

Cabinet



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Tuesday, 3 December 2024 at 2.00 pm
Council Chamber - South Kesteven House, St. Peter's
Hill, Grantham. NG31 6PZ

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

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. Disclosure of Interests**
- 3. Minutes of the previous meeting** (Pages 5 - 13)
Minutes of the meeting held on 5 November 2024.
- Items for recommendation to Council**
- 4. Council Tax Base 2025/26** (Pages 15 - 20)
To recommend the Council Tax Base for the financial year 2025/26.

Items for Cabinet Decision: Key

5. Award of Contract - Guildhall Arts Centre Pantomime (Pages 21 - 24)
To award a contract to the successful bidder following a compliant procurement exercise

6. Award of Contract - Security Services (Pages 25 - 28)
A compliant procurement process has been undertaken to identify a preferred supplier to satisfy the Council's security requirements. This report seeks Cabinet approval to award a contract to the successful contractor.

7. Contract Award for Ventilation Services in the Council's Housing Stock (Pages 29 - 32)
To seek approval to enter into a contract with Envirovent for the provision of the installation and maintenance of ventilation systems in dwellings owned by South Kesteven District Council.

8. Contract Award for Void Repair Works (Pages 33 - 52)
To approve the award of contracts to Foster Property Maintenance Limited and Gratton Construction Limited for the provision of void property repair work to Council owned housing stock. The contracts would be awarded for an initial period of 3 years with an option to extend for a further 1 year plus 1 year.

Items for Cabinet Decision: Non-Key

9. Finance Update Report: April - September 2024 (Pages 53 - 68)
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

10. Discretionary Council Tax Payment Policy 2025/26 (Pages 69 - 82)
To provide an update with regards to Discretionary Council Tax Payment (DCTP) expenditure and to approve the policy for the administration of Discretionary Council Tax Payments for 2025/26.

11. Discretionary Housing Payment Policy 2025/26 (Pages 83 - 96)
To provide an update with regards to Discretionary Housing Payment (DHP) expenditure and to approve the policy for the administration of Discretionary Housing Payments for 2025/26.

12. Ropsley Conservation Area Appraisal (Pages 97 - 146)
Section 71 of the same Act requires local planning authorities to formulate and publish proposals for the preservation and enhancement of any parts of their area that are designated as conservation areas. The Cabinet report is seeking approval of consultation on the Ropsley Conservation Area boundary amendment; and the Ropsley Conservation Area Appraisal

13. Aslackby Conservation Area Appraisal (Pages 147 - 192)
Section 71 of the same Act requires local planning authorities to formulate and publish proposals for the preservation and enhancement of any parts of their area that are designated as conservation areas. The Cabinet report is seeking approval of consultation on the Aslackby Conservation Area boundary amendment; and the Aslackby Conservation Area Appraisal.

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

14. Venue Hire and External Speaker Policy (Pages 193 - 206)
The purpose of this report is to seek the approval by Cabinet of the draft Venue Hire and External Speaker policy. The introduction of this policy will ensure the Council's continued compliance with the Prevent Duty.

15. Grantham Market Place Footfall Activity Report (To Follow)
To inform members of the progress made to increase footfall in the vicinity of the Marketplace and wider town centre for the duration of the Future High Street programme, and the policy of deployment for additional funding as agreed at the Council Annual General Meeting on 23 May 2024.

16. Expansion of the Bulky Waste Collection Service (Pages 207 - 212)
To provide an overview of the opportunities and associated risks of expanding the current bulky waste collection service. The bulky waste collection service is experiencing persistent high demand, and this report highlights the financial viability of introducing an additional vehicle and crew.

Items for information

17. Cabinet Forward Plan (Pages 213 - 223)
This report highlights matters on the Cabinet's Forward Plan.

18. Exclusion of the Public and Press
It is likely that the press and public will be excluded during discussion of the following agenda item because of the likelihood that information that is exempt under paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended) would be disclosed to them.

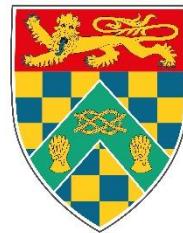
19. Lease at Unit 2, The Picture House, St Catherine's Road, Grantham (Pages 225 - 234)
To consider whether or not to sign off the lease agreement.

This page is intentionally left blank

Minutes

Cabinet

Tuesday, 5 November 2024



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Date of publication: 20 November 2024

Call in will expire on 27 November, and decisions can be implemented on 28 November.

