agrees with the location of the polling station for Toft cum Lound and Manthorpe at the Witham on the Hill Parish Hall					
<b>Returning Officer's comments:</b>					
No changes are proposed to polling places.					
Changes are proposed to the polling district codes to take account of the future change of Parliamentary constituency to Rutland and Stamford.					

## Review of Polling Districts and Polling Places 2023 - Overview of Returning Officer's Final Proposals

<b>Grantham Arnoldfield Ward</b>					
<b>Current Parliamentary Constituency (Future Constituency)</b>	<b>Polling District</b>	<b>Parish</b>	<b>Polling station electorate</b>	<b>Current Polling Place</b>	<b>Proposal</b>
Grantham & Stamford  (Grantham and Bourne)	<b>GAA1</b> – Grantham Arnoldfield No.1	N/A	1597	Poplar Farm School, Helmsley Road, Grantham, NG31 8XF	No change
	<b>GAB1</b> – Grantham Arnoldfield No.2	N/A	1741	Grantham Tennis Club, The Old Clubhouse, Arnoldfield, Gonerby Road NG31 8HU	No change
Sleaford & North Hykeham  (Grantham and Bourne)	<b>GAC2</b> – Great Gonerby – Gonerby Hill	Great Gonerby (Gonerby Hill Parish Ward)	127		No change to polling place. Change of polling district code to <b>GAC1</b>
<p><b>Consultation Feedback received:</b></p> <p><b>Councillor Paul Stokes:</b> In terms of Grantham Arnoldfield I feel that the 2 polling stations, at the tennis club and school, work very well. The facilities, location and car parking form 2 centres in the middle of two halves of the ward. I also feel that the polling district works well as Grantham Arnoldfield.</p>					
<p><b>Returning Officer's comments:</b></p> <p>No changes are proposed to polling places. A change is proposed to the polling district code for GAC2 to take account of the future change of Parliamentary constituency for this area which will be included in the new Grantham and Bourne constituency together with the other parts of the Ward.</p>					

**Review of Polling Districts and Polling Places 2023 - Overview of Returning Officer's Final Proposals**

<b>Grantham Barrowby Gate Ward</b>					
<b>Current Parliamentary Constituency (Future Constituency)</b>	<b>Polling District</b>	<b>Parish</b>	<b>Polling station electorate</b>	<b>Current Polling Place</b>	<b>Proposal</b>
Grantham & Stamford  (Grantham and Bourne)	<b>GBA1</b> – Grantham Barrowby Gate No.1	N/A	1685	Grantham & District Indoor Bowling Club, Trent Road, Grantham, NG31 7XQ	No change
	<b>GBB1</b> – Grantham Barrowby Gate No.2	N/A	1324	Grantham & District Indoor Bowling Club, Trent Road, Grantham, NG31 7XQ	No change

**Consultation Feedback received:**

**Councillor Gareth Knight:** As I recommended in the last polling station review before I was a councillor I would like to put forward the car park at the back of Tesco Express on the corner of Barrowby Gate and Winchester Road as a suitable location for a mobile polling station to cover district GBA1. This is central to the polling district and it makes sense for this to be used given that the bowls club is up to 32 minutes' walk from some houses in the polling district. I believe the last time I suggested this everyone agreed in principle but the actual owner of the car park wasn't contactable so I hope efforts to trace the owner prove more productive this time around as it would be a far better location.

**Returning Officer's Comments**

**GBA1** – The suggested alternative of the car park at the back of Tesco Express on the corner of Barrowby Gate and Winchester Road was investigated during the interim review conducted in 2022. At that time it was not possible to make contact with the owner of the site. The site is in a good location within the polling district and more central to than the Bowls Club. However further enquiries have been made of Land Registry records which show that access to the car park is required at all times by all business premises and flats on the site and their visitors. Siting of a mobile polling station would involve the majority of the car park being unavailable for a period of 3 days to allow for the siting on the day before an election and collection on the day afterwards. As a result this option cannot be pursued further. **It is proposed that the polling place for polling district GBA1 together with GBB1 remain at the Bowls Club.**

<b>Grantham Earlesfield Ward</b>					
<b>Current Parliamentary Constituency (Future Constituency)</b>	<b>Polling District</b>	<b>Parish</b>	<b>Polling station electorate</b>	<b>Current Polling Place</b>	<b>Proposal</b>
Grantham & Stamford  (Grantham and Bourne)	<b>GEA1</b> – Grantham Earlesfield No.1	N/A	1637	Grantham West Community Centre, Trent Road NG31 7XQ	No change
	<b>GEB1</b> – Grantham Earlesfield No.2	N/A	1596	Grantham West Community Centre, Trent Road NG31 7XQ	No change
	<b>GEC1</b> – Grantham Earlesfield No.3	N/A	334	Earlesfield Lane Scout Hall, Earlesfield Lane NG31 7NT	No change

**Consultation Feedback received:**  
None

**Review of Polling Districts and Polling Places 2023 - Overview of Returning Officer's Final Proposals**

<b>Grantham Harrowby Ward</b>					
<b>Current Parliamentary Constituency (Future Constituency)</b>	<b>Polling District</b>	<b>Parish</b>	<b>Polling station electorate</b>	<b>Current Polling Place</b>	<b>Proposal</b>
Grantham & Stamford  (Grantham and Bourne)	<b>GHA1</b> – Grantham Harrowby No.1	N/A	879	The Church of the Ascension Hall, Edinburgh Road, NG31 9QZ	No change
	<b>GHB1</b> – Grantham Harrowby No.2	N/A	628	Belton Lane Community Primary School, Queensway NG31 9PP (2 polling stations at this location for Belmont Ward and Grantham Harrowby Ward)	No change
	<b>GHC1</b> – Grantham Harrowby No.3	N/A	824	The Church of the Ascension Hall, Edinburgh Road, NG31 9QZ	No change
	<b>GHD1</b> – Grantham Harrowby No.4	N/A	787	Belton Avenue Communal Room, NG31 9JQ	No change
<b>Consultation Feedback received:</b>					
<p><b>Councillor Ian Selby:</b> It is my view that we should have a polling station at Central Place (GHC1), as we have previously had in the past. My previous arguments remain the same. When this item goes to full council, I may propose a return of the Central Place polling station to support the many people in that area. I do not have a problem with the other polling station being moved last time with to a very short distance from Canterbury Close to the Church of Ascension.</p> <p>I have spoken to me fellow ward councillor, Cllr Chris Noon on the matter and he is in agreement with my view.</p> <p><b>Councillor Chris Noon:</b> I am in full agreement with Councillor Ian Selby, especially in proposing a return to having a polling station at Central Place.</p>					
<b>Returning Officer comments:</b>					
<p><b>GHA1</b> – The Church of the Ascension Hall was designated as the polling place in 2022 after being used at the 2021 elections during Covid measures and has now served as the polling place at two sets of elections. The Church Hall provides a large hall, with good access and car parking facilities. Previously electors in this polling district voted at Communal Room in Canterbury Close, which is situated on a fairly narrow road with a one-way system and limited number of parking pays. It is proposed that the polling place remain at The Church of the Ascension Hall.</p> <p><b>GHC1</b> – The Church of the Ascension Hall was designated as the polling place in 2022 and successfully used as the polling place for the May 2023 District elections. Previously voters in polling district voted at Central Place Communal Room which although within the polling district it is located at one end of the polling district, on a cul-de-sac with only residents parking available. It is proposed that the polling place remain at the Church of the Asension Hall.</p>					

