

# Cabinet



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL



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Tuesday, 11 June 2024 at 2.00 pm  
Council Chamber - South Kesteven House, St. Peter's  
Hill, Grantham. NG31 6PZ

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**Cabinet Members:** Councillor Ashley Baxter, Leader of the Council (Chairman)  
Councillor Paul Stokes, Deputy Leader of the Council (Vice-Chairman)

Councillor Rhys Baker, Cabinet Member for Environment and Waste  
Councillor Richard Cleaver, Cabinet Member for Property and Public Engagement  
Councillor Phil Dilks, Cabinet Member for Planning  
Councillor Philip Knowles, Cabinet Member for Corporate Governance and Licensing  
Councillor Virginia Moran, Cabinet Member for Housing  
Councillor Rhea Rayside, Cabinet Member for People and Communities

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## Agenda

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

**1. Apologies for absence**

**2. Minutes of the previous meeting**

(Pages 3 - 22)

To reconfirm the minutes of the meeting held on 7 November 2023, as resolution 6 had not been recorded for the Turnpike Lane depot item.

To confirm the minutes of the meeting held on 14 May 2024.

**3. Disclosure of Interests**

### **Items for Cabinet Decision: Key**

- 4. Contract Award for New Build Housing Scheme for 21 units at Larch Close, Grantham** (To Follow)  
This report sets out the proposals for a 21-unit new build social housing development at Larch Close, Grantham and to recommend that the new build contract be awarded to Mercer Building Solutions Ltd.
- 5. Local Development Scheme (2024 - 2027)** (Pages 23 - 48)  
To approve the revised Local Development Scheme (2024 – 2027) which includes a change to the Local Plan timetable.

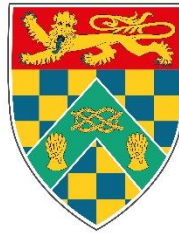
### **Items for information**

- 6. Cabinet Forward Plan** (Pages 49 - 57)  
This report highlights matters on the Cabinet Forward Plan.
- 7. Members' Open Questions**

# Minutes

**Cabinet**

**Tuesday, 7 November 2023**



**SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL**

**Decision implemented date (provided no call-in) - 23 November 2023**

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

**The Deputy Leader:** Councillor Ashley Baxter, Leader of the Council (Vice-Chairman)

## **Cabinet Members present**

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

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

Councillor Philip Knowles, Cabinet Member for Corporate Governance and Licensing

Councillor Rhea Rayside, Cabinet Member for People and Communities

Councillor Paul Stokes, Cabinet Member for Leisure and Culture

## **Non-Cabinet Members present**

Councillor Ben Green

Councillor Tim Harrison

Councillor Charmaine Morgan

Councillor Ian Selby

Councillor Elvis Stooke

Councillor Mark Whittington

## **Officers**

Karen Bradford, Chief Executive

Richard Wyles, Deputy Chief Executive and Section 151 Officer

Nicola McCoy-Brown, Director of Growth and Culture

Adrian Ash, Interim Assistant Director of Operations

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

Karen Whitfield, Assistant Director – Leisure, Culture and Place

George Chase, Waste and Recycling Operations Manager

Julie Martin, Head of Housing Technical Services

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

Debbie Roberts, Head of Corporate Projects, Policy and Performance

James Welbourn, Democratic Services Manager (Deputy Monitoring Officer)

## **42. Apologies for absence**

Apologies for absence were received from Councillor Phil Dilks.

#### **43. Minutes of the previous meeting**

The minutes of the meeting held on 10 October 2023 were agreed as a correct record.

#### **44. Disclosure of Interests**

There were no disclosures of interests.

#### **45. Swimming Pool Support Fund (Phase One – Revenue)**

##### Purpose of report

To consider an offer of external funding from the Swimming Pool Support Fund.

##### Decision

That Cabinet approves the receipt of £344,659 from the Swimming Pool Support Fund, the funding being utilised to offset the management fee of £500k provided to LeisureSK Ltd. for the financial year 2023/2024.

##### Alternative options considered and rejected

To not accept the funding.

Additional funding streams were being explored to improve both the energy and carbon efficiency of the District's leisure centres.

##### Reasons for decision

In line with the Council's Financial Regulations the level of funding secured required approval by the Cabinet.

The costs of running the Council's leisure facilities had increased significantly during the current financial year, particularly in relation to utilities and pool chemicals.

In recognition of national issues the Swimming Pool Support Fund was launched by central government in March 2023. It had been necessary to support LeisureSK Ltd. with a management fee in the current financial year; to cover the increases in utilities and pool chemicals that had previously been unbudgeted.

**Note:** Both Councillor Charmaine Morgan and Nicola McCoy-Brown left the Council Chamber during the debate and vote on this item, as they were Directors of LeisureSK Ltd.

The following points were raised during debate of this item:

- Both Stamford and Grantham Meres Leisure Centres would benefit from this funding. There was no funding available for Bourne Leisure Centre. It was reported that there were only five leisure centres across Lincolnshire that

received this funding, so it was a huge success for the Council to receive support for two of their sites.

- LeisureSK Ltd. would present their proposal for the upcoming financial year at a future Culture & Leisure Overview and Scrutiny meeting.

#### **46. Provision of Domestic Battery Recycling Service**

**Note:** Councillor Charmaine Morgan and Nicola McCoy-Brown returned to the Council Chamber.

##### Purpose of report

This report provided information regarding options for the introduction of a domestic battery recycling service along with the recommendation by the Environment Overview & Scrutiny Committee held on 3 October 2023.

##### Decision

That Cabinet:

1. Noted the report and the outcome and agreed recommendation from the Environment Overview & Scrutiny Committee held on 3 October 2023:
  - a) *Noting the contents of the report.*
  - b) *Recommended that option D - Kerbside Collection -The implementation of a kerbside scheme with residents providing their own bags as the most cost efficient and sustainable method’.*
2. Agrees and approves the recommendations by the Environment Overview & Scrutiny Committee, namely that a kerbside scheme be implemented with residents providing their own bags as the most cost efficient and sustainable method.

##### Alternative options considered and rejected

a) **Status Quo** - Continue as currently, with residents using the take back scheme and household waste recycling centres.

No Additional Cost

b) **Communications Campaign** - Carry out a managed communications campaign promoting the “take back” scheme through social media, the Council’s website and other communication channels to raise the profile and benefits of recycling batteries safely.

Cost - up to £5,000 depending on the type, timescale and extent of campaign.

c) **Kerbside Collection** - Implement a kerbside scheme with bags provided for residents’ use (supply of 4 bags per annum but has an ongoing cost)

Cost £71,800

d) **Kerbside Collection** - Implement a kerbside scheme with residents providing their own bags and run alongside a communication campaign. Retrofit Vehicles £8,000, Communication Campaign £5,000

Total Cost £13,000

#### Summary of Estimated Costs

Item	Option (a) Status Quo	Option (b) Comms Campaign	Option (c) Year 1 Bags Provided	Option (c) Year 2 etc. Bags Provided	Option (d) Residents providing own bags
Retrofitting of 32 vehicles	£0	£0	£8,000	£0	£8,000
Annual letter delivery and supply of WEEE Bags (4) to all households (70,000 @ £0.84) (Ongoing Costs)	£0	£0	£58,800	£58,800	£0
Comms campaign / ongoing	£0	£5,000	£5,000		£5,000
<b>Total</b>	<b>£0</b>	<b>£5,000</b>	<b>£71,800</b>	<b>£58,800</b>	<b>£13,000</b>

#### Reasons for decision

A number of reasons behind the decision were set out in the report, and repeated below:

- Local Authorities were not required to collect used batteries from households.
- The collection of batteries showed commitment from the Council for recycling additional items safely.
- The introduction of a battery recycling scheme would not necessarily eliminate incidents of waste collection vehicle conflagration.
- The waste freighter fire at Ingoldsby in March 2023, where rubbish from a bin lorry had to be dumped onto the road to be extinguished was the only recorded incident of this type for the Council.
- There were varying costs for each of the options above which the service would need to absorb.
- Retailers and distributors had responsibilities if they sold or supplied 32kg or more of portable batteries per year, in terms of providing free collection points for the 'takeback scheme'.

- The 'takeback scheme' aligned with producer responsibility as identified in the Environment Act – 'producer pays'.
- There was a significant number of retailers within walking, cycling and driving distance of residents in South Kesteven who provided containers for the deposit of batteries - Morrisons, Asda, Sainsbury's, Waitrose, Tesco, Lidl, Co-op along with other independent retailers.
- Batteries can also be taken to the local Household Waste Recycling Centres.
- The Introduction of the scheme would show South Kesteven Council's Commitment to:
  - a responsible sustainable recycling management system
  - a commitment to protecting the environment.
- Collection of batteries from households may eliminate any issue for rural communities who may not have any readily available collection points and for those whom travel is difficult.
- Other authorities have introduced similar schemes e.g. Rushcliffe Borough Council, South Cambridgeshire, Kings Lynn and West Norfolk.

A motion on domestic battery recycling was agreed with a cross-party consensus at the Full Council meeting held on 20 July 2023. A significant rise in the consumption of batteries had been seen, but the safe disposal of these batteries had not necessarily kept pace with this. Improper disposal of batteries posed an environmental hazard and a threat to health and safety due to the potential leakage of harmful chemicals.

