

# Cabinet



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL



Tuesday, 11 July 2023 at 2.00 pm  
Council Chamber - South Kesteven House, St. Peter's  
Hill, Grantham. NG31 6PZ

**Cabinet Members:** Councillor Richard Cleaver, The Leader of the Council (Chairman)  
Councillor Ashley Baxter, Deputy Leader of the Council and Cabinet Member for Finance and Economic Development (Vice-Chairman)

Councillor Rhys Baker, Cabinet Member for Environment and Waste (jobshare)  
Councillor Phil Dilks, Cabinet Member for Housing and Planning  
Councillor Patsy Ellis, Cabinet Member for Environment and Waste (jobshare)  
Councillor Philip Knowles, Cabinet Member for Corporate Governance and Licensing  
Councillor Rhea Rayside, Cabinet Member for People and Communities  
Councillor Paul Stokes, Cabinet Member for Leisure and Culture

## Agenda

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

- 1. Apologies for absence**
- 2. Minutes of the previous meeting** (Pages 3 - 8)  
Minutes of the meeting held on 30 May 2023.
- 3. Disclosure of Interests**  
**Items for Cabinet Decision: Key**
- 4. Local Authority Housing Fund (LAHF)** (Pages 9 - 12)  
To seek delegation for the spend of the awarded Local Authority Housing Fund (LAHF) grant to the s151 Officer and Cabinet member for Housing and Planning. This will allow the Council to increase the social housing stock to support the provision of accommodation to Ukraine and Afghan families.

Published and despatched by [democracy@southkesteven.gov.uk](mailto:democracy@southkesteven.gov.uk) on Monday, 3 July 2023.

01476 406080

**Karen Bradford, Chief Executive**

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

5. **New Build Housing Scheme for 4 units at Elizabeth Rd, Stamford** (Pages 13 - 23)  
This report sets out the proposals for a 4-unit new build social housing development at Elizabeth Rd, Stamford and to recommend that the new build contract be awarded to D.Brown Building Contractors Ltd.

6. **Provisional Outturn Position Report 2022/23** (Pages 25 - 71)  
This report provides the Cabinet with the details of the Council's provisional outturn position for the financial year 2022/23. The report covers the following areas:

- General Fund Revenue Budget
- Housing Revenue Account Budget
- Capital Programmes – General Fund and Housing Revenue Account
- Reserves overview – General Fund and Housing Revenue Account

7. **South Kesteven District Council (Off-Street Parking Places) (Civil Enforcement) Order 2023** (Pages 73 - 138)  
This report presents the draft South Kesteven District Council (Off-Street Parking Places) (Civil Enforcement) Order 2023 for consideration.

8. **Introduction of the Separate Collection of Paper and Card (Twin Stream Recycling)** (Pages 139 - 193)  
The separate kerbside collection of paper and card for recycling is being rolled out across Lincolnshire. This paper proposes the introduction of the service within South Kesteven.

#### **Matters Referred to Cabinet by the Council or Overview and Scrutiny Committees**

9. **Cultural Strategy** (Pages 195 - 226)  
To consider a recommendation made by made by the Culture and Leisure Overview and Scrutiny Committee that the draft Cultural Strategy (2023 – 2026) be formally adopted.

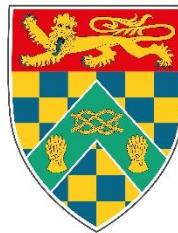
#### **Items for information**

10. **Cabinet's Forward Plan** (Pages 227 - 236)  
This report highlights matters on the Cabinet's Forward Plan.

# Minutes

Cabinet

Tuesday, 30 May 2023



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

**The Leader:** Councillor Richard Cleaver, The Leader of the Council (Chairman)

**The Deputy Leader:** Councillor Ashley Baxter, Deputy Leader of the Council and Cabinet Member for Finance and Economic Development (Vice-Chairman)

## Cabinet Members present

Councillor Rhys Baker, Cabinet Member for Environment and Waste (jobshare)

Councillor Phil Dilks, Cabinet Member for Housing and Planning

Councillor Patsy Ellis, Cabinet Member for Environment and Waste (jobshare)

Councillor Philip Knowles, Cabinet Member for Corporate Governance and Licensing

Councillor Rhea Rayside, Cabinet Member for People and Communities

Councillor Paul Stokes, Cabinet Member for Leisure and Culture

## Non-Cabinet Members present

Councillor Harrish Bisnauthsing

Councillor Paul Fellows

Councillor Tim Harrison

Councillor Max Sawyer

Councillor Ian Selby

Councillor Elvis Stooke

## Officers

Karen Bradford, Chief Executive

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

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

Craig Spence, Acting Director of Housing

Alison Hall-Wright, Assistant Director of Finance (Deputy Section 151 Officer)

Graham Watts, Assistant Director of Governance (Monitoring Officer)

Emma Whittaker, Assistant Director of Planning

George Chase, Waste and Recycling Manager

Chris Prime, Communications Manager

James Welbourn, Democratic Services Manager

Patrick Astill, Communications Officer

Shaza Brannon, Planning Policy Manager

## 1. Apologies for absence

There were no apologies for absence.

## **2. Minutes of the previous meetings**

The minutes of the ordinary meeting held on 7 March and the extraordinary meeting held on 19 April were approved as a correct record.

## **3. Disclosure of Interests**

There were no disclosures of interests.

## **4. Contract Awards in relation to social landlord responsibilities**

### Purpose of report

This report sought approval for the contract award for fire compartmentation and fire safety works arising from the Council's Fire Risk Assessment programme.

The works had been identified following compartmentation surveys previously approved at Cabinet in March 2023.

The procurement had been completed through a compliant procurement process, with the contract to be awarded through the CHC framework. The estimated cost of the works was £500,000.

### Decision

That Cabinet approves the direct award of a contract for Fire Safety works via the CHC East England regional lot to Global HSE Solutions Ltd. for a two-year period with the option for two one-year extensions. The estimated contract value was £500,000 per annum for the first two years of the contract.

### Alternative options considered and rejected

There were no other options available.

### Reasons for decision

The proposed contract award followed compliant procurement processes and would provide the Council with the appropriate contracts to aid the Council to deliver on the Corporate Priority to provide "*Housing that meets the needs of all residents*".

Global HSE were a leading supplier who had previously carried out work on behalf of the Council.

## 5. Use of the Lincolnshire Framework for the purchase of refuse collection vehicles

### Purpose of report

This report sought approval to utilise the single supplier 'Lincolnshire Framework Agreement' for the purchase of refuse collection vehicles.

### Decision

That Cabinet approves the use of the single supplier 'Lincolnshire Framework Agreement' for the outright purchase of refuse collection vehicles until the expiration of the Framework on 31 May 2027.

### Alternative options considered and rejected

Failure to procure new refuse collection vehicles (RCVs) could have impacted on the safe and effective delivery of the waste collection service and lead to potential service failure for residents. For this reason, this option was discounted.

### Reasons for decision

The purchase of RCVs through the framework would allow for the replacement of vehicles approaching the end of their serviceable life and ensured the continued provision of the refuse and recycling collection services across the district. The Council procured vehicles rather than leasing them, as a procurement strategy concluded that this was the most cost-effective way of adding to the fleet of vehicles.

The Council could have gone directly out to the market for each vehicle purchase, however, it was considered that this was unlikely to lead to a more competitive alternative, as the benefits of the economies of scale bought about by using the Framework would not be available.

Typically the lifecycle for the vehicles was approximately seven years, and the lead-in time for each new vehicle was between seven to fifteen months. A number of Councils across Lincolnshire and North Yorkshire were able to access a single supplier framework agreement for the provision of RCVs; in fact, if more Councils used the single supplier framework, it would lead to better priced vehicles for the Council. A supplier for South Kesteven District Council would be identified at the most appropriate time.

The Council could decide to step outside of the framework, but it would not likely be the most cost-effective way of procuring vehicles.

All modifications to vehicles would be tailored to each authority.

The following points were raised during debate:

- If the Council did not sign up to the Framework Agreement then the fleet could consist of old vehicles, no longer fit for purpose. The Agreement would provide a better built, more efficient vehicle.

- Members wished for further information on what level of purchasing was required in order to meet 'economies of scale'.
- Agreeing the use of the framework did not necessarily mean that it had to be followed, but it did make it an option available to the Council.
- The relatively lengthy lead-in time between ordering vehicles and their delivery into service was reason itself to adopt the framework.
- This framework was focused on freight vehicles, and officers suggested the vehicle type that was currently in use.
- The district was not suited to the rollout of electric freight vehicles, due to the size and rurality of the region. The duration of the batteries in such vehicles lent itself to more urban regions where refuse had shorter journeys. The vehicles were also not economically viable at this time.

## **6. Local Development Scheme for the Local Plan - Revised Timetable**

### Purpose of report

This report sought approval to revise the timetable associated with the Local Development Scheme (LDS).

### Decision

That Cabinet approves the proposals for the revised Local Development Scheme 2023 - 2026, as attached at Appendix A of the report.

### Alternative options considered and rejected

The alternative of not reviewing the Local Development Scheme was discounted. Failing to keep the Local Development Scheme up to date would contravene the statutory requirements of the Planning and Compulsory Planning Act 2004 (as amended by the Localism Act 2011) and Town and Country Planning (Local Planning) (England) Regulations 12.

### Reasons for decision

The reason for the decision was to ensure the Council was providing an up-to- date position and an accurate timeline for the production of development plan documents. This would ensure the Council was acting in accordance with the requirements of the Planning and Compulsory Purchase Act 2004 (as amended). Maintaining an up to date Local Development Scheme would ensure a transparent process. This was important because the local community and others with an interest in the district would be kept aware of development plan production and stages of consultation.

Supporting the continuity of the planning function in South Kesteven would aid the recovery of the local economy and the economic resilience of the District by providing greater certainty and confidence for future investment and development.

In December 2022 the government published a consultation on amendments to the National Planning Policy Framework (NPPF). A new framework was awaited, which would have implications for the Local Plan. Changes were proposed to the timetable of the Local Plan to consider the implications of delaying the consultation on the draft Local Plan, resulting in an overall delay of nine months. This enabled the Council to prepare a Local Plan that was in accordance with National Policy. Consultation on the Draft Local Plan was now expected in Winter 2023.

All key stakeholders, including District Councillors, and Town and Parish Councils would be notified of the revised timetable.

The following points were raised during debate:

- Many other Councils have put a hold on their Local Plan, therefore this approach was one of common sense.
- The report identified a number of risks which could affect the work programme and timetable, that could be addressed through robust planning. These risks included:
  - Changes in legislation or the National Planning Policy
  - Higher than expected response to consultation
  - Covid-19 restrictions or similar
  - Planning Inspectorate unable to meet the timetable
  - Failure to comply with Duty to Cooperate
  - Plan being found unsound
  - Legal challenge to the Local Plan
  - Reduced number of officers and knowledge within the team because of staff illness/turnover
  - Financial resources
  - Failure of external consultants
- Officers involved in compiling the report were praised for the quality of the risk assessments contained within the report.
- It was confirmed that there was no risk of the Council breaching any statutory obligations as a result of this decision.
- There was no intention to indefinitely delay the production of the Local Plan.
- There were not currently any implications for towns and villages considering their own Neighbourhood Plans. Officers at the Council would continue to work with Neighbourhood Plan Groups.

- The Community Infrastructure Levy was at consultation stage and the Council was drafting a response. However, it would not be available to the Council for many years, unless it formed part of a pilot.

## **7. Key and Non-Key Decisions taken under Delegated Powers**

The Key and Non-Key decisions taken by Cabinet members since the last ordinary meeting of Cabinet held on 7 March were noted.

## **8. Cabinet's Forward Plan**

The Forward Plan was noted. Members were notified that a new Forward Plan had been published since the publication of the agenda and was available on the South Kesteven website.



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL



## Cabinet

11 July 2023

Councillor Phil Dilks  
Cabinet member for Housing and  
Planning

## Local Authority Housing Fund (LAHF)

### Report Author

Jodie Archer, Head of Housing

✉ [Jodie.archer@southkesteven.gov.uk](mailto:Jodie.archer@southkesteven.gov.uk)

### Purpose of the Report

To seek delegation for the spend of the awarded Local Authority Housing Fund (LAHF) grant to the s151 Officer and Cabinet member for Housing and Planning. This will allow the Council to increase the social housing stock to support the provision of accommodation to Ukraine and Afghan families

### Recommendations

#### That Cabinet:

1. **Delegates authority to the Council's s151 Officer in consultation with the Cabinet member for Housing and Planning to acquire properties utilising the allocated LAHF grant funding and in accordance with the grant agreement arrangements.**

<b>Decision Information</b>	
Is this a Key Decision?	Yes (Urgent item in accordance with paragraph 17 (General Exception) of the Council's Access to Information Procedure Rules)
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Housing that meets the needs of all residents
Which wards are impacted?	All

## **1. Implications**

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

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

- 1.1 At the Council meeting on 1 March 2023, it was approved to receive £2,098,750 of the Local Authority Housing Fund (LAHF) to provide accommodation to Ukraine and Afghan families and agree approval of the memorandum of understanding with Department for Levelling Up, Housing and Communities and to approve an allocation of £2,383,750 from the Council's Housing Revenue Account Priorities Reserve to fund the Council's own contribution towards the Local Authority Housing Fund.
- 1.2 It is important any purchases are independently valued to demonstrate best price and that all grant agreement arrangements are met.

Completed by: Richard Wyles Chief Finance Officer (s151 Officer)

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

- 1.3 This item is a key decision and is being considered as an urgent item in accordance with paragraph 17 (General Urgency) of the Council's Access to Procedure Rules in Part 4 (Procedure Rules) of the Council's Constitution.

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

## 2. Background to the Report

2.1 The Department for Levelling Up, Housing, and Communities has awarded the Council Local Authority Housing Fund (LAHF), to support local authorities in providing accommodation to Ukraine and Afghan families, settled in the UK legally under various government schemes following the respective conflicts that have occurred in their countries.

2.2 The LAHF programme has two aims.

- To support in providing more suitable accommodation and affordable accommodation for these families, who arrived in the UK legally, until their visas expire in circa 3-5 years' time.
- To support local authorities in meeting their duties to accommodate such families if they present as homeless, therefore relieving pressure on wider local housing challenges and constraints.

2.3 For clarity, the scheme is not aimed at households who have arrived in the UK illegally, outside of government sponsored resettlement schemes. As opposed to being a competitive funding scheme, the Government has directly approached around 180 local authorities to invite them to take part in the scheme. South Kesteven District Council is one such authority. Once the properties are no longer utilised by the cohort (likely upon the expiry of their visas), the council will be free to use the properties for whatever purpose they deem suitable. In other words, the homes will be available for use by the council as a long-term asset to meet local housing need.

2.4 The Council was provisionally identified as eligible for capital grant funding (under Section 31 of the Local Government Act 2003), with the following indicative allocation:

Main element: £1,710,000 in funding. This funding is to aid to provide a minimum of 19, two/three-bedroom homes.

Bridging element: £388,750 in funding. This funding is to provide a minimum of 2 larger four plus bedroom homes to be allocated to households currently residing in bridging accommodation.

Any unspent funding by 30<sup>th</sup> of November 2023 will be required to be repaid to Government.

2.5 Approval to receive the grant was unanimously granted at Full Council in March 2023. Following initial discussions with local developers it has become apparent that we need to be able to react to emerging opportunities for property purchases to enable us to satisfy the grant conditions and deadlines.

- 2.6 Enabling a delegation to the s151 Officer and the Cabinet Member for Housing and Planning shall ensure high level oversight and understanding of the level of grant spend and shall ensure value for money and effective delivery.
- 2.7 The newly formed Housing Overview and Scrutiny committee shall receive regular updates in relation to the progress of the LAHF programme.

### **3. Key Considerations and Other Options Considered**

- 3.1 The LAHF is a government fund provided to aid local authorities to meet the significant challenges presented as a result of the Afghan and Ukraine schemes.
- 3.2 If the Council is unable to purchase the properties through this scheme, the housing need that the properties are designed to meet is likely to arise anyway. The homes provided under the scheme will make a net positive contribution to housing available to the council to meet need, therefore supporting the council in meeting the needs of the wider population too.
- 3.3 In light of the above, there were no other options considered.

### **4. Reasons for the Recommendations**

- 4.1 By enabling the delegation the Council shall be able to react to emerging opportunities at short notice with the aim to fully utilise the LAHF grant funding awarded.



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL



## Cabinet

Date: 11 July 2023

Report of: Councillor Phil Dilks, Cabinet Member for Housing and Planning

## New Build Housing Scheme for 4 units at Elizabeth Rd, Stamford

### Report Author

Debbie Roberts, Head of Corporate Projects, Policy and Performance



Debbie.roberts@southkesteven.gov.uk

### Purpose of Report

This report sets out the proposals for a 4-unit new build social housing development at Elizabeth Rd, Stamford and to recommend that the new build contract be awarded to D.Brown Building Contractors Ltd.

### Recommendations

#### That Cabinet:

1. Approves the contract award to D Brown Building Contractors Ltd to undertake works to facilitate and deliver the development of a 4-unit new build housing scheme at Elizabeth Rd, Stamford for the sum of £665,952.28.
2. Agrees to delegate price variations to the contract of no greater than 10% to the Chief Finance Officer, in consultation with the Cabinet Member for Housing and Planning, due to the complexity of the new build and the associated price volatility.

**3. Delegates the Chief Finance Officer in consultation with the Cabinet member for Housing and Planning to enter into the contract with D Brown Building Contractors Ltd.**

<b>Decision Information</b>	
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Supported Housing for all
Which wards are impacted?	Stamford

## **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 delivery of this scheme is a key element of the new build programme or the Housing Revenue Account (HRA). The budget for this proposal is included in the 2022-2023 and 2023-2024 capital programme and is funded from the Capital Receipts Reserve. The delivery of 4 units will provide a rental income stream to the HRA and will be built in the HRA financial business plan. Based on a comparable affordable rental figure of £83.46 per week, this will generate an annual rental of £16,024 per annum (based on 48 rent week). This is a return on investment of 2.41% and this is broadly in line with social housing returns.

Completed by: Richard Wyles, Chief Finance Officer

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

- 1.2 The necessary processes have been followed in accordance with the Council's Contract Procedure Rules. There are no further significant legal, or governance implications not already highlighted within the body of the report.

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

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

- 1.3 A project risk register will be created in partnership between the contractor and the Council, which will be subject to robust review as the project progresses. As part of the process there will be a mutual agreement of the identified risks and enable confirmation of ownership to be confirmed by the contractor of the Council.
- 1.4 The contractor will be responsible for insuring the build until the development is handed over to the Council.

Completed by: Tracey Elliott, Governance and Risk Officer

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

- 2.1 The proposed site, outlined in red in Appendix 1, is situated on Elizabeth Road in Stamford, Lincolnshire. The total area of the site is 586m<sup>2</sup> (0.059 hectares).
- 2.2 This site is owned by South Kesteven District Council and is accessed off Elizabeth Road. The site comprises of a large area of hardstanding which is currently used by surrounding residents for parking and also provides vehicular access to the adjacent property to the south.
- 2.3 The development looks to introduce four one- bed, two-person apartments along with associated landscaping, parking and refuse provision. The access to the adjacent property will be retained. Appendix 2 and 2B show the proposed development.
- 2.4 The scheme has been influenced through public consultation providing a high-quality development.
- 2.5 The housing need in Stamford is extremely high, there are currently 250 people on the housing register with a one-bed need and want to live in Stamford.
- 2.6 The rents will be set in-line with affordable rent, this will be set following the completion of the development and the outcome of the red book evaluation that will set the value of the assets. Affordable rent is set higher than social rent as per legal process around setting the rental value, finance support on this process to ensure all processes are correct and financially compliant.

2.7 The private rental market in Stamford is high with a one-bed currently available for between £695-£1000 pcm meaning that there are very little options for those needing one-beds who are on a low income. It means then that young people and families then must move away from the area to find affordable housing; therefore provision of more affordable housing options in this area is imperative.

2.8 Planning consent was granted in March 2022 (planning reference S21/2328 in the background papers).

2.9 Since March 2022 there has been some drainage issues that have been investigated and rectified to enable the expressions of interest to be undertaken.

2.10 An Expression of Interest (EOI) had been conducted on two frameworks with Pagabo and Efficiency North. The EOI set out the tender criteria. The EOI returned a few interests under each framework. Pagabo framework is a DPS (Dynamic Purchasing System) which has no compliant provision for direct award. Therefore this limitation eliminated Pagabo as the preferred framework provider.

2.11 The preferred contractor D Brown Building Contractors Ltd has the required experience, skills, knowledge and resources. With other construction projects they have delivered for the Council they had shown strong ability to manage large budgets and assess the wide range of risks and issues at a large programme level. The evaluation using the established criteria was undertaken by the project team against the market and they are of the opinion that the final submission from D Brown Building Contractors Ltd provides value for money for the works to be undertaken. Therefore the recommendation is to award the contract to D Brown Building Contractors Ltd via the Efficiency North framework for a contract figure of £665,952.28.

2.12 If Cabinet approve the decision to award the contract the development will commence in October 2023 and the scheme is anticipated to take 30 weeks to complete.

### **3. Key Considerations**

3.1 Key areas for consideration are set out within the report.

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

4.1 The Council could wait to commence the scheme or not build the apartments.

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

5.1 There is a housing need for the Council to develop the site therefore the recommendation is for the contract be awarded to that works can commence in autumn 2023.

## **6. Consultation**

6.1 Stakeholder consultation was undertaken during October 2021 which invited comments and feedback from the public, local ward members and other interested parties. The outcome of the consultation has been incorporated into the final design as necessary including the provision of parking and other enhancements.

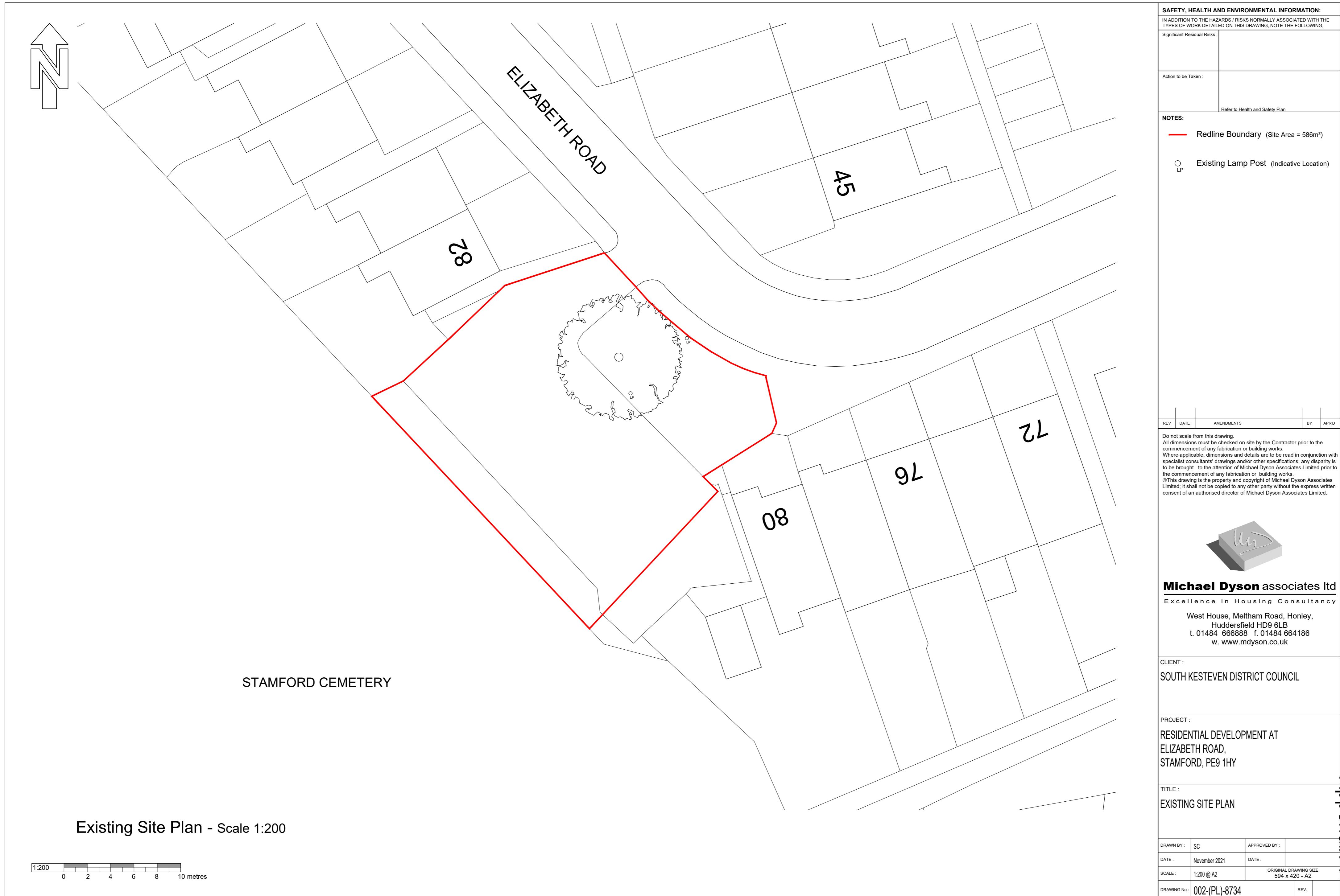
6.2 Subsequent consultation was undertaken as part of the planning process.

## **7. Background Papers**

7.1 [Planning search - elizabeth road \(southkesteven.gov.uk\)](#)

7.2 Appendix 1 – site plan  
Appendix 2 – proposed development  
Appendix 2B – proposed development

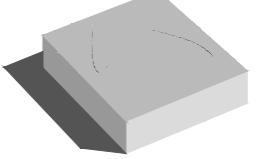
This page is intentionally left blank



This page is intentionally left blank



This page is intentionally left blank

		SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION:																											
		IN ADDITION TO THE HAZARDS / RISKS NORMALLY ASSOCIATED WITH THE TYPES OF WORK DETAILED ON THIS DRAWING, NOTE THE FOLLOWING:																											
		Significant Residual Risks :																											
		Action to be Taken :																											
		Refer to Health and Safety Plan																											
NOTES:																													
 <p>1</p>																													
 <p>2</p>																													
 <p>3</p>																													
 <p>4</p>																													
<table border="1"> <tr> <td>A</td> <td>08.11.21</td> <td>Images updated for design alterations</td> <td>TP</td> </tr> <tr> <td>REV</td> <td>DATE</td> <td>AMENDMENTS</td> <td>BY</td> </tr> </table> <p>Do not scale from this drawing. All dimensions must be checked on site by the Contractor prior to the commencement of any fabrication or building works. Where applicable, dimensions and details are to be read in conjunction with specialist consultants' drawings and/or other specifications; any disparity is to be brought to the attention of Michael Dyson Associates Limited prior to the commencement of any fabrication or building works. ©This drawing is the property and copyright of Michael Dyson Associates Limited; it shall not be copied to any other party without the express written consent of an authorised director of Michael Dyson Associates Limited.</p> <p></p> <p><b>Michael Dyson associates Ltd</b> Excellence in Housing Consultancy West House, Meltham Road, Honley, Huddersfield HD9 6LB t. 01484 666888 f. 01484 664186 w. <a href="http://www.mdyson.co.uk">www.mdyson.co.uk</a></p> <p>CLIENT : <b>SOUTH KESTEVEN DISTRICT COUNCIL</b></p> <p>PROJECT : <b>RESIDENTIAL DEVELOPMENT AT ELIZABETH ROAD STAMFORD, PE9 1HY</b></p> <p>TITLE : <b>PROPOSED PERSPECTIVES</b></p> <table border="1"> <tr> <td>DRAWN BY :</td> <td>MB</td> <td>APPROVED BY :</td> <td></td> </tr> <tr> <td>DATE :</td> <td>September 2021</td> <td>DATE :</td> <td></td> </tr> <tr> <td>SCALE :</td> <td>NTS</td> <td colspan="2">ORIGINAL DRAWING SIZE 594 x 420 - A2</td> </tr> <tr> <td>DRAWING NO.:</td> <td>401-(PL)-8734</td> <td>REV.:</td> <td>A</td> </tr> </table>						A	08.11.21	Images updated for design alterations	TP	REV	DATE	AMENDMENTS	BY	DRAWN BY :	MB	APPROVED BY :		DATE :	September 2021	DATE :		SCALE :	NTS	ORIGINAL DRAWING SIZE 594 x 420 - A2		DRAWING NO.:	401-(PL)-8734	REV.:	A
A	08.11.21	Images updated for design alterations	TP																										
REV	DATE	AMENDMENTS	BY																										
DRAWN BY :	MB	APPROVED BY :																											
DATE :	September 2021	DATE :																											
SCALE :	NTS	ORIGINAL DRAWING SIZE 594 x 420 - A2																											
DRAWING NO.:	401-(PL)-8734	REV.:	A																										

This page is intentionally left blank



## Cabinet

11 July 2023

Report of  
Councillor Ashley Baxter  
The Deputy Leader of the Council

## Provisional Outturn Position Report 2022/23

### Report Author

Alison Hall-Wright Assistant Director of Finance (Deputy S151 Officer)



[alison.hall-wright@southkesteven.gov.uk](mailto:alison.hall-wright@southkesteven.gov.uk)

### Purpose of Report

This report provides the Cabinet with the details of the Council's provisional outturn position for the financial year 2022/23. The report covers the following areas:

- General Fund Revenue Budget
- Housing Revenue Account Budget
- Capital Programmes – General Fund and Housing Revenue Account
- Reserves overview – General Fund and Housing Revenue Account

### Recommendations

#### Cabinet is asked to:

1. **Review and recommend for approval to Governance and Audit Committee the provisional Revenue and Capital Outturn position for the financial year 2022/23.**
2. **Review and approve the budget carry forwards (appendices D and H).**
3. **Review and recommend to Governance and Audit Committee the following reserve movements in respect of the General Fund:**

- a) £1.5m of the Business Rates Volatility reserve to be transferred to the:
  - ICT Reserve increase by £0.150m
  - Property Maintenance Reserve increase by £0.400m
  - Invest To Save Reserve increase by £0.150m
  - Climate Change Reserve increase by £0.300m
  - Creation of a Pay Award Reserve of £0.500m
- b) The balance of the Inflation Reserve of £0.500m to be transferred to the:
  - Budget Stabilisation reserve increase by £0.250m
  - Street Scene reserve increase by £0.250m

4. To approve the implementation of the pay award with effect from 1 April 2023 of £1,925 for officers earning less than £50,000, 3.88% for officers earning over £50,000, 3.5% for Chief Officers and 3.88% to Members Allowances.

5. Delegates authority to the Section 151 Officer, Head of Paid Service in consultation with the Leader and Deputy Leader to make a further adjustment once the outcome of the national negotiations are finalised.

#### Decision Information

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

## 1 Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, 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 financial implications are included within the report.

Completed by: Richard Wyles, Chief Finance Officer

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

1.2 The terms of reference of the Governance and Audit Committee require the Committee to consider for approval the annual revenue and capital outturn report, including the movement of reserves. Cabinet is asked to approve the budget carry forwards as set out in the supporting appendices.

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

## **2 Background to the Report**

2.1 This report provides Cabinet with the detail of the Council's provisional outturn position for the financial year 2022/23. This report will be presented to the Governance and Audit Committee on 12 July 2023 to seek approval of the outturn position and proposed reserve movements detailed in recommendation 3.

2.2 Members will recall that 2022/23 was a turbulent financial year which required the Council on 24 November 2022 to approve a series of amendments to the budget framework in order to respond significant volatility to the budgets resulting from the pressures on utilities, fuel, pay and inflation. Following this, budgets were amended accordingly and the variances in this report are in relation to those amended budgets.

2.3 This report focuses on the more significant variances, a financial threshold of £20k has been followed in order to focus on those variances that are considered material. An overview of the provisional outturn is presented in the main report and there are a number of supporting appendices that provide greater detail in respect of:

- General Fund (GF) – Revenue, Capital and Reserves
- Housing Revenue Account (HRA) – Revenue, Capital and Reserves

In order to comply with International Financial Reporting Standards, a number of technical accounting entries are required to be made which can create significant variances. These entries are removed at table 4 to provide a more meaningful comparison. The report ensures that, through explanation and presentation, the final account figures can be reconciled back to the budget set by the Council. All the information shown in the following tables are provisional and may be subject to change upon completion of the external audit. Table 1 shows the overall summary outturn.

**Table 1 – 2022/23 Overall Provisional Summary**

Heading	2022/23 Budget (not including proposed budget C/F) £m	2022/23 Provisional Outturn £m	Variance £m	Commentary
<b>General Fund Revenue Account</b>	22.209	20.690	(1.519)	Details shown at section 2 and Appendices A & B
<b>General Fund Capital</b>	18.217	5.209	(13.008)	Details shown at section 3 and Appendix C
<b>Housing Revenue Account</b>	(3.986)	(5.279)	(1.293)	Details shown at section 5 and Appendix F
<b>HRA Capital</b>	15.719	6.673	(9.046)	Details shown at section 6 and Appendix G

### Carry Forwards

2.4 Due to timing differences in grants and budgets being approved, it is proposed to carry a number of budgets forward into 2023/24 to fund specific and previously approved projects and Cabinet is asked to review and approve these. The details are shown at Appendix D (General Fund) and Appendix H (HRA).

2.5 Commentary and review of reserves are detailed at sections 5 (General Fund) and 8 (HRA). Reserves statements are shown at Appendix E (General Fund) and Appendix I (HRA).

### 3 Revenue Budget 2022/23 – General Fund

The amended budget set by Council on 24 November 2022 was £22.148m. Budgets have been amended as projects have commenced and these changes increased the 2022/23 budget to £22.209m. For the purposes of the outturn variance analysis, the budget carry forwards have been removed from this which reduces the budget for comparative purposes to £20.249m. Table 2 provides a summary of the budget amendments.

**Table 2 – General Fund Revenue Budget Amendments**

Date of Approval	Revenue Budget amendment	£'000
		22,148
January 2023	SEA Reserve	12
January 2023	Regeneration Reserve	49
<b>Total</b>		<b>22,209</b>

- 3.1 The forecast outturn position as at Quarter 3 was reported to the Finance, Economic Development and Corporate Services Overview and Scrutiny Committee on 21 February 2023. At this time, a reduction in the forecast spend, additional projected investment interest and Minimum Revenue Provision (MRP) reduction resulted in a forecasted balanced position.
- 3.2 The General Fund outturn position is shown in Table 3 and Appendix A provides a detailed breakdown of the funding of the revenue expenditure. Appendix B provides details of the variances per service area along with supporting information explaining the main variances.

**Table 3 – General Revenue Outturn Position including accounting adjustments within Net Cost of Service**

	Description	2022/23 Current Budget £'000	2022/23 Current Budget (less proposed Budget C/F) £'000	2022/23 Provisional Outturn £'000	Variance to Current Budget £'000	2022/23 Outturn Variance %
1	Corporate	9,843	9,504	9,575	71	0.7%
2	Finance	5,095	4,957	4,368	(589)	(11.9%)
3	Growth & Culture	6,979	6,554	7,164	610	9.3%
4	Housing & Property	3,079	2,021	2,370	349	17.3%
5	HRA Recharge	(2,787)	(2,787)	(2,787)	0	-
<b>6</b>	<b>Net Cost of Service</b>	<b>22,209</b>	<b>20,249</b>	<b>20,690</b>	<b>441</b>	<b>2.2%</b>
7	Removal of Accounting Adjustments	0	0	(1,259)	(1,259)	-
<b>8</b>	<b>Re-stated Net Cost of Service</b>	<b>22,209</b>	<b>20,249</b>	<b>19,431</b>	<b>(818)</b>	<b>(4.0%)</b>
9	Interest Payable and	(101)	(101)	(691)	(590)	

	Receivable					
10	Minimum Revenue Provision	291	291	131	(160)	
11	Revenue Contribution to Capital	55	55	24	(31)	
12	Drainage Rates	792	792	803	11	
13	Depreciation	(4,722)	(4,722)	(4,722)	0	
<b>14</b>	<b>Net Budget Requirement</b>	<b>18,524</b>	<b>16,564</b>	<b>14,976</b>	<b>(1,588)</b>	
<b>15</b>	<b>Funding</b>	<b>(14,564)</b>	<b>(14,564)</b>	<b>(14,054)</b>	<b>510</b>	
16	Transfers to/(from) earmarked reserves	(3,960)	(2,205)	(1,127)	1,078	
17	Budget Carry Forwards from 22/23 underspends	0	205	205	0	
<b>18</b>	<b>Net Budget (Surplus)/Deficit</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

- Line 7 – removal of accounting entries, specifically:
  - o IAS19 (employee pension) - the cost of providing employee benefits should be recognised in the period in which the benefit is earned by the employee, rather than when it is paid or payable.
  - o Revenue Expenditure Financed from Capital under Statute (REFCUS) and REFCUS is capital expenditure, which is incurred on non-Council owed assets, for example, disabled facilities grants and the shop front grant scheme.
- Line 8 –shows the total net overall expenditure for the Council.
- Line 9 – additional interest income has been earned through investment of increased cash balances and interest rate changes. No external borrowing was required in 2022/23 so no interest charges have been incurred.
- Line 13 – in accordance with accounting requirements, depreciation is charged at the costs of services where relevant (lines 1-4) but then reversed out at line 13 to ensure there is not an impact on Council Tax and the General Fund.
- Once the accounting adjustments (line 7 of table 3) has been removed from the Directorate, the 'controllable' variance can be identified (line 8 of table 3).

3.3 Table 4 provides a breakdown of the accounting adjustments detailed at line 7 in table 3 and table 5 shows the outturn position with the accounting adjustments removed.

**Table 4 – Removal of Accounting Adjustments**

Accounting Adjustments	Corporate £'000	Finance £'000	Growth & Culture £'000	Housing & Property £'000	Total £'000
<b>IAS 19</b>	(814)	897	(337)	(152)	<b>(406)</b>
<b>REFCUS</b>	309	0	(440)	(457)	<b>(588)</b>
<b>Revaluations</b>	0	0	0	(306)	<b>(306)</b>
<b>Accumulated Absences</b>	18	7	12	4	<b>41</b>
<b>Total</b>	<b>(487)</b>	<b>904</b>	<b>(765)</b>	<b>(911)</b>	<b>(1,259)</b>

**Table 5 – General Revenue Outturn Position (excluding accounting adjustments)**

Description	2022/23 Current Budget £'000	2022/23 Current Budget (less Proposed Budget C/F) £'000	2022/23 Provisional Outturn £'000	Variance to Current Budget £'000	2022/23 Outturn Variance %
		£'000			
Corporate	9,843	9,504	9,088	(416)	(4.4%)
Finance	5,095	4,957	5,272	315	6.4%
Growth & Culture	6,979	6,554	6,399	(155)	(2.4%)
Housing & Property	3,079	2,021	1,459	(562)	(27.8%)
HRA Recharge	(2,787)	(2,787)	(2,787)	0	0
<b>Net Cost of</b>	<b>22,209</b>	<b>20,249</b>	<b>19,431</b>	<b>(818)</b>	<b>(4.0%)</b>

Service						
---------	--	--	--	--	--	--

3.4 Appendix B provides further details of the outturn revenue position for each Directorate along with variance comments.

#### **4 General Fund Capital Programme 2022/23**

4.1 The budget set by Council on 3 March 2022 for the 2022/23 General Fund Capital programme was £19.608m. Table 6 shows a summary of the movements during the year.

**Table 6 – General Fund Capital Budget**

Date of Approval	Capital Budget amendment	£'000
		<b>19,608</b>
June 2022	Changing Places	160
July 2022	Additional Disabled Facilities Grant 2022/23	115
July 2022	2021/22 Budget Carry Forwards	990
July 2022	Replacement Vehicles	(525)
September 2022	Loan to Leisure SK Ltd	137
October 2022, February 2023	St Martins Park Stamford – site demolition	245
<b>Total</b>		<b>20,730</b>

4.2 Table 7 summarises the General Fund capital outturn position as at 31 March 2023. There is an underspend of £13.008m which includes an underspend of £308k Disabled Facilities Grant, Vehicle Replacement Programme £224k, deferral of works to the re-surfacing of Welham Street car park at £127k and £793k underspend on the Sustainable Warmth Grant which the Council received to assist with the upgrade of energy efficient homes for low income households.

**Table 7 – General Fund Capital Outturn Position**

Heading	2022/23 Amended Current Budget £'000	2022/23 Budget (less C/F approved by Council March 2023) £'000	2022/23 Provisional Outturn £'000	2022/23 Outturn Variance £'000
---------	--	--	--	---

Corporate	2,349	1,869	1,409	(460)
Finance	164	164	165	1
Growth & Culture	14,304	13,735	2,281	(11,454)
Housing & Property	3,913	2,449	1,354	(1,095)
<b>Total Expenditure</b>	<b>20,730</b>	<b>18,217</b>	<b>5,209</b>	<b>(13,008)</b>
<b>Financed By:</b>				
Capital Grant and Contributions	(4,277)	(3,149)	(2,093)	1,056
Capital Reserve	(114)	(114)	(121)	(7)
Revenue Reserve Funding	(4,287)	(3,302)	(2,024)	1,278
Useable Capital Receipts	(918)	(518)	(574)	(56)
Borrowing	(11,134)	(11,134)	(397)	10,737
<b>Total Financing</b>	<b>(20,730)</b>	<b>(18,217)</b>	<b>(5,209)</b>	<b>13,008</b>

Details of the individual capital schemes included in each directorate are detailed at Appendix C including variance comments. Additional General Fund capital budget carry forward requests are detailed in Appendix D and approval of these carry forward requests will allow schemes to be completed in 2023/24.

## 5 General Fund Reserves 2022/23

5.1 An integral element of the closedown procedure is to undertake a review of the usage and levels of the Council's reserves and balances. The financial statements reflect the proposed use of these and specific details of the significant balances and reserves are set out below and detailed at Appendix E.

5.2 A summary of the key observations and proposals are:

- £1.5m of the Business Rates Volatility Reserve to be transferred to the:
- ICT Reserve increase by £0.150m to replenish the level of the Reserve
- Property Maintenance Reserve increase by £0.400m to respond to the backlog in asset repair and improvement works
- Invest To Save Reserve increase by £0.150m

- Climate Change Reserve formation with £0.300m to pump prime initiatives that provide a response to the Council declared climate change emergency and reduce the Council's carbon footprint by 2030.
- Pay Award Reserve formation with £0.500m to fund any additional sums that may be required beyond the budgeted 3%.

The balance of the Inflation Reserve of £0.500m to be transferred to the:

- Budget Stabilisation Reserve increase by £0.250m in order to mitigate the impact of using the Budget Stabilisation Reserve during the year
- Street Scene Reserve increase by £0.250m in order to provide reserve funding for workshop spend pressures

### **Discretionary Reserves £10.873m (lines 1-11)**

5.3 These reserves have been established to financially support the delivery of the Council's Corporate Plan ambitions including both revenue and capital projects. Lines 1 to 11 set out the provisional balance on each reserve as at 31 March 2023 based on the specific requirements of the reserve use during the financial year. Commentary is provided below on the main movements during the course of the year:

5.4 Climate Change Reserve – this reserve is used to fund one-off climate initiatives. It is recommended that the balance on this reserve is increased by £300k to pump prime initiatives that provide a response to the Council declared climate change emergency and reduce the Council's carbon footprint by 2030.

5.5 Street Scene Reserve – this reserve is used to manage workshop spend pressures. It is recommended that the balance on this reserve is increased by £250k to ensure there is sufficient resource to manage future pressures.

5.6 ICT investment – during the year this reserve (£151k) has been used to fund the purchase of devices in readiness for the member ICT rollout, and the purchase of customer portal for the Revenues service.

5.7 Local Priorities Reserve – this is the Council's most significant discretionary reserve and as at 31 March 2023 has a closing balance of £5.543m increasing to £5.641m after commitments have been taken into consideration. During the year the Council received New Homes Bonus receipt of £0.924m which was credited to the reserve and the reserve was used to fund the Leisure SK Ltd management fee of £250k, £147k to fund the workshop budget increase approved by Council on 24 November 2022, £711k to fund the capital programme relating to vehicle replacement and property enhancement expenditure, a transfer of £600k to the Regeneration Reserve, £500k to fund the part repayment of grant to the Local Enterprise Partnership and to fund the 2021/22 budget carry forwards of £127k.

5.8 Invest to Save Reserve – this reserve is used to fund initiatives which once implemented will achieve an ongoing saving for the Council. During the year £643k of this reserve was used to fund the costs associated with invest to save projects this included the costs associated with staffing restructures (£117k) and

the office accommodation move (£460k). The balance on this reserve has been increased by £0.5m which was approved as part of the 2022/23 Budget Report presented to Council on 3 March 2022.

- 5.9 Housing Delivery – this reserve is used to continue to respond to on-going demands for supporting residents adapt their properties to meet their specific requirements. A transfer of £308k was made to the reserve at year end.
- 5.10 Property Maintenance – this reserve is used to accelerate the backlogged maintenance programme across the Council's General Fund Corporate Property Assets. Due to the scale of the investment required it is recommended that the balance on this reserve is increased by £400k.
- 5.11 Regeneration Reserve – this reserve is currently being used to fund the costs associated with the St Martins Park site at Stamford and the Council contribution towards the Grantham Future High Street Fund and Heritage Action Zone projects. There has been a net movement on the reserve of £114k which reflects the £1.829m transferred to increase the balance on the reserve and the costs incurred during 2022/23.

#### **Governance Reserves £8.071m (lines 12-21)**

- 5.12 These reserves are maintained to mitigate risk, satisfy statutory and grant awarding bodies' requirements and support prudent financial management.
- 5.13 The Insurance Reserve - provides cover to meet unforeseen costs relating to insurance claims over and above the provisions made in year as part of managing the 'in house risk' with an increased self-insured strategy. The balance on this reserve is £211k.
- 5.14 Pension Reserve - The former employees reserves funds the annual costs associated with these individuals. The balance on these reserves totals £277k at 31 March 2023.
- 5.15 Budget Stabilisation Reserve - To ensure there is minimum financial disruption to the funding of the General Fund in respect of the uncertainty regarding future funding, the Council has established a reserve to manage the budget deficit. For the financial year 2022/23 there has been no requirement to use this reserve as overall costs have been kept within the amended budget framework.
- 5.14 Section 31 Grant Reserve – the section 31 grants received to fund business rates reliefs are transferred to this reserve to manage the timing award of the grant with the funding requirement period. The commentary recommends that £1m is transferred from the reserve to replenish other discretionary reserves.
- 5.15 Special Expense Area Reserves (SEA) – this reserve holds the balance of the SEA income which had a balance of £342k at 31 March 2023. This is broken down as:
  - Grantham SEA increase of £25k to £211k
  - Langtoft SEA reduction of £1k to £0k

- Stamford SEA decrease of £11k to £131k (this does not include spend incurred during 2023/24)

#### **General Fund Working Balance £1.962m (line 23)**

5.16 The purpose of this working balance is to ensure there is sufficient financial resource available in order to meet unforeseen events during the course of the financial year. The proposed minimum balance is set at a level that reflects the financial risk the Council is currently exposed to. This objective is also being met from the Budget Stabilisation Reserve and therefore the two balances combined provide a robust financial cushion for the Council to access should there be further financial volatility or unexpected financial costs. This is a provisional balance as further work is being undertaken to determine the final outturn position.

#### **General Fund Capital Reserves £3.545m (line 29)**

5.17 General Fund - Capital Reserve - this is used to assist with the funding of the capital programme. It can be seen that the reserve is close to a zero balance which reflects the current Council objective of utilising its reserve to fund the capital programme in lieu of undertaking external borrowing.

5.18 Useable Capital Receipts Reserve - £573k of this reserve has been used to fund the General Fund capital programme. During the year the Council has received £1.612m capital receipts which relate to the repayment of the loan to Gravitas Housing Ltd, vehicle sales and the receipts from the sales of surplus land at Cattlemarket and Broad Street Stamford. The current policy is to dispose of surplus land and buildings in order to generate capital receipts to minimise the need for borrowing.

### **6 Revenue Budget 2022/23 – Housing Revenue Account**

6.1 The amended budget set by Council on 24 November was a surplus of £3.986m. This surplus is used to provide funding for the external loan and to enable reserve levels to be maintained that subsequently fund the capital programme and service improvements. For the purposes of the outturn variance analysis the budget carry forwards have been removed and the actual surplus for the year is £5.279m. The surplus is fully utilised to fund future investment in stock growth and property maintenance. Table 8 shows the HRA outturn position for 2022/23.

**Table 8 – HRA Revenue Outturn Position**

Description	2022/23 Current Budget £'000	2022/23 Current Budget (less Proposed Budget)	2022/23 Provisional Outturn £'000	Variance to Current Budget £'000
-------------	---------------------------------------	--	--	--

		<b>C/F)</b> <b>£'000</b>		
Expenditure	20,391	20,084	21,067	983
Income	(26,512)	(26,512)	(25,892)	620
<b>Net Cost of HRA Services</b>	<b>(6,121)</b>	<b>(6,428)</b>	<b>(4,825)</b>	<b>1,603</b>
Interest Payable and Similar Charges	2,335	2,335	2,335	0
Interest and Investment Income	(200)	(200)	(1,226)	(1,026)
Investment Property Inc & Exp	0	0	(24)	(24)
Return on Pension Assets	0	0	53	53
Net (Gain)/loss on sale of HRA Assets	0	0	(1,068)	(1,068)
External Grant Funding	0	0	(433)	(433)
Capital receipts pooling	0	0	4	4
IAS19*	0	0	(109)	(109)
Accumulated Absences	0	0	14	14
<b>(Surplus)/Deficit for the year</b>	<b>(3,986)</b>	<b>(4,293)</b>	<b>(5,279)</b>	<b>(986)</b>

6.2 Appendix F provides details of the HRA revenue outturn position together with significant variances.

## 7 HRA Capital Programme 2022/23

7.1 The budget set by Council on 3 March 2022 for the 2022/23 HRA Capital programme is £16.353m. Table 9 shows the summary of movements:

**Table 9 – HRA Capital Programme Budget Adjustments**

<b>Date of Approval</b>	<b>GF Budget amendment</b>	<b>£'000</b>
		<b>16,353</b>
July 2022	2021/22 Budget Carry Forwards	2,881
<b>Total</b>		<b>19,234</b>

7.2 Table 10 summarises the HRA Capital forecast outturn position as at 31 December 2022.

**Table 10 – HRA Capital Forecast Outturn Position**

Capital Scheme	2022/23	2022/23	2022/23 Provisional Outturn	Variance to Current Budget
	Current Budget	Budget (less C/F approved by Council		
	£'000	March 2023) £'000		
Energy Efficiency Initiatives	4,230	4,023	1,754	(2,269)
ICT	1,220	750	450	(300)
New Build Programme	4,120	2,620	715	(1,905)
Refurbishment & Improvement	9,486	8,148	3,657	(4,491)
Repairs Vehicles	178	178	97	(81)
<b>Total Expenditure</b>	<b>19,234</b>	<b>15,719</b>	<b>6,673</b>	<b>(9,046)</b>
<hr/>				
<b>Financed By:</b>				
HRA Capital Receipts Reserve	(4,120)	(2,620)	(391)	2,229
Grants & Contributions	(148)	(148)	(148)	0
HRA Improvement Reserve	(1,190)	(720)	(450)	270
Major Repairs Reserve	(13,746)	(12,201)	(5,399)	6,802
S106	(30)	(30)	(285)	(255)
<b>Total Financing</b>	<b>(19,234)</b>	<b>(15,719)</b>	<b>(6,673)</b>	<b>9,046</b>

7.3 Appendix G provides a detailed table of the HRA capital programme outturn position together with significant variances.