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<b>Grantham Springfield Ward</b>					
<b>Current Parliamentary Constituency (Future Constituency)</b>	<b>Polling District</b>	<b>Parish</b>	<b>Polling station electorate</b>	<b>Current Polling Place</b>	<b>Proposal</b>
Grantham & Stamford  (Grantham and Bourne)	<b>GSA1</b> – Grantham Springfield No.1	N/A	1092	Huntingtower Primary Academy, Extended Provision Building, Huntingtower Road NG31 7AU (2 polling stations)	No change
	<b>GSB1</b> – Grantham Springfield No.2	N/A	1436		
	<b>GSC1</b> – Grantham Springfield No.3	N/A	744	Bethesda Evangelical Church, Kitty Briggs Lane, NG31 7JR	No change
<b>Consultation Feedback received:</b>					
None					

<b>Grantham St. Vincent's Ward</b>					
<b>Current Parliamentary Constituency (Future Constituency)</b>	<b>Polling District</b>	<b>Parish</b>	<b>Polling station electorate</b>	<b>Current Polling Place</b>	<b>Proposal</b>
Grantham & Stamford  (Grantham and Bourne)	<b>GVA1</b> – Grantham St Vincent's No.1	N/A	509	Sandon Close Communal Room, Sandon Close, NG31 9AX	No change
	<b>GVB1</b> – Grantham St Vincent's No.2	N/A	794		
	<b>GVC1</b> – Grantham St Vincent's No.3	N/A	1051	The Annexe, St. Anne's Primary School, Harrowby Road, NG31 9ED	
	<b>GVD1</b> – Grantham St Vincent's No.4	N/A	952	Jubilee Life Church Centre, The Source Room, 1-5 London Road NG31 6EY	
	<b>GVE1</b> – Grantham St Vincent's No.5	N/A	848	Witham Place Communal Room, Witham Place, NG31 6JX	
	<b>GVF1</b> – Londonthorpe – Bridge End	Londonthorpe & Harrowby Without (Bridge End Parish Ward)	228		
<b>Consultation Feedback received:</b>					
None					

## Review of Polling Districts and Polling Places 2023 - Overview of Returning Officer's Final Proposals

<b>Grantham St. Wulfram's Ward</b>					
<b>Current Parliamentary Constituency (Future Constituency)</b>	<b>Polling District</b>	<b>Parish</b>	<b>Polling station electorate</b>	<b>Current Polling Place</b>	<b>Proposal</b>
Grantham & Stamford  (Grantham and Bourne)	<b>GWA1</b> – Grantham St Wulfram's No.1	N/A	1520	Cliffedale Primary School, Northcliffe Road NG31 8DP	No change
	<b>GWB1</b> – Grantham St Wulfram's No.2	N/A	984	Manners Street Communal Room, Manners Street, NG31 8AY	No change
	<b>GWC1</b> – Grantham St Wulfram's No.3	N/A	411	Guildhall Arts Centre – The Newton Room, St Peter's Hill, NG31 6PY	No change
	<b>GWD1</b> – Grantham St Wulfram's No.4	N/A	233		
Sleaford & North Hykeham  (Grantham and Bourne)	<b>GWE2</b> – Belton & Manthorpe - Rosedale	Belton & Manthorpe (Rosedale Parish Ward)	158	Cliffedale Primary School, Northcliffe Road NG31 8DP	No change to polling place. Change of polling district code to <b>GWE1</b>
<b>Consultation Feedback received:</b>					
None					
<b>Returning Officer comments:</b>					
No changes are proposed to polling places.					
A change is proposed to the polling district code for GWE2 to take account of the future change of Parliamentary constituency for this area which will be included in the new Grantham and Bourne constituency together with the other parts of the Ward.					

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<b>Isaac Newton Ward</b>					
<b>Current Parliamentary Constituency (Future Constituency)</b>	<b>Polling District</b>	<b>Parish</b>	<b>Polling station electorate</b>	<b>Current Polling Place</b>	<b>Proposal</b>
Grantham & Stamford  (Rutland and Stamford)	<b>INA1</b> - Colsterworth	Colsterworth	1220	Colsterworth Village Hall, Old Post Lane, Colsterworth NG33 5PG	No change to polling place. Change of polling district code to <b>INA2</b>
	<b>IND1</b> – Gunby and Stainby	Gunby and Stainby	93		No change to polling place. Change of polling district code to <b>IND2</b>
	<b>INB1</b> - Easton	Easton	56	St. Andrew & St. Mary's Church, Village Hall, Stoke Rochford NG33 5EB	No change to polling place. Change of polling district code to <b>INB2</b>
	<b>INJ1</b> – Stoke Rochford	Stoke Rochford	88		No change to polling place. Change of polling district code to <b>INJ2</b>
	<b>INC1</b> – Great Ponton	Great Ponton	276	Great Ponton Village Centre, Path via Archers Way, Great Ponton NG33 5DS	No change to polling place. Change of polling district code to <b>INC2</b>
	<b>INE1</b> – Little Ponton	Little Ponton and Stroxton	110		No change to polling place. Change of polling district code to <b>INE2</b>
	<b>INF1</b> – North Witham	North Witham	107	North Witham Village Hall, North Witham NG33 5JY	No change to polling place. Change of polling district code to <b>INF2</b>
	<b>ING1</b> - Skillington	Skillington	231	The Methodist Chapel, Skillington NG33 5HB	No change to polling place. Change of polling district code to <b>ING2</b>
	<b>INH1</b> – South Witham	South Witham	1034	South Witham Village Hall, Water Lane, NG33 5PH	No change to polling place. Change of polling district code to <b>INH2</b>
<b>Consultation Feedback received:</b>					
<b>None</b>					
<b>Returning Officer's comments:</b>					
No changes are proposed to polling places.					
Changes are proposed to the polling district codes to take account of the future change of Parliamentary constituency to Rutland and Stamford.					

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<b>Lincrest Ward</b>					
<b>Current Parliamentary Constituency (Future Constituency)</b>	<b>Polling District</b>	<b>Parish</b>	<b>Polling station electorate</b>	<b>Current Polling Place</b>	<b>Proposal</b>
Grantham & Stamford  (Grantham and Bourne)	<b>LNA1</b> – Boothby Pagnell	Boothby Pagnell	96	Boothby Pagnell Village Hall, Ponton Road, Boothby Pagnell NG33 4DH	No change
	<b>LNB1</b> - Bitchfield	Bitchfield and Bassingthorpe	86		
	<b>LNC1</b> - Braceby	Braceby & Sapperton	40	Ropsley Village Hall, Braceby Road, Ropsley NG33 4BN	
	<b>LNJ1</b> – Ropsley	Ropsley & Humby	563		
	<b>LND1</b> – Heydour	Heydour	204	Heydour Parish Hall, Green Lane, Aisby NG32 3NE	
	<b>LNE1</b> – Ingoldsby	Ingoldsby	207	Ingoldsby Village Hall, Main Street, Ingoldsby NG33 4EJ	
	<b>LNF1</b> – Lenton	Lenton, Keisby & Osgodby	97		
	<b>LNG1</b> – Old Somerby	Old Somerby	159	The Conservatory, Fox & Hounds Public House, Grantham Road, Old Somerby NG33 4AB	
	<b>LNH1</b> – Pickworth	Pickworth	112	Pickworth Village Hall, Village Street, Pickworth NG34 0TD	
<b>LNK1</b> - Welby	Welby	115	Crown & Anchor, Main Street, Welby NG33 4BN		
<b>Consultation Feedback received:</b>					
None					