The Leader: Councillor Ashley Baxter (Chairman)

The Deputy Leader: Councillor Paul Stokes (Vice Chairman)

Cabinet Members present

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 Raysia, Cabinet Member for People and Communities

Non-Cabinet Members present

Councillor Phil Gadd

Councillor Tim Harrison

Councillor Anna Kelly

Councillor Charmaine Morgan

Officers

Karen Bradford, Chief Executive

Richard Wyles, Deputy Chief Executive and Section 151 Officer

Karen Whitfield, Assistant Director – Leisure, Culture and Place

Emma Whittaker, Assistant Director of Planning

Chris Prime, Communications Manager

Ayeisha Kirkham, Head of Public Protection

Gyles Teasdale, Head of Property and ICT

James Welbourn, Democratic Services Manager (Deputy Monitoring Officer)

Patrick Astill, Communications Officer

Andrew Beaver, Community Safety Manager

Peter Harrison, Environmental Protection Officer

56. Public Open Forum

There were no questions from members of the public.

57. Apologies for absence

An apology for absence was received from Councillor Rhys Baker.

58. Disclosure of Interests

Councillor Rhea Rayside wished it recording that she was Vice-Chairman of the Planning Committee at Stamford Town Council.

Councillor Phil Dilks wished it recording that he was Chairman of Age Concern Deepings.

59. Minutes of the previous meeting

The minutes of the meeting held on 8 October 2024 were agreed as being an accurate record.

60. Extension of Cattle Market Car Park, Stamford

Purpose of the report

To seek a delegation to appoint a contractor to undertake the proposed extension works to the Cattle Market Car Park, Stamford.

Decision

That Cabinet approves a delegation to the Deputy Chief Executive and Section 151 Officer, in consultation with the Cabinet Member for Property and Public Engagement, to appoint a contractor to undertake the extension works at the Cattle Market Car Park in Stamford.

Alternative options considered and rejected

No other sites of a similar size had been identified. An option not to extend the car park was rejected because it would leave Stamford with a continued shortage of long stay car parking.

Reasons for the decision

The Cattle Market Car Park was the primary long stay car park located on the south side of Stamford. The site currently offered 275 spaces with a further 15 disabled spaces.

A study had shown support for additional parking in Stamford. The proposed extension of the Cattle Market Car Park would provide an extra 146 spaces, of which 11 would be accessible. The extension of the site would require planning permission

for which an application would be considered by South Kesteven's Planning Committee on 7 November 2024.

Appointing a contractor to undertake the works would enable the Council to provide additional long stay car parking for Stamford. The tender was scheduled to be published at the start of November with the intention that work would begin in the New Year. The tender process was being undertaken in conjunction with Welland Procurement to ensure the process is compliant with the Council's Contract & Procurement rules. The capital budget of £550,000 was already in place.

Note: Councillor Charmaine Morgan left the Council Chamber for the remainder of the item as she had indicated that she was the Chairman of the Planning Committee.

The following points were highlighted during debate:

- Free parking was planned for Grantham and Stamford on Mondays, Tuesdays and Wednesdays in December in the lead up to Christmas. Parking fees had recently been rearranged to encourage parking in the District's main four towns.
- The proposed plans for the extension of the Cattle Market Car Park included electric vehicle charging points and disabled spaces.
- At a recent tourism event in Stamford attended by District Councillors local businesses indicated that accommodation and parking were two major issues, therefore it was important to bring extra parking provision forward.

61. South Kesteven Shopfront Design Guide

Note: Councillor Charmaine Morgan returned to the Council Chamber.

Purpose of the report

To seek approval from Cabinet for the updated South Kesteven Shopfront Design Guide 2024 to be used as a technical document alongside the existing supplementary planning policies relating to shopfront design as a material consideration in planning decisions.

To endorse the publication and signposting for members of the public to this document for queries relating to shopfront design, and to support the delivery of the UK Shared Prosperity Fund (UKSPF) Shopfront Maintenance Grant.