## **8 HRA Reserves 2022/23**

8.1 An integral element of the closedown procedure is to undertake a review of the usage and levels of the Council's reserves and balances. The financial statements reflect the proposed use of these and specific details of the significant balances and reserves are set out below and detailed at Appendix I.

### **HRA Reserves £48.520m Line 9**

8.2 HRA Improvement Reserve – £450k of the reserve has been used to fund the investment in a new housing system. The balance on this reserve of £1.556m has been transferred to the HRA Priorities Reserve which was approved by Council on 1 March 2023.

8.3 HRA Priorities Reserve – The balance on this reserve is £14.784m. During the year the reserve has been used to fund £57k increased electricity costs, £58k to

fund additional costs associated with the annual pay award and £209k to fund the revenue costs associated with the works at the Earlesfield Estate Grantham.

8.4 HRA Working Balance - This balance serves the same purpose as the General Fund Working Balance in that it is established to respond to unforeseen financial events that occur during the financial year. The Council policy is to aim to keep the working balance at approximately 10% of the operating expenditure. This is a provisional balance as the statement of accounts is still being finalised.

8.5 HRA Capital Receipts Reserve – The Council has established a capital receipts reserve where the ‘Right to Buy’ sale receipts are allocated. During the year £3.625m receipts have been received with 42 right to buy sales (compared to 39 RTB sales in 2021/22). During the year £391k of the reserve has been used to contribute towards the financing of the capital programme and pooling payments of £4k have been made to Government. This reserve will continue to be utilised to contribute to the provision of affordable housing and the provision of additional Council housing stock.

8.6 Major Repairs Reserve – This reserve has been increased by £6.425m, in accordance with the HRA business plan an annual allocation is required in order to provide sustainable funding for the HRA capital programme. To provide financing for the 2022/23 programme an allocation of £5.399m has been utilised. This will continue to be the primary financing for the housing improvement elements of the Capital Programme.

## 9 Inflation

9.1 Since the budgets were prepared last autumn and approved by Council in March 2022, there has been an unprecedented and completely unforeseen increase in inflation and energy costs. The Committee has been updated during the course of the year, with an approved budget amendment on 24 November 2022 included within the budgets above shown at Table 3 and 5. Table 11 and 12 below show the highest cost incurred areas for both electricity and gas in 2022/24.

**Table 11 – Electricity Outturn Position**

Cost Heading	2022/23 Original Budget	2022/23 Amended Budget	2022/23 Outturn	2022/23 Variance
Footpath Lighting	171,000	253,200	221,400	(31,800)
St Martin’s Park, Stamford	65,000	108,700	123,000	14,300
SK Communal Facilities (HRA)	89,300	186,000	120,000	(66,000)
Tenancy & Neighbourhood (HRA)	50,400	97,900	77,900	(20,000)
Grantham Council Offices	55,900	89,600	46,900	(42,700)
Alexandra Road Depot (including Mowbeck House)	31,700	46,000	32,200	(13,800)
Guildhall Arts Centre	28,000	32,800	30,400	(2,400)
Wharf Rd M-Storey car park	27,500	36,200	30,300	(5,900)

Stamford Arts Centre	31,800	33,500	22,800	(1,000)
Bourne Corn Exchange	22,100	28,700	22,200	(6,500)
Welham St M-Storey Car Park	13,600	21,300	18,600	(2,700)
Homelessness Units (HRA)	19,200	38,900	17,800	(21,100)
South Kesteven House	19,300	19,300	12,200	(7,100)
Closed Circuit Television	5,200	7,600	6,400	(1,200)
Wyndham Park, Grantham	4,200	7,800	5,500	(2,300)
Abbey Gardens Toilets	4,400	5,000	3,800	(1,200)
Grantham Bus Station	2,600	4,300	3,600	(700)
Repairs And Improvements Team (HRA)	2,900	5,600	3,400	(2,200)
<b>Total</b>	<b>644,100</b>	<b>1,022,400</b>	<b>798,400</b>	<b>(224,000)</b>

**Table 12 – Gas Outturn Position**

<b>Cost Heading</b>	<b>2022/23 Budget</b>	<b>2022/23 Outturn</b>	<b>2022/23 Variance</b>
Communal Heating (HRA)	80,200	97,800	17,600
Communal Facilities (HRA)	51,300	42,200	(9,100)
Grantham Council Offices	21,500	26,300	4,800
Guildhall Arts Centre	12,400	13,300	900
Homelessness Units	17,100	11,100	(6,000)
Bourne Cap	5,300	9,800	4,500
Alexandra Road Depot	11,900	9,100	(2,800)
South Kesteven House	7,400	7,000	(400)
Stamford Arts Centre	5,800	5,800	0
Bourne Corn Exchange	2,500	0	(2,500)
<b>Total</b>	<b>215,400</b>	<b>222,400</b>	<b>7,000</b>

## 10 Local Government Pay Award 2023

10.1 On 23 February 2023 Local Government were offered a pay increase for 2023/24 of £1,925 for officers earning less than £50,000 and 3.88% for officers (excluding Chief Officers) earning over £50,000 and an allowance increase of 3.88%, this has been rejected by the Trade Unions. South Kesteven District Council has a local pay agreement so it is able to implement the pay increase that has been offered. Therefore it is proposed in the interim to pay the current pay offer pending settlement of the national position and to delegate authority to the Section 151 Officer and Head of Paid Service in consultation with the Leader and Deputy Leader to make a further adjustment to pay grades once the outcome of the national negotiations are finalised.

10.2 The 2023/24 pay award for Chief Officers was nationally agreed in May 2023, it is proposed that the agreed increase of 3.5% should be implemented to all Chief

Officers (definition is subject to a separate report to Employment Committee on 29 June 2023).

- 10.3 The additional cost of the pay award beyond the 2023/24 budgeted level is £461k for the General Fund which will be funded from the Pay Award Reserve and £150k for the HRA which will be funded from the HRA Priorities Reserve.
- 10.4 The pay award will also need applying to Members Allowances in accordance with Council policy. It is proposed that the Officer Allowance proposed increase of 3.88% is applied to Member Allowances. The additional cost of this pay award is £21k which will be met from in-year budget underspends.

## **11 Reasons for the Recommendations**

- 11.1 Members should be kept updated on the financial position of the Authority, as effective budget management is critical to ensuring financial resources are spent in line with the budget and are targeted towards the Council's priorities. Monitoring enables the early identification of variations against the plan and facilitates timely corrective action.
- 11.2 This report provides an overview of the provisional outturn financial position for the Council for 2022/23.

## **12 Consultation**

- 12.1 The Outturn report was presented to Finance and Economic Overview and Scrutiny Committee on 22 June 2023. The Outturn report is presented to Cabinet for its consideration and in order for it to make specific recommendations to the Governance and Audit Committee.

## **13 Background Papers**

- 13.1 Determination of Budget 2022/23 and indicative budgets to 2024/25 – General Fund, Housing Revenue Account and associated Capital Programmes Report  
<http://moderngovsvr/documents/s32627/Council%20Budget%20Report.pdf>
- 13.2 Finance Update – April – August  
[Finance Update Report April-August 2022 Report.pdf \(southkesteven.gov.uk\)](Finance%20Update%20Report%20April-August%202022%20Report.pdf%20(southkesteven.gov.uk))
- 13.3 Finance Update - April – October  
[Finance Update Report.pdf \(southkesteven.gov.uk\)](Finance%20Update%20Report.pdf%20(southkesteven.gov.uk))
- 13.4 Finance Update - April – December  
[Budget Monitoring Report Qtr 3.pdf \(southkesteven.gov.uk\)](Budget%20Monitoring%20Report%20Qtr%203.pdf%20(southkesteven.gov.uk))

## **14 Appendices**

- 14.1 Appendix A – 2022/23 General Fund Revenue Summary - Outturn
- 14.2 Appendix B – 2022/23 General Fund Revenue Significant Variance Analysis
- 14.3 Appendix C – 2022/23 General Fund Capital Programme – Outturn
- 14.4 Appendix D – 2022/23 Budget Carry Forwards General Fund Revenue & Capital
- 14.5 Appendix E – 2022/23 General Fund Reserves Statement
- 14.6 Appendix F – 2022/23 HRA Revenue Summary - Outturn and Significant Variance Analysis
- 14.7 Appendix G – 2022/23 HRA Capital Programme – Outturn
- 14.8 Appendix H – 2022/23 Budget Carry Forwards HRA Revenue & Capital
- 14.9 Appendix I – 2022/23 HRA Reserves Statement

# Appendix A

## Appendix A

### 2022/23 General Fund Revenue Summary

<b>Description</b>	<b>2022/23 Current Budget</b> £'000	<b>2022/23 Current Budget (less Budget Carry Forwards)</b> £'000	<b>2022/23 Provisional Outturn</b> £'000	<b>Variance to Current Budget</b> £'000	<b>2022/23 Outturn Variance</b>
					%
Corporate	9,843	9,504	9,575	71	0.7%
Finance	5,095	4,957	4,368	(589)	(11.9%)
Growth & Culture	6,979	6,554	7,164	610	9.3%
Housing & Property	3,079	2,021	2,370	349	17.3%
HRA Recharge	(2,787)	(2,787)	(2,787)	0	-
<b>Net Cost of Service</b>	<b>22,209</b>	<b>20,249</b>	<b>20,690</b>	<b>441</b>	<b>2.2%</b>
Removal of Accounting Adjustments	0	0	(1,259)	(1,259)	-
<b>Re-Statement Net Cost of Service</b>	<b>22,209</b>	<b>20,249</b>	<b>19,431</b>	<b>(818)</b>	<b>(4.0%)</b>
Interest Payable and Receivable	(101)	(101)	(691)	(590)	
Minimum Revenue Provision	291	291	131	(160)	
Revenue Contribution to Capital	55	55	24	(31)	
Drainage Rates	792	792	803	11	
Depreciation	(4,722)	(4,722)	(4,722)	0	
<b>Net Budget Requirement</b>	<b>18,524</b>	<b>16,564</b>	<b>14,976</b>	<b>(1,588)</b>	
Funding and Resources:					
Council Tax	(8,455)	(8,455)	(8,455)	0	
Government Grants	(852)	(852)	(730)	122	
Retained Business Rates (S31 Grant, Pooling Gain, Renewable energy)	(3,971)	(3,971)	(3,582)	389	
New Homes Bonus	(1,232)	(1,232)	(1,232)	0	
Collection Fund Deficit	(54)	(54)	(55)	(1)	
Co-payment losses contribution	0	0	0	0	
<b>Total Funding</b>	<b>(14,564)</b>	<b>(14,564)</b>	<b>(14,054)</b>	<b>510</b>	
Transfers to/(from) earmarked reserves	(3,960)	(2,205)	(1,127)	1,078	
Budget Carry Forwards from 21/22 underspends	0	205	205	0	
<b>Net Budget (Surplus)/Deficit</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

This page is intentionally left blank

# Appendix B

## Appendix B

### 2022/23 General Fund Revenue Significant Variance Analysis

Corporate						
Service Area	Current Expenditure Budget (less Budget Carry Forwards)	Current Income Budget	Current Budget (less Budget Carry Forwards)	2022/23 Provisional Outturn (less Accounting Adjustments)	Variance to Current Budget	2022/23 Outturn Variance
	£	£	£	£	£	%
Centralised & Business Support	486,890	(3,200)	<b>483,690</b>	437,915	(45,775)	(9.5%)
Communications	425,080	(4,300)	<b>420,780</b>	316,719	(104,061)	(24.7%)
Corporate Management	488,262	(1,700)	<b>486,562</b>	503,076	16,514	3.4%
Human Resources	391,214	(6,950)	<b>384,264</b>	339,817	(44,447)	(11.6%)
Legal & Democratic	1,662,738	(323,469)	<b>1,339,269</b>	1,419,199	79,930	6.0%
Ops & Public Protection Management	97,063	0	<b>97,063</b>	120,892	23,829	24.5%
Organisation & Transformation	892,266	(484,400)	<b>407,866</b>	407,961	95	0.0%
Public Protection	1,548,950	(385,000)	<b>1,163,950</b>	1,055,979	(107,971)	(9.3%)
Waste & Street Scene	6,867,375	(2,147,100)	<b>4,720,275</b>	4,485,942	(234,333)	(5.0%)
<b>Total</b>	<b>12,859,838</b>	<b>(3,356,119)</b>	<b>9,503,719</b>	<b>9,087,500</b>	<b>(416,219)</b>	<b>(4.4%)</b>

Material Variances (>£20k)	£'000
<b>Centralised &amp; Business Support</b>	<b>(46)</b>
Overall reduction in centralised services required during the year for printing, postage and advertising notices (£36k)	
<b>Communications</b>	<b>(104)</b>
A number of staffing vacancies in the area has resulted in an underspend of £131k. The publication and distribution costs of SK Today during 2022/23 have significantly increased leading to an overspend of £25k. From 2023/24 SK Today will be predominantly online which will mitigate the need for future budget increases.	
<b>Human Resources</b>	<b>(44)</b>
There has been reduced expenditure across a number of budget lines which has contributed towards the underspend including staffing vacancies (£16k), staff	

advertising costs (£9k) due the increased use of online advertising and a reduced Wellbeing programme (£15k) due to limitations of larger events in the first part of the year.	
<b>Legal &amp; Democratic</b>  Land Charges - Additional search fee costs together with an increase in non-chargeable personal searches and significant reduction in official searches of 34% based on 2021/22 has resulted in an overspend of £93k. This has been partially mitigated by in year vacancies of £9k.  Democratic Representation – there was an underspend of £17k on members travel expenses as fewer claims were received than originally budgeted.  Centralised Legal fees – additional legal related activity has resulted in an overspend of £20k.	<b>80</b>
<b>Public Protection</b>  There has been a reduced need for maintenance call outs in respect of CCTV cameras together with a reduction in the number of cameras requiring replacement or repair (£20k). A combination of in year vacancies and savings on posts has resulted in an underspend of (£64k)	<b>(108)</b>
<b>Street Scene</b>  Commercial Waste - Additional sales income of £83k has been achieved as a result of in year price increases and continuing growth in the customer base.  Additional income of £38k has been received for collection of bulky waste and for the sale of additional wheelie bins for multi occupied properties and new housing developments.  Refuse & Recycling - Mild weather conditions have reduced the requirement for catch up rounds resulting in an underspend of £43k  Fuel prices were lower than originally anticipated when the additional budget was approved by Council on 24 November 2022 which has resulted in an underspend of £37k which will be offset by a reduced transfer from reserves.  Workshop – the additional cost of workshop repairs and consumables was lower than anticipated when the additional budget was approved by Council on 24 November 2022 which has resulted in an underspend of £33k, this will be offset by a reduced transfer from reserves.	<b>(234)</b>

<b>Finance</b>						
Service Area	Current Expenditure Budget (less Budget Carry Forwards)	Current Income Budget	Current Budget (less Budget Carry Forwards)	2022/23 Provisional Outturn (less Accounting Adjustments)	Variance to Current Budget	2022/23 Outturn Variance
	£	£	£	£	£	%
Finance	2,755,710	(135,550)	<b>2,620,160</b>	2,651,773	31,613	1.2%
Finance Management	231,042	(16,350)	<b>214,692</b>	227,843	13,151	6.1%
ICT Services	1,792,510	(40,550)	<b>1,751,960</b>	1,856,104	104,144	5.9%
Revenues, Benefits & Customer Services	20,386,486	(20,016,950)	<b>369,536</b>	536,035	166,499	45.1%
<b>TOTAL</b>	<b>25,165,748</b>	<b>(20,209,400)</b>	<b>4,956,348</b>	<b>5,271,755</b>	<b>315,407</b>	<b>6.4%</b>

<b>Material Variances (&gt;£20k)</b>	<b>£'000</b>
<b>Finance</b> Interim accountancy and procurement support whilst roles were permanent appointed to has resulted in additional costs.	<b>32</b>
<b>ICT</b> Establishment roles remained vacant in the year during whilst a service review restructure was undertaken (£25k). The Council completed the Cyber Security works which resulted in an overspend of £150k which will be funded from a grant received from Central Government.	<b>104</b>
<b>Revenues, Benefits &amp; Customer Services</b> There is a reduction of income from court costs fees of £66k as there have been less cases referred to court for Council Tax arrears. Less income has been received than budgeted from Housing Benefit Overpayments of £120k.	<b>166</b>

<b>Growth &amp; Culture</b>						
Service Area	Current Expenditure Budget (less Budget Carry Forwards)	Current Income Budget	Current Budget (less Budget Carry Forwards)	2022/23 Provisional Outturn (less Accounting Adjustments)	Variance to Current Budget	2022/23 Outturn Variance
	£	£	£	£	£	
Arts & Culture	2,707,726	(1,223,050)	<b>1,484,676</b>	1,507,506	22,830	1.5%
Building Control	976,477	(833,593)	<b>142,884</b>	69,616	(73,268)	(51.3%)
Community Engagement	252,646	(28,000)	<b>224,646</b>	226,201	1,555	0.7%
Culture & Leisure Mgmt	349,953	0	<b>349,953</b>	342,277	(7,676)	(2.2%)
Development & Policy	1,526,800	(1,428,100)	<b>98,700</b>	188,664	89,964	91.1%
Economic Development	839,360	(483,994)	<b>355,366</b>	29,598	(325,768)	(91.7%)
Growth Management	219,887	0	<b>219,887</b>	243,423	23,536	10.7%
Leisure	3,009,551	(153,550)	<b>2,856,001</b>	2,925,768	69,767	2.4%
Parks & Open Spaces	943,603	(122,250)	<b>821,353</b>	865,100	43,747	5.3%
<b>Total</b>	<b>10,826,003</b>	<b>(4,272,537)</b>	<b>6,553,466</b>	<b>6,398,153</b>	<b>(155,313)</b>	<b>(2.4%)</b>

<b>Material Variances (&gt;£20k)</b>	<b>£'000</b>
<b>Arts Centres</b> There is a net loss of income following a reduced programme for films and workshops across the centres during the first half of the year and live shows at the Meres Leisure Centre during 2022/23. This has partially been mitigated by Arts Council grant funding which has been received to contribute to the programme delivered, in year vacancies and a reduction in printing costs for brochures.	<b>23</b>
<b>Building Control</b> Costs have reduced due to in year vacancies and the partnership trading account has made a surplus which will provide funding for re-investment into the service in future years.	<b>(73)</b>
<b>Development &amp; Policy</b> Levels of application numbers and the corresponding income levels reduced in comparison to previous years. Overall, the Council received 157 fewer applications in 2022/23 than in the previous year which has resulted in a reduction in income for the	<b>90</b>

year of £242k. This has been partially mitigated by in year vacancies and delays in recruitment following a restructure culminating in a saving of £187k.	
<b>Economic Development</b>	<b>(326)</b>
The remaining approved residual funding from InvestSK Ltd has been received in 2022/23 which will be transferred to general reserves.	
There has been a reduction in revenue project costs for both the Grantham Future High Streets and Heritage Action Zone in 2022/23. There will be a reduced reserve movement.	
<b>Leisure</b>	<b>70</b>
Aborted feasibility costs transferred to revenue following the decision by Council on 24 November to no longer progress with the Deepings Leisure Centre refurbishment project has resulted in an overspend of £67k.	
<b>Parks and Open Spaces</b>	<b>44</b>
Payment of remaining reserve balance (£38k) to Bourne Town Council following the cessation of the Bourne Special Expense area.	

<b>Housing &amp; Property</b>						
Service Area	Current Expenditure Budget (less Budget Carry Forwards)	Current Income Budget	Current Budget (less Budget Carry Forwards)	2022/23 Provisional Outturn (less Accounting Adjustments)	Variance to Current Budget	2022/23 Outturn Variance
	£	£	£	£	£	%
Health & Safety	120,200	0	<b>120,200</b>	118,640	(1,560)	(1.3%)
Housing Services	1,373,105	(941,705)	<b>431,400</b>	344,029	(87,371)	(20.3%)
Property Services	4,279,637	(2,819,450)	<b>1,460,187</b>	987,434	(472,753)	(32.4%)
Waste Depot	9,000	0	<b>9,000</b>	9,387	387	4.3%
<b>TOTAL</b>	<b>5,781,942</b>	<b>(3,761,155)</b>	<b>2,020,787</b>	<b>1,459,490</b>	<b>(561,297)</b>	<b>(27.8%)</b>

<b>Material Variances (&gt;£20k)</b>	<b>£'000</b>
<b>Housing</b>	<b>(87)</b>
Sustainable Warmth - (£124k) The scheme was delivered by a third party enabling the costs to be charged to the capital programme. This underspend will be offset by a reduction in the revenue grant received.	
Homelessness – the Council was overpaid £83k of flexible housing support grant in 2021/22 which it was required to repay in 2022/23. The repayment will be funded from the balance of the grant which was transferred to the grants reserve in 2021/22.	
<b>Property Services</b>	<b>(473)</b>
Car Parks - An improving usage across a number of car parks since the introduction of card payments has resulted in additional income of (£21k).	
Office Accommodation – Following the transfer of office accommodation from St Peter's Hill to The Picture House, overall savings of £59k have been achieved.	
St Martin's Park Stamford – The demolition of the buildings on St Martin's Park has resulted in an overall budget underspend on premise related expenditure of £114k, including business rates and security. This will be offset with a reduced reserve movement.	
Utilities – unit costs were lower than originally anticipated when the additional budget was approved by Council on 24 November 2022 which has resulted in a General Fund underspend of £104k which will be offset by a reduced transfer from reserves.	

**General Fund Capital Programme Summary 2022/23**

Capital Scheme	2022/23 Amended Current Budget	2022/23 Amended Budget less C/F approved by Council March 2023	2022/23 Provisional Outturn	2022/23 Outturn Variance	Variance comments
	£'000	£'000	£'000	£'000	
<b>Corporate</b>					
Wheelie Bin Replacements	114	114	121	7	
Disabled Facilities Grants	975	975	667	(308)	In total, 116 grants were approved with 106 adaptions completed in year. Grants approved in 22/23 but where works have not been completed will carry over into 23/24. The average value of a completed adaptation was £4,944.
Street Scene Vehicle Procurement	259	132	221	89	The vehicle procurement programme has been delivered. Overspend resulting from early delivery of a vehicle. Agreed carry forward will be reduced by £89k.
Vehicle Replacement Programme	608	608	384	(224)	The programme identified that 3 freighters required replacement of which 2 had been purchased this year. The third vehicle has been ordered but not yet delivered and therefore a carry forward has been requested of £224k.
CCTV Camera Replacement	369	16	16	0	This project has been delayed as the Council is awaiting an updated price from the supplier. This project is expected to be delivered during 2023/24 so a budget carry forward of £353k has therefore been requested.
Trade Waste Bins	24	24	0	(24)	Expenditure of £8k has been transferred to revenue as it fell below the £10k capital de minimis.

					Full budget was not required in year as the service is currently at capacity.
<b>Total</b>	<b>2,349</b>	<b>1,869</b>	<b>1,409</b>	<b>(460)</b>	
<b>Finance</b>					
Finance System Upgrade	27	27	28	1	
Loan to Leisure SK for gym equipment	137	137	137	0	
<b>Total</b>	<b>164</b>	<b>164</b>	<b>165</b>	<b>1</b>	
<b>Growth &amp; Culture</b>					
St Martins Park, Stamford	1,549	1,549	1,539	(10)	
Future High Street Fund	822	378	297	(81)	Applications have not progressed as quickly as anticipated which has caused a delay in the award of grants. A budget carry forward is therefore requested.
Shop Front Scheme	125	0	0	0	
Deepings Leisure Centre - Refurbishment	10,663	10,663	0	(10,663)	Following a meeting of Full Council on 24 November 2022 it has been agreed not to proceed with the refurbishment of Deepings Leisure Centre.
Heritage Action Zone	445	445	445	0	
Deepings Leisure Centre – All Weather Pitch	700	700	0	(700)	Following a meeting of Full Council on 24 November 2022 it has been agreed not to proceed with the development of a 3G pitch in Deepings. This project was partly funded by an external grant of £0.5m
<b>Total</b>	<b>14,304</b>	<b>13,735</b>	<b>2,281</b>	<b>(11,454)</b>	

<b>Housing and Property</b>					
Welham Car Park – Maintenance Works	525	250	123	(127)	Phase 1 works have been completed but due to works being undertaken out of season some snagging is yet to be undertaken.
Empingham Road Stamford – Outdoor Gym	55	0	0	0	
Empingham Road – S106 Grants	253	5	5	0	
Sustainable Warmth Grant	1,245	1,245	451	(794)	60% of funding has been provided for both LAD3 and HUG1 streams that make up the scheme. The take up from residents has not yet met the anticipated level to allocate 100% of funding. The HUG1 scheme comes to an end as of May 23, and LAD3 comes to an end Sept 23. It is expected further properties will be upgraded under LAD3 funding.
New Depot location Grantham	471	471	397	(74)	National grid works delayed the programme, due to be completed Q1 2023/24.
Mere's Leisure Centre Boiler	65	0	0	0	
Cycle Shelter and Changing Room	40	0	0	0	
Guildhall Arts Centre – Renovations	50	50	12	(38)	Project completed under budget.
Stamford Arts Centre – Roof	400	0	49	49	Work have now commenced on site and expected to complete in 6-8 months. The agreed budget carry forward will be reduced to accommodate the £49k costs incurred to date.

Stamford Arts Centre – Renovations	69	69	4	(65)	Project has been delivered to a reduced specification.
Stamford Arts Centre – Toilets	194	194	194	0	
Wyndham Park Play Area	55	55	55	0	
Cattle Market Stamford	70	70	0	(70)	The feasibility study in respect of the car parking provision in Stamford will be undertaken during 2023/24.
Decarbonisation Scheme	261	0	0	0	
Changing Places – Public Conveniences	160	40	64	24	Project completed at the Grantham Meres Leisure Centre.
<b>Total</b>	<b>3,913</b>	<b>2,449</b>	<b>1,354</b>	<b>(1,095)</b>	
<b>Capital Programme Total</b>	<b>20,730</b>	<b>18,217</b>	<b>5,209</b>	<b>(13,008)</b>	

# Appendix D

## Appendix D

### Budget Carry Forwards – General Fund Revenue 2022/23

Project	Proposed Budget Carry Forward £'000	Funding	Commentary
Funding of Climate Change Initiative	61	Local Priorities Reserve £20k Climate Change Reserve £31k Budget underspend 2022/23 £10k	Funding in order to continue to deliver initiatives as identified in the Climate Action Strategy
Funding of Maintenance of Assets requirements	357	Maintenance Reserve £253k Grantham SEA Reserve £12k Invest To Save Reserve £13k Budget underspends 2022/23 £79k	Carry forward requested in order to deliver the backlog of property maintenance
Funding of Website procurement and laptop refresh programme	55	ICT Reserve	Funding requested in order to proceed with the ongoing ICT committed spend
Funding of St Martin's Park Project	62	Regeneration Reserve	Request to carry over remaining budget in order to continue the progression of the project
Funding of Depot (revenue)	270	Regeneration Reserve	Request to carry over remaining approved budget for the continued development of the project
Funding of the District Local Plan	267	Local Priorities Reserve £161k Budget underspend 2022/23 £27k 2021/22 unspent grant £79k	Request to carry over remaining budget
Funding of waste round review	45	Workshop Reserve	Request to carry over remaining approved budget for the continuation of the review

Funding of meeting rooms and office refurbishment programme	317	Budget underspend 2022/23	This funding is in respect of the proposed refurbishment of SK House
Funding of Changing Places	24	2022/23 unspent grant	Request to carry over remaining budget to contribute towards changing places implementation
Funding of Community Fund applications	41	2022/23 unspent grant	£26k approved schemes payable in 2023/24 and £15k of Lottery SK to fund future applications
Funding of Blue Green Corridor project	24	2022/23 unspent grant	Request to carry over remaining approved budget for the continuation of the project
Funding for Public Protection Inspections	72	2021/22 unspent grant	Request to carry over remaining budget for the continuation of inspections
<b>Sub Total</b>	<b>1,595</b>		
Grants:			
- Blue Green Corridor project	169		Grants & contributions received that are required to fund specific expenditure items in 2023/24.
- Rough Sleeper	120		
- Cultural Consortium	26		
- Elections Act	21		
- Householder Support Fund	29		
<b>Total</b>	<b>1,960</b>		

### Financing Summary Table - Revenue

<b>Funding</b>	<b>£'000</b>
Grant funding	365
ICT Reserve	55
Local Priorities Reserve	181
Invest to Save Reserve	13
Maintenance Reserve	253
Climate Change Reserve	31
Regeneration Reserve	332
Workshop Reserve	45
Grantham SEA Reserve	12
Budget underspend 22/23	433
2021/22 unspent grant	151
2022/23 unspent grant	89
<b>Total</b>	<b>1,960</b>

### 2022/23 Budget Carry Forwards – General Fund Capital

Project	Budget Carry Forward £'000	Funding
Cattle Market, Stamford	70	This allocation is respect of a car park feasibility study
Street Scene Vehicle Replacement	(89)	The original carry forward has reduced as a result of an overspend of £89k in 2022/23
Vehicle Replacement Programme	224	Request to carry over to support increasing costs of vehicles.
Trade Waste Bins	24	No further orders anticipated in year. Request to carry into 23/24
St Martins Park, Stamford	10	Request to carry forward underspend of £10k
Future High Street Fund	81	Request to carry forward underspend of £81k.
Depot	74	National grid works delayed the programme, due to be completed Q1 2023/24.
Stamford Arts Centre - Roof	(49)	Expenditure of £49k was incurred in 2022/23 so therefore the carry forward has been reduced.
<b>Total</b>	<b>345</b>	

### Financing Summary Table – Capital

Funding	£'000
Capital Reserve	0
Borrowing	74
Grant	81
Useable Capital Receipts	175
Local Priorities Reserve	(65)
Regeneration Reserve	80
SEA Reserve	0
<b>Total</b>	<b>345</b>

This page is intentionally left blank

# Appendix E

## Appendix E

### Reserves – General Fund 2022/23

	Description	Actual Balance as at 31 March 2022 £'000	Provisional movement £'000	Provisional Balance as at 31 March 2023 £'000	Reserve Use Committed 2023/24 £'000	TOTAL £'000
<b>Discretionary Reserves</b>						
1	Climate Change	31	0	31	(31)	0
2	Commercial	250	(250)	0	0	0
3	Training and Development	15	0	15	0	15
4	Street Scene	117	(36)	81	(45)	36
5	ICT investment	500	(151)	349	(112)	237
6	Economic Development & Growth	32	(32)	0	0	0
7	Local Priorities Reserve	6,998	(1,455)	5,543	98	5,641
8	Invest to Save	809	(143)	666	(13)	653
9	Housing Delivery	1,796	308	2,104	(1,547)	557
10	Property Maintenance	113	772	885	(253)	632
11	Regeneration	1,085	114	1,199	(721)	478
		<b>11,746</b>	<b>(873)</b>	<b>10,873</b>	<b>(2,624)</b>	<b>8,249</b>
<b>Governance Reserves</b>						
12	Insurance Reserve	211	0	211	0	211
13	Pensions Reserve - Former Employees	308	(31)	277	(33)	244
14	Budget Stabilisation	4,531	(1,627)	2,904	(1,534)	1,370
15	Section 31 Grant Reserve	3,730	(199)	3,531	0	3,531
16	Building Control Reserve	76	8	84	(31)	53
17	Football 3G Pitch	125	25	150	25	175
19	Special Expense Area Reserve	367	(25)	342	(63)	279
20	Revenue Grants	549	(477)	72	(72)	0
21	Inflation Reserve	500	0	500	0	500
		<b>10,397</b>	<b>(2,326)</b>	<b>8,071</b>	<b>(1,708)</b>	<b>6,363</b>
22	<b>Total General Revenue Reserves</b>	<b>22,143</b>	<b>(3,199)</b>	<b>18,944</b>	<b>(4,332)</b>	<b>14,612</b>
23	<b>Government Grants Received</b>	<b>1,132</b>	<b>(67)</b>	<b>1,065</b>	<b>(447)</b>	<b>618</b>
24	Working Balance*	2,010	(48)	1,962	(18)	1,944
25	<b>Total Revenue Reserves</b>	<b>25,285</b>	<b>(3,314)</b>	<b>21,971</b>	<b>(4,797)</b>	<b>17,174</b>
<b>Capital Reserve</b>						
26	LAMS Reserve	18	0	18	(18)	0
27	General Fund Capital Reserve	155	(121)	34	18	52
28	Useable Capital Receipts Reserve	2,452	1,041	3,493	(222)	3,271
29	<b>Total Capital Reserves</b>	<b>2,625</b>	<b>920</b>	<b>3,545</b>	<b>(222)</b>	<b>3,323</b>
30	<b>Total General Fund Reserves</b>	<b>27,910</b>	<b>(2,394)</b>	<b>25,516</b>	<b>(5,019)</b>	<b>20,497</b>

\*this is an estimated position and will be finalised when the statement of accounts are completed

This page is intentionally left blank

# Appendix F

## Appendix F

### Housing Revenue Account Summary 2022/23

Description	2022/23 Current Budget £'000	2022/23 Current Budget (less proposed Budget C/F) £'000	2022/23 Provisional Outturn £'000	2022/23 Variance £'000
<b>Expenditure</b>				
Repairs and Maintenance	8,940	8,940	9,210	270
Supervision and Management - General	2,528	2,221	2,352	131
Supervision and Management - Special	1,534	1,534	1,396	(138)
Depreciation and Impairment of Fixed Assets	3,828	3,828	8,179	4,351
Debt Management Expenses	35	35	35	0
Provision for bad debts	383	383	(105)	(488)
Other Expenditure (Pension Deficit)**	356	356	0	(356)
HRA Insurance Provision	0	0	0	0
Support recharge from General Fund	2,787	2,787	0	(2,787)
<b>Total Expenditure</b>	<b>20,391</b>	<b>20,084</b>	<b>21,067</b>	<b>983</b>
<b>Income</b>				
Dwelling Rents	(25,399)	(25,399)	(24,847)	552
Non-Dwelling Rents	(332)	(332)	(288)	44
Charges for Services and Facilities	(715)	(715)	(741)	(26)
Other Income	(66)	(66)	(16)	50
<b>Total Income</b>	<b>(26,512)</b>	<b>(26,512)</b>	<b>(25,892)</b>	<b>620</b>
<b>Net Cost of HRA Services</b>	<b>(6,121)</b>	<b>(6,428)</b>	<b>(4,825)</b>	<b>1,603</b>
Interest Payable and Similar Charges	2,335	2,335	2,335	0
Interest and Investment Income	(200)	(200)	(1,226)	(1,026)
Investment Property Inc & Exp*	0	0	(24)	(24)
Return on Pension Assets *	0	0	53	53
Net (Gain)/loss on sale of HRA Assets *	0	0	(1,068)	(1,068)
External Grant Funding	0	0	(433)	(433)
Capital receipts pooling *	0	0	4	4
IAS19*	0	0	(109)	(109)
Accumulated Absences	0	0	14	14
<b>HRA (Surplus)/Deficit</b>	<b>(3,986)</b>	<b>(4,293)</b>	<b>(5,279)</b>	<b>(986)</b>

\*Accounting adjustment reversed out on the HRA balance

\*\* Costs in relation to pension deficit are charged at service level

<b>Material variances (&gt;£20k)</b>	<b>£'000</b>
<b>Dwelling rents:</b> Reduction in income of £150k as a reduced number of new build properties are expected to be completed this year.  There was a £68k increase in bad debt provision.  Increase in write offs due to non-collection of rent of £184k above the budgeted £150k. The write off level is in line with the current bad debt provision level that is set in the HRA financial business plan.  Void rates are higher than budgeted partly due to the 12 properties being used to decant tenants on the Earlesfield Estate. 1.8% as at the end of March (budgeted at 1.5%) resulting in a shortfall of £150k in rents.	552
<b>Non- Dwelling rents:</b> Income for garages has been reduced by £18k as a result of higher than budgeted voids.  Investment property income from HRA shops of £24k is shown separately in the table above as part of the accounting adjustments required at year end. It is budgeted for within non-dwelling rents resulting in a variance.  Charges for Service & Facilities are higher than budgeted due to the actual costs of the Communal Heating recharge being higher.	44  (26)
<b>Other Income:</b> Reduced income received in year following a reduction in court costs.	32
<b>Repairs &amp; Maintenance:</b> A reduction in capital scheme delivery, in part due to staff vacancies, has resulted in a reduction in capitalised salaries rechargeable of £200k.  Pension costs of £200k for accounting entry IAS19 (employee pension) are included. These costs are removed within the movement on the HRA balance.  An overspend on major voids Electrical Testing £120k, £200k on Premises Maintenance and £164k on materials. This has been partially offset by underspends on Specified works £485k and Decorating £100k.	270
<b>Supervision &amp; Management – General:</b> Pension costs of £126k for accounting entry IAS19 (employee pension) are included. These costs are removed within the movement on the HRA balance.  Council Tax liabilities resulted in an overspend of £80k, this was partially offset by underspends in Electricity (£30k), Contract Cleaning (£30k) and Cleaning materials (£10k).  Carry forwards of £307k in respect of the Earlesfield project have been included.	131

<b>Supervision &amp; Management – Special:</b> Premises expenses incurred an underspend on Floor Coverings £27k and Electricity of £64k due to lower than expected usage and costs.  Whilst the upgrade project for the intercom systems in sheltered housing accommodation is undertaken, there has been a reduction in revenue maintenance costs of £58k	(138)
<b>Bad Debts:</b> The level of provision for bad debts has been decreased due to higher than expected recovery rates on rent arrears	(105)

This page is intentionally left blank

**HRA Capital Programme Summary 2022/23**

<b>Capital Scheme</b>	<b>2022/23 Current Budget</b>	<b>2022/23 Current Budget less C/F approved by Council March 2023</b>	<b>2022/23 Provisional Outturn</b>	<b>2022/23 Variance</b>	<b>Variance comments</b>
					<b>£'000</b>
Central Heating and Ventilation	4,230	4,023	1,754	(2,269)	Slippage on this year's programme has resulted in a reduced programme. Inflationary increases have been absorbed within the existing budget. A budget carry forward of £207k has been requested in the 2023/24 budget report to fund the Earlesfield Grantham programme. £207k carry forward requested.
<b>Energy Efficiencies Total</b>	<b>4,230</b>	<b>4,023</b>	<b>1,754</b>	<b>(2,269)</b>	
CCTV	30	30	0	(30)	Openreach is currently reviewing their pricing structure which has resulted in delays in procuring the cameras that will meet the new digital specification.

Housing System Enhancements	1,190	720	450	(270)	Delay to system go-live with all underspend due to be carried forward. Contract variation in the process of sign off. Additional carry forward of £270k underspend
<b>ICT Total</b>	<b>1,220</b>	<b>750</b>	<b>450</b>	<b>(300)</b>	
Housing Investment	4,120	2,620	715	(1,905)	A number of schemes are progressing including a 20 unit project at Swinegate Grantham and a 4 unit scheme at Elizabeth Road Stamford. Further schemes are currently subject to feasibility studies.
<b>Housing Investment Total</b>	<b>4,120</b>	<b>2,620</b>	<b>715</b>	<b>(1,905)</b>	
Tunstall System Upgrade	199	199	219	20	The additional cost uplift on budget was due to increased operational costs in relation to asbestos.
Communal Rooms	100	20	14	(6)	
Replacement Door Programme	1,387	1,335	110	(1,225)	The new supplier is now in place to commence delivery. New windows and doors have been installed as part of the Earlesfield Programme and these will be rolled out to the remaining properties on the project. Additional carry forward in the sum of £352k for the Earlesfield Project has been requested to cover the cost of these works.

Kitchens & Bathrooms	3,175	2,272	1,172	(1,100)	Internal project management resource shortages have resulted in delays in the programme delivery. An additional carry forward of £496k required for Earlesfield.
Roofing	1,500	1,500	1,553	53	The slight overspend reflects additional costs arising from inflation and two complex projects.
Electrical Rewires	845	542	196	(346)	Due to delays in starting the Earlesfield programme which commenced in November. An additional carry forward requested of £166k required for Earlesfield.
Door Entry Systems	360	360	31	(329)	Review of procurement arrangements has been undertaken, which resulted in a smaller improvement scheme this year.
Passenger Lifts	615	615	35	(580)	The work has been procured and the lifts ordered, due to an 8 month manufacturing timescale the project will complete in 2023/24. Additional funding is required to address other lifts and therefore we request that this budget is carried forward to enable full completion of lift refurbishments.
Exterior Refurbishment	660	660	118	(542)	A review of priorities has been completed due to the Social Housing Development Fund grant which led to a smaller programme.

Compliance Works	70	70	0	(70)	The compliance works have all been completed within other budget headings. .
Fire Prevention	575	575	209	(366)	The underspend of this budget is a result of the procurement process that was undertaken for the fire compartmentation surveys delaying the identification of resulting works. The 2023/24 approved budget will be utilised for identified works via the contract awarded in May 2023.
<b>Refurbishment &amp; Improvement Total</b>	<b>9,486</b>	<b>8,148</b>	<b>3,657</b>	<b>(4,491)</b>	
Repairs Vehicles	178	178	97	(81)	Due to the supplier issues, not all the vehicles were purchased during 2022/23. A budget carry forward of £81k has been requested.
<b>Purchase of Vehicles Total</b>	<b>178</b>	<b>178</b>	<b>97</b>	<b>(81)</b>	
<b>Total</b>	<b>19,234</b>	<b>15,719</b>	<b>6,673</b>	<b>(9,046)</b>	

# Appendix H

## Appendix H

### 2022/23 Budget Carry Forwards – HRA Revenue

Project	Budget Carry Forward £'000	Funding	Commentary
Earlesfield Project	307	Cabinet 31.05.22	Remaining budget from allocated Earlesfield Project £1.364k
<b>Total</b>	<b>307</b>		

### 2022/23 Budget Carry Forwards – HRA Capital

Project	Budget Carry Forward £'000	Funding	Commentary
Heating and Ventilation	76	Major Repairs Reserve	To fund Earlesfield project works to be undertaken in 2023/24
Housing System Enhancements	270	HRA Priorities Reserve	To fund new system as works continue into 2023/24
Repairs Vehicles	81	Major Repairs Reserve	Underspend of £81k
Kitchens and Bathrooms	496	Major Repairs Reserve	To fund Earlesfield project works to be undertaken in 2023/24
Electrical Rewires	166	Major Repairs Reserve	To fund Earlesfield project works to be undertaken in 2023/24
Passenger Lifts	580	Major Repairs Reserve	Underspend requested
<b>Total</b>	<b>1,669</b>		

This page is intentionally left blank

# Appendix I

## APPENDIX I

### Reserves – HRA 2022/23

	Description	Actual Balance as at 31 March 2022 £'000	Provisional movement £'000	Provisional Balance as at 31 March 2023 £'000	Reserve Use Committed 2023/24 £'000	TOTAL £'000
	<b>Revenue Reserve</b>					
1	HRA Improvement Reserve	2,006	(2,006)	0	0	0
2	HRA Priorities Reserve	13,522	1,262	14,784	(1,775)	13,009
3	Residents Involvement Reserve	30	(30)	0	0	0
4	Working Balance*	1,731	297	2,028	(310)	1,718
5	<b>Total HRA Revenue Reserves</b>	<b>17,289</b>	<b>(477)</b>	<b>16,812</b>	<b>(2,085)</b>	<b>14,727</b>
	<b>HRA Capital Reserve</b>					
6	HRA Capital Receipts Reserve	8,925	3,230	12,155	(1,043)	11,112
7	Major Repairs Reserve	18,527	1,026	19,553	(6,699)	12,854
8	<b>Total HRA Capital Reserves</b>	<b>27,452</b>	<b>4,256</b>	<b>31,708</b>	<b>(7,742)</b>	<b>23,966</b>
9	<b>Total HRA Reserves</b>	<b>44,741</b>	<b>3,779</b>	<b>48,520</b>	<b>(9,827)</b>	<b>38,693</b>

\*this is an estimated position and will be finalised when the statement of accounts are produced

This page is intentionally left blank



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL



## Cabinet

11 July 2023

Report of Councillor Richard Cleaver  
The Leader of the Council

# South Kesteven District Council (Off-Street Parking Places) (Civil Enforcement) Order 2023

### Report Author

Anne-Marie Coulthard, Assistant Director of Operations and Public Protection

 [a.coulthard@southkesteven.gov.uk](mailto:a.coulthard@southkesteven.gov.uk)

### Purpose of Report

This report presents the draft South Kesteven District Council (Off-Street Parking Places) (Civil Enforcement) Order 2023 for consideration.

### Recommendations

#### That Cabinet:

1. Approves the draft South Kesteven District Council (Off-Street Parking Places) (Civil Enforcement Order) 2023, with or without amendments, for consultation in accordance with the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996.
2. Delegates to the Deputy Chief Executive in consultation with the Cabinet Member for Property and Public Engagement to consider the results of the consultation and approve the introduction of the Order.

<b>Decision Information</b>	
Is this a Key Decision?	No
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Growth and our economy High performing Council
Which wards are impacted?	All

## 1. Implications

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

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

- 1.1 The advertising costs associated with the statutory consultation can be met from existing budgets.
- 1.2 There are no changes proposed to the charging hours or tariff rates within this report. Any potential changes to tariffs will be considered at a later date.
- 1.3 Included in the 2023/24 Capital programme is an allocation of £70,000 which can be utilised during the year to fund a comprehensive car park utilisation study, to identify whether car parking capacity within the district meets demand.

Completed by: Richard Wyles, Chief Finance Officer

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

- 1.4 The Road Traffic Regulation Act 1984 grants councils a power to provide off-street parking places.
- 1.5 The process for introducing a new Off-Street Parking Places Order is set out in the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996. This includes a requirement to carry out 21 calendar day public consultation and consultation with a range of statutory bodies.

1.6 The draft Order has been prepared in consultation with Legal Services Lincolnshire.

Completed by: Mandy Braithwaite, Legal Services

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

1.7 Dedicated parking spaces for disabled people are provided in each of the Council's pay and display car parks, however, Blue Badge holders may also park in any other unmarked space. No parking charge is levied for Blue Badge holders.

1.8 An initial equality impact assessment has been completed and no significant impacts have been identified. Any relevant comments resulting from the public consultation will be considered and the assessment updated if required.

Completed by: Carol Drury, Community Engagement Manager

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

2.1 The Road Traffic Regulation Act 1984 gives Local Authorities power to provide parking places and regulate the use of the parking place by way of a Parking Order.

2.2 A review of the current Off Street- Parking Places Order 2017 has been undertaken and the Order re-written to enable the continued effective operational management and enforcement of council parking places.

2.3 The draft South Kesteven District Council (Off-Street Parking Places) (Civil Enforcement) Order 2023 ("the Proposed Order") is at Appendix 1 and states the requirements for all off-street parking places in the district.

2.4 If adopted, the Proposed Order will revoke the following existing Orders:

- South Kesteven District Council (Off-Street Parking Places) Order 2017
- South Kesteven District Council Sheep Market Stamford (Off-Street Parking Place) Order 1993
- South Kesteven District Council North Street Bourne (Off-Street Parking Place) Order 1981
- South Kesteven District Council Wharf Road Grantham (Off-Street Parking Place) Order 1993

2.5 It is suggested that the Proposed Order be invoked for the following reasons:

- i) To remove any reference to Regulations which have recently been replaced by 'The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022'.
- ii) To revoke the existing Off-Street Parking Place Orders relating to the Council operated bus stations at Grantham, Stamford and Bourne. The Proposed Order will allow for consistent enforcement and restrict use to vehicles authorised by the Council e.g. buses and coaches paying the relevant departure fee, and leaseholders of adjacent Council owned properties where lease conditions permit use/access, for example to allow loading. Highlighted in blue text in Appendix 1 and 1A.
- iii) To encompass additional Council owned parking places, including those where no fee is currently payable, in order to support consistent enforcement of parking contraventions. New locations are highlighted in red text in Appendix 1 and 1A.
- iv) To introduce a 4-hour maximum parking period at Stamford Leisure Centre to ensure that parking is available for leisure centre users. All day parking by non-leisure centre users has become commonplace and is impacting on availability for genuine users.
- v) To remove the following sites which are no longer parking places:
  - St Catherine's Road, Grantham, pay and display carpark (known as "Council Offices Car Park"). Now the site of the Cinema and the Picture House.
  - Arnoldfield, Gonerby Hill Foot. Now the Grantham Tennis Centre.
- vi) To include provisions relating to the use of the designated bays by electric vehicles for charging in the car parks at Welham Street, Grantham, North Street, Stamford, Burghley Street, Bourne and the Community Centre, Douglas Road, Market Deeping.

2.6 The procedure to be followed when considering making an Order is prescribed in the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996. The Council must consult with the general public and statutory bodies (Freight Transport Association, the Road Haulage Association, the Chief Officer of Police and the local Highway Authority – Lincolnshire County Council), publish a notice in at least one local newspaper and display notices in places affected by the Proposed Order. Any person may object in writing within 21 days.

### **3. Key Considerations**

3.1 The Order is the legal basis for providing off-street parking places, setting appropriate charges and enforcing restrictions.

## **4. Other Options Considered**

- 4.1 As a minimum, the existing 2017 Order must be amended to reflect changes to legislation.
- 4.2 The Council must follow a prescribed process to adopt or amend an Order. This includes consultation with a range of statutory bodies and the public.

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

- 5.1 To enable the effective management of off-street parking places within South Kesteven.

## **6. Background Papers**

- 6.1 [South Kesteven District Council \(Off Street Parking Places\) \(Civil Enforcement\) Order 2017](#)
- 6.2 South Kesteven District Council Sheep Market Stamford (Off-Street Parking Place) Order 1993
- 6.3 South Kesteven District Council North Street Bourne (Off-Street Parking Place) Order 1981
- 6.4 South Kesteven District Council Wharf Road Grantham (Off-Street Parking Place) Order 1993

## **7. Appendices**

- 7.1 Appendix 1 - Proposed South Kesteven District Council (Off-Street Parking Places) (Civil Enforcement) Order 2023.
- 7.2 Appendix 1A – Maps to accompany Proposed South Kesteven District Council (Off-Street Parking Places) (Civil Enforcement) Order 2023.
- 7.3 Appendix 2 – Initial Equality Impact Assessment.

