

Cabinet



SOUTH
KESTEVEN
DISTRICT
COUNCIL



Thursday, 18 January 2024 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 and Cabinet Member for Property and Public Engagement (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 5 - 10)
Minutes of the meeting held on 5 December 2023.
- 3. Disclosure of Interests**

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01476 406080

Karen Bradford, Chief Executive

www.southkesteven.gov.uk

Items for recommendation to Council

4. Discretionary Council Tax Payment Policy - 2024/2025 (Pages 11 - 25)
To consider a recommendation made by the Finance and Economic Overview & Scrutiny Committee that the draft Discretionary Council Tax Payment Policy (2024/2025) be formally approved, along with the budget of £30,000.

5. Corporate Plan (Pages 27 - 62)
To seek Cabinet support of the draft Corporate Plan for the period 2024 to 2027 and to recommend to Council its approval and adoption from the 1st April 2024.

6. Fees and Charges Proposals 2024/25 (Pages 63 - 119)
This report sets out the proposed fees and charges to be introduced for the financial year 2024/25.

7. Budget Framework Amendments 2023/2024 (To Follow)
This report is seeking approval to make in-year amendments to the Budget Framework for the financial year 2023/2024.

Items for Cabinet Decision: Key

8. Sheltered Scheme Passenger Lift Replacements (Pages 121 - 139)
To obtain approval to enter into a contract with Allied Lifts for the provision of replacing six passenger lifts at South Kesteven District Council's sheltered housing schemes. The contract would be awarded through the Fusion 21 Framework and would be for an initial period of 3 years with an option to extend for a further 1 year.

9. Discretionary Housing Payment Policy - 2024/2025 (Pages 141 - 158)
This report provides an update on Discretionary Housing Payment (DHP) expenditure and requests Cabinet approves the policy for 2024/25.

10. Award of Contract for Space Heating, Installation and Servicing in respect of HRA Properties (Pages 159 - 181)
To seek approval to enter into a contract with Aaron Services for the provision of asset services and the repair, maintenance and installation of domestic heating and mechanical services, including low carbon installations to South Kesteven District Council's housing stock.

Items for Cabinet Decision: Non-Key

11. Budget Proposals for 2024/25 and indicative budgets for 2025/26 and 2026/27 (Pages 183 - 270)
To present draft Budget proposals and estimates for 2024/25 for both the General Fund and the Housing Revenue Account.

12. 2022/2023 Authority Monitoring Report (Pages 271 - 340)
The annual publication of the Authority's Monitoring Report (AMR) is a statutory requirement for all Local Authorities. The AMR covers the period from 1 April 2022 to 31 March 2023 and reviews progress in preparing development plans and the extent to which South Kesteven District Council's policies have been put into effect.

13. LeisureSK Limited - Urgent Funding Request (Pages 341 - 344)
This report is seeking an immediate payment to LeisureSK Limited of £150,000 to enable the continuation of the delivery of leisure centre services.

Items for information

14. Key and Non-Key Decisions taken under Delegated Powers (Pages 345 - 349)
This report provides an overview of decisions taken by individual Cabinet Members since the last meeting of the Cabinet on 5 December 2023.

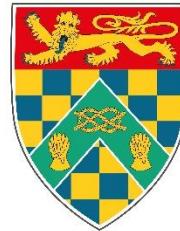
15. Cabinet's Forward Plan (Pages 351 - 360)
This report highlights matters on the Cabinet's Forward Plan.

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Minutes

Cabinet

Tuesday, 5 December 2023



SOUTH
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COUNCIL

The Leader: Councillor Richard Cleaver, The Leader of the Council and Cabinet Member for Property and Public Engagement (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 Phil Dilks, Cabinet Member for Housing and Planning

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 Tim Harrison

Councillor Ian Selby

Officers

Richard Wyles, Deputy Chief Executive and Section 151 Officer

Nicola McCoy-Brown, Director of Growth and Culture

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

Ayeisha Kirkham, Head of Public Protection

Claire Moses, Head of Service (Revenues, Benefits Customer and Community)

Chris Prime, Communications Manager

James Welbourn, Democratic Services Manager (Deputy Monitoring Officer)

Patrick Astill, Communications Officer

52. Apologies for absence

Apologies for absence were received from Councillor Rhys Baker and Councillor Patsy Ellis.

53. Minutes of the previous meeting

The minutes of the meeting held on 7 November 2023 were agreed as a correct record.

54. Disclosure of Interests

There were no disclosures of interests.

55. Council Tax Base 2024/2025

Purpose of report

To recommend the Council Tax Base for the financial year 2024/2025.

Decision

That Cabinet recommends to Full Council the Council Tax Base for 2024/2025 of 49,710.0 in accordance with the relevant legislation. This would form the basis upon which the Council would estimate Council Tax income for the 2024/2025 budget.

Alternative options considered and rejected

There were none.

Reasons for decision

The resolution would be used in the calculation and budget preparations for 2024/2025.

56. Localised Council Tax Support Scheme 2024/25

Purpose of report

To review the responses to the public consultation of the Council's Local Council Tax Support Scheme 2024/2025 and to make recommendations regarding the proposed Scheme for 2024/2025 which would be subject to approval by Council on 25 January 2024.

Decision

Cabinet recommended to Council:

1. The introduction of the Local Council Tax Support Scheme for 2024/2025 based on the same overarching criteria as the existing scheme and including the following:
 - a. Continuation of the War Pension and Armed Forces Compensation Disregard for Housing Benefit and Council Tax Support with effect from 1 April 2024 (as detailed in paragraph 3.4 of the report).
 - b. The alignment of the value of the capital tariff limit and disregard for working age claimants to the pension age claimant values with effect from 1 April 2024 (as detailed in paragraph 3.5 of the report).

- c. The introduction of a second home premium of 100% with effect from 1 April 2025, following the required 12 months' notice to those ratepayers impacted by this change (as detailed in paragraph 3.7 of the report).

Alternative options considered and rejected

The detailed options given were at Appendix 1 of the report.

Reasons for decision

Continuing with War Pension and Armed Forces Compensation Disregard for Housing Benefit and Council Tax Support from 1 April 2024 was a continuation of the existing scheme and was at no additional cost.

Capital tariff limit and capital disregard for working age claimants was to be aligned to pension age claimant values, effective from 1 April 2024. Currently, working age customers with capital over £6,000 had £1 of "tariff income" added for every £250.00 of capital they had. This increased the income used within a Council Tax Support scheme assessment by £1 per week. It was proposed for this to be aligned to the same limits as pensioners – these being a capital tariff of £1 for every £500, and a disregard of £10,000. There would be an increased cost to implement this scheme of £2,323.

The introduction of a Second Home premium of 100% – effective from 1 April 2025 was a measure included in the Levelling Up & Regeneration Bill to give Councils the ability to charge a council tax premium of up to 100% for any property left empty for more than 72 days a year. This may encourage second homeowners to make these properties available for rent or residence.

The Bill received Royal Assent on 26 October 2023, and was incorporated within the Levelling-up and Regeneration Act 2023: [Levelling-up and Regeneration Act 2023 Stages - Parliamentary Bills - UK Parliament](#).

The Council must give residents one year's notice of the intention to charge the 100% premium; therefore, notice would need to be given prior to 1 April 2024.

The current discount of 10% was a total cost of £56,453. The 10% discount would be removed and an additional 100% charge would be applied.

There were currently 353 Council Tax properties which would attract a premium. Such premiums would increase Council tax annual liability by £631,915 per annum. If this was paid in full, South Kesteven's share of this additional income would be £56,872 (9%).

57. Safer Streets Funding

Purpose of report

To accept the Safer Streets (Round 5) funding allocated via the Police and Crime Commissioner for Lincolnshire following a bid submitted by South Kesteven District Council.

Decision

1. That Cabinet accepts the funding awarded by the Lincolnshire Police and Crime Commissioner as part of the Safer Streets (Round 5) Scheme.
2. That the General Fund Revenue Budget be amended by £71,835 for 2023/2024 and £100,203 for 2024/2025 to reflect the above award of grant funding.

Alternative options considered and rejected

To not accept the funding.

Reasons for decision

To ensure that the interventions identified within Appendix 1 of the report can be implemented which will be of benefit in particular to Grantham, as well as safety in the nighttime economy.

The Council had been awarded £172,000 of funding from the Safer Streets Bid. The Council was required to allocate match funding of £93,000 of which £76,000 would be from the CCTV upgrade project and the balance of £16,000 could be met from the UK Shared Prosperity Fund.

The measures covered by the Safer Streets Funding included:

- A Safer Streets Champion post
- CCTV operative cover for weekends
- Increased nighttime and weekend patrols
- Information boards
- Extension of the Pub Watch scheme
- Money for the 'Ask for Angela' project and 'Street Safe' scheme
- CCTV upgrade
- Awareness campaigns around safety
- Working with Lincolnshire Police on anti-spiking measures.

The following points were highlighted during debate:

- Extra funding was welcomed, however this appeared to be due to the reduction in provision of PCSOs. Policing on the streets was a reassurance to people, and an opportunity to get to know the community. There were now

approximately 50 PCSOs across Lincolnshire, with none in the District south of Grantham.

- It was pleasing to note the introduction of self-defence classes, as people were more empowered when they were able to defend themselves. However, it might be useful to give future consideration to avoidance training.

58. Finance Update Report: April - September 2023

Purpose of report

To present the Council's forecast 2023/24 financial position as at end of September 2023. 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

Decision

That Cabinet notes the forecast 2023/2024 outturn position for the general Fund, HRA Revenue and Capital budgets as at the end of September 2023.

Alternative options considered and rejected

Not to receive the update.

Reasons for decision

Committee Members should be kept updated on the financial position of the Authority, as effective budget management was critical to ensuring financial resources were spent in line with the budget and were targeted towards the Council's priorities. Monitoring enabled the early identification of variations against the plan and facilitated timely corrective action.

The report had already been subjected to a good debate at Finance and Economic Overview and Scrutiny Committee on 28 November 2023. The direction of travel was positive and there was less pressure on reserves planned. The situation would of course be monitored as the Council approached the financial year end.

The following points were highlighted during debate:

- The original capital programme was estimated to replace 112 roofs which had been reduced to 59 due to delays in procuring a contractor. Procurement was underway to secure a contractor to re-commence the programme.
- An estimated 267 re-wires were budgeted for, however due to delays awaiting survey works, and 10 access refusals, this programme would not be fully

delivered within the financial year 2023/24. To date 32 had been completed and a further 30 were scheduled to be delivered this year.

59. Cabinet's Forward Plan

The Cabinet Forward Plan was noted.

The meeting closed at 2:26pm.



SOUTH
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Cabinet

18 January 2024

Report of Councillor Ashley Baxter,
Deputy Leader of the Council

Discretionary Council Tax Payment Policy 2024/25

Report Author

Claire Moses, Head of Service (Revenues, Benefits, Customer and Community)



claire.moses@southkesteven.gov.uk

Purpose of Report

This report provides an update to Cabinet on Discretionary Council Tax Payment (DCTP) expenditure and requests that Cabinet approve the policy for 2024/25.

Recommendations

Cabinet is asked to:

- 1. Recommend to Council the continuation of the £30,000 Discretionary Council Tax Payment fund for 2024/25.**
- 2. Approve the policy for the administration of Discretionary Council Tax Payments for 2024/25.**

Decision Information

Is this a Key Decision?	Yes
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Healthy and strong communities High performing Council
Which wards are impacted?	All wards

1. Implications

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

Finance

- 1.1 Funding for Discretionary Council Tax Payment is determined as part of the Localised Council Tax Support Scheme decision making process. Each year, as part of the budget proposals Council has agreed to provide £30,000 funding for this scheme.
- 1.2 Continuation of the Discretionary Council Tax Payment fund of £30,000 will be a direct cost to the General Fund.

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

Legal and Governance

- 1.3 The Council's practices, in relation to the allocation of Discretionary Council Tax Payments, are in line with its legal duty as part of the Localised Council Tax Support Scheme which is currently going through the relevant decision making process.
- 1.4 As the proposed policy for 2024/25 does not contain any material amendments, there are no legal implications. However, the Council is adhering to best practice by reviewing the policy and keeping it up-to-date.

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

2. Background to the Report

- 2.1 The Council has a clear commitment in its Corporate Plan 2020-2023 to healthy and strong communities and being a high performing council. This report, and the support provided through the Council's Discretionary Council Tax Payment Scheme, delivers these priorities.
- 2.2 Each year, as part of the Council Tax Support Scheme consultation, the Council has agreed to provide £30,000 funding for this scheme. This will be a direct cost to the General Fund.
- 2.3 The continuation of this funding is currently being considered as part of the Localised Council Tax Support Scheme decision process, with approval of a final scheme to be in place by January 2024.
- 2.4 If funding is approved, the Discretionary Council Tax Payment (DCTP) policy for 2024/25 will be put in place to ensure effective financial support is provided to eligible recipients.
- 2.5 A DCTP is available to anyone in receipt of Council Tax Support who has a shortfall between the weekly amount awarded and their Council Tax liability.
- 2.6 The DCTP scheme provides additional funding to help those with a council tax liability who are experiencing exceptional hardship in situations where Council Tax Support does not cover all of their council tax liability. To qualify for consideration for assistance under this scheme the customer must already be in receipt of some Council Tax Support.
- 2.7 Awards of DCTP may be made where a tax payer has a short term financial difficulty that means they are unable to pay their Council Tax. Awards will normally be for a defined period and have the effect of reducing the monthly contribution a tax payer has to make towards their bill.
- 2.8 Consideration will be given as to whether all other discounts and sources of help have been exhausted. Where appropriate, decisions will be deferred until other avenues have been explored.

Expenditure

- 2.9 The total amount of funding allocated for each year is £30,000. For 2023/24, the decision was taken to move any unspent funding from 2022/23 into the new year. As a result, in 2023/24 there was a total of £47,610 funding available.
- 2.10 The table below shows the amount of funding agreed in recent years, and the total expenditure. The remaining amount for 2023/24 is as up to 16 October 2023.

	2020/21	2021/22	2022/23	2023/24
SKDC Contribution	£30,000	£30,000	£30,000	£30,000
Rolled over from previous years	£0.00	£11,915	£8,815	£17,610
Total funding	£30,000	£41,915	£38,815	£47,610
Expenditure	£18,085	£33,100	£21,205	£13,936
Remaining	£11,915	£8,815	£17,610	£33,674

- 2.11 Since Covid, Government has provided a number of additional top-ups of support for those in receipt of Council Tax (beyond Council Tax Support). As a result, this has had an impact on the amount of funding remaining, which has been rolled over into the forthcoming financial years.
- 2.12 This ongoing top-up support is currently in place to 31 March 2024, and it is not known whether there will be a new top-up announced. It is therefore important the Council continues to approve the roll-over of the underspend as this will provide additional budget in a year in which other government top-up would not be available.
- 2.13 Discretionary Payments can be applied for independently but are often considered as part of the application process for Discretionary Housing Payments (support for shortfall between Housing Benefit / Universal Credit award and eligible rent). Officers are aware of the DCTP and actively encourage customers to apply where eligibility criteria is met.
- 2.14 South Kesteven's Cost of Living Support Team is aware of the fund and ensure they consider this as part of the financial needs and support assessment which is undertaken when supporting any resident referred them who is impacted by current cost of living pressures.
- 2.15 In addition to this, residents are also being supported by the Cost of Living Team through the Household Support Fund (HSF) grant.

Discretionary Council Tax Payment Policy

- 2.16 The administration and payment of DCTP is at the discretion of each local authority. South Kesteven District Council has a DCT Policy which sets out eligibility for the scheme and the application process. The proposed policy for 2024/25 is included within Appendix 1 to this report.
- 2.17 The aim of the policy is to enable our most vulnerable residents, who cannot access any other income, to sustain their home and health.
- 2.18 Discretionary payments can be applied for independently but are often considered as part of the application process for Discretionary Housing Payments (support for shortfall between Housing Benefit / Universal Credit award and eligible rent).

Officers are aware of the discretionary payments and actively encourage customers to apply where eligibility criteria is met.

2.19 There is a need for proactive work and support due to the ongoing impacts of cost of living on residents. However, it is important DCTP is recognised as support for those in short-term crisis. Where longer term support is identified – such as income top-ups, referrals are made to the Council's Cost of Living Team, external support agencies such as Citizens Advice and Money and Pensions Service. For all residents with a Council Tax liability, our Revenues Enforcement Team is able to provide a holistic approach to advice and support.

3. Key Considerations

3.1 The Council's current policy has been in place for some time and has been updated annually in line with delegated powers. It is appreciated this is an important policy, which provides detail of additional financial support available to our residents. Therefore, it is important this policy is reviewed on an annual basis, not only to ensure the policy is fit for purpose, but to be reactive to any issues our residents are facing.

4. Other Options Considered

4.1 There are no other options to consider.

4.2 To not approve the Policy or continue the Discretionary Funding.

5. Reasons for the Recommendations

5.1 These are set out in the report.

6. Consultation

6.1 On 28 November 2023, Finance and Economy Overview and Scrutiny committee considered the policy as detailed in Appendix One.

7. Background Papers

7.1 A full report was presented to Finance, Economic Development and Corporate Services Overview and Scrutiny Committee on 28 November 2023 (item 13) agreeing to recommend to Cabinet the approval of the policy. The report can be located here: [Agenda for Finance and Economic Overview and Scrutiny Committee on Tuesday, 28th November, 2023, 2.00 pm | South Kesteven District Council](#)

8. Appendices

8.1 Appendix 1: Discretionary Council Tax Payment Policy – 2024/25



Discretionary Council Tax Payment Policy – 2024/25 – Version 1.0

Discretionary Council Tax Payment Policy

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2024/25



Discretionary Council Tax Payment Policy – 2024/25 – Version 1.0

Version Control:

Current Version	Created by	Date changes made	Changes By	Approved By	New Version
1.0	Revenues and Benefits Technical Team	25 October 2023	Claire Moses – Head of Service		

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Discretionary Council Tax Payment Policy – 2024/25 – Version 1.0

1. Introduction

1.1 The Discretionary Council Tax Payment (DP) scheme provides additional funding to help those experiencing exceptional hardship in situations where Council Tax Support does not cover all of their council tax. To qualify for consideration for assistance under this scheme the customer must already be getting some Council Tax Support.

2. Statement of Objectives

2.1 The aim of the policy is to enable our most vulnerable residents additional support, who cannot access any other income, who need further help towards their Council Tax costs

2.2 Awards of Discretionary Payments may be made where a resident has a short-term financial difficulty or has continuing and unavoidable needs that mean they are unable to pay their Council Tax. Awards will normally be for a defined period.

2.3 Consideration will be given as to whether all other discounts and sources of help have been exhausted. Where appropriate, decisions will be deferred until other avenues have been explored.

3. Conditions for entitlement

3.1 The person must:

- be entitled to Council Tax Support; and
- appear to South Kesteven District Council to require some further financial assistance (in addition to the council tax support to which they are entitled) in order to meet their council tax charge.



4. Qualifying Criteria

- 4.1 Each application will be treated on its own merits having regard to relevant legislation and our Local Council Tax Support Scheme
- 4.2 Should you meet the conditions for entitlement above, as per section 3, assessments are then approached in two ways:
 1. Using a true financial assessment of income and essential outgoings, to establish if there is need for additional financial support, or
 2. A health and welfare assessment based on a person's ability to cope with day-to-day matters.

5. Awards

- 5.1 Normally awards will be made towards the current council tax charge rather than past debts. It is not expected that a significant award will be made towards past periods and tax payers should make applications for assistance within a reasonable time of their knowing that they will not be able to meet their monthly instalments.
- 5.2 Consideration will be given in particular to residents who have been clearly making an effort to pay their Council Tax, who have been engaging with us and are taking steps to resolving their financial difficulties. A higher priority will be given to those with short term difficulties; and a lower priority to people whose financial commitments are unsustainable and likely to remain so.
- 5.3 In making decisions on discretionary payments, the Council will also be mindful of national objectives to promote an individual's responsible behaviour, for example in the choice of a home or engagement in activities to address worklessness, debt or problematic behaviour.



Discretionary Council Tax Payment Policy – 2024/25 – Version 1.0

5.4 The Council recognises that there may be circumstances in which Discretionary Council Tax Payments will be made other than as set out above.

Where awards cannot be made:

5.5 Discretionary Payments cannot be awarded towards any of the following:

- any notice period
- any period of charge still payable when the council tax payer is no longer resident
- if you are not named as liable for the property
- for council tax included within your rent charge
- increases in council tax to cover arrears
- for periods of liability in which no Council Tax Support was awarded

5.6 Where a request for a discretionary payment has been refused, repeat requests will not be considered unless the resident can demonstrate that the situation has worsened significantly or a substantial period of time has elapsed.

5.7 All awards are at the discretion of South Kesteven District Council.

5.8 Where a request for a discretionary housing payment has been refused, repeat requests will not be considered unless the resident can demonstrate that the situation has worsened significantly, or a substantial period of time has elapsed.

5.9 The Council recognises that there may be circumstances in which Discretionary Housing Payments will be made other than as set out above.



6. Application Process

- 6.1 Applications should be made using the online application form on the council's website [Extra support - discretionary housing payments \(southkesteven.gov.uk\)](https://southkesteven.gov.uk/extra-support-discretionary-housing-payments). Should someone not have the required skill or capacity to apply using this method the council will provide an alternative method of making an application that meet the person's needs.
- 6.2 Wherever possible, the council will link in with other council departments and trusted partners, who can signpost applicants to the scheme or make applications and recommendations on a person's behalf.
- 6.3 The council may request any reasonable evidence in support of the application. The customer should provide the information within one month.
- 6.4 Evidence and information provided to decide the Council Tax Support or Universal Credit claim may also be considered.
- 6.5 If the customer does not provide the requested evidence, the council may still consider the application, however it may disregard any unsubstantiated statements or draw its own conclusions from other evidence available.
- 6.6 The council may in any circumstances verify any information or evidence provided by the claimant by contacting third parties, other organisations and the customer.

7. Decisions

- 7.1 All decisions made will be recorded on the Discretionary Council Tax Payment spreadsheet and input on the operating system. Decision letters will be sent to the tax payer either in writing or electronically.



Discretionary Council Tax Payment Policy – 2024/25 – Version 1.0

This will set out whether an award has been made, and if so, the amount and duration of the award.

8. Payments

8.1 Discretionary Council Tax Payments will always be made directly onto the appropriate council tax account. South Kesteven District Council will recover any overpaid awards by adjusting the level of discount on the Council Tax bill where a tax payers circumstances change.

9. Change of circumstances

9.1 A tax payer receiving a Discretionary council tax Payment must notify the council of any change which may be relevant to their award. Any change in circumstances or income may mean the level of Discretionary council tax Payment is amended.

10. Refusal, Reconsiderations, Reviews and Appeals

10.1 Where a customer believes that a decision is incorrect they can ask for it to be looked at again only on the basis that the decision maker has not correctly applied this policy Where an applicant is aggrieved by a decision, but the basis of the disagreement is not that the policy was incorrectly applied, there is no right of appeal through the Valuation Tribunal Service for discretionary decisions however a legal challenge may be made if there is an allegation of maladministration.

10.2 In the interest of fairness, the Council will operate the following internal procedure.

- Reconsideration: Ask for the original decision to be looked at again if they have additional information that was omitted on



Discretionary Council Tax Payment Policy – 2024/25 – Version 1.0

the original application, or they believe the information was overlooked or misunderstood.

- **Review:** If the applicant believes that the decision maker has not correctly applied this policy, a second officer will look at the reasons for the decision, whether it complies with this policy and decide if any changes should be made to the decision.

11. Managing the Risk of Fraud

- 11.1 The Council and the Government will not accept deliberate manipulation and fraud. Any business or person caught falsifying their records or the information submitted to gain an award will face prosecution and any funding issued will be subject to clawback, as may relief paid in error.
- 11.2 The Council also reserves the right to use any details submitted by person(s) to check against national records and databases to highlight any potentially fraudulent activity.

12. Policy Review

- 12.1 This policy has been written in line with Government guidance and Local Priorities. Delegated powers of authority are in place, which allow for the policy to be reviewed annually, and recommended changes considered and approved by the Director of Finance. This is to ensure support is provided to residents efficiently and effectively.

South Kesteven District Council – contact details:

South Kesteven District Council
Council Offices



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Discretionary Council Tax Payment Policy – 2024/25 – Version 1.0

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Cabinet

18 January 2024

Report of Councillor Richard Cleaver,
The Leader of the Council and
Councillor Philip Knowles, Cabinet
Member for Corporate Governance and
Licensing

Corporate Plan 2024-27

Report Author

Charles James, Corporate Policy Officer

✉ Charles.James@southkesteven.gov.uk

Purpose of Report

To seek Cabinet support of the draft Corporate Plan for the period 2024 to 2027 and to recommend to Council its approval and adoption from the 1st April 2024.

Recommendations

That Cabinet:

1. **Recommends the new Corporate Plan 2024-27 to Council for approval and adoption from 1st April 2024.**
2. **Delegates the Chief Executive, in consultation with the Leader and Cabinet Member for Corporate Governance and Licensing to make any minor amendments to the design of the Corporate Plan 2024-27 document prior to final Council approval.**

Decision Information	
Is this a Key Decision?	Yes
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	High performing Council
Which wards are impacted?	All

1. Implications

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

Finance

- 1.1 The Corporate Plan sets out the strategic framework which the medium-term financial plan will directly support. The annual budget setting process will underpin the ambitions set out in the Plan within the resources available. The approval of the Plan will enable the Council to retain its focus on agreed actions, ensure that there is a clear alignment between the Corporate Plan and the Medium-term Financial Plan.

Completed by: Richard Wyles, Deputy Chief Executive and S151 Officer

Legal and Governance

- 1.2 The Corporate Plan is one of the five plans and strategies that only Full Council can adopt – a final decision on the adoption of the Council's Corporate Plan is scheduled to take place at Full Council on 25 January 2024. The Council's Cabinet and Overview and Scrutiny Protocol outlines that the Leader of the Council will attend a meeting of the Overview and Scrutiny Committees at least every six months to provide an update on delivery against the objectives of the Council's Corporate Plan.
- 1.3 Although not a legal requirement is it best practice for Councils to have a Corporate Plan to show its ambitions and priorities as an organisation.

- 1.4 The Corporate Plan has had engagement with stakeholders and been shaped with the outcomes of consultation.
- 1.5 In terms of governance, the performance and monitoring of the Corporate Plan is fundamental to show transparency and accountability as an organisation.

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

Diversity and Inclusion - Yes

- 1.6 An Equality Impact Assessment has been completed as part of the formation of the Corporate Plan.

Completed by: Carol Drury, Community Engagement Manager

Climate Change

- 1.7 The Corporate Plan has a priority around sustainability. The Council has an approved Climate Strategy and meeting the actions in the strategy will be fundamental to achieving zero carbon.

Completed by: Serena Brown, Sustainability and Climate Change Officer

2. Background to the Report

- 2.1 The Corporate Plan (the Plan) sets out the strategic vision and key priorities of the Council. The Plan underpins the delivery of all of the Council's strategic activity and provides the performance framework for managing the delivery of the actions and priorities in the Plan. It is good practice for a public sector organisation seeking to deliver a wide set of aims and objectives to produce a Corporate Plan and regularly review the activity and achievements against it.
- 2.2 The outgoing Corporate Plan (2020-23) was adopted by Council on the 1 October 2020. That planning cycle has reached its end; thus, the adoption of a new Plan is necessary to set the Council's strategic priorities and framework for the next four years (2024-27).

Development

- 2.3 An evidence-based approach has been undertaken in developing the Plan. On 11 September 2023, Cabinet approved the State of the District (SOTD) 2023. This document, the first of its type for the Council, provided a comprehensive and data driven account of the society and economic performance of South Kesteven. The SOTD further identified four long term strategic challenges for the district (discussed further in paragraph 3.13).

2.4 The SOTD was accompanied by a suite of Strategic Socio-Economic Indicators (SSEIs). These indicators encompass demographics, health & wellbeing, crime, the environment, housing, economics and corporate financial performance. Each SSEI is benchmarked against all other English district councils, enabling the South Kesteven's relative performance to be understood. The SSEI suite currently stands at 139 indicators and is kept under constant revision. The SSEI data tables are available in the background papers.

2.5 The SSEIs and the SOTD were analysed to develop an assessment of the strengths, weaknesses, opportunities and threats (SWOT) for the District (available in the background papers). The SWOT was then evaluated to produce draft Priorities, Ambitions and 2023 Outcomes. The three overarching principles that emerged from early member engagement informed the developing plan and were weaved throughout the document:

- Listening and being responsive to the needs of all our communities.
- Building public trust and confidence by promoting a culture of openness, transparency, and accountability.
- Providing value-for-money for our residents and businesses through responsible and prudent use of our resources.

2.6 The developing Plan was refined through three workshops, which all Members were invited to attend, in early October 2023. The SWOT analysis was presented for the Members to input on to the developing Vision, Mission Statement, Priorities and Ambitions of the Plan. Feedback from the Members confirmed the Priorities and informed further development of the Ambitions.

2.7 An all-Member consultation was undertaken on the proposed Vision, Mission Statement, Priorities, Ambitions and 2034 Outcomes from 10-17th November 2023 to offer a further opportunity for input into the key elements of the emerging Plan. The Priorities were supported by 84% of respondents (averaged across the five priorities) and the Ambitions by 90.67%. The consultation outcome is detailed in paragraph 6.1.

2.8 A four-week Public Consultation subsequently followed on the proposed Vision, Mission Statement, Priorities, Ambitions and 2034 Outcomes from 22 November to 19 December 2023. The consultation received the second highest response of any consultation undertaken in the last eighteen months. The Priorities were supported by 80.86% of respondents (averaged across the five priorities) and the Ambitions by 86.41%. The consultation outcome is detailed in paragraph 6.2-3. The consultation report is available in Appendix 2.

2.9 Meetings were held with Corporate Management Team, Assistant Directors, Service Managers and other key Officers over the course of December 2023 to develop the Plan's Actions. These are specific pieces of work the Council will undertake over the next four years to work towards achieving the Priorities and Ambitions of the Plan.

The Golden Thread

2.10 A ‘golden thread’ approach is embedded in the Plan. This is the link that connects all work, at all levels of the organisation, directly to the overarching vision, priorities and ambitions of the Plan. To support this the following will be developed:

- Service Plans – setting out how each service will contribute to the delivery of Plan’s vision and priorities. These will also include KPIs and success criteria and be monitored by Senior Officers and Cabinet Members.
- Individual Performance Appraisals – setting out how each individual contributes to the achievement of SKDC’s vision and priorities. These will be monitored by Heads of Service.

Performance Management

2.11 There are two suites of performance indicators to support the Corporate Plan.

2.12 The Key Performance Indicators (KPIs) will monitor the delivery of the Corporate Plan Actions and the overall performance of the Council. Each KPI is SMART (Specific, Measurable, Attainable, Relevant & Timely) and agreed via the Overview & Scrutiny Committees (OSCs) to which mid-year and end of year reports will be presented. The selected metrics will be wholly within the Council’s control and will offer accountability and stimulate continuous improvement. The suite will be reviewed annually. Draft KPIs are in the process of development with the relevant Officers. This will be presented to the respective OSCs for consideration and approval. The new KPI suite will be reported on from 1 April 2024.

2.13 The Strategic Socio-Economic Indicators (SSEIs) will monitor the progress towards the fulfilment of the Council’s Vision, 2034 Outcomes, and the overall performance of the district. Each SSEI is benchmarkable against other local authorities, aligned to the Office for Local Government (OFLOG) suite, and will be reported in the annual State of the District (SOTD). The Council has limited influence over the SSEIs. Reporting will evidence whether the district is on the right trajectory and provide insight into the Council’s operating environment, enable the identification of challenges and shape the service response.

3. Key Considerations

3.1 The Corporate Plan’s structure consists of seven key elements: the Vision, Mission Statement, Priorities, Ambitions, Actions, 2034 Outcomes and Foundations. A summary of the structure is available in the background papers. This section will detail each in turn.

The Vision

3.2 The Vision is an articulation of what the Council believes our district should be ultimately. It is what the Council is working towards. The Plan’s Vision is: ‘A

thriving district in which to live, work and visit'. This is a refinement on the Vision of the outgoing Plan: 'Be the best district in which to live, work and visit'.

3.3 The new Vision was developed collectively with Elected Members. It was recognised that a powerful vision should be bold and aspirational, succinctly capturing the ideal of a flourishing district. A vision should also be a tangible ideal, to which measurable progress can be made, whilst galvanising further action.

Mission Statement

3.4 The Mission Statement is a definition of the Council's business and purpose. It articulates who we aspire to be as an organisation and our approach to service delivery. This is a new element to the Corporate Plan. It is: 'South Kesteven aims to be a modern and forward-looking Council that delivers effective, efficient and equitable public services to enhance the well-being of our residents, enable prosperity, protect the environment and empower communities for a sustainable future'.

3.5 This Mission Statement was unanimously supported by the People Panel on 11 December 2023.

Priorities

3.6 The Priorities are the core of the Plan. There are five, each representing a key sphere of activity for the Council. Each Priority is accompanied by a Mission, a succinct statement that encapsulates the Priority and defines its scope. The five Priorities are:

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

3.7 The priorities are numbered for ease of reference. The ordering does not denote an internal hierarchy of importance. Successful delivery of all five Priorities is essential to the achieving the Vision of the Plan.

Ambitions

3.8 Each Priority contains a series of Ambitions. The Ambitions are broad in scope to set the agenda for this planning cycle. Each Ambition will stimulate a range of programmes and projects. For example, the forthcoming Economic Development Strategy & Action Plan has been developed as the service response to the Ambitions of the Priority: Enabling Economic Opportunity.

3.9 There has been a multiplication of the number of Ambitions. The outgoing Plan had fifteen. The new Plan has twenty-eight. This multiplication does not dilute our strategic focus, rather the Ambitions reflect activity the Council is already undertaking, capturing the full scope of the Council's activities. The District SWOT & Ambitions Development Summary (available in the background papers) details the rationale, SWOT linkages and where appropriate alignment to the DLUHC Draft Best Value Guidance for each Ambition.

Actions

3.10 The Actions detail specific pieces of work the Council will be undertaking over this Corporate Plan cycle. Progress on Actions will be monitored through the suite of Key Performance Indicators (KPIs), which will be reported to the Overview & Scrutiny Committees (OSCs) and Cabinet, as detailed in paragraph 2.12.

2034 Outcomes

3.11 Each Priority contains a series of 2034 Outcomes. The Plan is for the medium term. The Outcomes introduce an element of longer-term strategic planning. Each Outcome articulates an element of what the successful delivery of our Vision for South Kesteven would look like. 2034 has been selected as a decade on from the adoption of this Plan.

3.12 The 2034 Outcomes are founded upon a mission-based approach to public policy. This approach holds that the 21st century is being defined by long term strategic challenges that have no simple solutions and will require transformation and innovation to solve. Examples include climate change, economic growth and ageing societies. To tackle the challenges, they are broken down into pragmatic steps termed 'missions'. Missions are concrete, but bold and aspirational targets that set the direction for a solution. The exact solution is not known in advance. The missions aim to stimulate the development of a range of different solutions, projects and workstreams to meet the strategic challenge.

3.13 The State of the District 2023 (SOTD) identified four key long term strategic challenges for South Kesteven:

- A Changing Society - The population of the district is an ageing one, growth is driven by internal migration.
- Opportunity for all – The district is home to some of the least deprived areas in the country, but also has some persistent pockets of severe deprivation.
- Tackling the Climate Emergency - Lead and champion the local response to climate change with the ambition of a net zero district by 2041.

- Sustainable and Inclusive Growth - The district's economic performance in terms of productivity, earnings and wage growth has been slow over the past decade.

3.14 The Plan recognises that the Council cannot solve these challenges or deliver our Vision for the District alone. The Outcomes are intended to provide long term focal points to bring together residents, businesses, skills providers, partners and community groups to develop and deliver action – united by the common goal of a thriving South Kesteven. The course is ambitious and challenging, it is important to be realistic and recognise that Council's role may primarily be convening and influencing. Nevertheless, this provides a positive strategic framework for the Council to face to the future, rather than being purely reactive to events.

3.15 Progress towards the 2034 Outcomes and the wider performance of the District will be monitored by the suite of Strategic Socio-Economic Indicators (SSEIs) as detailed in paragraph 2.13.

3.16 'Exemplary compared to peer authorities' has been selected the key metric for service performance. This has been chosen to introduce a qualitative assessment of the experiences of officers and residents, rather than a strictly quantitative 'high quality' or 'exceptional value'. Further the local government sector of 2034 will undoubtedly face unique pressures and circumstances currently unknown to the officers of 2024. This metric allows room to take into account the future Council response to its circumstances.

The Foundations

3.17 The Plan is underpinned by three elements that are collectively called the Foundations. Each is integral to the success of the Plan. These are:

- Financial Sustainability – how the Plan will be funded. A commitment to and the practice of sound and prudent financial management is crucial, especially in the current challenging operating environment.
- Performance Management – how delivery will be monitored, improvements driven, and open and transparent accountability upheld. Detailed in paragraphs 2.11-3.
- Corporate Values and Equalities – the ethos in which the Plan will be delivered. These values are the Council's 'true north' that underpin the organisational culture and expected colleague behaviours.

4. Other Options Considered

4.1 The Council could decide not to have a Corporate Plan. This is not a prudent or viable approach. The absence of a Corporate Plan would result in a lack of strategic direction and at best an ad hoc and disjointed focus. Effective performance management and delivery of the Best Value Duty would be compromised.

- 4.2 The Department for Levelling Up, Housing & Communities (DLUHC) published draft statutory guidance on compliance with the Best Value Duty for local authorities in July 2023. The Best Value Duty relates to the statutory requirement for local authorities and other public bodies defined as best value authorities in Part 1 of the Local Government Act 1999 (“the 1999 Act”) to “*make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness*”.
- 4.3 The guidance provides greater clarity to local government on how to fulfil the Best Value Duty by describing what constitutes best value, the standards expected by the department and the models of intervention at the Secretary of State for Levelling Up, Housing and Communities’ disposal in the event of failure to uphold these standards. DLUHC is currently analysing consultation responses to the draft guidance. The final document is expected in 2024.
- 4.4 The draft guidance is clear that possession of a Corporate Plan is a marker of well-functioning local authority under the Best Value theme of Leadership. The Corporate Plan is required to be “*evidence based, current, realistic and enables the whole organisation’s performance to be measured and held to account. Strategic priorities are aligned with the authority’s financial strategy and delivery arrangements, and respond appropriately to local need, including the plans of partners and stakeholders.*”
- 4.5 It is considered an indicator of potential failure if the “*Corporate plan is out of date, unrealistic and unaffordable and/or has too many priorities*” or is absent entirely.

5. Reasons for the Recommendation

- 5.1 The Corporate Plan will give a strategic framework for operational and medium-term financial planning and provide a clear direction for the Council. This provides a clear view of what the Council is delivering for the public, residents, businesses, key stakeholders and for our own staff.

6. Consultation

- 6.1 An all-Member consultation was undertaken on the proposed Vision, Mission Statement, Priorities, Ambitions and 2034 Outcomes from 10-17th November 2023 to offer a further opportunity for input into the key elements of the emerging Plan. The Priorities were supported by 84% of respondents (averaged across the five priorities) and the Ambitions by 90.67%.
- 6.2 A four-week Public Consultation subsequently followed on the proposed Vision, Mission Statement, Priorities, Ambitions and 2034 Outcomes from 22 November to 19 December 2023. The consultation received 587 responses: the second highest response of any consultation undertaken in the last eighteen months. The Priorities were supported by 80.86% of respondents (averaged across the

five priorities) and the Ambitions by 86.41%. The consultation report is available in Appendix 2.

- 6.3 Support for the Priorities and Ambitions in the abstract was complicated by mixed public commentary. Respondents were concerned about the practical viability of the proposals, the capacity of the Council to deliver and perceived favouritism of certain geographies over others. The consultation was clear that the Plan will require concrete action plans for delivery, robust, transparent and accountable performance management to ensure public confidence. These elements are in place. The Consultation Response Action Plan is available in Appendix 2.
- 6.4 The Corporate Plan proposals were presented to Youth Council on 14 November 2023. The Youth councillors were invited to participate in the public consultation. The response from the Youth representatives was supportive of the Corporate Plan.
- 6.5 The proposed Vision, Mission Statement, Priorities and Ambitions were presented to and discussed by People Panel on 11 December 2023 to obtain the views of SKDC staff. All proposals were universally supported by the Panel.

7. Background Papers

- Department of Levelling Up, Housing & Communities: Draft Best Value Duty Guidance, [Best value standards and intervention draft guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/)
- Corporate Plan 2024-27 Public Consultation 2023 Report
- Strategic Socio-Economic Indicators (SSEI) Datatables
- State of the District 2023
- Corporate Plan 2024-27 Structure Summary
- District SWOT and Ambitions Development Summary

Available at <https://moderngov.southkesteven.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13922>

8. Appendices

- Appendix 1 – Corporate Plan 2024-27
- Appendix 2 – Corporate Plan 2024-27 Public Consultation 2023 Report
- Appendix 3 – Equality Impact Assessment

Appendix 2

Corporate Plan 2024-27 Consultation Report

Purpose

1. To consult with a variety of stakeholders on the emerging Corporate Plan. The purpose being to:
 - Inform the draft Priorities, Ambitions and outcomes outlined in SKDC's Corporate Plan for 2024-27. These items form the key building blocks of the plan, stakeholders were to be given the opportunity to agree/ disagree with the areas of focus and suggest alternatives.

Scope

2. The scope of this consultation was limited to:
 - Reviewing the Corporate Plan and the Priorities, Ambitions and outcomes that have been identified.
 - It did not include any actions that may be identified as a result or feedback in respect of any of the Council's other strategic documents.

Objectives

3. The objectives of the consultation were identified as follows:
 - Measure the degree of support or otherwise for the draft vision, mission statement, Priorities, Ambitions and outcomes included in the Corporate Plan.
 - Ensure respondents are given the opportunity to comment on the content of the Plan and suggest alternatives.
 - Communicate how important the Plan will be in informing the allocation of resources.
 - Inform the decision that will be taken by the Council in respect of the final version of the Corporate Plan.

Timescales

4. The consultation was launched on 22 November and ran until 19 December 2023.

Stakeholders

5. The stakeholders were identified as follows:
 - Members of SKDC
 - SK residents
 - Local Businesses
 - Town and Parish Councils
 - Lincolnshire County Council
 - Lincolnshire Fire and Rescue
 - Lincolnshire Police
 - Lincolnshire Community Health Services NHS Trust
 - Drainage Boards – Upper Witham Internal Drainage Board, Black Sluice Internal Drainage Board and Welland & Deepings Internal Drainage Board
 - The People Panel
 - The Youth Council
 - The Armed Forces
 - Voluntary and Community Groups

Methodology

6. The table below identifies the method(s) that were used to contact the stakeholders:

Stakeholders	Method(s)	Details
SKDC Members	District Councillors informed of the consultation and invited to participate.	Members were contacted by the Corporate Policy Officer. Members had participated in a Member only consultation on the same survey and topic that ran from 10/11/2023 – 12:00PM 17/11/2023.
Residents of South Kesteven	<p>Members of the public to be made aware of the consultation through the following channels:</p> <ul style="list-style-type: none"> • SKDC Social Media Channels • SKDC website • SKtoday Mailing List • Face to Face 	<p>Potential respondents were referred to survey monkey to participate in the consultation. Paper copies of the survey were available at all public access points in the district. Alternatively, if absolutely necessary, they were able to email the Corporate Policy Officer who would have sent them a printed copy of the survey. No requests were received.</p> <p>Consultation was promoted on social media channels - Facebook and X. Posts included a link to the survey.</p> <p>Webpage of consultations was updated to include information about the consultation.</p> <p>The consultation was shared with all subscribers of SKtoday, who had opted into additional communications from the Council. This was a total of 2707 recipients. This method could not be repeated for Garden Waste customers or Skyline subscribers due to GDPR. The Council had not obtained consent for additional communications.</p> <p>Business cards with a QR code to the consultation were produced. These were handed out at the Grantham Christmas Fayre & Festive Lights Switch-On 03/12/2023.</p>
Local businesses	Local businesses to be contacted through the following channels:	<p>The Corporate Policy Officer contacted the following addresses to share the consultation:</p> <p>hello@granthambusinessclub.com</p> <p>info@deepings.co.uk</p> <p>The Business & Skills Officer contacted their network, including skills providers.</p>
Town & Parish Councils	Contact all Town Councils by email and ask them to complete a survey online.	The Corporate Policy Officer contacted all parishes. Parishes were encouraged to discuss the consultation at public meetings and share the survey with their communities.

Lincolnshire County Council	Email	The Corporate Policy Officer contacted: Chief Executive of LCC Debbie Barnes OBE debbie.barnes@lincolnshire.gov.uk or LCC Chief Legal Officer and Monitoring Officer David Coleman david.coleman@lincolnshire.gov.uk
Lincolnshire Fire and Rescue	Email	The Corporate Policy Officer contacted the chief officer for Lincolnshire Fire and Rescue on bs_lfr@lincoln.fire-uk.org
Lincolnshire Police & Crime Commissioner	Email	The Corporate Policy Officer contacted the Lincolnshire Police & Crime Commissioner on lincolnshire-pcc@lincs.pnn.police.uk
NHS Lincolnshire Integrated Care Board	Email	The Corporate Policy Officer contacted the NHS Lincolnshire Integrated Care Board. The LICB is a statutory organisation which brings together the various branches of the NHS in Lincolnshire to improve health and wellbeing. LICB.office@nhs.net
Drainage Boards	Contact all drainage boards by email	The Corporate Policy Officer contacted the the drainage boards: Upper Witham Internal Drainage Board enquiries@witham3idb.gov.uk Black Sluice Internal Drainage Board mailbox@blacksluiceidb.gov.uk Welland & Deepings Internal Drainage Board info@wellandidb.org.uk
The People Panel	Present draft Priorities and Ambitions to SKDC's People Panel	The Corporate Policy Officer presented the items to the People Panel on 11/12/2023.
The Youth Council	Present draft Priorities and Ambitions to SKDC's Youth Council	The Corporate Plan proposals were presented to Youth Council on 14/11/2023. The Youth councillors were invited to participate in the public consultation.
Armed Forces	Armed Forces Covenant Officer to contact the Armed Forces based in the district	The Armed Forces Covenant Officer contacted Armed Forces based in the district with the consultation link.

Voluntary and Community Groups	Community Engagement Manager to contact all voluntary and community groups	The Community Engagement Manager contacted community and voluntary groups. 72 groups were contacted.
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Details

7. To help collect feedback about the draft Corporate Plan, the Consultation Officer was asked to support the consultation process in Autumn 2023. Actions undertaken by the Consultation officer and the Corporate Policy Officer included:
 - Preparation of a press release to promote the consultation in the local press
 - Drafting of Facebook posts and Tweets to promote the consultation on the Council's social media channels Facebook and Twitter
 - Setting up a webpage to host the document
 - Contacting stakeholders as set out in the above table.
 - Preparing, designing and setting up the on-line survey
 - Analysing feedback from 587 respondents
 - Preparing a report
8. The survey contained the following sections:
 - An introduction to the consultation. This included some context and background on the function and importance of the Corporate Plan.
 - Section 1: The purpose of this section was to measure the degree of public support for the proposed Vision options and the Mission Statement.
 - Section 2: The purpose of this section was to measure the degree of public support for the Plan's five Priorities and accompanying Ambitions.
 - Demographic information: This asked participants for their age, gender and first line of postcode.
9. The opportunity to participate in the consultation was promoted on the Council's social media channels and website during the consultation period. The Facebook posts reached 3,855 people and 103 people clicked on the link. There were 1321 views on X and 38 clicks on the link. An email was sent to those who had opted into additional communications through the SKtoday mailing list to 2707 recipients. 2,122 emails were opened and 495 people clicked on the link.
10. Various stakeholders, as outlined in the above table, were contacted at the start of the consultation.
11. The consultation opened on 22 November. It closed at 17:00 19 December 2023. 587 responses were received.
12. ChatGPT was used to accelerate the analysis of the consultation comments. A sentiment analysis was conducted and key themes in the responses aggregated and summarised. This was then sense checked by officers. Officers remain fully accountable for the analysis.

Results

13. The results of the consultation are summarised in the below table:

Corporate Plan 2024-27: Public Consultation December 2023 Summary Results				
Element	Total Respondents	Agreed	Disagreed	Neutral/Not Sure
Vision Option 1 - South Kesteven a place where everyone has the best opportunities and a good quality of life	243	45.25%	N/A	N/A
Vision Option 2 - A thriving district in which to live, work and visit	294	54.75%	N/A	N/A
Mission Statement	579	48.36%	24.87%	24.70%
Priority 1 – Connecting Communities	495	64.65%	14.34%	21.01%
Ambitions	498	85.74%	5.82%	8.43%
Priority 2 – Sustainable South Kesteven	471	80.47%	7.43%	12%
Ambitions	474	87.55%	5.91%	6.54%
Priority 3 – Enabling Economic Opportunity	468	85.90%	4.06%	10.04%
Ambitions	467	88.22%	4.50%	7.28%
Priority 4 – Housing	462	83.11%	6.71%	10.17%
Ambitions	459	82.35%	8.50%	9.15%
Priority 5 – Effective Council	458	90.18%	4.37%	4.44%
Ambitions	457	88.18%	3.94%	7.88%
Priority Average	471	80.86%	7.38%	11.53%
Ambition Average	471	86.41%	5.73%	7.86%
Overall – View 1: the Priorities, Ambitions and outcomes that have been identified are an accurate reflection of South Kesteven and will provide a strong foundation for the Council's Corporate Plan	440	10.23%	N/A	N/A
Overall – View 2: the Priorities, Ambitions and outcomes that have been identified are challenging but believe they can still provide a strong foundation for the Council's Corporate Plan	440	41.14%	N/A	N/A
Overall – View 1 & 2 combined: the identified Priorities are challenging but provide a strong foundation to the Corporate Plan	440	51.37%	N/A	N/A
Overall – View 3: agree with most of the Priorities, Ambitions and outcomes that have been identified, but think there are a few areas where changes are needed.	440	38.86%	N/A	N/A
Overall – View 4: I don't agree with a lot of the Priorities, Ambitions and outcomes that have been identified, and think there are several areas where changes are required	440	9.77%	N/A	N/A

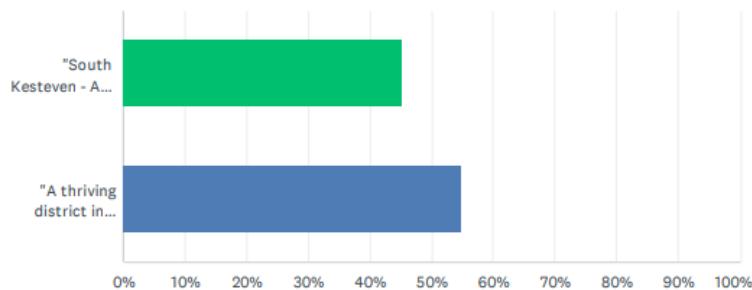
14. Question 1 asked which of the two potential Vision options the respondent preferred. **537** respondents answered this question.

- Vision Option 1 – *'South Kesteven a place where everyone has the best opportunities and a good quality of life'* – preferred by 45.25% (243 respondents)
- Vision Option 2 – *'A thriving district in which to live, work and visit'* – preferred by 54.75% (294).

15. Overall, most respondents preferred Vision Option 2, as illustrated by the below chart.

Q1 Which of the visions listed above do you prefer? Please tick one only

Answered: 537 Skipped: 50

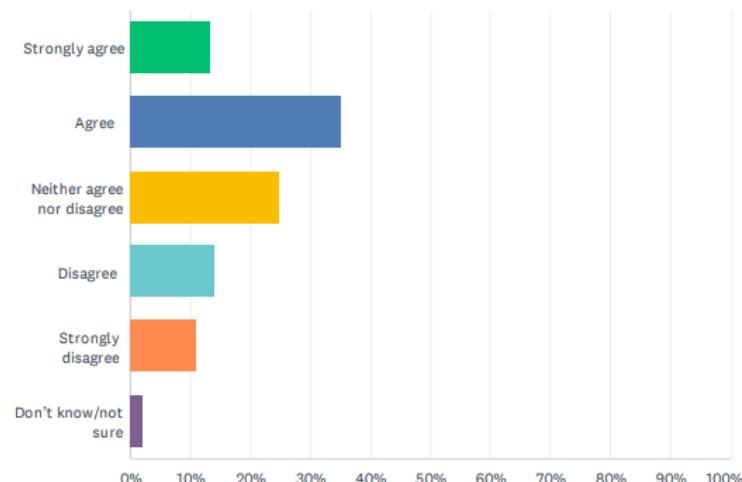


16. Question 3 asked to what extent the respondent agreed with the proposed mission statement: *'South Kesteven is a modern and forward-looking Council that delivers effective, efficient and equitable public services to enhance the well-being of our residents, enable prosperity, protect the environment and empower communities for a sustainable future'*.

17. 579 respondents answered this question. 48.36% of respondents either agreed (35.23%) or strongly agreed (13.13%). 24.87% respondents disagreed (13.99%) or strongly disagreed (10.88%). 24.70% were neutral and 2.07% were not sure. Overall opinion was split, a plurality of respondents supported the proposed Mission Statement, as illustrated by the below chart.

Q3 To what extent do you agree or disagree with this mission statement?

Answered: 579 Skipped: 8

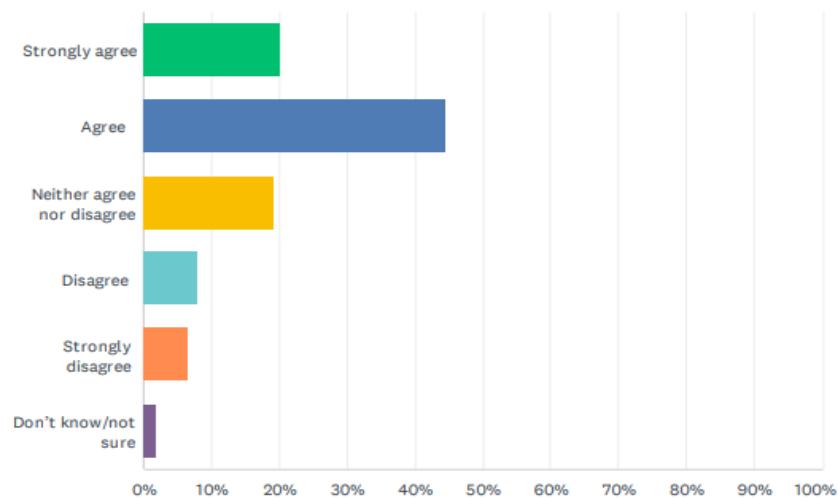


18. Questions 5 to 7 focused on **Priority 1 – Connected Communities**. Respondents were asked to what extent they agreed with the proposed Priority and Ambitions.

19. 495 respondents answered on the Priority. 498 on the Ambitions. 44.65% agreed with the proposed Priority. 20% strongly agreed. 14.34% disagreed. 19.19% were neutral. 1.82% were not sure. 85.74% respondents supported the proposed Ambitions. 5.82% did not. 8.43% were neutral. The overall sentiment was mixed. Overall, a majority of respondents supported the proposed Priority and Ambitions as illustrated by the below charts:

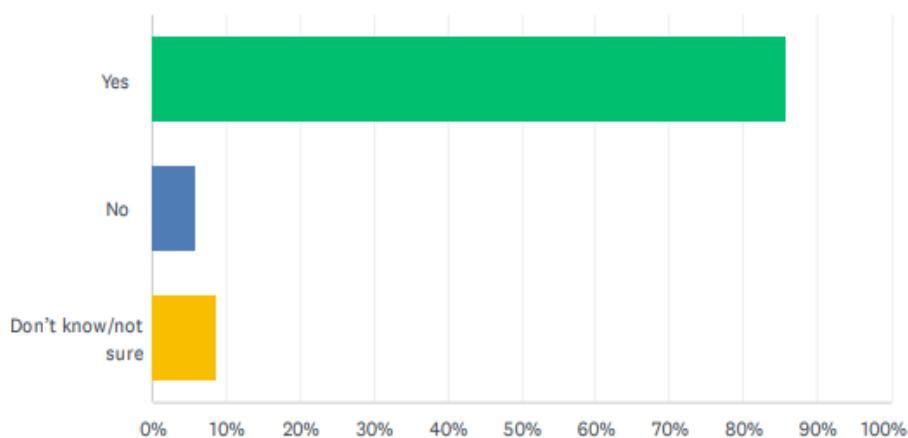
Q5 To what extent do you agree or disagree with this priority?

Answered: 495 Skipped: 92



Q6 Do you support these ambitions?

Answered: 498 Skipped: 89



20. Positive Sentiment:

- Some expressions of support for certain Priorities and Ambitions, such as the emphasis on community, culture, and heritage.
- Acknowledgment of positive developments, like increased celebrations and community projects.

21. Negative Sentiment:

- Frustration and scepticism regarding the effectiveness of the consultation process.
- Criticism of the decline in standards, lack of infrastructure maintenance, and perceived neglect of certain areas, especially in the Deepings.
- Concerns about inequality, poverty, and the need for more concrete actions rather than vague promises.
- Discontent with the closure and maintenance issues of leisure facilities.
- Scepticism about the ability to achieve stated goals without clear plans.

22. Neutral Sentiment:

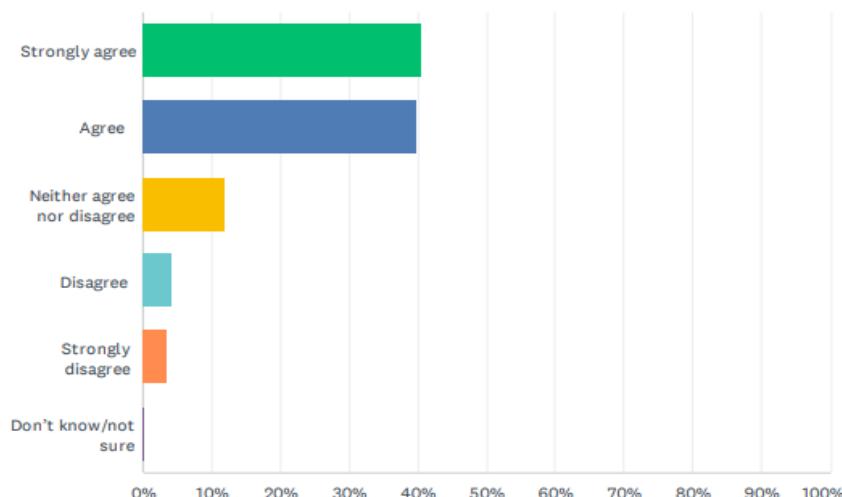
- Requests for more clarity, specific plans, and measurable outcomes rather than vague promises.

23. Questions 8 to 10 focused on **Priority 2 – Sustainable South Kesteven**. Respondents were asked to what extent they agreed with the proposed Priority and Ambitions.

24. 471 respondents answered on the Priority. 474 on the Ambitions. 39.92% agreed with the Priority. 40.55% strongly agreed. 7.43% disagreed. 11.89% were neutral. 0.21% were not sure. 87.55% respondents supported the proposed Ambitions. 5.91% did not. 6.54% were neutral. The overall sentiment was mixed. Overall, a majority of respondents supported the proposed Priority and Ambitions as illustrated by the below charts:

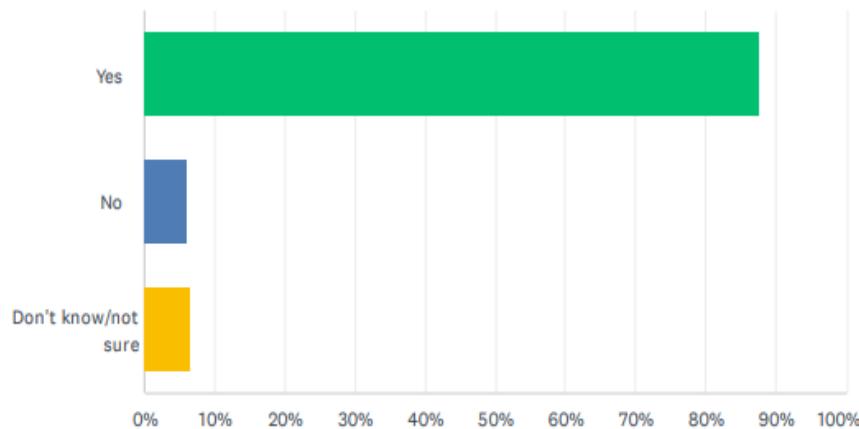
Q8 To what extent do you agree or disagree with this priority?