## Review of Polling Districts and Polling Places 2023 - Overview of Returning Officer's Final Proposals

<b>Loveden Heath Ward</b>					
<b>Current Parliamentary Constituency (Future Constituency)</b>	<b>Polling District</b>	<b>Parish</b>	<b>Polling station electorate</b>	<b>Current Polling Place</b>	<b>Proposal</b>
Sleaford and North Hykeham  (Grantham and Bourne)	<b>LVA2</b> - Caythorpe	Caythorpe and Frieston	862	Caythorpe and Frieston Village Hall, High Street, Caythorpe NG32 3DR	No change to polling place. Change of polling district code to <b>LVA1</b>
	<b>LVB2</b> - Fenton	Fenton	96	Stubton Village Hall, Fenton Road, Stubton NG23 5DB	No change to polling place. Change of polling district code to <b>LVB1</b>
	<b>LVE2</b> - Stubton	Stubton	141		No change to polling place. Change of polling district code to <b>LVE1</b>
	<b>LVC2</b> – Fulbeck	Fulbeck	336	Fulbeck Village Hall, Lincoln Road, Fulbeck NG32 3JW	No change to polling place. Change of polling district code to <b>LVC1</b>
	<b>LVD2</b> - Hough	Hough-on-the-Hill	278	All Saints Church, High Road, Hough-on-the-Hill NG32 2AZ	No change to polling place. Change of polling district code to <b>LVD1</b>
<p><b>Consultation Feedback received:</b></p> <p><b>Stubton Parish Council:</b> The Parish Council have no comments on the proposals as there is no change proposed.</p>					
<p><b>Returning Officer's comments:</b></p> <p>No changes proposed to polling places.</p> <p>Changes are proposed to the polling district codes to take account of the future change of Parliamentary constituency for all areas of the ward which will be included in the new Grantham and Bourne constituency.</p>					

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<b>Market and West Deeping Ward</b>					
<b>Current Parliamentary Constituency (Future Constituency)</b>	<b>Polling District</b>	<b>Parish</b>	<b>Polling station electorate</b>	<b>Current Polling Place</b>	<b>Proposal</b>
South Holland and the Deepings  (South Holland and the Deepings)	<b>MDA3</b> – Market Deeping No.1	Market Deeping –Mill Field Parish Ward	1856	The Green School, Church Street, Market Deeping PE6 8DA	No change
	<b>MDB3</b> - Market Deeping No.2	Market Deeping –Mill Field Parish Ward	1961	Deeping Community Centre, 2 Douglas Road, Market Deeping PE6 8PA	
	<b>MDC3</b> – Market Deeping No.3	Market Deeping – Swine's Meadow Parish Ward	546	Market Deeping Scout and Guide Hall, Wellington Way, Market Deeping PE6 8LF	
	<b>MDD3</b> – West Deeping	West Deeping	189	West Deeping Village Hall, King Street, West Deeping PE6 9HP	

**Consultation Feedback received:**

**Councillor Ashley Baxter:** The Market and West Deeping polling places are fine as they are.

**Market Deeping Town Council:** Feedback from one Councillor who suggested that proposed double yellow lines on Church Street may impact on the parking available for voters at the Green School Polling Station.

**Returning Officer's comments:**

No changes proposed to polling places.

Changes are proposed to the polling district codes to take account of the future change of Parliamentary constituency for all areas of the ward which will be included in the new Grantham and Bourne constituency.

<b>Morton Ward</b>					
<b>Current Parliamentary Constituency (Future Constituency)</b>	<b>Polling District</b>	<b>Parish</b>	<b>Polling station electorate</b>	<b>Current Polling Place</b>	<b>Proposal</b>
Grantham & Stamford  (Grantham and Bourne)	<b>MRA1</b> – Morton & Hanthorpe – Morton	Morton & Hanthorpe – Morton Parish Ward	1101	Morton Village Hall, High Street, Morton PE10 0NR	No change
	<b>MRB1</b> – Morton & Hanthorpe - Hanthorpe	Morton & Hanthorpe – Hanthorpe Parish Ward	559	Morton Village Hall, High Street, Morton PE10 0NR	

**Consultation Feedback received:**

**Councillor Sue Woolley:** No comments to make regarding the polling stations in the Morton Ward.

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<b>Peascliffe &amp; Ridgeway Ward</b>					
<b>Current Parliamentary Constituency (Future Constituency)</b>	<b>Polling District</b>	<b>Parish</b>	<b>Polling station electorate</b>	<b>Current Polling Place</b>	<b>Proposal</b>
Sleaford and North Hykeham  (Grantham and Bourne)	<b>PCA2</b> – Ancaster	Ancaster	1119	Ancaster Parish Hall, Ermine Street, Ancaster NG32 3PP	No change to polling place. Change of polling district code to <b>PCA1</b>
	<b>PCB2</b> – Barkston	Barkston	328	Barkston & Syston Village Hall, Main Road, Barkston NG32 2NH	No change to polling place. Change of polling district code to <b>PCB1</b>
	<b>PCF2</b> – Honington	Honington	84		No change to polling place. Change of polling district code to <b>PCF1</b>
	<b>PCH2</b> – Syston	Syston	90		No change to polling place. Change of polling district code to <b>PCH1</b>
	<b>PCC2</b> – Belton & Manthorpe – Belton	Belton & Manthorpe (Belton Parish Ward)	139		Manthorpe St John's Church Community Hall, High Road, Manthorpe, NG31 8NF
	<b>PCD2</b> – Carlton Scroop	Carlton Scroop	122	Carlton Scroop Village Hall, Newark Lane, Carlton Scroop NG32 3AR	No change to polling place. Change of polling district code to <b>PCD1</b>
	<b>PCG2</b> - Normanton	Normanton	70		No change to polling place. Change of polling district code to <b>PCG1</b>
	<b>PCE2</b> - Great Gonerby - Gonerby	Great Gonerby (Gonerby Parish Ward)	1362	Great Gonerby Social Club, 8 High Street, Great Gonerby, NG31 8JP	No change to polling place. Change of polling district code to <b>PCE1</b>
<b>Consultation Feedback received:</b> None					
<b>Returning Officer's Comments:</b> No proposed changes to the polling places in the Peascliffe and Ridgeway Ward.  Changes are proposed to the polling district codes to take account of the future change of Parliamentary constituency for all areas of the ward which will be included in the new Grantham and Bourne constituency.					