This page is intentionally left blank

# Appendix 1

## **SOUTH KESTEVEN DISTRICT COUNCIL** **(OFF-STREET PARKING PLACES)** **(CIVIL ENFORCEMENT) ORDER 2023**

The South Kesteven District Council (hereinafter called "the Council") in exercise of its powers under Sections 32, 35 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984, as amended ("the 1984 Act") and of all other enabling powers, after consultation with the Chief Constable of Lincolnshire Police in accordance with Part III of Schedule 9 to the 1984 Act hereby makes the following Order:

### **PART 1 - GENERAL**

1. (1) This Order shall come into effect on the ... day of ..... 2023 and may be cited as the South Kesteven District Council (Off-Street Parking Places) (Civil Enforcement) Order 2023.
2. (1) In this Order any reference to a numbered Article is a reference to the Article bearing that number in this Order, and any reference in this Order to "the Schedule" is a reference to the Schedule to this Order.  
(2) Any reference in this Order to any enactment shall be construed as a reference to that enactment as amended, applied, consolidated, re-enacted by or as having effect by virtue of any subsequent enactment.  
(3) Unless the context otherwise requires, words denoting the singular shall include the plural and vice versa and words denoting a person shall include either gender, bodies corporate, unincorporated associations and partnerships.  
(4) The Interpretation Act 1978 shall apply for the interpretation of this Order.  
(5) In this Order except where the context otherwise requires the following expressions shall have the meanings respectively assigned to them:

"the 2022 Regulations" means the Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions)(England) Regulations 2022.

"The Council" means the South Kesteven District Council of The Picture House, St Catherines Road, Grantham, Lincolnshire, NG31 6TT or its successor authority or authorities for the areas within which the land the subject of this Order is situated.

"alternative approved method of payment" means cashless payments, park and phone, payment by debit or credit card facilitated by on site or remote verification by, for example, card reader or mobile phone text or phone call or decrementing card.

"charging hours" means the hours between 8am and 6pm on Mondays to Saturdays inclusive except where otherwise stated in column 4 of Part I of the Schedule.

“Civil Enforcement Officer” means an officer appointed by or on behalf of the Council to supervise parking places.

“disabled person’s badge” means a badge issued under the Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000 or a badge issued under regulations having effect in Scotland or Wales under section 21 of the Chronically Sick and Disabled Persons Act 1970 and which badge has not ceased to be in force.

“disabled person’s vehicle” means a vehicle clearly displaying a disabled person’s badge and which is a vehicle which immediately before or after any period of parking allowed in the Order has been or is to be driven by a person issued lawfully with a disabled person’s badge or, as the case may be, has been or is to be used for carrying disabled persons as passengers, and for the purpose of this Order a vehicle shall be regarded as clearly displaying a disabled persons badge when the disabled person’s badge is exhibited on the dashboard or facia of the vehicle, or (where the vehicle is not fitted with a dashboard or facia) the badge is exhibited in a conspicuous position on the vehicle so that the front of the badge is clearly legible from the outside of the vehicle.

“driver” means the person driving the vehicle at the time it was left in the parking place.

“electric vehicle” means a Plug-In Electric Vehicle or a Plug-in Hybrid Vehicle.

“electric vehicle charging bay” means a parking bay which has been marked and signed for the exclusive use of an electric vehicle whilst that vehicle is being charged by means of an electric vehicle charging point.

“electric vehicle charging point” means a purpose built unit designed specifically for charging vehicles.

“motorcycle” means a solo motorcycle only and excludes any motorcycle which has a side car or trailer or which has more than two wheels.

“motorcycle bay” means a parking bay which has been marked for the exclusive use of motorcycle vehicles only”.

“owner” in relation to a vehicle means the person who is recorded as the registered keeper by the Drivers and Vehicle Licensing Agency (or successor body) on the date on which the vehicle was parked in the parking place in question.

“park” and “parked” refer to the stopping of a vehicle and it remaining at rest for some time whether or not the driver is still in the vehicle and a vehicle shall be deemed to be parked for any period in the same parking place or parking bay (as the case may be) if any part of the parking place or parking bay (as the case may be) is below the vehicle or the vehicle’s load (if any) whether or not the vehicle is moved during that period.

“parking bay” means any area of a parking place which is provided for the leaving of a vehicle and indicated by markings on the surface of the

parking place and not closed (in part or in whole) by a notice erected thereon by authority of the Council.

“parking place” means any area of land or building specified by name in column 1 of the Schedule provided by the Council under section 32(1) of the 1984 Act for use as a parking place.

“pay and display ticket” means a ticket issued by a ticket machine located in the parking place in which the vehicle has been parked.

“penalty charge” has the same meaning as in the 2007 Regulations.

“Permit/season ticket” means a ticket purchased from the Council and issued subject to the Council’s terms and conditions, valid for the period specified on the ticket and Parking Place(s) specified on the ticket.

“plug-in electric vehicle” means a vehicle which utilises rechargeable batteries or any other energy storage device that can be restored to full charge by connecting a plug to an external power source.

“plug-in hybrid electric vehicle” means an electric drive vehicle using one or more electric motors for propulsion which may also contain a combustion engine either for exclusive use of supplying energy to recharge the power source and/or supplying motive power.

“relevant position” means

In respect of a disabled persons badge

(i) the badge is shown inside the windscreen on the dashboard or fascia, or

(ii) where the vehicle is not fitted with a dashboard, fascia or windscreen, the badge is shown in a conspicuous position on the vehicle

And in each case so that the date of expiry, the name of the issuing authority and the serial number are clearly visible and able to be read easily from outside the vehicle, and

In respect of a permit, season ticket or pay and display ticket

(i) the permit, season ticket or pay and display ticket is shown inside the windscreen, or

(ii) where the vehicle is not fitted with a dashboard, fascia or windscreen, the permit, season ticket or pay and display ticket is shown in a conspicuous position on the vehicle

And in each case so that the front face and all of the information including any expiry time and date, any date of validity and any reference number is able to be read easily from outside the vehicle.

“ticket machine” means an apparatus or device provided under section 35(3) of the 1984 Act being apparatus or device to be used as a means to indicate the time at which a vehicle arrived at, and the time at which it ought to leave, a parking place, or one or other of those times, or the charges paid or payable in respect of a vehicle in an off-street parking place, or as a means to collect any such charges.

“vehicle” includes any motor car, motor cycles or other mechanically propelled automobile.

## **PART 2 - USE OF LAND AND PARKING PLACE**

3. (1) Each area of land or building specified by name in column 1 of the Schedule may be used, subject to the following provisions of this Order, as a place to park vehicles in such positions, of such classes, on such days, during such hours, for such maximum periods, and on payment of such charges, as are specified in relation to that area or building in the Schedule and/or on site.
- (2) Where in the Schedule a parking place is described as available for vehicles of a specified class or in a specified position, no person shall cause or permit a vehicle to be parked in that parking place unless it is of the class and in the position so specified.
- (3) Where in the Schedule a parking place is described as available for use during certain days and hours and for specified maximum periods, no person shall cause or permit a vehicle to be parked in that parking place except within the days and hours and maximum periods so specified.
- (4) Where by notice on site a parking place or any parking bay within a parking place is described as having a period within which a vehicle may not return no person shall cause or permit a vehicle to be parked again in that parking place or parking bay on any day, during such hours within which the vehicle is excluded from waiting in the parking place or parking bay.
- (5) Where, within a parking place, there is a sign or surface marking which indicates that parking bay is available only for a disabled person’s vehicle no person shall cause or permit a vehicle to wait in that parking bay unless it is a disabled person’s vehicle.
- (6) In so far as a vehicle is left in a parking place during the charging hours the person in charge of the vehicle shall pay such charge or charges as are specified in the following provisions of this Order.
- (7) No person shall in a parking place park a vehicle in such manner or place where it causes an obstruction to any other users of the parking place and where parking bays are not indicated by painted lines no person shall cause or permit a vehicle to be parked in any manner which obstructs other vehicles using the parking place, the free flow of traffic circulating within the parking place and the entrances to and exits from the parking place.

- (8) No person shall in a parking place without the express written permission of the Council use a vehicle in connection with the sale of any article, including the vehicle itself, to any person in or near the parking place or in connection with the selling or offering for hire of skill or services in any other capacity.
- (9) No person shall in a parking place continue to run the engine when the vehicle is in the parking bay and shall not start the engine except when about to change the position of the vehicle in or to depart from the parking place.
- (10) No person shall, without the permission of a person authorised by the Council for that purpose, drive or permit to be driven any vehicle in a parking place for any purpose other than the purpose of leaving that vehicle in the parking place in accordance with the provisions of this Order or for the purpose of departing from the parking place.
- (11) Nothing in this Order shall prevent the Council by notice, sign or barrier displayed or erected in a parking place from closing a parking place or any part thereof for any period and/or from setting aside a parking place or any part or parts thereof on all days or on certain days or during certain parts of days for use only by particular vehicles or organisations.
- (12) No person shall cause or permit a vehicle to be parked in a parking place or any part thereof during such periods that the parking place or that part thereof is closed or the use is suspended.
- (13) No person shall cause or permit a Heavy Goods Vehicle to wait in any parking place unless that parking place is of that specified class at any time without the express written permission of the Council.
- (14) No Person shall cause or permit a caravan to wait in any parking place at any time without the express written permission of the Council.
- (15) No person shall cause or permit a trailer that is not attached to a vehicle to wait in any parking place at any time without the express written permission of the Council.
- (16) Where, within a parking place, there is a sign or surface marking which indicates an electric vehicle charging bay, the driver of a vehicle shall not permit it to wait in that parking bay unless;
  - a. the vehicle is an electric vehicle, and
  - b. the vehicle is connected to a charging point and is being charged
- (17) No person shall cause or permit a vehicle to be parked in a parking bay marked for motorcycles unless that vehicle is a motorcycle.

### **PART 3 - CHARGES FOR PARKING**

- 4. (1) The person in charge of a vehicle using a parking place shall, on leaving the vehicle in the parking place, pay the appropriate charge in accordance with the Details of Charges displayed on site, provided that no charge shall

be payable by the person in charge of a vehicle who displays in a conspicuous position on the vehicle a valid permit/season ticket issued in respect of that vehicle in accordance with the provisions of Article 4(3) and which relates to that parking place.

- (2) The charge referred to in paragraph (1) of this Article 4 shall be payable by the insertion of an appropriate coin or coins into the ticket machine or where an alternative approved method of payment such as payment by debit/credit card or Park and Phone is available this may be used in accordance with instructions detailed at that parking place.
- (3) The owner of a vehicle may on application to the Council purchase a permit/season ticket in respect of that vehicle for a charge to be determined by the Council and that permit/season ticket shall be valid in such parking places as are specified thereon during the period for which it is issued.
- (4) Any pay and display ticket issued on payment of the charge referred to in paragraph (1) of this Article, or permit/season ticket issued in accordance with paragraph (3) of this Article shall be attached in a conspicuous position inside the windscreen of the vehicle in respect of which it was issued or in the case of a vehicle not fitted with a front windscreen or a trailer a conspicuous position on the front or rear side of the vehicle or trailer. A vehicle shall not be left in a parking place if it displays an out of date or out of time ticket.
- (5) A pay and display ticket is not transferable from one vehicle to another and on transfer the pay and display ticket ceases to be valid.
- (6) A pay and display ticket is not transferable from one parking place to another and on transfer the pay and display ticket ceases to be valid.

#### **PART 4 - EXEMPTIONS**

5. (1) No daily charge shall be payable in respect of:
  - (i) a vehicle parked and displaying in a relevant position a permit/season ticket valid for that parking place.
  - (ii) a motorcycle provided it is parked in a designated parking bay during the chargeable hours for that parking place.
  - (iii) a disabled persons vehicle parked and displaying in a relevant position a disabled persons badge.
- (2) If at the time when a vehicle is parked in a parking place during the charging hours there is no ticket machine at the parking place, or all the ticket machines at that parking place carry notices placed upon them by a person duly authorised by the Council indicating that they are out of order, the driver of that vehicle shall be exempt from purchasing a pay and display ticket.

(3) Where arrangements to pay the daily charge have been made through an alternative approved method of payment and no pay and display ticket is produced by following the process, the driver of a vehicle shall be exempt from the requirement to display such a ticket.

## **PART 5 - RELOCATION, REMOVAL AND DISPOSAL OF VEHICLES**

6. (1) If a vehicle is left in a parking place in a position other than in accordance with the provisions of this Order a person authorised by the Council for that purpose may alter or cause to be altered the position of the vehicle so that its position is in accordance with the said provisions.

(2) If a vehicle is left in a parking place in contravention of any of the provisions of this Order a person authorised by the Council for that purpose may remove the vehicle from that parking place or arrange for such removal.

(3) For the purposes of meeting the requirements of an emergency a person authorised by the Council for that purpose or a police officer in uniform may alter or cause to be altered the position of a vehicle in a parking place or remove or arrange for the removal of a vehicle from a parking place.

(4) Any person altering or causing the alteration of the position of a vehicle by virtue of paragraph (1) of this Article, or removing, or causing the removal of, a vehicle by virtue of paragraphs (2) or (3) of this Article, may do so by towing or driving the vehicle or in such other manner as he may think reasonably necessary to enable the position of the vehicle to be altered or the vehicle to be removed.

(5) Any person removing or arranging for the removal of a vehicle by virtue of paragraph (2) or (3) of this Article shall make such arrangements as he considers to be reasonably necessary for the safety of the vehicle in the place to which it is removed and the cost of movement or removal and safe keeping shall be the liability of the owner of the Vehicle.

(6) The Council may sell or otherwise dispose of, in accordance with current legislation, any vehicle which has been, or could at any time be, removed from a parking place if the vehicle appears to have been abandoned.

## **PART 6 - CONTRAVENTION AND PENALTY CHARGE**

7. (1) Where a vehicle is parked in a parking place without complying with the requirements of this Order a contravention shall have occurred and a penalty charge as detailed in Part III of The Schedule shall be payable and a Civil Enforcement Officer shall issue a penalty charge notice in accordance with the requirements of the 2022 Regulations.

(2) A penalty charge shall be payable to the Council or to an agent acting on behalf of the Council in accordance with the details stated on the penalty charge notice.

- (3) In the event of payment of the penalty charge being received by the Council or an agent acting on behalf of the Council within 14 days of the day on which the penalty charge notice was served (or such alternative period as may be set out in the 2022 Regulations) the amount of the penalty charge shall be discounted in accordance with the 2022 Regulations.
- (4) Where a penalty charge notice is not paid in accordance with the details stated on the penalty charge notice the Council or an agent acting on behalf of the Council may follow the procedures set out in the 2022 Regulations to recover the penalty charge.
- (5) Any notice fixed to a vehicle in accordance with this Order shall not be removed or interfered with except by or under the authority of the owner or person in charge of the vehicle or the Council.
- (6) The particulars given in any notice served on a vehicle in accordance with the provisions of this Order shall be treated as evidence in any proceedings relating to failure to pay the penalty charge.

## **PART 7 - LIABILITY AND OTHER PROVISIONS**

- 8. (1) The Council accepts no liability for the loss or damage to vehicles or other property left in any of the parking places to which this Order applies save for that arising from the negligence of the Council.
- (2) Where in a parking place signs are erected or surface markings are laid for the purpose of:-
  - (a) indicating the entrance to or exit from the parking place or
  - (b) indicating that a vehicle using the parking place shall proceed in a specified direction within the parking place

no person shall drive or permit to be driven any vehicle so that it enters the parking place otherwise than by an entrance or leaves the parking place otherwise than by an exit so indicated or in a direction other than so specified.
- (3) No person shall with intent to defraud interfere with a ticket machine or operate or attempt to operate a ticket machine by the insertion of objects other than undamaged and unaltered coins of legal tender and of the appropriate denomination.
- (4) No person shall in a parking place use any threatening abusive or insulting language gesture or conduct with intent to put any person in fear or so as to occasion a breach of the peace or whereby a breach of the peace is likely to be occasioned.
- (5) No person shall in a parking place erect or cause or permit to be erected any tent booth stand building or other structure without the written permission of the Council or light or cause to be lit any fire.

(6) No person shall use any part of the parking place or any vehicle parked in a parking place:-

- (i) for sleeping or camping or cooking or
- (ii) for the purpose of servicing or washing any vehicle or part thereof other than is reasonably necessary to enable the vehicle to depart from the parking place.

Unless the express permission of the Council is given.

(7) No person shall cause excessive noise or smoke or commit any other act which is or might be to the annoyance of persons using the parking place or occupiers of adjacent premises.

(8) No person shall permit a vehicle to wait in a parking place unless the vehicle is licensed in pursuance of the provisions of the Vehicle Excise and Registration Act 1994.

(9) No person shall drive a vehicle above the speed of 10 mph (ten miles per hour) in a parking place, or drive around such a parking place unnecessarily, recklessly, dangerously or erratically or for any game or sport involving motor vehicles or motorsport rally or motor trial.

(10) No person shall place a skip or similar storage receptacle for the storing of goods rubbish or waste of any description howsoever long or short the period without the express written permission of the Council.

(11) No person shall permit a vehicle to remain continuously in a parking place specified in part II of the Schedule for a period of more than forty-eight (48) hours without the express written permission of the Council.

(12) Any person who fails to comply with any of the provisions of this Part 7 shall be liable to prosecution.

## **PART 8 - REVOCATIONS**

1. The following Orders made by South Kesteven District Council and all their Amendments and any other Orders and Regulations of whatever nature relating to off-street parking places specified in the Schedule within the area of the Council made before the introduction of this Order are hereby revoked:
  - South Kesteven District Council (Off-Street Parking Places) (Civil Enforcement and Consolidation) Order 2017 (as amended).
  - South Kesteven District Council Sheep Market Stamford (Off-Street Parking Place) Order 1993
  - South Kesteven District Council North Street Bourne (Off-Street Parking Place) Order 1981
  - South Kesteven District Council Wharf Road Grantham (Off-Street Parking Place) Order 1993

**EXECUTED as a Deed by affixing the COMMON SEAL**

**of South Kesteven District Council  
in the presence of**

**Dated this        day of ..... 2023**

## SCHEDULE

### Part I

#### THE SOUTH KESTEVEN DISTRICT COUNCIL

#### (OFF STREET PARKING PLACES) (CIVIL ENFORCEMENT) ORDER 2023

<b><u>Grantham Parking Places – Tariff</u></b>					
Name of Parking Place	Classes of Vehicle	Days of Operation of Parking Place	Hours of Operation of Parking Place	Maximum Period of Waiting	Scale of Charges (£)
(1)	(2)	(3)	(4)	(5)	(6)
Guildhall Street (Greenwoods Row) (short stay) Plan no. 01	6' 6" height restriction Any of the following: a) Motorcars within the provisions of Section 136(2)(a) of the Act b) Motorcycles as defined in Section 136(4) of the Act c) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes	Monday to Sunday inclusive No charges on Sundays or Bank holidays	24 hours Charges apply 8am to 6pm	10 hours	Up to 30 mins – 0.90 Up to 1 hours – 1.20 Up to 2 hours – 1.90 Up to 3 hours – 2.50 Up to 4 hours – 4.10 Over 4 hours – 5.30
Watergate (short stay) Plan no. 02	Any of the following: a) Motorcars within the provisions of Section 136(2)(a) of the Act b) Motorcycles as defined in Section 136(4) of the Act c) Motor vehicles constructed or adapted for use for the conveyance of	Monday to Sunday inclusive No charges on Sundays or Bank holidays	24 hours Charges apply 8am to 6pm	10 hours	Up to 30 mins – 0.90 Up to 1 hours – 1.20 Up to 2 hours – 1.90 Up to 3 hours – 2.50 Up to 4 hours – 4.10 Over 4 hours – 5.30

	goods or burden, the unladen weight of which does not exceed 1½ tonnes				
Wharf Road Multi Storey (short stay) Plan no. 03	6' 4" height restriction Any of the following: a) Motorcars within the provisions of Section 136(2)(a) of the Act b) Motorcycles as defined in Section 136(4) of the Act c) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes	Monday to Saturday inclusive No charges on Bank holidays	Open 6.30am to 00.30am (except levels 3-6 which close at 7.30pm)  Charges apply 8am to 6pm	10 hours	Up to 30 mins – 0.90 Up to 1 hours – 1.20 Up to 2 hours – 1.90 Up to 3 hours – 2.50 Up to 4 hours – 8.00 Over 4 hours – 10.40
Conduit Lane (long stay) Plan no. 04	6' 6" height restriction Any of the following: a) Motorcars within the provisions of Section 136(2)(a) of the Act b) Motorcycles as defined in Section 136(4) of the Act c) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes	Monday to Sunday inclusive No charges on Sundays or Bank holidays	24 hours  Charges apply 8am to 6pm	10 hours	Up to 3 hours – 2.50 Up to 4 hours – 3.40 Over 4 hours – 4.10
Welham Street Multi Storey (leisure tariff)	6' 6" height restriction Any of the following:	Monday to Sunday Inclusive	Open 6.00am to midnight	10 hours	Up to 3 hours – 1.20 Up to 4 hours – 1.70

Plan no. 05	<ul style="list-style-type: none"> <li>a) Motorcars within the provisions of Section 136(2)(a) of the Act</li> <li>b) Motorcycles as defined in Section 136(4) of the Act</li> <li>c) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes</li> </ul>	No charges on Sundays or Bank holidays	Charges apply 8am – 6pm		Up to 6 hours – 3.20 Over 6 hours – 10.40
Grantham Bus Station, Wharf Road Plan no. 06	For use only by vehicles authorised by South Kesteven District Council	24 hours			Per departure – 0.87 Minimum Charge – 1-75 departures per annum 57.40
Long Stay Season Tickets	Monday to Friday			Per quarter 135.00 Per 6 months 258.00	
	Monday to Saturday			Per quarter 159.00 Per 6 months 309.00	
	Discount offer			Purchase 4, 1 additional ticket free	

### Stamford Parking Places - Tariff

Name of Parking Place	Classes of Vehicle	Days of Operation of Parking Place	Hours of Operation of Parking Place	Maximum Period of Waiting	Scale of Charges (£)
(1)	(2)	(3)	(4)	(5)	(6)
Bath Row (short stay) Plan no. 07	Any of the following: a) Motorcars within the provisions of	Monday to Sunday inclusive	24 hours Charges apply 8am to 6pm	10 hours	Up to 30 mins – 1.00 Up to 1 hour – 1.30 Up to 2 hours – 2.00

	<p>Section 136(2)(a) of the Act</p> <p>b) Motorcycles as defined in Section 136(4) of the Act</p> <p>c) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes</p>	No charges on Sundays or Bank holidays			Up to 3 hours – 2.60 Up to 4 hours – 4.20 Over 4 hours – 5.40
North Street (short stay) Plan no. 08	<p>Any of the following:</p> <p>a) Motorcars within the provisions of Section 136(2)(a) of the Act</p> <p>b) Motorcycles as defined in Section 136(4) of the Act</p> <p>c) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes</p>	<p>Monday to Sunday inclusive</p> <p>No charges on Sundays or Bank holidays</p>	<p>24 hours</p> <p>Charges apply 8am to 6pm</p>	10 hours	<p>Up to 30 mins – 1.00</p> <p>Up to 1 hour – 1.30</p> <p>Up to 2 hours – 2.00</p> <p>Up to 3 hours – 2.60</p> <p>Up to 4 hours – 4.20</p> <p>Over 4 hours – 5.40</p>
St Leonard's Street (short stay) Plan no. 09	<p>Any of the following:</p> <p>a) Motorcars within the provisions of Section 136(2)(a) of the Act</p> <p>b) Motorcycles as defined in Section 136(4) of the Act</p> <p>c) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes</p>	<p>Monday to Sunday inclusive</p> <p>No charges on Sundays or Bank holidays</p>	<p>24 hours</p> <p>Charges apply 8am to 6pm</p>	10 hours	<p>Up to 30 mins – 1.00</p> <p>Up to 1 hour – 1.30</p> <p>Up to 2 hours – 2.00</p> <p>Up to 3 hours – 2.60</p> <p>Up to 4 hours – 4.20</p> <p>Over 4 hours – 5.40</p>

Scotgate (short stay) Plan no. 10	<p>Any of the following:</p> <p>a) Motorcars within the provisions of Section 136(2)(a) of the Act</p> <p>b) Motorcycles as defined in Section 136(4) of the Act</p> <p>c) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes</p>	<p>Monday to Sunday inclusive No charges on Sundays or Bank holidays</p>	<p>24 hours Charges apply 8am to 6pm</p>	<p>10 hours</p>	<p>Up to 30 mins – 1.00 Up to 1 hour – 1.30 Up to 2 hours – 2.00 Up to 3 hours – 2.60 Up to 4 hours – 4.20 Over 4 hours – 5.40</p>
Cattle Market (long stay) Plan no. 11	<p>6' 6" height restriction No coaches Any of the following:</p> <p>a) Motorcars within the provisions of Section 136(2)(a) of the Act</p> <p>b) Motorcycles as defined in Section 136(4) of the Act</p> <p>c) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes</p>	<p>Monday to Sunday inclusive No charges on Sundays or Bank holidays</p>	<p>24 hours Charges apply 8am to 6pm</p>	<p>10 hours</p>	<p>Up to 3 hours – 2.60 Up to 4 hours – 3.50 Over 4 hours – 4.20</p>
Wharf Road (long stay) Plan no. 12	<p>6' 6" height restriction Any of the following:</p> <p>a) Motorcars within the provisions of Section 136(2)(a) of the Act</p> <p>b) Motorcycles as defined in Section</p>	<p>Monday to Sunday inclusive No charges on Sundays or Bank holidays</p>	<p>24 hours Charges apply 8am to 6pm</p>	<p>10 hours</p>	<p>Up to 3 hours – 2.60 Up to 4 hours – 3.50 Over 4 hours – 4.20</p>

	c) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes				
Stamford Bus Station, Sheep Market Plan no. 13	For use only by vehicles authorised by South Kesteven District Council	24 hours			Per Departure – 0.87 Minimum Charge 1 – 75 departures per annum 57.40
Long Stay Season Tickets	Monday to Friday			Per quarter 140.00 Per 6 months 265.00	
	Monday to Saturday			Per quarter 165.00 Per 6 months 315.00	
	Discount offer			Purchase 4, 1 additional ticket free	

#### Bourne Parking Places - Tariff

Name of Parking Place	Classes of Vehicle	Days of Operation of Parking Place	Hours of Operation of Parking Place	Maximum Period of Waiting	Scale of Charges (£)
(1)	(2)	(3)	(4)	(5)	(6)
Bourne Bus Station, North Street Plan no. 14	For use only by vehicles authorised by South Kesteven District Council	Monday to Sunday inclusive			Per Departure – 0.87 Minimum Charge 1 – 75 departures per annum 57.40

**Disabled person's vehicle – free subject to display of valid disabled persons badge and time clock.**

## SCHEDULE

### Part II

#### THE SOUTH KESTEVEN DISTRICT COUNCIL

#### (OFF STREET PARKING PLACES) (CIVIL ENFORCEMENT) ORDER 2023

##### Non Pay and Display Car Parks “Free to Park”

Name of Parking Place	Classes of Vehicle	Days of Operation of Parking Place	Hours of Operation of Parking Place	Maximum Period of Waiting
(1)	(2)	(3)	(4)	(5)
Burghley Street, Bourne Plan no. 15	Any of the following: a) Motorcars within the provisions of Section 136(2)(a) of the Act b) Motorcycles as defined in Section 136(4) of the Act c) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes	Monday to Sunday inclusive	24 hours	48 hours
South Street, Bourne Plan no. 16	Any of the following: d) Motorcars within the provisions of Section 136(2)(a) of the Act e) Motorcycles as defined in Section 136(4) of the Act f) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes	Monday to Sunday inclusive	24 hours	48 hours

Wyndham Park, Hill Avenue, Grantham Plan no. 17	<p>Any of the following:</p> <p>g) Motorcars within the provisions of Section 136(2)(a) of the Act</p> <p>h) Motorcycles as defined in Section 136(4) of the Act</p> <p>i) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes</p>	Monday to Sunday inclusive	24 hours	48 hours
Queen Elizabeth Park, Belton Lane, Grantham Plan no. 18	<p>6' 6" height restriction</p> <p>Any of the following:</p> <p>a) Motorcars within the provisions of Section 136(2)(a) of the Act</p> <p>b) Motorcycles as defined in Section 136(4) of the Act</p> <p>c) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes</p>	Monday to Sunday inclusive	24 hours	48 hours
Dysart Park, Bridge End Road, Grantham Plan no. 19	<p>Any of the following:</p> <p>a) Motorcars within the provisions of Section 136(2)(a) of the Act</p> <p>b) Motorcycles as defined in Section 136(4) of the Act</p> <p>c) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes</p>	Monday to Sunday inclusive	24 hours	48 hours
The Meres Leisure Centre	6' 6" height restriction	Monday to Sunday	24 hours	48 hours

and Stadium, Trent Road, Grantham Plan no. 20	Any of the following:  a) Motorcars within the provisions of Section 136(2)(a) of the Act  b) Motorcycles as defined in Section 136(4) of the Act  c) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes	inclusive		
Land off St Catherine's Road, to the rear of Welham Street Multistorey, Grantham Plan no. 21	Waiting is prohibited at all times with the exception of a disabled persons vehicle	Monday to Sunday inclusive	24 hours	48 hours
West Road, Billingborough Plan no.22	6' 6" height restriction  Any of the following:  a) Motorcars within the provisions of Section 136(2)(a) of the Act  b) Motorcycles as defined in Section 136(4) of the Act  c) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes	Monday to Sunday inclusive	24 hours	48 hours
Community Centre, Douglas Road, Market Deeping Plan no. 23	6' 6" height restriction  Any of the following:  d) Motorcars within the provisions of Section 136(2)(a) of the Act  e) Motorcycles as defined in Section 136(4) of the Act  f) Motor vehicles	Monday to Sunday inclusive	24 hours	48 hours

	constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes			
Halfleet, Market Deeping  Plan no. 24	6' 6" height restriction  Any of the following:  a) Motorcars within the provisions of Section 136(2)(a) of the Act  b) Motorcycles as defined in Section 136(4) of the Act  c) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes	Monday to Sunday inclusive	24 hours	48 hours
Stamford Leisure Centre, Drift Road, Stamford  Plan no. 25	6' 6" height restriction  Any of the following:  a) Motorcars within the provisions of Section 136(2)(a) of the Act  b) Motorcycles as defined in Section 136(4) of the Act  c) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes	Monday to Sunday inclusive	24 hours	4 hours
Mowbeck Way, Grantham  Plan no. 26	For use only by vehicles authorised by South Kesteven District Council	Monday to Sunday inclusive	24 hours	48 hours
Community Centre Carpark, Trent Road,	6' 6" height restriction  Any of the following:  a) Motorcars within the	Monday to Sunday inclusive	24 hours	48 hours

<p>Grantham (previously known as “adjacent to Rose and Castle Public House”) Plan no. 27</p>	<p>provisions of Section 136(2)(a) of the Act b) Motorcycles as defined in Section 136(4) of the Act  Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes</p>			
--	--	--	--	--

## Schedule

### Part III

#### THE SOUTH KESTEVEN DISTRICT COUNCIL

#### (OFF STREET PARKING PLACES) (CIVIL ENFORCEMENT) ORDER 2023

Penalty Charges are set in accordance with The Civil Enforcement of Parking Contraventions (Guidelines on levels of Charges) (England) Order 2007 or any amendment or re-enactment thereof.

The following penalty charges are payable:

##### Higher Level Contraventions

£70 (£35 where paid within 14 days; £105 if paid after service of charge certificate)

Code	Description
71	Parked in an electric vehicles' charging place during restricted hours without charging
74	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited
81	Parked in a restricted area in a car park
87	Parked in a disabled person's parking space without clearly displaying a valid disabled person's badge
89	Vehicle parked exceeds maximum weight and/or height and/or length permitted in the area
91	Parked in a car park or area not designated for that class of vehicle
92	Parked causing an obstruction

##### Lower Level Contraventions

£50.00 (£25.00 where paid within 14 days; £75 if paid after service of charge certificate)

Code	Description
73	Parked without payment of the parking charge
80	Parked for longer than the maximum period permitted
82	Parked after the expiry of paid for time
83	Parked in a car park without clearly displaying a valid pay and display ticket or voucher or parking clock
86	Parked beyond the bay markings
95	Parked in a parking place for a purpose other than the designated purpose for the parking place
96	Parked with the engine running where prohibited

Charges for the removal, storage and disposal of vehicles

1. Vehicle removal charge £105.00
2. Vehicle storage charge £12 for each day, or part of day, during which the vehicle is impounded
3. Vehicle disposal charge £50.00

This page is intentionally left blank

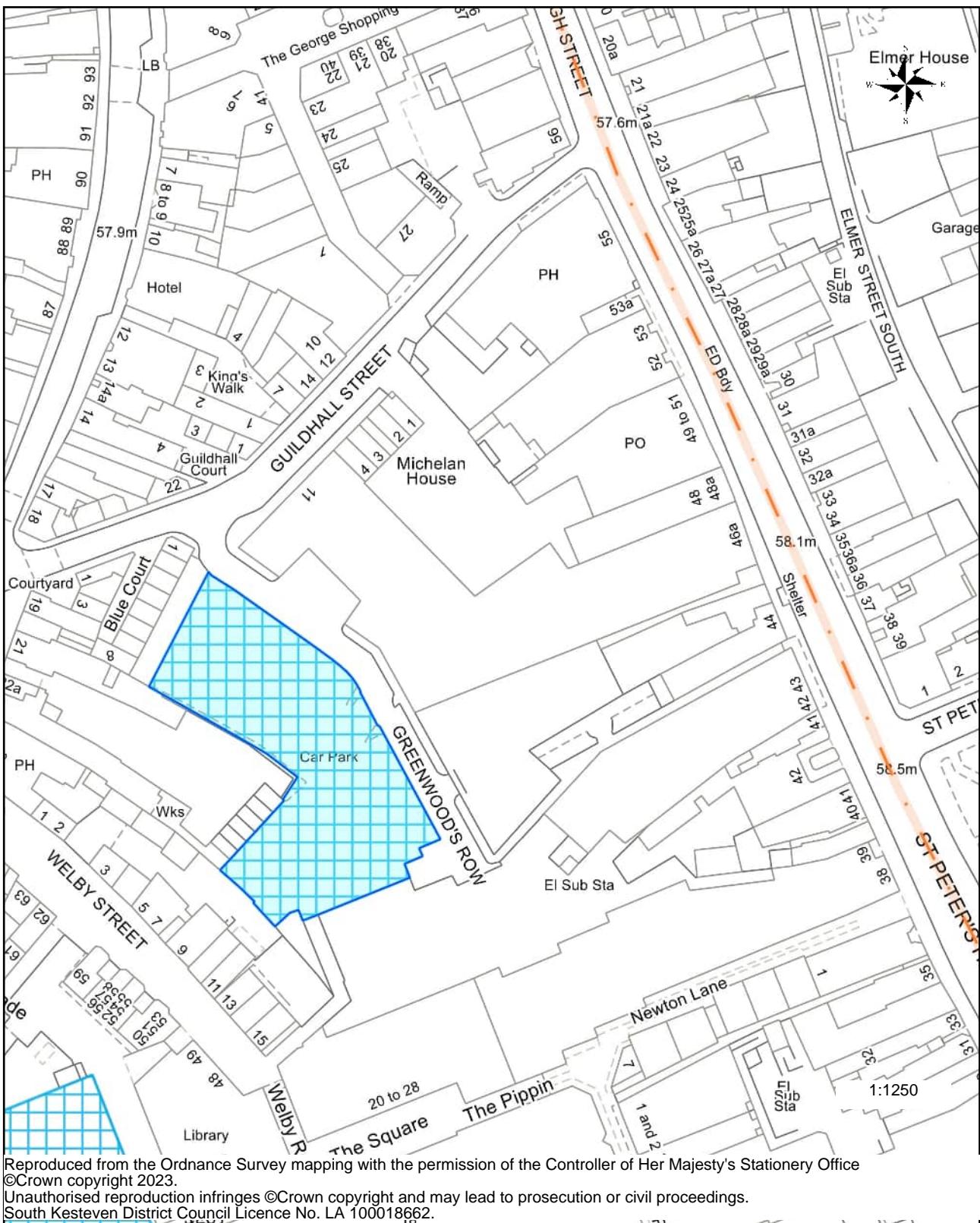
## Index of Plans

Plan 01	Guildhall Street (short stay)
Plan 02	Watergate (short stay)
Plan 03	Wharf Road Multi Storey (short stay)
Plan 04	Conduit Lane (long stay)
Plan 05	Welham Street Multi Storey
Plan 06	Grantham Bus Station, Wharf Road
Plan 07	Bath Row (short stay)
Plan 08	North Street (short stay)
Plan 09	St Leonard's Street (short stay)
Plan 10	Scotgate (short stay)
Plan 11	Cattle Market (long stay)
Plan 12	Wharf Road (long stay)
Plan 13	Stamford Bus Station, Cattle Market
Plan 14	Bourne Bus Station, North Street
Plan 15	Burghley Street, Bourne
Plan 16	South Street, Bourne
Plan 17	Wyndham Park, Hill Avenue, Grantham
Plan 18	Queen Elizabeth Park, Belton Lane
Plan 19	Dysart Park, Bridge End Road, Grantham
Plan 20	The Meres Leisure Centre, Trent Road, Grantham
Plan 21	Land off St Catherine's Road, to the rear of Welham Street Multistorey, Grantham
Plan 22	West Road, Billingborough
Plan 23	Douglas Road, Market Deeping
Plan 24	Halfleet, Market Deeping
Plan 25	Stamford Leisure Centre, The Drift, Stamford
Plan 26	Mowbeck Site, Mowbeck Way, Grantham
Plan 27	Community Centre, Trent Road, Grantham
Plan 28	Corn Exchange, Abbey Road, Bourne
Plan 29	Stamford Leisure Centre, Queens Road, Bourne





## Guildhall Street Car Park (short stay), Grantham Plan 01

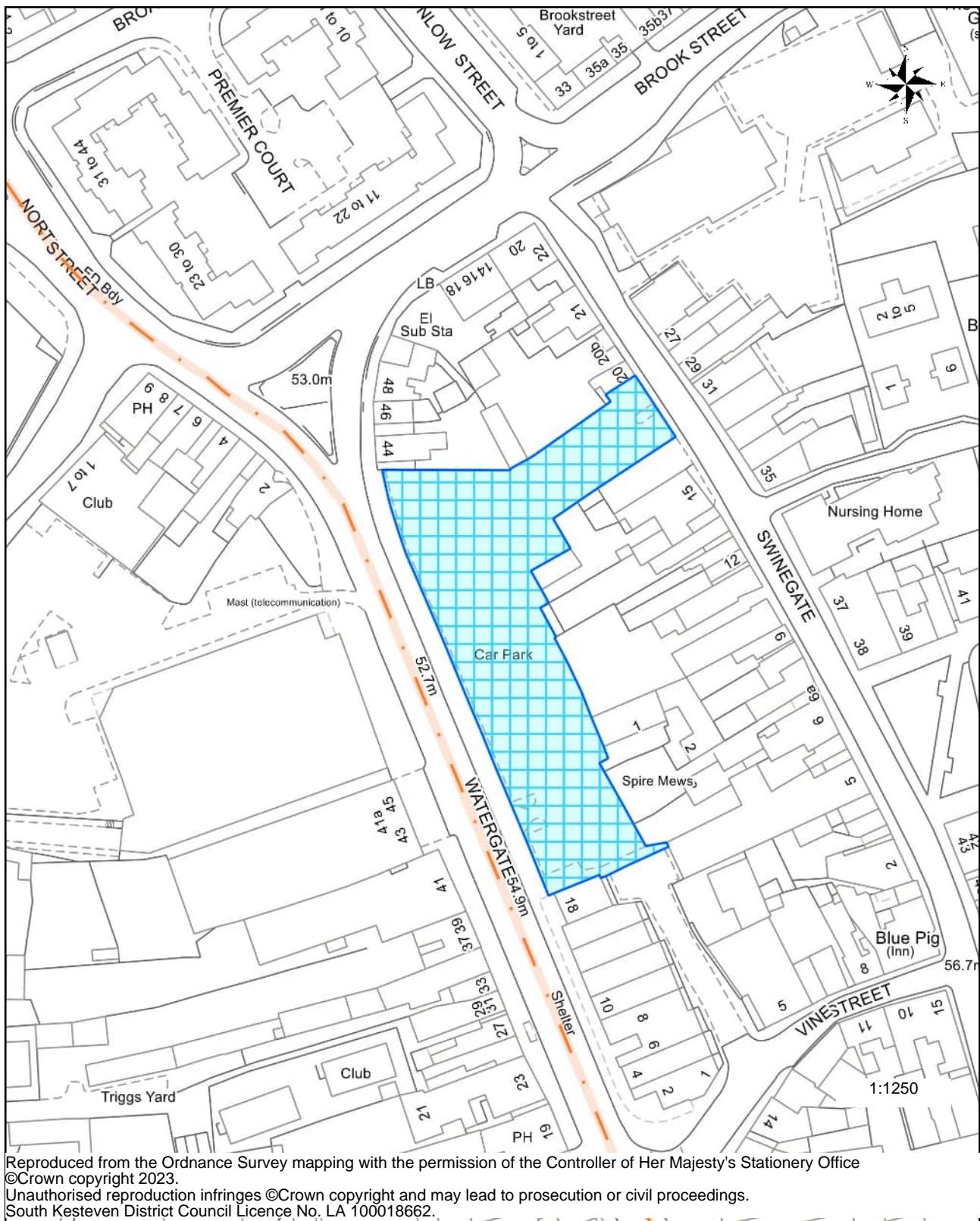


Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office  
©Crown copyright 2023.

Unauthorised reproduction infringes ©Crown copyright and may lead to prosecution or civil proceedings.  
South Kesteven District Council Licence No. LA 100018662.

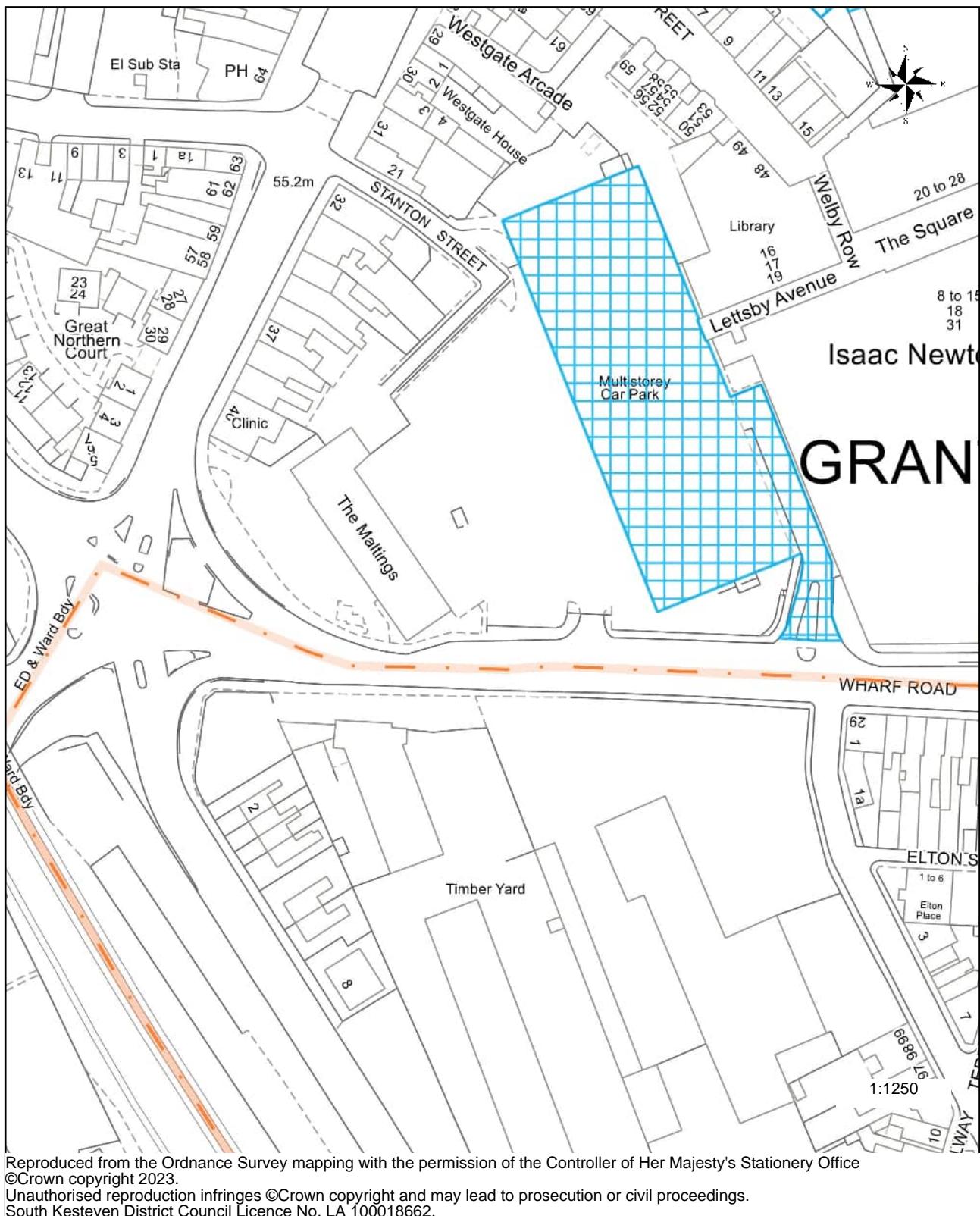


## Watergate Car Park (short stay), Grantham Plan 02





## Wharf Road Multi Storey Car Park (short stay), Grantham Plan 03

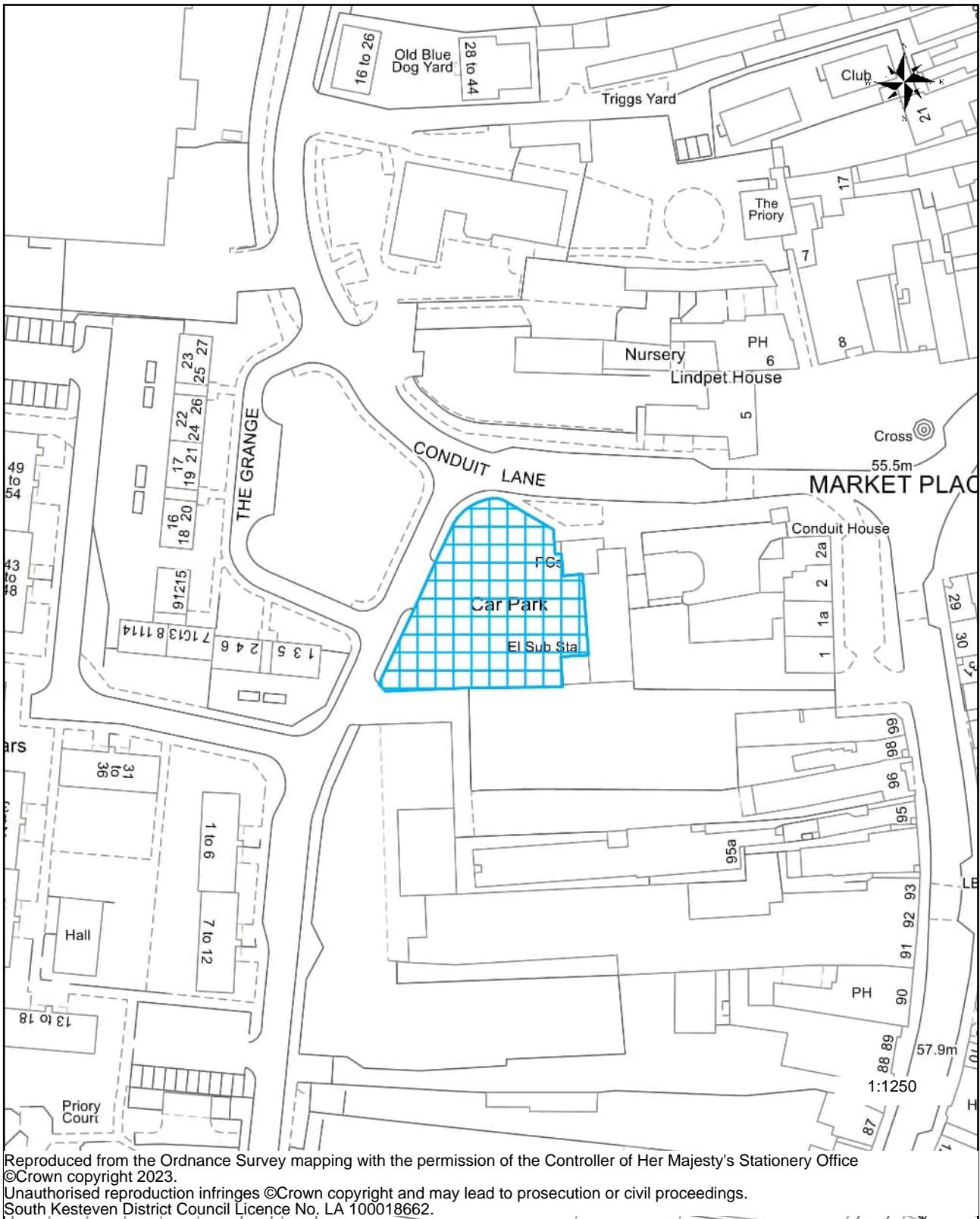


Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office  
©Crown copyright 2023.

Unauthorised reproduction infringes ©Crown copyright and may lead to prosecution or civil proceedings.  
South Kesteven District Council Licence No. LA 100018662.



