Council

SOUTH KESTEVEN DISTRICT COUNCIL

Thursday, 29 February 2024 at 2.00 pm
Council Chamber - Council Offices, St. Peter's Hill, Grantham. NG31 6PZ

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 Shorrock
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

Agenda

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Karen Bradford, Chief Executive
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 previous meetings** (Pages 7 - 36)
Minutes attached from:

11 January 2024 - 1pm (Extraordinary)
11 January 2024 - 2:30pm (Extraordinary)
25 January 2024

5. **Communications (including Chairman's Announcements)**
To include any announcements from the Chairman, Leader of the Council, individual Cabinet Members or the Head of Paid Service.

6. **Climate and Ecology Bill** (Pages 37 - 40)
Following introduction at Full Council on 23 November 2023, Environment Overview and Scrutiny Committee considered the motion on 12 December 2023 to support the Climate and Ecology Bill.

7. **Making of the Corby Glen Neighbourhood Plan** (Pages 41 - 100)
This report seeks Members' approval to formally 'make' the Corby Glen Neighbourhood Plan (NP) as part of the South Kesteven Development Plan. The report follows the NP's successful referendum which was held on 18 January 2024.

8. **2024/2025 Council Tax Resolution** (To Follow)
To set the level of Council Tax for 2024/25 in accordance with relevant statutory requirements.

9. **Budget Proposals for 2024/25 and indicative budgets for 2025/26 and 2026/27** (Pages 101 - 234)
The Council is required to set a balanced budget and agree the level of Council Tax for 2024/25 and this report contains a summary of the proposals that have been considered for inclusion. The proposals were considered and scrutinised in detail by the Budget Joint Overview and Scrutiny Committee on 15 January 2024. The budget proposals were considered by Cabinet on 18 January and 6 February 2024 and the final proposals are included in this report.

10. **Appointments to Outside Bodies and Committees** (Pages 235 - 240)
To provide Full Council with an update on changes to the Council's political proportionality and the allocation of committee seats as a result of changes in individual Members' political affiliation.

The report also seeks approval to formally confirm the appointment of Councillor Ashley Baxter as Leader of the Council to represent South Kesteven District Council on the Local Government Association and East Midlands Councils.

11. Community Governance Review for Little Ponton and Stroxton (Pages 241 - 250)
To consider a draft Terms of Reference for a Community Governance Review for the parish of Little Ponton and Stroxton.

12. 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.

13. Notices of Motion

a) Councillor Vanessa Smith

The UK's current voting system (known as First Past the Post, FPTP) originated when land-owning aristocrats dominated parliament and voting was restricted to property-owning men.

Currently in Europe, only the UK and authoritarian Belarus still use archaic single-round FPTP for general elections. Internationally, Proportional Representation (PR) is used to elect the parliaments of more than 80 countries. These countries tend to be more equal, freer and greener.

PR ensures all votes count, have equal value, and that seats won match votes cast. Under PR, MPs and Parliaments better reflect the age, gender and protected characteristics of both local communities and of the nation.

MPs better reflecting the communities they represent in turn leads to improved decision-making, wider participation and increased levels of ownership of decisions taken.

PR would also end minority rule. In 2019, 43.6% of the vote produced a government with 56.2% of the seats and 100% of the power. Fair, proportional votes also prevent ‘wrong winner’ elections such as occurred in 1951 and February 1974.

The current FPTP system leads to some of the electorate questioning the point of voting since they do not feel their views are represented. This contributes to apathy and subsequent low turnout in elections. Engaging with the electorate is vital for a functioning democracy.

PR is the national policy of the Labour Party, Liberal Democrats, Green Party, SNP, Plaid Cymru, Reform UK and Women’s Equality Party along with a host of Trade Unions and pro-democracy organisations. 31 District, Borough, City and County Councils have *already passed motions asking for Proportional Representation to be used in General Elections.*

PR is already used to elect the parliaments and assemblies of Scotland, Wales and Northern Ireland. So why not Westminster?

South Kesteven District Council therefore resolves to write to H.M. Government calling for a change in our outdated electoral laws and to enable Proportional Representation to be used for UK general elections.

b) Councillor Sue Woolley

This Council restates and reaffirms its profound concerns regarding the unsustainable proliferation of solar farm developments in South Kesteven.

South Kesteven District Council hereby resolves to:

1. Acknowledge the adverse impact of clustering solar farm developments around substations, leading to catastrophic consequences for the landscape, biodiversity and local amenities. Solar farms classed as Nationally Significant Infrastructure Projects (NSIPs), numbering 15 in the Greater Lincolnshire area alone, will contribute to the industrialisation and transformation of open countryside, negatively affecting current and potential residents alike.

2. Affirm that land classified as Best and Most Versatile (BMV) should not repurposed for the development of solar farms. Considering the limited efficiency of solar energy (10-12%), due to the UK's limited sunlight, the Council regards it as a poor investment compromising food security and escalating food imports and costs, resulting in questionable net carbon savings.

3. Promote superior alternatives to solar development on farmland, endorsing the principles set out by the Solar Campaign Alliance. The Council supports the smarter deployment of solar on domestic and industrial buildings and recommend this be added to the local plan.

4. Express concern about international labour practices, union rights and use of forced labour, as well as the adverse environmental impact in the supply chain of solar panels, particularly in NSIP developments.

This motion underscores our steadfast commitment to safeguarding food supply, preserving the landscape, our heritage and environment, while advocating for responsible and sustainable development within South Kesteven, aligning with our shared goal of achieving net zero carbon reduction targets.

In support of Lincolnshire County Council and North Kesteven District Council, this council resolves to send a copy of this motion to the Minister of Energy Security and Net Zero.

14. Close of meeting

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MINUTES

COUNCIL
THURSDAY, 11 JANUARY 2024
1.00 PM

SOUTH KESTEVEN DISTRICT COUNCIL

PRESENT
Councillor Gloria Johnson Chairman
Councillor Paul Fellows Vice-Chairman

Councillor Matthew Bailey
Councillor Emma Baker
Councillor Rhys Baker
Councillor Ashley Baxter
Councillor David Bellamy
Councillor Harrish Bisnauthsing
Councillor Pam Byrd
Councillor Richard Cleaver
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Councillor Elvis Stooke
Councillor Rosemary Trollope-Bellew
Councillor Sarah Trotter
Councillor Mark Whittington
Councillor Jane Wood
Councillor Paul Wood
Councillor Sue Woolley

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Karen Bradford, Chief Executive
Richard Wyles, Deputy Chief Executive and Section 151 Officer
Nicola McCoy-Brown, Director of Growth and Culture
Alison Hall-Wright, Deputy Director (Finance and ICT) and Deputy Section 151 Officer
Graham Watts, Assistant Director (Governance and Public Protection) and Monitoring Officer

Karen Whitfield, Assistant Director – Leisure, Culture and Place
Debbie Roberts, Head of Corporate Projects, Policy and Performance
James Welbourn, Democratic Services Manager (Deputy Monitoring Officer)
Patrick Astill, Communications Officer
Lucy Bonshor, Democratic Officer
Charles James, Policy Officer

67. Apologies for absence

Apologies for absence were received from:

Councillor Pam Bosworth
Councillor Steve Cunnington
Councillor Ben Green
Councillor Jane Kingman
Councillor Zoe Lane
Councillor Virginia Moran
Councillor Nick Robins
Councillor Penny Robins
Councillor Rob Shorrock
Councillor Ian Stokes
Councillor Murray Turner

68. Disclosure of Interests

No interests were disclosed.

69. Public Open Forum

No questions had been received from members of the public.

70. Devolution

Members considered a briefing on the devolution deal for Greater Lincolnshire, provisionally agreed between the Government and the local authorities of Lincolnshire County Council (LCC), North East Lincolnshire Council (NELC), and North Lincolnshire Council (NLC) on 22 November 2023.

Council Procedure Rule 14.4 allowed for speeches of no more than 5 minutes in length. However, Council consented to allow flexibility with this time limit.

In moving amended recommendations, the Leader of the Council highlighted the following points:

- There was no direct question about the position of an elected Mayor within the consultation. Many residents felt that in terms of local democracy that the establishment of a Mayor was a further layer of bureaucracy.

- The sums of money available to Greater Lincolnshire as a result of the devolution proposal, as well as the documentation and aspirations of the proposed deal were not substantial enough to warrant a change in the way Greater Lincolnshire was governed.

Note: Councillor Vanessa Smith arrived at the meeting.

- Whilst the powers available to South Kesteven District Council remained intact despite the devolution proposal, it would have meant the loss of a direct link to Government due to having a new position of elected Mayor for Greater Lincolnshire.

The amended motion was seconded.

The following points were highlighted during debate:

- Residents of South Kesteven had not taken part in a democratic vote on whether they supported or rejected the way in which they were governed.
- South Kesteven District Council were not guaranteed a permanent seat at meetings under the proposed deal, as there were only 4 seats available to the 7 district, borough and city councils across Lincolnshire.
- Last time a similar proposal was considered for devolution, there was a county-wide consultation and in every one of the 7 district, borough and city councils the majority of respondents rejected devolution and said ‘no’ to a directly elected Mayor. The strongest rejection came from South Kesteven.
- It was unclear how much of the proposed funding would be received by South Kesteven.
- If the devolution deal did not proceed, then the funding available would be lost to the Greater County of Lincolnshire.
- As many residents as possible should be encouraged to express their views on the topic by taking part in the consultation. Although all residents would have the opportunity to engage with the consultation, it was thought that many would not understand what was happening to the governance of the County; i.e. adding a further layer of governance that was not required.
- Any deal was a compromise, and it was possible that more money for the County, and therefore the District would be available in future years.
- Placing a large amount of power within a directly elected Mayor undermined democracy.
- Greater Lincolnshire was too large for one person to effectively govern; this model of governance was more suitable for a large city, or smaller area.
- The question within the devolution consultation could have been more specific to the proposals on offer.
- The devolution deal on offer was not perfect and had many faults; however, South Kesteven had recently devolved powers to Grantham Town Council. There was a long-term investment promise of £720 million to drive economic growth. The deal on offer was a Tier 3 deal; by agreeing to proceed with

devolution this could be a stepping stone to gaining access to higher tiers of funding.

- If South Kesteven wanted to fund large projects then surely having extra funding available through devolution would be a benefit economically to the District.
- South Kesteven was a fairly affluent District; it was far from guaranteed that any money being offered by a new authority would end up within South Kesteven.
- Whilst devolution involved the transfer of powers to a lower level of governance, it was a worry that this devolution offer was the first step in re-organising governance across Lincolnshire.

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

DECISION:

That Full Council:

1. Notes the progress on the Greater Lincolnshire Devolution as part of the 'Level three deal' offer from the Government.

2. Requests officers collaborate with other district councils and prepare a report and recommendations on the establishment of a Joint Committee for district councils, for presentation to Council on 29 February 2024.

3. Notes that a consultation was currently taking place, which closes on 29 January 2024, on the proposed devolution deal for Greater Lincolnshire and therefore invites the Council to consider its response to the consultation, on behalf of residents of South Kesteven.

4. Notes that "live" public consultation events are taking place at Wake House, Bourne 11.30am-2.30pm on 15 January, at The William Cecil Hotel, Stamford 2pm – 5pm on 16 January, and at the Jubilee Life Centre in Grantham 3pm-7pm on 18 January 2024.

5. Regrets that there will not be a permanent seat on the Combined Mayoral Authority for a South Kesteven District Council appointed representative.

6. Considers it inappropriate that the Devolution Proposal including the establishment of a directly elected mayor for Greater Lincolnshire will not be subject to approval by a local referendum.

7. Regrets that the consultation currently underway does not include a direct question about whether the County should have an elected mayor.

8. Considers that the sums of money offered to the Combined Mayoral Authority are not only too small to meet the County's needs but also too small to justify the establishment of an additional tier of local government.

9. Regrets that South Kesteven District Council and Lincolnshire County Council may be deprived of opportunities to bid for funds from central government schemes as only the Mayor may be entitled to submit bids from Lincolnshire in future.

10. Resolves to raise awareness of the consultation and encourage the residents of South Kesteven to consider the points above when deciding how to respond to the consultation.

71. Close of meeting

The meeting closed at 1:53pm.

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MINUTES

COUNCIL
THURSDAY, 11 JANUARY 2024
2.30 PM

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Debbie Roberts, Head of Corporate Projects, Policy and Performance
James Welbourn, Democratic Services Manager (Deputy Monitoring Officer)
Patrick Astill, Communications Officer
Lucy Bonshor, Democratic Officer
Michael Chester, Leisure, Parks and Open Spaces Team Leader

72. Apologies for Absence

Apologies for absence were received from:

Councillor Pam Bosworth
Councillor Ben Green
Councillor Jane Kingman
Councillor Zoe Lane
Councillor Nikki Manterfield
Councillor Nick Robins
Councillor Penny Robins
Councillor Rob Shorrock
Councillor Ian Stokes

73. Disclosure of Interests

No interests were disclosed at this section of the meeting.

74. Public Open Forum

Councillor Virginia Moran had an 'Other Registrable Interest' in item 4 – Request for a Financial Contribution, Deepings Leisure Centre.' Therefore she would read out a statement in her capacity as Chairman of the CIC, and would leave the Council Chamber following the statement's conclusion.

After being proposed and seconded, it was **AGREED** that Virginia Moran, Chairman of the Deepings Community Interest Company (CIC) be allowed to speak to the item on the agenda for up to 20 minutes.

Two Directors of the Deepings Leisure Centre Community Interest Company (CIC) provided their statement:

'Good Afternoon and thank you for giving me the opportunity to present this request for funding towards the renovation and re-opening of The Deepings Leisure Centre and for your time this afternoon to give it your consideration. I have been an SKDC Councillor for Market & West Deeping for the past 5 years but today I am addressing you in my role as a Director of the Deepings Community Leisure Centre CIC. I have with me Martin Reilly who is the Director with responsibility for the refurbishment

programme, Paul Smith Shelton, the Director with the responsibility for our illustrative cashflow and who is our liaison with organisations wishing to use the new facilities. Chris Davis is coordinating our grant applications, including the Commons Community Ownership Fund Bid, and the final Director is Ian Stygall, who is a commercial electrician and long-time Deepings resident.

Councillor Baxter will cover the history of the site when working through his presentation. This request is looking for this council's support to reinstate leisure facilities to thousands of residents in The Deepings and beyond, facilities that they have enjoyed for almost 50 years and which will bring parity with the other three towns of South Kesteven. Throughout all our previous battles to retain facilities we have had the unending support of residents and this has never wavered. The Deepings is truly the least supported area within SKDC and we have watched over the years as one service or facility after another has been taken away. We have no arts centre or large events venue, our community centre is run by volunteers, we now run our own immensely successful library (again with volunteers), we looked after ourselves during the pandemic with volunteers, we recently updated a little SKDC play park again with money raised by volunteers and so it goes on. We now wish to be given the means to run our leisure centre, again with volunteers on a not for profit basis.

I'd now like to comment on various aspects of the documents before you. Our Business Plan gives you an outline of the services we hope to provide, the repairs required and the funding sources for those repairs. I will say that to date (as recently as a couple of days ago) the support we have received from Lincolnshire County Council has been incredible and very much appreciated. At the closure and handing back of the centre to them by SKDC, they could have simply torn the building down and handed the land to the school; they didn't, nor did they want to. In addition to giving us the opportunity to buy the land and buildings they also offered us considerable financial support towards those repairs. Their stipulations were that the amount of that offer was kept confidential and we have done our utmost to ensure that was adhered to. Hence why we asked that the plan was kept on pink papers and we would be grateful if that confidentiality was adhered to by those attending today. LCC also stipulated that we employed a professional leisure company to run the centre and that we accommodate the school's requirements for use of the sports hall. We were happy to comply with both as they were our intentions anyway. We are also grateful to Sir John Hayes, our local MP, for his consistent support.

The plan also includes our costs of renovation. These are dramatically different from those provided to SKDC in the past. There are several reasons for this. The first one is that the figures provided to SKDC were based on a formula which meant that each item of expenditure was based on the square meterage of the footprint of the building. This was patently flawed, so any comparison with those figures is a nonsense. We have provided written quotations from local suppliers which show exactly what the cost of each item is. The second reason our costings are so low is that we have the benefit of several of the companies doing the large items of work, such as the roof, electrical work and the new heating, solar and ventilation systems being done at cost. We also benefit from several professional services which are *being provided free of charge, these include an architect, a solicitor and a barrister. Please don't think for one second that this will mean inferior quality of work, quite the reverse, these are local well-qualified people who want this centre open again, not just for their own benefit, but for their children and grandchildren's benefit and for the community as a whole. This is how Deepings people operate. SKDC Officers appear to have taken the view that because our prices are low that we won't be complying with building regulations, insurance or health and safety requirements. I don't know why they would think that, why would we not be providing the best possible facilities for ourselves and our families? There is also mention in the report that we will not be providing a full refurbishment. No room in the centre will remain untouched. They have also mentioned in meetings that we have no budget for exterior upgrading. That is correct. That doesn't mean that we won't intend to do it in the future. Frankly, nobody minds about the fact that the cladding is a bit rusty. What matters are the facilities inside and that is where we are concentrating our efforts.*

I have provided details from our project management company which you will see covers all aspects of building control and health and safety.

We have also outlined the other professional leisure centre providers we are hoping to work with and presented our estimates of the income that the centre will generate. At the outset of this initiative, we didn't want to fall into the trap which a lot of community groups fall into which is enthusiastically over-estimating our income and we have based our figures on the very minimum amount of support that we would expect to achieve. Every single professional provider who has seen these figures has expressed the opinion that we have severely underestimated, particularly in respect of gym membership, and our recent public consultation backs up that opinion. We did this on purpose because we need to assure ourselves that we could run the centre effectively, and at a profit at the lowest take up. There is a strong reliance on swimming which is due to the fact that we are the only publicly accessible deep water 6 lane 25m pool for some considerable distance.

We have prepared an invitation to tender to all five of the companies who have expressed interest in running the centre for us. This will be issued as soon as we have decisions on funding from SKDC and LCC, and we will appoint them very shortly thereafter. All of the companies are already running successful leisure centres and will carry any financial shortfall that may occur during the first few months of opening. We are very fortunate in that, quite uniquely, we have six income streams that will immediately be forthcoming upon opening. The Anthem Trust, for use of the Sports Hall, The Deepings Swimming Club, who will immediately move back home. School swimming lessons and swim school, which will be forward booked as we approach opening, and advance booking for gym and swim memberships. Whilst building work is taking place, we will also be confirming evening or weekend sports hall usage from the many clubs and organisations who have contacted us expressing interest together with offering rental space in our studios to exercise providers and support services through our leisure provider.

The building itself will remain in the ownership of the CIC as a public asset and we will have monthly meetings with our leisure provider.

In the past, due to the agreement between SKDC and The Anthem Trust the Deepings Leisure Centre was unable to reach its full potential – it now can. The agreement gave the school the majority of pool use during the day in term time which resulted in a lack of public and club use. The residents of Deeping frequently bemoaned the fact that the pool would be empty for hours on end. The school simply didn't need the amount of hours it was allocated and, whilst the school often offered time back to SKDC, SKDC couldn't accept these hours as they were outside of published times or at short notice. We have met with the Trust on numerous occasions and they no longer require any pool time on a permanent basis, if they do need pool time then this would be booked on an ad hoc basis through the normal channels. They have asked for daytime use of between 38 and 40 weeks, of the sports hall for PE and examinations and we are happy to accommodate them, together with ad hoc usage for special events during the evening at a discounted rate. Dependent upon the result of this meeting we will be meeting them at the end of the month, hopefully with our prospective partner to finalise hours and costs. We will also be finalising our car park requirements, joint access to the site and the breakdown of any repair costs to that joint access.

We are very grateful for Martin Hill's letter earlier this week to you all and have discussed our exit strategy briefly with him at past meetings. In response to that, we have published our exit strategy and you should have that before you.

Finally on the Business Plan, I'd like to tell you where we are up to with funding sources. At present we require just short of £2m to complete all the works, however, this includes a contingency of almost half a million. The contingency is there to cover any items which we become aware of, such as the asbestos in the building, which is currently contained, but we have an estimate for removal should we decide that is the best course of action. Minor items such as re-lining our area of the car park is also included. We have today's request for £850k from this Council, LCC have indicated that they would be prepared to contribute and we have a Community Ownership bid in, currently for around £450k. We have been allocated a consultant by the COF who is there to assist us in completing our bid successfully; there are a couple of reports that the COF require but they are providing us with the funding required to obtain these reports. We have commitment from various local parish Councils, although we have seen very few of them at the moment. Those figures are before you; a lot of them are keeping their powder dry, shall we say, until they find out the result of this meeting, which is fair enough. They are also in precept negotiations at the moment. You will notice that one of the Parish Council's is not within SKDC and is within Peterborough; they recognise that the Deepings Leisure Centre has benefits for the wider community. We also have plans for crowdfunding and business sponsorship which will be announced as soon as we have secured the decision today and Lincolnshire County Council's decision. So, provided we receive all the funding listed we are covered for a full refurbishment as outlined.

Also within the papers is our Dear Councillor booklet. This was prepared prior to the decision not to pursue a new leisure centre. It was our way of letting Councillors at the time know how this was impacting residents as they had been denied a voice at *various meetings, including one in Grantham where no-one was allowed to speak in the public session. I asked residents at the time to write to me outlining the impact the loss of leisure facilities would have and the booklet contains a selection from the enormous amount of replies I received.*

There are some aspects of the officers' report that I would like to comment on.

There is quite a lot of text about a subsidy; I'm not entirely sure why they want to call it a subsidy. Our barrister's opinion disagrees with them, but to be honest, we don't really care what you want to call it, whether it be a subsidy or a grant. It states in the papers that this Council has the power to provide these monies as a grant, so we don't mind what you choose.

It states the Council should, quite rightly, balance the risks against the potential rewards. Almost no account of the potential rewards of providing a grant or a subsidy of this amount and for this purpose has been mentioned. Thousands of residents will receive enormous real mental and physical benefits from this proposal for years to come. Our mantra of providing facilities for all, especially those with mental and physical difficulties has simply not been acknowledged.

Great store has been placed in the SLC report. I think we are all aware that, particularly in business consultants tell you what you want to hear. I am convinced that if we (the CIC) had gone to SLC for a report in support of this proposal that they would have waxed lyrical for page after page about its benefits just as they did when this Council was looking at spending £10million on the leisure centre. If you tell a consultant (however obscurely) that you "have concerns about the viability of a project" they will provide you with the evidence to support those concerns.

Constant comparisons with LeisureSK have been made. Why are we being compared to a company which has failed for the entirety of its existence and continues to do so? A Company which officers are actively looking to close and replace. Why not compare us with any of the successful leisure centres that all of our proposed partners run? Spalding has recently been given £20m to build a new leisure centre – do you really believe that they would have been awarded this for them to create a money pit? Very many of the leisure centres around the country are run well and at a profit year in year out – please, I beg of you, allow the Deepings to be one of them.

Thank you.'

The Monitoring Officer reported, in relation to the Exit Strategy document, that Graham Thompson, who was the Chairman of the Deepings St. James United Charities had requested that his charity be removed from the exit strategy document. That decision was taken at their meeting on 10 January 2024.

Note: Councillor Virginia Moran left the Council Chamber.

75. Deepings Leisure Centre - Request for a Financial Contribution

Council considered a report requesting a financial contribution for the Deepings Leisure Centre, taking into account recommendations from the Joint Finance and Economic & Culture and Leisure Overview and Scrutiny committees that met on 9 January 2024.

Council consented to extending the time for speeches from Councillors to 7 minutes.

Officers confirmed that advice had been received from the Building Control Manager that the whole of the building would need to be brought up to current Building Regulations if a heat source was to be introduced. The proposals before Members changed the heat source and did not introduce a new one, therefore paragraph 1.38 of the report was to be disregarded.

In moving the motion and additional recommendations, the Deputy Leader of the Council gave a presentation to Full Council on the proposal for a financial contribution, and highlighted the following points:

- Deepings Leisure Centre was built in 1974. A promise for a new Leisure Centre was received in 2018, but the site was closed in July 2021 due to a lack of maintenance. A £10 million refurbishment was promised in December 2021, but this did not proceed, and the leisure was decommissioned in 2023 and handed back to Lincolnshire County Council (LCC).
- The Deepings Leisure Centre Community Group was established in 2023, and there was political change at the Council.
- Questions put by the Joint Meeting of the Finance & Economic and Culture & Leisure Overview and Scrutiny Committees on 9 January 2024 included whether the proposal was desirable, legal, affordable, achievable, and value for money, as well as a request of knowing what the risks might be.
- The Deepings Swimming Club were currently training in other venues in the local area as they could not use the pool at Deepings Leisure Centre (DLC).
- The model for DLC was that it would be owned by the Deepings CIC, but there would be a service level agreement (SLA) with a third-party provider. It was expected that the CIC would be able to engage with a third-party provider upon receipt of monies from the Council. The third party would be able to carry out marketing, membership signups and preparatory work to ensure DLC was ready for all its users.
- A formal agreement with the Deepings School would be required.

In formally seconding the motion and additional recommendations, the Cabinet Member for Leisure and Culture highlighted the following points:

- A number of suggestions were made during the Joint Meeting of the Finance & Economic and Culture & Leisure Overview and Scrutiny Committees on 9 January 2024.

- Some of the quotes included as part of the information within the report were obtained from individuals that had previously worked at DLC, but also at other Leisure Centres within Lincolnshire.
- The proposal included working with community groups to provide a blended management model utilising trained and committed volunteers, with the potential for the Deepings School to be more involved than they had been previously.

During debate on the proposals, the following points were highlighted by Members:

- The time spent on the report by various groups and officers was praised.
- Whilst the CIC had received advice that their projections within their business case were understated, alternative advice had been received from UK leading sport and consultancy firms to say that the business case was unrealistic.
- A report had previously been carried out by Mace to explore viability and options appraisals. It concluded that a District the size of South Kesteven would normally have two leisure centres, one in the north of the District and one in the South.
- Re-opening DLC would have an impact on the viability of Bourne Leisure Centre.
- Lincolnshire taxpayers needed a firm decision on the project as it costed approximately £70,000 a year to have the building standing empty.
- DLC was a sanctuary for physical and mental health. By supporting this project Members were investing in the long-term health of their communities in the area. It would be a place where young and old alike could find a positive and constructive outlet for their energy.
- There had been a huge growth in housing in the Deepings area since DLC was built in 1974. DLC had been taken away from residents without any adequate plan for leisure provision. Since the plan for a £10 million refurbishment had been reversed, it could be argued that the reputation of the Council had not been enhanced as a result. However, it was noted that spending public money always carried a risk. What was being requested was less than 10% of the cost of the initially promised £10 million refurbishment.
- The Deepings had seen previous promises not fulfilled; this was a community project supported by the community in the Deepings.
- It was not enough to say that residents in the Deepings area could just travel to the next nearest facility. Re-opening DLC would complement and enhance the leisure offer within South Kesteven. In particular, the burden on the Deepings Swimming Club was undeniable, as they had no home venue.
- Faced with a significant demolition bill, it was crucial that Members understood a financial outlay was inevitable.
- There would be future housing developments and growth in the population in the area, and these future residents should be encouraged to use local amenities such as leisure centres.
- There was the argument that there was the moral responsibility to provide the monies to DLC, as it had previously been let down through a lack of

maintenance, alongside a failure through the Council's 'block voting' system to keep the business running whilst a long-term solution could be found.

- Rather than approving a subsidy or grant of £850,000 it may have been prudent to request that the Council receives due diligence on the future use of the money, in order that it is kept up to date with progress. One further idea would be an independent external consultant to monitor progress of the project, and report back to the appropriate forum. However, consultants had been employed in the past, and it was important not to delay the project any further if possible.
- A risk register for the Deepings CIC would have been welcomed as there was a degree of risk attached to the project.
- Previously LCC ceased the payment of £144,000 per year to maintain DLC, so therefore SKDC had to operate independently.

Note: Councillor Murray Turner arrived during this section of the debate.

- More time was needed in order to take a decision on this proposal as more information on the financial impacts on the District was needed; however, it was noted that the deadline for a final response to LCC was 2 February 2024.
- The weight of balance must be on the reality of unacceptable legal and financial risks to SKDC. The moral argument did not provide a loophole for the spending of public money. The use of reserves was concerning.

The meeting agreed to adjourn at 4:18pm and reconvened at 4:25pm.

Note: Councillor Sue Woolley left the Council Chamber and did not return.

An amendment to the original motion was proposed and seconded, and following a vote, Council agreed to accept this amendment, and it then became the substantive motion before Members.

In summing up, the Deputy Leader thanked all involved with the report for their contributions, and added that on some occasions, Members needed to not just consider decisions based on the costs, but to also subjectively consider the merits of proposals. He urged all members present to vote for the proposals.

A request was made that a recorded vote on the motion be taken, as in accordance with Council Procedure Rule 15.5 any ten or more Councillors present at the meeting of Full Council could request this.

For: Councillors Emma Baker, Rhys Baker, Ashley Baxter, Harrish Bisnauthsing, Pam Byrd, Richard Cleaver, Steven Cunnington, James Denniston, Phil Dilks, Patsy Ellis, Paul Fellows, Phil Gadd, Tim Harrison, Anna Kelly, Philip Knowles, Bridget Ley, Charmaine Morgan, Chris Noon, Habib Rahman, Rhea Rayside, Ian Selby, Vanessa Smith, Lee Steptoe, Paul Stokes, Elvis Stooke, Murray Turner. (26)

Against: Councillors Matt Bailey, David Bellamy, Helen Crawford, Richard Dixon-Warren, Graham Jeal, Robert Leadenham, Paul Martin, Penny Milnes, Susan Sandall, Max Sawyer, Peter Stephens, Rosemary Trollope-Bellew, Sarah Trotter, Mark Whittington, Jane Wood, Paul Wood. (16)

Abstain: Councillors Barry Dobson, Gloria Johnson, Gareth Knight (3).

Therefore, the motion was **AGREED**.

DECISION:

That Full Council notes the comments and outcome of the Joint Meeting of the Finance & Economic and Culture & Leisure Overview and Scrutiny Committee Meeting of 9th January 2024 and resolves to:

Delegate authority to the Cabinet to approve a one-off payment of £850,000 to the Deepings Community Leisure Centre CIC subject to all the following conditions:

a. Any funds would only be released after the statutory period for a potential challenge in accordance with the Subsidy Control Act 2022 has expired.
b. Confirmation that the other major funding contributions set out in the Business Plan have been committed and approved by those contributors.
c. A satisfactory undertaking of due diligence of the Deepings Community Leisure Centre CIC including a review of their Financial Regulations.
d. Evidence that proposed refurbishment works will comply with Building Regulations.
e. Completion of transfer of lease or freehold ownership of the site from LCC to the Deepings Community Leisure Centre CIC.
f) CIC have entered into an acceptable and formal partnership with a suitable third-party leisure provider.
g) Formal agreement with the Anthem Trust regarding terms of use and tariffs for the use of the centre by the Deepings School.
h) Robust, final, and affordable quotes for the refurbishment of the centre.

76. Close of meeting

The meeting closed at 4:38pm.

MINUTES

COUNCIL
THURSDAY, 25 JANUARY 2024
2.00 PM

SOUTH KESTEVEN DISTRICT COUNCIL

PRESENT

Councillor Gloria Johnson Chairman
Councillor Paul Fellows Vice-Chairman

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 Paul Fellows
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 Shorrock
Councillor Vanessa Smith
Councillor Peter Stephens
Councillor Lee Steptoe
Councillor Ian Stokes
Councillor Paul Stokes
Councillor Elvis Stooke
Councillor Sarah Trotter
Councillor Murray Turner
Councillor Mark Whittington
Councillor Jane Wood
Councillor Paul Wood
Councillor Sue Woolley

OFFICERS

Karen Bradford, Chief Executive
Richard Wyles, Deputy Chief Executive and Section 151 Officer
Nicola McCoy-Brown, Director of Growth and Culture
Graham Watts, Assistant Director (Governance and Public Protection) and Monitoring Officer
Chris Prime, Communications Manager
Debbie Roberts, Head of Corporate Projects, Policy and Performance
James Welbourn, Democratic Services Manager (Deputy Monitoring Officer)
Patrick Astill, Communications Officer
Lucy Bonshor, Democratic Officer
Charles James, Policy Officer

77. Public Open Forum

No members of the public had registered to speak.

78. Apologies for absence

An apology for absence was received from Councillor Rosemary Trollope-Bellew.

79. Disclosure of Interests

No interests were disclosed.

80. Minutes of the meeting held on 23 November 2023

The minutes of the meeting held on 23 November 2023 were proposed, seconded and agreed as a correct record subject to the following amendment:

Under Item 64 – Councillor Vanessa Smith's motion (Climate and Ecology Bill), the following sentence to be amended to reflect that the motion fell:

*It was proposed, seconded and **AGREED** that the meeting be extended by half an hour. This motion fell.*

The word **AGREED** would be removed, so the sentence would now read:

It was proposed and seconded that the meeting be extended by half an hour. This motion fell.

81. Communications (including Chairman's Announcements)

The Council noted the Chairman's engagements.

Councillor Richard Cleaver gave a short speech announcing his resignation as Leader of the Council, thanking local residents, relatives, friends, council member colleagues and council officers for their support during his time in office.

Councillors Graham Jeal, Lee Steptoe, Sarah Trotter, Tim Harrison, Charmaine Morgan, Penny Milnes, Mark Whittington, Jane Kingman, Ian Selby, Paul Wood and Anna Kelly each spoke regarding the Leader's news.

Councillor Mark Whittington apologised unreservedly to the whole Council Chamber for his behaviour at the Full Council meeting held on 23 November 2023, going onto say that his behaviour was unacceptable. He also thanked those individuals that had contacted him to enquire after his wellbeing.

82. Election of Leader of the Council

Members were invited to make nominations for the Leader of the Council.

A proposition was moved and seconded to suspend Council Procedure Rule 15.3 (voting by a show of hands) for this item and it be replaced with a secret ballot to vote in a new Leader of the Council.

Debate ensued on the merits and disadvantages of secret balloting. Following this short debate it was proposed that the 'question was now put'. A request was made that a recorded vote on the motion be taken, as in accordance with Council Procedure Rule 15.5 any ten or more Councillors present at the meeting of Full Council could request this.

For a Secret Ballot:	Councillors Matt Bailey, David Bellamy, Pam Bosworth, Helen Crawford, Richard Dixon-Warren, Ben Green, Graham Jeal, Gloria Johnson, Anna Kelly, Jane Kingman, Gareth Knight, Zoe Lane, Robert Leadenham, Nikki Manterfield, Paul Martin, Penny Milnes, Charmaine Morgan, Nick Robins, Penny Robins, Susan Sandall, Peter Stephens, Ian Stokes, Sarah Trotter, Mark Whittington, Jane Wood, Paul Wood, Sue Woolley (27).
Against Secret Ballot:	Councillors Emma Baker, Rhys Baker, Ashley Baxter, Harrish Bisnauthsing, Pam Byrd, Richard Cleaver, Steven Cunnington, James Denniston, Phil Dilks, Patsy Ellis, Paul Fellows, Phil Gadd, Tim Harrison, Philip Knowles, Bridget Ley, Virginia Moran, Chris Noon, Habib Rahman, Rhea Rayside, Max Sawyer, Ian Selby, Rob Shorrock, Vanessa Smith, Lee Steptoe, Paul Stokes, Elvis Stooke, Murray Turner (27).
Abstain:	Councillor Barry Dobson (1).

The motion therefore **FELL;** a motion to suspend Council Procedure Rules required a two-thirds majority in favour to succeed.

A proposition was moved and seconded that Councillor Ashley Baxter be elected as the Leader of South Kesteven District Council.

A proposition was moved and seconded that Councillor Graham Jeal be elected as Leader of South Kesteven District Council.

A request was made that a recorded vote on the motion be taken, as in accordance with Council Procedure Rule 15.5 any ten or more Councillors present at the meeting of Full Council could request this.

For Councillor Ashley Baxter:	Councillors Emma Baker, Rhys Baker, Ashley Baxter, Harrish Bisnauthsing, Pam Byrd, Richard Cleaver, Steven Cunnington, James Denniston, Phil Dilks, Patsy Ellis, Paul Fellows, Phil Gadd, Tim Harrison, Anna Kelly, Philip Knowles, Bridget Ley, Virginia Moran, Charmaine Morgan, Chris Noon, Habib Rahman, Rhea Rayside, Max Sawyer, Ian Selby, Rob Shorrock, Vanessa Smith, Lee Steptoe, Paul Stokes, Elvis Stooke, Murray Turner. (29)
For Councillor Graham Jeal:	Councillors Matt Bailey, David Bellamy, Pam Bosworth, Helen Crawford, Richard Dixon-Warren, Ben Green, Graham Jeal, Gloria Johnson, Jane Kingman, Gareth Knight, Zoe Lane, Robert Leadenham, Nikki Manterfield, Paul Martin, Penny Milnes, Nick Robins, Penny Robins, Susan Sandall, Peter Stephens, Ian Stokes, Sarah Trotter, Mark Whittington, Jane Wood, Paul Wood, Sue Woolley (25).
Abstain:	Councillor Barry Dobson (1).

Therefore, the motion was **AGREED**, and Councillor Ashley Baxter was appointed as Leader of the Council.

Councillor Baxter gave a short speech of thanks to the Council Chamber, and informed Council that the membership of Cabinet and the portfolios currently associated with the Cabinet Members in post would remain unchanged until May 2024 at the earliest, with the exception of Councillor Richard Cleaver moving to the position of Deputy Leader.

83. Pay Policy Statement 2024/25

Members considered the Pay Policy Statement for 2024/2025, which had been recommended to them by the Employment Committee meeting held on 17 January 2024.

It was a requirement of the Localism Act 2011 that the Council produced a Pay Policy Settlement every year and published it on the South Kesteven District Council website.

The Pay Policy Statement included information related to the salary of its chief officers, its lowest paid employees and others, including information on apprentices. It also included the policy on allowances and pension rates.

The following points were highlighted during debate:

- The Council had a remarkable team of employees and officers at all levels, and its staff was its primary strength.
- The information on apprenticeships was useful but it there was no record within the document of the 18 current apprentices that the Council employed.
- The Gender Pay Gap Policy was being reported to the Employment Committee in March 2024.

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

DECISION:

That the Council approves the Pay Policy Statement for 2024/2025.

84. Corporate Plan 2024-27

Members considered the Corporate Plan for 2024-2027, as recommended by the Cabinet meeting held on 18 January 2024.

The mover of the report, with the consent of Council was allowed to speak for a further five minutes on this motion.

In moving the report, the Cabinet Member for Corporate Governance and Licensing outlined that this was a Plan grounded in a comprehensive evidence base, informing the Council's strategic direction and priorities. It was designed to be ambitious, realistic, dynamic and adaptable, with a long-term focus of where the District needed to be in the medium term.

The development of the 'Plan' was guided by three fundamental principles:

- *Listening and being responsive to the needs of all our communities.*

- *Building public trust and confidence by promoting a culture of openness, transparency and accountability.*
- *Providing value-for-money for residents and businesses through responsible and prudent use of resources.*

The Corporate Plan was based on a golden thread. This was the thread that connected all work, at all levels of the organisation, directly to the overarching vision, priorities and ambitions. The vision was to be *'A thriving district in which to live, work and visit'.*

The Priorities were the core of the Plan. There were five, each representing a key sphere of activity for the Council:

Priority 1 - Connecting Communities: To enhance the strength, wellbeing, security and capacity of all our communities for a thriving and cohesive society that all our residents are proud to belong to.
Priority 2 - Sustainable South Kesteven: To meet the challenge of climate change and ensure a clean, green and healthy natural and built environment for present and future generations.
Priority 3 - Enabling Economic Opportunity: To enable and support a dynamic, resilient and growing local economy, which benefited all our communities.
Priority 4 - Housing: To ensure that all residents can access housing which is safe, good quality, sustainable and suitable for their needs and future generations.
Priority 5 - Effective Council: To deliver trusted, high quality and value-for-money services that fulfilled the needs and expectations of all our residents.

Each Priority contained a series of Ambitions. Each Ambition stimulated a range of programmes and projects. Below the Ambitions sat the Actions, detailing specific pieces of work the Council would be undertaking over this Corporate Plan cycle. The Actions would be monitored through the suite of Key Performance Indicators (KPIs), which would be reported to the Overview & Scrutiny Committees and Cabinet.

Each Priority contained a number of 2034 Outcomes. The Outcomes introduced an element of longer-term strategic planning. The Plan recognised that the Council could not solve these challenges or deliver the Vision for the District alone. The Outcomes were intended to provide long term focal points to bring together residents, businesses, skills providers, partners and community groups to develop and deliver action– united by the common goal of a thriving South Kesteven. This provided a positive strategic framework for the Council to face to the future, rather than being purely reactive to events.
The Plan was underpinned by three elements that were collectively called the Foundations. Each was integral to the success of the Plan. These were:

- Financial Sustainability – how the Plan would be funded. A commitment to and the practice of sound and prudent financial management was crucial.
- Performance Management – how delivery would be monitored, improvements driven, and open and transparent accountability upheld.
- Corporate Values and Equalities – the ethos in which the Plan would be delivered.

The Plan was developed through an evidence-based approach. On 11 September 2023, Cabinet approved the State of the District (SOTD) report 2023. This document, the first of its type for the Council, provided a comprehensive and data driven account of the society and economic performance of South Kesteven.

The developing Plan was refined through three workshops, which all Members were invited to attend in early October 2023. Feedback from the Members confirmed the Priorities and informed further development of the Ambitions.

An all-Member consultation was undertaken from 10-17 November 2023.The Priorities were supported by 84% of respondents (averaged across the five priorities) and the Ambitions by 90.67%. A four-week Public Consultation subsequently followed from 22 November to 19 December 2023. The consultation received 587 responses; the second highest response of any consultation undertaken in the last eighteen months. The Priorities were supported by 80.86% of respondents (averaged across the five priorities) and the Ambitions by 86.41%.

The motion was duly seconded.

The following points were raised during debate:

- Concerns were raised over a potential reduction in ambition due to the change in wording between the old and new Plans from the ‘best’ District in which to work live and visit, to a ‘thriving’ District. However, it was important for any ambitions to be deliverable.
- The previous Plan had 15 ambitions whereas there were 28 ambitions in the latest draft.
- The Institute for Fiscal Studies had looked at the impact on funding for local Councils and public expenditure, and the forecasts for growth for local authorities were not currently positive.
- It was important to develop KPIs coherently and with realistic targets, and the mechanism for doing this was key. There was a commitment to open and independent Scrutiny through the 5 Overview and Scrutiny Committees.
- A clear year on year target for the number of properties to be built or acquired for social leasing should have been within the Plan.
- Trees and woodland played a key part in alleviating flooding across the District and they should not be removed unless appropriate. A tree workshop had been run to fine tune the approach to the natural environment.
- Whilst it was important to have goals within the Plan related to climate change it could sometimes work against the local authority to have rigid policies in relation to solar farms. An example was given of Basildon Council where the Planning Committee refused a solar farm application; it went to appeal, and the Planning Inspectorate overturned the decision of the Planning authority and granted permission. The reason given was the Climate Change Strategy Action Plan. Any policy documents the Council produced should allow for some flexibility, with the aim of allowing the local Council a greater say in what was constructed in its own area.

- The mechanism within Priority 4 (Housing) should have included improvements to the time taken to complete works in relation to voids. However, there had recently been a Voids Workshop which had been attended by a number of members which had delivered some useful information.
- The communities of South Kesteven needed to be put first; however there were large inequalities within communities even within individual wards. Every voice needed to be heard.
- The Plan was a substantial document highlighting the District's proud military and aviation heritage. However, there were no references to an ambition or an undertaking to continue or improve support for the armed forces community.
- The Council had set up a Youth Council which had been doing good work. However, it was unclear whether schools, especially 6^{th} Forms and colleges had been consulted on the Plan.
- Three member workshops were held on the Plan; 23 members took part across all three sessions, which were held in both the daytime and the evening.

Note: Councillor Ian Stokes left the meeting.

- The Local Plan was set separately and the Corporate Plan could not contradict it.
- The content around 'Connecting Communities' was most welcomed, but if this was to include public transport the further work was required to link up the District. Lincolnshire County Council had seen budget cuts and there was now only £1 million to provide bus services across Lincolnshire.

Note: With the consent of Council, speech time was cut to three minutes per Councillor.

- Over 140,000 people live in South Kesteven, and 587 people responded to the consultation.

In summing up, the Cabinet Member for Corporate Governance and Licensing thanked members for their contributions, and also addressed the issue of online survey responses by explaining that South Kesteven District Council's public consultations were carried out using Survey Monkey, a market-leading survey software that was also used by some of the world's biggest companies.

The consultation officer collected IP addresses from survey responses and entered them on a separate tab on an Excel spreadsheet so they were not associated with any other personal data, in line with GDPR. These were then checked in order to establish if there were multiple responses from the same IP address using the duplicate search function on Excel. If there were two responses from the same IP address it was reasonable to assume that they were from members of the same household who had completed the survey using the same device.

There were no anomalies identified in the Corporate Plan responses.

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

DECISION:

That the Council:

1. **Approves the Corporate Plan 2024-27.**
2. **Requests the Overview and Scrutiny Committees develop and monitor the new Key Performance Indicators (KPI).**

Note: The meeting adjourned at 4:16pm and reconvened at 4:36 pm.

85. Appointments to Outside Bodies and Committees

Note: Councillor Barry Dobson left the Council Chamber and did not return.

Members considered a report that provided the Council with an opportunity to appoint Members to a vacancy on an outside body (Grantham Transport Strategy Group). Members were also requested to fill vacancies for the South Kesteven Coalition Group on the Environment Overview and Scrutiny Committee, Finance & Economic Overview and Scrutiny Committee, Standards Committee and Planning Committee.

There was a Chairman vacancy on Finance and Economic Overview & Scrutiny Committee.

The report provided Group Leaders with an opportunity to make any further amendments to their representation on Committees.

In moving nominations from the South Kesteven Coalition Group the Leader of the Opposition requested a delegation to himself to fill the vacancies on Environment Overview and Scrutiny Committee and Standards Committee at a later date following this meeting. It was confirmed that although vacancies on committees could not be carried indefinitely, Council could approve this delegation should they wish to.

There were two nominations to the vacant role of Chairman of the Finance and Economic Overview & Scrutiny Committee that were proposed and seconded – Councillor Bridget Ley and Councillor Nick Robins. There were also subsequently two nominations to the role of Vice-Chairman of the Finance and Economic Overview & Scrutiny Committee – Councillor Nick Robins and Councillor Lee Steptoe.

The Leader of the Council was content that candidates for the Chairman and Vice-Chairman roles were suitable but did question whether in the future the Leader needed to confirm the suitability of Councillors for Chairman roles.

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

DECISION:

That Full Council:

1. **Approved the appointment of Councillor Tim Harrison to sit on the Grantham Transport Strategy Group outside body.**

2. **Approved the following appointments:**
   - **Councillor Nick Robins to fill the vacant seat on Finance and Economic Overview & Scrutiny Committee.**
   - **Councillor Helen Crawford to sit on Planning Committee, replacing Councillor Gloria Johnson.**
   - **Councillor Sarah Trotter to fill the vacant seat on Planning Committee.**
   - **A delegation to the Leader of the South Kesteven Coalition Group to fill the vacancies on Environment Overview & Scrutiny Committee and Standards Committee before the next meeting of Full Council on 29 February 2024.**

3. **Approved the appointment of Councillor Bridget Ley as Chairman of the Finance and Economic Overview & Scrutiny Committee.**

4. **Approved the appointment of Councillor Lee Steptoe as Vice-Chairman of the Finance and Economic Overview & Scrutiny Committee.**

86. Fees and Charges Proposals 2024/25

Members considered a report setting out the proposed fees and charges to be introduced for the financial year 2024/2025.

The item had been debated at Cabinet on 18 January 2024 as well as being considered by the Budget Joint Scrutiny Committee Meeting on 15 January 2024.

An additional recommendation to Council was added at Cabinet on 18 January 2024, which as related to the discharge of Planning obligations, approval of details pursuant to a planning obligation (Section 106 agreement) per clause £162 plus VAT.

As reported at Cabinet, there would be no increase in bus departure increases, as was originally proposed.

The following points were highlighted during debate:

- There was a proposal to freeze green bin charges at £49, with the income to be found within savings on catering costs, conference expenses and consultation fees. It was felt by some that the £15 increase on a second and subsequent green bins was a large rise. The proposal was seconded, but following a vote this proposal was not successful and therefore **FELL**.

- The average increase over previous administrations on green bins was 8%.

Note: Following a vote the meeting was extended to 6pm at the latest as it was about to exceed 3 hours in length. Councillors Nikki Manterfield, Susan Sandall, Emma Baker, Mark Whittington and Sarah Trotter left the Chamber and did not return.

- The fees to non-profit making organsations at Bourne Corn Exchange were set to rise by 46%.
- There were local variances in the fees for market stalls. The market in Stamford was thriving and well used, which justified an increase in charges. There was a freeze at current levels for Grantham market stalls for 2024/2025.
- Another local variance was the leisure fees at Grantham being slightly higher than the fees in Stamford.
- The increased fees were based on recovering the costs of delivering services.

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

DECISION:

That Full Council:

1. **Approve the following fees and charges proposals for the financial year 2024/25:**

   a) Green waste bin annual collection charges:
   – increase of £2 on the first bin to £51
   – increase of £15 on all subsequent bins to £42

   b) Increase of discretionary fees and charges as set out in Table 2 of the report.

2. Approves a Discharge of Planning obligation, approval of details pursuant to a planning obligation (Section 106 agreement) per clause £162 plus VAT

Note: Councillors Paul Wood, Jane Wood, Penny Robins, Nick Robins and Robert Leadenham left the Council Chamber and did not return.

87. Budget Framework Amendments 2023/2024

Members considered a report seeking approval for in-year amendments to the Budget Framework for the financial year 2023/2024.

This report was also considered by Cabinet at their meeting on 18 January 2024.

Note: Councillors Matt Bailey, Vanessa Smith, Helen Crawford and Penny Milnes left the Chamber and did not return.

The situation around LeisureSK Ltd. was discussed, as £150,000 was agreed by Cabinet on 18 January 2024, and a further £123,000 was being requested. Whilst members were in support of this funding to aid the running of the District's leisure centres, it was highlighted that the current situation around LeisureSK Ltd. was less than ideal and needed monitoring, which was something Cabinet had committed to do.

In addition to the three recommendations within the report, an additional recommendation was proposed and seconded.

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

DECISION:

That the Council:

Approves the following budget amendments to the 2023/2024 Budget Framework:

1. **Subject to a successful outcome of the Phase 3c Public Sector Decarbonisation Scheme, increase the Capital General Fund Decarbonisation Scheme contribution to £492,500.**

2. **To delegate authority to the Deputy Chief Executive in consultation with the Cabinet Member with the responsibility for Finance to accept the Phase 3c Public Sector Decarbonisation Scheme funding if the grant application is successful.**

3. **Provide an additional management fee of £123,000 to LeisureSK Limited for the current financial year 2023/24 only.**

4. **Agrees the formation of a Leisure Reserve of £850,000 in order to fund the contribution towards the refurbishment of the Deepings Leisure Centre.**

88. Localised Council Tax Support Scheme 2024/2025

Members considered the Local Council Tax Support Scheme for 2024/2025, which reviewed the responses to the public consultation of the aforementioned Scheme.