## Review of Polling Districts and Polling Places 2023 - Overview of Returning Officer's Final Proposals

<b>Stamford All Saints Ward</b>					
<b>Current Parliamentary Constituency (Future Constituency)</b>	<b>Polling District</b>	<b>Parish</b>	<b>Polling station electorate</b>	<b>Current Polling Place</b>	<b>Proposal</b>
Grantham & Stamford  (Rutland and Stamford)	<b>SAA1</b> – Stamford All Saints No.1	Stamford 'All Saints North Parish Ward)	1545	Bluecoat Children's Centre, Green Lane, Stamford PE9 1HE	No change to polling place. Change of polling district code to <b>SAA2</b>
	<b>SAB1</b> – Stamford All Saints No.2		1000	Malcolm Sargent Primary School, Empingham Road, Stamford PE9 2SR (2 stations – Stamford All Saints Ward and Stamford St Johns Ward)	No change to polling place. Change of polling district code to <b>SAB2</b>
	<b>SAC1</b> – Stamford All Saints No.3	Stamford (All Saints South Parish Ward)	590	Stamford Rugby Club, Hambleton Road, Stamford PE9 2RZ (2 stations – Stamford All Saints Ward and Stamford St Johns Ward)	No change to polling place. Change of polling district code to <b>SAC2</b>
<b>Consultation Feedback received:</b>					
<b>Councillor Max Sawyer:</b> Supports the current polling arrangements.					
<b>Malcolm Sargent Primary School:</b> Further to your request for comments regarding the parliamentary elections scheme, I am emailing on behalf of Malcolm Sargent Primary School which is used as a polling station for St John's Ward in Stamford.					
Using our premises as a polling station causes great inconvenience to the school, not only to the pupils but to the staff too. There are security and safeguarding concerns with allowing the public into the school buildings during the school day, something which is never usually allowed other than under strictly prescribed circumstances. Some parents have been so worried about the school being accessible to the public on election days that they have withdrawn their child(ren). Given the gap in education following Covid, 100% attendance is critical to children as even one day out of school creates further issues to their education.					
Using the premises for elections causes issues with our curriculum. For instance, many of our PE/sports lessons take place in the hall and these have to be cancelled or re-arranged. Sometimes the lessons are missed completely as indoor conditions are required ie for badminton. The government recommends at least two hours of sports/PE for every child and removing the use of our hall for an entire day results in us not being able to achieve that target.					
Our halls are used for lunches which is a social occasion for year groups, allowing children to mix with other classes and other year groups. Instead, we have to move meals around the school on trolleys and children have to eat in their classrooms. This does not allow for any movement between the children and causes operational difficulties in managing 22 classes of children by our small team of lunch ladies.					
Most tellingly, to us, is that during Covid, you were able to find and use alternative premises for the polling station in this ward, being the Danish Invader Public House, which is about 100m away from the school. I understand that there is an evening booking on Thursdays when most elections are held, but we would be happy to accommodate this evening booking, possibly free of charge, if it meant that the school was not used as a polling station.					
Thank you for your consideration regarding this.					
<b>Returning Officer comments:</b>					
No proposed changes to polling places in the Stamford All Saints Ward.					

## Review of Polling Districts and Polling Places 2023 - Overview of Returning Officer's Final Proposals

Changes are proposed to the polling district codes to take account of the future change of Parliamentary constituency to Rutland and Stamford.

**SAB1 – polling place Malcolm Sargent Primary School:** The use of the Malcolm Sargent Primary School as the designated polling place has been considered as part of this review following feedback received from the school. It had been possible to relocate the polling station to the Danish Invader Public House for the elections held in 2021 during the Covid restrictions as the function room had not been in use for any other bookings at that time. The venue now has a regular weekly Thursday evening booking for the function room. Contact has again been made with the landlord of the Danish Invader and unfortunately it has been confirmed that the premises cannot be made available for use as a polling station. It is therefore proposed that the Malcolm Sargent Primary School remain the designated polling place.

This arrangement will be kept under review and if the Danish Invader can be made available in the future, the option of relocating the polling station will be reconsidered.

### Stamford St. George's Ward

Current Parliamentary Constituency (Future Constituency)	Polling District	Parish	Polling station electorate	Current Polling Place	Proposal
Grantham & Stamford  (Rutland and Stamford)	<b>SGA1</b> – Stamford St George's No.1	Stamford (St. George's Parish Ward)	1058	Stamford Free Church, Kesteven Road PE9 1SU	No change to polling place. Change of polling district code to <b>SGA2</b>
	<b>SGB1</b> – Stamford St George's No.2		1102	Essex Road Communal Room PE9 1LT	No change to polling place. Change of polling district code to <b>SGB2</b>
	<b>SGC1</b> – Stamford St George's No.3		1008	Edmonds Close Communal Room PE9 1XE	No change to polling place. Change of polling district code to <b>SGC2</b>

**Consultation Feedback received:**  
None

**Returning Officer's Comments:**

No changes proposed to polling places in the Stamford St George's Ward.  
Changes are proposed to the polling district codes to take account of the future change of Parliamentary constituency to Rutland and Stamford.

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<b>Stamford St. John's Ward</b>					
<b>Current Parliamentary Constituency (Future Constituency)</b>	<b>Polling District</b>	<b>Parish</b>	<b>Polling station electorate</b>	<b>Current Polling Place</b>	<b>Proposal</b>
Grantham & Stamford  (Rutland and Stamford)	<b>SJA1</b> - Stamford St John's No.1	Stamford (St. John's Parish Ward)	2325	Malcolm Sargent Primary School, Empingham Road, Stamford PE9 2SR (2 stations for Stamford All Saints Ward and Stamford St Johns Ward)	No change to polling place. Change of polling district code to <b>SJA2</b>
	<b>SJB1</b> – Stamford St John's No.2		1209	Stamford Rugby Club, Hambleton Road, Stamford PE9 2RZ (2 stations for Stamford All Saints Ward and Stamford St Johns Ward)	No change to polling place. Change of polling district code to <b>SJB2</b>

**Consultation Feedback received:**

**Malcolm Sargent Primary School:** Further to your request for comments regarding the parliamentary elections scheme, I am emailing on behalf of Malcolm Sargent Primary School which is used as a polling station for St John's Ward in Stamford.

Using our premises as a polling station causes great inconvenience to the school, not only to the pupils but to the staff too. There are security and safeguarding concerns with allowing the public into the school buildings during the school day, something which is never usually allowed other than under strictly prescribed circumstances. Some parents have been so worried about the school being accessible to the public on election days that they have withdrawn their child(ren). Given the gap in education following Covid, 100% attendance is critical to children as even one day out of school creates further issues to their education.

Using the premises for elections causes issues with our curriculum. For instance, many of our PE/sports lessons take place in the hall and these have to be cancelled or re-arranged. Sometimes the lessons are missed completely as indoor conditions are required ie for badminton. The government recommends at least two hours of sports/PE for every child and removing the use of our hall for an entire day results in us not being able to achieve that target.

Our halls are used for lunches which is a social occasion for year groups, allowing children to mix with other classes and other year groups. Instead, we have to move meals around the school on trolleys and children have to eat in their classrooms. This does not allow for any movement between the children and causes operational difficulties in managing 22 classes of children by our small team of lunch ladies.

Most tellingly, to us, is that during Covid, you were able to find and use alternative premises for the polling station in this ward, being the Danish Invader Public House, which is about 100m away from the school. I understand that there is an evening booking on Thursdays when most elections are held, but we would be happy to accommodate this evening booking, possibly free of charge, if it meant that the school was not used as a polling station.

Thank you for your consideration regarding this.

**Returning Officer's comments:**

No proposed changes to polling places in the Stamford St John's Ward.

Changes are proposed to the polling district codes to take account of the future change of Parliamentary constituency to Rutland and Stamford.

**SJA1 – polling place Malcolm Sargent Primary School:** The use of the Malcolm Sargent Primary School as the designated polling place has been considered as part of this review following feedback received from the school. It had been possible to relocate the polling station to the Danish Invader Public House for the elections held in 2021 during the Covid restrictions as the function room had not been in use for any other bookings at that

## Review of Polling Districts and Polling Places 2023 - Overview of Returning Officer's Final Proposals

time. The venue now has a regular weekly Thursday evening booking for the function room. Contact has again been made with the landlord of the Danish Invader and unfortunately it has been confirmed that the premises cannot be made available for use as a polling station. It is therefore proposed that the Malcolm Sargent Primary School remain the designated polling place.

This arrangement will be kept under review and if the Danish Invader can be made available in the future, the option of relocating the polling station will be reconsidered.