# Conduit Lane Car Park (long stay), Grantham Plan 04

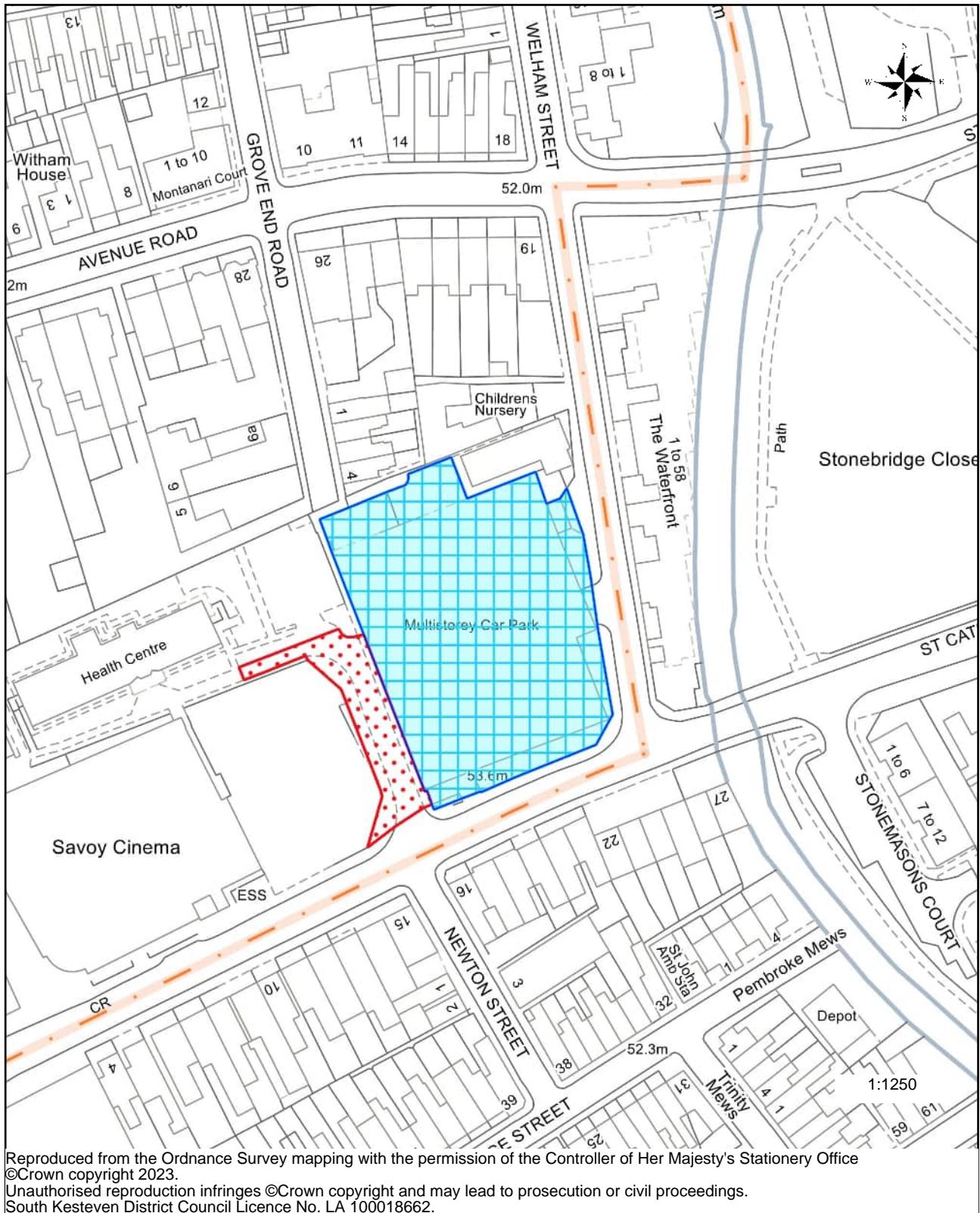


Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office  
©Crown copyright 2023.

Unauthorised reproduction infringes ©Crown copyright and may lead to prosecution or civil proceedings.  
South Kesteven District Council Licence No. LA 100018662.

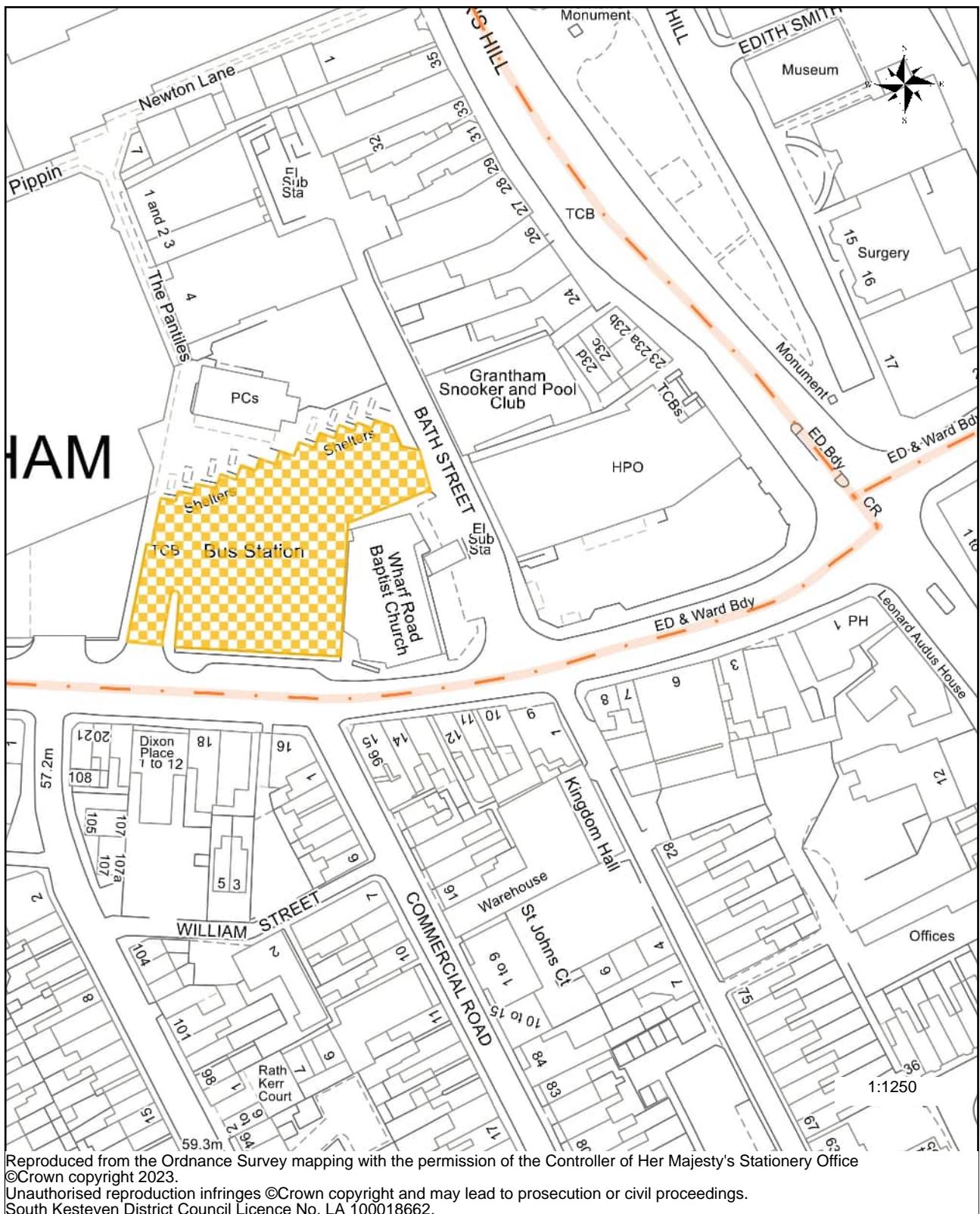


## Welham Street Multi Storey Car Park, Grantham Plan 05



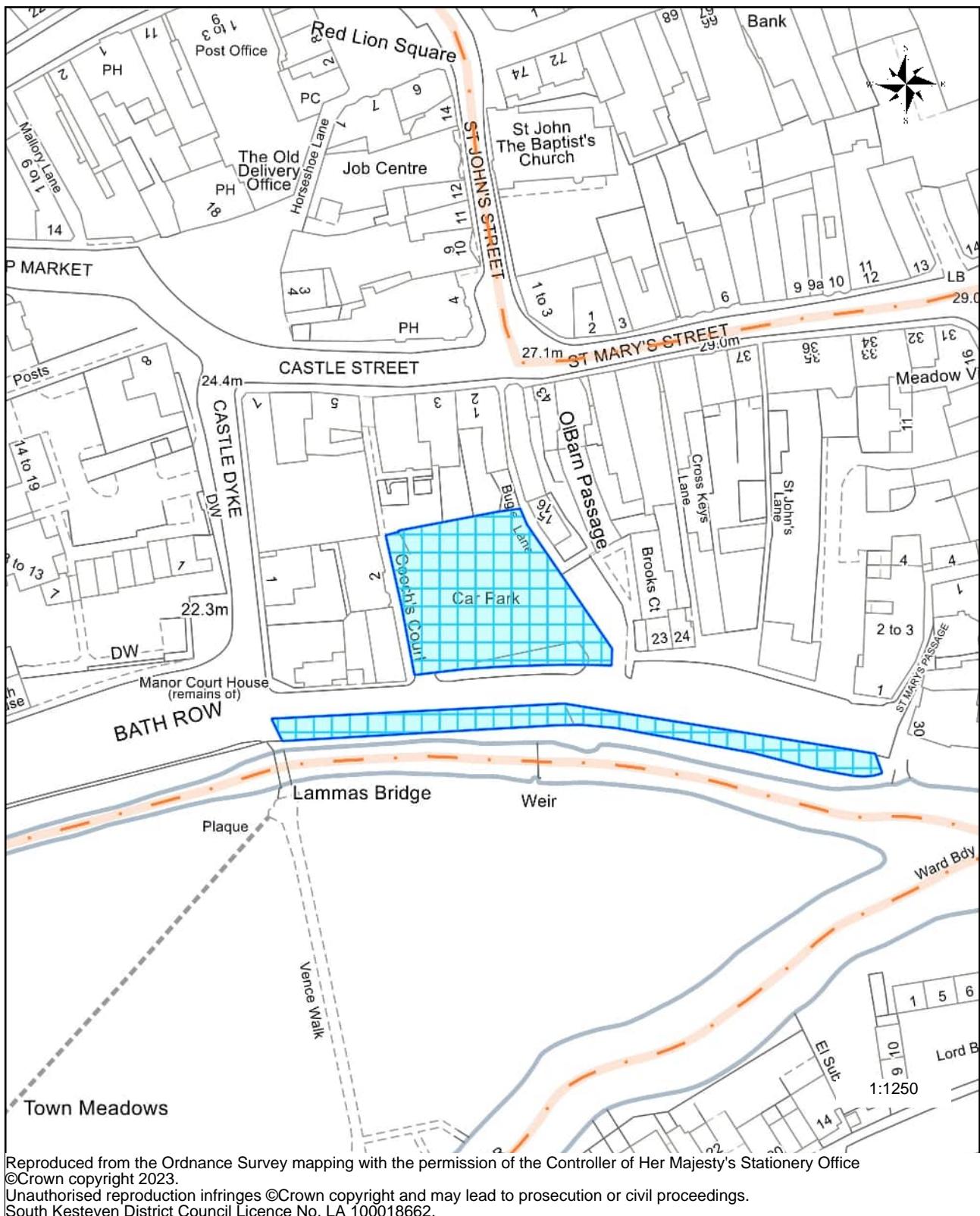


## Grantham Bus Station, Grantham Plan 06





## Bath Row Short Stay Car Park, Stamford Plan 07

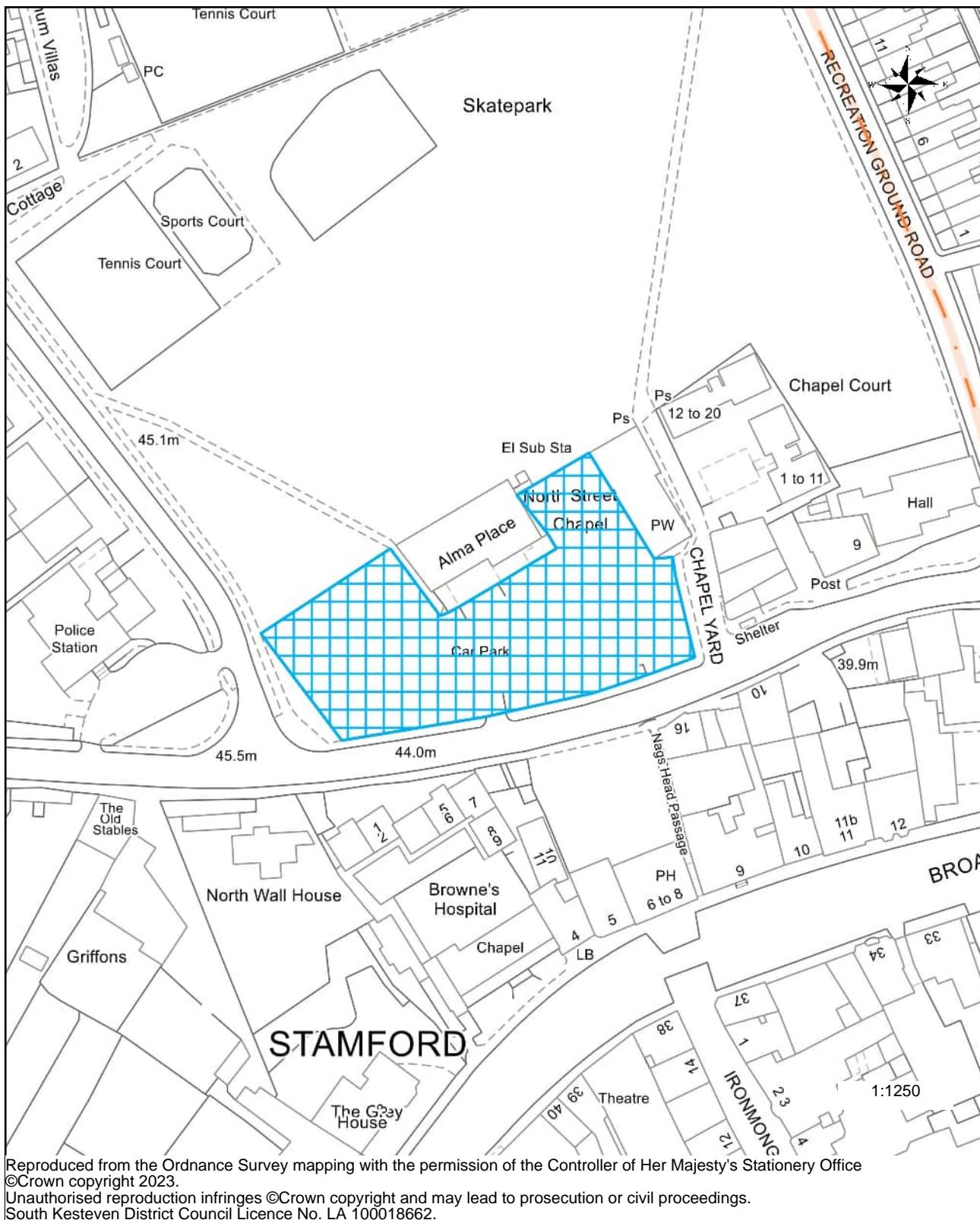


Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office  
©Crown copyright 2023.

Unauthorised reproduction infringes ©Crown copyright and may lead to prosecution or civil proceedings.  
South Kesteven District Council Licence No. LA 100018662.

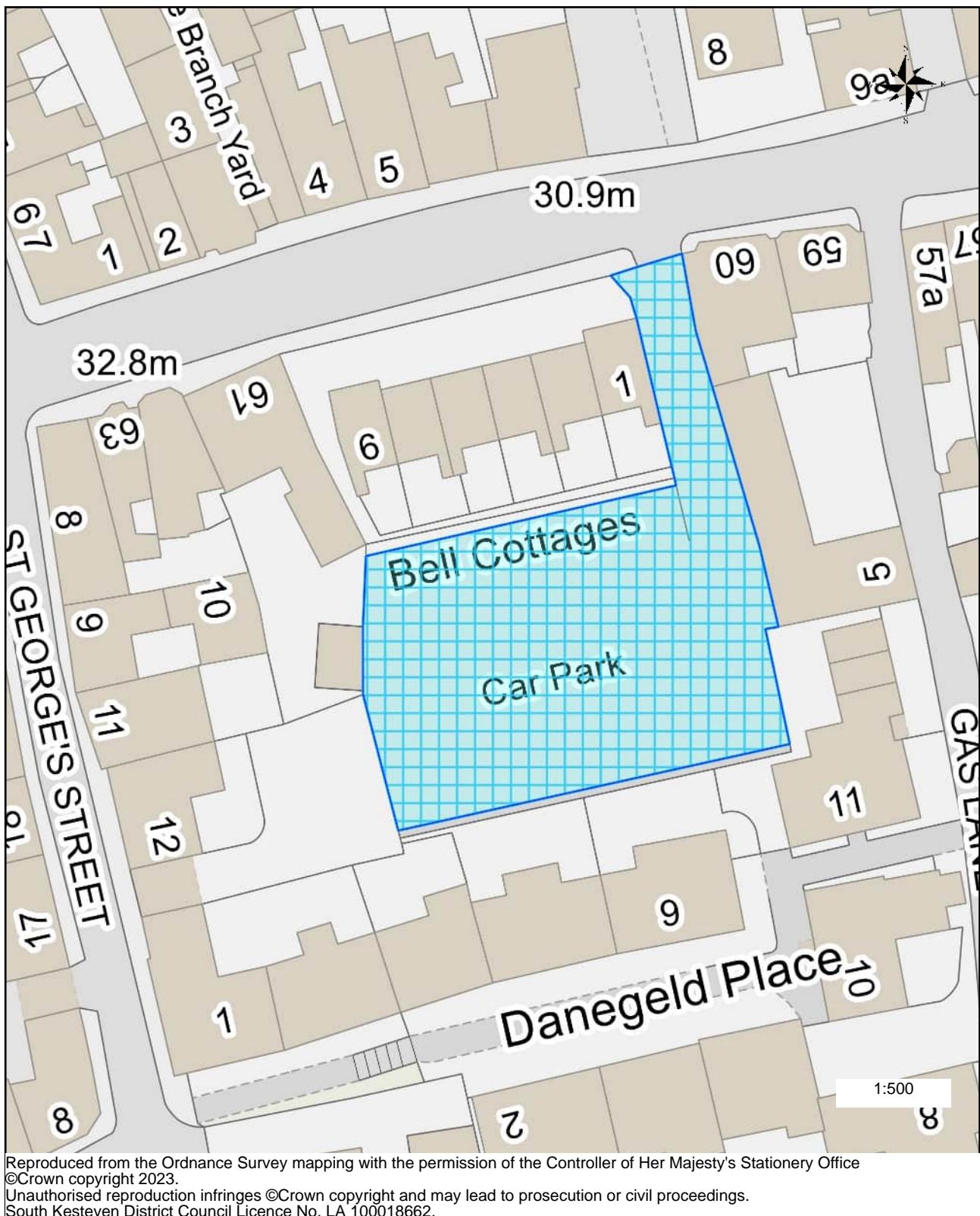


## North Street Short Stay Car Park, Stamford Plan 08



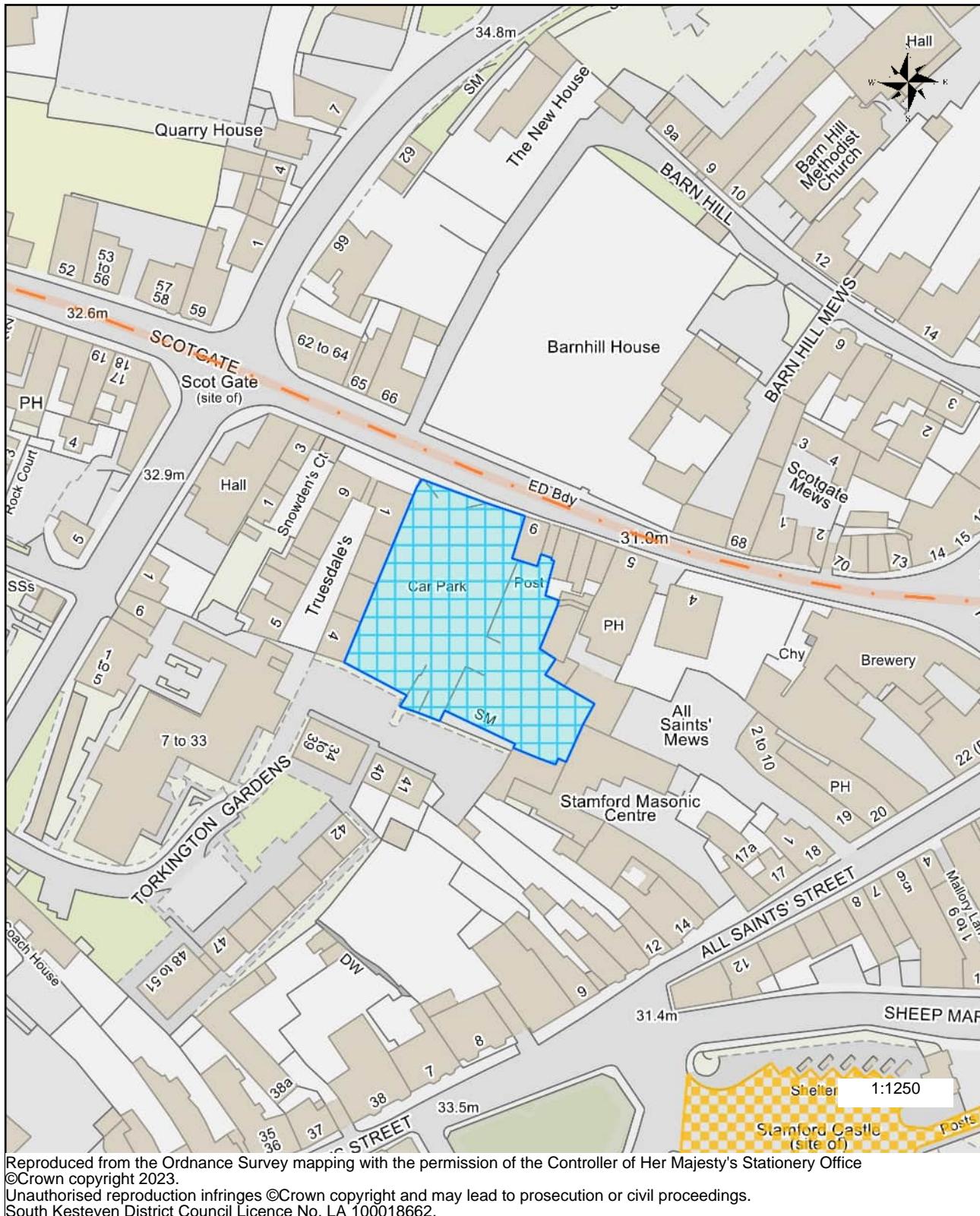


## St Leonard's Street Short Stay Car Park, Stamford Plan 9





## Scotgate Short Stay Car Park, Stamford Plan 10

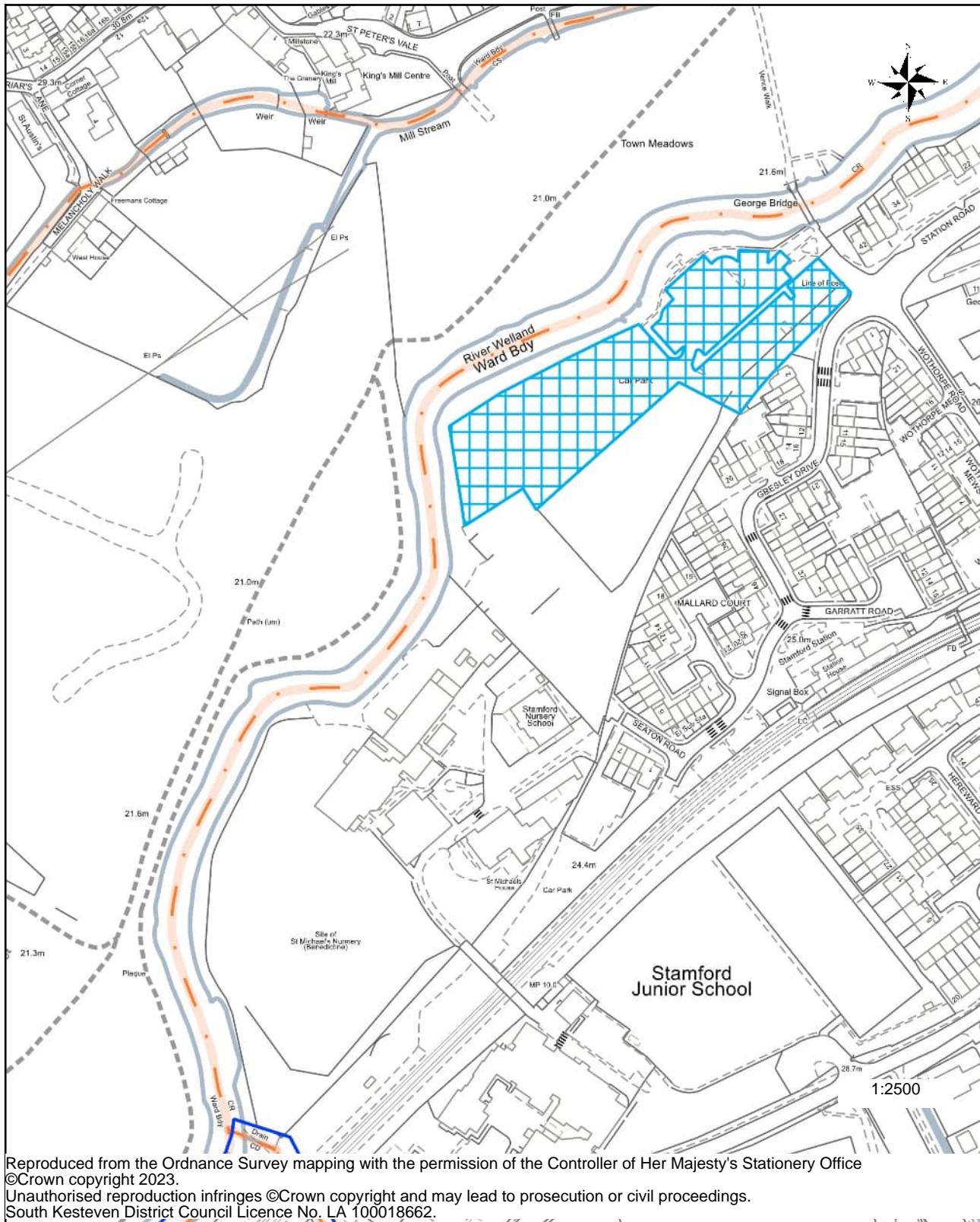


Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office  
©Crown copyright 2023.

Unauthorised reproduction infringes ©Crown copyright and may lead to prosecution or civil proceedings.  
South Kesteven District Council Licence No. LA 100018662.

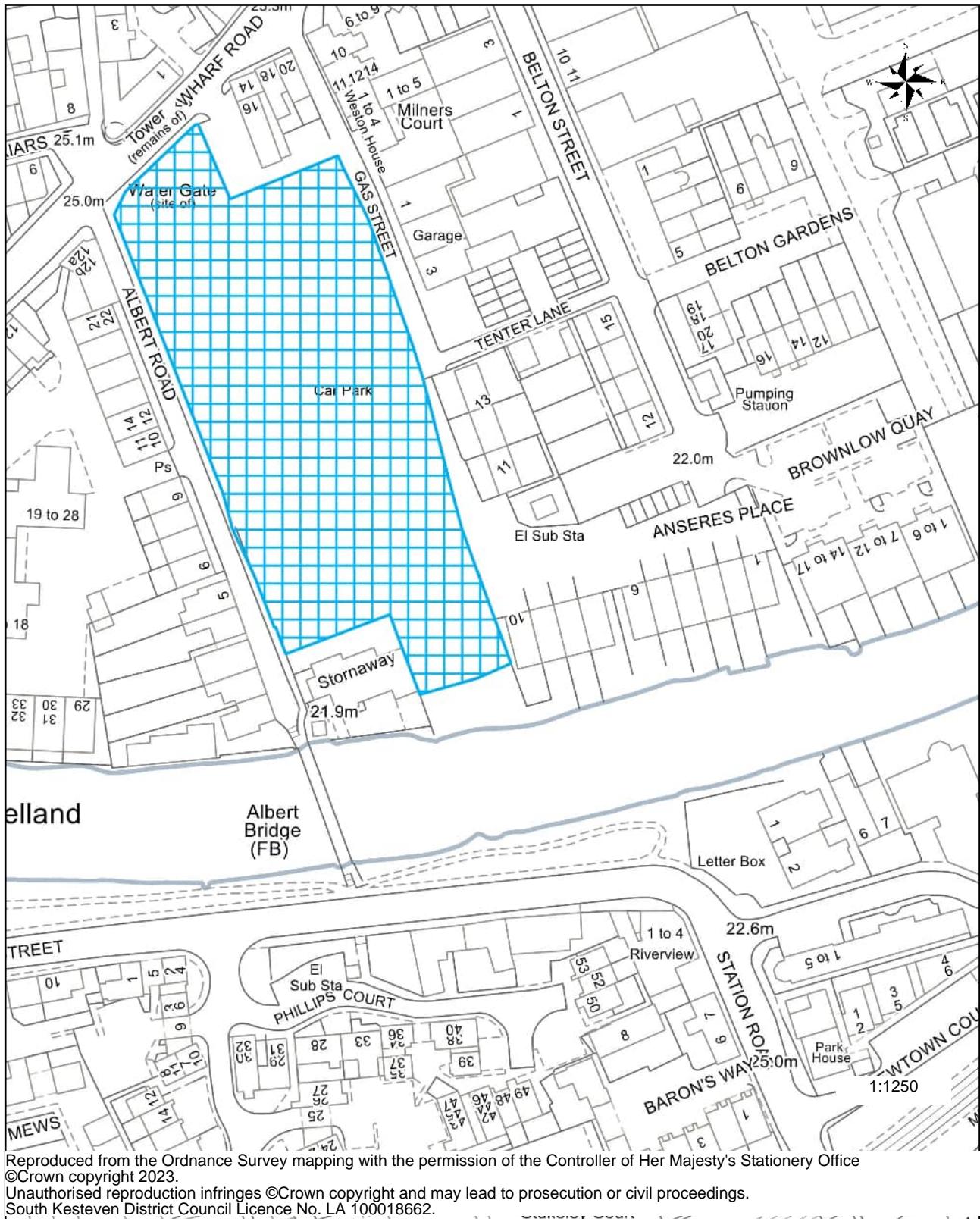


## Cattle Market Long Stay Car Park, Stamford Plan 11





## Wharf Road Long Stay Car Park, Stamford Plan 12

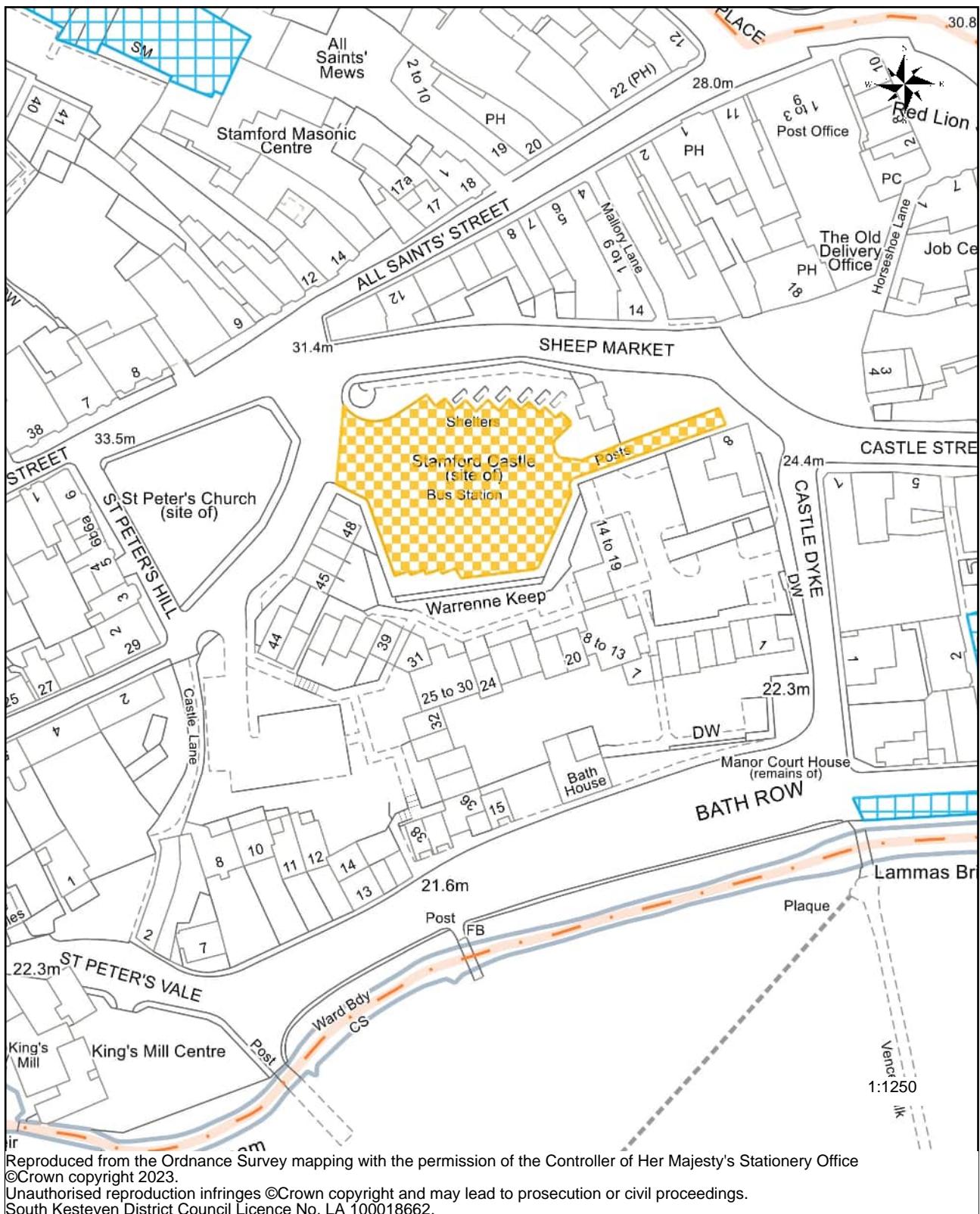


Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office  
©Crown copyright 2023.

Unauthorised reproduction infringes ©Crown copyright and may lead to prosecution or civil proceedings.  
South Kesteven District Council Licence No. LA 100018662.

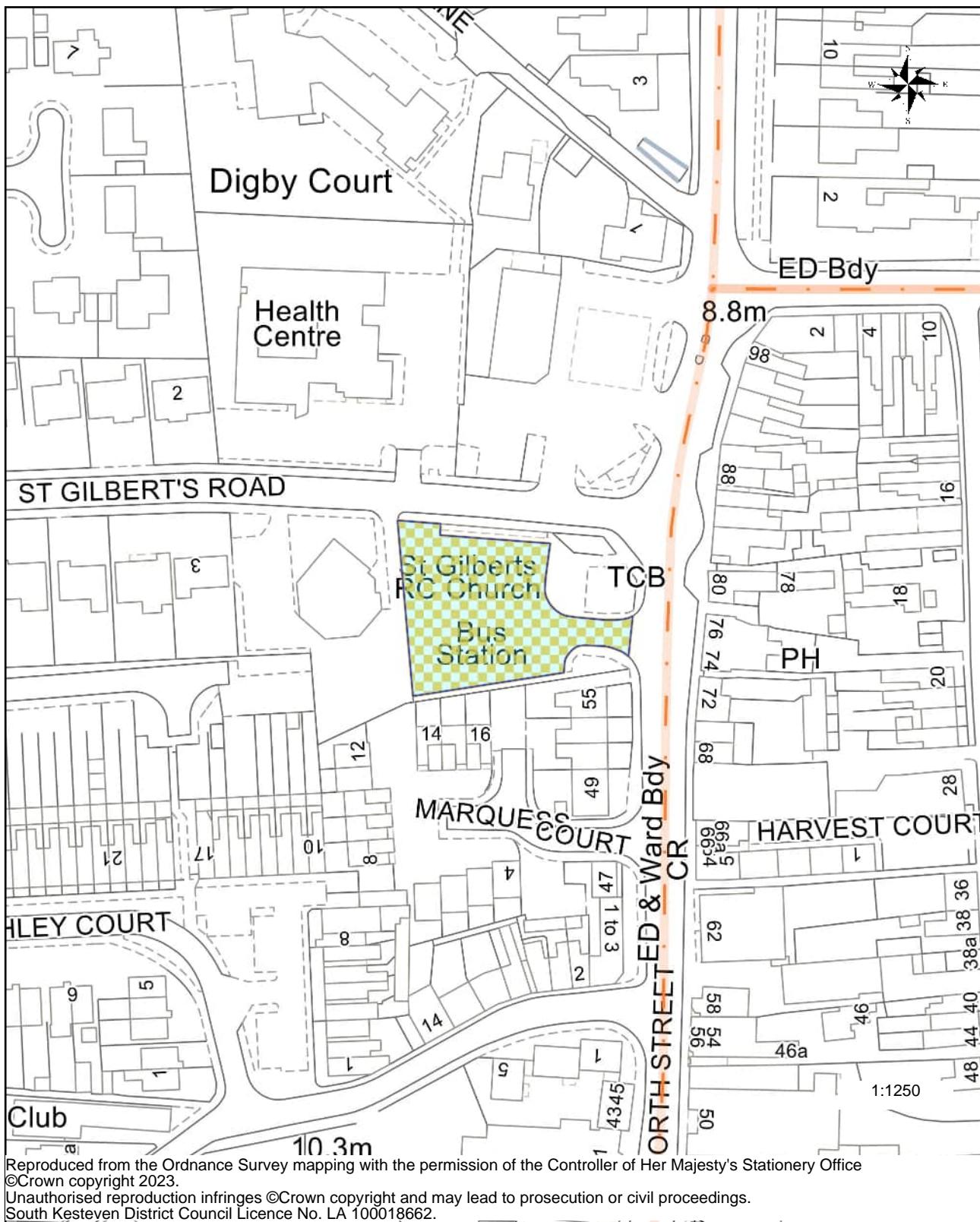


## Bus Station, Stamford Plan 13





## Bourne Bus Station, Bourne Plan 14

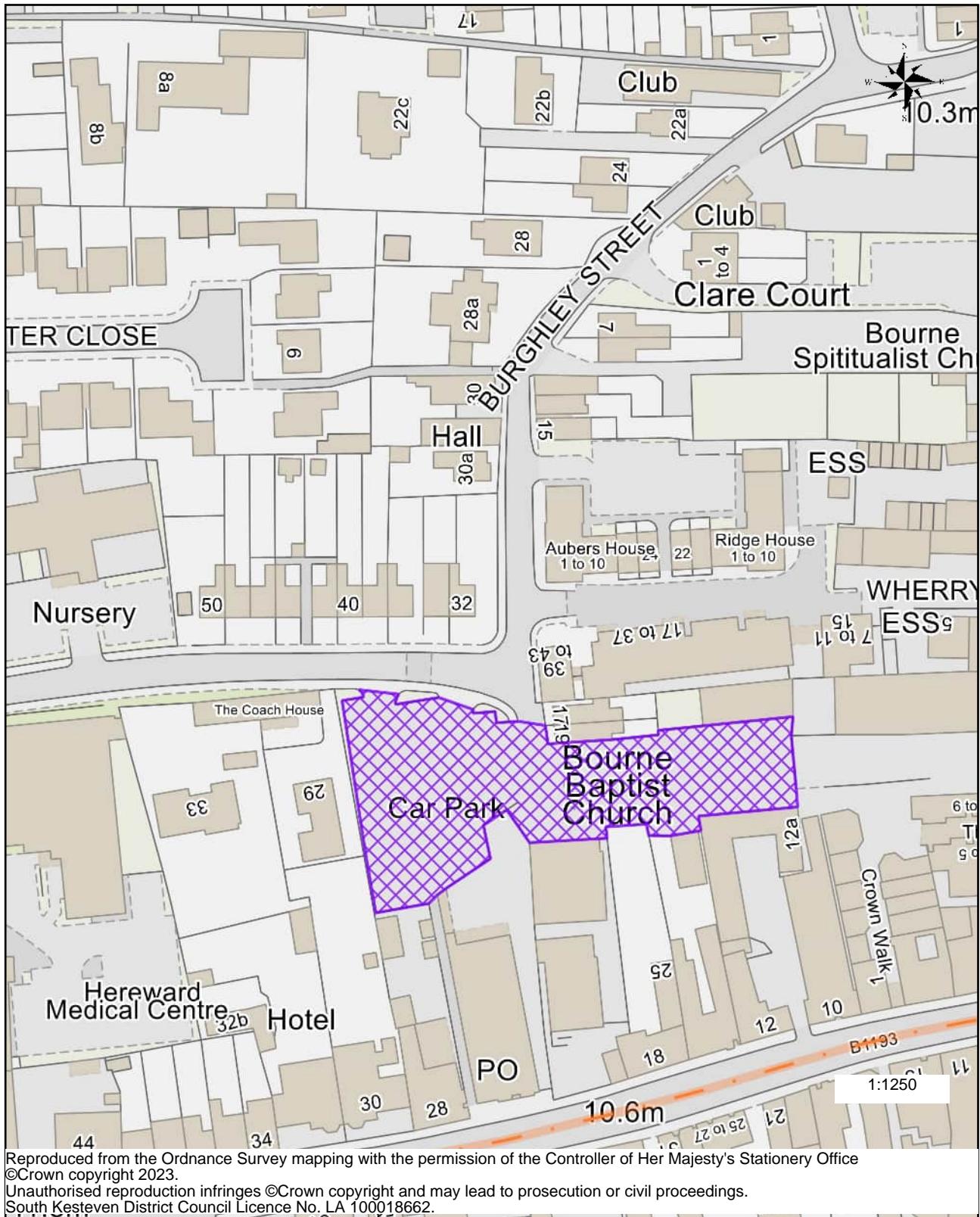


Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office  
©Crown copyright 2023.

Unauthorised reproduction infringes ©Crown copyright and may lead to prosecution or civil proceedings.  
South Kesteven District Council Licence No. LA 100018662.



## Burghley Street Carp Park, Bourne Plan 15

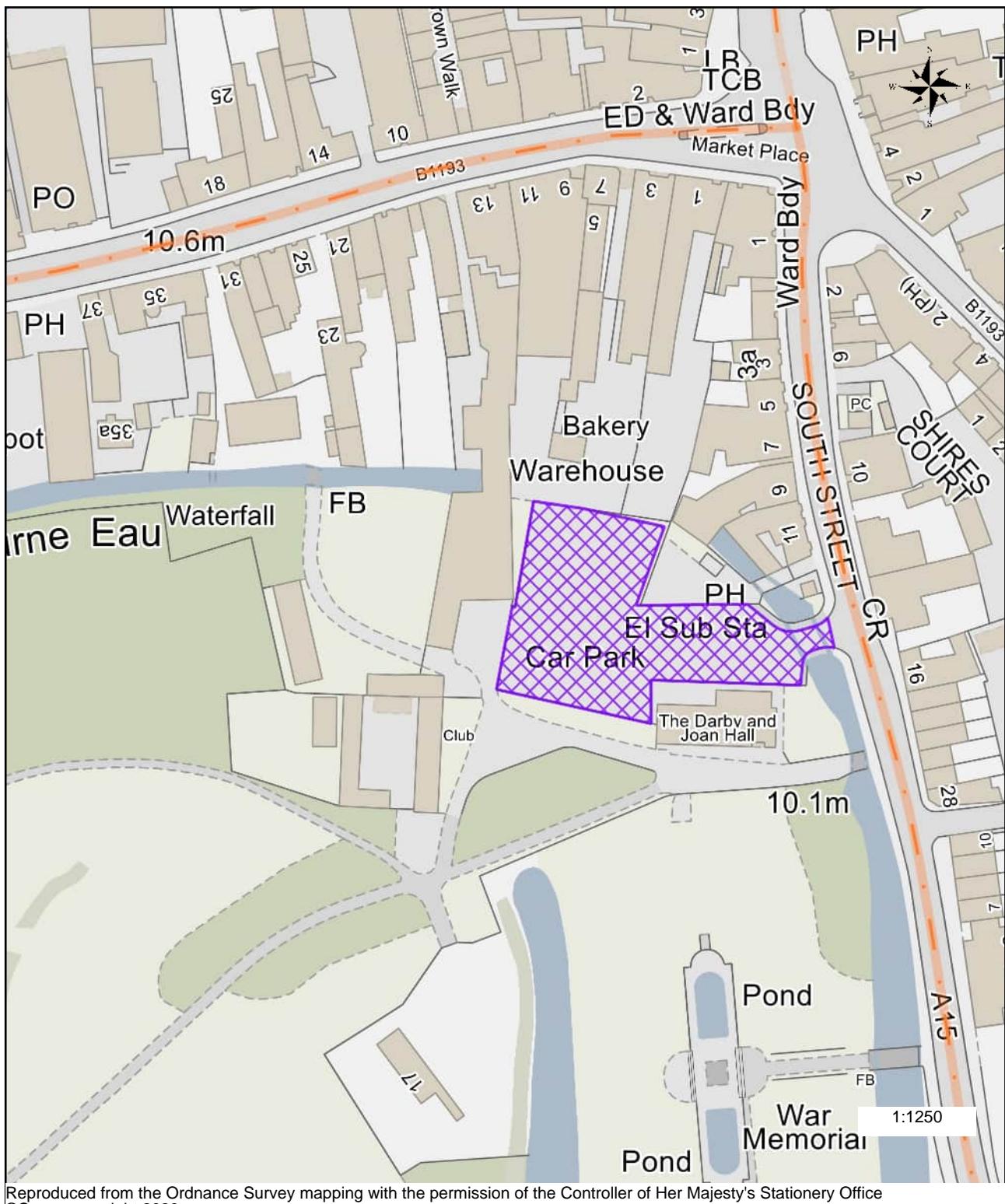


Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office  
©Crown copyright 2023.

Unauthorised reproduction infringes ©Crown copyright and may lead to prosecution or civil proceedings.  
South Kesteven District Council Licence No. LA 100018662.



# South Street Car Park, Bourne Plan 16

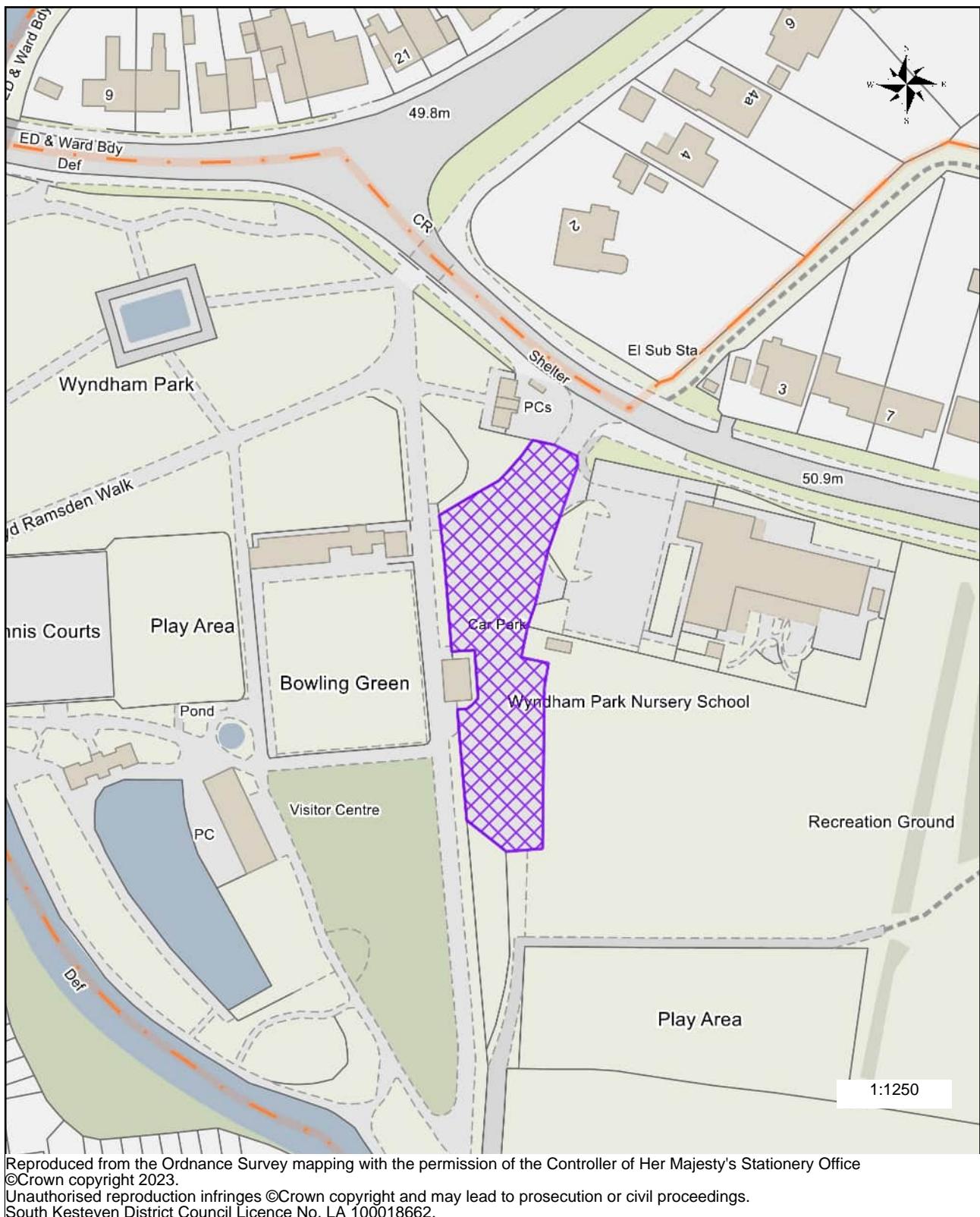


Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office  
©Crown copyright 2023.

Unauthorised reproduction infringes ©Crown copyright and may lead to prosecution or civil proceedings.  
South Kesteven District Council Licence No. LA 100018662.