The following points were raised during debate:

- Whilst supermarkets did provide a battery recycling service in store, it was not necessarily through choice. Free collection of used or waste batteries must be offered if a seller supplied 32kg or more of portable batteries per year.
- It was hoped that the collection scheme for battery recycling would be in place by March 2024; however advice on its rollout was still being sought from colleagues at the Lincolnshire Waste Partnership.
- Communications related to the battery recycling scheme would be released in due course, but efforts were currently being concentrated on the issue of twin stream recycling.

## **47. Relocation of the Customer Services Centre – Grantham**

### Purpose of report

This report set out the progress made in the proposals for a new Customer Service Centre at Grantham and sought a number of resolutions in order to enable the delivery of the project.

### Decision

That Cabinet:

1. Approves the delivery of a new Customer Service Centre at Unit 1 The Picture House Grantham.
2. Approves a budget of £350,000 to deliver the new Customer Service Centre.
3. Approves an in-year budget amendment of £150,000 from the Local Priorities Reserve towards the required capital allocation.
4. Approves the movement of £200,000 from the SK House Refurbishment budget in order to provide a funding contribution towards the Customer Service Centre project.
5. Approves the commencement of the procurement process in order to appoint a contractor to undertake the fit out works.
6. Delegates to the Deputy Chief Executive in consultation with the Cabinet Member for People and Communities and the Cabinet Member for Property and Public Engagement to enter into a construction contract in order to undertake the necessary works.

### Alternative options considered and rejected

In order to provide a full and varied options analysis, a number of locations had been explored; the focus had primarily been on Council owned locations in an attempt to avoid incurring any new unnecessary external costs. This analysis reviewed the follow sites:

- **Unit 1 & 2– St Catherine’s Road**  
This location was considered for the previous partnership option, but that proposal incorporated both vacant units into one single space. This would be over and above the space required for the new Customer Service Provision and would not be financially viable as sole occupants.
- **Witham Room – South Kesteven House**  
Consideration had been given to reconfiguring the current meeting room in SK House, the Witham Room, into the Customer Service Centre. This would have resulted in the loss of further meeting space available to the Council and



would have incurred significant cost associated with reconfiguration of the space.

- **Newton Room – Guildhall Arts Centre**

The current temporary Customer Service Centre was located in the Guildhall Arts Centre; therefore options had been explored for keeping it in this building but in a different larger space. This room however did have disadvantages as it was a heavily used room by external companies, the Arts Centre, and the Council itself.

- **Museum – Ground Floor**

The Museum was currently underutilised, so the option was explored to share this space with the museum trust. The space was too large for SKDC Customer Service provision alone and following discussion with the Museum Trust representatives it was evident the space available via a partnership would be insufficient for the Council's needs.

- **Former Customer Service Centre – Abbey Gardens, St Peters Hill Office**

This would have involved returning to the former Customer Service Centre, however the space was larger than the Customer Service Provision needed, and the building had now exchanged contract of sale.

- **Bus Station – Tenant Resource Centre**

Officers had also explored the Tenant Resource Centre, as it is in the centre of town and is already in a building we already lease. There would however be significant costs to reconfigure this site into what we need, and due to the size of the room available, the Council would not be able to fit all of the minimum requirements needed for the Customer Service Centre in here.

- **Arts Centre – Current Temporary Location**

The current arrangement for the Customer Service Centre in the Arts Centre was considered to be temporary, however thought had been given to remaining here, and operating as currently. There had already needed to be significant compromises in this space, which had been acceptable on a temporary basis, but would need addressing if we were to move to a more permanent solution.

An assessment had been undertaken and signed off due to the temporary location, however it was unlikely the current location would be approved as permanent location without significant reconfiguration of the space at a cost. There was currently some customer confusion as to where the Customer Service Centre was located, and utilising the room on a more permanent basis would result in a loss of income for the Arts Centre.

For all other options, data security needed to be considered. Currently teams received information from customers, which was taken back to the main offices, scanned, and returned to the customer. There would need to be a secure way of transporting this data from any building to the current SKDC offices at The Picture House.

For a number of the other options, installation of IT Infrastructure to connect to the SKDC network would be required. IT is reliant on third party broadband / fiber connection. Reliance on an internet line which is dependent on strength, could result in a drop in connection – particularly where staff were using multiple applications.

### Reasons for decision

The Council's ambition remained to provide a front facing customer service function as it was essential that residents of South Kesteven District had the opportunity to access direct and face to face support with Customer Service staff. This remained the ambition following the closure of the previous offices in Grantham.

The existing space at the Guildhall Arts Centre was constrained with limited scope for alteration or improvement and therefore could not accommodate all the desired service function to meet future operational needs. There was also a lack of waiting space available in this location.

The existing space was constrained by alternative tenancies and uses with multiple occupations within the Guildhall Building.

Relocation to Unit 1 The Picture House would provide open and collaborative space for staff and customers and would be in close proximity to the existing Council Offices. Design teams were working on the fit out of the space.

There would be a positive reputational impact in bringing the building into use with the unit having been vacant since construction in 2019, whilst providing a positive response to customer feedback and creating a positive impression for corporate visitors.

The space can be used by other 3<sup>rd</sup> party organisations – this would open up opportunities for third sector and other partners to take occupancy of space and develop 'themed' days such as joint initiatives including cost of living, debt support and housing advice.

The following points were raised during debate:

- The other vacant unit underneath the Picture House continued to be marketed; expressions of interest for the unit were being sought. The unit was also sited on the 'One Public' agenda which enabled other local authorities to identify an interest.
- Most of the budget for the work was being moved from the budget line for the South Kesteven House refurbishment works. Whilst refurbishment works were needed at South Kesteven House, it was felt that the priority lay with the Customer Service Centre. Not all of the activity behind the works was within the gift of the Council, all parts of the supply chain would need to be operationally ready in order to meet the timescale suggested.

- The indicative timescale within the report for moving to the new unit was felt to be accurate; however every effort would be made to tighten this timescale.
- There were no issues with the current temporary location of the Customer Service Centre, it fulfilled the needs of residents and was fit for purpose. Risk assessments were carried out regularly and this would continue to be the case until staff were moved out of the Guildhall.
- Many of the external costs related to bringing the unit into use as a Customer Service Centre were not related to fixtures and fittings.

## **48. Housing Repairs & Maintenance Policy**

### Purpose of report

To seek approval from Cabinet of the adoption of the new Housing Repairs and Maintenance Policy which sets the framework for the delivery of the repair service.

### Decision

That Cabinet:

1. Approves the adoption of the new Housing Repairs and Maintenance Policy.
2. Delegates authority to the Chief Executive to make minor alterations and amendments to the Policy post adoption as required by changes to regulations and expectations by the Regulator for Social Housing.

### Alternative options considered and rejected

Continue without an adequate policy or procedure.

### Reasons for decision

The clarity provided by the Housing Repairs and Maintenance Policy enabled staff working in the service to make operational decisions efficiently and consistently. This in turn provided greater transparency and understanding for tenants of the standards and activities the repairs and maintenance service would deliver.

The policy was considered and recommended to Cabinet by the Housing Overview and Scrutiny Committee in July 2023.

The Council was still on the path to improving its housing offer, and this can be seen through the consideration of policies such as this, and the fact that the Regulatory Notice had been lifted after three years in special measures.

Having a Housing Repairs and Maintenance Policy that people could look at and understand would make it easier to explain to tenants when and why repairs were being carried out.

The following points were raised during debate:

- Housing officers would not expect their contractors to be 'cold-calling' tenants. Contact with tenants would be picked up through contractor meetings where possible.
- There were a number of properties where adaptations had been made for families with disabilities. The Aids and Adaptations Policy supported this.
- Housing Overview & Scrutiny had an upcoming agenda item on issues surrounding the Housing Revenue Account. There had also been a series of workshops for members; the next scheduled workshop was on the issue of repairs.

#### **49. Health Cash Plan**

##### Purpose of report

To report a recommendation from the Council's Employment Committee that Cabinet does not support the introduction of a Health Cash Plan as a benefit for South Kesteven District Council's employees.

##### Decision

That Cabinet notes that Employment Committee has recommended against introducing the proposed employee Health Cash Plan which it was asked to approve.

##### Alternative options considered and rejected

The report was for noting only.

##### Reasons for decision

At the meeting of the Employment Committee on 6 September 2023, the following points were highlighted by Members in consideration of the Medicash proposal:

- Questions raised as to whether employees would have to fund private medical healthcare initially without confirmation that they would be reimbursed at a later date.
- Complex cases were not necessarily straightforward according to feedback from similar plans.
- There appeared to be a capped limit on the amount of financial assistance available. Employees on lower incomes would not necessarily benefit in comparison to those on higher incomes.
- Questions raised as to whether Medicash presented the best Health Cash Plan available.
- 24/7 access to a virtual GP service was considered beneficial. Complex health issues were questioned as potentially costly.
- The proposal had the potential to reduce absenteeism and enhance the quality of remuneration to retain staff.
- The proposal provided an opportunity to invest in the workforce, both in their physical and mental health, as a priority.

- Early intervention with routine health issues could reduce longer-term problems alongside access to mental health services.
- Employee's children are included in the plan and receive 50% of the entitlement of the employee.
- The current opt-in scheme is not highly utilised.

Upon voting on the proposal, four members of the Employment Committee voted in favour and five voted against. The Employment Committee therefore recommended that the Council did not implement the proposed Health Cash Plan for its employees.