### Stamford St. Mary's Ward

Current Parliamentary Constituency (Future Constituency)	Polling District	Parish	Polling station electorate	Current Polling Place	Proposal
Grantham & Stamford  (Rutland and Stamford)	<b>SMA1</b> – Stamford St Mary's No.1	Stamford (St. Mary's Parish Ward)	621	Stamford Arts Centre, 27 St Mary's Street, Stamford PE9 2DL	No change to polling place. Change of polling district code to <b>SMA2</b>
	<b>SMB1</b> – Stamford St Mary's No.2		884		No change to polling place. Change of polling district code to <b>SMB2</b>
	<b>SMD1</b> – Stamford St Mary's No.3		319		No change to polling place. Change of polling district code to <b>SMD2</b>
	<b>SME1</b> – Stamford St Mary's No.4		371		No change to polling place. Change of polling district code to <b>SMC2</b>
	<b>SMC1</b> – Stamford St Mary's No.5		770	Clare Close Communal Room, Clare Close, Stamford PE9 2QA	No change to polling place. Change of polling district code to <b>SMC2</b>

**Consultation Feedback received:**

None

**Returning Officer's Comments:**

SMC1 and SMD1 - At the elections in 2021 the polling place for both polling districts was temporarily relocated to the Masonic Centre. The Masonic Centre is situated in a more central location to the two polling districts than the Clare Close Communal Room. Consideration has been given to relocate to the Masonic Centre for future elections however it has been confirmed that the Masonic Centre cannot be made available for the May 2024 elections due to another booking. This option may be considered again in the future. No changes to the current arrangements are proposed at the present time.

Changes are proposed to the polling district codes to take account of the future change of Parliamentary constituency to Rutland and Stamford.

**Review of Polling Districts and Polling Places 2023 - Overview of Returning Officer's Final Proposals**

<b>Toller Ward</b>					
<b>Current Parliamentary Constituency (Future Constituency)</b>	<b>Polling District</b>	<b>Parish</b>	<b>Polling station electorate</b>	<b>Current Polling Place</b>	<b>Proposal</b>
Grantham & Stamford  (Grantham and Bourne)	<b>TLA1</b> – Billingborough	Billingborough	923	Billingborough Village Hall, Chapel Street, Billingborough NG34 0QH	No change
	<b>TLB1</b> – Folkingham	Folkingham	531	Folkingham Village Hall, Market Place, Folkingham NG34 0SE	
	<b>TLC1</b> - Horbling	Horbling	314	Horbling Meeting Room, Spring Lane, Horbling NG34 0PF	
<b>Consultation Feedback received:</b> None					

<b>Viking Ward</b>					
<b>Current Parliamentary Constituency (Future Constituency)</b>	<b>Polling District</b>	<b>Parish</b>	<b>Polling station electorate</b>	<b>Current Polling Place</b>	<b>Proposal</b>
Sleaford and North Hykeham  (Grantham and Bourne)	<b>VKA2</b> - Claypole	Claypole	914	Claypole Village Hall, Main Street, Claypole NG23 5BA	No change to polling place. Change of polling district code to <b>VKA1</b>
	<b>VKB2</b> - Foston	Foston	347	Foston Village Hall, Church Street, Foston NG32 2LG	No change to polling place. Change of polling district code to <b>VKB1</b>
	<b>VKC2</b> - Hougham	Hougham	126	Hougham & Marston Village Hall, Frinkley Lane, Hougham NG32 2JA	No change to polling place. Change of polling district code to <b>VKC1</b>
	<b>VKE2</b> - Marston	Marston	256		No change to polling place. Change of polling district code to <b>VKE1</b>
	<b>VKD2</b> – Long Bennington	Long Bennington	1490	Long Bennington Village Hall, Main Road, Long Bennington NG23 5DJ	No change to polling place. Change of polling district code to <b>VKD1</b>
	<b>VKF2</b> – Dry Doddington	Westborough & Dry Doddington – Dry Doddington	159	Dry Doddington Village Hall, Main Street, Dry Doddington NG23 5HU	No change to polling place. Change of polling district code to <b>VKF1</b>
	<b>VKG2</b> - Westborough	Westborough & Dry Doddington – Westborough	92	Westborough Village Hall, Town Street, Westborough NG23 5HP	No change to polling place. Change of polling district code to <b>VKG1</b>
<b>Consultation Feedback received:</b> None					



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL



## Full Council

23 November 2023

Report of Councillor Sarah Trotter,  
Vice-Chairman of the Standards  
Committee

## Amendment to Constitution – Procedure for Dealing with Complaints Against Councillors

### Report Author

Graham Watts, Assistant Director of Governance and Monitoring Officer

 [Graham.watts@southkesteven.gov.uk](mailto:Graham.watts@southkesteven.gov.uk)

### Purpose of Report

To provide Full Council with notification of a recommendation by the Standards Committee to include the revised procedure for dealing with complaints against Councillors as part of the Constitution.

### Recommendations

**That Full Council approves the inclusion of the revised procedure for dealing with complaints against Councillors as part of the Constitution under Part 5 (Codes and Protocols).**

## Decision Information

Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	High performing Council
Which wards are impacted?	All

### 1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

#### ***Finance and Procurement***

1.1 There are no financial implications arising from this report.

Completed by: Richard Wyles, Section 151 Officer

#### ***Legal and Governance***

1.2 There are no significant legal or governance implications associated with this report.

Completed by: Graham Watts, Assistant Director of Governance and Monitoring Officer

### 2. Background to the Report

2.1 The Standards Committee at its meeting held on 6 September 2023 agreed to adopt a revised procedure for dealing with complaints against Councillors. Having adopted the revised procedure, the Committee recommended that this be included as part of the Council's Constitution.

### 3. Key Considerations

3.1 One of the roles and functions of the Standards Committee is to 'approve procedures for the conduct of hearings into complaints against Members'.

3.2 The Standards Committee exercised this function at its meeting on 6 September 2023 and approved a revised procedure for dealing with complaints against Councillors, as attached at **Appendix A** to the report.

- 3.3 In approving this revised procedure, the Committee recommended to Full Council that this should form part of the Constitution to demonstrate greater openness and transparency as to how complaints are processed, considered and determined.
- 3.4 Full Council is asked to consider including and publishing the procedure as part of the Council's Constitution. It is recommended that this be placed under Part 5 (Codes and Protocols).
- 3.5 Full Council is not required to give consideration to the content of the procedure as this falls within the remit of the Standards Committee which adopted the procedure as appended on 6 September 2023.

#### **4. Other Options Considered**

- 4.1 Not to include this procedure as part of the Constitution.

#### **5. Reasons for the Recommendations**

- 5.1 The inclusion and publication of this procedure as part of the Council's Constitution provides greater notice, openness and transparency as to how complaints submitted against the conduct of Councillors are handled, assessed and determined.

#### **6. Background Papers**

- 6.1 [Guidance on Member Model Code of Conduct Complaints Handling | Local Government Association](#)

#### **7. Appendices**

- 7.1 Appendix A – procedure for dealing with complaints against Councillors.