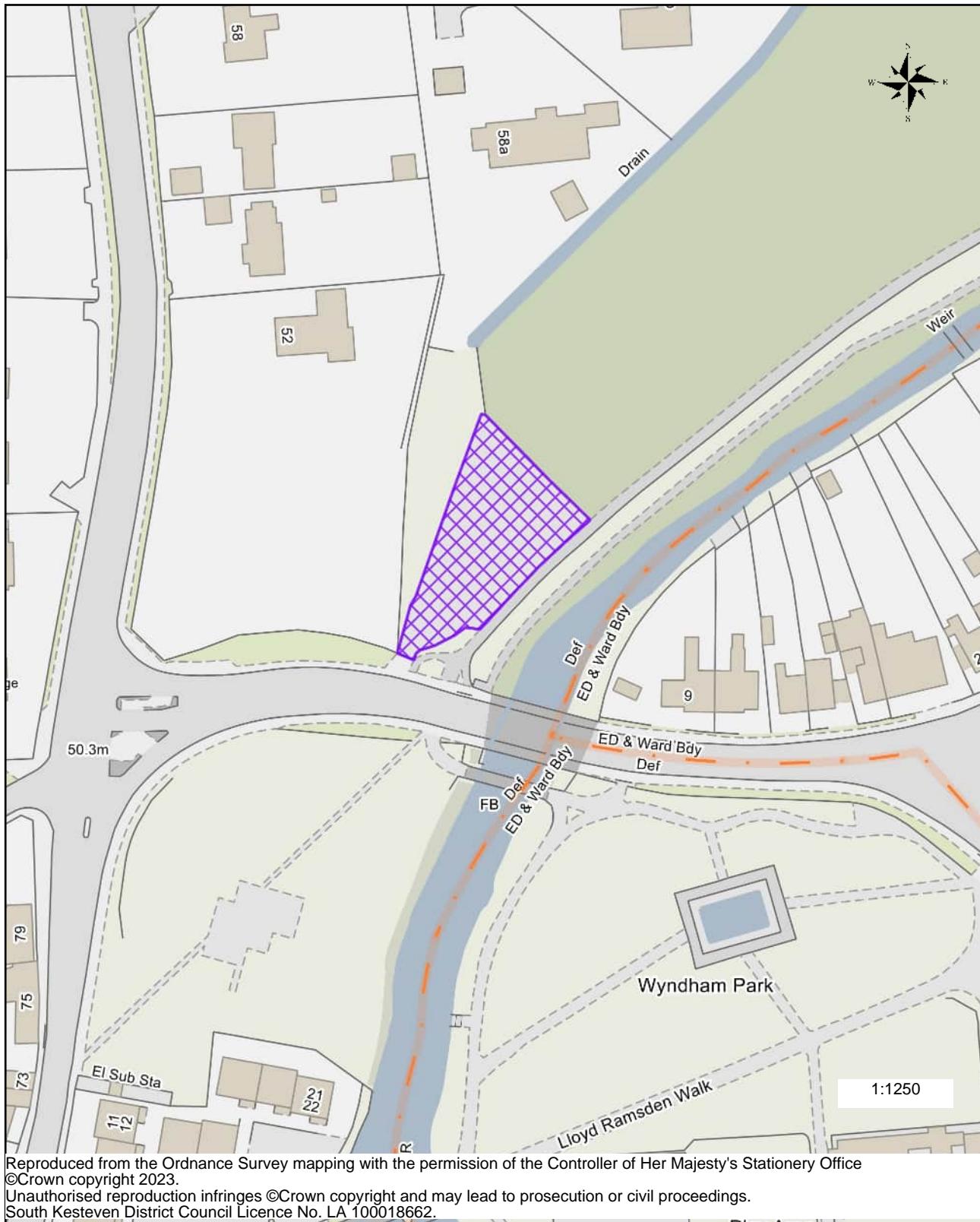


## Wyndham Park Car Park, Grantham Plan 17





## Queen Elizabeth Park Car Park, Grantham Plan 18

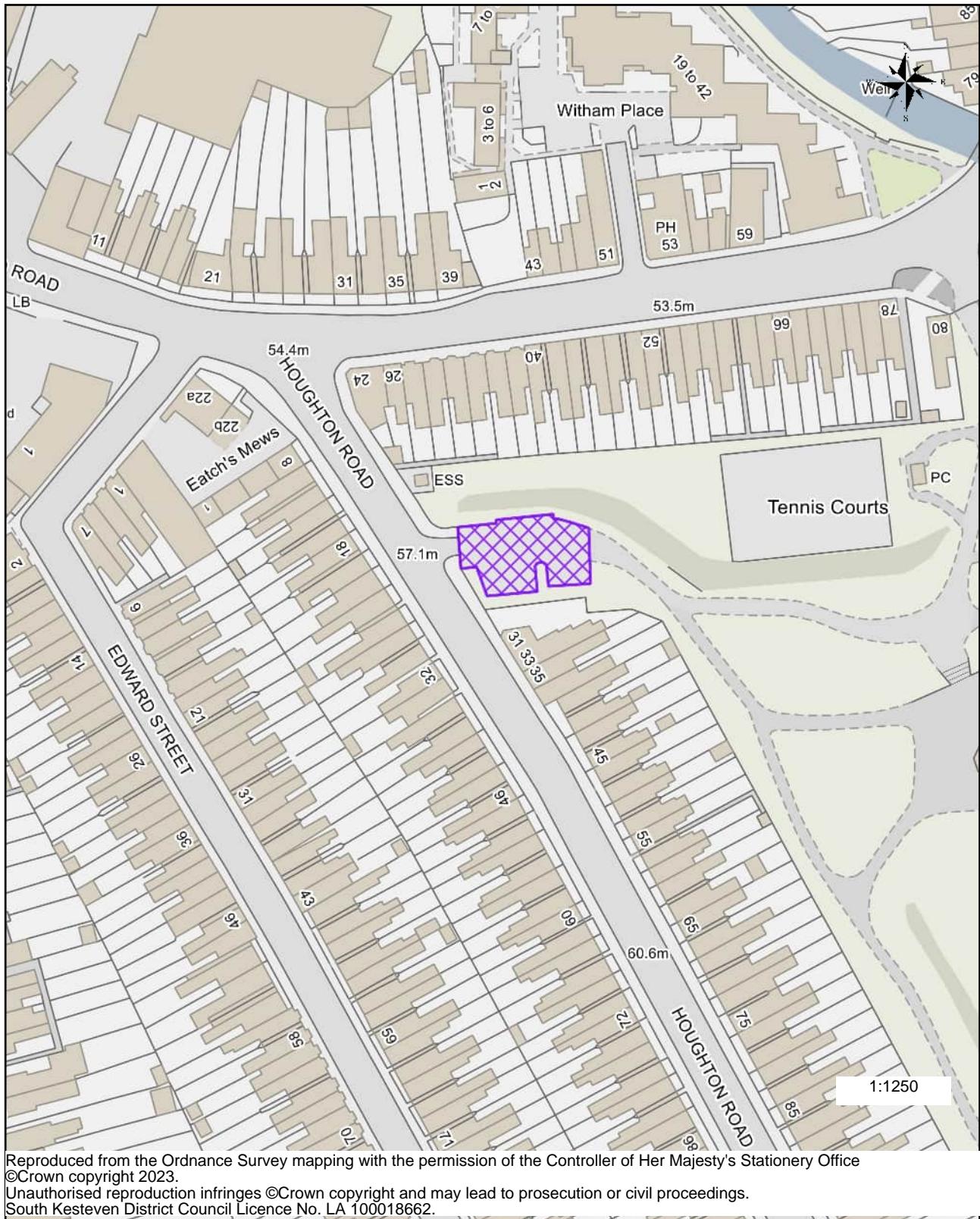


Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office  
©Crown copyright 2023.

Unauthorised reproduction infringes ©Crown copyright and may lead to prosecution or civil proceedings.  
South Kesteven District Council Licence No. LA 100018662.



# Dysart Park Car Park, Grantham Plan 19

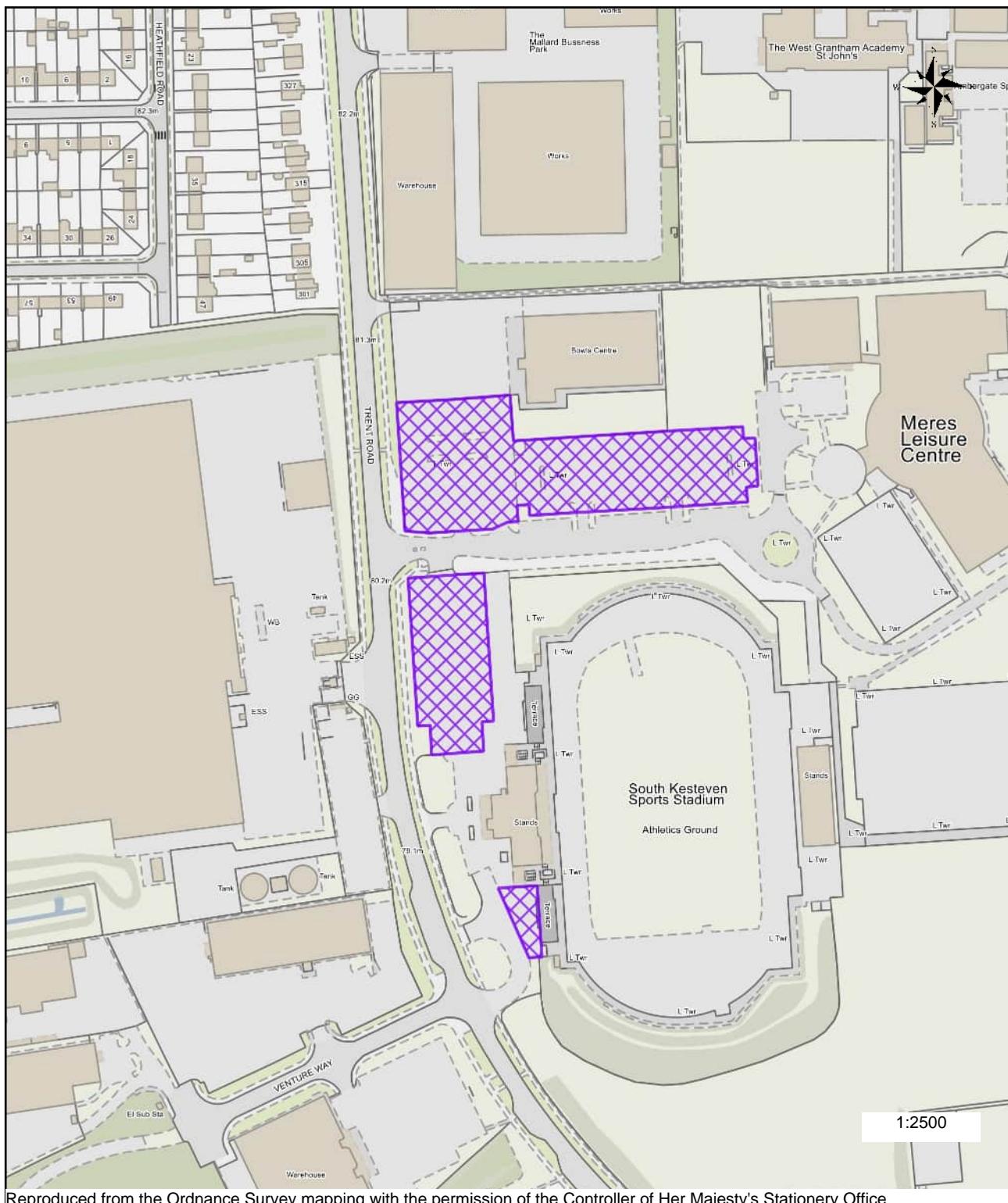


Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office  
©Crown copyright 2023.

Screen copy 2021  
Unauthorised reproduction infringes ©Crown copyright and may lead to prosecution or civil proceedings.  
South Kesteven District Council Licence No. LA 100018662.



## The Meres Leisure Centre, Grantham Plan 20

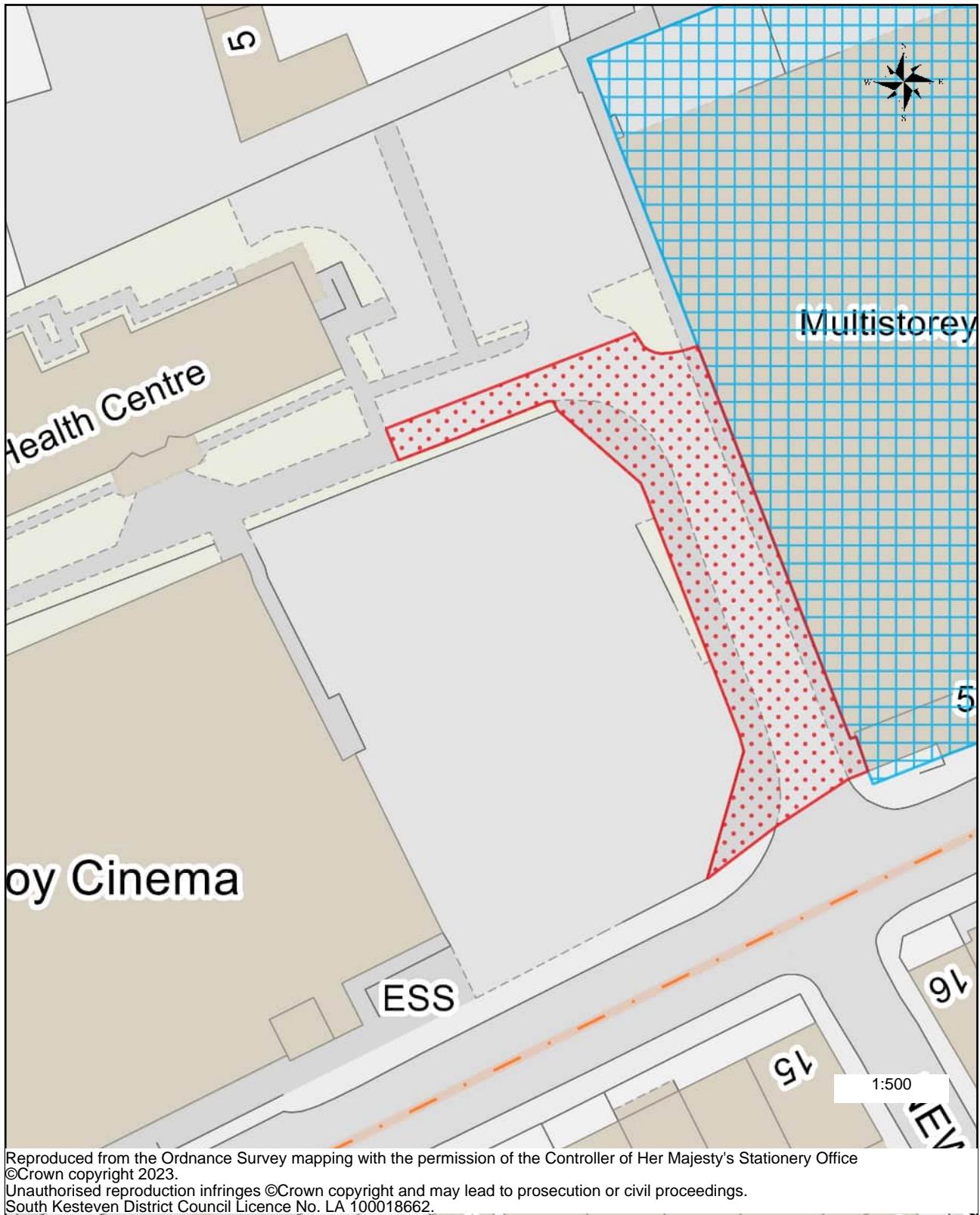


Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office  
©Crown copyright 2023.

Unauthorised reproduction infringes ©Crown copyright and may lead to prosecution or civil proceedings.  
South Kesteven District Council Licence No. LA 100018662.

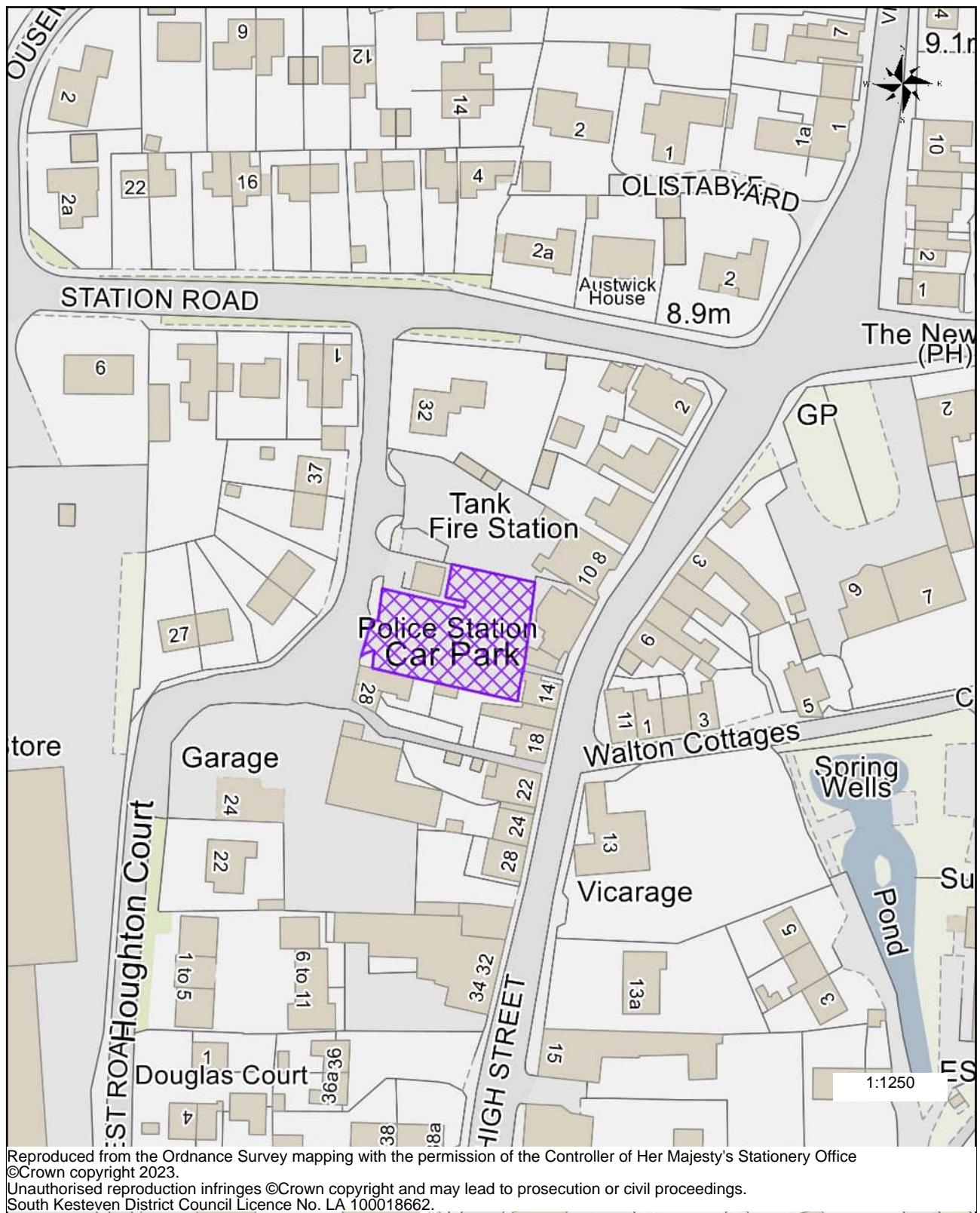


## Land off St Catherine's Road, Grantham Plan 21



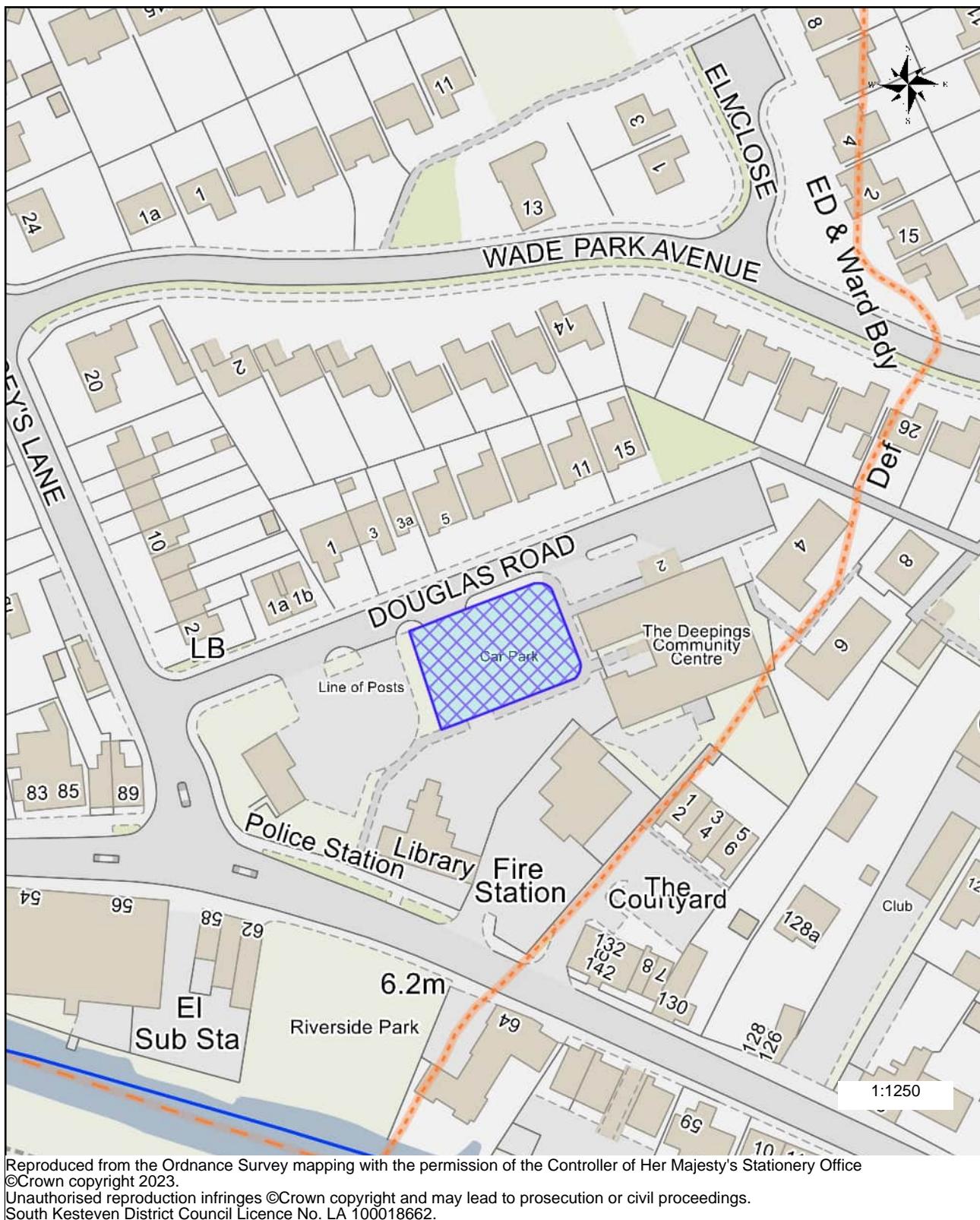


## West Road Car Park, Billingborough Plan 22





# Douglas Road Car Park, Market Deeping Plan 23



Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office  
©Crown copyright 2023.

Unauthorised reproduction infringes ©Crown copyright and may lead to prosecution or civil proceedings.  
South Kesteven District Council Licence No. LA 100018662.

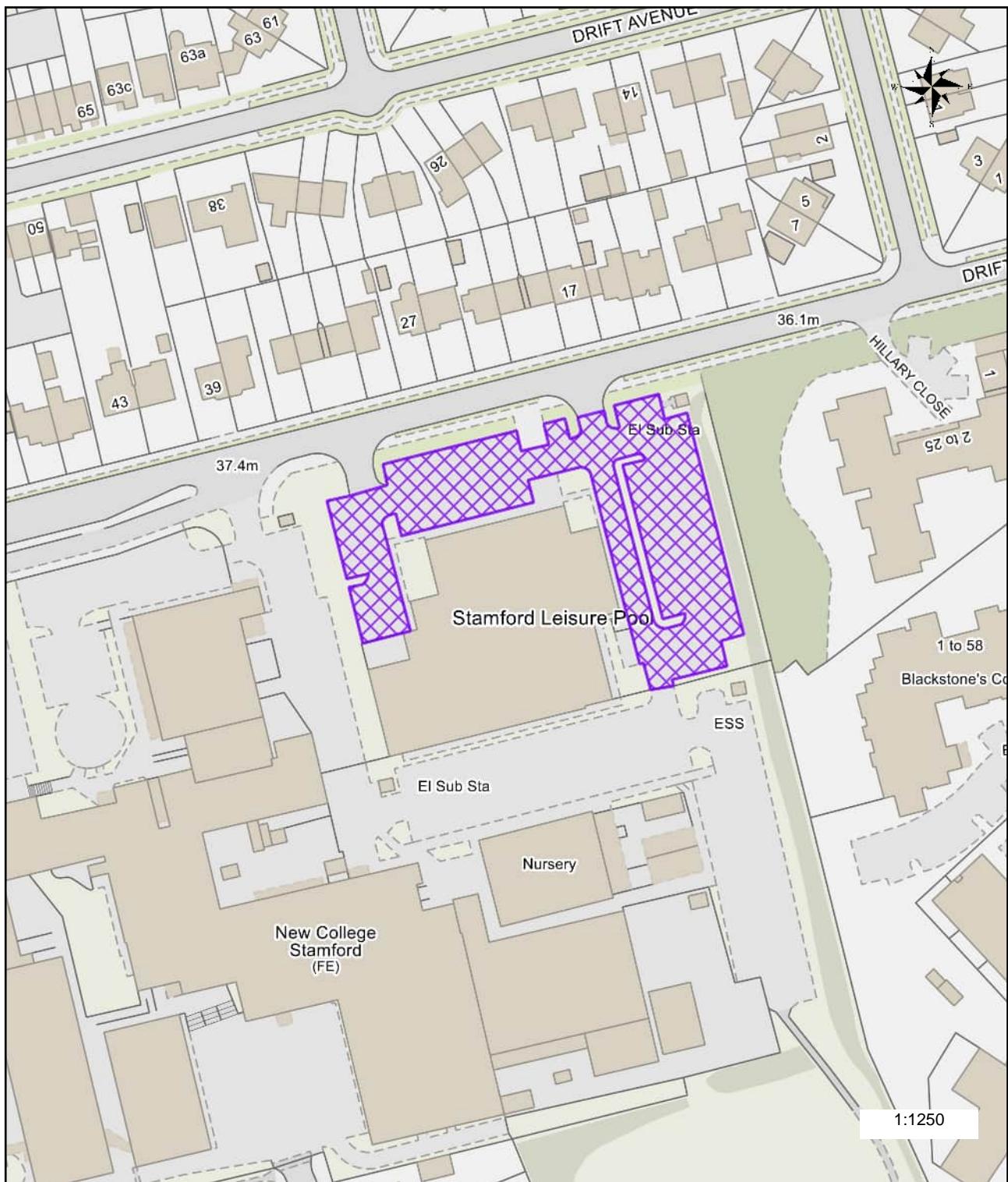


## Halfleet Car Park, Market Deeping (Plan 24)





## Stamford Leisure Centre Car Park, Drift Road, Stamford Plan 25



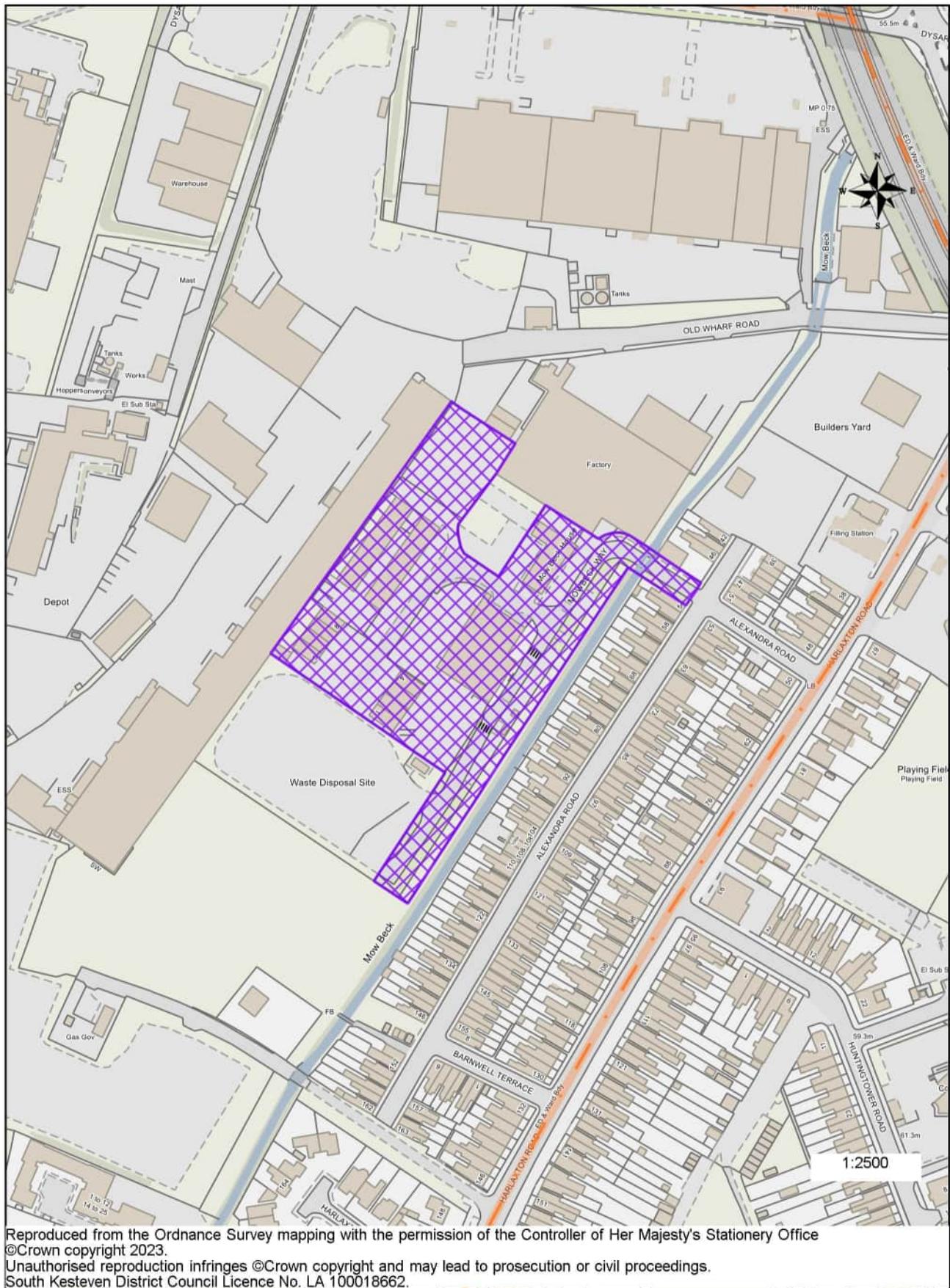
Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office  
©Crown copyright 2023.

Unauthorised reproduction infringes ©Crown copyright and may lead to prosecution or civil proceedings.  
South Kesteven District Council Licence No. LA 100018662.

# Mowbeck Site, Grantham Plan 26



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL



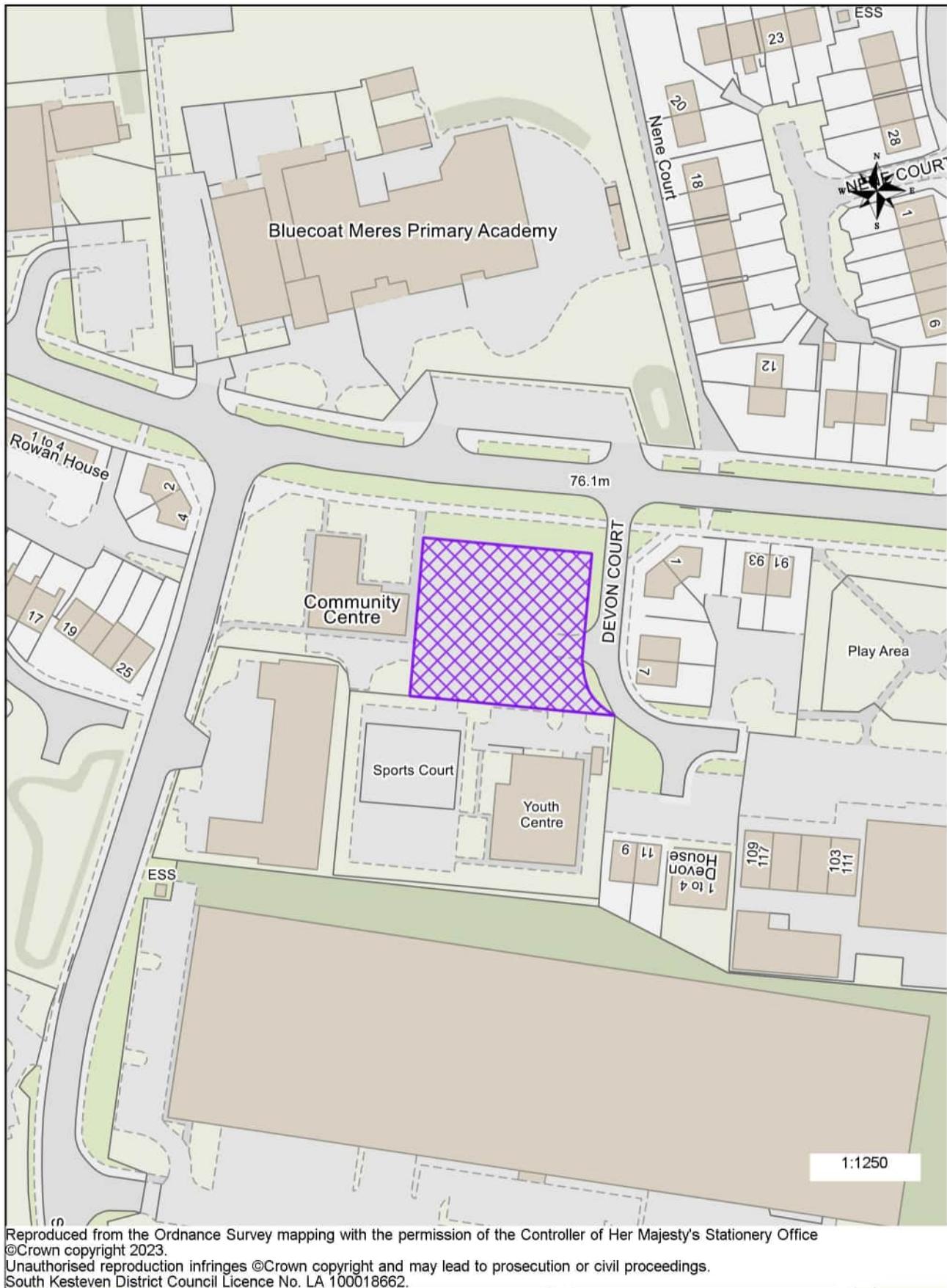
Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office  
©Crown copyright 2023.

Unauthorised reproduction infringes ©Crown copyright and may lead to prosecution or civil proceedings.  
South Kesteven District Council Licence No. LA 100018662.

# Community Centre Car Park, Trent Road, Grantham Plan 27

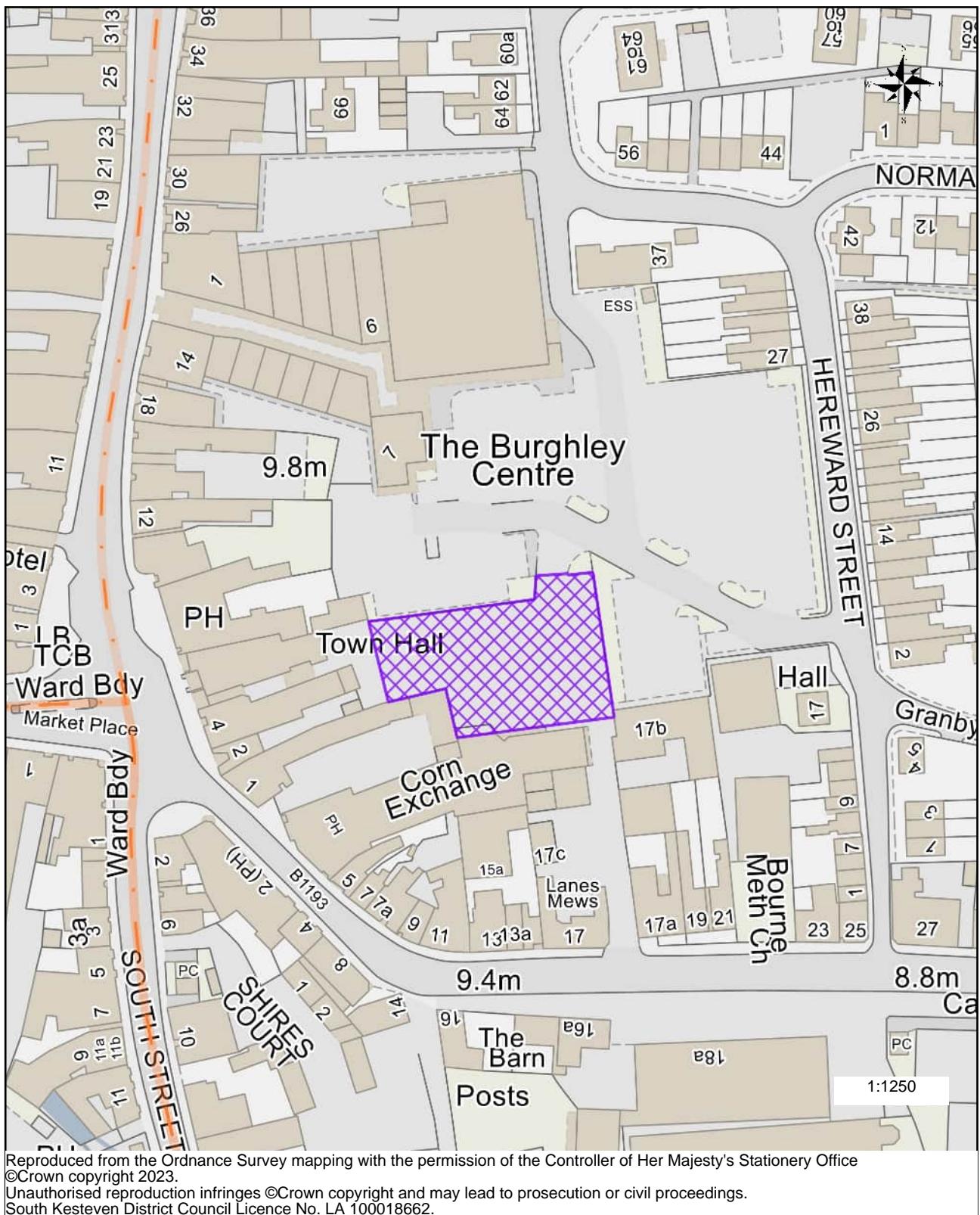


SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL





## The Corn Exchange, Abbey Road, Bourne Plan 28

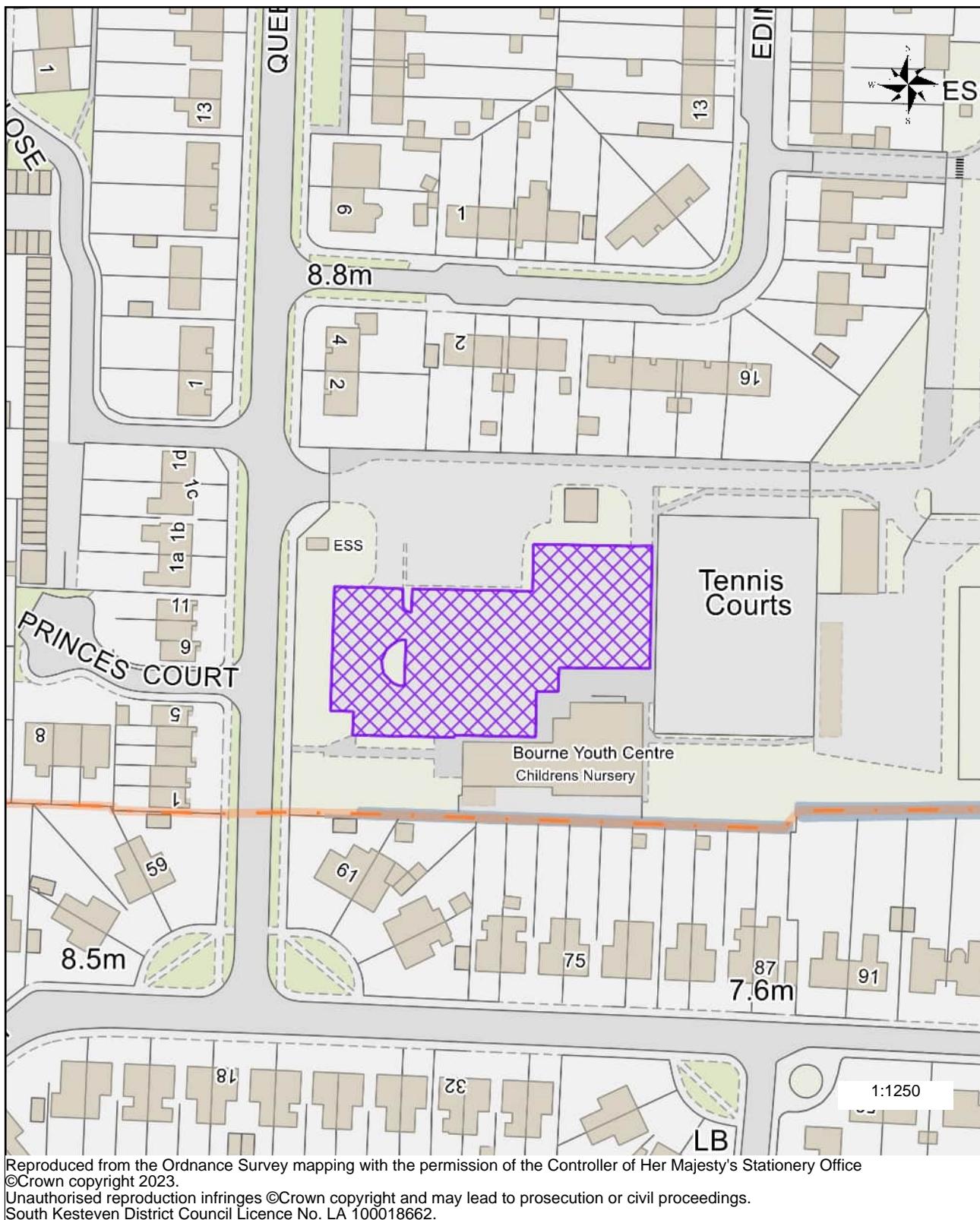


Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office  
©Crown copyright 2023.

Unauthorised reproduction infringes ©Crown copyright and may lead to prosecution or civil proceedings.  
South Kesteven District Council Licence No. LA 100018662.



## Bourne Leisure Centre, Queens Road, Bourne Plan 29



This page is intentionally left blank



## Equality Impact Assessment

Question	Response
1. Name of policy/funding activity/event being assessed	South Kesteven District Council (Off-Street Parking Places) (Civil Enforcement) Order 2023
2. Summary of aims and objectives of the policy/funding activity/event	To revoke the existing and introduce a new Order. The purpose of the Order states the requirements for all Off-Street parking places in the district, including any parking charges, and ensures that any breaches can be effectively enforced.
3. Who is affected by the policy/funding activity/event?	Users of public car parks provided by 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.	The process for introducing a new Off-Street Parking Places Order is set out in the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996. This includes a requirement to carry out public consultation and consultation with a range of statutory bodies. Consultation will be undertaken following approval of the draft Order by Cabinet.
5. What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?	The Order will be reviewed periodically as required. Parking tariffs will be reviewed annually.

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 <small>(The Action Log below should be completed to provide further detail)</small>
Age	Neutral	Age is not a determinant in the introduction of this Order. Any persons holding a driving licence for the relevant class of vehicle can use the Council's parking facilities.	No action required at this stage. EIA will be reviewed following statutory consultation.
Disability	Positive	The Council's parking facilities have dedicated bays for Blue Badge holders and Blue Badge holders may park in any space without payment. Use of dedicated bays by non Blue Badge holders is enforceable under the conditions of the Order.	No action required at this stage. EIA will be reviewed following statutory consultation.
Gender Reassignment	Neutral	Gender Reassignment is not a determinant in the introduction of this Order.	No action required at this stage. EIA will be reviewed following statutory consultation.



		Any persons holding a driving licence for the relevant class of vehicle can use the Council's parking facilities.	
Marriage and Civil Partnership	Neutral	Marriage and Civil Partnership is not a determinant in the introduction of this Order. Any persons holding a driving licence for the relevant class of vehicle can use the Council's parking facilities.	No action required at this stage. EIA will be reviewed following statutory consultation.
Pregnancy and Maternity	Neutral	Pregnancy and Maternity is not a determinant in the introduction of this Order. Any persons holding a driving licence for the relevant class of vehicle can use the Council's parking facilities.	No action required at this stage. EIA will be reviewed following statutory consultation.
Race	Neutral	Race is not a determinant in the introduction of this Order. Any persons holding a driving licence for the relevant class of vehicle can use the Council's parking facilities.	No action required at this stage. EIA will be reviewed following statutory consultation.
Religion or Belief	Neutral	Religion or Belief is not a determinant in the introduction of this Order. Any persons holding a driving licence for the relevant class of vehicle can use the Council's parking facilities.	No action required at this stage. EIA will be reviewed following statutory consultation.
Sex	Neutral	Sex is not a determinant in the introduction of this Order. Any persons holding a driving licence for the relevant class of vehicle can use the Council's parking facilities	No action required at this stage. EIA will be reviewed following statutory consultation.
Sexual Orientation	Neutral	Sexual Orientation is not a determinant in the introduction of this Order. Any persons holding a driving licence for the relevant class of vehicle can use the Council's parking facilities	No action required at this stage. EIA will be reviewed following statutory consultation.



Other Factors requiring consideration			
Socio-Economic Impacts	Neutral	<p>Parking for blue badge holders (in all spaces) remains free of charge in the Council's pay and display car parks.</p> <p>Council pay and display car parks are monitored by CCTV for the purposes of public safety</p>	No action required at this stage. EIA will be reviewed following statutory consultation.
Carers (those who provide unpaid care to a family member, friend or partner)	Neutral	<p>Carers is not a determinant in the introduction of this Order.</p> <p>Any persons holding a driving licence for the relevant class of vehicle can use the Council's parking facilities</p>	No action required at this stage. EIA will be reviewed following statutory consultation.

## 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

## 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

## 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.

Question	Explanation / justification
Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?	



Final Decision	Tick	Include any explanation/justification required
1. <b>No barriers</b> identified, therefore activity will proceed	✓	EIA will be reviewed following statutory consultation
2. <b>Stop</b> the policy or practice because the data shows bias towards one or more groups		
3. <b>Adapt or change</b> the policy in a way that will eliminate the bias		
4. <b>Barriers and impact identified</b> , 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 <b>proceed with caution</b> with this policy or practice knowing that it may favour some people less than others, providing justification for this decision		

Did you consult with an Equality Ally prior to carrying out this assessment? Yes

#### Sign off

Name and job title of person completing this EIA	Anne-Marie Coulthard Assistant Director of Operations and Public Protection
Officer Responsible for implementing the policy/function etc	Assistant Director of Operations and Public Protection
Line Manager	Richard Wyles, Chief Finance Officer and Interim Deputy Chief Executive
Date Completed	20 June 2023
Date of Review (if required)	Following public consultation

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](mailto: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.



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL



## Cabinet

11 July 2023

Report of Councillor Rhys Baker and  
Patsy Ellis  
Cabinet Member for Environment and  
Waste

## Introduction of the Separate Collection of Paper and Card (Twin Stream Recycling)

### Report Author

Anne-Marie Coulthard, Assistant Director of Operations and Public Protection



[a.coulthard@southkesteven.gov.uk](mailto:a.coulthard@southkesteven.gov.uk)

### Purpose of Report

The separate kerbside collection of paper and card for recycling is being rolled out across Lincolnshire. This paper proposes the introduction of the service within South Kesteven.

### Recommendations

#### That Cabinet

1. Approves the introduction of a service for the separate kerbside collection of paper and card for recycling across the district.
2. Approves the revised South Kesteven District Council Waste and Recycling Operational Policy.
3. Approves the Council's TEEP (technically, environmentally and economically practical) Assessment.

## 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 High performing Council
Which wards are impacted?	All

## 1. Implications

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

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

- 1.1 The proposed change does not result in additional collection rounds. Lincolnshire County Council (LCC) is providing and funding the initial wheeled bins and up to 2% of bins provided for a period of 3 years from implementation. A charge is currently made to developers for all wheeled bin types for new build properties.
- 1.2 LCC will provide additional staff resource during the roll-out period to deal with telephone enquiries and on the ground engagement with residents. It is anticipated that some future engagement and enforcement will be required which will be provided by the Council's Waste and Recycling Team and Neighbourhoods Team.
- 1.3 It is anticipated that costs associated with the ongoing administration of the scheme will be met from existing staff budgets.

Completed by: Richard Wyles, Chief Finance Officer

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

- 1.4 Under section 45(1) of the Environmental Protection Act 1990, as a 'Waste Collection Authority', the Council has a statutory duty to provide a collection service for household waste.

1.5 Section 46 of 'The Act' gives the Council powers to stipulate:

- the size and type of the collection receptacle(s)
- where the receptacle(s) must be placed for the purpose of collection and emptying
- the materials or items which may or may not be placed within the receptacle(s).

1.6 To comply with this requirement, a notice specifying the requirements will be provided to all households during the roll-out period.

Completed by: Mandy Braithwaite, Legal Executive

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

1.7 South Kesteven will be the fifth Council in Lincolnshire to roll-out the scheme and will benefit from the learning of others.

1.8 The Council will enter into a Memorandum of Understanding with LCC which will transfer the ownership and warranty of the new receptacles to the Council at the point of delivery to households.

Completed by: Tracey Elliott, Governance and Risk Officer

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

1.9 An equality impact assessment has been undertaken and is at Appendix 4. It is anticipated that any potential adverse impacts will be mitigated by existing process e.g. assisted collection for those unable to move their bin to the kerbside and through education which will include one to one visits for householders needing additional support to implement the new requirements.

Completed by: Carol Drury, Community Engagement Manager

### ***Climate Change***

1.10 It is anticipated that the separate collection of paper and card will improve the Council's recycling rate and divert more recyclable materials from the residual waste stream.

1.11 Operationally, the scheme will replace one of the existing mixed dry recycling collections and therefore there will be no increase in the mileage and associated carbon emissions of the Council's refuse collection fleet.

Completed by: Serena Brown, Sustainability and Climate Change Officer

## 2. Background to the Report

- 2.1 A Clean and Sustainable Environment is a priority in the Council's Corporate Plan 2020-2023. A key action under this priority is to work with the Lincolnshire Waste Partnership (LWP) to reduce waste and further improve recycling.
- 2.2 In 2018, the Council adopted the Joint Municipal Waste Management Strategy for Lincolnshire. The Strategy sets out how the seven Lincolnshire district councils will work together with Lincolnshire County Council (LCC) as members of the LWP. The overarching aim is to protect the environment by delivering sustainable waste management services and establish best value waste management practices for the benefit of Lincolnshire.
- 2.3 South Kesteven District Council is a "Waste Collection Authority" and has a duty to collect household waste. Lincolnshire County Council is the "Waste Disposal Authority" and is required to manage the disposal of waste collected by waste collection authorities.
- 2.4 The Waste (England & Wales) Regulations 2011 require Councils to collect a range of materials separately unless an assessment of the technical, economic and environmental impacts means it is not practicable (known as a "TEEP" assessment). This allows materials to be collected in the same bin. The Environment Act 2021 requires Councils to implement consistent kerbside collections of recyclable materials, with a requirement to collect plastic, paper, glass, food waste and metals separately, Regulations and Statutory guidance are awaited on the implementation of the Act.
- 2.5 The Council introduced wheeled bins for the separate kerbside collection of residual waste and mixed dry recyclable (MDR) materials in 2007. All target MDR is currently collected in one silver bin or clear sack which is then sorted at a materials recycling facility. Residents can choose to subscribe to the garden waste collection scheme which also contributes to the overall recycling rate.
- 2.6 In 2021/22 the recycling rate in South Kesteven was 43%. This was similar to both the Lincolnshire and average national rates. The quality of the recyclable material collected in Lincolnshire has historically been poor with around 31% of materials collected from households at kerbside being "contaminated". This means recyclable materials have either been contaminated with other materials such as foodstuffs, nappies etc and are not able to be recycled or non-recyclable or non-target recyclable materials are placed in the recycling bin. In South Kesteven in 2021/22 contaminated material made up an average of 28% of the contents of recycling bins/sacks collected at kerbside.

### Twin Stream Recycling

2.7 In July 2019 the LWP commenced a trial to collect paper and card separately from the MDR collections in North Kesteven, Boston and South Holland. The aims of the trial included:

- Improving the quality and volume of paper and card recycled
- Reducing contamination, to enable the separated paper and card to be made into quality paper which can be recycled many times
- Changing residents' recycling and kerbside waste presentation behaviours
- Using the opportunity to improve the quality of the remaining MDR (the material collected in the silver recycling bin).