Answered: 471 Skipped: 116



Q9 Do you support these ambitions?

Answered: 474 Skipped: 113



25. Positive Sentiment:

- Recognition of the importance of biodiversity.
- Support for tree planting initiatives.
- Acknowledgment of the need for better recycling provision.
- Appreciation for Ambitions related to net-zero and environmental sustainability.
- Support for sustainable housing and renewable energy initiatives.

26. Negative Sentiment:

- Concerns about the effectiveness of waste and recycling services.
- Frustration with the complexity of waste disposal procedures.
- Criticism of certain policies, such as charging for garden waste disposal.
- Scepticism about the achievability and impact of net-zero goals.
- Discontent with housing developments encroaching on green spaces.

27. Neutral Sentiment:

- Request for more specific details and evidence regarding environmental initiatives.
- Concerns about safety and law enforcement in certain areas.
- Emphasis on the need for concrete actions rather than just planning.
- Scepticism about the effectiveness of certain green projects.
- Requests for more information on how specific goals will be achieved.

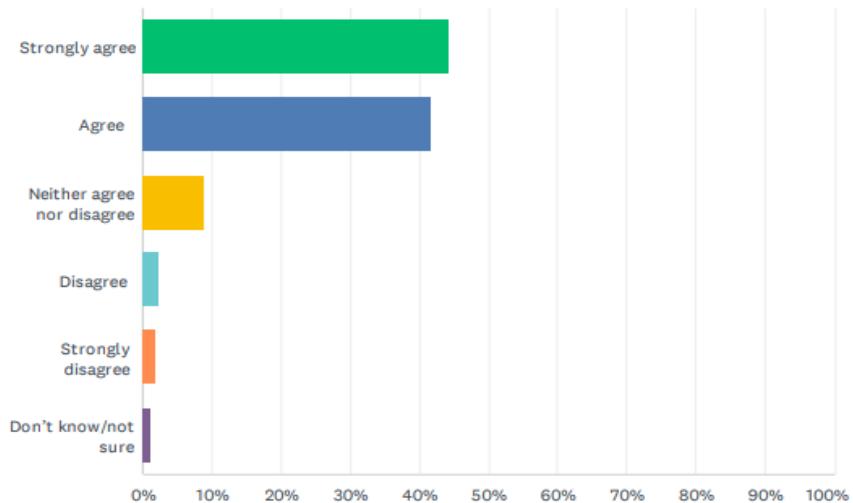
28. Questions 11 to 13 focused on **Priority 3 – Enabling Economic Opportunity**. The survey asked to what extent the respondent agreed with the proposed Priority and Ambitions.

29. 468 respondents answered on the Priority. 467 on the Ambitions. 41.67% agreed with the Priority. 44.23% strongly agreed. 4.06% disagreed. 8.97% were neutral. 1.07% were not sure. 88.22% respondents supported the proposed Ambitions. 4.50% did not. 7.28% were neutral.

The overall sentiment was mixed. Overall, a majority of respondents supported the proposed Priority and Ambitions as illustrated by the below charts:

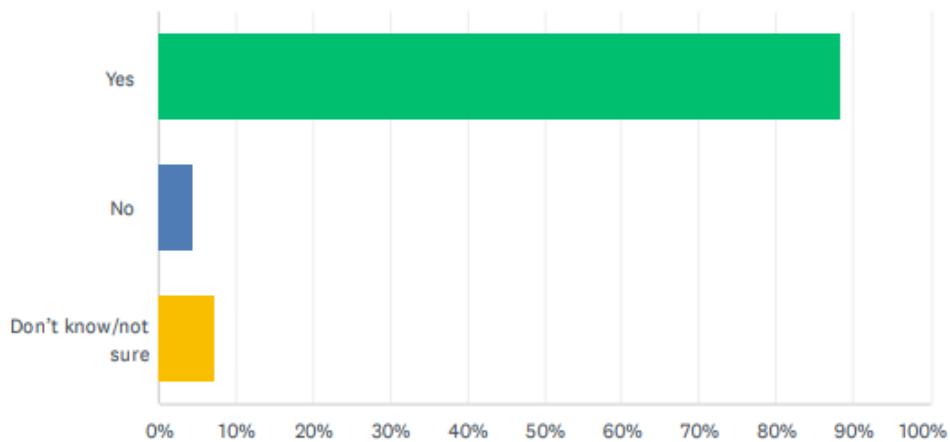
Q11 To what extent do you agree or disagree with this priority?

Answered: 468 Skipped: 119



Q12 Do you support these ambitions?

Answered: 467 Skipped: 120



30. Positive Sentiments:

- Support for the development of a green economy.
- Encouragement for the promotion of local businesses.
- Recognition of the importance of cultural offerings and events.
- Desire for attracting diverse, niche businesses to enhance the town's uniqueness.
- Acknowledgment of the importance of education and training opportunities.

31. Negative Sentiments:

- Concerns about the current state of the town, with mentions of impoverished looks despite initiatives.
- Scepticism about the effectiveness of the proposed plans without transparent reporting.
- Frustration about the lack of infrastructure and public services, especially healthcare and education.
- Opposition to further expansion, with a focus on protecting existing landscapes and countryside.
- Critique of the effectiveness of the local council in achieving goals.

32. Neutral Sentiments:

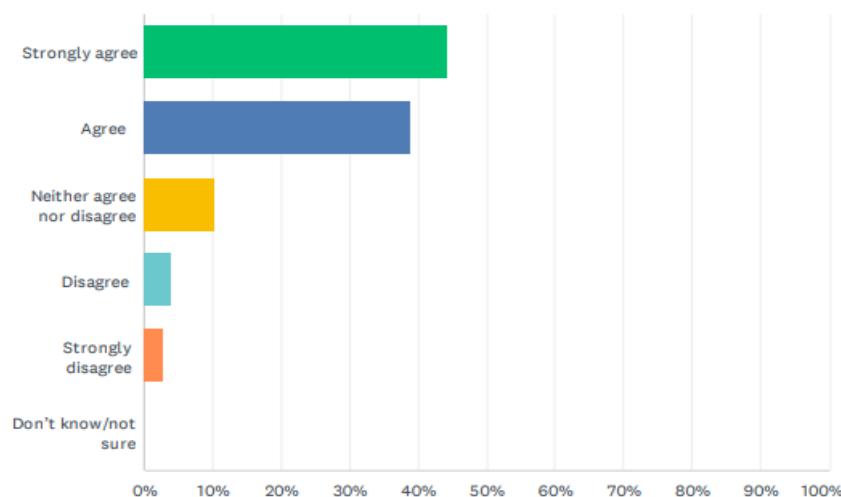
- Calls for more specific targets and measurable outcomes.
- Suggestions for better connectivity and public facilities.
- Questions about the practicality of protecting existing jobs in an evolving technological society.
- Emphasis on the need for careful planning and infrastructure development alongside growth.

33. Questions 14 to 16 focused on **Priority 4 – Housing**. The survey asked to what extent the respondent agreed with the proposed Priority and Ambitions.

34. 462 respondents answered on the Priority. 459 on the Ambitions. 38.74% agreed with the Priority. 44.37% strongly agreed. 6.71% disagreed. 10.17% were neutral. 0% were not sure. 82.35% respondents supported the proposed Ambitions. 8.50% did not. 9.15% were neutral. The overall sentiment was mixed. Overall, a majority of respondents supported the proposed Priority and Ambitions as illustrated by the below charts:

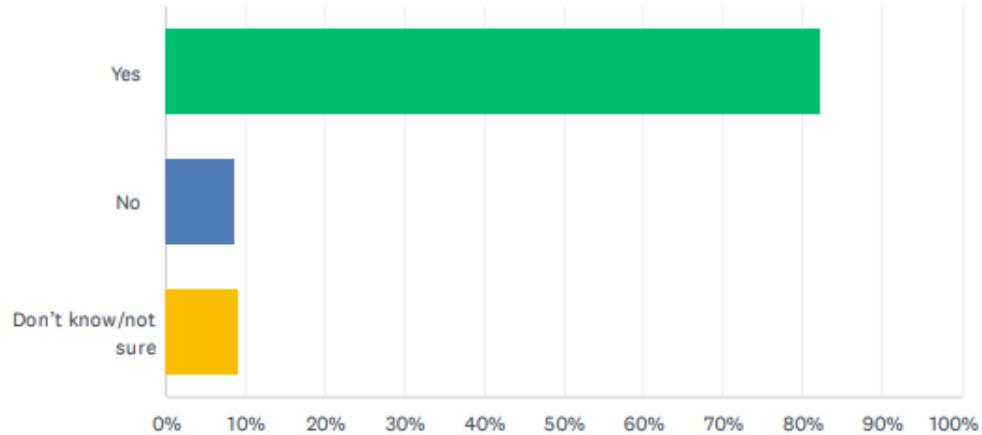
Q14 To what extent do you agree or disagree with this priority?

Answered: 462 Skipped: 125



Q15 Do you support these ambitions?

Answered: 459 Skipped: 128



35. Positive Sentiment:

- Some comments express support for the idea of providing more affordable housing.
- Recognition of the need for energy-efficient and environmentally friendly housing.
- Agreement with the goal of addressing homelessness and improving living conditions.

36. Negative Sentiment:

- Concerns about the impact of new housing on existing infrastructure, including roads, schools, and healthcare services.
- Scepticism about the effectiveness of certain policies or past practices.
- Frustration with the perceived failure of the council to fulfil promises or address issues in a timely manner.
- Opposition to overdevelopment and loss of green spaces.
- Disapproval of the handling of specific housing-related situations, such as the purchase of properties through the Local Authority Housing Fund (LAHF)

37. Neutral Sentiment:

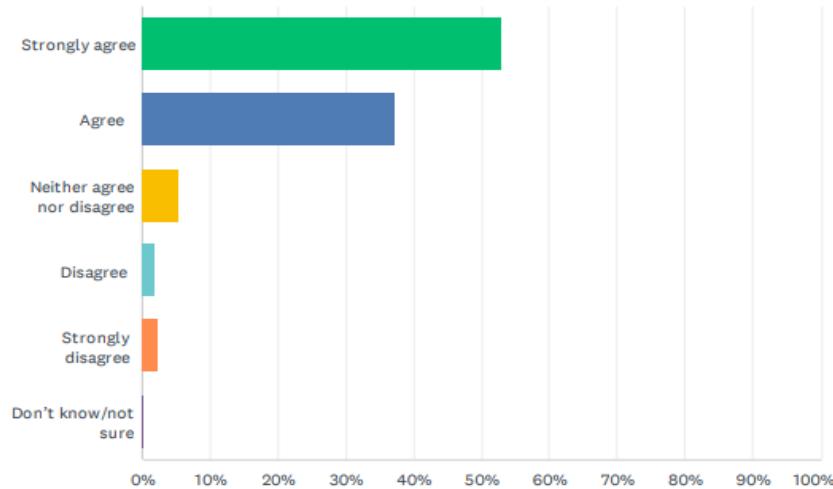
- Requests for more information, details, or clarity on specific plans.

38. Questions 17 to 19 focused on **Priority 5– Effective Council**. The survey asked to what extent the respondent agreed with the proposed Priority and Ambitions.

39. 458 respondents answered on the Priority. 457 on the Ambitions. 37.34% agreed with the Priority. 52.84% strongly agreed. 4.37% disagreed. 5.24% were neutral. 0.22% were not sure. 88.18% respondents supported the proposed Ambitions. 3.94% did not. 7.88% were neutral. The overall sentiment was mixed. Overall, a majority of respondents supported the proposed Priority and Ambitions as illustrated by the below charts:

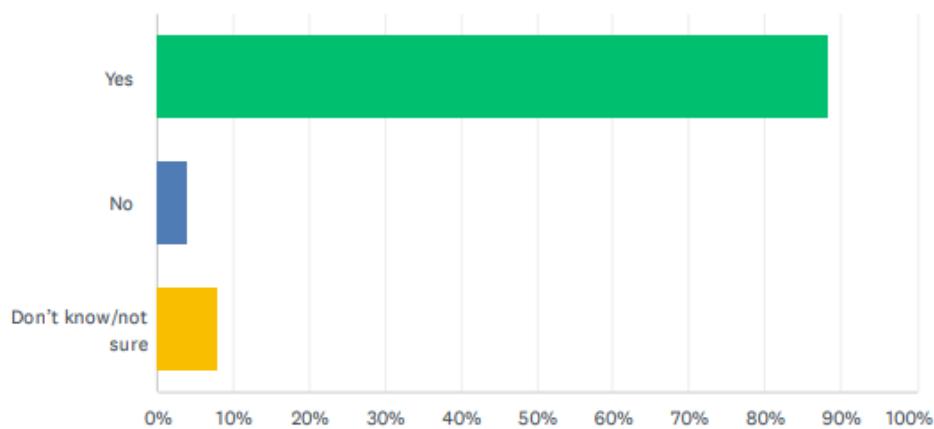
Q17 To what extent do you agree or disagree with this priority?

Answered: 458 Skipped: 129



Q18 Do you support these ambitions?

Answered: 457 Skipped: 130



40. Positive Sentiment:

- Support for the council's Ambitions and objectives.
- Recognition of challenges and the acknowledgment that it is a tough job.
- Appreciation for the effort in articulating lofty ideals.
- Some positive remarks about specific council members.
- Agreement with the need for effective public services.

41. Negative Sentiment:

- Scepticism and doubts about the council's ability to achieve goals.
- Lack of trust in the council's transparency and decision-making.

- Frustration with the council's past performance and track record.
- Complaints about slow response times and difficulty in accessing council members.
- Concerns about financial mismanagement, wasteful spending, and lack of accountability.
- Criticisms of the council's handling of specific issues, such as land development.
- Negative comments about the council's engagement with the community and responsiveness to concerns.

42. Neutral Sentiments:

- Requests for more details, information, or clarification on certain points.
- Suggestions for improvements without explicitly expressing a positive or negative stance.
- Neutral remarks regarding the need for change, fresh blood, or a different approach.

43. Question 20 asked respondents to state which statement they most agreed with on their view of the Priorities and Ambitions as a whole. 440 respondents answered.

- View 1 - I think the Priorities, Ambitions and outcomes that have been identified are an accurate reflection of South Kesteven and will provide a strong foundation for the Council's Corporate Plan – (10.23%)
- View 2 - I think the Priorities, Ambitions and outcomes that have been identified are challenging but believe they can still provide a strong foundation for the Council's Corporate Plan – (41.14%)
- View 3 - I agree with most of the Priorities, Ambitions and outcomes that have been identified, but think there are a few areas where changes are needed. I would like to see these changes made prior to the production of the Council's Corporate Plan – (38.86%)
- View 4 - I don't agree with a lot of the Priorities, Ambitions and outcomes that have been identified, and think there are several areas where changes are required. For this reason, I don't think they provide a strong foundation for the Council's Corporate Plan and should be re-drafted immediately – (9.77%)

44. Question 21 invited respondents to share views on the proposed Plan as a whole. Overall the sentiment of the responses was mixed, leaning towards scepticism, frustration, and concerns about transparency and practicality.

45. Positive Sentiment:

- Recognition of the district's potential and the desire for success in meeting goals.
- Acknowledgment of the district's attractiveness and community spirit.

46. Negative Sentiment:

- Scepticism and doubt regarding the realism and achievability of the presented plan.

- Erosion of trust in politicians and concerns about biased allocation of funds.
- Criticisms of existing traffic systems, road layouts, and public services.
- Frustration with the lack of specifics, measurable targets, and transparency in the plan.
- Complaints about the accessibility of the survey format and the colour scheme.
- Concerns about potential environmental degradation, neglect of certain towns, and poor council performance.

47. Mixed Sentiment:

- Requests for clearer communication, less corporate language, and practical details.
- Questions about the funding sources and practicalities of the presented plan.
- Suggestions for improving public services, infrastructure, and community facilities.
- Calls for community involvement, accountability, and transparency in decision-making.
- Concerns about the lack of face-to-face interviews in the consultation process.
- Requests for economic consultation and engagement with businesses for high economic growth.
- Calls for better communication between the council and the community.

Demographics

48. To see how representative those who responded to this consultation were of the stakeholders asked to participate in this consultation, respondents were asked to supply some demographic information. 436 respondents confirmed they were residents. 0 confirmed they were not residents of South Kesteven. 151 did not respond to this question.

49. 419 respondents confirmed their gender. Of these 239 or 57% were male. 180 or 43% were female. 168 did not respond to this question or preferred not to answer.

50. 415 respondents confirmed their age. 97% of these respondents were aged over 35. 54% of respondents were over 65. 172 did not respond to this question or preferred not to answer.

Conclusions

51. The feedback from this consultation has been extremely constructive. The majority of respondents supported the Priorities and Ambitions in the abstract. This was complicated by mixed public commentary. Respondents were concerned about the practical viability of the proposals, the capacity of the Council to deliver and perceived favouritism of certain geographies over others. The consultation was clear that the Plan will require concrete action plans for delivery, robust, transparent and accountable performance management to ensure public confidence.

52. Negative sentiment was focused on the lack of detail, specific actions and performance measures. This is an unsurprising response. The consultation survey focused on the high-level Priorities and Ambitions, rather than specific actions. This was done for brevity, accessibility and to maintain focus on the strategic over operational matters. The consequence of this approach, however, was a prudent scepticism by the consultation respondents on being surveyed regarding a series of strategic Ambitions. The requested Actions and Performance mechanisms are components of the final Corporate Plan. An action plan developed in response to the feedback raised by this consultation can be found in the appendix to this report.

Appendix - Corporate Plan 2024-27: Action Plan in Response to Public Consultation December 2023

A four-week public consultation on the draft Vision, Mission Statement, Priorities and Ambitions was undertaken 22 November to 19 December 2023. There was a total of 587 responses. The Priorities were supported by 80.86% of respondents (averaged across the five priorities) and the Ambitions by 86.41%. Support for the Priorities and Ambitions in the abstract was complicated by mixed public commentary. Respondents were concerned about the practical viability of the proposals, the capacity of the Council to deliver and perceived favoritism of certain geographies over others. The consultation was clear that the Plan will require concrete action plans for delivery, and robust, transparent and accountable performance management to ensure public confidence.

The below table sets out how the Council plans to respond to and incorporate the key feedback from the consultation.

Action Plan in Response to Public Consultation on the draft Corporate Plan 2024-27		
Key Theme	Consultation Feedback	SKDC Response and Action
Clarity and Measurability	Expressing scepticism about vague promises and a desire for more concrete actions	The consultation was focused on the high-level Priorities and Ambitions. Officers have developed a series of Actions: specific pieces of work that will be undertaken over the next four years. These will be in the final Plan and assessed by a suite of Key Performance Indicators (KPIs). These KPIs will be presented to the Overview & Scrutiny Committees quarterly. Progress towards the Plan's Vision will be monitored by the Strategic Socio-Economic Indicators (SSEIs). These will be reported in the annual State of the District report.
	Emphasize the need for measurable goals and targets.	
Economic Development Focus	Propose a more focused approach on economic development as a key priority	The final plan will include a series of specific actions that officers will undertake to deliver on the Economic Priority. A new Economic Development Strategy & Action Plan is in development. This strategy will be the services response to the Ambitions of the Corporate Plan and will be presented to the Members for scrutiny in February 2024.
	Request clear measures of success and publicly available targets to enhance accountability in economic development initiatives.	

Key Theme	Consultation Feedback	SKDC Response and Action
Environmental Sustainability	Clearly communicate plans to fulfil the commitment to environmental sustainability.	The final plan will include a series of specific actions that officers will undertake to deliver on the Environment Priority. The Climate Change Action Strategy was adopted in 2023. An action plan to deliver on the contents of that document and the Ambitions of the Corporate Plan will be brought forward in 2024.
Equitable Resource Distribution	Suggestions to explicitly state that services and benefits are intended for all residents, irrespective of geographic location.	Corporate Policy Officer to review the language and content of the draft Plan to ensure that it is explicitly stated that this is a Plan for all residents.
Transparency and Accountability	Advocate for transparent systems for measuring and reporting progress on outlined priorities and ambitions.	<p>Key Performance Indicators (KPIs) will monitor the delivery of the Corporate Plan Actions and the overall performance of the Council. Each KPI is SMART (Specific, Measurable, Attainable, Relevant & Timely) and agreed via the Overview & Scrutiny Committees (OSCs) to which quarterly reports will be presented. The OSCs are open to the public and can be viewed live or rewatched on the Councils website.</p> <p>The Strategic Socio-Economic Indicators (SSEIs) will monitor the progress towards the fulfilment of the Council's Vision, 2034 Outcomes, and the overall performance of the district. This is reported in the annual State of the District report, a public facing document.</p> <p>Corporate Policy Officer to include a Performance Management section in the Corporate Plan.</p>

Key Theme	Consultation Feedback	SKDC Response and Action
Council Communication Improvement	Advocate for simpler and more accessible communication from the council, avoiding unnecessary jargon.	Corporate Policy Officer to review the language of draft Plan for tone. Overly corporate language to be rephrased and jargon removed.
Sustainability and Growth Alignment	Assess whether the growth plans align with existing infrastructure and are sustainable.	Corporate Policy Officer to be clear in the Plan that growth will be sustainable and align with needs and character of the district. A review of the Local Plan is underway and will be included as an action in the final Plan.
Financial Transparency	Advocate for clearer communication of the financial plans for achieving the outlined priorities.	Corporate Policy Officer to include a Finance section of the Corporate Plan. The Corporate Plan has been developed concurrently with the Budget proposals for 2024/25 and the Medium-Term Financial Plan.
	Provide practical explanations of how the council intends to fund and execute proposed initiatives.	
Revisiting Priorities	Clarify the perceived importance of each priority.	The priorities are numbered for ease of reference. The ordering does not denote an internal hierarchy of importance. Successful delivery of all five Priorities is essential to the achieving the Vision of the Plan.
Action-Oriented Language	Recommendations to use action-oriented language, such as "aims to be" instead of "is."	Corporate Policy Officer to review the wording of the Mission Statement and the draft Plan as a whole and modify as necessary in accordance with consultation feedback.

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Equality Impact Assessment

Question	Response
1. Name of policy/funding activity/event being assessed	Corporate Plan 2024-27
2. Summary of aims and objectives of the policy/funding activity/event	<p>The Corporate Plan is the Council's headline strategy. It establishes the Council's vision, purpose and strategic priorities for the next four years. Through the Golden Thread, all other strategies, policies and projects will be in service ultimately to delivering the contents of the Corporate Plan.</p> <p>The Plan is a response to main challenges facing the district, ensuring that the Council, either directly or in partnership with others, uses its resources to define and deliver the priorities and services needed by the communities of South Kesteven to enhance the wellbeing of our residents, deliver good governance enable the district to flourish.</p>
3. Who is affected by the policy/funding activity/event?	The Corporate Plan is a plan for the whole district, rather than a specific group. All residents will be affected.
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>The Vision, Mission Statement, Priorities and Ambitions of the Corporate Plan were developed in close collaboration with the Corporate Management Team (CMT) and Cabinet. A Cabinet/CMT away day in September 2023 produced the first draft of the emerging key elements of the Plan.</p> <p>Three all Member workshops took place in October 2023. A SWOT analysis was shared for the Members to input on to the developing Vision, Mission Statement, Priorities and Ambitions of the Plan. The elements were refined in accordance with Member feedback.</p> <p>The resulting draft Vision, Mission Statement, Priorities and Ambitions were the subject of a weeklong Member consultation from 10/11/2023 – 17/11/2023. The Priorities were supported by 84% of respondents (averaged across the five priorities) and the Ambitions by 90.67%.</p> <p>A subsequent four-week public consultation on the draft Vision, Mission Statement, Priorities and Ambitions was undertaken 22/11/2023 – 19/12/2023. There was a total of 587 responses. The Priorities were supported by 80.86% of respondents (averaged across the five priorities) and the Ambitions by 86.41%. Support for the Priorities and Ambitions in the abstract was complicated by mixed public</p>



	<p>commentary. Respondents were concerned about the practical viability of the proposals, the capacity of the Council to deliver and perceived favouritism of certain geographies over others.. The consultation was clear that the Plan will require concrete action plans for delivery, and robust, transparent and accountable performance management to ensure public confidence. These elements are in place.</p> <p>The Corporate Plan proposals were presented to Youth Council on 14/11/2023. The Youth councillors were invited to participate in the public consultation. The response from the Youth representatives was supportive of the Corporate Plan.</p> <p>The proposed Vision, Mission Statement, Priorities and Ambitions were presented to and discussed by People Panel on 11/12/2023 to obtain the views of SKDC Staff. All proposals were universally supported by the Panel.</p>
5. What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?	<p>There are two suites of performance indicators to support the Corporate Plan.</p> <p>The Key Performance Indicators (KPIs) will track the delivery of the Corporate Plan Actions and the overall performance of the Council. Each KPI is SMART (Specific, Measurable, Attainable, Relevant & Timely) and agreed via the scrutiny committees to which quarterly reports will be presented. The selected metrics will be wholly within the Council's control and will offer accountability and stimulate continuous improvement. The suite will be reviewed annually.</p> <p>The Strategic Socio-Economic Indicators (SSEIs) will track the progress towards the fulfilment of the Council's Vision, 2034 Outcomes, and the overall performance of the district. Each SSEI is benchmarkable against other local authorities and will be reported in the annual State of the District (SOTD). The SSEIs provide the evidence base of the Corporate Plan, underpinning the district SWOT analysis which has informed the Council's Priorities and Ambitions. The Council has only very limited influence over the SSEIs. Reporting will evidence whether the district is on the right trajectory and provide insight into the Council's operating environment, enable</p>



the identification of challenges and shape the service response.

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	Potential Positive Impacts	The Corporate Plan is a strategic level document that sets the overall direction for the Council, it does not of itself provide specific services or projects but exists for the benefit of all residents within South Kesteven. As such it does not create any barriers to any of the groups listed and accordingly a single response is provided.	N/A
Disability		The Mission Statement is clear that the purpose of the Council is to deliver 'effective, efficient and equitable public services' for the benefit of all communities. The Plan is grounded in three Foundations: Financial Sustainability, Performance Management and Values & Equalities. The latter being the ethos that will inform delivery.	
Gender Reassignment		The Council's five priorities and the underpinning ambitions, all seek to promote equality and opportunity for all residents. Key Priorities are:	
Marriage and Civil Partnership		<ul style="list-style-type: none">• Connecting Communities - To enhance the strength, wellbeing, security and capacity of all our communities for a thriving and cohesive society that all our residents are proud to belong to.	
Pregnancy and Maternity		<ul style="list-style-type: none">• Sustainable South Kesteven - To meet the challenge of climate change and ensure a clean, green and healthy natural and built environment for present and future generations.	
Race		<ul style="list-style-type: none">• Enabling Economic Opportunity - To enable and support a dynamic, resilient, and growing local economy, which benefits all our communities.	
Religion or Belief		<ul style="list-style-type: none">• Housing - To ensure that all residents can access housing that is safe, good quality, sustainable and suitable for their needs.	
Sex			
Sexual Orientation			
Other Factors requiring consideration			
Socio-Economic Impacts			
Carers (those who provide unpaid care to a family member, friend or partner)			



		<ul style="list-style-type: none">• Effective Council - To deliver trusted, high quality and value-for-money services that fulfil the needs and expectations of all our residents. <p>Working to deliver these priorities will improve the lives of all residents. As a Plan for the whole district, this document has been pitched at the level of all residents to ensure strategic focus. It is recognized that there is great diversity and multiplicity in the District. Differing communities have different needs and there is no 'one size fits all' policy programme. The needs of different groups will be considered and met in the programme of policies, strategies, action plans and projects that sit below the Corporate Plan. Each of these documents is subject to the EIA process and will, therefore, be put through individual assessment where applicable.</p> <p>The Corporate Plan is fully grounded in evidence. The priorities were developed from a thorough review of all available evidence. Sources include the State of the District 2023: a comprehensive description of the society and economic performance of the district of South Kesteven, and the Strategic Socio-Economic Indicators (SSEIs) suite. The SSEIs include demographics, affluence & deprivation, health & wellbeing, crime, economic outcomes, housing, the environment and finance. Each indicator is benchmarked against local authorities in England. These indicators informed the District SWOT which shaped the development of the Priorities and Ambitions.</p>	
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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.

Zero potential negative impacts have been identified as outlined in the above section.

Group/Organisation	Date	Response
N/A	N/A	N/A
N/A	N/A	N/A



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
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A

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?	The Corporate Plan is a strategic level document that sets the overall direction for the Council, it does not of itself provide specific services or projects. Projects, policy and functions that emerge to deliver the Priorities and Ambitions of the Corporate Plan will be assessed on an individual basis.	
Final Decision	Tick	Include any explanation/justification required
1. No barriers identified, therefore activity will proceed	X	The Corporate Plan is a strategic level document that sets the overall direction for the Council, it does not of itself provide specific services or projects. Projects, policy and functions that emerge to deliver the Priorities and Ambitions of the Corporate Plan will be assessed on an individual basis.
2. Stop the policy or practice because the data shows bias towards one or more groups		
3. Adapt or change the policy in a way that will eliminate the bias		
4. Barriers and impact identified , however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to proceed with caution with this policy or practice		



knowing that it may favour some people less than others, providing justification for this decision		
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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	Charles James, Corporate Policy Officer
Officer Responsible for implementing the policy/function etc	The Corporate Plan is a strategic level document that sets the overall direction for the Council. Through the Golden Thread, all officers are responsible for working towards the Vision, Priorities and 2034 Outcomes of the Plan.
Date Completed	20/12/2023
Line Manager	Debbie Roberts, Head of Service (Corporate Projects, Performance and Climate Change)
Date Agreed (by line manager)	21/12/23
Date of Review (if required)	2027

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

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



SOUTH
KESTEVEN
DISTRICT
COUNCIL



Cabinet

18 January 2024

Report of Councillor Ashley Baxter
Deputy Leader of the Council

Fees and Charges Proposals 2024/25

Report Author

Richard Wyles, Deputy Chief Executive and s151 Officer

Richard.wyles@southkesteven.gov.uk

Purpose of Report

To set out the proposed fees and charges to be introduced for the financial year 2024/25.

Recommendations

Cabinet is asked to:

1. recommend to Council the following fees and charges proposals for the financial year 2024/25:
 - a) Green waste bin annual collection charges:
 - increase of £2 on the first bin to £51
 - increase of £15 on all subsequent bins to £42
 - b) Increase of discretionary fees and charges as set out in Table 8.
2. approve the drafting of the 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 to incorporate the following recommended changes:

- **Stamford:**
 - **New tariff structure Monday to Saturday 8am-6pm**
 - **£3 charge for evenings (long stay car parks only)**
 - **£3 maximum charge for Sundays and Bank Holidays**
- **Grantham**
 - **New tariff structure Monday to Saturday 7am – 7pm**
 - **1 hour free parking at all car parks (except Wharf Road car park)**
 - **2 hours free parking at Wharf Road car park**
 - **£2 charge for evenings**
 - **£3 charge for Sundays and Bank Holiday**
 - **the reclassification of Conduit Lane car park to a short stay car park**

3. consider the proposal from the Finance and Economic Overview and Scrutiny Committee to introduce 2 hours free parking on Saturdays for Conduit Lane Grantham and Guildhall Street Grantham
4. instruct officers to draft the appropriate order, consultation and advertising for the Notice of Variation to formally vary the South Kesteven District Council (Off-Street Parking Places) (Civil Enforcement Order) 2023.
5. agree to receive a further report summarising any consultation feedback received during the statutory period.

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 Wards

1. Implications

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

Finance and Procurement

- 1.1 The financial implications of the proposals set out in the report are not incorporated into the draft budget for 2024/25 as the new tariffs are subject to further consultation and consideration before they can be approved.

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

Legal and Governance

- 1.2 Any legal implications associated with this report are referenced in the body of the report.

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

2. Background

FEES AND CHARGES

- 2.1 Fees and charges are a key element of the Council funding which raise approximately £8m towards the costs of delivery for specific services. In order to ensure a consistent and transparent approach to fee setting, a fees and charges policy has been approved by Council. The policy introduces a set of principles which have been applied to fees and charges setting.
- 2.2 The Council provides a wide range of services for which it is able to make a charge – either under statutory powers (set by the Government) or discretionary (set by the Council). Further definitions of the two main categories of charge are detailed below:

Regulatory – the majority of charges are set nationally and local authorities have little or no opportunity to control them. The income received from these charges is important as it contributes to the overall financial position of the Authority. However, income cannot be assumed to increase in line with other fees and charges set by the Council.

Discretionary Charges – By definition, these are charges for which local authorities can make independent decisions about tariffs. When setting these fees and charges, the Council's approach should be clear and in line with the corporate priorities.

Fees and Charges Proposals 2024/25

This report is split into three distinct areas:

- Pay and display car parking
- Green waste
- General Fees & Charges

Pay and Display Car Parking

On 28 November 2023, Finance and Economic Overview and Scrutiny Committee (OSC) considered a range of scenarios relating to the charges for the Council operated car parks at Grantham and Stamford.

The objectives of the review were to:

- Meet the needs of the different users specifically shoppers, visitors, commuters, businesses and residents
- Stimulate usage and demand across the car parks
- Simplify the tariff structures across all car parks
- Provide a blend of short and long term parking options in the towns

The Committee was presented with different scenarios for each of the towns of Grantham and Stamford and debated these before making the following recommendation:

Stamford:

New tariffs Monday to Saturday 8am-6pm, £3 charge for evenings (long stay only) and a maximum £3 charge for Sundays and Bank Holidays.

Table 1 – Stamford Proposal

Heading	Proposal
Charging Period	Tariff charges 8am- 6pm Monday to Saturday After 6pm, Sundays and Bank Holidays maximum £3 charge
Evening Charging (Long stay car parks only)	Yes

Sunday and Bank Holiday charging	Yes
Short Stay Car Parks Stamford	Bath Row St Leonard's Street Scotgate North Street
Long Stay Car Parks – Stamford	Wharf Road Cattlemarket
Season tickets at long stay car parks only	Yes

Table 2 - Proposed new Pay and Display Tariffs

Detail	£
CAR PARKS - STAMFORD	
Charges are applicable 8am - 6pm, Monday to Saturday unless otherwise stated	
SHORT STAY	
0-1 hours	1.50
1-2 hours	2.50
2-4 hours	4.50
over 4 hours	8.00
LONG STAY	
0-2 hours	3.00
2-4 hours	4.00
over 4 hours	5.00
EVENING CHARGES (Long Stay car parks only)	
6pm - 8am	3.00
SUNDAY AND BANK HOLIDAY CHARGES	3.00
The above tariffs will apply for each car park, up to a maximum of £3.00	

Table 3 - Proposed new Season Ticket Charges

Detail	£
Stamford	
LONG STAY SEASON TICKETS	
(Monday to Friday)	
Per Week	20.00
Per Month	65.00
Per quarter	170.00
LONG STAY SEASON TICKETS	
Per Week (7 days)	28.00
Per Month	94.50
Per quarter	227.50

Grantham:

New tariffs Monday to Saturday 7am – 7pm, 1 hour free parking, £2 charge for evenings and a maximum £3 charge for Sundays and Bank Holidays.

Table 4 – Grantham Proposals

Heading	Proposal
Charging Period	Tariff charges 7am – 7pm Monday to Saturday After 7pm £2 flat charge, Sundays and Bank Holidays maximum £3 charge
Evening Charging	Yes
Sunday and Bank Holiday charging	Yes
Short Stay Car Parks – Grantham	Wharf Road (multi storey) Guildhall Street Watergate Conduit Lane
Long Stay Car Parks – Grantham	Welham Street (multi storey)
Season tickets at long stay car parks only	Y

Free Parking 1 hour in all Grantham car parks only, with an additional hour in Wharf Road multi storey	Y
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Table 5 - Proposed new Pay and Display Tariffs

Detail	£
CAR PARKS - GRANTHAM	
Charges are applicable 7am -7pm, Monday - Saturday unless otherwise stated	
SHORT STAY (EXCEPT WHARF ROAD & WELHAM STREET)	
Up to 1 hour	Free of Charge
1-2 hours	2.00
2-4 hours	2.50
Over 4 hours	7.00
SHORT STAY Wharf Road Grantham	
Up to 2 hours	Free of Charge
2-4 hours	2.50
Over 4 hours	5.00
LEISURE TARIFF - Welham Street	
Up to 1 hour	Free of Charge
1-3 hours	1.50
3-4 hours	1.90
over 4 hours	5.00
EVENING CHARGES	
7pm - 7am	2.00
SUNDAY AND BANK HOLIDAY CHARGES	
The above tariffs will apply for each car park, up to a maximum of £3.00	3.00

Table 6 - Proposed new Season Ticket Charges

Detail	£
Grantham	

LONG STAY SEASON TICKETS	
(Monday to Friday)	
Per Week	20.00
Per Month	65.00
Per quarter	170.00
 LONG STAY SEASON TICKETS	
Per Week (7 days)	28.00
Per Month	94.50
Per quarter	227.50

A further recommendation from the Leisure and Economic OSC is to introduce 2 hours free parking on Saturdays for Conduit Lane and Guildhall Street in order to stimulate and encourage shoppers to visit the Saturday Street Market. Initial modelling would suggest that this would be an income loss of £10k per annum based on current usage numbers. Cabinet is asked to consider this request as part of their proposals.

The proposed changes to car park utilisation and performance will be reviewed following their implementation in order to assess their impact and to ensure the stated objectives have been met.

Amendments to the Car Parking Order – legislative procedure

This amendment to the Car Parking Order needs to be done by way of modification Order – this has the effect to modify/amend the original Order. The legislative procedure for this is as follows:

- Draft Order
- Commence Statutory Consultation in accordance with Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996.
- Consult with Lincolnshire County Council (LCC) for formal approval of the order - (Please note that the Order cannot proceed without formal LCC approval as they are statutory consultees).
- Allow 3-4 for consultees to respond for consultation

Assuming there are no objections from the above;

- Engross Order
- Publish Notice of proposals in local press
- Send Notice to all consultees
- Erect site Notices
- Serve Notices on premises occupied by persons affected by provisions
- Place details on website
- Place documents on deposit at Council Receptions for public inspection (for 28 days)

- Allow 28 days for objections (minimum of 21 days)

Assuming no unresolved or valid objections – Make the Order

- Publish Notice of making in local press that order will take effect on (as soon as ready following confirmation of Order)
- Notify any objectors that the order has been made and the reasons why
- Erect Notices on site
- Place details on website
- Place copy of “Notice of Making” on deposit in council locations (leave in place for 6 weeks)

If any objections are made during the statutory periods as set out above, the authority will need to give consideration to any objections received and provide appropriate responses. It is anticipated that if any objections are received, a report would be reviewed by the April meeting of Cabinet prior to final proposals being presented to the July meeting of Full Council for approval and implementation.

Green Waste Annual Collection Charges

The Council provides a discretionary green waste garden collection service. The current charges and proposed increased charges to take effect from 1 April are shown in Table 7:

Table 7 – Green Waste Charges

Description of Charge	2023/23 Charge	2024/25 Proposed Charge from 1 April 2024
Delivery of Green Bin (or bins to same address)	£10	£12
Provision of Green Bin (all new or additional bins)	£26	£28
Annual Collection Charge (first bin)	£49	£51
Annual Collection Charge (each subsequent bin)	£27	£42

This is in response to ongoing service cost increases relating to vehicle, operational and staffing costs in providing this discretionary service. However the charge still remains low when compared to neighbouring authorities.

The majority of the discretionary fee increases are in line with the directly related costs associated with delivering the service and therefore increases have been applied as shown in the table below. However it is noted that there is no proposed increase to the market service in order to encourage trader numbers to increase particularly at Grantham and Bourne.

Table 8

QUADRANT (as per the Policy)	HEADING	PROPOSAL FOR 2024/25	INCORPORATION OF POLICY PRINCIPLES
Discretionary	Arts centres	5% (rounded up to £1)	Subsidised
	Bus stations	3% (rounded up to 10p)	Subsidised
	Markets	0%	Subsidised
	Outdoor recreation	Up to 10%	Subsidised
	Planning, pre-planning and street naming and numbering charges set locally	Up to 11%	Cost Recovery
	Provision of new or replacement bins	8%	Cost Recovery
	Bingo premises, betting premises etc	Up to 7%	Cost Recovery
	Building Control charges	Up to 14%	Cost Recovery
	Cemetery charges	6.7%	Cost Recovery
	Fees for scrap metal dealers, tattooing, acupuncture, control of dogs, caravan parks etc	Cost recovery analysis undertaken	Cost Recovery
	Hackney Carriage, Animal licenses and sex establishments etc	Cost recovery analysis undertaken	Cost Recovery
	Houses of Multiple occupancy, Immigration inspections, contaminated land enquiries & Sampling of water supplies	Cost recovery analysis undertaken	Cost Recovery
	Planning fees set by Government (from 6 December 2023)	25-30%	Cost Recovery
Specialism	Community rooms & guest rooms	6.7%	Cost Recovery
	Domestic refuse collection e.g. bulky waste	Up to 23%	Cost Recovery
	Hygiene food safety, packs and energy efficiency standards	Cost recovery analysis undertaken	Cost Recovery

Details of the proposed fees and charges for 2024/25 are shown in Appendix A.

3. Reasons for the Recommendations

3.1 Fees and charges are an integral part of the budget setting process.

4. Appendices

- 4.1 Appendix A – Car Parking Fees & Charges
- Appendix B – Fees and Charges

5. Other Options Considered

- 5.1 To not recommend fees and charges to Full Council.

Appendix A(i)

	Detail	Effective Date	2023/24 £	2024/25 £
CAR PARKS - GRANTHAM				
Charges are applicable 7am -7pm, Monday - Saturday unless otherwise stated				
1	SHORT STAY (EXCEPT WHARF ROAD & WELHAM STREET)			
	Up to 30 mins	01/04/22	0.90	N/A
	Up to 1 hour	01/04/22	1.20	N/A
	Up to 2 hours	01/04/22	1.90	N/A
	Up to 3 hours	01/04/22	2.50	N/A
	Up to 4 hours	01/04/22	4.10	N/A
	Over 4 hours	01/04/22	5.30	N/A
1a	SHORT STAY (EXCEPT WHARF ROAD & WELHAM STREET)			
	Up to 1 hour	01/04/24	N/A	Free of Charge
	1-2 hours	01/04/24	N/A	2.00
	2-4 hours	01/04/24	N/A	2.50
	Over 4 hours	01/04/24	N/A	7.00
2	SHORT STAY Wharf Road Grantham			
	Up to 30 mins	01/04/22	0.90	N/A
	Up to 1 hour	01/04/22	1.20	N/A
	Up to 2 hours	01/04/22	1.90	N/A
	Up to 3 hours	01/04/22	2.50	N/A
	Up to 4 hours	01/04/22	8.00	N/A
	Over 4 hours	01/04/22	10.40	N/A
2a	SHORT STAY Wharf Road Grantham			
	Up to 2 hours	01/04/24	N/A	Free of Charge
	2-4 hours	01/04/24	N/A	2.50
	Over 4 hours	01/04/24	N/A	5.00
3	LONG STAY (EXCEPT WELHAM STREET)*			
	Up to 3 hours	01/04/22	2.50	N/A
	Up to 4 hours	01/04/22	3.40	N/A
	All day	01/04/22	4.10	N/A
4	LEISURE TARIFF - Welham Street			
	Up to 3 hours	01/04/22	1.20	N/A
	Up to 4 hours	01/04/22	1.70	N/A
	Up to 6 hours	01/04/22	3.20	N/A
	Over 6 hours	01/04/22	10.40	N/A
4a	LEISURE TARIFF - Welham Street			
	Up to 1 hour	01/04/24	N/A	Free of Charge
	1-3 hours	01/04/24	N/A	1.50
	3-4 hours	01/04/24	N/A	1.90
	over 4 hours	01/04/24	N/A	5.00
5	EVENING CHARGES			
	7pm - 7am	01/04/24	N/A	2.00
6	SUNDAY AND BANK HOLIDAY CHARGES			
	The above tariffs will apply for each car park, up to a maximum of £3.00	01/04/24	N/A	3.00
7	LONG STAY SEASON TICKETS (Monday to Friday)			
	Per Week	01/04/24	N/A	20.00
	Per Month	01/04/24	N/A	65.00
	Per quarter	01/04/22	135.00	170.00
8	LONG STAY SEASON TICKETS			
	Per Week (7 days)	01/04/24	N/A	28.00
	Per Month	01/04/24	N/A	94.50
	Per quarter	01/04/22	160.00	227.50
9	PENALTY CHARGE NOTICES			
	Failure to display	01/04/13	70.00	70.00
	Fine after discount for Payment in 14 days	01/04/13	35.00	35.00
	Parking for longer etc	01/04/13	50.00	50.00
	Fine after discount for Payment in 14 days	01/04/13	25.00	25.00

* Conduit Lane redesigned as a short stay car park

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Appendix A(ii)

	Detail	Effective Date	2023/24 £	2024/25 £
CAR PARKS - STAMFORD				
Charges are applicable 8am - 6pm, Monday to Saturday unless otherwise stated				
1	SHORT STAY			
	Up to 30 mins	01/04/22	1.00	N/A
	Up to 1 hour	01/04/22	1.30	N/A
	Up to 2 hours	01/04/22	2.00	N/A
	Up to 3 hours	01/04/22	2.60	N/A
	Up to 4 hours	01/04/22	4.20	N/A
	Over 4 hours	01/04/22	5.40	N/A
1a	SHORT STAY			
	0-1 hours	01/04/24	N/A	1.50
	1-2 hours	01/04/24	N/A	2.50
	2-4 hours	01/04/24	N/A	4.50
	over 4 hours	01/04/24	N/A	8.00
2	LONG STAY			
	Up to 3 hours	01/04/22	2.60	N/A
	Up to 4 hours	01/04/22	3.50	N/A
	All day	01/04/22	4.20	N/A
2a	LONG STAY			
	0-2 hours	01/04/24	N/A	3.00
	2-4 hours	01/04/24	N/A	4.00
	over 4 hours	01/04/24	N/A	5.00
3	EVENING CHARGES (Long Stay car parks only)			
	6pm - 8am	01/04/24	N/A	3.00
4	SUNDAY AND BANK HOLIDAY CHARGES	01/04/24	N/A	3.00
	The above tariffs will apply for each car park, up to a maximum of £3.00			
5	LONG STAY SEASON TICKETS (Monday to Friday)			
	Per Week	01/04/24	N/A	20.00
	Per Month	01/04/24	N/A	65.00
	Per quarter	01/04/22	140.00	170.00
6	LONG STAY SEASON TICKETS			
	Per Week (7 days)	01/04/24	N/A	28.00
	Per Month	01/04/24	N/A	94.50
	Per quarter	01/04/22	165.00	227.50
7	PENALTY CHARGE NOTICES			
	Failure to display	01/04/13	70.00	70.00
	Fine after discount for Payment in 14 days	01/04/13	35.00	35.00
	Parking for longer etc	01/04/13	50.00	50.00
	Fine after discount for Payment in 14 days	01/04/13	25.00	25.00

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Appendix A

**PROPOSED
FEES & CHARGES
2024/25**

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	STAGED PERFORMANCES The theatres and ballrooms are available for hire for theatrical productions, concerts, lectures, demonstrations, films and other performing arts events. Prices are below:				
1	Guildhall Arts Centre, Grantham				
	Theatre Hire				
	Performances - Commercial	01/04/2024	400.00	430.00	Exempt
	Performances - Commercial weekend	01/04/2024	400.00	450.00	Exempt
	Performances - Non Profit making	01/04/2024	360.00	400.00	Exempt
	Run of Performances				
	First Performance	01/04/2024	360.00	380.00	Exempt
	Ongoing performances	01/04/2024	330.00	340.00	Exempt
	Dress or technical rehearsals	01/04/2024	250.00	260.00	Exempt
	Rehearsals/get in	01/04/2024	160.00	180.00	Exempt
	Lecture/demonstrations (Per Lecture, Daytime)	01/04/2024	120.00	140.00	Exempt
	Lecture/demonstrations (Per Lecture, Evening)	01/04/2024	240.00	260.00	Exempt
	Set up charge/technical support (max. 6 hours)	01/04/2024	160.00	180.00	Exempt
2	Stamford Arts Centre				
	Theatre Hire				
	Performances - Commercial	01/04/2024	400.00	430.00	Exempt
	Performances - Commercial weekend	01/04/2024	400.00	450.00	Exempt
	Performances - Non Profit making	01/04/2024	360.00	400.00	Exempt
	Run of Performances				
	First Performance	01/04/2024	360.00	380.00	Exempt
	Ongoing performances	01/04/2023	340.00	340.00	Exempt
	Dress or technical rehearsals	01/04/2024	250.00	260.00	Exempt
	Rehearsals/get in	01/04/2024	160.00	180.00	Exempt
	Lecture/demonstrations (Per Lecture, Daytime)	01/04/2024	120.00	140.00	Exempt
	Lecture/demonstrations (Per Lecture, Evening)	01/04/2024	240.00	260.00	Exempt
	Set up charge/technical support (max. 6 hours)	01/04/2024	160.00	180.00	Exempt
	Film Hire	01/04/2024	250.00	280.00	exempt
3	Bourne Corn Exchange				
	Theatre Hire - Main Hall				
	Performances - Commercial, if tickets sold by venue*	01/04/2024	175.00	240.00	Exempt
	Performances - Commercial, if selling own tickets	01/04/2024	200.00	280.00	Exempt
	Performances - Non Profit making	01/04/2024	150.00	220.00	Exempt
	Additional performances of same show (access from 5pm)	01/04/2024	N/A	210.00	Exempt
	Dress/Tech Rehearsals (max 8 hours)	01/04/2024	130.00	160.00	Exempt
	Rehearsals (max 8 hours)	01/04/2024	95.00	140.00	Exempt
	Set up charge/technical support (max. 8 hours)	01/04/2024	150.00	170.00	Exempt
	Performers Rights Society charges may be applicable in addition to the above rates				
	Hire conditions are available giving details of equipment and support offered; quotations provided on request.				
	* Commission is applicable				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
WEDDING RECEPTIONS, PARTIES AND OTHER ROOM HIRE					
All three venues are available for wedding parties and similar functions. Packages are available to include provision of bars and catering. Prices are below.					
4	Guildhall Arts Centre, Grantham				
	Casually let rooms (per hour)				
	Ballroom				
	Ballroom - hourly day rate up to 6pm	01/04/2024	42.00	45.00	Exempt
	Ballroom full day 9am - 5pm rate:	01/04/2024	N/A	325.00	Exempt
	Ballroom Half Day (9-1 / 1-5)	01/04/2024	N/A	170.00	Exempt
	Ballroom - hourly evening rate 6 to 11pm - meetings & wc	01/04/2024	45.00	48.00	Exempt
	Ballroom - whole evening 6 to 11.30pm parties	01/04/2024	380.00	400.00	Exempt
	Ballroom - whole evening 6 to 11.30pm concerts	01/04/2024	290.00	310.00	Exempt
	Ballroom - (9am-11.30pm) Wedding rate	01/04/2024	550.00	600.00	Exempt
	Ballroom - (all day) Wedding rate including setting up charge previous evening	01/04/2023	890.00	N/A	Exempt
	Use of ballroom kitchen per day	01/04/2024	80.00	85.00	Exempt
	Meeting rooms				
	Newton room hourly rate	01/04/2024	33.00	36.00	Exempt
	Newton Room Half Day Rate (9am-1pm/1pm-5pm)	01/04/2024	118.00	135.00	Exempt
	Newton Room Full Day Rate (9am-5pm)	01/04/2024	224.00	260.00	Exempt
	Studio 4	01/04/2024	18.00	20.00	Exempt
	Studio 4 - Day offer 9am-5pm	01/04/2024	N/A	145.00	Exempt
	Studio 4 - Half Day offer 9am-1pm / 1pm-5pm	01/04/2024	N/A	75.00	Exempt
	Studio 1	01/04/2024	25.00	26.00	Exempt
	Studio 1 - Day offer 9am-5pm	01/04/2024	N/A	190.00	Exempt
	Studio 1 - Half Day offer 9am-1pm / 1pm-5pm	01/04/2024	N/A	100.00	Exempt
	Studio 2	01/04/2024	13.00	14.00	Exempt
	Studio 2 - Day offer 9am-5pm	01/04/2024	N/A	100.00	Exempt
	Studio 2 - Half Day offer 9am-1pm / 1pm-5pm	01/04/2024	N/A	51.00	Exempt
5	Bourne Corn Exchange				
	<u>Casually let rooms</u>				
	Main hall - hourly rate	01/04/2024	42.00	45.00	Exempt
	Main Hall Day Offer (9am-5pm)	01/04/2024	N/A	325.00	Exempt
	Main Hall Half Day (9am-1pm / 1pm-5pm)	01/04/2024	N/A	170.00	Exempt
	Main hall - Evening Event (party/concert/performance) 6p	01/04/2024	315.00	330.00	Exempt
	Main hall - (all day, wedding receptions etc.) 9am to 12pm	01/04/2024	525.00	550.00	Exempt
	Kitchen hire (use of kitchen area excluding equip)*	01/04/2024	80.00	90.00	Exempt
	Kitchen hire (full use of kitchen and equipment including c	01/04/2024	150.00	160.00	Exempt
	Room set up or clear down (as per hourly rate or part thereof)	01/04/2024	45.00	50.00	Exempt
	Room set up or clear down after midnight (as per hourly rate or part thereof)	01/04/2024	60.00	70.00	Exempt
	Bar Area	01/04/2024	18.00	20.00	Exempt
6	Stamford Arts Centre				
	<u>Casually let rooms</u>				
	Ballroom				
	Ballroom - hourly day rate up to 5pm	01/04/2024	42.00	45.00	Exempt
	Ballroom 9am-5pm Day offer	01/04/2024	N/A	325.00	Exempt
	Ballroom half day offer, 9-1 / 1-5	01/04/2024	N/A	170.00	Exempt
	Ballroom - hourly evening rate 5pm to 11pm - meetings & workshops	01/04/2024	45.00	50.00	Exempt
	Ballroom - whole evening 6 to 11pm - parties	01/04/2024	520.00	550.00	Exempt
	Ballroom - whole evening 6 to 11pm - concerts	01/04/2024	400.00	430.00	Exempt
	Function ballroom/Blue room - all day wedding rate (9am-	01/04/2024	975.00	1000.00	Exempt
	Function ballroom/Blue room - wedding rate including setting up charge previous evening	01/04/2023	1,450.00	N/A	Exempt
	Meeting rooms - per hour				
	Blue Room per hour	01/04/2024	23.00	25.00	Exempt
	Blue Room day offer(9am-5pm)	01/04/2024	N/A	175.00	Exempt
	Blue room half day offer (9am-1pm / 1pm-5pm)	01/04/2024	N/A	90.00	Exempt
	Rehearsal Room per hour	01/04/2024	20.00	22.00	Exempt
	Rehearsal Room day offer (9am-5pm)	01/04/2024	N/A	175.00	Exempt
	Rehearsal room half day offer (9am-1pm / 1pm-5pm)	01/04/2024	N/A	90.00	Exempt
	Ireson/Exeter Room/Bridge Room	01/04/2024	16.00	18.00	Exempt
	Ireson/Exeter Room day offer (9am-5pm)/Bridge	01/04/2024	N/A	125.00	Exempt
	Ireson/Exeter room half day offer (9am-1pm / 1pm-5pm)/	01/04/2024	N/A	68.00	Exempt
	Additional cleaning for social functions	01/04/2023	85.00	N/A	Included
*access to kitchen up to 4 hours prior to event start time, additional earlier access will incur additional hourly rate of £10					
Performers Right Society charges may be applicable in addition to the above rates					
Room Hire					
The Fees & charges above are listed as guide prices- Please call your respective arts centre for a specific hire quotation					

	Full Plans Applications							Building Notice Charge		
	Plan Charge			Inspection Charge						
	Charge	VAT	Total	Charge	VAT	Total	Total Plan and Inspection Charge	Charge	VAT	Total
1 Dwelling	£210	£42	£252	£360	£72	£432	£684	£654	£131	£785
Extension <10m ²	£180	£36	£216	£180	£36	£216	£432	£402	£80	£482
Extension 10-30m ²	£180	£36	£216	£240	£48	£288	£504	£486	£97	£583
Extension >30m ²	£180	£36	£216	£270	£54	£324	£540	£528	£106	£634
Multiple Extensions/Catagories	£180	£36	£216	£300	£60	£360	£576	£570	£114	£684
Domestic Garage	£120	£24	£144	£150	£30	£180	£324	£300	£60	£360
Garage Conversion	£120	£24	£144	£180	£36	£216	£360	£342	£68	£410
Replacement/Renovation of a Thermal Element	£90	£18	£108	£90	£18	£108	£216	£186	£37	£223
New Structural Opening	£90	£18	£108	£90	£18	£108	£216	£186	£37	£223
Replacement Windows/Doors	£90	£18	£108	£90	£18	£108	£216	£186	£37	£223
Wood Burning Stove	£90	£18	£108	£90	£18	£108	£216	£186	£37	£223

For Internal Use only

Cost of Work £0-£2000	£120	£24	£144	£60	£12	£72	£216	£174	£35	£209
Cost of Work £2000-£10000	£120	£24	£144	£150	£30	£180	£324	£300	£60	£360
Cost of Work £10000-£25000	£150	£30	£180	£210	£42	£252	£432	£414	£83	£497
Cost of Work £25000-£50000	£180	£36	£216	£270	£54	£324	£540	£498	£100	£598
Cost of Work £50000-£100000	£210	£42	£252	£330	£66	£396	£648	£582	£116	£698

Any other work not coming in the above categories, please call for a bespoke price

POA

The above charges can be varied up to +/- 20% within year, in agreement with the Strategic Director - Growth & Culture, to reflect the commercial market within which Building Control operates. For any work not covered in the above table, please contact us on 01476 406187 or e-mail bcontrol@southkesteven.gov.uk for a quotation.