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### **Procedure for dealing with complaints against Councillors who are alleged to have breached the Councillor Code of Conduct**

#### **1. The Code of Conduct**

- 1.1 The Localism Act 2011 requires all Local Authorities to adopt a Code of Conduct setting out the standards of behaviour expected from their Councillors.
- 1.2 South Kesteven District Council has adopted a Code of Conduct for its Councillors, which is available on the Council's website and on request from the Monitoring Officer. This Code of Conduct reflects the Model Councillor Code of Conduct for Councillors as recommended by the Local Government Association.
- 1.3 Each of the Parish/Town Councils within South Kesteven may adopt their own Code of Conduct and a copy of their Code of Conduct should be available on the relevant Parish/Town Council website.
- 1.4 The Localism Act 2011 also requires Local Authorities to have in place "arrangements" under which allegations that an elected or co-opted member of the District or Parish/Town Council has failed to comply with the relevant Code of Conduct can be investigated and decisions made on such allegations.
- 1.5 These arrangements set out:
  - a) How to make a complaint about the conduct of an elected or co-opted member of South Kesteven District Council or of any Parish/Town Councils
  - b) How the Council will deal with such complaints
- 1.6 This document sets out the Council's arrangements for this purpose.

#### **2. Making a complaint**

- 2.1 Complaints must be submitted in writing to the Council's Monitoring Officer and can be submitted electronically or by post using the link, email address or postal address shown below:

Online e-form: <https://www.southkesteven.gov.uk/?service=COCOFO>

By email: [legal@southkesteven.gov.uk](mailto:legal@southkesteven.gov.uk)

By post: Monitoring Officer, South Kesteven District Council, Council Offices, The Picture House, St Catherine's Road, Grantham, Lincolnshire, NG31 6TT

2.2 The following information will be required from anyone wishing to make a formal complaint against the conduct of a Councillor:

- name, address and other contact details (email address or telephone number)
- in which capacity they are complaining (member of the public, Councillor, Officer or any other capacity)
- name of the Councillor the complaint is about and the authority or authorities they belong to
- details of the alleged misconduct including, where possible, dates, witness details and other supporting information
- which aspect of the Councillor Code of Conduct the Councillor is alleged to have breached

2.3 The Monitoring Officer will not normally consider a complaint unless it is in writing. This is to ensure that all of the relevant information is provided and, where necessary, consent to share information has been obtained so that the complaint can be processed.

2.4 If you do not have access to the internet or have difficulty completing the form, please contact (01476 406080) for assistance.

2.5 Where a complaint is made against more than one Councillor, it must be clear in your complaint which aspects of the alleged breach of the Code of Conduct relate to each individual Councillor. Otherwise, it may be necessary to submit separate complaints.

2.6 If you are making the complaint on behalf of a number of individuals, please nominate one person as the single point of contact to whom all correspondence will be addressed.

2.7 Requests from complainants for the Monitoring Officer to withhold their identity, so that they remain anonymous to the Subject Councillor, are not ordinarily granted. The Monitoring Officer has to balance the right of the Subject Councillor to properly understand the complaint against them and respond to it, with the rights of the complainant. This normally means that the Subject Councillor will need to be told who is making the complaint.

### **3. The complaint process**

3.1 A complaint against a Councillor will progress through the following stages:

- acknowledgement of the complaint
- reporting of complaint to Subject Councillor
- assessment of complaint by the Monitoring Officer, in liaison with Independent Person
- assessment decision by the Monitoring Officer
- if necessary, formal investigation of the complaint

- consideration of complaint and final decision of outcome by the Standards Committee, a Hearing Review Panel or a meeting of Full Council

3.2 Upon receipt of a complaint the Monitoring Officer will:

- Acknowledge the complaint within five working days
- Inform the Subject Councillor that a complaint has been received against them within five working days and invite their comments, unless there is justification for not doing so

3.3 The Monitoring Officer is entitled to dismiss the complaint at the outset if:

- The Subject Councillor is no longer a Councillor or is seriously ill
- The complaint is made anonymously, unless there are exceptional circumstances which the Monitoring Officer agrees are legitimate
- The same, or substantially the same, issue has been the subject of a previous Code of Conduct allegation against an individual Councillor and there is nothing further to be gained
- The complaint is essentially against the action of the Council as a whole and cannot properly be directed against an individual Councillor(s)
- The complaint does not relate to the conduct of a Councillor and is a service complaint or other matter
- The complaint is against an Officer of the Council
- The complaint relates to an incident that occurred over six months prior to the date of the complaint and, in the opinion of the Monitoring Officer, (in consultation with the Independent Person) is not serious enough to justify formal consideration

3.4 If the complaint identifies criminal conduct (including a failure to register Disclosable Pecuniary Interests) or breach of other regulations by any person, the Monitoring Officer will refer the complaint to the Police or other regulatory agencies. No further action will be taken in relation to such complaints until any related criminal/regulatory investigation, proceedings or processes have been concluded.

3.5 All parties are encouraged to respond promptly to any correspondence in relation to the complaint. All parties will be kept updated as to how the complaint is progressing. If at any stage in the complaint process the complainant fails to respond, the complaint may be treated as withdrawn. If the Subject Councillor fails to respond, the complaint will be determined on the basis of the information available.

## **4. Assessment of complaint**

### First Assessment Stage

4.1 The first stage of the assessment process will consist of a jurisdictional test which assesses whether:

- The complaint is against one or more named Councillors of South Kesteven District Council or of a Parish or Town Council the authority is responsible for
- The named Councillor was in office at the time of the alleged conduct
- The complaint relates to matters where the Councillor was acting as a Councillor or representative of the authority and it is not a private matter
- The complaint, if proven, would be a breach of the Code of Conduct under which the Councillor was operating at the time of the alleged misconduct

4.2 If the complaint fails one or more of these tests it cannot be investigated as a breach of the Code of Conduct and no further action will be taken in respect of the complaint.

### Second Assessment Stage

4.3 The second stage of the assessment process will review the complaint against the following criteria to establish if there are valid grounds to refer the complaint for formal investigation:

<b>Sufficient Evidence</b>	The Monitoring Officer must be satisfied that there is sufficient evidence to demonstrate a potential breach of the Code
<b>Alternative Action</b>	<p>The Monitoring Officer must be satisfied that there are no alternative, more appropriate, remedies that should be explored first</p> <p>The Monitoring Officer will explore the possibility of an informal resolution between the respective parties and consider whether any offer from the Subject Councillor to settle the complaint informally is reasonable</p>
<b>Robust Political Debate</b>	Where the complaint is by a Councillor against another Councillor, a greater allowance for robust political debate may be given, bearing in mind the right to freedom of speech
<b>Seriousness</b>	The Monitoring Officer will consider whether the complaint is considered malicious, vexatious, politically motivated or 'tit-for-tat'
<b>Public Interest</b>	The Monitoring Officer will consider whether it would be in the public interest to refer the complaint for investigation or other action and whether it is serious enough to warrant any available sanctions

4.4 As part of the assessment of the complaint, the Monitoring Officer may request further information from the complainant, the Subject Councillor and any witnesses or obtain information which is readily available. The Monitoring Officer will consult with the Independent Person prior to making their decision.

### Assessment Decision

4.5 The Monitoring Officer will normally reach an assessment decision within 15 working days of receipt of the complaint, however, in some instances this may take longer if they are reliant on the receipt of further information. The Monitoring Officer will always, however, seek to assess complaints as soon as possible.

4.6 A Decision Notice setting out the Monitoring Officers decision will be produced, setting out the following:

- A summary of the complaint
- The part(s) of the Councillor Code of Conduct alleged to have been breached
- A summary of any response from the Subject Councillor
- A summary of any witness statements or additional information relied upon during the assessment
- A summary of the Independent Person's considerations
- An overview of the Monitoring Officer's decision
- A record of any further action required

4.7 The Monitoring Officer's decision will either be to:

- Take no further action
- Agree that the complaint can be resolved through informal resolution
- Refer the complaint for formal investigation

4.8 If the Subject Councillor of a complaint is a Parish or Town Councillor a copy of the Decision Notice will be sent to the Parish or Town Clerk, unless the decision is to take no further action.