This report was recommended to Full Council by the Cabinet meeting held on 5 December 2023, and had also been considered by Finance and Economic Overview & Scrutiny Committee on 28 November 2023.

Members directly involved with discussions around the aspirations for the future Armed Forces discount were invited to meet together ahead of any report being considered by Finance and Economic Overview & Scrutiny Committee.

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

DECISION:

That the Council:

1. **Approve the Local Council Tax Support Scheme for 2024/25 based on the same overarching criteria as the existing scheme and including the following:**

    a. **Continuation of the War Pension and Armed Forces Compensation Disregard for Housing Benefit and Council Tax Support with effect from 1 April 2024 (as detailed in paragraph 3.3 of the report).**
    b. **The alignment of the value of the capital tariff limit and disregard for working age claimants to the pension age claimant values with effect from 1 April 2024 (as detailed in paragraph 3.4 of the report).**
    c. **The introduction of a second home premium of 100% with effect from 1 April 2025, following the required 12 months' notice to those ratepayers impacted by this change (as detailed in paragraph 3.5 of the report).**

89. St Martin's Park Redevelopment Project, Stamford

The St. Martin's Park Redevelopment Project, Stamford was not considered due to time constraints and may be considered at an extraordinary meeting prior to 29 February 2024.

90. Climate and Ecology Bill

The Climate and Ecology Bill report was not considered due to time constraints and may be heard at the next ordinary meeting of Full Council on 29 February 2024.

91. Members' Open Questions

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

92. Notices of Motion

93. Councillor Vanessa Smith

Councillor Vanessa Smith's motion was not considered due to time constraints and may be heard at the next ordinary meeting of Full Council on 29 February 2024.

94. Close of meeting

The meeting closed at 5:42pm.

SOUTH KESTEVEN DISTRICT COUNCIL

Council

29th February 2024

Councillor Rhys Baker, Joint Cabinet Member for Waste and Environment

Climate and Ecology Bill

Report Author

Serena Brown, Sustainability and Climate Change Officer

Serena.brown@southkesteven.gov.uk

Purpose of Report

Following introduction at Full Council on 23 November 2023, Environment Overview and Scrutiny Committee considered the motion on 12 December 2023 to support the Climate and Ecology Bill.

Recommendations

That the Council:

1. Support the Climate and Ecology bill and write to all MPs who have constituencies within the District of South Kesteven.

Or

2. Recommend not supporting the Climate and Ecology bill.

Decision Information	
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Clean and sustainable environment
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 surrounding the decision to support the Climate and Ecology Bill. The Council has a separate work programme for projects addressing climate change.

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

Legal and Governance

1.2 There are no direct governance implications from choosing to support, or not to support, the Climate and Ecology Bill. Councillors have received updates on the implications of the current Environment Act 2021 on the work of the Council, principally at Environment Overview and Scrutiny Committee. If the Climate Change and Ecology Bill becomes law, it may place requirements on the Council through the Government's subsequent climate change strategy.

Completed by: Mandy Braithwaite, Legal Executive

Climate Change

1.3 South Kesteven District Council have recently published a Climate Action Strategy which sets out the Council's ambitions for addressing climate change mitigation and adaptation within the district. Support for the Climate and Ecology bill would not have an impact on the work of the Council regarding climate change, but could signal support for strengthening national targets and aspirations.

Completed by: Serena Brown, Sustainability and Climate Change Officer

2. Background to the Report

2.1 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.

2.2 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).

2.3 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.

2.4 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. It is backed by 180 cross-party MPs as well as 237 local authorities. These authorities can be seen on the webpages of Zero Hour, the organisers of the cross-party campaign, at: Supporting Councils (zerohour.uk)

2.5 South Kesteven District Council was one of the many councils to recognise the magnitude of the issue of climate change through declaring a climate emergency in 2019. The Council has also developed a finalised Climate Action Strategy for the district, reviewed by Cabinet in late 2023.

2.6 Councillor Vanessa Smith introduced the motion to Council on 23rd November 2023, where it was agreed to refer the motion to the relevant Overview and Scrutiny Committee.

2.7 The motion was added to the agenda for Environment Overview and Scrutiny Committee on 12th December 2023. Following discussion on the Bill and implications for South Kesteven District Council, a majority of committee members agreed to recommend to full Council to support the Climate and Ecology bill and write to all MPs who have constituencies within the district of South Kesteven.

2.8 If Council are minded to support the Climate and Ecology bill, it will undertake to inform local residents and press of that decision, to write to all MPs who have constituencies within South Kesteven to urge them to support the Climate and Ecology Bill, and write to Zero Hour, the organisers of the cross-party campaign for the Bill formally expressing South Kesteven District Council's support.

3. Reasons for the Recommendations

3.1 Council is requested either to support the Climate and Ecology Bill and write to MPs to express that support, or not to support the Climate and Ecology Bill.

SOUTH KESTEVEN DISTRICT COUNCIL

Council

Thursday, 29 February 2024

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

Making of the Corby Glen Neighbourhood Plan

Report Author

Jake Horton, Senior Planning Policy Officer

Jake.horton@southkesteven.gov.uk

Purpose of Report

This report seeks Members' approval to formally 'make' the Corby Glen Neighbourhood Plan (NP) as part of the South Kesteven Development Plan. The report follows the NP's successful referendum which was held on 18 January 2024

Recommendations

It is recommended the Council:

1. **'Makes' (approves) the Corby Glen 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 Corby Glen Neighbourhood Area.**
2. **Delegates authority to the Assistant Director of Planning & Growth to make minor 'non-material' changes to the Corby Glen Neighbourhood Plan as necessary, and exercise all Council functions and responsibilities in relation to making the Corby Glen Neighbourhood Plan.**

Decision Information	
Does the report contain any exempt or confidential information not for publication?	**No**
What are the relevant corporate priorities?	Connecting Communities Sustainable South Kesteven Enabling Economic Opportunity Housing
Which wards are impacted?	Castle

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 Corby Glen 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’ 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.

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

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 Corby Glen Neighbourhood Plan Steering Group (on behalf of Corby Glen Parish Council as the Qualifying Body) undertook a screening exercise in August 2022 on the need or otherwise for a Strategic

Environmental Assessment to be prepared for the Neighbourhood Plan. It was concluded that the Corby Glen 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 7.9 of the background papers provides a link to the screening report for the Strategic Environmental Assessment.

Diversity and Inclusion

1.4 The Corby Glen Neighbourhood Plan has been prepared by the Corby Glen Neighbourhood Plan Steering Group (on behalf of Corby Glen 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 Corby Glen Neighbourhood Plan contains, community objective (objective 6) which aims to encourage sustainable development (in terms of carbon emission, resource use and impact on the natural environment) throughout the parish area by ensuring developments, where appropriate, include: charging points, energy efficiency (including green energy) measures, renewable building materials and seek to minimise flooding and pollutions risks.

1.7 The Corby Glen Neighbourhood Plan also contains 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 South Kesteven District Council's Corporate Plan (2024-27) seeks to ensure the Local Plan facilitates sustainable growth across the district and enables opportunities to increase public engagement to empower and connect our communities. 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.

2.2 The Localism Act (2011) introduced Neighbourhood Planning as a new way for communities to help shape future development within their locality (see **Background Papers section**). One of the types of neighbourhood planning introduced, is ‘Neighbourhood Development Plans’. These are documents created by local people setting out policies for the development and use of land in their particular area.

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 Corby Glen Parish Council, as the Qualifying Body, received South Kesteven District Council approval on 24 January 2018 to prepare a Neighbourhood Plan. The Corby Glen Neighbourhood Plan Working Steering Group (on behalf of Corby Glen Parish Council) have been preparing the Corby Glen 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 Corby Glen Neighbourhood Plan was submitted to South Kesteven District Council for examination on 9 January 2023. Comments were invited from the public and stakeholders between 26 April 2023 and 6 June 2023.

2.6 After the statutory consultation period ended, South Kesteven District Council (in consultation with Corby Glen Parish Council) appointed an Independent Examiner to conduct an inspection of the Corby Glen 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 Corby Glen 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 17 October 2023 and concluded the Corby Glen 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, Corby Glen Parish).

2.9 On 17 November 2023, South Kesteven District Council, in consultation with the Corby Glen Neighbourhood Plan Steering Group (on behalf of Corby Glen Parish

Council), considered and accepted the Independent Examiner's recommendations. A decision notice was issued confirming the amended Corby Glen Neighbourhood Plan should proceed to referendum. See the **Background Papers** section of this report for copies of the supporting documentation and relevant legislation.

2.10 The referendum version of the Corby Glen Neighbourhood Plan can be found in **Appendix 1**

2.11 The referendum was held on 18 January 2024 and the following question was asked:

"***Do you want South Kesteven District Council to use the Neighbourhood Plan for Corby Glen to help it decide planning applications in the neighbourhood area?"***

2.12 25.06% of those on the Electoral Register for the Corby Glen Parish area turned out for the Referendum. Of the 214 votes cast, 198 were cast in favour of 'yes' and 16 were cast in favour of 'no'. Zero ballot papers were rejected. This resulted in an **92.5% positive vote** for the Corby Glen 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 Corby Glen 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 Corby Glen 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 Planning and Compulsory Purchase Act 2004 must be done within eight weeks of a published successful referendum result. This statement has been appended to this report **(Appendix 2).**

2.16 As referenced in Article 4 of South Kesteven District Councils constitution, the 'making' of the Corby Glen 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 Corby Glen 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 and Growth, to make minor ‘non material’ amendments to the Neighbourhood Plan, as necessary.

4. Other Options Considered

4.1 The Corby Glen 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. The alternative option is to refuse to ‘make’ the Neighbourhood Plan, however this has been discounted as there is no legal basis to do so.

5. Reasons for the Recommendations

5.1 The Corby Glen 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 Corby Glen Neighbourhood Plan should be formally ‘made’ as a South Kesteven Statutory Development Plan document.

6. Consultation

6.1 Before formal submission of the Corby Glen Neighbourhood Plan to South Kesteven District Council, several draft consultation exercises were undertaken by the Corby Glen Neighbourhood Plan Steering Group (on behalf of Corby Glen Parish Council). Information around these draft consultations can be found within the Corby Glen 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 Corby Glen Neighbourhood Plan, South Kesteven District Council undertook a six-week formal consultation as required by legislation.

- The Corby Glen 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 Castle Ward Councillors.

- Hardcopy versions of the Corby Glen Neighbourhood Plan were available to view within the Corby Glen Parish area.

6.3 South Kesteven District Council received 12 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 Corby Glen Neighbourhood Plan webpage.

7. Background Papers

7.1 *Corby Glen Neighbourhood Plan Webpage, available online at:*

Corby Glen | South Kesteven District Council

7.2 *Corby Glen Neighbourhood Plan - Designation Decision Statement (2018), available online at:*

Corby Glen Decision Statement (2018)

7.3 *Corby Glen Neighbourhood Plan – Neighbourhood Area Map (January 2023), available online at:*

Corby Glen Neighbourhood Plan – Neighbourhood Area Map (2023)

7.4 *Corby Glen Neighbourhood Plan 2021-2036, an Examination Report to South Kesteven District - (17 October 2023), available online at:*

Corby_Glen_Neighbourhood_Development_Plan_Examiner's_Report_(Final).pdf (southkesteven.gov.uk)

7.5 *Corby Glen Neighbourhood Plan – Consultation Statement (January 2023), available online at:*

Corby Glen Neighbourhood Plan – Consultation Statement (2023)

7.6 *Corby Glen Neighbourhood Plan: Submission Publication, Officer Delegated Decision - (24 July 2023), available online at:*

Decision - The Corby Glen Neighbourhood Plan: Submission Publication | South Kesteven District Council

7.7 *Corby Glen Neighbourhood Plan: Examination Modifications and Referendum Decision, Officer Delegated Decision – (2 December 2022), available online at:*

Decision - Corby Glen Neighbourhood Plan: Examination Modifications and Referendum Decision | South Kesteven District Council

7.8 *Strategic Environmental Assessment & Habitats Regulations Assessment Screening Report (May 2022), available online at:*

Corby Glen Strategic Environmental Assessment & Habitats Regulations Assessment Screening Report (2022)

<u>Relevant legislation</u>

7.9 *The Localism Act (2011)*, available online at: *https://www.legislation.gov.uk/ukpga/2011/20/contents/enacted*

7.10 *The Neighbourhood Planning General Regulations (2012), available online at: https://www.legislation.gov.uk/uksi/2012/637/contents/made*

7.11 *The Neighbourhood Planning Referendum Regulations (2012), available online at: https://www.legislation.gov.uk/ukdsi/2012/9780111525050/contents*

7.12 *Planning and Compulsory Purchase Act 2004, available online at: https://www.legislation.gov.uk/ukpga/2004/5/contents*

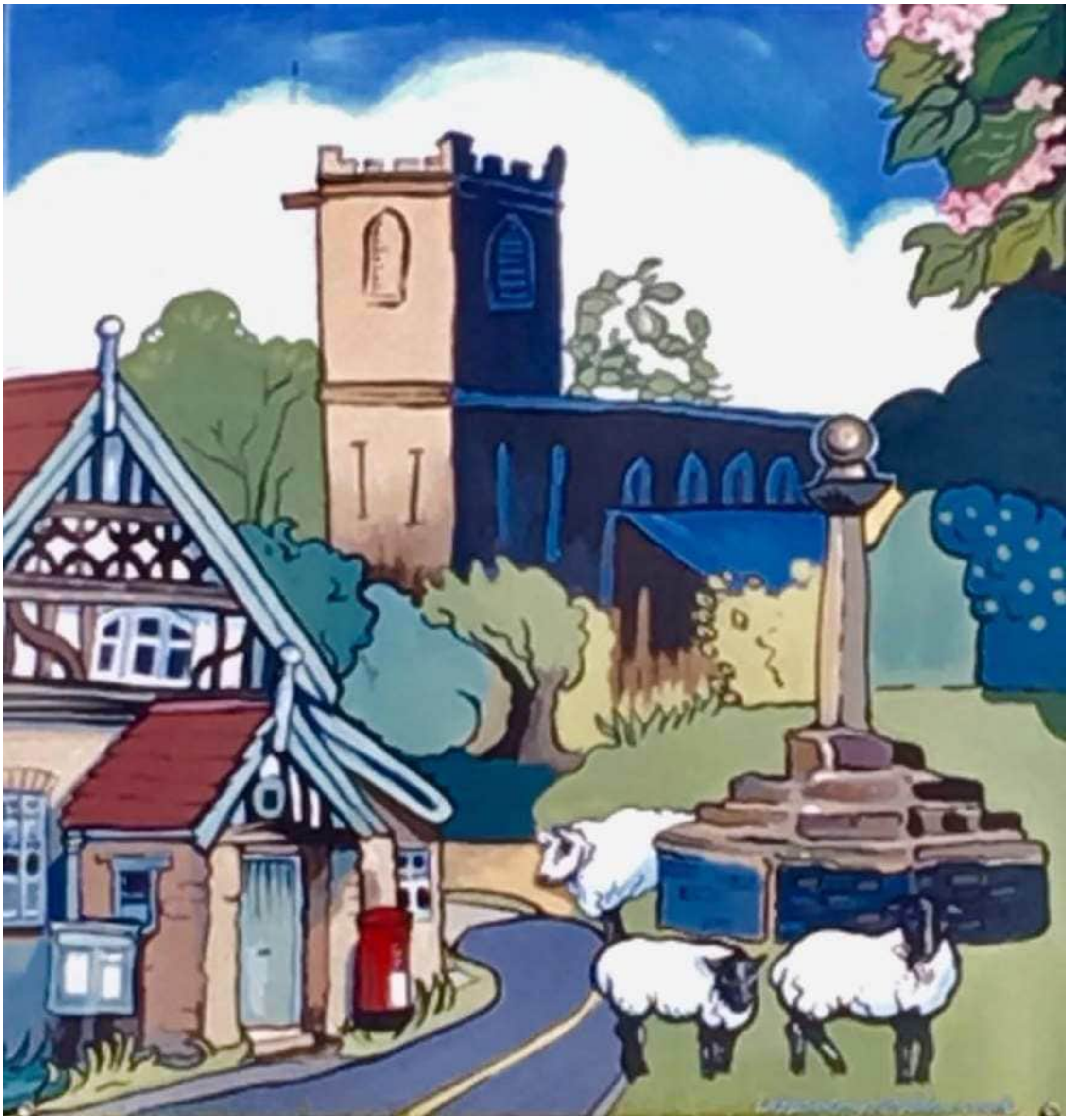
8. Appendices

8.1 Appendix 1 – Corby Glen Neighbourhood Plan – Referendum Version (December 2023)

8.2 Appendix 2 – Corby Glen Neighbourhood Plan – Adoption Decision Statement (February 2024)

CORBY GLEN NEIGHBOURHOOD PLAN

2023-2036



Referendum Version (December, 2023)

A Message from the Corby Glen Neighbourhood Plan Steering Group

The Corby Glen Neighbourhood Plan is an important planning document which will shape the future of our community over the next decade and beyond. It is relevant to all parishioners and those who value our long history, heritage and sense of community. The Localism Act, 2011 provided parish councils with the ability to have a vital say in shaping the future of their communities through a Neighbourhood plan. To take advantage of this opportunity your Parish Council set up a Neighbourhood Plan Steering Committee, which comprised volunteers from the local community.

By preparing the Neighbourhood Plan the Parish Council is taking the opportunity to influence the type, scale and design of development that takes place within our parish. After much hard work and public consultation by the Steering Committee, and taking into consideration feedback received from both the community and external consultees, our visions for the Parish are summarised as follows:

- *To ensure that Corby Glen (including Birkholme) remains a thriving village which can meet the future needs of its residents, in terms of housing, economic growth and communal facilities.*
- *To protect the architectural heritage, community assets and rural setting of the village, such that it provides an attractive, healthy and sustainable environment in which to live, work and visit.*

With these visions in mind, this Neighbourhood Plan presents a series of planning policies which have local context and cover a range of elements that are relevant to our village, including the design and location of new buildings, the preservation of our traditional heritage (buildings and community spaces), the conservation of our landscape and countryside, our community facilities, and so on. Our community will inevitably grow, as evidenced by ongoing new developments at the outskirts of the village. It is intended that this Neighbourhood Plan will ensure developers create a sympathetic blend between traditional and more modern building styles, through promoting robust design standards and the use of sensitive infilling within the existing village. Whilst our Neighbourhood Plan gives us an opportunity to shape the future of our village, it is important to understand that it has to be consistent with overarching planning frameworks, and is primarily concerned with the built environment.

On a community level, Corby Glen has a number of community assets that could be put to better use to promote the sporting, cultural and educational requirements of our residents. Furthermore, we aim to protect and enhance the areas of open space that the Parish currently enjoys, noting that we are currently below the required provision in overall area of open space per capita. It is vital that we make the most of such places for recreation and community events and ensure that there is good access and facilities for people with more limited mobility.

Our goal in producing this Neighbourhood Plan has been to ensure that Corby Glen remains a pleasant, inclusive community to live in, with good built facilities, as well as access to the protected countryside that surrounds the Parish. We thank all the residents as well as external stakeholders who have helped us towards this goal by providing their comments and feedback as we have progressed the Plan.

Corby Glen Parish Council and the Neighbourhood Plan Steering Committee – December 2023

Contents

1. Explanation of planning process and the role of Neighbourhood Plans

National planning processes are regulated by the Department for Levelling Up, Housing and Communities. The planning process operates within a National Planning Policy Framework. More details (including a useful glossary) can be found at National Planning Policy Framework - GOV.UK (www.gov.uk). This framework requires each local council district to produce a Local Plan. The Local Plan is supplemented by optional Neighbourhood Plans for the individual towns and villages within council district.

1.1 What is a Neighbourhood Plan?

Neighbourhood Plans were introduced under the 2011 Localism Act to give local communities more say about their future development.

Neighbourhood Plans (also called Neighbourhood Development Plans) provide an additional arm of planning, allowing local communities to decide how they want their communities to develop. The responsibility for preparing a village Neighbourhood Plan lies with the Parish Council who may delegate this to a sub-group or forum. A detailed explanation of the Neighbourhood Plan process is available at https://www.gov.uk/guidance/neighbourhood-planning--2. Information provided by South Kesteven District Council is available at https://www.southkesteven.gov.uk/sites/default/files/2023-08/Neighbourhood_Development_Plans_FAQ.pdf.

Grants are available for the development of Neighbourhood Plans, as well as separate expert advice, to support groups through the process of creating their Plan. The grant can be used for any aspect of the Neighbourhood Plan process.

A Neighbourhood Plan provides a broad vision for the future development of the area, coupled with objectives that support this vision. The plan proposes planning policies that will inform decision making and determination of planning applications. It should contain thorough research obtained by consultation to determine local needs and issues for policy development, which is backed by extensive evidence-based material from the locality

The Plan can cover many aspects, e.g. local housing, layout and appearance of streets and buildings, transport and parking, cycling and walking routes, social and sports amenities, community facilities, and preservation of the surrounding countryside. The Plan can emphasise conservation of buildings and amenities as well as, for example, make proposals about the design of new developments and their infrastructure, or adaptation of particular buildings.

Neighbourhood Plan must be in general conformity with the strategic policies contained within the Development Plan (in this case the South Kesteven Local Plan, 2020). Thus, a Neighbourhood Plan cannot propose less development than that set out in this Local Plan. To assist Neighbourhood Plans that are produced in South Kesteven, a list of policies is provided at the beginning of the Local Plan, with strategic policies (SP) identified.

Before the Neighbourhood Plan can go forward to a referendum, the Plan is examined by an independent and appropriately qualified person known as the Independent Examiner. A Neighbourhood Plan must meet a number of basic conditions if it is to pass examination. The basic conditions are that the Neighbourhood Plan must have regard to national policies and advice contained in guidance issued by the Secretary of State. The Plan must contribute towards the achievement of sustainable development and the policies put forward must conform with the strategic policies in the Local Plan. Hence a Neighbourhood Plan cannot be used to block all development. The Examiner will check that the Neighbourhood Plan is consistent with the Local Plan, and does not contravene planning and environmental regulations. There is a further requirement that Neighbourhood Plans are periodically reviewed to ensure they remain consistent with the new Local Plan.

Neighbourhood Plans will not be approved unless they receive more than 50% of the votes cast in a community referendum. Once the Neighbourhood Plan has been adopted by South Kesteven District Council following a successful referendum, it will form part of the statutory planning framework (i.e. the Statutory Development Plan) for the area. The policies and proposals contained within it will be used as a basis for the determination of planning applications. A Neighbourhood Plan has official legal status and must be referred to in all planning decisions. Preparation of a Neighbourhood Plan involves a series of stages:

1. Designate the neighbourhood area
2. Gather evidence (especially from the community)
3. Prepare a draft neighbourhood plan
4. Publish the draft and consult the local community
5. Submit the neighbourhood plan proposal to the local planning authority
6. An Independent Examiner inspects the neighbourhood plan
7. If approved the plan goes to a local referendum
8. If 50% or more are in favour, the Local Planning Authority brings the neighbourhood plan into force

1.2 Why does Corby Glen Parish need a Neighbourhood Plan?

Corby Glen has absorbed many changes in the past and will continue doing so in the future. However, in the modern world development is regulated by a planning process, and this process needs to be guided by a community-based planning strategy, namely a Neighbourhood Plan. Some of the major issues that will be addressed by this Neighbourhood Plan are listed below:

- Applications have been approved, and construction is ongoing, for three new housing developments which, altogether will add 290 houses to the existing stock (an increase of around 65%). **The Neighbourhood Plan will provide policies that help the village adapt to this unprecedented expansion**, so that it can continue to be a thriving community, enjoying facilities and amenities that offer an attractive and healthy lifestyle.

- Corby Glen has a historic village centre, focused on the Market Place, that is valued by residents and visitors alike, and is the heart of community life. **The Neighbourhood Plan will help protect the traditional character of the village centre** and ensure that future development is appropriate and takes account of local housing needs.

- Unless the future expansion of Corby Glen is accompanied by an increase in local economic activity, there is a risk that Corby Glen will become a “dormitory” community. A **Neighbourhood Plan can help encourage business and employment opportunities within the village,** and facilitate homeworking.

- The national pressure on housing makes it likely that there will be proposals for additional large-scale development in Corby Glen over the next 10-15 years. **A Neighbourhood Plan is needed to provide a local perspective on what further growth is sustainable,** given that the village will need time to adjust to the expansion already planned.

Our intention is that of this Neighbourhood Plan will address all of the above issues such that Corby Glen is able to adapt to future development whilst remaining a sustainable and attractive community in which to live.

1.3 Designation of Neighbourhood Area

As the appropriate 'Qualifying Body' Corby Glen Parish Council wished to prepare a Neighbourhood Plan and applied to South Kesteven District Council in January 2018 to become a designated Neighbourhood Area. The proposed boundary of the neighbourhood area followed the parish boundary. The designation was approved on January 24th 2018.

<u>Boundary of Corby Glen Parish/Designated Neighbourhood Plan Area:</u>

The Parish Council then sought to engage local residents in the process and a Steering Group was established. In the interest of openness, breadth, independence and getting people with a range of skills and interests involved, the group included other local residents, who were not Parish Councillors. The group organised an extensive community survey in August /September 2019. Following interruption related to Covid 19, the Steering Group was re-formed in 2021 and there was a formal consultation on a full Draft Plan in Spring 2022.

1.4 The Plan Period

The Neighbourhood Plan covers the period from 2023 to 2036, reflecting that of the South Kesteven Local Plan, adopted in January 2020, runs to 2036.

1.5 Consultation on the Pre-submission Draft Plan

As part of the statutory process the Parish Council and the Steering Group were required to invite representations on the Draft Plan prior to it being formally submitted to the District Council. This stage included a formal consultation period of at least six weeks to publicise the plan and bring it to the attention of people who live, work or run businesses in the neighbourhood area. Representations were also sought from key stakeholders and statutory consultees, including the District Council. The Regulation 14 Consultation ran from Monday 7th Feb. 2022 until Monday 14th March 2022. Details are given in the Consultation Statement

1.6 Submission

The Draft Plan was reviewed in the light of comments received in the Regulation 14 Consultation, and where necessary revised. The next stage was the formal submission to the District Council. This was the "Submission Version" of the Corby Glen Neighbourhood Plan. Submission included the following documents.

- This policy document (the Neighbourhood Plan).
- The Consultation Statement
- The Basic Conditions Statement
- The Evident Document
- The SEA Screening Report (produced by SKDC)

1.7 Subsequent steps

The District Council was required to publicise the submitted plan for a six-week period and to invite comments. An independent examiner was then be appointed to consider any representations and check that the plan meets certain basic conditions, including conformity with national and local planning policies. The examiner's report was completed on October 17th 2023 and his conclusion was that, with some specified modifications, the Neighbourhood Plan fulfilled the necessary conditions. His report can be viewed at https://www.southkesteven.gov.uk/sites/default/files/2023-10/Corby_Glen_Neighbourhood_Development_Plan_-_Examiner%27s_Report_%28Final%29.pdf

The final stage was for the District Council (South Kesteven) to consider the examiner's report, and other relevant evidence, and to decide whether to approve the Plan so that it could proceed to a community referendum. South Kesteven District Council published their decision notice on November 17th 2023. This notice confirmed that they approved the Plan, subject to the revisions specified by the independent examiner, and set the date of the referendum to be January 18th 2024. This notice can be viewed at https://www.southkesteven.gov.uk/sites/default/files/2023-11/Decision%20Notice%20%E2%80%93%20Corby%20Glen-%20Examination%20and%20Referendum.pdf

A majority of local people voting must then support the plan at the referendum if it is to be eventually 'made' by the District Council. Once 'made', the Neighbourhood Plan will become part of the Development Plan and will become a material consideration when determining planning applications.

1.8 National and Local Planning Context

The Basic Conditions

It is a statutory requirement that Neighbourhood Plans meet The Basic Conditions, which are:

- it has regard to **national policies** and advice contained in guidance issued by the Secretary of State;
- it is in general conformity with strategic policies in the **Development Plan**;
- it contributes to the achievement of **sustainable development**;
- it does not breach, and is otherwise compatible with residual **EU obligations**; and
- the prescribed conditions are met in relation to the Neighbourhood Plan and wider prescribed matters have been complied with, (e.g. the Neighbourhood Plan is not likely to have a significant effect on a European site as defined in the Conservation of Habitats and Species Regulations 2012).

National Policy

This Neighbourhood Plan has appropriate regard to national policy, most notably the National Planning Policy Framework (NPPF) which sets out the Government's planning policies for England. This Neighbourhood Plan has been prepared with reference to the July 2021 NPPF, the majority of which remains pertinent, but minor updates have been made to reflect the recent (only partially reviewed) September 2023 version of the NPPF. The NPPF states that Neighbourhood Plans should support the delivery of strategic policies contained in Local Plans and should shape and direct development outside of these strategic policies. It adds that Neighbourhood Plans should not promote less development than that set out in the strategic policies or undermine them. See: National Planning Policy Framework - GOV.UK (www.gov.uk).

The Neighbourhood Plan has also been mindful of the Planning Practice Guidance which explains how national policy should be applied. The Guidance can be viewed here: https://www.gov.uk/government/collections/planning-practice-guidance.

Sustainable development

The NPPF states that the purpose of the planning system is to contribute to the achievement of sustainable development. It states that sustainable development can be summarised as meeting the needs of the present without compromising the ability of future generations to meet their own needs. Achieving sustainable development means that the planning system has three overarching aims relating to economic, social and environmental objectives to be delivered through the preparation and implementation of plans. At the heart of the NPPF is a presumption in favour of sustainable development, where it does not conflict with the policies in an up to date Local or Neighbourhood Plan.

EU obligations post Brexit

Some EU obligations may remain relevant to the Neighbourhood Plan. The District Council has considered whether the policies and proposals give rise to significant environmental effects that trigger the need to undertake a Strategic Environmental Assessment (SEA) and whether a Habitats

Regulations Assessment (HRA) is required. *As noted in the Screening Report, it was concluded that an SEA and an HRA were not required.*

<u>*The Development Plan*</u>

Local Planning Authorities (LPAs) are legally required to produce Development Plan Documents (DPDs) that set out the intended development of their district in a range of different areas such as housing, employment, etc. A DPD, comprising Local Plans and Neighbourhood Plans forms the Statutory Development Plan for the area. The NPPF places the Development Plan at the heart of the planning system, with a requirement set in law that planning decisions must be taken in line with the development plan unless material considerations indicate otherwise. The Local Plan indicates how much housing, employment and retail development is needed in the district over the plan period. The Local Plan also establishes the key principles to guide the location, use and form of new development. It sets out a series of planning policies intended to form the basis of future planning decisions.

In South Kesteven District Council (SKDC) the South Kesteven Local Plan (adopted on January 30th 2020) comprises the Development Plan (along with the adopted Minerals and Waste Plans of Lincolnshire County Council). The Local Plan covers the period 2019 – 2036 and is available from this link: https://www.southkesteven.gov.uk/sites/default/files/2023-08/Local_Plan_2011-2036_%28Final_inc_covers%29%20%281%29.pdf

1.9 Relevant Policies in SKDC's Local Plan

The Local Plan designates major services centres are the larger villages which have medical and educational services that are used by surrounding smaller settlements. Corby Glen is one such major service centre. In Policy SP2, Corby Glen is defined as a larger village, with a housing requirement/allocation of 250 dwellings.

Para. 2.11 states that: " *The Larger Villages not only support their own communities but also fulfil the role of being a service centre to the smaller settlements and rural areas around them. Development within the Larger Villages may help to retain or improve the range of services available to both the larger villages and the other settlements served by them. The capacity of services (such as education, sewerage and water disposal) in some of these larger villages is at or near capacity. In some cases, a planned new development may bring about the provision of additional infrastructure which will resolve these issues. However, to ensure that existing infrastructure is not over-stretched, outside of the allocated sites other development within the Larger Villages will be carefully managed and should be small scale (generally expected to be on sites of no more than 11 dwellings)*.

Policy SP 2 outlines how this allocation may be achieved (see map on page 12):

<u>SP2: Settlement Hierarchy</u> In order to address the District's growth needs the Local Plan proposes that….. In the Larger Villages as defined below, in addition to allocations, development proposals which promote the role and function of the Larger Villages, and will not compromise the settlement's nature and character, will be supported.

In terms of allocations, Para 3.77 states that "The proposed allocation for Corby Glen is for approximately 250 new homes. The large, allocation at Swinstead Road/Bourne Road is proposed in particular to promote the provision of family housing, as unlike any other larger village, Corby Glen has a secondary school.

Policy H1 Housing Allocations - LV-H5 Corby Glen Swinstead Rd./Bourne Rd. - 10.56ha/250. The following development principles accompany this allocation:

a. A comprehensive masterplan is required for the entire site.
b. An E-W connection (transport and pedestrian) should be provided by the development.
c. Pedestrian links, footways or cycleway connections into village, and adjacent playing fields from the site should be incorporated in the development proposal.
d. The development shall accommodate specialist housing needs through the provision of good quality family housing; well designed and integrated into the development proposal.
e. Landscape screening shall be provided along the northern and eastern edges of the site.
f. Additional open space and community recreation facilities as necessary.
g. This site is situated within a Minerals/Limestone Safeguarding Area. Before considering a planning application, a Minerals Assessment will be required.

In addition, the Local Plan spells out requirement regarding provision of affordable housing in these allocations.

Policy H2 Affordable Housing Contributions

All development sites comprising 11 or more dwellings (or more than 1000m2 gross floorspace) should make provision for 30% of the total capacity as affordable housing. In addition, all affordable housing will be expected to:

a) include a mix of socially rented/affordable rent/intermediate rent and intermediate market housing appropriate to the current evidence of local need and local incomes as advised by the Council;
b) be well integrated with the open market housing through layout, siting, design and style;
c) be of an appropriate size and/or property type to meet the need identified by the current evidence of local housing need for affordability the area;

It is not possible for this Neighbourhood Plan to amend this allocation in terms of either location or dwelling numbers. In addition, there is a detailed planning permission for 66 dwellings on the NW part of the site. However, dependent upon timing, the Plan will seek to influence design, dwelling size, layout and open space provision on the remainder and to include policies on how the new development may be integrated into the existing settlement.

The Local Plan includes a Policy Inset Map for Corby Glen (see page 12 of this document), but it is limited in terms of local detail. This limited coverage supports the argument for a locally focused Neighbourhood Plan.

The Local Plan contains several other policies which will apply to Corby Glen and need to be taken into account in this Neighbourhood Plan, most notably Policy SP3 and SP4

Policy SP3 (concerning infill developments)

In all settlements defined in Policy SP2, infill development, which is in accordance with all other relevant Local Plan policies, will be supported provided that:
a) it is within a substantially built up frontage or re-development opportunity (previously development land);
b) it is within the main built up part of the settlement;
c) it does not cause harm or unacceptable impact on occupiers' amenity of adjacent property;
d) it does not extend the pattern of development beyond the existing built form; and
e) is in keeping with the character of the area and sensitive to the setting of adjacent properties.

The Council is preparing a Design Supplementary Planning Document (SPD) to assist with the submission of applications against the above criteria SP3. This Policy is to be read in conjunction with the Design SPD, and any development proposals will be expected to have regard to the Design SPD.

<u>Policy SP4 (concerning development on the edge of settlements)</u>

Proposals for development on the edge of a settlement, as defined in Policy SP2, which are in accordance all other relevant policies, will be supported provided that the essential criteria a – f below are met.

The proposal must:

(a) demonstrate clear evidence of substantial support from the local community through an appropriate, thorough and proportionate pre-application community consultation exercise. Where this cannot be determined, support (or otherwise) should be sought from the Town or Parish Council or Neighbourhood Plan Group, based on material planning considerations;*
(b) be well designed and appropriate in size/scale, layout & character to the setting and area;
(c) be adjacent to the existing pattern of development for the area or adjacent to developed site allocations as identified in the development plan;
(d) not extend obtrusively into the open countryside and be appropriate to the landscape, environmental and heritage characteristics of the area;
(e) in the case of housing development, meet a proven local need for housing and seeks to address a specific targeted need for local market housing; and
(f) enable the delivery of essential infrastructure to support growth proposals.

*(***** the term 'demonstration of clear local community support' means that at the point of submitting a planning application…..there should be clear evidence of local community support for the scheme, via a thorough, but proportionate, pre-application consultation…. Otherwise….there will be a requirement for support from the applicable Parish or Town Council or Neighbourhood Plan Group…….)"*

It is intended to use the Neighbourhood Plan to add value to these Local Plan Policies, offering increased clarity and detail about the circumstances in which new residential development will be acceptable, including the definition of the built-up area of the settlement, key views and important open spaces, drawing on local knowledge and surveys.

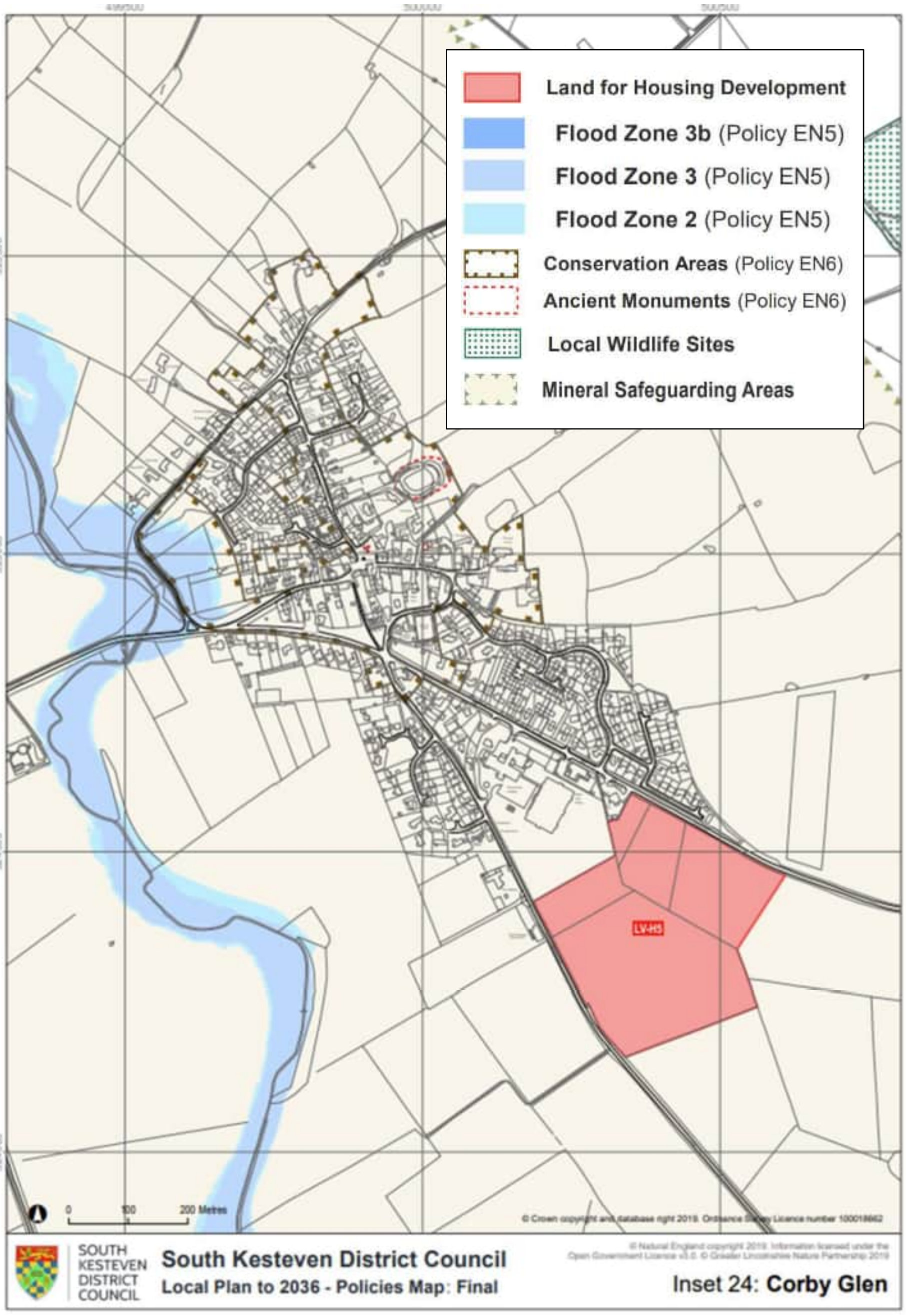
It is considered that Policy SP4 provides an adequate basis to develop and consider proposals for small scale affordable housing. In addition, the provisions of the NPPF (paragraph 77) that Local Planning Authorities should support opportunities to bring forward rural exception sites that will provide affordable housing to meet identified local needs and consider whether allowing some market housing on these sites would help to facilitate this. **This would seem to provide a basis for meeting future housing requirements without the need for large-scale allocations.**

In addition to the Local Plan policies considered in detail above, the following are acknowledged as part of strategic planning context for this Neighbourhood Plan. These policies will not be duplicated or added to unless there is a need to add local detail (e.g. as is the case for Policy EN1 on Landscape Character).

- SD1: Principles of Sustainable Development
- SP1: Spatial Strategy
- SP5: Development in the Open Countryside
- H5: Gypsies and Travellers
- H6: Travelling Show people
- SP6: Community Services and Facilities
- E7: Rural Economy
- E9: Visitor Economy
- EN1: Landscape Character
- EN2: Protecting Bio (and Geo) diversity

- EN6: The Historic Environment
- OS1: Open Space
- RE1: Renewable Energy Generation
- ID3: Broadband and Communication

<u>Allocation of new housing development in Corby Glen as defined in Policy SP2 of SKDC's Local Plan</u>



1.10 Local Plan Review

The Inspector's final report on the current Local Plan committed the District Council to undertake an early review from April 2020 with submission by the end of December 2023. The review enables necessary updates of evidence, and the Council to consider whether its local housing need has changed and should be re-evaluated, taking into consideration changes to national planning guidance. The timetable published by SKDC anticipates consultation on a new plan in the Winter of 23/24, the pre-submission stage in summer 2024, formal Submission in winter 2024/25 followed by examination. If the new Local Plan is found to be sound, it will be adopted by the Spring of 2026.

Until the new Local Plan is adopted, the current Local Plan continues to be the Development Plan, used to determine planning applications. It covers housing, economy, retail and town centres, infrastructure and environment. It also allocates development sites, and includes development management policies. This Neighbourhood Plan was produced in conformity with the current Local Plan, which allocated around 290 new houses to Corby Glen.

There is a strong argument to be made that, because around 290 new houses are committed in Corby Glen (a 66% increase on the 2011 dwelling stock of 440), the new Local Plan should not commit more (large scale) housing to Corby Glen. Such an argument will be based on the physical and social capacity of the settlement and the need for a reasonable period of time for the new development to become physically and socially integrated. Thus, it is intended that this Neighbourhood Plan will contain policies that support future small-scale developments in Corby Glen, but not large-scale housing expansion. The view of the Steering Group is that it cannot support further large-scale developments* unless it is clear (through local discussions between SKDC, the Parish Council and village residents) that, despite the recent substantial housing allocation, there remains sufficient physical and social capacity for the expansion to be absorbed. The process of developing Neighbourhood Plan policies along these lines will inform comments from the Parish Council on the Draft Local Plan, when it is issued and, if necessary, to enable it to participate in Local Plan Inquiry/Examination.

*(*i.e. usually expected to be not more than 11 dwellings, reflecting the Local Plan interpretation of "limited infill development" in Policy SP3 and Para 2.11).*

1.11 Other SKDC Documents – Design Guidelines for Rutland & South Kesteven

The Design Guidelines for Rutland and South Kesteven aim to help improve the design quality of new build development. They supplement the policies within the Local Plan (2020). This Supplementary Planning Document (SPD) was adopted in November 2021. It can be seen at:

https://www.southkesteven.gov.uk/sites/default/files/2023-08/R_SK_Final_Design_SPD_GS_221208_high_resolutionpdf.pdf

The Design Guidelines supplement the Local Plan Policy DE1 and other relevant Local Plan policies. As an SPD, the guidelines will be a material consideration when determining planning applications, meaning that they will be important and carry weight. However, overall, the focus is on larger scale development. Whilst the guidelines will apply to the large residential development site in Corby Glen, there is also an argument for more detailed local policies in the Neighbourhood Plan.

2. Description of the area and community covered by this Neighbourhood Plan

This Neighbourhood Plan applies primarily to the parish of Corby Glen, but the designated area of the Plan also includes the small hamlet of Birkholme (see map in Section 1.3).

It is recognised that Birkholme has its own independent identity, such that the community aspects covered in this Neighbourhood Plan will not necessarily be relevant to Birkholme residents. However, most of the Policies (e.g. on sustainable development, residential buildings, and landscape) are appropriate for Birkholme.

2.1 Geography

The village of Corby Glen lies on the A151, 4 miles east of the A1 at Colsterworth. Birkolme (essentially a hamlet) also lies along the A151, some 1.5 miles to the west of Corby Glen.

Corby Glen is located between Bourne (8 miles to the south), Grantham (12 miles to the north) and Stamford (15 miles to the south east).

Much of the village lies on the eastern slope of a valley formed by the West Glen river, now much less substantial than in former times. This river occasionally floods fields and roads in the perimeter of the village.

The surrounding countryside is undulating, with a mixture of woods and farmland. It overlays Jurassic limestone, which has provided a ready source of building stone, as evident in the older parts of the village.

The farmland around Corby Glen is mainly arable, comprising large open fields. In contrast to former times, it is mainly worked by large enterprises, including the private estates of Irnham, Grimsthorpe and Easton. Owing to increased mechanisation, the number of residents involved in agriculture has declined substantially over the last 50 years.

Because of the relative size of Corby Glen, the facilities available in the village are used by surrounding communities from the villages of Swinstead, Swayfield, Irnham and Burton Coggles.

2.2 History

Archaeological finds indicate that there has been some occupation in the vicinity of Corby Glen since prehistoric times. The Romans also inhabited this area, and Roman pottery fragments have been found in the village.

The village probably did not become a significant settlement until the Danish invasions in the 8th-9th centuries. The name Corby means “woody place” in Danish. The original name was changed Corby Glen in 1953 to avoid confusion with the town of Corby in Northamptonshire.

By the 11the century Corby was a significant village and was mentioned in the Doomsday book; at this time much of its land was controlled by the Bishop of Lincoln. The presence of a manor house in what is now Birkholme was also recorded, but this no longer exists and the present-day Birkholme Manor dates from the 19th century.

Throughout most of the medieval period (i.e., up to late 15th century), Corby was a thriving village and administrative centre, including for imposition of the law. The annual Corby Sheep Fair was established in 1238 and remained an important event in the farming calendar right up until the 1970’s. Although its significance for the sale of livestock has declined, the Fair remains an important part of the identity of the village.

The development of Corby from the 11th to 15th century was accompanied by the establishment and progressive enlargement of St John's church, which would have been at the centre of everyday life through the medieval period.

By the end of the 15th century, most of the land in and around Corby Glen was either in the hands of religious institutions or owned by aristocratic families.

Towards the end of the medieval period, Corby was declining as an administrative centre, as adjacent towns and villages became more important. The religious upheavals of the 16th century brought great changes to Corby, including the closure of local religious institutions and re-distribution of their land to the aristocracy. By the end of the 16th century most of Corby was part of a large estate owned by Sir Richard Thimbleby, Baron of Irnham.

In the late 1700's financial problems caused the then owners of the Irnham estate to sell or lease plots of land in Corby. This attracted newcomers to the village, and it became a more open and diverse society, with many independent farms and businesses being established.

The opening of a railway station at Corby Glen in 1852 brought a further phase of prosperity, but by the end of the 19th century the general drift towards urban living meant that the village was in decline.

The first and second world wars caused another phase of social upheaval; horizons were broadened, and social structures and values changed, such that the role of the village community in everyday life was diminished. This trend continued and accelerated through the 50's and 60's, and by the 70's the village population had fallen to around 500 and there were relatively few local businesses. The railway station closed in 1959.

Through much of the 20th century, housing development (e.g., Coronation Road, Barleycroft, Musson's Close, Pridmore Road and St John's Drive) helped to slow and ultimately reverse the ongoing decline in the population of Corby Glen. The building of the new Charles Read secondary school in Corby Glen in 1963 provided an important policy signal that growth of the village would be sustained.

Although the new housing developments have not been universally welcomed, few would deny that they have ensured that Corby Glen remains a vibrant village with a wide range of services and facilities. Today, a further chapter in the history of Corby Glen is about to unfold with the proposed development of three new estates to the east of the village totalling 290 houses. This represents a 66% expansion, and is likely to have a transformative impact on the village.

2.3 Built environment

As in most large villages, Corby Glen has a centre of historic buildings surrounded by more peripheral modern housing developments (mainly to the South and to the West). Originally the A151 ran through the centre of the village, but a bypass was built in the early 20th century, so the central streets are still relatively tranquil and retain their rural character. The undulating terrain adds interest to the village's physical environment and street views.

The central area of Corby Glen was designated as a conservation area in 1984, and a detailed Appraisal and Management Plan was undertaken in 2013 (available at: https://www.southkesteven.gov.uk/sites/default/files/2023-09/Corby_Glen_Conservation_Area_Appraisal_and__Management_Plan_%28FINAL%29.pdf

The conservation area has 36 listed buildings and three scheduled monuments.

The main feature of the historic centre is the Market Place which forms a valuable hub to the village and has probably been used for community celebrations in Corby for over 900 years.

Corby Glen Market Square is often used for community events

It is a substantial open space, situated on a slope facing to the south west, and is enclosed on four sides by large traditional buildings. A 14th century market cross, together with a 19th century water pump adds to its attractive traditional character. The Market Place comprises a mixture of residential properties and commercial establishments: The Fighting Cocks (a public house), Hattie's tea rooms, cafe and bed and breakfast) and Lily's Lavender Hut (general store and café). The Market Place is also used as a central car park.

Corby Glen Market Square and The Fighting Cocks pub.

The main streets converging onto the Market Place are the High Street, Church Street and Station Road. These streets have well-defined lines of buildings that typically front onto, or stand gable end to, the street. In places the line of traditional buildings is broken by more modern in-fills. There is a mixture of terraced and detached houses, some set back behind small front gardens, with larger gardens to the rear. There are small lanes running from the thoroughfare, giving access to buildings that are set behind those on the main street, and are sometimes more randomly arranged.

Examples of houses along The High Street (from Market Square)

The High Street runs north towards the junction with Tanner's Lane and Irnham Rd. Some stretches are narrow and enclosed with houses built close to the road, and other stretches (particularly at its northern end) are more open. The continuity of the street is interrupted by 20th century developments (for example Barleycroft), and there are modern infills and barn conversions behind the traditional buildings lining the street. The west side of the high street has mainly small-scale buildings, typically arranged in small terraces or pairs of semidetached cottages. The houses on the east side are larger with generous rear gardens and are typically detached or semi-detached.