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
BUILDING CONTROL CHARGES					
1	<u>Administration Charges</u>				
	Enquiries & searching of historic records (response to be provided within 20 working days)	01/04/2024	75.00	80.00	O/Scope
	Enquiries & searching of historic records (response to be provided within 48 hours)	01/04/2024	110.00	115.00	O/Scope
	Copy of completion certificate - (response to be provided within 20 working days)	01/04/2024	35.00	40.00	O/Scope
	Copy of completion certificate - (response to be provided within 1 working day)	01/04/2024	70.00	75.00	O/Scope
	Copy of notice of decision - (response to be provided within 20 working days)	01/04/2024	35.00	40.00	O/Scope
	Copy of notice of decision - (response to be provided within 1 working day)	01/04/2024	70.00	75.00	O/Scope
	Exemption Confirmation Letter	01/04/2024	60.00	65.00	O/Scope
	Responses to Professional Letters for Commercial Purposes	01/04/2024	90.00	95.00	O/Scope
	Reopening archived records - please contact us for a quotation. Fees will be based on the officer hourly rates based on the work involved.				
2	<u>Additional Inspection Charges</u>				
	Additional inspections for quality of building works including help with snagging list	01/04/2015	20% of original charge	20% of original charge	Included
3	<u>Other Charges</u>				
	Pre-application advice - 1st hour free, thereafter, hourly rate applies	01/04/2023	60.00	65.00	Included
	Domestic structural design	01/04/2023	245.00	260.00	Included
	Administration charge for dangerous structures, withdrawn applications, historic buildings etc. (per hour)	01/04/2023	90.00	95.00	Included
	Fire Risk Assessments	01/02/2017	POA	POA	Included
	Demolition Notice	01/04/2023	145.00	155.00	O/Scope

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
1	BUS STATION - GRANTHAM				
	Per Departure	01/04/2024	0.87	0.90	Included
	<u>Minimum Charge</u>				
	1-75 departures per annum	01/04/2024	57.40	62.00	Included
2	BUS STATION - STAMFORD				
	Per Departure	01/04/2024	0.87	0.90	Included
	<u>Minimum Charge</u>				
	1-75 departures per annum	01/04/2024	57.40	62.00	Included
3	BUS STATION - BOURNE				
	Per Departure	01/04/2024	0.87	0.90	Included
	<u>Minimum Charge</u>				
	1-75 departures per annum	01/04/2024	57.40	62.00	Included

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
1	ENVIRONMENTAL HEALTH TATTOOING, PIERCING AND ELECTROLYSIS				
1	<u>Premise/Business registration fees</u>				
	Acupuncture	01/04/2024	166.25	199.00	O/Scope
	Tattooing	01/04/2024	166.25	199.00	O/Scope
	Electrolysis	01/04/2024	166.25	199.00	O/Scope
	Cosmetic piercing	01/04/2024	166.25	199.00	O/Scope
	Semi permanent skin colouring	01/04/2024	166.25	199.00	O/Scope
	Additional activities (eg cosmetic piercing and tattooing) per activity	01/04/2024	90.50	108.50	O/Scope
	Amendment or replacement certificate	01/04/2024	31.00	38.00	O/Scope
2	<u>Personal registration fees (Per activity)</u>				
	Acupuncture	01/04/2024	84.50	102.50	O/Scope
	Tattooing	01/04/2024	84.50	102.50	O/Scope
	Electrolysis	01/04/2024	84.50	102.50	O/Scope
	Cosmetic piercing	01/04/2024	84.50	102.50	O/Scope
	Semi permanent skin colouring	01/04/2024	84.50	102.50	O/Scope
	Amendment or replacement certificate	01/04/2024	31.00	38.00	O/Scope
3	<u>Unsound food</u>				
	Voluntary surrender certificate (excludes disposal)	01/04/2024	89.00	127.20	Included
4	<u>Food Export Health Certification</u>				
	Inspection (first 2 hours) and certification	01/04/2024	188.00	268.20	Included
	Certification only	01/04/2024	60.00	86.40	Included
5	<u>Food Hygiene Rating Scheme</u>				
	Re-inspection/Re-visit	01/04/2024	216.50	303.60	Included
6	<u>Control of dogs</u>				
	Collecting and detaining stray dogs (statutory fine)	01/04/1996	25.00	25.00	O/Scope
	Handling, Kenneling & Administration	01/04/2024	45.50	52.00	O/Scope
	Kennelling per day or part of	01/04/2024	22.75	35.00	O/Scope
7	<u>Scrap Metal Dealers</u>				
	Dealer initial licence - 3 year licence Part A	01/04/2024	296.00	298.00	O/Scope
	Dealer initial licence - 3 year licence Part B	01/04/2024	398.50	399.00	O/Scope
	Dealer licence renewal - Part A	01/04/2024	242.50	243.50	O/Scope
	Dealer licence renewal - Part B	01/04/2024	39.00	399.00	O/Scope
	Collector new - Part A	01/04/2024	165.50	167.50	O/Scope
	Collector new - Part B	01/04/2024	40.50	41.50	O/Scope
	Collector renewal - Part A	01/04/2024	105.00	106.00	O/Scope
	Collector renewal - Part B	01/04/2024	40.50	41.50	O/Scope
	Copy of a licence - Replacement Licence certificate	01/04/2024	28.50	31.00	O/Scope
	Minor variation	01/04/2024	38.50	40.50	O/Scope
8	<u>Caravan Sites & Park Homes</u>				
	Application for site Licence - Part A	01/04/2024	502.00	545.00	O/Scope
	Application for sie licence - Part B	01/04/2024	41.00	44.00	O/Scope
	Transfer/amendments of up to 2 Licence conditions	01/04/2024	203.00	219.00	O/Scope
	Significant amendments involving a site visit	01/04/2024	329.00	355.00	O/Scope
	Annual Fee	01/04/2024	81.00	88.00	O/Scope
	Additional annual fee per plot	01/04/2024	5.50	6.00	O/Scope
	Enforcement - Based on an hourly rate	01/04/2018	Variable	Variable	O/Scope
	Deposit of site rules	01/04/2024	87.50	95.00	O/Scope
	Replacement licence certificate	01/04/2024	30.00	44.00	O/Scope
	Enforcement - Based on an hourly rate	01/04/2018	Variable	Variable	O/Scope
	Residential Site Fit and Proper Person Test	01/04/2024	277.00	299.00	O/Scope

NB Relevant fees as per the Provision of Services Regulations 2009 are now broken down into Part A and Part B. Part A is payable upon application, Part B is payable upon grant of license

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	ENVIRONMENTAL HEALTH				
9	ENQUIRIES IN CONNECTION WITH CONTAMINATED LAND Enquiries	01/04/2023	145.00	145.00	O/Scope
10	PRIVATE SECTOR HOUSING CHARGES Improvement Notice, Emergency Remedial Action Notice, Prohibition Order, Emergency prohibition Order or Hazard Awareness Notice Review of Suspended Improvement Notice or Suspended Prohibition Order	01/04/2024 01/04/2024	Hourly Rate Hourly Rate	513.00 197.50	O/Scope
11	Food Hygiene/Health & Safety Charges	01/04/2018	Hourly Rate	Hourly Rate	Included
12	Immigration inspections	01/04/2024	219.50	266.50	O/Scope
13	Private Sector Housing Civil Penalties (Maximum penalty allowed by legislation £30,000 as alternative to prosecution)	01/04/2018	30,000.00	30,000.00	O/Scope
14	HOUSES IN MULTIPLE OCCUPATION New Licence - Part A New Licence - Part B Renewal of licence (before expiry, no changes) Part A Renewal of licence (before expiry, no changes) Part B Replacement licence certificate	01/04/2024 01/04/2024 01/04/2024 01/04/2024 01/04/2024	465.00 125.50 273.50 124.50 31.00	570.50 152.75 335.75 152.75 32.00	O/Scope
15	SAMPLING OF PRIVATE WATER SUPPLIES INTENDED FOR HUMAN CONSUMPTION* Risk Assessment (each assessment) Sampling (each visit) Investigation (each investigation) Grant of authorisation (each authorisation) Analysing a sample: Taken under Reg 10 (domestic) Taken during monitoring of group A parameters Taken during monitoring of Group B parameters and monitoring under regulation 11	01/04/2019 01/04/2019 01/04/2019 01/04/2019 01/04/2019 01/04/2019 01/04/2019	Hourly Rate Hourly Rate Hourly Rate Hourly Rate Variable Variable Variable	Hourly Rate Hourly Rate Hourly Rate Hourly Rate Variable Variable Variable	O/Scope O/Scope O/Scope O/Scope O/Scope O/Scope O/Scope
16	SMOKE FREE FIXED PENALTY NOTICES Smoking in smoke free designated premises, place, vehicle If paid within 15 days of issue Failing to display smoke free signage as per law If paid within 15 days of issue	01/04/2016 01/04/2016 01/04/2016 01/04/2016	50.00 30.00 200.00 150.00	50.00 30.00 200.00 150.00	O/Scope O/Scope O/Scope O/Scope
17	SMOKE AND CARBON MONOXIDE ALARMS FOR RELEVANT LANDLORDS Full cost recovery plus penalty charge for failure to comply (Maximum penalty allowed by legislation £5,000)	01/04/2016	700-4,500	700-4,500	O/Scope
18	LETTING AGENTS REDRESS SCHEME Penalty for failure to comply (Maximum penalty allowed by legislation £5,000 should be considered the norm and a lower fine should only be charged if there are extenuating circumstances considered on a case by case basis)	01/04/2017	5,000.00	5,000.00	O/Scope
19	ELECTRICAL SAFETY REGULATIONS CIVIL PENALTIES Breach of Electrical Safety Regulations (Maximum penalty allowed by legislation £30,000 should be calculated using penalty Matrix)	01/04/2024		30,000.00	O/Scope

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	ENVIRONMENTAL HEALTH				
20	HYGIENE & FOOD SAFETY				
	New Business Advice Consultation	01/04/2024	231.00	291.60	Included
	Food Hygiene Checkup	01/04/2024	180.00	255.00	Included
	Food Safety Organiser	01/04/2024	35.00	43.20	Included
	Food hygiene workshop (1 hour max 8 people)	01/04/2024	128.00	291.60	Included
21	SAFER FOOD BETTER BUSINESS				
	Catering pack	01/04/2024	22.00	27.60	Included
	Retail pack	01/04/2024	21.00	26.40	Included
	Childminder pack	01/04/2024	13.50	17.40	Included
	Residential care home supplement	01/04/2024	7.50	10.20	Included
	6 month diary refill	01/04/2024	11.50	15.00	Included
	12 month diary refill	01/04/2024	13.50	17.40	Included
22	MINIMUM ENERGY EFFICIENCY STANDARDS (PRIVATE RENTED PROPERTY)				
	Letting substandard property (less than 3 months)	01/04/2019	2,000.00	2,000.00	O/scope
	Letting substandard property (3 months or more)	01/04/2019	4,000.00	4,000.00	O/scope
	Registering false or misleading information on the PRS				
	Exemptions Register	01/04/2019	1,000.00	1,000.00	O/scope
	Failing to comply with compliance notice	01/04/2019	2,000.00	2,000.00	O/scope

	Detail	Effective Date	2023/24	2023/24	2024/25	2024/25	VAT
LAPPC Permits for Part B Installations, Mobile Plant and Solvent Emissions Activities							
Application Fees							
1	Standard Process (includes solvent emission activites)	01/04/2017	1,650.00		1,650.00		O/Scope
	Standard Processes additional fee for operating without a permit	01/04/2017	1,188.00		1,188.00		O/Scope
	PVRI, SWOBs and Dry Cleaners	01/04/2017	155.00		155.00		O/Scope
	PVR I & II combined	01/04/2017	257.00		257.00		O/Scope
	Vehicle refinishers (VRs) and other reduced fees activities	01/04/2017	362.00		362.00		O/Scope
	Reduced fee activities: Additional fee for operating without a permit	01/04/2017	99.00		99.00		O/Scope
	Mobile Plant (not using simplified permits)	01/04/2017	1,650.00		1,650.00		O/Scope
	- for the third to seventh application	01/04/2017	985.00		985.00		O/Scope
	- for the eighth and subsequent applications	01/04/2017	498.00		498.00		O/Scope
	Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts						
2	Substantial changes to permits						
	Standard Process	01/04/2017	1,050.00		1,050.00		O/Scope
	Standard Process where the substantial change results in a new PPC activity	01/04/2017	1,650.00		1,650.00		O/Scope
	Reduced Fee Activities	01/04/2017	102.00		102.00		O/Scope
3	Transfer and Surrender						
	Transfer of a permit - Standard Process	01/04/2017	169.00		169.00		O/Scope
	New operator at low risk reduced fee activity (extra one off subsistence charge)	01/04/2017	78.00		78.00		O/Scope
	Partial transfer of a standard permit	01/04/2017	497.00		497.00		O/Scope
	Reduced Fee Activitites: Partial Transfer	01/04/2017	47.00		47.00		O/Scope
4	Temporary transfer for mobiles						
	First transfer	01/04/2017	53.00		53.00		O/Scope
	Repeat following enforcement or warning	01/04/2017	53.00		53.00		O/Scope
5	Annual Subsistence Charge						
	Standard Process - LOW	01/04/2017	772.00	(+103)*	772.00	(+103)*	O/Scope
	Standard Process - MEDIUM	01/04/2017	1,161.00	(+156)*	1,161.00	(+156)*	O/Scope
	Standard Process - HIGH	01/04/2017	1,747.00	(+207)*	1,747.00	(+207)*	O/Scope
	* The additional amount in brackets must be charged where a permit is for a combined Part B and waste installation						
			LOW	MED	HIGH		
	PVRI, SWOBs and Dry Cleaners	01/04/2017	79.00	158.00	237.00		O/Scope
	PVR I & II combined	01/04/2017	113.00	226.00	341.00		O/Scope
	Vehicle refinishers and other Reduced Fees	01/04/2017	228.00	365.00	548.00		O/Scope
	Mobile Plant for the first and second permits	01/04/2017	646.00	1,034.00	1,506.00		O/Scope
	for the third to seventh permits	01/04/2017	385.00	617.00	924.00		O/Scope
	for the eighth and subsequent permits	01/04/2017	198.00	316.00	473.00		O/Scope
	Late Payment Fee (8 weeks from date of invoice)	01/04/2017	52.00		52.00		O/Scope
	* Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £103 to the above annual subsistence amounts						

NOTES

The above fees are those currently imposed by DEFRA, a full copy of which can be viewed on their website

www.gov.uk

	Detail	Effective Date	2024/25 £	2024/25 £	2024/25 £	2024/25 £	VAT
6	LAPPC mobile plant charges (not using simplified permit) number of permits		Application fee	LOW	MED	HIGH	
	1	01/04/2017	1,650.00	646.00	1,034.00	1,506.00	O/Scope
	2	01/04/2017	1,650.00	646.00	1,034.00	1,506.00	O/Scope
	3	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	4	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	5	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	6	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	7	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	8 and over	01/04/2017	498.00	198.00	316.00	473.00	O/Scope
7	LA-IPPC (Local Authority Element)						
	Application	01/04/2017	3,363.00				O/Scope
	Additional fee for operating without a permit	01/04/2017	1,188.00				O/Scope
	Annual subsistence LOW	01/04/2017	1,446.00				O/Scope
	Annual subsistence MEDIUM	01/04/2017	1,610.00				O/Scope
	Annual subsistence HIGH	01/04/2017	2,333.00				O/Scope
	Late Payment Fee	01/04/2017	52.00				O/Scope
	Variation	01/04/2017	1,368.00				O/Scope
	Substantial variation	01/04/2017	3,363.00				O/Scope
	Transfer	01/04/2017	235.00				O/Scope
	Partial transfer	01/04/2017	698.00				O/Scope
	Surrender	01/04/2017	698.00				O/Scope
	*Additional fee for payment of subsistence fees for LAPPC and LAIPPC by quarterly instalments	01/04/2017	38.00				O/Scope
	** where 9(2)(a) or (b) applies under the Local Authority Permits for Part A(2) Installations and small waste incineration plan(Fees and Charges) (England) (Scheme) 2017						

NOTES

The above fees are detailed in the Local Authority Permits for Part A(2) Installations and small waste incineration plan (Fees & Charges) (England) (Scheme) 2017 in the currently imposed by DEFRA, a fully copy of which can be viewed on their website www.defra.gov.uk

- * Subsistence charges can be paid in four equal quarterly instalments paid on 1 April, 1 July, 1 October and 1 January. Where paid quarterly the amount payable to the authority will increase by £38

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
1	LICENCES				
1.1	Hackney Carriage and Private Hire *				
	Driver's licence - 3 Year - Standard Licence Period	01/04/2024	281.50	310.25	O/Scope
	Driver's licence - annual (aged 65yrs or above and/or medical conditic	01/04/2024	113.00	125.00	O/Scope
	Change to dual licence (mid year)	01/04/2024	43.50	48.00	O/Scope
	Replacement drivers badge (sent by Royal Mail)	01/04/2024	25.75	29.00	O/Scope
	Replacement drivers badge (collected from Customer Services)	01/04/2024	25.75	35.75	O/Scope
	Replacement vehicle plate	01/04/2024	58.75	69.30	Included
	Replacement licence certificate	01/04/2024	20.25	23.00	O/Scope
	Replacement vehicle bracket	01/04/2024	16.75	16.80	Included
	Replacement internal vehicle plate (sent by royal mail)	01/04/2024	26.75	30.50	O/Scope
	Replacement internal vehicle plates (collected from Customer Service	01/04/2024	26.75	37.25	O/Scope
	Transfer of vehicle ownership	01/04/2024	42.50	47.00	O/Scope
	Local Knowledge Test- Hackney Carriage Only (initial and retest)	01/04/2024	71.00	78.25	O/Scope
	English Language Skills Test (initial and retest)	01/04/2024	46.50	46.50	O/Scope
	Private Hire Operator Licence - 5 Year	01/04/2024	173.50	191.00	O/Scope
	Change of registration number ie cherished number plates	01/04/2024	88.75	106.00	O/Scope
	Enhanced DBS disclosure fee	01/04/2024	40.00	38.00	O/Scope
	Enhanced DBS Admin fee (new application - 3yr licence)	01/04/2024	N/A	35.00	O/Scope
	Enhanced DBS Admin fee (2nd application during 3yr licence)	01/04/2024	N/A	45.00	O/Scope
	Delivery fee to Bourne area office	01/04/2023	10.00	10.00	O/Scope
2	Annual vehicle licence				
	Private Hire	01/04/2024	241.00	272.00	O/Scope
	Hackney Carriage	01/04/2024	262.50	298.50	O/Scope
	20% reduction for LPG/Hybrid/Wheelchair vehicles: Private Hire	01/04/2024	192.75	217.50	O/Scope
	20% reduction for LPG/Hybrid/Wheelchair vehicles: Hackney	01/04/2024	210.00	238.75	O/Scope
	50% reduction for electric/zero emissions vehicles: Private Hire	01/04/2024	120.50	136.00	O/Scope
	50% reduction for electric/zero emissions vehicles: Hackney	01/04/2024	131.25	149.25	O/Scope
	Exemption from displaying Private Hire plate	01/04/2024	92.50	102.00	O/Scope
	Exemption from displaying Private Hire plate (renewal fee)	01/04/2024	57.00	64.00	O/Scope
3	Credit for unexpired days due to change of vehicle				
	Private Hire	01/04/2024	0.66	0.75	O/Scope
	Hackney Carriage	01/04/2024	0.72	0.82	O/Scope
4	Activites involving Animals - Additional vets fees may apply to these licences				
4.1	Animal Licences				
	Pre application/Re-inspections (where applicable)	01/04/2024	210.00	230.75	O/Scope
	Dog Boarding - Part A	01/04/2024	225.00	247.50	O/Scope
	Dog Boarding - Part B	01/04/2024	128.50	141.50	O/Scope
	Cat Boarding - Part A	01/04/2024	225.00	247.50	O/Scope
	Cat Boarding - Part B	01/04/2024	128.50	141.50	O/Scope
	Dual Dog and Cat Boarding - Part A	01/04/2024	270.50	297.75	O/Scope
	Dual Dog and Cat Boarding - Part B	01/04/2024	152.00	167.50	O/Scope
	Dog Day Care - Part A	01/04/2024	225.00	247.50	O/Scope
	Dog Day Care - Part B	01/04/2024	128.50	141.50	O/Scope
	Home Boarding - Part A	01/04/2024	152.00	167.50	O/Scope
	Home Boarding - Part B	01/04/2024	105.00	115.25	O/Scope
	Arrangers/Franchisers	01/04/2024	105.00	115.25	O/Scope
	Dog Breeding Establishments Part A	01/04/2024	260.00	286.50	O/Scope
	Dog Breeding Establishments Part B	01/04/2024	199.50	219.50	O/Scope
	Sale of Animals as Pets- (Pet shops) Part A	01/04/2024	225.00	247.50	O/Scope
	Sale of selling Animals as Pets - (Pet shops) Part B	01/04/2024	128.50	141.50	O/Scope
	Hiring of Horses (Riding Establishments) Part A	01/04/2024	260.00	286.50	O/Scope
	Hiring of Horses (Riding Establishments) Part B	01/04/2024	199.50	219.50	O/Scope
	Dangerous Wild Animals Part A	01/04/2024	213.00	234.50	O/Scope
	Dangerous Wild Animals Part B	01/04/2024	45.00	49.75	O/Scope
	Transfer of licence	01/04/2024	115.00	126.50	O/Scope
	Animals for exhibition (3 year Licence) Part A	01/04/2024	152.00	167.50	O/Scope
	Animals for exhibition (3 year Licence) Part B	01/04/2024	105.00	115.25	O/Scope
	Variation (with inspection)	01/04/2024	210.00	230.75	O/Scope
	Variation (no inspection)	01/04/2024	57.50	63.25	O/Scope
5	Zoo Licences				
	New Application (4 year) Part A	01/04/2024	466.50	513.50	O/Scope
	New Application (4 year) Part B	01/04/2024	209.50	230.75	O/Scope
	Renewal (6 year) Part A	01/04/2024	395.50	435.50	O/Scope
	Renewal (6 year) Part B	01/04/2024	399.00	439.00	O/Scope
	Transfer of Licence	01/04/2024	115.00	126.50	O/Scope
6	Sex Establishments				
	New Application/Renewal/Transfer/Variation- Part A	01/04/2024	1,731.00	1884.00	O/Scope
	New Application/Renewal/Transfer/Variation - Part B	01/04/2024	143.00	155.50	O/Scope
7	Street Trading				
	Stamford Pedestrian Precinct Per Day	01/04/2024	26.00	26.00	O/Scope
	Other Locations per day from	01/04/2024	21.00	21.00	O/Scope
	Private land per day	01/04/2024	11.25	11.25	O/Scope
	Mobile Trader Consent (12 months)	01/04/2024	347.00	347.00	O/Scope
NB	Relevant fees as per the Provision of Services Regulations 2009 are now broken down into Part A and Part B. Part A is payable upon application, Part B is payable upon grant of license				

* Subject to approval

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
ALCOHOL LICENSING					
1	Licensed Premises				
Grant of Premises Licence or Club Premises Certificate					
	Band A (Rateable Value £0 - £4,300)	24/11/2005	100.00	100.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	190.00	190.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	315.00	315.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	450.00	450.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	635.00	635.00	O/Scope
2	Variation of Premises Licence or Club Premises Certificate				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	100.00	100.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	190.00	190.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	315.00	315.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	450.00	450.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	635.00	635.00	O/Scope
	Minor Variation	30/06/2009	89.00	89.00	O/Scope
3	Annual Fee for Premises Licence or Club Premises Certificate				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	70.00	70.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	180.00	180.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	295.00	295.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	320.00	320.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	350.00	350.00	O/Scope
4	Grant of Premises Licence where alcohol is primary use				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	100.00	100.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	190.00	190.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	315.00	315.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	900.00	900.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	1,905.00	1,905.00	O/Scope
5	Annual Fee for Premises Licence where alcohol is primary use				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	70.00	70.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	180.00	180.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	295.00	295.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	640.00	640.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	1,050.00	1,050.00	O/Scope
Fees set by government					

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
ALCOHOL LICENSING					
6	Grant of Premises Licence or Club Premises Certificate				
Number of Persons					
	5,000 to 9,999	24/11/2005	1,000.00	1,000.00	O/Scope
	10,000 to 14,999	24/11/2005	2,000.00	2,000.00	O/Scope
	15,000 to 19,999	24/11/2005	4,000.00	4,000.00	O/Scope
	20,000 to 29,999	24/11/2005	8,000.00	8,000.00	O/Scope
	30,000 to 39,999	24/11/2005	16,000.00	16,000.00	O/Scope
	40,000 to 49,999	24/11/2005	24,000.00	24,000.00	O/Scope
	50,000 to 59,999	24/11/2005	32,000.00	32,000.00	O/Scope
	60,000 to 69,999	24/11/2005	40,000.00	40,000.00	O/Scope
	70,000 to 79,999	24/11/2005	48,000.00	48,000.00	O/Scope
	80,000 to 89,999	24/11/2005	56,000.00	56,000.00	O/Scope
	90,000 and over	24/11/2005	64,000.00	64,000.00	O/Scope
7	Annual Fee - Number of Persons				
	5,000 to 9,999	24/11/2005	500.00	500.00	O/Scope
	10,000 to 14,999	24/11/2005	1,000.00	1,000.00	O/Scope
	15,000 to 19,999	24/11/2005	2,000.00	2,000.00	O/Scope
	20,000 to 29,999	24/11/2005	4,000.00	4,000.00	O/Scope
	30,000 to 39,999	24/11/2005	8,000.00	8,000.00	O/Scope
	40,000 to 49,999	24/11/2005	12,000.00	12,000.00	O/Scope
	50,000 to 59,999	24/11/2005	16,000.00	16,000.00	O/Scope
	60,000 to 69,999	24/11/2005	20,000.00	20,000.00	O/Scope
	70,000 to 79,999	24/11/2005	24,000.00	24,000.00	O/Scope
	80,000 to 89,999	24/11/2005	28,000.00	28,000.00	O/Scope
	90,000 and over	24/11/2005	32,000.00	32,000.00	O/Scope
Fees set by government					

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	ALCOHOL LICENSING				
8	Other Charges - Licensing Act 2003				
	Personal Licence (Grant/ renewal)	24/11/2005	37.00	37.00	O/Scope
	Theft, loss etc of a personal licence	24/11/2005	10.50	10.50	O/Scope
	Duty to notify change of name or address	24/11/2005	10.50	10.50	O/Scope
	Temporary Event Notice	24/11/2005	21.00	21.00	O/Scope
	Theft, loss etc of a Temporary Event Notice	24/11/2005	10.50	10.50	O/Scope
	Theft, loss etc of a premises licence or summary	24/11/2005	10.50	10.50	O/Scope
	Application for a provisional statement where premises being built etc	24/11/2005	315.00	315.00	O/Scope
	Notification of change of name or address	24/11/2005	10.50	10.50	O/Scope
	Application to vary licence to specify individual as DPS	24/11/2005	23.00	23.00	O/Scope
	Transfer of premises licence	24/11/2005	23.00	23.00	O/Scope
	Interim authority notice following death etc of licence holder	24/11/2005	23.00	23.00	O/Scope
	Theft, loss etc of certificate of summary	24/11/2005	10.50	10.50	O/Scope
	Notification of change of name or alteration of rules of club	24/11/2005	10.50	10.50	O/Scope
	Change of relevant registered address of club	24/11/2005	10.50	10.50	O/Scope
	Right of freeholder etc to be notified of licensing matters	24/11/2005	21.00	21.00	O/Scope
	Disapplication of premise supervisor for community premises	01/04/2020	23.00	23.00	O/Scope
	Fees set by government				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
GAMBLING LICENSING					
1	<u>Bingo Premises Licence</u>				
	Application for Provisional Statement	01/04/2024	779.25	833.75	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2024	621.50	665.00	O/Scope
	Non Conversion Fee, Other Premises	01/04/2024	822.25	879.75	O/Scope
	Annual Fee	01/04/2024	548.50	587.00	O/Scope
	Variation of Licence	01/04/2024	749.25	801.75	O/Scope
	Transfer Fee	01/04/2024	626.50	670.25	O/Scope
	Application for Reinstatement of Licence	01/04/2024	626.50	670.25	O/Scope
2	<u>Adult Gaming Centre Premises Licence</u>				
	Application for Provisional Statement	01/04/2024	717.25	767.50	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2024	459.00	491.25	O/Scope
	Non Conversion Fee, Other Premises	01/04/2024	749.25	801.75	O/Scope
	Annual Fee	01/04/2024	482.25	516.00	O/Scope
	Variation of Licence	01/04/2024	694.25	742.75	O/Scope
	Transfer Fee	01/04/2024	560.50	599.75	O/Scope
	Application for Reinstatement of Licence	01/04/2024	560.50	599.75	O/Scope
3	<u>Family Entertainment Centre Premises Licence</u>				
	Application for Provisional Statement	01/04/2024	717.25	767.50	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2024	459.00	491.25	O/Scope
	Non Conversion Fee, Other Premises	01/04/2024	749.25	801.75	O/Scope
	Annual Fee	01/04/2024	482.25	516.00	O/Scope
	Variation of Licence	01/04/2024	694.25	742.75	O/Scope
	Transfer Fee	01/04/2024	560.50	599.75	O/Scope
	Application for Reinstatement of Licence	01/04/2024	560.50	599.75	O/Scope
4	<u>Betting Premises Licence (other e.g. Betting shops)</u>				
	Application for Provisional Statement	01/04/2024	717.25	767.50	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2024	459.00	491.25	O/Scope
	Non Conversion Fee, Other Premises	01/04/2024	749.25	801.75	O/Scope
	Annual Fee	01/04/2024	482.25	516.00	O/Scope
	Variation of Licence	01/04/2024	694.25	742.75	O/Scope
	Transfer Fee	01/04/2024	560.50	599.75	O/Scope
	Application for Reinstatement of Licence	01/04/2024	560.50	599.75	O/Scope
5	<u>Ancillary Fees</u>				
	Change of Circumstances	01/04/2019	50.00	50.00	O/Scope
	Fee for copy of licence	01/04/2019	25.00	25.00	O/Scope
6	<u>Temporary Use Notices</u>				
	Fee for giving a Temporary Use Notice	01/04/2020	50.00	50.00	O/Scope
	Replacement of an endorsed copy of a Temporary Use Notice	01/04/2020	25.00	25.00	O/Scope
	Maximum fees are set in The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	GAMBLING LICENSING				
7	<u>Unlicensed Family Entertainment Centres (10 year duration)</u>				
	Gaming Machine Permit (no annual fee)	31/01/2007	300.00	300.00	O/Scope
	Renewal	31/01/2007	300.00	300.00	O/Scope
	Change of name	31/01/2007	25.00	25.00	O/Scope
	Copy of Permit	31/01/2007	15.00	15.00	O/Scope
	Prize Gaming Permit (no annual fee)	31/01/2007	300.00	300.00	O/Scope
	Renewal	31/01/2007	300.00	300.00	O/Scope
	Change of name	31/01/2007	25.00	25.00	O/Scope
	Copy of Permit	31/01/2007	15.00	15.00	O/Scope
8	<u>Club Gaming Permit & Club Machine Permit (10 years duration)</u>				
	New	31/01/2007	200.00	200.00	O/Scope
	Renewal	31/01/2007	200.00	200.00	O/Scope
	Annual Fee	31/01/2007	50.00	50.00	O/Scope
	Variation	31/01/2007	100.00	100.00	O/Scope
	Copy of Permit	31/01/2007	15.00	15.00	O/Scope
9	<u>Licensed Premises Gaming Machine Permits</u>				
	One off notification fee of 2 or less gaming machines	31/01/2007	50.00	50.00	O/Scope
	New (3 or more machines plus annual fee below)	31/01/2007	150.00	150.00	O/Scope
	Transfer	31/01/2007	25.00	25.00	O/Scope
	Variation	31/01/2007	100.00	100.00	O/Scope
	Change of name on a Gaming Permit (more than 2 machines)	31/01/2007	25.00	25.00	O/Scope
	Copy of Gaming Machine Permit (more than 2 machines)	31/01/2007	15.00	15.00	O/Scope
	Annual Fee	31/01/2007	50.00	50.00	O/Scope
10	<u>Small Society Lotteries</u>				
	Registration	01/09/2007	40.00	40.00	O/Scope
	Renewal	01/09/2007	20.00	20.00	O/Scope
Fees set by government					

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	NEIGHBOURHOODS				
1	Fixed Penalty Notice - Community Protection Notice	01/04/2018	100.00	100.00	O/Scope
2	Fixed Penalty Notice - Public Space Protection Order	01/04/2018	100.00	100.00	O/Scope
3	Fixed Penalty Notice - Domestic Waste Offence	01/04/2017	80.00	80.00	O/Scope
4	Fixed Penalty Notice - Commercial Waste Offence	01/04/2017	110.00	110.00	O/Scope
5	Fixed Penalty Notice - Waste Transfer Offence	01/04/2017	300.00	300.00	O/Scope
6	Fixed Penalty Notice - Littering Reduced for repayment within 14 days	01/04/2024 01/04/2024	150.00 N/A	500.00 250.00	O/Scope
7	Fixed Penalty Notice - Fly Tipping Reduced for repayment within 14 days	01/04/2024 01/04/2024	400.00 N/A	1,000.00 500.00	O/Scope
8	Fixed Penalty Notice - Fly Posting*	01/04/2018	100.00	100.00	O/Scope
9	Fixed Penalty Notice - Graffiti Reduced for repayment within 14 days	01/04/2024 01/04/2024	100.00 N/A	500.00 250.00	O/Scope
10	Fixed Penalty Notice - Abandoning a Vehicle	01/04/2017	200.00	200.00	O/Scope
11	Fixed Penalty Notice - Nuisance Parking	01/04/2017	100.00	100.00	O/Scope
12	Fixed Penalty Notice - Householder waste duty of care* Reduced for repayment within 14 days	01/04/2024 01/04/2024	200.00 N/A	600.00 300.00	O/Scope
13	REQUESTS FOR RELEASE OF CCTV IMAGES Legal Representative/Insurance Company	01/04/2020	75.00	75.00	O/Scope
14	Neighbourhood charges	01/04/2019	Hourly rate	Hourly rate	O/Scope
	NB. The above fees are set at the maximum full penalty with the exception of those marked * which are set at the default penalty as determined in the Environmental Offences (Fixed Penalties) (England) Regulations				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	NEIGHBOURHOODS				
	REMOVAL OF VEHICLES				
15	<u>Vehicle on road, upright and not substantially damaged or any two wheeled vehicle whatever its condition or position on or off the road</u>				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/2020	150.00	150.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/2020	200.00	200.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	01/04/2020	350.00	350.00	O/Scope
	Vehicle exceeding 18 tonnes MAM	01/04/2020	350.00	350.00	O/Scope
16	<u>Vehicle, excluding a two wheeled vehicle, on road but either not upright or substantially damaged or both</u>				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/2020	250.00	250.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/2020	650.00	650.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Unladen	01/04/2020	2,000.00	2,000.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Laden	01/04/2020	3,000.00	3,000.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Unladen	01/04/2020	3,000.00	3,000.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Laden	01/04/2020	4,500.00	4,500.00	O/Scope
17	<u>Vehicle, excluding a two wheeled vehicle, off road, upright and not substantially damaged</u>				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/2020	200.00	200.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/2020	400.00	400.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Unladen	01/04/2020	1,000.00	1,000.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Laden	01/04/2020	1,500.00	1,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Unladen	01/04/2020	1,500.00	1,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Laden	01/04/2020	2,000.00	2,000.00	O/Scope
18	<u>Vehicle, excluding a two wheeled vehicle, off road, but either not upright or substantially damaged or both</u>				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/2020	300.00	300.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/2020	850.00	850.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Unladen	01/04/2020	3,000.00	3,000.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Laden	01/04/2020	4,500.00	4,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Unladen	01/04/2020	4,500.00	4,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Laden	01/04/2020	6,000.00	6,000.00	O/Scope
19	STORAGE OF VEHICLES PER 24 HOURS OR PART OF				
	Two wheeled vehicle	01/04/2020	10.00	10.00	O/Scope
	Vehicle, not including a two wheeled vehicle, equal to or less than 3.5 tonnes MAM	01/04/2020	20.00	20.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM	01/04/2020	25.00	25.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	01/04/2020	30.00	30.00	O/Scope
	Vehicle exceeding 18 tonnes MAM	01/04/2020	35.00	35.00	O/Scope
20	DISPOSAL OF VEHICLES				
	Two wheeled vehicle	01/04/2020	50.00	50.00	O/Scope
	Vehicle, not including a two wheeled vehicle, equal to or less than 3.5 tonnes MAM	01/04/2020	75.00	75.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM	01/04/2020	100.00	100.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	01/04/2020	125.00	125.00	O/Scope
	Vehicle exceeding 18 tonnes MAM	01/04/2020	150.00	150.00	O/Scope

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	MARKETS - GRANTHAM				
1	Standard Stall (3.05m x 1.22m)	01/04/2023	24.40	24.40	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/2023	27.10	27.10	Exempt
2	Pitch (3.05m x 3.05m)	01/04/2023	22.70	22.70	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/2023	23.80	23.80	Exempt
	Hot food & drinks units	01/04/2023	27.10	27.10	Exempt
3	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/2023	7.60	7.60	Included
	Large vehicles	01/04/2023	11.30	11.30	Included
	MARKETS - STAMFORD				
4	Standard Stall (3.05m x 1.22m)	01/04/2023	28.10	28.10	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/2023	31.40	31.40	Exempt
5	Pitch (3.05m x 1.22m)	01/04/2023	24.90	24.90	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/2023	28.10	28.10	Exempt
	Hot food & drinks units	01/04/2023	31.40	31.40	Exempt
6	Craft fair - Table	01/04/2023	29.20	29.20	Exempt
7	Craft fair - Stall	01/04/2023	35.20	35.20	Exempt
8	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/2023	7.60	7.60	Included
	Large vehicles	01/04/2023	11.90	11.90	Included
	MARKETS - BOURNE				
9	Standard Stall (3.05m x 1.22m)	01/04/2023	21.60	21.60	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/2023	23.80	23.80	Exempt
10	Pitch (3.05m x 3.05m)	01/04/2023	18.40	18.40	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/2023	18.90	18.90	Exempt
	Hot food & drinks units	01/04/2023	23.80	23.80	Exempt
11	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/2023	8.10	8.10	Included
	Large vehicles	01/04/2023	11.90	11.90	Included
12	Hire of stall for private function (collection only)*	01/04/2023	12.40	12.40	Exempt
13	FOR ALL MARKETS				
	Farmers market - supply of stall cover in addition to standard stall charge	01/04/2023	1.70	1.70	Exempt
	Excessive Waste Surcharge (per stall)	01/04/2023	6.00	6.00	Included

* any associated costs with delivery and set up will be charged accordingly

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
LOCAL LAND CHARGE FEES					
1	Registration of a Charge on Part II of Register including Water Industry S30, LCC S106, Highways Act S38	01/04/2023	107.50	107.50	O/Scope
2	Filing a Definitive Certificate of Lands Tribunal	01/04/2023	5.00	5.00	O/Scope
3	Filing adjustment etc. for variation - cancellation of entry in Part II of Register	01/04/2023	11.20	11.20	O/Scope
4	Inspection of documents filed under Rule 10	01/04/2023	5.00	5.00	O/Scope
5	Official search of the Local Land Charges register (including issue of certificate)	01/04/2019	15.00	15.00	O/Scope
6	Con 29 Part I enquiries*				
	- one parcel of land, including the revised Con 29 questions	01/04/2023	207.60	207.60	Included
	- each additional parcel of land	01/04/2023	30.60	30.60	Included
	Part II enquiries				
	- each optional enquiry, excluding question 22	01/04/2023	21.30	21.30	Included
	- question 22	01/04/2023	27.60	27.60	Included
	- solicitor/client's own enquiry	01/04/2023	27.60	27.60	Included
7	Commercial*				
	- Please contact for a quotation on landcharges@southkesteven.gov.uk	01/04/2020	Variable		Included
8	Additional charge for expedited official search and Con29 - (3 Day Turnaround)	01/04/2023	43.75	43.75	O/Scope
9	CON 29R UNREFINED DATA CHARGES*				
	Building Regulations Q1.1 (F to H)	01/04/2023	7.80	7.80	Included
	Roads Q2.1	01/04/2023	7.80	7.80	Included
	PROWS Q2.2	01/04/2023	7.80	7.80	Included
	Land Requisitioned for Public Purposes Q3.1	01/04/2023	7.80	7.80	Included
	Roadworks Q3.2	01/04/2023	7.80	7.80	Included
	Drainage Q3.3	01/04/2023	7.80	7.80	Included
	Road Schemes Q3.4	01/04/2023	7.80	7.80	Included
	Nearby Railway Schemes Q3.5	01/04/2023	7.80	7.80	Included
	Traffic Schemes Q3.6	01/04/2023	7.80	7.80	Included
	Outstanding Notices Q3.7 (A-D & F)	01/04/2023	7.80	7.80	Included
	Notices Q3.7 E & G	01/04/2023	7.80	7.80	Included
	Contravention of Building Regulations Q3.8	01/04/2023	7.80	7.80	Included
	Notices, Orders, Directions and Proceedings under Planning Acts Q3.9 (A-N)	01/04/2023	7.80	7.80	Included
	Community Infrastructure Levy Q3.10	01/04/2023	7.80	7.80	Included
	Conservation Area Q3.11	01/04/2023	7.80	7.80	Included
	Compulsory Purchase Q3.12	01/04/2023	7.80	7.80	Included
	Contaminated Land Q3.13	01/04/2023	7.80	7.80	Included
	Radon Q3.14	01/04/2023	7.80	7.80	Included
	Assets of Community Value Q3.15	01/04/2023	7.80	7.80	Included

*The charges quoted will incur a charge based on an hourly rate of £54.90 (incl VAT)

A. OUTLINE APPLICATIONS			
£578 per 0.1 hectare for site up to and including 0.5 hectares	Not more than 0.5 hectares	£578 per 0.1 hectare	
£624 per 0.1 hectare for sites between 0.5 hectares and 2.5 hectares	Not more than 2.5 hectares	£624 per 0.1 hectare	
£15,433 + £1,186 for each 0.1 in excess of 2.5 hectares to a maximum of £202,500	More than 2.5 hectares	£15,433 + £186 for each additional 0.1 hectare in excess of 2.5 hectares (Maximum fee of £202,500)	
B. HOUSEHOLDER APPLICATIONS			
Alterations/extensions to a single dwellinghouse , including works within boundary	Single dwellinghouse	£258	
C. FULL APPLICATIONS (and First Submissions of Reserved Matters; or Technical Details Consent)			
Alterations/extensions to two or more dwellinghouses , including works within boundaries	Two or more dwellinghouses (or two or more flats)	£509	
New dwellinghouses (Not more than 10 dwellinghouses)	New dwellinghouses (not more than 10)	£578 per dwellinghouse	
New dwellinghouses (between 10 and 50)	New dwellinghouses (between 10 and 50)	£624 per dwellinghouse	
New dwellinghouses (for more than 50) £30,860 + £186 per additional dwellinghouse in excess of 50 up to a maximum fee of £405,500	New dwellinghouses (more than 50)	£30,860 + £186 per additional dwellinghouse	
Erection of buildings (not dwellinghouses, agricultural, glasshouses, plant nor machinery):			
Gross floor space to be created by the development	No increase in gross floor space or no more than 40 sq m	£293	
Gross floor space to be created by the development	More than 40 sq m but no more than 1,000 sq m	£578 per each 75 sq. m.	
Gross floor space to be created by the development	More than 1,000 sq m but no more than 3,750 sq m	£578 for each 75sq m or part thereof	
Gross floor space to be created by the development	More than 3,750 sq m	£30,680 + £186 for each additional 75 sq m in excess of 3,750 sq m to a maximum of £405,000	
The erection of buildings (on land used for agriculture for agricultural purposes)			
Gross floor space to be created by the development	Not more than 465 sq m	£120	
Gross floor space to be created by the development	More than 465 sq m but not more than 540 sq m	£578	
Gross floor space to be created by the development	More than 540 sq m but not more than 1,000 sq m	£578 for first 540 sq m + £578 for each 75 sq m (or part thereof) in excess of 540 sq m	
Gross floor space to be created by the development	Between 1,000 sq. m and 4,215 sq. m.	£624 for first 1,000 sq. m and £624 for each additional 75 sq. metres (or part thereof) in excess of 1,000 sq. m	
Gross floor space to be created by the development	More than 4,215 sq m	£30,860 + £186 for each 75 sq m (or part thereof) in excess of 4,215 sq m up to a maximum of £405,000	
Erection of glasshouses (on land used for the purposes of agriculture)			
Gross floor space to be created by the development	Not more than 465 sq m	£120	
Gross floor space to be created by the development	More than 465 sq m but not more than 1,000 sq. m	£3,225	
Gross floor space to be created by the development	More than 1,000 sq. m	£3,483	

* The fees above are set by Government

Erection/alterations/replacement of plant and machinery		
Site area	Not more than 1 hectare	£578 for each 0.1 hectare (or part thereof)
Site area	More than 1 hectare but not more than 5 hectares	£624 for each 0.1 hectare (or part thereof)
Site area	More than 5 hectares	£30,860 + additional £186 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £405,000
D. APPLICATIONS OTHER THAN BUILDING WORKS		
Car parks, service roads or other accesses	For existing uses	£293
Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)		
Site area	Not more than 15 hectares	£316 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£47,161 + £186 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £105,300
Operations connected with exploratory drilling for oil or natural gas		
Site area	Not more than 7.5 hectares	£686 for each 0.1 hectare (or part thereof)
Site area	More than 7.5 hectares	£51,395 + additional £204 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £405,000
Operations (other than exploratory drilling) for the winning and working of oil or natural gas		
Site area	Not more than 15 hectares	£347 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£47,161 + additional £186 for each 0.1 in excess of 15 hectare up to a maximum of £105,300
Other operations (winning and working of minerals) excluding oil and natural gas		
Site area	Not more than 15 hectares	£316 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£47,161 + additional £186 for each 0.1 in excess of 15 hectare up to a maximum of £105,300
Other operations (not coming within any of the above categories)		
Site area	Any site area	£293 for each 0.1 hectare (or part thereof) up to a maximum of £2,535
E. LAWFUL DEVELOPMENT CERTIFICATE		
Existing use or operation	Same as Full	
Existing use or operation - lawful not to comply with any condition or limitation	£293	
Proposed use or operation	Half the normal planning fee.	

* The fees above are set by Government

F. PRIOR APPROVAL	
Agricultural and Forestry buildings & operations or demolition of buildings	£120
Communications (previously referred to as 'Telecommunications Code Systems Operators')	£578
Proposed Change of Use to State Funded School or Registered Nursery	£120
Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery	£120
Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure	£120
Proposed Change of Use of a building from Commercial / Business / Service (Use Class E) Use to a use falling within Use Class C3 (Dwellinghouse)	£125 per dwellinghouse
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations	£120
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations	£258
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3)	£120
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3), and Associated Building Operations	£258
Notification for Prior Approval for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop	£120
Notification for Prior Approval for the Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use	£120
Notification for Prior Approval for the Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt	£120
<i>* The fees above are set by Government</i>	

G. RESERVED MATTERS		
Application for approval of reserved matters following outline approval grant of planning permission		Full fee due or if full fee already paid then £462 due
H. APPROVAL/VARIATION/DISCHARGE OF CONDITION		
Application for removal or variation of a condition following grant of planning permission		£234
Request for confirmation that one or more planning conditions have been complied with		£34 per request for Householder otherwise £116 per request
I. CHANGE OF USE of a building to use as one or more separate dwellinghouses, or other cases		
Number of dwellinghouses	Not more than 50 dwellinghouses	£462 for each
Number of dwellinghouses	More than 50 dwellinghouses	£22,859 + £138 for each in excess of 50 up to a maximum of £300,000
Other Changes of Use of a building or land		£462
J. ADVERTISING		
Relating to the business on the premises		£165
Advance signs which are not situated on or visible from the site, directing the public to a business		£165
Other advertisements		£578
K. APPLICATION FOR NON-MATERIAL AMENDMENT FOLLOWING A GRANT OF PLANNING PERMISSION		
Applications in respect of householder developments		£43
Applications in respect of other developments		£293
L. APPLICATION FOR PERMISSION IN PRINCIPLE (valid from 1 June 2018)		
Site area		£503 for each 0.1 hectare (or part thereof)
* The fees above are set by Government		

M. CONCESSIONS
Exemptions from payment
For alterations, extensions, etc. to a dwellinghouse for the benefit of a registered disabled person
An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are
Listed Building Consent
Planning permission for relevant demolition in a Conservation Area
Works to Trees covered by a Tree Preservation Order or in a Conservation Area
Hedgerow Removal
If the application is the first revision of an application for development of the same character or description on the same site by the same applicant:
* For a withdrawn application: Within 12 months of the date when the application was received
* For a determined application: Within 12 months of the date the application was granted, refused or an appeal dismissed
* For an application where an appeal was made on the grounds of non-determination: Within 12 months of the period when the giving of notice of a decision on the earlier valid application expired
*In all cases where the 12 month period started no later than 5 December 2023
If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation
If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person
If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 to the advertisement in question
If the application is for alternative proposals for the same site by the same applicant, in order to benefit from the permitted development right in Schedule 2 Part 3 Class V of the Town and Country Planning (General Permitted Development) Order 2015 (as amended)
If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area If the application is for a Certificate of Lawfulness of Proposed Works to a listed building
Prior Approval for a Proposed Larger Home Extension
Reductions to payments
If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £578
If the application is being made on behalf of a parish or community council then the fee is 50%
If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%
In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £578
If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%
If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others
Where an application crosses one or more local or district planning authorities, the Planning Portal fee calculator will only calculate a cross boundary application fee as 150% of the fee that would have been payable if there had only been one application to a single authority covering the entire site.
If the fee for this divided site is smaller when the sum of the fees payable for each part of the site are calculated separately, you will need to contact the lead local authority to discuss the fee for this divided site.
The fee should go to the authority that contains the larger part of the application site.
This is only a summary of scales of fees, listing only the most common types of application.
<i>* The fees above are set by Government</i>

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	PLANNING CHARGES				
1	<u>Charges in connection with land/property transactions</u> Detailed queries on consents involving search for relevant information*	01/04/2024	40.70	43.20	Included
	Check involving site inspection**	01/04/2024	33.00	35.10	Included
2	Self Build Register - Joining fee	01/04/2023	50.00	50.00	Included
	<p>*stated charge plus relevant copying charges **stated charge plus mileage plus officer hourly rates</p>				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
STREET NAMING & NUMBERING					
1	Individual house re-name or re-number	01/04/2024	45.00	50.00	Exempt
2	Development re-number due to change of layout involving plot numbering or plot positions	01/04/2024	45.00	50.00	Exempt
3	Additional of a house name, where property has an official number	01/04/2024	45.00	50.00	Exempt
4	Removal of a house name from address, where property has an official number	01/04/2024	45.00	50.00	Exempt
5	Renaming/renumbering of street at residents request plus per property	01/04/2024 01/04/2024	270.00 45.00	275.00 50.00	Exempt
6	Confirmation of historic change of address to solicitors, occupiers or owner	01/04/2024	45.00	50.00	Exempt
7	Numbering of Properties - new developments Per Plot	01/04/2024	45.00	50.00	Exempt
8	Naming of new streets Per Street	01/04/2024	105.00	110.00	Exempt

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
1	Officer Hourly Rates				
	Assistant Director	01/04/2024	125.00	135.00	Included
	Development Management and Enforcement Manager	01/04/2024	N/A	117.00	Included
	Planning Policy Manager	01/04/2024	N/A	117.00	Included
	Principal Planning Officer	01/04/2024	100.00	105.00	Included
	Senior Planning Officer	01/04/2024	90.00	96.00	Included
	Planning/Asst Planning Officer	01/04/2024	80.00	87.00	Included
	Urban Design	01/04/2024	90.00	96.00	Included
	Conservation Officer	01/04/2024	90.00	96.00	Included
	Other specialist advice from other areas of the Council	01/04/2024	90.00	96.00	Included
	Project Management/Administration	01/04/2024	75.00	81.00	Included
2	Other Fees and Charges				
	High Hedges complaint	01/04/2024	360.00	381.00	included
	Applications to divert or stop up a public right of way				
	Administration costs	01/04/2024	250.00	510.00	included
	Minimum initial charge to cover costs of statutory adverts (subject to change depending on actual advert costs involved)	01/04/2023	645.00	645.00	included
	<i>The council will also require an undertaking to cover any legal costs associated with the process</i>				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
<u>BOURNE LEISURE CENTRE</u>					
1	<u>Swimming Pool</u>				
	Swimming - full rate	01/04/2024	6.50	7.15	Exempt
	Swimming - concession	01/04/2024	5.00	5.50	Exempt
	Under 5's	01/04/2024	1.00	1.10	Exempt
	Parent and toddler session	01/04/2024	6.80	7.50	Exempt
	Exclusive pool hire (per hour)	01/04/2024	185.00	203.50	Exempt
	LCC Schools (per individual)	01/04/2024	1.60	1.75	Exempt
2	<u>Main Hall (per hour)</u>				
	Sporting - full rate	01/04/2024	75.00	82.50	Exempt
	Commercial	01/04/2012	Negotiable	Negotiable	Exempt
	Badminton - full rate	01/04/2024	14.00	15.40	Exempt
	Table tennis - full rate per hour	01/04/2024	9.00	9.90	Exempt
3	<u>Fitness Room (per hour)</u>				
	Individual use - full rate	01/04/2024	9.00	9.90	Exempt
4	<u>Miscellaneous (per hour)</u>				
	Activity room/meeting room - full rate	01/04/2024	40.00	44.00	Exempt
	Spectator (per individual)	01/04/2024	1.55	1.70	Exempt
5	<u>Membership</u>				
	Adult member	01/04/2024	24.99	34.99	Exempt
	Junior (U16)	01/04/2024	19.99	29.99	Exempt
	Concessionary	01/04/2024	19.99	29.99	Exempt
THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS					

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
<u>THE GRANTHAM MERES LEISURE CENTRE</u>					
1	<u>Swimming pool</u>				
	Swimming - full rate	01/04/2024	6.50	7.15	Exempt
	Swimming - concession	01/04/2024	5.00	5.50	Exempt
	Under 5's	01/04/2024	1.00	1.10	Exempt
	Parent and toddler session	01/04/2024	6.80	7.50	Exempt
	Exclusive pool hire (per hour)	01/04/2024	185.00	203.50	Exempt
	LCC Schools (per individual)	01/04/2024	1.60	1.75	Exempt
2	<u>Main Hall (per hour)</u>				
	Sporting - full rate	01/04/2024	95.00	104.50	Exempt
	Commercial	01/04/2024	130.00	143.00	Exempt
	Badminton - full rate	01/04/2024	14.00	15.40	Exempt
	Table tennis centre hall	01/04/2024	75.00	82.50	Exempt
	Table tennis - full rate per hour	01/04/2024	9.00	9.90	Exempt
3	<u>Second Hall (per hour)</u>				
	Sporting - full rate	01/04/2024	45.00	49.50	Exempt
	Commercial	01/04/2024	45.00	49.50	Exempt
4	<u>Fitness Room (per hour)</u>				
	Individual use - full rate	01/04/2024	10.00	11.00	Exempt
5	<u>Miscellaneous (per hour)</u>				
	Meeting room - full rate	01/04/2024	21.00	23.10	Exempt
	Activity Room - full rate	01/04/2024	21.00	23.10	Exempt
	Spectator (per individual)	01/04/2024	1.55	1.70	Exempt

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	<u>THE GRANTHAM MERES LEISURE CENTRE</u>				
6	<u>Synthetic Pitch Pay and Play (per hour)</u>				
	Full pitch (11v11)	01/04/2024	95.00	104.50	Exempt
	Quarter pitch (5v5)	01/04/2024	32.00	35.20	Exempt
	Half pitch (9v9)	01/04/2024	57.50	63.25	Exempt
7	<u>Outdoor Facilities - (per hour)</u>				
	Tennis court - full rate	01/04/2024	11.20	12.30	Exempt
	Netball - full rate	01/04/2024	24.00	26.40	Exempt
8	<u>Membership</u>				
	Adult member	01/04/2024	27.99	37.99	Exempt
	Junior (U16)	01/04/2024	19.99	29.99	Exempt
	Concessionary	01/04/2024	25.99	29.99	Exempt
THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS					

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
<u>SOUTH KESTEVEN SPORTS STADIUM</u>					
1	<u>Track Hire</u>				
	Adult	01/04/2024	60.00	66.00	Exempt
	Concession	01/04/2024	38.00	41.80	Exempt
	Floodlights	01/04/2024	55.00	60.50	Exempt
	Commercial	01/04/2012	Negotiable	Negotiable	Exempt
	Non-sporting / Non-commercial	01/04/2024	65.00	71.50	Exempt
2	<u>Individual use (per hour)</u>				
	Adult	01/04/2024	5.00	5.50	Exempt
	Concession	01/04/2024	3.50	3.85	Exempt
	Spectator (per individual)	01/04/2024	1.50	1.65	Exempt
	Hire of equipment (per booking)	01/04/2024	29.00	31.90	Exempt
	Setting up time	01/04/2024	29.00	31.90	Exempt
3	<u>Main football pitch hire</u>				
	Pitch hire (up to 2 hours)				
	Adult	01/04/2024	165.00	181.50	Exempt
	Concession	01/04/2024	110.00	121.00	Exempt
	Floodlights (per match)	01/04/2024	55.00	60.50	Exempt
	Commercial (per hour)	01/04/2012	Negotiable	Negotiable	Exempt
4	<u>Individual room hire (per hour)</u>				
	P.A./Meeting room	01/04/2024	18.00	19.80	Exempt
THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES					
LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS					
MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS					

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	<u>STAMFORD LEISURE CENTRE</u>				
1	<u>Swimming pool</u>				
	Swimming - full rate	01/04/2024	6.50	7.15	Exempt
	Swimming - concession	01/04/2024	5.00	5.50	Exempt
	Under 5's	01/04/2024	1.00	1.10	Exempt
	Parent and toddler session	01/04/2024	6.80	7.50	Exempt
	Parties - exclusive pool hire (per hour)	01/04/2024	185.00	203.50	Exempt
	LCC schools (per individual)	01/04/2024	1.60	1.75	Exempt
	Spectator (per individual)	01/04/2024	1.55	1.70	Exempt
2	<u>Membership</u>				
	Adult member	01/04/2024	21.99	34.99	Exempt
	Junior (U16)	01/04/2024	19.99	29.99	Exempt
	Concessionary	01/04/2024	19.99	29.99	Exempt
THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS					

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	OUTDOOR RECREATION				
1	<u>Pitches - Football/Rugby</u> Senior pitch letting (2 hrs), marking out and changing accommodation included				
	Full rate	01/04/2024	59.00	63.00	Included
	Concessions	01/04/2024	35.00	38.00	Included
2	<u>Junior pitch (ages 11-16) letting (2 hrs) and marking out</u>				
	Full rate	01/04/2024	26.00	28.00	Included
3	<u>Mini pitch letting (ages 8-11) (1 hr) and marking out</u>				
	Full rate	01/04/2024	16.00	18.00	Included
4	<u>Cricket</u> Per Match	01/04/2024	56.00	60.00	Included
5	<u>Wyndham Park Visitor Centre</u> Room hire per hour* *Guide price - please call the Visitor Centre for a specific hire quotation * Additional staffing cost on top per hour for out of normal hours	01/04/2024	21.00	23.00	Included

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
1	GRANTHAM CEMETERY TRADITIONAL BURIAL GROUND <u>Exclusive Right of Burial</u> (Not exceeding 50 years) Standard grave space - Parishioners	01/04/2024	668.00	713.00	Exempt
2	<u>Interment</u> Person aged 16 years or over - single depth Person aged 16 years or over - double depth Child below 16 years Each additional coffin space	01/04/2024 01/04/2024 01/04/2024 01/04/2024	691.00 770.00 295.00 238.00	738.00 822.00 315.00 254.00	Exempt Exempt Exempt Exempt
3	<u>Licence for the Erection of Memorials</u> Headstone (not exceeding 3 feet in height) Headstone (each additional 6 inches) Metal faced tablet Additional inscription Kerbed memorial	01/04/2024 01/04/2024 01/04/2024 01/04/2024 01/04/2024	170.00 170.00 113.00 68.00 181.00	182.00 182.00 121.00 73.00 194.00	Exempt Exempt Exempt Exempt Exempt
4	<u>Mausoleum</u> *	01/04/2024	861.00	919.00	Exempt
5	<u>Re-Open Graves</u> Interment Fee - single depth Interment Fee - double depth Interment ashed into grave	01/04/2024 01/04/2024 01/04/2024	589.00 770.00 204.00	629.00 822.00 218.00	Exempt Exempt Exempt
6	<u>Woodland Burial Ground</u> All inclusive charge covering standard grave space, single depth interment, tree and plaque - Parishioners	01/04/2024	1,650.00	1,761.00	Exempt
7	<u>Transfer of Grave Ownership</u> Administration charge	01/04/2024	N/A	153.00	Exempt
	Please note there is a 50% additional charge for Non Parishioners (i.e. outside of Grantham boundary) on items 1- Exclusive Right of Burial, 4- Re-open Graves and 6- Woodland Burial Ground				
	* Muslims burials are not available at weekends or bank holidays				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	GRANTHAM CEMETERY MUSLIM INTERMENTS				
1	Monday - Friday 1 April - 30 September 08:00 - 17:00	Interments Infants Under 2 yrs	01/04/2024 01/04/2024	1,054.00 521.00	1,125.00 556.00 Exempt
2	Monday - Friday 1 October until 31 March 08:30 - 15:30	Interments Infants Under 2 yrs	01/04/2024 01/04/2024	1,054.00 521.00	1,125.00 556.00 Exempt
	* Muslims burials are not available at weekends or on bank holidays				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
1	<u>Green Waste</u>				
	Delivery of Green bin (or bins to same address)	01/04/2024	10.00	12.00	O/Scope
	Provision of green bin (all new or additional bins)	01/04/2024	26.00	28.00	O/Scope
	Annual collection charge (first bin)	01/04/2024	49.00	51.00	O/Scope
	Annual collection charge (each subsequent bin)	01/04/2024	27.00	42.00	O/Scope
	10% discount on Compost Bin				
2	<u>Other street care charges</u>				
	Delivery of bin (or bins to the same address)	01/04/2024	10.00	12.00	O/Scope
	Additional clear recycling sacks (pack of 15)	01/04/2024	1.75	1.95	O/Scope
	Replacement of damaged 240 ltr wheelie bins*	01/04/2024	26.00	28.00	O/Scope
	Replacement of damaged 140 ltr wheelie bins*	01/04/2016	15.00	N/A	O/Scope
	Replacement of damaged 180 ltr wheelie bins*	01/04/2016	17.00	N/A	O/Scope
	Replacement of damaged wheels and axles*	01/04/2010	20.00	N/A	O/Scope
	Replacement of bin lid pegs*	01/04/2010	5.00	N/A	O/Scope
3	<u>Additional bins for Landlords (subject to qualifying criteria)</u>				
	Delivery of bin (or bins to the same address)	01/04/2024	10.00	12.00	O/Scope
	240 ltr bin	01/04/2024	26.00	28.00	O/Scope
	360 ltr bin	01/04/2024	49.00	53.00	O/Scope
	660 ltr bin	01/04/2016	price on application	O/Scope	
	1100 ltr bin	01/04/2016	price on application	O/Scope	
4	<u>Replacement (additional capacity) bins for Families (subject to qualifying criteria)</u>				
	Delivery of bin (or bins to the same address)	01/04/2024	10.00	12.00	O/Scope
	360 ltr bin	01/04/2024	49.00	53.00	O/Scope
5	<u>Developers charge for new developments</u>				
	Delivery of bin (or bins to the same address)	01/04/2024	10.00	12.00	O/Scope
	Set of bins (1 black 240 ltr & 1 silver 240 ltr)	01/04/2024	52.00	54.00	O/Scope
6	<u>Domestic refuse collection</u>				
	Bulk household items - first item	01/04/2024	18.00	21.00	O/Scope
	- each additional item	01/04/2024	9.00	11.00	O/Scope
	Piano collection	01/04/2024	50.00	60.00	O/Scope
	Ad Hoc Bulky collections (non standard items) - to be assessed by Supervisor, charged appropriately				
7	<u>Private street cleansing</u>	01/04/2010	Based on cost recovery	Based on cost recovery	Included
8	<u>Private grounds maintenance</u>	01/04/2024	N/A	Based on cost recovery	Included
9	Commercial waste collections (including bulky items) - please contact us by email; waste@southkesteven.gov.uk for a quotation	01/04/2016			
	*Where bins have been damaged by the resident				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	MOT Testing				
1	<u>Classes 1 and 2</u>				
	Motorcycles	01/04/2010	29.65	29.65	O/Scope
	Motorcycles with sidecar	01/04/2010	37.80	37.80	O/Scope
2	<u>Class 4</u>				
	Cars (up to 8 passenger seats) and motor caravans	01/04/2010	54.85	54.85	O/Scope
	Quads (max unladen weight 400kg - for goods vehicles 550kg and max net power 15kw)	01/04/2010	54.85	54.85	O/Scope
	Dual purpose vehicles	01/04/2010	54.85	54.85	O/Scope
	Private hire vehicles and PSVs (up to 8 seats)	01/04/2010	54.85	54.85	O/Scope
	Goods vehicles (up to 3,000 kg DGW)	01/04/2010	54.85	54.85	O/Scope
	Ambulances and Taxis (Taxis and private hire vehicles may be subject to additional local requirements)	01/04/2010	54.85	54.85	O/Scope
	Private passenger vehicles and ambulances (9-12 Passenger Seats)	01/04/2010	57.30	57.30	O/Scope
3	<u>Class 7</u>				
	Goods vehicles (over 3,000kg up to 3,500kg DGW)	01/04/2010	58.60	58.60	O/Scope
	NB				
	These are the maximum fees chargeable in accordance with Vehicle and Operator Standards Agency				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
HOUSING REVENUE ACCOUNT DISCRETIONARY CHARGES					
1	<u>Community Rooms</u>				
	Residents weekly charge	01/04/2024	7.80	8.40	O/Scope
	Voluntary agencies & organisations usage				
	- up to 3 hours	01/04/2024	25.90	27.70	Exempt
	- more than 3 hours/all day	01/04/2024	39.10	41.80	Exempt
	Charitable organisations usage				
	- up to 3 hours	01/04/2024	6.60	7.10	Exempt
	- more than 3 hours/all day	01/04/2024	12.60	13.50	Exempt
2	<u>Communal Facilities</u>				
	Residents weekly charge	01/04/2024	9.00	9.70	O/Scope
3	<u>Guest Rooms</u>				
	Double Room - per night *	01/04/2024	25.90	27.70	Included
	Single Room - per night *	01/04/2024	19.20	20.50	Included
	Folding bed - per night *	01/04/2024	6.50	7.00	Included
	* 50% discount for persons over 60.				