The following points were raised during debate:

- The proposal on the table at Employment Committee in September was not the right one for the Council at that time. This did not mean that the proposal would not come back to Cabinet in some form at a later date.
- Members wished to convey to staff that they had in mind their best interests as an employer.
- A lot of work was carried out on this issue by staff, senior management and the unions and this should not be ignored. It was clear that there were reservations from Members about the scheme, but it was highlighted that the Plan had been supported by the trade unions, but rejected in its current form by Members.
- The Cabinet Member for People and Communities had contacted the Chairman of the Employment Committee to hold a meeting on the Health Cash Plan and its future. It was the firm hope that a proposal would be formed during this meeting that would come back for consideration by Members at a later date.

## **50. Updated Climate Action Strategy for South Kesteven**

### Purpose of report

Following a public consultation conducted, a revised Climate Action Strategy had been developed setting out South Kesteven District Council's aspirations to reduce carbon emissions and adapt to the impacts of climate change within the District.

### Decision

That Cabinet approves the adoption of the revised South Kesteven Climate Action Strategy.

### Alternative options considered and rejected

There was no statutory obligation to monitor or report on carbon emissions which arose from Council operations or from the wider District. Nevertheless, by doing so and setting out how the Council proposed to address these, it was acting in alignment with its climate emergency declaration of 2019.

Cabinet could have amended the South Kesteven Climate Action Strategy and propose an alternative approach for addressing climate change within the District.

Cabinet could have rejected the South Kesteven Climate Action Strategy and have chosen not to progress work on climate change within the District.

### Reasons for decision

The 'Strategy' set out a robust framework for action and how the Council was able to respond across different areas to the problems presented by climate change and the need to reach net zero emissions by 2050.

The Strategy was a key document in addressing the climate emergency. Three-quarters of UK authorities have already declared a climate emergency.

In March 2023 the Environment Overview and Scrutiny met and agreed that a consultation on the Strategy would take place in July 2023 for a period of four weeks. 73% of respondents the commitments made by the Council in 2019 (when they declared a climate emergency).

Valuable feedback had been gathered from the consultation exercise, particularly around the need for guidance and support for residents. Also highlighted was the ambition for tackling climate change, and concerns around climate change adaption.

The updated Strategy was the first stage of a two-step process. Detailed plans around eight strategy themes would be presented in a subsequent Climate Action Plan.

The revised Climate Action Strategy was presented to Environment Overview & Scrutiny Committee on 3 October 2023. The Committee recommended to Cabinet to approve the adoption of the revised South Kesteven Climate Action Strategy whilst undertaking to engage with the wider community to further inform the development of the Climate Action Plan.

The following points were highlighted during debate:

- Emergency planning was taken very seriously. It was important to encourage Parish Councils to formally sign up to the Local Resilience Forum to be part of this.
- The Terms of Reference were being finalised for the Climate Change Working Group.
- New obligations were being placed on Councils by the Environment Act. The government had put the onus on Councils to consider biodiversity net gain within Planning from January 2024.
- A future report would be required on what was intended for the biodiversity action plan, and to report what was already happening in relation to grounds and open spaces.

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

The Forward Plan was noted.

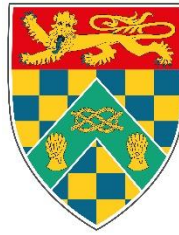
The meeting closed at 3:28pm.

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# Minutes

**Cabinet**  
**Tuesday, 14 May 2024**



**SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL**

**Date of publication: 22 May 2024.**

**Call in expires 30 May and decisions  
can be implemented on 31 May  
(provided there is no call-in).**

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**The Leader:** Councillor Ashley Baxter, Leader of the Council (Chairman)  
**The Deputy Leader:** Councillor Richard Cleaver, Deputy Leader of the Council (Vice-Chairman)

## **Cabinet Members present**

Councillor Rhys Baker, Cabinet Member for Environment and Waste  
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**

Karen Bradford, Chief Executive  
Richard Wyles, Deputy Chief Executive and Section 151 Officer  
Alison Hall-Wright, Director of Housing  
Graham Watts, Assistant Director (Governance and Public Protection) and Monitoring Officer  
Karen Whitfield, Assistant Director – Leisure, Culture and Place  
Nick Hibberd, Head of Economic Development and Inward Investment  
Chris Prime, Communications Manager  
Debbie Roberts, Head of Corporate Projects, Policy and Performance  
James Welbourn, Democratic Services Manager (Deputy Monitoring Officer)  
Serena Brown, Sustainability and Climate Change Officer  
Molly-Mae Taylor, Communications Officer

## **113. Apologies for absence**

There were no apologies for absence.

#### **114. Minutes of the previous meeting**

The minutes of the meeting held on 16 April 2024 were agreed as a correct record.

#### **115. Disclosure of Interests**

There were none.

#### **116. Housing Stock Condition Survey Contract Award**

##### Purpose of report

To obtain approval to enter into a contract with Impart Links Ltd. for the provision of Stock Condition Surveys and Energy Performance Certificates (EPCs) to dwellings that formed part of South Kesteven District Council's housing stock.

##### Decision

That Cabinet approves the award of a contract to Impart Links Ltd. for the provision of stock conditions surveys and EPCs for a period of 2 years with the option to extend for a further 1 year plus 1 year, with a maximum contract value of £281,000.

##### Alternative options considered and rejected

An alternative option would have been to keep the works in house and utilise Council staff to complete the stock condition surveys. Due to existing service delivery pressures, this would have caused extensive delay to the surveys and was therefore not considered an appropriate option.

##### Reasons for decision

The proposed contract award to Impart Links Ltd had followed a compliant procurement process and would ensure the Council's annual target of 1,000 re-inspection surveys was met.

The Council had a duty to comply with the 'Decent Homes Standard' as well as an aspiration to adhere to best practice where practical.

#### **117. Trees and Woodland Strategy 2024-2034**

##### Purpose of report

To ask Cabinet to approve the South Kesteven District Council Trees and Woodlands Strategy 2024 – 2034.

## Decision

That Cabinet:

1. Approves the new South Kesteven District Council Trees and Woodlands Strategy 2024 – 2034.
2. Delegates authority to the Chief Executive, in consultation with the Cabinet Member with responsibility for Environment and Waste to make minor amendments to the document, as necessary, before final publication.

## Alternative options considered and rejected

The Council could have decided not to have a Trees and Woodlands Strategy. However, such a decision would not align with the Council's commitment to delivering on the ambitions set out in its adopted Climate Action Strategy and on new duties for biodiversity improvements. The results of the public consultation (Appendix 5 of the report) also demonstrated a clear desire from residents for the Council to develop a strategic approach to the management of its tree assets.

## Reasons for decisions

The Trees and Woodlands Strategy would inform how the Council would protect and enhance the district's tree population, with specific reference to tree preservation orders, development control and tree canopy cover increase through public and partnership engagement. In doing so, the Strategy would play a key role in the Council's ambitions to increase biodiversity.

Climate change was an issue that the Council was attempting to tackle now; trees and woodland played a pivotal role in cutting carbon emissions. Lincolnshire saw some of the lowest levels of tree cover in England, although this was expected given the agricultural land use in the County.

Some areas of the District may not be appropriate for tree planting but the Strategy still represented a significant opportunity to increase tree cover. The Strategy was developed with the support of Treeconomics, who had worked with other local authorities.

The public consultation on the Strategy closed in February 2024, with approximately 900 responses. 99% of these respondents agreed that trees and woodlands were valuable assets, and 96% agreed that planting, maintaining and protecting trees was a worthwhile investment.

The Council had a dedicated Tree Officer whose role was to find funding opportunities and work with communities.

The Environment Overview and Scrutiny Committee reviewed the Strategy in March 2024, and subsequently endorsed it and recommended it to Cabinet.

Members commended the report and emphasised that hedgerows and hedge-laying were also key elements in tackling climate change. They also highlighted the healthy response to the public consultation which demonstrated a pattern of higher engagement with consultations in recent times.

## **118. Cessation of the HelloSK App**

### Purpose of report

To provide an update regarding the Hello SK app and to make a decision regarding the cessation of its use.

### Decision

That Cabinet:

1. Approves the cessation of the use of the Hello SK app.
2. Encourages officers to work in partnership with Destination Lincolnshire on some of the features of the app to offset their loss.

### Alternative options considered and rejected

The initial set up of the Hello SK app was fully funded through the Government's 'Welcome Back Fund' to support the re-opening of the high street in the aftermath of the Covid pandemic. However, the app had proven to not be financially self-sustaining. Therefore the 'do nothing' option had been discounted.

The Destination Management Organisation (DMO) would have an impact upon the Council's planned Tourism and Visitor Economy Strategy. Members may wish to consider supporting Officers in developing areas to replace some of the Hello SK app activity.

### Reasons for decision

Despite the initial opportunities offered in the aftermath of the pandemic, it was difficult to justify the continued use of, or further investment in, the Hello SK app because it no longer provided an appropriate Benefit-Cost Ratio (BCR).

A strategy to replace the app activity should be developed through the creation of a Tourism and Visitor Economy Strategy in the context of the newly formed Destination Lincolnshire Local Visitor Economy Partnership (LVEP).

It was also recommended that officers initiated partnership activities with Destination Lincolnshire to offset some of the features of the Hello SK app. Working with Destination Lincolnshire would help offset the loss of some of the features of the Hello SK app.