The Nisa grocery store (formerly Co-op) is located in a traditional building on the east side of the High Street some 50 metres from its junction with Coronation Road. The narrowness of the street at this point, with difficult parking, creates congestion at busy times. Further along the east side, just beyond the Coronation Road junction, lie the former Catholic school, Presbytery and Catholic Church, all private houses. These significant listed buildings lie well back, with large front gardens enclosed by boundary walls.

Junction of Tanners lane, Irnham Road and the western end of the High Street

Irnham Road and Tanners' Lane, where they form the junction with the High Street, are characterised more openly spaced houses, some being former farm buildings. Only the north side of Irnham Road has a well-defined building line, with the aligned houses linked by boundary walls. On the south side, in an elevated position, lies a large detached house (The Mount) with extensive grounds enclosed by a high boundary wall. The north side of Tanners' Lane has traditional-style houses set on higher ground and fronted by steep grass verges.

Church street passes eastwards from the Market Place on a gentle incline up to St Johns church. The majority of buildings on the north side are detached houses (both traditional and modern) set well back in plots with mature trees and enclosed by hedges or boundary walls. Those on the south side uniformly built-in traditional stone and there is a well-defined building line (either house or garden wall) abutting the pavement. Some houses close to the Market Place are terraced. The 16th to 17th century houses on either side of the top (east) end of Church Street harmonise with the attractive entrances to St John's churchyard and the Old Rectory. The mock Tudor gable end of Church Street Rooms, a building situated some 30 metres from the top of Church Street, provides further visual interest.

The Church Street Rooms and houses on Church Street

Church Street continues into Moreley's Lane, which leads up an incline to crossroads on the A151, where the Lane continues as Swinstead Road. Morely's Lane is mainly bordered by verges and hedges, broken by the frontage of several detached modern-day dwellings, and the rear entrance of properties with their front entrances in the Market Place or Church Street. The farmyard on the junction with Church Street adds to the rural character of the Lane.

The Willoughby Gallery.

The Woodhouse Arms pub.

Further up towards the A151, on the east side, is located the impressive Willoughby Gallery (the original Charles Read grammar school), which faces the gable end of New Row terrace (late Victorian) and the open space of the Green. At the crossroads where Morley Lane joins the A151, on its west side, there is the entrance to Laxton's Lane, which provides a tranquil pedestrian route down to Station Road. Opposite this end of Morley's, on the south side of the A151, there is The Woodhouse Arms, an attractive and prominent 18th century building.

Station Road leaves the Market Place towards the southwest and joins the A151. The south side of Station Road is enclosed by traditional stone or brick-built houses standing to the rear of the narrow footway and forming an attractive building line, interrupted in places by more open frontages. On the north side are the large-scale detached buildings of the former Methodist church and its adjacent minister's house, and the primary school, set back behind the low wall and railings of the playground. Further along (towards the A151) are two interwar-style red-brick housing blocks, and some more recently-built detached houses. For the last 200 metres, Station Road is bordered by trees, and has the Green with its war memorial on its south side and the children’s playpark on the north side. This provides an open and attractive entrance to the village when arriving from the west.

Outside of the conservation area, 20th century housing development predominates but there are a several significant historic buildings (e.g the Roundhouse, Stonepit Farm, Ferndale House).

Between the 1930’s up to the present day there has been the addition of the following medium/large-scale developments outside of the conservation area: Barleycroft, Barn Owl Close, Coronation Road, Ferndale Close, Musson’s Close, Pridmore Road, Adcock’s close, Mill Road, St John’s Road, Walsingham Drive and Willoughby Close.

There are several important open spaces in Corby Glen. The Green lies on the north side of the A151 and is the site of the village war memorial. Part of The Green extends across Station Road and contains the childrens’ play park. Originally, the Green was used for sheep pens during the Sheep Fair. A funfair is still held on the Green. but now the sheep sale is held in a nearby field belonging to the Easton Estate. The Green extends to another open space alongside Tanners Lane, bordering the West Glen River. The Green provides an attractive view for those passing through the village on the A151.

A further open space is St John’s churchyard, which surrounds the church and is bordered by the old vicarage and open fields. The Motte, a designated ancient monument, lies to the north-east of the Market Place, west of St John’s church. It is a large medieval mound, possibly marking the location of an early defended manor house, and is surrounded by the remains of a moat, but no trace of any building remains. The site is largely overgrown.

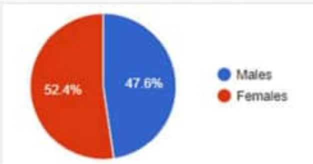
2.4 Population and housing

Unfortunately, full Parish level information from the 2021 Census was not available at the time of preparing this document. The information provided below is based on tentative data that was available on the *citypopulation.de* website in 2020.

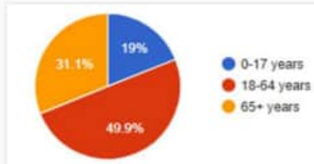
The population estimate was 1060 (2020 estimate); it was 1017 in 2011, and 719 in 2001. The area of the village was 0.46 km² (includes only the village centre). The population density was 2,304/km² (based on 2020 estimate). The annual population change (2011 to 2020) of 0.45% was limited, and this highlights the great challenges which will arise from the need to accommodate almost 300 new houses and 600 to 1000 residents.

Further information about the population is available below:

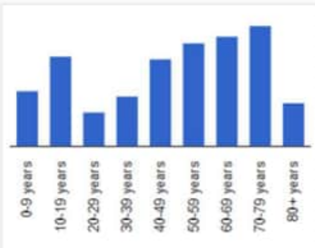
Further information about the population structure:



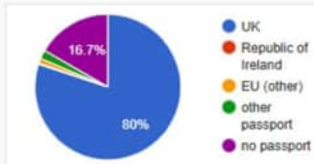
Gender (E 2020)	
Males	505
Females	555



Age Groups (E 2020)	
0-17 years	201
18-64 years	529
65+ years	330

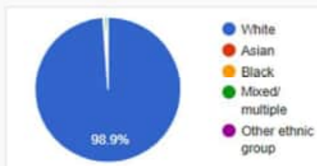


Age Distribution (E 2020)	
0-9 years	85
10-19 years	137
20-29 years	52
30-39 years	77
40-49 years	132
50-59 years	157
60-69 years	167
70-79 years	182
80+ years	67

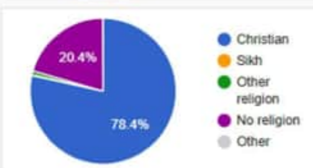


Passport (C 2011)	
UK	826
Republic of Ireland	3
EU (other)	11
other passport	20
no passport	172

Country of Birth (C 2011)	
UK	974
Republic of Ireland	1
EU (other)	18
Other country	24



Ethnic Group (C 2011)	
White	1,006
Asian	2
Black	2
Mixed/multiple	5
Other ethnic group	2



Religion (C 2011)	
Christian	756
Muslim	1
Sikh	2
Other religion	8
No religion	197

Detailed results of the 2021 Census became available in 2023 and can be viewed at: https://www.citypopulation.de/en/uk/eastmidlands/lincolnshire/E63002224__corby_glen/. In broad terms they confirmed the features evident from the tentative data presented above.

The complete results of the 2021 census will be examined in more detail when this Neighbourhood Plan is reviewed at a future date. However, it should be noted that the occupation of the large number of new houses in the village between 2021 and 2024 will result in an increase in population and a possible alteration in its structure, with an increased proportion of families. This will have to be taken into account alongside the recorded 2021 census figures.

Further details about the population can be found in the Corby Glen Local Area Report (2011 census) at: https://www.nomisweb.co.uk/reports/localarea?compare=E04005895
(The 2021 census statistics were unavailable at the time of writing)

It is important to understand whether any aspects of the population structure constitute issues that need to be addressed by this Plan. A notable aspect of the age structure of the village is a higher percentage of elderly residents compared to the norm for SKDC or England (see below):

Corby Glen	South Kesteven	England
Residents 65 & older 416 (39%)	Residents 65 & older 43214 (30%)	Residents 65 & older (22%)
Residents 0 - 19 years 257 (25%)	Residents 0 - 19 years 31958 (22%)	Residents 0 - 19 years (21%)

It is informative to cross reference the above data to the profile of existing housing stock, which is shown below:

House type	Corby Glen	South Kesteven
Detached	59%	42%
Semi-detached	25%	31%
Terraced	15%	18%
Flats	1%	7%

It is evident that Corby Glen has a relatively high percentage of detached houses. This correlates with data on the *Nomis* website that reports an average of 7 rooms and 3.4 bedrooms per household. Given that the average household size is 2.4, it could be argued that there is an over-provision of larger properties in relation to a potential demand from older people for smaller houses and bungalows.

2.5 Community facilities and activities in Corby Glen

In common with most villages, there have been significant changes in available facilities over the last 50 years. The range of shops has decreased, various village sporting clubs (tennis, cricket, football) are no longer functioning, and allotments are no longer available. The Methodist and Catholic churches have closed and the number of public houses has reduced considerably.

On the other hand, new things have come into the village: the Charles Read Academy, the new Market Cross and Glenside Surgeries, the nursery at the Ron Dawson Hall, the Willoughby Gallery, The Hatties tea rooms and Lily's Lavender Hut.

The following facilities are currently available in the village:

Bowls club	Fighting Cocks pub	Nisa grocery store
Charles Read Academy	Fire station	Post Office (mobile service)
Church Street Rooms	Glenside surgery	Ron Dawson Hall
Pre-school nursery	Lily's Lavender Hut	St Johns Church
Primary School	Hattie's tea rooms	Swinstead Road garage
Primary School Childcare	Market Cross surgery	Willoughby Gallery
Dance Academy*	Mobile Post Office	Woodhouse Arms pub

* Based in the old Methodist Chapel. Studio is available for hire when free.

Prior to the COVID-19 pandemic, Corby Glen had a range of clubs which included a Bowls Club, Brownies, History Society, Horticultural Society, Line Dancing, Scouts, Womens' Institute, Yoga and Youthclub. Unfortunately, a number of these have still to be re-established following the end of the Covid restrictions. A listing of current meetings and events is available from the Link magazine website: [Calendar – The Link (corbyglen.link)](corbyglen.link).

The following are examples of the strong community spirit in the village:

Annual Sheep Fair: This is held on the first or second Sunday in October and attracts many visitors to the village. The fair has been existence since 1238 and is the oldest sheep fair in the country. In more recent times it has been accompanied by a travelling funfair. The fair lasts all day, and includes entertainment in the Market Place, stalls in the streets, and various sports competitions. The sale of sheep takes place on the Monday although, owing to changes in farming, the timing of the fair is less than optimal, so the numbers sold are much reduced.

Remembrance Sunday: This is a well-supported event to remember a significant number of "Corby Boys", members of local families, who were lost in WW1. Following a remembrance service in St Johns Church, there is a silent procession to the War memorial, followed by the laying of wreaths and two minutes silence.

2.6 Transport links

Corby Glen has good road links with local to towns via the A151 to Bourne and the A1 to Grantham and Stamford. The main East Coast rail line passes close to west of the village, with a station at Grantham.

The A151 provides good links to the A1, and also to the market town of Bourne (8 miles), a journey of 15 minutes. Grantham is 12 miles away via the A151 and B1167 (20 minutes) and Stamford is 18 miles away via the A151 and A1 (20 minutes). Peterborough is the nearest city (31 miles, 36 minutes via the A1) and has a large shopping centre and regional hospital.

Unsurprisingly for a rural community, car ownership in the village is high (see table below, based on 2011 census data from the *nobis* website:)

Car or van availability

	Households	
	Corby Glen Parish	
	count	%
All households	418	100.0
No cars or vans in household	44	10.5
1 car or van in household	155	37.1
2 cars or vans in household	169	40.4
3 cars or vans in household	36	8.6
4 or more cars or vans in household	14	3.3
sum of all cars or vans in the area	662	-

For those without their own transport (mainly teenagers and the elderly) there are daily bus services to Grantham and Stamford, as well as a bookable CallConnect service. The transport links are important in relation to both education and employment. Whilst schools and local job are available in Corby Glen, a substantial number of residents commute to study or work. Details about local businesses and residents' employment are available in the Evidence Base document.

3. Methods of evidence gathering for the Neighbourhood Plan

This Neighbourhood Plan was produced by a Steering Group that included some members of the Parish Council who reported progress to Parish Council meetings.

The production of the Plan was initiated by widely-advertised public meetings, the first being on May 30th 2018 with two further repeat meetings being held on June 2nd and 3rd. These meetings involved a series of poster presentations explaining the Neighbourhood Plan process and giving background information about the Local Plan. Preliminary views on future development were sought, and there was a call for interested parties to join the Neighbourhood Plan Steering Group.

A 6-page survey was then distributed to each household in Corby Glen and Birkholme during August 2019. One hundred and three completed surveys were returned, a completion rate of 24%.

The survey returns were analysed in detail and a list was produced of the main issues that had emerged.

Further evidence gathering was obtained at public consultation events held over the week-end of 18th-19th September 2021, where an outline of the main themes and policy areas was presented and further feedback obtained.

An extensive exercise was undertaken to elicit the views and opinions of local businesses, landowners and all external stakeholders. An email notification was sent around to organisations and relevant stakeholders on Friday 30th July 2021, explaining the process and inviting comments and feedback. Four weeks was allowed for comment with agreed extensions where organisations needed to refer comments to committees etc. The responses were collated and presented to the Steering Group so that they could be taken into consideration.

Additional factual and bespoke evidence was gathered by searching and reviewing on-line documents, and by undertaking local “walk around” inspections and observations, including the gathering of photographic evidence. All the information that has formed the basis of this Neighbourhood Plan is presented in a separate evidence document.

A full draft version of Neighbourhood Plan was produced and made widely available, both as hard copies and on line as part of the formal (Regulation 14) consultation. Two public meetings were held to obtain feedback on the draft plan.

4. Emerging themes and issues arising from consultation with the community

1. Adapting to the **impending large-scale expansion** (as defined in the Local Plan) on the amenities and rural character of the village.

2. Maintaining a **strong sense of community**, and ensuring that **adequate facilities and amenities** are available for all the different age groups, as the village expands.

3. Ensuring that residents of the new developments have **convenient and safe access to the village centre**, where most of the village facilities, including the primary school, are located.

4. Enabling additional **small-scale development**, where appropriate in design, scale and location, whilst ensuring that the **diverse housing needs** of the whole community are met.

5. Avoiding **traffic congestion** and maintaining **pedestrian safety** within the centre of the village.

6. Encouraging more **local jobs and businesses**, and facilitating **working from home**

7. **Protecting and enhancing existing amenities and services** that are highly-valued, and provide important support to the community.

8. **Preserving the buildings, views and open spaces** that contribute to the traditional character of the village.

9. **Preserving the rural setting** of Corby Glen, and the **convenient access to the countryside.**

10. Encouraging a **healthy lifestyle** by providing adequate open spaces and walking/cycling/horse riding routes for recreation and exercise.

11. Maintaining a **sustainable environment** and **preserving local eco-systems**, in line with current regulations and public opinion.

5. Vision and objectives

Vision:

- To ensure that Corby Glen remains a thriving village which can meet the future needs of its residents, in terms of housing, economic growth and communal facilities.
- To protect the architectural heritage, community assets and rural setting of Corby Glen, such that it provides an attractive, healthy and sustainable environment in which to live, work and visit.

Objectives:

1. To develop maintain and enhance the <u>amenities and services</u> appropriate for a vibrant and sustainable large village.
Includes medical centres, community halls, shops and cafes, local businesses, public houses, recreational facilities, fire station, Willoughby gallery.

2. To ensure that future <u>housing needs</u> of the community are met through residential developments that are appropriate in location, size and character, and provide a range of housing types.
Includes: large-scale peripheral developments, small-scale developments within the village, in-fills, building conversions.

3. To support <u>business development</u> (including the visitor economy).
Includes: internet provision, office facilities and home working, small business premises, small-scale industrial sites and workshops, visitor economy.

4. To protect and enhance the <u>built environment and open spaces</u> of the village.
Includes: buildings and views within the conservation area, community spaces, designated ancient monuments, non-designated community assets

5. To protect the <u>rural setting</u> of Corby Glen and Birkholme, and maintain access to the surrounding countryside.
Includes: maintaining village boundaries, preserving landscape views, footpaths and bridleways, conserving habitats and biodiversity, wildlife corridors.

6. To encourage <u>sustainable development</u> (in terms of carbon emission, resource use and impact on the natural environment).
Includes: charging points, energy efficiency (including green energy), flooding and pollutions risks, renewable building materials.

7. To promote opportunities for a <u>healthy life style</u>.
Includes: walking and cycling access within the village, countryside opportunities for walking, cycling and horse-riding, exercise spaces, quiet spaces and nature havens.

8. To promote a <u>safe environment</u> within the village
Includes: where possible, encouraging development that minimises vehicle congestion, promotes pedestrian and cyclists' safety, and supports policing in the village.

6. List of Planning Policies

Aspect covered by Policy	Relevant Objectives
General principles	
CG1 - Sustainable Development	All, but especially CGO6 Sustainable development
Housing	
CG2 - Criteria for other new housing sites including design and size	CGO2 Housing needs CGO4 Built environment and open spaces
CG3 - House Extensions & Conversions	CGO2 Housing needs CGO4 Built environment and open spaces
Landscape	
CG4 - Landscape Character & Openness	CGO5 Rural setting
CG5 - Key Views	CGO4 Built environment and open spaces CGO5 Rural setting
Heritage	
CG6 - Designated heritage assets	CGO1 Amenities and services CGO4 Built environment and open spaces
CG7 – The Market Place	CGO1 Amenities and services CGO4 Built environment and open spaces
CG8 - Local (non-designated) heritage assets and positive unlisted buildings	CGO1 Amenities and services CGO4 Built environment and open spaces
CG9 – Archaeology	CGO1 Amenities and services
Open Spaces	
CG10 - Open space and recreation facilities	CGO1 Amenities and services CGO5 Rural setting CGO7 Healthy life style
CG11 - Proposed Local Green Spaces	CGO1 Amenities and services CGO7 Healthy life style

Countryside and Biodiversity	
CG12 - Countryside management	CGO5 Rural setting CGO6 Sustainable development
CG13 - Nature conservation and biodiversity	CGO5 Rural setting CGO6 Sustainable development
Community	
CG14 - Community facilities and local services	CGO1 Amenities and services CGO4 Built environment and open spaces
Business	
CG15 - Local businesses and employment	CGO3 Business development
CG16 - Telecommunications & broadband	CGO3 Business development
Transport	
CG17 - Transport & active travel	CGO7 Healthy life style CGO8 Safe environment
CG18 - Countryside access and rights of way	CGO7 Healthy life style

7. Planning Policies

The policies described in this section are intended to deliver the Vision and Objectives, set out in Section 5. These policies, which specifically relate to Corby Glen and Birkholme, will operate alongside SKDC's Local Plan and will be part of the Development Plan for the District. Once the Neighbourhood Plan is 'made' (i.e. approved) by SKDC the policies have legal significance and have to be taken into account when considering planning applications.

The Policies are based on the following:
- National Planning Policy Framework
- Local plan strategic policies
- The evidence base (published and bespoke) as related to the Neighbourhood Plan area
- Views of local residents and other interested parties (including external consultees)

Each Policy is followed by an explanation outlining its basis and justification. More information concerning the background to each of the policies is available in the relevant section of the Evidence Document.

Overall Sustainable Development

CG1 – *Sustainable Development*

As appropriate to their scale, nature and location, development proposals should:
a) Demonstrate a high standard of design;
b) Have regard to their setting and the character of the local area;
c) Take account of the key views identified in Policy CG5;
d) Not unacceptably affect the amenity of nearby residents;
e) If appropriate, provide for sustainable transport modes (e.g. walking & cycling);
f) Respect the local built, social, cultural, historic and natural heritage assets, and
g) Demonstrate practicable efforts to achieve (or preferably exceed) design and construction standards for sustainable development, to minimise CO2 emissions.

Explanation

This policy provides a positive framework for decision making, as required in the National Planning Policy Framework (NPPF). Development will only be encouraged where it can be shown that the scheme will help to achieve the vision and objectives set out in Section 5. Locally, the concept of sustainability relates particularly to the need for sensitive design (ideally conforming to proposals in the *Design Guidelines for Rutland and South Kesteven)* such that development reflects the character of the surroundings; meeting environmental, social and economic objectives and better facilities for pedestrians and cyclists, all of which contribute to the quality of life for residents in Corby Glen and Birkholme. The policy applies to new development and changes of use. It is felt that these should not detract from the quality of life and amenity in residential areas in Corby Glen and Birkholme.

It is also intended that the policy would support national efforts, based in part on local action, to address the very real threat of climate change to all communities.

In addition to the formal planning requirements of this policy, there is a wider intention to support the creation and maintenance of healthy and sustainable communities.

Housing Policies

CG2 - Criteria for new housing sites including design and size

Proposals for small scale residential development within Corby Glen village will be supported where they meet the criteria in Policy SP3 of the South Kesteven Local Plan and, where applicable to the site concerned, the following criteria:
a) The proposal comprises only limited infill as defined in the adopted Local Plan and is located inside the existing confines of the built-up area;
b) it is appropriate to its surroundings, taking into account, the Conservation Area, Listed Buildings and Local Heritage Assets, in accordance with Policies CG6, 7 & 8;
c) it is not located outside the described built form of the village such that development would harm its character;
d) the scale, layout and materials retain local distinctiveness;
e) it protects and enhances public rights of way;
f) there is suitable access with adequate off-road parking provision;
g) it does not unacceptably affect key views of value or significance (see Policy CG5);
h) it incorporates domestic scale renewable energy (such as electric vehicle charging, sustainable drainage and carbon minimisation features) where the design is appropriate to the location, and;
i) where applicable to the size of the development concerned, it comprises a variety of types and sizes, including smaller houses for first time buyers.

Explanation

The large-scale Local Plan allocation of 265 new dwellings at Bourne Road/Swinstead Road, and the other committed site at Ferndale House where there is planning permission for 25 dwellings, represents a planned, but unprecedented, increase of 66% over the existing stock of 440 dwellings. It is reasonable, therefore that any future speculative development is limited to that envisaged under Policy SP2 of the adopted Local Plan which states that: *"….to ensure that existing infrastructure is not over-stretched, outside of the allocated sites other development within the Larger Villages will be carefully managed and should be small scale (generally expected to be on sites of no more than 11 dwellings)."* Development of slightly more than 11 dwellings may be permitted where all other policy criteria and material guidance are satisfied.

In recognition that any development must be sensitive and appropriate, the policy adds local criteria to the higher-level Local Plan Policy: SP3 - Infill Development). The aim is to avoid incursions into the surrounding open countryside and to protect the setting of the village. It is accepted that settlement boundaries are not defined in the South Kesteven Local Plan which means that the following definitions which form part of the Local Plan Policy SP3, are critical.

Land and buildings will be classified as being ***inside the existing confines of the built-up area*** *where they are contained in the settlement and visually separate from the open countryside. They should clearly be part of the network of buildings that form the settlement and may include any areas of land with an extant planning permission for built development. Development proposals will usually be expected to be no more than 11 dwellings.*

The following will be regarded as being ***outside the existing confines of the built-up area****:*
A. Gardens which are visually open and relate to the open countryside.
B. Individual dwellings, groups, or agricultural buildings, that are detached from or peripheral to the settlement.
C. Employment or leisure uses, including public open space, that are detached or peripheral.
In addition, the Local Plan Policy SP4 has a criterion within it that states that any edge of settlement development must be adjacent to the existing pattern of development.

This approach is also supported by the references to design in the NPPF (Ch. 12 – Achieving Well Designed Places). In addition, PPG states that proposals should consider scale, both the overall size and mass of individual buildings and spaces in relation to their surroundings. It adds that decisions on building size and mass, and the scale of open spaces around and between them, will influence the character, functioning and efficiency of an area.

Should rural exception sites be proposed, they must be based on an identified/quantified need, fulfilling the criteria set out in this Neighbourhood Plan Policy and the Local Plan.

CG3 - House Extensions and Conversions

Residential extensions and conversions should be designed to respect the character of nearby buildings and their setting. This will require particular attention to:

a) The choice of materials;
b) The scale of development including roof heights;
c) Layout within the plot;
d) the provision and/or the retention of parking provision;
e) The relationship with adjoining and nearby properties in terms of the impact on the amenity of occupiers and the character of the area.

The use of sustainable design features (e.g. sustainable drainage, porous/permeable surfacing for drives and domestic scale renewable energy and electric vehicle charging points) will be supported where they are incorporated into an overall design that complements the character of the area.

Explanation

Residential extensions comprise the majority of planning applications in the area. Permitted Development rights enable a wide range of types and sizes of extensions to be built without the need for planning permission. However, depending on the type of existing dwelling larger extensions or those at the front of a property require planning permission. The purpose of this policy is to ensure that, in addition to residential amenity, general design and local character is taken into account. It will encourage detailed design that is appropriate to the setting and character of the area whilst also enabling energy efficiency and water management features to be incorporated into detailed design. The District Council does not have any adopted parking standards, consequently, parking will be considered on a case-by-case basis by planning and highways officers, dependant on the application.

Landscape Policies

CG4 - Landscape Character and Openness

> ***Proposals for development should respect the distinct character and identity of the Parish of Corby Glen (including Birkholme) within the attractive open landscape of the Kesteven Uplands. Development will be supported, unless individually or cumulatively, it would:***
>
> ***a) detract from the open countryside character of the landscape outside the built form of the settlement;***
> ***b) unacceptably affect the setting of heritage assets;***
> ***c) have an unacceptable impact on an identified key view identified in Policy CG5;***
> ***d) unacceptably affect the landscape and habitat value of the valley of the West Glen river, or the woodlands of the local countryside, namely ancient and semi-natural woodland, orchards and wood pasture/parkland***

Explanation

The open rolling landscape of the Kesteven Uplands NCA (No.75), before the landform slopes down into the Lower Trent and Belvoir Vales around Grantham, is fundamental to the character of Corby Glen. It is summarised as "*… Corby Glen is located centrally including the valley of the West Glen River…..a deeply rural landscape which has only a very small urban area (Stamford to the south)...Wide road verges with herbs and wildflowers characterise the area… much scattered woodland survives throughout the area with some important semi-natural and ancient woodlands.*" Further details of the woodlands that surround Corby Glen and Birkholme are provided in Section 7.2 of the evidence document.

In addition, a policy stance is needed to address the potential impact of other large-scale built development including, for example, solar farms and wind farms, but it is acknowledged that the September 2023 changes to the NPPF (Paras. 155, 158 and 222 in Annex 1) will also be taken into account in decision making. Whilst the economic importance of modern farming and the way in which it can contribute to landscape quality, is acknowledged, great care must also be taken in the location and design of new agricultural buildings. Measures including: choice of materials, lowering ground levels, on and off-site landscaping (including possible rewilding/reversion of other land) may be ways of minimising and/or mitigating the impact of proposals. However, this approach should not be used to make something that has an otherwise substantial adverse impact acceptable.

During the initial consultation members of the local community expressed the view that they enjoyed living in a distinct rural settlement with attractive views across the surrounding open countryside. This is clearly important to the local community and the intent of this policy, to preserve the separate identity and integrity of Corby Glen Parish, is reasonable and justifiable. The policies reflect the Statements of Environmental Opportunity set out in the Natural England National Character Area Profile (75), the conclusions South Kesteven Landscape Character Assessment and the analysis in the Local Plan Sustainability Appraisal.

CG5 - Key Views

The Plan identifies the following key views which contribute to the character and the appearance of the neighbourhood area.

<u>Key views along roads out of the village</u>:
(1) Along the A151 W towards the junction with B1176 from The Green;
(2) Along the A151 looking westwards (towards the junction with B1176) from the end of Tanners Lane;
(3) Along Tanner's Lane south-eastward towards the A151;
(4) Along Irnham Road northward in the direction of Irnham;
(5) Along the Swinstead Road southward in the direction of Swinstead ;
(6) Along the A151 eastward in the direction of Grimesthorpe.

<u>Key views along roads into the village and towards the village from surrounding landscape</u>*:*
(7) Looking south-westwards towards the village from Irnham Road
(8) Looking north-westwards towards the village along Bourne Road (A151)
(9) Looking northwards towards the village along Swinstead Rd (B1176)
(10) Looking eastwards at the approach to the village along the A151
(11) Distant south-eastwards view of Corby Glen from near the junction of A152 and B1176
(12) Distant view of Corby Glen from B1176 near the turning for Burton-le-Coggles

<u>Key views in the centre of the village</u>
(13) Looking north-eastwards towards the junction of Station Road and the Green
(14) Looking east from Tanners Lane towards Mill Close and Pridmore Road
(15) Looking southwards along Tanners Lane near its junction with Irnham Road
(16) Looking northwest at the junction of the High Street with Tanners Lane and Irnham Road
(17) A view along the High Street towards the Market Place
(18) A view along the High Street towards Irnham Road
(19) Looking towards the entrance to Station Rd from the Market Place
(20) The Market Place from the entrance to Station Road
(21) The Market Place from the entrance to Church Street
(22) View eastward along Church Street from its junction with the Market Place
(23) Looking westward along Church Street from its junction with Morley's Lane
(24) Looking north-eastwards from Morley's Lane towards the Church
(25) Looking towards New Row and the Willoughby Gallery from the A151

Proposals should respect the identified key views and should not compromise their significance in the neighbourhood area. Development proposals which enhance or improve the identified key views will be supported. Development proposals which, through their location, scale, and appearance, detract from the key views will not be supported.

Explanation

The policy aims to protect important countryside views and views within Corby Glen. More detail, including maps and photographs are provided in the accompanying document entitled 'Key Views.' A strong message from the community consultation was the need to retain the rural feel of the village, and by implication, these key views.

Concerning the landscape views, residents value the rural atmosphere, open views and access to the natural environment. The nature of these views reinforces the rural feel of the parish and adds to its charm and character. The NPPF (para 174) states that planning policies should contribute to and enhance the natural and local environment by: *"a) protecting and enhancing valued landscapes…and….b) recognising the intrinsic character and beauty of the countryside…and trees/woodland*". The Local Plan states that development proposals in the open countryside which do not meet the criteria set out in Policy SP4 will be restricted, unless exceptional circumstances apply as outlined in Policy SP5. That policy provides a positive framework for; agriculture, forestry or equine development and rural diversification projects, but in terms of landscape character, it must be used alongside Policy EN1 (Landscape Character) which states that *"…Development must be appropriate to the character and significant natural, historic and cultural attributes and features of the landscape…. In assessing the impact of proposed development… relevant Landscape Character Appraisals should be considered, including those produced to inform the Local Plan and Neighbourhood Plans*."

Concerning views within the centre of the village, this NP policy, based on a local survey of key views, can work alongside the Local Plan to provide an effective, locally focused, framework for decision making on development proposals. It demonstrates how Neighbourhood Plans can encapsulate the aspirations of a local community in a way that is difficult in a higher-level Local Plan. The views encapsulate the character of the Parish, and it is appropriate to seek to protect them.

Heritage and Archaeology Policies

CG6 - Designated heritage assets

Development proposals should preserve or enhance designated heritage assets and contribute to the quality and character of their settings.

Proposals affecting designated heritage assets, or their setting, should respond positively to the contents of Local Plan Policy EN6 and reflect the concentration of assets in and around Corby Glen and Birkholme, and the relationship between the asset, archaeology, and local history.

Explanation

Corby Glen has a Conservation Area, and there are 36 listed buildings and other features, as well as three Scheduled Monuments. Details are provided in the evidence document. Consultation revealed that the historic environment is a valued asset and that residents wish buildings and structures to be protected from insensitive development. Individually and cumulatively, these designated heritage assets make a major contribution to the quality and character of Corby Glen. In the Local Plan, Policy EN6 covers the historic environment providing a good overall context for the consideration of proposals affecting designated heritage assets. It is not intended to duplicate EN6, but a Neighbourhood Plan policy adds local detail, taking account of the concentration and nature of assets, in Corby Glen District.

This is in accordance with the NPPF (Chapter 16) which states that plans should set out a positive strategy for the conservation and enjoyment of the historic environment taking into account, in particular (Para. 190): "(b) *the wider social, cultural, economic and environmental benefits that conservation of the historic environment can bring*…" and "(d) *opportunities to draw on the contribution made by the historic environment to character"*

CG7 – The Market place

Development proposals that enhance the value and appeal of the Market Place for residents and visitors will be supported where they:

a) Do not detract from its traditional character, appearance, or ancient features such as the Market Cross and Pump;
b) Do not unacceptably affect the setting of the buildings that surround the Market Place;
c) Do not unacceptably affect the usage of the Market Place as a central focus of the community.

Explanation

The Market Place (see map in Section 5.5 of the Evidence Document) is one of the parish's most valued assets and the community wishes that the space and the buildings and structures around it should be protected from insensitive development and whenever the opportunity arises, enhanced. It is also recognised in the Conservation Area Appraisal. The intention of this policy is to set out specific, location based, requirements over and above the general protection afforded to designated heritage assets set out above in Policy CG6. An enclosed and tranquil market place is an unusual feature in Lincolnshire villages and its pleasant ambience makes it an attractive focal point for the community. Visitors enjoy this space, so that it also helps to promote the visitor economy. This policy will provide an appropriate planning context to support the Parish Council's intention to enhance this important heritage and community asset, in collaboration with District and County Councils, as well as the relevant property owners.

CG8 - Local (non-designated) heritage assets and positive unlisted buildings

In addition to the Positive Unlisted Buildings shown on the SKDC Conservation Area Appraisal map, the Neighbourhood Plan identifies the following buildings, structures and sites as non-designated heritage assets (and as detailed in a separate document).

1. The Lily's Lavender Hut
2. The Woodhouse Arms
3. 10 Downing street
4. The Beacon and Flagpole
5. Village sign on the Green
6. Fieldgate Cottage on Swinstead Road

Proposals involving non-designated heritage assets and positive unlisted buildings should demonstrate how they would contribute to the conservation, preservation and enhancement of the architectural/historic interest of the building/structure concerned. They should take account of local style, materials, detail and the character, context and setting of assets and positive unlisted buildings.

The effect of an application on the significance of these assets should be taken into account in determining the application. In weighing applications that directly or indirectly affect non-designated heritage assets and positive unlisted buildings, a balanced judgement will be required having regard to the scale of any harm or loss and the significance of the heritage asset.

Explanation

The SKDC Conservation Area Appraisal identifies Positive Unlisted Buildings on a map (see separate Evidence Document) and these are specifically recognised and protected in the Neighbourhood Plan. This is in accordance with para 6.3 in the Appraisal document which states "Currently *there are no locally listed buildings in the Corby Glen Conservation Area. Buildings identified on the conservation area map as 'positive unlisted buildings'* ***are recommended for consideration for inclusion on any future local list of buildings of architectural and historic interest***." In addition, local surveys have identified six Local (non-designated) Heritage Assets which are part of the character and identity of the Parish. Such assets may be buildings, monuments, sites, places, areas or landscapes identified as having a degree of significance meriting consideration in planning decisions, but which are not formally designated. This protection is in accordance with the guidance contained in para 197 of the NPPF.

Details of the buildings and features identified can be found in Section 5.6 of the Evidence Document. The same details are also available in a shorter document entitled 'Description of Non-designated Heritage Assets, Open Spaces and Green Spaces'. Although not of sufficient architectural or historic merit to justify listing, they are an important part of the character of Corby Glen and have been highlighted as such through consultation on the Neighbourhood Plan. The policy will help to ensure they are protected and that building works to them are designed sensitively, with careful regard to the historical and architectural interest of the building and its setting. Historic England recognise that local list of this type play an essential role in building and reinforcing a sense of local character and distinctiveness in the historic environment and locally. The identification and protection of local assets is supported by the SKDC and LCC.

CG9 – Archaeology

> ***Development proposals affecting Scheduled Monuments, other archaeological sites and areas of archaeological potential, or their settings should demonstrate that they:***
>
> ***a) have taken into account the impact on above and below ground archaeological deposits, as recorded by Historic England and Lincolnshire County Council;***
> ***b) identify mitigation strategies to ensure that evidence which could contribute to the understanding of human activity and past environments is not lost;***
> ***c) include an appropriate desk-based assessment or, if necessary, a field evaluation of what archaeological deposits might be present.***
>
> ***In addition, measures should be taken to minimise impacts of development upon the historic landscape character of the area.***

Explanation

The NPPF (Para. 194) states *"…Where a site on which development is proposed includes, or has the potential to include, **heritage assets with archaeological interest**, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation". D*etails of the rich and important archaeology of the Neighbourhood Plan area can be found in the Lincolnshire County Council Historic Environment Record (HER). Archaeology is a key element of the historic environment and character of the Parish, valued by its residents, and this policy will ensure that development takes proper account of recorded archaeological interest.

The Lincolnshire Heritage Explorer currently has 106 records spanning the Neolithic, Roman and medieval periods. Future building pressure could put at risk unexplored archaeological sites, such as the medieval fishponds to the north of St John's church. Policy CG9 emphasises the local importance attached to preserving the village's rich archaeological heritage.

Open Space, Countryside and Nature Conservation Policies

CG10 – Open space and recreation facilities

The Plan designates the following as open spaces and recreational facilities:

1. ***Land related to Charles Read Academy***
2. ***The Green***
3. ***Riverside west Tanners' Lane***
4. ***St Johns Churchyard***
5. ***Land related to Corby Glen Community Primary School***
6. ***Ron Dawson Memorial Hall Playing Field***
7. ***Bowling Green***
8. ***Incidental spaces related to Barleycroft, Pridmore Road, Saint John's Drive, Amenity Land at Musson's Close and Coronation Road.***

Development proposals which enhance or improve these existing sites will be supported.

Development proposals which would reduce the quality or quantity of these amenities will only be supported if existing facilities are replaced at an equivalent or better quality and quantity, and in a suitable location.

Explanation

The location and extent of these spaces are shown in a separate Evidence Document (see Sections 6.2 and 6.4). The same details are also available in a shorter document entitled 'Description of Non-designated Heritage Assets, Open Spaces and Green Spaces'. It should be noted that only land around Charles Read Academy & Corby Glen Primary School is being designated as open space, and not the areas that form the school buildings and precincts.

Open spaces and recreation facilities spaces will be protected in line with Paras 92, 98 and 99 of the NPPF. Where development is proposed that affects playing fields and recreation areas, the Sport England guidance should be followed and, if necessary, advice sought for that organisation, which is a statutory consultee. These spaces are well used and valued community assets which support social and recreational activity and help to define the landscape and character of the area adding to the quality of life for local residents. In addition, the Parish Council will support proposals to enhance and improve the local open space and recreation facilities in the Parish as and when opportunities emerge.

The SKDC Local Plan includes guidelines defining the minimum amount of open space for a given population and an assessment of Open Space in Corby Glen (see section 6.2) indicates that there is a significant deficit. Thus, it is essential that the existing open spaces are protected, and that the Parish Council supports proposals that add to the Open Space provision. Several spaces are also proposed as Local Green Spaces (see Policy CG11 below).

CG11 - Proposed Local Green Spaces

The Plan designates the following spaces as local green spaces: ***LGS 1 – Land at Musson's Close.*** ***LGS 2 - The Green*** ***LGS 3 - Riverside west of Tanners Lane*** ***LGS 4 - The Moated Mound*** ***LGS 5 - Land surrounding "10 Downing Street."*** ***Proposals for development on a Local Green Space will not be supported except in very special circumstances.***

Explanation

A full description of the areas LGS1-LGS5, including the case for designation, is provided in a separate Evidence Document (see Section 6.4). The same details are also available in a shorter document entitled 'Description of Non-designated Heritage Assets, Open Spaces and Green Spaces'. Additional information relating to the amenity land at Musson's Close is available in a further supporting document (entitled "Musson's Close: The Compelling Case for Designation as a Local Green Space") appended to the Evidence Document.

The landscape quality of the Kesteven Uplands and the rural open countryside has been described and addressed through other policies. It is also important that open land in or adjoining the village is identified and protected to maintain local character. Surveys by local people and research have identified spaces which are valued by the community and the way that heritage and archaeology are inter-twined with landscape and character. The Local Green Spaces proposed here add to the areas of open space (CG10) but take further account of the value to the character, heritage and/or biodiversity of the villages.

The NPPF (Paras. 99-101) states that designating of Local Green Spaces in Neighbourhood Plans: "*allows communities to identify and protect green areas of particular importance to them*." It also states that designating land as a Local Green Space should be consistent with sustainable development and complement investment in homes, jobs and essential services. It is considered that the five areas proposed fulfil the requirements for designation.

The policy is also in accordance with Para. 103 of the NPPF, which state that "*Policies for managing development within a Local Green Space should be consistent with those for Green Belts*." Policy CG11 applies the restrictive policy approach towards development proposals on designated local green spaces. Very special circumstances can be considered by the Parish and District Councils on a case-by-case basis.

Countryside and Biodiversity Policies

CG12 - Countryside management

Insofar as planning permission is required, development in the open countryside related to agriculture, forestry, equine, recreation, tourism, utility infrastructure, and other rural land uses will be supported provided that it does not cause unacceptable harm to:

a) the landscape character and quality of the Kesteven Uplands;
b) sites of ecological value, including roadside verges;
c) heritage assets and other sites of archaeological interest; or
d) the intrinsic character, beauty and tranquillity of the countryside.

The location, scale and the detailed design of development proposals should pay particular attention to the following matters:

e) access arrangements to ensure that the rural quality and character of lanes and byroads (including verges) is maintained and:
f) lighting, such that the "Dark Skies" quality of the Parish is not unacceptably affected, and:
g) the design of boundary treatments respects the site's countryside setting.

Explanation

This policy builds on the wider planning context provided by Local Plan and applies it at the level of the Neighbourhood Plan. The community consultation indicated that residents greatly valued the rural environment surrounding the village. Any proposal for development is expected to safeguard the landscape character, protect areas of wildlife interest and protect or enhance the historic environment of the surrounding open countryside.

It is recognised that farming leads to considerable investment in environmental improvements each year, including woodland improvement, conservation strips, hedgerow improvements. The local economic importance of agriculture is also acknowledged. Other policies require that care must be taken about the location and design of new agricultural buildings. There must be a focus on site-based factors, but off-site works and wider mitigation measures may create countryside management opportunities. Measures including possible rewilding of areas or grassland reversion may also be ways of minimising and/or mitigating the impact of proposals. In addition, it is recognised that essential utility infrastructure should be deemed acceptable in principle when located in the countryside subject to meeting other policy requirements.

CG13 - Nature conservation and biodiversity

Development proposals should demonstrate how potential impacts on local wildlife sites, habitats and species networks have been considered. As appropriate to their scale and type, development proposals should incorporate appropriate measures to protect wildlife, habitats, enhance biodiversity and avoid fragmentation, and take account of the following principles: ***a) Any consequent loss of biodiversity should be minimised and mitigated by the creation of new habitats or the enhancement of existing ones;***   ***b) Development proposals which would result in the loss or damage to protected trees and hedgerows will not be supported. Where the benefits of the proposal outweigh the harm caused, a scheme for replacement trees, hedgerows or similar habitats should be incorporated within the development proposal;***   ***c) Projects to enhance wildlife habitats & species and which respond positively to the Lincs. Biodiversity Action Plan & Natural Environment Strategy will be supported;***   ***d) Tree planting and hedgerow creation aimed at providing a network of wildlife corridors across the Parish will be supported; and***   ***e) Particular attention should be paid to any adverse impacts on roadside verges which have been identified as Roadside Nature Reserves or Local Wildlife Sites.***

Explanation

The policy covers, woodland, trees, hedgerows, ponds and watercourses, unimproved and semi-improved grassland. It is set in a context provided by NPPF paras 174 & 175; the Natural Environment & Rural Communities Act 2006 (S40 & 41) and complements Local Plan Policies EN2 & EN3. The NPPF states that development resulting in the loss or deterioration of irreplaceable habitats should be refused unless there are wholly exceptional reasons and a suitable compensation strategy. Plans should be proactive to mitigate and adapt to climate change, taking into account long-term implications for flood risk, water supply, biodiversity and landscapes. This reflects the regulations in the Environment Act (2021) which proposes that development should lead to a net gain in biodiversity. Where it is practical, proposals should seek opportunities to enhance habitat connectivity.

Trees and Woodlands are important in the landscape, contributing greatly to conservation value and must be considered in development proposals. A list of the local woods within the parishes of Corby Glen and Birkholme that have been classified as *Ancient & Semi-Natural Woodland*, *Ancient Replanted Woodland* and *Traditional Orchards* is provided in Section 7.2 of the Evidence Document. There are no Special Areas of Conservation (SAC) or Sites of Special Scientific Interest.

Many hedgerows were removed to enlarge fields. The Hedgerows Regulations (1997) now protect most, but the Parish has many mature trees, the protection of which is important. This policy aims to limit development that would result in loss of or damage to significant trees or hedgerows which are a vital element in the character of the village and its surrounding countryside. The Wildlife Trust advises that rural lanes have verges that are potential Local Wildlife Sites (for limestone grassland flora). Although not statutory, it is a Material Consideration, referred to in the NPPF and NERC Act.

Policy CG 13 is consistent with SKDC's current aim to improve biodiversity and encourage consideration of biodiversity issues in planning decisions. SKDC's biodiversity objectives are underpinned by the Local Nature Recovery Strategy produced by the Greater Lincolnshire Nature Partnership (see https://glnp.org.uk/our-services/nature-strategy).

Community Facilities Policies

CG14 - Community facilities and local services

The Plan identifies the following community facilities and local services:

- ***Charles Read Academy (Secondary School)***
- ***Church Street Meeting Rooms***
- ***Corby Glen Pre-school***
- ***Corby Glen Primary School***
- ***Corby Glen Primary School Childcare***
- ***Fire station***
- ***Funeral director***
- ***Garage (vehicle servicing)***
- ***Health care centres (two)***
- ***Public Houses (two)***
- ***Ron Dawson Memorial Hall***
- ***St Johns Church***
- ***Grocery store***
- ***Village shops and cafes (two)***
- ***Willoughby Library and Gallery***

The improvement and extension of these buildings and the creation of new facilities will be supported, subject to compliance with other Neighbourhood Plan policies.

Where planning consent is required, the loss of such facilities will not be supported unless:
(a) alternative provision of equivalent or better-quality facilities (with community support evidenced by pre-application consultation and/or local surveys) is made; or
(b) it is evident that there is no reasonable prospect of the facility being retained; or
(c) it is evident that the service or facility is no longer economically viable; or
(d) there is no demonstrable evidence of local use of that service or facility.

Explanation

To provide the social, recreational and cultural facilities and services that the community needs, Para. 93 of the NPPF states that planning policies and decisions should (a) *plan positively for the provision and use of shared spaces, community facilities (such as local shops, meeting places, sports venues, open space, cultural buildings, public houses, and places of worship) and other local services to enhance the sustainability of communities and residential environments*; … and (c) *guard against the unnecessary loss of valued facilities and services, particularly where this would reduce the community's ability to meet its day-to-day needs*.

In criterion (a) of CG14, explicit community support would include the views of the parish councils and users of the facility in question. Applicants may also wish to undertake consultation with the local community to demonstrate support for a proposal.

The Local Plan Policy SP6 states that local facilities are important to the sustainability of villages and that proposals that would result in the loss of existing facilities will be resisted. This, locally focused, Neighbourhood Plan policy complements the protective approach of the Local Plan. This requires that applicants must demonstrate that consideration has been given to re-using premises for an alternative community business or facility and that effort has been made to try to secure such a re-use. The potential impact that closure may have on the area and its community must also be measured, with regard to public use and support for both the existing and proposed use.

Policy CG14 includes the Ron Dawson Memorial Hall and Church Street Meeting Rooms in the list of facilities. The Parish Council recognises the importance of these community halls and strongly supports any initiative that will increase their value to the community.

Where a loss (e.g., of a public house) is promoted on market-based grounds, the Parish Council will consider seeking Asset of Community Value designation.

Business and Communications Policies

CG15 - Local businesses and employment

Proposals for the development of new small business units, the expansion or diversification of existing small units and tourism-related development will be supported, providing that:

(a) there would be no unacceptable impact resulting from; increased traffic including the potential impact of HGVs on the rural road network, parking and servicing, noise, smell, lighting, vibration or other emissions or activities generated by the proposed development;
(b) it would not have an unacceptable impact on the character of the site and/or buildings, by virtue of scale or design, or on the landscape, including Key Views;
(c) where relevant, opportunities are taken to secure the re-use of vacant or redundant historic buildings (designated and non-designated)

Insofar as planning permission is required, proposals for home-based working will be supported where there is no unacceptable impact on the residential amenity of neighbouring properties, or on the character of the immediate area of the property concerned.

Explanation

The Government supports rural economic development and the NPPF states (Para. 81) that *"Planning policies and decisions should help create the conditions in which businesses can invest, expand and adapt."* Paras. 84 and 85 specifically concern the rural economy and the latter notes that; "Planning *policies and decisions should recognise that sites to meet local business and community needs in rural areas may have to be found adjacent to or beyond existing settlements,* *and in locations that are not well served by public transport. In these circumstances it will be important to ensure that development is sensitive to its surroundings, does not have an unacceptable impact on local roads*."

The Parish Council and the village community support local business to help maintain a vibrant, balanced community. Local employment supports sustainability and the intention is that the Neighbourhood Plan accommodates appropriate proposals for business. The conversion of former agricultural and other buildings enables diversification and opportunities for the establishment of small businesses, creating local jobs. However, reflecting the NPPF, matters such as: residential amenity, visual impact on the countryside and highway safety issues, need to be considered notwithstanding the principle in Para. 111 that *"..development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety..."* The economic importance of farming is acknowledged, but the location and design of new agricultural buildings must be carefully considered. However, design features or mitigation measures cannot be used to make something that has an otherwise adverse impact, acceptable. The impact of activity on rural lanes and roadside verges will also be a consideration.

The economic, environmental and social benefits of home-based businesses, which contributes to sustainability is recognised, but with criteria to ensure that it does not lead to the erosion of character or residential amenity.

CG16 - Telecommunications and broadband

Proposals for development that improve electronic communications such as superfast broadband and the mobile phone network will be supported providing any impact on the environment can be adequately mitigated and other Neighbourhood Plan policies on heritage, archaeology, open spaces and key views are satisfied.

Explanation

The Government recognises that reliable broadband internet access is essential for homes throughout the country if they are to benefit from online services. The NPPF states that advanced, high quality and reliable communications infrastructure is essential for economic growth and social well-being. Planning policies should support the expansion of electronic communications networks, including next generation mobile technology (such as 5G) and full fibre broadband connections. Superfast broadband access enables people to work from home and thus reduces the need to travel. Some businesses are run from peoples' homes and it is an essential requirement for education purposes. Superfast broadband also enables people in the village, especially those who have access limitations, to access services and facilities that would not otherwise be available.

The community consultation revealed that current provision is considered unsatisfactory, given that superfast broadband is essential for keeping pace with ongoing advances in digital technology. This is demonstrated by the substantial number of residents who committed to subscribing to a full-fibre broadband service if/when it becomes available.