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SOUTH
KESTEVEN
DISTRICT
COUNCIL



Cabinet

18 January 2024

Councillor Phil Dilks

Cabinet Member for Housing and
Planning

Sheltered Scheme Passenger Lift Replacements

Report Author

Andrew Garner – Senior Project Officer – Technical Services

andy.garner@southkesteven.gov.uk

Purpose of Report

To obtain approval to enter into a contract with Allied Lifts for the provision of replacing six passenger lifts at South Kesteven District Council's sheltered housing schemes. The contract would be awarded through the Fusion 21 Framework and would be for an initial period of 3 years with an option to extend for a further 1 year.

Recommendations

That Cabinet:

1. Approves the award of a contract to Allied Lifts for the replacement of six lifts at the Council's sheltered housing schemes with a contract value of £600k for a period of 3 years with the option to extend for a further 1 year.

Decision Information	
Is this a Key Decision?	Yes
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 Healthy and strong communities
Which wards are impacted?	Grantham, Bourne, 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

1.1 The approved 2023/24 HRA Capital Budget includes an unallocated budget provision of £580k for the replacement of lifts which can be used to fund the cost of this contract. The 2024/25 – 2026/27 includes a total budget request of £792k for lift replacement which will ensure that there is sufficient budget to fund the cost of this contract in future years.

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

Legal and Governance

1.2 There are no significant legal and governance implications arising from the report which are not already reflected elsewhere in the report, particularly in relation to procurement and compliance with the Council's Contract Procedure Rules.

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

Procurement

1.3 It is confirmed that a fully compliant procurement process has been completed and the Council's Procurement Lead has been consulted throughout the process.

Completed by: Helen Baldwin, Procurement Lead

Risk and Mitigation

1.4 Any risk will be monitored as part of the contract management process

Completed by: Tracey Elliott, Governance and Risk Officer

Health and Safety

1.5 As part of the tender documentation, a comprehensive Pre-Construction Information document was provided for all bidders to review and consider the aspects of health & safety associated with the proposed lift replacements.

1.6 When the contract is awarded to the successful bidder, a Construction Phase will be requested/provided by the Principle Contractor and this will detail how all the health & safety risks associated with the construction phase will be implemented to minimise the risks where possible or eliminate them. This will be monitored through the management of the contract.

Completed by: Phil Swinton, Health & Safety and Compliance Manager

2. Background to the Report

2.1 The Council has a clear commitment in its Corporate Plan 2020-2023 to provide "Housing that meets the needs of all residents". As a stock-retained local authority, the Council has statutory and regulatory obligations to maintain and repair its properties.

2.2 The purpose of this report is to seek approval to enter into a contract with Allied Lifts for the provision of replacing six of passenger lifts at South Kesteven District Council's sheltered housing schemes. The contract would be awarded through the Fusion 21 Framework and would be for an initial period of 3 years with an option to extend for a further 1 year.

2.3 The existing lifts that are within our sheltered schemes have been in situ for a number of years and despite the regular servicing and maintenance that has taken place, we are incurring an increased amount of callouts for breakdowns and higher maintenance costs, plus a lack of available parts is making the ongoing serviceability more and more challenging while trying to maintain a reliable means for the tenants to access their homes and local facilities.

2.4 The lifts identified are as follows: (not in any order of replacement)

- Meadow Close, Bourne
- Stanton Close, Bourne
- Hillary Close, Stamford
- Emlyns Gardens, Stamford
- Essex Road, Stamford
- Witham Place, Grantham

2.5 Welland Procurement explored available frameworks that met the needs of lift replacement and the Fusion 21 Framework. The tender was advertised on ProContract in October 2023. A total of 14 expressions of interests were initially received which resulted in four tender submissions being received to be evaluated.

2.6 One of the bids was rejected as the price schedule had not been completed correctly, post tender clarification was sent out to clarify this with the supplier, however they still failed to send in the completed price schedule which meant the submission could not be fully evaluated.

2.7 To evaluate the tender, the following award criteria was established:

Evaluation Criteria	Weighting
Qualitative (non-price, technical professional ability assessment)	60%
Price	40%

2.8 An evaluation panel was assembled to ensure that individuals assigned to evaluate the questions were the most suitable and appropriate to the criteria being examined, based upon qualifications and experience. Each question was evaluated by two evaluators, and their scores and comments recorded.

2.9 Following the completion of the evaluation process, a moderation meeting was held by Welland Procurement on the 18th December 2023. This was attended by both the evaluators and Welland Procurement to review the scores and also to ensure that the scoring had been consistent and the key points in each question had been accounted for. As the scoring was consistent between the evaluators, average scoring was not used.

2.10 Following the completion of the evaluation and moderation process the scores awarded to the participants were as follows:

Rank	Bidder	Overall Score
1	Allied Lifts	95.03%
2	Bidder 2	80.53%
3	Bidder 3	64.85%

Therefore, it is recommended that Allied Lifts be awarded the contract for the provision of lift replacement.

3. Key Considerations

3.1 Key areas for consideration are that existing lifts are becoming increasingly unreliable and could pose a risk as they are an essential means for them to access both their homes, local community, and facilities. The procurement has gone through a formal process and established a competitive outcome with a best value for money and quality of product.

4. Other Options Considered

4.1 We have considered the option of maintaining the existing lifts and replacing parts to keep them in service, but availability of parts is becoming difficult or non-existent, hence the need to replace the lifts.

5. Reasons for the Recommendations

5.1 The proposed contract award has followed compliant procurement processes and shall provide the Council with the appropriate contracts to aid us to deliver on our Corporate Priority to provide “Housing that meets the needs of all residents”.

6. Consultation

6.1 SKDC has engaged with a lift consultancy firm both at pretender stage in the compilation of the tender documentation along with the evaluation of the technical side of the submitted bids to ensure the lifts and their components meet an industry standard.

7. Appendices

Appendix 1 - Procurement Summary Report.

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Procurement Summary Report

South Kesteven District Council

Lift Replacement Program 2026/27

This report is commercially sensitive (under the Freedom of Information Act 2000 with 2012 updates) and is therefore intended for restricted circulation only. **The report should only be published with the consent of the Lead Council Officer, and after bidder's details and tender submission details (£) have been redacted;** due to the sensitive information it contains relating to the bidder's Tender submissions.

CONTRACT DETAILS	
Lead Officer (Contracting Authority)	Senior Project Officer South Kesteven District Council
Project ID	DN688221
FTS Reference	Not applicable
Contract Dates	<u>Start:</u> 01/01/2024 <u>End:</u> 02/24/2027 <u>Extension option:</u> 12 Months
Length of Contract	3 years with a further option to extend for a period of up to 12 months.
Procurement Value (£)	The budget prior to going to market was in the region of £480,000 total contract value.
Type of Contract	Services
CPV Codes	45313100-5 - Lift installation work 50750000-7 - Lift-maintenance services

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- 4.0 [Project Governance](#)
- 5.0 [The Public Procurement Process](#)
- 6.0 [Invitation to Tender](#)
- 7.0 [Review of the Selection Criteria](#)
- 8.0 [Evaluation of the Award Criteria](#)
- 9.0 [Bid Clarifications](#)
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- 11.0 [Results](#)
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Appendices

- A. [Tender Award Questions](#)
- B. [List of Evaluators](#)
- C. [Final Scores](#)
- D. [Pricing Evaluation](#)

1.0 Introduction

- 1.1 The purpose of this report is to ensure all the pertinent procedures followed for the selection of the Provider(s) to be awarded the Lift Replacement Program contract are recorded. This is for both the provision of an audit trail, and to enable the appropriate Officer to approve the recommendation as part of the Council's internal governance and accountability arrangements. This report also satisfies the reporting requirements under Regulation 84 of the Public Contract Regulations 2015.
- 1.2 This report is commercially sensitive (under the Freedom of Information Act 2000 with 2012 updates) and is therefore intended for restricted circulation only. **The report should only be published with the consent of the Lead Officer;** due to the sensitive information it contains relating to the bidder's Tender submissions.

2.0 The Project

- 2.1 The contract is for the provision of lift installation and maintenance services for properties owned by South Kesteven District Council. For this procurement exercise, a further competition was made Under Fusion 21: Passenger/Goods Lifts - Lot 3 - Installation, Refurbishment and Upgrading.
- 2.2 The contract was not divided into lots, as the Council considers that on this occasion this would not provide any practical, technical, or economic benefit.

3.0 Pre-procurement Process

- 3.1 A meeting was held between SKDC officers and Welland Procurement to establish requirements.
- 3.2 Following this meeting, a further email trail was established, developing contract documentation to an agreed standard. It was agreed that a further competition using the identified Fusion 21 framework would be the best route to market for the Authority.
- 3.3 The selection of framework was decided by reviewing a number of frameworks and looking at the suppliers available. Fusion 21 had a good balance of suppliers which SKDC had knowledge of.

4.0 Project Governance

- 4.1 Include details of Officer that approved the below, along with the relevant dates.
 - PID – Approved by – SKDC Acting Director of Housing 22/06/2023
 - Budget/spend – Approved by – as above.
 - To make the Tender live –Deputy Head of Welland Procurement 13/10/2023

- Accept any relevant abnormalities within the Tender – n/a
- Accept/Reject SQ submissions Approved by – Deputy Head of Welland Procurement
- Accept pricing submitted – Approved by – Deputy Head of Welland Procurement.

4.2 Include details of the Key Officers:

- Procurement Lead (Welland) – Deputy Head
- Lead Officer (Contracting Authority) – Senior Project Officer - SKDC
- Budget Holder – Acting Director of Housing

5.0 The Public Procurement Process

5.1 This Tender opportunity was advertised on ProContract to the list of suppliers identified on the framework on 13th October 2023. Originally, there was a deadline for responses for 17th November 2023, however, due to site visits and the number of clarifications from bidders, a change in staffing at Welland resulting in no one monitoring the tender for a period of time, this was extended to 1st December 2023.

5.2 On publication of the opportunity, a total of 14 expressions of interest were received, resulting in 4 Tender submissions.

6.0 Invitation to Tender

6.1 The Tender was made up of one questionnaire set for award criteria questions.

6.2 The award questionnaire was constructed in sections to facilitate evaluation. Some sections carried a percentage weighting (%). For every weighted section, there was at least one question that carried an individual question sub weighting (%). The overall weighting (%) of questions within a section also totalled 100%.

6.3 Selection Criteria

There were some questions to which an adverse answer may have resulted in the elimination of a bidder. Questions that may have resulted in the elimination of a tender submission (marked as P/F (Pass/ Fail)) are detailed in the table below:

SELECTION CRITERIA QUESTIONS		
Section Title	P/F	Question Number
Important: Please Read	-	-

Section 1 – Contact Details and Declaration		
Section 2 - Additional Questions including Project Specific Questions		
Declaration	-	-

6.4 Award Criteria

The award criteria questions considered the merit of the eligible Tenders to identify the most economically advantageous Tender.

The Council evaluated the award criteria as follows:

- A quality assessment worth **60%**; the following criteria, weighting and methodology were applied:

Each bidder's response to each question was evaluated and marked a maximum of 5 marks as per the below scoring matrix:

In the evaluator's reasoned opinion, the response is an:	
5	Excellent Response The response is excellent in relation to the stated requirements of the question. The response provides an excellent level of detail and demonstrates that the bidder's expertise and approach significantly exceeds the Council's minimum requirements such as to provide added value.
4	Strong Response The response is strong in relation to the stated requirements of the question. The response provides a good level of detail and demonstrates that the bidder's expertise and approach exceeds the Council's minimum requirements.
3	Satisfactory Response The response is satisfactory in relation to the stated requirements of the question. The response provides a satisfactory level of detail and demonstrates that the bidder has the necessary expertise to meet the Council's minimum requirements and has a reasonable understanding of what those minimum requirements are.
2	Weak Response The response is weak in relation to the stated requirements of the question. The response provides a low level of detail and provides less than satisfactory evidence to demonstrate that the bidder has the expertise to satisfy the Council's minimum requirements and/or demonstrates some misunderstanding of those requirements.
1	Poor Response The response is poor in relation to the stated requirements of the question. The response provides a very low level of detail. There is a significant lack of evidence to demonstrate that the bidder has the expertise to satisfy the Council's minimum requirements or really understands what those requirements are.

0	<p>Unacceptable Response</p> <p>The response is unacceptable in relation to the stated requirements of the question. The response provides no detail and fails to provide any evidence that the bidder can meet the requirements of the question.</p> <p>OR</p> <p>No answer has been given.</p>
----------	--

The award criteria questions were split into the following sections:

Question	Question Sub Weighting (%)
<p>Q1. Project Delivery</p> <p>Provide a detailed explanation of how you would successfully deliver the project including:</p> <ul style="list-style-type: none"> Ensuring a smooth mobilisation and design process for the Contract including drawing approval and transfer of lift maintenance responsibility from the existing Maintenance contractor to yourselves. A detailed program including key deliverables for successful project delivery. An assessment of any risks which should be considered and any proposals to mitigate those risks. A detailed explanation of how the project will be managed and delivered to ensure the on-time and complete delivery. Your approach to ensure the highest quality of work, on-time completion, and cost-effectiveness for this project. How you will minimize the potential for defects at handover? <p>Maximum word count = 1500</p>	30%
<p>Q2. CDM</p> <p>Please explain your roles as duty holder for this project and measures you will take to ensure you meet the required responsibilities.</p> <p>Your response must include but not be limited to the following:</p> <ul style="list-style-type: none"> Acknowledging your duty holder role for this project & the obligation you will fulfil obligations in line with CDM for this project. How you will plan, manage, monitor, and coordinate health and safety during the both the pre-construction & construction phases within your remit. Steps you will take to ensure effective communication throughout the stages of the project with other duty holders involved in this project, the Project Manager and the Council where required. Timely completion, delivery, and acceptance of the Health & Safety File. <p>Maximum word count = 500</p>	15%
<p>Q3. Occupied Building</p> <p>How do you plan to effectively engage and communicate with existing residents in the vicinity of the construction site to address their concerns, minimize disruptions, and keep a positive relationship throughout the construction process? During the</p>	15%

works, please show what steps you will take to ensure safety of building occupiers, your employees, sub-contractors, and anyone else involved in this project. Your response must include, but not be limited, to the following:

- Detail of measures you will take to prevent unauthorized persons accessing the working areas.
- What measures do you have in place to ensure strict adherence to safety regulations and standards during the construction process?
- Details of how residents will be kept notified of the planned works from two months prior to commencement, through ongoing works progress, and informed of any works which may affect building use or be disruptive. Include any in-house systems that are used for communicating with external parties.
- Proposals to minimize the effect of lift unavailability during the works on the residents.

Maximum word count = 500

Bidders were advised that irrespective of the methodology described above, an agreed score for any of the quality questions of '0' or '1' would result in the elimination of their Tender, as the Council requires a minimum quality threshold.

- A price assessment worth **40%**; the following criteria were applied:

Price scores were calculated based on the bidder with the lowest overall compliant price being awarded the full score of 40%. The remaining bids were scored in accordance with the following calculation:

$$= \left(\frac{\text{lowest submitted price}}{\text{potential supplier's submitted price}} \right) \times \text{price weighting}$$

6.5 Bidders were required to submit responses by no later than 12 noon 1st December 2023.

6.6 The 40% weighting was further split into 3 sub elements each with a separate sub weighting;

Project costs	Evaluation Sub Weighting
Cost of lift replacements	35%
Cost of extended maintenance	3%
Hourly Rates and Uplifts	2%

7.0 Review of the Selection Criteria

7.1 The selection questionnaire responses were reviewed by Deputy Head of Welland Procurement

8.0 Evaluation of the Award Criteria

- 8.1 An evaluation panel was constructed to ensure that individuals assigned to evaluate questions were the most suitable and relevant to the criteria being examined, based upon qualifications and experience. Each question was evaluated by at least two evaluators and their scores, and comments recorded (see appendix B for details).
- 8.2 Subjective evaluation was undertaken, and initial scores to a maximum of 5 marks were awarded using the scoring matrix above.
- 8.3 A process of moderation for each individual evaluator's scores was undertaken by Welland Procurement. The responses were discussed at a moderation meeting held on Monday 18th December 2023, attended by all evaluators and chaired by the moderator.

The moderation meeting enabled the panel to review the scores awarded by each evaluator and agree a moderated score for each question. The meeting also ensured that scoring had been consistent and key points in each question had been accounted for. Average scoring was not used.

In all such cases, following discussion, the moderator concluded the most appropriate mark to be awarded.

9.0 Bid Clarifications

- 9.1 During evaluation, it was found that a supplier had not submitted the price in the correct format. They only provided a single overall price.
- 9.2 As part of the tender, bidders were required to fill out the pricing schedule which provided a breakdown in costs with sub sections which had individual weightings

Project costs	Evaluation Sub Weighting
Cost of lift replacements	35%
Cost of extended maintenance	3%
Hourly Rates and Uplifts	2%

- 9.3 A post tender clarification was issued to the supplier on 19th December 2023 requesting that they provide a breakdown in costs using the price schedule provided within the tender documents
- 9.4 The supplier responded on 20th December 2023, only confirming their final price and once again failed to submit their pricing in the correct format.
- 9.5 Due the above, the decision was made to reject this bid as it was not possible to evaluate them constantly with the other bidders.

10.0 Additional Tender Information

- 10.1 No further additional information.

11.0 Results

- 11.1 The evaluation scoring process was devised based upon a maximum score of 100% being available to each bidder as stated in the Tender documentation and outlined above.
- 11.2 Following the completion of the evaluation and moderation process the scores awarded to the participants were as follows:

Allied Lifts	95.03%
Bidder 2	80.53%
Bidder 3	64.85%

12.0 External Financial Checks

- 12.1 Financial checks were carried out by Welland Procurement on the preferred Provider(s) and completed on Allied Lifts on 19th December 2023. Please see below for details:

Bidder	Risk Indicator	Description of Risk Indicator
Allied Lifts	Score – 100	Very Low Risk - Ok to offer your best terms

13.0 Risk Implications

- 13.1 The procurement process has been conducted in accordance with best practice and the Public Contract Regulations 2015, ensuring the principles of transparency, equity and fairness have been adhered to.
- 13.2 As part of the tender, risks were considered and will be continually monitored as part of the contract management process.

14.0 Recommendation

- 14.1 Following the completion of the procurement process, it is recommended that Allied Lifts is awarded the contract.

15.0 Next Steps

- 15.1 **The Lead Council Officer must ensure the internal governance/approval process is followed, prior to returning this summary report to Welland Procurement.**
- 15.2 This summary report does not supersede or replace any internal governance/approval process the Council may have.

15.3 Once the recommendation has been approved by the appropriate approvers, the preferred bidder and all unsuccessful bidders will be notified of the outcome simultaneously. Subject to the satisfactory return of due diligence, and no legal challenge being received, the Council intends to execute the Contract.

16.0 Governance

16.1 Signed: H Baldwin

Name: Helen Baldwin

Job Title and Authority: Procurement Lead – South Kesteven District Council

Date: 04/01/2024

16.2 Signed N Thacker

Name: Nick Thacker

Job Title and Authority: Interim Head of Housing Technical Services

Date: 10/01/2024

16.3 Signed: K Bradford

Name: Karen Bradford

Job Title and Authority: Chief Executive

Date: 10/01/2024

Appendix A – Evaluation Spreadsheet – Final Scores and Comments

Pricing

	Providers					
	Allied Lifts		Bidder 2		Bidder 3	
	Price 35%	£ 569,485.76	30.24%	£ 492,000.00	35.00%	£ 562,777.07
Price 3%	£ 18,828.00	3%	£ 48,006.00	1.18%	£ 69,300.00	0.82%
Price 2%	£ 11,500.00	1.80%	£ 10,328.00	2%	£ 12,371.65	1.67%
Price Score 40%	£ 599,813.76	35%	£ 550,334.00	38%	£ 644,448.72	33%

Moderated Quality Score

Question Number	Allied Lifts		Bidder 2		Bidder 3	
	Moderated Score	Weighted Score	Moderated Score	Weighted Score	Moderated Score	Weighted Score
1	4	24	3	18	2	12
2	4	12	3	9	2	6
3	5	15	3	9	3	9
Total	13	51	9	36	7	27

Overall Score summary

Method Statements	Providers		
	Allied Lifts	Bidder 2	Bidder 3
1	24	18	12
2	12	9	6
3	15	9	9
Total Quality	51	36	27
Quality 60% Score	60.00%	42.35%	31.76%
Price 40% Score	35.03%	38.18%	33.08%
Total 100% Score	95.03%	80.53%	64.85%
Rank	1	2	3

A bid was rejected as price schedule was not filled out as requested, post tender clarification was sent out to clarify this, however they still failed to send in the completed price schedule, they only replied stating the price of the final score so it was not possible to evaluate them

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SOUTH
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COUNCIL



Cabinet

18 January 2024

Report of Councillor Ashley Baxter,
Deputy Leader of the Council

Discretionary Housing Payment Policy 2024/25

Report Author

Claire Moses, Head of Service (Revenues, Benefits, Customer and Community)



claire.moses@southkesteven.gov.uk

Purpose of Report

This report provides an update on Discretionary Housing Payment (DHP) expenditure and requests Cabinet approves the policy for 2024/25.

Recommendations

Cabinet is asked to approve the policy for the administration of Discretionary Housing Payments for 2024/25.

Decision Information

Is this a Key Decision? Yes

Does the report contain any exempt or confidential information not for publication? No

What are the relevant corporate priorities? Healthy and strong communities
High performing Council

Which wards are impacted? All wards

1. Implications

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

Finance

- 1.1 Funding for Discretionary Housing Payment is determined by the Department for Work and Pensions on an annual basis. Funding for 2024/25 was confirmed on 5 July 2023
- 1.2 Given the demands on the General Fund it is not recommended that any significant expenditure above the DHP grant allocation is made.
- 1.3 When HRA tenants apply for, and are successful in, their application for DHP grant this is beneficial for the HRA as the payment of the grant towards housing costs can stop arrears from forming or reduce the level of arrears.

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

Legal and Governance

- 1.4 The Council's practices, in relation to the allocation of DHP payments, are in line with its legal duties. The Council is not obliged to contribute any de minimus levels from its own resources.
- 1.5 As the proposed policy for 2024/25 does not contain any material amendments, there are no legal implications. However, the Council is adhering to best practice by reviewing the policy and keeping it up-to-date.

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

2. Background

- 2.1 The Council has a clear commitment in its Corporate Plan 2020-2023 to healthy and strong communities and being a high performing council. This report, and the support provided through the Council's Discretionary Housing Payment Scheme, delivers these priorities.
- 2.2 The Department for Work and Pensions (DWP) provides extra funding to Local Authorities (LA) to provide claimants in receipt of Housing Benefit (HB) or Universal Credit (UC) further financial assistance with their housing costs in cases where there is a shortfall between the HB entitlement and the rent payable.

- 2.3 The Discretionary Financial Assistance Regulations 2001 (SI 2001/1167) as amended by the Discretionary Financial Assistance (Amendment) Regulations 2008 SI 2008/637 provide a statutory framework for the administration of Discretionary Housing Payments (DHP). However, these regulations provide very broad discretion in respect of how these payments should be administered. Further, local authorities have a duty to act fairly, reasonably and consistently. Each case must be considered on its own merits, and the decision making should be consistent throughout the financial year.
- 2.4 The amount of DHP that a council can provide in a financial year is cash-limited by the Secretary of State. Each council receives a grant from the Government to fund part of this amount and has the option to pay over and above this amount up to a maximum of two-and-a-half times the grant allocation. However, any additional funding on this basis would have to be made from the Council's own finances.
- 2.5 The administration and payment of DHP is at the discretion of each LA. South Kesteven District Council has a DHP Policy which sets out eligibility and the application process. This is detailed further in the 'Discretionary Housing Payments Policy' section of this report in paragraphs 2.19 to 2.24.
- 2.6 Since 2011/2012, additional DHP government contribution funding has been made available to enable LAs to provide transitional support to claimants as they adjusted to the Housing Benefits (HB) Welfare Reforms.
- 2.7 The likelihood of an increased demand on DHPs to assist households affected by welfare reform changes made to the National Benefits System, which began in 2013, was recognised by the Government. As a result, there was a significant increase in DHP allocations from 2013/14 onwards.
- 2.8 Discretionary Housing Payments (DHPs) are intended help people with housing costs, providing financial assistance in situations where the Council considers that additional help is required. This may include situations where a claimant is affected by one or more of the welfare reform measures (such as the benefit cap, removal of the spare room subsidy in the social rented sector and those affected by Local Housing Allowance Rates). In such circumstances it is possible the benefits received by the claimant might be insufficient to cover their housing costs even after HB or the housing costs element of UC have been awarded.

Expenditure

- 2.9 In order to provide LAs with consistency and certainty to plan delivery over the next two years, DHP funding for financial years 2023/24 and 2024/25 is confirmed at a national level of £100 million per year. The DWP has stated this is consistent with the total funding provided to LAs in 2022/23. As a result of this decision, in 2024/25 South Kesteven will receive the same allocation level as received in 2023/24 – this being £155,861.

2.10 On 15 July 2023 the Council's DHP allocation for 2023/24 was confirmed by DWP as being £155,861, an increase of 2.04% on the previous year.

2.11 The Government has previously made it clear that DHPs are not intended to replace lost benefits but to provide, instead, extra resources that local authorities can use to assist those most affected by the changes to adjust to a long term, sustainable and affordable approach.

2.12 The table below shows the amount of government contribution received in recent years, the total permitted spend (top-up limit) that the Council could make in each year and the actual level of expenditure. The 'remaining' figure in the table is the difference between the government contribution and the expenditure. The remaining amount for 2023/24 is as up to 16 October 2023.

	2019/20	2020/21	2021/22	2022/23	2023/24
Government Contribution	£204,057	£289,993	£219,907	£152,696	£155,861
Top-up limit	£510,143	£724,831	£549,768	£381,740	£389,653
Expenditure	£203,824	£284,264	£208,211	£152,617	£84,588
Remaining (to be allocated)	£233	£5,729	£11,696	£79	£71,273

2.13 Any underspend in DHP below the level of government contribution received is known to have an adverse effect on the allocation of future grants. It is, therefore, essential to carefully balance the risk of underspending the grant allocation versus any overspend that results in a contribution from the Council's own funds. Rigorous monthly budget monitoring is crucial to manage the risks involved.

2.14 The increase in DHP funding in 2020-21 included rolled-over funding from 2019-20 (national amount of £139.5m) and additional funding allocated at the Spending Round (national amount of £40m).

2.15 The distribution of the rollover of DHP government funding comprises four separate areas of support:

- Core Funding
- Local Housing Allowance
- Removal of the Spare Room Subsidy; and
- Benefit Cap

2.16 The additional £40m was allocated based on affordability pressures in the private rented sector.

2.17 In most years, actual spend has been very closely aligned to the level of grant received, meaning that, it has been unnecessary for any contribution to be made from the Council's own resources or the contribution required has been minimal.

2.18 The table below shows a summary of all claims received, number awarded, denied and withdrawn, along with the % awarded and average value of award. The figure for 2023/24 is up to 16 October 2023.

	2019/20	2020/21	2021/22	2022/23	2023/24
No. applications received	700	589	529	563	296
No. payments awarded	364	365	329	272	130
No. applications denied		200	132	223	82
No. applications withdrawn		24	68	68	4
Proportion of awards approved (%)	52.00%	61.97%	62.19%	48.31%	43.92%
Expenditure (£)	£203,824	£284,264	£208,211	£152,617	£84,588
Average award (£)	£559.96	£778.81	£632.86	£561.09	£650.68

2.19 Applications are denied when a claimant does not meet eligibility requirements as set out in the policy. The common reasons for denying an application are:

- There is no shortfall between rent and Housing Benefit award as full Housing Benefit or Universal Credit Housing Cost is in payment
- There is no current Housing Benefit or Universal Credit Housing Cost award
- Income exceeds expenditure – resulting in remaining income to meet the shortfall
- Applicant has not provided the further information requested
- Applicant has excess capital
- Applicant is not resident in the property they are applying for.

Discretionary Housing Payments Policy

2.20 The administration and payment of DHP is at the discretion of each LA. South Kesteven District Council has a DHP Policy which sets out eligibility for the scheme and the application process. The proposed policy for 2024/25 is included within Appendix One to this report.

2.21 The aim of the policy is to enable our most vulnerable residents, who cannot access any other income, to sustain their home and health.

2.22 Awards of Discretionary Housing Payments may be made where a resident has a short-term financial difficulty or has continuing and unavoidable needs that mean they are unable to pay their rent. Awards will normally be for a defined period.

- 2.23 Consideration will be given to whether all other discounts and sources of help have been exhausted. Where appropriate, decisions will be deferred until other avenues have been explored.
- 2.24 There is a need for proactive work and support due to the ongoing impacts of Welfare Reform and Cost of Living on residents. Whilst the effects of Welfare Reform have impacted a significant number of people and increased the need for DHP, it is important to note that DHP is also payable to people who require further financial assistance that have not been impacted by these changes. The ongoing reduction in DHP funding will inevitably have an impact on the level and duration of DHP awards, however, it is intended that by working with customers in line with the policy these impacts can be managed and mitigated with longer-term sustainable solutions.
- 2.25 It is important DHP is recognised as support for those in short-term crisis. Where longer term support is required, this is achieved through identification of additional longer term financial support – such as income top-ups, referrals to the Council’s Cost of Living Team, referrals to external support agencies such as Citizens Advice and Money and Pensions Service. For South Kesteven tenants, liaison with our Housing Team is important to ensure there is a holistic approach to prevent homelessness and to ensure the resident is supported through our Tenancy Support Team.

3. Key Considerations

- 3.1 The Council’s current policy has been in place for some time and has been updated annually in line with delegated powers. It is appreciated this is an important policy, which provides detail of additional financial support available to our residents. Therefore, it is important this policy is reviewed on an annual basis, not only to ensure the policy is fit for purpose, but to be reactive to any issues our residents are facing.

4. Other Options Considered

- 4.1 There are no other options to consider, other than to not approve the policy.

5. Reasons for the Recommendations

- 5.1 These are set out in the report.

6. Consultation

- 6.1 On 28 November 2023, Finance and Economy Overview and Scrutiny committee considered the policy as detailed in Appendix One.

7. Background Papers

7.1 A full report was presented to Finance, Economic Development and Corporate Services Overview and Scrutiny Committee on 28 November 2023 (item 12) agreeing to recommend to Cabinet the approval of the policy. The report can be located here: [Agenda for Finance and Economic Overview and Scrutiny Committee on Tuesday, 28th November, 2023, 2.00 pm | South Kesteven District Council](#)

8. Appendices

8.1 Appendix 1: Discretionary Housing Payment Policy – 2024/25

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Discretionary Housing Payment Policy – 2024/25 – Version 1.0

Discretionary Housing Payment Policy

–
2024/25



Discretionary Housing Payment Policy – 2024/25 – Version 1.0

Version Control:

Current Version	Created by	Date changes made	Changes By	Approved By	New Version
1.0	Revenues and Benefits Technical Team	25 October 2023	Claire Moses – Head of Service		

Legislative information:

<https://www.gov.uk/government/publications/discretionary-housing-payments-guidance-manual>

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Discretionary Housing Payment Policy – 2024/25 – Version 1.0

1. Introduction

- 1.1 The Discretionary Housing Payment (DHP) scheme provides additional funding to help those experiencing exceptional hardship in situations where Housing Benefit / Universal Credit Housing Element does not cover all of the rent. To qualify for consideration for assistance under this scheme the customer must already be getting some Housing Benefit / Universal Credit Housing Element.
- 1.2 Please note that while the housing costs of the UC award notification may refer to support for mortgage interest payments, owner-occupiers are not eligible to receive DHPs.

2. Statement of Objectives

- 2.1 The aim of the policy is to enable our most vulnerable residents, who cannot access any other income, to sustain their home, health, family, and security.
- 2.2 Awards of Discretionary Housing Payments may be made where a resident has a short-term financial difficulty or has continuing and unavoidable needs that mean they are unable to pay their rent. Awards will normally be for a defined period.
- 2.3 Consideration will be given as to whether all other discounts and sources of help have been exhausted. Where appropriate, decisions will be deferred until other avenues have been explored.

3. Conditions for entitlement

- 3.1 The person must:
 - be a resident of a property within the South Kesteven district; and
 - have a liability to pay housing costs; and



Discretionary Housing Payment Policy – 2024/25 – Version 1.0

- be entitled to Housing Benefit; or
- be entitled to Universal Credit that includes the housing element and the end of the first assessment period of Universal Credit has passed

4. Qualifying Criteria

- 4.1 Each application will be treated on its own merits having regard to relevant legislation and Department for Work and Pensions (DWP) guidance.
- 4.2 Should you meet the conditions for entitlement above, as per section 3, assessments are then approached in two ways:
 1. Using a true financial assessment of income and essential outgoings, to establish if there is need for additional financial support, or
 2. A health and welfare assessment based on a person's ability to cope with day-to-day matters.

5. Awards

- 5.1 Normally awards will be made towards the current rental liabilities rather than past debts. It is not expected that a significant award will be made towards past periods and customers should make applications for assistance within a reasonable time of their knowing that they will not be able to pay their rent.
- 5.2 Awards of Discretionary Housing Payments should focus on enabling people to secure or retain a sustainable tenancy. Consideration will be given in particular to residents who have been clearly making an effort to pay their rent, who have been engaging with us and are taking steps to resolving their financial difficulties. A higher priority will be given to those with short term difficulties; and a lower priority to people whose financial commitments are unsustainable and likely to remain so.



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5.3 Many people have difficulty paying their rent. Among these are:

- those whose benefit is restricted because their rent is considered too high;
- those whose benefit is restricted because their home is considered too large under the government's size criteria
- those whose benefit is reduced by deductions for non-dependants who may not contribute adequately to cover those deductions;
- those whose benefit is reduced by the taper for excess income;
- those who have general difficulty managing the income they have, including those subject to the household benefit cap;
- those who are returning to work after a long period of unemployment who have difficulty in managing finances during the transition from benefit to a stable in-work income.

5.4 In making decisions on discretionary housing payments, the Council will also be mindful of national objectives to promote an individual's responsible behaviour, for example in the choice of a home or engagement in activities to address worklessness, debt or problematic behaviour.

5.5 The Council therefore expects payments to be made in unusual circumstances where additional help with current rent will have a significant effect in alleviating hardship, reducing the risk of homelessness or alleviating difficulties that may be experienced in the transition from long term benefit dependence into work.

5.6 With regard to awards towards deposits or rent in advance, they will be limited to the equivalent of

- 5 weeks rent for deposit; and
- 4 weeks rent for rent in advance for weekly rent charges
- 1 month rent for rent in advance for monthly rent charged

5.7 Help towards removals if they are accompanied by valid supporting evidence.



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Where awards cannot be made:

5.8 Discretionary Housing Payments cannot be awarded towards any of the following:

- service or support charges that are ineligible for HB, including the provision and costs of white goods
- furnishing, decorating or flooring costs
- any charges for water, sewerage or allied environmental services
- any notice period
- any council tax liability
- increases in rent to cover rent arrears
- reductions in any benefit due to the recovery of an overpayment of Housing Benefit/Universal Credit, or to sanctions relating to jobseekers, child support or benefit offences
- shortfalls caused by overpayment recovery
- HB that is suspended;
- The claimant and/or partner have over £4,000 in capital.
- Failure to follow recommendations the council have made on a previous Discretionary Housing Payment award.

5.9 All awards are at the discretion of South Kesteven District Council.

5.10 Where a request for a discretionary housing payment has been refused, repeat requests will not be considered unless the resident can demonstrate that the situation has worsened significantly, or a substantial period of time has elapsed.

5.11 The Council recognises that there may be circumstances in which Discretionary Housing Payments will be made other than as set out above.



6. Application Process

- 6.1 Applications should be made using the online application form on the council's website [Extra support - discretionary housing payments \(southkesteven.gov.uk\)](https://southkesteven.gov.uk). Should someone not have the required skill or capacity to apply using this method the council will provide an alternative method of making an application that meet the persons needs.
- 6.2 Wherever possible, the council will link in with other council departments and trusted partners, who can signpost applicants to the scheme or make applications and recommendations on a person's behalf.
- 6.3 The council may request any reasonable evidence in support of the application. The customer should provide the information within one month.
- 6.4 Evidence and information provided to decide the Housing Benefit or Universal Credit claim may also be considered.
- 6.5 If the customer does not provide the requested evidence, the council may still consider the application, however it may disregard any unsubstantiated statements or draw its own conclusions from other evidence available.
- 6.6 The council may in any circumstances verify any information or evidence provided by the claimant by contacting third parties, other organisations and the customer.

7. Decisions

- 7.1 All decisions made will be recorded on the Discretionary Housing Payment spreadsheet and input on the operating system. Decision letters will be sent to the customer either in writing or electronically (and landlord if they are being paid the Discretionary Housing



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Payment). The letter will set out whether an award has been made, and if so, the amount and duration of the award.

8. Payment and overpayments

8.1 Discretionary Housing Payments will be paid directly to the customer; however it may be paid to an agent, an appointee or a landlord if it is deemed appropriate. There will be instances of overpaid Discretionary Housing Payments and the council will seek ways to recover this where the overpayment is a result of a misrepresentation or failure to disclose a material fact by the claimant, or an error was made when the application was determined.

9. Change of circumstances

9.1 A customer receiving a Discretionary Housing Payment must notify the council of any change which may be relevant to their application or award. A change in circumstances may mean the level of Discretionary Housing Payment is amended.

10. Refusal, Reconsiderations, Reviews and Appeals

10.1 Where an applicant believes that a decision is incorrect, they can ask for it to be looked at again only on the basis that the decision maker has not correctly applied this policy. Where an applicant is aggrieved by a decision, but the basis of the disagreement is not that the policy was incorrectly applied, there is no right of appeal through the Social Security Tribunal for discretionary decisions however the route of judicial review is available if there is an allegation of maladministration.

10.2 In the interest of fairness, the Council will operate the following internal procedure.



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- Reconsideration: Ask for the original decision to be looked at again if they have additional information that was omitted on the original application, or they believe the information was overlooked or misunderstood.
- Review: If the applicant believes that the decision maker has not correctly applied this policy, a second officer will look at the reasons for the decision, whether it complies with this policy and decide if any changes should be made to the decision.

11. Managing the Risk of Fraud

- 11.1 The Council and the Government will not accept deliberate manipulation and fraud. Any business or person caught falsifying their records or the information submitted to gain an award will face prosecution and any funding issued will be subject to clawback, as may relief paid in error.
- 11.2 The Council also reserves the right to use any details submitted by person(s) to check against national records and databases to highlight any potentially fraudulent activity.

12. Policy Review

- 12.1 This policy has been written in line with Government guidance and Local Priorities. Delegated powers of authority are in place, which allow for the policy to be reviewed annually, and recommended changes considered and approved by the Director of Finance. This is to ensure support is provided to residents efficiently and effectively.



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Discretionary Housing Payment Policy – 2024/25 – Version 1.0

South Kesteven District Council – contact details:

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SOUTH
KESTEVEN
DISTRICT
COUNCIL



Cabinet

18 January 2024

Councillor Phil Dilks
Cabinet Member-Housing and Planning

Award of Contract for Space Heating, Installation and Servicing in respect of HRA Properties

Report Author

Nick Thacker – Interim Head of Service, Housing Technical Services

nick.thacker@southkesteven.gov.uk

Purpose of Report

To seek approval to enter into a contract with Aaron Services for the provision of asset services and the repair, maintenance and installation of domestic heating and mechanical services, including low carbon installations to South Kesteven District Council's housing stock.

Recommendations

That Cabinet:

Approves the award to Aaron Services Ltd for the contract for a 3 year period (with the option to extend by a further 1 + 1 years) of an annual value of up to £3m for the provision of asset services and the repair, maintenance and installation of domestic heating and mechanical services, including low carbon installations to the Council's housing stock.

Decision Information	
Is this a Key Decision?	Yes, this is a key Decision included on the Forward Plan.
Does the report contain any exempt or confidential information not for publication?	Yes – The appended Procurement Summary Report (Due to the sensitive information it contains relating to the bidder's tender submissions)
What are the relevant corporate priorities?	Housing that meets the needs of all residents Healthy and strong communities Clean and sustainable environment High performing Council
Which wards are impacted?	Grantham, Bourne, Stamford, Deepings and surrounding villages.

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

- 1.1 The 2024/25 – 2026/27 includes a combined budget proposal of £11.m for Space Heating, Installation and Servicing in respect of HRA Properties which will ensure that there is sufficient budget to fund the cost of this contract over the next 3 years.

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

Procurement

- 1.2 It is confirmed that a fully compliant procurement process has been completed and the Council's Procurement Lead has been consulted throughout the process.

Completed by: Helen Baldwin, Procurement Lead, SKDC

Legal and Governance

- 1.3 There are no significant legal and governance implications arising from the report which are not already reflected elsewhere in the report, particularly in relation to procurement and compliance with the Council's Contract Procedure Rules.

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

Risk and Mitigation

- 1.4 As part of the contract, any risk will be monitored as part of the contract management process.

Completed by: Tracey Elliott, Governance and Risk Officer

Health and Safety

- 1.5 As part of the tender documentation, a comprehensive Pre-Construction Information document was provided for all bidders to review and consider the aspects of health & safety associated within the proposed works. This is still to be completed.
- 1.6 When the contract is awarded to the successful bidder, a Construction Phase will be requested/provided by the Principle Contractor and this will detail how all the health & safety risks associated with the construction phase will be implemented to minimise the risks where possible or eliminate them.

Completed by: Phil Swinton, Emergency Planning and Health and Safety Lead

2. Background to the Report

- 2.1 The Council has a clear commitment in its Corporate Plan 2020-2023 to provide "Housing that meets the needs of all residents". As a stock-retained local authority, the Council has statutory and regulatory obligations to maintain and repair circa 5,900 properties.
- 2.2 The purpose of this report is to obtain approval to enter into a contract with Aaron Services for the provision of Asset Service, repair, maintenance and installation of domestic heating and mechanical services including low carbon installations for South Kesteven District Council's housing stock. The contract would be awarded through the EEM Framework and would be for an initial period of three years with an option to extend for an additional one plus one years.
- 2.3 The existing forms of heating within South Kesteven District Council's district-wide housing stock are of varying ages and fuel types, due to the rural nature of some of our stock and archetypes.

There is also an ongoing requirement to maintain the varying heating systems that have been installed/upgraded within our housing stock.

2.4 The route of procurement was established and SKDC has utilised the EEM (Efficiency East Midlands) Framework. EEM has the following lots available:

- Lot 1 – Domestic Heating Systems – Servicing, Maintenance, Repairs and Installation.
- Lot 2 – Commercial Heating Systems - Servicing, Maintenance, Repairs and Installation.
- Lot 3 – Renewable Heating Systems – Servicing, Maintenance, Repairs, and Installation.

2.5 It was confirmed that a single contract can be awarded to a single provider across more than one Lot, providing that an expression of interest was utilised for all suppliers on the 3 lots referenced above.

2.6 An Expression Of Interest (EOI) was run for the suppliers on the EEM Framework on the 25th of September 2023 with a deadline set of the 6th of October 2023. As a result of the EOI, the returns were evaluated by the 13th of October 2023 and this resulted in a total of three viable suppliers who were interested in this requirement.

2.7 Following the EOI, a Mini Competition via the EEM Framework; ref number EEM0026 – Heating and Hot Water Systems Framework; was run on the 21st November 2023. The timetable that was set was as follows:

	Proposed Timescales
Invitation to Tender	Tuesday 21 November 2023
Clarification Deadline	Friday 15 December 2023
Tender Closing Date	Friday 22 December 2023
Tender Evaluation	22 December 2023 - 4 January 2024
Tender Moderation	8 January 2024
Tender Standstill Period	10 January 2024
Cabinet Approval	18 January 2024
Contract Award (subject to call in)	29 January 2024
First Contract	22 February 2024
Contract Start	1 April 2024

2.8 Following the deadline, only one of the three suppliers placed a bid this bidder was Aaron Services.

2.9 To evaluate the tender, the evaluation criteria established was:

Evaluation Criteria	Weighting
Qualitative (non-price, technical professional ability assessment)	50%
Social Value	10%
Commercial (Price)	40%

2.10 An evaluation panel was assembled to ensure that individuals assigned to evaluate the questions were the most suitable and appropriate to the criteria being examined, based upon qualifications and experience. Each question was evaluated by at least two evaluators, and their scores and comments recorded.

2.11 Due diligence of the suppliers is carried out quarterly by EEM under the terms of the framework.

2.12 A process of moderation for each individual evaluator's scores was undertaken by the Council's Procurement Lead Officer. The responses were discussed at a moderation meeting held on 8th January 2024, attended by all evaluators and chaired by the moderator.
The moderation meeting enabled the Panel to review the scores awarded by each evaluator and agree a score for each question. The meeting also ensured that scoring had been consistent and key points in each question had been accounted for.

2.13 The evaluation scoring process was devised based upon a maximum score of 100% being available to each bidder as stated within the tender documentation.

2.14 Following the completion of the evaluation and moderation process the scores awarded to the bid were:

Rank	Bidder	Overall Score
1	Aaron Services	82.40

Therefore it is recommended that that Aaron Services be awarded the contract for the provision of Asset Service, repair, maintenance and installation of domestic heating and mechanical services including low carbon installations for South Kesteven District Council's housing stock.

3. Key Considerations

3.1 Key areas for consideration are that the existing heating systems that are in the SKDC housing stock can be improved. Modern alternatives to some existing heating systems are available and provide significant improvements for both the tenant and the environment. The improvement and maintenance of heating systems is a key aim of this contract.

4. Other Options Considered

4.1 The ongoing maintenance of a number of existing systems, as opposed to replacing them, has been considered, but this can be difficult due to the availability of parts.

4.2 Additionally, consideration is being given to obtaining grant funding to check the integrity of cavities and lofts, as insulation in these key areas of property construction is unknown. A further report on this will follow in due course under Fabric First.

5. Reasons for the Recommendations

5.1 The proposed contract award has followed compliant procurement processes and shall provide the Council with the appropriate contracts to aid us to deliver on our Corporate Priority to provide “Housing that meets the needs of all residents”

6. Background Papers

6.1 None.

7. Appendices

7.1 Procurement Summary Report

Appendix 1

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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SOUTH
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COUNCIL



Cabinet

18 January 2024

Report of: Councillor Richard Cleaver
Leader of the Council
Councillor Ashley Baxter
Deputy Leader of the Council

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

Report Author

Richard Wyles, Deputy Chief Executive and s151 Officer

 r.wyles@southkesteven.gov.uk

Purpose of Report

To present draft Budget proposals and estimates for 2024/25 for both the General Fund and the Housing Revenue Account.

Recommendations

Cabinet is asked to:

1. Consider the budget proposals for 2024/25 in respect of:
 - General Fund – Revenue and Capital
 - Housing Revenue Account – Revenue and Capital
2. Approve a rent setting increase of 7.70% for 2024/25.
3. Proposed increase for garage rents and service charges of 6.7%
4. Approve consultation in accordance with the requirements of Section 65 of the Local Government Finance Act 1992 for the financial year 2024/2025.

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?	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 Financial commentary is contained throughout this report. Members are asked to particularly note the commentary on the level of reserves and the Financial Risk Register.

Richard Wyles, Deputy Chief Executive and s151 Officer

Legal and Governance

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

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

Risk and Mitigation

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

Tracey Elliott, Risk and Governance Officer

Diversity and Inclusion

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

2 The Background to the Report

2.1 The purpose of this report is to present the draft budget proposals for the 2024/25 to Cabinet. At the time of compiling the report, the budget proposals are being presented to the Budget Joint Overview and Scrutiny Committee on 15 January 2024 and their comments or recommendations will be presented to Cabinet on 18 January 2024. For information, the budget setting timetable is set out below:

Date	Heading	Details
15 January 2024	Budget – Joint OSC	To consider proposed budgets for 2024/25
18 January 2024	Cabinet	To consider proposed budgets To receive feedback from Budget -Joint OSC To approve consultation of budget proposals To recommend proposals for fees and charges 2024/25
19 January – 2 February 2024	Consultation	To receive views on proposed Council Tax levels for 2024/25
25 January 2024	Council	To consider and approve fees and charges 2024/25
6 February 2024	Cabinet	To consider consultation feedback and make final budget recommendations to Council
29 February 2024	Council	To approve Council Tax level and approve budget for 2024/25 including General Fund and Housing Revenue Account

2.2 The budget setting process is closely aligned and supports the ambitions of the current Council's Corporate Plan and continues the support of the current priorities whilst reflecting the emerging themes of the proposed new Corporate Plan.

2.3 The budget formation has been developed reflecting the ambitions of the Administration which has led the budget proposals ever mindful of the financial

challenges the council, the wider public sector and households are facing. Members are very aware of the financial difficulties suffered by a number of Councils which has resulted in a record number of s114 notices during the past 12 months and a warning from the sector that a further 26 local authorities could issue s114 notices in the next two years.

- 2.4 The review of the high spend areas will continue particularly amongst the discretionary service areas to ensure these align and support the Corporate Plan ambitions. This will be necessary as the Council's Minimum Revenue Provision (MRP) is forecast to increase in the medium term and therefore will therefore need to be built into budgets going forwards. This is explained in more detail at section 4.3.
- 2.5 The budget setting process commenced in September 2023 and the proposals have been formulated by the Cabinet, working closely with senior officers, through a number of budget review sessions. The sessions have focused on the ambitions of the Council to drive forward the Corporate Plan but within reduced financial parameters.
- 2.6 This report brings together the conclusions of the budget preparatory work and covers a number of areas:
 - The funding position for the General Fund (section 3)
 - The draft General Fund budget proposals (section 4)
 - The Housing Revenue Account (HRA) position (section 5)
 - Fees and Charges (section 6)
 - The Capital Programmes (section 7)
 - The Capital Financing Statement (section 8)
 - Reserves and Balances (section 9)

3 THE FUNDING POSITION FOR THE GENERAL FUND

3.1 Spending Review 2024 – Overview

On 5 December 2023, the Secretary of State for Levelling Up, Communities and Local Government published a ministerial statement accompanied by a policy statement on the 2024/25 local government finance settlement and confirmed by the provisional settlement announced on 18 December 2023.

This section summarises announcements regarding the 2024/25 settlement.

Overall, the Government expects core spending power will be worth approximately £64 billion in 2024/25, a £4 billion or 6% increase on 2023/24.

On the core settlement, the Statement confirms that:

- Baseline funding levels will be index linked and Councils will be compensated for the business rates multiplier freeze with the intention

that the sum total of the Baseline funding levels and the compensation grant will increase by 6.7%.

On Council Tax, the Statement confirms that:

- Councils with social care responsibilities will be able to increase Council Tax by up to 3% with an additional 2% for adult social care without a local referendum.
- Shire district councils will have a referendum principle of 3% or £5, whichever is higher. The Council could therefore choose to increase Council Tax (including SEA's) by a maximum of £5.31.
- There will be no referendum limits set for town and parish councils and Mayoral Combined Authorities.

In terms of other grants, the Government announced that:

- The Government will continue with the funding guarantee to increase every council's core spending power by at least 3%, before additional council tax income as a result of council tax level decisions is factored in. This means that there will still be an assumption around taxbase growth from a national perspective. The total allocation for 2024/25 will be £197m.
- The Services Grant will be reduced from its £483 million level in 2023/24 to £77m in 2024/25.
- The new homes bonus will continue in 2024/25 with a new round which will attract no legacy payments. The total allocation for 2024/25 will be £291m.
- The rural services delivery grant will remain unchanged at £95 million.
- The specific allocations for the Council are detailed in Table 1.

Other announcements regarding 2024/25 include the following:

- All current 'enhanced' business rates retention areas will continue for 2024/25 and, where requested, pooling of business rates will also proceed. The 2024/25 provisional finance settlement represents the 12th year in which the Business Rates Retention Scheme is the principal form of external local government funding.
- The Government will not proceed with any fundamental reforms to the finance system in 2024/25.

Table 1 – Indicative Funding Levels for South Kesteven District Council

Funding Heading	2024/25 £m	2025/26 £m	2026/27 £m
Business Rates (SFA)	6.3	5.5	5.6
New Homes Bonus	0.6	0.0	0.0
Rural Services Delivery Grant	0.3	0.3	0.3
Council Tax	9.1	9.6	10.0
Funding Guarantee Grant	1.0	1.3	1.1
Services Grant	0.02	0.02	0.02
Revenue Support Grant	0.1	0.1	0.1
Total Resources	17.42	16.82	17.12

The above table does not include the Collection Fund projected surplus/deficit which is unable to be calculated until January 2024.

In the overall Core Spending Power calculations that Government has provided there is the assumption that Councils will increase their share of the Council Tax in accordance with the limits set and referred to above. It can be seen from the table above that Council Tax income is the single biggest element of the Council overall funding levels and therefore proposals for Council Tax levels for 2024/25 should be considered in this context. Tables 2 and 2a show the projected increases in Council tax income should the Council take the opportunity to increase its share of Council Tax each year by either £5 or the maximum amount of 3%.

Table 2 – Option 1 £5 increase on the 2023/24 Council Tax Band D Charge

	2023/24	2024/25	% Variation	Increase
Assumed Band D Charge Increase	Up to £5.00	Up to £5.00	n/a	n/a
Tax Base (Projected from 25/26) assumed 1.0% growth	49,329.0	49,710.0	0.77%	381.0
Band D Charge – SKDC only	£166.59	£171.54	3.0%	£4.95
Band D Charge – Grantham SEA	£51.48	£52.11	1.2%	£0.63
Band D Charge – Langtoft SEA	£6.84	£7.02	2.6%	£0.18
Band D charge (SKDC only incl. Special Expense Areas)	£178.58	£183.58	2.8%	£5.00
Assumed Council Tax Income	£8.809	£9.125m	3.6%	£0.316m

Table 2a – Option 2 (up to) 3% increase on the 2023/24 Council Tax Band D Charge

	2023/24	2024/25	% Variation	Increase
Assumed Band D Charge Increase	Up to £5.00	Up to £5.31	n/a	n/a
Tax Base (Projected from 25/26) assumed 1.0% growth	49,329.0	49,710.0	0.77%	381.0
Band D Charge – SKDC only	£166.59	£171.81	3.13%	£5.22
Band D Charge – Grantham SEA	£51.48	£52.29	1.6%	£0.81
Band D Charge – Langtoft SEA	£6.84	£7.02	2.6%	£0.18
Band D charge (SKDC only incl. Special Expense Areas)	£178.58	£183.89	2.97%	£5.31
Assumed Council Tax Income	£8.809	£9.141m	3.8%	£0.332m

The difference between options 1 and 2 is a Council Tax income of £16k for 2024/25.

Business Rates Pool – the Lincolnshire authorities have once again applied for Pool status for 2024/25 which has proven to be financially beneficial for all tiers of Lincolnshire Councils. The allocation of additional business rates received (known as the retained levy) will continue to be distributed as 40% Lincolnshire County Council and 60% allocated over the other Pool members. At the time of compiling the report a Pool proposal consisting of the following authorities has been submitted to the Department for Levelling Up, Housing and Communities (the outcome of which is awaited):

- Boston Borough Council
- East Lindsey District Council
- Lincoln City Council
- Lincolnshire County Council
- North Kesteven District Council
- South Kesteven District Council
- West Lindsey District Council
- South Holland District Council

4 GENERAL FUND BUDGET PROPOSALS

4.1 The overall General Fund position for 2024/25 is shown at table 3 below and Appendix A. The net budget requirement for 2024/25 is estimated at £19.607m.