During debate, the following points were highlighted:

- A company called Bubltown was used for procurement of the Hello SK app through a one-off payment of £50,000. It was suggested by Bubltown that the app would become financially self-sustaining – this had not been the case.
- Revenue had not performed at the level forecast. Bubltown had asked the Council to consider paying for use of the app on a regular basis.
- Despite the attempts to invigorate the use and functionality of the app, as of January 2024 the Hello SK app had been downloaded by 1,436 consumers and contained 211 business profiles from across South Kesteven. These numbers were insufficient to generate the necessary revenue, and therefore did not justify continuation of the scheme. However, the cessation did not go against the Council's targets for economic development.
- There were a small number of businesses that were using the app to its fullest extent. Where this was the case the Council would like to continue to promote events for these businesses where possible.
- The UK Shared Prosperity Fund (UKSPF) Board had considered a bid for UKSPF monies from Destination Lincolnshire at their meeting on 13 May 2024.

The cessation of the Hello SK app was considered and subsequently endorsed by the Culture and Leisure Overview and Scrutiny Committee at their meeting in March 2024.

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

The item 'Lease to Grantham Town Football Club' would now move to July 2024 on the Forward Plan as the relevant information for the report had not yet been received.

The remainder of the Forward Plan was noted.

The Cabinet Member for Leisure and Culture announced that the Council had secured a further £3,587,500 for energy efficiency upgrades at Grantham Meres Leisure Centre.

The money, from the Public Sector Decarbonisation Scheme Phase 3c, would pay for a new low-carbon heating system, with an additional £492,500 coming from the Council's own budget.

The utility costs for Grantham Meres Leisure Centre were substantial and had increased significantly since 2021. This funding would allow for design and installation of a new low-carbon heating system to replace the existing gas boilers that were old and inefficient, and helping ensure the long-term sustainability of the Meres.

Once in place the upgraded heading system would reduce carbon emissions from the site by more than 550 tonnes of carbon per year, which equated to 8% of the Council's total carbon emissions and a quarter of the Council's carbon reduction target of at least 30% by 2030.

Cabinet Members congratulated those officers involved with the bid for their persistence in looking to secure the funding.

The Leader of the Council gave the opportunity to those present to ask questions of Cabinet Members, but there were none forthcoming.

The meeting closed at 2:38pm.



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## Cabinet

Tuesday, 11 June 2024

Report of Cabinet Member for Planning

Councillor Phil Dilks

## Local Development Scheme (2024 - 2027)

### Report Author

Shaza Brannon, Planning Policy Manager

 shaza.brannon@southkesteven.gov.uk

### Purpose of Report

To approve the revised Local Development Scheme (2024 – 2027) which includes a change to the Local Plan timetable.

### Recommendations

1. That Cabinet approves the revised Local Development Scheme 2024 - 2027 (attached as Appendix A).

### 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?	Connecting communities Sustainable South Kesteven Enabling economic opportunities Housing Effective 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 The cost of undertaking the Local Plan is included within the approved budget for the current financial year. The financial implications associated with future years will be considered as part of the Council's budget setting process.

Completed by: Paul Sutton Interim Head of Finance (Deputy Section 151 Officer)

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

- 1.2 The preparation of a Local Development Scheme and Local Plan are statutory requirements of the Planning and Compulsory Planning Act 2004 (as amended by the Localism Act 2011) and Town and Country Planning (Local Planning) (England) Regulations 2012. There is a need to ensure the Local Plan is up to date through a review. Failure to have an up-to-date Local Plan in place, limits the Council's ability to influence the quantum, location and quality of development in its area. The Government have made clear they expect Councils to have a Local Plan in place.
- 1.3 The Council must publicise its intended timetable for producing the Local Plan. This information is contained in the proposed Local Development Scheme which authorities should publish on their website and must be kept up to date. The Council has a legal duty to ensure that the Local Development Scheme is kept up to date. The report is returning to Cabinet due to a change in the Local Plan timetable.

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

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

- 1.4 Publishing a Local Development Scheme and keeping it up to date is a regulatory requirement. The Council currently has a Local Development Scheme in place, but an update is required due to a timetable delay which has triggered a review of the Local Development Scheme. The delay is due to proposed amendments to the National Planning Policy Framework (NPPF) which are expected to be published by the Government 'in due course'.



Local Plans must be in conformity with the NPPF and the Council has consequently delayed publication of the Draft Local Plan to consider the proposed changes through the Local Plan Review.

Completed by: Tracey Elliott, Governance & Risk Officer

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

- 1.5 The planning process seeks to meet the needs of our diverse community. The emerging Local Plan will be supported by evidence-based reports such as a Local Housing Needs Assessment; Gypsy & Traveller Accommodation Assessment; and Employment Land Review which will identify the accommodation and employment needs of our community up to 2041. The emerging Local Plan seeks to meet the need by identifying suitable land allocations. The planning process requires developers to meet all housing needs, providing appropriate type and sized dwellings to meet the needs of current and future households.
- 1.6 A Statement of Community Involvement was published in 2021 and explains how the council will involve and consult with the public and wider stakeholders when planning for the future of South Kesteven District. The SCI seeks to ensure that consultation will be inclusive to ensure that our diverse community are made aware of; and given the opportunity to comment on development plan documents and planning applications. This includes ensuring that the planning process is transparent and accessible.
- 1.7 An Equality Impact Assessment (EIA) will be prepared at each key stage of Local Plan preparation to ensure that the Local Plan is inclusive and celebrates diversity.
- 1.8 An Equality Impact Assessment (EIA) is not required to accompany the Local Development Scheme as policy is not being introduced. An EIA will be produced for the Local Plan to ensure that the policy and procedures are fair and will not present barriers to participation or disadvantage any protected groups.

Completed by: Carol Drury, Community Engagement Manager

### ***Climate Change***

- 1.9 The production of a Local Development Scheme has no identified impact on climate change as it is a timetable for development plan production. The Local Plan and planning system is a mechanism to support delivery on the climate change agenda and the Council's commitment to reduce the organisations' carbon footprint by at

least 30 per cent by 2030 and endeavour to become net-zero as soon as is viable before 2050. The emerging Local Plan will introduce new climate change policy evidenced by a Climate Change Study; and will be subject to a Sustainability Appraisal.

Completed by: Serena Brown, Sustainability and Climate Change Manager

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

- 2.1 South Kesteven District Council's vision, as set out in the 2024 – 2027 Corporate Plan is to be: "A thriving District to live in, work and visit". The Local Plan and Planning Service have a key role to play in realising this vision by recognising that every locality has different constraints and opportunities. The Council is committed to ensuring that the planning service does everything that it can to support our communities and to sustainable growth. This will be achieved by working proactively with our communities to ensure that development meets the needs of our business and local economy as well as recognising the importance of housing and growth to meet the needs of our residents. Having an up-to-date Local Plan means that the Council can ensure that the best development is delivered in the right places to meet the needs of our residents and to deliver the Council's ambitious growth plan.

### The Local Plan

- 2.2 Local Plans must be succinct and up-to-date providing a positive vision for the future of the area and a framework for addressing housing needs and other economic, social, and environmental priorities. The preparation of the Local Plan will usually follow the stages outlined below:
1. Evidence gathering and early consultation
  2. Call for Sites
  3. Public Consultation – key Issues and Options for the Local Plan Review
  4. Public consultation on Draft Consultative Local Plan
  5. Public Consultation on the Pre-Submission Local Plan
  6. Submission of the Local Plan to the Secretary of State for Examination
  7. Examination of Local Plan by Planning Inspectorate
  8. Adoption of Local Plan

### Local Development Scheme

- 2.3 The Planning and Compulsory Purchase Act 2004 (as amended) places a statutory duty on South Kesteven District Council to outline which documents will form part of the Council's Local Plan within a document known as the Local Development Scheme. The Local Development Scheme informs developers, landowners, agents,

and members of the public of the Council's programme for the preparation of documents and the key stages to get involved in the planning making process.

- 2.4 The Local Development Scheme should be kept up to date to reflect the Council's progress and to inform residents and stakeholders of each stage of the Local Plan Review and opportunities to participate. The Local Development Scheme at **Appendix A** covers the period 2024-2027 and updates the previous version published in May 2023.
- 2.5 The Local Development scheme published in May 2023 indicated that a Draft Local Plan would be published in Winter 2023/2024 for a consultation (number four of the stages outlined above) in accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012). The Draft Local Plan consultation commenced on 29<sup>th</sup> February 2024 for 8 weeks until 25<sup>th</sup> April 2024 in conformity with the Local Development Scheme.
- 2.6 The Regulation 18 Draft Local Plan consultation attracted a positive response rate with over 1500 responses received, including responses from the public and stakeholders. To ensure that each comment is considered carefully, the Local Development Scheme's timetable has been revised (**Appendix A**) to allow the Council to process representations and incorporate any necessary changes into the Pre-Submission Local Plan before consultation. It is therefore expected that the next regulatory public consultation stage will be held in Winter 2024/2025, with submission to the Secretary of state by 30 June 2025.

#### The New Local Plan Timetable

- 2.7 The process of producing a Local Plan involves different stages, many of which require the Council to consult with stakeholders and residents. The expected timetable for key milestones in the preparation of the Local Plan and the detail of each stage is set out below. More information on each stage of plan production can be found at **Appendix B**.