Transport Polices

CG17 – Transport and Active Travel

> ***Development proposals that will cause an unacceptable impact on highway safety, or result in a residual cumulative impact on the road network, will only be supported if there has been a transport assessment or statement (properly tested against accepted criteria), and measures have been taken to avoid conflict between vehicles, pedestrians and cyclists.***
>
> ***Development proposals should include adequate parking measures.***
>
> ***Developments which do not take account of the nature and rural character of the adjacent highways, or the relative tranquillity of the village centre, will not be supported.***
>
> ***Where other Neighbourhood Plan policies are met, development proposals that would increase local provision for pedestrians, cyclists and horse riders will be supported.***

Explanation

It is acknowledged that transport is the responsibility of the highway authority (LCC), working with the District Council and that a policy context is provided mainly in the Local Plan and Local Transport Plan. However, there are local issues which is it appropriate to address in this Neighbourhood Plan and externally focused elements of this policy highlight the need for a partnership approach. In addition, it is hoped to encourage safer walking, cycling and (given the rural location, horse riding), which will help promote the social health and well-being of the community. The Parish Council will work with the County and District Councils to ensure that the transport needs and traffic issues present in Corby Glen, including traffic management, are considered as part of the committed large-scale housing development. It will also investigate opportunities for improving cycling provision in the surrounding countryside, whilst taking into account the wildlife and landscape value of roadside verges must be maintained and if possible, improved.

Policy CG17 sets out a context within which local traffic profiles and the character of the local highways network will be managed in the Plan period. Development proposals which would generate a significant amount of additional traffic and/or which would generate HGV traffic, need to be supported by an evidence-based Transport Assessment or Statement.

CG18 – Countryside access and rights of way

Development proposals (which meet other policy requirements) will be supported if they improve or extend the existing network of public footpaths and bridleways in and around the village, especially where the route allows greater access to services and facilities or the surrounding open countryside.   ***Development that would result in the loss of existing footpaths and bridleways or create obstacles to the use of these routes by walkers and riders will not be supported.***

Explanation

The NPPF states that opportunities to promote walking should be identified and pursued. It adds that planning policies should provide for high quality networks. The public rights of way network in and around the villages is extensive. The paths are well marked. It is also acknowledged that the quiet lanes and grass verges in Corby Glen provide opportunities for walking, cycling and horse riding. The footpaths and bridleways may be seen on Ordnance Survey maps or, in more detail from the LCC definitive Rights of Way Map (see Section 7 of Evidence Document).

8. Community Aspirations

Throughout the preparation of the Neighbourhood Plan some issues have been raised through consultation that do not specifically relate to land use or development. To meet the statutory requirements such issues cannot be considered through formal planning policies in a Neighbourhood Plan. In this section those other important aspirations which, although they are not formal planning policies, are linked to the wider quality of life in the parish. They are local aspirations and do not constitute or suggest agreement with South Kesteven District Council or other bodies to fund or act on them, but the Parish Council will consider ways of the fulfilling them as part of the implementation of the Neighbourhood Plan.

CA1 – Development of walking routes, cycle routes and accessible access to village centre

The NPPF encourages planning policies that, where possible, enable the use of active transport for everyday activities. This is beneficial for health and well-being, as well as the sustainability of the environment and transport.

Residents in the new development will need to access various facilities in the village centre (shops, cafes, primary school, etc). To complement the policies set out in this Neighbourhood Plan, the Parish Council will continue to work with SKDC, highway authorities and developers to create and maintain safe routes into the village centre for pedestrians and cyclists.

CA2 – Improvements to community halls and improvement /provision of open space

<u>*Community Halls*</u>

Thriving local communities need places to meet for group activities and entertainment, larger community events and celebrations, and to hold public meetings and elections. The existing community halls are valued by residents, but consideration needs to be given as to their future, as the village expands.

To complement the protection offered by policies in this NP, the Parish Council will work with the relevant stakeholders and other groups to secure the future of the community halls, and to discuss ways in which their value to the community can be built upon. This will include exploring a range of collaborative funding initiatives. In the case of the Ron Dawson Hall, which is close to the new housing development, this might include attracting a new retail outlet to the site.

The Ron Dawson Hall befits from a large playing field which has considerable potential to offer outdoor exercise and recreational activities. Avenues that will be explored include the creation of an outdoor gym, and/or, as more ambitious project, a skate park. The latter would particularly address the perceived lack of village amenities for younger residents.

Open Spaces

The local community values the Open Spaces and recreation facilities available in the village, which are important for the health and well-being of all the age-groups. When judged against SKDC's guidelines, Corby Glen has a deficit in the provision of Open Space. To complement the protection offered to Open Spaces that is given by the Policies in this Neighbourhood Plan, the Parish Council will work with other groups and stakeholders to explore options to improve the value of the Open Spaces, and to support initiatives that add to them.

Increasing biodiversity, hedge planting and habitat creation/management

A number of policies in this Neighbourhood Plan will protect the natural environment. To take this further, the Parish Council will support opportunities to incorporate semi-natural elements within public open spaces, including verges, in and around the village. The creation and enhancement of wildflower-rich limestone grassland and native trees and hedgerows and verges would be a priority. This would benefit both wildlife and the health and wellbeing of residents.

At a broader level, the Parish Council will very much welcome and encourage initiative by local farmers and landowners to take advantage of the new support system for Agriculture which will put more emphasis on maintaining the natural environment, alongside food production. This might involve, for example: (a) Working with farmers and other landowners to encourage tree planting and hedgerow creation/management through the take up of government environmental stewardship schemes and other locally-based support, including the Woodland Trust; (b) Working with the Lincolnshire Wildlife Trust, County and District Council's and landowners to increase landscape and habitat connectivity in and beyond the Parish. There will be a continuing focus on road verges, using the Lincolnshire Wildlife Trust "Life on the Verge" project, to seek further designation of roadside nature reserves and enhanced management for all of them. The aim is to develop a proactive, partnership-based approach to maintain and improve the landscape quality of the Parish.

CA3 – Road safety measures at the entrance to the village and new developments

The Parish council will work with relevant external bodies to address the concerns of residents regarding road safety issues associated with the new Bourne Rd/Swinstead Rd development. A particular focus of concern is the crossroads at the intersection of the Swinstead Rd (B1176), Morley's Lane and the A151.

CA4 – Improvement and upgrade to Corby Glen Community Primary School and childcare/nursery facility

The full impact of the new developments on the demand for Primary School places is currently unclear, but it will certainly lead to an increase.

In the current Infrastructure Delivery Plan for SKDC
(see Infrastructure_delivery_plana_nd_project_schedule.pdf (southkesteven.gov.uk)) Corby Glen Primary School was listed as having 140 available places. An Ofsted report in 2021 stated that the school had 81 students, suggesting that there is spare capacity to cope with the ongoing enlargement of the village. The Infrastructure Delivery Plan is currently being updated as part of the Local Plan Review, and this will include a reassessment of whether the spare capacity is adequate for future needs.

Over and above the issue of capacity, it is recognised that the traditional buildings housing the primary school do not offer the same standards as modern accommodation. If supported by public consultation, enhancing and increasing the accommodation at the primary school could be linked to having a pre-school at this site. With these considerations in mind, the Parish Council will support initiatives to upgrade the Primary School accommodation. Additionally, the existing after-hours childcare facility is due for demolition and provision of new bespoke accommodation will be supported.

CA5 – Enhancements to the visitor economy

The Market Place

To complement the protection offered by Policies in this Neighbourhood Plan, the Parish Council will work with the District and County Council's and property owners to maximise the community use and appreciation of the ancient Market Place at the same time as respecting its unique heritage value and designated status. The Market Place is an important focus for the village, but also provides an attraction for visitors to the village. It is covered by several formal planning policies, and this community aspiration relates to co-operation and partnership working outside land use planning to secure necessary improvement and maximise the ways in which it can be used by and benefit local people and businesses.

Local History and Heritage

Corby Glen Parish Council will work with the District and County Councils to interpret, enhance and increase the appreciation of heritage assets (designated and non-designated), archaeology and social history. There is a strong feeling amongst local people, backed up by evidence from reports and surveys, that the Parish has a distinct character and identity. Archaeology, local history, the landscape and the built environment contribute to this character and are much appreciated by residents. In particular, it is intended to develop a local heritage trail for local residents and visitors. Using the Neighbourhood Plan evidence base as a platform, this Community Aspiration is intended to add value to the formal policies in this Plan which aim to protect these assets, drawing on local community interest and seeking funding for activities from various sources, including the Heritage Lottery Fund.

A Local Resources and Services Guide

The Parish Council will seek to produce a local services directory covering the village and wider area. It is acknowledged that the services and facilities in the village need to be maintained and improved to meet the needs of a growing population because the wider area is rural with larger services centres some distance away. To maximise awareness and use of resources and facilities, the Parish Council, will produce a Local Resources and Services Guide in hard copy and electronic form. The intention is to help maintain a good quality of life for local residents and contribute to the sustainability of rural life. Access to good quality health services is particularly important.

9. Monitoring, Review and Implementation

The Neighbourhood Plan will be monitored by the Local Planning Authority and the Parish Council once it has been adopted. The policies in this plan will be implemented by South Kesteven District Council as part of their development management process. Corby Glen Parish Council will also be actively involved, using the Neighbourhood Plan to frame representations on planning applications and where appropriate, as part of the pre-application process and. This Plan provides a 'direction of travel' through its Vision, Objectives, Policies and Community Aspirations.

Anglian Water has requested that, if development sites are to be served by Anglian Water, developers are encouraged to complete a pre-application enquiry to develop a feasible solution for drainage requirements. As Corby Glen is within the area from which Anglian Water sources water, advice on water use can be found at https://www.anglianwater.co.uk/help-and-advice/save-water/ Advice on drainage and flooding can be found at https://www.anglianwater.co.uk/help-and-advice/flooding-guidance/reduce-the-risk-of-flooding /

Flexibility may be needed as new challenges and opportunities emerge and it is intended to review the plan periodically (e.g. every 5 years), in line with the Neighbourhood Planning Act (2017). The review process will be based on several strands of activity (see below) which will be considered in periodic monitoring reports.

a) Private sector investment in the village. Securing the right type and nature of investment through adaptations and new development will be crucial; and

b) The statutory planning process, in particular, how the Plan is used to determine local planning applications;

c) The state of public services (and community assets), together with other measures to support local services for the vitality and viability of the five settlements.

d) The eventual adoption of the review of the South Kesteven Local Plan. The current indications are that a new Local Plan will be adopted by the end of 2024.

The views of the District Council, as the Local Planning Authority, will be sought on these matters. Monitoring reports might conclude that a partial or comprehensive review of the Neighbourhood Plan is necessary at any time and accordingly trigger that process. In any event, and as acknowledged, the Parish Council will need to return to the plan and its replacement after five years, or so.

In addition, the progress on achieving the Community Aspirations, including partnership, project work and funding will be considered.

Funding Mechanisms

Where appropriate, financial contributions will be sought from developers, through S106 Agreements and/or direct investment in infrastructure. In addition, the Parish Council will seek to influence budget decisions by the District Council and the County Council, including on transport. The Parish Council will work with other agencies/organisations on funding bids to help to achieve Neighbourhood Plan aspirations, including; the Lottery, UK Government and LEP programmes.

Local Priority Projects

The provisional list of infrastructure projects below reflects local priorities, especially those which are related to the unprecedented level of growth/development which the village will experience over the plan period. In particular, the list will inform the negotiation of Section 106 agreements, priorities attached to relevant public sector spending programmes, investment by developers and external funding bids. Note that this list does not reflect the order of priority.

Cycle track/walking/accessible access from new development to village.
Development of retail facilities at Ron Dawson
Investment in Community Facilities (Ron Dawson Hall, Church Rooms)
Open Space in new development and upgrading of existing open spaces around village
Outdoor Gym on Ron Dawson Field
Primary School upgrade
Skate Park Ron Dawson field.

These projects will need costings, as well as the business case for their effect on village enhancement. When costing, a figure will be built-in for the ongoing costs of maintenance and other recurrent costs throughout the lifespan of the S106 contribution.

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SOUTH KESTEVEN DISTRICT COUNCIL

South Kesteven District Council

Corby Glen Neighbourhood Development Plan: Decision Statement

1. Summary

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

2. Background

2.1 Corby Glen Parish Council as the qualifying body successfully applied for the Corby Glen Parish area to be designated as a Neighbourhood Area, under the Neighbourhood Planning General Regulations (2012). The area was designated on the 18 January 2018.

2.2 The formal submission version of the Corby Glen Neighbourhood Plan was submitted to South Kesteven District Council on the 9 January 2023.

2.3 The Corby Glen Neighbourhood Plan was formally publicised, and representations invited over a six week period. The consultation period closed on the 6 June 2023.

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

2.5 The Examiner's report concluded that the Corby Glen 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 18 January 2024 and **92.5%** of those who voted were in favour of the Corby Glen 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).

SOUTH KESTEVEN DISTRICT COUNCIL

3. Decision and Reasons

3.1 With the Examiner's recommended modifications, the Corby Glen 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 Acy 2004, as amended.

3.2 The referendum held on Thursday 18 January 2024 met the requirements of the Localism Act 2011 and Neighbourhood Planning Referendum Regulations (2012). The referendum was held in the parish area of Corby Glen and posed the question: "Do you want South Kesteven District Council to use the Neighbourhood Plan for Corby Glen to help it decide planning applications in the neighbourhood area?"

3.3 The count took place on Thursday 18 January 2024 and greater than 50% of those voted were in favour of the Corby Glen Neighbourhood Plan being used to help decide planning applications in the area. The results of the referendum were:

Response	Votes	Percent of total
Yes	198	92.5%
No	15	7.5%
Turnout	25.06%	

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 Corby Glen Neighbourhood Plan was made part of the Statutory Development Plan for South Kesteven on the **29 February at a meeting of Full Council.**

Signed - *Emma Whittaker*

Assistant Director of Planning and Growth
South Kesteven District Council

Date – 29 February 2024

SOUTH KESTEVEN DISTRICT COUNCIL

Council

29 February 2024

Report of:

Councillor Ashley Baxter
Leader of the Council;

Councillor Richard Cleaver
Deputy Leader of the Council

Budget proposals for 2024/25 and indicative budgets for 2025/26 and 2026/27

Report Author

Richard Wyles, Deputy Chief Executive and s151 Officer

r.wyles@southkesteven.gov.uk

Purpose of Report

The Council is required to set a balanced budget and agree the level of Council Tax for 2024/25. This report contains a summary of the proposals that have been considered for inclusion.

Recommendations

GENERAL FUND

(RECORDED VOTE)

Full Council is requested to:

1. **Set a General Fund budget requirement of £18.521m for 2024/25 detailed at section 3 of this report and at Appendix A (inclusive of special expenses)**
2. **Approve a Council tax base of 49,710.0 for South Kesteven District.**
3. **Note the indicative base estimates for 2025/26 and 2026/27 (detailed at Appendix A)**
4. **Approve the General Fund Capital programme for 2023/24 to 2025/26 (detailed at section 6 of this report and at Appendix B)**
5. **Approve the General Fund Capital Financing statement (detailed at Appendix B)**
6. **Approve General Fund Capital Programme budget carry forward of £14.381m from 2022/23 (detailed at Appendix B)**

7. **Approve the movements in General Fund Revenue and Capital Reserves and balances (detailed at section 8 of this report and Appendix C)**
8. **Approve the Treasury Management Strategy Statement (detailed at section 10 of this report and at Appendix F)**
9. **Approve the Capital Strategy (detailed at section 10 of this report and shown at Appendix G).**

(END OF RECORDED VOTE SECTION)

HRA

10. **Housing Revenue Account (HRA) dwelling rent increases of 7.7% for 2024/25 in accordance with Government rent setting guidelines providing an average rent of £96.99 per week**
11. **Increase in HRA garage rents of 6.7%**
12. **Increase in shared ownership rents by 7.7%**
13. **The HRA Revenue Summary for the year 2024/25 and to note the indicative budgets for 2025/26 and 2026/27 (detailed at Appendix A)**
14. **The Housing Capital Investment programme for 2024/25 to 2026/27 (detailed at section 6 of this report and at Appendix B**
15. **HRA Capital Financing statement (detailed at Appendix B)**
16. **Housing Revenue Account Capital Investment Programme budget carry forward of £0.177m from 2023/24 (detailed at Appendix B)**
17. **Movements in HRA revenue and Capital Reserves and balances (detailed at section 8 of this report and shown at Appendix C),**

Decision Information	
Is this a Key Decision?	Budget Framework Proposal
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Connecting Communities Sustainable South Kesteven Enabling Economic Opportunity Housing Effective 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, 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 Financial commentary is contained throughout this report. Members are asked to particularly note the statement by the Chief Finance Officer, the Financial Risk Register and the risk analysis of the budget proposals.

Richard Wyles, Deputy Chief Executive and s151 Officer

Legal and Governance

1.2 The recommendations relate to proposals for the budget which forms part of the budgetary and policy framework in accordance with the Budget and Policy Framework Procedure Rules set out at Part 4.21 of the Constitution of the Council. Members must consult with the community on the proposals contained within this report as required in accordance with statutory regulation and constitutional requirements.

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

Risk and Mitigation

1.3 A Financial Risk Register is shown at Appendix D and risk scores are applied accordingly.

Tracey Elliott, Risk and Governance Officer

Diversity and Inclusion

1.4 An Equality Impact Assessment has been undertaken and is appended at Appendix E.

Carol Drury, Community Engagement Manager

2 Background

2.1 The Council is required to set a balanced budget and agree the level of Council Tax for 2024/25. This report contains a summary of the proposals that have been considered for inclusion. These proposals were considered and scrutinised in detail by the Budget Joint Overview and Scrutiny Committee on 15 January 2024 and by Cabinet on 18 January 2024. The draft proposals were subject to a public consultation between 16 January and 2 February 2024 and the results of the consultation were considered by Cabinet at the meeting on 6 February 2024.

The consultation asked if respondents supported the proposal to increase the district council's element of council tax by 3% (£5.31 per Band D), 48.0% of respondents said yes, they were in favour, 46.2% said no, they didn't support the proposal and 5.8% weren't sure or didn't know as shown below:

Do you support the proposal to increase SKDC's element of Council Tax by 3% (or £5.31 per Band D) for the 2024/25 financial year?	**Number**	**%**
Yes	380	48.0
No	366	46.2
Don't know/not sure	46	5.8
Total	**792**	**100.0**

The number of responses is a significant improvement on the previous year of 264. This is attributed to the use of the email database of households who had signed up to receive digital copies of SKToday and have given permission to be contacted by the Council on other matters.

2.2 On 24 January 2024 the Secretary of State for Levelling Up, Housing and Communities announced an increase in funding beyond the provisional settlement announcement.

- A £15 million increase to the rural services delivery grant;
- An increase in the minimum funding increase guarantee threshold from 3% to 4%;
- £3 million in support for local authorities experiencing significant difficulties due to internal drainage board levies, to be delivered outside the of the settlement;

2.3 On 5 February 2024, the final settlement announced some amendments that has improved the financial settlement when compared to the provisional settlement including: the rural services delivery grant (additional £55k); services grant (£2k); and the Funding Guarantee Grant (£96k). These resulted in an overall increase of £153k. Cabinet has requested that this funding is allocated to the Local Priorities Reserve.

2.4 The budget setting process is closely aligned and support the ambitions of the Council's Corporate Plan approved by Council on 25 January 2024 which covers the period 2024 – 2027 and specifically the five main priorities of:

- Connecting Communities
- Sustainable South Kesteven
- Enabling Economic Opportunity

- Housing
- Effective Council

This is underpinned by the Council's vision to be
'a thriving District to live in, work and visit'.

2.5 The Corporate Plan provides clarity and focus to enable financial resources to be directed to support delivery of key actions to underpin each of the priorities set out above.

2.6 The 2024/25 budget proposals have been prepared in the context of significant financial external events which have had a detrimental impact on the Council's financial outlook including: increased inflation; energy prices and employee pay proposals. These have added significant cost pressures to the Council's short and medium term financial position.

2.7 These are partly caused by national and international issues, beyond the Council's control and are impacting on all councils. Furthermore, the continuing cost of living crisis has the potential to increase demand for council services. These unavoidable pressures have impacted the assumptions that underpin the Medium Term Financial Plan. The Council is only able to demonstrate a balanced budget in 2024/25 and, consequently, savings might need to be identified to balance budgets in future years.

The financial future remains uncertain but the Council is able to use the Budget Stabilisation Reserve to fund short term budget pressures arising from financial volatility in the General Fund whether from unforeseen expenditure or reductions in budgeted income projections. However, the use of reserves should not be viewed as a sustainable long-term approach because reserves are a finite resource.

2.8 This report covers the following sections:

- The General Fund budget estimates and Council Tax proposals (section 3)
- The Housing Revenue Account (HRA) position (section 4)
- Fees and Charges (section 5)
- The Capital Programmes 2022/23 to 2024/25 including financing (section 6 & 7)
- Reserves and Balances (section 8)
- Statement of Financial Robustness by the Chief Finance Officer (section 9)
- Treasury Management Strategy and Capital Strategy (section 10)
- Collection Fund (section 11)

2.9 On 15 January 2024, the Budget Joint Overview and Scrutiny Committee (OSC) undertook a robust scrutiny of the budget proposals and considered all aspects of the revenue and capital proposals for both General Fund and Housing Revenue Accounts. The OSC considered all elements of the report and supported the recommendations contained within it.

2.10 Specific amendments to the budget proposals for 2024/25 which were approved by Council on 25 January 2024 were:

- The inclusion of a new fee for the Discharge of planning obligation – Approval of details pursuant to a planning obligation (S106 agreement) per clause of £162.
- The freezing of bus station departure charges for 2024/25.
- The creation of a Leisure Reserve of £850k for the Council's subsidy to the Deepings Leisure Centre CIC as approved by Council on 11 January 2024.

3 GENERAL FUND BUDGET PROPOSALS

3.1 The overall General Fund position for 2024/25 is shown at table 1 below and Appendix A. The net budget requirement for 2024/25 is estimated at £19.591m.

Table 1 – Summary of General Fund Estimates

Description	2023/24 Original Budget £'000	2024/25 Proposed Budget £'000	2025/26 Indicative Budget £'000	2026/27 Indicative Budget £'000
Directorate Area				
Corporate, Governance & Public Protection	3,731	**4,037**	4,224	4,306
Finance, Property & Waste Services	9,975	**9,532**	10,151	10,494
Growth & Culture	9,242	**10,520**	8,129	8,299
Housing & Projects	1,251	**1,453**	1,519	1,548
HRA recharge	(2,814)	**(2,942)**	(3,031)	(3,122)
Drainage Rates	871	**947**	985	1,004
	22,256	**23,547**	**21,977**	**22,529**
Financing and Investment				
Depreciation	(4,859)	**(4,450)**	(4,537)	(4,623)
Investment Income	(760)	**(914)**	(762)	(487)
Minimum Revenue Provision	126	**281**	400	798
Revenue Contribution to Capital	37	**57**	0	0
	16,800	**18,521**	**17,078**	**18,217**
Appropriations				
Building Control Reserve	(31)	**(28)**	(29)	(29)
Football 3G Pitch	25	**25**	25	25
ICT Reserve	0	**(29)**	(19)	0
Local Priorities Reserve	0	**966**	0	0
Budget Stabilisation Reserve	(1,534)	**0**	0	0
NHB Transfer to Reserves	459	**564**	0	0
Pensions Reserve - Former Employees	(33)	**(31)**	(31)	(31)
Regeneration Reserve	(227)	**(348)**	0	0

Special Expenses	101	**104**	116	0
Total Reserve Movement	**(1,240)**	**1,223**	**62**	**(35)**
Net Cost of Service	**15,560**	**19,591**	**17,140**	**18,182**
Funding				
Business Rates	(3,971)	**(6,801)**	(5,500)	(5,600)
Deficit on Collection Fund	(72)	**432**	0	0
Council Tax	(8,809)	**(9,141)**	(9,562)	(10,012)
	(12,852)	**(15,510)**	**(15,062)**	**(15,612)**
Grant Income				
Rural Services Grant	(309)	**(401)**	(346)	(346)
Services Grant	(143)	**(25)**	(23)	(23)
Revenue Support Grant	0	**(153)**	(158)	(161)
Funding Guarantee Grant	(976)	**(1,110)**	(1,260)	(1,071)
New Homes Bonus	(459)	**(564)**	0	0
UK Shared Prosperity Fund	(821)	**(1,981)**	0	0
	(2,708)	**(4,234)**	**(1,787)**	**(1,601)**
Total Funding	**(15,560)**	**(19,744)**	**(16,849)**	**(17,213)**
Deficit if savings proposals approved	**0**	**0**	**291**	**969**

3.2 The Council is legally required to present a balanced position for each financial year. For 2024/25 this has been achieved through careful planning, projected reductions in utility and fuel forecasts and a continuation of higher than previously experienced investment interest rates. This position is much improved compared to the current financial year when the budget could only be balanced by the use of the Budget Stabilisation Reserve. However, budget monitoring this year is forecasting that the use of the reserve is unlikely due to further forecast reductions in energy prices and careful budget management. The Finance and Economic Overview and Scrutiny Committee will continue to monitor the position for the remainder of the current financial year.

Minimum Revenue Provision (MRP)

3.3 Minimum Revenue Provision (MRP) is the charge to revenue made in respect of paying off the principal sum of the borrowing undertaken to finance the capital programme. MRP, which is largely defined by regulation, is aimed at ensuring that the council does not have time expired or fully depreciated assets whilst still having the associated outstanding debt. MRP is charged the first full financial year after the asset becomes operational and is charged over the life of the asset.
Table 1 shows the forecast MRP charge is likely to increase significantly over the next three years as the Council undertakes further borrowing. The primary contributory factors are shown at Table 2:

Table 2 – Forecasted MRP Charges

	2024/25 £'000	2025/26 £'000	2026/27 £'000
Existing MRP Charge (legacy borrowing)	121	116	111
St Martin's Park	160	160	160
Vehicle Replacement Programme	0	124	311
Depot Development	0	0	216
Total	**281**	**400**	**798**

3.4 **Key Budgetary Proposals**

The budgetary proposals for 2024/25 contain a number of service changes that have been incorporated to meet operational demands. These increases in costs have been partially offset by the increases to fees and charges approved by Council on 25 January 2024 and proposed reductions in other budget areas.

Table 3 – Proposed Budget Increases

Details	Financial Implication £'000	Recurring/ One-Off	Comments
Inflationary increases	328	Recurring	Assumptions built in the medium term outlook relating to inflation
Pay Award	2,078	Recurring	The base budget has increased from 23/24 and a 5% increase assumed for 24/25
External Audit Fee	104	Recurring	Increase in charges from the Council's external auditor for the audit of the Statement of Accounts and Housing Benefit Subsidy Return
Internal Audit Fee	36	Recurring	Increase in costs from the Council's internal auditor.
Emergency Accommodation	150	Recurring	To enable an increase in homelessness prevention activity
Housing Register Post	18	Recurring	Fixed term post
Local Plan	215	One-off	
LeisureSK Ltd Management Fee	447	One-off	One year only budget request made by LeisureSK Ltd
Tree Officer Post	45	Recurring	To increase the number and condition of trees in the District.
Total	**3,421**		

Table 4 – Proposed Savings

Details	Financial Implication £'000	Comments
Business Rates	152	Reduction in business rates payable by the Authority following successful rateable value reductions
Utilities	999	Reduction in Inflationary assumptions relating to energy costs
	1,151	

Company Funding Proposals

3.5 **Leisure Services delivered LeisureSK Ltd**

The Board of Directors of LeisureSK Ltd has made the Council aware of difficult trading conditions and financial challenges. These include: increased utility costs and staffing costs following the increase to the Minimum Wage hourly rate; and an increase in irrecoverable VAT which is linked to the VAT exempt services provided by the leisure centres, for example, swimming lessons. Leisure SK Ltd has submitted a request for a management fee of £447k for the financial year 2024/25 and this fee is included in the final budget proposals.

General Fund Budget Estimates – 2024/25

3.6 The budget assumptions that have been considered and incorporated into the budget estimates are shown at Table 5, all other inflationary costs have been absorbed by service areas which has assisted with achieving a balanced budget.

Table 5 – General Fund Budget Assumptions

Cost Heading	2024/25 Budget Increases (%)	Financial Impact £'000	2025/26 Budget Increases (%)	Financial impact £'000	2026/27 Budget Increases (%)	Financial impact £'000
Drainage Board Levies*	8.7	76	4	38	2	19
Fuel	16	143	14	143	12	143
Pay Award	5	703	5	739	2	297
Insurance	14	30	10	33	10	36

*The Council received a one-off Internal Drainage Board Levy Grant from Central Government of £88k in 2023/24 to provide additional funding towards the increased cost of these levies and further support is expected for 2024/25.

3.7 Treasury Investment Income - the financial forecasts in respect of investment income over the next three years are shown at table 6 below and have been modelled on anticipated interest rates (provided by the investment advisors). It must be noted that the forecasts remain unpredictable and liable to change over the budget period.

Table 6 – Treasury Investment Financial Forecasts

Financial Year	2024/25	2025/26	2026/27
Forecasted Interest Rate	5%	4.5%	3%
Assumed Interest Receivable	£914k	£762k	£487k

3.8 This information has been used to anticipate the potential levels of interest income the Council will receive for its investment of the reserve balances. The total interest receivable is shared between the General Fund and the Housing Revenue Account (HRA) depending upon the reserve balances for each Fund. It should be noted that forecast income can only be estimated because it will be determined by the level of balances and the achievable interest rates over the prevailing financial year.

3.9 The increase in interest receivable is a key factor for the Council reducing reliance on the Budget Stabilisation Reserve to balance budgets in the short to medium term. However this is only achievable if reserve levels remain relatively stable. The Council will continue to invest in accordance with the criteria set out in its Treasury Management Strategy.

Council Tax Proposals

3.10 The proposed draft budget proposals for 2024/25 is calculated based on the options available for Council tax setting:

Table 7 – Council Tax options (current 2023/24 charge £178.58)

	2024/25 options	
	Up to 3% increase £183.89 (£5.31) Band D	No increase £178.58 Band D
Council Tax level x 49,710.0** (including SEA*)	£9.141m	£8.877m
£ annual difference to a £5 increase	£0k	(£249k)
SKDC only Band D Charge	£171.81	
SKDC Including SEAs	£183.89	

*SEA – Special expense area
** Council Tax base

Table 8 shows the projected increases in Council tax income should the Council take the opportunity to increase its share of Council Tax each year by the maximum amount (£5.31).

Table 8 – Proposed 2024/25 Council Tax Band D Charge Increase

	2023/24	2024/25	% Variation	Increase
Assumed Band D Charge Increase	Up to £5.00	Up to £5.31	n/a	n/a
Tax Base (Projected from 24/25)	49,329.0	49,710.0	0.77%	381.0
Band D Charge – SKDC only	£166.59	£171.81	3.1%	£5.22
Band D Charge – Grantham SEA	£51.48	£52.29	1.6%	£0.81
Band D Charge – Langtoft SEA	£6.84	£7.02	2.6%	£0.18
Band D charge (SKDC only incl. Special Expense Areas)	£178.58	£183.89	3.00%	£5.31
Assumed Council Tax Income	£8.809m	£9.141m	3.8%	£0.332m

4 HOUSING REVENUE ACCOUNT (HRA)

4.1 The HRA budget proposals continue to focus on:

- Helping to meet the housing needs of tenants
- Facilitating the delivery of new housing across a range of tenures
- Enabling those whose independence may be at risk to access housing (including their current home) that meets their needs
- Supporting investment in homes for affordable warmth for our tenants
- Meeting compliance requirements and ensuring resources are allocated

Council is aware the Chief Executive determined, in consultation with the Leader and Cabinet Member for Housing and Planning, to self-refer the Council to the Regulator of Social Housing in November 2021. Since this referral Officers have provided monthly data and details relating to the core issues of non-compliance for the Regulator to consider and review.

Monthly meetings have been taking place with the Regulator to cover issues of focus in terms of the regulatory framework, focusing on the Homes Standard. In August 2023, a full report documenting the progress and requesting the removal of the Regulatory Notice was submitted by the Chief Executive to the Regulator.

The Council received notification from the Regulator that the Notice would be lifted with effect from the 25 October 2023. The Regulator recognises that work that remains to be done in terms of the ongoing improvements on our Housing Management System and Asset Management software as the basis for effective compliance management and has requested notification once these systems are in place.

The Housing Compliance Audit completed in July 2023 made further recommendations. These were tabled into an action plan which will continue to be monitored alongside the routine performance reporting.

The approach to the budget setting has been undertaken in the context of the need for further investment in the key service areas whilst being mindful of the need to maintain a sustainable 30 year financial business plan.

4.2 The rental income budgets are set in accordance with the Government's rent setting guidance formula which has been approved as 7.7% for 2024/25.

Table 9 – HRA Budget Assumptions

Cost Heading	2024/25 Budget Increases (%)	Financial Impact £'000	2025/26 Budget Increases (%)	Financial impact £'000	2026/27 Budget Increases (%)	Financial impact £'000
Pay Award	5	216	5	227	2	96
Insurance	24.1	14	8.4	21	8.7	23
Fuel	16	12	14	12	12	12

Table 10 – Proposed Budget Bids

Details	Financial Implication £'000	Recurring/One-Off
Housing Ombudsman	8	Recurring
Complaints Officer	39	Recurring
Housing Apprentice	27	Recurring
Housing Register Post	18	Fixed Term
Tunstall	100	Recurring
Turnpike Close Office rental	55	Recurring
Void Refurbishment	700	One-off
Consultants' Fees	15	Recurring
IT Software Licences	77	Recurring
New Build Feasibility studies	100	Recurring
Total	**1,139**	

Housing Revenue Account 2024/2025 – Rent Proposals

4.3 The rent setting proposals for 2024/25 has increased the annual budgeted rental income from £27.283m in 2023/24 to £28.916m in 2024/25. For 2024/25 the average weekly rental increase for individual property will be £6.93. The average rent in 2024/25 will be £96.99 with a minimum of £64.38 and a maximum of £186.56. Further analysis of rent details is provided in tables 11 and 12.

Table 11 - Impact – 7.7% increase

Bedrooms	% of Dwelling Stock	Average Weekly Rent 2023/24	Average Weekly Rent 2024/25	Average Increase	% Increase
Bedsit	0.50%	63.56	68.46	4.90	7.70%
1 Bedroom	13.46%	77.90	83.90	6.00	7.70%
2 Bedrooms	42.85%	87.35	94.08	6.73	7.70%
3 Bedrooms	40.97%	96.36	103.78	7.42	7.70%
4 Bedrooms	2.09%	101.11	108.90	7.79	7.70%
6 Bedrooms	0.14%	118.26	127.37	9.11	7.70%

Table 12 - Increases for Individuals

Increase per week	Number of Properties	% Of Properties
Under £4.99	34	0.58%
£5.00 - £5.99	478	8.17%
£6.00 - £6.99	2,834	48.44%
£7.00 - £7.99	2,179	37.24%
£8.00 - £8.99	298	5.09%
£9.00 - £9.99	20	0.34%
Over £10.00	8	0.14%
Total	5,866	100.00%

4.4 In addition to using the 7.7% rent increase in setting the budget for rental income for future years, further assumptions have been made.

Void rent assumptions of 2.5% have been built into the budgets. Whilst this figure is lower than current performance levels, the direction of travel is improving and suggest the 2.5% will be achievable from April 2024.

Right to Buy sales have been budgeted at 45 sales for 2024/25 and is in line with current sale figures.

5 FEES AND CHARGES

5.1 Fees and charges are a key element of the Council funding which raise approximately £8m towards the costs of delivery for specific services. In order to ensure a consistent and transparent approach to fee setting, a fees and charges policy was approved by Council (Appendix G - Charging Policy.pdf (southkesteven.gov.uk)). The policy introduces a set of principles which have been applied to fees and charges setting.

The fees and charges were considered and approved by Full Council on 25 January 2024. The approved fees and charges for 2024/25 is shown at Appendix H.

6 CAPITAL PROGRAMMES 2024/25 – 2026/27

6.1 The primary elements of the capital programme have been formulated to deliver the Council ambitions of growth and investment in its assets to support the delivery of quality services. The General Fund Capital Programme contains key investments across General Fund assets:

- Vehicle replacement £1.326m
- Wheelie Bin Replacement £0.135m
- Extension to the Cattle Market Car Park £0.500m
- Asset Refurbishment £1.000m
- Bourne Leisure Centre Roof £0.200m
- Energy Efficiency Initiatives £0.446m
- Play Parks £0.100m
- Replacement Depot (contingency) £0.800m
- Disabled Facilities Grants (100% grant funded) £0.975m

The proposed General Fund Capital programme includes currently known budget carry forwards from 2023/24. If further budget carry forwards requests are identified, then they will be included in the outturn report when actual spend for 2023/24 has been determined.

6.2 A summarised capital programme is shown in Table 13 and a detailed Capital Programme included at Appendix B.

Table 13 – General Fund Capital Programme Summary

Directorate	2023/24 Budget Carry Forwards £'000	2024/25 Proposed Budget £'000	2025/26 Indicative Budget £'000	2026/27 Indicative Budget £'000
Corporate, Governance & Public Protection				
Disabled Facilities Grants	0	975	975	975
Finance, Property & Waste Services				
Vehicle and Bin Replacement	220	1,461	1,464	1,461
Asset Enhancement and Maintenance	485	1,700	500	500
Energy Efficiency Initiatives	0	446	0	0
Replacement Depot	8,000	800	0	0
Empingham Road S106 Grants	283	0	0	0
Housing & Projects				
Decarbonisation Scheme	493	0	0	0
Growth & Culture				
UK Shared Prosperity Fund	0	498	0	0
Play Parks	0	100	100	100
Future High Street Fund	4,900	0	0	0

Total Budget	**14,381**	**5,980**	**3,039**	**3,036**
Financing:				
Borrowing	8,000	800	869	1,306
Grants and Contributions	5,183	1,919	975	975
Reserves	583	1,261	120	755
Useable Capital Receipts	615	2,000	1,075	0
Total Financing	**14,381**	**5,980**	**3,039**	**3,036**

Housing Capital Programme

6.3 The capital programme for the period 2024/25 – 2026/27 has been derived using the results and analysis of the recent stock condition survey. This allows the Council to focus resources of the HRA towards outstanding refurbishment and improvements in key parts of the stock. These include: focusing on energy efficiency investment; ensuring ongoing investment in compliance works; and scheduled improvements such as replacements of kitchens and bathrooms, replacement roofing and installation of secure and efficient doors and windows.

The proposed HRA Capital Programme includes currently known budget carry forwards from 2023/24. If further carry forwards are identified then they will be included in the outturn report when actual spend for 2023/24 has been determined.

A summary of the programme is shown at Table 14 and detailed at Appendix B.

Table 14 – HRA Capital Programme Summary

	2023/24 Budget Carry Forward £'000	**2024/25 Indicative Budget £'000**	**2025/26 Indicative Budget £'000**	**2026/27 Indicative Budget £'000**
Energy Efficiency Initiatives	0	5,104	3,073	3,227
ICT System Replacement	0	180	0	0
Vehicle Purchase	62	280	674	114
New Build Programmes*	0	8,099	9,042	3,081
Refurbishment & Improvement Works	0	2,634	2,436	2,570
Disabled Adaptations	0	150	360	378
Scheduled Works	115	4,868	5,506	5,782
HRA Budget	**177**	**21,315**	**21,091**	**15,152**
Financing:				
Capital Receipts	0	8,099	9,042	3,081
Grants and Contributions	0	2,000	0	0
Reserves	177	11,216	12,049	12,071
Total Financing	**177**	**21,315**	**21,091**	**15,152**

* the 2024/25 New Build Programme includes schemes at Swinegate Grantham, Elizabeth Road Stamford and Larch Close Grantham and property acquisitions in Corby Glen and Barrowby.

7 CAPITAL FINANCING

7.1 The General Fund Capital Programme is detailed at Appendix B. The proposed schemes have been funded by a combination of external grants, Council Reserves and borrowing. Ongoing reduction of reserve balances means the Council cannot continue to fund the capital programme without borrowing. There has been a strategy over the last 2 years of generating capital receipts by disposing of surplus assets, that are no longer operationally or strategically required. To date, approximately £3m of capital receipts has been generated that has, or will be, used to fund the capital programme. However this will not be sufficient to avoid borrowing in either the short or medium term.

The HRA Capital Programme is included at Appendix B and is proposed to be financed from HRA Reserves. This is affordable without the need for the HRA to undertake borrowing as the HRA is able to create an in-year operating surplus which is then contributed towards the Major Repairs Reserve. The contribution to the Major Repairs Reserve in 2024/25 is £3.345m

General Fund

7.2 The General Fund Capital Programme for 2024/25 will be financed from the following:

- £0.8m Borrowing
- £2.0m Capital Receipts Reserve
- £1.919m Grants and Contributions
- 1.261m Local Priorities Reserve

At the time of compiling this report, the £0.975m grant funding for Disabled Facilities Grants has not been confirmed and therefore the financing or level of the 2024/25 investment may need to be amended when the level of grant funding is confirmed.

Housing Revenue Account

7.3 The HRA Capital Programme for 2024/25 is proposed to be financed from the following:

- £8.099m Capital Receipts Reserve
- £2.0m Grant Funding
- £0.180m HRA Priorities Reserve
- £11.036m Major Repairs Reserve

8 RESERVES AND BALANCES

8.1 In line with good practice, the Council maintains a number of reserves which can be categorised as meeting the following requirements:

- To ensure the Council has sufficient funds available to meet its cash flow requirements and avoid unnecessary temporary borrowing and to protect services against unforeseen financial events – this is known as the **working balance**.

- To accumulate funds to meet known or predicted liabilities (earmarked) – these are shown as **discretionary and governance reserves**.

8.2 Through prudent financial management, the Council is able to establish a number of specific general reserves to provide funding for approved purposes usually in respect of specific services or corporate ambitions. A summary of the proposed reserve movements to fund the General Fund Revenue and Capital Budgets are set out at Table 15 below. Full details of the General Fund Reserves can be found at Appendix C.

Table 15 – Proposed General Fund Revenue Reserve Movements

Reserve Heading	2024/25 £'000	2025/26 £'000	2026/27 £'000
Climate Change Reserve	(100)	0	0
Local Priorities Reserve	(610)	(120)	(755)
Leisure Reserve	(850)	0	0
ICT Reserve	(29)	(19)	0
Pension movement (former employees)	(31)	(31)	(31)
Building Control Reserve	(28)	(29)	(29)
Regeneration Reserve	(348)	0	0
Special Expense	104	116	0

- **Climate Change Reserve** – this reserve was created to fund climate change initiatives in order to support the delivery of the Climate Change Strategy. The reserve is being proposed to be used to provide funding towards: upgrading lighting at the Grantham Meres Leisure Centre; electric grounds maintenance equipment; and upgrading the boiler control panel at Bourne Corn Exchange. In 2024/25 the reserve will be used to fund swimming pool covers at the leisure centres and the introduction of solar panels on specific corporate properties.

- **Local Priorities Reserve** – this reserve is the Council's primary discretionary revenue reserve and is the source of funding for one-off in-year budget amendments. The reserve has also been a source of capital financing as the level of the capital reserves are insufficient. New Homes Bonus and additional grant funding receipts totalling £0.717m is budgeted to be transferred to the Local Priorities Reserve in 2024/25 then no further receipts are expected beyond 2024/25. It is proposed that £1.261m of this reserve is used to contribute towards the 2024/25 Capital Programme potentially including: £0.6m for vehicle replacement; £0.2m for Bourne Leisure Centre Roof; and £0.5m for an extension to the Cattle Market Car Park in Stamford.

- **Leisure Reserve** – this reserve was created following the decision by Council on 11 January 2024 to provide a subsidy of £850k to the Deepings Leisure Centre CIC for the refurbishment of Deepings Leisure Centre. The subsidy will be transferred to the CIC once the associated terms and conditions have been met.

- **ICT Reserve** – this reserve is being used to fund ongoing costs associated with the implementation of the new pool car system software (2024/25 £10k) and the new asset management software (£29k per year)
- **The Pension Reserve** will be used to fund the annual pension costs of former employees which is currently £31k per year.
- **The Building Control Reserve** will be used to fund the projected annual deficit relating to SKDC's share of the trading account outturn. The deficit relates to the fee earning work provided by the Building Control Team. The Council is not permitted to make a profit from this work so any surplus/deficit is transferred to this reserve which ensures the service is neither subsiding statutory services nor being subsidised by the Council
- **The Regeneration Reserve** was created to finance the short-term borrowing costs associated with regeneration projects and to fund any associated MRP (minimum revenue provision) that may be associated following the acquisition of the asset. The purpose of the reserve was to avoid placing undue financial pressures on the revenue budgets for the period the asset is held. So far, the reserve has been predominantly used to finance the costs of St Martin's Park. It is proposed that £168k of this reserve is used in 2024/25 to fund the ongoing revenue costs relating to the retention of electricity supply capacity from the National Grid for any future developments.
- From 2024/25 the Special Expense Reserve balance only relates to Grantham Special Expense Area (SEA). The reserve will increase by £220k over the 3-year budget period which will enable investment in the assets associated with the Grantham SEA.

8.3 With respect to the HRA, there are a number of specific reserves to assist in the delivery of the HRA services and are used to fund both revenue and capital expenditure. Furthermore, the HRA has a specific working balance which provides financial support to the HRA should any significant unforeseen costs arise during the financial year. The Major Repairs reserve is the primary source of funding for the HRA Capital Programme and is proposed to be utilised to fund the investment in the housing stock over the next 3 years. Further detail of the HRA Reserves can be found at Appendix C.

Table 16 - Budgeted HRA Reserve Movements

Reserve Heading	2024/25 £000	2025/26 £000	2026/27 £000
Priorities Reserve	(280)	(100)	(100)
Working Balance	1,097	2,010	2,084
Capital Receipts Reserve	(4,299)	(5,142)	819
Major Repairs Reserve	(3,629)	(4,154)	(4,133)

- The Priorities Reserve is used to fund Housing Revenue Account service priorities. In 2024/25 £180k of the reserve will be used to fund enhancements to the Housing Management system including the new Apex system and £100k will be used to fund New Build Feasibility studies.

- The Capital Receipts Reserve movements shown above are proposed to contribute towards financing the new build scheme over the 3-year Capital Programme.
- There is an annual requirement for a revenue contribution to the Major Repairs Reserves which is utilised for capital investment in the Council's housing stock. The Major Repairs Reserve (£11.036m) will be used to contribute towards funding the 2024/25 – 2026/27 Capital programme, further details regarding the financing of each scheme are detailed in Appendix B.
- The HRA surplus is transferred to the working balance each year. There is an annual transfer of £3.222m from the annual HRA account to the working balance which is then used to fund the principal repayment of the external loan taken out under the HRA self-financing in 2012. There is also a contribution each year from the working balance to the Major Repairs Reserve to ensure there are sufficient resources available to fund investment in the housing stock in 2024/25 this contribution is £3.345m. It is prudent that this reserve has a minimum balance of £9m as this will ensure that improvement works can continue to be completed on the housing stock.

9 Statement by the Chief Finance Officer

9.1 The Council's Chief Finance Officer is required to comment on the robustness of the budget estimates and the adequacy of the proposed financial reserves in accordance with the requirements of the Local Government Act 2003. The estimates are considered robust. Employee costs are based on the approved establishment; contractual inflation is included; there is a reasonable provision for inflation; interest income is based on the advice of the Council's treasury management advisors; and income targets are considered achievable.

9.2 The draft General Fund budgets for 2024/25 to 2026/27 (inclusive) assume that the working balance for the General Fund remains no less that £1.9m throughout the period. The Budget Stabilisation Reserve is an important component of ensuring the Council has the financial resilience to meet the financial impact of inflation, the impact of demand on Council services due to external influences such as cost of living pressures on residents and the costs associated with the employee pay awards. There is no requirement to use the Budget Stabilisation Reserve to balance the 2024/25 financial year but it is recognised that the Council may need to reduce its overall net operating expenditure to levels that can be financed without reliance on reserves from 2025/26.

9.3 The draft Housing Revenue Account (HRA) budgets assume that the working balance remains no less that £2.1m throughout the period and the HRA priorities reserve which has an uncommitted balance of £10.8m which will support any unforeseen operating costs each year.

10 Treasury Management Strategy Statement (TMSS) and Capital Strategy

10.1 The CIPFA Treasury Management Code defines treasury management activities as: "The management of the local authority's investments and cashflows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risk".

10.2 The TMSS sets out the counterparties with whom the Council will invest and the limits that will be invested with each. There are no proposed changes to the limits contained in the 2023/24 Strategy.

10.3 The Council must adhere to the CIPFA Treasury Management and Prudential Codes when preparing the Treasury Management Strategy Statement (TMSS) and Annual Investment Strategy (AIS) reports, and also related reports during the financial year.

10.4 In addition to the TMSS, the Council must also produce quarterly treasury update reports and an annual treasury report which are presented to the Governance and Audit Committee for approval.

10.5 The draft Strategy included at Appendix F was presented to Governance and Audit Committee on 24 January 2024 for consideration prior to be being presented to Council for approval on 29 February 2024.

10.6 The Capital Strategy has also been amended and updated and is provided in detail at Appendix G. The strategy sets out the strategic framework of capital investment, capital financing and treasury management activity and how they support the delivery of the Corporate Plan and service provision.

11 Collection Fund

11.1 All relevant transactions associated with Council Tax and National Non-domestic Rates (NNDR) are shown in the Collection Fund.

11.2 To comply with CIPFA's Accounting Code of Practice Councils are required to forecast the outturn on the Collection Fund as at 31 March each year in order to distribute this amount to precepting bodies and Central Government in the following financial year.

11.3 Any surplus or deficit arising from Council Tax transactions is shared between South Kesteven District Council, Lincolnshire County Council and Lincolnshire Police and Crime Commissioner (the precepting bodies) in proportion to their demands on the Collection Fund.

11.4 Any surplus or deficit arising from Business Rates transactions is shared between Central Government (50%), South Kesteven District Council (40%) and Lincolnshire County Council (10%).

11.5 A breakdown of the deficit distribution for Council Tax and Business Rates is detailed in Table 17:

Table 17 – Deficit Distribution for Council Tax and Business Rates as at January 2024

	Council Tax (£)	Business Rates (£)
South Kesteven District Council	31	401
Lincolnshire County Council	209	100
Lincolnshire Police and Crime Commissioner	40	0
Central Government	0	501

12 Reasons for the Recommendations

12.1 The Council is legally required to set a balanced budget each financial year.

13 Consultation

13.1 The Budget Joint Overview and Scrutiny Committee met on 15 January 2024 and debated all aspects of the budget proposals for both General Fund and Housing Revenue Account.

The final budget proposals were considered and recommended by Cabinet on 6 February 2024.

14 Appendices

Appendix A - Revenue summary – General Fund (GF) and Housing Revenue Account (HRA)

Appendix A (i) – General Fund Revenue Summary by Service Area

Appendix B – Capital Programmes & Financing Statements – GF & HRA

Appendix C – Reserves Statement – GF & HRA

Appendix D – Risk Register and financial risk cover ratio

Appendix E – Equality Impact Assessment

Appendix F – Treasury Management Strategy Statement

Appendix G – Capital Strategy

Appendix H – Fees and Charges

15. Other Options Considered

15.1 The Council is legally required to set a balanced budget each financial year, therefore there is no option not to set a budget.