Table 3 – Summary of General Fund Estimates

Description	2023/24 Original Budget	2024/25 Proposed Budget	2025/26 Indicative Budget	2026/27 Indicative Budget
	£'000	£'000	£'000	£'000
Directorate Area				
Corporate, Governance & Public Protection	3,731	4,037	4,224	4,306
Finance, Property & Waste Services	9,975	9,532	10,151	10,494
Growth & Culture	9,242	10,520	8,129	8,299
Housing & Projects	1,251	1,453	1,519	1,548
HRA recharge	(2,814)	(2,942)	(3,031)	(3,122)
Drainage Rates	871	947	985	1,004
	22,256	23,547	21,977	22,529
Financing and Investment				
Depreciation	(4,859)	(4,450)	(4,537)	(4,623)
Investment Income	(760)	(914)	(762)	(487)
Minimum Revenue Provision	126	281	400	782
Revenue Contribution to Capital	37	57	0	0
	16,800	18,521	17,078	18,201
Appropriations				
Building Control Reserve	(31)	(28)	(29)	(29)
Football 3G Pitch	25	25	25	25
ICT Reserve	0	(29)	(19)	0
Local Priorities Reserve	0	829	0	0
Budget Stabilisation Reserve	(1,534)	0	0	0
NHB Transfer to Reserves	459	564	0	0
Pensions Reserve - Former Employees	(33)	(31)	(31)	(31)
Regeneration Reserve	(227)	(348)	0	0
Special Expenses	101	104	116	0
Total Reserve Movement	(1,240)	1,086	62	(35)
Net Cost of Service	15,560	19,607	17,140	18,166
Funding				
Business Rates	(3,971)	(6,400)	(5,500)	(5,600)
Surplus Deficit on Collection Fund	(72)	0	0	0
Council Tax	(8,809)	(9,126)	(9,562)	(10,012)
	(12,852)	(15,526)	(15,062)	(15,612)
Grant Income				
Rural Services Grant	(309)	(346)	(346)	(346)
Services Grant	(143)	(23)	(23)	(23)
Revenue Support Grant	0	(153)	(158)	(161)

Funding Guarantee Grant	(976)	(1,014)	(1,260)	(1,071)
New Homes Bonus	(459)	(564)	0	0
UK Shared Prosperity Fund	(821)	(1,981)	0	0
	(2,708)	(4,081)	(1,787)	(1,601)
Total Funding	(15,560)	(19,607)	(16,849)	(17,213)
Deficit if savings proposals approved		0	291	953

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

Minimum Revenue Provision (MRP)

4.3 Minimum Revenue Provision (MRP) is the charge to revenue made in respect of paying off the principal sum of the borrowing undertaken to finance the capital programme. MRP, which is largely defined by regulation, is aimed at ensuring that the council does not have time expired or fully depreciated assets but would still have the associated outstanding debt. MRP is charged the first full financial year after the asset becomes operational and is charged over the life of the asset. Table 3 shows the forecast MRP charge is likely to increase significantly over the next three years as the Council undertakes further borrowing. The primary contributory factors are shown at table 4:

Table 4 – Forecasted MRP Charges

	2024/25 £'000	2025/26 £'000	2026/27 £'000
Existing MRP Charge (legacy borrowing)	121	116	111
St Martin's Park	160	160	160
Vehicle Replacement Programme	0	124	311
Depot Development	0	0	200
Total	281	400	782

4.4 **Key Budgetary Proposals**

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

Table 5 – Proposed Budget Increases

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

Table 6 – Proposed Savings

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

Table 7 – Proposed changes to Fees and Charges

Details	Financial Implication £'000	Comments
Green Waste Service	129	£2 increase for first bin (from £49 to £51) and an increase of the charge for all subsequent bins to £42
Other discretionary services	35	Inflationary increase only to all other discretionary charges
Additional Fees and Charges Income	164	

Company Funding proposals

4.5 Leisure Services delivered LeisureSK Ltd

The Board of Directors for LeisureSK Ltd have made the Council aware of the difficult trading conditions and the financial challenges. These primarily relate to increased utility costs and staffing costs following the increase to the Minimum Wage hourly rate. There has also been an increase in irrecoverable VAT which is linked to the VAT exempt services provided by the leisure centres, for example, swimming lessons.

At the time of compiling this report a proposal is being presented to the Culture and Leisure OSC on 9 January 2024 to request a management fee request of £447K for the financial year 2024/25.

In respect of business rates, the Government has announced that from 1 April 2024, there will be a 75% discounted scheme for the retail, hospitality and leisure sectors for the full financial year. Therefore, LeisureSK Ltd as the rating occupier, will only be required to pay the 25% business rates at the three locations which is calculated at £143,462. In line with the localised Business Rates funding model, the Council would then financially contribute 40% of the rates payable with the

Government contributing 50% and Lincolnshire County Council contributing 10%. This would equate to a Council contribution of £57.4k for 2024/25.

General Fund Budget Estimates – 2024/25

4.6 The budget assumptions that have been considered and incorporated into the budget estimates are shown at table 8, all other inflationary costs have been absorbed by service areas which has assisted with achieving a balanced budget.

Table 8 – General Fund Budget Assumptions

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

*The Council received a one-off Internal Drainage Board Levy Grant from Central Government of £88k in 2023/24 to provide additional funding towards the increased cost of this levy although there has not been a grant for 2024/25.

4.7 Treasury Investment Income - the financial forecasts in respect of investment income over the next three years have been modelled on the following anticipated levels of interest rates (provided by the investment advisors). However, it must be noted that the forecasts remain unpredictable and are therefore liable to change over the budget period. The investment income interest rates for the next three years are shown at table 9 below:

Table 9 – Treasury Investment Financial Forecasts

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

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

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

Council Tax Proposals

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

Table 10 – Council Tax options (current 2023/24 charge £178.58)

	2024/25 options		
	Up to £5 increase £183.58 (2.88%) Band D	Up to 3% increase £183.89 (£5.31) Band D	No increase £178.58 Band D
Council Tax level x 49,710.0** (including SEA*)	£9.126m	£9.141m	£8.877m
£ annual difference to a £5 increase	£0	£15k	(£249k)
SKDC only Band D Charge	£171.54	£171.81	
SKDC Including SEAs	£183.58	£183.89	

*SEA – Special expense area

** Council Tax base

4.11 The budget proposals for 2024/25 have been compiled on the assumption that the available £5 increase (for a Band D property) which has been assumed in the Medium Term Financial Plan. The Council could choose to increase Council Tax by the maximum limit available of 3% (without the need for a referendum) which would generate additional annual income £15k. Should a lesser increase be proposed then the following options would require consideration:

- Reduction of specific budgets within service headings.
- Increase in savings, efficiencies and/or income to offset the reduction in Council tax income.
- A one-off reserve movement to offset the financial difference. This would be a one-off solution only to avoid an ongoing dependency of reserve needed to fund budget proposals.

Consultation in respect of Council Tax options for 2024/25 will be launched following the January meeting of Cabinet. The consultation feedback will be presented to the February meeting of Cabinet.

5 HOUSING REVENUE ACCOUNT (HRA)

5.1 The HRA budget proposals continue to focus on:

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

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

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

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

The Council has come a long way and while the decision to remove the Regulatory Notice shows significant improvement has been made, there are still improvements to be made to consolidate the efforts made to date.

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

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

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

Table 11 – HRA Budget Assumptions

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

Table 12 – Proposed Budget Bids

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

Housing Revenue Account 2024/2025 – Rent Proposals

5.3 The rent setting proposals for 2024/25 has increased the annual budgeted rental income from £27.283m in 2023/24 to £28.916m in 2024/25. For 2024/25 the average weekly rental increase for individual property will be £6.93. The average rent in 2024/25 will be £96.99 with a minimum of £64.38 and a maximum of £186.56. Garage rents are proposed to increase by 6.7% and service charges are proposed to increase in accordance with the fees and charges shown at Appendix B. Further analysis of rent details is provided in tables 13 and 14.

Table 13 - Impact – 7.7% increase

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

Table 14 - Increases for Individuals

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

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

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

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

6 FEES AND CHARGES

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

6.2 The Council provides a wide range of services for which it is able to make a charge – either under statutory powers (set by the Government) or discretionary (set by the Council). Further definitions of the two main categories of charge are detailed below:

Regulatory – the majority of charges are set nationally and local authorities have little or no opportunity to control them. The income received from these charges is important as it contributes to the overall financial position of the Authority. However, income cannot be assumed to increase in line with other fees and charges set by the Council.

Discretionary Charges – By definition, these are for discretionary services where local authorities can make their own decisions on setting the level of charges. Accordingly, when setting these fees and charges, the Council's approach should be clear and in line with the corporate priorities.

A summary of the proposed fees and charges for 2024/25 is shown at Appendix B.

- The majority of the fee increases are in line with the directly related costs associated with delivering the service.
- Car Parking – The 2024/25 budget proposals show the current tariff rates. Cabinet is currently considering new tariff charges and any proposed changes will be subject to statutory consultation and therefore cannot be assumed at this time. If increases are approved then the earliest implementation date will be September 2024.
- Green waste – annual collection charge increase of £2 and all subsequent bins to be charged at £42. This is an increase of £15 per subsequent bin.

A separate report concerning 2024/25 fees and charges proposals for the financial year 2024/25 will be presented to the Cabinet on the 18 January 2024. This is necessary in order for Council to consider the charges on 25 January 2024 thereby allowing sufficient time for the green waste bin renewal process.

7 CAPITAL PROGRAMME 2024/25 – 2026/27

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

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

7.2 A summarised capital programme is shown in Table 15 and a detailed capital programme included at Appendix C.

Table 15 – General Fund Capital Programme Summary

Directorate	2024/25 Proposed Budget* £'000	2025/26 Indicative Budget £'000	2026/27 Indicative Budget £'000
Corporate, Governance & Public Protection			
Disabled Facilities Grants	975	975	975
Finance, Property & Waste Services			
Vehicle and Bin Replacement	1,461	1,464	1,461
Asset Enhancement and Maintenance	1,700	500	500
Replacement Depot**	800	0	0
Growth & Culture			
UK Shared Prosperity Fund	498	0	0

Play Parks	100	100	100
Total Budget	5,534	3,039	3,036
Financing:			
Borrowing	0	869	1,306
Grants and Contributions	1,473	975	975
Reserves	2,061	120	755
Useable Capital Receipts	2,000	1,075	0
Total Financing	5,534	3,039	3,036

* no slippage from 2023/24 has been included at this time but will be included in the final budget proposals

**an additional £800k has been included in the capital programme for the replacement depot project as the latest financial projections indicate that development costs may be higher than originally estimated.

Housing Investment Programme (HIP)

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

A summary of the programme is shown at Table 16 and detailed at Appendix C.

Table 16 – HRA Capital Programme Summary

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

* no slippage from 2023/24 has been included at this time but will be included in the final budget proposals

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

8 CAPITAL FINANCING

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

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

General Fund

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

- £2.0m Capital Receipts Reserve
- £1.473m Grants and Contributions
- £2.061m Local Priorities Reserve

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

Housing Revenue Account

8.3 The HRA capital programme for 2024/25 is proposed to be financed from the following:

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

9 RESERVES AND BALANCES

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

- To ensure the Council has sufficient funds available to meet its cash flow requirements and avoid unnecessary temporary borrowing and to protect services against unforeseen financial events – this is known as the working balance.
- A means of building up funds to meet known or predicted liabilities (earmarked) – these are shown as discretionary and governance reserves.

9.2 Through prudent financial management, the Council is able to establish a number of specific general reserves to provide funding for approved purposes usually in respect of specific services or corporate ambitions. A summary of the proposed reserve movements to fund the General Fund Revenue and Capital Budgets are set out at Table 17 below. Full details of the General Fund Reserves can be found at Appendix D.

Table 17 – Proposed General Fund Revenue Reserve Movements

Reserve Heading	2024/25 £'000	2025/26 £'000	2026/27 £'000
Climate Change Reserve	(100)	0	0
Local Priorities Reserve	(1,547)	(120)	(755)
ICT Reserve	(29)	(19)	0
Pension movement (former employees)	(31)	(31)	(31)
Building Control Reserve	(28)	(29)	(29)
Regeneration Reserve	(348)	0	0
Special Expense	104	116	0

- **Climate Change Reserve** – this reserve was created to fund climate change initiatives in order to support the delivery of the Climate Change Strategy. The reserve is being proposed to be used to provide funding towards upgrading lighting at the Grantham Meres Leisure Centre, electric grounds maintenance equipment and the upgrading of the boiler control panel at Bourne Corn Exchange. In 2024/25 the reserve will be used to fund swimming pool covers (if the Swimming Pool Support Fund application is unsuccessful) and the introduction of solar panels on specific corporate properties.
- **Local Priorities Reserve** – this reserve is the Council's primary discretionary revenue reserve and is the source of funding for one-off in-year budget amendments. The reserve has also been a source of capital financing as the level of the capital reserves are insufficient. New Homes Bonus receipts totalling £0.564m is budgeted to be transferred to the Local Priorities Reserve in 2024/25 then no further receipts are expected beyond 2024/25. It is proposed that £2.061m of this reserve is used to contribute towards the 2024/25 capital programme potentially including: £0.6m for vehicle replacement; £0.2m for Bourne Leisure Centre Roof; £0.8m for the replacement depot (this is in addition to the £8m approved by Council on 28 September 2023); and £0.5m for a possible extension to the Cattle Market Car Park in Stamford.

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

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

Table 18 - Budgeted HRA Reserve Movements

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

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

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

10 Reasons for the Recommendations and other options considered

10.1 The Council is legally required to set a balanced budget each financial year, therefore there is not a 'do nothing' option.

11 Consultation

11.1 The Budget - Joint OSC has taken the opportunity to review the budget proposals for 2024/25 and to make any recommendations with respect to the information set out in the report. These will be presented to Cabinet on 18th January 2024.

12 Appendices

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

Appendix B – Fees & Charges – GF and HRA

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

Appendix D – Reserves Statement – GF & HRA

Appendix E – Risk Register and financial risk cover ratio

Appendix F – Equality Impact Assessment

Appendix A(i)

Appendix A

2024/25 - 2026/27 General Fund Revenue Summary

	Description	2023/24 Original Budget £'000	2024/25 Proposed Budget £'000	2025/26 Indicative Budget £'000	2026/27 Indicative Budget £'000
1	Net Cost of Service				
1	Corporate, Governance & Public Protection	3,731	4,037	4,224	4,306
2	Finance, Property & Waste Services	9,975	9,532	10,151	10,494
3	Growth & Culture	9,242	10,520	8,129	8,299
4	Housing & Projects	1,251	1,453	1,519	1,548
5	HRA recharge	(2,814)	(2,942)	(3,031)	(3,122)
6	Drainage Rates	871	947	985	1,004
		22,256	23,547	21,977	22,529
7	Financing and Investment				
7	Depreciation	(4,859)	(4,450)	(4,537)	(4,623)
8	Investment Income	(760)	(914)	(762)	(487)
9	Minimum Revenue Provision	126	281	400	782
10	Revenue Contribution to Capital	37	57	0	0
		16,800	18,521	17,078	18,201
11	Appropriations				
11	Building Control Reserve	(31)	(28)	(29)	(29)
12	Football 3G Pitch	25	25	25	25
13	ICT Reserve	0	(29)	(19)	0
14	Local Priorities Reserve	0	829	0	0
15	Budget Stabilisation Reserve	(1,534)	0	0	0
16	NHB Transfer to Reserves	459	564	0	0
17	Pensions Reserve - Former Employees	(33)	(31)	(31)	(31)
18	Regeneration Reserve	(227)	(348)	0	0
19	Special Expenses	101	104	116	0
	20 Total Reserve Movement	(1,240)	1,086	62	(35)
21	Net Cost of Service	15,560	19,607	17,140	18,166
22	Funding				
22	Business Rates	(3,971)	(6,400)	(5,500)	(5,600)
23	Surplus Deficit on Collection Fund	(72)	0	0	0
24	Council Tax	(8,809)	(9,126)	(9,562)	(10,012)
		(12,852)	(15,526)	(15,062)	(15,612)
25	Grant Income				
25	Rural Services Grant	(309)	(346)	(346)	(346)
26	Services Grant	(143)	(23)	(23)	(23)
27	Revenue Support Grant	0	(153)	(158)	(161)
28	Funding Guarantee Grant	(976)	(1,014)	(1,260)	(1,071)
29	New Homes Bonus	(459)	(564)	0	0
30	UK Shared Prosperity Fund	(821)	(1,981)	0	0
		(2,708)	(4,081)	(1,787)	(1,601)
	31 Total Funding	(15,560)	(19,607)	(16,849)	(17,213)
32	Projected deficit if savings proposals approved	0	0	291	953

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Appendix A(ii)

Appendix A

2024/25 - 2026/27 HRA Revenue Summary

	Description	2023/24 Current Budget	2024/25 Proposed Budget	2025/26 Indicative Budget	2026/27 Indicative Budget
	Expenditure				
1	Repairs and Maintenance	9,753	9,899	10,208	10,343
2	Supervision and Management - General	2,599	2,455	2,525	2,577
3	Supervision and Management - Special	2,016	1,851	1,866	1,874
4	Depreciation and Impairment of Fixed Assets	3,944	4,062	4,181	4,224
5	Debt Management Expenses	35	35	35	35
6	Provision for Bad Debts	394	201	201	201
7	Other Expenditure (Pension Deficit)	66	0	0	0
8	Support Recharge from General Fund	2,814	2,942	3,031	3,122
9	Total Expenditure	21,620	21,445	22,046	22,376
	Income				
10	Dwelling Rents	(27,283)	(28,916)	(30,563)	(31,536)
11	Non Dwelling Rents	(300)	(356)	(369)	(376)
12	Charges for Services and Facilities	(750)	(900)	(936)	(955)
13	Other Income	(70)	(17)	(18)	(18)
14	Total Income	(28,403)	(30,190)	(31,886)	(32,885)
15	Net Cost of HRA Services	(6,783)	(8,744)	(9,840)	(10,509)
16	Interest Payable and Similar Charges	2,238	2,140	2,043	1,945
17	Interest and Investment Income	(660)	(2,099)	(1,488)	(795)
18	Net Position Before Reserve Movements	(5,205)	(8,703)	(9,285)	(9,359)
19	Movement on the HRA Reserve Balance				
20	Housing Revenue Account Balance at start of Year	1,762	1,044	3,280	5,729
21	Net position as at 31 March	5,205	8,703	9,285	9,359
22	Repayment of Principal	(3,222)	(3,222)	(3,222)	(3,222)
23	Funding from HRA Priority Reserve	547	100	100	100
24	Major Repairs Reserve Transfer	(3,248)	(3,345)	(3,714)	(3,714)
25	Housing Revenue Account Balance at end of Year	1,044	3,280	5,729	8,252
26	Major Repairs Reserve Balance at Start of Year	19,553	21,678	18,525	14,371
27	Depreciation & MRR Transfer	7,192	7,407	7,895	7,938
28	Capital Financing & Loan Repayment	(5,067)	(10,560)	(12,049)	(12,071)
29	Major Repairs Reserve Balance at End of Year	21,678	18,525	14,371	10,239
30	Working Balance: Current Bids: Housing Ombudsman Complaints Officer Housing Apprentice Housing Assistant Tunstall R&M New Offices Void Refurbishment Consultants Fees IT Software New Build - Feasibility	3,280 (8) (39) (27) (18) (100) (55) (700) (15) (77) (100)	5,729 (8) (39) (27) (18) (100) (55) (15) (77) (100)	8,252 (8) (39) (27) (18) (100) (55) (15) (77) (100)	
	New Working Balance	(1,139)	(439)	(439)	
		2,141	4,151	6,235	

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Appendix B

Appendix B

PROPOSED FEES & CHARGES 2024/25

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	STAGED PERFORMANCES The theatres and ballrooms are available for hire for theatrical productions, concerts, lectures, demonstrations, films and other performing arts events. Prices are below:				
1	Guildhall Arts Centre, Grantham				
	Theatre Hire				
	Performances - Commercial	01/04/2024	400.00	430.00	Exempt
	Performances - Commercial weekend	01/04/2024	400.00	450.00	Exempt
	Performances - Non Profit making	01/04/2024	360.00	400.00	Exempt
	Run of Performances				
	First Performance	01/04/2024	360.00	380.00	Exempt
	Ongoing performances	01/04/2024	330.00	340.00	Exempt
	Dress or technical rehearsals	01/04/2024	250.00	260.00	Exempt
	Rehearsals/get in	01/04/2024	160.00	180.00	Exempt
	Lecture/demonstrations (Per Lecture, Daytime)	01/04/2024	120.00	140.00	Exempt
	Lecture/demonstrations (Per Lecture, Evening)	01/04/2024	240.00	260.00	Exempt
	Set up charge/technical support (max. 6 hours)	01/04/2024	160.00	180.00	Exempt
2	Stamford Arts Centre				
	Theatre Hire				
	Performances - Commercial	01/04/2024	400.00	430.00	Exempt
	Performances - Commercial weekend	01/04/2024	400.00	450.00	Exempt
	Performances - Non Profit making	01/04/2024	360.00	400.00	Exempt
	Run of Performances				
	First Performance	01/04/2024	360.00	380.00	Exempt
	Ongoing performances	01/04/2023	340.00	340.00	Exempt
	Dress or technical rehearsals	01/04/2024	250.00	260.00	Exempt
	Rehearsals/get in	01/04/2024	160.00	180.00	Exempt
	Lecture/demonstrations (Per Lecture, Daytime)	01/04/2024	120.00	140.00	Exempt
	Lecture/demonstrations (Per Lecture, Evening)	01/04/2024	240.00	260.00	Exempt
	Set up charge/technical support (max. 6 hours)	01/04/2024	160.00	180.00	Exempt
	Film Hire	01/04/2024	250.00	280.00	exempt
3	Bourne Corn Exchange				
	Theatre Hire - Main Hall				
	Performances - Commercial, if tickets sold by venue*	01/04/2024	175.00	240.00	Exempt
	Performances - Commercial, if selling own tickets	01/04/2024	200.00	280.00	Exempt
	Performances - Non Profit making	01/04/2024	150.00	220.00	Exempt
	Additional performances of same show (access from 5pm)	01/04/2024	N/A	210.00	Exempt
	Dress/Tech Rehearsals (max 8 hours)	01/04/2024	130.00	160.00	Exempt
	Rehearsals (max 8 hours)	01/04/2024	95.00	140.00	Exempt
	Set up charge/technical support (max. 8 hours)	01/04/2024	150.00	170.00	Exempt
	Performers Rights Society charges may be applicable in addition to the above rates				
	Hire conditions are available giving details of equipment and support offered; quotations provided on request.				
	* Commission is applicable				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
WEDDING RECEPTIONS, PARTIES AND OTHER ROOM HIRE					
All three venues are available for wedding parties and similar functions. Packages are available to include provision of bars and catering. Prices are below.					
4	Guildhall Arts Centre, Grantham				
	<u>Casually let rooms (per hour)</u>				
	Ballroom				
	Ballroom - hourly day rate up to 6pm	01/04/2024	42.00	45.00	Exempt
	Ballroom full day 9am - 5pm rate:	01/04/2024	N/A	325.00	Exempt
	Ballroom Half Day (9-1 / 1-5)	01/04/2024	N/A	170.00	Exempt
	Ballroom - hourly evening rate 6 to 11pm - meetings & wc	01/04/2024	45.00	48.00	Exempt
	Ballroom - whole evening 6 to 11.30pm parties	01/04/2024	380.00	400.00	Exempt
	Ballroom - whole evening 6 to 11.30pm concerts	01/04/2024	290.00	310.00	Exempt
	Ballroom - (9am-11.30pm) Wedding rate	01/04/2024	550.00	600.00	Exempt
	Ballroom - (all day) Wedding rate including setting up charge previous evening	01/04/2023	890.00	N/A	Exempt
	Use of ballroom kitchen per day	01/04/2024	80.00	85.00	Exempt
	Meeting rooms				
	Newton room hourly rate	01/04/2024	33.00	36.00	Exempt
	Newton Room Half Day Rate (9am-1pm/1pm-5pm)	01/04/2024	118.00	135.00	Exempt
	Newton Room Full Day Rate (9am-5pm)	01/04/2024	224.00	260.00	Exempt
	Studio 4	01/04/2024	18.00	20.00	Exempt
	Studio 4 - Day offer 9am-5pm	01/04/2024	N/A	145.00	Exempt
	Studio 4 - Half Day offer 9am-1pm / 1pm-5pm	01/04/2024	N/A	75.00	Exempt
	Studio 1	01/04/2024	25.00	26.00	Exempt
	Studio 1 - Day offer 9am-5pm	01/04/2024	N/A	190.00	Exempt
	Studio 1 - Half Day offer 9am-1pm / 1pm-5pm	01/04/2024	N/A	100.00	Exempt
	Studio 2	01/04/2024	13.00	14.00	Exempt
	Studio 2 - Day offer 9am-5pm	01/04/2024	N/A	100.00	Exempt
	Studio 2 - Half Day offer 9am-1pm / 1pm-5pm	01/04/2024	N/A	51.00	Exempt
5	Bourne Corn Exchange				
	<u>Casually let rooms</u>				
	Main hall - hourly rate	01/04/2024	42.00	45.00	Exempt
	Main Hall Day Offer (9am-5pm)	01/04/2024	N/A	325.00	Exempt
	Main Hall Half Day (9am-1pm / 1pm-5pm)	01/04/2024	N/A	170.00	Exempt
	Main hall - Evening Event (party/concert/performance) 6p	01/04/2024	315.00	330.00	Exempt
	Main hall - (all day, wedding receptions etc.) 9am to 12pm	01/04/2024	525.00	550.00	Exempt
	Kitchen hire (use of kitchen area excluding equip)*	01/04/2024	80.00	90.00	Exempt
	Kitchen hire (full use of kitchen and equipment including c	01/04/2024	150.00	160.00	Exempt
	Room set up or clear down (as per hourly rate or part thereof)	01/04/2024	45.00	50.00	Exempt
	Room set up or clear down after midnight (as per hourly rate or part thereof)	01/04/2024	60.00	70.00	Exempt
	Bar Area	01/04/2024	18.00	20.00	Exempt
6	Stamford Arts Centre				
	<u>Casually let rooms</u>				
	Ballroom				
	Ballroom - hourly day rate up to 5pm	01/04/2024	42.00	45.00	Exempt
	Ballroom 9am-5pm Day offer	01/04/2024	N/A	325.00	Exempt
	Ballroom half day offer, 9-1 / 1-5	01/04/2024	N/A	170.00	Exempt
	Ballroom - hourly evening rate 5pm to 11pm - meetings & workshops	01/04/2024	45.00	50.00	Exempt
	Ballroom - whole evening 6 to 11pm - parties	01/04/2024	520.00	550.00	Exempt
	Ballroom - whole evening 6 to 11pm - concerts	01/04/2024	400.00	430.00	Exempt
	Function ballroom/Blue room - all day wedding rate (9am-	01/04/2024	975.00	1000.00	Exempt
	Function ballroom/Blue room - wedding rate including setting up charge previous evening	01/04/2023	1,450.00	N/A	Exempt
	Meeting rooms - per hour				
	Blue Room per hour	01/04/2024	23.00	25.00	Exempt
	Blue Room day offer(9am-5pm)	01/04/2024	N/A	175.00	Exempt
	Blue room half day offer (9am-1pm / 1pm-5pm)	01/04/2024	N/A	90.00	Exempt
	Rehearsal Room per hour	01/04/2024	20.00	22.00	Exempt
	Rehearsal Room day offer (9am-5pm)	01/04/2024	N/A	175.00	Exempt
	Rehearsal room half day offer (9am-1pm / 1pm-5pm)	01/04/2024	N/A	90.00	Exempt
	Ireson/Exeter Room/Bridge Room	01/04/2024	16.00	18.00	Exempt
	Ireson/Exeter Room day offer (9am-5pm)/Bridge	01/04/2024	N/A	125.00	Exempt
	Ireson/Exeter room half day offer (9am-1pm / 1pm-5pm)/	01/04/2024	N/A	68.00	Exempt
	Additional cleaning for social functions	01/04/2023	85.00	N/A	Included
*access to kitchen up to 4 hours prior to event start time, additional earlier access will incur additional hourly rate of £10					
Performers Right Society charges may be applicable in addition to the above rates					
Room Hire					
The Fees & charges above are listed as guide prices- Please call your respective arts centre for a specific hire quotation					

	Full Plans Applications							Building Notice Charge		
	Plan Charge			Inspection Charge						
	Charge	VAT	Total	Charge	VAT	Total	Total Plan and Inspection Charge	Charge	VAT	Total
1 Dwelling	£210	£42	£252	£360	£72	£432	£684	£654	£131	£785
Extension <10m ²	£180	£36	£216	£180	£36	£216	£432	£402	£80	£482
Extension 10-30m ²	£180	£36	£216	£240	£48	£288	£504	£486	£97	£583
Extension >30m ²	£180	£36	£216	£270	£54	£324	£540	£528	£106	£634
Multiple Extensions/Catagories	£180	£36	£216	£300	£60	£360	£576	£570	£114	£684
Domestic Garage	£120	£24	£144	£150	£30	£180	£324	£300	£60	£360
Garage Conversion	£120	£24	£144	£180	£36	£216	£360	£342	£68	£410
Replacement/Renovation of a Thermal Element	£90	£18	£108	£90	£18	£108	£216	£186	£37	£223
New Structural Opening	£90	£18	£108	£90	£18	£108	£216	£186	£37	£223
Replacement Windows/Doors	£90	£18	£108	£90	£18	£108	£216	£186	£37	£223
Wood Burning Stove	£90	£18	£108	£90	£18	£108	£216	£186	£37	£223

For Internal Use only

Cost of Work £0-£2000	£120	£24	£144	£60	£12	£72	£216	£174	£35	£209
Cost of Work £2000-£10000	£120	£24	£144	£150	£30	£180	£324	£300	£60	£360
Cost of Work £10000-£25000	£150	£30	£180	£210	£42	£252	£432	£414	£83	£497
Cost of Work £25000-£50000	£180	£36	£216	£270	£54	£324	£540	£498	£100	£598
Cost of Work £50000-£100000	£210	£42	£252	£330	£66	£396	£648	£582	£116	£698

Any other work not coming in the above categories, please call for a bespoke price

POA

The above charges can be varied up to +/- 20% within year, in agreement with the Strategic Director - Growth & Culture, to reflect the commercial market within which Building Control operates. For any work not covered in the above table, please contact us on 01476 406187 or e-mail bcontrol@southkesteven.gov.uk for a quotation.

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
BUILDING CONTROL CHARGES					
1	<u>Administration Charges</u>				
	Enquiries & searching of historic records (response to be provided within 20 working days)	01/04/2024	75.00	80.00	O/Scope
	Enquiries & searching of historic records (response to be provided within 48 hours)	01/04/2024	110.00	115.00	O/Scope
	Copy of completion certificate - (response to be provided within 20 working days)	01/04/2024	35.00	40.00	O/Scope
	Copy of completion certificate - (response to be provided within 1 working day)	01/04/2024	70.00	75.00	O/Scope
	Copy of notice of decision - (response to be provided within 20 working days)	01/04/2024	35.00	40.00	O/Scope
	Copy of notice of decision - (response to be provided within 1 working day)	01/04/2024	70.00	75.00	O/Scope
	Exemption Confirmation Letter	01/04/2024	60.00	65.00	O/Scope
	Responses to Professional Letters for Commercial Purposes	01/04/2024	90.00	95.00	O/Scope
	Reopening archived records - please contact us for a quotation. Fees will be based on the officer hourly rates based on the work involved.				
2	<u>Additional Inspection Charges</u>				
	Additional inspections for quality of building works including help with snagging list	01/04/2015	20% of original charge	20% of original charge	Included
3	<u>Other Charges</u>				
	Pre-application advice - 1st hour free, thereafter, hourly rate applies	01/04/2023	60.00	65.00	Included
	Domestic structural design	01/04/2023	245.00	260.00	Included
	Administration charge for dangerous structures, withdrawn applications, historic buildings etc. (per hour)	01/04/2023	90.00	95.00	Included
	Fire Risk Assessments	01/02/2017	POA	POA	Included
	Demolition Notice	01/04/2023	145.00	155.00	O/Scope

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
1	BUS STATION - GRANTHAM				
	Per Departure	01/04/2024	0.87	0.90	Included
	<u>Minimum Charge</u>				
	1-75 departures per annum	01/04/2024	57.40	62.00	Included
2	BUS STATION - STAMFORD				
	Per Departure	01/04/2024	0.87	0.90	Included
	<u>Minimum Charge</u>				
	1-75 departures per annum	01/04/2024	57.40	62.00	Included
3	BUS STATION - BOURNE				
	Per Departure	01/04/2024	0.87	0.90	Included
	<u>Minimum Charge</u>				
	1-75 departures per annum	01/04/2024	57.40	62.00	Included

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	CAR PARKS - GRANTHAM				
1	SHORT STAY (EXCEPT WHARF ROAD & WELHAM STREET)				
	Up to 30 mins	01/04/2022	0.90	0.90	Included
	Up to 1 hour	01/04/2022	1.20	1.20	Included
	Up to 2 hours	01/04/2022	1.90	1.90	Included
	Up to 3 hours	01/04/2022	2.50	2.50	Included
	Up to 4 hours	01/04/2022	4.10	4.10	Included
	Over 4 hours	01/04/2022	5.30	5.30	Included
	SHORT STAY Wharf Road Grantham				
	Up to 30 mins	01/04/2022	0.90	0.90	Included
	Up to 1 hour	01/04/2022	1.20	1.20	Included
	Up to 2 hours	01/04/2022	1.90	1.90	Included
	Up to 3 hours	01/04/2022	2.50	2.50	Included
	Up to 4 hours	01/04/2022	8.00	8.00	Included
	Over 4 hours	01/04/2022	10.40	10.40	Included
2	LONG STAY (EXCEPT WELHAM STREET)				
	Up to 3 hours	01/04/2022	2.50	2.50	Included
	Up to 4 hours	01/04/2022	3.40	3.40	Included
	All day	01/04/2022	4.10	4.10	Included
3	LEISURE TARIFF - Welham Street				
	Up to 3 hours	01/04/2022	1.20	1.20	Included
	Up to 4 hours	01/04/2022	1.70	1.70	Included
	Up to 6 hours	01/04/2022	3.20	3.20	Included
	Over 6 hours	01/04/2022	10.40	10.40	Included
4	LONG STAY SEASON TICKETS (Monday to Friday)				
	Per quarter	01/04/2022	135.00	135.00	Included
	Per 6 months	01/04/2022	260.00	260.00	Included
5	LONG STAY SEASON TICKETS (Monday to Saturday)				
	Per quarter	01/04/2022	160.00	160.00	Included
	Per 6 months	01/04/2022	310.00	310.00	Included
	Season Ticket Discount Offer	Purchase			
		4			
6	PENALTY CHARGE NOTICES				
	Failure to display	01/04/2013	70.00	70.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	35.00	35.00	O/Scope
	Parking for longer etc	01/04/2013	50.00	50.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	25.00	25.00	O/Scope

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
CAR PARKS - STAMFORD					
1	SHORT STAY				
	Up to 30 mins	01/04/2022	1.00	1.00	Included
	Up to 1 hour	01/04/2022	1.30	1.30	Included
	Up to 2 hours	01/04/2022	2.00	2.00	Included
	Up to 3 hours	01/04/2022	2.60	2.60	Included
	Up to 4 hours	01/04/2022	4.20	4.20	Included
	Over 4 hours	01/04/2022	5.40	5.40	Included
2	LONG STAY				
	Up to 3 hours	01/04/2022	2.60	2.60	Included
	Up to 4 hours	01/04/2022	3.50	3.50	Included
	All day	01/04/2022	4.20	4.20	Included
4	LONG STAY SEASON TICKETS (Monday to Friday)				
	Per quarter	01/04/2022	140.00	140.00	Included
	Per 6 months	01/04/2022	265.00	265.00	Included
5	LONG STAY SEASON TICKETS (Monday to Saturday)				
	Per quarter	01/04/2022	165.00	165.00	Included
	Per 6 months	01/04/2022	315.00	315.00	Included
Season Ticket Discount Offer		Purchase			
		4			
6	PENALTY CHARGE NOTICES				
	Failure to display	01/04/2013	70.00	70.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	35.00	35.00	O/Scope
	Parking for longer etc	01/04/2013	50.00	50.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	25.00	25.00	O/Scope

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
1	ENVIRONMENTAL HEALTH TATTOOING, PIERCING AND ELECTROLYSIS				
1	<u>Premise/Business registration fees</u>				
	Acupuncture	01/04/2024	166.25	199.00	O/Scope
	Tattooing	01/04/2024	166.25	199.00	O/Scope
	Electrolysis	01/04/2024	166.25	199.00	O/Scope
	Cosmetic piercing	01/04/2024	166.25	199.00	O/Scope
	Semi permanent skin colouring	01/04/2024	166.25	199.00	O/Scope
	Additional activities (eg cosmetic piercing and tattooing) per activity	01/04/2024	90.50	108.50	O/Scope
	Amendment or replacement certificate	01/04/2024	31.00	38.00	O/Scope
2	<u>Personal registration fees (Per activity)</u>				
	Acupuncture	01/04/2024	84.50	102.50	O/Scope
	Tattooing	01/04/2024	84.50	102.50	O/Scope
	Electrolysis	01/04/2024	84.50	102.50	O/Scope
	Cosmetic piercing	01/04/2024	84.50	102.50	O/Scope
	Semi permanent skin colouring	01/04/2024	84.50	102.50	O/Scope
	Amendment or replacement certificate	01/04/2024	31.00	38.00	O/Scope
3	<u>Unsound food</u>				
	Voluntary surrender certificate (excludes disposal)	01/04/2024	89.00	127.20	Included
4	<u>Food Export Health Certification</u>				
	Inspection (first 2 hours) and certification	01/04/2024	188.00	268.20	Included
	Certification only	01/04/2024	60.00	86.40	Included
5	<u>Food Hygiene Rating Scheme</u>				
	Re-inspection/Re-visit	01/04/2024	216.50	303.60	Included
6	<u>Control of dogs</u>				
	Collecting and detaining stray dogs (statutory fine)	01/04/1996	25.00	25.00	O/Scope
	Handling, Kenneling & Administration	01/04/2024	45.50	52.00	O/Scope
	Kennelling per day or part of	01/04/2024	22.75	35.00	O/Scope
7	<u>Scrap Metal Dealers</u>				
	Dealer initial licence - 3 year licence Part A	01/04/2024	296.00	298.00	O/Scope
	Dealer initial licence - 3 year licence Part B	01/04/2024	398.50	399.00	O/Scope
	Dealer licence renewal - Part A	01/04/2024	242.50	243.50	O/Scope
	Dealer licence renewal - Part B	01/04/2024	39.00	399.00	O/Scope
	Collector new - Part A	01/04/2024	165.50	167.50	O/Scope
	Collector new - Part B	01/04/2024	40.50	41.50	O/Scope
	Collector renewal - Part A	01/04/2024	105.00	106.00	O/Scope
	Collector renewal - Part B	01/04/2024	40.50	41.50	O/Scope
	Copy of a licence - Replacement Licence certificate	01/04/2024	28.50	31.00	O/Scope
	Minor variation	01/04/2024	38.50	40.50	O/Scope
8	<u>Caravan Sites & Park Homes</u>				
	Application for site Licence - Part A	01/04/2024	502.00	545.00	O/Scope
	Application for sie licence - Part B	01/04/2024	41.00	44.00	O/Scope
	Transfer/amendments of up to 2 Licence conditions	01/04/2024	203.00	219.00	O/Scope
	Significant amendments involving a site visit	01/04/2024	329.00	355.00	O/Scope
	Annual Fee	01/04/2024	81.00	88.00	O/Scope
	Additional annual fee per plot	01/04/2024	5.50	6.00	O/Scope
	Enforcement - Based on an hourly rate	01/04/2018	Variable	Variable	O/Scope
	Deposit of site rules	01/04/2024	87.50	95.00	O/Scope
	Replacement licence certificate	01/04/2024	30.00	44.00	O/Scope
	Enforcement - Based on an hourly rate	01/04/2018	Variable	Variable	O/Scope
	Residential Site Fit and Proper Person Test	01/04/2024	277.00	299.00	O/Scope

NB Relevant fees as per the Provision of Services Regulations 2009 are now broken down into Part A and Part B. Part A is payable upon application, Part B is payable upon grant of license

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	ENVIRONMENTAL HEALTH				
9	ENQUIRIES IN CONNECTION WITH CONTAMINATED LAND Enquiries	01/04/2023	145.00	145.00	O/Scope
10	PRIVATE SECTOR HOUSING CHARGES Improvement Notice, Emergency Remedial Action Notice, Prohibition Order, Emergency prohibition Order or Hazard Awareness Notice Review of Suspended Improvement Notice or Suspended Prohibition Order	01/04/2024 01/04/2024	Hourly Rate Hourly Rate	513.00 197.50	O/Scope
11	Food Hygiene/Health & Safety Charges	01/04/2018	Hourly Rate	Hourly Rate	Included
12	Immigration inspections	01/04/2024	219.50	266.50	O/Scope
13	Private Sector Housing Civil Penalties (Maximum penalty allowed by legislation £30,000 as alternative to prosecution)	01/04/2018	30,000.00	30,000.00	O/Scope
14	HOUSES IN MULTIPLE OCCUPATION New Licence - Part A New Licence - Part B Renewal of licence (before expiry, no changes) Part A Renewal of licence (before expiry, no changes) Part B Replacement licence certificate	01/04/2024 01/04/2024 01/04/2024 01/04/2024 01/04/2024	465.00 125.50 273.50 124.50 31.00	570.50 152.75 335.75 152.75 32.00	O/Scope
15	SAMPLING OF PRIVATE WATER SUPPLIES INTENDED FOR HUMAN CONSUMPTION* Risk Assessment (each assessment) Sampling (each visit) Investigation (each investigation) Grant of authorisation (each authorisation) Analysing a sample: Taken under Reg 10 (domestic) Taken during monitoring of group A parameters Taken during monitoring of Group B parameters and monitoring under regulation 11	01/04/2019 01/04/2019 01/04/2019 01/04/2019 01/04/2019 01/04/2019 01/04/2019	Hourly Rate Hourly Rate Hourly Rate Hourly Rate Variable Variable Variable	Hourly Rate Hourly Rate Hourly Rate Hourly Rate Variable Variable Variable	O/Scope O/Scope O/Scope O/Scope O/Scope O/Scope O/Scope
16	SMOKE FREE FIXED PENALTY NOTICES Smoking in smoke free designated premises, place, vehicle If paid within 15 days of issue Failing to display smoke free signage as per law If paid within 15 days of issue	01/04/2016 01/04/2016 01/04/2016 01/04/2016	50.00 30.00 200.00 150.00	50.00 30.00 200.00 150.00	O/Scope O/Scope O/Scope O/Scope
17	SMOKE AND CARBON MONOXIDE ALARMS FOR RELEVANT LANDLORDS Full cost recovery plus penalty charge for failure to comply (Maximum penalty allowed by legislation £5,000)	01/04/2016	700-4,500	700-4,500	O/Scope
18	LETTING AGENTS REDRESS SCHEME Penalty for failure to comply (Maximum penalty allowed by legislation £5,000 should be considered the norm and a lower fine should only be charged if there are extenuating circumstances considered on a case by case basis)	01/04/2017	5,000.00	5,000.00	O/Scope
19	ELECTRICAL SAFETY REGULATIONS CIVIL PENALTIES Breach of Electrical Safety Regulations (Maximum penalty allowed by legislation £30,000 should be calculated using penalty Matrix)	01/04/2024		30,000.00	O/Scope

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	ENVIRONMENTAL HEALTH				
20	HYGIENE & FOOD SAFETY				
	New Business Advice Consultation	01/04/2024	231.00	291.60	Included
	Food Hygiene Checkup	01/04/2024	180.00	255.00	Included
	Food Safety Organiser	01/04/2024	35.00	43.20	Included
	Food hygiene workshop (1 hour max 8 people)	01/04/2024	128.00	291.60	Included
21	SAFER FOOD BETTER BUSINESS				
	Catering pack	01/04/2024	22.00	27.60	Included
	Retail pack	01/04/2024	21.00	26.40	Included
	Childminder pack	01/04/2024	13.50	17.40	Included
	Residential care home supplement	01/04/2024	7.50	10.20	Included
	6 month diary refill	01/04/2024	11.50	15.00	Included
	12 month diary refill	01/04/2024	13.50	17.40	Included
22	MINIMUM ENERGY EFFICIENCY STANDARDS (PRIVATE RENTED PROPERTY)				
	Letting substandard property (less than 3 months)	01/04/2019	2,000.00	2,000.00	O/scope
	Letting substandard property (3 months or more)	01/04/2019	4,000.00	4,000.00	O/scope
	Registering false or misleading information on the PRS				
	Exemptions Register	01/04/2019	1,000.00	1,000.00	O/scope
	Failing to comply with compliance notice	01/04/2019	2,000.00	2,000.00	O/scope

	Detail	Effective Date	2023/24	2023/24	2024/25	2024/25	VAT
LAPPC Permits for Part B Installations, Mobile Plant and Solvent Emissions Activities							
Application Fees							
1	Standard Process (includes solvent emission activites)	01/04/2017	1,650.00		1,650.00		O/Scope
	Standard Processes additional fee for operating without a permit	01/04/2017	1,188.00		1,188.00		O/Scope
	PVRI, SWOBs and Dry Cleaners	01/04/2017	155.00		155.00		O/Scope
	PVR I & II combined	01/04/2017	257.00		257.00		O/Scope
	Vehicle refinishers (VRs) and other reduced fees activities	01/04/2017	362.00		362.00		O/Scope
	Reduced fee activities: Additional fee for operating without a permit	01/04/2017	99.00		99.00		O/Scope
	Mobile Plant (not using simplified permits)	01/04/2017	1,650.00		1,650.00		O/Scope
	- for the third to seventh application	01/04/2017	985.00		985.00		O/Scope
	- for the eighth and subsequent applications	01/04/2017	498.00		498.00		O/Scope
	Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts						
2	Substantial changes to permits						
	Standard Process	01/04/2017	1,050.00		1,050.00		O/Scope
	Standard Process where the substantial change results in a new PPC activity	01/04/2017	1,650.00		1,650.00		O/Scope
	Reduced Fee Activities	01/04/2017	102.00		102.00		O/Scope
3	Transfer and Surrender						
	Transfer of a permit - Standard Process	01/04/2017	169.00		169.00		O/Scope
	New operator at low risk reduced fee activity (extra one off subsistence charge)	01/04/2017	78.00		78.00		O/Scope
	Partial transfer of a standard permit	01/04/2017	497.00		497.00		O/Scope
	Reduced Fee Activitites: Partial Transfer	01/04/2017	47.00		47.00		O/Scope
4	Temporary transfer for mobiles						
	First transfer	01/04/2017	53.00		53.00		O/Scope
	Repeat following enforcement or warning	01/04/2017	53.00		53.00		O/Scope
5	Annual Subsistence Charge						
	Standard Process - LOW	01/04/2017	772.00	(+103)*	772.00	(+103)*	O/Scope
	Standard Process - MEDIUM	01/04/2017	1,161.00	(+156)*	1,161.00	(+156)*	O/Scope
	Standard Process - HIGH	01/04/2017	1,747.00	(+207)*	1,747.00	(+207)*	O/Scope
	* The additional amount in brackets must be charged where a permit is for a combined Part B and waste installation						
			LOW	MED	HIGH		
	PVRI, SWOBs and Dry Cleaners	01/04/2017	79.00	158.00	237.00		O/Scope
	PVR I & II combined	01/04/2017	113.00	226.00	341.00		O/Scope
	Vehicle refinishers and other Reduced Fees	01/04/2017	228.00	365.00	548.00		O/Scope
	Mobile Plant for the first and second permits	01/04/2017	646.00	1,034.00	1,506.00		O/Scope
	for the third to seventh permits	01/04/2017	385.00	617.00	924.00		O/Scope
	for the eighth and subsequent permits	01/04/2017	198.00	316.00	473.00		O/Scope
	Late Payment Fee (8 weeks from date of invoice)	01/04/2017	52.00		52.00		O/Scope
	* Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £103 to the above annual subsistence amounts						

NOTES

The above fees are those currently imposed by DEFRA, a full copy of which can be viewed on their website

www.gov.uk

	Detail	Effective Date	2024/25 £	2024/25 £	2024/25 £	2024/25 £	VAT
6	LAPPC mobile plant charges (not using simplified permit) number of permits		Application fee	LOW	MED	HIGH	
	1	01/04/2017	1,650.00	646.00	1,034.00	1,506.00	O/Scope
	2	01/04/2017	1,650.00	646.00	1,034.00	1,506.00	O/Scope
	3	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	4	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	5	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	6	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	7	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	8 and over	01/04/2017	498.00	198.00	316.00	473.00	O/Scope
7	LA-IPPC (Local Authority Element)						
	Application	01/04/2017	3,363.00				O/Scope
	Additional fee for operating without a permit	01/04/2017	1,188.00				O/Scope
	Annual subsistence LOW	01/04/2017	1,446.00				O/Scope
	Annual subsistence MEDIUM	01/04/2017	1,610.00				O/Scope
	Annual subsistence HIGH	01/04/2017	2,333.00				O/Scope
	Late Payment Fee	01/04/2017	52.00				O/Scope
	Variation	01/04/2017	1,368.00				O/Scope
	Substantial variation	01/04/2017	3,363.00				O/Scope
	Transfer	01/04/2017	235.00				O/Scope
	Partial transfer	01/04/2017	698.00				O/Scope
	Surrender	01/04/2017	698.00				O/Scope
	*Additional fee for payment of subsistence fees for LAPPC and LAIPPC by quarterly instalments	01/04/2017	38.00				O/Scope
	** where 9(2)(a) or (b) applies under the Local Authority Permits for Part A(2) Installations and small waste incineration plan(Fees and Charges) (England) (Scheme) 2017						

NOTES

The above fees are detailed in the Local Authority Permits for Part A(2) Installations and small waste incineration plan (Fees & Charges) (England) (Scheme) 2017 in the currently imposed by DEFRA, a fully copy of which can be viewed on their website www.defra.gov.uk

- * Subsistence charges can be paid in four equal quarterly instalments paid on 1 April, 1 July, 1 October and 1 January. Where paid quarterly the amount payable to the authority will increase by £38

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
1	LICENCES				
1.1	Hackney Carriage and Private Hire *				
	Driver's licence - 3 Year - Standard Licence Period	01/04/2024	281.50	310.25	O/Scope
	Driver's licence - annual (aged 65yrs or above and/or medical conditic	01/04/2024	113.00	125.00	O/Scope
	Change to dual licence (mid year)	01/04/2024	43.50	48.00	O/Scope
	Replacement drivers badge (sent by Royal Mail)	01/04/2024	25.75	29.00	O/Scope
	Replacement drivers badge (collected from Customer Services)	01/04/2024	25.75	35.75	O/Scope
	Replacement vehicle plate	01/04/2024	58.75	69.30	Included
	Replacement licence certificate	01/04/2024	20.25	23.00	O/Scope
	Replacement vehicle bracket	01/04/2024	16.75	16.80	Included
	Replacement internal vehicle plate (sent by royal mail)	01/04/2024	26.75	30.50	O/Scope
	Replacement internal vehicle plates (collected from Customer Service	01/04/2024	26.75	37.25	O/Scope
	Transfer of vehicle ownership	01/04/2024	42.50	47.00	O/Scope
	Local Knowledge Test- Hackney Carriage Only (initial and retest)	01/04/2024	71.00	78.25	O/Scope
	English Language Skills Test (initial and retest)	01/04/2024	46.50	46.50	O/Scope
	Private Hire Operator Licence - 5 Year	01/04/2024	173.50	191.00	O/Scope
	Change of registration number ie cherished number plates	01/04/2024	88.75	106.00	O/Scope
	Enhanced DBS disclosure fee	01/04/2024	40.00	38.00	O/Scope
	Enhanced DBS Admin fee (new application - 3yr licence)	01/04/2024	N/A	35.00	O/Scope
	Enhanced DBS Admin fee (2nd application during 3yr licence)	01/04/2024	N/A	45.00	O/Scope
	Delivery fee to Bourne area office	01/04/2023	10.00	10.00	O/Scope
2	Annual vehicle licence				
	Private Hire	01/04/2024	241.00	272.00	O/Scope
	Hackney Carriage	01/04/2024	262.50	298.50	O/Scope
	20% reduction for LPG/Hybrid/Wheelchair vehicles: Private Hire	01/04/2024	192.75	217.50	O/Scope
	20% reduction for LPG/Hybrid/Wheelchair vehicles: Hackney	01/04/2024	210.00	238.75	O/Scope
	50% reduction for electric/zero emissions vehicles: Private Hire	01/04/2024	120.50	136.00	O/Scope
	50% reduction for electric/zero emissions vehicles: Hackney	01/04/2024	131.25	149.25	O/Scope
	Exemption from displaying Private Hire plate	01/04/2024	92.50	102.00	O/Scope
	Exemption from displaying Private Hire plate (renewal fee)	01/04/2024	57.00	64.00	O/Scope
3	Credit for unexpired days due to change of vehicle				
	Private Hire	01/04/2024	0.66	0.75	O/Scope
	Hackney Carriage	01/04/2024	0.72	0.82	O/Scope
4	Activites involving Animals - Additional vets fees may apply to these licences				
4.1	Animal Licences				
	Pre application/Re-inspections (where applicable)	01/04/2024	210.00	230.75	O/Scope
	Dog Boarding - Part A	01/04/2024	225.00	247.50	O/Scope
	Dog Boarding - Part B	01/04/2024	128.50	141.50	O/Scope
	Cat Boarding - Part A	01/04/2024	225.00	247.50	O/Scope
	Cat Boarding - Part B	01/04/2024	128.50	141.50	O/Scope
	Dual Dog and Cat Boarding - Part A	01/04/2024	270.50	297.75	O/Scope
	Dual Dog and Cat Boarding - Part B	01/04/2024	152.00	167.50	O/Scope
	Dog Day Care - Part A	01/04/2024	225.00	247.50	O/Scope
	Dog Day Care - Part B	01/04/2024	128.50	141.50	O/Scope
	Home Boarding - Part A	01/04/2024	152.00	167.50	O/Scope
	Home Boarding - Part B	01/04/2024	105.00	115.25	O/Scope
	Arrangers/Franchisers	01/04/2024	105.00	115.25	O/Scope
	Dog Breeding Establishments Part A	01/04/2024	260.00	286.50	O/Scope
	Dog Breeding Establishments Part B	01/04/2024	199.50	219.50	O/Scope
	Sale of Animals as Pets- (Pet shops) Part A	01/04/2024	225.00	247.50	O/Scope
	Sale of selling Animals as Pets - (Pet shops) Part B	01/04/2024	128.50	141.50	O/Scope
	Hiring of Horses (Riding Establishments) Part A	01/04/2024	260.00	286.50	O/Scope
	Hiring of Horses (Riding Establishments) Part B	01/04/2024	199.50	219.50	O/Scope
	Dangerous Wild Animals Part A	01/04/2024	213.00	234.50	O/Scope
	Dangerous Wild Animals Part B	01/04/2024	45.00	49.75	O/Scope
	Transfer of licence	01/04/2024	115.00	126.50	O/Scope
	Animals for exhibition (3 year Licence) Part A	01/04/2024	152.00	167.50	O/Scope
	Animals for exhibition (3 year Licence) Part B	01/04/2024	105.00	115.25	O/Scope
	Variation (with inspection)	01/04/2024	210.00	230.75	O/Scope
	Variation (no inspection)	01/04/2024	57.50	63.25	O/Scope
5	Zoo Licences				
	New Application (4 year) Part A	01/04/2024	466.50	513.50	O/Scope
	New Application (4 year) Part B	01/04/2024	209.50	230.75	O/Scope
	Renewal (6 year) Part A	01/04/2024	395.50	435.50	O/Scope
	Renewal (6 year) Part B	01/04/2024	399.00	439.00	O/Scope
	Transfer of Licence	01/04/2024	115.00	126.50	O/Scope
6	Sex Establishments				
	New Application/Renewal/Transfer/Variation- Part A	01/04/2024	1,731.00	1,884.00	O/Scope
	New Application/Renewal/Transfer/Variation - Part B	01/04/2024	143.00	155.50	O/Scope
7	Street Trading				
	Stamford Pedestrian Precinct Per Day	01/04/2024	26.00	26.00	O/Scope
	Other Locations per day from	01/04/2024	21.00	21.00	O/Scope
	Private land per day	01/04/2024	11.25	11.25	O/Scope
	Mobile Trader Consent (12 months)	01/04/2024	347.00	347.00	O/Scope
NB	Relevant fees as per the Provision of Services Regulations 2009 are now broken down into Part A and Part B. Part A is payable upon application, Part B is payable upon grant of license				

* Subject to approval

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
ALCOHOL LICENSING					
1	Licensed Premises				
Grant of Premises Licence or Club Premises Certificate					
	Band A (Rateable Value £0 - £4,300)	24/11/2005	100.00	100.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	190.00	190.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	315.00	315.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	450.00	450.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	635.00	635.00	O/Scope
2	Variation of Premises Licence or Club Premises Certificate				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	100.00	100.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	190.00	190.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	315.00	315.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	450.00	450.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	635.00	635.00	O/Scope
	Minor Variation	30/06/2009	89.00	89.00	O/Scope
3	Annual Fee for Premises Licence or Club Premises Certificate				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	70.00	70.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	180.00	180.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	295.00	295.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	320.00	320.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	350.00	350.00	O/Scope
4	Grant of Premises Licence where alcohol is primary use				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	100.00	100.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	190.00	190.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	315.00	315.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	900.00	900.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	1,905.00	1,905.00	O/Scope
5	Annual Fee for Premises Licence where alcohol is primary use				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	70.00	70.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	180.00	180.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	295.00	295.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	640.00	640.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	1,050.00	1,050.00	O/Scope
Fees set by government					

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
ALCOHOL LICENSING					
6	Grant of Premises Licence or Club Premises Certificate				
Number of Persons					
	5,000 to 9,999	24/11/2005	1,000.00	1,000.00	O/Scope
	10,000 to 14,999	24/11/2005	2,000.00	2,000.00	O/Scope
	15,000 to 19,999	24/11/2005	4,000.00	4,000.00	O/Scope
	20,000 to 29,999	24/11/2005	8,000.00	8,000.00	O/Scope
	30,000 to 39,999	24/11/2005	16,000.00	16,000.00	O/Scope
	40,000 to 49,999	24/11/2005	24,000.00	24,000.00	O/Scope
	50,000 to 59,999	24/11/2005	32,000.00	32,000.00	O/Scope
	60,000 to 69,999	24/11/2005	40,000.00	40,000.00	O/Scope
	70,000 to 79,999	24/11/2005	48,000.00	48,000.00	O/Scope
	80,000 to 89,999	24/11/2005	56,000.00	56,000.00	O/Scope
	90,000 and over	24/11/2005	64,000.00	64,000.00	O/Scope
7	Annual Fee - Number of Persons				
	5,000 to 9,999	24/11/2005	500.00	500.00	O/Scope
	10,000 to 14,999	24/11/2005	1,000.00	1,000.00	O/Scope
	15,000 to 19,999	24/11/2005	2,000.00	2,000.00	O/Scope
	20,000 to 29,999	24/11/2005	4,000.00	4,000.00	O/Scope
	30,000 to 39,999	24/11/2005	8,000.00	8,000.00	O/Scope
	40,000 to 49,999	24/11/2005	12,000.00	12,000.00	O/Scope
	50,000 to 59,999	24/11/2005	16,000.00	16,000.00	O/Scope
	60,000 to 69,999	24/11/2005	20,000.00	20,000.00	O/Scope
	70,000 to 79,999	24/11/2005	24,000.00	24,000.00	O/Scope
	80,000 to 89,999	24/11/2005	28,000.00	28,000.00	O/Scope
	90,000 and over	24/11/2005	32,000.00	32,000.00	O/Scope
Fees set by government					