2.8 A series of engagement activities, participant surveys and mailshots were undertaken to increase understanding, with 82% of responding participants stating that they would be happy to continue with the separate collection of paper and card beyond the trial.

2.9 During the trial, samples were taken from the MDR in both trial and non-trial areas to identify the impact on the quality of the remaining mixed recycling. In the trial areas, the average contamination rate reduced to 17%. Although a small sample size, the data indicated that the increased engagement with residents helped them to improve their general understanding and place the correct material in the recycling bin, therefore improving the overall quality and recyclability of the material.

2.10 Following the success of the trial the LWP agreed to seek to roll-out the separate collection of paper and card across the county by 2024. The scheme has been successfully rolled out in North Kesteven, Boston, West Lindsey and East Lindsey. The phased approach allows for focused engagement and support for residents and collection teams and opportunities for incremental learning for future improvements. Table 1 below shows the tonnage collected by each council to January 2023.

2.11 LCC has entered into a contract with Palm Paper to process the paper and card. The mill has reported that contamination of the paper and card is on average 1.5% and the highest quality material presented to them by any council area in the country.

2.12 Since the commencement of the roll-out, 12,878 tonnes of separated paper and card have been collected from participating areas (to January 2023), a breakdown is shown in table 1.

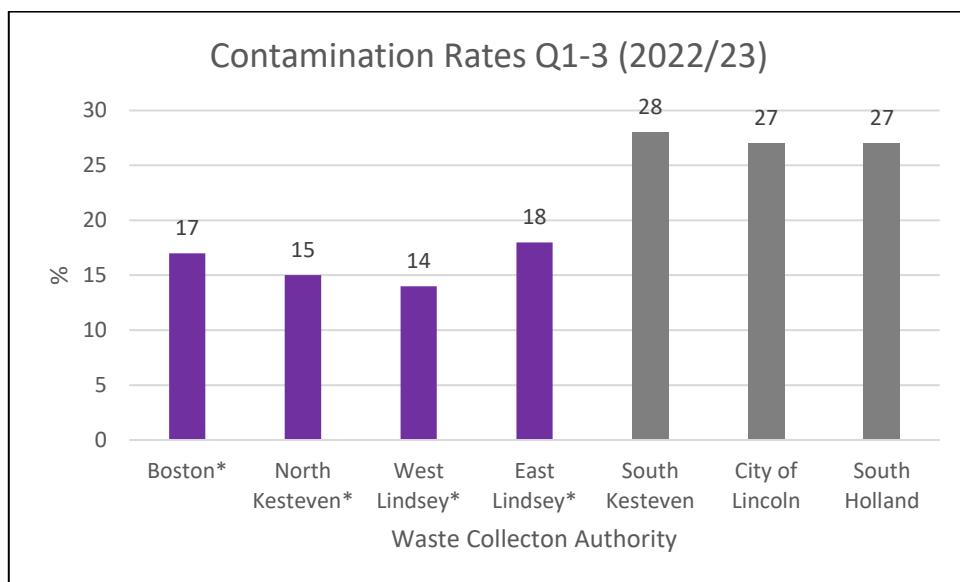
2.13 Graph 1 shows the positive impact of the separate collection of paper and card in reducing overall contamination of recyclable material in participating council areas. This stood at an average of 15% at the end of Q3 (excluding East Lindsey which commenced a phased roll-out during Q3). Analysis of the materials has shown

that the highest proportion of contamination in the MDR was from paper and card which had become wet/contaminated by other materials and could not be recycled. Analysis of the composition of the MDR collected in South Kesteven shows that around 53% of the material is paper and card, however, much of this will be contaminated and not recyclable. Separating out the paper and card prevents it from becoming contaminated, therefore, reducing contamination and increasing the overall recycling rate.

Table 1 – Twin Stream Roll-Out Progress (to January 2023)

Authority	Commencement Date	Total Paper and Card Collected (tonnes)
Boston BC	April 2021	3701
North Kesteven DC	October 2021	5695
West Lindsey DC	April 2022	2420
East Lindsey DC	October 2022 (phased)	1062
South Kesteven DC	From October 2023	N/A
City of Lincoln	To be confirmed	N/A
South Holland DC	To be confirmed	N/A

Graph 1 – Contamination Rates Across All Councils Q1-3 (2021/22)



### Proposal for South Kesteven

2.14 It is proposed that the roll-out of separate paper and card collections will commence from October/November 2023 (education, publicity, delivery of bins etc.), with the first collection taking place in January 2024 to avoid the Christmas period as the introduction over this period may be more problematic. The draft implementation plan is at Appendix 3.

2.15 All households currently using a 240-litre silver bin for recycling will be automatically issued with an additional 240-litre black bin with a purple lid (standardised across Lincolnshire) for paper and card only. Additional cardboard/paper placed at the side of the bin ("side waste") will not be accepted as the paper and card must remain dry. Arrangements will be made to visit households who feel unable to accommodate an additional bin to explore their options.

2.16 Prior to the delivery of the bin, each household will receive a letter explaining the scheme, a collection calendar and a "right thing, right bin" leaflet explaining which material goes in which bin. Information will be replicated and supplemented with further information on the Council's website. The engagement team will be available to speak with residents who have concerns, will accompany the waste collection crews on rounds and carry out home visits where necessary.

2.17 Of the 66,500 households in South Kesteven, just under 1,700 households currently receive sack collections for residual and MDR waste. Sacks are used for a number of reasons including, having no external space to store wheeled bins, where the only access to an external storage area is through the property or sacks have been issued where a householder has requested this e.g., as an alternative to using an assisted collection for wheeled bins. LCC has advised that there is currently no option for paper and card to be presented in sacks and as such, these households will be unable to participate at this time. This is being further explored by LCC and should a sack option be available in the future this will be reviewed. In the interim, a review of the reasons for each household receiving a sack collection is being undertaken and where possible these households will be issued with wheeled bins rather than sacks. Those households unable to accommodate a wheeled bin will continue to receive a MDR sack collection on the same day as the silver MDR wheeled bin collection for their area as currently. Proposed collection frequencies are shown in table 2.

2.18 Separating the paper and card from the MDR will free up significant capacity in the silver MDR bin, therefore, it is proposed that the paper and card collection will alternate with the MDR collection. The black residual waste bin will continue to be collected fortnightly as depicted in table 2 below. No changes to collection days or additional collections will be required to facilitate this change.

Table 2 – Waste and Recycling Collection Frequencies

Week	1	2	3	4
Residual (black bin/pink sack)	X		X	
Recycling (silver bin)		X		

Mixed Dry Recycling (clear sack)		X		
Paper/Card (purple lidded bin)				X

- 2.19 LCC will provide the new purple lidded wheeled bins through a Memorandum of Understanding, the ownership and warranty of the new receptacles will transfer to the Council at the point of delivery to households. LCC will also provide up to 2% of the original rollout amount (approx. 1360 bins per annum) for replacement bins for 3 years from implementation to replace broken bins etc. Once a sack-based solution becomes available LCC will also meet the cost of the sack provision for these households.
- 2.20 LCC has recruited a team of engagement officers to support the roll out of the new service across the county. The recruitment and employment of this team of officers, and ongoing marketing and engagement costs are being resourced by the County Council, funded from the savings being achieved from reduced disposal costs. This team also monitors the quality of the materials collected.
- 2.21 Feedback from the roll-out in other areas has shown that allowing sufficient time and capacity for communications and engagement in advance of and during commencement is a key factor in the success of the scheme. Each household will receive a collection calendar and other information explaining the scheme and what items are to be placed in which bin. Additional advice and support will be offered to householders by the engagement team throughout the roll-out. This will include visits to householders with concerns about the project e.g. a genuine lack of space for the bin.
- 2.22 Once the service is rolled-out across this district, the engagement officers will move to the next district council in the schedule. However, the engagement team will continue to be available to ensure that residents are supported.

### **TEEP Assessment**

- 2.23 Regulation 13 of the Waste (England & Wales) Regulations 2011 (amended 2012) states that any organisation which collects waste paper, metal, plastic or glass must undertake separate collection of that waste where doing so is technically, environmentally and economically practicable (TEEP) and it is appropriate to meet the necessary quality standards for the relevant recycling sectors. This is known as a TEEP assessment which Waste Collection Authorities are required to complete when considering changes to recycling collections. If separate collections are not practicable, then some measure of co-mingling is permitted.
- 2.24 A TEEP assessment has been undertaken for the proposed twin stream collection and is at Appendix 1. The assessment concludes that the proposed twin stream

recycling collection for South Kesteven meets the requirement of Waste (England & Wales) Regulations 2011 (amended 2012).

2.25 The requirement to collect recyclable waste streams separately continues in the Environment Act 2021, however, the Regulations required to implement the revised assessment process have not yet been laid.

### **Impact on Current Refuse and Recycling Operational Policy**

2.26 The introduction of twin stream recycling will require amendments to the current Refuse and Recycling Operational Policy which was adopted by Cabinet in 2016. The current policy allows clean cardboard to be collected at the side of recycling bins. Adopting the twin stream collection will require this arrangement to end as the paper and card collected must be dry and clean. Residents can dispose of any excess cardboard at Household Waste Recycling Centres.

2.27 As the policy is now 7 years old, a full review has been undertaken to ensure it continues to be fit for purpose, that language is clear and that a consistent approach to waste and recycling across Lincolnshire is supported where possible. A revised draft policy is at Appendix 2. Amendments which affect the intent or direction of the policy are highlighted in red text.

### **Education and Enforcement**

2.28 Along with the other Lincolnshire council's South Kesteven promotes the "right thing, right bin" message to raise awareness of what can and cannot be recycled at kerbside. The twin stream roll-out also provides an opportunity to improve the quality of the remaining MDR stream and further increase recycling rates.

2.29 The roll-out has demonstrated that most householders wish to comply with the changes, however, where householders do not follow the requirements, contaminated bins will be rejected by the collection crews and the incorrect material will need to be removed by the householder before the next scheduled collection. There will be a grace period while residents adjust to the changes.

2.30 Where householders continue to place the incorrect material in either the MDR or paper/card bin, they will be visited by the engagement team who will explain how to correctly separate the waste and give advice on maximising the capacity of the bins e.g. breaking down boxes etc.

2.31 As contamination can lead to entire loads being rejected, reduced recycling rates and increased disposal cost, legislation allows fixed penalty notices to be issued for persistent non co-operation and ultimately, withdrawal of the recycling service. Education and engagement will always be the preferred option, however, there will be a requirement for enforcement on some occasions. It is anticipated that this

can be accommodated within existing staff resources, however, this will need to be kept under review.

2.32 The Council currently takes a staged approach to enforcement, choosing to educate first, with enforcement action being a last resort. The Operational Policy includes a section on enforcement this is consistent across the county.

### **3. Key Considerations**

3.1 The introduction of the twin stream recycling collection and associated policy changes as set out in this report will support the Council in meeting legislative requirements, achieve aims of the Lincolnshire Joint Municipal Waste Management Strategy and the Council's Corporate Strategy and support carbon reduction.

3.2 Results from councils that have already introduced the service show that the twin stream collection results in a higher quality recyclate and reduced contamination which will help to increase the district's recycling rate.

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

4.1 The twin stream roll-out is phased across Lincolnshire, with three district council's still to commence the scheme. Delaying the roll out in South Kesteven would impact on future roll-out for the remaining councils.

4.2 Section 51 of the Environmental Protection Act 1990 gives the waste disposal authority powers to give directions to waste collection authorities about the separation of waste if it considers it necessary for assisting it to comply with any obligation imposed on it by or under any enactment.

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

5.1 The implementation of twin stream recycling supports compliance with legislative requirements and achieves the Corporate Plan priority to work with the Lincolnshire Waste Partnership to reduce waste and further improve recycling.

### **6. Consultation**

6.1 There is no legislative requirement to consult householders in relation to refuse and recycling disposal arrangements. However, during the initial trials in other district areas feedback was sought from participating households. 82% of responding participants stated that they would be happy to continue with the separate collection of paper and card beyond the trial.

6.2 The Environment Overview and Scrutiny Committee considered the issue at the meeting on 11 July 2023. A verbal update on the outcome will be provided to Cabinet.

## **7. Background Papers**

7.1 [Current South Kesteven District Council Refuse and Recycling Operational Policy](#)

## **8. Appendices**

8.1 Appendix 1 TEEP Assessment

8.2 Appendix 2 Revised draft South Kesteven District Council Refuse and Recycling Operational Policy

8.3 Appendix 3 Draft Implementation Plan

8.4 Appendix 4 Equality Impact Assessment

This page is intentionally left blank

## South Kesteven District Council

### TEEP Assessment – June 2023

#### Proposed change to twin-stream collections

*Based on WRAP's "Waste Regulations Route Map":*

<https://www.wrap.org.uk/sites/files/wrap/Route%20Map%20Revised%20Dec%2014.pdf>

## Table of Contents

Section	Page
Introduction & Legislative Background	3
Summary of Assessment Results	5
Step 1 – Determine What Waste is Collected and How	6
Step 2 – Check How Collected Materials are Treated and Recycled	11
Step 3 – Apply the Waste Hierarchy	12
Step 4 – Decide Whether Separate Collection of the Four Materials is Required	14
a) <i>Necessity Test (Section 4.3)</i>	17
b) <i>Practicability Test (Sections 4.4 to 4.7)</i>	19
Step 5 – Obtain Sign-off	22
Step 6 – Retain Evidence	23
Step 7 – Re-evaluation Process	23

## Introduction & Legislative Background

The Environment Act (2021) sets out rules regarding the collection of household waste by a Waste Collection Authority like South Kesteven District Council. Section 57<sup>1</sup> includes:

- Subsection 10 – For the purposes of this section the recyclable waste streams are—
  - (a) glass; (b) metal; (c) plastic; (d) paper and card; (e) food waste; (f) garden waste.
- Subsection 5 – Recyclable household waste in each recyclable waste stream must be collected separately, except so far as provided by subsection 6.
- Subsection 6 – Recyclable household waste in two or more recyclable waste streams may be collected together where—
  - (a) it is not technically or economically practicable to collect recyclable household waste in those recyclable waste streams separately, or
  - (b) collecting recyclable household waste in those recyclable waste streams separately has no significant environmental benefit (having regard to the overall environmental impact of collecting it separately and of collecting it together).

Further details are awaited from DEFRA on the implementation of the Environment Act 2021 and whether the specific wording will result in any practical differences from the current requirement (under the Waste Regulations 2011/2012, updated by The Waste (Circular Economy) (Amendment) Regulations 2020) for separate collection of paper, plastic, metal and glass where technically, environmentally and economically practicable (commonly known as "TEEP").

In the meantime, this document uses the Waste Regulations Route Map<sup>2</sup> (see summary below) produced by the Waste and Resources Action Programme (WRAP) to align with previous legislation. The Route Map presents a step-by-step process for councils to assess and demonstrate their compliance with the Regulations.



<sup>1</sup> [Environment Act 2021 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

<sup>2</sup> WRAP Route Map – <https://www.wrap.org.uk/sites/files/wrap/Route%20Map%20Revised%20Dec%202014.pdf>

## **Undertaking a review**

This is not the first time SKDC has undertaken such an assessment. However, the WRAP Route Map (Step 7) makes clear the need for regular reviews to ensure continued compliance in the light of changing circumstances.

This report revisits and updates the 2014 assessment in the light of:

- A new local strategy – In January 2019 the Lincolnshire Waste Partnership (LWP) adopted a new Waste Strategy for Lincolnshire.
- New national requirements – As described above, the Environment Act (2021) changes the rules on household waste collections although details of how this is to be implemented are yet to be confirmed.

A key new consideration in this assessment is that the LWP have, in line with their strategic objective, "to improve the quality and therefore commercial value of our recycling stream", proposed that there be separate collections of paper and card (together) across the county. As well as the national steer for recyclables to be collected separately, these collections align with the paper industry's preference that their recycled feedstock be collected separately from other materials, particularly glass. Four of the LWP's Waste Collection Authorities have already started these "twin-stream" collections, and this provides excellent data to help us assess how such a system might work in the SKDC area.

Whilst the principal reason for undertaking an assessment at this point is to consider whether a move to separate collections of paper and card would comply with the "TEEP" requirements of the Waste Regulations, it should also be noted that the government has proposed the introduction of mandatory separate collections of food waste nationally. It is anticipated that food waste collections will help to reduce contamination levels in mixed recycling collections, however, details on the implementation are still awaited. Since the nature and size of that impact will only become clear with time, a further "TEEP" review will be undertaken once the details of food waste collections are known.

Given that all of the above applies to all of the LWP partner authorities, and that those partners are working together to implement the shared Waste Strategy for Lincolnshire, the format of this report, and some of the information contained in it, will be shared across assessments for all seven Waste Collection Authorities (WCA). However, each report also contains information specific to the WCAs own area.

## Summary of Assessment Results

This assessment confirms that the proposed twin-stream collections of recyclables (separate paper and card; other recyclables mixed) meet the requirements of the Waste Regulations as follows.

**Have we applied the Waste Hierarchy? – Regulation 12 (See "Step 3" for details)**

Yes. Where possible materials are handled as high as possible on the hierarchy, and very little ends up being sent for landfill disposal.

**Is separate collection (of the four specified materials) necessary to “facilitate or improve” recovery? – Regulation 13(4)(a) (See "Step 4a" for details)**

- Paper – May be necessary for quality.
- Glass, metals & plastics – Not necessary for quantity or quality.

**Is separate collection technically, environmentally and economically practicable? – Regulation 13(4)(b) (See "Step 4b" for details)**

- Multi-stream (kerbside sort) = Not practicable.
- Twin-stream (including separate paper & card) = Practicable.

**Conclusion** – Twin-stream collections with separate paper and card by South Kesteven District Council would comply with the Waste Regulations.

## Step 1 – Determine What Waste is Collected and How

### 1.1 – List of collections

The vast majority of the waste collected by SKDC comes from kerbside collections, so this assessment will mainly focus on those.

Table 1.1 – Kerbside collections

Service	Frequency	Container(s)	Households served (rounded)
<b>Current collections</b>			
General (residual) waste <sup>i</sup>	Fortnightly	Black bin/sack	69,300 (all households)
Mixed dry recyclables <sup>i</sup>	Fortnightly	Silver bin/sack	69,300 (all households)
Garden waste <sup>iii</sup>	Fortnightly	Green wheelie bin	29,900 (subscribers)
<b>Proposed twin-stream collections (to replace current MDR)</b>			
Separate paper & card	Every 4 weeks	Purple-lidded black wheelie bin	All applicable households
Mixed dry recyclables <sup>ii</sup>	Every 4 weeks	Silver bin/sack	All applicable households

*i – Kerbside rounds include some collections from other premises such as schools, nursing homes and village halls.*

*ii – MDR collections in twin-stream areas exclude paper & card.*

*iii – 23 collections per year*

Table 1.2 – Other collections

Service	Frequency	Container(s)	Description
Bulky waste	On request	n/a	Large household items (e.g. furniture)
Litter/street cleaning	Daily	Various	Various
Flytipping	Various	Various	Various
Sharps (needles, etc.)	Fortnightly	Various	Various
Commercial Waste	Various	Various	Various

### 1.2 – Waste composition

In order to assess the various collections, it is important to understand the quantities arising from each type of collection.

Table 1.3 – Overall 2022/23 quantities (tonnes)

Collected at Kerbside	Q1	Q2	Q3	Q4	Year
General (Residual) Waste	6,623	7,315	6,147	7,313	<b>27,398</b>
Mixed Dry Recyclables	3,692	3,298	3,753	3,269	<b>14,012</b>
Garden Waste	3,586	2,660	1,854	1,099	<b>9,199</b>
<b>Kerbside TOTAL</b>	<b>13,901</b>	<b>13,273</b>	<b>11,754</b>	<b>11,680</b>	<b>50,609</b>
Commercial residual waste					<b>2,488</b>
Commercial MDR					<b>431</b>
Litter/street cleaning/flytip					<b>1,890</b>
Other (Bulky)					<b>89</b>
<b>Overall TOTAL</b>					<b>55,507</b>

It is also important to understand the quantity of each material within the main waste streams. As indicated above the largest mixed-material streams, both collected at kerbside, have been assessed as follows:

- General (Residual) Waste – In 2022 the LWP undertook an analysis to feed data into various strategic work including this assessment.
- Mixed Dry Recyclables (MDR) – The Materials Recycling Facility (MRF) which processes the recyclables are required to test and report on the composition of their outputs.

Table 1.4 – Composition of kerbside-collected mixed waste streams

	By percentage		By tonnage	
	General	MDR	General	MDR
Paper & Card	14.4%	38.3%	3,935	5,369
Plastics	16.4%	10.7%	4,482	1,504
Glass	3.9%	17.9%	1,075	2,505
Metals	4.3%	6.4%	1,183	897
<b>TOTAL (4 specified materials)*</b>	<b>39.0%</b>	<b>73.3%</b>	<b>10,675</b>	<b>10,276</b>
Food Waste	30.3%	unknown <sup>i</sup>	8,292	unknown <sup>i</sup>
Garden Waste	0.9%	unknown <sup>i</sup>	251	unknown <sup>i</sup>
Other	29.9%	26.7%	8,180	3,735
<b>TOTAL (all materials)</b>	<b>100.0%</b>	<b>100.0%</b>	<b>27,398</b>	<b>14,012</b>

*i – Food and garden waste included in “other” category in sampling of recycling collections.*

Chart 1.1 – Composition of kerbside-collected general (residual) waste

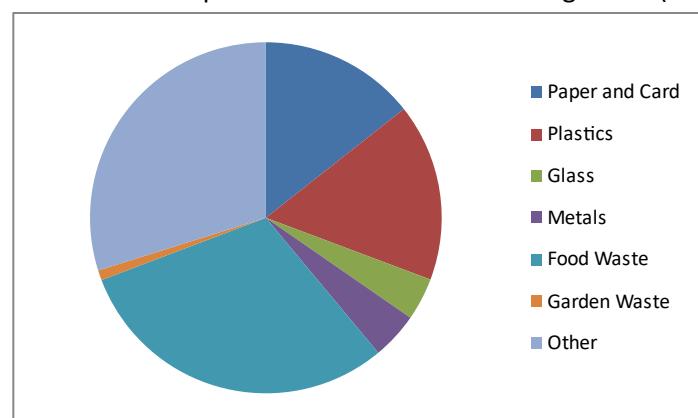
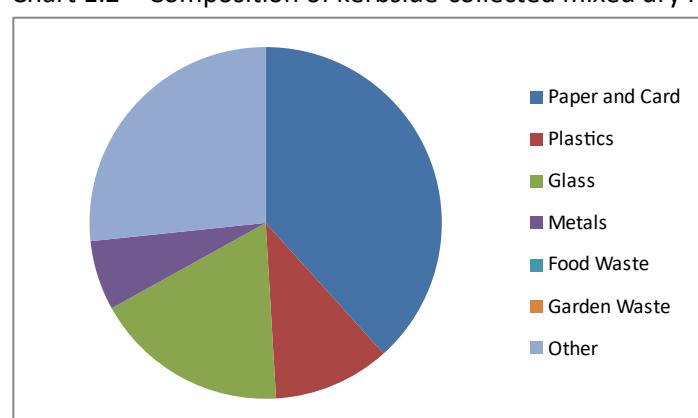


Chart 1.2 – Composition of kerbside-collected mixed dry recyclables



### **1.3 – Operating costs**

Table 1.5 – Costs of operating collection services (2021/22)

	<b>Staffing Costs</b>	<b>Vehicle Costs</b>	<b>Operational Costs</b>	<b>Income</b>	<b>Total Costs</b>
Residual Waste Collections	£896,206	£619,958	£200,851	-£110,063	<b>£1,606,952</b>
Recycling Collections	£872,079	£420,394	£59,624	-£88,956	<b>£1,263,141</b>
Green Waste Collections	£408,609	£344,299	£79,962	-£1,392,460	<b>-£559 590</b>
<b>Total Kerbside Collections</b>	<b>£2,176,894</b>	<b>£1,384,651</b>	<b>£340,437</b>	<b>-£1,591,479</b>	<b>£2,310,503</b>

### **1.4 – Contractual arrangements**

#### **Collection**

Since SKDC's waste collections are run as an in-house operation, there would be no contractual issues arising from a change to the current collection patterns. It should, however, be noted that there could be considerable practical issues if such a change were to result in:

- A change in disposal facilities and/or locations, or
- The need to undertake a route review to achieve those new collections.

#### **Treatment/Disposal – Recycling**

The contract for the processing of dry recyclables collected at kerbside is held and managed by Lincolnshire County Council as Waste Disposal Authority (WDA), and the current contract commenced in July 2020. That contract has been specifically written to allow for potential changes to how dry recyclable materials are collected, so there will be no issue in one or more WCAs making such a change.

#### **Treatment/Disposal – Residual Waste**

Lincolnshire County Council has a long-term contract in place for the processing of residual waste at Hykeham Energy from Waste (EfW) facility. Whilst changes to the collection of dry recyclables could impact on the tonnage and composition of the material entering that facility, it should be noted that two effects are likely to counteract each other:

1. Diversion of dry recyclables which are currently being lost to residual collections into dry recycling collections – Reducing EfW input tonnage.
2. Diversion of non-recyclables which are currently contaminating dry recycling collections into residual collections – Increasing EfW input tonnage.

### **1.5 – Twin-stream collections in other LWP areas**

Several LWP partner authorities already operate the type of twin-stream collections which are under consideration by SKDC. An initial trial began in September 2019 and, having proved successful, four LWP WCAs have, on a staggered basis, rolled out these collections across their area.

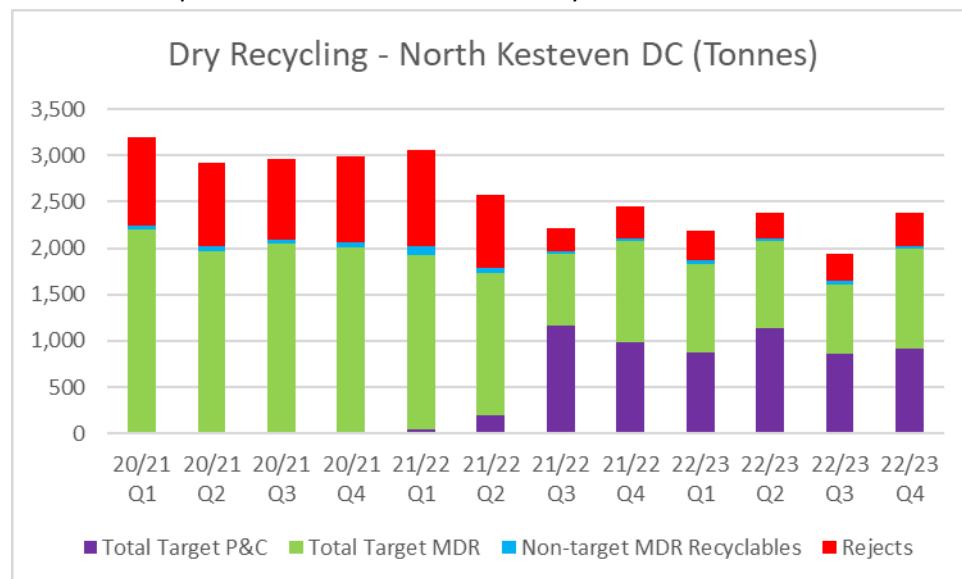
Since the existing collection patterns in SKDC are similar to what was previously in place in those areas now receiving twin-stream collections, it is helpful to be aware of the changes they have made to their kerbside collections.

	<b>Previous (standard) service</b>	<b>New (twin-stream) service</b>
Week 1	Residual waste	Residual waste
Week 2	Mixed dry recyclables	Mixed dry recyclables (no paper/card)
Week 3	Residual waste	Residual waste
Week 4	Mixed dry recyclables	Paper and card

All four twin-stream WCAs have seen similar results but, looking specifically at North Kesteven District Council (see chart below):

- Quantity of recyclables – A little less recycled than via comingled previous collections.
  - 7,639 tonnes in 2022/23 (twin-stream) compared to 8,412 tonnes in 2020/21 (fully comingled).
- Quality of recyclables – A dramatic reduction in the quantity of non-recyclable materials contaminating recycling collections.
  - Mixed recyclables contamination down from 3,661 tonnes in 2020/21 to 1,148 tonnes.
  - Paper and card contamination in 2022/23 was only 100 tonnes, less than 2% of the total material collected.

Chart 1.3 – Impact of twin-stream collections by North Kesteven District Council



In addition to the outcomes reflected by these statistics there is clear visual evidence (as per the below photos) that the introduction of twin-stream collections, accompanied by a communications and engagement campaign to encourage residents to put the right waste into the right collection, has led to a reduction in the levels of contamination in the mixed recycling stream.

Figure 1.1 – Mixed recyclables from fully-comingled MDR rounds (including paper & card)  
(Contamination clearly visible – e.g. black plastic sacks)



Figure 1.2 – Mixed recyclables from MDR rounds in a twin-stream area  
(Minimal visible non-target recyclable material)



## Step 2 – Check How Collected Materials are Treated and Recycled

As a Waste Collection Authority in a 2-tier local authority area, the waste collected by South Kesteven District Council is delivered to destinations arranged by Lincolnshire County Council as the local Waste Disposal Authority (WDA), sometimes via a WDA-provided Waste Transfer Station (WTS).

Table 2.1 – Destination and fate of each waste stream (2022/23)

Waste Stream	WTS or direct to Destination	Destination	Material Fate
<b>General (Residual) Waste</b>	Grantham WTS	Hykeham Energy from Waste	Recovery (energy generation)
<b>Mixed Dry Recyclables</b>	<ul style="list-style-type: none"> <li>93% Grantham WTS</li> <li>7% Market Deeping WTS</li> </ul>	Barkston Materials Recycling Facility (MRF)	Recycling (see below)
<b>Garden Waste</b>	Direct delivery	<ul style="list-style-type: none"> <li>79% Colsterworth</li> <li>21% Market Deeping</li> </ul>	Recycling (composting)

The MRF at Caythorpe is a sorting facility from where the output streams go to a number of different destinations for final processing.

Table 2.2 – Destination and fate of MRF output stream for Lincolnshire (2022/23)

Waste Stream	Percentage of this stream to this destination	Final Destination	Material Fate
<b>Paper</b>	14%	UK	Recycling
	3%	Other: EU	
	84%	Other: non-EU	
<b>Cardboard</b>	100%	Other: non-EU	Recycling
<b>Steel Cans</b>	100%	UK	Recycling
<b>Aluminium Cans</b>	100%	Other: non-EU	Recycling
<b>Other Metals</b>	100%	UK	Recycling
<b>Plastic Bottles</b>	22%	UK	Recycling
	78%	Other: EU	
<b>Other Bottles</b>	90%	UK	Recycling
	10%	Other: EU	
<b>Glass</b>	100%	UK	Recycling
<b>Non-recyclables</b>	62%	UK	Recovery (Energy from Waste)
	38%	Other: EU	

Bulky electrical items, which are collected from households separately, are also recycled.

## Step 3 – Apply the Waste Hierarchy

### 3.1 – Background

Regulation 12 of the Waste (England and Wales) Regulations 2012 asserts the need for us to consider the Waste Hierarchy in choosing how to handle all our waste streams. This hierarchy sets out, in order of preference, five waste management options as shown below.

Figure 3.1 – The Waste Hierarchy



The Waste Hierarchy helps to encourage a change in thinking so that waste is considered as a resource to be made use of, with disposal being the last resort.

The following table sets out how the various materials collected by SKDC, or at HWRCs in the area, are treated with regard to the hierarchy.

Table 3.1 – Destination and fate of materials

The "four materials" (as specified in Waste Regulations)		
Material (as per WRAP Route Map)	Preferred route	Waste Hierarchy result
Glass	Kerbside – Mixed recyclables	Recycling
Metal	Kerbside – Mixed recyclables	Recycling
Paper	Kerbside – Mixed recyclables	Recycling
Plastics	Kerbside – Mixed recyclables	Recycling
Other materials		
Material (as per WRAP Route Map)	Preferred route	Waste Hierarchy result
Waste oil	HWRC	Recycling
Food waste <sup>1</sup>	Kerbside – General waste (Potential for mandated separate collections from 2025)	Recovery (EfW) (Potential for recycling from 2025)
Garden waste	Kerbside/HWRC – Separate collections	Recycling
Card	Kerbside – Mixed recyclables	Recycling
Fines	Kerbside – General waste	Recycling (EfW bottom ash to aggregates)
Furniture	Bulky collections/HWRC	Reuse/recycling
Hazardous	HWRC	Disposal
Mattresses	Bulky collections/HWRC	Disposal

Miscellaneous combustible (e.g. nappies)	Kerbside – General waste	Recovery (EfW)
Miscellaneous non-combustible (e.g. crockery; bricks)	Kerbside – General waste HWRC – Non-household DIY waste	Recycling (EfW bottom ash to aggregates)
Sanitary	Kerbside – General waste	Recovery (EfW)
Soil	HWRC	Recycling
Textiles	HWRC	Reuse/recycling
WEEE	HWRC	Recycling
Wood	HWRC	Recovery (EfW)

*i – The Environment Act (2021) indicates that food waste collection from all households will become mandatory. We await final clarification but the current proposal is that this has to be in place by March 2025.*

### **3.2 – Actions taken**

As part of the Lincolnshire Waste Partnership (LWP), South Kesteven has adopted the Waste Strategy for Lincolnshire which identifies an objective "To explore new opportunities of promoting waste minimisation and of using all waste as a resource in accordance with the waste hierarchy". Other strategic objectives will also drive material further up the hierarchy – e.g. "To improve the quality and therefore commercial value of our recycling stream".

These objectives are reflected in a number of actions which the LWP are undertaking to move materials further up the hierarchy.

Table 3.2 – Actions relating to each level of the Waste Hierarchy

<b>Prevention</b>	In line with the LWP's strategic objective, a team are working on an ongoing programme of joint communications which include messages about waste minimisation.
<b>Preparation for re-use</b>	The HWRCs include an element of reuse of suitable items including textiles, furniture and bric-a-brac. Bring sites also provide a collection point for textiles for reuse.
<b>Recycling</b>	<p>Provision of kerbside collections for the recycling of a wide range of materials. We are working to further improve recycling opportunities by:</p> <ul style="list-style-type: none"> <li>• Agreeing a simplified LWP-wide recycling mix, consistent with national government guidelines</li> <li>• Improved joint communication of recycling messages,</li> <li>• Consistent website development, and</li> <li>• Working towards separate collections of specific materials for new/improved recycling.</li> </ul> <p>The combined aim of these initiatives is to help our residents to support our efforts to:</p> <ul style="list-style-type: none"> <li>• Capture recyclables which are currently being lost to residual waste collections, and</li> <li>• Divert non-recyclables which are currently contaminating our collections of recyclables.</li> </ul>
<b>Other recovery (including energy recovery)</b>	The vast majority of materials which are not recycled are sent for energy recovery at Hykeham EfW. Those which are not are generally not suitable for that facility – e.g. hazardous chemicals, mattresses
<b>Disposal</b>	Landfill remains the option of last resort. In 2022/23 the Lincolnshire Waste Partnership only landfilled around 3% of the total household waste collected.

## Step 4 – Decide Whether Separate Collection of the Four Materials is Required

### 4.1 – Introduction

#### Necessity Test and Practicability Test

The Waste Regulations (as amended in 2012), stated in Section 13 that:

(3) Subject to paragraph (4), every waste collection authority must, when making arrangements for the collection of waste paper, metal, plastic or glass, ensure that those arrangements are by way of separate collection.

(4) The duties in this regulation apply where separate collection—

- a) is necessary to ensure that waste undergoes recovery operations in accordance with Articles 4 and 13 of the Waste Framework Directive and to facilitate or improve recovery; and
- b) is technically, environmentally and economically practicable.

In line with these requirements, WRAP's Route Map describes two tests to be undertaken in assessing whether separate collections are indeed required:

- The Necessity Test – *Whether separate collection is necessary to “facilitate or improve” recovery; and*
- The Practicability Test – *Separate collection is required only if it “is technically, environmentally and economically practicable”.*

The Waste (Circular Economy) (Amendment) Regulations 2020 provide further clarity on the criteria for the ‘Practicability Test’ by replacing the above paragraph 4 as follows:

(4) The duties in this regulation apply where separate collection is necessary to ensure that waste undergoes preparing for re-use, recycling or other recovery operations in accordance with Articles 4 and 13 of the Waste Framework Directive and to facilitate or improve preparing for re-use, recycling or recovery, unless one of the following conditions is met—

- a) collecting the waste paper, metal, plastic or glass together results in output from those operations which is of comparable quality to that achieved through separate collection;
- b) separate collection of the waste does not deliver the best environmental outcome when considering the overall environmental impacts of the management of the relevant waste streams;
- c) separate collection of the waste is not technically feasible taking into consideration good practices in waste collection; or
- d) separate collection of the waste would entail disproportionate economic costs taking into account the costs of adverse environmental and health impacts of mixed waste collection and treatment, the potential for efficiency improvements in waste collection and treatment, revenues from sales of

secondary raw materials as well as the application of the polluter-pays principle and extended producer responsibility.

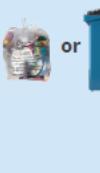
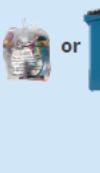
This report sets out an assessment of SKDC's current and proposed collections in the light of these two tests and the extended details.

### WRAP Consistency Framework

In deciding which collection systems to assess, we have referred to WRAP's paper "A framework for greater consistency in household recycling in England" (<https://www.wrap.org.uk/collections-and-reprocessing/consistency>). This sets out three preferred overall models:

- Multi-stream with separate food
- Two-stream (fibres separate) with separate food
- Co-mingled with separate food

Figure 4.1 – WRAP's list of suggested collection schemes

Multi-stream with separate food	Two-stream (fibres separate) with separate food	Co-mingled with separate food
 Residual waste (up to a maximum equivalent of 120 litres weekly)  Minimum of 120 litres collected weekly  Plastics, metals and cartons  Glass and card*  Paper	 Residual waste (up to a maximum equivalent of 120 litres weekly)  Minimum equivalent of 120 litres weekly  Plastics, metals, cartons and glass  or  Paper and card	 Residual waste (up to a maximum equivalent of 120 litres weekly)  Minimum equivalent of 120 litres weekly  Plastics, metals, cartons, glass, paper and card**
 Food	 Food	 Food
 Plastics, metals, cartons, glass, card, paper and food	 Plastics, metals, cartons, glass, card and paper  Food	 Plastics, metals, cartons, glass, card and paper  Food

\*Glass and card would be presented in the same box but separated into different compartments on the vehicle. In flats properties card and paper could be collected together. Glass would be collected as a separate stream.

\*\*The advice from reprocessors is that glass and paper are collected separately to maintain material quality.

In line with this our assessment focuses on those three recommended systems.

In addition to all the above considerations which apply to all councils, it is important to note that, learning from the twin-stream experiences of other LWP partners, SKDC is in a strong position to assess the potential impacts of introducing such collections across the district.

## **4.2 – Benchmarking data**

### **Letsrecycle.com league tables**

Whilst an individual "necessity" and "practicability" assessment will be carried out for each of the four specified materials, it is interesting first to consider the necessity of separate collections by the impact they might have on recycling performance.

In 2021/22 (latest available data), the best performing local authorities in England, by overall recycling rate, were as follows (see <https://www.letsrecycle.com/councils/league-tables/>).

Table 4.1 – Top five recycling authorities in England 2021/22 (plus SKDC for comparison)

<b>Council</b>	<b>Recycling Rate (dry<sup>i</sup> only)</b>	<b>Dry Recycling (main materials)</b>	<b>Food &amp; garden waste</b>
Three Rivers DC	63.5% (30.3%)	Co-mingled: including glass, metal, paper and plastic	<ul style="list-style-type: none"><li>• Separate garden waste</li><li>• Separate food waste</li></ul>
South Oxfordshire DC	62.7% (26.3%)	Co-mingled: including glass, metal, paper and plastic	<ul style="list-style-type: none"><li>• Separate garden waste</li><li>• Separate food waste</li></ul>
St Albans City and DC	62.4% (26.6%)	Two Stream: <ul style="list-style-type: none"><li>• Co-mingled: including glass, metal and plastic</li><li>• Separate paper and card</li></ul>	<ul style="list-style-type: none"><li>• Separate garden waste</li><li>• Separate food waste</li></ul>
Vale of White Horse DC	61.9% (26.0%)	Co-mingled: including glass, metal, paper and plastic	<ul style="list-style-type: none"><li>• Separate garden waste</li><li>• Separate food waste</li></ul>
East Devon DC	61.3% (29.9%)	Two Stream: <ul style="list-style-type: none"><li>• Sack = Includes metal and plastic</li><li>• Box = Includes glass, paper and card</li></ul>	<ul style="list-style-type: none"><li>• Separate garden waste</li><li>• Separate food waste</li></ul>
South Kesteven DC	39.7% (18.9%)	Co-mingled: including glass, metal, paper and plastic	<ul style="list-style-type: none"><li>• Separate garden waste</li><li>• No separate food</li></ul>

*i – Headline recycling rate includes composting of garden waste and food waste. Since these are not directly relevant to this report, the figure in brackets (taken from Wastedataflow – see <https://www.wastedataflow.org/>) is for "dry" recycling (former BVPI 82a) and excludes those.*

It is clear from this list that it is possible to achieve high recycling rates, both overall and for dry recycling, with co-mingled collections. Thus, separate collections are not necessary for achieving high quantities of recycling. Although there is scope for improvement in SKDC's dry recycling rate, the main differences between SKDC's overall collection scheme and those described for the best-performing councils are that those authorities have food waste collections, which are expected (date to be confirmed) to be mandated for England as a result of the Environment Act.

### **WRAP data**

WRAP provide benchmarking data (see <https://laportal.wrap.org.uk/benchmark>) to enable comparison with other local authorities, particularly those with similar characteristics. The following tables will be referred to later for each material, but they also provide insight into overall performance.

Table 4.2 – Benchmarking of SKDC performance with various cohorts (2020/21)

*NB – This data includes all authorities, not just those with comingled collections*

*Green = Top 25% of authorities; Yellow = Above median; Orange = Below median; Red = Bottom 25%*

This LAs average yield per household						
6 Core Materials 247.9kg	Paper 105.5kg	Cardboard 39.1kg	Cans 12.8kg	Glass 66.3kg	Plastic Bottles 17.4kg	Plastic Tubs And T... 6.8kg
Compared to LAs across the UK						
+25.1%	+47.4%	+20.5%	+17.5%	+7.5%	+13%	+10.6%
Compared to LAs in the East Midlands						
+17.1%	+29.8%	+18.9%	+19.8%	+0.6%	+15.6%	+17.5%
Compared to Country Living LAs						
+12%	+22.3%	+15.3%	+15.7%	-3.2%	+12.5%	+9.6%
Compared to Predominantly rural, mid deprivation LAs						
+23.4%	+49.9%	+22.6%	+15.7%	+1.4%	+9.4%	+8.5%
Figures based on average yield per household - measured in kilograms per year						

In all the cohorts assessed above, SKDC places in the top 25% for the total quantity collected of the five "widely recycled" materials and above average for those individual materials in almost all these comparisons.

### **4.3 – Necessity Test**

In line with the amended Waste Regulations (see section 4.1 above), this test sets out to assess whether *“collecting the waste paper, metal, plastic or glass together results in output from those operations which is of comparable quality to that achieved through separate collection”*. If this is **not** the case, separate collections are “necessary”.

#### **Paper**

<b>Quantity (Table 4.2)</b>	SKDC's collections achieve a high yield of paper nationally and compared to other similar authorities.
<b>Quality</b>	Discussions with the paper industry have revealed that, whilst paper from comingled collections can be recycled, their preference is for paper which has not previously been mixed with glass and has a low moisture level. This aligns with WRAP's list of suggested recycling schemes (Figure 4.1) that, ideally, glass and paper should be collected separately from each other. The LWP have trialled, and now rolled out in four WCAs, a twin-stream approach with separate collections of paper and card. This has demonstrated an uplift in quality of paper collected for recycling compared to including it in collections of mixed recyclables.
<b>Assessment</b>	<b>Separate collection may be necessary for quality</b> In order to provide the highest quality paper for recycling, it may be necessary to collect paper separately from other recyclables.

## Glass

<b>Quantity (Table 4.2)</b>	SKDC's collections achieve an above-average yield of glass nationally and comparable to other similar authorities.
<b>Quality</b>	The County Council's MRF provider, MidUK Recycling, have stated that: <i>MidUK have upgraded their glass recycling at their Caythorpe site through implementation of a separate glass cleaning operation that ensures the maximum percentage of glass can be sent for remelt rather than the lower value use of aggregates.</i>
<b>Assessment</b>	<b>Separate collection is not necessary for quantity or quality</b> It should be noted that, where LWP partners have introduced twin-stream collections (separate paper & card), contamination levels have fallen in the remaining mixed recyclables collections.

## Metals & Plastics

<b>Quantity (Table 4.2)</b>	SKDC's collections achieve an above-average yield of both these streams.
<b>Quality</b>	These streams are simple to sort from each other and from other wastes for recycling.
<b>Assessment</b>	<b>Separate collection is not necessary for quantity or quality</b> It should be noted that, where LWP partners have introduced twin-stream collections (separate paper & card), contamination levels have fallen in the remaining mixed recyclables collections.

In line with the above, it may be necessary to collect paper separately from other recyclables. Thus, it is essential to assess whether such collections are practicable.

In light of this, the following options will be considered in each element of the practicability test for the separate collection of paper. These options are in line with the WRAP consistency framework (see <https://www.wrap.org.uk/collections-and-reprocessing/consistency> from which Figure 4.1 above is copied):

1. Multi-stream with separate food – a.k.a. kerbside sort
2. Two-stream (fibres separate) with separate food – i.e. paper & card separately
3. Co-mingled with separate food – This is the service against which other options will be compared.

Whilst each of these options specifies "with separate food", neither that nor garden waste collections form a part of this assessment as they don't have a significant impact on the collection of dry recyclables. It should, however, be noted that any future collections of food waste are likely to reduce contamination and increase quality of recycling collections thus increasing the likelihood that separate collections are necessary.

#### **4.4 – Practicability Test – Technically Practicable?**

This test sets out to assess whether (see section 4.1 above) “*separate collection of the waste is not technically feasible taking into consideration good practices in waste collection*”.

Clearly the current comingled collections are practicable so, as with the other following elements, this test checks the other two options and compares them with comingling. For ‘technically’, this is a simple one-stage test.

<b>Multi-stream (kerbside sort)</b>	<b>Yes</b> – Other authorities are already doing these, including those covering both urban and rural areas.
<b>Two-stream (separate paper &amp; card)</b>	<b>Yes</b> – The Lincolnshire Waste Partnership's successful rollout across four WCAs has demonstrated that this can be done both in urban and in rural settings.
<b>Assessment</b>	<b>Both options are technically practicable</b>

---

#### **4.5 – Practicability Test – Environmentally Practicable?**

This test sets out to assess whether (see section 4.1 above) “*separate collection of the waste does not deliver the best environmental outcome when considering the overall environmental impacts of the management of the relevant waste streams*”.

##### **Multi-stream (kerbside sort)**

<b>Benefits</b>	Recycling rate – As described in the necessity test, separate collections are unlikely to improve the quantity or quality of anything other than paper.
<b>Negatives</b>	Vehicle movements – WRAP analysis (see Tables 4.3 & 4.4 below, taken from their report at <a href="https://www.wrap.org.uk/collections-and-reprocessing/collections-and-sorting/kerbside-collection/guidance/kerbside-recycling-costs-performance">https://www.wrap.org.uk/collections-and-reprocessing/collections-and-sorting/kerbside-collection/guidance/kerbside-recycling-costs-performance</a> ) suggests that it is unlikely to be possible to achieve similar overall yields to SKDC's present scheme (see Table 4.2 above) using kerbside sort. Even with weekly collections, the highest estimates of 202kg/HH (rural) and 147kg/HH (urban) fall well short of SKDC's current 248kg per household. As well as reduced recycling quantities, weekly collections would involve significant extra vehicle emissions (including commuting of additional staff).
<b>Assessment</b>	<b>Not environmentally practicable – Significant negative impact</b>

Table 4.3 – "Kerbside Sort Systems Modelled for Kerbsider and Stillage Vehicle Options (Rural)"

Ref.	Refuse frequency	Recycling container	Recycling frequency	Materials Collected				Vehicle Type	Yield kg/hh/yr
				Paper	Glass	Cans	Plastic		
KS1	Fortnightly	2 boxes + 1 lid	Weekly	✓	✓	✓		Kerbsider	188
								Stillage	188
KS2	Fortnightly	2 boxes + 1 lid	Fortnightly	✓	✓	✓		Kerbsider	168
								Stillage	168
KS3	Fortnightly	2 boxes + 1 lid	Weekly	✓	✓	✓	✓	Kerbsider	202
								Stillage	202
KS4	Weekly	1 box	Weekly	✓	✓	✓		Kerbsider	149
								Stillage	149
KS5	Weekly	1 box	Fortnightly	✓	✓	✓		Kerbsider	131
								Stillage	131
KS6	Weekly	2 boxes + 1 lid	Weekly	✓	✓	✓	✓	Kerbsider	160
								Stillage	160
KS7	Weekly	2 boxes + 1 lid	Fortnightly	✓	✓	✓	✓	Kerbsider	140
								Stillage	140

Table 4.4 – "Kerbside Sort Systems Modelled for Kerbsider and Stillage Vehicle Options (Urban)"

Ref.	Refuse frequency	Recycling container	Recycling frequency	Materials Collected				Vehicle Type	Yield kg/hh/yr
				Paper	Glass	Cans	Plastic		
KS1	Fortnightly	2 boxes + 1 lid	Weekly	✓	✓	✓		Kerbsider	137
								Stillage	137
KS2	Fortnightly	2 boxes + 1 lid	Fortnightly	✓	✓	✓		Kerbsider	124
								Stillage	124
KS3	Fortnightly	2 boxes + 1 lid	Weekly	✓	✓	✓	✓	Kerbsider	147
								Stillage	147
KS4	Weekly	1 box	Weekly	✓	✓	✓		Kerbsider	109
								Stillage	109
KS5	Weekly	1 box	Fortnightly	✓	✓	✓		Kerbsider	96
								Stillage	96
KS6	Weekly	2 boxes + 1 lid	Weekly	✓	✓	✓	✓	Kerbsider	117
								Stillage	117
KS7	Weekly	2 boxes + 1 lid	Fortnightly	✓	✓	✓	✓	Kerbsider	102
								Stillage	102

### Two-stream (separate paper & card)

<b>Benefits</b>	Recycling quality (paper & card) – Twin-stream collections by other LWP WCAs produce clean paper and card which, in line with paper-mill specifications is suitable for recycling into new paper/card products. This "closed loop" recycling is more environmentally beneficial than recycling paper extracted from mixed recyclables into lower quality products. The improved quality has also opened up more local recycling options, thus reducing emissions from road haulage. Recycling quality (mixed recyclables) – The remaining mixed recyclables in LWP twin-stream areas are also less contaminated than the previous fully-comingled mix. This means less non-recycled materials going through the MRF sorting process.
<b>Negatives</b>	LWP twin-stream collections are being run with the same vehicles following the same route, and tipping locations, as the previous comingled collections, simply alternating between paper & card and mixed collections. Thus, there is no significant negative impact.
<b>Assessment</b>	<b>Environmentally practicable – Positive impact</b>

### **4.6 – Practicability Test – Economically Practicable?**

This test sets out to assess whether (see section 4.1 above) "*separate collection of the waste would entail disproportionate economic costs*".