Plan Stage	Regulation	Agreed timetable (May 2023)	Revised timetable (2024 Draft Local Development Scheme)	Status
Commencement of Document Preparation			April 2020	Completed
Consultation on the scope of the Plan	Regulation 18		12 October – 23 November 2020	Completed
Consultation on the Draft Local Plan	Regulation 18	Winter 2023/2024	29 February – 25 April 2024	Completed
Consultation on the Pre-Submission Local Plan	Regulation 19	Summer 2024	Winter 2024/2025	Not started
Submission	Regulation 22	Winter 2024/25	Summer 2025 (June)	Not started
Examination	Regulation 24	Winter 2024/2025 – Winter 2025/2025	Summer 2025 – Spring 2026	Not started
Inspector's Report	Regulation 25	Winter 2025/2025	Spring 2026	Not started
Adoption	Regulation 26	Spring 2026	Summer 2026	Not started

2.8 The proposed revised timetable considers the best information currently available and reflects lead in times to obtain consents and approvals to move between the different stages of the Local Plan.

**2.9 It is important to note that the Local Plan is timetabled to be submitted to the Secretary of State before the government-imposed deadline of 30 June 2025, to ensure that the Local Plan is considered under the existing legal framework.**

#### Next Steps

2.10 The next steps are:

- Implementation of the new Local Plan timetable and project plan.
- Notify key stakeholders including, all District Councillors and the Town and Parish Council.
- In accordance with regulatory requirements, if approved, the Local Development Scheme will be published onto the Council's website; and

- Whilst the Council is under no obligation to inform the Secretary of State of timescales for Local Plan production, the Council considers it prudent to notify the Secretary of State, via the Planning Inspectorate, of the revised Local Development Scheme and timetable for submission to ensure that the Planning Inspectorate can adequately resource the Local Plan examination.
- 2.11 The Local Development Scheme will be monitored and considered on an annual basis through the Authority Monitoring Report (AMR), which sets out the list of documents included and considers any changes and updates.

### **3. Key Considerations**

- 3.1 The Council has a legal duty to keep the Local Development Scheme up to date and to publish onto the Council's website. The previously agreed timetable is out of date and requires amending.
- 3.2 **Other than the timetable, no other key changes have been made to the Local Development Scheme.**

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

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

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

- 5.1 The reason for the recommendation is to ensure the Council is providing an up-to-date position and an accurate timeline for the production of development plan documents. This will ensure that the Council is acting in accordance with the requirements of the Planning and Compulsory Purchase Act 2004 (as amended). Maintaining an up-to-date Local Development Scheme will ensure a transparent process. This is important because the local community and others with an interest in the district can be kept aware of development plan production and stages of consultation.
- 5.2 Supporting the continuity of the planning function in South Kesteven will aid the recovery of the local economy and the economic resilience of the district by providing greater certainty and confidence for future investment and development.

## **6. Consultation**

- 6.1 Consultation on the Local Development Scheme is not a regulatory requirement.
- 6.2 A key element to the preparation of the Local Plan Review is the Council's approach to consulting and engaging the community on the South Kesteven Local Plan. The Local Plan goes through several stages of preparation. It is important to clearly set out how and when people can become involved in the process, which is the purpose of the Local Development Scheme. Significant consultation will be undertaken throughout all the stages of preparing and producing the Local Plan Review and timescales for consultation are set out in the Local Development Scheme. In undertaking consultation, the Council must comply with its adopted Statement of Community Involvement (SCI).

## **7. Background Papers**

- 7.1 List any background papers and where they can be accessed:
- Local Development Scheme (October 2023)  
[https://www.southkesteven.gov.uk/sites/default/files/2023-08/Local\\_Development\\_Scheme\\_2023-2026.pdf](https://www.southkesteven.gov.uk/sites/default/files/2023-08/Local_Development_Scheme_2023-2026.pdf)
  - Statement of Community Involvement 2021  
[https://www.southkesteven.gov.uk/sites/default/files/2023-08/Final\\_SCI\\_2021.pdf](https://www.southkesteven.gov.uk/sites/default/files/2023-08/Final_SCI_2021.pdf)
  - National Planning Policy Framework  
[https://assets.publishing.service.gov.uk/media/65a11af7e8f5ec000f1f8c46/NPPF\\_December\\_2023.pdf](https://assets.publishing.service.gov.uk/media/65a11af7e8f5ec000f1f8c46/NPPF_December_2023.pdf)

## **8. Appendices**

- 8.1 Appendix A: Local Development Scheme (June 2024)
- 8.2 Appendix B: Stages of Local Plan Production



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South Kesteven District Council

**Local Development Scheme  
2024-2027**

June 2024



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## Appendices

Appendix 1: Local Development Plan Timetable

Appendix 2: Glossary



## 1. Introduction

- 1.1 The Local Development Scheme (LDS) is a project plan to inform the community and other partners 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.
- 1.2 The Planning and Compulsory Purchase Act 2004 (as amended by the Planning Act 2008 and Localism Act 2011) requires a Local Planning Authority (LPA) to prepare and maintain an LDS setting out the Development Plan Documents (DPD) to be produced, the subject matter, and geographical area.
- 1.3 The LDS is a public document and provides a starting point for the local community and others to find out about the Council's programme for the preparation of documents that will form the South Kesteven Local Plan or be supplementary to it.
- 1.4 The LDS is required to be kept up to date and was last reviewed in May 2023.
- 1.5 This LDS covers the period 2024 -2027 setting out an updated timetable for the review of the Local Plan and contains:
  - Background information to provide context for the LDS
  - Details of which documents the Council will produce or review over the period 2024-2027, and how they relate to each other
  - A profile and timetable to produce each strategic document.
- 1.6 It is our intention to keep the timetable set out in the LDS, however there may be occasions when there will be a need to make future revisions to the timetable and documents. We will consider the need for revisions to the LDS on an annual basis and publish up to date information on the Local Plan via our website.

## 2. Background

- 2.1 Development Plan Documents (DPDs) form part of the statutory development plan for the area. The Town and Country Planning (Local Planning) England Regulation 2012 now refers to DPDs as 'Local Plans'.
- 2.2 Local Plans are prepared in order to guide investment and development in a district, borough, or county over a 20-year period. They shape how the district grows over this period, being a key tool in deciding the housing, retail and business needs of the community will be provided, and how important countryside, ecological and heritage features are to be protected. They are subject to an independent examination by a planning inspector and undergo rigorous procedures of community involvement and consultation.
- 2.3 Local Plans are subject to community consultation in accordance with the requirements of a Council's Statement of Community Involvement (SCI). The SCI sets out the Council's approach to engaging with the public and other stakeholders during the plan preparation and when consulting on planning applications. The latest SCI<sup>1</sup> was adopted October 2021.
- 2.4 The Local Plan will also include Policies Maps. This is a map of an Ordnance Survey base for the whole of the LPAs area which shows where policies in the Local Plan apply. To help maintain a geographical frame of reference, the South Kesteven Local Plan includes inset maps for some areas to show information at a larger scale. The Policies Map may be updated each time a DPD/Local Plan is adopted.
- 2.5 An integral part of producing a Local Plan is the Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA). The SA/SEA is produced in tandem with the Local Plan and ensures the Local Plan adopts, as far as possible, the most sustainable options in an environment, economic and social context having been assessed against all other realistic options and alternatives.
- 2.6 There is a legal requirement, through the Conservation of Habitats and Species Regulation 2017 (as amended), to consider whether new Local Plans are likely to have a significant effect on European sites of nature conservation importance. A Habitats Regulation Assessment (HRA) will be prepared and published for each DPD.
- 2.7 LPAs may also prepare Supplementary Planning Documents (SPDs) to provide further guidance on adopted policies. They can cover a wide range of issues which may be thematic (e.g., affordable housing) or site specific (e.g., development briefs). The do not form part of the DPD, however are taken into account in determining

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<sup>1</sup> [Statement of Community Involvement | South Kesteven District Council](#)

planning applications. They are not subject to independent examination, although are subject to community consultation in accordance with the requirements of the SCI.

- 2.8 Details of adopted SPDs are available on the Council's website. In the event that adopted SPDs are reviewed, or new ones are proposed, details will be published on the website.

### 3. South Kesteven Local Plan

- 3.1 At the time this LDS comes into effect, South Kesteven District Council has adopted the following documents.

#### Current Local Plan

- 3.2 The Local Plan<sup>2</sup> (2011-2036) (Adopted 31st January 2020), sets out the strategic planning framework and vision for the District to 2036, identifying housing and employments sites in Grantham, Stamford, Bourne, The Deepings, and a number of Larger Villages.