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Appendix A

2024/25 - 2026/27 General Fund Revenue Summary

	Description	2023/24 Original Budget £'000	2024/25 Proposed Budget £'000	2025/26 Indicative Budget £'000	2026/27 Indicative Budget £'000
	Net Cost of Service				
1	Corporate, Governance & Public Protection	3,731	4,037	4,224	4,306
2	Finance, Property & Waste Services	9,975	9,532	10,151	10,494
3	Growth & Culture	9,242	10,520	8,129	8,299
4	Housing & Projects	1,251	1,453	1,519	1,548
5	HRA recharge	(2,814)	(2,942)	(3,031)	(3,122)
6	Drainage Rates	871	947	985	1,004
		22,256	**23,547**	**21,977**	**22,529**
	Financing and Investment				
7	Depreciation	(4,859)	(4,450)	(4,537)	(4,623)
8	Investment Income	(760)	(914)	(762)	(487)
9	Minimum Revenue Provision	126	281	400	798
10	Revenue Contribution to Capital	37	57	0	0
		16,800	**18,521**	**17,078**	**18,217**
	Appropriations				
11	Building Control Reserve	(31)	(28)	(29)	(29)
12	Football 3G Pitch	25	25	25	25
13	ICT Reserve	0	(29)	(19)	0
14	Local Priorities Reserve	0	966	0	0
15	Budget Stabilisation Reserve	(1,534)	0	0	0
16	NHB Transfer to Reserves	459	564	0	0
17	Pensions Reserve - Former Employees	(33)	(31)	(31)	(31)
18	Regeneration Reserve	(227)	(348)	0	0
19	Special Expenses	101	104	116	0
20	**Total Reserve Movement**	**(1,240)**	**1,223**	**62**	**(35)**
21	**Net Cost of Service**	**15,560**	**19,744**	**17,140**	**18,182**
	Funding				
22	Business Rates	(3,971)	(6,801)	(5,500)	(5,600)
23	Deficit on Collection Fund	(72)	432	0	0
24	Council Tax	(8,809)	(9,141)	(9,562)	(10,012)
		(12,852)	**(15,510)**	**(15,062)**	**(15,612)**
	Grant Income				
25	Rural Services Grant	(309)	(401)	(346)	(346)
26	Services Grant	(143)	(25)	(23)	(23)
27	Revenue Support Grant	0	(153)	(158)	(161)
28	Funding Guarantee Grant	(976)	(1,110)	(1,260)	(1,071)
29	New Homes Bonus	(459)	(564)	0	0
30	UK Shared Prosperity Fund	(821)	(1,981)	0	0
		(2,708)	**(4,234)**	**(1,787)**	**(1,601)**
31	**Total Funding**	**(15,560)**	**(19,744)**	**(16,849)**	**(17,213)**
32	**Projected deficit if savings proposals approved**	**0**	**0**	**291**	**969**

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Appendix A

2024/25 - 2026/27 HRA Revenue Summary

	Description	2023/24 Current Budget	2024/25 Proposed Budget	2025/26 Indicative Budget	2026/27 Indicative Budget
	Expenditure				
1	Repairs and Maintenance	9,753	9,899	10,208	10,343
2	Supervision and Management - General	2,599	2,455	2,525	2,577
3	Supervision and Management - Special	2,016	1,851	1,866	1,874
4	Depreciation and Impairment of Fixed Assets	3,944	4,062	4,180	4,224
5	Debt Management Expenses	35	35	35	35
6	Provision for Bad Debts	394	201	201	201
7	Other Expenditure (Pension Deficit)	66	0	0	0
8	Support Recharge from General Fund	2,814	2,942	3,031	3,122
9	**Total Expenditure**	**21,620**	**21,445**	**22,046**	**22,376**
	Income				
10	Dwelling Rents	(27,283)	(28,916)	(30,563)	(31,536)
11	Non Dwelling Rents	(300)	(356)	(369)	(376)
12	Charges for Services and Facilities	(750)	(901)	(936)	(955)
13	Other Income	(70)	(17)	(18)	(18)
14	**Total Income**	**(28,403)**	**(30,190)**	**(31,886)**	**(32,885)**
15	**Net Cost of HRA Services**	**(6,783)**	**(8,745)**	**(9,841)**	**(10,509)**
16	Interest Payable and Similar Charges	2,238	2,140	2,043	1,945
17	Interest and Investment Income	(660)	(2,099)	(1,488)	(795)
18	**Net Position Before Reserve Movements**	**(5,205)**	**(8,704)**	**(9,286)**	**(9,359)**
19	**Movement on the HRA Reserve Balance**				
20	**Housing Revenue Account Balance at start of Year**	**1,762**	**1,044**	**3,280**	**5,729**
21	Net position as at 31 March	5,205	8,703	9,285	9,359
22	Repayment of Principal	(3,222)	(3,222)	(3,222)	(3,222)
23	Funding from HRA Priority Reserve	547	100	100	100
24	Major Repairs Reserve Transfer	(3,248)	(3,345)	(3,714)	(3,714)
25	**Housing Revenue Account Balance at end of Year**	**1,044**	**3,280**	**5,729**	**8,252**

26	**Major Repairs Reserve Balance at Start of Year**	**19,553**	**21,678**	**18,525**	**14,371**
27	Depreciation & MRR Transfer	7,192	7,407	7,895	7,938
28	Capital Financing & Loan Repayment	(5,067)	(10,560)	(12,049)	(12,071)
29	**Major Repairs Reserve Balance at End of Year**	**21,678**	**18,525**	**14,371**	**10,239**

30	Working Balance:	3,280	5,729	8,252
	Current Bids:			
	Housing Ombudsman	(8)	(8)	(8)
	Complaints Officer	(39)	(39)	(39)
	Housing Apprentice	(27)	(27)	(27)
	Housing Assistant	(18)	(18)	(18)
	Tunstall	(100)	(100)	(100)
	R&M New Offices	(55)	(55)	(55)
	Void Refurbishment	(700)		
	Consultants Fees	(15)	(15)	(15)
	IT Software	(77)	(77)	(77)
	New Build - Feasibility	(100)	(100)	(100)
		(1,139)	(439)	(439)
	New Working Balance	**2,141**	**4,151**	**6,235**

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Appendix A (i)

2024/25 - 2026/27 General Fund Revenue Summary

	Description	2024/25 Proposed Budget £'000	2025/26 Indicative Budget £'000	2026/27 Indicative Budget £'000
1	**Corporate, Governance & Public Protection**			
	Corporate Management	**498**	523	533
	Human Resources & Organisational Development	**467**	482	488
	Legal & Democratic	**1,599**	1,656	1,685
	Operations & Public Protection Management	**114**	120	123
	Public Protection	**1,359**	1,443	1,477
		4,037	**4,224**	**4,306**
2	**Finance, Property & Waste Services**			
	Finance	**1,627**	1,733	1,788
	Finance Management	**262**	275	280
	ICT Services	**1,756**	1,793	1,827
	Property Service	**1,100**	1,149	1,179
	Revenues, Benefits, Customer & Community Services	**1,121**	1,203	1,266
	Waste & Markets	**3,666**	3,998	4,154
		9,532	**10,151**	**10,494**
3	**Growth & Culture**			
	Arts & Culture	**1,705**	1,738	1,792
	Building Control	**97**	115	115
	Communications	**310**	321	325
	Culture & Leisure Management	**169**	177	181
	Development & Policy	**574**	412	421
	Economic Development	**2,410**	357	352
	Growth Management	**367**	386	394
	Leisure	**2,435**	2,025	2,065
	Parks & Open Spaces	**570**	575	551
	Street Scene	**1,883**	2,023	2,103
		10,520	**8,129**	**8,299**
4	**Housing & Projects**			
	Centralised & Business Support	**495**	510	517
	Corporate Projects & Performance	**420**	441	450
	Health & Safety	**146**	151	153
	Housing Services	**392**	417	428
		1,453	**1,519**	**1,548**
5	HRA recharge	**(2,942)**	(3,031)	(3,122)
6	Drainage Rates	**947**	985	1,004
	Net Cost Of Service	**23,547**	**21,977**	**22,529**
	Financing and Investment			
7	Depreciation	**(4,450)**	(4,537)	(4,623)
8	Investment Income	**(914)**	(762)	(487)
9	Minimum Revenue Provision	**281**	400	798
10	Revenue Contribution to Capital	**57**	0	0
		18,521	**17,078**	**18,217**

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Appendix B

2024/25 - 2026/27 General Fund Capital Programme and Financing Statement

	Description	Proposed Funding Source	2023/24 Budget Carry Forwards £000	2024/25 Proposed Budget £000	2025/26 Indicative Budget £000	2026/27 Indicative Budget £000
	Corporate, Governance and Public Protection					
1	Disabled Facilities Grant	Grant	0	975	975	975
			0	**975**	**975**	**975**
	Finance, Property and Waste Services					
2	Street Scene Vehicle Procurement	Capital Receipts Reserve	0	405	419	391
3	Wheelie Bin Replacements	Capital Receipts Reserve	0	135	145	155
4	Vehicle Replacement Programme	Capital Receipts Reserve/Local Priorities Reserve	220	921	900	915
5	Cattle Market, Stamford	Local Priorities Reserve	50	500	0	0
6	Bourne Leisure Centre Roof	Local Priorities Reserve	0	200	0	0
7	Asset Maintenance	Capital Receipts Reserve	0	750	500	500
8	Mechanical and Electrical Replacement	Capital Receipts Reserve	0	250	0	0
9	Energy Efficiency Initiatives	Grant	0	446	0	0
10	Replacement Depot	Borrowing	8,000	800	0	0
11	Guildhall Arts Centre - Roof	Capital Receipts Reserve	150	0	0	0
12	Empingham Road Outdoor Gym	S106	228	0	0	0
13	Empingham Road Grants	S106	55	0	0	0
14	Cycle Shelter & Changing	Local Priorities Reserve	40	0	0	0
15	Welham Car Park - Maintenance works	Capital Receipts Reserve	245	0	0	0
			8,988	**4,407**	**1,964**	**1,961**
	Housing & Projects					
16	Decarbonisation Scheme	Local Priorities Reserve	493	0	0	0
			493	**0**	**0**	**0**
	Growth & Culture					
17	Play Parks	Local Priorities Reserve	0	100	100	100
18	UK Shared Prosperity Fund	Grant	0	498	0	0
19	Future High Street Fund	Grant	4,900	0	0	0
			4,900	**598**	**100**	**100**
20	**Total General Fund Capital Programme**		**14,381**	**5,980**	**3,039**	**3,036**
	General Fund Financed By:					
21	Borrowing		8,000	800	869	1,306
22	Capital Grants and Contributions		5,183	1,919	975	975
23	Reserves		583	1,261	120	755
24	Useable Capital Receipts		615	2,000	1,075	0
25	**Total General Fund Capital Programme Financing**		**14,381**	**5,980**	**3,039**	**3,036**

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Appendix B

2024/25 - 2026/27 HRA Capital Programme and Financing Statement

	Description	Funding Source	2023/24 Budget Carry Forwards £000	2024/25 Proposed Budget £000	2025/26 Indicative Budget £000	2026/27 Indicative Budget £000
	Energy Efficiency Initiatives					
1	Central Heating, Ventilation and boiler replacements	Major Repairs Reserve	0	1,170	3,073	3,227
	Decarbonisation Works	Grant/Major Repairs Reserve	0	3,934	0	0
			0	**5,104**	**3,073**	**3,227**
	ICT					
2	Housing System Enhancements	HRA Priorities Reserve	0	180	0	0
			0	**180**	**0**	**0**
	Purchase of Vehicles					
3	Repairs Vehicles	Major Repairs Reserve	62	280	674	114
			62	**280**	**674**	**114**
	New Build Programme					
4	Housing Development Investment	Borrowing/HRA Priorities Reserve/Capital Receipts Reserve	0	8,099	9,042	3,081
			0	**8,099**	**9,042**	**3,081**
	Refurbishment and Improvement					
	Compliance Works					
5	Re-wiring	Major Repairs Reserve	0	500	480	504
6	Lifts	Major Repairs Reserve	0	300	240	252
7	Alarms	Major Repairs Reserve	0	375	300	315
8	Fire Protection	Major Repairs Reserve	0	1,360	1,088	1,143
9	Compliance works	Major Repairs Reserve	0	50	80	84
10	Tunstall Upgrades	Major Repairs Reserve	0	49	248	272
			0	**2,634**	**2,436**	**2,570**
	Other Works					
11	Disabled Adaptations	Major Repairs Reserve	0	150	360	378
			0	**150**	**360**	**378**
	Scheduled Works					
12	Re-roofing	Major Repairs Reserve	0	1,500	1,201	1,260
13	Exterior Refurbishment	Major Repairs Reserve	0	0	160	168
14	Kitchen Refurbishment	Major Repairs Reserve	0	1,100	968	1,017
15	Bathroom Refurbishment	Major Repairs Reserve	0	743	792	832
16	Doors & Windows	Major Repairs Reserve	0	1,200	1,441	1,513
17	Communal Rooms	Major Repairs Reserve	115	75	72	76
18	Door Entry systems	Major Repairs Reserve	0	50	80	84
19	External Wall Finishes	Major Repairs Reserve	0	0	552	580
20	Structural Refurbishment	Major Repairs Reserve	0	200	240	252
			115	**4,868**	**5,506**	**5,782**
21	**Total HRA Capital Programme**		**177**	**21,315**	**21,091**	**15,152**
	HRA FINANCED BY:					
22	HRA Capital Receipts Reserve		0	8,099	9,042	3,081
23	Grants and Contributions		0	2,000	0	0
24	HRA Priorities Reserve		0	180	0	0
25	Major Repairs Reserve		177	11,036	12,049	12,071
26	**Total HRA Capital Programme Financing**		**177**	**21,315**	**21,091**	**15,152**

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Appendix C

2024/25 - 2026/27 General Fund Reserves Statement

		Balance at 31 March 2023	Forecast Movement	Forecast Balance at 31 March 2024	Forecast Movement	Forecast Balance at 31 March 2025	Forecast Movement	Forecast Balance at 31 March 2026	Forecast Movement	Forecast Balance at 31 March 2027
	Discretionary Reserves									
1	Climate Change	331	(215)	116	(100)	16	0	16	0	16
2	Training and Development	15	0	15	0	15	0	15	0	15
3	Street Scene	331	(45)	286	0	286	0	286	0	286
4	ICT investment	499	(414)	85	(29)	56	(19)	37	0	37
5	Local Priorities Reserve	5,507	(610)	4,897	(763)	4,134	(120)	4,014	(755)	3,259
6	Leisure Reserve	0	850	850	(850)	0	0	0	0	0
7	Invest to Save	816	(513)	303	0	303	0	303	0	303
8	Housing Delivery	2,105	(1,947)	158	0	158	0	158	0	158
9	Property Maintenance	1,285	(253)	1,032	0	1,032	0	1,032	0	1,032
10	Regeneration	1,199	(712)	487	(348)	139	0	139	0	139
		12,088	**(3,859)**	**8,229**	**(2,090)**	**6,139**	**(139)**	**6,000**	**(755)**	**5,245**
	Governance Reserves									
11	Insurance Reserve	211	0	211	0	211	0	211	0	211
12	Pensions Reserve - Former Employees	277	(33)	244	(31)	213	(31)	182	(31)	151
13	Budget Stabilisation	3,154	(244)	2,910	0	2,910	0	2,910	0	2,910
14	Business Rates Volatility Reserve	2,031	0	2,031	0	2,031	0	2,031	0	2,031
15	Pay Award Reserve	500	(375)	125	0	125	0	125	0	125
16	Revenue Grants Carried Forwards	72	(72)	0	0	0	0	0	0	0
17	Building Control	84	(46)	38	(28)	10	(29)	(19)	(29)	(48)
18	Football 3G Pitch	150	25	175	25	200	25	225	25	250
19	Special Expense Area Reserve	339	(93)	246	104	350	116	466	0	466
		6,818	**(838)**	**5,980**	**70**	**6,050**	**81**	**6,131**	**(35)**	**6,096**
20	**Total General Revenue Reserves**	**18,906**	**(4,697)**	**14,209**	**(2,020)**	**12,189**	**(58)**	**12,131**	**(790)**	**11,341**
21	**Government Grants Received**	**1,064**	**(438)**	**626**	**0**	**626**	**0**	**626**	**0**	**626**
22	**Working Balance**	**1,986**	**(28)**	**1,958**	**0**	**1,958**	**0**	**1,958**	**0**	**1,958**
23	**Total Revenue Reserves**	**21,956**	**(5,163)**	**16,793**	**(2,020)**	**14,773**	**(58)**	**14,715**	**(790)**	**13,925**
	Capital Reserve									
24	LAMS Reserve	18	(18)	0	0	0	0	0	0	0
25	General Fund Capital Reserve	34	18	52	0	52	0	52	0	52
26	Useable Capital Receipts Reserve	3,502	(1,411)	2,091	(1,013)	1,078	(1,075)	3	0	3
27	**Total Capital Reserves**	**3,554**	**(1,411)**	**2,143**	**(1,013)**	**1,130**	**(1,075)**	**55**	**0**	**55**
28	**Total General Fund Reserves**	**25,510**	**(6,574)**	**18,936**	**(3,033)**	**15,903**	**(1,133)**	**14,770**	**(790)**	**13,980**

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Appendix C

2024/25 - 2026/27 HRA Reserves Statement

		Balance as at 31 March 2023 £000	Forecast Movement £000	Forecast Balance as at 31 March 2024 £000	Forecast Movement £000	Forecast Balance as at 31 March 2025 £000	Forecast Movement £000	Forecast Balance as at 31 March 2026 £000	Forecast Movement £000	Forecast Balance as at 31 March 2027 £000
	Revenue Reserves									
1	HRA Priorities Reserve	14,784	(3,487)	11,297	(280)	11,017	(100)	10,917	(100)	10,817
2	Local Authority Housing Fund Reserve	630	(630)	0	0	0	0	0	0	0
3	Working Balance	1,762	(718)	1,044	1,097	2,141	2,010	4,151	2,084	6,235
4	**Total HRA Revenue Reserves**	**17,176**	**(4,835)**	**12,341**	**817**	**13,158**	**1,910**	**15,068**	**1,984**	**17,052**
	HRA Capital Reserve									
5	HRA Capital Receipts Reserve	12,155	(43)	12,112	(4,299)	7,813	(5,142)	2,671	819	3,490
6	Major Repairs Reserve	19,553	2,125	21,678	(3,629)	18,049	(4,154)	13,895	(4,133)	9,762
7	**Total HRA Capital Reserves**	**31,708**	**2,082**	**33,790**	**(7,928)**	**25,862**	**(9,296)**	**16,566**	**(3,314)**	**13,252**
8	**Total HRA Reserves**	**48,884**	**(2,753)**	**46,131**	**(7,111)**	**39,020**	**(7,386)**	**31,634**	**(1,330)**	**30,304**

Appendix D – Finance Risk Register

Risk	Likeli-hood	Impact	Residual Risk Score	Mitigating Action
1. Increase in borrowing interest rates	3	3	9 High	Interest rates are continually monitored as they increased to an average of 4 - 5% compared to <1% 12 months earlier. This has a positive impact on the investment income received although should the Council consider external borrowing then there is now an additional resource pressure as borrowing rates have increased significantly in the past few months
2. Capital programmes requiring borrowing in the medium term	4	3	12 Very High	Continue to undertake financial modelling to identify consequences of undertaking borrowing and align this with savings that will need to be approved before borrowing is undertaken in order to ensure ongoing affordability and financial sustainability. The capital programme can currently be financed without borrowing although this is kept under review.
3. Fluctuation in business rates	2	2	4 Medium	The economic impact of the pandemic is yet to be fully determined which may have an adverse impact on the business rate base. Monthly reviews are in place to assess any adverse impact on the collectible amount.
4. Increase in bad debts as a result of economic circumstances	3	2	6 High	The Council has pro-active debt management procedures in place.
5. Increased maintenance costs of fixed assets	3	2	6 High	The budget proposals for 2023/24 propose a continuation of budget provision ofr investment in maintenance and repair of the Council's commercial and operational assets. The medium term outlook is a continuation of high levels of maintenance that will require financing
6. Inflation increases beyond budgeted levels	2	3	6 High	Budget assumptions kept up to date with most recent projections and monthly sensitivity analysis is produced to monitor the impact of inflationary increases.
7. Fee Income volatility	2	2	4 Medium	Early monitoring of deviations and regular reporting to both budget holders and members.
8. Fuel and utility price volatility	2	3	6 High	Weekly monitoring of fuel charge and proactive interventions to ensure optimisation of fuel consumption. Utility cost increases will continue to have an adverse impact on the Council finances.
9. Inadequate capital resources to finance future desired plans	3	3	9 High	Asset disposal programme approved and pipeline of asset disposal in progress in order to generate capital receipts.

Risk Matrix

Impact						
	Critical None or very low tolerance to the risk	4	4 Medium	8 High	12 Very High	16 Very High
	Major Some tolerance to the risk	3	3 Medium	6 High	9 High	12 Very High
	Moderate Risk can be tolerated in most cases	2	2 Low	4 Medium	6 High	8 High
	Minor Risk can be tolerated	1	1 Low	2 Low	3 Medium	4 Medium
			1	2	3	4
			Unlikely	Possible	Likely	Certain
			Low but not impossible <20%	Fairly likely to occur 21% - 50%	More likely to occur than not 51% - 80%	Expected to occur in most circumstances >80%
			Likelihood			

Appendix D

Risk Analysis of 2024/25 Budget

Issue	Budget 2024/25 £	Risk Factor	Risk% (Likelihood)	Risk Value 2023/24 £
Salary Budget	147,680	If national pay award exceeds budgeted increase (5%) by an additional 1%	50%	73,840
Salary vacancy rate	551,700	Vacancy rate not cheieved due to low turnover of employees across services	40%	220,680
Reduction in Council Tax Band D Increase	44,600	0.5% reduction in Council Tax Increase (assumed increase 2.8%)	10%	4,460
Increase in Leisure Management Fee	450,000	Management fee exceeds budgeted amount due to adverse trading conditions and increase utility costs	25%	112,500
Car Parking Income	1,284,700	Economic downturn could have a negative impact on car park usage	10%	128,470
Green Waste	1,779,000	Increase in Green Waste charge and economic downturn could have a detrimental impact on customer demand	5%	88,950
Utility Costs	883,200	Fluctuations in energy market leading to an increase in costs of utilities in excess of the budgeted increase	15%	132,480
Fuel Costs	991,000	Fluctuations in oil market meading to an increase in cost of fuel	15%	148,650
Interest Rate on Investment	914,000	Risk of investment returns being below budget	10%	91,400
	7,045,880	**Total**		**1,001,430**
		Budget Stabilisation Reserve and General Fund Working Balance		4,868,000
		Worst Case - 50% of above occuring in the same year		500,715
		Cover ratio		**9.72**

Appendix E

Equality Impact Assessment

Question	**Response**
1. Name of policy/funding activity/event being assessed	General Fund and HRA Budget, Council Tax and Rent Setting 2024/25
2. Summary of aims and objectives of the policy/funding activity/event	To set the Council Tax and Rent for 2024/25
3. Who is affected by the policy/funding activity/event?	All residents of South Kesteven District Council
4. Has there been any consultation with, or input from, customers/service users or other stakeholders? If so, with whom, how were they consulted and what did they say? If you haven't consulted yet and are intending to do so, please complete the consultation table below.	Consultation regarding the increase to Council Tax will take place during the period 19 January – 2 February 2024 where residents of South Kesteven will have the opportunity to provide their views regarding the proposed increase to Council Tax. Cabinet will consider feedback from the consultation in their meeting on 6 February 2024. Rent increase policy is set by government.
5. What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?	It is not possible to assess the impact of the Council Tax increase on individual households within South Kesteven but the local Council Tax support scheme will mitigate the impact of increases to eligible customers. The full impact will not mitigated for customers who are not eligible for 100% support. The Council Tax support scheme provides up to 80% support for working age claimants and 100% support for pension age claimants. There will be a negative impact on people who have low incomes that do not qualify for Council Tax Support. With regards to rent setting the Council is following Government guidance. The actual rent is calculated on a property by property basis so it is not possible to provide a specific comment as each impact will vary on an individual basis. Increases will be mitigated for those tenants in receipt of Housing Benefit and Universal Credit but there is a potential for a negative impact for tenants on low incomes who are not eligible benefits. The Council will respond to any adverse impact by promotion of Discretionary Housing Payments and other benefit support.

Protected Characteristic	Is there a potential for positive or negative impact?	Please explain and give examples of any evidence/data used	Action to address negative impact e.g. adjustment to the policy *(The Action Log below should be completed to provide further detail)*
Age	Yes	Council Tax and rent increases will have a negative impact on all residents in the district but the impact on those groups with a low income that do not qualify for support will be more greatly impacted. There is the potential for individuals below the age of 21 to be more greatly impacted due to the National Minimum Wage rate for this group of people. People who have reached pension age could also be more greatly impacted as there is the potential for household income to be lower for this group of people when compared with working age households.	The local council tax support scheme will help mitigate the impact of increases to council tax for eligible residents. There will also be a negative impact on people who have low incomes that do not qualify under the local council tax support scheme. Rent increases will be mitigated for those tenants in receipt of Housing Benefit and Universal Credit but there is a potential for a negative impact for tenants on low incomes who are not eligible benefits. The Council will respond to any adverse impact by promotion of Discretionary Housing Payments and other benefit support.
Disability	Yes	Council Tax and rent increases will have a negative impact on all residents in the district but the impact of individuals with this protected characteristic could be greater if they are in receipt of benefit support.	The local council tax support scheme will help mitigate the impact of increases to council tax for eligible residents. There will also be a negative impact on people who have low incomes that do not qualify under the local council tax support scheme. Rent increases will be mitigated for those tenants in receipt of Housing Benefit and Universal Credit but there is a potential for a negative impact for tenants on low incomes who are not eligible benefits. The Council will respond to any adverse impact by promotion of Discretionary Housing Payments and other benefit support.
Gender Reassignment	Yes	Council Tax and rent increases will have a negative impact on all residents in the district	Increases to both Council Tax and rent will negatively affect all residents due to socio-economic impacts. This impact is felt

			regardless of protected characteristic. Mitigations in place to support eligible customers will be promoted to help alleviate the impact.
Marriage and Civil Partnership	Yes	Council Tax and rent increases will have a negative impact on all residents in the district	Increases to both Council Tax and rent will negatively affect all residents due to socio-economic impacts. This impact is felt regardless of protected characteristic. Mitigations in place to support eligible customers will be promoted to help alleviate the impact.
Pregnancy and Maternity	Yes	Council Tax and rent increases will have a negative impact on all residents in the district but the impact on individuals with this protected characteristic could be greater as income is likely to be lower when on maternity leave.	The local council tax support scheme will help mitigate the impact of increases to council tax for eligible residents. There will also be a negative impact on people who have low incomes that do not qualify under the local council tax support scheme. Rent increases will be mitigated for those tenants in receipt of Housing Benefit and Universal Credit but there is a potential for a negative impact for tenants on low incomes who are not eligible benefits. The Council will respond to any adverse impact by promotion of Discretionary Housing Payments and other benefit support.
Race	Yes	Council Tax and rent increases will have a negative impact on all residents in the district	Increases to both Council Tax and rent will negatively affect all residents due to socio-economic impacts. This impact is felt regardless of protected characteristic. Mitigations in place to support eligible customers will be promoted to help alleviate the impact.
Religion or Belief	Yes	Council Tax and rent increases will have a negative impact on all residents in the district	Increases to both Council Tax and rent will negatively affect all residents due to socio-economic impacts. This impact is felt regardless of protected characteristic. Mitigations in place to support eligible customers will be promoted to help alleviate the impact.
Sex	Yes	Council Tax and rent increases will have a	Increases to both Council Tax and rent will negatively affect all

		negative impact on all residents in the district	residents due to socio-economic impacts. This impact is felt regardless of protected characteristic. Mitigations in place to support eligible customers will be promoted to help alleviate the impact.
Sexual Orientation	Yes	Council Tax and rent increases will have a negative impact on all residents in the district	Increases to both Council Tax and rent will negatively affect all residents due to socio-economic impacts. This impact is felt regardless of protected characteristic. Mitigations in place to support eligible customers will be promoted to help alleviate the impact.
Other Factors requiring consideration			
Socio-Economic Impacts	Yes	The cost of living crisis is already having an impact on households so increases in both Council Tax and rent will add further financial pressure to households.	The local council tax support scheme will help mitigate the impact of increases to council tax for eligible residents. There will also be a negative impact on people who have low incomes that do not qualify under the local council tax support scheme. Rent increases will be mitigated for those tenants in receipt of Housing Benefit and Universal Credit but there is a potential for a negative impact for tenants on low incomes who are not eligible benefits. The Council will respond to any adverse impact by promotion of Discretionary Housing Payments and other benefit support.
Carers (those who provide unpaid care to a family member, friend or partner)	Yes	Carers could be more greatly impacted by increases in Council Tax and Rent increases than those who do not have a caring responsibility due to the potential impact this responsibility could have on their ability to work.	The local council tax support scheme will help mitigate the impact of increases to council tax for eligible residents which eligible individuals in receipt of carers allowance can apply for. There will also be a negative impact on people who have low incomes that do not qualify under the local council tax support scheme.

			Rent increases will be mitigated for those tenants in receipt of Housing Benefit and Universal Credit but there is a potential for a negative impact for tenants on low incomes who are not eligible benefits. The Council will respond to any adverse impact by promotion of Discretionary Housing Payments and other benefit support.

Consultation

Negative impacts identified will require the responsible officer to consult with the affected group/s to determine all practicable and proportionate mitigations. Add more rows as required.

Group/Organisation	Date	Response
Residents consultation	19-1-24 to 2-2-24	48% of respondents were in favour of the Council Tax increase, 46.2% were not in favour and 5.8% did not know

Proposed Mitigation: Action Log

To be completed when barriers, negative impact or discrimination are found as part of this process – to show actions taken to remove or mitigate. Any mitigations identified throughout the EIA process should be meaningful and timely. Add more rows as required.

Negative Impact	Action	Timeline	Outcome	Status
Financial impact of Council Tax	Promotion of Council Tax support scheme	Ongoing	The provision of financial support to eligible residents.	
Financial Impact of Rent Increases	Rent increases will be mitigated for those tenants in receipt of Housing Benefit and Universal Credit. Promotion of Discretionary Housing Payments and other benefit support.	Ongoing	The provision of financial support to eligible residents.	

Evaluation Decision

Once consultation and practicable and proportionate mitigation has been put in place, the responsible officer should evaluate whether any negative impact remains and, if so, provide justification for any decision to proceed.

<table>
<tr><th>Question</th><th colspan="2">Explanation / justification</th></tr>
<tr><td>Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?</td><td colspan="2">Yes. For the reasons detailed on pages 2-7 of this document.</td></tr>
<tr><th>Final Decision</th><th>Tick</th><th>Include any explanation/justification required</th></tr>
<tr><td>1. No barriers identified, therefore activity will proceed</td><td></td><td></td></tr>
<tr><td>2. Stop the policy or practice because the data shows bias towards one or more groups</td><td></td><td></td></tr>
<tr><td>3. Adapt or change the policy in a way that will eliminate the bias</td><td></td><td></td></tr>
<tr><td>4. Barriers and impact identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to proceed with caution with this policy or practice knowing that it may favour some people less than others, providing justification for this decision</td><td>X</td><td>The Council Tax proposals for 24/25 are recommended in the context of maintaining quality services to our residents. The additional council tax income received will enable to council to achieve a balanced budget without any service reductions that could adversely affect our residents. Should any resident suffer financial difficulties as a result of the proposal then there is a range of financial support packages that the Council will provide.

There is a legal requirement to maintain a financially sustainable housing revenue account. A key element of achieving this is to follow national rent setting guidance which will ensure that income levels are maintained sufficiently to meet the expenditure demands of the service. Should any tenant suffer financial difficulties as a result of the proposal then there is a range of financial support packages that the Council will provide.</td></tr>
</table>

Did you consult with an Equality Ally prior to carrying out this assessment? Yes/No

Sign off

Name and job title of person completing this EIA	Alison Hall-Wright, Deputy Director (Finance and ICT)
Officer Responsible for implementing the policy/function etc	Claire Moses, Head of Revenues, Customer and Communities
Date Completed	18/12 2024, updated 21/02/2024
Line Manager	Richard Wyles
Date Agreed *(by line manager)*	21/02/2024
Date of Review *(if required)*	

Completed EIAs should be included as an appendix to the relevant report going to a Cabinet, Committee or Council meeting and a copy sent to equalities@southkesteven.gov.uk.

Completed EIAs will be published along with the relevant report through Modern.Gov before any decision is made and also on the Council's website.

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2024-25 Treasury Management Strategy Statement

1. Introduction

1.1 CIPFA published a revised Treasury Management Code and a revised Prudential Code on 20 December 2021. The Code states that revisions need to be included from the financial year 2023/24. Therefore South Kesteven District Council must have to have regard to these Codes of Practice when it prepares the Treasury Management Strategy Statement (TMSS) and Annual Investment Strategy (AIS) reports and also related reports during the financial year which are approved by Full Council.

1.2 The revised Treasury Mangement Code requires all investments and investment income to be attributed to one fo the following purposes:

- **Treasury Management -** This type of investment represents balances which are only held until the cash is required.

- **Service Delivery –** Investments held primarily and directly for the delivery of public services including housing, regeneration and local infrastructure. Returns on this category of investment which are funded by borrowing are permitted only in cases where the income is “either related to the financial viability of the project or otherwise incidental to the primary purpose”.

- **Commercial return –** Investments held primarily for financial return with no treasury management or direct service provision purpose. Risks on such investments should be proportionate to the Council’s financial capacity, i.e., that ‘plausible losses’ could be absorbed in budgets or reserves without unmanageable detriment to local services. The Council must not borrow to invest primarily for financial return.

1.3 The revised Treasury Management Code will require the Council to implement the following:

- **Adopt a new liability benchmark treasury indicator** to support the financing risk management of the capital financing requirements. This indicator needs to be shown in chart form for a minimum of ten years, and material differences between the liability benchmark and actual loans must be explained;

- **Long-term treasury investments**, (including pooled funds), are to be classed as commercial investments unless justified by a cash flow business case;

- **Pooled funds** are to be included in the indicator for principal sums maturing in years beyond the initial budget year;

- Amendment to the **knowledge and skills register** for officers and members involved in the treasury management function – to be proportionate to the size and complexity of treasury management activities conducted by each authority;

- **Quarterly reporting to members.** Specifically, the Chief Finance Officer (CFO) is required to establish procedures to monitor and report performance against all forward-looking prudential indicators at least quarterly. The CFO is expected to establish a measurement and reporting process that highlights significant actual or forecast deviations from the approved indicators.

- **Environmental, social and governance (ESG)** issues to be addressed within the Council's treasury management policies and practices (TMP1).

1.4 The main requirements of the Prudential Code relating to service and commercial investments are:

- The risks associated with service and commercial investments should be proportionate to their financial capacity, i.e. that plausible losses could be absorbed in budgets or reserves without unmanageable detriment to the Council;

- The Council must not borrow to invest for the primary purpose of commercial return;

- It is not prudent for the Council to make any investment or spending decision that will increase the CFR, and lead to new borrowing, unless directly and primarily related to functions of the Council, and where commercial returns are either related to the financial viability of the project or otherwise incidental to the primary purpose;

- An annual review should be completed to evaluate whether commercial investments should be sold to release funds to finance new capital expenditure or to refinance maturing debt;

- A prudential indicator is required for the net income from commercial and service investments as a proportion of the net revenue stream;

- Create new Investment Management Practices to manage risks associated with non-treasury investments.

1.5 The Council's Capital Strategy or Annual Investment Strategy should include:

- The Council's approach to investments for service or commercial purposes (together referred to as non-treasury investments), including defining the Council's objectives, risk appetite and risk management in respect of these investments, and processes ensuring effective due diligence;

- An assessment of affordability, prudence and proportionality in respect of the Council's overall financial capacity (i.e. whether plausible losses could be absorbed in budgets and reserves without unmanageable detriment to local services);

- Details of financial and other risks of undertaking investments for service or commercial purposes and how these are managed;

- Limits on total investments for service purposes and for commercial purposes respectively (consistent with any limits required by other statutory guidance on investments);

- Requirements for independent and expert advice and scrutiny arrangements (while business cases may provide some of this material, the information contained in them will need to be periodically re-evaluated to inform the Council's overall strategy.

- State compliance with paragraph 51 of the Prudential Code in relation to investments for commercial purposes, in particular the requirement that an authority must not borrow to invest primarily for financial return.

1.6 As this TMSS and AIS deal solely with treasury management investments, the categories of service delivery and commercial investments should be addressed as part of the Capital Strategy report.

1.7 As investments in commercial property have implications for cash balances managed by the treasury team a high level summary of the impact that commercial investments have, or may have, will be included if the Council plans to liquidate these investments over the 3 year period that the TMSS and AIS covers.

Background

1.8 The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return.

1.9 The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer term cash flow planning to ensure that the Council can meet its capital spending obligations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses. On occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.

1.10 The contribution the treasury management function makes to the Authority is critical, because the balance of debt and investment operations ensure liquidity or the ability to meet spending commitments as they fall due, on day-to-day revenue and for larger capital projects. The treasury operations will see a balance of the interest costs of debt and the investment income arising from cash deposits affecting the available budget. Since cash balances generally result from reserves and balances, it is paramount to ensure adequate security of the sums invested, as a loss of principal will in effect result in a loss to the General Fund Balance.

1.11 CIPFA defines treasury management as:

"The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

1.12 Whilst any commercial initiatives or loans to third parties will impact on the treasury function, these activities are generally classed as non-treasury activities, (arising usually from capital expenditure), and are separate from the day-to-day treasury management activities.

Reporting Requirements

1.13 The CIPFA 2021 Prudential and Treasury Management Code requires all Council's to prepare a Capital Strategy report which will provide the following:

- a high level long-term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services
- an overview of how the associated risk is managed
- the implications for future financial sustainability

1.14 The aim of the strategy is to ensure all of the Council's elected members fully understand the overall long-term policy objectives

1.15 The Council is required to receive and approve, as a minimum, three main reports each year, which incorporate a variety of polices, estimates and actuals.

- **Prudential and treasury indicators and treasury strategy** - The first, and most important report covers:
  - the capital plans (including prudential indicators);
  - a minimum revenue provision (MRP) policy (how residual capital expenditure is charged to revenue over time);
  - the treasury management strategy (how the investments and borrowings are to be organised) including treasury indicators; and
  - an investment strategy (the parameters on how investments are to be managed).

- **A mid year treasury management report** – This will update members with the progress of the capital position, amending prudential indicators as necessary, and whether any policies require revision. In addition to this the quarterly update reports will be produced. .

- **An annual treasury report** – This provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

1.16 The above reports must be properly scrutinised by the Governance and Audit Committee. This report is presented to Council for approval in February as part of the budget report.

1.17 In addition to the three reports detailed above, quarterly reports are also required. These are presented to the Governance and Audit Committee for approval.

1.18 **Governance and Audit Committee** – As part of the Committee's terms of reference the above reports are presented for consideration and scrutiny during the year. The Committee also has authority to approve any in year amendments to the Treasury Management Strategy as may be requested by officers.

<u>Treasury Management Strategy for 2024-25</u>

1.19 The strategy for 2024-25 covers two main areas:

<u>Capital issues</u>
- the capital plans and the prudential indicators;
- the minimum revenue provision (MRP) policy.

<u>Treasury management issues</u>
- the current treasury position;
- treasury indicators which limit the treasury risk and activities of the Council;
- prospects for interest rates;
- the borrowing strategy;
- policy on borrowing in advance of need;
- debt rescheduling;
- the investment strategy;
- creditworthiness policy; and
- policy on use of external service providers.

1.20 These elements cover the requirements of the Local Government Act 2003, the CIPFA Prudential Code, Department for Levelling Up, Housing and Communities (DLUHC) MRP Guidance, the CIPFA Treasury Management Code and DLUHC Investment Guidance.

Training

1.21 The CIPFA Treasury Management Code (the Code) requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. This especially applies to members responsibe for scrutiny.

1.22 The Code states that that they expect “all organisations to have a formal and comprehensive knowledge and skills or training policy for the effective acquisition and retention of treasury management knowledge and skills for those responsible for management, delivery, governance and decision making”.

1.23 The scale and nature of this will depend on the size and complexity of the organisation’s treasury management needs. Organisations should consider how to assess whether treasury management staff and board/council members have the required knowledge and skills to undertake their roles and whether they have been able to maintain those skills and keep them up to date.

1.24 As a minimum, authorities should carry out the following to monitor and review knowledge and skills:

- Record attendance at training and ensure action is taken where poor attendance is identified.
- Prepare tailored learning plans for treasury management officers and board/council members.
- Require treasury management officers and board/council members to undertake self-assessment against the required competencies (as set out in the schedule that may be adopted by the organisation).
- Have regular communication with officers and board/council members, encouraging them to highlight training needs on an ongoing basis.”

1.25 In further support of the revised training requirements, CIPFA’s Better Governance Forum and Treasury Management Network have produced a ‘self-assessment by members responsible for the scrutiny of treasury management’, which is available from the CIPFA website to download.

1.26 Training was provided to members of the Governance and Audit Committee by the Council’s treasury advisors, Link Group, Treasury Solutions, on 29 November 2023 and further training is implemented as required. The training needs of treasury officers are periodically reviewed.

1.27 A formal record of the training received by officers central to the Treasury function will be maintained by the Senior Accountant. Similarly, a formal record of the treasury management/capital finance training received by members will also be maintained by the Members Services Officer.

Treasury management consultants

1.28 The Council uses Link Group, Treasury Solutions as its external treasury management advisors.

1.29 The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers.

1.30 It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review.

2 The Capital Prudential Indicators 2024/25 to 2026/27

Introduction

2.1 The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans**.**

Capital Expenditure and Financing

2.2 This prudential indicator is a summary of the Council's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. Members are asked to approve the capital expenditure forecasts:

Capital Expenditure	2022/23 Actual Outturn £m	2023/24 Estimate £m	2024/25 Estimate £m	2025/26 Estimate £m	2026/27 Estimate £m
Non-HRA	5.072	21.639	5.534	3.039	3.036
HRA	6.674	27.793	21.315	21.091	15.152
Total	**11.746**	**49.432**	**26.849**	**24.130**	**18.188**

2.3 The table below summarises the above capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a funding borrowing need.

Financing of capital expenditure	2022/23 Actual £m	2023/24 Estimate £m	2024/25 Estimate £m	2025/26 Estimate £m	2026/27 Estimate £m
Capital receipts reserve	0.965	8.833	10.099	10.117	3.081
Grants and Contributions	2.526	16.877	3.473	0.975	0.975
Reserves	7.858	15.498	13.277	12.169	12.826

Net financing need for the year	0.397	8.224	0	0.869	1.306

The Council's Borrowing Need (the Capital Financing Requirement)

2.4 The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of Council's underlying borrowing need. Any capital expenditure above, which has not immediately been paid for, will increase the CFR.

2.5 The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the borrowing need in line with each asset life, and so charges the economic consumption of capital assets as they are used.

2.6 The CFR includes any other long-term liabilities (e.g. PFI schemes, finance leases). Whilst these increase the CFR, and therefore the Council's borrowing requirement, these types of schemes include a borrowing facility and so the Council is not required to separately borrow for these schemes. The Council currently has no such schemes within the CFR.

2.7 The Council is asked to approve the CFR projections below:

	2022/23 Actual £m	2023/24 Estimate £m	2024/25 Estimate £m	2025/26 Estimate £m	2026/27 Estimate £m
Capital Financing Requirement					
Closing CFR – Non Housing	14.186	22.123	21.841	22.310	22.834
Closing CFR - Housing	89.960	86.738	83.516	80.294	77.072
Total CFR	**104.146**	**108.861**	**105.357**	**102.604**	**99.906**
Opening CFR	107.101	104.146	108.861	105.357	102.604
Movement in CFR	(2.956)	4.715	(3.504)	(2.753)	(2.698)

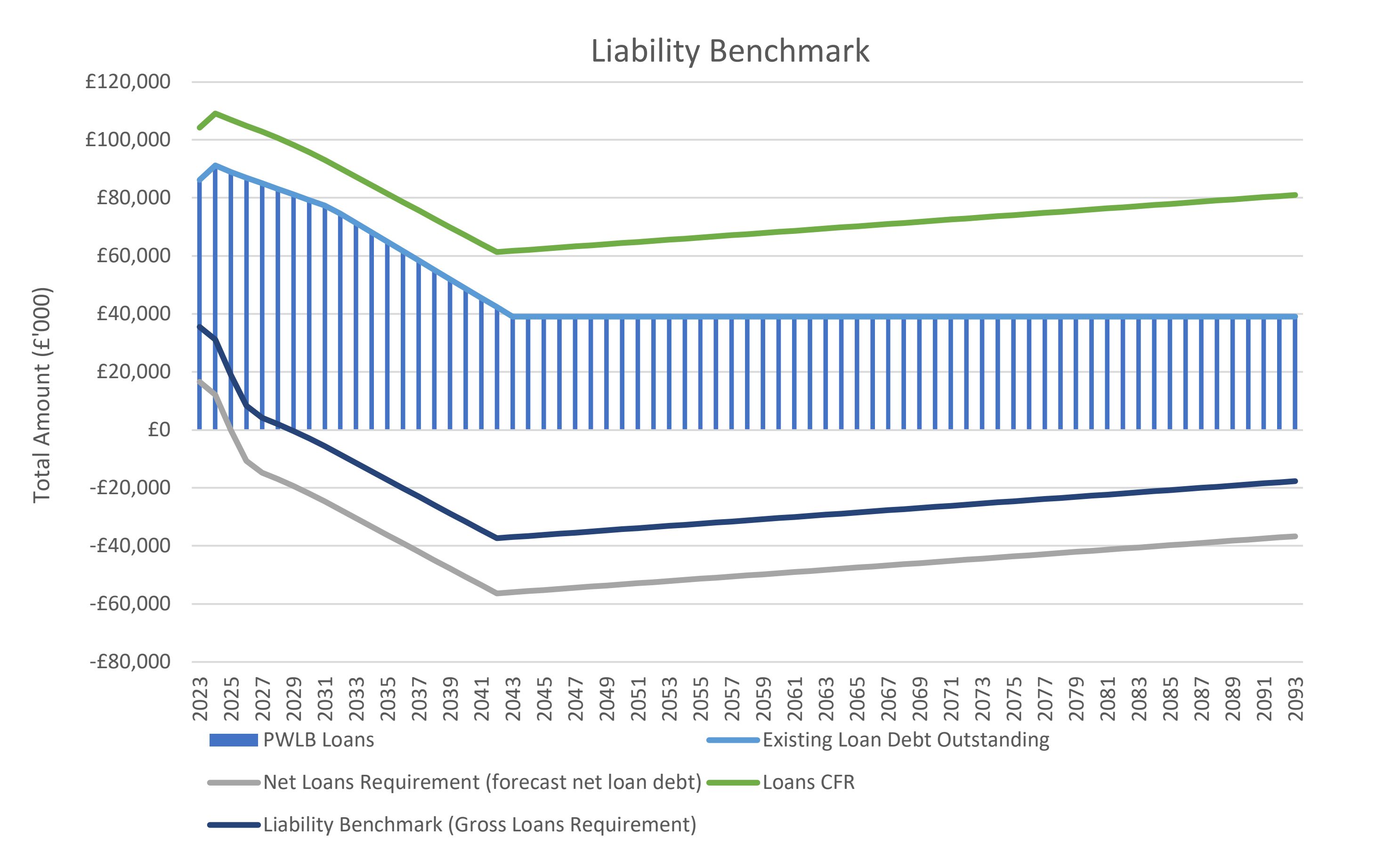
	2022/23 Actual £m	2023/24 Estimate £m	2024/25 Estimate £m	2025/26 Estimate £m	2026/27 Estimate £m
Movement in CFR represented by					
Net financing need for the year	0.397	8.224	0	0.869	1.306

Repayment of HRA Borrowing	(3.222)	(3.222)	(3.222)	(3.222)	(3.222)
Less MRP/VRP and other financing movements	(0.131)	(0.287)	(0.282)	(0.400)	(0.782)
Movement in CFR	(2.956)	4.715	(3.504)	(2.753)	(2.698)

Liability Benchmark

2.8 The Council is required to estimate and measure the Liability Benchmark (LB)for the forthcoming year and the following two years, as a minimum. There are four components to the LB:

- **Existing loan debt outstanding:** the Council's existing loans that are still outstanding in future years.
- **Loans CFR:** this is calculated in accordance with the loans CFR definition in the Prudential Code and projected into the future based on approved prudential borrowing and planned MRP.
- **Net loans requirement**: this will show the Council's gross loan debt less treasury management investments at the last financial year-end, projected into the future and based on its approved prudential borrowing, planned MRP and any other major cash flows forecast.
- **Liability Benchmark** (or gross loans requirement): this equals net loans requirement plus short-term liquidity allowance.



<u>Core Funds and Expected Investment Balances</u>

2.9 The application of resources (capital receipts, reserves etc.) to either finance capital expenditure or other budget decisions to support the revenue budget will have an ongoing impact on investments unless resources are supplemented each year from new sources (asset sales etc.). Detailed below are estimates of the year end balances for each resource and anticipated day to day cash flow balances.

Year End Resources	2022/23 Actual £m	2023/24 Estimate £m	2024/25 Estimate £m	2025/26 Estimate £m	2026/27 Estimate £m
General Fund balances	19.971	14.662	12.708	12.650	11.860
Capital reserves – General Fund	3.553	2.143	1.130	0.055	0.055
Capital reserves – HRA	12.156	12.112	7.813	2.671	3.490
HRA reserve	15.414	11.297	11.017	10.917	10.817

Major Repairs Reserve	19.553	21.678	18.049	13.895	9.762
Total Core Funds	**70.647**	**61.892**	**50.717**	**40.188**	**35.984**
Working Capital - GF*	1.986	1.958	1.958	1.958	1.958
Working Capital - HRA*	1.762	1.044	2.141	4.151	6.235
Expected Investments	**74.395**	**64.894**	**54.816**	**46.297**	**44.177**

Working capital balances shown are estimated year end; these may be higher mid-year.

3 Borrowing

3.1 The capital expenditure plans set out in Section 2 provide details of the service activity of the Council. The treasury management function ensures that the Council's cash is organised in accordance with the relevant professional Codes, so that sufficient cash is available to meet this service activity. This will involve both the organisation of the cash flow and where capital plans require, the organisation of approporiate borrowing facilities. The strategy covers the relevant treasury / prudential indicators, the current and projected debt positions and the Annual Investment Strategy.

Current Portfolio Position

3.2 The overall treasury management portfolio as at 31 March 2023 and the position as at 31 December 2023 are shown below for both borrowing and investments.