#### **Multi-stream (kerbside sort)**

An assessment of overall system costs needs to look at the balance between two factors:

- Increased collection costs – SKDC's previous (2014) TEEP assessment established that the annual costs of operating fortnightly kerbside-sort collections are around 30% higher (£1.3 million compared to £1.0 million) than for twin-stream or comingled collections, mostly resulting from the need for additional staff and vehicles. These costs would be even higher for a weekly kerbside-sort service which, as described in section 4.5 above, would be needed to ensure the best yield of recyclables.
- Reduced processing costs – Previous work, including analysis undertaken on behalf of the LWP by WRAP, has suggested that the income received by selling high quality material to recycling companies might offset the additional collection costs. However, market prices have fallen considerably and would no longer be sufficient to fund those increased collection costs.

At present, kerbside sort collections are not economically practicable. However, should there be a significant and sustained upturn in the market for recyclables, this situation may change. Thus, it is important to continue to monitor the situation going forwards.

#### **Two-stream (separate paper & card)**

The rollout of LWP twin-stream collections has demonstrated that whole system costs can be significantly lower than those for mixed dry recyclables:

- Collection costs – The scheme simply replaces one of the mixed recyclables collections (in each cycle of four weeks) with the collection of paper and card. Thus, once initial costs (e.g. an additional bin for each household) have been covered, collection costs are essentially the same. In LWP areas, those initial costs, including a supporting communications team, are funded by the Waste Disposal Authority partner, Lincolnshire County Council (LCC), from disposal cost savings.
- Transport costs – Again, these are the same as for the current system as the delivery points are no further away, and the routes are the same; meaning no further miles are travelled.
- Processing costs – The quality paper and card collected is sufficient that paper reprocessors are happy to pay to receive it. Compared to the cost charged for sorting it from the mixed recyclables, this represents a saving of over £100 per tonne including avoided processing costs for the Waste Disposal Authority partner, LCC, who use these to fund startup and communications costs.

### Summary

<b>Multi-stream (kerbside sort)</b>	<b>Not economically practicable</b> – Costs are considerably higher than the current comingled collections
<b>Two-stream (separate paper &amp; card)</b>	<b>Economically practicable</b> – Collection costs are essentially the same as the current comingled collections, and processing costs are considerably lower.

---

### **4.7 – Practicability Test – Summary**

Comparing the other WRAP-specified options with the current comingled collections:

	<b>Multi-stream (kerbside sort)</b>	<b>Two-stream (separate paper &amp; card)</b>
<b>Technically Practicable?</b>	Yes	Yes
<b>Environmentally Practicable?</b>	No	Yes
<b>Economically Practicable?</b>	No	Yes
<b>Overall Assessment</b>	<b>Not practicable</b>	<b>Practicable</b>

---

### **Step 5 – Obtain Sign-off**

The WRAP Route Map indicates a number of steps to ensure necessary approval and sign-off of this assessment and associated actions. We have undertaken each of these actions as follows.

<b>You may wish to obtain a peer review of work carried out to assess your compliance.</b>	This assessment has been undertaken in cooperation with the LWP to ensure that expertise and experience is drawn upon.
<b>You will need explicit sign-off from senior officers including:</b> <ul style="list-style-type: none"> <li>• Relevant Director/Assistant Director</li> <li>• Senior Lawyer</li> </ul>	See below.
<b>It is also likely that the decisions taken will need to be reviewed by the council committee or member with lead responsibility for waste.</b>	This assessment will be reviewed and approved by Cabinet.

<b>If the assessment indicates that substantial changes to the authority's collection method are required, especially if there will be costs associated with the change, the minuted agreement of full council may be required.</b>	Substantial changes are required, so Cabinet agreement will be sought.
---	--

The results and actions set out in this assessment are approved by:

SIGNATURE	SIGNATURE
NAME "Director/Assistant Director"	NAME "A senior lawyer within the council"

---

## Step 6 – Retain Evidence

*Simple once the rest of the process is complete.*

- Check that this report fulfils the requirements as set out in Route Map notes on Step 6.

This step essentially refers to keeping records of any evidence to back up the information set out in this assessment, particularly with regard to the following categories. Each of these corresponds to one step as described in this report:

1. Current waste collections
2. Current waste treatment and recycling processing
3. Applying the waste hierarchy
4. The Four Materials – Necessity and Practicability
5. Sign-off

All such information has indeed been retained.

---

## Step 7 – Re-evaluation Process

As stated in the WRAP Route Map, this assessment is not a "once and for all" task. We will repeat it on a regular basis, particularly in light of any changes in the landscape in which we are working. Indeed, this report represents a re-evaluation of a previous assessment.

This page is intentionally left blank

# Appendix 2



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

## Refuse and Recycling Operational Policy

**DRAFT**

Version	Reason
1.1	Amendments to policy approved 11 January 2016

## Introduction

South Kesteven District Council's Refuse and Recycling Policy aims to ensure that waste and recycling services operate effectively and efficiently

This policy document set out the requirements for residents and the procedures to be followed, ensuring consistently and transparency.

Under the Environmental Protection Act 1990, South Kesteven District Council is a Waste Collection Authority, and as such, has a statutory duty to collect household waste from all domestic properties within its administrative area. The Council has specific powers to stipulate:

- the size and type of the collection receptacle(s)
- where the receptacle(s) must be placed for the purpose of collection and emptying
- the materials or items which may or may not be placed within the receptacle(s)

Where residents fail to comply with the Council's requirements, a proportionate approach will be taken in accordance with the Council's Enforcement Policy. As per the Section 46 notification, this may result in the issue of -a fixed penalty notice or other legal action, or a loss of the collection service.

## 1. Assisted Collection

- 1.2. Residents may request an 'assisted collection' if they are unable to transport their wheeled bins/bags to the kerbside for collection due to infirmity, disability or other health related reasons and there are no other occupants in the household (age 16 years and over) able to assist. Assisted collections can be on a temporary or long term basis and are subject to the Council being satisfied that service provision is warranted.
- 1.3. ~~Residents requesting an assisted collection may be required to provide a letter of support from a medical practitioner and will usually receive a home visit to verify that they qualify for the service and to agree the collection location. Residents are required to provide information so that a simple application form may be completed. Applications are considered on a case by case basis. Home visits are carried out where necessary.~~
- 1.4. Wheeled bins/sacks will be collected from the agreed location. Wheeled bins will be returned to the same location.
- 1.5. Residents are responsible for ensuring bins/sacks are visible to collection crews in the agreed location and that there are no obstructions. Gates must be unlocked by 7.30am on the day of collection. If the operative is unable to gain access no further collection will be attempted until the next scheduled collection.
- 1.6. Residents must inform the Council if circumstances change and the assisted collection is no longer required. The register will be periodically reviewed and users contacted to confirm a continuing need for the service. The service will be withdrawn if the household is no longer eligible. ~~Where temporary collections have been agreed these will usually have a defined end date where the service will automatically end. Residents must contact the Council to agree any extension.~~

## 2. Receptacles, Side Waste and Excess Waste

- 2.1. Under Section 46(4) of the Environmental Protection Act 1990, the Council has specific powers to specify:
  - The size and type of the receptacle (sacks or wheeled bins)
  - Where the sacks/wheeled bins must be placed for the purpose of collection and emptying
  - The materials or items which may or may not be placed within the sacks/wheeled bins
- 2.2. Failure to comply with these requirements may result in a Fixed Penalty Notice or other proportionate legal action, or a loss of the collection service

**Waste Receptacles**

- 2.3. Households will be provided with standard 240 litre wheeled bins to store different materials as follows:
  - Black for household/residual waste that cannot be recycled
  - Silver for mixed dry recycling (excluding paper and card)
  - Black with purple lid for paper and card
  - Green for garden waste (subject to subscription)
- 2.4. The following materials are to be placed in each wheeled bin/sack

Black wheeled bin with purple lid

All paper and card materials must be clean and dry with no food residue

- paper (with no glue or paint)
- cardboard tubes and boxes
- food packaging boxes (with no food)

- cardboard egg boxes
- envelopes with or without plastic windows
- junk mail
- newspapers and magazines
- household packaging
- greeting cards and wrapping paper (with no foil or glitter)

**Silver wheeled bin/clear sack**

- glass bottles and jars
- metal cans
- clean foil
- aerosols
- waxed cartons
- plastic bottles, pots and tubs

**Black wheeled bin/pink sack**

All non-recyclable household waste. Items such as batteries, electrical items, asbestos, rubble, garden waste building material and hazardous waste must not be placed in the black bin/pink sack and should be disposed of at Household Waste Recycling Centers. Details of locations can be found at [www.Lincolnshire.gov.uk](http://www.Lincolnshire.gov.uk)

- 2.5. Further details of what can be placed in each bin are available on the Councils website at [www.southkesteven.gov.uk/whichbin](http://www.southkesteven.gov.uk/whichbin) Waste/recycling will not be collected from non-council provided/agreed receptacles.
- 2.6. The Council may empty larger bins provided by landlords by prior agreement e.g. in shared occupancy buildings or flats where there is insufficient space. See Section 8.
- 2.7. Large families e.g. more than 6 people, or more than 3 children in nappies, or residents with large quantities of non-hazardous medical waste may be provided with an additional wheeled bin.
- 2.8. In some instances, it is not possible to safely store wheeled bins on some properties, this is usually due to lack of space or poor access. Properties that may be provided with pink sacks for residual waste and clear sacks mixed dry recycling as an alternative to wheeled bins include:
  - Flats with limited/no external storage
  - Properties with no frontage
  - Properties with no rear access
- 2.9. Residents receiving a sack collection will be provided with 104 sacks of each colour (pink for residual and clear for mixed dry recycling) per year. This provides equivalent capacity to a wheeled bin. A maximum of 4 pick bags will be collected from a household on any collection date. Any additional bags will be treated as side waste and will not be collected. Residents may purchase additional clear sacks for mixed dry recycling.

**Side Waste**

- 2.10. The presentation of 'side' waste (extra waste which is placed next to the black wheeled bin) does not support waste minimisation principles. Any waste left beside the black wheeled bin or inside bin stores will not be collected.
- 2.11. **The provision of two wheeled bins for recycling (silver for mixed dry recycling and black with purple lid for paper and card) should provide sufficient capacity for residents' recycling needs. Where residents have recycling which exceeds the capacity of the relevant bins, this should be taken to a Household Waste Recycling Centre.**
- 2.12. **Paper and card side waste which is not contained within the purple lidded wheeled bin will not be**

collected. This is because the paper and card must remain clean and dry. Householders must place all wet or dirty paper or card in the residual (black) wheeled bin.

2.13. Exceptions to the side waste requirements may occasionally apply for example where severe weather conditions impact on the service. Details of any exceptions will be published on the Council's website.

#### Excess Waste

2.14. Householders may disposal of excess waste and recycling at Household Waste Recycling Centers, details of locations can be found at [www.Lincolnshire.gov.uk](http://www.Lincolnshire.gov.uk)

2.15. Residents may choose to use the Council's bulky waste collection service for large items e.g. furniture, the service can be booked online at [www.southkesteven.gov.uk/bulky](http://www.southkesteven.gov.uk/bulky)

2.16. Where a wheeled bin is considered to be overloaded, either by weight or by volume of material, it will not be emptied. This is at the discretion of the operative based on health and safety and the safe working limits of the collection vehicle lifting equipment.

### 3. Presentation of Receptacles

3.1. Wheeled bins/sacks must be presented at the edge of the householders' property closest to the public highway by 7.30am on the day of collection. Wheeled bin handles should face the highway. Bins must be taken back within the property boundary as soon as practical following emptying.

3.2. Bins reported to the Council as being left on the street will be investigated and subject to the investigation may be removed.

3.3. There may be occasions when it is necessary to collect bins/sacks prior to 7.30am, for example in extreme weather conditions. Where this occurs, the Council will make every effort to publicise any changes as widely as possible.

3.4. Where properties are located on private roads/private shared driveways bins/sacks must be presented where the private access road / driveway meets the public highway.

3.5. In cases where due to the access or the location of a property it may not be possible for residents to place wheeled bins/sacks at the edge of the public highway an assessment will be made on an individual basis to agree a suitable collection point.

3.6. Refuse collection vehicles are not obliged to travel on private roads or surfaces. Where the collection vehicle must travel over a private road / drive the Council will not be liable for any damage caused to the surface due to weight of the vehicle.

3.7. Wheeled bins/sacks will not be collected from within the curtilage of the property unless an assisted collection has been agreed (see section 1).

3.8. Residual waste (black bin/pink sacks) will be collected fortnightly. Mixed dry recycling (silver bin) and paper and card (purple lidded bin) will be collected alternately as shown below. Mixed dry recycling sacks will be collected once a month.

<b>Week</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Residual (black bin/pink sack)	X		X	
Recycling (silver bin)		X		
Mixed Dry Recycling (clear)		X		

sack)				
Paper/Card (purple lidded bin)				X

- 3.9. Collection days may change due to Public Holidays. Collection days are published on the Council's website [www.southkesteven.gov.uk](http://www.southkesteven.gov.uk)
- 3.10. Where adverse weather or other operational issues mean that a waste collection round cannot be completed as planned, residents are encouraged to leave their wheeled bin/sacks out for collection unless advised otherwise. Updates will be provided on the Council's website and through social media.

#### **4. Garden Waste Collection (Green bin)**

- 4.1. A chargeable service for the collection of garden waste is available to householders. Information on the service, terms and conditions how to subscribe are available at [www.southkesteven.gov.uk/greenbin](http://www.southkesteven.gov.uk/greenbin)
- 4.2. Garden waste is not permitted in the residual waste or recycling wheeled bins/sacks. Bins/sacks containing garden waste will be rejected as contaminated and will not be emptied/collected. The householder will be responsible for removing the waste before the next scheduled collection.
- 4.3. Residents who do not subscribe to the service are encouraged to compost or dispose of garden waste at any of the Lincolnshire Household Waste Recycling Centers <https://www.lincolnshire.gov.uk/recycling-waste/find-recycling-centre>

#### **5. Missed Bin/Sack Collections**

- 5.1. Residents may report a missed collection via the Council's website from 3pm and within 2 working days of the scheduled collection day. Reports outside of this timeframe will not be accepted and the resident should present their wheeled bin/sack again for collection on the next scheduled collection day. Individual queries will be addressed on a case-by-case basis.
- 5.2. Operatives will return for a 'missed bin' within ~~two~~ five working days where the resident has complied with the requirements for the presentation of receptacles (see section 3), but the wheeled bin/sack has not been collected. Residents must leave their wheeled bin/sack at the kerbside during this period. Operatives will not collect missed bins/sacks from within the property boundary unless the resident receives an assisted collection.
- 5.3. Refuse freighters are fitted with an 'in cab' system which is used to monitor collections. All wheeled bins/sacks not presented in accordance with this policy will be logged on the system. There is no incentive for operatives to miss a collection or report it as contaminated on the system. Where a bin/sack has been logged as not out, contaminated, overweight etc. operatives will not return to the collect the bin/sacks even if the resident has subsequently rectified the issue. The bin/sack must be presented again for collection on the next scheduled collection day.
- 5.4. Where access to a road is blocked due to road works or parked vehicles operatives will automatically attempt to return either later the same day or in the following days. If after three attempts access is still blocked residents will need to present their wheeled bin/sack for collection on the next scheduled collection day.
- 5.5. Where a wheeled bin is rejected, a tag giving the reason for rejection is attached to the wheeled bin.

#### **6. New, Additional and Replacement Receptacles**

- 6.1. A set of three 240 litre bins (silver, black and purple lidded) will be issued to new houses as standard, a charge is made for all new wheeled bins. Where the developer has failed to make this provision, the resident will be liable for the purchase of the wheeled bins. No collections will be

made until such time as wheeled bins, of an approved design and colour, have been purchased.

- 6.2. Any damage to wheeled bins caused during the collection process will be rectified free of charge. This may be through the provision of a new or refurbished wheeled bin.
- 6.3. Residents will be charged for replacement wheeled bins where they have been damaged due to neglect, intentional damage or hot ashes. Charges are reviewed annually and available in the Councils' published fees and charges. Payment must be made at that time of ordering.
- 6.4. Replacement wheeled bins will be delivered to householders as soon as practicable after the payment has been received, this will usually be within 10 working days.
- 6.5. All refuse and recycling receptacles supplied to householders remain the property of the Council.
- 6.6. When moving address, householders must leave the refuse and recycling wheeled bins at the property for the new occupant. Garden waste bins should be taken to the new property by the resident if the new address is within South Kesteven.
- 6.7. Householders are responsible for the storage, safe keeping and cleaning of refuse and recycling receptacles.
- 6.8. Where it is found that additional receptacles have been acquired by householders (i.e. an additional black wheeled bin) the Council will take measures to empty and remove any additional bins.

## **7. Medical and Hygiene Waste**

- 7.1. Hygiene waste includes nappies, stoma bags (must be drained prior to disposal), sanitary products, noninfectious wound dressings and incontinence pads etc. These items should be bagged and placed in the residual black wheeled bin/pink sack for collection.
- 7.2. Residents with large amounts of hygiene waste which cannot be contained within the residual wheeled bin may request an additional marked black bin which will be collected at the same time as the residual (black) wheeled bin. Written confirmation of the need for an additional bin is required from a suitably qualified person (medical practitioner, nurse, GP etc) and should include a description of the waste to be collected. The bins are not suitable for liquid waste and any wheeled bins containing this type of waste will be rejected. Residents must make alternative arrangements with their medical practitioner for the collection of liquid waste.
- 7.3. The Council will collect medical sharps which must be presented and sealed in a sharps bin/container intended for that purpose. The Council does not provide the containers, these can be obtained on prescription from a GP or pharmacist. Residents can request a collection of sharps bins online or via the Customer Service Centre by telephoning 01476 406080. Alternatively, sharps bins will be accepted at the Council's Alexandra Road Depot in Grantham. The Council is unable to provide a service for the removal / disposal of unused pharmaceuticals which should be returned to a pharmacy.

## **8. Flats and Communal Bin Stores**

- 8.1. There may be occasions where it is no practical to provide 3 x 240 litre wheeled bins for each household. The Council will assess the arrangements for flats/ mixed properties on an individual basis
- 8.2. Should a developer/builder/management agent decide to provide their complexes with 1100 litre bins the Council will, by arrangement, empty these bins.
- 8.3. Where agreed, wheeled bins will be collected from and returned to the communal bin store.
- 8.4. Where bins in a communal store area are contaminated they will be rejected and not emptied. It will be the responsibility of the residents / managing agents to arrange for the materials to be removed

before the bins will be emptied on the next scheduled collection day.

- 8.5. Where residents of flats/mixed properties do not segregate their waste for recycling in an effective manner, the Council will endeavor to work with residents to encourage recycling. If appropriate the Council will use its enforcement powers to achieve improvement in recycling performance from multiple occupancy properties. Where there is a recurring problem recycling bins may be removed.
- 8.6. It is the property management company / residents role to present the bins in a manner that allows for a collection to take place. Where access is not possible due to locked gates etc the wheeled bins/bags will not be collected.
- 8.7. Where excess waste blocks access to a bin store (bags, loose waste, furniture etc), the operatives will not clear the area and wheeled bins will not be emptied. It is the responsibility of the management company / residents to clear the area and dispose of the excess waste. Wheeled bins will be emptied at the next scheduled collection subject to access. The disposal of waste by landlords/managing agents must be carried out in accordance with current legislation.
- 8.8. Where a property is part commercial and part residential - for example a flat above a shop the Council will provide for the collection of the household waste only. Where there are doubts as to the origins of the waste (i.e. where commercial waste is apparent) then the waste will not be collected or a charge will be made.

## **9. Education and Enforcement**

- 9.1. Enforcement activities will be in accordance with the Council's 'enforcement policy' and as such, any enforcement will follow these principles.
- 9.2. A full list of materials which may be placed in the silver wheeled bin/clear sack mixed dry recycling is available on the Council's website. Only clean, dry card and paper may be placed in the purple lidded wheeled bin.
- 9.3. The Council will reject for collection, refuse and recyclables receptacles for the following reasons:
  - Overloaded wheeled bins (by weight and volume)
  - Wrong receptacle presented e.g recycling wheeled bin presented on refuse week
  - Wheeled bin is too heavy to lift, due to containing heavy waste e.g construction, DIY or soil waste
  - Contamination of recyclable materials
  - Garden waste in residual collection (black wheeled bin or pink bag).

- 9.4. It is the responsibility of the householder to remove the contamination and dispose of it in the correct manner.

### **Tools and powers**

- 9.5. This section relates to the provision of kerbside domestic waste collections. It does not cover other waste collection services such as litter and dog bins, household waste recycling centres, the collection of recycling from sites where recycling materials are deposited, (also known as 'bottle banks' or 'bring sites'). Information on all waste collection services is available on the Council's website and is kept under constant review.
- 9.6. Section 58 of the Deregulation Act 2015 amends section 46 of the 1990 Act, through new sections 46A to 46D to de-criminalise offences relating to incorrectly presented domestic waste. These amendments enable waste collection authorities in England to issue a written warning if a person fails to comply with reasonable requirements regarding the storage of household waste. These include (but not limited to) the following:
  - prohibiting the presentation of loose residual waste
  - where and when the receptacle is presented for collection

- not to overload the receptacle (e.g. the bin lid is up)
- what is to be placed within the receptacle.

9.7. This penalty is a civil penalty rather than being a criminal offence, and therefore a Fixed Penalty Notice can be issued.

9.8. The first step in response to any reports regarding waste collection will be to provide education, guidance and support, whether this be in relation to what goes into the recycling bin or when it should be presented.

9.9. Where education does not address the issues of concern, the council will seek to issue formal advice in writing, along with information on how to comply. This will be undertaken at the earliest opportunity to attempt to ensure compliance at an early stage. This intervention will serve as a warning that actions may escalate to service of a Fixed Penalty Notice should the individual(s) responsible fail to comply in the future. This will be in the form of a written warning as specified by the 1990 Act. Any specific requirements would be made clear and will provide details on how the recipient can achieve compliance and by when. Advice and guidance will remain available throughout this process. Legally, enforcement action could be taken 1 year from the service of the written warning.

9.10. Should the above steps fail to deliver the desired impact, appropriate enforcement powers will be used in order to bring about a resolution and maintain a clean and welcoming street scene. In such instances, the Council will seek to use powers contained within the 1990 Act, or part 4 of the Anti-social Behaviour, Crime and Policing Act 2014 as appropriate. Education will continue to be provided at all stages of enforcement. Designated officers are authorised through delegations of the council's constitution, to discharge the legal aspects of this policy.

9.11. Enforcement is only applicable where non-compliance causes a nuisance or is likely to be detrimental to the amenity of the locality and there has been continued or repeated non-compliance (for example, but not limited to, blocking the footpath or limiting access).

9.12. Where the above steps have been taken in relation to reports of non-compliance with waste collection requirements, an authorised officer may serve on the person a 'notice of intent' to serve a Fixed Penalty Notice. A 'notice of intent' will contain information about:

- The grounds for proposing to require payment of a fixed penalty
- The amount of the penalty that the person would be required to pay
- The right to make representations (within 28 days).

9.13. A person on whom a 'notice of intent' is served may make representations to the authorised officer within 28 days as to why payment of a fixed penalty should not be required. If the representations are accepted, no monetary policy will be imposed.

9.14. If there is still no compliance after this letter a 'final notice' to pay a fixed penalty will be issued as set by our current schedule of fees and charges. If failure to comply continues, further fixed penalties may be issued. A warning will be issued prior to each monetary penalty.

9.15. The Council may refuse to collect waste if notices are not complied with and relevant legal and waste contractual contravention conditions are met. This option will be carefully considered against any potential long-term impacts.

9.16. Persons may also appeal to the First-Tier Tribunal against the decision to require payment of a fixed penalty. Payment periods are suspended until the case is determined.

9.17. Failure to pay any penalty imposed under this policy will lead to recovery action either summarily, as a civil debt or through a high court or county court order.

9.18. Should there be continued non-compliance leading to the service of more than one fixed penalty notice within a 12 month period, consideration will be given to further actions other than the use of

fixed penalties to include but not limited to:

- Criminal proceedings under the 1990 Act (potentially leading to prosecutions).
- Withdrawal of aspects of the service (for example garden / green waste and / or recycling bins).

9.19. Such measures are as a last resort when all other avenues have expired. Such actions will be decided by the appropriately delegated officer.

9.20. All reports will be investigated without bias or preconception. Investigations of complaints may involve the sharing of, or access to, partner information relating to the individuals or complaint. All parties will be kept up to date throughout the course of the investigation and will be notified of action being taken. Cases will usually be closed following contact with the complainant or confirmation from officers that the issue no longer exists. We may close cases in circumstances where the complainant refuses to co-operate and/or engage in working with us in providing evidence of the impact of any relevant issues. If an individual remains dissatisfied they can use the Council's complaints procedure.

9.21. Further Guidance

- Sections 35 to 54 of the Clean Neighbourhoods and Environment Act
- DEFRA, Fixed Penalty Notices issuing and enforcement by Councils and Guidance on the legal definition of waste and its application <https://www.gov.uk/environment/waste-and-recycling>

## **10. Bulky Household Waste Collection**

10.1. The bulky household waste collection service is a chargeable service for the collection of household items such as white goods e.g. fridges, televisions, furniture etc. This does not include the collection of fixtures and fittings such as kitchens, bathrooms, etc. Collections may be booked online at [www.southkesteven.gov.uk/bulky](http://www.southkesteven.gov.uk/bulky)

10.2. Full terms and conditions of the service are available on the Council's website at [www.southkesteven.gov.uk/bulky](http://www.southkesteven.gov.uk/bulky)

10.3. The Council may suspend the bulky household waste collection service during Bank Holiday periods and in cases of severe weather.

## **11. Severe Weather**

11.1. In the event of severe weather, e.g. snow, ice, floods or other conditions that disrupt waste and recycling collection services, the Council will aim to continue services where it is safe to do so.

11.2. Where collections are missed due to weather conditions, residents are asked to leave their bins/bags out for collection for 1 week (including the weekend as missed collections may be carried out on Saturdays). If the collection has not been made during this time bins/bags should be taken back into the boundary of the property and re-presented on the next scheduled collection day.

11.3. The collection of missed residual (black bin/pink sack) collections will be prioritised. This may mean that the garden waste service is temporarily suspended over any periods of disruption. Depending on the duration of any such event, extra waste will be accepted alongside containers.

11.4. Updates for residents will be provided via social media, the Council's website and any other communication means considered appropriate.

## **12. Additional Capacity for Large families**

12.1. Households of five or more people can request additional residual and/or recycling wheeled bins to assist with recycling or disposing of their waste. It should be noted that this policy relates to single family units and not houses in multiple occupancy where other arrangements are in force.

- 12.2. Where a household produces excess residual waste which cannot be accommodated in a 240 litre wheeled bin collected on a fortnightly basis and arises from five or more persons permanently residing in the house the provision of additional capacity will be considered.
- 12.3. Where a need is agreed, additional recycling capacity will take precedence and will be provided free of charge. The ongoing need for additional capacity will be reviewed periodically.

### **13. Commercial / Trade Waste Collection**

- 13.1. The Council offers a collection service for commercial/trade waste. Details of the service may be found at [www.southkesteven.gov.uk/commercialwaste](http://www.southkesteven.gov.uk/commercialwaste)

**DRAFT**

This page is intentionally left blank

Activity	Sub-task	Owner	Start	Finish
Governance	Environment Overview and Scrutiny Committee	SKDC	11-Jul-23	11-Jul-23
Governance	Cabinet	SKDC	11-Jul-23	11-Jul-23
Comms Plan	Issue 1st press release	SKDC	11-Jul-23	14-Jul-23
Householder Comms	Finalise householder Information Pack (leaflet, letter and calandar)	SKDC	02-Oct-23	13-Oct-23
Bin procurement	Purchase of wheeled bins	LCC	08-Sep-23	08-Sep-23
Member Engagement	Member engagement sessions	SKDC/LCC	01-Oct-23	31-Oct-23
Staff Training	Staff training sessions/engagement	SKDC/LCC	15-Oct-23	14-Jan-24
Comms Plan	Update SKDC website with FAQs and informaton	SKDC	27-Oct-23	27-Oct-23
Comms Plan	Issue 2nd press release (expect information pack & bin)	SKDC	01-Nov-23	01-Nov-23
Householder Comms	Distribute householder information pack to all households (by mail)	LCC	01-Nov-23	05-Nov-23
Implementation	Delivery of paper and card wheeled bins to households by contractors	LCC	06-Nov-23	05-Jan-24
Implementation	One to one engagemet with householders with concerns/issues	LCC	01-Nov-23	15-Jan-24
Comms Plan	Issue 3rd press release (new collection regime starting)	SKDC	08-Jan-24	08-Jan-24
Implementation	Mop up of outstanding bin deliveries	LCC	08-Jan-24	19-Jan-24
Implementation	<b>New collection regime begins</b>	SKDC	08-Jan-24	ongoing
Operations	Change refuse collection vehicle banners	SKDC	08-Jan-24	08-Jan-24
Householder Comms	Educational visits and support during collection rounds	LCC	08-Jan-24	29-Mar-24
Implementation	MDR collection - tag and take if contaminated	SKDC	08-Jan-24	12-Jan-24
Implementation	Black residual bin collection	SKDC	15-Jan-24	19-Jan-24
Implementation	MDR collection - tag and take if contaminated	SKDC	22-Jan-24	26-Jan-24
Implementation	Black residual bin collection	SKDC	29-Jan-24	02-Feb-24
Comms Plan	Issue 4th press release - first paper and card collection next week	SKDC	29-Jan-24	02-Feb-24
Implementation	1st purple lidded bin paper - tag and reject if contaminated	SKDC	05-Feb-24	09-Feb-24
Implementation	Black residual bin collection	SKDC	12-Feb-24	16-Feb-24
Implementation	MDR collection - tag and reject if contaminated	SKDC	19-Feb-24	23-Feb-24

Implementation	Black residual bin collection	SKDC	26-Feb-24	01-Mar-24
Implementation	2nd purple lidded bin paper and card collection	SKDC	04-Mar-24	08-Mar-24
Implementation	Black residual bin collection	SKDC	11-Mar-24	15-Mar-24
Comms Plan	Issue 4th press release - bins will be rejected if contaminated	SKDC	11-Mar-24	15-Mar-24
Implementation	MDR collection - reject if contaminated	SKDC	18-Mar-24	22-Mar-24



## Equality Impact Assessment

Question	Response
1. Name of policy/funding activity/event being assessed	Introduction of twin stream recycling (separate collection of paper and card)
2. Summary of aims and objectives of the policy/funding activity/event	<p>Mixed dry recycling is currently collected from households as “co-mingled” (all material collected together). “Twin stream” recycling requires the householder to separate paper and card out from other dry recycling.</p> <p>This approach is intended to support new legislative requirements contained in the Environment Act 2021 to collect recyclable materials separately (subject to it being technically or economically practicable).</p> <p>This approach is intended to improve the quality of the recyclable materials and deliver positive environmental benefits.</p>
3. Who is affected by the policy/funding activity/event?	All households
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.	<p>Following trials in North Kesteven, Boston and South Holland, Twin Stream has been successfully rolled out in 4 of the Lincolnshire district and is intended to be available across all areas by the end of 2024.</p> <p>Consultation (in the form of customer surveys) was carried out as part of the initial trial in North Kesteven. Some issues relating to the correct sorting of recyclable materials were raised. Communications messaging has been adjusted to make this clearer with pictorial messaging. LCC will provide engagement officers to visit householders providing support and advice where needed.</p>
5. What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?	The rollout will be managed through a project team with support from LCC. Following initial letters to every household, engagement will continue throughout via social media and advice visits to householders finding the transition more challenging. Where local community groups are identified opportunities to promote and educate via these will be used.

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 <small>(The Action Log below should be completed to provide further detail)</small>
Age	Neutral	Age is not a determinant in the introduction of this change.	No action required at this stage.



		<p>Assisted collections are available to support residents who find it difficult to place their bin at kerbside due to frailty.</p>	
Disability	Neutral	<p>Assisted collections are available to support residents who find it difficult to place their bin at kerbside due to disability.</p> <p>Bins will have a purple lid and raised text stating "paper and card only" making them distinctive from existing bins.</p> <p>One to one engagement and education visits will be offered to support residents with disabilities which may impact on their ability to participate.</p>	Consider discussion with South Lincs Blind Society and Grantham Mencap to obtain comments on effective messaging for those with visual and learning disabilities (see "consultation" below)
Gender Reassignment	Neutral	Gender Reassignment is not a determinant in the introduction of this change which will be implemented across all households.	No action required at this stage.
Marriage and Civil Partnership	Neutral	Marriage and Civil Partnership is not a determinant in the introduction of this change which will be implemented across all households.	No action required at this stage.
Pregnancy and Maternity	Neutral	Pregnancy and Maternity is not a determinant in the introduction of this change which will be implemented across all households.	No action required at this stage.
Race	Neutral	Race is not a determinant in the introduction of this change which will be implemented across all households.	No action required at this stage.
Religion or Belief	Neutral	Religion or Belief is not a determinant in the introduction of this change which will be implemented across all households.	No action required at this stage.



Sex	Neutral	Sex is not a determinant in the introduction of this change which will be implemented across all households.	No action required at this stage.
Sexual Orientation	Neutral	Sexual Orientation is not a determinant in the introduction of this change which will be implemented across all households.	No action required at this stage.
<b>Other Factors requiring consideration</b>			
Socio-Economic Impacts	Neutral	Bins will be provided at no cost to households.	No action required at this stage.
Carers (those who provide unpaid care to a family member, friend or partner)	Neutral	Carers is not a determinant in the introduction of this change which will be implemented across all households.	No action required at this stage.

## 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
South Lincs Blind Society		Discussion to be held following the meeting of the Finance, Economic and Environment Overview and Scrutiny Committee
Grantham and District Mencap		Discussion to be held following the meeting of the Finance, Economic and Environment Overview and Scrutiny Committee

## 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

## 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.



Question	Explanation / justification	
Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?	There is the potential for disadvantage for people with visual impairment or learning disability, however, comments from discussions with the above groups on methods of communication will be taken into consideration	
Final Decision	Tick	Include any explanation/justification required
1. <b>No barriers</b> identified, therefore activity will proceed	✓	
2. <b>Stop</b> the policy or practice because the data shows bias towards one or more groups		
3. <b>Adapt or change</b> the policy in a way that will eliminate the bias		
4. <b>Barriers and impact identified</b> , 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 <b>proceed with caution</b> with this policy or practice knowing that it may favour some people less than others, providing justification for this decision		

Did you consult with an Equality Ally prior to carrying out this assessment? Yes

#### Sign off

Name and job title of person completing this EIA	Anne-Marie Coulthard Assistant Director of Operations and Public Protection
Officer Responsible for implementing the policy/function etc	George Chase Waste and Recycling Operations Manager
Line Manager	<i>Richard Wyles, Chief Finance Officer and Interim Deputy Chief Executive</i> TO AGREE
Date Completed	
Date of Review (if required)	Ongoing during roll out



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](mailto: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.

This page is intentionally left blank



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL



## Cabinet

11 July 2023

Report of Councillor Paul Stokes,  
Cabinet Member for Culture and Leisure

## Cultural Strategy (2023 to 2026)

### Report Author

Karen Whitfield, Assistant Director – Culture and Leisure

 [Karen.whitfield@southkesteven.gov.uk](mailto:Karen.whitfield@southkesteven.gov.uk)

### Purpose of Report

To consider a recommendation made by the Culture and Leisure Overview and Scrutiny Committee that the draft Cultural Strategy (2023 – 2026) be formally adopted.

### Recommendations

#### It is recommended Cabinet:

1. Approves the adoption of the Cultural Strategy (2023 to 2026) to underpin the corporate priority of Healthy and Strong Communities.
2. Endorses a six-monthly update is provided to the Culture and Leisure Overview and Scrutiny Committee detailing progress and delivery of the Action Plan contained within the Cultural Strategy.

Decision Information	
Is this a Key Decision?	No
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities? <i>(delete as appropriate)</i>	Healthy and Strong Communities
Which wards are impacted?	All

## 1. Implications

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

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

- 1.1 There are no specific financial implications arising from this proposed Strategy. If Cabinet is minded to allocate additional resources then financial proposals can be developed as part of the budget setting for 2024/2025.

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

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

- 1.2 Following consideration and debate, a recommendation for Cabinet to formally adopt the draft Cultural Strategy (2023 to 2026) was made at a meeting of the Culture and Leisure Overview and Scrutiny Committee on 13 June 2023.
- 1.3 There are no significant legal or governance implications arising from this report.

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

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

- 1.4 In the absence of a robust Cultural Strategy for the District, there remains a risk the service could remain vulnerable to further reductions in funding and the Council does not deliver on its corporate ambitions.

**Completed by: Tracey Elliot, Governance and Risk Officer**

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

- 2.1 The Corporate Plan 2020 to 2023 sets out the Council's ambition to be the best district in which to work, live and visit, with a key objective of building and celebrating the rich heritage and culture of the district. There is a commitment within the Corporate Plan to develop and adopt a refreshed Cultural Strategy, covering the provision of local arts and events across the district of South Kesteven.
- 2.2 An independent arts review was carried out in 2021, as a result of which a range of actions were recommended to improve the performance and financial viability of the Council's Arts and Culture service. Whilst the review acknowledged the work that had gone into developing the current Cultural Strategy (see background papers), it was identified that it lacked clear objectives and a coherent action plan.
- 2.3 At a meeting of the former Culture and Visitor Economy Overview and Scrutiny Committee held on 6 September 2022, the Members present approved the development of a refreshed Cultural Strategy and the key themes to be included. Furthermore, the Committee endorsed the commencement of a procurement exercise to appoint a suitably qualified consultant.
- 2.4 Following a compliant procurement process Red Quadrant were appointed to work with the Council to develop a refreshed Cultural Strategy for the District.

### Research and Preparatory Work

- 2.5 Prior to commencing work on the development of a draft Strategy, Red Quadrant undertook a review of existing documentation and evidence. This included the research and consultation which had been undertaken to develop the current Cultural Strategy, and the results of the independent arts review undertaken in 2021.
- 2.6 In addition they undertook a review of recent culture related policy, both locally and nationally, identifying examples of best practice and current thinking in the cultural sector.
- 2.7 Representatives of Red Quadrant also visited the three Council owned arts venues in Grantham, Stamford and Bourne to gain an understanding of the venues, the artistic offer, and the nature of the district.

### Consultation and Stakeholder Engagement

- 2.8 At the outset of the work, supported by Officers, Red Quadrant undertook a stakeholder mapping exercise to identify key stakeholders, individuals and groups who had a vested interest in cultural activity within the district. As a result, a wide

range of consultation activity was planned to support the development of the refreshed Cultural Strategy.

- 2.9 A publicly available survey was promoted across the District, its launch supported by a media release and regular reminders to fill in the survey on social media. Paper copies of the survey were made available to ensure all residents had the opportunity to participate and put forward their views.
- 2.10 A separate survey was circulated to Members seeking their views and opinions on the strategic direction of the Council's arts and cultural offer and key challenges.
- 2.11 Conversation Cafés were held in Grantham and Stamford. Responders to the surveys were invited to attend these events and provide feedback on a range of round table topics including:
  - How the Council could strengthen partnership working and develop a collaborative approach to cultural provision across the district.
  - How the Council's arts and cultural service could recover from the impact of the pandemic and increase participation levels.
  - What were the main considerations for the development of the Council's cultural venues.
- 2.12 A series of one-to-one discussions took place with key stakeholders which included the Leader, Deputy Leader and Portfolio Holder (at the time), the Chief Executive, Director of Growth and Culture and Deputy Chief Executive.
- 2.13 All staff employed in the Council's Arts and Cultural Services team were invited to attend an online focus group to share their views.
- 2.14 A workshop was held for Members of the Culture and Visitor Economy Overview and Scrutiny Committee on Thursday 19 January 2023. The workshop was hosted by Red Quadrant and supported by the Director for Growth and Culture and the Assistant Director for Culture and Leisure.
- 2.15 **Appendix One** to this report provides a summary of the consultation undertaken and the associated findings.

#### Draft Strategy

- 2.16 The draft Cultural Strategy for South Kesteven District Council is attached at **Appendix Two**. This has been developed by Red Quadrant taking into account the research undertaken and the consultation results.

2.17 Identified within the Strategy is the vision 'South Kesteven is a place that people want to live, work and visit, where culture and creativity are valued, accessible to all and given the chance to flourish'. The Council's mission being identified as 'To enable culture to thrive across South Kesteven, to coordinate cultural activity, support a strong cultural network and ensure that all residents benefit'.

2.18 The draft Cultural Strategy is built upon the following seven key themes:

- Economy and Growth
- Partnership and Collaboration
- Equality and Inclusion
- Placemaking
- Health and Wellbeing
- Value for Money
- Cultural Venues and Programmes

2.19 For each key theme, priorities have been identified together with an explanation why these are important for the Council, residents and service users. The draft Cultural Strategy also contains an Action Plan which, if supported, will form the basis of the Council's future work and activities.

### **3. Key Considerations**

3.1 Spend on Arts and Cultural Services is discretionary for the Council and therefore it is important the service demonstrates value for money, and resources invested deliver the outcomes the Council is seeking. The refreshed Cultural Strategy aligns with the corporate vision and takes account of the Council's challenging financial situation. For example, moving away from the Council directly funding events and festivals to supporting communities to do so.

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

4.1 Within its Corporate Plan, the Council has committed to building on, and celebrating the rich heritage and culture of the District with a key priority to develop a refreshed Cultural Strategy. Therefore the 'do nothing' option was discounted.

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

5.1 At the meeting of the Culture and Leisure Overview and Scrutiny Committee held on 13 June 2023, Members considered a report detailing the work undertaken to develop the draft Cultural Strategy. Following debate, a recommendation to Cabinet was made that the Strategy should be formally adopted.

5.2 Should this recommendation be accepted, Members of the Culture and Leisure Overview and Scrutiny Committee have agreed to receive six monthly updates on

the progress and delivery of the Action Plan contained within the draft Cultural Strategy.

## **6. Background Papers**

6.1 *Refreshed Cultural Strategy* – Report to Culture and Leisure Overview and Scrutiny Committee, published on 13 June 2023, available online at:

<https://moderngov.southkesteven.gov.uk/documents/s38008/Refreshed%20Cultural%20Strategy%20for%20the%20Distrct.pdf>

6.2 *Development of a Cultural Strategy for the District* – Report to Culture and Visitor Economy Overview and Scrutiny Committee, published on 6 September 2022, available online at:

<https://moderngov.southkesteven.gov.uk/documents/s35421/Refresh%20of%20the%20Cultural%20Strategy.pdf>

6.3 *South Kesteven District Council Cultural Strategy (2020 Draft)*, available online at:

<https://moderngov.southkesteven.gov.uk/documents/s27348/Appendix%201%20-%20draft%20cultural%20strategy.pdf>

## **7. Appendices**

7.1 Appendix One – Consultation Report

7.2 Appendix Two – Draft Cultural Strategy for South Kesteven

## South Kesteven Cultural Strategy Consultation Report

### Introduction

South Kesteven District Council is refreshing its cultural strategy. RedQuadrant were contracted to work with council officers to develop and design a revised strategic direction and priorities.

Following a literature review of cultural provision and best practice, a programme of consultation was undertaken with a range of stakeholders and residents. The feedback and findings from the consultation programme will be directly used to inform the new strategy and accompanying action plan.

### Methodology

Following a stakeholder mapping exercise at the project initiation meeting, the following consultation and engagement methodologies were devised:

1. Public survey: available online and in paper copy on request
2. Two conversation cafes in Stamford and Grantham
3. Individual conversations with the councillors for Bourne and Market Deepings, and an offer of conversation cafés
4. A series of one-to-one discussions with 14 key stakeholders
5. An online focus group with staff from the three SKDC cultural venues
6. Online survey to collate member views

### Headline summary of key themes

Feedback received via each of the five consultation methodologies is broken down in detail further into this report. Headline themes are summarised as follows:

#### Cultural offer

- Culture is evidently highly important to residents and stakeholders, with an emphasis on it having a positive impact on people's health and wellbeing
- Cultural offer needs to be broad: recognise that culture means different things to different people and communities and is not just commercial events or highbrow culture
- Historical/old fashioned offer based around assets/venues rather than a real community-based offer

#### Role of SKDC

- Lots of collaborative working happening in some areas: perception that this is driven by local groups rather than being led by SKDC
- Perceived lack of commitment and cultural leadership from SKDC; improved communication, cooperation and consultation would be beneficial to increasing participation and widening the audience footprint
- Culture is a corporate priority and important to raise the profile of the council in providing cultural activity/offer
- SKDC could develop a convening role to strengthen collaborative working and kickstart cultural projects: not a distinct cultural identity for the district

### Accessible to all

- Outreach work is a priority to overcome barriers: everyone should be able to access culture and be involved
- Excellent venues but lots of people don't feel that they are spaces for them: it will be a long term job to alter perceptions
- The cultural strategy must take account of the planned population growth in towns under the SKLP and of the opportunities which new major housing developments can offer

### Maximising the potential of the centres

- Importance of delivering a localised and diverse programme at individual centres as part of the wider programme
- The centres could work more cooperatively with local organisations; e.g., this could have prevented the Stamford Shakespeare Company from taking bookings back in house
- Options for setting up an independent trust should be explored; benefits include access to more funding streams
- Business sponsorship is an area to build on: the Stamford International Music Festival should serve as a best practice example

### Marketing and promotion

- Marketing and promotion of events is crucial but the current model is not fit for purpose: revised mechanisms need to be put in place
- There is money available from the Shared Prosperity Fund (SPF) to revamp the Discover SK website
- The website is currently clunky: an updated version could be a main vehicle for promoting cultural activity across the district
- The Hello SK app has been launched (£50k from the Welcome Back Fund) to provide notifications on local activities, events and attractions
- Lincolnshire One Venues provides a joined-up approach for venues

### Visitor economy

- The relationship with tourism is a key consideration: opportunities to cross pollinate and promote the cultural and tourism offers
- Culture has a hugely significant role in building the visitor economy and making South Kesteven a tourist destination

### Building capacity

- Options for localised cultural partnership organisations or Friends groups should be explored, along with an enhanced role for volunteers (e.g., greeting and signposting visitors): this would channel community enthusiasm and provide a turbo boost to cultural provision
- Consideration should be given to the option of a Trust model for the management of the three SKDC venues: community led and self-funded models
- There is a huge potential for maximising the use of volunteers in a wide range of roles, including enhanced roles at the venues

### Post pandemic recovery and cost of living crisis

- The impact of the pandemic continues to be a consideration, both in terms of people's participation and cultural preferences
- There has been a significant shift in people's behaviour post Covid: people are still reluctant to go out and there is not much to encourage them
- This behavioural change has been exacerbated by the cost-of-living crisis and affordability issues

### Methodology 1: Public Survey

The survey received 1432 responses across December 2022 and January 2023

78% of respondents were South Kesteven residents. Residents from neighbouring areas and regular visitors to the area also responded.

The greatest proportion of respondents were aged 65-74 – and they are over-represented compared to the South Kesteven population.

Very few (35) respondents were aged 34 and under.

The headline findings are summarised below. The survey report is attached as Appendix 1

#### 1.1 Overall headlines

- Respondents broadly agreed with the proposed strategic themes.
- Culture was evidently important to respondents and many saw it as having a positive impact on people's health and wellbeing.
- Many respondents felt that further and continuing investment is required although there was understanding from some respondents that in these times of strained resources, funding to other areas (such as social care) may need to be provided

- The importance of targeted activities was highlighted – especially children, young people and families
- The impact of the pandemic continues to be a consideration, both in terms of people's participation and cultural preferences
- There are opportunities for collaboration with and across cultural providers
- Specific issues around local venues and provision were identified as high priority
- The number of responses was impressively: the majority of responses were from people who were regular users of the Council venues, especially Stamford Arts Centre.

## 1.2 Contribution of culture

- The elements around the contribution of culture to South Kesteven and its residents were agreed most strongly agreed with (positive impact on health and wellbeing 92%, strong role 83%, positive impact on business 74%).
- A number of respondents highlighted the importance of culture for people's wellbeing and particularly many Stamford residents highlighted Stamford Arts Centre as an important venue in the town (albeit some felt it was currently underutilised) in relation to mental health and the visitor economy

" Society is not complete without arts and culture."

"Cultural activities are critical to well being, diversity and inclusiveness in communities, particularly in hard times."

"I agree that culture brings opportunities for all areas of our community and well being. It provides citizens with information, entertainment and education."

Quotes from public survey 2022

## 1.3 Funding and resources

- 86% of respondents agreed that further investment is required.
- In addition, 70 people suggested that maintaining, or increasing current funding levels would be important for cultural provision and development in the future. Conversely, 24 respondents suggested that in these financially challenged times, council funding should be directed away from cultural spending to ensure that spending can be prioritised elsewhere e.g., social care.
- 47 people commented specifically around the closure/lack of a leisure centre in Deepings; a further 6 mentioned the need to invest in sport and leisure facilities.

## 1.4 Pandemic recovery

- 75% of people agreed that the pandemic had impacted on participation levels.
- Additionally, 23 people mentioned the pandemic in comments – both the continuing to impact of their own behaviour and/or the slow increase in attendance in this phase of post-pandemic.

## 1.5 Audiences and access

- 74% of respondents felt agreed that cultural activities celebrate the diversity of the district and promote equal opportunities.
- Respondents provided a number of comments around the need to focus on audiences and access to cultural opportunities. Children, young people and families were mentioned most regularly in terms of target audiences.
- The need to have these offers locally – so they are accessible without a car – was highlighted as important.
- Some comments also highlighted the fact that only certain groups are accessing the current offer, so more needs to be done to reach out to other communities. Location and the type of offer are particularly important, alongside cost.
- Physical access to buildings was highlighted as an area for improvement

## 1.6 Collaboration opportunities

- 76% of people agreed that stronger partnership and collaboration would improve the offer.
- In addition, respondents provided around 150 comments around the opportunity to collaborate with other organisations. The most commonly mentioned ideas are for the council to:
  - Work with and encourage local communities/societies/groups to organise events
  - Facilitate cross planning and promotion between groups
  - Consider the use of volunteers
  - Use of meanwhile spaces for activities
  - Seek business or local group sponsorship
  - Agree a way forward with specific 'key partners' of SKDC
  - Liaise with Arts Council England and the Heritage Lottery Fund to bring in bigger and more diverse projects that lean less on the council budget.
- Collaboration opportunities were mentioned specifically with the following:
  - Stamford Corn Exchange
  - Live and Local
  - U3A
  - Shoestring Theatre, London theatres/ and venues in Cambridge, Leicester, Northampton, touring companies
  - Schools
  - Town and parish councils
  - Libraries

## 1.7 Satisfaction with the current offer

- Only 31% of respondents felt there were the right number of opportunities to attend cultural events and festivals.