Decision

That Cabinet:

- **Approves the adoption of the draft South Kesteven Shopfront Design Guide 2024 as a technical document with material consideration for planning decisions.**

- **Endorses the use of the South Kesteven Shopfront Design Guide 2024 as a guidance document to support the delivery of the UKSPF funded Shopfront Maintenance Grant.**
- **Reviews the South Kesteven Shopfront Design Guide 2024 in 18 months' time.**
- **Delegates the final wording of the special considerations within the Guide related to illuminated signage for Bourne, Grantham, Market Deeping and Stamford, as well as the correction of any typographical or spelling errors to the Assistant Director (Planning and Growth), in consultation with the Cabinet Member for Planning.**

Alternative options considered and rejected

The 'do nothing' option had been considered because existing guidance, although outdated, provided the necessary basis for planning decisions. However, the most recent guidance was published 19 years ago, and the oldest over 30 years ago; therefore, the documents did not reflect current best practice or legislation in all cases. In addition, much of the guidance was not publicly available in an easily accessible format.

This option was discounted in favour of the production of an updated guide which met the requirements of current and future users, and which expanded the guidance to include Market Deeping.

Reasons for the decision

This was the first update and revision of the shopfront guide in almost 20 years. The Corporate Plan highlighted the importance of maintaining the historic and built environment of the District. The town centres of Bourne, Grantham, Market Deeping and Stamford all had designated Conservation Areas; clear and accessible shopfront design was important to maintaining the quality of the historic environment within the District's town centres. This would increase their attractiveness to visitors, residents and businesses.

The Council's current design guidance, while technically accurate, required update to account for changes in legislation, technology, and also to expand the scope to cover all four market towns.

Many retail properties in the District were listed buildings with a higher level of legal protection. Unauthorised works to these buildings was an offence which could result in prosecution. Many shop owners seemed unaware of the relevant guidelines and legislation.

The Council currently had design guides for Bourne, Grantham and Stamford which were accepted as supplementary planning documents. Market Deeping did not currently have a design guide.

The updated design guide included special considerations for each town. The guide recognised officers' experiences of regeneration programmes and provided information based on questions posed by shop owners.

Condensing the guide into a single document would be clearer and more straightforward and would inform decision-makers. If any shop owner was in any doubt at all about the correct approach to renovating a building, they should contact the Council for guidance.

A letter had been received from Stamford Civic Society welcoming the Council's approach to shopfront design. The document was designed in a more accessible format. It included enhanced information on key elements of shopfront design including: materials, colour, signage, advertising, the use of window vinyls and accessibility. The updated guide would also support officers within the planning team in decision-making relating to shopfront design applications and would facilitate discussions where disagreements arose.

Conservation Officers and the Economic Development team working under Claire Saunders were thanked for their hard work on the design guides.

The following points were highlighted during debate:

- Market Deeping had not previously had a Conservation Area guide in place. There were various shops within this area that were inappropriately decorated.
- The issue of 'advertisement consent' was slightly different to the issue of shopfronts that may require planning permission. Internally illuminated advertisements did not require consent from the Council. These could not be prevented unless a Discontinuance Notice was served after the event. However, in these circumstances the Council would need to prove nuisance or harm to amenities.
- Consultation with Town Councils would be appropriate on these matters because they often tackled issues related to potential nuisance or harm.
- Planning officers were working with a legal team to investigate what actions could be taken in relation to makeshift signs and vinyls. While some vinyls might be deemed appropriate, others would not, for example a whole window covered in vinyl.
- Different types of enforcement could apply in situations where a shopfront design was disputed, such as building enforcement for listed buildings, or planning enforcement with regards to planning applications. The Council would communicate on these issues, particularly with Town Councils.
- Residents or shopkeepers were encouraged to seek clarification and ask questions via the Council's pre-application process.
- A large piece of work on shopfronts in Grantham was carried out through the Future High Streets Fund programme.
- When discussing a 'shop', the definition would be a retail unit. In planning terms, it would be those buildings that fell under the same planning usage class.

62. Market Deeping Cemetery Public Spaces Protection Order

Purpose of the report

The approval of a proposed Public Spaces Protection Order (PSPO) at the Spinney, Market Deeping Cemetery in South Kesteven with the requirement for people to always keep their dog on a fixed length lead whilst in the Spinney, Market Deeping Cemetery.

Decision

That Cabinet:

- 1. Notes the results of the public consultation undertaken with regard to this Public Spaces Protection Order.**
- 2. Approves the Public Spaces Protection Order for the Spinney, Market Deeping in the District of South Kesteven for up to a 3-year period, unless the Council extends or varies this Order.**
- 3. Confirms that the maximum length of lead referred to in the Order should be 1 metre.**

Alternative options considered and rejected

Cabinet could have agreed not to put the new Order in place; this would have restricted the ability to enforce against the matters covered by the proposed Order.