	Balance at 31 March 2023 £'000	**Balance at 31 December 2023 £'000**
Deposits with Banks and Financial Institutions		
Banks		
Close Brothers Ltd	7,000	10,000
Goldman Sachs International Bank	4,000	3,000
Landesbank Hessen-Thueringen Girozentrale (Helaba)	4,000	4,000
Lloyds Bank Plc	5,000	7,000
SMBC Bank International PLC	3,000	3,000
Standard Chartered Bank	9,000	9,000

Al Rayan Bank	0	1,000
Natwest Markets	0	5,000
Santander	0	10,000
Local Authorities		
Wakefield District Council	5,000	0
Leeds City Council	5,000	0
Cambridgeshire County Council	2,000	2,000
West Dunbartonshire Council	4,000	4,000
The Highland Council	0	3,000
Money Market Funds		
Aberdeen Standard	2,509	0
BNP Paribas	5,000	3,108
CCLA	5,000	0
LGIM	5,000	5,000
Federated Prime	0	5,000
Invesco	0	2,268
Property Funds		
CCLA Property Fund	3,000	3,000
Total Treasury Investments	**68,509**	**79,376**
External Borrowing		
PWLB	(86,213)	(84,602)
Total External Borrowing		
Net Treasury Investments/(Borrowing)	**(17,704)**	**(5,226)**

3.3 The Council's forward projections for borrowing are summarised in the table below. The table shows the actual external debt, against the underlying capital borrowing need, (the Capital Financing Requirement - CFR), highlighting any over or under borrowing.

	2022/23 Actual £m	2023/2 Estimate £m	2024/25 Estimate £m	2025/26 Estimate £m	2026/27 Estimate £m
External Debt					
Existing debt at 1 April	89.435	86.213	82.991	79.769	76.547
Expected change in debt	0.000	0.000	0.000	0.000	0.000
HRA Settlement	(3.222)	(3.222)	(3.222)	(3.222)	(3.222)
Debt at 31 March	**86.213**	**82.991**	**79.769**	**76.547**	**73.325**
Closing CFR	**104.146**	**108.859**	**105.356**	**102.726**	**100.537**

Under / (over) borrowing	17.933	25.868	25.587	26.179	27.212

3.4 Within the prudential indicators there are a number of key indicators to ensure that the Council operates its activities within well-defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short term, exceed the total of CFR in the preceding year plus the estimates of any additional CFR for 2024/25 and the following two financial years This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue purposes.

3.5 The Section 151 Officer reports that the Council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this budget report.

Treasury Indicators: Limits to Borrowing Activity

3.6 The operational boundary and authorised limit have been increased to reflect the borrowing requirements to facilitate the delivery of the economic regeneration projects and essential service delivery infrastructure. Any capital schemes that have borrowing implications will be fully evaluated to identify the overall impact on the prudential indicators.

3.7 **The Operational Boundary**.

This is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR but may be lower or higher depending on the levels of actual debt and the ability to fund under-borrowing by other cash resources**.**

Operational Boundary	2023/24 Estimate £m	2024/25 Estimate £m	2025/26 Estimate £m	2026/27 Estimate £m
General Fund	15.000	22.000	23.000	24.000
HRA	100.000	100.000	100.000	100.000
Other long-term liabilities	0.000	0.000	0.000	0.000
Total	**115.000**	**122.000**	**123.000**	**124.000**

3.8 The operational boundary will be reviewed on an individual project basis as required.

3.9 **The Authorised Limit for External Debt**

This is a key prudential indicator and represents a control on the maximum level of borrowing. This represents a limit beyond which external debt is prohibited, and this limit needs to be set or revised by the full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

3.10 This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although no control has yet been exercised.

3.11 The Council is asked to approve the following authorised limit:

Authorised limit	2023/24 Estimate £m	2024/25 Estimate £m	2025/26 Estimate £m	2026/27 Estimate £m
General Fund	33.000	40.000	41.000	42.000
HRA	115.000	115.000	115.000	115.000
Other long-term liabilities	0.000	0.000	0.000	0.000
Total	**148.000**	**155.000**	**156.000**	**156.000**

Prospects for Interest Rates

3.12 The Council utilises the services of Link Group as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. The following table gives the current Link central view:

Annual Average %	**Bank Rate**	**PWLB Borrowing Rates (including certainty rate adjustment)**		
		5 year	**25 year**	**50 year**
Dec 2023	5.25	5.00	5.50	5.30
Mar 2024	5.25	4.90	5.30	5.10
Jun 2024	5.25	4.80	5.10	4.90
Sep 2024	5.00	4.70	4.90	4.70
Dec 2024	4.50	4.40	4.70	4.50
Mar 2025	4.00	4.20	4.50	4.30
Jun 2025	3.50	4.00	4.30	4.10
Sep 2025	3.25	3.80	4.20	4.00
Dec 2025	3.00	3.70	4.10	3.90
Mar 2026	3.00	3.60	4.10	3.90
Jun 2026	3.00	3.50	4.00	3.80

Sep 2026	3.00	3.50	4.00	3.80
Dec 2026	3.00	3.50	4.00	3.80

3.13 The PWLB forecasts are based on the Certainty Rate (minus 20 bps) which has been accessible to most authorities since 1 November 2012.

3.14 The interest rates provided by Link reflect the view that the Monetary Policy Committee (MPC) will continue to further demonstrate their anti-inflation credentials by delivering a succession of rate increase. Bank Rate is currently 5.25% and is expected to fall from September 2024.

Borrowing Strategy 2024/25 – 2026/27

3.15 The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure. This strategy is prudent as medium and longer dated borrowing rates are expected to fall from their current levels once prevailing inflation concerns are addressed by tighter near-term monetary policy. That is, Bank Rate remains elevated through to the second half of 2024.

3.16 When the Council is considering undertaking borrowing to fund the capital programme, projects or to fund future debt maturities a clear business case must be developed. The business case will need to take into consideration, the revenue consequences of the borrowing including interest payable, MRP and any future income to be generated from the project. Borrowing can then be undertaken where there is a clear business case and affordability is demonstrated.

3.17 Against this background and the risks within the economic forecast, caution will be adopted with the 2024/25 treasury operations. The Section 151 and Deputy Section 151 Officers will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- if it was felt that there was a significant risk of a sharp FALL in borrowing rates then borrowing will be postponed.

- if it was felt that there was a significant risk of a much sharper RISE in borrowing rates than that currently forecast, fixed rate funding will be drawn whilst interest rates are lower than they are projected to be in the next few years.

3.18 The option of postponing borrowing and running down investment balances will also be considered. This would reduce counterparty risk and hedge against the expected fall in investments returns.

3.19 Any borrowing decisions will be reported to the Governance and Audit Committee at the next available opportunity.

Policy on Borrowing in Advance of need

3.20 The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates, and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.

3.21 The Section 151 or Deputy Section 151 Officer may do this under delegated power where, for instance, a sharp rise in interest rates is expected, and so borrowing early at fixed interest rates will be economically beneficial or meet budgetary constraints. Whilst the Section 151 or Deputy section 151 Officer will adopt a cautious approach to any such borrowing, where there is a clear business case for doing so borrowing may be undertaken to fund the approved capital programme or to fund future debt maturities. Borrowing in advance of need will be made within the constraints that:

- It will be limited to no more that 30% of the expected increase in borrowing need (CFR) over the three-year planning period; and
- The Council would not look to borrow more than 24 months in advance of need.

3.22 Risks associated with any borrowing in advance activity will be subject to prior appraisal and subsequent reporting through the mid-year or annual reporting mechanism.

Debt Rescheduling

3.23 Rescheduling of current borrowing in our debt portfolio is unlikely to occur as there is still a very large difference between premature redemption rates and new borrowing rates.

3.24 If rescheduling was done, it will be reported to the Governance and Audit Committee at the earliest meeting following its action.

New financial institutions as a source of borrowing and/or types of borrowing

3.25 Currently the PWLB Certainty Rate is set at gilts + 80 basis points for both HRA and non-HRA borrowing. However, consideration may still need to be given to sourcing funding from the following sources for the following reasons:

- Local authorities (primarily shorter dated maturities)
- Financial institutions (primarily insurance companies and pension funds but also some banks, out of spot or forward dates where the objective is to avoid a “cost of carry” or to achieve refinancing certainty over the next few years)
- Municipal Bonds Agency (possibly still a viable alternative depending on market circumstances prevailing at the time).

3.26 Our advisors will keep us informed as to the relative merits of each of these alternative funding sources.

Approved Sources of Long and Short term Borrowing

On Balance Sheet	Fixed	Variable
PWLB	●	●
Municipal bond agency	●	●
Local authorities	●	●
Banks	●	●
Pension funds	●	●
Insurance companies	●	●
Market (long-term)	●	●
Market (temporary)	●	●
Market (LOBOs)	●	●
Stock issues	●	●
Local temporary	●	●
Local Bonds	●	
Local authority bills	●	●
Overdraft		●
Negotiable Bonds	●	●
Internal (capital receipts & revenue balances)	●	●
Commercial Paper	●	
Medium Term Notes	●	
Finance leases	●	●

4 Annual Investment Strategy

<u>Investment Policy and Counterparty Selection Criteria</u>

4.1 The Department of Levelling Up, Housing and Communities (DLUHC) and CIPFA have extended the meaning of 'investments' to include both financial and non-financial investments. This report deals solely with treasury (financial) investments, (as managed by the treasury management team). Non-financial investments, essentially the purchase of income yielding assets and service investments, are covered in the Capital Strategy.

4.2 The Council's investment policy has regard to the following:

- DLUHC's Guidance on Local Government Investments ("the Guidance"),
- CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2021 ("the Code")
- CIPFA Treasury Management Guidance Notes 2021.

4.3 The Council's investment priorities will be security first, portfolio liquidity second, then yield (return). The Council will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity and with regard to the Council's risk appetite.

4.4 In the current economic climate, it is considered appropriate to maintain a degree of liquidity to cover cash flow needs but to also consider “laddering” investments for periods up to 12 months with high credit rated financial institutions, whilst investment rates remain elevated.

4.5 The above guidance from the DLUHC and CIPFA places a high priority on the management of risk. This Council has adopted a prudent approach to managing risk and defines its risk appetite by the following means:

- the Council applies minimum acceptable credit criteria in order to generate a list of highly creditworthy counterparties which also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the Short Term and Long Term ratings.

- Ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To this end the Council will engage with its advisors to maintain a monitor on market pricing such as “credit default swaps” and overlay that information on top of the credit ratings.

- Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.

- Investment instruments identified for use in the financial year are listed in Appendix 3 under the ‘specified’ and ‘non-specified’ investment categories. Counterparty limits will be as set through the Council’s treasury management practices-schedules.

    - **Specified investments** are those with a high credit quality and subject to a maturity of one year or have less than a year left to run to maturity, if originally they were classified as being non-specified investments solely due to the maturity period exceeding one year.

    - **Non-specified investments** are those with less high credit quality, may be for periods in excess of one year, and/or are more complex instruments which require greater consideration by members and officers being being authorised for use.

- **Non-specified and loan investment limits.** The Council had determined that it will set a limit to the maximum exposure of the total treasury management investment portfolio to non-specified investments of 35%.

- **Lending limits**, (amounts and maturity), for each counterparty will be set through applying the limits in Appendix 3.

- **Transaction limits** are set for each type of investment in Appendix 3.

- This Council will set a limit for its investments which are invested for **longer than 365 days** (see paragraph 4.20).

- This Council has engaged **external consultants** (see paragraph 1.28), to provide expert advice on how to optimise an appropriate balance of security, liquidity and yield, given the risk appetite of this Council in the context of the expected level of cash balances and need for liquidity throughout the year.

- All investments will be denominated in **sterling**.

- As a result of the change in accounting standards for 2023/24 under IFRS 9, this Authority will consider the implications of investment instruments which could result in an adverse movement in the value of the amount invested and resultant charges at the end of the year to the General Fund. In November 2018, the MHCLG (now DLUHC), concluded a consultation for a temporary override to allow English local authorities time to adjust their portfolio of all pooled investments by announcing a statutory override to delay implementation of IFRS 9 for five years ending 31.3.23. More recently, a further extension to the over-ride to 31.5.25 has been agreed by Government.

4.6 This Council will also pursue **value for money** in treasury management and will monitor the yield from investment income against appropriate benchmarks for investment performance (see paragraph 4.22). Regular monitoring of investment performance will be carried out during the year.

<u>Creditworthiness policy</u>

4.7 This Council applies the creditworthiness service provided by Link Group. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody’s and Standard and Poor’s. The credit ratings of counterparties are supplemented with the following overlays:

- credit watches and credit outlooks from credit rating agencies;
- CDS spreads to give early warning of likely changes in credit ratings;
- sovereign ratings to select counterparties from only the most creditworthy countries.

4.8 This modelling approach combines credit ratings, credit watches and credit outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the suggested duration for investments. The Council will therefore use counterparties within the following durational bands:

- Yellow 5 years *

- Dark pink — 5 years for Ultra-Short Dated Bond Funds with a credit score of 1.25
- Light pink — 5 years for Ultra-Short Dated Bond Funds with a credit score of 1.5
- Purple — 2 years
- Blue — 1 year (only applies to nationalised or semi nationalised UK Banks)
- Orange — 1 year
- Red — 6 months
- Green — 100 days
- No colour — not to be used

Y	Pi1	Pi2	P	B	O	R	G	N/C
1	1.25	1.5	2	3	4	5	6	7
Up to 5yrs	Up to 5yrs	Up to 5yrs	Up to 2yrs	Up to 1yr	Up to 1yr	Up to 6mths	Up to 100days	No Colour

4.9 The Link Group creditworthiness service uses a wider array of information other than just primary ratings. Furthermore, by using a risk weighted scoring system, it does not give undue importance to just one agency's ratings.

4.10 Typically the minimum credit ratings criteria the Council uses will be a Short Term rating (Fitch or equivalents) of F1 and a Long Term rating of A-. There may be occasions when the counterparty ratings from one agency are marginally lower than these ratings but may still be used. In these instances consideration will be given to the whole range of ratings available, or other topical market information, to support their use.

4.11 All credit ratings are monitored daily. The Council is alerted to changes to ratings of all three agencies through its use of the Link creditworthiness service.

- if a downgrade results in the counterparty/investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
- in addition to the use of credit ratings the Council will be advised of information in movements in credit default swap spreads against the iTraxx European Financials benchmark and other market data on a weekly basis via its Passport website, provided exclusively to it by Link. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.

4.12 Sole reliance will not be placed on the use of this external service. In addition this Council will also use market data and market information, as well as information on any external support for banks to help support its decision making process.

4.13 The Treasury Management Officer will use the Link Credit Rating weekly listing as a tool for guidance, with the option to deviate from this guidance only when there are clear alternative options that are available to the Council. Any decision of this nature should be clearly documented for audit purposes.

4.14 Significant levels of downgrades to Short and Long-Term credit ratings have not materialised since the crisis in March 2020. In the main, where they did change, any alterations were limited to Outlooks. Nonetheless, when setting minimum sovereign debt ratings, this Council will not set a minimum rating for the UK.

Investment Strategy

4.15 **In-house funds**. Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e. rates for investments up to 12 months). Greater returns are usually obtainable by investing for longer periods. The current yield curve suggests that is the case at present, but there is the prospect of Bank Rates having peaked in the second half of 2023 and possibly reducing as early as the second half of 2024 so an agile investment strategy would be appropriate to optimise returns.

4.16 While most cash balances are required in order to manage the councils cashflow, where cash sums can be identified that could be invested for longer periods, the value to be obtained from longer term investments will be carefully assessed.

- If it is thought that Bank Rate is likely to rise significantly within the time horizon being considered, then consideration will be given to keeping most investments as being short term or variable.
- Conversely, if it is thought that Bank Rate is likely to fall within that time period, consideration will be given to locking in higher rates currently obtainable, for longer periods.

Investment returns expectations.

4.17 The current forecast shown in paragraph 3.12 includes a forecast for Bank Rate to have peaked at 5.25% in Q4 2023.

4.18 The suggested budgeted investment earnings rates for returns on investments placed for periods up to about three months during each financial year are as follows (the long-term forecast is for periods over 10 years in the future):

Average earnings in each year	Link Group	Budgeted*
2023/24	5.30%	4.00%
2024/25	4.70%	5.00%
2025/26	3.20%	4.50%
2026/27	3.00%	3.00%
2027/28	3.25%	
Year 6 onwards	3.25%	

*Budgeted rates are higher than Link's rates as a quarterly dividend is received from the Property Fund which will increase the return the Council earns on investments

4.19 **Investment treasury indicator and limit** - total principal funds invested for greater than 365 days. These limits are set with regard to the Council's liquidity requirements and to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end.

4.20 The Council is asked to approve the treasury indicator and limit: -

Maximum principal sums invested > 365 days			
	2024/25 £m	2025/26 £m	2026/27 £m
Principal sums invested > 365 days	15.000	15.000	15.000

4.21 For its cash flow generated balances, the Council will seek to utilise its instant access and notice accounts, money market funds and short-dated deposits, (overnight to 100 days), in order to benefit from the compounding of interest.

Investment Risk Benchmarking

4.22 These benchmarks are simple guides to maximum risk, so may be breached from time to time, depending on movements in interest rates and counterparty criteria. The purpose of the benchmark is that officers will monitor the current and trend position and amend the operational strategy to manage risk as conditions change. Any breach of the benchmarks will be reported, with supporting reasons in the Mid-Year or Annual Report.

Security - The Council's maximum security risk benchmark for the current portfolio, when compared to these historic default tables, is:

- 0.010% historic risk of default when compared to the whole portfolio.

Liquidity – In respect of this area the Council seeks to maintain:

- Bank overdraft - £0.5m
- Liquid short-term deposits of at least £12m available with a week's notice.
- Weighted Average Life benchmark is not expected to exceed a maximum of 1 year.

Yield - Local measures of yield benchmarks are:

- Investments – Internal returns above the 7-day LIBID rate
- Investments – External fund managers - returns 110% above 7-day compounded LIBID.

4.23 And in addition, that the security benchmark for each individual year is:

	1 year	2 years	3 years	4 years	5 years
Maximum	0.05%	0.14%	0.26%	0.38%	0.54%

Note: This benchmark is an average risk of default measure (potential loss on investments) and would not constitute an expectation of loss against a particular investment.

<u>End of year Investment Report</u>

4.24 At the end of the financial year, the Council will report on its investment activity as part of its Annual Treasury Report.

Appendix 1

THE MRP STATEMENT

Minimum Revenue Provision (MRP) Policy Statement

Under Regulation 27 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003, where the Council has financed capital expenditure by borrowing it is required to make a provision each year through a revenue charge (MRP).

The Council is required to calculate a prudent provision of MRP which ensures that the outstanding debt liability is repaid over a period that is reasonable commensurate with that over which the capital expenditure provides benefits. The MRP Guidance (2018) gives four ready-made options for calculating MRP, but the Council can choose any other reasonable basis that it can justify as prudent.

The MRP policy statement required full council approval in advance of each financial year.

The Council is recommended to approve the following MRP Statement:

For capital expenditure incurred before 1 April 2008 which forms part of the supported capital expenditure, the MRP policy will be:

- **4% reducing balance (regulatory method)** – MRP will follow the historical practice outlined in former regulations as 4% of the opening General Fund CFR balance less adjustment A.

From 1 April 2008 for all unsupported borrowing the MRP policy will be*:*

- Asset life method – MRP will be based on the estimated life of the assets.

Capital expenditure incurred during 2023/24 will not be subject to an MRP charge until 2024/25, or in the year after the asset becomes operational.

The Council will apply the asset life method for any expenditure capitalised under the Capitalisation Direction.

There is no requirement on the HRA to make a minimum revenue provision but there is a requirement for a charge for depreciation to be made.

MRP in respect of assets acquired under Finance Leases or PFI will be charged at an amount equal to the principal element of the annual repayment. For capital expenditure on loans to third parties where the principal element of the loan is being repaid in annual instalments, the capital receipts arising from the principal loan repayments will be used to reduce the CFR instead of MRP.

Where no principal repayment is made in a given year, MRP will be charged at a rate in line with the life of the assets funded by the loan.

MRP Overpayments – Under the MRP guidance, any charges made in excess of the statutory MRP can be made, known as voluntary revenue provision (VRP).

VRP can be reclaimed in later years if deemed necessary or prudent.

Appendix 2

CAPITAL PRUDENTIAL AND TREASURY INDICATORS 2024/25 – 2026/27

The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

Capital Expenditure	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
Corporate Governance & Public Protection	1.409	3.533	0.975	0.975	0.975
Finance, Property and Waste Services	1.382	2.583	3.961	1.964	1.961
Growth & Culture	2.281	5.868	0.598	0.100	0.100
Non-HRA	**5.072**	**21.639**	**5.534**	**3.039**	**3.036**
HRA	6.674	27.793	21.315	21.091	15.152
Total	**11.746**	**49.432**	**26.849**	**24.130**	**18.188**

Affordability Prudential Indicators

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances. The Council is asked to approve the following indicators:

Ratio of financing costs to net revenue stream

This indicator identifies the trend in the cost of capital (borrowing and other long-term obligation costs net of investment income) against the net revenue stream.

%	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
Non-HRA	(4.61)	(4.52)	(4.93)	(4.46)	(2.68)
HRA	5.26	7.30	0.19	2.52	5.14

The estimates of financing costs include current commitments and the proposals in this budget report.

HRA Ratios

	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
HRA debt £m	86.213	82.991	79.769	76.547	73.325
HRA Revenues £m	(25.892)	(28.403)	(30.190)	(31.886)	(32.885)
Ratio of debt to revenues	(3.33)	(2.92)	(2.64)	(2.40)	(2.23)

	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
HRA debt £m	86.213	82.991	79.769	76.547	73.325
Number of HRA dwellings	5,848	5,827	5,809	5,787	5,762
Debt per dwelling £	14,742	14,242	13.732	13,227	12,726

Maturity Structure of Borrowing

Maturity structure of borrowing. These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing and are required for upper and lower limits.

Maturity structure of fixed interest rate borrowing 2023/24		
	Lower	Upper
Under 12 months	0%	20%
12 months to 2 years	0%	20%
2 years to 5 years	0%	50%
5 years to 10 years	0%	60%
10 years and above	0%	80%
Maturity structure of variable interest rate borrowing 2023/24		
	Lower	Upper
Under 12 months	0%	20%
12 months to 2 years	0%	20%
2 years to 5 years	0%	20%
5 years to 10 years	0%	20%
10 years and above	0%	20%

Appendix 3

Treasury Management Practice (TMP) 1 – Credit and Counterparty Risk Management

The investment policy proposed for the Council is:

Strategy Guidelines – The main strategy guidelines are contained in the body of the treasury strategy statement**.**

Specified Investments – all such investments will be sterling denominated, with maturities up to maximum 1 year, meeting the 'high' quality criteria where applicable.

Table A – Specified Investments

	Specified Investments Category	Limit
a	**A body of high credit quality,** this category includes the following – □ Any bank or building society using Sector Creditworthiness service, following the suggested duration on the list up to a maximum of 365 days. □ Nationalised and Part nationalised banks can be included within specified investments as long as they remain part-nationalised	**£15m per institution** or a maximum of **30% of total investment** (whichever is the greatest), **£15m per corporate group**
b	**The UK Government** (such as the Debt Management Account deposit facility, UK Treasury Bills or a Gilt with less than one year to maturity)	no amount limit
c	**UK local authorities, Parish Council or Community Council**	**£5m per institution**
d	**Pooled investment vehicles** (such as money market funds) that have been awarded a high credit rating by a credit rating agency. This category covers pooled investment vehicles, such as money market funds, rated *AAA* by Standard and Poor's, Moody's or Fitch rating agencies. DLUHC Investment Guidance specifies that Money Market Funds with high credit ratings are classified as Specified Investment. These funds are instant access investment. There is possibility that part of the investment may be exposed to counterparties the Council would not approve normally or invest directly. The counterparty risk is mitigated by that – • The Fund Managers diversify investment in a range of counterparties;	**£5m** per fund

	• The Funds are instant access; • The Council only invests in funds rated AAA; • DLUHC Investment Guidance classifying such funds as Specified Investment.	
e	**Enhanced Money Market Funds** These are similar to normal money market funds but operate on a variable rate basis. The selection criteria will be on the same basis as the pooled investment vehicles with only funds rated *AAA* by Standard and Poor's, Moody's or Fitch rating agencies being used. In addition to this only EMMF's with a credit score of 1.25 and above will be used.	**£5m** per fund
f	**Ultra Short Dated Bond Funds** These are similar to normal money market funds but operate on a variable rate basis. The selection criteria will be on the same basis as the pooled investment vehicles with only funds with a credit score of 1.25 and rated *AAA* by Standard and Poor's, Moody's or Fitch rating agencies being used.	**£5m** per fund
g	**Corporate Bond Funds**	**£5m** per fund

Non-Specified Investments – These are any investments which do not meet the specified investment criteria. Amounts invested with any one corporate group shall not exceed £5m (with the exception of the Councils own bank and the top 10 rated building societies).

Amounts invested in non-specified fixed term investments would normally not exceed 35% of the total Invested**.** The Section 151 or Deputy Section 151 has the discretion if required to exceed this, and the limits detailed below, should the rate of return on Investment be beneficial to the council. Any decision will be based on taking into account current and future market conditions as well as counterparty strength and rating. If these circumstances are required this will be reported back to the Governance and Audit Committee through the annual reporting cycle.

The table below is not an exhaustive list of all non-specified investments; further options are identified in the narrative section within the strategy.

Table B – Non Specified Investments

	Non Specified Investment Category	Limit
a.	**Any institutions meeting the criteria set out for Specified Investments,** with a maturity of greater than 1 year following the suggested duration on the list up to a maximum of 5 years. (including forward deals in excess of one year from inception to repayment).	**£4m** maximum of **3-years** per institution
b.	**Council's Bank –** Should it fail to meet the basic credit criteria, monies will be restricted to instant access and will be minimised as far as is possible.	**£7m**
c.	**Top 10 building societies, by asset value –** The operation of some building societies does not require a credit rating, although in every other respect the security would match similarly sized societies with ratings. The Council may use such building societies that all placed within the top 10 by asset value.	**£2m** maximum of **3-years** per institution. **£10m for all top 10 building societies**
d.	**UK Local Authorities, Parish Council or Community Council**	**£5m per institution**
e.	**Property funds** The use of these instruments can be deemed capital expenditure, and as such will be an application (spending) of capital resources. This Authority will seek guidance on the status of any fund it may consider using.	**£5m** **No maximum duration period.**

Note: This Authority will seek further advice on the appropriateness and associated risks with investments in these categories.

Maximum limit per institution – The maximum limit for both specified and non-specified investments is a total of £15m per corporate group with a higher limit of £18m at the discretion of the Section 151 Officer (or deputy) where an institution is considered to be of a higher credit quality.

The monitoring of investment counterparties – The credit rating of counterparties will be monitored regularly. The Council receives credit rating information (changes, rating watches and rating outlooks) from Link Group as and when ratings change, and counterparties are checked promptly. On occasion ratings may be downgraded when an investment has already been made. The criteria used are such that a minor downgrading should not affect the full receipt of the principle and interest. Any counterparty failing to meet the criteria will be removed from the list immediately by the Section 151 Officer (or Deputy), and if required new counterparties which meet the criteria will be added to the list.

Ethical Investment Statement

Investment guidance, both statutory and from CIPFA makes clear that all investing must adopt the key Treasury Management principles of security, liquidity and yield (SLY) in this order of priority. The Council is however, committed to Environmental, Social and Governance (ESG) factors. Through the Treasury Management Strategy, in terms of ESG investment considerations, ESG metrics, will be used where appropriate and available in the credit rating agency assessments when considering investment opportunities.

Typical areas of consideration include:

(i) Environmental: Emissions and air quality, energy and waste management, waste and hazardous material, exposure to environmental impact.
(ii) Social: Human rights, community relations, customer welfare, labour relations, employee wellbeing, exposure to social impacts.
(iii) Governance: Management structure, governance structure, group structure, financial transparency.

Local Authority Controlled Company – LACC.
The Council has the ability to make loans to a Local Authority Controlled Company. The criteria for a loan being made with a LACC will be that there is a clear business plan that demonstrates the affordability of the investment for the LACC.

Use of External Fund Managers – The Council is not restricted to placing funds with cash managers, and will manage funds in house, use fund managers, or brokers if it is appropriate to do so.

The fund managers will use both specified and non-specified investment categories and are contractually committed to keep to the Council's investment strategy. Currently the Council has an agreement with King & Shaxson, Tradition UK, Imperial Treasury and Sterling International. The fund managers are required to adhere to the following:

- All investments restricted to sterling denominated instruments;
- Amounts invested with any one institution or Corporate Group should not exceed the limits specified in Table A and Table B.
- Portfolio management is measured against the return provided by the 3-month sterling LIBID, or in accordance with the measures specified in the contract.

The performance of investment managed by Fund Managers is reviewed at least quarterly by the Section 151 or Deputy Section 151 Officer.

Appendix 4

TREASURY MANAGEMENT SCHEME OF DELEGATION

i. **Council**
- Approval of the annual Treasury Management Strategy Statement
- Approval of the budget framework

ii. **Governance and Audit Committee**
- receiving and reviewing reports on treasury management policies, practices and activities;
- approval of/amendments to the organisation’s adopted clauses, treasury management policy statement and treasury management practices;
- receiving and reviewing regular monitoring reports and acting on recommendations;
- reviewing the treasury management policy and procedures and making recommendations to the responsible body.

Appendix 5

THE TREASURY MANAGEMENT ROLE OF THE SECTON 151 OFFICER

The S151 (responsible) officer is responsible for:

- recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance;
- submitting regular treasury management policy reports;
- submitting budgets and budget variations;
- receiving and reviewing management information reports;
- reviewing the performance of the treasury management function;
- ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function;
- ensuring the adequacy of internal audit, and liaising with external audit;
- recommending the appointment of external service providers.

Capital Strategy 2024/25

Contents Page

1 Introduction

1.1 The Capital Strategy is intended to give an overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services. It provides an overview of how associated risk is managed and the implication for future financial sustainability.

1.2 The Council has approved a Corporate Plan which has five clear priorities:

- Connecting Communities
- Sustainable South Kesteven
- Enabling Economic Opportunity
- Housing
- Effective Council

Underpinning these priorities are a set of key actions that will be delivered to support these objectives and these include a programme of strategic projects that will support the development of the local economy.

1.3 The Council develops the Capital Programme in the context of supporting the delivery of high quality, sustainable growth across the district whilst ensuring that we also protect and safeguard what is special about our natural and built environment.

1.4 The Local Plan for South Kesteven set out plans for new homes across the District together with associated facilities and employment opportunities. The plan has a range of detailed policies to guide development. It considers and provides the Strategy for strategic development and spatial planning with appropriate referencing and policies relating to the delivery of necessary infrastructure.

1.5 Investment in housing stock sits within the Housing Revenue Account (HRA) and regeneration across the district will form a significant proportion of the Council's Capital Programme in the future. A need has been identified for additional provision of affordable housing within the District and the Council is developing a new build programme, utilising its HRA resources, to provide quality social housing across the District where there is evidence of need.

1.6 The Capital Strategy sets out the governing framework for how the Council will develop and deliver its Capital Programme in the context of the aforementioned growth plans.

2 Purpose

2.1 The Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code requires local authorities to produce a Capital Strategy to demonstrate that capital expenditure and investment decisions are taken in line with the Council's corporate ambitions and service objectives and take account of stewardship, risk, value for money, prudence, sustainability and affordability. A revised Prudential Code was published on 20 December 2021 which requires the Council's Capital Strategy to include:

- The Council's approach to investments for service or commercial purposes (together referred to as non-treasury investments), including defining the Council's objectives, risk appetite and risk management in respect of these investments, and processes ensuring effective due diligence;

- An assessment of affordability, prudence and proportionality in respect of the Council's overall financial capacity (i.e. whether plausible losses could be absorbed in budgets and reserves without unmanageable detriment to local services);
- Details of financial and other risks of undertaking investments for service or commercial purposes and how these are managed;
- Limits on total investments for service purposes and for commercial purposes respectively (consistent with any limits required by other statutory guidance on investments);
- Requirements for independent and expert advice and scrutiny arrangements (while business cases may provide some of this material, the information contained in them will need to be periodically re-evaluated to inform the Council's overall strategy.
- State compliance with paragraph 51 of the Prudential Code in relation to investments for commercial purposes, in particular the requirement that an authority must not borrow to invest primarily for financial return.

2.2 The Department for Levelling Up, Housing and Communities (DLUHC) has issued statutory guidance on local government investments which includes the requirement to include a number of additional disclosures for non-financial investments in the Capital Strategy to be approved by Council. The Government has also issued statutory guidance on the treatment of the Minimum Revenue Provision (MRP) that took effect from April 2018 and which is covered more fully in the Council's Treasury Management Strategy.

2.3 It should be noted that the regulations have been updated to restrict local authorities with respect to financing capital expenditure on investment in commercial projects primarily for yield. This is consistent with guidance from the Public Works Loan Board which does not allow borrowing to be undertaken if commercial projects are included in the Capital Programme and the revised prudential code.

2.4 The Capital Strategy sets out the long-term context and forms part of the authority's integrated revenue, capital and balance sheet planning. It provides a high-level overview of how capital expenditure, capital financing and treasury management decisions contribute to the provision of high-quality services and the achievement of priority outcomes. It also provides a framework in which due consideration is given to risk and reward and the implications for future financial sustainability together with an overview of the governance processes for the approval and monitoring of capital expenditure.

2.5 The Capital Strategy will be reviewed and updated annually to ensure it maintains strong links to the Council's developing priorities and to other key strategies.

3 Links to Other Key Strategies, Policies and Procedures

3.1 The Capital Strategy is inextricably linked to the following:

- Corporate Plan 2024 – 2027 – this sets out the Council's vision 'be the best district in which to live, work and visit'. This vision is supported by 5 clear priorities and a set of actions to support the delivery of the priorities.
- Medium Term Financial Plan – this sets out the Council's overall budgetary framework and interlinks with a number of key strategies that support the delivery of the Council's ambitions. It looks at the Council's plans over a 3-5 year period to finance

its priorities and meet its spending commitments, having regard to the likely availability of revenue and capital resources.

• Treasury Management Strategy – this relates to the effective management of the Council's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.

• Asset Management Strategy – this is designed to achieve the most efficient and effective management of assets. There are strong linkages to the Capital Strategy and Capital Programme particularly relating to the Council's building infrastructure and maintenance of the Council's Housing Stock.

• 30 Year Housing Business Plan – this is a long term plan for managing the authorities housing assets and financing ongoing capital investments.

• Council Standing Orders and Financial Regulations.

4 Capital Expenditure Definition and Accounting Policy

4.1 Capital expenditure is made when the Council spends money on assets, such as property or vehicles that will be used for more than one year. It also includes loans and grants to other bodies enabling them to buy assets.

4.2 When categorising expenditure, a de-minimis of £10,000 (excluding vehicles) is applied, with purchases below this figure charged to revenue in year. Accounting policies relating to capital expenditure are further detailed in the Statement of Accounts.

5 Corporate Governance of Projects

5.1 The Capital Programme is set on an annual basis and includes a review of existing projects which have not yet commenced, new submissions, available capital resources and any new funding streams.

5.2 Cabinet can approve individual additions of £150k to the Capital Programme up to a cumulative total of £600k in any one year. Any budget amendments beyond these levels require the approval of Full Council.

6 Project Management Methodology

6.1 Capital projects will be managed using the Council's project management toolkit which ensures the proportionate level of governance is in place. This will include the formation of the business case, project initiation documentation, project risks and issues, resources identified and defined roles and responsibilities. Capital projects will be defined in order to identify whole life costs and ongoing revenue implications both from a cost and income perspective.

7 Submissions to the Capital Programme

7.1 Submissions are requested annually from service areas in September to provide proposals for the following year's Capital Programme. A standardised bid form is provided which includes an outline business case and details of any revenue budget implications.

7.2 Proposals are reviewed and challenged to ensure schemes meet with service priorities and the Corporate Plan. The primary elements of the General Fund Capital

Programme are formulated to deliver the Council ambitions of growth and investment in its assets to support the delivery of quality services. The formation of the HRA Capital Programme is derived using the results and analysis of the stock condition survey that has been undertaken. This allows the Council to focus the resources of the HRA to address outstanding refurbishment and improvements in key parts of the stock along with investment in Housing Growth.

7.3 All bids are appraised based on a comparison of service priorities and strategic alignment prior to making recommendations for inclusion within the Capital Programme. The Capital Programme is then presented to Cabinet and Council in February/March each year.

8 Monitoring the Capital Programme

8.1 Once projects in the Capital Programme are approved they are categorised according to risk factors which facilitate the organisation to have oversight and sponsorship at the most appropriate level.

8.2 These are categorised as follows:

- Category 1 – High Risk
- Category 2 – Medium Risk
- Category 3 – Low Risk

8.3 Risk assessment can be subjective and can depend on the impact of a particular project.

8.4 The Capital Programme is monitored on a monthly basis by budget managers, reports are then produced for review by the Corporate Management Team and at Executive Briefing. Quarterly monitoring reports are reviewed by Finance and Economic Overview and Scrutiny Committee.

8.5 In addition Category 1 projects may require a greater level of governance including formation of a specific project Board with appropriate terms of reference.

8.6 Reporting against approved Capital Programme includes forecasts for the total expenditure within the financial year together with commentary about progress of the project and any significant issues.

8.7 The General Fund Capital Programme focuses on ensuring that the Council invests in projects which support the Council in delivery of its corporate objectives, for example, being an effective Council by investing in a new Depot. The programme also invests in assets which support the delivery of quality services such as waste management by investing in new vehicles and arts through investment in the maintenance of assets..

8.8 The Housing Revenue Account (HRA) is a ring-fenced account which ensures that council housing does not subsidise, or is itself subsidised, by other local services. HRA capital expenditure is therefore recorded separately and includes investment in new homes and investment in planned maintenance of the Housing Stock. The HRA Capital Programme supports the Council in achieving its Housing corporate objective and also supports the Council in meeting the challenge of climate change and ensure a clean, green and healthy natural and built environment for present and future generations through the Social Housing Decarbonisation Fund.

9 Asset Management

9.1 To ensure that capital assets continue to be of long-term use, the Council has an Asset Management Plan which will provides a framework for reviewing existing holdings, new acquisitions, disposals and ongoing management.

9.2 The HRA Housing Strategy sets out how the council proposes to manage it housing stock to deliver the objectives of the service. The Housing Strategy is supported by the HRA Business Plan Model (BPM) which sets out the financial implications. The BPM is a key part of the Council's long-term financial planning and sets out how we intend to deliver and finance services to tenants, investment in the housing stock and management of debt over a rolling 30-year period.

9.3 The investment in current housing stock targets maintaining the stock at "decent homes" standard and the BPM demonstrates that this can be done from the Council's own resources.

9.4 Investment in new housing stock will be financed from a mixture of external grants, and internal resources without the need for any external borrowing.

9.5 The 30-year BPM is under constant review as actual expenditure and income at the financial year end is confirmed, budgets are revised and changes in the economy such as inflation are forecast.

10 Capital Financing and Funding Sources

10.1 The Capital Programme is funded from various sources including

- External Grants for Specific Purposes – grant allocations received from Central Government Departments to deliver identified projects, for example the Social Housing Decarbonisation Fund.
- External Grants for Non-Specific Purposes – grants received by the Council to deliver the Capital Programme but have not been identified to be for a specific purpose. The Council's Capital Programme does not currently include this type of funding.
- S106 Contributions – projects included in the Capital Programme which are funded by contributions from private sector developers. For this Council these primarily relate to funding contributions for affordable housing, open spaces and parks.
- Other External Contributions – contributions received from other organisations which contribute towards the delivery of specific capital projects.
- Revenue Funding – The Council can use Revenue Resources to fund the Capital Programme. The Council primarily uses the Local Priorities Reserve and the Regeneration Reserve for this type of funding.
- Capital Receipts – The Council generate capital receipts through the sale of assets which can then be used to finance the Capital Programme. The Council has an asset disposal programme which supports the Council in maximising this type of funding as this then minimises the need to use revenue funding for the Capital Programme.
- Capital Reserve – the Council can set aside funding in reserves specifically for capital projects.
- Borrowing - Capital projects that cannot be funded from any other source can be funded from Prudential Borrowing. The Council must be able to demonstrate the

affordability of the borrowing repayment and interest charges on the loan from the revenue budgets over the period of the borrowing requirement

10.2 At the time of identifying funding requirements, the Council will undertake an analysis to determine the most financial advantageous option. It will consider external borrowing alongside any internal borrowing opportunities. Internal borrowing will be considered in the context of the limits as set out in the Treasury Management Strategy and the Capital Financing Requirement. Borrowing funds from external sources is considered to be necessary given the available level of reserves available to fund the Council's capital ambitions. However, there is careful consideration of the financing implications of undertaking borrowing in the context of the Medium-Term Financial Plan and the challenging financial landscape. Therefore, careful financial modelling is undertaken to ensure that any borrowing can be financially supported over the duration of the loan period.

10.3 The Council may enter into finance leasing agreements to fund capital expenditure on behalf of services. A full option appraisal and comparison of other funding sources must be made and it must be evidenced that leasing provides the best value for money.

10.4 The impact of borrowing is reported in the Treasury Management Strategy alongside Prudential Indicators required by CIPFA's Prudential Code for Capital Finance.

11 Asset Disposals

11.1 When a capital asset is no longer needed it may be sold so that the proceeds, known as capital receipts, can be spent on new assets or to repay debt. Repayment of capital grants, loans and investments also generate capital receipts. Asset disposals are reviewed and agreed in accordance with the delegations that have been approved by Cabinet.

11.2 It is recognised that disposal of surplus assets i.e. those assets that no longer support service delivery or are not defined as investment assets or have come to the end of their useful life should be considered for disposal. In order to consider asset disposal, careful consideration of the costs of holding the asset and the alternative use of any sale receipt should be undertaken on a regular basis. The proceeds of any disposal should be earmarked into a specific reserve for future funding opportunities including supporting the financing of asset acquisition.

12 Investments for Service Purposes

12.1 The Council makes investments to assist local public services, including making loans to the Council's wholly owned company: LeisureSK Ltd. There is an expectation that such investments generate an income return after all costs.

12.2 Governance: Decisions on service investments are made in accordance with the Council's budget framework. Most loans and share investments are classified as capital expenditure, so any such transactions will therefore also be approved as part of the Capital Programme approval process.

13 Knowledge and Skills

13.1 The Council employs professionally qualified and experienced staff in senior positions with responsibility for making capital expenditure, borrowing and investment decisions. For example, the Council's s151 Officer and the Deputy s151 Officer are qualified accountants with significant experience. The Council invests in providing professional training for staff across its service areas.

13.2 Where the Council's staff do not have the knowledge and skills required, use is made of external advisors and consultants that are specialists in their field. The Council currently employs external treasury management advisors and external VAT advisors. This approach ensures the Council has access to specialist expertise when needed to support its staff, commensurate with its risk appetite.

14 Non-Treasury Investment Strategy

14.1 It is recognised that the Council may make investments for policy reasons outside of normal treasury management activity. These may include:

- 'service investments' held clearly and explicitly in the course of the provision, and for purposes of operational services, including regeneration;
- 'non-service investments' which are taken for mainly financial reasons. These may include investments arising as part of business structures, such as shares and loans in subsidiaries. Non-treasury investments also include assets which are held primarily for financial investment, such as investment properties. These relate to historic interests in assets which are reviewed regularly to ensure that yield is maximised. Where liabilities exceed yield the Council will consider whether these assets should be disposed of. Any future investments in assets will be primarily for regeneration purposes and any income generated would be a secondary consideration.

14.2 A register of investments and financial guarantees will be maintained and regularly reviewed as part of performance reporting arrangements, including periodic reassessment of the probability of financial guarantees being called upon. This register should be reconciled to the financial instruments disclosures within the statement of accounts.

15 Service Investments: Loans

15.1 The Council can lend money to its own subsidiaries to support local public services and stimulate local economic growth. The Council provided a loan to LeisureSK Ltd in 2022/23 in the sum of £137k.

15.2 The main risk when making service investment loans is that the borrower will be unable to repay the principal lent and/or the interest due. In order to limit this risk and ensure that total exposure remains proportionate to the size of the Council, each application will be assessed alongside a robust business case and quarterly financial performance reports will be required to be provided.

15.3 Accounting standards require the Council to set aside loss allowance for loans, reflecting the likelihood of non-payment. The Council has appropriate credit control arrangements in place to minimise any loss in overdue repayments. To date there has been no requirement to include a loss allowance in the statement of accounts.

15.4 Risk assessment: The Council will assess the risk of loss before entering into service loans by evaluating the business case submitted with each counterparty's application to determine how resilient the business is and that the provision of the loan will enable the business to grow and deliver the objectives set out on the business case. The loan will be monitored on a quarterly basis to minimise the risk on any potential loss. During the life of the loan any change in original assumptions will be monitored. The Council will use external advisors if felt appropriate by the Chief Finance Officer. All loans will be approved by Council or the Committee to which this approval has been delegated and will be monitored by the Chief Finance Officer.

16 Service Investments: Shares

16.1 The Council currently has no equity investments.

16.2 Security: One of the risks of investing in shares is that they potentially fall in value meaning that the initial outlay may not be recovered. To manage this risk upper limits on the sums invested in subsidiaries will be set at the lowest investment level required to enable the subsidiary to operate.

16.3 Risk Assessment: The Council will assess the risk of loss before entering into and whilst holding shares by going through an extensive process of risk analysis. The risk analysis will include an assessment of the market that the subsidiary will be active in including the nature and level of competition, how the market/customer needs will evolve over time, the barriers to entry and exit and any ongoing investment requirements. As the Council's primary reason for investing in shares may not be the financial return but for service benefits these will also be included in the assessment. This will ensure that the council has a clear understanding of all of the benefits as well as the potential risks. The Council will use external advisors as thought appropriate by the Chief Finance Officer.

16.4 Liquidity: This type of investment is fundamentally illiquid as the investment will be in a council owned subsidiary, in order to limit this the Council will assess the maximum level of resources that can prudently be committed and ensure that this limit is not exceeded.

16.5 Non-specified Investments: Shares are the only investment type that the Council has identified that meets the definition of a non-specified investment in the government guidance. The limits above on share investments are therefore also the Council's required upper limits on non-specified investments. The Council has not adopted any procedures for determining further categories of non-specified investment since none are likely to meet the definition.

17 Investments: Property

17.1 The Council has investment property which it receives a revenue income from. Going forwards the Council's primary reason for investing in this type of property will be for economic development and any income received will be a secondary benefit. The Council has a range of investment properties which it leases to local businesses which in 2022/23 generated a net income of £320K.

17.2 Prior to investing in property due consideration should be given to the CIPFA Prudential Investment Property Guidance to ensure that the council does not breach the prudential code which states that an authority must not borrow to invest for the primary purpose of commercial return.

17.3 The Council can confirm that it has complied with Section 51 of the Prudential Code. Following the publication of the revised Prudential Code in 2021 no investment or spending decision has been made which will increase the capital financing requirement, and so may lead to new borrowing, unless directly and primarily related to the functions of the authority and where any financial returns are either related to the financial viability of the project in question or otherwise incidental to the primary purpose.

17.4 The table below lists the investment properties by major category.. All commercial property investments have been financed using council resources.

Property Type	Value as at 31 March 2023 £m
General Fund Investment Property	4.569
Housing Revenue Account Investment Land & Shops	0.450
Total	5.019

17.5 Security: In accordance with government guidance, the Council considers a property investment to be secure if its accounting valuation is at or higher than its purchase cost including taxes and transaction costs.

17.6 Investment properties are revalued each year-end by external valuers, so the Council will consider annually whether the underlying assets provide security i.e. are not below their purchase cost. Should this be the case it will be reviewed whether holding the assets is appropriate or whether it should be disposed of in accordance with the delegations approved by Cabinet.

17.7 Risk Assessment: The Council assesses the risk of loss whilst determining whether it should continue to hold property investments by:

- Assessing the relevant market sector including the level of competition.
- The barriers to exit and future market prospects.
- Using advisors if thought appropriate by the Chief Finance Officer.
- Continually monitoring risk in the whole portfolio and any specific assets.

17.8 Liquidity: Property is relatively difficult to sell and convert to cash at short notice and can take a considerable period to sell in certain market conditions. The council takes this into consideration when assessing the cash balances that are required to meet its liabilities.

18 Proportionality

18.1 The Council receives income from investment properties which contribute towards achieving a balanced revenue budget. The table below shows the extent to which the expenditure planned to meet the service delivery objectives is dependent on achieving the expected income from these properties over the Medium-Term Financial Strategy. Should it fail to achieve the expected income, the Council has reserves which could cover the loss of income in the short term whilst actions were identified to ensure the income shortfall is remedied in the medium term.

Proportionality of General Fund Investments £m	**2023/24 Forecast**	**2024/25 Indicative Budget**	**2025/26 Indicative Budget**	**2026/27 Indicative Budget**
Gross service expenditure	35.968	32.303	31.777	32.269
Investment income	(0.334)	(0.350)	(0.350)	(0.350)

Proportion	(0.93%)	(1.08%)	(1.10%)	(1.08%)

Proportionality of HRA Investments £m	**2023/24 Forecast**	**2024/25 Indicative Budget**	**2025/26 Indicative Budget**	**2026/27 Indicative Budget**
Gross service expenditure	21.620	21.445	22.046	22.376
Investment income	(0.020)	(0.020)	(0.021)	(0.022)
Proportion	(0.09%)	(0.09%)	(0.10%)	(0.10%)

19 Capacity and Skills

19.1 Elected Members and statutory officers: The Council recognises that those elected Members and statutory officers involved in the investment decision making process must have appropriate capacity, skills and information to enable them to:

- Take informed decisions as to whether to enter into a specific investment;
- Assess individual business cases in the context of the strategic objectives and risk profile of the Council; and
- Enable them to understand how new decisions have changed the overall risk exposure of the Council The Council will ensure that the relevant officers and the Governance and Audit Committee have appropriate skills, providing training and advisor support where there is a skills gap.

20 Investment Indicators

20.1 The Council has set the following quantitative indicators to allow elected Members and the public to assess its total risk exposure as a result of its investment decisions.

20.2 Total risk exposure: The first indicator shows the total exposure to potential investment losses.

Total Investment Exposure £m	2023/24 Forecast	2024/25 Forecast	2025/26 Forecast
Treasury Management Investments	54.816	46.297	44.177
Service Investment – Loans	0.162	0.135	0.108
Service Investment - Shares	0	0	0
Investment Property – GF	4.569	4.569	4.569
Investment Property – HRA	0.450	0.450	0.450
Total Investments	59.919	51.373	49.226
Commitments to Lend	0	0	0
Total Exposure	59.919	51.373	49.226

20.3 How investments are funded: Government guidance is that these indicators should include how investments are funded. The council has currently funded all investments with usable reserves.

20.4 Rate of return received: This indicator shows the investment income received less the associated costs, including the cost of borrowing where appropriate, as a proportion of the sum initially invested.