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	ALCOHOL LICENSING				
8	Other Charges - Licensing Act 2003				
	Personal Licence (Grant/ renewal)	24/11/2005	37.00	37.00	O/Scope
	Theft, loss etc of a personal licence	24/11/2005	10.50	10.50	O/Scope
	Duty to notify change of name or address	24/11/2005	10.50	10.50	O/Scope
	Temporary Event Notice	24/11/2005	21.00	21.00	O/Scope
	Theft, loss etc of a Temporary Event Notice	24/11/2005	10.50	10.50	O/Scope
	Theft, loss etc of a premises licence or summary	24/11/2005	10.50	10.50	O/Scope
	Application for a provisional statement where premises being built etc	24/11/2005	315.00	315.00	O/Scope
	Notification of change of name or address	24/11/2005	10.50	10.50	O/Scope
	Application to vary licence to specify individual as DPS	24/11/2005	23.00	23.00	O/Scope
	Transfer of premises licence	24/11/2005	23.00	23.00	O/Scope
	Interim authority notice following death etc of licence holder	24/11/2005	23.00	23.00	O/Scope
	Theft, loss etc of certificate of summary	24/11/2005	10.50	10.50	O/Scope
	Notification of change of name or alteration of rules of club	24/11/2005	10.50	10.50	O/Scope
	Change of relevant registered address of club	24/11/2005	10.50	10.50	O/Scope
	Right of freeholder etc to be notified of licensing matters	24/11/2005	21.00	21.00	O/Scope
	Disapplication of premise supervisor for community premises	01/04/2020	23.00	23.00	O/Scope
	Fees set by government				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
GAMBLING LICENSING					
1	<u>Bingo Premises Licence</u>				
	Application for Provisional Statement	01/04/2024	779.25	833.75	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2024	621.50	665.00	O/Scope
	Non Conversion Fee, Other Premises	01/04/2024	822.25	879.75	O/Scope
	Annual Fee	01/04/2024	548.50	587.00	O/Scope
	Variation of Licence	01/04/2024	749.25	801.75	O/Scope
	Transfer Fee	01/04/2024	626.50	670.25	O/Scope
	Application for Reinstatement of Licence	01/04/2024	626.50	670.25	O/Scope
2	<u>Adult Gaming Centre Premises Licence</u>				
	Application for Provisional Statement	01/04/2024	717.25	767.50	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2024	459.00	491.25	O/Scope
	Non Conversion Fee, Other Premises	01/04/2024	749.25	801.75	O/Scope
	Annual Fee	01/04/2024	482.25	516.00	O/Scope
	Variation of Licence	01/04/2024	694.25	742.75	O/Scope
	Transfer Fee	01/04/2024	560.50	599.75	O/Scope
	Application for Reinstatement of Licence	01/04/2024	560.50	599.75	O/Scope
3	<u>Family Entertainment Centre Premises Licence</u>				
	Application for Provisional Statement	01/04/2024	717.25	767.50	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2024	459.00	491.25	O/Scope
	Non Conversion Fee, Other Premises	01/04/2024	749.25	801.75	O/Scope
	Annual Fee	01/04/2024	482.25	516.00	O/Scope
	Variation of Licence	01/04/2024	694.25	742.75	O/Scope
	Transfer Fee	01/04/2024	560.50	599.75	O/Scope
	Application for Reinstatement of Licence	01/04/2024	560.50	599.75	O/Scope
4	<u>Betting Premises Licence (other e.g. Betting shops)</u>				
	Application for Provisional Statement	01/04/2024	717.25	767.50	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2024	459.00	491.25	O/Scope
	Non Conversion Fee, Other Premises	01/04/2024	749.25	801.75	O/Scope
	Annual Fee	01/04/2024	482.25	516.00	O/Scope
	Variation of Licence	01/04/2024	694.25	742.75	O/Scope
	Transfer Fee	01/04/2024	560.50	599.75	O/Scope
	Application for Reinstatement of Licence	01/04/2024	560.50	599.75	O/Scope
5	<u>Ancillary Fees</u>				
	Change of Circumstances	01/04/2019	50.00	50.00	O/Scope
	Fee for copy of licence	01/04/2019	25.00	25.00	O/Scope
6	<u>Temporary Use Notices</u>				
	Fee for giving a Temporary Use Notice	01/04/2020	50.00	50.00	O/Scope
	Replacement of an endorsed copy of a Temporary Use Notice	01/04/2020	25.00	25.00	O/Scope
Maximum fees are set in The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007					

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	GAMBLING LICENSING				
7	<u>Unlicensed Family Entertainment Centres (10 year duration)</u>				
	Gaming Machine Permit (no annual fee)	31/01/2007	300.00	300.00	O/Scope
	Renewal	31/01/2007	300.00	300.00	O/Scope
	Change of name	31/01/2007	25.00	25.00	O/Scope
	Copy of Permit	31/01/2007	15.00	15.00	O/Scope
	Prize Gaming Permit (no annual fee)	31/01/2007	300.00	300.00	O/Scope
	Renewal	31/01/2007	300.00	300.00	O/Scope
	Change of name	31/01/2007	25.00	25.00	O/Scope
	Copy of Permit	31/01/2007	15.00	15.00	O/Scope
8	<u>Club Gaming Permit & Club Machine Permit (10 years duration)</u>				
	New	31/01/2007	200.00	200.00	O/Scope
	Renewal	31/01/2007	200.00	200.00	O/Scope
	Annual Fee	31/01/2007	50.00	50.00	O/Scope
	Variation	31/01/2007	100.00	100.00	O/Scope
	Copy of Permit	31/01/2007	15.00	15.00	O/Scope
9	<u>Licensed Premises Gaming Machine Permits</u>				
	One off notification fee of 2 or less gaming machines	31/01/2007	50.00	50.00	O/Scope
	New (3 or more machines plus annual fee below)	31/01/2007	150.00	150.00	O/Scope
	Transfer	31/01/2007	25.00	25.00	O/Scope
	Variation	31/01/2007	100.00	100.00	O/Scope
	Change of name on a Gaming Permit (more than 2 machines)	31/01/2007	25.00	25.00	O/Scope
	Copy of Gaming Machine Permit (more than 2 machines)	31/01/2007	15.00	15.00	O/Scope
	Annual Fee	31/01/2007	50.00	50.00	O/Scope
10	<u>Small Society Lotteries</u>				
	Registration	01/09/2007	40.00	40.00	O/Scope
	Renewal	01/09/2007	20.00	20.00	O/Scope
Fees set by government					

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
NEIGHBOURHOODS					
1	Fixed Penalty Notice - Community Protection Notice	01/04/2018	100.00	100.00	O/Scope
2	Fixed Penalty Notice - Public Space Protection Order	01/04/2018	100.00	100.00	O/Scope
3	Fixed Penalty Notice - Domestic Waste Offence	01/04/2017	80.00	80.00	O/Scope
4	Fixed Penalty Notice - Commercial Waste Offence	01/04/2017	110.00	110.00	O/Scope
5	Fixed Penalty Notice - Waste Transfer Offence	01/04/2017	300.00	300.00	O/Scope
6	Fixed Penalty Notice - Littering Reduced for repayment within 14 days	01/04/2024 01/04/2024	150.00 N/A	500.00 250.00	O/Scope
7	Fixed Penalty Notice - Fly Tipping Reduced for repayment within 14 days	01/04/2024 01/04/2024	400.00 N/A	1,000.00 500.00	O/Scope
8	Fixed Penalty Notice - Fly Posting*	01/04/2018	100.00	100.00	O/Scope
9	Fixed Penalty Notice - Graffiti Reduced for repayment within 14 days	01/04/2024 01/04/2024	100.00 N/A	500.00 250.00	O/Scope
10	Fixed Penalty Notice - Abandoning a Vehicle	01/04/2017	200.00	200.00	O/Scope
11	Fixed Penalty Notice - Nuisance Parking	01/04/2017	100.00	100.00	O/Scope
12	Fixed Penalty Notice - Householder waste duty of care* Reduced for repayment within 14 days	01/04/2024 01/04/2024	200.00 N/A	600.00 300.00	O/Scope
13	REQUESTS FOR RELEASE OF CCTV IMAGES Legal Representative/Insurance Company	01/04/2020	75.00	75.00	O/Scope
14	Neighbourhood charges	01/04/2019	Hourly rate	Hourly rate	O/Scope
NB. The above fees are set at the maximum full penalty with the exception of those marked * which are set at the default penalty as determined in the Environmental Offences (Fixed Penalties) (England) Regulations					

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	NEIGHBOURHOODS				
	REMOVAL OF VEHICLES				
15	<u>Vehicle on road, upright and not substantially damaged or any two wheeled vehicle whatever its condition or position on or off the road</u>				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/2020	150.00	150.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/2020	200.00	200.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	01/04/2020	350.00	350.00	O/Scope
	Vehicle exceeding 18 tonnes MAM	01/04/2020	350.00	350.00	O/Scope
16	<u>Vehicle, excluding a two wheeled vehicle, on road but either not upright or substantially damaged or both</u>				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/2020	250.00	250.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/2020	650.00	650.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Unladen	01/04/2020	2,000.00	2,000.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Laden	01/04/2020	3,000.00	3,000.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Unladen	01/04/2020	3,000.00	3,000.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Laden	01/04/2020	4,500.00	4,500.00	O/Scope
17	<u>Vehicle, excluding a two wheeled vehicle, off road, upright and not substantially damaged</u>				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/2020	200.00	200.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/2020	400.00	400.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Unladen	01/04/2020	1,000.00	1,000.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Laden	01/04/2020	1,500.00	1,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Unladen	01/04/2020	1,500.00	1,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Laden	01/04/2020	2,000.00	2,000.00	O/Scope
18	<u>Vehicle, excluding a two wheeled vehicle, off road, but either not upright or substantially damaged or both</u>				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/2020	300.00	300.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/2020	850.00	850.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Unladen	01/04/2020	3,000.00	3,000.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Laden	01/04/2020	4,500.00	4,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Unladen	01/04/2020	4,500.00	4,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Laden	01/04/2020	6,000.00	6,000.00	O/Scope
19	STORAGE OF VEHICLES PER 24 HOURS OR PART OF				
	Two wheeled vehicle	01/04/2020	10.00	10.00	O/Scope
	Vehicle, not including a two wheeled vehicle, equal to or less than 3.5 tonnes MAM	01/04/2020	20.00	20.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM	01/04/2020	25.00	25.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	01/04/2020	30.00	30.00	O/Scope
	Vehicle exceeding 18 tonnes MAM	01/04/2020	35.00	35.00	O/Scope
20	DISPOSAL OF VEHICLES				
	Two wheeled vehicle	01/04/2020	50.00	50.00	O/Scope
	Vehicle, not including a two wheeled vehicle, equal to or less than 3.5 tonnes MAM	01/04/2020	75.00	75.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM	01/04/2020	100.00	100.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	01/04/2020	125.00	125.00	O/Scope
	Vehicle exceeding 18 tonnes MAM	01/04/2020	150.00	150.00	O/Scope

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	MARKETS - GRANTHAM				
1	Standard Stall (3.05m x 1.22m)	01/04/2023	24.40	24.40	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/2023	27.10	27.10	Exempt
2	Pitch (3.05m x 3.05m)	01/04/2023	22.70	22.70	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/2023	23.80	23.80	Exempt
	Hot food & drinks units	01/04/2023	27.10	27.10	Exempt
3	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/2023	7.60	7.60	Included
	Large vehicles	01/04/2023	11.30	11.30	Included
	MARKETS - STAMFORD				
4	Standard Stall (3.05m x 1.22m)	01/04/2023	28.10	28.10	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/2023	31.40	31.40	Exempt
5	Pitch (3.05m x 1.22m)	01/04/2023	24.90	24.90	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/2023	28.10	28.10	Exempt
	Hot food & drinks units	01/04/2023	31.40	31.40	Exempt
6	Craft fair - Table	01/04/2023	29.20	29.20	Exempt
7	Craft fair - Stall	01/04/2023	35.20	35.20	Exempt
8	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/2023	7.60	7.60	Included
	Large vehicles	01/04/2023	11.90	11.90	Included
	MARKETS - BOURNE				
9	Standard Stall (3.05m x 1.22m)	01/04/2023	21.60	21.60	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/2023	23.80	23.80	Exempt
10	Pitch (3.05m x 3.05m)	01/04/2023	18.40	18.40	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/2023	18.90	18.90	Exempt
	Hot food & drinks units	01/04/2023	23.80	23.80	Exempt
11	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/2023	8.10	8.10	Included
	Large vehicles	01/04/2023	11.90	11.90	Included
12	Hire of stall for private function (collection only)*	01/04/2023	12.40	12.40	Exempt
13	FOR ALL MARKETS				
	Farmers market - supply of stall cover in addition to standard stall charge	01/04/2023	1.70	1.70	Exempt
	Excessive Waste Surcharge (per stall)	01/04/2023	6.00	6.00	Included

* any associated costs with delivery and set up will be charged accordingly

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
LOCAL LAND CHARGE FEES					
1	Registration of a Charge on Part II of Register including Water Industry S30, LCC S106, Highways Act S38	01/04/2023	107.50	107.50	O/Scope
2	Filing a Definitive Certificate of Lands Tribunal	01/04/2023	5.00	5.00	O/Scope
3	Filing adjustment etc. for variation - cancellation of entry in Part II of Register	01/04/2023	11.20	11.20	O/Scope
4	Inspection of documents filed under Rule 10	01/04/2023	5.00	5.00	O/Scope
5	Official search of the Local Land Charges register (including issue of certificate)	01/04/2019	15.00	15.00	O/Scope
6	Con 29 Part I enquiries*				
	- one parcel of land, including the revised Con 29 questions	01/04/2023	207.60	207.60	Included
	- each additional parcel of land	01/04/2023	30.60	30.60	Included
	Part II enquiries				
	- each optional enquiry, excluding question 22	01/04/2023	21.30	21.30	Included
	- question 22	01/04/2023	27.60	27.60	Included
	- solicitor/client's own enquiry	01/04/2023	27.60	27.60	Included
7	Commercial*				
	- Please contact for a quotation on landcharges@southkesteven.gov.uk	01/04/2020	Variable		Included
8	Additional charge for expedited official search and Con29 - (3 Day Turnaround)	01/04/2023	43.75	43.75	O/Scope
9	CON 29R UNREFINED DATA CHARGES*				
	Building Regulations Q1.1 (F to H)	01/04/2023	7.80	7.80	Included
	Roads Q2.1	01/04/2023	7.80	7.80	Included
	PROWS Q2.2	01/04/2023	7.80	7.80	Included
	Land Requisitioned for Public Purposes Q3.1	01/04/2023	7.80	7.80	Included
	Roadworks Q3.2	01/04/2023	7.80	7.80	Included
	Drainage Q3.3	01/04/2023	7.80	7.80	Included
	Road Schemes Q3.4	01/04/2023	7.80	7.80	Included
	Nearby Railway Schemes Q3.5	01/04/2023	7.80	7.80	Included
	Traffic Schemes Q3.6	01/04/2023	7.80	7.80	Included
	Outstanding Notices Q3.7 (A-D & F)	01/04/2023	7.80	7.80	Included
	Notices Q3.7 E & G	01/04/2023	7.80	7.80	Included
	Contravention of Building Regulations Q3.8	01/04/2023	7.80	7.80	Included
	Notices, Orders, Directions and Proceedings under Planning Acts Q3.9 (A-N)	01/04/2023	7.80	7.80	Included
	Community Infrastructure Levy Q3.10	01/04/2023	7.80	7.80	Included
	Conservation Area Q3.11	01/04/2023	7.80	7.80	Included
	Compulsory Purchase Q3.12	01/04/2023	7.80	7.80	Included
	Contaminated Land Q3.13	01/04/2023	7.80	7.80	Included
	Radon Q3.14	01/04/2023	7.80	7.80	Included
	Assets of Community Value Q3.15	01/04/2023	7.80	7.80	Included

*The charges quoted will incur a charge based on an hourly rate of £54.90 (incl VAT)

A. OUTLINE APPLICATIONS			
£578 per 0.1 hectare for site up to and including 0.5 hectares	Not more than 0.5 hectares	£578 per 0.1 hectare	
£624 per 0.1 hectare for sites between 0.5 hectares and 2.5 hectares	Not more than 2.5 hectares	£624 per 0.1 hectare	
£15,433 + £1,186 for each 0.1 in excess of 2.5 hectares to a maximum of £202,500	More than 2.5 hectares	£15,433 + £186 for each additional 0.1 hectare in excess of 2.5 hectares (Maximum fee of £202,500)	
B. HOUSEHOLDER APPLICATIONS			
Alterations/extensions to a single dwellinghouse , including works within boundary	Single dwellinghouse	£258	
C. FULL APPLICATIONS (and First Submissions of Reserved Matters; or Technical Details Consent)			
Alterations/extensions to two or more dwellinghouses , including works within boundaries	Two or more dwellinghouses (or two or more flats)	£509	
New dwellinghouses (Not more than 10 dwellinghouses)	New dwellinghouses (not more than 10)	£578 per dwellinghouse	
New dwellinghouses (between 10 and 50)	New dwellinghouses (between 10 and 50)	£624 per dwellinghouse	
New dwellinghouses (for more than 50) £30,860 + £186 per additional dwellinghouse in excess of 50 up to a maximum fee of £405,500	New dwellinghouses (more than 50)	£30,860 + £186 per additional dwellinghouse	
Erection of buildings (not dwellinghouses, agricultural, glasshouses, plant nor machinery):			
Gross floor space to be created by the development	No increase in gross floor space or no more than 40 sq m	£293	
Gross floor space to be created by the development	More than 40 sq m but no more than 1,000 sq m	£578 per each 75 sq. m.	
Gross floor space to be created by the development	More than 1,000 sq m but no more than 3,750 sq m	£578 for each 75sq m or part thereof	
Gross floor space to be created by the development	More than 3,750 sq m	£30,680 + £186 for each additional 75 sq m in excess of 3,750 sq m to a maximum of £405,000	
The erection of buildings (on land used for agriculture for agricultural purposes)			
Gross floor space to be created by the development	Not more than 465 sq m	£120	
Gross floor space to be created by the development	More than 465 sq m but not more than 540 sq m	£578	
Gross floor space to be created by the development	More than 540 sq m but not more than 1,000 sq m	£578 for first 540 sq m + £578 for each 75 sq m (or part thereof) in excess of 540 sq m	
Gross floor space to be created by the development	Between 1,000 sq. m and 4,215 sq. m.	£624 for first 1,000 sq. m and £624 for each additional 75 sq. metres (or part thereof) in excess of 1,000 sq. m	
Gross floor space to be created by the development	More than 4,215 sq m	£30,860 + £186 for each 75 sq m (or part thereof) in excess of 4,215 sq m up to a maximum of £405,000	
Erection of glasshouses (on land used for the purposes of agriculture)			
Gross floor space to be created by the development	Not more than 465 sq m	£120	
Gross floor space to be created by the development	More than 465 sq m but not more than 1,000 sq. m	£3,225	
Gross floor space to be created by the development	More than 1,000 sq. m	£3,483	

* The fees above are set by Government

Erection/alterations/replacement of plant and machinery		
Site area	Not more than 1 hectare	£578 for each 0.1 hectare (or part thereof)
Site area	More than 1 hectare but not more than 5 hectares	£624 for each 0.1 hectare (or part thereof)
Site area	More than 5 hectares	£30,860 + additional £186 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £405,000
D. APPLICATIONS OTHER THAN BUILDING WORKS		
Car parks, service roads or other accesses	For existing uses	£293
Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)		
Site area	Not more than 15 hectares	£316 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£47,161 + £186 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £105,300
Operations connected with exploratory drilling for oil or natural gas		
Site area	Not more than 7.5 hectares	£686 for each 0.1 hectare (or part thereof)
Site area	More than 7.5 hectares	£51,395 + additional £204 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £405,000
Operations (other than exploratory drilling) for the winning and working of oil or natural gas		
Site area	Not more than 15 hectares	£347 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£47,161 + additional £186 for each 0.1 in excess of 15 hectare up to a maximum of £105,300
Other operations (winning and working of minerals) excluding oil and natural gas		
Site area	Not more than 15 hectares	£316 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£47,161 + additional £186 for each 0.1 in excess of 15 hectare up to a maximum of £105,300
Other operations (not coming within any of the above categories)		
Site area	Any site area	£293 for each 0.1 hectare (or part thereof) up to a maximum of £2,535
E. LAWFUL DEVELOPMENT CERTIFICATE		
Existing use or operation	Same as Full	
Existing use or operation - lawful not to comply with any condition or limitation	£293	
Proposed use or operation	Half the normal planning fee.	

* The fees above are set by Government

F. PRIOR APPROVAL	
Agricultural and Forestry buildings & operations or demolition of buildings	£120
Communications (previously referred to as 'Telecommunications Code Systems Operators')	£578
Proposed Change of Use to State Funded School or Registered Nursery	£120
Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery	£120
Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure	£120
Proposed Change of Use of a building from Commercial / Business / Service (Use Class E) Use to a use falling within Use Class C3 (Dwellinghouse)	£125 per dwellinghouse
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations	£120
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations	£258
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3)	£120
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3), and Associated Building Operations	£258
Notification for Prior Approval for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop	£120
Notification for Prior Approval for the Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use	£120
Notification for Prior Approval for the Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt	£120
<i>* The fees above are set by Government</i>	

G. RESERVED MATTERS		
Application for approval of reserved matters following outline approval grant of planning permission		Full fee due or if full fee already paid then £462 due
H. APPROVAL/VARIATION/DISCHARGE OF CONDITION		
Application for removal or variation of a condition following grant of planning permission		£234
Request for confirmation that one or more planning conditions have been complied with		£34 per request for Householder otherwise £116 per request
I. CHANGE OF USE of a building to use as one or more separate dwellinghouses, or other cases		
Number of dwellinghouses	Not more than 50 dwellinghouses	£462 for each
Number of dwellinghouses	More than 50 dwellinghouses	£22,859 + £138 for each in excess of 50 up to a maximum of £300,000
Other Changes of Use of a building or land		£462
J. ADVERTISING		
Relating to the business on the premises		£165
Advance signs which are not situated on or visible from the site, directing the public to a business		£165
Other advertisements		£578
K. APPLICATION FOR NON-MATERIAL AMENDMENT FOLLOWING A GRANT OF PLANNING PERMISSION		
Applications in respect of householder developments		£43
Applications in respect of other developments		£293
L. APPLICATION FOR PERMISSION IN PRINCIPLE (valid from 1 June 2018)		
Site area		£503 for each 0.1 hectare (or part thereof)
* The fees above are set by Government		

M. CONCESSIONS
Exemptions from payment
For alterations, extensions, etc. to a dwellinghouse for the benefit of a registered disabled person An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are
Listed Building Consent
Planning permission for relevant demolition in a Conservation Area Works to Trees covered by a Tree Preservation Order or in a Conservation Area Hedgerow Removal
If the application is the first revision of an application for development of the same character or description on the same site by the same applicant:
* For a withdrawn application: Within 12 months of the date when the application was received
* For a determined application: Within 12 months of the date the application was granted, refused or an appeal dismissed
* For an application where an appeal was made on the grounds of non-determination: Within 12 months of the period when the giving of notice of a decision on the earlier valid application expired
*In all cases where the 12 month period started no later than 5 December 2023
If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation
If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person
If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 to the advertisement in question
If the application is for alternative proposals for the same site by the same applicant, in order to benefit from the permitted development right in Schedule 2 Part 3 Class V of the Town and Country Planning (General Permitted Development) Order 2015 (as amended)
If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area If the application is for a Certificate of Lawfulness of Proposed Works to a listed building
Prior Approval for a Proposed Larger Home Extension
Reductions to payments
If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £578
If the application is being made on behalf of a parish or community council then the fee is 50%
If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%
In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £578
If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%
If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others
Where an application crosses one or more local or district planning authorities, the Planning Portal fee calculator will only calculate a cross boundary application fee as 150% of the fee that would have been payable if there had only been one application to a single authority covering the entire site.
If the fee for this divided site is smaller when the sum of the fees payable for each part of the site are calculated separately, you will need to contact the lead local authority to discuss the fee for this divided site.
The fee should go to the authority that contains the larger part of the application site.
This is only a summary of scales of fees, listing only the most common types of application.
<i>* The fees above are set by Government</i>

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
PLANNING CHARGES					
1	<u>Charges in connection with land/property transactions</u> Detailed queries on consents involving search for relevant information*	01/04/2024	40.70	43.20	Included
	Check involving site inspection**	01/04/2024	33.00	35.10	Included
2	Self Build Register - Joining fee	01/04/2023	50.00	50.00	Included
<p>*stated charge plus relevant copying charges</p> <p>**stated charge plus mileage plus officer hourly rates</p>					

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
STREET NAMING & NUMBERING					
1	Individual house re-name or re-number	01/04/2024	45.00	50.00	Exempt
2	Development re-number due to change of layout involving plot numbering or plot positions	01/04/2024	45.00	50.00	Exempt
3	Additional of a house name, where property has an official number	01/04/2024	45.00	50.00	Exempt
4	Removal of a house name from address, where property has an official number	01/04/2024	45.00	50.00	Exempt
5	Renaming/renumbering of street at residents request plus per property	01/04/2024 01/04/2024	270.00 45.00	275.00 50.00	Exempt
6	Confirmation of historic change of address to solicitors, occupiers or owner	01/04/2024	45.00	50.00	Exempt
7	Numbering of Properties - new developments Per Plot	01/04/2024	45.00	50.00	Exempt
8	Naming of new streets Per Street	01/04/2024	105.00	110.00	Exempt

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
1	Officer Hourly Rates				
	Assistant Director	01/04/2024	125.00	135.00	Included
	Development Management and Enforcement Manager	01/04/2024	N/A	117.00	Included
	Planning Policy Manager	01/04/2024	N/A	117.00	Included
	Principal Planning Officer	01/04/2024	100.00	105.00	Included
	Senior Planning Officer	01/04/2024	90.00	96.00	Included
	Planning/Asst Planning Officer	01/04/2024	80.00	87.00	Included
	Urban Design	01/04/2024	90.00	96.00	Included
	Conservation Officer	01/04/2024	90.00	96.00	Included
	Other specialist advice from other areas of the Council	01/04/2024	90.00	96.00	Included
	Project Management/Administration	01/04/2024	75.00	81.00	Included
2	Other Fees and Charges				
	High Hedges complaint	01/04/2024	360.00	381.00	included
	Applications to divert or stop up a public right of way				
	Administration costs	01/04/2024	250.00	510.00	included
	Minimum initial charge to cover costs of statutory adverts (subject to change depending on actual advert costs involved)	01/04/2023	645.00	645.00	included
	<i>The council will also require an undertaking to cover any legal costs associated with the process</i>				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
<u>BOURNE LEISURE CENTRE</u>					
1	<u>Swimming Pool</u>				
	Swimming - full rate	01/04/2024	6.50	7.15	Exempt
	Swimming - concession	01/04/2024	5.00	5.50	Exempt
	Under 5's	01/04/2024	1.00	1.10	Exempt
	Parent and toddler session	01/04/2024	6.80	7.50	Exempt
	Exclusive pool hire (per hour)	01/04/2024	185.00	203.50	Exempt
	LCC Schools (per individual)	01/04/2024	1.60	1.75	Exempt
2	<u>Main Hall (per hour)</u>				
	Sporting - full rate	01/04/2024	75.00	82.50	Exempt
	Commercial	01/04/2012	Negotiable	Negotiable	Exempt
	Badminton - full rate	01/04/2024	14.00	15.40	Exempt
	Table tennis - full rate per hour	01/04/2024	9.00	9.90	Exempt
3	<u>Fitness Room (per hour)</u>				
	Individual use - full rate	01/04/2024	9.00	9.90	Exempt
4	<u>Miscellaneous (per hour)</u>				
	Activity room/meeting room - full rate	01/04/2024	40.00	44.00	Exempt
	Spectator (per individual)	01/04/2024	1.55	1.70	Exempt
5	<u>Membership</u>				
	Adult member	01/04/2024	24.99	34.99	Exempt
	Junior (U16)	01/04/2024	19.99	29.99	Exempt
	Concessionary	01/04/2024	19.99	29.99	Exempt
THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS					

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
<u>THE GRANTHAM MERES LEISURE CENTRE</u>					
1	<u>Swimming pool</u>				
	Swimming - full rate	01/04/2024	6.50	7.15	Exempt
	Swimming - concession	01/04/2024	5.00	5.50	Exempt
	Under 5's	01/04/2024	1.00	1.10	Exempt
	Parent and toddler session	01/04/2024	6.80	7.50	Exempt
	Exclusive pool hire (per hour)	01/04/2024	185.00	203.50	Exempt
	LCC Schools (per individual)	01/04/2024	1.60	1.75	Exempt
2	<u>Main Hall (per hour)</u>				
	Sporting - full rate	01/04/2024	95.00	104.50	Exempt
	Commercial	01/04/2024	130.00	143.00	Exempt
	Badminton - full rate	01/04/2024	14.00	15.40	Exempt
	Table tennis centre hall	01/04/2024	75.00	82.50	Exempt
	Table tennis - full rate per hour	01/04/2024	9.00	9.90	Exempt
3	<u>Second Hall (per hour)</u>				
	Sporting - full rate	01/04/2024	45.00	49.50	Exempt
	Commercial	01/04/2024	45.00	49.50	Exempt
4	<u>Fitness Room (per hour)</u>				
	Individual use - full rate	01/04/2024	10.00	11.00	Exempt
5	<u>Miscellaneous (per hour)</u>				
	Meeting room - full rate	01/04/2024	21.00	23.10	Exempt
	Activity Room - full rate	01/04/2024	21.00	23.10	Exempt
	Spectator (per individual)	01/04/2024	1.55	1.70	Exempt

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	<u>THE GRANTHAM MERES LEISURE CENTRE</u>				
6	<u>Synthetic Pitch Pay and Play (per hour)</u>				
	Full pitch (11v11)	01/04/2024	95.00	104.50	Exempt
	Quarter pitch (5v5)	01/04/2024	32.00	35.20	Exempt
	Half pitch (9v9)	01/04/2024	57.50	63.25	Exempt
7	<u>Outdoor Facilities - (per hour)</u>				
	Tennis court - full rate	01/04/2024	11.20	12.30	Exempt
	Netball - full rate	01/04/2024	24.00	26.40	Exempt
8	<u>Membership</u>				
	Adult member	01/04/2024	27.99	37.99	Exempt
	Junior (U16)	01/04/2024	19.99	29.99	Exempt
	Concessionary	01/04/2024	25.99	29.99	Exempt
THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS					

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
<u>SOUTH KESTEVEN SPORTS STADIUM</u>					
1	<u>Track Hire</u>				
	Adult	01/04/2024	60.00	66.00	Exempt
	Concession	01/04/2024	38.00	41.80	Exempt
	Floodlights	01/04/2024	55.00	60.50	Exempt
	Commercial	01/04/2012	Negotiable	Negotiable	Exempt
	Non-sporting / Non-commercial	01/04/2024	65.00	71.50	Exempt
2	<u>Individual use (per hour)</u>				
	Adult	01/04/2024	5.00	5.50	Exempt
	Concession	01/04/2024	3.50	3.85	Exempt
	Spectator (per individual)	01/04/2024	1.50	1.65	Exempt
	Hire of equipment (per booking)	01/04/2024	29.00	31.90	Exempt
	Setting up time	01/04/2024	29.00	31.90	Exempt
3	<u>Main football pitch hire</u>				
	Pitch hire (up to 2 hours)				
	Adult	01/04/2024	165.00	181.50	Exempt
	Concession	01/04/2024	110.00	121.00	Exempt
	Floodlights (per match)	01/04/2024	55.00	60.50	Exempt
	Commercial (per hour)	01/04/2012	Negotiable	Negotiable	Exempt
4	<u>Individual room hire (per hour)</u>				
	P.A./Meeting room	01/04/2024	18.00	19.80	Exempt
THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES					
LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS					
MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS					

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
<u>STAMFORD LEISURE CENTRE</u>					
1	<u>Swimming pool</u>				
	Swimming - full rate	01/04/2024	6.50	7.15	Exempt
	Swimming - concession	01/04/2024	5.00	5.50	Exempt
	Under 5's	01/04/2024	1.00	1.10	Exempt
	Parent and toddler session	01/04/2024	6.80	7.50	Exempt
	Parties - exclusive pool hire (per hour)	01/04/2024	185.00	203.50	Exempt
	LCC schools (per individual)	01/04/2024	1.60	1.75	Exempt
	Spectator (per individual)	01/04/2024	1.55	1.70	Exempt
2	<u>Membership</u>				
	Adult member	01/04/2024	21.99	34.99	Exempt
	Junior (U16)	01/04/2024	19.99	29.99	Exempt
	Concessionary	01/04/2024	19.99	29.99	Exempt
THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES					
LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS					
MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS					

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	OUTDOOR RECREATION				
1	<u>Pitches - Football/Rugby</u> Senior pitch letting (2 hrs), marking out and changing accommodation included				
	Full rate	01/04/2024	59.00	63.00	Included
	Concessions	01/04/2024	35.00	38.00	Included
2	<u>Junior pitch (ages 11-16) letting (2 hrs) and marking out</u>				
	Full rate	01/04/2024	26.00	28.00	Included
3	<u>Mini pitch letting (ages 8-11) (1 hr) and marking out</u>				
	Full rate	01/04/2024	16.00	18.00	Included
4	<u>Cricket</u> Per Match	01/04/2024	56.00	60.00	Included
5	<u>Wyndham Park Visitor Centre</u> Room hire per hour* *Guide price - please call the Visitor Centre for a specific hire quotation * Additional staffing cost on top per hour for out of normal hours	01/04/2024	21.00	23.00	Included

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	GRANTHAM CEMETERY MUSLIM INTERMENTS				
1	Monday - Friday 1 April - 30 September 08:00 - 17:00	Interments Infants Under 2 yrs	01/04/2024 01/04/2024	1,054.00 521.00	1,125.00 556.00 Exempt
2	Monday - Friday 1 October until 31 March 08:30 - 15:30	Interments Infants Under 2 yrs	01/04/2024 01/04/2024	1,054.00 521.00	1,125.00 556.00 Exempt
	* Muslims burials are not available at weekends or on bank holidays				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
1	GRANTHAM CEMETERY TRADITIONAL BURIAL GROUND <u>Exclusive Right of Burial</u> (Not exceeding 50 years) Standard grave space - Parishioners	01/04/2024	668.00	713.00	Exempt
2	<u>Interment</u> Person aged 16 years or over - single depth Person aged 16 years or over - double depth Child below 16 years Each additional coffin space	01/04/2024 01/04/2024 01/04/2024 01/04/2024	691.00 770.00 295.00 238.00	738.00 822.00 315.00 254.00	Exempt Exempt Exempt Exempt
3	<u>Licence for the Erection of Memorials</u> Headstone (not exceeding 3 feet in height) Headstone (each additional 6 inches) Metal faced tablet Additional inscription Kerbed memorial	01/04/2024 01/04/2024 01/04/2024 01/04/2024 01/04/2024	170.00 170.00 113.00 68.00 181.00	182.00 182.00 121.00 73.00 194.00	Exempt Exempt Exempt Exempt Exempt
4	<u>Mausoleum</u> *	01/04/2024	861.00	919.00	Exempt
5	<u>Re-Open Graves</u> Interment Fee - single depth Interment Fee - double depth Interment ashed into grave	01/04/2024 01/04/2024 01/04/2024	589.00 770.00 204.00	629.00 822.00 218.00	Exempt Exempt Exempt
6	<u>Woodland Burial Ground</u> All inclusive charge covering standard grave space, single depth interment, tree and plaque - Parishioners	01/04/2024	1,650.00	1,761.00	Exempt
7	<u>Transfer of Grave Ownership</u> Administration charge	01/04/2024	N/A	153.00	Exempt
	Please note there is a 50% additional charge for Non Parishioners (i.e. outside of Grantham boundary) on items 1- Exclusive Right of Burial, 4- Re-open Graves and 6- Woodland Burial Ground				
	* Muslims burials are not available at weekends or bank holidays				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
1	<u>Green Waste</u>				
	Delivery of Green bin (or bins to same address)	01/04/2024	10.00	12.00	O/Scope
	Provision of green bin (all new or additional bins)	01/04/2024	26.00	28.00	O/Scope
	Annual collection charge (first bin)	01/04/2024	49.00	51.00	O/Scope
	Annual collection charge (each subsequent bin)	01/04/2024	27.00	42.00	O/Scope
	10% discount on Compost Bin				
2	<u>Other street care charges</u>				
	Delivery of bin (or bins to the same address)	01/04/2024	10.00	12.00	O/Scope
	Additional clear recycling sacks (pack of 15)	01/04/2024	1.75	1.95	O/Scope
	Replacement of damaged 240 ltr wheelie bins*	01/04/2024	26.00	28.00	O/Scope
	Replacement of damaged 140 ltr wheelie bins*	01/04/2016	15.00	N/A	O/Scope
	Replacement of damaged 180 ltr wheelie bins*	01/04/2016	17.00	N/A	O/Scope
	Replacement of damaged wheels and axles*	01/04/2010	20.00	N/A	O/Scope
	Replacement of bin lid pegs*	01/04/2010	5.00	N/A	O/Scope
3	<u>Additional bins for Landlords (subject to qualifying criteria)</u>				
	Delivery of bin (or bins to the same address)	01/04/2024	10.00	12.00	O/Scope
	240 ltr bin	01/04/2024	26.00	28.00	O/Scope
	360 ltr bin	01/04/2024	49.00	53.00	O/Scope
	660 ltr bin	01/04/2016	price on application	O/Scope	
	1100 ltr bin	01/04/2016	price on application	O/Scope	
4	<u>Replacement (additional capacity) bins for Families (subject to qualifying criteria)</u>				
	Delivery of bin (or bins to the same address)	01/04/2024	10.00	12.00	O/Scope
	360 ltr bin	01/04/2024	49.00	53.00	O/Scope
5	<u>Developers charge for new developments</u>				
	Delivery of bin (or bins to the same address)	01/04/2024	10.00	12.00	O/Scope
	Set of bins (1 black 240 ltr & 1 silver 240 ltr)	01/04/2024	52.00	54.00	O/Scope
6	<u>Domestic refuse collection</u>				
	Bulk household items - first item	01/04/2024	18.00	21.00	O/Scope
	- each additional item	01/04/2024	9.00	11.00	O/Scope
	Piano collection	01/04/2024	50.00	60.00	O/Scope
	Ad Hoc Bulky collections (non standard items) - to be assessed by Supervisor, charged appropriately				
7	<u>Private street cleansing</u>	01/04/2010	Based on cost recovery	Based on cost recovery	Included
8	<u>Private grounds maintenance</u>	01/04/2024	N/A	Based on cost recovery	Included
9	Commercial waste collections (including bulky items) - please contact us by email; waste@southkesteven.gov.uk for a quotation	01/04/2016			
	*Where bins have been damaged by the resident				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	MOT Testing				
1	<u>Classes 1 and 2</u>				
	Motorcycles	01/04/2010	29.65	29.65	O/Scope
	Motorcycles with sidecar	01/04/2010	37.80	37.80	O/Scope
2	<u>Class 4</u>				
	Cars (up to 8 passenger seats) and motor caravans	01/04/2010	54.85	54.85	O/Scope
	Quads (max unladen weight 400kg - for goods vehicles 550kg and max net power 15kw)	01/04/2010	54.85	54.85	O/Scope
	Dual purpose vehicles	01/04/2010	54.85	54.85	O/Scope
	Private hire vehicles and PSVs (up to 8 seats)	01/04/2010	54.85	54.85	O/Scope
	Goods vehicles (up to 3,000 kg DGW)	01/04/2010	54.85	54.85	O/Scope
	Ambulances and Taxis (Taxis and private hire vehicles may be subject to additional local requirements)	01/04/2010	54.85	54.85	O/Scope
	Private passenger vehicles and ambulances (9-12 Passenger Seats)	01/04/2010	57.30	57.30	O/Scope
3	<u>Class 7</u>				
	Goods vehicles (over 3,000kg up to 3,500kg DGW)	01/04/2010	58.60	58.60	O/Scope
	NB				
	These are the maximum fees chargeable in accordance with Vehicle and Operator Standards Agency				

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
HOUSING REVENUE ACCOUNT DISCRETIONARY CHARGES					
1	<u>Community Rooms</u>				
	Residents weekly charge	01/04/2024	7.80	8.40	O/Scope
	Voluntary agencies & organisations usage				
	- up to 3 hours	01/04/2024	25.90	27.70	Exempt
	- more than 3 hours/all day	01/04/2024	39.10	41.80	Exempt
	Charitable organisations usage				
	- up to 3 hours	01/04/2024	6.60	7.10	Exempt
	- more than 3 hours/all day	01/04/2024	12.60	13.50	Exempt
2	<u>Communal Facilities</u>				
	Residents weekly charge	01/04/2024	9.00	9.70	O/Scope
3	<u>Guest Rooms</u>				
	Double Room - per night *	01/04/2024	25.90	27.70	Included
	Single Room - per night *	01/04/2024	19.20	20.50	Included
	Folding bed - per night *	01/04/2024	6.50	7.00	Included
	* 50% discount for persons over 60.				

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

	Description	Proposed Funding Source	2024/25 Proposed Budget £000	2025/26 Indicative Budget £000	2026/27 Indicative Budget £000
	Corporate, Governance and Public Protection				
1	Disabled Facilities Grant	Grant	975	975	975
			975	975	975
	Finance, Property and Waste Services				
2	Street Scene Vehicle Procurement	Capital Receipts Reserve	405	419	391
3	Wheelie Bin Replacements	Capital Receipts Reserve	135	145	155
4	Vehicle Replacement Programme	Capital Receipts Reserve/Local Priorities Reserve	921	900	915
5	Cattle Market, Stamford	Local Priorities Reserve	500	0	0
6	Bourne Leisure Centre Roof	Local Priorities Reserve	200	0	0
7	Planned Refurbishment	Capital Receipts Reserve	750	500	500
8	Mechanical and Electrical Replacement	Capital Receipts Reserve	250	0	0
9	Replacement Depot*	Local Priorities Reserve	800	0	0
			3,961	1,964	1,961
	Growth & Culture				
10	Play Parks	Local Priorities Reserve	100	100	100
11	UK Shared Prosperity Fund	Grant	498	0	0
			598	100	100
12	Total General Fund Capital Programme		5,534	3,039	3,036
	General Fund Financed By:				
13	Borrowing		0	869	1,306
14	Capital Grants and Contributions		1,473	975	975
15	Reserves		2,061	120	755
16	Useable Capital Receipts		2,000	1,075	0
17	Total General Fund Capital Programme Financing		5,534	3,039	3,036

*the £8m budget approved by Council on 28 September 2023 will be carried forwards to 2024/25

Appendix C

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

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

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2024/25 - 2026/27 General Fund Reserves Statement

		Balance at 31 March 2023	Forecast Movement	Forecast Balance at 31 March 2024	Forecast Movement	Forecast Balance at 31 March 2025	Forecast Movement	Forecast Balance at 31 March 2026	Forecast Movement	Forecast Balance at 31 March 2027
Discretionary Reserves										
1 Climate Change		331	(215)	116	(100)	16	0	16	0	16
2 Training and Development		15	0	15	0	15	0	15	0	15
3 Street Scene		331	(45)	286	0	286	0	286	0	286
4 ICT investment		499	(414)	85	(29)	56	(19)	37	0	37
5 Local Priorities Reserve		5,507	67	5,574	(1,547)	4,027	(120)	3,907	(755)	3,152
6 Invest to Save		816	(513)	303	0	303	0	303	0	303
7 Housing Delivery		2,105	(1,947)	158	0	158	0	158	0	158
8 Property Maintenance		1,285	(253)	1,032	0	1,032	0	1,032	0	1,032
9 Regeneration		1,199	(712)	487	(348)	139	0	139	0	139
		12,088	(4,032)	8,056	(2,024)	6,032	(139)	5,893	(755)	5,138
Governance Reserves										
10 Insurance Reserve		211	0	211	0	211	0	211	0	211
11 Pensions Reserve - Former Employees		277	(33)	244	(31)	213	(31)	182	(31)	151
12 Budget Stabilisation		3,154	(244)	2,910	0	2,910	0	2,910	0	2,910
13 Business Rates Volatility Reserve		2,031	0	2,031	0	2,031	0	2,031	0	2,031
14 Pay Award Reserve		500	(375)	125	0	125	0	125	0	125
15 Revenue Grants Carried Forwards		72	(72)	0	0	0	0	0	0	0
16 Building Control		84	(46)	38	(28)	10	(29)	(19)	(29)	(48)
17 Football 3G Pitch		150	25	175	25	200	25	225	25	250
18 Special Expense Area Reserve		339	(93)	246	104	350	116	466	0	466
		6,818	(838)	5,980	70	6,050	81	6,131	(35)	6,096
19 Total General Revenue Reserves		18,906	(4,870)	14,036	(1,954)	12,082	(58)	12,024	(790)	11,234
20 Government Grants Received		1,064	(438)	626	0	626	0	626	0	626
21 Working Balance		1,986	(28)	1,958	0	1,958	0	1,958	0	1,958
22 Total Revenue Reserves		21,956	(5,336)	16,620	(1,954)	14,666	(58)	14,608	(790)	13,818
Capital Reserve										
23 LAMS Reserve		18	(18)	0	0	0	0	0	0	0
24 General Fund Capital Reserve		34	18	52	0	52	0	52	0	52
25 Useable Capital Receipts Reserve		3,502	(1,411)	2,091	(1,013)	1,078	(1,075)	3	0	3
26 Total Capital Reserves		3,554	(1,411)	2,143	(1,013)	1,130	(1,075)	55	0	55
27 Total General Fund Reserves		25,510	(6,747)	18,763	(2,967)	15,796	(1,133)	14,663	(790)	13,873

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2024/25 - 2026/27 HRA Reserves Statement

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

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Appendix E – Finance Risk Register

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

Risk Matrix

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

Appendix E(ii)

Appendix E

Risk Analysis of 2024/25 Budget

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

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Equality Impact Assessment

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



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	Yes	<p>Council Tax and rent increases will have a negative impact on all residents in the district but the impact on those groups with a low income that do not qualify for support will be more greatly impacted.</p> <p>There is the potential for individuals below the age of 21 to be more greatly impacted due to the National Minimum Wage rate for this group of people.</p> <p>People who have reached pension age could also be more greatly impacted as there is the potential for household income to be lower for this group of people when compared with working age households.</p>	<p>The local council tax support scheme will help mitigate the impact of increases to council tax for eligible residents.</p> <p>There will also be a negative impact on people who have low incomes that do not qualify under the local council tax support scheme.</p> <p>Rent increases will be mitigated for those tenants in receipt of Housing Benefit and Universal Credit but there is a potential for a negative impact for tenants on low incomes who are not eligible benefits. The Council will respond to any adverse impact by promotion of Discretionary Housing Payments and other benefit support.</p>
Disability	Yes	<p>Council Tax and rent increases will have a negative impact on all residents in the district but the impact of individuals with this protected characteristic could be greater if they are in receipt of benefit support.</p>	<p>The local council tax support scheme will help mitigate the impact of increases to council tax for eligible residents.</p> <p>There will also be a negative impact on people who have low incomes that do not qualify under the local council tax support scheme.</p> <p>Rent increases will be mitigated for those tenants in receipt of Housing Benefit and Universal Credit but there is a potential for a negative impact for tenants on low incomes who are not eligible benefits. The Council will respond to any adverse impact by promotion of Discretionary Housing Payments and other benefit support.</p>
Gender Reassignment	Yes	<p>Council Tax and rent increases will have a negative impact on all residents in the district</p>	<p>Increases to both Council Tax and rent will negatively affect all residents due to socio-economic impacts. This impact is felt</p>



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



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



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

Consultation

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

Group/Organisation	Date	Response
Residents consultation	19-1-24 to 2-2-24	To be determined. Outcome of consultation will be considered by officers and Cabinet prior to any decision being made

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. No barriers identified, therefore activity will proceed		



2. Stop the policy or practice because the data shows bias towards one or more groups		
3. Adapt or change the policy in a way that will eliminate the bias		
4. Barriers and impact identified , however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to proceed with caution with this policy or practice knowing that it may favour some people less than others, providing justification for this decision		

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

Sign off

Name and job title of person completing this EIA	
Officer Responsible for implementing the policy/function etc	
Date Completed	
Line Manager	
Date Agreed (by line manager)	
Date of Review (if required)	

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

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



SOUTH
KESTEVEN
DISTRICT
COUNCIL



Cabinet

18 January 2024

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

2022/2023 Authority Monitoring Report

Report Author

Shaza Brannon, Planning Policy Manager

✉️ shaza.brannon@southkesteven.gov.uk

Purpose of Report

The annual publication of the Authority's Monitoring Report (AMR) is a statutory requirement for all Local Authorities. The AMR covers the period from 1 April 2022 to 31 March 2023 and reviews progress in preparing development plans and the extent to which South Kesteven District Council's policies have been put into effect.

Recommendation

It is recommended Cabinet:

- 1. Endorse the 2022-2023 Authority Monitoring Report (Appendix A) and agree to its publication on the Council's website.**

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?	<ul style="list-style-type: none"> • 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 Wards

1. Implications

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

Finance

1.1 There are no direct financial implications arising from the report or the AMR which is prepared in house and monitors the effectiveness of existing policies.

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

Legal and Governance

1.2 Regulation 34 of the Town and Country Planning (Local Planning) (England) Regulation 2012 requires local planning authorities to publish an AMR annually.

Completed by: Mandy Braithwaite, Legal Executive

2. Background to the Report

2.1 The Council's Vision is to "be the best district in which to live, work and visit". The Local Plan and planning more generally have a key role to play in realising this vision. The Local Plan is important in terms of delivering the aims of the Corporate Plan (2020-2023) relating to housing, the environment, sustainable development and the economy.

2.2 There is a statutory requirement for the Council to publish up-to-date information which has been collected for monitoring purposes and report on the progress against the Local Development Scheme. The requirements are set out in Regulation 34 of the Town and Country Planning (Local Planning) (England) Regulations 2012. The requirements include:

- Assessing progress of any Local Plan and supplementary planning documents against the timetable and milestones set out in the Local Development Scheme (LDS)
- Assessing the extent to which Local Plan policies are being implemented
- Number of completed dwellings, including affordable completions
- Details and progress of Neighbourhood Plans being prepared
- Information relating to Community Infrastructure Levy (CIL) receipts and expenditure, where CIL charge has been introduced
- Details information relating to co-operation under the Duty to Co-operate (Section 33A)

2.3 The annual publication of an Authority Monitoring Report (AMR) is considered appropriate for meeting the requirements. It is good practice to produce an AMR annually to both monitor the Local Plan and aid decision-making when assessing planning applications. The 2022/2023 AMR (**Appendix A**) is the third monitoring report published since the adoption of the South Kesteven Local Plan in January 2020. The AMR monitors the period 1 April 2022 to 31 March 2023.

2.4 The Monitoring and Implementation Framework assesses the performance of the Local Plan policies and overall progress in delivering the strategic objectives of the Local Plan. Indicators were established to provide information about whether policies were achieving their objectives, determine targets being met, and verify whether policies in the Local Plan remain relevant or require updating.

2.5 The AMR includes information on the implementation of the Local Development Scheme, the Local Plan Review, Supplementary Planning Documents, Neighbourhood Plans and information relating to co-operation under the Duty to Cooperate.

2.6 Data monitoring performance against Local Plan policies has been collected and is reported within the AMR. This includes data on: housing, employment, natural and built environments, renewable energy, town centres, infrastructure and developer contributions and community facilities.

2.7 The AMR provides a baseline which can be built upon as the policies within the Local Plan take effect. Many of the targets within the Monitoring and Implementation Framework appendix to the Local Plan, are to be achieved over the Local Plan

period. Therefore, by its very nature, the one year's monitoring does not provide a true reflection of performance of all Local Plan policies.

- 2.8 The data collated in the AMR provides context to inform the review of the Local Plan.
- 2.9 The AMR also reports progress on the timetable and milestones for the preparation of Planning Policy documents including progress towards the Local Plan Review.

Headline Monitoring Results

- 2.10 Detailed below are six headline monitoring results taken from the AMR covering: the Local Development Scheme, housing delivery, affordable housing delivery, Neighbourhood Plans, Duty to Cooperate and Local Plan Policy Performance.

Local Development Scheme

- 2.11 The Local Development Scheme (LDS) is a project plan which sets out the timetable to produce new or revised development plan documents which will form the Council's Local Development Plan.
- 2.12 The Council is reviewing the current Local Plan (2011-2036) adopted in January 2020 in line with the Local Development Scheme. The review process began in April 2020. The 'Issues and Options' Consultation was undertaken in October 2020. A Call for sites was launched at the same to establish the availability of land for development within the district.
- 2.13 The most recent Local Development Scheme was approved in May 2023. The previous Local Development Scheme was approved in October 2022 and was updated to reflect the decision to delay the Local Plan Review in March 2023. The Council is continuing to progress with the Local Plan Review, with a consultation on a Regulation Draft Local Plan to commence in February/March 2024.
- 2.14 All policies within the adopted Local Plan are being implemented and remain part of the development plan.

Housing Delivery

- 2.15 A total of 642 new homes (net) were completed between 1 April 2022 and 31 March 2023, against an annual requirement of 650 homes. Completions in the four market towns (Bourne, Grantham, Stamford, and The Deepings) accounted for 75% of all completions. Grantham accounted for 20% of urban completions.
- 2.16 A mixture of house types were delivered within South Kesteven. A greater value of semi-detached and detached homes were delivered, with 3-bedroomed homes the most prominent size of housing.
- 2.17 A 5-year housing land supply is a supply of specific deliverable sites sufficient to provide 5 years' worth of housing (and appropriate buffer) against a housing requirement set out in adopted strategic policies, or against a local housing need figure. The council's five-year housing land supply assessment for 2022-2027 was

confirmed through an Annual Position Statement. A 5.2 years' supply was confirmed for one year until 31 October 2023. The Annual Position Statement has subsequently been re-confirmed until 31 October 2024, however the council received confirmation outside of this monitoring period.

Affordable Housing Delivery

- 2.18 Of the 642 homes delivered, 151 affordable homes were completed, which accounts for 23.5% of the total completions. 60% of affordable completions were in the market towns and 40% in Large Villages and 100% on qualifying sites set to deliver at least 30% or 20% in the urban area of Grantham.
- 2.19 Affordable Housing includes affordable rented, social rented and intermediate housing (e.g. shared ownership and First Homes) provided to specified eligible households whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers). Intermediate Housing is also known as affordable home ownership.

Neighbourhood Plans

- 2.20 Neighbourhood Plans set out a vision for an area and should contain planning policies for the use and development of land.
- 2.21 A map showing the full coverage of adopted and areas designated for neighbourhood planning is reflected within the AMR. During this monitoring period, one Neighbourhood Plan (Stamford) was formally made. The Council continues to work with neighbourhood planning groups and other areas in developing neighbourhood plans.

Duty to Cooperate

- 2.22 Under the 2011 Localism Act and the National Planning Policy Framework (NPPF), local planning authorities have a legal Duty to Cooperate with other local planning authorities and organisations to seek to address strategic planning matters which are driven by larger than local issues likely to have an impact beyond their immediate Local Plan area. The Duty to Cooperate is the mechanism for ensuring the right issues are addressed, in the right way, and with the right partners to maximise the effectiveness of policy and plan-making.
- 2.23 The Council continues to fulfil the Duty to Cooperate with neighbouring authorities and other bodies. During this monitoring period, the Council engaged on key strategic matters including the Strategic Infrastructure Delivery Framework, Energy Option Analysis and Greater Lincolnshire Nature Recovery Strategy which are or have been produced by authorities in Greater Lincolnshire within this monitoring period. The Council also engaged on the delivery of a cross boundary development, known as Stamford North, which extends into Rutland County.

Local Plan Policy Performance

- 2.24 The AMR concludes, whilst the current Local Plan is generally performing well, there are targets which have not been met, such as the provision of sufficient Gypsy and

Travellers sites. Through review of the Local Plan, the Council seeks to tackle under provision.

- 2.25 Regarding housing completions, whilst the delivery of 642 dwellings in the monitoring period (2022/23) is close to meeting the required target of 650 dwellings per annum, there is a historic shortfall in housing delivery.
- 2.26 The Council successfully demonstrated a 5.2-year housing land supply which was fixed for one year through the 2022 Annual Position Statement. The Local Plan Review seeks to allocate sufficient development land to meet the Council's housing requirement for new plan period, up to 2042. This will help to ensure the Council's 5-year housing land supply is maintained.

3. Key Considerations

- 3.1 Publication of monitoring reports is a statutory requirement which must be published on-line as soon as they become available to enable the public to be informed of the monitoring information collated. It is for this reason the 'do nothing' option was discounted.
- 3.2 The draft 2022/2023 AMR was taken to Planning Committee on 7 December 2023 for review. Since Planning Committee, the AMR has been amended to include the government definition of 'affordable housing' to ensure clarity.
- 3.3 The report of the 7 December 2023 Planning Committee can be found here: [Agenda for Planning Committee on Thursday, 7th December, 2023, 1.00 pm | South Kesteven District Council](#)

4. Other Options Considered

- 4.1 As publication of the AMR is a regulatory requirement, there are no feasible alternatives to publishing the document. The AMR is a factual report which provides clarity around progress on the delivery of the Local plan's objectives and policies. The AMR will help to ensure the emerging Local Plan's policies are fit for purpose.

5. Reasons for the Recommendation

- 5.1 Regulation 34 of the Town and County Planning (Local Planning) (England) Regulation 2012 requires Local Planning Authorities to publish an AMR.

6. Consultation

- 6.1 There is no requirement for any formal consultation on the Authority Monitoring Report. The draft document has been reviewed by the Council's Corporate Management Team and by the Planning Committee. Comments raised have been addressed in the appended document (**Appendix A**).

7. Background Papers

- 7.1 *South Kesteven District Council Local Plan 2011 – 2036 Monitoring and Implementation Framework*, published January 2020 and available online at:
<https://www.southkesteven.gov.uk/sites/default/files/2023-08/Appendix%204%20Local%20Plan%20Monitoring%20and%20Implementation%20Framework.pdf>
- 7.2 *Authority Monitoring Report* - Report to Planning Committee, published 7 December 2023 and available online at:
<https://moderngov.southkesteven.gov.uk/documents/s39840/5%20AMR%20-%20Committee%20Report.pdf>

8. Appendices

- 8.1 Appendix A: Authority Monitoring Report (1 April 2022 to 31 March 2023)

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**South Kesteven District Council
Authority Monitoring Report**

1st April 2022 – 31st March 2023

December 2023

Executive Summary

The Planning and Compulsory Purchase Act 2004 introduced the requirement for local planning authorities to produce an Annual Monitoring Report in order to monitor policy implementation and progress made against the Local Development Scheme.

Authority Monitoring Reports (formally known as Annual Monitoring Reports) are an important tool to monitor the implementation of the Council's Local Development Scheme. Previous Government guidance on monitoring indicators has been revoked and superseded by new Planning Regulations. Although these regulations prescribe certain information that these Authority Monitoring Reports need to contain, there is significant scope for the Local Planning Authority (LPA) to determine what indicators to include.

The most recent Authority Monitoring Report was published in 2022 which was the second Authority Monitoring Report since the adoption of the Local Plan (January 2020). This is the third Authority Monitoring Report prepared since the adoption of the Local Plan and monitors the development plan over the period 1st April 2022 – 31st March 2023.

This Authority Monitoring Report also reports upon the list of indicators contained within the Monitoring and Implementation Framework at Appendix 4 of the adopted Local Plan.

The following summaries the key findings of the report:

- 642 new homes were completed (net), including 151 affordable homes.
- 75% of all completions were within the four main market towns, with 20% in Grantham.
- As at 31st March 2022, South Kesteven had a fixed 5 year housing land supply of 4,077 dwellings equivalent to 5.2 years supply for one year (until 31st October 2023);
- The Stamford Neighbourhood Plan was formally made.
- There was a total of 34 appeals decisions of which 23 were dismissed and 11 were allowed.
- Regulation 18 is the next stage of the Local Plan Review which will be published for consultation Winter 2023/24.