- 79% of people rated their satisfaction between 3 and 5, where 5 is very satisfied with the current range of events and activities.
- 351 comments around suggestions for programming were provided: these included requests for increased live music events, theatre and opera, children's activities, online/virtual access, cultural diversity

### 1.8 Cultural participation, venues and locations

- Cultural participation was high – for example with over 70% having attended an arts exhibition, workshop or cultural event in the last year
- For events/activities inside South Kesteven, visiting a park was the most likely activity for respondents; followed by visiting a historic building, attending the theatre or cinema.
- Playing sport and playing music were activities that people were most likely to do at least once a week.
- 32% of all free text comments were about a specific venue with heavy focus on three issues: Stamford's (temporary) closure of café and request for Sunday opening; and the need for a leisure centre and cultural venue in Market Deeping

“Cultural centres like Stamford Arts Centre are worth their weight in gold giving the local residents free direct access to a range of high quality cultural activity”

“The cultural centres in South Kesteven are vital for the advancement of the quality of life, diversity, education and wellbeing of those that live here.”

Quotes from public survey 2022

- Stamford was the most mentioned location by respondents with over 400 people saying they attend the Stamford Arts Centre at least once a month.
- This relates, at least in part, to the fact that 46% of the respondents live in postcode PE6 (Stamford).
- Other than PE6, respondent postcodes were: NG31 (Grantham) – 10%; PE6 (includes Deepings) – 10%; LE15 – 5%; NG33 3%; Others – 26%

### Methodology 2: Conversation Cafes

Two conversation cafes were held, one at Stamford Arts Centre and one at Grantham Guildhall, with a combined attendance of 30 people.

Each session explored three main lines of enquiry as follows:

### Partnerships and collaborative working

- Perceptions of the current position and opportunities for development
- How well is the cultural offer communicated?

- Who are the key advocates for culture?

### Exploring the three main cultural venues

- Experience of each of the 3 venues
- Current position – fit for purpose?
- Balance of community and commercial use
- Alternative delivery or funding models
- Possibilities for a creative and collaborative approach

### Post pandemic recovery and the cost-of-living crisis

- How have these challenges impacted cultural engagement?
- What are the implications?
- Do you have any examples cultural engagement supporting you or others through these challenging times?
- What opportunities are there for reengagement and renewal? How can you/we bring people back and improve engagement with the cultural offer?
- The role of the council in culture/cultural engagement

Feedback received from the two sessions has been collated and summarised as follows:

#### 2.1 Building capacity: partnership and collaborative working

- Lots of collaborative working happening in some areas: perception that this is driven by local groups rather than being led by SKDC
- Exemplar: the development of poetry performance programmes has forged links between Stamford, Grantham, Peterborough, Cambridge and attracted international interest
- Perceived lack of commitment and cultural leadership from SKDC; improved communication, cooperation and consultation would be beneficial to increasing participation and widening the audience footprint
- Work should be undertaken to identify which local partnerships are successful and what makes them work so well: findings can inform future collaborative working
- A strong sense that SKDC needs to engage more effectively with schools and nurseries to develop and promote the cultural offer
- Town councils should be better informed and more involved with developing the cultural offer
- Building a visitor economy should be a strategic priority
- Increased visibility of councillors at venues and events would increase engagement from local people
- Options for localised cultural partnership organisations or Friends groups should be explored, along with an enhanced role for volunteers (e.g., greeting and signposting visitors): this would channel community enthusiasm and provide a turbo boost to cultural provision

- Diversity should be identified as a strategic priority for developing and celebrating the cultural offer

## 2.2 Maximising the potential of the cultural centres

- Importance of reaching new people who may currently think that the cultural centres aren't for them
- Stamford needs to be more heavily used and open for longer hours: huge scope for the centre to offer more activities
- The lack of café facilities at Stamford has impacted on footfall and new arrangements need to be put in place as a priority
- The centres have a tourist information role as part of the cultural economy
- Consideration should be given to reopening Stamford on Sundays, potentially in place of another weekday: it is a tourist town and Sundays specifically are a great opportunity for reaching families
- Accessibility needs to be reviewed to ensure that the centres are available to all
- Options for setting up an independent trust should be explored; benefits include access to more funding streams
- Business sponsorship is an area to build on: the Stamford International Music Festival should serve as a best practice example
- Encourage people to reconnect
- Monitoring of customer demographics and diversity characteristics would enable evidence based and targeted outreach work: potentially to the Ukrainian and Polish communities
- Rumours about the risk of centre closures circulate as there is far from adequate communication from SKDC: reductions in staff levels have made communication harder
- Marketing and promotion of events is crucial but the current model is not fit for purpose: revised mechanisms need to be put in place
- Staff based at the centres and local advocates have no autonomy to generate business
- Importance of delivering a localised and diverse programme at individual centres as part of the wider programme
- The centres could work more cooperatively with local organisations; e.g., this could have prevented the Stamford Shakespeare Company from taking bookings back in house

## 2.3 Meeting the challenges of post pandemic recovery and the cost-of-living crisis

- There has been a significant shift in people's behaviour post Covid: people are still reluctant to go out and there is not much to encourage them
- This behavioural change has been exacerbated by the cost-of-living crisis and affordability issues
- Perceptions that Stamford Arts Centre came limping back after Covid
- Budget cuts made by SKDC made cuts have impacted on the capacity of staff to develop the centres to their full potential
- There is a clear connection between poor mental health and a lack of creative activity: culture has a role to play in making people feel safe and connected
- Consideration could be given to concessionary or 'pay it forward' schemes
- U3A meetings and events at Grantham are now attracting large audiences as the impact of the pandemic gradually decreases

### **Methodology 3: One to one stakeholder discussions**

The following lines of enquiry were developed in advance of the discussions

#### **Considering the cultural offer**

- Is there a strong cultural identity?
- What are your perceptions of the overall cultural offer?

#### **Partnerships and collaborative working**

- Perceptions of the current position and opportunities for development
- How well is the cultural offer communicated?
- Who are the key advocates for culture?

#### **Gauging the impact of culture**

- How does culture benefit local communities?
- How is this impact measured and articulated?
- What is culture's role in the future growth of South Kesteven?

#### **Exploring the opportunities and threats for the three main cultural venues**

- Current position – fit for purpose?
- Investment required and achievable?
- Possibilities for a creative and collaborative approach

#### **Post pandemic recovery and the cost-of-living crisis**

- How have these challenges impacted culture and creativity?
- What are the financial and political implications?
- What opportunities are there for reengagement and renewal?

#### **Funding opportunities**

- Internal position and possibilities (history of high spend on culture)
- External funding options
- Opportunities for alternative delivery models

Feedback from the stakeholder discussions has been collated and summarised as follows:

### 3.1 Role of SKDC

- Culture is a corporate priority and important to raise the profile of council in providing cultural activity/offer
- SKDC could develop a convening role to strengthen collaborative working and kickstart cultural projects: not a distinct cultural identity for the district
- A Cultural Consortium is already forming through the Heritage Action Zones (HAZ) scheme
- Cultural identity/offer by SKDC could be strengthened and synergised: venues are seen as three distinct entities, not joined up and often no recognition that they are council resources.
- SKDC doesn't get much credit for cultural activity for the three venues. Some staff previously didn't identify themselves as being council employees (this was prior to a staffing reorganisation)
- Arts, Culture and Events 2021 review identified lots of opportunities: going forward the aim is to develop an inclusive and financially viable offer
- Disparity in the council administration structure doesn't help to foster a joint approach: Bourne and Stamford have their own separate town councils with ward councillors having more influence and being closer to communities than Grantham which is managed by the district council and not as close to communities.
- Important to counter the rumours circulating around potential closures of any venues (Stamford particularly): however, SKDC also needs to consider how best to manage the centres in the long term

### 3.2 Accessible to all

- Outreach work is a priority to overcome barriers: everyone should be able to access culture and be involved
- Excellent venues but lots of people don't feel that they are spaces for them: it will be a long term job to alter perceptions
- Role for libraries as neutral spaces should be more integrated in cultural activity across the region, although they are managed independently.
- All three venues have under-used spaces within them and could be better used to realise their potential: e.g., could be used for community/public/business use.
- Consideration could be given to broadening spaces and using other venues: e.g., leisure centres

- Could be a stronger educational/youth cultural offer if SKDC works more closely with schools: there are some high-profile academies but these may only target middle-class families.
- 98% white British population in SK: not much BME diversity, however there are emerging Polish, Ukrainian and Afghan communities
- More promotion of culture for women and LGBT+ groups: the latter have a low cultural profile
- Outreach work could be undertaken with care homes, Adult SEN and disability groups
- More cultural activity needs to take place in villages but requires more community outreach and recognise there are geographical issues for audiences – e.g., transport issues
- Venues tend to have same/similar demographic amongst users: a key hard to reach group would be children and young people to ensure the future development of the venues.
- Cultural offer needs to be broad: recognise that culture means different things to different people and communities and is not just commercial events or highbrow culture
- Historical/old fashioned offer based around assets/venues rather than a real community-based offer.
- Need to ensure culture is shown to be important and relevant – it is often regarded as “discretionary spend” by individuals – need to ensure culture is valued and accessible financially.
- There is work to do around programming to ensure comprehensive and diverse offers at all three venues.

### 3.3 Marketing and promotion

- There is money available from the Shared Prosperity Fund (SPF) to revamp the Discover SK website
- The website is currently clunky: an updated version could be a main vehicle for promoting cultural activity across the district
- The Hello SK app has been launched (£50k from the Welcome Back Fund) to provide notifications on local activities, events and attractions
- For the less digitally savvy, the SK Today magazine goes to all residents and events can be advertised, this can also be done on the main council website.
- A Tourism Strategy is also in the pipeline and it is crucial that Culture aligns with tourism and SK “as a place to visit” along with established heritage attractions (local high profile NT houses/gardens etc)
- The relationship with tourism is a key consideration: opportunities to cross pollinate and promote the cultural and tourism offers
- Love Deepings Facebook social media – a 'support local' campaign run by Deepings Business Community. <https://www.facebook.com/lovedeepings/> : a social media

platform that provides publicity for various organisations including Peterborough Open Artist Studio & Northborough artists activities and exhibitions

- Future marketing and branding should ensure that SKDC has more recognition for supporting and fostering culture
- Lincolnshire One Venues provide a joined-up approach for venues:  
<https://lincolnshireonevenues.com/>
- Consider should be given to hard copy marketing of cultural offer with council tax bills
- Branding of the cultural offer and identity is crucial: clear messages that SKDC manages the venues efficiently and supports culture across the district
- There is a need for an audience development plan

### 3.4 Funding opportunities

- Pots of funding will become available through the SPF for small grants to cultural organisations
- Invest SK – more for business but could be promoted more for culture  
<https://investsk.co.uk/>
- SK community fund – could do more for culture  
<http://www.southkesteven.gov.uk/index.aspx?articleid=15537>
- Could S106 funds be allocated for culture?
- Need a blend of commercial events that meet income targets alongside more niche cultural events

### 3.5 Post pandemic recovery and the cost-of-living crisis

- Outdoor events are very popular since the pandemic: camping and cycling in particular
- Lockdown created a vibrant online “visitor economy” and a place for “creatives” to meet and share ideas. Building on this for future cultural vision there is a need for more online forums for the cultural sector. More people attend online meetings.
- SKDC offered “welcome back” funding for businesses and organisations after pandemic
- Use of SKDC venues is approximately 80% of pre pandemic levels – i.e., recovering well.
- Recognition of the impact of culture in terms of social value, health benefits, community cohesion and tackling loneliness: need to be championed and promoted

### 3.6 Building capacity

- Volunteers have a key role in making cultural and arts events happen – if we want them to be involved need to empower them and involve them in planning and

delivering festivals and events – much of it is about the “journey” and not just the event itself.

- Volunteers can do a lot to help deliver festivals/cultural activity but need support from the council in terms of admin and setting up events – filling in forms, tech skills & equipment for running events, event management, publicity. Could do a lot more with more council support.
- Some locally arranged events raise significant money and could be replicated more widely across SK district: e.g., Santa Sleigh which goes around the town and raises £9.5k and Raft Race generate a lot of interest and are well attended
- Given budget constraints (currently 7% for culture but could reduce further) there is a need to consider how local communities could play more active roles in supporting or managing venues: particularly relevant to maximising the potential of Stamford Arts Centre in a sustainable way
- Consideration should be given to the option of a Trust model for the management of the three SKDC venues: community led and self-funded models
- There is an emerging “cultural quarter” in Stamford – possibilities for more joined up cultural activity including a new library

#### **Methodology 4: Staff consultation focus group**

An online focus group was held with 12 members of staff, with representatives of all three SKDC cultural venues in attendance

##### **4.1 Cultural offer**

- Culture is not immediately obvious in the district and the cultural identity differs widely from town to town, but it's very venue based.
- Stamford is seen as a more cultural place than other areas in the district: historical context and an affluent area with a strong cultural identity
- Bourne is more insular – Corn Exchange is a good venue but it is really just a large community hall
- SKDC kept culture going through the challenge of the pandemic
- The word “culture” is “scary” as it is a very broad term – it can put some people off.
- It would be good to look at ways of tying all venues together – recognising strengths of each and the fact that some/different things work better in each venue.
- There is lots of different cultural activity but it needs to be joined up
- Important to factor in both venues in Stamford: The Corn Exchange as well as Stamford Arts centre
- Deepings is poorly served as an area considering its profile – it has the literary festival but no theatre, just a library and community space.

## 4.2 Post pandemic recovery and the cost-of-living crisis

- Venue audiences seem to be more cautious – not booking as many shows at one time, or booking so far in advance
- Live shows: sales have improved but people buying tickets much nearer to event dates
- Family shows are doing well post pandemic
- Venues have been trying different things since pandemic – offering box office split deals in favour of artists/companies – artists/companies needing more money to put on shows.
- Cost of booking tribute acts has increased – reflected in higher ticket prices for these shows
- Cinema – blockbuster films doing well, but niche “art” films having much lower audiences.
- More film streaming (not sure if that is “should do more” or “are doing more”?)
- Pandemic has changed the way people spend their money – everyone is more cautious

## 4.3 Increasing participation at the three venues

- Diverse offer across the venues – this is a key strength
- Reduction in box office times could be affecting sales, particularly amongst older people and those not using digital
- It would be helpful to measure the impact of venues ceasing hard copy mailouts.
- There are waiting lists for amateur hirers – lack of affordable venues/spaces for groups to use as rehearsal space
- Grantham offers amateur hires and has more scope for “internal hires”.
- Stamford has a varied offer especially in meeting rooms: programming offers something for everyone.
- Consideration should be given to taking programming and publicity functions in-house at Bourne: predicted to increase income due to its strong community offer
- There are often enquiries for smaller meeting room spaces (typically for 15-20 people) at Bourne: smaller rooms are currently staff only spaces so there would be a cost of refurbishment to change these into public spaces.
- There are meeting rooms at the other two venues – consideration should be given to raising hire charges for these, whilst not making them unaffordable.

## Methodology 5: Member consultation comments

Feedback from survey comments inputted by Members included the following:

- There are no cultural events provided for the Deepings: this is an appalling situation and should be rectified.

- Festivals and cultural offers are key to the success of the district and a boost for the visitor economy
- National advertising would increase participation and increased revenue would then filter through.
- We need to establish robust partnerships to improve co-operation to create more events: high quality events, and well-attended events with artists, theatre companies, musicians, cultural entrepreneurs, indoor and outdoor venue operators, schools and colleges as well as our town councils and neighbouring authorities
- We can't achieve the objective of being the best district in which to live, work, and visit if we adopt a strategy to reduce our cultural offer to be just as poor as that provided in our neighbouring authorities.
- The cultural strategy must take account of the planned population growth in our towns under the SKLP and of the opportunities which new major housing developments can offer. For example, planned green spaces should be designed so that they are suitable for outdoor cultural events as well as leisure activities - and any new schools or school expansions should offer improved facilities for cultural activities which will benefit the entire local community
- We need a strategy to deliver on making our cultural offer more attractive to all those parts of our community who are under-represented in our current audiences - including different age-groups and different socio-economic groups.
- We need a strategy which empowers us to be nimble to react and adapt successfully to changes in media technology.
- We need a strategy to recognise that for Stamford in particular our cultural offer is a vital part of our tourist economy and so must thrive in order to stimulate the economy.
- It seems odd to create a cultural strategy after having just decimated the Arts Centres' budgets - it smacks of shutting the stable door after the horse has bolted."
- I do think we could do much more on the history of all four towns. Our heritage with the Armed Forces, we have BRM in Bourne, which hardly anybody knows about.
- I think we need to encourage outside investors in our three Arts Centres. The council should provide these but we should seek outside investment to run these
- During these times of hardship spending should be reduced for core activities
- I would like more community involvement in use of our buildings: cafe reopened at Stamford Arts Centre and the cellar bar open again; disabled access needs to be improved; more live music; seven day a week programming
- Regular film seasons (retrospectives): events to promote young film-makers; live music - classical, blues, & jazz (not just tribute bands!).
- Fairness across the District, almost 15,000 residents in the Deepings contribute to the arts and culture budget and yet receive nothing.
- A dedicated and ring-fenced budget with the desire to deliver festivals for all the market towns in SKDC and to support the cultural offer
- I don't want my taxpayers' money spent on promoting any more of the Stamford diversity and anti-racism group events held through the Stamford Arts Centre

- is there a way to create an annual national festival that would reflect something from the area, e.g., food, Grantham gingerbread, Lincs pork products, Lincs Red beef Cattle: Hay Book Festival comes to mind, started small and grew.
- More engagement with young people and more outdoor events
- More music: perhaps we could get more bands playing at some of our venues.
- Big name shows at the Meres again.
- Each main town should offer an annual event; but this should be financed from outside sources, with SKDC providing help to seek this financing
- Reach out to community groups and work with them in putting on events
- Have reduced cost/free events for key groups to encourage wider participation across the district
- Work with local bars and restaurants to provide cross events discounts (e.g., Shoestring and Blonde Beet do this already)
- Set up a go to Officer or department that has the task of building relationships with these external stakeholders
- Just make more effort to better communicate and cooperate.
- Get sponsorship so less cost to the tax payers.

# Cultural Strategy 2023-2026



# 1. Introduction

We aim for South Kesteven to be the best district to visit, live and work in. We invest in culture because we know it plays an important role in improving people's lives. As well as ensuring quality of life for residents and the economic benefits of attracting more visitors, culture is vital for health and wellbeing, employment, learning, and building a sense of place.

## What we provide:

- South Kesteven District Council (SKDC) funds extensive programmes of events and activities at Guildhall Arts Centre in Grantham, Stamford Arts Centre, The Bourne Corn Exchange and across the district through outreach work and projects.
- We pay professional companies, touring theatre groups and orchestras, to perform in the venues. We also hire out our spaces to professional groups as well as community organisations to put on public performances. In this way, residents across South Kesteven have access to theatre, films, talks, dance and music across the district all year round.
- The Music in Quiet Places programme brings performances to some of the district's historic churches. We make sure that all of South Kesteven benefits from this.

- We support the Lincolnshire Live & Local Touring Scheme across the district's local community centres.
- Guildhall and Stamford Arts Centre are part of the Lincolnshire One Venues network, which provides collaboration opportunities and aims to reach those who have not previously engaged.
- We programme specifically with schools and education in mind, offering professional performances linked into curriculum subjects. We also fund and facilitate half-term workshops.
- We support up and coming artists and performers with advice and opportunities.

South Kesteven had the biggest economy and strongest growth pre-pandemic of Lincolnshire's seven districts. Our population grew 7% between 2011 and 2021, with an extra 7,000 people living here – by 2036 that could rise by another 18,000.

We want to make sure this continues, even in times of great challenge as we build back from the Covid-19 pandemic and with resources much scarcer thanks to the worldwide economic situation. We will need to make the most of what we already have, seek new resources to develop more, and supercharge our partnership working. Our cultural strategy will help us do that.

*The Music in Quiet Places programme brings performances to some of the district's historic churches.*



## 2. Consultation

We think of culture as including the arts, heritage, towns and villages, sport and leisure activities, whether you're a participant, in the audience or make your living from it. And people in South Kesteven think culture is important – our engagement shows a majority of residents strongly agree that.

Participating in culture has a positive impact on health and well-being

Culture has a strong role in making the district a great place to live, work and visit

Culture has a positive impact on businesses, jobs and services in South Kesteven

From November 2022 to February 2023, a series of consultation events were carried out:

1. Public survey – available online and in paper copy on request (1,432 responses)
2. Two conversation cafes with residents in Stamford and Grantham
3. Individual conversations with the councillors for Bourne and Market Deeping, and an offer of conversation cafés
4. A series of one-to-one discussions with key stakeholders
5. An online focus group with staff from the three SKDC cultural venues
6. Online survey to collate member views



**YOU SAID:** Culture is highly important to people and has a positive impact on health and wellbeing.

**WE WILL:** Continue to find ways to invest in culture across the district.



**YOU SAID:** Culture means different things to different people, and we need to deliver what communities want.

**WE WILL:** Identify communities that don't use our cultural offer as much and find out what they would like to see.



**YOU SAID:** Improved communication, cooperation and consultation would be beneficial to increasing participation and widening audiences.

**WE WILL:** Develop a strong communications plan to make sure everybody knows what is on offer.



**YOU SAID:** Outreach work is a priority to overcome barriers: everyone should be able to access culture and be involved.

**WE WILL:** Make sure our programmes and events reach all areas of South Kesteven.



**YOU SAID:** SKDC could develop a convening role to strengthen collaborative working and kickstart cultural projects.

**WE WILL:** Develop a network of cultural providers and community groups, convened by the council.



**YOU SAID:** Culture has a hugely significant role in building the visitor economy and making South Kesteven a tourist destination.

**WE WILL:** Work closely with tourism to make sure our cultural offer has maximum exposure.



**YOU SAID:** There is a huge potential for maximising the use of volunteers in a wide range of roles, including enhanced roles at the venues.

**WE WILL:** Develop a district-wide volunteer programme and increase the number of volunteers.

## 3. Why we're proud of culture and why we're investing

There is so much to be celebrated in South Kesteven. We have one of the best places to live in Britain – Stamford, according to the Sunday Times. But it's about more than one town. Our wealth of parks and open spaces, our cultural and sporting venues, and our local organisations, all make for a fantastic quality of life. Heritage attractions – Stamford and Grantham town centres, Grantham Canal, Belton House, Woolsthorpe Manor and many others – are among the reasons more than two million people visit the district every year.

It is widely recognised that people who engage in culture enjoy better health and quality of life, and culture brings economic opportunities through employment, self-employment and skills development.

Culture helps place-making and is central to it, giving people reasons to live, work and play in their communities, with benefits to the environment and community cohesion. Culture builds civic pride and a sense of place. Nationally, people value arts, heritage and culture, and want to see more of it.

**“Society is not complete without arts and culture.”**

Quote from public survey 2022



People who attend cultural events are **60%** more likely to report good health compared to non-attenders, as well as improved mental health and impacts on specific illnesses such as Parkinson's and Alzheimer's diseases, and physical disabilities - Arts Council.



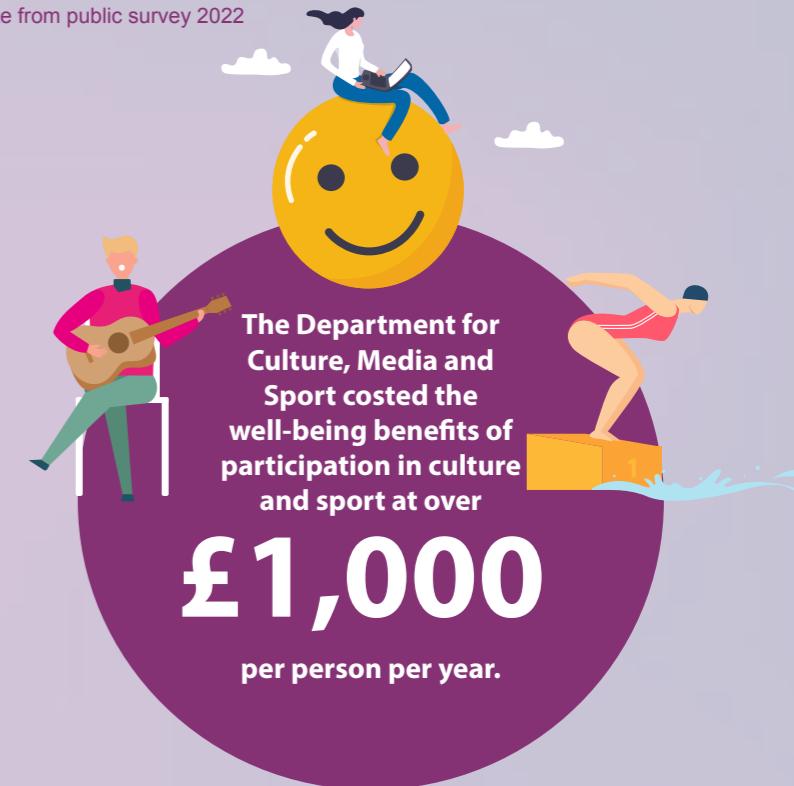
According to a recent UK research project, people who engage in arts, sport and heritage activities have greater life satisfaction (Understanding Society).



Historic England found that historic buildings were in the top three things people said foster pride in an area.

**“Cultural activities are critical to well-being, diversity and inclusiveness in communities, particularly in hard times.”**

Quote from public survey 2022



The Department for Culture, Media and Sport costed the well-being benefits of participation in culture and sport at over **£1,000** per person per year.

**“I agree that culture brings opportunities for all areas of our community and well-being. It provides citizens with information, entertainment and education.”**

Quote from public survey 2022

South Kesteven residents also see the importance of culture to the district:



We want everyone to have opportunities to take part in culture – arts, heritage and sport. Although participation in arts and heritage is at or above national averages, some groups and communities are less likely to be involved, and we have a less physically active, as well as an aging, population.

We want to do more through enabling partnerships and investing where it's right, as well as attracting more external funding to the district. Collaboration is key, and there is appetite from our residents – the public survey received 145 comments relating to collaboration opportunities.



## 4. Where we want to make an impact

The Covid-19 pandemic has had long-lasting effects. Income, funding and audiences were all reduced significantly by the pandemic and have taken a long time to build back. We want to make sure that we identify new opportunities for culture to make up lost ground, whether it's new sources of funding from government or the private sector, or improved collaboration between culture and sports organisations in South Kesteven. Culture can make a real impact on the local economy, health and well-being, and in the locality and place, and these are the areas we will focus on through the strategy.

At the same time, projected increases in population, and an aging population, will place additional demands on cultural provision, just as they do in other services. Working with our partners, we want to ensure these needs are identified and addressed so that everyone can access culture. This will also help take-up by under-represented groups, with a special focus on children and young people.

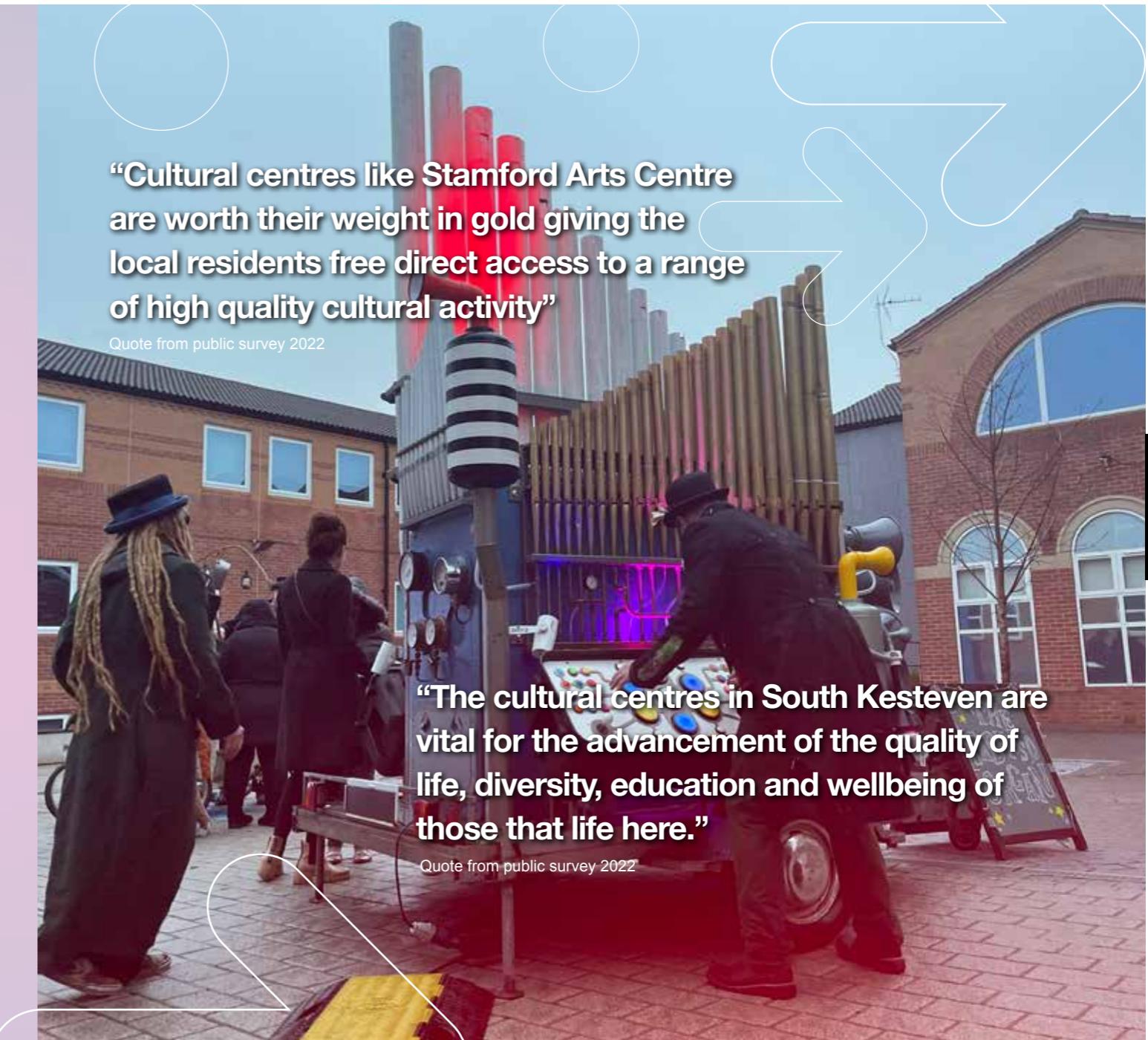
We have already made good progress – our

programming is back at pre-pandemic levels and our audiences are steadily increasing and are approaching pre-pandemic levels. We are now seeking to use our limited resources in more innovative ways: expanding our audience and engaging with people in different and exciting ways.

One of these areas is digital engagement. The pandemic brought dramatic changes with increases in streaming of theatre, music, dance, online projects, talks and courses. We want to continue to find innovative ways to bring culture to people. Although the Council has less money to spend than ever, and some other public sources of funding have been reduced, there are good examples, in the district and elsewhere, such as Music in Quiet Places, Lincolnshire Live and the Local Touring Scheme that reach rural areas. These show how innovative ways of thinking and partnership working can make better use of resources or unlock new investment, and the cultural strategy will help guide us in this.

**“Cultural centres like Stamford Arts Centre are worth their weight in gold giving the local residents free direct access to a range of high quality cultural activity”**

Quote from public survey 2022



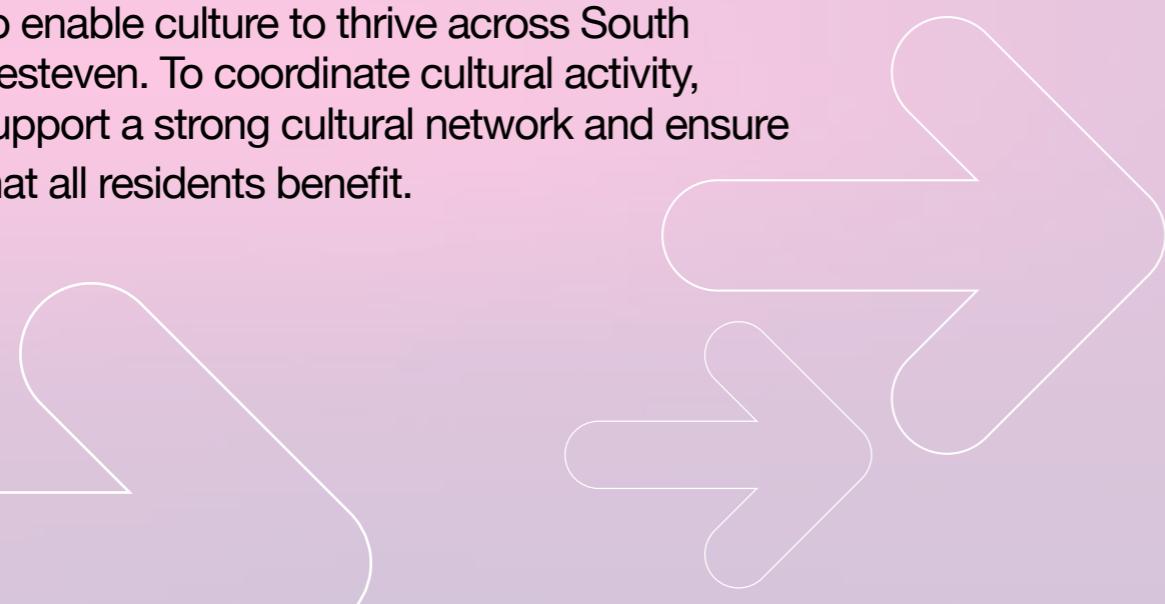
# 5. The Strategy

## Our Vision

SKDC is a place that people want to live, work and visit - where culture and creativity are valued, accessible to all and given the chance to flourish.

## Our Mission

To enable culture to thrive across South Kesteven. To coordinate cultural activity, support a strong cultural network and ensure that all residents benefit.



## Priorities

Key theme	Priority	Why this is important
Economy and Growth	Increased participation in culture	Culture can help the council achieve its vision of South Kesteven as a place that people want to live, work and visit
Partnership and Collaboration	A strong and joined-up cultural and creative community	<p>There needs to be a central point of contact, a network. This way, events and opportunities can be promoted, planned and funded in partnership with others and people can learn from each other.</p> <p>The Council has previously funded a huge range of cultural activity from the programmes at the venues, outdoor events and festivals. SKDC are now seeking increase their role a facilitator - supporting and promoting community run arts and culture in the towns and villages, sports and physical activity and working with the artists and cultural practitioners who live in the districts.</p> <p>Collaborative working across the district, in attracting external funding, could enable, for example, the sustainability of outdoor festivals.</p> <p>There are many synergies between arts, heritage and sports. This strategy should align with all of the Council's strategy and development work, for example the Sport and Physical Activity Strategy and the Heritage Action Zone.</p>

Key theme	Priority	Why this is important
Equality and Inclusion	New and diverse audiences	South Kesteven has a good and varied cultural offer but not everybody uses it. The council needs to look at attracting wider audiences, such as young people and those from areas where there is less involvement.
Placemaking	Improved cultural and visitor economy	Culture can regenerate towns and villages, bringing tourism and economic development. The SKDC population is set to grow significantly over the next decade. Cultural activity plays a key role in bringing communities together. The impact of festivals and outdoor events can be significant and SKDC wants to support communities to build future events and cultural activities.
Health and Wellbeing	Improved health and wellbeing in the district	Culture benefits health and wellbeing of a place and its people. Creativity and physical activity improve the general health of the population
Value for Money	Financial sustainability, value for money and fair access to opportunities	SKDC spends above the average on arts and culture. As finances become tighter, the council needs to ensure both value for money and fairness of opportunity.
Cultural venues and Programmes	Excellent cultural facilities and programmes	The Council runs three primary venues and a range of programmes across the district. It is vital that they are run effectively and deliver programmes to meet the needs of all communities

Key theme	Priority	Why this is important
Partnership and Collaboration	Enable strong links, collaborations and partnerships between cultural organisations in SKDC	<ul style="list-style-type: none"> <li>Develop a strong network of cultural providers, practitioners and groups, convened by the council</li> <li>Build strong links and partnerships with neighbouring districts and regional and national funders.</li> <li>Work closely with all Council and other services to maximise benefits for residents.</li> </ul>
Placemaking	Increase opportunities for people to take part in or experience arts and culture in the towns and villages of South Kesteven Make South Kesteven the best district to work, live and visit	<ul style="list-style-type: none"> <li>Support communities to run outreach, event and festival programmes at a range of locations across SKDC – including helping organisers to identify alternative funding streams</li> <li>Maximise the opportunities at the three key venues with the joined-up management and programming team</li> </ul>

Key theme	Priority	Why this is important
Health and Wellbeing	Increase awareness of the health and wellbeing benefits of culture in terms of reducing isolation, combatting mental health issues and promoting positive activity and enjoyment	<ul style="list-style-type: none"> <li>Work with partners to tackle health inequalities in areas with the highest need</li> <li>Design a promotional campaign on the benefits of culture and its impact on health and wellbeing</li> <li>Work with sports and health partners to facilitate social prescribing of cultural activity</li> </ul>
Economy and Growth	<p>Identify the areas for growth and positive impact on the local economy.</p> <p>Working within the framework of the Local Plan, ensure culture is reflected in development within the district</p>	<ul style="list-style-type: none"> <li>Work closely with economic development and tourism services to ensure that the benefits of culture are incorporated and maximised</li> </ul>
Equality and Inclusion	<p>Increase audiences from underrepresented groups</p> <p>Increase equality, diversity and inclusion for people participating in arts and cultural activities</p>	<ul style="list-style-type: none"> <li>Identify target areas and groups.</li> <li>Focus a percentage of programming at target audiences, especially young people</li> <li>Ensure that programmes are accessible to rural communities</li> </ul>

Key theme	Priority	Why this is important
Value for Money	<p>Enable maximum utilisation of external funding streams for cultural activity</p> <p>Maximise the reach of SKDC funding for culture</p>	<ul style="list-style-type: none"> <li>Establish a central point for information about funding</li> <li>Provide support for funding applications and signpost to existing funding streams such as SPF and others</li> <li>Working with the cultural network to identify, promote and support the securing of external funding streams</li> <li>Explore alternative delivery models for cultural venues and activity</li> </ul>

# Contact Details

Alternative formats are available on request:  
audio, large print and Braille

South Kesteven District Council  
01476 40 60 80

✉ [communications@southkesteven.gov.uk](mailto:communications@southkesteven.gov.uk)  
🌐 [www.southkesteven.gov.uk](http://www.southkesteven.gov.uk)

03760RT\_5223





SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL



## Cabinet

11 July 2023

Report of the Chief Executive

## Cabinet Forward Plan

### Report Author

Lucy Bonshor, Democratic Officer

l.bonshor@southkesteven.gov.uk

### Purpose of Report

This report highlights matters on the Cabinet's Forward Plan.

### Recommendations

#### That Cabinet:

- 1. Notes the content of this report.**

### Decision Information

Is this a Key Decision? No

Does the report contain any  
exempt or confidential  
information not for  
publication?

What are the relevant  
corporate priorities? High performing Council

Which wards are impacted? All

## **1. Cabinet's Forward Plan**

- 1.1** The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 set out the minimum requirements for publicity in connection with Key Decisions. The Council meets these legislative requirements through the monthly publication of its Forward Plan.
- 1.2** Cabinet may also receive reports on which it is asked to make recommendations to Council or review the contents and take necessary action. These items are also listed on the Forward Plan.
- 1.3** To help Cabinet understand what issues will be put before it in the longer-term, items for consideration during the preceding year have been included in the Cabinet's Forward Plan. The Forward Plan also includes details of items scheduled for each of the Council meetings due to be held within the plan period.

## **2.0 Appendices**

- 2.1** Appendix 1 – Cabinet's Forward Plan



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

## **CABINET FORWARD PLAN**

### **Notice of decisions to be made by Cabinet**

#### **27 June 2023 to 26 June 2024**

At its meetings, the Cabinet may make Key Decisions and Non-Key Decisions. It may also make recommendations to Council on matters relating to the Council's budget or its policy framework.

A Key Decision is a Cabinet decision that is likely:

1. To result in the District Council incurring expenditure which is, or the making of savings which are, significant having regard to the District Council's budget for the service or function to which the decision relates (for these purposes, South Kesteven District Council has agreed £200,000 as the threshold at which a decision will be considered significant); or
2. To be significant in terms of its effects on communities that live or work in an area comprising two or more wards.

### **The Forward Plan**

The Cabinet Forward Plan is a rolling, 12-month plan that will be updated on a regular basis. It includes those Key Decisions and Non-Key Decisions that are scheduled to be considered by Cabinet during the plan period.

Notice of future Cabinet decisions and recommendations to Council

Summary	Date	Action	Contact
<b>Contract Award for Housing Scheme at Elizabeth Road, Stamford - Key Decision</b>			
To seek approval for the award of a contract for proposals for a 4-unit new build social housing development at Elizabeth Road, Stamford.	11 Jul 2023	To approve the award of the contract to undertake works to facilitate and deliver the development of a 4-unit new build housing scheme at Elizabeth Road, Stamford.	Cabinet Member for Housing & Planning (Councillor Phil Dilks)  Head of Corporate Projects, Policy and Performance <b>E-mail:</b> Debbie.Roberts@southkesteven.gov.uk
<b>Outturn Position 2022/23 - Key Decision</b>			
To provide details of the Council's provisional outturn position for the financial year 2022/23 covering the following areas:  • General Fund Revenue Budget • Housing Revenue Account Budget • Capital Programmes – General Fund and Housing Revenue Account • Reserves overview – General Fund and Housing Revenue Account	11 Jul 2023	To review the information and make recommendations to the Governance and Audit Committee.	The Deputy Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter)  Chief Finance Officer and Deputy Chief Executive (Section 151 Officer) <b>E-mail:</b> r.wyles@southkesteven.gov.uk
<b>South Kesteven District Council (Off-Street Parking Places) Order 2023 -</b>			
To consider the draft South Kesteven District Council (Off-Street Parking Places) (Civil Enforcement) Order 2023 for consultation.	11 Jul 2023	To approve the draft South Kesteven District Council (Off-Street Parking Places) (Civil Enforcement Order) 2023 with or without amendments, for consultation in accordance with the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996.	Cabinet Member for Corporate Governance and Licensing (Councillor Philip Knowles)  Assistant Director of Operations and Public Protection <b>E-mail:</b> a.coulthard@southkesteven.gov.uk

Summary	Date	Action	Contact
<b>Separate collection of Paper and Card - NKD</b>			
The separate kerbside collection of paper and card for recycling is being rolled out across Lincolnshire.	11 Jul 2023	To approve the introduction of the kerbside collection service of paper and card within South Kesteven.	Cabinet Member for Environment and Waste (Councillor Rhys Baker)  Assistant Director of Operations and Public Protection <b>E-mail:</b> a.coulthard@southkesteven.gov.uk
<b>Cultural Strategy - NKD</b>			
To provide details of the work and consultation undertaken to develop the refreshed Cultural Strategy.	11 Jul 2023	The adoption of the Cultural Strategy	Cabinet Member for Leisure and Culture (Councillor Paul Stokes)  Assistant Director of Culture and Leisure <b>E-mail:</b> karen.whitfield@southkesteven.gov.uk
<b>Local Authority Housing Fund (LAHF) - Key Decision</b>			
To spend funding allocated from the Department for Levelling Up, Housing and Communities (DLUHC)	11 Jul 2023	To delegate the allocation of funding.	Leader of the Council (Councillor Richard Cleaver)  Acting Director of Housing <b>E-mail:</b> craig.spence@southkesteven.gov.uk
<b>South Kesteven House Refurbishment - Key Decision</b>			
To approve the award of a contract for the refurbishment of South Kesteven House, Grantham.	11 Sep 2023	To approve the award of the contract for refurbishment work to South Kesteven House.	Cabinet Member for Housing & Planning (Councillor Phil Dilks)  Senior Assets Officer <b>E-mail:</b> gyles.teasdale@southkesteven.gov.uk

Summary	Date	Action	Contact
<b>Comprehensive Masterplan for Local Plan allocation at Low Road, Barrowby - Key Decision</b>			
To agree the comprehensive masterplan for the Local Plan residential site allocation at Low Road, Barrowby (Local Plan Ref: LV-H3) as per the requirements of criteria (a) of the Local Plan allocation policy.	11 Sep 2023	To approve the comprehensive masterplan.	Cabinet Member for Housing & Planning (Councillor Phil Dilks)  Principal Planning Officer <b>E-mail:</b> adam.murray@southkesteven.gov.uk
<b>Upgrade of CCTV - Key Decision</b>			
To consider the upgrade of the Council's CCTV network.	11 Sep 2023	To approve the upgrade.	Leader of the Council (Councillor Richard Cleaver)  Assistant Director of Operations and Public Protection <b>E-mail:</b> a.coulthard@southkesteven.gov.uk
<b>HRA Business Plan and Asset Management Strategy 2021-2026 - Key Decision</b>			
To consider the strategy.	11 Sep 2023	To adopt a Housing Asset management Strategy.	Cabinet Member for Housing & Planning (Councillor Phil Dilks)  Acting Director of Housing <b>E-mail:</b> craig.spence@southkesteven.gov.uk
<b>Vehicle Parts and Sundries Contract - Key Decision</b>			
The supply of parts and sundries for all of the Council's vehicle fleet.	11 Sep 2023	To approve the contract.	The Deputy Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter)  Waste and Recycling Manager <b>E-mail:</b> george.chase@southkesteven.gov.uk

Summary	Date	Action	Contact
<b>Proposed Development brief for Land at Stamford North - SPD</b>			
To consider the proposed development brief for land at Stamford North prior to consultation.	11 Sep 2023	To approve the draft Supplementary Planning Document in respect of land at Stamford North for consultation.	Cabinet Member for Housing & Planning (Councillor Phil Dilks)  Director of Growth and Culture (Deputy Monitoring Officer) <b>E-mail:</b> Nicola.McCoy-Brown@southkesteven.gov.uk
<b>Review of Public Space Protection Orders - Key Decision</b>			
To consider the existing Public Space Protection Orders in force across the district	11 Sep 2023	To review the existing Public Space Protection Orders in force across the district	Cabinet Member for Environment and Waste (Councillor Rhys Baker) (Councillor Patsy Ellis)  Public Protection Manager <b>E-mail:</b> ayeisha.kirkham@southkesteven.gov.uk
<b>Contract Awards in relation to social landlord responsibilities - Key Decision</b>			
To seek approval of contract.	11 Sep 2023	To approve contract	Cabinet Member for Housing & Planning (Councillor Phil Dilks)  Acting Director of Housing <b>E-mail:</b> craig.spence@southkesteven.gov.uk
<b>South Kesteven District Council (Off-Street Parking Places) Order 2023 -</b>			
To consider any responses to the Consultation and recommend that Council approve the Order.	11 Sep 2023  23 Nov 2023	To recommend the Order to Council	Cabinet Member for Corporate Governance and Licensing (Councillor Philip Knowles)  Assistant Director of Operations and Public Protection <b>E-mail:</b> a.coulthard@southkesteven.gov.uk

Summary	Date	Action	Contact
<b>Replacement Depot Scheme Costs - Key Decision</b>			
To consider recommending to Council a budget for constructing a new depot	11 Sep 2023  28 Sep 2023	To make recommendation to Council in respect of a budget for constructing a new depot	The Deputy Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter)  Head of Corporate Projects, Policy and Performance <b>E-mail:</b> Debbie.Roberts@southkesteven.gov.uk
<b>Housing Repairs Policy - NKD</b>			
To review the current Housing Repairs Policy and make any required changes.	11 Sep 2023	To approve any changes required.	Cabinet Member for Housing & Planning (Councillor Phil Dilks)  Acting Director of Housing <b>E-mail:</b> craig.spence@southkesteven.gov.uk
<b>State of the District 2023 - NKD</b>			
First annual review of the performance of South Kesteven against Strategic Socio-Economic Indicators (SSEIs).	11 Sep 2023	To seek approval for the publication of the State of the District report 2023.	Leader of the Council (Councillor Richard Cleaver)  Charles James, Policy Officer <b>E-mail:</b> Charles.james@southkesteven.gov.uk
<b>Contract Awards in relation to social landlord responsibilities - Key Decision</b>			
To seek approval of contract.	10 Oct 2023	To approve contract	Cabinet Member for Housing & Planning (Councillor Phil Dilks)  Acting Director of Housing <b>E-mail:</b> craig.spence@southkesteven.gov.uk

Summary	Date	Action	Contact
<b>Apex Asset Management System - Key Decision</b>			
To agree the upgrade and implementation to our current Asset Management System Apex, this shall ensure that we can make effective data led decisions in relation to future investment programmes.	10 Oct 2023	To confirm approval of upgrade.	Cabinet Member for Housing & Planning (Councillor Phil Dilks)  Acting Director of Housing <b>E-mail:</b> <a href="mailto:craig.spence@southkesteven.gov.uk">craig.spence@southkesteven.gov.uk</a>
<b>Contract Awards in relation to social landlord responsibilities - Key Decision</b>			
To seek approval of contract.	7 Nov 2023	To approve contract	Cabinet Member for Housing & Planning (Councillor Phil Dilks)  Acting Director of Housing <b>E-mail:</b> <a href="mailto:craig.spence@southkesteven.gov.uk">craig.spence@southkesteven.gov.uk</a>
<b>Contract Awards in relation to social landlord responsibilities - Key Decision</b>			
To seek approval of contract	5 Dec 2023	To approve contract.	Cabinet Member for Housing & Planning (Councillor Phil Dilks)  Acting Director of Housing <b>E-mail:</b> <a href="mailto:craig.spence@southkesteven.gov.uk">craig.spence@southkesteven.gov.uk</a>
<b>Contract Awards in relation to social landlord responsibilities - Key Decision</b>			
To seek contract approval.	18 Jan 2024	To approve contract.	Cabinet Member for Housing & Planning (Councillor Phil Dilks)  Acting Director of Housing <b>E-mail:</b> <a href="mailto:craig.spence@southkesteven.gov.uk">craig.spence@southkesteven.gov.uk</a>
<b>Contract Awards in relation to social landlord responsibilities - Key Decision</b>			
To seek contract approval.	6 Feb 2024	To approve contract.	Cabinet Member for Housing & Planning (Councillor Phil Dilks)  Acting Director of Housing <b>E-mail:</b> <a href="mailto:craig.spence@southkesteven.gov.uk">craig.spence@southkesteven.gov.uk</a>

Summary	Date	Action	Contact
<b>Contract Awards in relation to social landlord responsibilities - Key Decision</b>			
To seek contract approval.	12 Mar 2024	To approve contract.	Cabinet Member for Housing & Planning (Councillor Phil Dilks)  Acting Director of Housing <b>E-mail:</b> <a href="mailto:craig.spence@southkesteven.gov.uk">craig.spence@southkesteven.gov.uk</a>