#### Lincolnshire Minerals and Waste Local Plan

- 3.3 Lincolnshire County Council (LCC) are responsible for the production, monitoring and review of a Minerals and Waste Local Plan.
- 3.4 The Lincolnshire Minerals and Waste Local Plan<sup>3</sup> (LMWLP) is made up of two parts, the Core Strategy and Development Management Policies (CSDMP) (adopted June 2016) and the Sites Location Document (adopted December 2017) which forms part of the development plan for the District.
- 3.5 The LMWLP sets out
- The key principles to guide future winning and working of minerals and the form of waste management in the country up to 2031;
  - The criteria against which planning applications for mineral and waste development will be considered; and
  - Specific proposals and policies for the provision of land for minerals and waste development

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<sup>2</sup> [The South Kesteven Local Plan | South Kesteven District Council](#)

<sup>3</sup> [Minerals and waste – Lincolnshire County Council](#)

- 3.6 LCC 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

[Minerals and waste – Updating the minerals and waste local plan - Lincolnshire County Council](#)

### **Neighbourhood Plans**

- 3.7 Neighbourhood Planning was introduced with the Localism Act 2011 enabling Parish and Town Councils or designated Neighbourhood Forums (in an area without a Parish) to prepare Neighbourhood Development Plans (NDPs), Neighbourhood Development Order and Community Right to Build Orders. These allow for residents of local community to shape the future of their local area.
- 3.8 Neighbourhood Plans are subject to community consultation, an independent examination by an Inspector and a local referendum process. Once made, these documents form part of the statutory development plan for the area.
- 3.9 The current made NDPs are:
- Hough-on-the-Hill (July 2015)
  - Foston (June 2017)
  - Long Bennington (July 2017)
  - Colsterworth and District (September 2017)
  - Skillington (September 2017)
  - Subton (July 2015)
  - Thurlby (March 2019)
  - Carlby (March 2019)
  - Old Somerby (June 2021)
  - Ropsley and District (June 2021)
  - The Deepings (June 2021)
  - Stamford (July 2022)
  - Caythorpe and Frieston (May 2023)
  - Rippingale (May 2023)
  - Claypole (November 2023)
  - Corby Glen (February 2024)
- 3.10 The timetable for preparing an NDP is for the local community preparing the Plan to determine, therefore timetables for NDPs are not included in the LDS. Details of NDPs

being prepared in South Kesteven and the stage they have reached are available on the Council's website<sup>4</sup>.

### **Supplementary Planning Documents**

- 3.11 SPDs 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.
- 3.12 The following SPDs accompany the adopted Local Plan
- Planning Obligations (adopted June 2012)<sup>5</sup>
  - Rectory Farm Supplementary Planning Document (adopted November 2021)<sup>6</sup>
  - Design Guidelines for Rutland and South Kesteven (adopted November 2021)<sup>7</sup>

### **Authority Monitoring Report**

- 3.13 The Authority Monitoring Report (AMR) reviews progress in preparing development plans and implementing policies. The AMR includes information on the implementation of the LDS, the Local Plan Review, SPDs, Neighbourhood Plans and information relating to co-operation under the Duty to Cooperate.
- 3.14 Data monitoring performance against Local Plan policies is also reported within the AMR. The latest AMR can be found on the Council's website.<sup>8</sup>

## **4. Local Development Programme**

- 4.1 The documents the Council will prepare over the next three years are:

### **South Kesteven Local Plan**

- 4.2 The Council is preparing a new Local Plan, which when adopted, will replace all existing adopted Local Plan documents. The revised Local Plan will set out the strategic direction for development in the District.
- 4.3 In the current adopted Local Plan, the Council is committed to an early review of the adopted Local Plan 2011-2036. The Local Plan was submitted to the Secretary of State for examination during the transition period, therefore it was examined against the National Planning Policy Framework (NPPF) 2012.

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<sup>4</sup> [Neighbourhood Plans | South Kesteven District Council](#)

<sup>5</sup> [Planning Obligations Supplementary Planning Document: June 2012 \(southkesteven.gov.uk\)](#)

<sup>6</sup> [Rectory Farm SPD Final .pdf \(southkesteven.gov.uk\)](#)

<sup>7</sup> [Design Guide SPD \(southkesteven.gov.uk\)](#)

<sup>8</sup> [Authority Monitoring Report | South Kesteven District Council](#)

- 4.4 The review policy in the adopted Local Plan required the Council to commence document preparation from April 2020, with submission to the Secretary of State for examination to be anticipated by the end of December 2023.
- 4.5 Specific matters will be addressed in the review, but are not limited to the following
- The progress being made towards implementation of the spatial strategy for South Kesteven, in particular the focus on development in Grantham to be achieved by the end of the plan period
  - Taking account of the latest National Planning Framework, particularly in relation to the assessment of housing needs and future requirement for employment land; and
  - Further assessment of the needs of the Gypsy and Traveller Community, including Travelling Showpeople, and the need to allocate land to meet identified needs.
- 4.6 This review of the Local Plan will enable policies and proposals to take account of the revised National Policy which was published in December 2023. The changes have been subject to consultation with legislation now in place in the form of the Levelling UP and Regeneration Act 2023. As part of the transition period the government has stated that **Local Planning Authorities must submit Local Plans for examination by 30 June 2025** (and adopt by 31 December 2026) to be adopted under the existing legal framework. The revised timetable takes account of this.
- 4.7 The AMR will be the mechanism for monitoring the effects of policies in the current Local Plan, and if during this period it is apparent that policies are ineffective or not satisfactory in achieving desired outcomes, relevant steps will be put in place to ensure this is addressed through the review of the Local Plan.
- 4.8 The document profile is set out below. The expected timetable for the key milestones in preparing the Local Plan review are contained in Table 2 and Appendix 1.

*Table 1: South Kesteven Local Plan Profile*

South Kesteven Local Plan Profile	
Role and Subject	Strategic document setting out the vision, objectives and spatial strategy for the District. It will outline how the known development requirements for the District will be met to 2041, including the amount of housing and employment land requirements. It will include development management policies, and if required, site allocations.
Geographical Coverage	District wide.
Status	Development Plan Document. Once adopted it will replace the South Kesteven Local Plan 2011-2036.

Chain of Conformity	General conformity with the 2023 National Planning Policy Framework (NPPF). The Policies Map will be revised and updated on the adoption of the DPD/Local Plan. Any other South Kesteven DPD/SPDs to be consistent with the Local Plan.
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*Table 2: Key Milestones and Timescales*

Key Milestones	Regulation	Timescale
Commencement of document preparation		Completed: April 2020
Consultation on the scope of the Plan	Regulation 18	Completed: 12 October – 23 November 2020
Consultation on Draft Local Plan	Regulation 18	Completed: 29 February – 25 April 2025
Consultation on the Pre-submission Local Plan	Regulation 19	Winter 2024/2025
Submission	Regulation 22	Summer (June) 2025
Examination	Regulation 24	Summer 2025 – Spring 2026
Inspector's Report	Regulation 25	Spring 2026
Adoption	Regulation 26	Summer 2026

*Table 3: Arrangements for Production*

Arrangements for Production	
Lead Organisation	South Kesteven District Council Planning Policy Team with support from other Council service areas and partner organisations
Political Management	Cabinet decision at relevant key stages and milestones. Full Council decision at submission and adopted stages.
Community and Stakeholder Involvement	Stakeholder and community involvement using a range of consultation methods in accordance with the adopted SCI



Monitoring and Review	The Local Plan Monitoring Framework will be monitored on an annual basis
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### **Other Documents to be Produced**

#### *Supplementary Planning Documents*

- 4.9 There is no longer a requirement for the LDS to include a programme for the preparation of any other planning documents the LPA intends to produce. For this reason, the timeline in Appendix 1 only includes details of South Kesteven's DPDs.
- 4.10 In the interest of transparency, it is proposed that a Developer Contribution Supplementary Planning Document (SPDs) will be produced following the introduction of the Levelling-up and Regeneration Bill and the new Infrastructure Levy.

#### *Design Codes*

- 4.11 The Council is preparing a design code, with support of the Office of Place, in accordance with the National Design Code and required by the Levelling Up and Regeneration Bill. The design code will set out simple, concise, illustrated design requirements which provide specific detailed parameters for the entire district. It is anticipated that the design code will be adopted in 2025.
- 4.12 Further information on the Design Code can be found on our website – [www.southkesteven.gov.uk/designcode](http://www.southkesteven.gov.uk/designcode)

#### *Neighbourhood Planning*

- 4.13 The qualifying bodies in Barrowby, Bourne, and Castle Bytham, are currently leading on preparations of Neighbourhood Development Plans (NDPs) in their areas. In addition to this, Baston, Carlton Scroop and Normanton, Pointon and Sempringham have designated NDP areas. The Council is supporting the Parish Councils in the preparation of their draft NDPs.
- 4.14 The Council will support other NDPs which may come forward throughout the District.

#### *Evidence Base*

- 4.15 Plans need to be supported by a robust evidence base. Evidence studies have been completed to support the preparation of the DPDs to date.



- 4.16 The evidence base will continue to be updated and expanded as the review of the South Kesteven Local Plan is prepared. This will include reviewing existing studies as necessary to make sure they remain relevant and up to date. It may also involve the joint commissioning of work with neighbouring authorities or other partners.

## 5. Risks to Production

- 5.1 The preparation of the review of the Local Plan presents a number of risks which could affect the work programme and timetable. These can be addressed through robust planning. The key risks and proposed mitigation measures that may need to be implemented in order to ensure sound documents are prepared in a timely manner, are identified in the table below:

*Table 4: Risks to Production and Propose Mitigation Measures*

Risk	Impact	Mitigation
<b>Changes to the Planning System</b>		
<b>Changes in legislation or to National Planning Policy</b>	Regulations may have implications for the plan preparation, including additional work.	Continued awareness of forthcoming legislative and major policy changes. Ensure resources are in place to implement any changes to procedures or handle increased workload.
<b>Process</b>		
<b>Higher than expected response to consultation</b>	The officer resource/time to process and consider representations may be increased. This could delay timing of key milestones e.g. Submission of the Plan to Secretary of State for examination.	Deploy additional resources to record and appraise representations.
<b>The Planning Inspectorate (PINS) unable to meet the timetable. (PINS set the timetable for the examination process following submission of a DPD)</b>	Once submitted, the process of the Plan to timetable is heavily dependent on the ability of PINS to resource it. Examination and/or Inspectors report delayed, and key milestones not met.	Liaise with PINS on timetable and provide early notification of anticipated submission date.