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Appendices

Appendix 1: Local Plan Monitoring and Implementation Framework.

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Section 1: Introduction

Overview

1.1 This is the third Authority Monitoring Report (AMR) of South Kesteven District Council's since the adoption of the Local Plan (2011-2036) in January 2020. It provides information on the progression of preparing Planning Policy documents and the performance monitoring information for the period 1st April 2022 – 31st March 2023.

1.2 The AMR is the main mechanism for assessing the performance and progress of the Local Plan. Review and monitoring are key aspects of the Local Plan process and should be undertaken on a continuous basis. Reporting the outcome of this monitoring provides an effective mechanism for assessing the overall performance of the Planning Policy Framework, and ensures that the findings of the monitoring are used directly in review of policy when necessary.

Requirements of the Authority Monitoring Report

1.3 South Kesteven District Council is required, by the Localism Act 2011 to produce and publish an AMR annually. The general requirements of what must be covered by the AMR are set out in Regulation 34 of The Town and Country Planning (Local Planning) (England) Regulations 2012. These include:

- Assessing progress of any Local Plan and supplementary planning documents against the timetable and milestones set out in the Local Development Scheme (LDS).
- Assessing the extent to which Local Plan policies are being implemented
- Number of completed dwellings, including affordable completions
- Details and progress of Neighbourhood Plans being prepared
- Information relating to Community Infrastructure Levy (CIL) receipts and expenditure, where CIL charge has been introduced and;
- Details information relating to co-operation under the Duty to Co-operate (Section 33A).

Content

- 1.4 The AMR is divided into four sections: Introduction, Profile of South Kesteven, AMR Requirements, and the Local Plan Monitoring Indicators.
- 1.5 Section 2 presents contextual information on the profile of South Kesteven. Section 3 sets out the requirements of the AMR including information on the Review of the Local Plan, Duty to Cooperate, Neighbourhood Planning, and Brownfield Register. Section 4 provides context information and sets out assessment of the monitoring information for each of the Monitoring Indicators set out in the Monitoring and Implementation Appendix of the Local Plan.
- 1.6 Cross reference between the Monitoring Implementation Framework and the report can be found in Appendix 1 which highlights where the information for each indicator can be found in the report.
- 1.7 A Glossary has been included (Appendix 2) to provide a brief explanation of the main technical terms within the report.
- 1.8 The appeal decisions for the monitoring year are included at Appendix 3.

Section 2: South Kesteven Profile

Overall Context

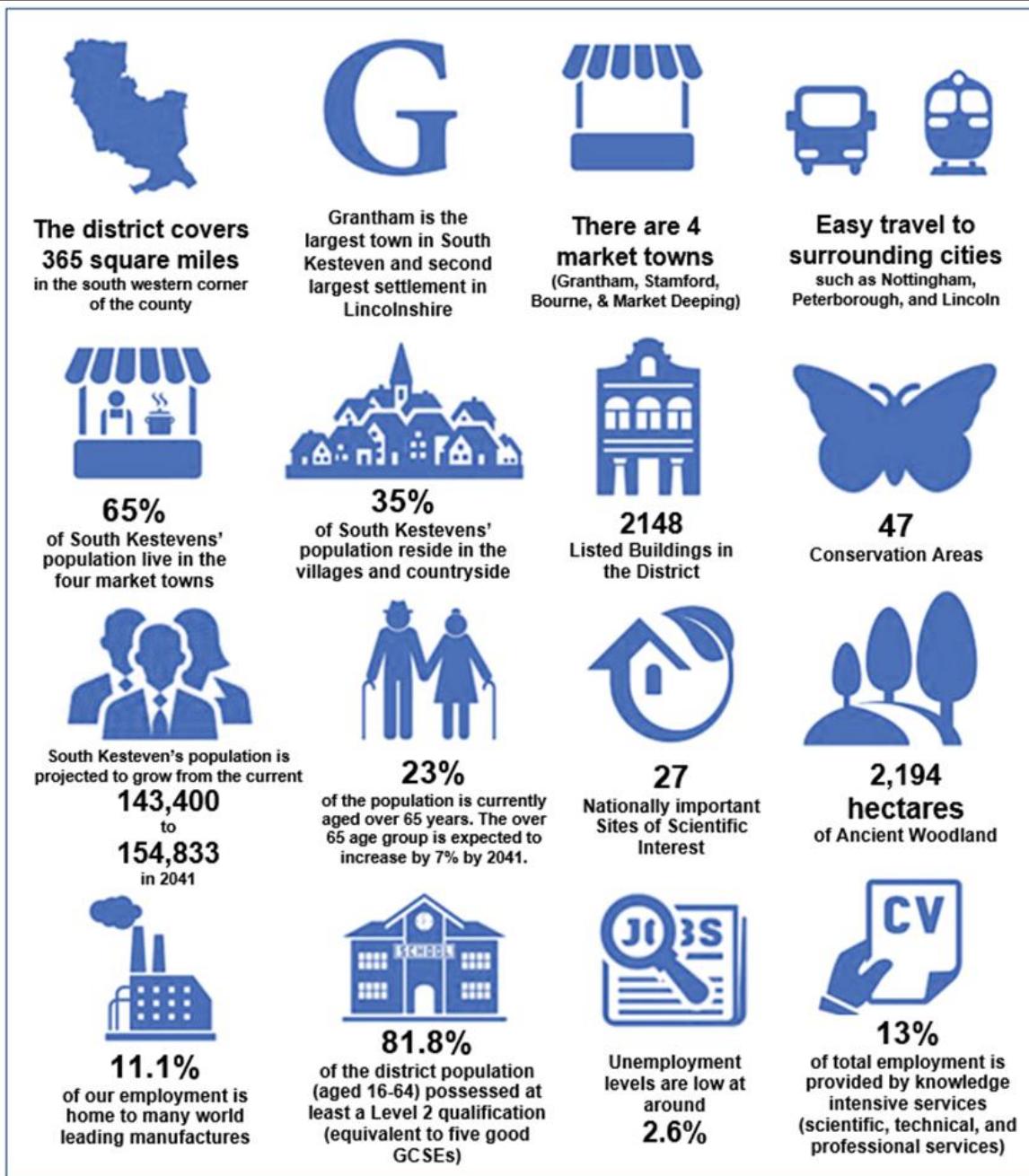


Figure 1: District Profile (Source: [Labour Market Profile - Nomis - Official Census and Labour Market Statistics \(nomisweb.co.uk\)](https://nomisweb.co.uk/) / [Ward-level population estimates \(Experimental Statistics\) - Office for National Statistics \(ons.gov.uk\)](https://www.ons.gov.uk))

- 2.1 A detailed portrait of South Kesteven including data on population, households, economy, and education can also be found at [District Area Profiles published by the Lincolnshire Research Observatory](https://www.lincolnshireresearchobservatory.co.uk/district-profiles).
- 2.2 The State of District (2023) report which is an annual review of the performance of South Kesteven against key socio-economic indicators can be found at [State of the District 2023.pdf \(southkesteven.gov.uk\)](https://www.southkesteven.gov.uk/State%20of%20the%20District%202023.pdf). The report uses the latest available statistics, providing an up to date, balanced, objective and comprehensive description of the society and economic performance of the district.

Location

2.3 South Kesteven is one of seven districts located in Lincolnshire. It is situated in the southwest corner of Lincolnshire and covers an area of 365 square miles. The district includes the four market towns Grantham, Stamford, Bourne, and Market Deepings. There are 15 larger villages (as identified in the adopted Local Plan), and many smaller villages, and hamlets.

2.4 The main concentration of residents are located in Grantham, with an estimated population of over 49,998. As a growth point, Grantham has historically had strategic importance due to its location on the River Witham, Great North Road, and rail links.

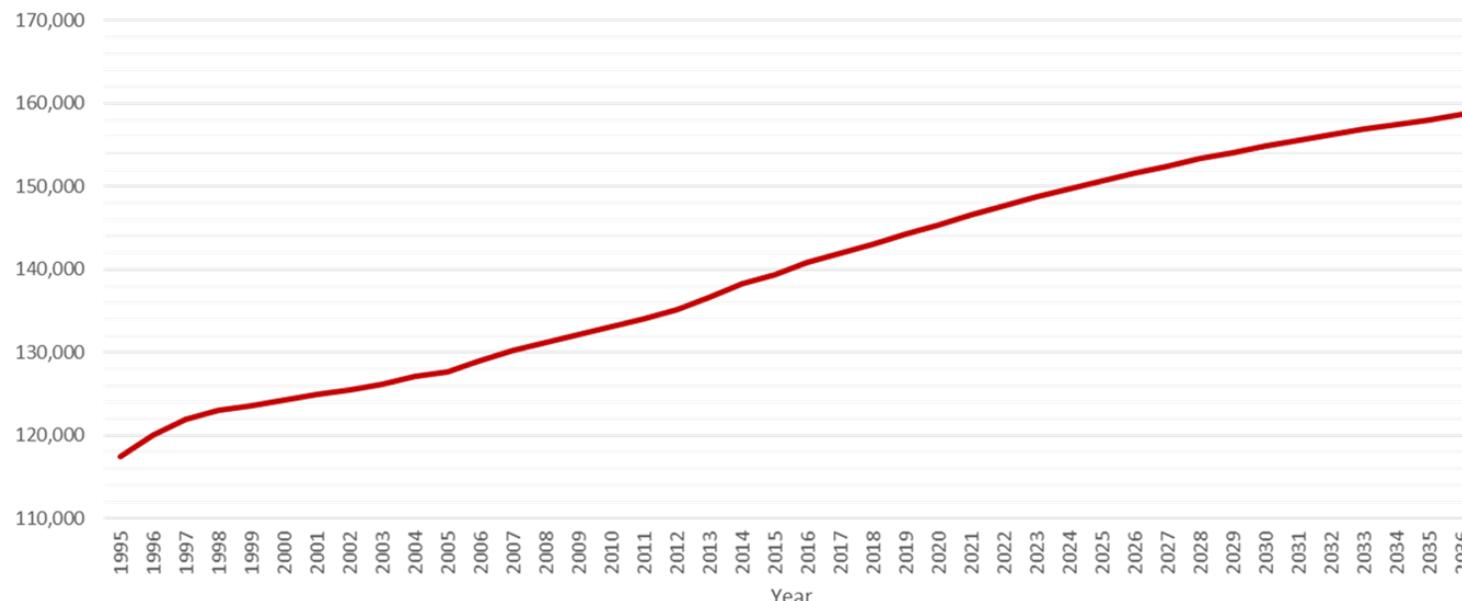


Figure 2: South Kesteven in Geographical Context

Population

2.5 There is an estimated population of 143,400 in South Kesteven, of this 48% are male, and 52% are female according to the Office of National Statistics population 2021 Census. It is estimated that by the end of the Local Plan period (2036) the population of South Kesteven will be 158,647.

South Kesteven Total Population Estimates



South Kesteven	2011 Census	2012 mid-year estimate	2013 mid-year estimate	2014 mid-year estimate	2015 mid-year estimates	2016 mid-year estimates	2017 mid-year estimates	2018 mid-year estimates	2019 mid-year estimates	2020 mid-year estimates	2021 Census (rounded estimate)	% change 2011-2021	% change 2020-2021
	134,100	135,200	136,600	138,300	139,400	140,900	141,662	141,853	142,424	143,225	143,400	+6.9%	+0.12%

Figure 3: South Kesteven Total Population Estimates (Source: Office for National Statistics)

Section 3: Authority Monitoring Report Local Planning Regulations

Local Development Scheme

3.1 This section considers whether the timetable and milestones of the preparation of documents listed in the Local Development Scheme (LDS) is being met, as required by Section 34(1) of the 2012 Regulation. The AMR covers the period 1st April 2022 to 31st March 2023 and the information below reflects this monitoring period. However, up to date progress on the preparation of the Local Plan Review can be found on the Councils website ([Local Plan Review | South Kesteven District Council](#)).

3.2 The LDS is a project plan to inform the community and others what strategic planning documents are being prepared over the next three years. It identifies key milestones in their preparation, including the stages where documents will be made available for consultation. The LDS was most recently updated in May 2023. The 2023 LDS sets out the timetable for any Development Plan Document (DPD) to be prepared for the period 2023-2026.

Local Plan

3.3 The Council is currently reviewing the Local Plan adopted in January 2020. The Inspector's final report on the current Local Plan (2011-2036) commits the Council to undertake an early review of the Local Plan, with submission by the end of December 2023. The review process started in April 2020.

3.4 The Issues and Options consultation ran for 6 weeks between 12th October and 23rd November 2020. This was the first opportunity for the local community to become involved in the preparation of the review of the Local Plan as it set out the scope of the review and key issues and options to be considered within the review. Alongside the Issues and Options consultation, a Call for Sites was launched to establish what land is available for development within the district. This process closed in September 2022.

3.5 The most recent LDS was approved in May 2023¹. The previous LDS was approved in October 2022 and was updated to reflect the decision to delay the Local Plan Review.

3.6 The LDS published in October 2022 indicated that a Draft Local Plan would be published in March 2023 for a six-week consultation in accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012 and in conformity with the 2022 LDS. However, there have been subsequent proposed changes to national policy which prompted a delay to the published timetable.

3.7 Conformity with the latest National Planning Policy Framework (NPPF) is identified as a specific matter to be addressed through the Local Plan Review. The current Local Plan was submitted for examination towards the end of the period of transition at paragraph 214 of the 2018/2019 NPPF. As such, it was examined against the national policy set out in the now out-dated 2012 NPPF. Therefore, the Council delayed consultation on the Draft Local Plan as reviewing the Local Plan in accordance with the latest version of the NPPF

¹ <https://www.southkesteven.gov.uk/planning-building-control/planning-policy-local-plans/local-development-scheme>

will help ensure the Local Plan is prepared in accordance with the most recent national policy.

3.8 The Government published a consultation on amendments to the NPPF in December 2022 with the consultation closing 2 March 2023. The Government initially advised it will respond to the consultation in Spring 2023, adopting the NPPF revisions as part of this exercise. However, the Government has now indicated this will happen 'in due course'.

3.9 As there has since been no publication of the outcome of the consultation, the Council is continuing to progress with the Local Plan Review. The consultation on a draft Local Plan is now expected to commence in Winter 2024.

3.10 The key milestones and timescales of the Local Plan preparation included in the LDS are set out below in Table 1.

Table 1: Local Plan key milestones and timescales

LP Review Stage	Proposed Date	Actual Progress
Commencement of Document reparation	April 2020	Completed: April 2020
Issues and Options + Call for Sites Consultation (Regulation 18)	October 2020	Completed: 12 th October – 23 rd November 2020.
Draft Consultation on Local Plan Review (Regulation 18)	Winter 2023/24	
Pre Submission Consultation (Regulation 19)	Summer 2024	
Submission to the Secretary of State (Regulation 22)	Winter 2024/25	
Public Examination (Regulation 24)	Winter 2024/25 – Winter 2025/26	
Inspector's Report (Regulation 25)	Winter 2025/26	
Adoption (Regulation 25)	Spring 2026	

Other Local Development Documents

Statement of Community Involvement

3.11 The Council's Statement of Community Involvement (SCI)² was adopted on 14th October 2021.

3.12 The SCI outlines how organisations and individuals can be involved in both the plan making process and consideration of planning applications. The document sets out the standards, methodology, and arrangements on how the Council will consult and report back to those engaged in the process.

² <https://www.southkesteven.gov.uk/planning-building-control/planning-policy-local-plans/statement-community-involvement>

Adopted Development Plan Documents at Time of Publication of AMR

Local Plan 2011-2036

3.13 The Local Plan (2011-2036)³ was adopted January 2020. This document sets out the vision, objectives, spatial strategy, policies for development and allocated sites for development in South Kesteven up to 2036. It applies to the whole administrative area of SKDC.

Other Plans: Lincolnshire Minerals and Waste Local Plan (June 2016)

3.14 Lincolnshire County Council are responsible for the production, monitoring and review of the [Minerals and Waste Local Plan](#) (LMWLP) was adopted June 2016. The LMWLP is made up of two parts and sets out the key principles to guide future winning and working or minerals, form of waste management, development criteria, specific proposals, and policies for the provision of land for minerals and waste development in the county up to 2031.

3.15 Lincolnshire County Council are preparing a new minerals and waste Local Plan for Lincolnshire. The new plan will replace both parts of the adopted LMWLP. Further information including the timetable for updating the LMWLP can be found at the link below:

<https://www.lincolnshire.gov.uk/planning/minerals-waste/2>

Supplementary Planning Documents

3.16 Supplementary Planning Documents (SPD) provide more detailed guidance on how a particular policy should be implemented or site developed. SPDs are not subject to independent examination and there is no requirement for the LDS to include a timetable for the preparation of SPDs.

3.17 The following SPDs accompany the adopted South Kesteven Local Plan

- Planning Obligations (adopted June 2012)
- Rectory Farm Supplementary Planning Document (adopted November 2021)
- Design Guidelines for Rutland and South Kesteven (adopted November 2021)

³ <https://www.southkesteven.gov.uk/planning-building-control/planning-policy-local-plans/south-kesteven-local-plan>

Neighbourhood Planning

3.18 Neighbourhood planning provides communities with the ability to directly shape their local area and the development within it. Neighbourhood Plans are led by a qualifying body such as a Parish or Town Council or a Neighbourhood Forum. The plans contain a vision, aims, proposals and planning policies for improving and conserving the areas.

3.19 Following the introduction of Neighbourhood Planning with the Localism Act 2011 and the Neighbourhood Planning Regulations 2012, 22 Neighbourhood Areas have been designated in South Kesteven.

3.20 During this monitoring period, one Neighbourhood Plan (Stamford) was formally made by South Kesteven District Council.

3.21 Table 2 below, shows the latest position for Neighbourhood Planning in South Kesteven, this information is based on the most up to date information available and therefore includes information which occurred after 31st March 2023.

Table 2:South Kesteven Neighbourhood Plan Areas Status

Area	Date of Designation	Current Status
Barrowby	12/06/2017	Area Designated
Baston	26/06/2013	Area Designated
Bourne	23/06/2015	Area Designated
Carlby	23/09/2016	Made (11/03/2019)
Carlton Scoop and Normanton	13/10/2016	Area Designated
Castle Bytham	04/10/2019	Area Designated
Caythorpe and Frieston	25/06/2020	Made (18/05/2023)
Claypole	20/03/2014	Area Designated
Colsterworth and District	15/02/2013	Made (05/09/2017)
Corby Glen	24/01/2017	Area Designated
Foston	15/02/2013	Made (05/06/2017)
Hough on the Hill	08/01/2012	Made (03/07/2015)
Long Bennington	06/11/2012	Made (19/07/2017)
Old Somerby	15/08/2016	Made (29/06/2021)
Pointon and Sempringham	19/12/2016	Area Designated
Rippingale	23/09/2016	Made (18/05/2023)
Ropsley and District	13/10/2016	Made (29/06/2021)
Skillington	18/06/2015	Made (05/09/2017)
Stamford	30/03/2016	Made (25/07/2022)
Stubton	15/02/2013	Made (03/07/2015)
The Deepings	31/03/2016	Made (29/06/2021)
Thurlby	18/09/2014	Made (11/03/2019)

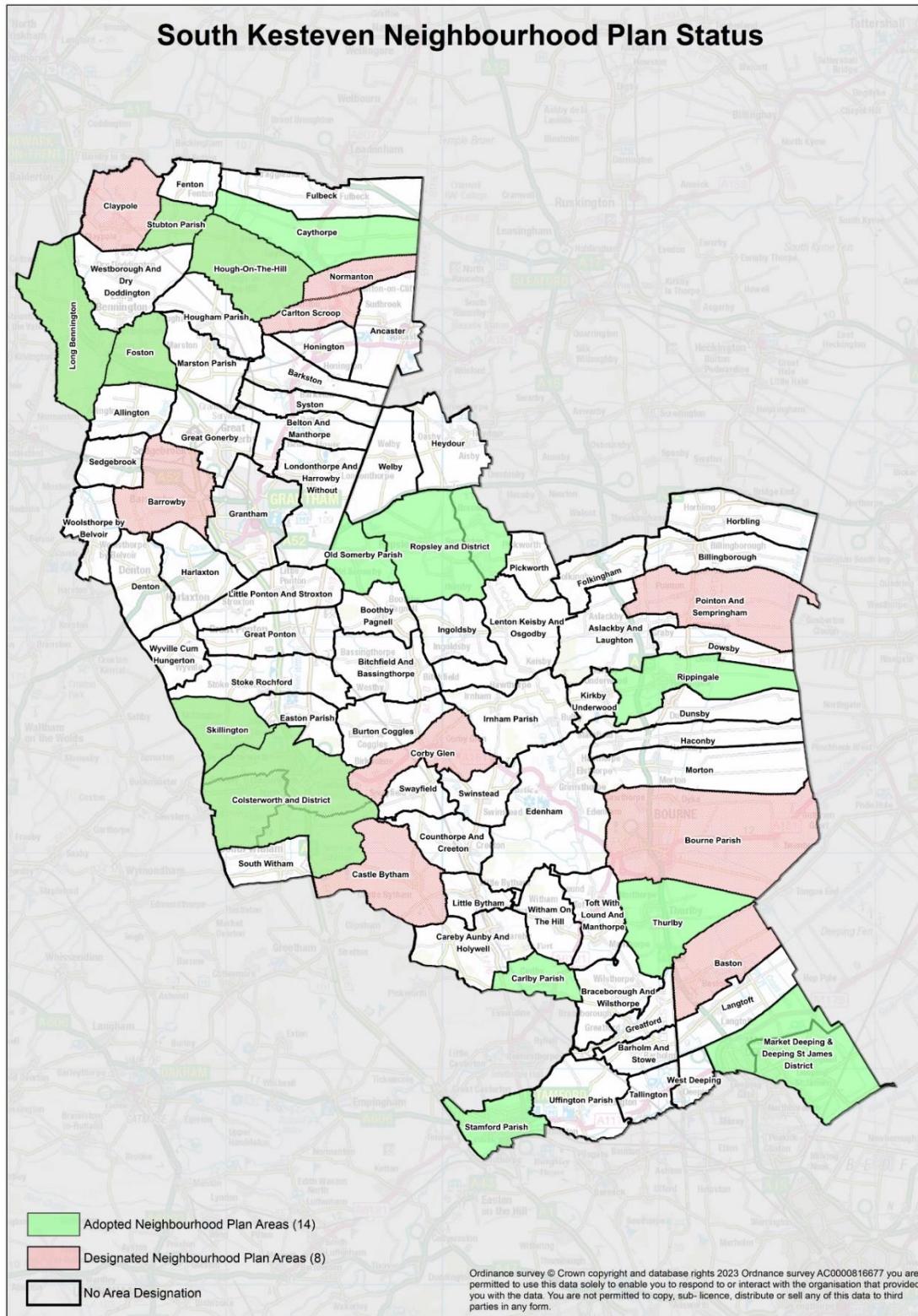


Figure 4: Current Neighbourhood Plan Map

3.22 You can view more information on the preparation of Neighbourhood Plans on the neighbourhood planning webpage on the Council's website.⁴

⁴ <https://www.southkesteven.gov.uk/planning-building-control/planning-policy-local-plans/neighbourhood-plans>

Duty to Cooperate

3.23 The Duty to Cooperate, introduced through the Localism Act (2011) requires local planning authorities to work with other neighbouring authorities and other prescribed bodies on preparing development plan documents.

3.24 South Kesteven, has been involved in and has undertaken a range of strategic planning matters, including meetings and consultations with neighbouring authorities adjoining the boundary of the district and within the Peterborough sub-regional Housing Market Area (HMA).

3.25 During this monitoring period, the Council has undertaken the following:

- Stamford North, a cross boundary Local Plan allocation which extends into Rutland County. The development is anticipated to deliver around 1,300 homes within South Kesteven as well as key infrastructure, services and facilities. The Local Plan policy makes reference to the site extending into Quarry Farm, Rutland with an additional capacity of 650 dwellings. SKDC has been liaising with Rutland County Council on the delivery of Stamford North. In October 2023, a Statement of Common Ground was approved by respective Cabinets.
- A Strategic Infrastructure Delivery Framework has been produced by councils within Greater Lincolnshire
- An Energy Options Analysis was commissioned by authorities within Greater Lincolnshire
- Collaborating with other authorities in Greater Lincolnshire and the Greater Lincolnshire Nature Partnership to produce a Greater Lincolnshire Nature Recovery Strategy
- The Council has been responding to Lincolnshire County Councils consultations on a review of the Minerals and Waste Local Plan which covers the wider Lincolnshire area.
- The Council as a neighbouring authority has been responding to Rutland County Councils consultations regarding the development of its Local Plan.

3.26 Throughout, the review of the Local Plan, the Council will continue to engage in the context of the Duty to Cooperate with neighbouring authorities and other organisations, some of the key partners are: Local Authorities within the sub-regional Peterborough HMA, Environment Agency, Historic England, Natural England, Highways England, Network Rail, Upper Witham Internal Drainage Board, NHS Local Area Team, National Grid UK, Greater Lincolnshire Nature Partnership, Anglian Water, Lincolnshire Wildlife Trust, Severn Trent Water.

3.27 The Council intends to submit the Local Plan to the Secretary of State by the end of 2024, and this will be accompanied by a full Duty to Cooperate Statement.

Community Infrastructure Levy

3.28 The Community Infrastructure Levy (CIL) legislation was introduced in April 2010 and this allows local authorities to levy a charge to raise contributions from developers to help pay for strategic infrastructure that is needed as a result of development. It is intended to supplement other funding streams to ensure that new development infrastructure can be provided to support local growth and to give councils and communities more choice and flexibility in how they fund infrastructure.

3.29 A decision on the introduction of CIL has not been made. The Council intends to update the current Planning Obligations Development Plan Document (June 2012) once the Government's decision on a new National Infrastructure Levy has been published.

Brownfield Register

3.30 The Council is required to prepare and publish annually a Brownfield Land Register. This provides information on brownfield (previously developed) land that is suitable for housing. The inclusion of a site on the Brownfield Land Register is required to meet certain assessment criteria set out in Regulations.

3.31 The Register can consist of two parts;

- Part 1 is a list of all Brownfield sites considered to be appropriate for residential development
- Part 2 is made up of sites which have been taken forward from Part 1 of the Register and given Planning Permission in Principle

3.32 There are 12 sites on Part 1 of the Register, there are currently no sites in Part 2 of the register.

Implementation of Policy

3.33 The Town and Country Planning (Local Development) (England) Regulations 2012 (Regulation 34) require the AMR to identify any policies in a Local Plan that are not being implemented and explain the reasons why. There are no policies in the current Local Plan that are not being implemented. All policies remain part of the Development Plan.

Section 4: Monitoring

Housing in South Kesteven

- 4.1 The Strategic Housing Market Assessment (SHMA) update (2017) established an Objectively Assessed Need (OAN) for South Kesteven of 16,125 dwellings from 2011 to 2036, which equates to 650 new homes (uplifted from 625 from 2016 per annum).
- 4.2 A total of 643 dwellings were completed within the monitoring period (with a net completion figure of **642** dwellings).

Table 3: Dwelling Completions

Gross dwelling completions	2022/23
Gross completions	643
Demolitions and losses to other uses	1
Net dwelling completions	642

- 4.3 The net cumulative and annual completions since 2011/12 monitoring period have been set out in Table 4.

Table 4: Net Housing Delivery from 1st April 2011 to 1st April 2023

Year	Annual Target	Units Delivered (net completions)	Cumulative total since start of the plan period
2011/12	625	494	494
2012/13	625	497	991
2013/14	625	541	1532
2014/15	625	652	2184
2015/16	625	495	2679
2016/17	650	454	3133
2017/18	650	428	3561
2018/19	650	676	4237
2019/20	650	729	4966
2020/21	650	446	5412
2021/22	650	485	5897
2022/23	650	642	6539
Survey Year (2012-2016)		269	6808
District Total		6808	

- 4.4 A physical survey was undertaken in 2015/16 of all outstanding commitments. This was considered necessary as a number of sites (particularly small sites) were known to have been completed but still featured on the commitment list as sites under construction but not completed. As a result of the survey the sites are now counted as completions (Survey Year (2012-2016)). However, the actual year of completion cannot be confirmed.

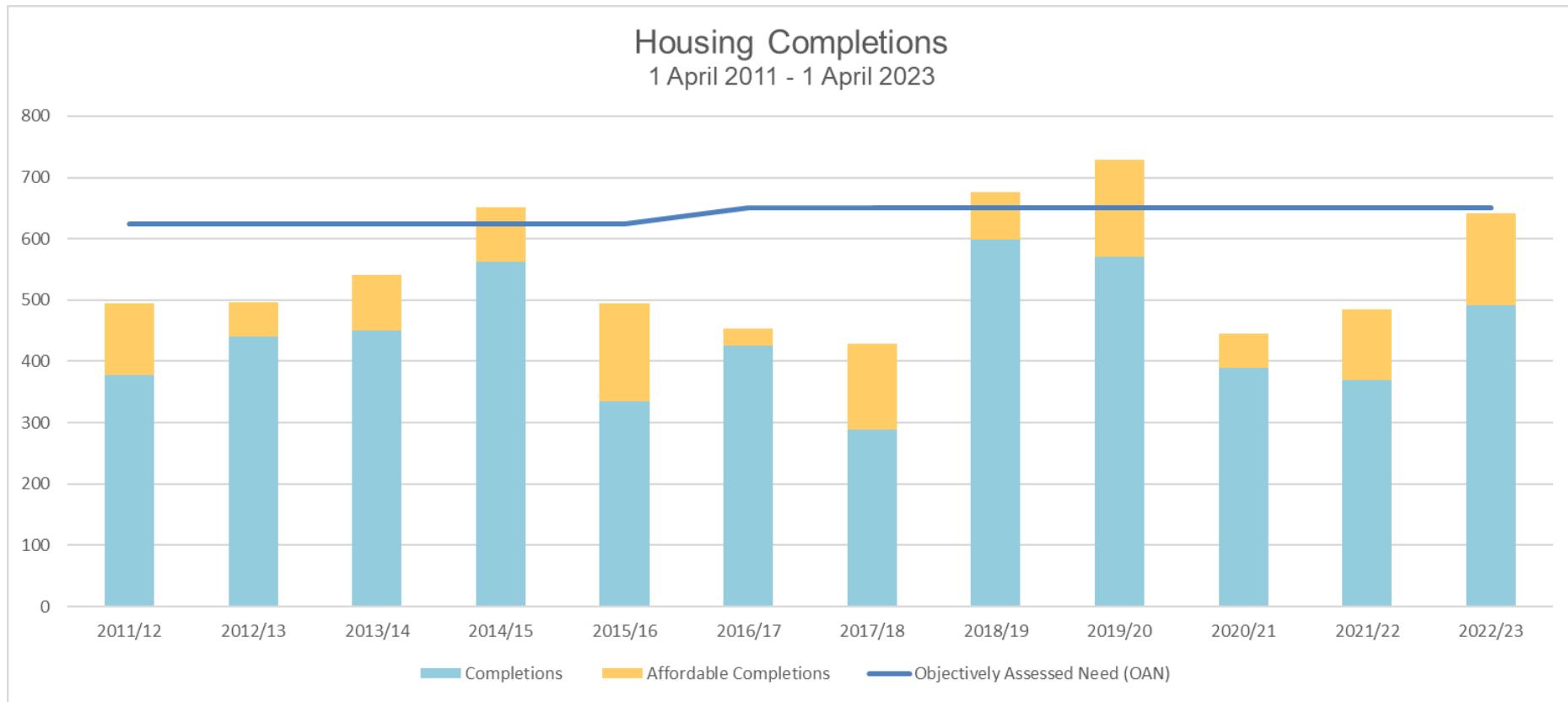


Figure 5: housing Completions (1 April 2011 - 1 April 2023)

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Table 5: Completion by Settlement Designation (2022/23)

Settlement	Settlement Designation	2022/2023
Aisby	Smaller Village	0
Allington	Smaller Village	0
Ancaster	Larger Village	0
Aslackby And Laughton	Smaller Village	2
Barholme and Stowe	Smaller Village	0
Barkston	Larger Village	0
Barrowby	Larger Village	49
Baston	Larger Village	3
Billingborough	Larger Village	0
Boothby Pagnell	Smaller Village	0
Bourne	Market Town	259
Brandon	Countryside	1
Braceborough	Smaller Village	1
Boothby Pagnell	Smaller Village	0
Burton Coggles	Smaller Village	0
Carlby	Smaller Village	0
Carlton Scroop	Smaller Village	0
Castle Bytham	Smaller Village	4
Caythorpe and Frieston	Larger Village	2
Claypole	Smaller Village	3
Colsterworth	Larger Village	5
Corby Glen	Larger Village	16
Deeping St. James	Market Town	65
Denton	Smaller Village	0
Dowsby	Smaller Village	0
Dry Doddington	Smaller Village	1
Dunsby	Smaller Village	1
Dyke	Smaller Village	0
Edenham	Smaller Village	0
Folkingham	Smaller Village	2
Foston	Smaller Village	0
Frogmire	Smaller Village	1
Fulbeck	Smaller Village	0
Grantham	Market Town	95
Great Gonerby	Larger Village	3
Great Ponton	Smaller Village	0
Greatford	Smaller Village	1
Grimsthorpe	Countryside	2
Haconby	Smaller Village	0
Hanthorpe	Smaller Village	0
Harlaxton	Larger Village	0
Horbling	Smaller Village	0
Hougham	Smaller Village	0

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Hough-On-The-Hill	Smaller Village	0
Ingoldsby	Smaller Village	0
Irnham	Smaller Village	0
Kirby Underwood	Smaller Village	0
Langtoft	Larger Village	7
Lenton	Smaller Village	3
Little Bytham	Smaller Village	5
Long Bennington	Larger Village	19
Manthorpe (Bourne)	Smaller Village	0
Market Deeping	Market Town	53 (-1)
Marston	Smaller Village	5
Morton	Larger Village	15
North Witham	Smaller Village	0
Oasby	Smaller Village	0
Old Somerby	Smaller Village	0
Pickworth	Smaller Village	0
Pointon And Sempringham	Smaller Village	0
Rippingale	Smaller Village	1
Ropsley	Smaller Village	2
Sedgebrook	Smaller Village	0
Skillington	Smaller Village	0
South Witham	Larger Village	0
Stamford	Market Town	11
Stubton	Smaller Village	0
Sudbrook	Smaller Village	0
Swayfield	Smaller Village	0
Swinstead	Smaller Village	0
Syston	Smaller Village	0
Thurlby and Northorpe	Larger Village	3
Toft	Smaller Village	0
Twenty	Smaller Village	0
Tallington	Smaller Village	2
Uffington	Smaller Village	0
Welby	Smaller Village	0
West Deeping	Smaller Village	0
Westborough	Smaller Village	0
West Wiloughby	Countryside	1
Witham on the Hill	Smaller Village	0
Woolsthorpe By Belvoir	Smaller Village	0
Woolsthorpe By Colsterworth	Smaller Village	0
		642

Number and Percentage of dwellings completed by location in accordance with Policy SP2. (Policy SP1, Policy SP2, Policy H1)

4.5 The Local Plan identifies land to provide 53% of housing in Grantham, 18% in Stamford, 7% in Bourne, 8% in the Deepings, and 14% in the villages across the plan period (2011-2036). The breakdown of completions per year by location and with the overall completed percentage by settlement since 2011 is set out in Table 6. Completion trends across the plan period are illustrated in Figure 6 and Figure 7.

Table 6: Annual Housing Completions by Location and total percentage completed by settlement

Settlement	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	Survey Year	Total	Percentage completed by settlement
Grantham	145	107	221	224	185	72	150	217	230	123	156	95	58	1983	29.13%
Stamford	78	82	41	38	32	141	71	161	187	74	9	261	27	1202	17.66%
Bourne	129	154	149	216	149	136	121	240	200	89	124	11	45	1763	25.90%
The Deepings	60	82	42	131	68	40	14	15	37	85	83	116	29	802	11.78%
Larger Villages	56	55	58	32	55	44	41	29	61	25	88	121	68	733	10.77%
Smaller Villages	26	17	30	11	6	21	31	14	12	47	26	34	42	317	4.66%
Other Settlements	0	0	0	0	0	0	0	0	2	3	-1	4	0	8	0.12%
Total	494	497	541	652	495	454	428	676	729	446	485	642	269	6808	100%

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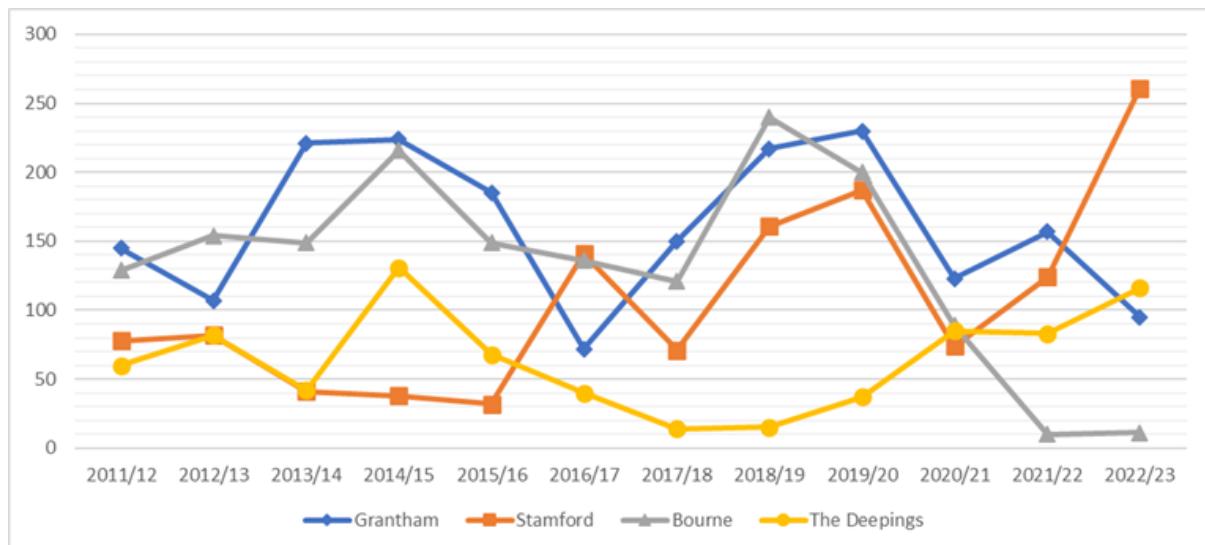


Figure 6: Completion Trends in Market Towns (not including Survey Year (2012-16))

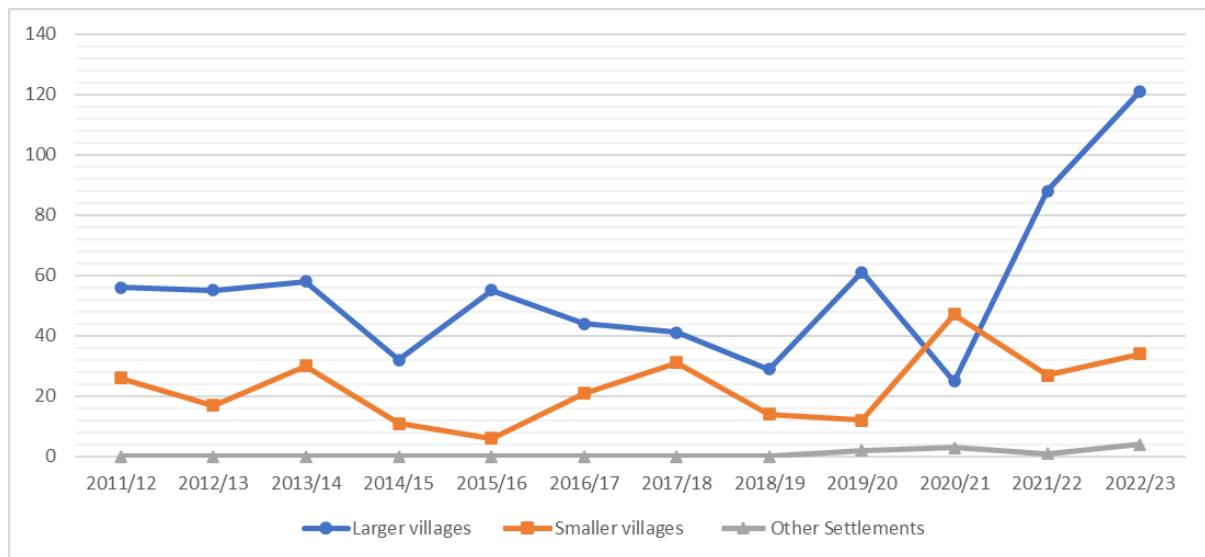


Figure 7: Completion Trends in Villages and Other Settlements (not including Survey Year (2012-16))

Please note other settlements are those not listed in Policy SP2 of the Local Plan (2011-2036) – data only available since 2019/20.

- 4.6 During this monitoring period completions in the four main towns accounted for **75%** of all completions with completions in Grantham accounting for **20%** of urban completions.
- 4.7 Please note the other settlements category was included as a category this monitoring year to reflect settlement designations in Policy SP2 – Settlement Hierarchy. Previously, all settlements which were not a Market Town or Local Service Centre (now known as Larger Village) were included into the category of Smaller Villages.

Lapsed Sites (Policy H1)

4.8 Sites are removed from a list of housing commitments when the planning application has expired (usually three years from the decision date) without implementation, commencement, or any additional planning permission. This year, the 15 small sites (1-9 dwellings) permissions set out in Table 8 were non-implemented and expired by 31st March 2023.

Table 7: Lapsed Sites

Year	Lapsed Sites	
	Small Sites	Large Sites
2020/21	14	0
2021/22	17	2
2022/23	15	0

Table 8: Lapsed Sites 2022/2023

Reference	Address	Units
S16/2531	Park House , 8 Church Street, Thurlby, PE10 0EH	1
S18/1187	Land To Rear Of 4 Pond Street, Great Gonerby, Lincolnshire, NG31 8LL,	2
S19/2092	197 Bridge End Road, Grantham, NG31 7HA	1
S18/1731	33 High Street, Market Deeping, Lincolnshire, PE6 8ED,	1
S19/1115	Land Adjacent 15 Swinegate, Grantham, NG31 6RJ	2
S20/0011	79 Hill Avenue, Grantham, NG31 9BJ	1
S19/0162	Land Rear Of 31 Leofric Avenue, Bourne, PE10 9QT	1
S19/1810	Tollbar Farm, Spalding Road, Deeping St James, Lincolnshire, PE11 3DP,	1
S20/0177	Land Off Mere Lane, Aisby	1
S19/1752	Land To Rear Of 51 Willoughby Road, Bourne, PE10 9JR	1
S19/1928	103 North Road, Bourne, PE10 9BU	1
S20/0768	Rassell Nurseries, Station Road, Little Bytham, NG33 4RA	1
S19/1886	7 Water Lane, Long Bennington, NG23 5HE	2
S20/0097	39A London Road, Grantham, NG31 6EU	2
S19/2108	Land To Rear Of, 81 Church Street, Deeping St James, Lincolnshire, PE6 8HF	1

Loss of Housing (Policy H1)

4.9 The total number of demolitions or loss of residential housing during this AMR is 1 which has been calculated against the total completions. To avoid double counting sites where demolitions are part of a larger site demolitions are deducted and not accounted for. Similarly, any replacement dwellings have not been counted.

4.10 The loss of the one residential unit during this AMR was a result of a conversion of an existing building which had been converted back from two dwellings into a single dwelling, which was subject to a Lawful Development proposal (see planning application: S20/1446).

Housing Allocation Completions

Table 9: Housing Allocations against number of commitments and completions

Policy Code	Settlement	Location	Commitments	Completions
GR3-H1	Grantham	Spitalgate Heath – Garden Village	0	0
GR3-H2	Grantham	Rectory Farm (Phase 2 North West Quadrant)	448	0
GR3-H3	Grantham	Rectory Farm (Phase 3 North West Quadrant)	0	0
GR3-H4	Grantham	Prince William of Gloucester Barracks	0	0
STM1-H1	Stamford	Stamford North	0	0
STM1-H2	Stamford	Stamford East	200	0
DEP1-H1	The Deepings	Towngate West	0	0
DEP1-H2	The Deepings	Land off Linchfield Road	0	0
BRN1-H1	Bourne	Manning Road	121	0
BRN1	Bourne	Bourne Neighbourhood Planning Group	0	0
LV-H1	Ancaster	Wilsford Lane (North)	96	0
LV-H2	Ancaster	Wilsford Lane (South)	0	0
LV-H3	Barrowby	Low Road	49	49
LV-H4	Colsterworth	Bourne Road	70	0
LV-H5	Corby Glen	Swinstead Road/ Bourne Road	265	15
LV-H6	Great Gonerby	Easthorpe Road	46	46
LV-H7	Long Bennington	Main Road (South)	50	0
LV-H8	Long Bennington	Main Road (North)	43	0
LV-H9	Morton	Folkingham Road	71	0
LV-H10	South Witham	Thistleton Lane and Mill Lane	0	0
LV-H11	South Witham	Land North of High Street	0	0
LV-H12	Thurlby	Part of Elm Farm Yard	0	0

*Commitments include Outline and/ or Reserved Matters approvals for all or part of the site.

Affordable Housing Contributions (Policy H2)

4.11 Affordable Housing is defined by National Planning Policy Framework (Annex 2) as follows; a detailed definition is included within the glossary of this report:

Housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers); and which complies with one or more of the following categories:

- a) *Affordable housing for rent: the rent is set in accordance with the Government's rent policy for Social Rent or Affordable Rent, or is at least 20% below local market rent.*
- b) *Starter homes are new homes available to purchase by qualifying first time buyers only and to be sold at a discount of at least 20% of the market value.*
- c) *Discounted market sales housing: is that sold at a discount of at least 20% below local market value. [This includes First Homes and is also known as intermediate housing].*
- d) *Other affordable routes to home ownership: is housing provided for sale that provides a route to ownership for those who could not achieve home ownership through the market. [This includes Shared Ownership and Rent to Buy and is also known as intermediate housing].*

4.12 The Local Plan Policy H2 requires that all sites of 11 or more dwellings (or greater than 1000m² gross floorspace) should make provision for affordable housing. This is superseded by the National Planning Policy Framework (updated in 2018) in that it is applicable to sites of 10 or more or greater than 0.5 Hectares. Where affordable housing is provided on site, up to 30% of total capacity of the scheme should be affordable or 20% in the urban area of Grantham as defined on the Local Plan Policies Map.

4.13 Affordable housing is defined by National Planning Policy Framework (Annex 2: Glossary) as follows:

4.14 Between 1st April 2022 and 31st March 2023 there were 151 affordable housing completions. All affordable dwelling completions accounted for 23.5% of the total number of housing completions during the AMR year, 52% of affordable completions were in the market towns and 48% in Larger Villages. All completed units were on sites that delivered at least 30% affordable housing. Completions in Grantham delivered at least 20%, meeting the Local Plan target. One site in Grantham provided 100% affordable housing.

4.15 Regarding social housing for rent, SKDC operates a Choice Based lettings allocations scheme. The scheme sets out who qualifies for social housing, and how the Council decides who should have priority for any properties that are available.

4.16 South Kesteven, like many areas nationally, is facing increasing demand for social housing that far outstrips supply. This allocation scheme offers households on the housing register some choice in bidding for a home while giving reasonable preference to those in the greatest housing need. When applicants qualify for the housing register, they are assigned a band which reflects the level of housing need.

4.17 Applicants are then able to express an interest or 'bid' on any properties they are eligible to be considered for. These bids are then ordered by the bandings assigned and the property

is then usually offered to the applicant in the highest band with the longest waiting time in that band.

4.18 Accommodation allocated through this scheme includes properties owned and managed by the Council and properties owned and managed by housing associations.

Table 10: Affordable Housing Completions by Tenure and Locations

Location	Social Rent	Affordable Rent	Shared Ownership	Discounted Open Market	Rent to Buy	Total
Grantham	-	9	18	7	-	34
Stamford	5	-	-	-	-	5
Bourne	-		8	-	-	8
The Deepings	-	27	4	-	-	31
Larger Villages	-	39	34	-	-	73
Smaller Villages	-	-	-	-	-	0
Total	5	75	64	7	0	151

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Table 11: Annual Affordable Housing Completions (2011-2023)

Settlement	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Grantham	9	0	0	27	78	8	53	0	76	3	37	34
Stamford	0	14	0	11	20	14	51	23	58	28	2	5
Bourne	27	12	25	24	17	0	30	36	22	0	7	8
The Deepings	65	5	29	23	30	0	0	0	0	25	24	31
Larger villages	16	25	27	4	15	6	0	12	2	0	46	73
Smaller villages	0	0	10	0	0	0	5	7	0	0	0	0
District Total	117	56	91	89	160	28	139	78	158	56	116	151

Housing Land Supply

4.19 The National Planning Policy Framework requires Local Planning Authorities to identify a five-year supply of deliverable sites available for housing.

4.20 The five year housing land supply assessment for 2022-2027 was confirmed through an Annual Position Statement. The Inspector's report confirmed that the Council has a housing land supply equivalent to 5.2 years' supply of deliverable sites for one year i.e., until 31st October 2023. This is made up of the following:

Table 12: 5 Year Housing Land Supply

Supply	Total
Small Sites with planning permission, including under construction	614
Windfall Allowance expected to contribute to the supply in later years (2024/2-2026/27)	90
Large sites with Planning Permission not under-construction	313
Large Sites Under-construction	788
Sustainable Urban Extensions with Planning Permission	698
Local Plan Allocations (Deliverable Sites)	1533
Council Capital Programme	41
Total	4077

4.21 The Liverpool Method was used to calculate the 5 year supply to meet the shortfall of 859 dwellings over the remainder of the plan period. Furthermore, a 10% buffer was applied to the 5 year requirement.

4.22 Table 13 sets out the 5 year land supply using the Liverpool Method, and a 10% buffer.

Table 13: 5 Year Housing Land Supply Calculation

Housing Requirement for development plan period 2011 - 2036		Number of Dwellings
a	2011-2036	16125
b	Net additions 2011-2036	6166
c	Shortfall of housing 2011/12 – 2021/22	859
d	Requirement for 16 years 2020-2036 (650 * 14) plus shortfall	9959
e	Requirement for 5 years 2020-2025 (including shortfall ((d/14)*5)	3557
f	10% Buffer required	356
g	Total requirement, including shortfall, plus buffer	3913
h	Expected supply of deliverable sites to 2027	4077
j	Surplus over requirement (h-g)	164
k	Number of years supply (h/g)*5	5.2

4.23 A subsequent Annual Position Statement was submitted in July 2023, a decision was made in September 2023 and replaces this position. Further information on the Annual Position Statement can be found on the Council's website.⁵

⁵ <https://www.southkesteven.gov.uk/planning-building-control/planning-policy-local-plans/monitoring/housing-land-supply>

Self-build and Custom Housebuilding Register (Policy H3)

4.24 From April 2016, the Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016) places a number of obligations on all relevant authorities. This includes keeping a register of all individuals and associations of individuals who wish to acquire serviced plots of land to build their own homes in the authority's area. Local Authorities are to have regard to those registers in carrying out their planning, housing, land disposal and regeneration functions.

4.25 Local Authorities are also required to grant permissions for sufficient plots of land to meet the demand as demonstrated by the Register arising in each base period. The authority has three years from the end of each base period within which to grant permissions for the equivalent number of plots suitable for self-build and custom housebuilding as there are entries for that base period.

4.26 The Self-build and Custom Housebuilding Register is split into the relevant 'base periods'. Base Period 1 ran April 2016 – 30th October 2016, every subsequent base period is from 31st October to 30th October. The most recent base period ran from 31st October 2021 to 30th October 2022 inclusive.

4.27 Table 14 below sets out the total number of individuals and groups registered on the Self-build and Custom Housebuilding Register, per base period as at 30th October 2022. 196 entries are for individuals, there are also 3 groups on the Register with a total of 11 individuals within the groups.

Table 14: Number of Self-build and Custom Housebuilding Individuals/Groups registered by base period

Base Period	Number of individuals on register	Number of groups on register	Total individuals within Groups
April 2016 - 30th October 2016	17	0	0
31st October 2016- 30 October 2017	39	0	0
31st October 2017 – 30th October 2018	32	0	0
31st October 2018 – 30th October 2019	22	0	0
31st October 2019 – 30th October 2020	25	1	5
31st October 2020 – 30th October 2021	47	1	3
31st October 2021 – 30th October 2022	14	1	3
Total	196	3	11

4.28 All entries on the Register entered interests in the number of bedrooms. Table 15 sets out the number of people on the Register per base period, against the number of beds which would be required in a self-build and custom home. The overall preferred preference is 4 bed roomed homes, 20 entries were undecided.

Table 15: Number Individuals/Groups on the Register per base period, against the number of beds required

Base Period	Number on register	Number of Bedrooms					
		1	2	3	4	5+	Undecided
April 2016 - 30 th October 2016	17	0	2	4	9	1	1
31 st October 2016- 30 October 2017	39	1	3	13	14	6	2
31 st October 2017 – 30 th October 2018	32	0	0	9	15	4	4
31 st October 2018 – 30 th October 2019	22	1	2	4	9	3	3
31 st October 2019 – 30 th October 2020	25	0	3	6	9	4	4
31 st October 2020 – 30 th October 2021	47	0	3	9	17	13	5
31 st October 2021 – 30 th October 2022	14	0	0	4	9	1	1
Total	196	2	13	49	82	32	20

4.29 Section 2A of the Housing and Planning Act 2015 requires Local Authorities to grant planning permission for enough serviced plots of land for self-build and custom housebuilding in each base period. The obligation to give suitable development permission is determined by reference to individual base periods, the most recent ran from 31st October 2019- 30th October 2022 inclusive.

4.30 Eight dwellings specifically identified as self-build plots have been granted permission, as part of one larger scheme, against the requirement of 190.

Table 16: Base Period against permissions required

Base Period	Number of individuals/groups on register	3 year period within which the requirement must be met	Permissions granted to meet the requirements*
April 2016 - 30th October 2016	17	31 st October 2016 – 30 th October 2019	-
31st October 2016- 30 October 2017	39	31 st October 2017 – 30 th October 2020	6
31st October 2017 – 30th October 2018	32	31 st October 2018 – 30 th October 2021	1
31st October 2018 – 30th October 2019	22	31 st October 2019 – 30 th October 2022	1
31st October 2019 – 30th October 2020	25 (& 1 group (5 individuals))	31 st October 2020 – 30 th October 2023	-
31st October 2020 – 30th October 2021	47 (&1 group (3 individuals))	31 st October 2021 – 30 th October 2024	-
31 st October 2021 – 30 th October 2022	14 (&1 group (3 individuals))	31 st October 2022 – 30 th October 2025	-
Total	196 (& 3 groups (11 individuals))	-	8

Details on permission granted have been attained through the latest available monitoring data.

- 4.31 Please note monitoring is not currently available for single plots which may have come forward as custom/self build housing within this base period.
- 4.32 Taking into account planning permissions specifically indicating Self-build and Custom Housebuilding the Council does not at present have enough sustainable permissions in respect of plots to meet the demand for Self-build and Custom housing arising over the first or second base periods.
- 4.33 Policy H3 Self and Custom Build requires the provision of 2% of Self-Build and Custom housing on large housing schemes of 400 or more units. No sites meeting this criteria were approved during this AMR period.
- 4.34 The Council will continue to monitor the number self-build and custom housing, however it must be considered that not all self-build and custom housing will be identified as such on planning applications.
- 4.35 The Register is publicised on the Council's website, where individuals or groups can apply to be included on the Register.⁶

⁶ <https://www.southkesteven.gov.uk/planning-building-control/planning-policy-local-plans/custom-and-self-build-register>

Meeting all Housing Needs (Policy H4)

4.36 The National Planning Policy Framework requires an appropriate mix of house types to be provided on development sites taking account of the findings of the Strategic Housing Market Assessment (SHMA). The SHMA (2014) recommends that housing provision in South Kesteven should be monitored against the broad mix of market and affordable provision over the period to 2036 as shown in Table 17 below.

Table 17: SHMA Recommended Housing Types

Type	Number of Bedrooms			
	1	2	3	4+
Market	0-5%	30-35%	45-50%	15-20%
Affordable	20-25%	40-45%	23-30%	5-10%

4.37 Table 18 indicates that a mix of house types have been provided in the district this AMR. 3 bed roomed homes are the most prominent size of housing delivered in the district. Table 19 below, shows that a greater value of Semi-detached and Detached homes were delivered this AMR.

Table 18: Dwelling Completion by Bedroom Size

Size of Housing	Market		Affordable		Total	
	Number	%	Number	%	Number	%
1 bedroom	9	1.83%	8	5.30%	17	2.65%
2 bedroom	65	13.24%	82	54.30%	147	22.90%
3 bedroom	235	47.86%	57	37.75%	292	45.48%
4+ Bedroom	182	37.07%	4	2.65%	186	28.97%
Total	491	100.00%	151	100.00%	642	100.00%
% in tenure	% %		%		100.00%	

Table 19: Dwelling Completions by House Type

Type	House Type			
	Semi Detached	Detached	Terrace	Flats/ Maisonettes
Market	144	251	81	16
Affordable	121	8	21	0
Total	265	259	102	16

Gypsies and Travellers (Policy H5) and Travelling Showpeople (Policy H6)

4.38 In November 2015, SKDC and Rutland County Council commissioned an updated Gypsy and Traveller Accommodation Assessment (GTAA). The GTAA quantified the accommodation and housing related needs of Gypsies and Travellers (including Travelling Showpeople) for the period 2016-2036. For South Kesteven there is an identified need for 32 Gypsy and Traveller residential pitches and 9 plots for Travelling Showpeople during the plan period.

4.39 During this AMR, permission for temporary planning permission was approved for 6 pitches and 2 utility buildings at Main Street, Carlton Scroop (S22/0091).

4.40 Table 20 shows the total number of Gypsy and Travellers and Travelling Showpeople plots/ pitches counted during 2022/2023 Traveller Caravan Counts. The Traveller Caravan Count is a twice-yearly count recording the number of caravans on both authorised and unauthorised sites across England which is submitted to Government.

Table 20: Gypsy and Traveller and Travelling Showpeople 2022/2023 Counts

Location	Unauthorised Sites without planning permission own land	Privately Funded with planning permission		Socially rented
	Tolerated	Temporary	Permanent	
Gypsy and Travellers – 2022 Summer Count				
Grantham	2		17	17
Fulbeck			24	
Foston	11			
Carlton Scroop		6		
Bourne	3			
Long Bennington	2			
Ancaster	2			
Gypsy and Travellers – 2023 Winter Count				
Grantham	1		34	21
Fulbeck				
Foston	11			
Carlton Scroop		1		
Long Bennington	2			
Travelling Showpeople – 2023 Winter Count				
Honington			10	

4.41 SKDC commissioned consultants in 2020 to review the Gypsy and Traveller Study. The evidence base will inform the review of the Local Plan by assessing the need and updating the requirement given the shortfall in provision through the current plan.

Housing Delivery Test

4.42 The Housing Delivery Test (HDT) was introduced by the Ministry of Housing, Communities and Local Government (MHCLG) in 2018 to ensure the local authorities and other stakeholders are held accountable for their role in ensuring new homes are delivered.

4.43 The HDT assesses the number of homes built in local authority areas over the previous three years and compares these against local housing requirements. There are planning policy consequences if a local authority does not score 95% or more. As such where a local authority fails to meet

- 95% of their housing targets they need to prepare an Action Plan which sets out the causes of under delivery and identifies actions to increase and maintain future housing delivery.
- 85% of the housing targets requires the authority to apply a 20% buffer to the 5 year housing land supply
- 75% of their housing targets are placed in a category of 'presumption in favour of sustainable development'.

4.44 These consequences apply concurrently (for example a score of 85% requires an Action Plan and 20% buffer) and until a subsequent HDT measurement is published.

4.45 The latest results published were in December 2023 for the 2022 HDT. The Council scored 99% and passed the HDT with no consequences.

4.46 The calculation for the 2022 HDT is based upon the following in Table 21 which reflects a reduction in the '*Number of Homes Required*' due to Covid-19. The Government reduced the number of homes required to reflect disruption to local planning authority planning services and the construction industry.