Investments net rate of return	2023/24 Forecast %	2024/25 Forecast %	2025/26 Forecast %
Treasury Management Investments	4%	5%	4.5%
Service Investment – Loans	4%	4%	4%
Service Investment – Shares	0	0	0
Investment Property – GF	7.35%	7.66%	7.66%
Investment Property – HRA	4.44%	4.44%	4,66%
All Investments	4.26%	5.24%	4.80%

20.5 The DLUHC guidance lists other indicators and the Council has selected the indicators below as appropriate.

Total Investment Exposure	2023/24 Forecast %	2024/25 Forecast %	2025/26 Forecast %
Commercial income to net service expenditure ratio	(2.16%)	(1.79%)	(2.04%)
HRA – Commercial income to net service expenditure ratio	0.29%	0.23%	0.21%
Net income return target	3-5%	3-5%	3-5%
Tenant over 5%	2	2	2

APPROVED
FEES & CHARGES
2024/25

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	STAGED PERFORMANCES				
	The theatres and ballrooms are available for hire for theatrical productions, concerts, lectures, demonstrations, films and other performing arts events. Prices are below:				
1	**Guildhall Arts Centre, Grantham**				
	Theatre Hire				
	Performances - Commercial	01/04/24	400.00	430.00	Exempt
	Performances - Commercial weekend	01/04/24	400.00	450.00	Exempt
	Performances - Non Profit making	01/04/24	360.00	400.00	Exempt
	Run of Performances				
	First Performance	01/04/24	360.00	380.00	Exempt
	Ongoing performances	01/04/24	330.00	340.00	Exempt
	Dress or technical rehearsals	01/04/24	250.00	260.00	Exempt
	Rehearsals/get in	01/04/24	160.00	180.00	Exempt
	Lecture/demonstrations (Per Lecture, Daytime)	01/04/24	120.00	140.00	Exempt
	Lecture/demonstrations (Per Lecture, Evening)	01/04/24	240.00	260.00	Exempt
	Set up charge/technical support (max. 6 hours)	01/04/24	160.00	180.00	Exempt
2	**Stamford Arts Centre**				
	Theatre Hire				
	Performances - Commercial	01/04/24	400.00	430.00	Exempt
	Performances - Commercial weekend	01/04/24	400.00	450.00	Exempt
	Performances - Non Profit making	01/04/24	360.00	400.00	Exempt
	Run of Performances				
	First Performance	01/04/24	360.00	380.00	Exempt
	Ongoing performances	01/04/23	340.00	340.00	Exempt
	Dress or technical rehearsals	01/04/24	250.00	260.00	Exempt
	Rehearsals/get in	01/04/24	160.00	180.00	Exempt
	Lecture/demonstrations (Per Lecture, Daytime)	01/04/24	120.00	140.00	Exempt
	Lecture/demonstrations (Per Lecture, Evening)	01/04/24	240.00	260.00	Exempt
	Set up charge/technical support (max. 6 hours)	01/04/24	160.00	180.00	Exempt
	Film Hire	01/04/24	250.00	280.00	exempt
3	**Bourne Corn Exchange**				
	Theatre Hire - Main Hall				
	Performances - Commercial, if tickets sold by venue*	01/04/24	175.00	240.00	Exempt
	Performances - Commercial, if selling own tickets	01/04/24	200.00	280.00	Exempt
	Performances - Non Profit making	01/04/24	150.00	220.00	Exempt
	Additional performances of same show (access from 5pm)	01/04/24	N/A	210.00	Exempt
	Dress/Tech Rehearsals (max 8 hours)	01/04/24	130.00	160.00	Exempt
	Rehearsals (max 8 hours)	01/04/24	95.00	140.00	Exempt
	Set up charge/technical support (max. 8 hours)	01/04/24	150.00	170.00	Exempt
	Performers Rights Society charges may be applicable in addition to the above rates				
	Hire conditions are available giving details of equipment and support offered; quotations provided on request.				
	* Commission is applicable				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	WEDDING RECEPTIONS, PARTIES AND OTHER ROOM HIRE				
	All three venues are available for wedding parties and similar functions. Packages are available to include provision of bars and catering. Prices are below.				
4	**Guildhall Arts Centre, Grantham**				
	Casually let rooms (per hour)				
	Ballroom				
	Ballroom - hourly day rate up to 6pm	01/04/24	42.00	45.00	Exempt
	Ballroom full day 9am - 5pm rate:	01/04/24	N/A	325.00	Exempt
	Ballroom Half Day (9-1 / 1-5)	01/04/24	N/A	170.00	Exempt
	Ballroom - hourly evening rate 6 to 11pm - meetings & wor	01/04/24	45.00	48.00	Exempt
	Ballroom - whole evening 6 to 11.30pm parties	01/04/24	380.00	400.00	Exempt
	Ballroom - whole evening 6 to 11.30pm concerts	01/04/24	290.00	310.00	Exempt
	Ballroom - (9am-11.30pm) Wedding rate	01/04/24	550.00	600.00	Exempt
	Ballroom - (all day) Wedding rate including setting up charge previous evening	01/04/23	890.00	N/A	Exempt
	Use of ballroom kitchen per day	01/04/24	80.00	85.00	Exempt
	Meeting rooms				
	Newton room hourly rate	01/04/24	33.00	36.00	Exempt
	Newton Room Half Day Rate (9am-1pm/1pm-5pm)	01/04/24	118.00	135.00	Exempt
	Newton Room Full Day Rate (9am-5pm)	01/04/24	224.00	260.00	Exempt
	Studio 4	01/04/24	18.00	20.00	Exempt
	Studio 4 - Day offer 9am-5pm	01/04/24	N/A	145.00	Exempt
	Studio 4 - Half Day offer 9am-1pm / 1pm-5pm	01/04/24	N/A	75.00	Exempt
	Studio 1	01/04/24	25.00	26.00	Exempt
	Studio 1 - Day offer 9am-5pm	01/04/24	N/A	190.00	Exempt
	Studio 1 - Half Day offer 9am-1pm / 1pm-5pm	01/04/24	N/A	100.00	Exempt
	Studio 2	01/04/24	13.00	14.00	Exempt
	Studio 2 - Day offer 9am-5pm	01/04/24	N/A	100.00	Exempt
	Studio 2 - Half Day offer 9am-1pm / 1pm-5pm	01/04/24	N/A	51.00	Exempt
5	**Bourne Corn Exchange**				
	Casually let rooms				
	Main hall - hourly rate	01/04/24	42.00	45.00	Exempt
	Main Hall Day Offer (9am-5pm)	01/04/24	N/A	325.00	Exempt
	Main Hall Half Day (9am-1pm / 1pm-5pm)	01/04/24	N/A	170.00	Exempt
	Main hall - Evening Event (party/concert/performance) 6pr	01/04/24	315.00	330.00	Exempt
	Main hall - (all day, wedding receptions etc.) 9am to 12pm	01/04/24	525.00	550.00	Exempt
	Kitchen hire (use of kitchen area excluding equip)*	01/04/24	80.00	90.00	Exempt
	Kitchen hire (full use of kitchen and equipment including cr	01/04/24	150.00	160.00	Exempt
	Room set up or clear down (as per hourly rate or part thereof)	01/04/24	45.00	50.00	Exempt
	Room set up or clear down after midnight (as per hourly rate or part thereof)	01/04/24	60.00	70.00	Exempt
	Bar Area	01/04/24	18.00	20.00	Exempt
6	**Stamford Arts Centre**				
	Casually let rooms				
	Ballroom				
	Ballroom - hourly day rate up to 5pm	01/04/24	42.00	45.00	Exempt
	Ballroom 9am-5pm Day offer	01/04/24	N/A	325.00	Exempt
	Ballroom half day offer, 9-1 / 1-5	01/04/24	N/A	170.00	Exempt
	Ballroom - hourly evening rate 5pm to 11pm - meetings & workshops	01/04/24	45.00	50.00	Exempt
	Ballroom - whole evening 6 to 11pm - parties	01/04/24	520.00	550.00	Exempt
	Ballroom - whole evening 6 to 11pm - concerts	01/04/24	400.00	430.00	Exempt
	Function ballroom/Blue room - all day wedding rate (9am-1	01/04/24	975.00	1000.00	Exempt
	Function ballroom/Blue room - wedding rate including setting up charge previous evening	01/04/23	1,450.00	N/A	Exempt
	Meeting rooms - per hour				
	Blue Room per hour	01/04/24	23.00	25.00	Exempt
	Blue Room day offer(9am-5pm)	01/04/24	N/A	175.00	Exempt
	Blue room half day offer (9am-1pm / 1pm-5pm)	01/04/24	N/A	90.00	Exempt
	Rehearsal Room per hour	01/04/24	20.00	22.00	Exempt
	Rehearsal Room day offer (9am-5pm)	01/04/24	N/A	175.00	Exempt
	Rehearsal room half day offer (9am-1pm / 1pm-5pm)	01/04/24	N/A	90.00	Exempt
	Ireson/Exeter Room/Bridge Room	01/04/24	16.00	18.00	Exempt
	Ireson/Exeter Room day offer (9am-5pm)/Bridge	01/04/24	N/A	125.00	Exempt
	Ireson/Exeter room half day offer (9am-1pm / 1pm-5pm)/E	01/04/24	N/A	68.00	Exempt
	Additional cleaning for social functions	01/04/23	85.00	N/A	Included
	*access to kitchen up to 4 hours prior to event start time, additional earlier access will incur additional hourly rate of £10				
	Performers Right Society charges may be applicable in addition to the above rates				
	Room Hire The Fees & charges above are listed as guide prices- Please call your respective arts centre for a specific hire quotation				

Building Control

Building Control operate in a commercial environment so the fees and charges associated with this service are not published.

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
1	**BUS STATION - GRANTHAM**				
	Per Departure	01/04/24	0.87	0.87	Included
	Minimum Charge				
	1-75 departures per annum	01/04/24	57.40	57.40	Included
2	**BUS STATION - STAMFORD**				
	Per Departure	01/04/24	0.87	0.87	Included
	Minimum Charge				
	1-75 departures per annum	01/04/24	57.40	57.40	Included
3	**BUS STATION - BOURNE**				
	Per Departure	01/04/24	0.87	0.87	Included
	Minimum Charge				
	1-75 departures per annum	01/04/24	57.40	57.40	Included

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	CAR PARKS - GRANTHAM				
1	SHORT STAY (EXCEPT WHARF ROAD & WELHAM STREET)				
	Up to 30 mins	01/04/22	0.90	0.90	Included
	Up to 1 hour	01/04/22	1.20	1.20	Included
	Up to 2 hours	01/04/22	1.90	1.90	Included
	Up to 3 hours	01/04/22	2.50	2.50	Included
	Up to 4 hours	01/04/22	4.10	4.10	Included
	Over 4 hours	01/04/22	5.30	5.30	Included
	SHORT STAY Wharf Road Grantham				
	Up to 30 mins	01/04/22	0.90	0.90	Included
	Up to 1 hour	01/04/22	1.20	1.20	Included
	Up to 2 hours	01/04/22	1.90	1.90	Included
	Up to 3 hours	01/04/22	2.50	2.50	Included
	Up to 4 hours	01/04/22	8.00	8.00	Included
	Over 4 hours	01/04/22	10.40	10.40	Included
2	LONG STAY (EXCEPT WELHAM STREET)				
	Up to 3 hours	01/04/22	2.50	2.50	Included
	Up to 4 hours	01/04/22	3.40	3.40	Included
	All day	01/04/22	4.10	4.10	Included
3	LEISURE TARIFF - Welham Street				
	Up to 3 hours	01/04/22	1.20	1.20	Included
	Up to 4 hours	01/04/22	1.70	1.70	Included
	Up to 6 hours	01/04/22	3.20	3.20	Included
	Over 6 hours	01/04/22	10.40	10.40	Included
4	LONG STAY SEASON TICKETS (Monday to Friday)				
	Per quarter	01/04/22	135.00	135.00	Included
	Per 6 months	01/04/22	260.00	260.00	Included
5	LONG STAY SEASON TICKETS (Monday to Saturday)				
	Per quarter	01/04/22	160.00	160.00	Included
	Per 6 months	01/04/22	310.00	310.00	Included
	Season Ticket Discount Offer	Purchase 4			
6	PENALTY CHARGE NOTICES				
	Failure to display	01/04/13	70.00	70.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/13	35.00	35.00	O/Scope
	Parking for longer etc	01/04/13	50.00	50.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/13	25.00	25.00	O/Scope

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	CAR PARKS - STAMFORD				
1	SHORT STAY				
	Up to 30 mins	01/04/22	1.00	1.00	Included
	Up to 1 hour	01/04/22	1.30	1.30	Included
	Up to 2 hours	01/04/22	2.00	2.00	Included
	Up to 3 hours	01/04/22	2.60	2.60	Included
	Up to 4 hours	01/04/22	4.20	4.20	Included
	Over 4 hours	01/04/22	5.40	5.40	Included
2	LONG STAY				
	Up to 3 hours	01/04/22	2.60	2.60	Included
	Up to 4 hours	01/04/22	3.50	3.50	Included
	All day	01/04/22	4.20	4.20	Included
4	LONG STAY SEASON TICKETS (Monday to Friday)				
	Per quarter	01/04/22	140.00	140.00	Included
	Per 6 months	01/04/22	265.00	265.00	Included
5	LONG STAY SEASON TICKETS (Monday to Saturday)				
	Per quarter	01/04/22	165.00	165.00	Included
	Per 6 months	01/04/22	315.00	315.00	Included
	Season Ticket Discount Offer	Purchase 4			
6	PENALTY CHARGE NOTICES				
	Failure to display	01/04/13	70.00	70.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/13	35.00	35.00	O/Scope
	Parking for longer etc	01/04/13	50.00	50.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/13	25.00	25.00	O/Scope

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	ENVIRONMENTAL HEALTH				
	TATTOOING, PIERCING AND ELECTROLYSIS				
1	Premise/Business registration fees				
	Acupuncture	01/04/24	166.25	199.00	O/Scope
	Tattooing	01/04/24	166.25	199.00	O/Scope
	Electrolysis	01/04/24	166.25	199.00	O/Scope
	Cosmetic piercing	01/04/24	166.25	199.00	O/Scope
	Semi permanent skin colouring	01/04/24	166.25	199.00	O/Scope
	Additional activities (eg cosmetic piercing and tattooing) per activity	01/04/24	90.50	108.50	O/Scope
	Amendment or replacement certificate	01/04/24	31.00	38.00	O/Scope
2	Personal registration fees (Per activity)				
	Acupuncture	01/04/24	84.50	102.50	O/Scope
	Tattooing	01/04/24	84.50	102.50	O/Scope
	Electrolysis	01/04/24	84.50	102.50	O/Scope
	Cosmetic piercing	01/04/24	84.50	102.50	O/Scope
	Semi permanent skin colouring	01/04/24	84.50	102.50	O/Scope
	Amendment or replacement certificate	01/04/24	31.00	38.00	O/Scope
3	Unsound food				
	Voluntary surrender certificate (excludes disposal)	01/04/24	89.00	127.20	Included
4	Food Export Health Certification				
	Inspection (first 2 hours) and certification	01/04/24	188.00	268.20	Included
	Certification only	01/04/24	60.00	86.40	Included
5	Food Hygiene Rating Scheme				
	Re-inspection/Re-visit	01/04/24	216.50	303.60	Included
6	Control of dogs				
	Collecting and detaining stray dogs (statutory fine)	01/04/96	25.00	25.00	O/Scope
	Handling, Kenneling & Administration	01/04/24	45.50	52.00	O/Scope
	Kennelling per day or part of	01/04/24	22.75	35.00	O/Scope
7	Scrap Metal Dealers				
	Dealer initial licence - 3 year licence Part A	01/04/24	296.00	298.00	O/Scope
	Dealer initial licence - 3 year licence Part B	01/04/24	398.50	399.00	O/Scope
	Dealer licence renewal - Part A	01/04/24	242.50	243.50	O/Scope
	Dealer licence renewal - Part B	01/04/24	39.00	399.00	O/Scope
	Collector new - Part A	01/04/24	165.50	167.50	O/Scope
	Collector new - Part B	01/04/24	40.50	41.50	O/Scope
	Collector renewal - Part A	01/04/24	105.00	106.00	O/Scope
	Collector renewal - Part B	01/04/24	40.50	41.50	O/Scope
	Copy of a licence - Replacement Licence certificate	01/04/24	28.50	31.00	O/Scope
	Minor variation	01/04/24	38.50	40.50	O/Scope
8	Caravan Sites & Park Homes				
	Application for site Licence - Part A	01/04/24	502.00	545.00	O/Scope
	Application for sie licence - Part B	01/04/24	41.00	44.00	O/Scope
	Transfer/amendments of up to 2 Licence conditions	01/04/24	203.00	219.00	O/Scope
	Significant amendments involving a site visit	01/04/24	329.00	355.00	O/Scope
	Annual Fee	01/04/24	81.00	88.00	O/Scope
	Additional annual fee per plot	01/04/24	5.50	6.00	O/Scope
	Enforcement - Based on an hourly rate	01/04/18	Variable	Variable	O/Scope
	Deposit of site rules	01/04/24	87.50	95.00	O/Scope
	Replacement licence certificate	01/04/24	30.00	44.00	O/Scope
	Enforcement - Based on an hourly rate	01/04/18	Variable	Variable	O/Scope
	Residential Site Fit and Proper Person Test	01/04/24	277.00	299.00	O/Scope

NB Relevant fees as per the Provision of Services Regulations 2009 are now broken down into Part A and Part B. Part A is payable upon application, Part B is payable upon grant of license

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	ENVIRONMENTAL HEALTH				
9	ENQUIRIES IN CONNECTION WITH CONTAMINATED LAND				
	Enquiries	01/04/23	145.00	145.00	O/Scope
10	PRIVATE SECTOR HOUSING CHARGES				
	Improvement Notice, Emergency Remedial Action Notice, Prohibition Order, Emergency prohibition Order or Hazard Awareness Notice	01/04/24	Hourly Rate	513.00	O/Scope
	Review of Suspended Improvement Notice or Suspended Prohibition Order	01/04/24	Hourly Rate	197.50	O/Scope
11	Food Hygiene/Health & Safety Charges	01/04/18	Hourly Rate	Hourly Rate	Included
12	Immigration inspections	01/04/24	219.50	266.50	O/Scope
13	Private Sector Housing Civil Penalties (Maximum penalty allowed by legislation £30,000 as alternative to prosecution)	01/04/18	30,000.00	30,000.00	O/Scope
14	HOUSES IN MULTIPLE OCCUPATION				
	New Licence - Part A	01/04/24	465.00	570.50	O/Scope
	New Licence - Part B	01/04/24	125.50	152.75	O/Scope
	Renewal of licence (before expiry, no changes) Part A	01/04/24	273.50	335.75	O/Scope
	Renewal of licence (before expiry, no changes) Part B	01/04/24	124.50	152.75	O/Scope
	Replacement licence certificate	01/04/24	31.00	32.00	O/Scope
15	SAMPLING OF PRIVATE WATER SUPPLIES INTENDED FOR HUMAN CONSUMPTION*				
	Risk Assessment (each assessment)	01/04/19	Hourly Rate	Hourly Rate	O/Scope
	Sampling (each visit)	01/04/19	Hourly Rate	Hourly Rate	O/Scope
	Investigation (each investigation)	01/04/19	Hourly Rate	Hourly Rate	O/Scope
	Grant of authorisation (each authorisation)	01/04/19	Hourly Rate	Hourly Rate	O/Scope
	Analysing a sample:				
	Taken under Reg 10 (domestic)	01/04/19	Variable	Variable	O/Scope
	Taken during monitoring of group A parameters	01/04/19	Variable	Variable	O/Scope
	Taken during monitoring of Group B parameters and monitoring under regulation 11	01/04/19	Variable	Variable	O/Scope
16	SMOKE FREE FIXED PENALTY NOTICES				
	Smoking in smoke free designated premises, place, vehicle	01/04/16	50.00	50.00	O/Scope
	If paid within 15 days of issue	01/04/16	30.00	30.00	O/Scope
	Failing to display smoke free signage as per law	01/04/16	200.00	200.00	O/Scope
	If paid within 15 days of issue	01/04/16	150.00	150.00	O/Scope
17	SMOKE AND CARBON MONOXIDE ALARMS FOR RELEVANT LANDLORDS				
	Full cost recovery plus penalty charge for failure to comply (Maximum penalty allowed by legislation £5,000)	01/04/16	700-4,500	700-4,500	O/Scope
18	LETTING AGENTS REDRESS SCHEME				
	Penalty for failure to comply (Maximum penalty allowed by legislation £5,000 should be considered the norm and a lower fine should only be charged if there are extenuating circumstances considered on a case by case basis)	01/04/17	5,000.00	5,000.00	O/Scope
19	ELECTRICAL SAFETY REGULATIONS CIVIL PENALTIES				
	Breach of Electrical Safety Regulations (Maximum penalty allowed by legislation £30,000 should be calculated using penalty Matrix)	01/04/24		30,000.00	O/Scope

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	ENVIRONMENTAL HEALTH				
20	HYGIENE & FOOD SAFETY				
	New Business Advice Consultation	01/04/24	231.00	291.60	Included
	Food Hygiene Checkup	01/04/24	180.00	255.00	Included
	Food Safety Organiser	01/04/24	35.00	43.20	Included
	Food hygiene workshop (1 hour max 8 people)	01/04/24	128.00	291.60	Included
21	SAFER FOOD BETTER BUSINESS				
	Catering pack	01/04/24	22.00	27.60	Included
	Retail pack	01/04/24	21.00	26.40	Included
	Childminder pack	01/04/24	13.50	17.40	Included
	Residential care home supplement	01/04/24	7.50	10.20	Included
	6 month diary refill	01/04/24	11.50	15.00	Included
	12 month diary refill	01/04/24	13.50	17.40	Included
22	MINIMUM ENERGY EFFICIENCY STANDARDS (PRIVATE RENTED PROPERTY)				
	Letting substandard property (less than 3 months)	01/04/19	2,000.00	2,000.00	O/scope
	Letting substandard property (3 months or more)	01/04/19	4,000.00	4,000.00	O/scope
	Registering false or misleading information on the PRS Exemptions Register	01/04/19	1,000.00	1,000.00	O/scope
	Failing to comply with compliance notice	01/04/19	2,000.00	2,000.00	O/scope

	Detail	Effective Date	2023/24	2023/24	2024/25	2024/25	VAT
	LAPPC Permits for Part B Installations, Mobile Plant and Solvent Emissions Activities						
	Application Fees						
1	Standard Process (includes solvent emission activites)	01/04/17	1,650.00		1,650.00		O/Scope
	Standard Processes additional fee for operating without a permit	01/04/17	1,188.00		1,188.00		O/Scope
	PVRI, SWOBs and Dry Cleaners	01/04/17	155.00		155.00		O/Scope
	PVR I & II combined	01/04/17	257.00		257.00		O/Scope
	Vehicle refinishers (VRs) and other reduced fees activities	01/04/17	362.00		362.00		O/Scope
	Reduced fee activities: Additional fee for operating without a permit	01/04/17	99.00		99.00		
	Mobile Plant (not using simplified permits)	01/04/17	1,650.00		1,650.00		O/Scope
	- for the third to seventh application	01/04/17	985.00		985.00		O/Scope
	- for the eighth and subsequent applications	01/04/17	498.00		498.00		O/Scope
	Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts						
2	**Substantial changes to permits**						
	Standard Process	01/04/17	1,050.00		1,050.00		O/Scope
	Standard Process where the substantial change results in a new PPC activity	01/04/17	1,650.00		1,650.00		O/Scope
	Reduced Fee Activities	01/04/17	102.00		102.00		O/Scope
3	**Transfer and Surrender**						
	Transfer of a permit - Standard Process	01/04/17	169.00		169.00		O/Scope
	New operator at low risk reduced fee activity (extra one off subsistence charge)	01/04/17	78.00		78.00		O/Scope
	Partial transfer of a standard permit	01/04/17	497.00		497.00		O/Scope
	Reduced Fee Activitites: Partial Transfer	01/04/17	47.00		47.00		O/Scope
4	**Temporary transfer for mobiles**						
	First transfer	01/04/17	53.00		53.00		O/Scope
	Repeat following enforcement or warning	01/04/17	53.00		53.00		O/Scope
5	**Annual Subsistence Charge**						
	Standard Process - LOW	01/04/17	772.00	(+103)*	772.00	(+103)*	O/Scope
	Standard Process - MEDIUM	01/04/17	1,161.00	(+156)*	1,161.00	(+156)*	O/Scope
	Standard Process - HIGH	01/04/17	1,747.00	(+207)*	1,747.00	(+207)*	O/Scope
	* The additional amount in brackets must be charged where a permit is for a combined Part B and waste installation						
			LOW	MED	HIGH		
	PVRI, SWOBs and Dry Cleaners	01/04/17	79.00	158.00	237.00		O/Scope
	PVR I & II combined	01/04/17	113.00	226.00	341.00		O/Scope
	Vehicle refinishers and other Reduced Fees	01/04/17	228.00	365.00	548.00		O/Scope
	Mobile Plant for the first and second permits	01/04/17	646.00	1,034.00	1,506.00		O/Scope
	for the third to seventh permits	01/04/17	385.00	617.00	924.00		O/Scope
	for the eighth and subsequent permits	01/04/17	198.00	316.00	473.00		O/Scope
	Late Payment Fee (8 weeks from date of invoice)	01/04/17	52.00		52.00		O/Scope
	* Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £103 to the above annual subsistence amounts						

NOTES

The above fees are those currently imposed by DEFRA, a full copy of which can be viewed on their website www.gov.uk

	Detail	Effective Date	2024/25 £	2024/25 £	2024/25 £	2024/25 £	VAT
6	**LAPPC mobile plant charges (not using simplified permit)**		Application fee	LOW	MED	HIGH	
	number of permits						
	1	01/04/17	1,650.00	646.00	1,034.00	1,506.00	O/Scope
	2	01/04/17	1,650.00	646.00	1,034.00	1,506.00	O/Scope
	3	01/04/17	985.00	385.00	617.00	924.00	O/Scope
	4	01/04/17	985.00	385.00	617.00	924.00	O/Scope
	5	01/04/17	985.00	385.00	617.00	924.00	O/Scope
	6	01/04/17	985.00	385.00	617.00	924.00	O/Scope
	7	01/04/17	985.00	385.00	617.00	924.00	O/Scope
	8 and over	01/04/17	498.00	198.00	316.00	473.00	O/Scope
7	**LA-IPPC (Local Authority Element)**						
	Application	01/04/17	3,363.00				O/Scope
	Additional fee for operating without a permit	01/04/17	1,188.00				O/Scope
	Annual subsistence LOW	01/04/17	1,446.00				O/Scope
	Annual subsistence MEDIUM	01/04/17	1,610.00				O/Scope
	Annual subsistence HIGH	01/04/17	2,333.00				O/Scope
	Late Payment Fee	01/04/17	52.00				O/Scope
	Variation	01/04/17	1,368.00				O/Scope
	Substantial variation	01/04/17	3,363.00				O/Scope
	Transfer	01/04/17	235.00				O/Scope
	Partial transfer	01/04/17	698.00				O/Scope
	Surrender	01/04/17	698.00				O/Scope
	*Additional fee for payment of subsistence fees for LAPPC and LAIPPC by quarterly instalments	01/04/17	38.00				O/Scope
	** where 9(2)(a) or (b) applies under the Local Authority Permits for Part A(2) Installations and small waste incineration plan(Fees and Charges) (England) (Scheme) 2017						

NOTES

The above fees are detailed in the Local Authority Permits for Part A(2) Installations and small waste incineration plan (Fees & Charges) (England) (Scheme) 2017 in the currently imposed by DEFRA, a fully copy of which can be viewed on their website www.defra.gov.uk

* Subsistence charges can be paid in four equal quarterly instalments paid on 1 April, 1 July, 1 October and 1 January. Where paid quarterly the amount payable to the authority will increase by £38

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	LICENCES				
1	Hackney Carriage and Private Hire *				
	Driver's licence - 3 Year - Standard Licence Period	01/04/24	281.50	310.25	O/Scope
	Driver's licence - annual (aged 65yrs or above and/or medical condition	01/04/24	113.00	125.00	O/Scope
	Change to dual licence (mid year)	01/04/24	43.50	48.00	O/Scope
	Replacement drivers badge (sent by Royal Mail)	01/04/24	25.75	29.00	O/Scope
	Replacement drivers badge (collected from Customer Services)	01/04/24	25.75	35.75	O/Scope
	Replacement vehicle plate	01/04/24	58.75	69.30	Included
	Replacement licence certificate	01/04/24	20.25	23.00	O/Scope
	Replacement vehicle bracket	01/04/24	16.75	16.80	Included
	Replacement internal vehicle plate (sent by royal mail)	01/04/24	26.75	30.50	O/Scope
	Replacement internal vehicle plates (collected from Customer Services)	01/04/24	26.75	37.25	O/Scope
	Transfer of vehicle ownership	01/04/24	42.50	47.00	O/Scope
	Local Knowledge Test- Hackney Carriage Only (initial and retest)	01/04/24	71.00	78.25	O/Scope
	English Language Skills Test (initial and retest)	01/04/24	46.50	46.50	O/Scope
	Private Hire Operator Licence - 5 Year	01/04/24	173.50	191.00	O/Scope
	Change of registration number ie cherished number plates	01/04/24	88.75	106.00	O/Scope
	Enhanced DBS disclosure fee	01/04/24	40.00	38.00	O/Scope
	Enhanced DBS Admin fee (new application - 3yr licence)	01/04/24	N/A	35.00	O/Scope
	Enhanced DBS Admin fee (2nd application during 3yr licence)	01/04/24	N/A	45.00	O/Scope
	Delivery fee to Bourne area office	01/04/23	10.00	10.00	O/Scope
2	Annual vehicle licence				
	Private Hire	01/04/24	241.00	272.00	O/Scope
	Hackney Carriage	01/04/24	262.50	298.50	O/Scope
	20% reduction for LPG/Hybrid/Wheelchair vehicles: Private Hire	01/04/24	192.75	217.50	O/Scope
	20% reduction for LPG/Hybrid/Wheelchair vehicles: Hackney	01/04/24	210.00	238.75	O/Scope
	50% reduction for electric/zero emissions vehicles: Private Hire	01/04/24	120.50	136.00	O/Scope
	50% reduction for electric/zero emissions vehicles: Hackney	01/04/24	131.25	149.25	O/Scope
	Exemption from displaying Private Hire plate	01/04/24	92.50	102.00	O/Scope
	Exemption from displaying Private Hire plate (renewal fee)	01/04/24	57.00	64.00	O/Scope
3	Credit for unexpired days due to change of vehicle				
	Private Hire	01/04/24	0.66	0.75	O/Scope
	Hackney Carriage	01/04/24	0.72	0.82	O/Scope
	Activites involving Animals - Additional vets fees may apply to these licences				
4	Animal Licences				
	Pre application/Re-inspections (where applicable)	01/04/24	210.00	230.75	O/Scope
	Dog Boarding - Part A	01/04/24	225.00	247.50	O/Scope
	Dog Boarding - Part B	01/04/24	128.50	141.50	O/Scope
	Cat Boarding - Part A	01/04/24	225.00	247.50	O/Scope
	Cat Boarding - Part B	01/04/24	128.50	141.50	O/Scope
	Dual Dog and Cat Boarding - Part A	01/04/24	270.50	297.75	O/Scope
	Dual Dog and Cat Boarding - Part B	01/04/24	152.00	167.50	O/Scope
	Dog Day Care - Part A	01/04/24	225.00	247.50	O/Scope
	Dog Day Care - Part B	01/04/24	128.50	141.50	O/Scope
	Home Boarding - Part A	01/04/24	152.00	167.50	O/Scope
	Home Boarding - Part B	01/04/24	105.00	115.25	O/Scope
	Arrangers/Franchisers	01/04/24	105.00	115.25	O/Scope
	Dog Breeding Establishments Part A	01/04/24	260.00	286.50	O/Scope
	Dog Breeding Establishments Part B	01/04/24	199.50	219.50	O/Scope
	Sale of Animals as Pets- (Pet shops) Part A	01/04/24	225.00	247.50	O/Scope
	Sale of selling Animals as Pets - (Pet shops) Part B	01/04/24	128.50	141.50	O/Scope
	Hiring of Horses (Riding Establishments) Part A	01/04/24	260.00	286.50	O/Scope
	Hiring of Horses (Riding Establishments) Part B	01/04/24	199.50	219.50	O/Scope
	Dangerous Wild Animals Part A	01/04/24	213.00	234.50	O/Scope
	Dangerous Wild Animals Part B	01/04/24	45.00	49.75	O/Scope
	Transfer of licence	01/04/24	115.00	126.50	O/Scope
	Animals for exhibition (3 year Licence) Part A	01/04/24	152.00	167.50	O/Scope
	Animals for exhibition (3 year Licence) Part B	01/04/24	105.00	115.25	O/Scope
	Variation (with inspection)	01/04/24	210.00	230.75	O/Scope
	Variation (no inspection)	01/04/24	57.50	63.25	O/Scope
5	Zoo Licences				
	New Application (4 year) Part A	01/04/24	466.50	513.50	O/Scope
	New Application (4 year) Part B	01/04/24	209.50	230.75	O/Scope
	Renewal (6 year) Part A	01/04/24	395.50	435.50	O/Scope
	Renewal (6 year) Part B	01/04/24	399.00	439.00	O/Scope
	Transfer of Licence	01/04/24	115.00	126.50	O/Scope
6	Sex Establishments				
	New Application/Renewal/Transfer/Variation- Part A	01/04/24	1,731.00	1884.00	O/Scope
	New Application/Renewal/Transfer/Variation - Part B	01/04/24	143.00	155.50	O/Scope
7	Street Trading				
	Stamford Pedestrian Precinct Per Day	01/04/24	26.00	26.00	O/Scope
	Other Locations per day from	01/04/24	21.00	21.00	O/Scope
	Private land per day	01/04/24	11.25	11.25	O/Scope
	Mobile Trader Consent (12 months)	01/04/24	347.00	347.00	O/Scope
NB	Relevant fees as per the Provision of Services Regulations 2009 are now broken down into Part A and Part B. Part A is payable upon application, Part B is payable upon grant of license				

* Subject to approval

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	ALCOHOL LICENSING				
1	**Licensed Premises**				
	Grant of Premises Licence or Club Premises Certificate				
	Band A (Rateable Value £0 - £4,300)	24/11/05	100.00	100.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/05	190.00	190.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/05	315.00	315.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/05	450.00	450.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/05	635.00	635.00	O/Scope
2	**Variation of Premises Licence or Club Premises Certificate**				
	Band A (Rateable Value £0 - £4,300)	24/11/05	100.00	100.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/05	190.00	190.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/05	315.00	315.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/05	450.00	450.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/05	635.00	635.00	O/Scope
	Minor Variation	30/06/09	89.00	89.00	O/Scope
3	**Annual Fee for Premises Licence or Club Premises Certificate**				
	Band A (Rateable Value £0 - £4,300)	24/11/05	70.00	70.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/05	180.00	180.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/05	295.00	295.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/05	320.00	320.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/05	350.00	350.00	O/Scope
4	**Grant of Premises Licence where alcohol is primary use**				
	Band A (Rateable Value £0 - £4,300)	24/11/05	100.00	100.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/05	190.00	190.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/05	315.00	315.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/05	900.00	900.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/05	1,905.00	1,905.00	O/Scope
5	**Annual Fee for Premises Licence where alcohol is primary use**				
	Band A (Rateable Value £0 - £4,300)	24/11/05	70.00	70.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/05	180.00	180.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/05	295.00	295.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/05	640.00	640.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/05	1,050.00	1,050.00	O/Scope

Fees set by government

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	ALCOHOL LICENSING				
6	**Grant of Premises Licence or Club Premises Certificate**				
	Number of Persons				
	5,000 to 9,999	24/11/05	1,000.00	1,000.00	O/Scope
	10,000 to 14,999	24/11/05	2,000.00	2,000.00	O/Scope
	15,000 to 19,999	24/11/05	4,000.00	4,000.00	O/Scope
	20,000 to 29,999	24/11/05	8,000.00	8,000.00	O/Scope
	30,000 to 39,999	24/11/05	16,000.00	16,000.00	O/Scope
	40,000 to 49,999	24/11/05	24,000.00	24,000.00	O/Scope
	50,000 to 59,999	24/11/05	32,000.00	32,000.00	O/Scope
	60,000 to 69,999	24/11/05	40,000.00	40,000.00	O/Scope
	70,000 to 79,999	24/11/05	48,000.00	48,000.00	O/Scope
	80,000 to 89,999	24/11/05	56,000.00	56,000.00	O/Scope
	90,000 and over	24/11/05	64,000.00	64,000.00	O/Scope
7	**Annual Fee - Number of Persons**				
	5,000 to 9,999	24/11/05	500.00	500.00	O/Scope
	10,000 to 14,999	24/11/05	1,000.00	1,000.00	O/Scope
	15,000 to 19,999	24/11/05	2,000.00	2,000.00	O/Scope
	20,000 to 29,999	24/11/05	4,000.00	4,000.00	O/Scope
	30,000 to 39,999	24/11/05	8,000.00	8,000.00	O/Scope
	40,000 to 49,999	24/11/05	12,000.00	12,000.00	O/Scope
	50,000 to 59,999	24/11/05	16,000.00	16,000.00	O/Scope
	60,000 to 69,999	24/11/05	20,000.00	20,000.00	O/Scope
	70,000 to 79,999	24/11/05	24,000.00	24,000.00	O/Scope
	80,000 to 89,999	24/11/05	28,000.00	28,000.00	O/Scope
	90,000 and over	24/11/05	32,000.00	32,000.00	O/Scope

Fees set by government

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	ALCOHOL LICENSING				
8	**Other Charges - Licensing Act 2003**				
	Personal Licence (Grant/ renewal)	24/11/05	37.00	37.00	O/Scope
	Theft, loss etc of a personal licence	24/11/05	10.50	10.50	O/Scope
	Duty to notify change of name or address	24/11/05	10.50	10.50	O/Scope
	Temporary Event Notice	24/11/05	21.00	21.00	O/Scope
	Theft, loss etc of a Temporary Event Notice	24/11/05	10.50	10.50	O/Scope
	Theft, loss etc of a premises licence or summary	24/11/05	10.50	10.50	O/Scope
	Application for a provisional statement where premises being built etc	24/11/05	315.00	315.00	O/Scope
	Notification of change of name or address	24/11/05	10.50	10.50	O/Scope
	Application to vary licence to specify individual as DPS	24/11/05	23.00	23.00	O/Scope
	Transfer of premises licence	24/11/05	23.00	23.00	O/Scope
	Interim authority notice following death etc of licence holder	24/11/05	23.00	23.00	O/Scope
	Theft, loss etc of certificate of summary	24/11/05	10.50	10.50	O/Scope
	Notification of change of name or alteration of rules of club	24/11/05	10.50	10.50	O/Scope
	Change of relevant registered address of club	24/11/05	10.50	10.50	O/Scope
	Right of freeholder etc to be notified of licensing matters	24/11/05	21.00	21.00	O/Scope
	Disapplication of premise supervisor for community premises	01/04/20	23.00	23.00	O/Scope

Fees set by government

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	GAMBLING LICENSING				
1	Bingo Premises Licence				
	Application for Provisional Statement	01/04/24	779.25	833.75	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/24	621.50	665.00	O/Scope
	Non Conversion Fee, Other Premises	01/04/24	822.25	879.75	O/Scope
	Annual Fee	01/04/24	548.50	587.00	O/Scope
	Variation of Licence	01/04/24	749.25	801.75	O/Scope
	Transfer Fee	01/04/24	626.50	670.25	O/Scope
	Application for Reinstatement of Licence	01/04/24	626.50	670.25	O/Scope
2	Adult Gaming Centre Premises Licence				
	Application for Provisional Statement	01/04/24	717.25	767.50	O/Scope
	Non Conversion Fee, Provisonal Statement Premises	01/04/24	459.00	491.25	O/Scope
	Non Conversion Fee, Other Premises	01/04/24	749.25	801.75	O/Scope
	Annual Fee	01/04/24	482.25	516.00	O/Scope
	Variation of Licence	01/04/24	694.25	742.75	O/Scope
	Transfer Fee	01/04/24	560.50	599.75	O/Scope
	Application for Reinstatement of Licence	01/04/24	560.50	599.75	O/Scope
3	Family Entertainment Centre Premises Licence				
	Application for Provisional Statement	01/04/24	717.25	767.50	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/24	459.00	491.25	O/Scope
	Non Conversion Fee, Other Premises	01/04/24	749.25	801.75	O/Scope
	Annual Fee	01/04/24	482.25	516.00	O/Scope
	Variation of Licence	01/04/24	694.25	742.75	O/Scope
	Transfer Fee	01/04/24	560.50	599.75	O/Scope
	Application for Reinstatement of licence	01/04/24	560.50	599.75	O/Scope
4	Betting Premises Licence (other e.g. Betting shops)				
	Application for Provisional Statement	01/04/24	717.25	767.50	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/24	459.00	491.25	O/Scope
	Non Conversion Fee, Other Premises	01/04/24	749.25	801.75	O/Scope
	Annual Fee	01/04/24	482.25	516.00	O/Scope
	Variation of Licence	01/04/24	694.25	742.75	O/Scope
	Transfer Fee	01/04/24	560.50	599.75	O/Scope
	Application for Reinstatement of licence	01/04/24	560.50	599.75	O/Scope
5	Ancillary Fees				
	Change of Circumstances	01/04/19	50.00	50.00	O/Scope
	Fee for copy of licence	01/04/19	25.00	25.00	O/Scope
6	Temporary Use Notices				
	Fee for giving a Temporary Use Notice	01/04/20	50.00	50.00	O/Scope
	Replacement of an endorsed copy of a Temporary Use Notice	01/04/20	25.00	25.00	O/Scope
	Maximum fees are set in The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	GAMBLING LICENSING				
7	<u>Unlicensed Family Entertainment Centres (10 year duration)</u>				
	Gaming Machine Permit (no annual fee)	31/01/07	300.00	300.00	O/Scope
	Renewal	31/01/07	300.00	300.00	O/Scope
	Change of name	31/01/07	25.00	25.00	O/Scope
	Copy of Permit	31/01/07	15.00	15.00	O/Scope
	Prize Gaming Permit (no annual fee)	31/01/07	300.00	300.00	O/Scope
	Renewal	31/01/07	300.00	300.00	O/Scope
	Change of name	31/01/07	25.00	25.00	O/Scope
	Copy of Permit	31/01/07	15.00	15.00	O/Scope
8	<u>Club Gaming Permit & Club Machine Permit (10 years duration)</u>				
	New	31/01/07	200.00	200.00	O/Scope
	Renewal	31/01/07	200.00	200.00	O/Scope
	Annual Fee	31/01/07	50.00	50.00	O/Scope
	Variation	31/01/07	100.00	100.00	O/Scope
	Copy of Permit	31/01/07	15.00	15.00	O/Scope
9	<u>Licensed Premises Gaming Machine Permits</u>				
	One off notification fee of 2 or less gaming machines	31/01/07	50.00	50.00	O/Scope
	New (3 or more machines plus annual fee below)	31/01/07	150.00	150.00	O/Scope
	Transfer	31/01/07	25.00	25.00	O/Scope
	Variation	31/01/07	100.00	100.00	O/Scope
	Change of name on a Gaming Permit (more than 2 machines)	31/01/07	25.00	25.00	O/Scope
	Copy of Gaming Machine Permit (more than 2 machines)	31/01/07	15.00	15.00	O/Scope
	Annual Fee	31/01/07	50.00	50.00	O/Scope
10	<u>Small Society Lotteries</u>				
	Registration	01/09/07	40.00	40.00	O/Scope
	Renewal	01/09/07	20.00	20.00	O/Scope

Fees set by government

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	NEIGHBOURHOODS				
1	Fixed Penalty Notice - Community Protection Notice	01/04/18	100.00	100.00	O/Scope
2	Fixed Penalty Notice - Public Space Protection Order	01/04/18	100.00	100.00	O/Scope
3	Fixed Penalty Notice - Domestic Waste Offence	01/04/17	80.00	80.00	O/Scope
4	Fixed Penalty Notice - Commercial Waste Offence	01/04/17	110.00	110.00	O/Scope
5	Fixed Penalty Notice - Waste Transfer Offence	01/04/17	300.00	300.00	O/Scope
6	Fixed Penalty Notice - Littering	01/04/24	150.00	500.00	O/Scope
	Reduced for repayment within 14 days	01/04/24	N/A	250.00	O/Scope
7	Fixed Penalty Notice - Fly Tipping	01/04/24	400.00	1,000.00	O/Scope
	Reduced for repayment within 14 days	01/04/24	N/A	500.00	O/Scope
8	Fixed Penalty Notice - Fly Posting*	01/04/18	100.00	100.00	O/Scope
9	Fixed Penalty Notice - Graffiti	01/04/24	100.00	500.00	O/Scope
	Reduced for repayment within 14 days	01/04/24	N/A	250.00	O/Scope
10	Fixed Penalty Notice - Abandoning a Vehicle	01/04/17	200.00	200.00	O/Scope
11	Fixed Penalty Notice - Nuisance Parking	01/04/17	100.00	100.00	O/Scope
12	Fixed Penalty Notice - Householder waste duty of care*	01/04/24	200.00	600.00	O/Scope
	Reduced for repayment within 14 days	01/04/24	N/A	300.00	O/Scope
13	REQUESTS FOR RELEASE OF CCTV IMAGES				
	Legal Representative/Insurance Company	01/04/20	75.00	75.00	O/Scope
14	Neighbourhood charges	01/04/19	Hourly rate	Hourly rate	O/Scope
	NB. The above fees are set at the maximum full penalty with the exception of those marked * which are set at the default penalty as determined in the Environmental Offences (Fixed Penalties) (England) Regulations				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	NEIGHBOURHOODS				
	REMOVAL OF VEHICLES				
15	Vehicle on road, upright and not substantially damaged or any two wheeled vehicle whatever its condition or position on or off the road				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/20	150.00	150.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/20	200.00	200.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	01/04/20	350.00	350.00	O/Scope
	Vehicle exceeding 18 tonnes MAM	01/04/20	350.00	350.00	O/Scope
16	Vehicle, excluding a two wheeled vehicle, on road but either not upright or substantially damaged or both				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/20	250.00	250.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/20	650.00	650.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Unladen	01/04/20	2,000.00	2,000.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Laden	01/04/20	3,000.00	3,000.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Unladen	01/04/20	3,000.00	3,000.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Laden	01/04/20	4,500.00	4,500.00	O/Scope
17	Vehicle, excluding a two wheeled vehicle, off road, upright and not substantially damaged				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/20	200.00	200.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/20	400.00	400.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Unladen	01/04/20	1,000.00	1,000.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Laden	01/04/20	1,500.00	1,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Unladen	01/04/20	1,500.00	1,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Laden	01/04/20	2,000.00	2,000.00	O/Scope
18	Vehicle, excluding a two wheeled vehicle, off road, but either not upright or substantially damaged or both				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/20	300.00	300.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/20	850.00	850.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Unladen	01/04/20	3,000.00	3,000.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Laden	01/04/20	4,500.00	4,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Unladen	01/04/20	4,500.00	4,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Laden	01/04/20	6,000.00	6,000.00	O/Scope
19	**STORAGE OF VEHICLES PER 24 HOURS OR PART OF**				
	Two wheeled vehicle	01/04/20	10.00	10.00	O/Scope
	Vehicle, not including a two wheeled vehicle, equal to or less than 3.5 tonnes MAM	01/04/20	20.00	20.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM	01/04/20	25.00	25.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	01/04/20	30.00	30.00	O/Scope
	Vehicle exceeding 18 tonnes MAM	01/04/20	35.00	35.00	O/Scope
20	**DISPOSAL OF VEHICLES**				
	Two wheeled vehicle	01/04/20	50.00	50.00	O/Scope
	Vehicle, not including a two wheeled vehicle, equal to or less than 3.5 tonnes MAM	01/04/20	75.00	75.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM	01/04/20	100.00	100.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	01/04/20	125.00	125.00	O/Scope
	Vehicle exceeding 18 tonnes MAM	01/04/20	150.00	150.00	O/Scope

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	MARKETS - GRANTHAM				
1	Standard Stall (3.05m x 1.22m)	01/04/23	24.40	24.40	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/23	27.10	27.10	Exempt
2	Pitch (3.05m x 3.05m)	01/04/23	22.70	22.70	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/23	23.80	23.80	Exempt
	Hot food & drinks units	01/04/23	27.10	27.10	Exempt
3	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/23	7.60	7.60	Included
	Large vehicles	01/04/23	11.30	11.30	Included
	MARKETS - STAMFORD				
4	Standard Stall (3.05m x 1.22m)	01/04/23	28.10	28.10	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/23	31.40	31.40	Exempt
5	Pitch (3.05m x 1.22m)	01/04/23	24.90	24.90	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/23	28.10	28.10	Exempt
	Hot food & drinks units	01/04/23	31.40	31.40	Exempt
6	Craft fair - Table	01/04/23	29.20	29.20	Exempt
7	Craft fair - Stall	01/04/23	35.20	35.20	Exempt
8	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/23	7.60	7.60	Included
	Large vehicles	01/04/23	11.90	11.90	Included
	MARKETS - BOURNE				
9	Standard Stall (3.05m x 1.22m)	01/04/23	21.60	21.60	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/23	23.80	23.80	Exempt
10	Pitch (3.05m x 3.05m)	01/04/23	18.40	18.40	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/23	18.90	18.90	Exempt
	Hot food & drinks units	01/04/23	23.80	23.80	Exempt
11	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/23	8.10	8.10	Included
	Large vehicles	01/04/23	11.90	11.90	Included
12	Hire of stall for private function (collection only)*	01/04/23	12.40	12.40	Exempt
13	**FOR ALL MARKETS**				
	Farmers market - supply of stall cover in addition to standard stall charge	01/04/23	1.70	1.70	Exempt
	Excessive Waste Surcharge (per stall)	01/04/23	6.00	6.00	Included

* any associated costs with delivery and set up will be charged accordingly

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	LOCAL LAND CHARGE FEES				
1	Registration of a Charge on Part II of Register including Water Industry S30, LCC S106, Highways Act S38	01/04/23	107.50	107.50	O/Scope
2	Filing a Definitive Certificate of Lands Tribunal	01/04/23	5.00	5.00	O/Scope
3	Filing adjustment etc. for variation - cancellation of entry in Part II of Register	01/04/23	11.20	11.20	O/Scope
4	Inspection of documents filed under Rule 10	01/04/23	5.00	5.00	O/Scope
5	Official search of the Local Land Charges register (including issue of certificate)	01/04/19	15.00	15.00	O/Scope
6	Con 29 Part I enquiries*				
	- one parcel of land, including the revised Con 29 questions	01/04/23	207.60	207.60	Included
	- each additional parcel of land	01/04/23	30.60	30.60	Included
	Part II enquiries				
	- each optional enquiry, excluding question 22	01/04/23	21.30	21.30	Included
	- question 22	01/04/23	27.60	27.60	Included
	- solicitor/client's own enquiry	01/04/23	27.60	27.60	Included
7	Commerial* - Please contact for a quotation on landcharges@southkesteven.gov.uk	01/04/20	Variable		Included
8	Additional charge for expedited official search and Con29 - (3 Day Turnaround)	01/04/23	43.75	43.75	O/Scope
9	**CON 29R UNREFINED DATA CHARGES***				
	Building Regulations Q1.1 (F to H)	01/04/23	7.80	7.80	Included
	Roads Q2.1	01/04/23	7.80	7.80	Included
	PROWS Q2.2	01/04/23	7.80	7.80	Included
	Land Requisitioned for Public Purposes Q3.1	01/04/23	7.80	7.80	Included
	Roadworks Q3.2	01/04/23	7.80	7.80	Included
	Drainage Q3.3	01/04/23	7.80	7.80	Included
	Road Schemes Q3.4	01/04/23	7.80	7.80	Included
	Nearby Railway Schemes Q3.5	01/04/23	7.80	7.80	Included
	Traffic Schemes Q3.6	01/04/23	7.80	7.80	Included
	Outstanding Notices Q3.7 (A-D & F)	01/04/23	7.80	7.80	Included
	Notices Q3.7 E & G	01/04/23	7.80	7.80	Included
	Contravention of Building Regulations Q3.8	01/04/23	7.80	7.80	Included
	Notices, Orders, Directions and Proceedings under Planning Acts Q3.9 (A-N)	01/04/23	7.80	7.80	Included
	Community Infrastructure Levy Q3.10	01/04/23	7.80	7.80	Included
	Conservation Area Q3.11	01/04/23	7.80	7.80	Included
	Compulsory Purchase Q3.12	01/04/23	7.80	7.80	Included
	Contaminated Land Q3.13	01/04/23	7.80	7.80	Included
	Radon Q3.14	01/04/23	7.80	7.80	Included
	Assets of Community Value Q3.15	01/04/23	7.80	7.80	Included
	*The charges quoted will incur a charge based on an hourly rate of £54.90 (incl VAT)				

A. OUTLINE APPLICATIONS		
£578 per 0.1 hectare for site up to and including 0.5 hectares	Not more than 0.5 hectares	£578 per 0.1 hectare
£624 per 0.1 hectare for sites between 0.5 hectares and 2.5 hectares	Not more than 2.5 hectares	£624 per 0.1 hectare
£15,433 + £1,186 for each 0.1 in excess of 2.5 hectares to a maximum of £202,500	More than 2.5 hectares	£15,433 + £186 for each additional 0.1 hectare in excess of 2.5 hectares (Maximum fee of £202,500)
B. HOUSEHOLDER APPLICATIONS		
Alterations/extensions to a **single dwellinghouse,** including works within boundary	Single dwellinghouse	£258
C. FULL APPLICATIONS (and First Submissions of Reserved Matters; or Technical Details Consent)		
Alterations/extensions to **two or more dwellinghouses**, including works within boundaries	Two or more dwellinghouses (or two or more flats)	£509
New dwellinghouses (Not more than 10 dwellinghouses)	New dwellinghouses (not more than 10)	£578 per dwellinghouse
New dwellinghouses (between 10 and 50)	New dwellinghouses (between 10 and 50)	£624 per dwellinghouse
New dwellinghouses (for *more* than 50) £30,860 + £186 per additional dwellinghouse in excess of 50 up to a maximum fee of £405,500	New dwellinghouses (more than 50)	£30,860 + £186 per additional dwellinghouse
Erection of buildings (not dwellinghouses, agricultural, glasshouses, plant nor machinery):		
Gross floor space to be created by the development	No increase in gross floor space or no more than 40 sq m	£293
Gross floor space to be created by the development	More than 40 sq m but no more than 1,000 sq m	£578 per each 75 sq. m.
Gross floor space to be created by the development	More than 1,000 sq m but no more than 3,750 sq m	£578 for each 75sq m or part thereof
Gross floor space to be created by the development	More than 3,750 sq m	£30,680 + £186 for each additional 75 sq m in excess of 3,750 sq m to a maximum of £405,000
The erection of buildings (on land used for agriculture for agricultural purposes)		
Gross floor space to be created by the development	Not more than 465 sq m	£120
Gross floor space to be created by the development	More than 465 sq m but not more than 540 sq m	£578
Gross floor space to be created by the development	More than 540 sq m but not more than 1,000 sq m	£578 for first 540 sq m + £578 for each 75 sq m (or part thereof) in excess of 540 sq m
Gross floor space to be created by the development	Between 1,000 sq. m and 4,215 sq. m.	£624 for first 1,000 sq. m and £624 for each additional 75 sq. metres (or part thereof) in excess of 1,000 sq. m
Gross floor space to be created by the development	More than 4,215 sq m	£30,860 + £186 for each 75 sq m (or part thereof) in excess of 4,215 sq m up to a maximum of £405,000
Erection of glasshouses (on land used for the purposes of agriculture)		
Gross floor space to be created by the development	Not more than 465 sq m	£120
Gross floor space to be created by the development	More than 465 sq m but not more than 1,000 sq. m	£3,225
Gross floor space to be created by the development	More than 1,000 sq. m	£3,483

** The fees above are set by Government*

Erection/alterations/replacement of plant and machinery		
Site area	Not morethan 1 hectare	£578 for each 0.1 hectare (or part thereof)
Site area	More than 1 hectare but not more than 5 hectares	£624 for each 0.1 hectare (or part thereof)
Site area	More than 5 hectares	£30,860 + additional £186 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £405,000
D. APPLICATIONS OTHER THAN BUILDING WORKS		
Car parks, service roads or other accesses	For existing uses	£293
Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)		
Site area	Not more than 15 hectares	£316 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£47,161 + £186 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £105,300
Operations connected with exploratory drilling for oil or natural gas		
Site area	Not more than 7.5 hectares	£686 for each 0.1 hectare (or part thereof)
Site area	More than 7.5 hectares	£51,395 + additional £204 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £405,000
Operations (other than exploratory drilling) for the winning and working of oil or natural gas		
Site area	Not more than 15 hectares	£347 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£47,161 + additional £186 for each 0.1 in excess of 15 hectare up to a maximum of £105,300
Other operations (winning and working of minerals) excluding oil and natural gas		
Site area	Not more than 15 hectares	£316 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£47,161 + additional £186 for each 0.1 in excess of 15 hectare up to a maximum of £105,300
Other operations (not coming within any of the above categories)		
Site area	Any site area	£293 for each 0.1 hectare (or part thereof) up to a maximum of £2,535
E. LAWFUL DEVELOPMENT CERTIFICATE		
Existing use or operation		Same as Full
Existing use or operation - lawful not to comply with any condition or limitation		£293
Proposed use or operation		Half the normal planning fee.