<b>Failure to comply with Duty to Cooperate</b>	Failure to demonstrate that the Duty to Cooperate was satisfied would render the Plan unsound.	Develop and implement a Duty to Cooperate Plan ensuring the Council effectively engages with Duty to Co-Cooperate partners from the beginning of the plan making process at Officer and Member Level.
<b>Plan being found unsound</b>	The Plan cannot process to adoption if it is found unsound by an Inspector following examination. Additional work would be required, and the adoption of the Plan delayed.	Ensure we have a complete, clear and up to date evidence base, including continued engagement with the community and key stakeholders. Completion of soundness and legal compliance self-assessment checklist at each stage.
<b>Legal challenge to the Local Plan</b>	Part or all the document could be challenged by third party.	Engagement of critical friend to review and advise at key stages and Planning Inspectorate visit before submission. Seek legal advice as and when required. Keep up to date with best practice through training and the Planning Advisory Service (PAS) website.
<b>Resources</b>		
<b>Reduced number of officers and knowledge within the team because of staff sickness/turnover.</b>	This cannot always be avoided or predicted. Significant and constant staff turnover would severely affect the Council's ability to achieve the time scales set out within the LDS	Encourage teamwork as part of day to day working so all staff have some knowledge about all the projects currently being undertaken. Secondments or short-term contacts may be necessary subject to financial constraints.
<b>Financial resources</b>	Unforeseen issues can arise during the preparation of the Local Plan.	Careful project planning to avoid unplanned work. Keep under review opportunities for joint commissioning of evidence base studies.
<b>Failure of external consultants</b>	The failure of external consultation to deliver required specialist support could impact on the ability to achieve the time scales set out.	Ensure objectives are clearly stated in project brief. Arrange regular updates and meetings with the consultant.

## 6. Monitoring

- 6.1 Progress against the LDS will be reviewed annually and reported through the AMR. This will enable consideration of changes, if any, that may be required to the LDS including revisions to the Local Plan timetable. Any changes will be brought forward through a review of the LDS.
- 6.2 During the year, progress on the preparations of the Local Plan will be published on the Council's website, ensuring the local community and others with an interest in the Local Plan are kept informed.

Appendix 1: Local Development Plan Timetable

Year	2020		2021	2022	2023	2024								2025								2026													
Month	Apr-Dec		Apr-Dec	Apr-Dec	Apr-Dec	Winter		Spring			Summer			Autumn			Winter		Spring			Summer			Autumn			Winter		Spring			Summer		
Commencement of document preparation	■																																		
Consultation on the scope of the Plan (Regulation 18)	■	■																																	
Consultation on the Draft Local Plan (Regulation 18)		■							■																										
Consultation on the Pre-submission Local Plan (Regulation 19)									■				■																						
Submission (Regulation 22)															■			■																	
Examination (Regulation 24)																			■																
Inspector's Report Regulation 25)																												■							
Main Modifications (Regulation 25)																					■			■											
Adoption (Regulation 26)																																■			

Key
Public Consultation
Preparation
Submission
Examination

## Appendix 2: Glossary

**Community Right to Build Order** - an Order made by the local planning authority (under the Town and Country Planning Act 1990) that allows a local community group to bring forward a small development for one or more purposes, such as new homes, businesses and community facilities, but it must be small scale in comparison to the size of settlement.

**Development Plan Documents (DPDs)** - They are spatial planning documents that are subject to independent examination. There is a right for those making representations seeking change to be heard at an independent examination.

**Local Development Framework (LDF)** - This term has been replaced by the term 'Local Plan'. It was used to describe a portfolio of Local Development Documents that provide a framework for delivering the spatial planning strategy for the area. It also contained a number of other documents, including the Annual Monitoring Report, and any 'saved' plans that affect the area. This term is now replaced by 'Local Plan'.

**Localism Act 2011** - Government legislation containing wide range of reforms to the planning system.

**Local Plan** - The new term for the suite of Development Plan documents. It may consist of a single or number of Development Plan Documents.

**Local Planning Authority (LPA)**- The public authority whose duty it is to carry out specific planning functions for a particular area.

**Local Development Scheme (LDS)** - sets out the programme for the preparation of local development documents.

**National Planning Policy Framework (NPPF)** - sets out the Governments planning policies. Replaces all previous Planning Policy Statements and associated Guidance.

**Neighbourhood Development Order** - an Order made by a local planning authority (under the Town and Country Planning Act 1990) which allows communities to grant planning permission for development they want to see go ahead in a neighbourhood. It enables them to allow certain developments to be built without the need to apply for planning permission.

**Neighbourhood Development Plans** - The Plans are prepared by a parish council or neighbourhood forum for a particular neighbourhood area (made under the Localism Act 2011) and have to be in general conformity with the district plan, undergo Examination and a Referendum. After adoption they are used (alongside other policy documents) to determine planning applications.

**Planning Inspectorate (PINS)** - an independent Government agency that processes planning and enforcement appeals and holds inquiries into development plan documents.

**Policies Map** - the policies map illustrates all policies and proposals contained in DPDs, together with any saved policies. Previously known as the Proposals Map.

**Statement of Community Involvement (SCI)** - sets out the standards which the plan-making authority intends to achieve in relation to involving the community in the preparation, alteration and continuing review of all planning policy documents and in development management decisions.

**Sustainability Appraisal (SA)** - a tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors). The SA process typically incorporates Strategic Environmental Assessment

**Strategic Environmental Assessment (SEA)** - an assessment of the environmental effects of policies, plans and programmes, required by European legislation, which will be part of the public consultation on the policies.

**Supplementary Planning Documents (SPDs)** - these cover a wide range of issues on which the plan making authority wishes to provide guidance to supplement the policies and proposals in development plan documents. They do not form part of the development plan and are not subject to independent examination.

#### Abbreviations

**AMR** – Authority’s Monitoring Report

**DPD** - Development Plan Document

**LDF** - Local Development Framework

**LDS** - Local Development Scheme

**LMWLP** - Lincolnshire Minerals and Waste Local Plan

**LPA** - Local Planning Authority

**MWDF** - Minerals and Waste Development Framework

**NDP** - Neighbourhood Development Plan

**PINS** - Planning Inspectorate

**SA** - Sustainability Appraisal

**SCI** - Statement of Community Involvement

**SEA** - Strategic Environmental Assessment

**SPD** - Supplementary Planning Document

## **Appendix B of the Local Development Scheme Cabinet Report**

### **Stages of Local Plan Production as detailed in the Local Development Scheme (June 2024)**

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#### **Stage 1: Evidence gathering – ongoing throughout the review**

#### **Stage 2: Call for Sites – October 2020 – September 2022**

As part of the Housing and Employment Land Availability Assessment, the Council issued a call for sites. Developers, landowners, agents, and the public were invited to submit sites to the Council for assessment to see if they are suitable for inclusion within the Local Plan.

#### **Stage 3: Public Consultation – Key issues and Options for the Local Plan Review (Regulation 18) October – November 2020**

This stage provided an opportunity for local residents and other key stakeholders to engage with the Council on the key issues regarding the scope of the Local Plan. The consultation asked a series of questions to help the council determine the scope and content of the Local Plan Review. The Issues and Options consultation was published for a six-week period in October/November 2020.

#### **Stage 4: Public Consultation on a Draft Consultative Local Plan (Regulation 18) Winter 2023/24**

Consultation on the draft Local Plan is not a regulatory requirement as regulation 18 consultation has already been undertaken at the Issues & Options stage (October 2020). However, producing a draft plan gives the community, stakeholders and interested parties the opportunity to contribute to and shape the Local Plan as it evolves. The Draft Consultative Local Plan was published for an eight-week consultation period in April/May 2024.

#### **Stage 5: Public consultation on the Pre-submission Local Plan (Regulation 19) Winter 2024/25**

Prior to submission of the Local Plan for examination, the Council must consult the public on a draft Local Plan, this will also include the development management policies and sites allocated for future housing, employment and retail development. The document will be made available for a minimum of a six-week period of consultation with local residents and other key stakeholders, and all valid representation made will be passed onto the independent Inspector appointed to examine the draft Local Plan.

### **Stage 6: Submit Local Plan to Secretary of State for Examination (Regulation 22) Summer (June) 2025**

Following the Regulation 19 Public Consultation on the Draft Local Plan, the draft Local Plan and associated documents will be submitted to the Secretary of State. This stage triggers the independent examination of the document.

It is important to note that the Local Plan is timetabled to be submitted to the Secretary of State before the government-imposed deadline of 30 June 2024, to ensure that the Local Plan is considered under the existing legal framework.

### **Stage 7: Examination of Local Plan by Planning Inspectorate (Regulation 24) – Summer 2025 – Spring 2026**

The Secretary of State will appoint an independent Inspector (from the Planning Inspectorate). Following the examination, the Inspector will produce a report in order to determine whether or not the plan can be considered to be 'sound'. This report may include changes to the draft Local Plan where the Inspector feels that these are necessary to ensure that the plan is sound.

### **Stage 8: Adoption of Local Plan (Regulation 26) Summer 2026**

The final stage in the plan making process is the formal adoption of a Plan. In accordance with the Council's constitution, the adoption of the Local Plan must take place at a meeting of Full Council. Following adoption, the Local Plan will become the main document against which decisions on planning applications will be made.





SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL



# Cabinet

11 June 2024

Report of the Chief Executive

## Cabinet Forward Plan

### Report Author

Lucy Bonshor, Democratic Officer



[l.bonshor@southkesteven.gov.uk](mailto: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?	No
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** Non-Key Decisions made by Cabinet are also included within the Forward Plan.

## **2. Appendices**

- 2.1** Appendix 1 – Cabinet's Forward Plan



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

**CABINET FORWARD PLAN**  
**Notice of decisions to be made by Cabinet**  
**31 May 2024 to 30 May 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
<b>Larch Close (21 New Build Units) - Contract Award - Key Decision</b>			
Larch Close (21 New Build Units) - Contract Award	11 Jun 2024	To agree the contract	Cabinet Member for Housing & Planning (Councillor Phil Dilks)  Suniel Pillai, New Build Project Officer <b>E-mail:</b> <a href="mailto:suniel.pillai@southkesteven.gov.uk">suniel.pillai@southkesteven.gov.uk</a>
<b>Local Development Scheme (2024 - 2027) - Key Decision</b>			
To approve the revised Local Development Scheme (2024 – 2027) which includes a change to the Local Plan timetable.	11 Jun 2024	That Cabinet approves the revised Local Development Scheme (2024-2027)	Cabinet Member for Housing & Planning (Councillor Phil Dilks)  Shaza Brannon, Planning Policy Manager <b>E-mail:</b> <a href="mailto:shaza.brannon@southkesteven.gov.uk">shaza.brannon@southkesteven.gov.uk</a>
<b>Review of Public Space Protection Orders - Key Decision</b>			
To review the existing Public Space Protection Orders in force across the District.	9 Jul 2024	To agree a course of action for PSPOs in the District.	Cabinet Member for People & Communities (Councillor Rhea Rayside)  Ayeisha Kirkham, Head of Public Protection <b>E-mail:</b> <a href="mailto:ayeisha.kirkham@southkesteven.gov.uk">ayeisha.kirkham@southkesteven.gov.uk</a>
<b>South Kesteven District Council Car Parking Order – Tariff Changes - Key Decision</b>			
The amendment to the existing South Kesteven District Council Car Parking Order Tariffs - 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.	9 Jul 2024	To consider the modification Order.	The Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter)  Gyles Teasdale, Head of Property and ICT <b>E-mail:</b> <a href="mailto:g.teasdale@southkesteven.gov.uk">g.teasdale@southkesteven.gov.uk</a>

Summary	Date	Action	Contact
<b>Lease to Grantham Town Football Club – Non Key Decision</b>			
The granting of a lease and delegation of authority to the Deputy Chief Executive in consultation with the Cabinet Member for Culture and Leisure to enter into it	9 Jul 2024	To agree to enter into the lease.	Cabinet Member for Leisure and Culture (Councillor Paul Stokes)  Karen Whitfield, Assistant Director – Leisure, Culture and Place <b>E-mail:</b> karen.whitfield@southkesteven.gov.uk
<b>Animal Welfare Policy - Non Key Decision</b>			
A new Animal Welfare Policy for approval by Cabinet, following the 4-week consultation with the public, local businesses, partner agencies and other organisations.	9 Jul 2024	To approve the policy	Cabinet Member for Corporate Governance and Licensing (Councillor Philip Knowles)  Heather Green, Licensing Team Leader <b>E-mail:</b> heather.green@southkesteven.gov.uk
<b>Provisional Outturn Report 2023/24 - Key Decision</b>			
This report provides the Cabinet with the details of the Council's provisional outturn position for the financial year 2022/23. The report covers the following areas: • General Fund Revenue Budget • Housing Revenue Account Budget • Capital Programmes – General Fund and Housing Revenue Account • Reserves overview – General Fund and Housing Revenue Account	9 Jul 2024	Cabinet is asked to: 1. Review and recommend for approval to Governance and Audit Committee the provisional Revenue and Capital Outturn position for the financial year 2023/24. 2. Review and approve the budget carry forwards (appendices D and H). 3. Review and recommend to Governance and Audit Committee the following reserve movements in respect of the General Fund:	The Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter)  Gill Goddard, Senior Accountant <b>E-mail:</b> gill.goddard@southkesteven.gov.uk,

Summary	Date	Action	Contact
<b>South Kesteven District Council Productivity Plan 2024/25 - Non Key Decision</b>			
To present the proposed Productivity Plan 2024/25 for South Kesteven DC, and to recommend to Cabinet the submission of said plan to the Department of Levelling Up, Housing & Communities.	9 Jul 2024	Approves the proposed Productivity Plan for submission to the Department of Levelling Up, Housing & Communities.	The Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter)  Charles James, Policy Officer <b>E-mail:</b> Charles.james@southkesteven.gov.uk
<b>Finance Update Report: April – TBC - Non Key Decision</b>			
To present the Council's forecast 2024/25 financial position. 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	10 Sep 2024	That Cabinet 1. Reviews and notes the forecast 2024/25 outturn position for the General Fund, HRA Revenue and Capital budgets and identifies any variances that might require action or investigation	The Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter)  Gill Goddard, Senior Accountant <b>E-mail:</b> gill.goddard@southkesteven.gov.uk
<b>Maintenance Strategy (Corporate Property Assets) - Key Decision</b>			
This report sets out the proposals for a Maintenance Strategy in respect of General Fund Corporate Property Assets. The Strategy will establish the approach the Council will adopt for ongoing investment in its corporate property estate.	10 Sep 2024	To agree the approach to the development and management of maintenance activity across its corporate property portfolio.	Deputy Leader of the Council (Councillor Richard Cleaver)  Gyles Teasdale, Head of Property and ICT <b>E-mail:</b> <a href="mailto:g.teasdale@southkesteven.gov.uk">g.teasdale@southkesteven.gov.uk</a>

Summary	Date	Action	Contact
<b>Vehicle Procurement - Key Decision</b>			
To approve the Capital spend of over £200,000 for 2024/25 for street cleaning, refuse vehicles and vans, and other assorted vehicles.	8 Oct 2024	To approve the spend.	Cabinet Member for Environment and Waste (Councillor Rhys Baker)  Kay Boasman, Head of Waste Management and Market Services <b>E-mail:</b> <a href="mailto:kayleigh.boasman@southkesteven.gov.uk">kayleigh.boasman@southkesteven.gov.uk</a>
<b>Finance Update Report: April - September 2024 - Non Key Decision</b>			
To present the Council's forecast 2024/25 financial position as at end of September 2024. 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	3 Dec 2024	That Cabinet 1. Reviews and notes the forecast 2024/25 outturn position for the General Fund, HRA Revenue and Capital budgets as at the end of September 2024 and identifies any variances that might require action or investigation	The Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter)  Gill Goddard, Senior Accountant <b>E-mail:</b> <a href="mailto:gill.goddard@southkesteven.gov.uk">gill.goddard@southkesteven.gov.uk</a>
<b>Council Tax Base 2025/2026 - Key Decision</b>			
To determine the Council Tax Base to form the basis of the 2025/2026 budget proposals to be recommend to Full Council.	3 Dec 2024	To recommend the Tax Base to Full Council.	The Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter)  Claire Moses, Head of Service (Revenues, Benefits Customer and Community) <b>E-mail:</b> <a href="mailto:claire.moses@southkesteven.gov.uk">claire.moses@southkesteven.gov.uk</a>

Summary	Date	Action	Contact
<b>Local Council Tax Support Scheme - Key Decision</b>			
To consider the Council's Local Council Tax Support Scheme for the 2025/2026 financial year.	3 Dec 2024	To recommend the Scheme to Full Council.	<p>The Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter)</p> <p>Claire Moses, Head of Service (Revenues, Benefits Customer and Community)  <b>E-mail:</b> claire.moses@southkesteven.gov.uk</p>
<b>Draft Budget Proposals for 2025/2026 and Indicative Budgets for 2026/2027 and 2027/2028 - Non Key Decision</b>			
To consider the draft Budget Proposals for 2025/2026.	16 Jan 2025	To agree the draft proposals.	<p>The Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter)</p> <p>Richard Wyles, Deputy Chief Executive and Section 151 Officer  <b>E-mail:</b> r.wyles@southkesteven.gov.uk</p>
<b>Budget Update Report: April to December 2024 - Non Key Decision</b>			
<p>To present the Council's forecast 2024/25 financial position as at end of December 2024.</p> <p>The report covers the following areas:</p> <ul style="list-style-type: none"> <li>• General Fund Revenue Budget</li> <li>• Housing Revenue Account Budget</li> <li>• Capital Programmes – General Fund and Housing Revenue Account</li> <li>• Reserves overview – General Fund and Housing Revenue Account</li> </ul>	11 Feb 2025	<p>That Cabinet</p> <p>1. Reviews and notes the forecast 2024/25 outturn position for the General Fund, HRA Revenue and Capital budgets as at the end of December 2024 and identifies any variances that might require action or investigation</p>	<p>The Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter)</p> <p>Gill Goddard, Senior Accountant  <b>E-mail:</b> gill.goddard@southkesteven.gov.uk</p>



Summary	Date	Action	Contact
<b>Budget Proposals for 2025/2026 and Indicative Budgets for 2026/2027 and 2027/2028 - Key Decision</b>			
To consider the proposed Budget.	11 Feb 2025	To recommend the Budget to Full Council.	<p>The Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter)</p> <p>Richard Wyles, Deputy Chief Executive and Section 151 Officer  <b>E-mail:</b> r.wyles@southkesteven.gov.uk</p>

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