4.9 If the Monitoring Officer decides not to investigate the complaint, the reasons for the decision will be set out in the Decision Notice. There will be no right of appeal regarding the Monitoring Officer's assessment decision, which will have been made in consultation with the Council's Independent Person.

## **5. Formal investigation**

5.1 The Decision Notice from the assessment stage will highlight which aspect(s) of the original complaint will be subject to formal investigation.

5.2 Having established the scope of the investigation the Monitoring Officer, or a person appointed as an Investigating Officer, will inform:

- The Subject Councillor
- The complainant
- The Council's Independent Person
- The relevant Town or Parish Council should the Subject Councillor be a Town or Parish Councillor

5.3 The Monitoring Officer/Investigating Officer will undertake the investigation in accordance with the following key principles:

- Proportionality – the investigation will be proportionate to the seriousness or complexity of the matter under investigation
- Fairness – the Subject Councillor should know what they are accused of and have the opportunity to make comments on the investigation
- Transparency – as far as practical and having regard to an individual's right to confidentiality, investigations should be carried out as transparently as possible with all parties being kept up to date with progress on the case
- Impartiality – an investigator should not approach an investigation with pre-conceived ideas and should avoid being involved where they have a conflict of interest

5.4 The formal investigation is a process the Monitoring Officer/Investigating Officer follows to gather as much information about the allegation as possible, which can then be used as evidence. This could be documentary evidence, but it may also be necessary for the Monitoring Officer to conduct interviews with the Subject Councillor, complainant and key witnesses to gain as much evidence as is deemed necessary to inform their investigation.

5.5 During the course of the investigation it may be necessary to reappraise if an investigation remains the right course of action, for example:

- The evidence uncovered suggests a case is less serious than was originally apparent and that a different decision might therefore have been made regarding whether to investigate, or not
- Having examined the matter in greater detail it becomes apparent as part of the investigation that the matter under investigation was not carried out by the Subject Councillor in their capacity as a Councillor or representative of the authority but rather in a private capacity
- Something is uncovered which is potentially more serious and may require referral to the Police
- The Subject Councillor has died, is seriously ill or has resigned from the Council and it is considered inappropriate to continue with the investigation
- The Subject Councillor indicates that they wish to make a formal apology which the Monitoring Officer/Investigating Officer considers should draw a line under the matter

## Draft Report

- 5.6 The Monitoring Officer/Investigating Officer will produce a draft report of their findings and share this with the Independent Person so that they can be satisfied that the investigation is of an acceptable standard and meet the scope of the aspects of the complaint under investigation.
- 5.7 The Monitoring Officer/Investigating Officer, once satisfied, will send the draft report to the Subject Councillor and complainant with a deadline for providing any comments as to its content.
- 5.8 The report should be treated as an explanation of all the essential elements of the case and a justification for why the Monitoring Officer/Investigating Officer have concluded there has been a breach, or not. The report will cover:
- Agreed facts
  - Any disputed facts together with the view of the Monitoring Officer/Investigating Officer as to which version is more likely
  - Whether those facts amount to a breach of the Code, or not
  - Reasons for reaching that conclusion
- 5.9 The draft report will be treated as private and confidential by all recipients.
- 5.10 Where criticism is made of a third party, such as a witness, who will not otherwise have the opportunity to comment on the draft report, the Monitoring Officer/Investigating Officer will ensure that the third party has an opportunity to comment on that proposed criticism before the report is published.
- 5.11 The Monitoring Officer/Investigating Officer is under no obligation to accept any comments made but where they do not accept comments they should provide a written explanation as to why. By exception, it may be necessary to issue a second draft of the report if there have been significant changes.

## Final Report

- 5.12 The final report will be issued by the Monitoring Officer and must be sent to:
- The Subject Councillor
  - The complainant
  - The relevant Independent Person
  - The relevant Parish or Town Council of which the subject Councillor is a Member
- 5.13 The report must make one of the following findings on a balance of probabilities:

- That there have been one or more failures to comply with the Code of Conduct
- That there has not been a failure to comply with the Code of Conduct

### Findings of Investigation

- 5.14 If the Monitoring Officer considers that there has been no breach of the Code of Conduct, that will usually be the end of the matter.
- 5.15 If the Monitoring Officer considers that there has been a breach of the Code of Conduct, they will decide the appropriate course of action to take in consultation with the Independent Person and notify relevant parties. This could include:
- Seeking an informal resolution
  - Taking no further action on the basis of it being a technical breach which would not lead to any sanction
  - Referring the matter to a Hearing

### Publication of the Final Report

- 5.16 The Final Report will not be published if the matter has been referred to a Hearing as it will be dealt with as part of the Hearing process.
- 5.17 Where the Monitoring Officer has concluded that there is no breach, that no further action is required or the matter has been resolved in some other way the report will not be published. A statement explaining the outcome and Monitoring Officer's reasoning will be published. A summary of the report will be presented to the Standards Committee, for information purposes only.

## **6. Formal Hearing**

- 6.1 A formal Hearing should, wherever possible, take place within three months of the date on which the Monitoring Officer/Investigating Officer's report was completed. Where that is not possible, the Monitoring Officer will notify the relevant parties of the reason for the delay and provide an estimated timescale.
- 6.2 The Hearing will not take place sooner than 14 days after the investigation report has been issued, unless the Subject Councillor agrees. This is to allow them sufficient time to prepare their defence and consider any witnesses they may wish to call.
- 6.3 The Hearing can be facilitated by the Council's Standards Committee, or a Sub-Committee of the Standards Committee called the Hearing Review Panel. The Monitoring Officer, in consultation with the Independent Person

and Chairman and Vice-Chairman of the Standards Committee, will determine which is most appropriate.

- 6.4 If a Hearing Review Panel is selected for facilitating the Hearing, its membership will be drawn from the Standards Committee on a politically proportionate basis, unless any conflicts of interests or other circumstances prevent this being achieved. The Chairman and Vice-Chairman of the Standards Committee will agree upon the final membership of the Hearing Review Panel.
- 6.5 Once a date has been set for the Hearing, the Monitoring Officer will notify:
- The Subject Councillor
  - The Investigating Officer if the Monitoring Officer themselves did not undertake the investigation
  - The Independent Person
  - The complainant
  - The clerk of any Parish or Town Council if the complaint relates to a Parish or Town Councillor
- 6.6 The Monitoring Officer will also outline the Hearing procedure, the Subject Councillor's rights and they will additionally ask for a written response from the Subject Councillor to confirm whether they:
- Want to be represented at the Hearing by counsel, a solicitor or any other person they wish
  - Disagree with any of the findings of fact in the investigation report, including reasons for any of these disagreements
  - Want to give evidence to the Hearing either verbally or in writing
  - Want to call relevant witnesses to give evidence to the Hearing
  - Want to request any part of the Hearing be held in private
  - Want to request any part of the investigation report or other relevant documents be withheld from the public
- 6.7 The Monitoring Officer will give consideration as to any witnesses they wish to call for the Hearing or, if they did not undertake the investigation themselves, seek confirmation from the Investigating Officer.
- 6.8 Pre-hearings will be held between the Monitoring Officer and Members of the Standards Committee/Hearing Review Panel as and when deemed necessary and appropriate. The pre-meeting will not be held in public and will not be used to debate the merits of the case, but will be used to:
- Consider whether any findings of fact in the investigation report are in dispute and, if so, how relevant they will be to the Hearing
  - Consider any additional evidence considered necessary for the Hearing

- Identify any witnesses that should be invited to the Hearing if not already identified
  - Decide whether witnesses called by the Monitoring Officer/Investigating Officer and the Subject Councillor are relevant
  - Consider whether any parts of the Hearing should be held in private or any parts of the investigation report or other documents should be withheld from the public prior to the Hearing
  - Identify any potential conflicts of interest
- 6.9 The pre-meeting does not necessarily have to be held as a meeting, with some of the information able to be confirmed through correspondence.
- 6.10 The Standards Committee/Hearing Review Panel will comply with Council Procedure Rules, Access to Information Procedure Rules and Articles relating to the Standards Committee for the purpose of facilitating the Hearing as set out in the Council's Constitution.
- 6.11 The Hearing is not a court of law and will not hear evidence under oath, but it will decide factual evidence on the balance of probabilities.
- 6.12 The procedure to be followed at Hearings is set out at **Appendix 1** to this Protocol.