** The fees above are set by Government*

F. PRIOR APPROVAL	
Agricultural and Forestry buildings & operations or demolition of buildings	£120
Communications (previously referred to as 'Telecommunications Code Systems Operators')	£578
Proposed Change of Use to State Funded School or Registered Nursery	£120
Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery	£120
Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure	£120
Proposed Change of Use of a building from Commercial / Business / Service (Use Class E) Use to a use falling within Use Class C3 (Dwellinghouse)	£125 per dwellinghouse
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations	£120
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations	£258
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3)	£120
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3), and Associated Building Operations	£258
Notification for Prior Approval for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop	£120
Notification for Prior Approval for the Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use	£120
Notification for Prior Approval for the Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt	£120
** The fees above are set by Government*	

G. RESERVED MATTERS		
Application for approval of reserved matters following outline approval grant of planning permission		Full fee due or if full fee already paid then £462 due
H. APPROVAL/VARIATION/DISCHARGE OF CONDITION		
Application for removal or variation of a condition following grant of planning permission		£234
Request for confirmation that one or more planning conditions have been complied with		£34 per request for Householder otherwise £116 per request
I. CHANGE OF USE of a building to use as one or more separate dwellinghouses, or other cases		
Number of dwellinghouses	Not more than 50 dwellinghouses	£462 for each
Number of dwellinghouses	More than 50 dwellinghouses	£22,859 + £138 for each in excess of 50 up to a maximum of £300,000
Other Changes of Use of a building or land		£462
J. ADVERTISING		
Relating to the business on the premises		£165
Advance signs which are not situated on or visible from the site, directing the public to a business		£165
Other advertisements		£578
K. APPLICATION FOR NON-MATERIAL AMENDMENT FOLLOWING A GRANT OF PLANNING PERMISSION		
Applications in respect of householder developments		£43
Applications in respect of other developments		£293
L. APPLICATION FOR PERMISSION IN PRINCIPLE (valid from 1 June 2018)		
Site area		£503 for each 0.1 hectare (or part thereof)

** The fees above are set by Government*

	M. CONCESSIONS
	Exemptions from payment
	For alterations, extensions, etc. to a dwellinghouse for the benefit of a registered disabled person
	An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted
	Listed Building Consent
	Planning permission for relevant demolition in a Conservation Area
	Works to Trees covered by a Tree Preservation Order or in a Conservation Area
	Hedgerow Removal
	If the application is the first revision of an application for development of the same character or description on the same site by the same applicant:
	* For a withdrawn application: Within 12 months of the date when the application was received
	* For a determined application: Within 12 months of the date the application was granted, refused or an appeal dismissed
	* For an application where an appeal was made on the grounds of non- determination: Within 12 months of the period when the giving of notice of a decision on the earlier valid application expired
	*In all cases where the 12 month period started no later than 5 December 2023
	If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation
	If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person
	If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 to the advertisement in question
	If the application is for alternative proposals for the same site by the same applicant, in order to benefit from the permitted development right in Schedule 2 Part 3 Class V of the Town and Country Planning (General Permitted Development) Order 2015 (as amended)
	If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area If the application is for a Certificate of Lawfulness of Proposed Works to a listed building
	Prior Approval for a Proposed Larger Home Extension
	Reductions to payments
	If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £578
	If the application is being made on behalf of a parish or community council then the fee is 50%
	If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%
	In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £578
	If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%
	If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others
	Where an application crosses one or more local or district planning authorities, the Planning Portal fee calculator will only calculate a cross boundary application fee as 150% of the fee that would have been payable if there had only been one application to a single authority covering the entire site.
	If the fee for this divided site is smaller when the sum of the fees payable for each part of the site are calculated separately, you will need to contact the lead local authority to discuss the fee for this divided site.
	The fee should go to the authority that contains the larger part of the application site.
	This is only a summary of scales of fees, listing only the most common types of application. ** The fees above are set by Government*

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	PLANNING CHARGES				
1	Charges in connection with land/property transactions				
	Detailed queries on consents involving search for relevant information*	01/04/24	40.70	43.20	Included
	Check involving site inspection**	01/04/24	33.00	35.10	Included
2	Self Build Register - Joining fee	01/04/23	50.00	50.00	Included

*stated charge plus relevant copying charges

**stated charge plus mileage plus officer hourly rates

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	PRE-PLANNING CHARGES				
1	Householders				
	Charge for any pre-planning advice undertaken	01/04/24	85.00	90.00	Included
	"Do I require planning permission?"/Permitted Development Query	01/04/24	70.00	75.00	Included
2	Non-residential changes of use including siting of caravans for sites				
	Under 1 ha or buildings under 1,000 sqm (gross)	01/04/24	265.00	282.00	Included
	of 1 ha or above or buildings under 1,000 sqm (gross)	01/04/24	530.00	564.00	Included
3	Development of dwellings				
	1-9 dwellings including changes of use to residential, for 1st dwelling	01/04/24	350.00	375.00	Included
	for each additional dwelling	01/04/24	185.00	201.00	Included
	10-49 dwellings including changes of use to residential, for the 10th dwelling (includes Design PAD)	01/04/24	1,850.00	1,965.00	Included
	meeting for each additional dwelling	01/04/24	105.00	111.00	Included
	50 plus dwellings, including changes of use to residential (includes Design one PAD meeting)	01/04/24	6,550.00	6,960.00	Included
	Residential development where number of dwellings unknown - per 0.1 hectare (includes one Design PAD meeting)	01/04/24	280.00	300.00	Included
4	Non-residential development				
	Where no floor space is created	01/04/24	150.00	162.00	Included
	Up to 499 sqm floor area or 0.5 ha site area	01/04/24	265.00	282.00	Included
	between 500 and 999 sqm floor area, or between 0.51 ha and 1.0 ha	01/04/24	450.00	480.00	Included
	between 1,000 and 4,999 sqm floor area or between 1.1 ha and 2.0 ha (includes one Design PAD meeting)	01/04/24	950.00	1,020.00	Included
	between 5,000 sqm or more or 2.1 ha or more* (includes one Design PAD meeting) *minimum fee for specified service and hourly rate thereafter	01/04/24	1,850.00	1,965.00	Included
5	Others				
	Follow on advice - please contact us for a quotation. Fees will be based on the officer hourly rates.	01/04/23	Variable	Variable	Included
	History Search	01/04/24	75.00	81.00	Included
	Variation or modification of a completed planning obligation (as a standalone request) (Additional fees will be required to cover the Council's legal costs should your request be acceptable)	01/04/24	150.00	162.00	Included
	Confirmation that a planning permission or planning obligation has been complied with (per letter) (desk based)	01/04/24	N/A	81.00	included
	Confirmation that a planning permission or planning obligation has been complied with (per letter) (site visit required)	01/04/24	N/A	141.00	included
	Advertising	01/04/24	130.00	141.00	Included
	Development that would involve relevant demolition works	01/04/24	90.00	96.00	Included
	Non-householder works or alterations to a listed building	01/04/24	150.00	162.00	Included
	Hazardous substances	01/04/24	175.00	186.00	Included
	Changes of use not falling within any of the above categories	01/04/24	250.00	267.00	Included
	Additional Design PAD Review (meetings and response)	01/04/24	1,360.00	1,455.00	Included
	Planning Performance Agreement - please contact us for a quotation on planning@southkesteven.gov.uk Fees will be based on the officer hourly rates published	01/04/20	Variable	Variable	Included
	Discharge of planning obligation - Approval of details pursuant to a planning obligation (S106 agreement) *per clause*	01/04/24	N/A	162.00	Included

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	STREET NAMING & NUMBERING				
1	Individual house re-name or re-number	01/04/24	45.00	50.00	Exempt
2	Development re-number due to change of layout involving plot numbering or plot positions	01/04/24	45.00	50.00	Exempt
3	Additional of a house name, where property has an official number	01/04/24	45.00	50.00	Exempt
4	Removal of a house name from address, where property has an official number	01/04/24	45.00	50.00	Exempt
5	Renaming/renumbering of street at residents request	01/04/24	270.00	275.00	Exempt
	plus per property	01/04/24	45.00	50.00	Exempt
6	Confirmation of historic change of address to solicitors, occupiers or owner	01/04/24	45.00	50.00	Exempt
7	Numbering of Properties - new developments Per Plot	01/04/24	45.00	50.00	Exempt
8	Naming of new streets Per Street	01/04/24	105.00	110.00	Exempt

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	Officer Hourly Rates				
1	Assistant Director	01/04/24	125.00	135.00	Included
	Development Management and Enforcement Manager	01/04/24	N/A	117.00	Included
	Planning Policy Manager	01/04/24	N/A	117.00	Included
	Principal Planning Officer	01/04/24	100.00	105.00	Included
	Senior Planning Officer	01/04/24	90.00	96.00	Included
	Planning/Asst Planning Officer	01/04/24	80.00	87.00	Included
	Urban Design	01/04/24	90.00	96.00	Included
	Conservation Officer	01/04/24	90.00	96.00	Included
	Other specialist advice from other areas of the Council	01/04/24	90.00	96.00	Included
	Project Management/Administration	01/04/24	75.00	81.00	Included
2	**Other Fees and Charges**				
	High Hedges complaint	01/04/24	360.00	381.00	included
	Applications to divert or stop up a public right of way				
	Administration costs	01/04/24	250.00	510.00	included
	Minimum initial charge to cover costs of statuory adverts (subject to change depending on actual advert costs involved)	01/04/23	645.00	645.00	included
	The council will also require an undertaking to cover any legal costs associated with the process				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	BOURNE LEISURE CENTRE				
1	Swimming Pool				
	Swimming - full rate	01/04/24	6.50	7.15	Exempt
	Swimming - concession	01/04/24	5.00	5.50	Exempt
	Under 5's	01/04/24	1.00	1.10	Exempt
	Parent and toddler session	01/04/24	6.80	7.50	Exempt
	Exclusive pool hire (per hour)	01/04/24	185.00	203.50	Exempt
	LCC Schools (per individual)	01/04/24	1.60	1.75	Exempt
2	Main Hall (per hour)				
	Sporting - full rate	01/04/24	75.00	82.50	Exempt
	Commercial	01/04/12	Negotiable	Negotiable	Exempt
	Badminton - full rate	01/04/24	14.00	15.40	Exempt
	Table tennis - full rate per hour	01/04/24	9.00	9.90	Exempt
3	Fitness Room (per hour)				
	Individual use - full rate	01/04/24	9.00	9.90	Exempt
4	Miscellaneous (per hour)				
	Activity room/meeting room - full rate	01/04/24	40.00	44.00	Exempt
	Spectator (per individual)	01/04/24	1.55	1.70	Exempt
5	Membership				
	Adult member	01/04/24	24.99	34.99	Exempt
	Junior (U16)	01/04/24	19.99	29.99	Exempt
	Concessionary	01/04/24	19.99	29.99	Exempt
	THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES				
	LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS				
	MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	THE GRANTHAM MERES LEISURE CENTRE				
1	Swimming pool				
	Swimming - full rate	01/04/24	6.50	7.15	Exempt
	Swimming - concession	01/04/24	5.00	5.50	Exempt
	Under 5's	01/04/24	1.00	1.10	Exempt
	Parent and toddler session	01/04/24	6.80	7.50	Exempt
	Exclusive pool hire (per hour)	01/04/24	185.00	203.50	Exempt
	LCC Schools (per individual)	01/04/24	1.60	1.75	Exempt
2	Main Hall (per hour)				
	Sporting - full rate	01/04/24	95.00	104.50	Exempt
	Commercial	01/04/24	130.00	143.00	Exempt
	Badminton - full rate	01/04/24	14.00	15.40	Exempt
	Table tennis centre hall	01/04/24	75.00	82.50	Exempt
	Table tennis - full rate per hour	01/04/24	9.00	9.90	Exempt
3	Second Hall (per hour)				
	Sporting - full rate	01/04/24	45.00	49.50	Exempt
	Commercial	01/04/24	45.00	49.50	Exempt
4	Fitness Room (per hour)				
	Individual use - full rate	01/04/24	10.00	11.00	Exempt
5	Miscellaneous (per hour)				
	Meeting room - full rate	01/04/24	21.00	23.10	Exempt
	Activity Room - full rate	01/04/24	21.00	23.10	Exempt
	Spectator (per individual)	01/04/24	1.55	1.70	Exempt

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	THE GRANTHAM MERES LEISURE CENTRE				
6	Synthetic Pitch Pay and Play (per hour)				
	Full pitch (11v11)	01/04/24	95.00	104.50	Exempt
	Quarter pitch (5v5)	01/04/24	32.00	35.20	Exempt
	Half pitch (9v9)	01/04/24	57.50	63.25	Exempt
7	Outdoor Facilities - (per hour)				
	Tennis court - full rate	01/04/24	11.20	12.30	Exempt
	Netball - full rate	01/04/24	24.00	26.40	Exempt
8	Membership				
	Adult member	01/04/24	27.99	37.99	Exempt
	Junior (U16)	01/04/24	19.99	29.99	Exempt
	Concessionary	01/04/24	25.99	29.99	Exempt
	THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES				
	LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS				
	MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	<u>SOUTH KESTEVEN SPORTS STADIUM</u>				
1	<u>Track Hire</u>				
	Adult	01/04/24	60.00	66.00	Exempt
	Concession	01/04/24	38.00	41.80	Exempt
	Floodlights	01/04/24	55.00	60.50	Exempt
	Commercial	01/04/12	Negotiable	Negotiable	Exempt
	Non-sporting / Non-commercial	01/04/24	65.00	71.50	Exempt
2	<u>Individual use (per hour)</u>				
	Adult	01/04/24	5.00	5.50	Exempt
	Concession	01/04/24	3.50	3.85	Exempt
	Spectator (per individual)	01/04/24	1.50	1.65	Exempt
	Hire of equipment (per booking)	01/04/24	29.00	31.90	Exempt
	Setting up time	01/04/24	29.00	31.90	Exempt
3	<u>Main football pitch hire</u>				
	Pitch hire (up to 2 hours)				
	Adult	01/04/24	165.00	181.50	Exempt
	Concession	01/04/24	110.00	121.00	Exempt
	Floodlights (per match)	01/04/24	55.00	60.50	Exempt
	Commercial (per hour)	01/04/12	Negotiable	Negotiable	Exempt
4	<u>Individual room hire (per hour)</u>				
	P.A./Meeting room	01/04/24	18.00	19.80	Exempt
	THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES				
	LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS				
	MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	STAMFORD LEISURE CENTRE				
1	Swimming pool				
	Swimming - full rate	01/04/24	6.50	7.15	Exempt
	Swimming - concession	01/04/24	5.00	5.50	Exempt
	Under 5's	01/04/24	1.00	1.10	Exempt
	Parent and toddler session	01/04/24	6.80	7.50	Exempt
	Parties - exclusive pool hire (per hour)	01/04/24	185.00	203.50	Exempt
	LCC schools (per individual)	01/04/24	1.60	1.75	Exempt
	Spectator (per individual)	01/04/24	1.55	1.70	Exempt
2	Membership				
	Adult member	01/04/24	21.99	34.99	Exempt
	Junior (U16)	01/04/24	19.99	29.99	Exempt
	Concessionary	01/04/24	19.99	29.99	Exempt
	THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES				
	LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS				
	MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	OUTDOOR RECREATION				
1	Pitches - Football/Rugby				
	Senior pitch letting (2 hrs), marking out and changing accommodation included				
	Full rate	01/04/24	59.00	63.00	Included
	Concessions	01/04/24	35.00	38.00	Included
2	Junior pitch (ages 11-16) letting (2 hrs) and marking out				
	Full rate	01/04/24	26.00	28.00	Included
3	Mini pitch letting (ages 8-11) (1 hr) and marking out				
	Full rate	01/04/24	16.00	18.00	Included
4	Cricket				
	Per Match	01/04/24	56.00	60.00	Included
5	Wyndham Park Visitor Centre				
	Room hire per hour*	01/04/24	21.00	23.00	Included
	*Guide price - please call the Visitor Centre for a specific hire quotation				
	* Additional staffing cost on top per hour for out of normal hours				

	Detail			Effective Date	2023/24 £	2024/25 £	VAT
	GRANTHAM CEMETERY						
	MUSLIM INTERMENTS						
1	Monday - Friday	1 April - 30 September 08:00 - 17:00	Interments	01/04/24	1,054.00	1,125.00	Exempt
			Infants Under 2 yrs	01/04/24	521.00	556.00	Exempt
2	Monday - Friday	1 October until 31 March 08:30 - 15:30	Interments	01/04/24	1,054.00	1,125.00	Exempt
			Infants Under 2 yrs	01/04/24	521.00	556.00	Exempt
	* Muslims burials are not available at weekends or on bank holidays						

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	GRANTHAM CEMETERY				
	TRADITIONAL BURIAL GROUND				
1	Exclusive Right of Burial				
	(Not exceeding 50 years)				
	Standard grave space - Parishioners	01/04/24	668.00	713.00	Exempt
2	Interment				
	Person aged 16 years or over - single depth	01/04/24	691.00	738.00	Exempt
	Person aged 16 years or over - double depth	01/04/24	770.00	822.00	Exempt
	Child below 16 years	01/04/24	295.00	315.00	Exempt
	Each additional coffin space	01/04/24	238.00	254.00	Exempt
3	Licence for the Erection of Memorials				
	Headstone (not exceeding 3 feet in height)	01/04/24	170.00	182.00	Exempt
	Headstone (each additional 6 inches)	01/04/24	170.00	182.00	Exempt
	Metal faced tablet	01/04/24	113.00	121.00	Exempt
	Additional inscription	01/04/24	68.00	73.00	Exempt
	Kerbed memorial	01/04/24	181.00	194.00	Exempt
4	Mausoleum *				
	Single vault mausoleum plot	01/04/24	861.00	919.00	Exempt
5	Re-Open Graves				
	Interment Fee - single depth	01/04/24	589.00	629.00	Exempt
	Interment Fee - double depth	01/04/24	770.00	822.00	Exempt
	Interment ashed into grave	01/04/24	204.00	218.00	Exempt
6	Woodland Burial Ground				
	All inclusive charge covering standard grave space,				
	single depth interment, tree and plaque				
	- Parishioners	01/04/24	1,650.00	1,761.00	Exempt
7	Transfer of Grave Ownership				
	Administration charge	01/04/24	N/A	153.00	Exempt

Please note there is a 50% additional charge for Non Parishioners (i.e. outside of Grantham boundary) on items 1- Exclusive Right of Burial, 4- Re-open Graves and 6- Woodland Burial Ground

* Muslims burials are not available at weekends or bank holidays

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
1	Green Waste				
	Delivery of Green bin (or bins to same address)	01/04/24	10.00	12.00	O/Scope
	Provision of green bin (all new or additional bins)	01/04/24	26.00	28.00	O/Scope
	Annual collection charge (first bin)	01/04/24	49.00	51.00	O/Scope
	Annual collection charge (each subsequent bin)	01/04/24	27.00	42.00	O/Scope
	10% discount on Compost Bin				
2	Other street care charges				
	Delivery of bin (or bins to the same address)	01/04/24	10.00	12.00	O/Scope
	Additional clear recycling sacks (pack of 15)	01/04/24	1.75	1.95	O/Scope
	Replacement of damaged 240 ltr wheelie bins*	01/04/24	26.00	28.00	O/Scope
	Replacement of damaged 140 ltr wheelie bins*	01/04/16	15.00	N/A	O/Scope
	Replacement of damaged 180 ltr wheelie bins*	01/04/16	17.00	N/A	O/Scope
	Replacement of damaged wheels and axles*	01/04/10	20.00	N/A	O/Scope
	Replacement of bin lid pegs*	01/04/10	5.00	N/A	O/Scope
3	Additional bins for Landlords (subject to qualifying criteria)				
	Delivery of bin (or bins to the same address)	01/04/24	10.00	12.00	O/Scope
	240 ltr bin	01/04/24	26.00	28.00	O/Scope
	360 ltr bin	01/04/24	49.00	53.00	O/Scope
	660 ltr bin	01/04/16	price on application		O/Scope
	1100 ltr bin	01/04/16	price on application		O/Scope
4	Replacement (additional capacity) bins for Families (subject to qualifying criteria)				
	Delivery of bin (or bins to the same address)	01/04/24	10.00	12.00	O/Scope
	360 ltr bin	01/04/24	49.00	53.00	O/Scope
5	Developers charge for new developments				
	Delivery of bin (or bins to the same address)	01/04/24	10.00	12.00	O/Scope
	Set of bins (1 black 240 ltr & 1 silver 240 ltr)	01/04/24	52.00	54.00	O/Scope
6	Domestic refuse collection				
	Bulk household items - first item	01/04/24	18.00	21.00	O/Scope
	- each additional item	01/04/24	9.00	11.00	O/Scope
	Piano collection	01/04/24	50.00	60.00	O/Scope
	Ad Hoc Bulky collections (non standard items) - to be assessed by Supervisor, charged appropriately				
7	Private street cleansing	01/04/10	Based on cost recovery	Based on cost recovery	Included
8	Private grounds maintenance	01/04/24	N/A	Based on cost recovery	Included
9	Commercial waste collections (including bulky items) - please contact us by email; waste@southkesteven.gov.uk for a quotation	01/04/16			
	*Where bins have been damaged by the resident				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	MOT Testing				
1	Classes 1 and 2				
	Motorcycles	01/04/10	29.65	29.65	O/Scope
	Motorcycles with sidecar	01/04/10	37.80	37.80	O/Scope
2	Class 4				
	Cars (up to 8 passenger seats) and motor caravans	01/04/10	54.85	54.85	O/Scope
	Quads (max unladen weight 400kg - for goods vehicles 550kg and max net power 15kw)	01/04/10	54.85	54.85	O/Scope
	Dual purpose vehicles	01/04/10	54.85	54.85	O/Scope
	Private hire vehicles and PSVs (up to 8 seats)	01/04/10	54.85	54.85	O/Scope
	Goods vehicles (up to 3,000 kg DGW)	01/04/10	54.85	54.85	O/Scope
	Ambulances and Taxis (Taxis and private hire vehicles may be subject to additional local requirements)	01/04/10	54.85	54.85	O/Scope
	Private passenger vehicles and ambulances (9-12 Passenger Seats)	01/04/10	57.30	57.30	O/Scope
3	Class 7				
	Goods vehicles (over 3,000kg up to 3,500kg DGW)	01/04/10	58.60	58.60	O/Scope
	NB				
	These are the maximum fees chargeable in accordance with Vehicle and Operator Standards Agency				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	HOUSING REVENUE ACCOUNT DISCRETIONARY CHARGES				
1	Community Rooms				
	Residents weekly charge	01/04/24	7.80	8.40	O/Scope
	Voluntary agencies & organisations usage				
	- up to 3 hours	01/04/24	25.90	27.70	Exempt
	- more than 3 hours/all day	01/04/24	39.10	41.80	Exempt
	Charitable organisations usage				
	- up to 3 hours	01/04/24	6.60	7.10	Exempt
	- more than 3 hours/all day	01/04/24	12.60	13.50	Exempt
2	Communal Facilities				
	Residents weekly charge	01/04/24	9.00	9.70	O/Scope
3	Guest Rooms				
	Double Room - per night *	01/04/24	25.90	27.70	Included
	Single Room - per night *	01/04/24	19.20	20.50	Included
	Folding bed - per night *	01/04/24	6.50	7.00	Included
	* 50% discount for persons over 60.				

SOUTH KESTEVEN DISTRICT COUNCIL

Council

29 February 2024

Karen Bradford, Chief Executive

Appointments to Outside Bodies and Committees

Report Author

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

graham.watts@southkesteven.gov.uk

Purpose of Report

To provide Full Council with an update on changes to the Council's political proportionality and the allocation of committee seats as a result of changes in individual Members' political affiliation.

The report also seeks approval to formally confirm the appointment of Councillor Ashley Baxter as Leader of the Council to represent South Kesteven District Council on the Local Government Association and East Midlands Councils.

Recommendations

That Council:

1. **Notes changes to the political proportionality on the Council and the allocation of seats to Committees.**
2. **Approves the appointment of nominations from the Democratic Independent Group for one seat on the Licensing Committee, one seat on the Standards Committee and one seat on the Chief Executive's Appeals Panel.**
3. **Approves any changes to membership of Committees proposed by other political group leaders.**
4. **Approves the appointment of Councillor Ashley Baxter in his capacity as Leader of the Council to represent the Council at the Local Government Association and East Midlands Councils.**

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: Richard Wyles, Deputy Chief Executive and Section 151 Officer.

Legal and Governance

1.2 There are no significant legal and governance implications arising from this report.

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

2. Background to the Report

Political Proportionality

2.1 Since the last meeting of Full Council, the required notice was provided that Councillor Mark Whittington re-joined the South Kesteven Coalition Group and Councillor Barry Dobson joined the Democratic Independent Group.

2.2 These changes have resulted in a slight change to the Council's political proportionality and allocation of committee seats, as set out in **Appendix 1**, leading to an increase in the allocation attributed to the Democratic Independent Group. Consequently, the Democratic Independent Group is now entitled to seats originally held by the Labour and Co-operative Group on the Licensing Committee and Standards Committee, as well as a seat on the Chief Executive's Appeals Panel originally held by the Grantham Independent Group.

2.3 The Democratic Independent Group is invited to allocate Members to these seats.

Outside Bodies

2.4 The Leader of the Council is required to represent the Council on the Local Government Association and East Midlands Councils as ex officio appointments. Full Council is therefore invited for confirm Councillor Ashley Baxter as its representative on these outside bodies.

3. Other Options Considered

3.1 To propose other nominations for appointments to Committees or Outside Bodies.

4. Reasons for the Recommendations

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

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Political Balance: February 2024

Political balance of the Council

Group	Seats	%	
The South Kesteven Coalition Group	25	45%	*Consisting of 22 Conservative and 3 Independent Councillors*
Grantham Independent Group	7	13%	
Democratic Independent Group	8	14%	
Independent Group	5	9%	
Green Party Group	4	7%	
Liberal Democrat Group	4	7%	
Labour and Co-operative Group	2	4%	
Unaligned	1	2%	*Unaligned Councillors are not entitled to a seat as the calculation is based on political groups*

Committees of the Council

Planning Committee

Total seats: 13

Group	Proportional entitlement	Entitlement rounded
The South Kesteven Coalition Group	5.803571429	6
Grantham Independent Group	1.625	2
Democratic Independent Group	1.857142857	2
Independent Group	1.160714286	1
Green Party Group	0.928571429	1
Liberal Democrat Group	0.928571429	1
Labour and Co-operative Group	0.464285714	0
Unaligned	N/A	
		13

Licensing Committee & Alcohol, Entertainment and Late Night Refreshment Licensing Committee

Total seats: 11

Group	Proportional entitlement	Entitlement rounded
The South Kesteven Coalition Group	4.910714286	5
Grantham Independent Group	1.375	1
Democratic Independent Group	1.571428571	2
Independent Group	0.982142857	1
Green Group	0.785714286	1
Liberal Democrat Group	0.785714286	1
Labour and Co-operative Group	0.392857143	0
Unaligned	N/A	
		11

Governance & Audit Committee

Total seats: 9

Group	Proportional entitlement	Entitlement rounded
The South Kesteven Coalition Group	4.017857143	4
Grantham Independent Group	1.125	1
Democratic Independent Group	1.285714286	1
Independent Group	0.803571429	1
Green Party Group	0.642857143	1
Liberal Democrat Group	0.642857143	1
Labour and Co-operative Group	0.321428571	0
Unaligned	N/A	
		9

Standards Committee

Total seats: 11

Group	Proportional entitlement	Entitlement rounded
The South Kesteven Coalition Group	4.910714286	5
Grantham Independent Group	1.375	1
Democratic Independent Group	1.571428571	2
Independent Group	0.982142857	1
Green Party Group	0.785714286	1
Liberal Democrat Group	0.785714286	1
Labour and Co-operative Group	0.392857143	0
Unaligned	N/A	
		11

Employment Committee

Total seats: 9

Group	Proportional entitlement	Entitlement rounded
The South Kesteven Coalition Group	4.017857143	4
Grantham Independent Group	1.125	1
Democratic Independent Group	1.285714286	1
Independent Group	0.803571429	1
Green Party Group	0.642857143	1
Liberal Democrat Group	0.642857143	1
Labour and Co-operative Group	0.321428571	0
Unaligned	N/A	
		9

Political Balance: February 2024

Overview & Scrutiny Committees

Finance and Economic Overview and Scrutiny Committee

Total seats: 9

Group	Proportional entitlement	Entitlement rounded
South Kesteven Coalition Group	4.017857143	4
Grantham Independent Group	1.125	1
Democratic Independent Group	1.285714286	1
Independent Group	0.803571429	1
Green Party Group	0.642857143	1
Liberal Democrat Group	0.642857143	1
Labour and Co-operative Group	0.321428571	0
Unaligned	N/A	
		9

Housing Overview and Scrutiny

Total seats: 9

Group	Proportional entitlement	Entitlement rounded
South Kesteven Coalition Group	4.017857143	4
Grantham Independent Group	1.125	1
Democratic Independent Group	1.285714286	1
Independent Group	0.803571429	1
Green Party Group	0.642857143	1
Liberal Democrat Group	0.642857143	1
Labour and Co-operative Group	0.321428571	0
Unaligned	N/A	
		9

Rural and Communities Overview and Scrutiny Committee

Total seats: 9

Group	Proportional entitlement	Entitlement rounded
South Kesteven Coalition Group	4.017857143	4
Grantham Independent Group	1.125	1
Democratic Independent Group	1.285714286	1
Independent Group	0.803571429	1
Green Party Group	0.642857143	1
Liberal Democrat Group	0.642857143	1
Labour and Co-operative Group	0.321428571	0
Unaligned	N/A	
		9

Culture and Leisure Overview and Scrutiny Committee

Total seats: 9

Group	Proportional entitlement	Entitlement rounded
South Kesteven Coalition Group	4.017857143	4
Grantham Independent Group	1.125	1
Democratic Independent Group	1.285714286	1
Deepings Independent Group	0.803571429	1
Green Party Group	0.642857143	1
Liberal Democrat Group	0.642857143	1
Labour and Co-operative Group	0.321428571	0
Unaligned	N/A	
		9

Environment Overview and Scrutiny

Total seats: 9

Group	Proportional entitlement	Entitlement rounded
South Kesteven Coalition Group	4.017857143	4
Grantham Independent Group	1.125	1
Democratic Independent Group	1.285714286	1
Independent Group	0.803571429	1
Green Party Group	0.642857143	1
Liberal Democrat Group	0.642857143	1
Labour and Co-operative Group	0.321428571	0
Unaligned	N/A	
		9

Other

Chief Executive's Appeals Panel

Total seats: 3

Group	Proportional entitlement	Entitlement rounded
South Kesteven Coalition Group	1.339285714	2
Grantham Independent Group	0.375	0
Democratic Independent Group	0.428571429	1
Independent Group	0.267857143	0
Green Party Group	0.214285714	0
Liberal Democrat Group	0.214285714	0
Labour and Co-operative Group	0.107142857	0
Unaligned	N/A	
		3

SOUTH KESTEVEN DISTRICT COUNCIL

Council

29 February 2024

Report of Councillor Tim Harrison, Chairman of the Community Governance Review Working Group

Community Governance Review for the Parish of Little Ponton and Stroxton

Report Author

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

Graham.watts@southkesteven.gov.uk

Purpose of Report

To consider a draft Terms of Reference for a Community Governance Review for the parish of Little Ponton and Stroxton.

Recommendations

That Council:

1. **Approves the Terms of Reference for the Community Governance Review for the parish of Little Ponton and Stroxton.**
2. **Delegates authority to the Monitoring Officer, in consultation with the Chairman of the Community Governance Review Working Group, Political Group Leaders and the Cabinet Member for Corporate Governance and Licensing, to make any necessary amendments to the Terms of Reference document which may be required during the period of the review.**

Decision Information	
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Effective Council
Which wards are impacted?	Isaac Newton

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 The Community Governance Review will incur modest costs associated with the consultation process, which will consist of hard copy documents being posted to approximately 300 properties. A revenue budget carry forward of £4,000 will be requested from the underspend associated with the Grantham Community Governance Review to cover the costs of the consultation, as well as any legal costs which may be necessary during the review process.

1.2 For the financial year 2024/25 the Council has received a precept requirement notification from Little Ponton and Stroxton Parish Council for £4,750 and this will be paid to the Parish Council on 1 April 2024.

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

Legal and Governance

1.3 There are no additional legal and governance implications arising from this report which are not already referred to in the body of the report or the Terms of Reference document at Appendix A.

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

2. Background to the Report

2.1 Councillor Ben Green submitted a Notice of Motion to the meeting of Full Council held on 25 November 2023 regarding Little Ponton and Stroxton Parish Council, where the following resolution was passed:

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.

3. Key Considerations

3.1 Full Council is required to authorise the commencement of the Community Governance Review process through approval of a Terms of Reference.

3.2 The Community Governance Review Working Group, established from the membership of the Governance and Audit Committee, met on 15 February 2024 to consider the Community Governance Review process and a draft Terms of Reference. The Working Group agreed to formally recommend approval of the Terms of Reference to Full Council as attached to this report at **Appendix A**.

3.3 The Terms of Reference document includes specific information on the following aspects of the review:

- Scope of the review
- Legislation and guidance
- Timetable
- Consultation
- Parish areas and structure of parishes
- Electoral arrangements
- Current governance of the area
- Completion of the review

3.4 The timetable associated with this Community Governance Review is purposely constructed in order that it can be completed as quickly as practicably possible in accordance with the legislation, regulations and guidance associated with such reviews. It may be necessary throughout the life of the review for the Terms of

Reference to be amended, taking into account anything that may materialise which has not been included. Instead of requiring that Full Council approve an amended version of the Terms of Reference, it is proposed that authority be delegated to the Chairman of the Community Group Working Group, in consultation with Political Group Leaders and the Cabinet Member for Corporate Governance and Licensing, to make any necessary amendments to the Terms of Reference document.

3.5 Before making any recommendations or publishing proposals, the Council must take account of the views of local people and stakeholders, judging them against the criteria laid out in the Local Government and Public Involvement in Health Act 2007. Details relating to the consultation process are set out in paragraph 8 of the Terms of Reference document at **Appendix A**. The Community Governance Review Group will agree the format and content of the consultation process as part of overseeing the review.

4. Other Options Considered

4.1 To proposed amends to the draft Terms of Reference.

5. Reasons for the Recommendations

5.1 The draft Terms of Reference document is recommended for approval by the Community Governance Review Working Group.

6. Appendices

6.1 Appendix A – Terms of Reference

SOUTH KESTEVEN DISTRICT COUNCIL

TERMS OF REFERENCE

COMMUNITY GOVERNANCE REVIEW

PARISH OF LITTLE PONTON AND STROXTON

1. INTRODUCTION

1.1 South Kesteven District Council has resolved to undertake a Community Governance Review (CGR) of the parish of Little Ponton and Stroxton. The purpose of the review is to consider and determine the most appropriate future governance for this area.

1.2 The review will consider the electoral arrangements of Little Ponton and Stroxton Parish Council including options of abolishing the Parish Council, retaining a single Parish Council or grouping it with neighbouring Great Ponton Parish Council.

1.3 A Community Governance Review provides an opportunity for principal authorities to review and make changes to community governance within an area.

1.4 The review is being carried out by the Council's Democratic and Electoral Services teams led by Graham Watts, Assistant Director (Governance and Public Protection) and Monitoring Officer and Julie Edwards, Electoral Services Manager.

1.5 Full Council is required to authorise commencement of the review process through approval of this terms of reference. A working group comprising of 3 members of the Governance of Audit Committee will oversee the progress of the review.

1.6 In undertaking this review, the Council will be guided by Part 4 of the Local Government and Public Involvement in Health Act 2007, the relevant parts of the Local Government Act 1972, Guidance on Community Governance Reviews issued by the Department for Communities and Local Government and the Local Government Boundary Commission for England.

2. TERMS OF REFERENCE

2.1 Section 81 of the Local Government and Public Involvement in Health Act 2007 requires the Council to publish a Terms of Reference document for a Community Governance Review. This document is published to meet that requirement.

2.2 These Terms of Reference set out the matters on which the Community Governance Review is to focus. This document will be published on the Council's website. Hard copies will be made available on request at the District Council offices in Grantham.

3. WHAT IS A COMMUNITY GOVERNANCE REVIEW (CGR)

3.1 A Community Governance Review (CGR) is a review of the whole of part of the district to consider one or more of the following:

- Creating, merging, altering or abolishing parishes
- The naming of parishes and the style of new parishes
- Grouping parishes under a common Parish Council or de-grouping parishes
- The electoral arrangements for parishes (the ordinary year of election, council size, the number of councillors to be elected to the council and parish warding)

3.2 A CGR is required to take into account:

- The impact of community governance arrangements on community cohesion; and
- The size, population and boundaries of a local community or parish.

3.3 The Council is required to ensure that community governance within the area under review will be reflective of the identities and interests of the community in that area, and is effective and convenient.

4. WHY IS THE COUNCIL UNDERTAKING THE REVIEW?

4.1 The District Council at its meeting on 23 November 2023, considered a motion from ward Councillor Ben Green to consider undertaking a CGR to address the inactivity of Little Ponton and Stroxton Parish Council through appropriate measures. The Council resolved to initiate a CGR to explore proposals concerning Little Ponton and Stroxton Parish Council to include:

a. Abolishing Little Ponton and Stroxton Parish Council;
b. Returning it to its previous status as a single Parish Council; or
c. Merging it with Great Ponton Parish Council

4.2 In completing the review, the Council must have regard to securing community governance arrangements that:

- Reflect the identities and interests of the community in that area
- Are effective and convenient
- Take into account any other arrangements for the purposes of community representation or community engagement in the area

4.3 If, after completion of the review, the Council determines that changes to the governance arrangements for the Little Ponton and Stroxton Parish should be made, it will need to make a Reorganisation of Community Governance Order. Any changes that are agreed by Council would usually take effect from the next ordinary elections for the parish council, which would be in May 2027. There is provision for changes to be implemented before the next ordinary elections should this be deemed appropriate which would involve dissolving the current parish councils and elections taking place for the new ‘grouped’ parish council.

5. SCOPE OF THE REVIEW

5.1 The review will consider the future electoral arrangements for the Parish of Little Ponton and Stroxton, including the following:

a. The possibility of abolishing the Parish Council of Little Ponton and Stroxton to become a Parish Meeting with no elected members;
b. Grouping Little Ponton and Stroxton Parish with Great Ponton Parish Council under a common council (an arrangement where two or more parishes in the same principal area join under a common parish council). Each parish remains a separate identity while governed by a single parish council. Each parish in the group elects at least one member on the common council);
c. Retaining the current arrangement of a single parish Council for Little Ponton and Stroxton parish

5.2 The review will also consider:

- The number of councillors, the name any proposed grouped parish council and any warding arrangements;
- The ordinary date of election of councillors

6. LEGISLATION AND GUIDANCE

6.1 In undertaking the review, the Council will be guided by the following legislation and government guidance:
- Local Government and Public Involvement in Health Act 2007 (part 4)
- Local Government Act 1972
- Guidance on community governance reviews issued by the Department of Communities and Local Government
- Consequential matters arising from the review may be impacted by the Local Government (Parishes and Parish Council) (England) Regulations 2008 and Local Government Finance (New Parishes) Regulations 2008.

7. TIMETABLE FOR THE REVIEW

The indicative timetable for the review is set out below. This timetable may be subject to change.

Stage 1	
Terms of reference agreed and published	29 February 2024
Consultation stage 1 – initial representations invited	Six week consultation period: 8 March to 19 April 2024
Consideration of stage 1 representations by Working Group	May / June 2024
Stage 2	
Publication of draft recommendations	18 July 2024 (provisional)
Consultation stage 2 – draft recommendations	Six week consultation period: September/October 2024
Consideration of stage 2 representations by Working Group	October/November 2024
Stage 3	
Final recommendations from Working Group submitted to Council	November 2024
Final recommendations published	November 2024
Re-organisation of Community Governance Order made	Approval by Council: November 2024
Effective date of Order	To be confirmed depending on the outcome of the review

8. CONSULTATION

8.1 Before making any recommendations or publishing proposals, the District Council will take full account of the views of local people and stakeholders, judging them against the criteria laid out in the Local Government and Public Involvement in Health Act 2007.

8.2 The District Council will consult with:

- Local government electors in the areas under review
- South Kesteven District Council councillors for the Isaac Newton ward.
- Lincolnshire County Council councillors for the Colsterworth Rural division
- Lincolnshire County Council
- Parish Councils of Little Ponton and Stroxton and Great Ponton
- Any other person/organisation who appear to have an interest

There is no provision allowing the use of the electoral register for consultation purposes, therefore consultation with electors will be undertaken by writing to the occupier of each address in affected parishes.

8.3 The Council will have regard to the need to ensure community governance arrangements within the area under review, such that it:

- Reflects the identities and interests of the community in the area
- Is effective and convenient
- Takes into account any other arrangements for the purposes of community representation or engagement in the area

8.4 **How to take part in the consultation**

Full details of the consultation will be published on the Council's website, on social media and in the local media.

Representations can be made via the Council's website:
www.southkesteven.gov.uk/community-governance-reviews

Alternatively, comments can be made in writing and sent to:

- Email: cgr@southkesteven.gov.uk; or
- Post: Community Governance Review, Legal and Democratic Services, South Kesteven District Council, Council Offices, The Picture House, St Catherine's Road, Grantham, NG31 6TT

All communications must include the name and home address of the person submitting their views. If submission is made on behalf of an organisation, the title of the organisation should be clearly detailed.

Consultation responses will be published on the South Kesteven District Council website.

9. PARISH AREAS AND PARISH GOVERNANCE

9.1 The Council believes that parish councils play an important role in terms of community empowerment at the local level and aims to ensure that parish governance in our District continues to be robust, representative and enabled to meet the challenges.

9.2 Furthermore, the Council wants to ensure that there is clarity and transparency to the areas that parish councils represent.

9.3 The Council aims to ensure that parishes are viable and should possess a precept that enables them to actively and effectively promote the well-being of their residents and to contribute to the real provision of services in their areas in an economical and efficient manner.

9.4 The Council is committed to ensuring that the review leads to parishes that are based on areas which reflect community identity and interest, and which are viable as an administrative unit.

10. THE PRESENT STRUCTURE OF LITTLE PONTON AND STROXTON PARISH, ELECTORATE AND ELECTORAL ARRANGEMENTS

10.1 The Parish of Little Ponton and Stroxton currently has 7 seats. Elections are held every four years on the first Thursday in May and the last elections were held on 4th May 2023.

10.2 The current electorate, based on the electoral register published 1 December 2023, of the areas which could be impacted by this review are:

Parish	Electorate	No. of properties	Number of councillors
Little Ponton and Stroxton	141	80	7
Great Ponton	304	179	7

10.3 Where a parish with fewer than 150 local government electors does not already have a parish council, section 94 of the Local Government and Public Involvement in Health Act 2007 states that any review undertaken must recommend that the parish should not have a parish council. However any existing parish of less than 150 electors with a parish council already in place can continue. Little Ponton and Stroxton Parish Council could therefore remain in place as a single parish council if this is deemed the most appropriate outcome following the review.

10.4 The option of grouping two or more parishes under a common council can be seen as an effective way of ensuring government for small parishes that might otherwise be unviable as separate units, while otherwise guaranteeing their separate community identity.

10.5 The Local Government Act 1972, as amended, specifies that each parish council must have at least five councillors; there is no maximum number. Although, there are no rules relating to the allocation of councillors, the Department for Communities and Local Government reports of research by Aston Business School that typically parish councils have the following number of councillors based on the number of electors within the parish:

- Less than 500 electors – between 5 and 8 councillors
- Between 501 and 2500 electors – between 6 and 12 councillors

11. REORGANISATION OF COMMUNITY GOVERNANCE ORDERS AND COMMENCEMENT

11.1 The Review will be completed when the Council adopts the Reorganisation of Community Governance Order. Copies of this Order, and the other documents that set out the reasons for the decision (including any decision to make no change) will be published on the Council's website. A copy will also be supplied to the relevant Parish Council(s) for their records.

11.2 Any changes to electoral arrangements arising from the review will usually take effect at the next ordinary election to the parish council, which will be in May 2027. However the Review may find it appropriate to hold an election for parish councillors at an earlier date than the next scheduled ordinary elections in May 2027. Where this occurs the term of office of any newly elected parish councillors will be reduced to enable the electorate cycle to revert to the normal cycle in the district at the next ordinary elections.

12. MAKING REPRESENTATIONS

Comments and representations to the consultation can be made in the following ways:

Complete the online survey on the Council's website: www.southkesteven.gov.uk/community-governance-reviews

Alternatively you can send your comments to:

- Email: cgr@southkesteven.gov.uk

- Write to:
  Community Governance Review
  Legal & Democratic Services
  South Kesteven District Council
  Council Offices
  The Picture House
  St Catherine's Road
  Grantham
  NG31 6TT

The deadline for receipt of written comments are:

Stage 1 initial consultation: 19 April 2024

Stage2 Draft recommendations consultation: to be confirmed after stage 1 consultation process

Any submissions received after this date may not be taken into account.

Consultation responses will be published on the South Kesteven District Council website www.southkesteven.gov.uk/community-governance-reviews

13. PUBLICATION OF TERMS OF REFERENCE

These Terms of Reference will be published on the South Kesteven District Council website www.southkesteven.gov.uk and are available for inspection at the offices of the Council

Date of publication: 29 February 2024