Table 21: Housing Delivery Test

	Year			Total
	2019/20	2020/21	2021/22	
Number of Homes Delivered	729	446	485	1660
Number of Homes Required	595 (Reduced Requirement)	433 (Reduced Requirement)	650	1678
Housing Delivery Test 2022 Measurement				99%

4.47 Previous HDT results are detailed in Table 22 below.

Table 22: Housing Delivery Test Results

Year	Result	Consequences
2021	110%	None
2020	99%	None
2019	82%	20% buffer and Action Plan
2018	81%	20% buffer and Action Plan

Economic Prosperity

4.48 The Employment Land Study produced in 2015 provides information on projections over the Plan Period (2011-2036). As part of the Local Plan Review, the Employment Study is being reviewed, any further monitoring information will be published when available.

4.49 The Local Plan includes a number of Strategic Employment Sites and Employment Allocations which are due to be delivered over the Plan period. The current status of the allocations can be found in Table 23.

Employment Opportunity (Policy E1)/Strategic Employment Sites (Policy E2)/ Employment Allocations (Policy E3)

Table 23: New employment on Policy E1, E2 and E3 committed or completed by use class

Policy Code	New employment committed	Amount of other Employment generating uses committed
E1: Grantham Southern Gateway Employment Opportunity	KING31 Commercial (OUT) (S17/1045) for B1, B2, B8 use comprising of 5,313 sqm. Spittlegate Level General Industrial and Storage and distribution (S21/1057) (OUT) B2 - 43,200sqm. B8 – 43,200sqm.	Designer Outlet Village (S17/1262) Phase 1 - 20,479 sqm (GEA (A1, A3) Storage (1,267sqm) Phase 2 – 12,550sqm (GEA) (A1, A3) Storage (2,228sqm) hotel (s,778sqm).
Policy Code	New Employment committed or completed	
E2: ST-SE1 Exeter Fields, Empingham Road, Stamford	No relevant applications	
E2: BO-SE1 Land South of Spalding Road, Bourne	No relevant applications	

E2: DEP-SE1 Extension to Northfields Industrial Estate, Market Deeping	No relevant applications
E2: RBP-E1 Roseland Business Park	Outline planning commitments (S18/2384, S18/2385, S18/2386, and S18/2387) for B1/B2/B8 use comprising a total of 27,336.6sqm additional industrial floor space to existing Roseland Business Park site.
E3: ST-E1 Land East of Ryhall Road, Stamford	No relevant applications
E3: BO-E1 Adjacent to A151 Raymond Mays Ways, Bourne	No relevant applications
E3: BO-E2 Land North of Bourne Eau and East of Car Dyke, Bourne	No relevant applications.
E3: DEP1-E1 Land Fronting Peterborough Road, Market Deeping	No relevant applications.
E3: GR-E1 Prince William of Gloucester Barracks, Grantham	No relevant applications

4.50 During this AMR period:

Protection of Existing Employment Sites (Policy E4)

- No developments were refused and then supported at appeal when citing Policy E4.
- There was no loss from existing employment sites as defined in Policy E4.

Expansion of Existing Businesses (Policy E5)

- No developments were refused and supported at appeal when citing Policy E5.
- 1,380 square metres (*gross new internal floorspace*) of new employment land was permitted resulting in the expansion of an existing building.

Loss of Employment Land and Buildings to Non-Employment Uses (Policy E6)

- No developments were refused and supported at appeal when citing Policy E6.
- 1 building was lost to non-employment uses.

Rural Economy (Policy E7)

- There was 1 application which was refused and dismissed at appeal when citing Policy E7.

Other Employment Proposals (Policy E8)

- No developments were refused and supported at appeal when citing Policy E8.

Visitor Economy (Policy E9)

- No developments were refused and supported at appeal when citing Policy E9.

Protecting and Enhancing the Natural and Built Environments

Landscape Character (Policy EN1)

4.51 The district can be divided into four National Landscape areas, and further subdivided into seven Landscape Areas, each with its own distinctive characteristics. Policy EN1 ensures that development is appropriate to the character and significant natural historic and cultural attributes and features of the landscape.

4.52 During this AMR period, one application was refused and then allowed at appeal when citing Policy EN1 (see Appendix 3).

Protecting Biodiversity and Geodiversity (Policy EN2)

4.53 South Kesteven has a variety of nature reserves and protected sites, and we want to minimise the impact of biodiversity and wildlife, to ensure there is no impact on nature consideration interests from developments.

4.54 Local Wildlife Sites and Local Geological Sites are sites selected by the Greater Lincolnshire Nature Partnership (GLNP) (a group of partnership organisations and individuals affiliated to the Greater Lincolnshire Biodiversity Partnership). Local Wildlife Sites have no statutory protection but are recognised as a material consideration.

4.55 In South Kesteven, there are 241 Local sites, of these 229 are Local Wildlife Sites and 12 are Local Geological Sites. The proportion of local sites where positive conservation management is being achieved is a proxy measure of local biodiversity and is used by central government to assess the performance of local authorities. 42% of sites within South Kesteven are in positive conservation management, this is a 4% increase from the previous reporting period.

4.56 All nature sites currently present within South Kesteven can be found in Table 24 below.

Table 24: Nature Sites

Designation	Number of Sites
Nature 2000 (Special Areas of Conservation)	2
Sites of Special Scientific Interest (SSSI)	27
National Nature Reserves (NNRs)	None
Local Wildlife Sites (LWS)	229
Sites of Nature Conservation Interests (SNCI)	64
Local Geological Sites (LGS)	12
Regionally Important Geological and Geomorphological sites (RIGs)	4

4.57 During this AMR, no planning applications were refused and supported at appeal when citing Policy EN2.

Green Infrastructure (Policy EN3)

4.58 The Council is working to ensure the promotion of green infrastructure, prioritising proposals that contribute to net gain and enhancement of green infrastructure. Developments should ensure that existing and new green infrastructure is considered and integrated. During this AMR, there was one application refused and dismissed at appeal. There was also one development that was refused and supported at appeal relating to Green Infrastructure networks (Policy EN3) (See Appendix 3).

Pollution Control (Policy EN4)

4.59 The National Planning Policy Framework sets out the need for local authorities to consider the impact of new development on noise, air, and light pollution, to ensure that new developments do not harm existing and future residents, or the natural environment. There were no developments refused and supported at appeal relating to Pollution Control (Policy EN4).

Reducing the Risk of Flooding (Policy EN5)

4.60 Development should be located in the lowest areas of flood risk, in accordance with the South Kesteven Strategic Flood Risk Assessment. During this AMR, two applications were dismissed at appeal when citing Policy EN5, relating to the water environment and flood risk management (see Appendix 3). Furthermore, no applications were approved contrary to Environment Agency advice on flooding and water quality ground.

The Historic Environment (Policy EN6)

4.61 The Council seeks to protect and enhance heritage assets and their setting in keeping with the policies in the National Planning Policy Framework. To date a number of conservation area appraisals have been produced and 47 conservation areas declared.

4.62 The district has the following designated heritage assets.

Conservation Areas	47
Listed Buildings	2148
Scheduled Monuments	95
Historic Parks and Gardens	9

4.63 During this AMR period, nine applications were dismissed at appeal when citing Policy EN6 relating to the Historic Environment. Furthermore, five applications were refused and then allowed when citing to Policy EN6.

Protecting and Enhancing Grantham Canal (Policy EN7)

4.64 The Local Plan requires future development proposals to both protect and enhance the 33 mile long Grantham Canal that runs through the district. There were no developments refused and supported at appeal relating to the protection and enhancement of the Grantham Canal (Policy EN7).

The Built Environment

Promoting Good Quality Design (Policy DE1)

4.65 The Council wants to ensure high quality design is achieved throughout the district, and plan positively for the achievement of high quality and inclusive design for all development. During this AMR period, 13 planning applications were dismissed at appeal when citing Policy DE1 and there were 8 planning applications which were refused and then allowed at appeal (see Appendix 3).

Sustainable Building (Policy SB1)

4.66 Planning plays a key role in delivering reductions to greenhouse gas emissions, minimising vulnerability, and providing resilience to climate change. The Local Plan expects development proposals to mitigate against and adapt to climate change, to comply with national and contribute to local targets on reducing carbon emissions and energy.

4.67 There were no developments refused and supported at appeal when citing Policy SB1.

Open Space (Policy OS1)

4.68 The Local Plan sets out the standards to be used to ensure the availability of adequate open space for all areas, to ensure adequate provision for each type of open space, based on existing and future needs.

4.69 There were no developments refused and then supported at appeal when citing Policy OS1.

Renewable Energy Generation

Renewable Energy Generation (Policy RE1)

4.70 The Council is the responsible local planning authority for renewable and low carbon development. Proposals for renewable energy generation will be supported subject to meeting criteria in Policy RE1 and the accompanying Renewable Energy Appendix to the Local Plan.

4.71 During this AMR, there were no developments refused and supported at appeal relating to proposals for renewable energy (Policy RE1).

Grantham's Historic Environment

Protecting and Enhancing the Setting of Belton House and Park (Policy GR1)

4.72 Belton House and its Historic Park and Garden are nationally, and internationally significant heritage assets located in close proximity to the northern edge of Grantham. Protecting and enhancing the setting, to the extent defined in the adopted Belton House and Park Study, is important in maintaining its significance as a heritage asset. During this AMR, there were no developments refused and supported at appeal when citing Policy GR1.

Sustainable Transport in Grantham

Sustainable Transport in Grantham (Policy GR2).

4.73 The growth of Grantham requires an efficient transport network which enables services and facilities to be accessible to all, whilst also helping to reduce congestion and minimise the environmental impact of transport, particularly through the town centre.

4.74 During this monitoring period, the monetary and non-monetary contributions to be provided under any planning obligations which were entered into during 2022/23 are detailed in Table 25 below. Contributions are towards the Grantham Southern Relief Road (GSRR) and other transportation services in Grantham.

Table 25: Sustainable Transport in Grantham

Planning Reference	Contribution	Comments
S16/2819 - Land at Rectory Farm, Grantham (Signed – 10/01/23)	£869,196.00	£550,000 for highway works to go towards GSRR and £319,196 towards supporting bus services and transport measures.
S16/2816 - Land at rectory Farm Grantham (Signed – 17/01/23)	£900,804.00	Highways - £570,000 GSRR and £330,804 toward supporting bus services.
S17/2155 - Downtown Grantham Designer Outlet (Signed 28/04/2022)	Bus Service	Requirement to submit a scheme for the delivery of improvements to the existing Bus Service between the Development and the Town Centre
	£30,000.00	Towards improvements to car parking signage and directions in Grantham town centre to facilitate linked trips by car.
	£150,000.00	Towards Town Centre live car parking availability interactive signage at five car parking sites including installation and maintenance costs.

Town Centres

Town Centre Policies (Policy GR4, STM2, BRN2, DEP2)

4.75 South Kesteven has four main market towns: Grantham, Stamford, Bourne, and The Deepings (including Market Deeping and Deeping St James). Grantham is the largest town and the second largest settlement in Lincolnshire.

4.76 The Local plan Town Centre policies seek to encourage retail proposals that support the roles of the four market towns within the district.

4.77 During this AMR period:

- -649.5 square metres of net additional gross internal floor space in the four town centres was permitted.
- No developments were refused and supported at appeal when citing Policy GR4, STM2, BRN2, or DEP2.

Infrastructure and Developer Contributions

4.78 Sustainable growth in South Kesteven will need to be supported by the provision of appropriate new and upgraded infrastructure in order to ensure the best possible impact on the economic and environmental well-being of the district.

4.79 During this AMR period:

Infrastructure for Growth (Policy ID1)

- No developments were refused and supported at appeal when citing Policy ID1.

Transport and Strategic Transport Infrastructure (Policy ID2)

- No developments were refused and supported at appeal when citing Policy ID2.

Broadband and Communications Infrastructure (Policy ID3)

- No developments were refused and supported at appeal when citing Policy ID3.

Protecting Existing Community Facilities and Providing New Facilities

Community Services and Facilities (Policy SP6)

4.80 The on-going provision of local services and facilities is of critical importance to the sustainability of the district's towns and villages. During this AMR, there were no planning applications refused and supported at appeal when citing Policy SP6.

Other Planning Policies

The Principles of Sustainable Development (Policy SD1)

4.81 Development proposals in South Kesteven are expected to minimise the impact on climate change and contribute towards creating a strong, stable and more diverse economy. During the AMR monitoring period, there was one planning application refused and allowed at appeal when citing policy SD1 (see Appendix 3).

Infill Development (Policy SP3)

4.82 In all settlements defined in Policy SP2, infill development, which is in accordance with all other relevant Local Planning policies, will be supported where it meets the criterion of Policy SP3. This AMR, 10 applications were refused and dismissed at appeal when citing Policy SP3. 5 applications were refused and supported at appeal, when citing Policy SP3 (see Appendix 3).

Development on the edge of Settlements (Policy SP4)

4.83 Development on the edge of settlements, as defined in Policy SP2, which are in accordance with all other relevant Local Planning policies, will be supported where it meets the criterion of Policy SP4. There were two applications dismissed at appeal when citing Policy SP4 (see Appendix 3).

Development in the Open Countryside (Policy SP5)

4.84 Development in the open countryside will be limited to that which has an essential need to be located outside of the existing built form of a settlement. There were two applications dismissed at appeal when citing Policy SP5 (see Appendix 3).

Section 5: Conclusion

5.1 This is the third AMR since the adoption of the Local Plan (2011-2036). This AMR reports the requirements set by the Regulations and the performance against the monitoring indicators set out within the Local Plan. The Council will continue to monitor performance of the planning policies and decisions to measure its effectiveness which will be used throughout the review of the Local Plan.

5.2 Future AMRs will be published annually in line with any future national policy and guidance.

Appendix 1: Local Plan Monitoring and Implementation Framework

The key below shows the status of each target against the indicator monitored in the report and is highlighted in the table below. The table below also sets out where the information for each indicator can be found in the report.

Key (Target)
Fully met
Partially met
Not met
No target/ data available at this time

Policy	Indicator	Target	AMR Page	AMR Table/Paragraph
SD1: The Principles of Sustainable Development in South Kesteven	The number of applications refused planning permission due to non-compliance with Policy SD2 and supported at appeal.	To ensure sustainable development is achieved	37	Para. 4.64
SP1: Spatial Strategy	Number and percentage of dwellings completed, by location, in accordance with Policy SP2: Settlement Hierarchy.	Majority of housing to be delivered in Grantham, and then as per the Settlement Hierarchy as defined in Policy SP2.	17	Table 6.
SP2: Settlement Hierarchy	See Indicator for policy SP1	See Target for Policy SP1	15 -16	Para. 4.5-4.7

Policy	Indicator	Target	AMR Page	AMR Table/Paragraph
SP3: Infill Development	The number of applications refused planning permission contrary to Policy SP3, and supported at appeal.	No applications refused planning permission, contrary to Policy SP3, to be supported at appeal.	37	Para.4.65
SP4: Development on the Edge of Settlements	The number of applications refused planning permission contrary to Policy SP4, and supported at appeal.	No applications refused planning permission, contrary to Policy SP4, to be supported at appeal.	37	Para. 4.66
SP5: Development in the Open Countryside	The number of applications refused planning permission contrary to Policy SP5, and supported at appeal.	No applications refused planning permission, contrary to Policy SP5, to be supported at appeal.	37	Para.4.67
H1: Housing Allocations	Total number of dwellings completed annually, by location and status (allocation or windfall)	Deliver 650 dwellings per annum to meet the required need over the plan period	13	Table 3 – 4.
	Number of lapsed sites per annum across all sites (allocations and windfall)	To monitor the number of lapsed sites and removal of such sites from housing supply commitments.	19	Para.4.5
	Number of demolitions per annum across all sites (allocations and windfall)	To monitor the number of demolitions and removal of such sites from housing supply commitments.	19	Para. 4.6

Policy	Indicator	Target	AMR Page	AMR Table/Paragraph
	Loss of residential to other use classes (no. of dwellings) across all sites (allocations and windfall)	No net loss of residential to other uses.	19	Para.4.7
H2: Affordable Housing Contributions	Proportion of housing completions on qualifying sites that are affordable.	30% of total housing completions on all eligible sites 20% in urban area of Grantham	21	Table 9-10. Para. 4.8-4.9.
H3: Self and Custom Build Housing	Total number of individuals/families and groups registered on the Self-build and Custom build Housing Register. Number of specifically stated self-build plots permitted as part of planning application on sites of 400 or more units.	At least 2% of self and custom build plots permitted on sites with 400 or more units	23-25	Para. 4.15 – 4.26.
H4: Meeting All Housing Needs	Number of varying housing types, as identified in Policy H4, permitted and completed, by location – including specialist housing	Delivery of a suitable range and mix of house types which are appropriate to their locations and local needs	26	Table 17 – 18. Para. 4.27-4.28.
H5: Gypsies and Travellers	Number of approved gypsy and traveller pitches from development control, planning policy records.	Meet the assessed needs of gypsies and travellers according to the SKDC and RC GTAA (2015). No unauthorised encampments per annum.	27	Table 19

Policy	Indicator	Target	AMR Page	AMR Table/Paragraph
H6: Travelling Showpeople	Number of approved pitches from development control and planning policy records.	Meet needs identified in accordance with the SKDC and RC GTAA	27	Para 4.29 -4.30.
SP6: Community Services and Facilities	Number & type of services and facilities lost in South Kesteven by location.	No net loss of facilities to ensure community facilities are provided to meet local needs	36	Para. 4.63
E1: Grantham Southern Gateway Strategy Employment Opportunity	Amount of new employment land committed or completed (by use class) on the Grantham Southern Gateway site in accordance with Policy E1. Amount of other employment generating uses committed or completed on the Grantham Southern Gateway site in accordance with Policy E1.	Development of Strategic Employment Site within the plan period.	30	Table 22.
E2: Strategic Employment Sites	Amount of new employment land (m ² /ha) committed or completed on Strategic Employment Sites as defined in Policy E2.	Development of Strategic Employment Sites within the plan period.	30	Table 22.
E3: Employment Allocations	Amount of new employment land (m ² /ha) committed or completed on allocated Employment Sites as defined in policy E3	Development of Employment land allocations within the plan period.	30	Table 22.

Policy	Indicator	Target	AMR Page	AMR Table/Paragraph
E4: Protection of Existing Employment Sites	Amount of land lost (m ² /ha) from existing employment sites as defined in policy E4.	No loss of Existing Employment sites as defined in policy E4	31	Para.4.33.
E5: Expansion of Existing Businesses	Amount of new employment land permitted or completed (m ² /ha) resulting in the expansion of an existing building	Net expansion of existing businesses, where appropriate.	31	Para 4.33
E6: Loss of Employment Land and Buildings to Non-Employment Uses	Amount of employment land and buildings lost (m ² /ha) to non-employment uses.	No loss of Existing Employment sites as defined in policy E6	31	Para 4.33
E7: Rural Economy	Amount of rural employment land (m ² /ha) permitted for the uses defined in Policy E7, by location.	No rural development permitted contrary to Policy E7.	31	Para.4.33
	Number of applications supported at appeal when citing this policy within reason for refusal			
E8: Other Employment Proposals	Amount of employment land (m ² /ha) permitted for the uses defined in Policy E8, by location.	No employment proposals permitted contrary to Policy E8.	31	Para.4.33

Policy	Indicator	Target	AMR Page	AMR Table/Paragraph
	Number of applications supported at appeal when citing this policy within reason for refusal			
E9: Visitor Economy	Number of new or improved (or committed) visitor economy type facilities by location.	No development proposals permitted contrary to Policy E9.	31	Para.4.33
	Number of applications supported at appeal when citing this policy within reason for refusal			
EN1: Landscape Character	Number of applications supported at appeal when citing this policy within reason for refusal	No applications approved contrary to Policy EN1 and supported at appeal. To ensure that development is appropriate to the character and significant natural historic and cultural attributes and features of the landscape	31	Para. 4.34-4.35.
EN2: Protecting Biodiversity and Geodiversity	Change in areas of biodiversity importance including: <ul style="list-style-type: none"> Wildlife sites Candidate/potential Local Wildlife Sites Protected species record 	No net loss of designated wildlife sites or protected species.	32	Table 23
	Number of applications supported at appeal when citing this policy within reason for refusal	No applications to be allowed which impact on nature consideration interests to ensure development minimises the impact of biodiversity and wildlife.	32	Para. 4.40.

Policy	Indicator	Target	AMR Page	AMR Table/Paragraph
EN3: Green Infrastructure	Number of applications refused planning permission contrary to EN3 and supported at appeal	No applications approved contrary to Policy or supported at appeal.	32	Para. 4.41
EN4: Pollution Control	Number of applications refused planning permission contrary to EN4 and supported at appeal	No applications approved which would not on its own, or cumulatively lead to unacceptable levels of pollution.	32	Para.4.42
EN5: Reducing the Risk of Flooding	Number of planning permissions approved contrary to Environment Agency advice on flooding and water quality grounds	No applications to be allowed contrary to Environment Agency advice	33	Para. 4.43
EN6: The Historic Environment	Number of applications refused in accordance with Policy EN6 and supported at appeal.	No applications approved contrary to Policy EN6	33	Para. 4.44 -4.46
EN7: Protection and Enhancing Grantham Canal	Applications permitted or completed that are designed to develop the canal's recreational, nature conservation, heritage and tourism appeal.	To enhance the Grantham Canal	33	Para. 4.47
	Number of applications refused in accordance with Policy EN7 and supported at appeal	To protect the alignment of the Grantham Canal as shown on the Policies Map.	33	Para. 4.47
DE1: Promoting Good Quality Design	Number of applications refused in accordance with Policy DE1 and supported at appeal	No applications approved contrary to Policy DE1 or supported at appeal	33	Para. 4.48

Policy	Indicator	Target	AMR Page	AMR Table/Paragraph
	Percentage of new dwelling son sites of 10 dwellings or more being developed as 'Accessible and Adaptable' in line with the optional standards set out in Part M4(2) of the Building Regulations.	10% of new dwellings on sites of 10 dwellings or more to be developed as 'Accessible and Adaptable' in line with the optional standards as set out in Part M4(2) of the Building Regulations.		<i>Data not available at this time.</i>
SB1: Sustainable Building	Number of applications refused in accordance with Policy SB1 and supported at appeal	All development proposals will be expected to mitigate against and adapt to climate change	34	Para.4.49
OS1: Open Space	Number of applications refused in accordance with Policy SB1 and supported at appeal.	No net loss	34	Para.4.51-4.52.
RE1: Renewable Energy Generation	Number of applications refused in accordance with Policy RE1 and supported at appeal	No applications approved contrary to Policy or allowed at appeal.	34	Para. 4.53-4.54.
GR1: Protecting and Enhancing the Setting of Belton House and Park	Number of applications refused in accordance with Policy GR:1 and supported at appeal.	No planning permission granted which impacts (negatively) on the setting of Belton House and Park	34	Para. 4.55
GR2: Sustainable Transport in Grantham	Contributions to necessary transport improvements and the delivery of the objectives of the Grantham Transport Strategy by appropriate development as defined in Policy GR2 either directly or indirectly through developer contributions	100% of eligible development to make necessary transport improvements and deliver the objectives of the Grantham Transport Strategy	35	Table 24. Para. 4.56-4.57.

Policy	Indicator	Target	AMR Page	AMR Table/Paragraph
GR3-H1: Spitalgate Heath – Garden Village (Southern Quadrant), Grantham	Number of housing commitments and completions each year, against the trajectory.	Deliver a total of 2000 homes by 2036	20	Table 8.
GR3-H2: Rectory Farm (phase 2 North West Quadrant), Grantham	Number of housing commitments and completions each year, against the trajectory.	Deliver a total of 1150 homes by 2036.	20	Table 8.
GR3-H3: Land adjacent to Rectory Farm (Phase 3 North West Quadrant), Grantham	Number of housing commitments and completions each year, against the trajectory.	Deliver a total of 404 homes by 2036.	20	Table 8.
GR3-H5: Prince William of Gloucester Barracks, Grantham	Number of housing commitments and completions each year, against the trajectory.	Deliver a total of 1775 homes by 2036.	20	Table 8.
GR4: Grantham Town Centre	Total amount of floor space completed (m ²) by type for uses set out in Policy GR4, within the Town Centre Boundary as defined on the proposals map.	80% of A1 retail uses to be located within the Primary Shopping Frontages	34	Para.4.58-4.60
	The number of applications refused planning permission due to non-compliance with Policy GR4 and supported at appeal.	100% of new retail development to be located within the existing town centre.	34	Para.4.58-4.60

Policy	Indicator	Target	AMR Page	AMR Table/Paragraph
STM1-H1: Stamford North, Stamford	Number of housing commitments and completions each year, against the trajectory.	Deliver a total of 1300 homes by 2036.	20	Table 8.
STM1-H2: Stamford East, Stamford	Number of housing commitments and completions each year, against the trajectory.	Deliver a total of 162 homes by 2036.	20	Table 8.
STM2: Stamford Town Centre Policy	Total amount of floor space completed m2 by type for uses set out in Policy STM2, within the Town Centre Boundary as defined on the proposals map.	80% of A1 retail uses to be located within the Primary Shopping Frontages 80% of Secondary Shopping Frontage to be complementary uses.	34	Para.4.58-4.60
	The number of applications refused planning permission due to non-compliance with Policy STM2 and supported at appeal.	100% of new retail development to be located within the existing town centre.	34	Para.4.58-4.60
BRN1: Bourne Housing Need	Bourne Neighbourhood Plan group to allocate land sufficient to deliver 100 new additional homes over the Local Plan period within the first five years of the Local Plan being adopted.	To meet Bourne's Housing Need within the plan period.	20	Table 8.
BRN1-H1: Manning Road, Bourne	Housing commitments and completions each year.	Deliver a total of 107 homes by 2036.	20	Table 8.

Policy	Indicator	Target	AMR Page	AMR Table/Paragraph
BRN2: Bourne Town Centre Policy	Total amount of floor space completed (m ²) by type for uses set out in Policy BRN2	80% of A1 retail uses to be located within the Primary Shopping Frontages 80% of Secondary Shopping Frontage to be complementary uses.	34	Para.4.58-4.60
	The number of applications refused planning permission due to non-compliance with Policy BRN2 and supported at appeal.	100% of new retail development to be located within the existing town centre.	34	Para.4.58-4.60
DEP1-H1: Towngate West, The Deepings	Housing commitments and completions each year	Deliver a total of 73 homes by 2036.	20	Table 8.
DEP1-H2: Linchfield Road, The Deepings	Housing Commitments and completions each year.	Deliver a total of 680 homes by 2036	20	Table 8.
DEP2: Market Deeping Town Centre Policy	Total amount of floor space completed (m ²) by type for uses set out in Policy DEP2	80% of A1 retail uses to be located within the Primary Shopping Frontages 80% of Secondary Shopping Frontage to be complementary uses.	34	Para.4.58-4.60
	The number of applications refused planning permission due to non-compliance with Policy DEP2 and supported at appeal.	100% of new retail development to be located within the existing town centre	34	Para.4.58-4.60
LV-H1: Wilsford Lane, Ancaster	Housing commitments and completions each year	Deliver a total of 96 homes by 2036.	20	Table 8.

Policy	Indicator	Target	AMR Page	AMR Table/Paragraph
LV-H2: Wilsford Lane, Ancaster	Housing commitments and completions each year	Deliver a total of 35 homes by 2036.	20	Table 8.
LV-H3: Low Road, Barrowby	Housing commitments and completions each year	Deliver a total of 270 new dwellings by 2036.	20	Table 8.
LV-H4: Bourne Road, Colsterworth	Housing commitments and completions each year	Deliver a total of 70 homes by 2036.	20	Table 8.
LV-H5: Swinstead Road/Bourne Road, Corby Glen	Housing commitments and completions each year	Deliver a total of 250 homes by 2036.	20	Table 8.
LV-H6: Easthorpe Road, Great Gonerby	Housing commitments and completions each year	Deliver a total of 45 homes by 2036.	20	Table 8.
LV-H7: Main Road (South), Long Bennington	Housing commitments and completions each year	Deliver a total of 55 homes by 2036.	20	Table 8.
LV-H8: Main Road (North), Long Bennington	Housing commitments and completions each year	Deliver a total of 30 homes by 2036.	20	Table 8.
LV-H9: Folkingham Road, Morton	Housing commitments and completions each year	Deliver a total of 70 homes by 2036.	20	Table 8.
LV-H10: Thistleton Lane and Mill Lane, South Witham	Housing commitments and completions each year	Deliver a total of 34 homes by 2036.	20	Table 8.
LV-H11: Land North of High Street, South Witham	Housing commitments and completions each year	Deliver a total of 31 homes by 2036.	20	Table 8.

Policy	Indicator	Target	AMR Page	AMR Table/Paragraph
LV-H12: Part of Elm Farm Yard, Thurlby	Housing commitments and completions each year	Deliver a total of 50 homes by 2036.	20	Table 8.
ID1: Infrastructure for Growth	The number of applications subject to a viability assessment refused planning permission due to insufficient infrastructure capacity or provision, contrary to Policy ID1, and supported at appeal.	No applications subject to a viability assessment that are refused planning permission, contrary to Policy ID1, to be supported at appeal.	36	Para.4.62
ID2: Transport and Strategic Transport Infrastructure	The number of applications refused planning permission due to not providing an appropriate parking/design statement, or transport statement or transport assessment and travel plan, in accordance with Policy ID2, and supported at appeal.	Every major development permitted is supported by an appropriate Travel Plan/ Transport assessment or the like, in accordance with the Policy.	36	Para.4.62
ID3: Broadband and Communications Infrastructure	The number of applications refused planning permission due to Policy ID3, and supported at appeal.	100% new development proposals provide FFTP or cabling from cabinet to edge of property to enable sufficient availability of broadband and communications infrastructure	36	Para.4.62
Policy M1: Review of the Local Plan	Commence review of Local Plan from April 2020	To commence review of Local Plan from April 2020	7	Table 1

Appendix 2: Glossary

Affordable Housing (as defined in Annex 2 Glossary of the National Planning Policy Framework)	<p>Affordable housing: housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers); and which complies with one or more of the following definitions</p> <ul style="list-style-type: none"> a) Affordable housing for rent: meets all of the following conditions: (a) the rent is set in accordance with the Government's rent policy for Social Rent or Affordable Rent, or is at least 20% below local market rents (including service charges where applicable); (b) the landlord is a registered provider, except where it is included as part of a Build to Rent scheme (in which case the landlord need not be a registered provider); and (c) it includes provisions to remain at an affordable price for future eligible households, or for the subsidy to be recycled for alternative affordable housing provision. For Build to Rent schemes affordable housing for rent is expected to be the normal form of affordable housing provision (and, in this context, is known as Affordable Private Rent). b) Starter homes: is as specified in Sections 2 and 3 of the Housing and Planning Act 2016 and any secondary legislation made under these sections. The definition of a starter home should reflect the meaning set out in statute and any such secondary legislation at the time of plan-preparation or decision-making. Where secondary legislation has the effect of limiting a household's eligibility to purchase a starter home to those with a particular maximum level of household income, those restrictions should be used. c) Discounted market sales housing: is that sold at a discount of at least 20% below local market value. Eligibility is determined with regard to local incomes and local house prices. Provisions should be in place to ensure housing remains at a discount for future eligible households. d) Other affordable routes to home ownership: is housing provided for sale that provides a route to ownership for those who could not achieve home ownership through the market. It includes shared ownership, relevant equity loans, other low cost homes for sale (at a price equivalent to at least 20% below local market value) and rent to buy (which includes a period of intermediate rent). Where public grant funding is provided, there should be provisions for the homes to remain at an affordable price for future eligible households, or for any receipts to be recycled for alternative affordable housing provision, or refunded to Government or the relevant authority specified in the funding agreement. <p>This definition should be read in conjunction with relevant policy contained in the Affordable Homes Update Written Ministerial Statement published on 24 May 2021</p>
Authority Monitoring Report (AMR)	The AMR assessed the progress towards the implementation of the LDS and the extent to which planning policies are being successfully implemented.
Community Infrastructure Levy (CIL)	A Levy allowing Local Authorities to raise funds from owners or developers of land undertaking new building projects in their area. Will largely replace Section 106 Agreements.
Core Strategy	Superseded DPD.

Development Plan Document (DPD)	Spatial planning document that is subject to independent public examination. Can cover a range of issues and will set out main spatial strategy, policies and proposals of the Council.
Duty to Cooperate	A duty on local planning authorities and other bodies to cooperate with each other to address strategic issues relevant to their areas.
Examination	All DPDs are subject to examination before a Planning Inspector to consider the soundness of the DPD.
Local Development Scheme (LDS)	Rolling three year project plan for preparation of Local Development Documents
Local Plan (2011-2036)	Long term spatial strategy and vision for area including key strategic policies and proposals to deliver that vision.
Localism Act 2011	Contains provisions to reform aspects of the planning system: including abolition of Regional Strategies, introduction of duty to cooperate and Neighbourhood Planning, changes to way Local Plans are prepared, planning enforcement and pre application consultation
National Planning Policy Framework (NPPF)	Comprehensive document covering all national planning policy. Issued by the Government in March 2012.
Neighbourhood Planning	A plan prepared by a Parish Council or Neighbourhood Forum for a particular neighbourhood area.
Previously Developed Land (PDL)	Land that has been previously developed, or occupied by a permanent structure, but excludes agricultural or forestry buildings. Also known as Brownfield Land.
Statement of Community Involvement (SCI)	Sets out approach to involving community in preparation, alteration and review of plan making and in consideration of major planning applications.
Strategic Housing Market Assessment (SHMA)	An objective assessment of the full need for market and affordable housing within a housing market area.
Supplementary Planning Document (SPD)	Documents that add further detail to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or issues. SPDs are capable of being a material consideration in planning decisions but do not form part of the Statutory Development Plan.
Town and Country Planning (Local Planning) (England) Regulations 2012	Regulations setting out the requirements for the operation of the Local Planning system.

Appendix 3: Appeal Monitoring

Reference	Site Address	Proposal	Reasons for refusal	Appeal Decision	Notes
S20/0632	17 Eastgate Deeping St James Lincolnshire PE6 8HH	Change of use of the site for dog exercise areas, obedience / agility classes, provision of fencing to dog training areas, hardstanding area for customer parking and the demolition of the existing stables buildings	Policy E7 Policy SP4	Appeal Dismissed	
S19/1475	Land Off Cherryholt Road Cherryholt Road Stamford PE9 2EP	Erection of 31 affordable dwellings and associated works including access and landscaping.	Policy EN1 Policy EN3 Policy EN6	Appeal Allowed with Co	
S21/0201	25 & 27 High Street Ropsley NG33 4BG	Residential development - consisting of 5 dwellings and associated works (Outline - all matters reserved except access)	Policy SP3	Appeal Dismissed	
S21/0691	The Grange Low Road Barrowby Grantham NG32 1DL	Replacement Porch Extension, Replacement windows to the East Elevation & Replacement Roof to the North Elevation. (Resubmission of S20/1205)	Policy EN6 Policy DE1	Appeal Dismissed	
S20/0564	Land To The South Of 141 Stamford Street Grantham NG31 7BS	Erection of 3 attached dwellings	Policy DE1 Policy SP3	Appeal Allowed	
S21/0840	Land Adjacent To 141 Stamford Street Grantham Lincolnshire NG31 7BS	Erection of 3 attached dwellings, with off-street parking	Policy SP3 Policy DE1	Appeal Allowed	
S21/1013	54 North Street Bourne Lincolnshire PE10 9AB	Full width dormer installed to rear elevation	Policy EN6 Policy DE1	Appeal Dismissed	
S20/0675	52 Scotgate Stamford PE9 2YQ	Proposed Alterations to Restaurant: relocation of air conditioning units (including installation of	Policy EN6	Appeal Dismissed	

		screening trellises), retention of existing flue, and removal of signage.			
S21/1201	Land South Of Harvey Close And West Of Wincanton Way Bourne PE10 9PQ	Submission of details reserved by conditions 2 (historic building record) and 5 (landscaping) of S21/0113 (Reserved matters application for details relating to external appearance, layout, scale, and landscaping, with associated open space and infrastructure for the erection of 373 new dwellings, pursuant to Outline Planning Permission under application ref: SK.94/0125/12.)	Policy EN6 Policy DE1	Appeal Allowed	
S20/0676	52 Scotgate Stamford PE9 2YQ	Proposed Alterations to Restaurant: relocation of air conditioning units (including installation of screening trellises), retention of existing flue, and removal of signage	Policy EN6	Appeal Dismissed	
S21/1011	23 Colton Close Baston PE6 9QH	Proposed residential development consisting of 5 dwellings to rear of No 23 Colton Close. (to include demolition of single storey buildings of No 23 to form access to rear of property for planned development and minor alterations to No 23)	Policy SP3	Appeal Dismissed	
S21/1333	Home Farm Cottage Fenton Road Stubton NG23 5DB	Section 73 application to vary Condition 2 (approved plans) of S20/2145 (Replacement of existing dwelling and series of outbuilding structures with a new family home) for changes to garage design including infill connection to the main house	Policy EN6 Policy DE1 Policy SP3	Appeal Dismissed	
S21/2216	Building Positioned Adjacent To Morkery Lane, Castle Bytham	Development and change of use of a building sited on Morkery Lane, Castle Bytham to a live-work unit	Policy SP2 Policy SP5	Appeal Dismissed	

S19/2107	Land Adjacent St Vincents House 47 Old Lincoln Road Caythorpe NG32 3EJ	Erection of single dwelling	Policy EN6 Policy DE1 Policy SP3	Appeal Dismissed	
S21/1963	7 Aveland Way Baston PE6 9QJ	First floor extension above existing car port	Policy DE1	Appeal Allowed with Co	
S21/1758	Manor House Low Road Manthorpe NG31 8NQ	Erection of green oak framed garage with home gym above	Policy EN6 Policy DE1	Appeal Dismissed	
S21/2131	Orchard Farm Main Street Claypole Newark NG23 5AD	Submission for approval of reserved matters (RM) relating to access, appearance, landscaping, layout and scale pursuant to outline permission S21/0155 (for 4 dwellings including partial demolition of existing farm-yard)	Policy EN6 Policy DE1 Policy SP3	Appeal Allowed with Co	
S21/1990	Land East Of The Royal Oak 74 Main Road Long Bennington NG23 5DJ	Erection of 6 no. dwellings at Land East of The Royal Oak	Policy SP3 Policy SP4 Policy DE1 Policy EN5	Appeal Dismissed	
S21/2286	22 The Green Thurlby PE10 0HB	New single storey dwelling with garaging for proposed dwelling and number 22 The Green	Policy SP3	Appeal Allowed with Co	
S21/1573	Chevington House 36 North Road Bourne PE10 9AS	Demolition of the rear part of the existing building and construction of a new 2 storey building to create additional en-suite bedrooms, lounges and ancillary facilities	Policy DE1 Policy EN6	Appeal Dismissed	
S21/2528	32 Reedings Road Barrowby NG32 1AT	Removal of garage and entrance porch. Two storey wrap-around extensions to both sides. Single storey rear extension. Re-roofing. New parking area, New tree	Policy DE1	Appeal Dismissed	

S21/1998	35 Church Street Long Bennington NG23 5ES	Erection of single storey dwelling	Policy DE1 Policy SP3	Appeal Dismissed	
S21/1924	Hazeldene 3 Greatford Road Baston PE6 9NR	Outline application for the demolition of existing bungalow and erection of two dwellings. All matters reserved except access, layout and scale	Policy SP3 Policy DE1 Policy EN5	Appeal Dismissed	
S21/2283	Willowbrook Greatford Road Uffington PE9 4SS	Erection of detached bungalow	Policy SP3 Policy SP5	Appeal Dismissed	
S22/0249	Pineview Holywell Road Castle Bytham Lincolnshire NG33 4SL	Proposed new dwelling with garaging and private parking (Plot 7).	Policy SP2 Policy SP3 Policy DE1	Appeal Dismissed	
S22/0338	Castle Farm Glen Road Castle Bytham Lincolnshire NG33 4RJ	Demolition of existing agricultural buildings and erection of three detached dwellings and associated garaging	Policy SP3	Appeal Dismissed	
S22/0722	2 School Lane Uffington Lincolnshire PE9 4SU	Single storey side and rear extensions to dwelling	Policy DE1 Policy EN6	Appeal Allowed with Co	
S22/1045	1 Roxburgh Road Stamford Lincolnshire PE9 2XE	Retrospective erection of a 1.8m fence to site boundaries and installation of a set of French doors	Policy DE1	Appeal Dismissed	
S21/0808	Land At Pickworth Grange Village Street Pickworth Sleaford NG34 0TD	Outline application (with all matters reserved except access and layout) for the erection of 1 dwelling and associated access	Policy SP3 Policy DE1 Policy SD1	Appeal Allowed with Co	
S22/0376	Land Off Kettering Road Stamford PE9 2JS	Erection of 4 detached dwellings and garaging, creation of access, and associated landscaping	Policy H2 Policy EN3 Policy EN6	Appeal Dismissed	

S22/0900	38 Grantham Road Great Gonerby Lincolnshire NG31 8JX	Two storey side extension, first floor rear extension, new porch and new double garage	Policy DE1	Appeal Dismissed	
S22/0133	Byre Cottage Village Street Oasby NG32 3NA	Proposed alterations & extensions	Policy EN6 Policy DE1	Appeal Allowed with Co	
S21/0641	Grass Verge On Main Street(A151)Between Grimsthorpe And Edenham Grimsthorpe PE10 0NG	The installation of a 20m monopole supporting 3 no. antennas, 2 no. equipment cabinets and ancillary development thereto including 1 No. GPS module		Appeal Allowed	Prior approval - Heritage
S18/0439 / S18/1494	Cranleigh New Cross Road Stamford PE9 1AJ	Erection of single storey and first floor extensions		Appeal Dismissed	No decision notice published, the appeal was therefore against a failure to determine the application with the prescribed period.



SOUTH
KESTEVEN
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COUNCIL



Cabinet

18th January 2024

Report of Councillor Ashley Baxter,
Deputy Leader of the Council and
Cabinet Member for Finance and
Economic Development

LeisureSK Limited – Urgent Funding Request

Report Author

Richard Wyles, Deputy Chief Executive and s151 Officer

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Purpose of Report

To request, and explain the reasons for, an immediate payment to LeisureSK Limited of £150,000 to ensure the continued delivery of leisure centre services.

Recommendations

Cabinet is requested to:

1. Approve an immediate management fee payment of £150,000 to Leisure SK Ltd.
2. Delegate to the Council's s151 Officer in consultation with the Cabinet Member for Finance and Economic Development responsibility to identify the most appropriate source of funding from which to make the payment.

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?	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 wards

1. Implications

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

Finance

- 1.1 Approval of the additional £150k management fee will ensure LeisureSK Limited can meet its cashflow requirements in January. The cost of the additional management fee can be funded from the Swimming Pool Support Grant which the Council received in November 2023. However, it should be noted that this grant is currently being used to offset the Council's forecast budget deficit. An alternative funding source is the use of the Council's Local Priorities Reserve.

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

Legal and Governance

- 1.2 There are no significant legal or governance implications arising from this report. Cabinet is requested to determine approval of a management fee further to a request by LeisureSK Limited.

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

2. Background to the Report

- 2.1 Leisure SK Limited presented a report to the Culture and Leisure Overview and Scrutiny Committee (OSC) on 30th November which confirmed there was a management fee requirement of £738,942 ([LeisureSK Ltd Management Fee Request 2024 2025 Report.pdf \(southkesteven.gov.uk\)](#)) for the current financial year (which is partly offset by the approved £500k fee). This projected deficit has since

Increased to £772,949 and was included in the latest report to the OSC presented on 9 January 2024.

- 2.2 The drivers for this management fee shortfall have been reported to the OSC. They are primarily due to the impact of utility costs, the amount of irrecoverable VAT, software and professional fees and minimum wage increases.
- 2.3 A formal written request has been received from the Chair of LeisureSK Limited, for an additional £273k Management Fee to satisfy the company's financial commitments and cashflow requirements to the end of the current financial year.
- 2.4 However, due to cash flow constraints, £150k of this has been identified as an urgent requirement predominantly to meet the company's payroll liabilities for January. A full breakdown of the payroll and supplier costs, together with the company's anticipated income, up to the end of January 2024 is provided below:

Salary costs -	£120k
Payroll related costs -	£24k
(mainly tax and NI payments)	
Supplier payment -	£302k
(including utilities £155k and insurance £55k)	
Total expenditure -	£446k
Income –	£240k
Bank balance	£60k
Total income -	£300k
Deficit –	£146k

- 2.5 The report confirms the additional funding request is £273k, however £150k is being requested as an urgent item which leaves a balance of £123k. This balance is part of a budget amendment report which features elsewhere on the Cabinet agenda.
- 2.6 The funding options available for this additional fee include potentially allocating the Government's Swimming Pool Fund which was approved by Cabinet in November 2023. However, the receipt of this grant is currently being used towards the balancing of the Council's revenue General Fund and thereby reducing the need to use the Council's Budget Stabilisation Reserve. If this grant is used to fund the additional fee, then it is increasingly likely the Budget Stabilisation Reserve will be required to achieve a balanced position for the financial year.

3. Other Options Considered

3.1 The Council could choose not to approve the increased management fee request. However, this would mean LeisureSK Limited would not be able to meet its cashflow requirements which would result in centres facing immediate closure.

4. Reasons for the Recommendations

4.1 To ensure LeisureSK Limited can meet its cashflow requirements in January 2024.

5. Consultation

5.1 Reports were presented to the Culture and Leisure Overview and Scrutiny Committee on 30 November 2023 and 9 January 2024. Both detailed the increased deficit the company are projecting for 2023/2024.

6. Background Papers

6.1 Culture and Leisure OSC 30 November 2023 – LeisureSK Limited Management Fee request for 2024/25

<http://moderngovsvr/documents/s39725/LeisureSK%20Ltd%20Management%20Fee%20Request%202024%202025%20Report.pdf>

6.2 Culture and Leisure OSC 9 January 2024 - LeisureSK Ltd Management Fee Request and Business Plan

<http://moderngovsvr/documents/s40148/LeisureSK%20Ltd%20Management%20Fee%20Request%20Business%20Plan.pdf>



SOUTH
KESTEVEN
DISTRICT
COUNCIL



Cabinet

18 January 2024

Democratic Services Manager

Key and Non-Key Decisions taken under delegated powers

Report Author

Lucy Bonshor, Democratic Officer

 l.bonshor@southkesteven.gov.uk

Purpose of Report

This report provides an overview of decisions taken by individual Cabinet Members since the last meeting of the Cabinet on 5 December 2023.

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?	No
What are the relevant corporate priorities?	High performing Council
Which wards are impacted?	All

1.1 Since the Cabinet last met on 5 December 2023, the following Key and Non-Key decisions have been taken under delegated authority by Cabinet Members:

1.1.1 **Request for funding from the Housing Delivery Reserve to finance Disabled Facility Grants 23/24**

Key decision taken by the Cabinet Member for Housing and Planning on 18 December 2023.

Date decision effective: 18 December 2023.

The Decision Notice is attached at Appendix 1. The accompanying report can be viewed online at:

<https://moderngov.southkesteven.gov.uk/ieDecisionDetails.aspx?ID=1382>

1.2 Any decision made after the publication of the agenda will be reported at the next meeting of the Cabinet.

URGENT CABINET MEMBER DECISION



SOUTH
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COUNCIL

Decision:

That approval is granted for the allocation of £400,000 from the Housing Delivery Reserve in order to fund the additional demands for Disabled Facility Grants for the remainder of the 2023/24 financial year.

(1) Details of Decision

That approval is sought from the Chief Finance Officer in consultation with the Cabinet Member for Housing and Planning for the additional budget required to continue the delivery of disabled facility grants to the residents of South Kesteven for the remainder of the financial year 23/24 by utilising the Housing Delivery Reserves from previous years underspend.

(2) Considerations/Evidence

At the start of the financial year 23/24 South Kesteven District Council were provided with a total of £1,060,000 from the Better Care Fund to deliver disabled facility grants to residents in need of adaptations within their properties.

As of 22 November 2023, the budget position was as follows:

Table 1 – current budget position

Spend	Amount
Actual	£506,232
Committed	£487,038
Remaining Salary	£52,000
Held for variations on approved works	£14,730
Total	£1,060,000

This demonstrates that the Disabled Facility Grants has either spent or committed the budget for the year and therefore at present is unable to approve any further works for the remainder of the year.

There are 152 adaptations in the pipeline yet to approve, some of which can

be approved and completed this year if funding was available.

The adaption amounts that can be approved and potentially completed this year amounts to £400,000. These works are either stairlifts, modular ramps or adaptions that have had the required surveys and are awaiting approval for contractors to proceed with such as level access showers.

It is requested that the Chief Finance Officer in consultation with the Cabinet Member for Housing and Planning approves the additional £400,000 be added to the Disabled Facility Grants budget from the Housing Delivery Reserve.

The expected year end position for the full budget of £1,460,000 if approved is as follows:

Table 2 – Expected year end budget position.

projected year end position on existing £1,060,000	Amount
actual	£1,038,650*
committed remaining	£6,620
additional position of £400,000 by year end	
actual	£339,110
committed	£60,890
year-end full budget of £1,460,000	
Actual	£1,377,760
committed	£67,510
current underspend	£14,730**
Total	£1,460,000

*Consists of existing actual plus £480,418 of the existing committed turning to actuals and the additional remaining £52,000 on salaries

** current underspend is being held to account for any variations on existing jobs and therefore may not be an underspend but actual spend by year end

The projected year end budget position demonstrates that by year end if the additional funds are approved that the majority except for £67,510 will be actual spend meaning that the required adaptions have been completed and invoices paid. This year end position has been calculated by assessing the current works in progress and the additional works expected completion times based upon type of works and experience of the delivery of these works.

The caveat to the expected year end position is that some aspects are outside the Disabled Facility Grants Team to control, such as some works taking longer than expected due to additional identified works, lead times for specialist equipment or where adaptions are no longer required for reasons such as proposed recipient unfortunate passing away.

(3) **Reasons for Decision:**

South Kesteven have around £400,000 of Disabled Facility Grants awaiting approval for the remainder of the financial year which at present cannot be approved as the existing budget has been committed or spent.

Conflicts of Interest

(Any conflict of interest declared by any other Cabinet Member consulted in relation to the decision to be recorded).

None

Dispensations

(Any dispensation granted by the Monitoring Officer in respect of any declared conflict of interest to be noted).

None

Decision taken by:

Name: Councillor Phil Dilks
Cabinet Member for Housing & Planning in consultation with the Chief Finance Officer, Richard Wyles

Date of Decision: 18 December 2023

Date of Publication of Record of Decision: 18 December 2023

Date decision effective: This decision is effective on 18 December 2023 and due to the urgency required, the decision is not subject to the call-in procedure rules.

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SOUTH
KESTEVEN
DISTRICT
COUNCIL



Cabinet

18 January 2024

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

10 January 2024 to 09 January 2025

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
Corporate Plan - Key Decision			
To adopt a refreshed Corporate Plan and Corporate Priorities for the Council. The Corporate Priorities were recommended by the Employment Committee meeting held in June 2023.	18 Jan 2024 (Cabinet) 25 Jan 2024 (Full Council)	To adopt the Plan.	Leader of the Council (Councillor Richard Cleaver) Debbie Roberts, Head of Corporate Projects, Policy and Performance E-mail: Debbie.Roberts@southkesteven.gov.uk
Discretionary Housing Payment Policy - 2024/2025 - Key Decision			
To consider a recommendation made by the Finance and Economic Overview & Scrutiny Committee that the draft Discretionary Housing Payment Policy (2024/2025) be formally approved.	18 Jan 2024	To approve the Policy.	The Deputy Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter) Claire Moses, Head of Service (Revenues, Benefits Customer and Community) E-mail: claire.moses@southkesteven.gov.uk
Discretionary Council Tax Payment Policy - 2024/2025 - Key Decision			
To consider a recommendation made by the Finance and Economic Overview & Scrutiny Committee that the draft Discretionary Council Tax Payment Policy (2024/2025) be formally approved, along with the budget of £30,000.	18 Jan 2024	To agree the Policy.	The Deputy Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter) Claire Moses, Head of Service (Revenues, Benefits Customer and Community) E-mail: claire.moses@southkesteven.gov.uk

Summary	Date	Action	Contact
Award of Contract for Space Heating, Installation and Servicing in respect of HRA Properties - Key Decision			
To award a contract following a competition through a framework for a five year period with an estimated value up to £16 million for the design, installation, servicing and maintenance of heating systems in the housing property stock.	18 Jan 2024	To award the contract.	Cabinet Member for Housing & Planning (Councillor Phil Dilks) Jodie Archer, Head of Housing Services E-mail: jodie.archer@southkesteven.gov.uk
Proposed 2024/2025 Fees and Charges - General Fund - Key Decision			
To consider the 2024/2025 General Fund fees and Charges proposals to be recommended to Full Council for approval.	18 Jan 2024	To recommend any fees and charges to Full Council for approval.	The Deputy Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter) Richard Wyles, Deputy Chief Executive and Section 151 Officer E-mail: r.wyles@southkesteven.gov.uk
LeisureSK Limited – Urgent Funding Request – Non Key Decision			
This report is seeking an immediate payment to LeisureSK Limited of £150,000 to enable the continuation of the delivery of leisure centre services.	18 Jan 2024	To approve an immediate management fee payment.	The Deputy Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter) Richard Wyles, Deputy Chief Executive and Section 151 Officer E-mail: r.wyles@southkesteven.gov.uk
2022/2023 Authority Monitoring Report – Non Key Decision			
The annual publication of the Authority's Monitoring Report (AMR) is a statutory requirement for all Local Authorities. The AMR covers the period from 1 April 2022 to 31 March 2023 and reviews progress in preparing development plans and the	18 Jan 2024	To endorse the report and send future reports to Planning Committee for information.	Cabinet Member for Housing & Planning (Councillor Phil Dilks) Shaza Brannon, Planning Policy Manager E-mail: shaza.brannon@southkesteven.gov.uk

Summary	Date	Action	Contact
extent to which South Kesteven District Council's policies have been put into effect.			
Draft Budget Proposals for 2024/2025 - Key Decision			
To consider the draft budget proposals for 2024/2025	18 Jan 2024	To agree the draft proposals.	The Deputy Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter) Richard Wyles, Deputy Chief Executive and Section 151 Officer E-mail: r.wyles@southkesteven.gov.uk
South Kesteven District Council - Sheltered scheme lift replacements 2024 to 2028 - Key Decision			
SKDC has completed a tender exercise in conjunction with Welland Procurement for the replacement of sheltered passenger lifts within SKDC owned sheltered schemes over the next 4 years.	18 Jan 2024	Seek approval to proceed with the award.	Cabinet Member for Housing & Planning (Councillor Phil Dilks) Andy Garner, Senior Project Officer E-mail: andy.garner@southkesteven.gov.uk
Budget Amendments 2023/2024 - Key Decision			
A budget amendment to the 2023/2024 Budget Framework to seek additional funding for the Council owned company Leisure SK Ltd. and an increase to the Decarbonisation Fund contribution.	18 Jan 2024	To agree the amendment to the 2023/2024 Budget.	The Deputy Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter) Richard Wyles, Deputy Chief Executive and Section 151 Officer E-mail: r.wyles@southkesteven.gov.uk

Summary	Date	Action	Contact
Total Housing Compliance Policy – Non Key Decision			
To inform Cabinet of the new Total Housing Compliance Policy which sets a framework for the monitoring of key consumer standards. To advise members on key responsibilities and the process of achieving compliance with the standards and regulations.	6 Feb 2024	To approve the Policy suite.	Cabinet Member for Housing & Planning (Councillor Phil Dilks) Julie Martin, Head of Housing Technical Services E-mail: julie.martin@southkesteven.gov.uk
HRA Business Plan and Asset Management Strategy 2021-2026 - Key Decision			
To consider the strategy	6 Feb 2024	To adopt a Housing Asset management Strategy	Cabinet Member for Housing & Planning (Councillor Phil Dilks) Jodie Archer, Head of Housing Services E-mail: jodie.archer@southkesteven.gov.uk
Update on upgrading streetlights to LED - Key Decision			
The award of a contract for a project to accelerate upgrades of South Kesteven District Council's remaining stock of streetlights to energy efficient LED.	6 Feb 2024	To award the contract.	Cabinet Member for Environment and Waste (Councillor Rhys Baker) Serena Brown, Sustainability and Climate Change Officer E-mail: serena.brown@southkesteven.gov.uk
Community Engagement and Development Strategy 2024-2027			
To adopt 'Our People, Our Place - A Community Engagement and Development Strategy for South Kesteven 2024-2027'.	6 Feb 2024	To adopt the aforementioned Strategy.	Cabinet Member for People & Communities (Councillor Rhea Rayside) Carol Drury, Community Engagement & Manager E-mail: c.drury@southkesteven.gov.uk

Summary	Date	Action	Contact
Rent and Service Charges Policy – Non Key Decision			
The policy outlines how the Council will calculate and charge rent and service charges for the housing stock that it owns and has responsibility to manage and maintain. The Council is required by law to carry out a review of council service charges from time to time and to ensure the Housing Revenue Account (HRA) does not fall into a deficit position. The rent level determines the income to the Housing Revenue Account that drives the HRA Business Plan.	6 Feb 2024	To approve the Policy.	Cabinet Member for Housing & Planning (Councillor Phil Dilks) Celia Bown, Senior Housing and Policy Strategy Officer E-mail: c.bown@southkesteven.gov.uk
Future High Streets Fund - Upper Floor Grant Award - Key Decision			
To consider an award of £200,000 for the conversion of unused and underutilised upper floor retail space to residential accommodation at 17-19 High Street, Grantham. This award is made to a successful applicant of the Future High Streets Upper Floor Grant Scheme, following a full review and approvals process by the Heritage Action Zone/Future High Streets Fund Programme Board.	6 Feb 2024	To approve the award.	Leader of the Council (Councillor Richard Cleaver) Alice Atkins, Corporate Project Officer E-mail: alice.atkins@southkesteven.gov.uk
South Kesteven District Council Regulation 18 Draft Local Plan - Key Decision			
To approve the Regulation 18 Draft Local Plan for public consultation.	6 Feb 2024	To approve the Plan.	Cabinet Member for Housing & Planning (Councillor Phil Dilks) Shaza Brannon, Planning Policy Manager E-mail: shaza.brannon@southkesteven.gov.uk

Summary	Date	Action	Contact
Contract Awards in relation to social landlord responsibilities - Key Decision			
To seek contract approval.	6 Feb 2024	To approve contract.	Cabinet Member for Housing & Planning (Councillor Phil Dilks) Jodie Archer, Head of Housing Services E-mail: jodie.archer@southkesteven.gov.uk
Budget Monitoring Quarter 3 Forecast – Non Key Decision			
Financial budget monitoring and forecasting for period 3 in 2023/2024.	6 Feb 2024	To note the report, and make any recommendations as necessary to the Finance and Economic Overview and Scrutiny Committee.	The Deputy Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter) Alison Hall-Wright, Deputy Director (Finance and ICT) and Deputy Section 151 Officer E-mail: A.Hall-Wright@southkesteven.gov.uk
Budget Proposals for 2024/2025 and Indicative Budgets for 2025/2026 and 2026/2027 - Key Decision			
To consider the proposed budget for 2024/2025	6 Feb 2024	To recommend the Budget to Full Council.	The Deputy Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter) Richard Wyles, Deputy Chief Executive and Section 151 Officer E-mail: r.wyles@southkesteven.gov.uk
Contract Awards in relation to social landlord responsibilities - Key Decision			
To seek contract approval.	12 Mar 2024	To approve contract.	Cabinet Member for Housing & Planning (Councillor Phil Dilks) Jodie Archer, Head of Housing Services E-mail: jodie.archer@southkesteven.gov.uk

Summary	Date	Action	Contact
Turnpike Close Site Project Contract Award - Construction - Key Decision			
To seek approval to enter into a build contract to construct the Turnpike Close site owned by the Council.	16 Apr 2024	To award the contract.	<p>The Deputy Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter)</p> <p>Alice Clarke, Corporate Project Officer E-mail: alice.clarke@southkesteven.gov.uk</p>