## **7. Sanctions**

- 7.1 The Standards Committee or Hearing Review Panel can impose the following sanctions should a breach of the Code of Conduct have occurred:
- Present a report of its findings in respect of the Subject Councillor's conduct to Full Council (or relevant Parish or Town Council)
  - Issue a formal Censure Notice (or recommend the same action to the relevant Parish or Town Council)
  - Recommend to the Subject Councillor's political group leader, or a recommendation to Full Council, that they be removed from any or all Committees and other bodies to which they are appointed (or recommend the same action to the relevant Parish and Town Council)
  - Recommend to the Subject Councillor's political group leader that they be removed from positions of responsibility (or recommend the same action to the relevant Parish or Town Council)
  - Instruct the Monitoring Officer to arrange training for the Subject Councillor (or recommend that the relevant Parish or Town Council arrange for suitable training to be held for the Subject Councillor)
  - Recommend to Full Council that the Subject Councillor be removed from all outside appointments to which they have been appointed or nominated by the Authority (or recommend the same action to the relevant Parish or Town Council)
  - Recommend to Full Council that facilities provided to the Subject Councillor by the Authority be withdrawn for a specified period, such as a computer/tablet, website, email account, social media account

(or recommend the same action to the relevant Parish or Town Council)

- Recommend to Full Council that the Subject Councillor be excluded from the Authority's Officer or other premises for a specified period, with the exception of meeting rooms as necessary for attending the Council's meetings or other approved duties and/or restricts contact with Officers to named Officers only (or recommend the same action to the relevant Parish or Town Council)
- Recommend to Full Council that the Subject Councillor be removed from their role as Leader of the Council, if relevant
- Recommend to the appropriate official of a political group that the Subject Councillor be removed as Political Group Leader or other position of responsibility within the Political Group, if relevant

7.2 The Council, its Monitoring Officer, the Standards Committee or a Review Panel have no power to suspend or disqualify a Councillor who is found to have breached the Councillor Code of Conduct, or withdraw or suspend allowances. It is only the above sanctions that they are able to impose.

#### Final Decision of Standards Committee or Hearing Review Panel

7.3 A Decision Notice setting out the Standards Committee/Hearing Review Panel's decision will be produced and published.

7.4 If the Standards Committee or Hearing Review Panel finds that the Subject Councillor did not fail to follow the authority's Councillor Code of Conduct and that there was no breach, the Decision Notice will state this and provide reasons for this finding.

7.5 If the Standards Committee or Hearing Review Panel finds that the Subject Councillor failed to follow the Councillor Code of Conduct and that there was a breach, but no further action is required, the Decision Notice will:

- State that the Councillor failed to follow the authority's Councillor Code of Conduct and that there was a breach but no further action needs to be taken
- Outline what happened
- Provide reasons for the decision not to take any action

7.6 If the Standards Committee or Hearing Review Panel finds that a Councillor failed to follow the Code, there was a breach and a sanction was imposed, the Decision Notice will:

- State that the Councillor failed to follow the authority's Councillor Code of Conduct and that there was a breach
- Outline what happened
- Explain what sanction has been imposed
- Provide reasons for the decision

## **8. Appeals**

- 8.1 There is no right of appeal for the complainant or for the Subject Councillor against a decision of the Monitoring Officer, the Standards Committee or the Hearing Review Panel in relation to any decision they make at the relevant stage of the above process.
- 8.2 Any complaint relating to the incorrect implementation of this procedure should be reported to the Chief Executive in accordance with the Council's Protocol for Relationships between Members and Officers.

## **9. Local Government Association Guidance**

- 9.1 This procedure will be followed in conjunction with the latest guidance published by the Local Government Association in respect of dealing with complaints against Councillors.
- 9.2 In the event that this procedure conflicts with any aspect of the Local Governance Association guidance, the Local Government Association's latest guidance will take precedence.

**Procedure to be followed at Formal Hearings**

**1. Preliminary Procedural Issues**

- a) Introductions
- b) Election of Chairman (if Hearing Review Panel)
- c) Declarations of Interests
- d) To consider any requests for the exclusion of the Press and Public

**2. Monitoring Officer, Investigating Officer or their representative**

- a) Monitoring Officer, Investigating Officer or their representative to present the report and call such witnesses as they consider necessary, and make representations to substantiate their conclusions within the report.
- b) The Standards Committee/Hearing Review Panel to raise any issues or clarify any matters with the Monitoring Officer or Investigating Officer's report and to question and clarify matters with any of the witnesses called (if any).
- c) The Subject Councillor to raise any issues or clarify any matters with the Monitoring Officer or Investigating Officer's report and to question and clarify matters with any of the witnesses called (if any).

**3. Subject Councillor or their representative**

- a) The Subject Councillor to respond to the investigation report and call such witnesses as they consider necessary (if any) and make representations.
- b) The Monitoring Officer, Investigating Officer or their representative to raise any issues and to question or clarify any matters with the Subject Councillor and to question or clarify any matters with any of the witnesses called (if any).
- c) The Standards Committee/Hearing Review Panel to raise any issues, question or clarify any matters with the Subject Councillor.

#### **4. Independent Person**

- a) The Independent Person to provide their views.
- b) The subject Councillor to seek any points of clarification from the Independent Person or ask any questions.
- c) The Monitoring Officer, Investigating Officer or their representative to seek any points of clarification from the Independent Person or ask any questions.
- d) The Standards Committee/Hearing Review Panel to seek any points of clarification from the Independent Person or ask any questions.

#### **5. Standards Committee/Hearing Review Panel Deliberations**

- a) The Review Panel to retire, along with the representative from Democratic Services/designated Legal Advisor to the Panel to determine whether there has been a breach of the Code of Conduct.
- b) The Standards Committee/Review Panel to resume the Hearing to report the decision:
  - If further information or clarification is required, this will be reported and a decision taken as to whether an adjournment or postponement is necessary
  - If no breach of the Code of Conduct, the Hearing ends
  - If there has been a breach of the Code of Conduct, the Hearing will continue

#### **6. Breach of the Code of Conduct**

- a) Monitoring Officer, Investigating Officer or their representative to outline possible sanctions.
- b) The Subject Councillor to respond with any mitigation.
- c) The Independent Person to provide their views on appropriate sanctions.
- d) The Review Panel determines appropriate sanctions.

#### **7. End of Hearing**

A Decision Notice to be produced and published to all parties within 5 working days.