Cabinet could have determined that the legal test had not been met.

Reasons for the decision

The main purpose of this decision was to ensure that an effective mechanism was available to deal with issues detailed in the Order.

Due to an administrative oversight, the original Market Deeping PSPO had not been extended. A four-week public consultation on this Order was undertaken between 31 July and 28 August 2024. 33 responses were received. Of these, 25 supported the proposal to reinstate a PSPO requiring people to always keep their dog on a fixed length lead whilst in the Spinney, Market Deeping Cemetery. 21 people did not think the implementation of the PSPO would have a negative impact on them.

It was decided that the length of lead referred to in the Order was 1 metre as this would enable the owner to keep their dog(s) off the interment area.

The following points were highlighted during debate:

- The Spinney was part of the cemetery practically, but not legally. The Spinney contained a wooded area that had been carefully underplanted and was used

for the scattering of ashes. There was a natural walkthrough from the Spinney to open land.

- If a dog lead was over 1.8 metres in length then the dog could legally be classed as 'free-roaming'.
- Within the Order itself, it was a requirement to 'keep the dog on a lead of not more than 1 metre in length unless (a) he or she has reasonable excuse for failing to do so; or (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

63. Councillor Development Strategy

Purpose of the report

To request approval of the Councillor Development Strategy for South Kesteven District Council.

Decision

That Cabinet:

- 1. Approves the Councillor Development Strategy for South Kesteven District Council.**
- 2. Delegated authority to the Monitoring Officer in consultation with the Cabinet Member for Corporate Governance and Licensing to correct any minor typographical changes within the document.**

Alternative options considered and rejected

Not to have adopted a Councillor Development Strategy.

To adopt the draft Councillor Development Strategy as attached at Appendix A.

To have suggested any amendments to the draft Councillor Development Strategy.

Reasons for the decision

It was considered good practice for Councils to have a strategic approach in place to identify and facilitate the training and development of their elected members. As part of the Corporate Plan the Council was required to produce and deliver a Councillor Development Strategy.

The criteria of the East Midlands Councillor Development Charter specified an expectation that the Council had a Councillor Development Strategy in place. It would therefore be difficult to have demonstrated that the Council met the necessary criteria to have achieved accreditation of Charter status without having adopted a Strategy.

Much preparatory work had been completed and the Strategy had been discussed at the newly established Councillor Development Group. The Councillor Development Group was an essential part of the Strategy.

64. Age Friendly Communities

Purpose of the report

For the Council to work towards becoming an Age Friendly Community.

Decision

That Cabinet:

- 1. Agrees that South Kesteven District Council registers to become an Age Friendly Community and engages in the necessary work to fulfil the criteria.**
- 2. Requests that the Council's Rural and Communities Overview & Scrutiny Committee monitor the progress of this work to maximise the impact of this opportunity.**

Alternative options considered and rejected

The Council had the option to do nothing. However, this would not have supported the Council's corporate ambition to provide an environment which supported all residents to live active and healthy lives.

Reasons for the decision

Becoming an Age Friendly Community had the support of the Health and wellbeing Board (Lincolnshire County Council), and the Director for Public Health for Lincolnshire. This step also supported the Health and Wellbeing Strategy adopted by Full Council in March 2023.

Cabinet provided political commitment to support South Kesteven by becoming an Age Friendly Community and requesting that progress was overseen by the Rural and Communities Overview & Scrutiny Committee.

The following points were highlighted during debate:

- The next Age Friendly Conference was on 22 November in Lincoln.
- The age of the population was having an effect on the requirements for social housing. There had been an increase in the need for one-bedroomed accommodation and adapted properties. All new developments in the District now included an element of adapted housing.
- 1 in 4 of the population was aged over 65, and in 20 years' time this was likely to rise to 1 in 3, which presented challenges. Part of becoming an Age Friendly Community involved producing an action plan for how the Council would meet these challenges.

- St. James the Great Church in Aslackby had just won UK Church of the Year. One of the reasons for this success was the involvement of dementia sufferers.
- South Kesteven had a relatively high proportion of veterans. 83% were over the age of 50.

The Cabinet Member for Planning was to answer a query relating to the differences between social housing and almshouses.

65. Cabinet's Forward Plan

The Leader and Deputy Leader of the Council had attended the commencement of groundworks at the new Turnpike Close Depot in Grantham.

The Leader of the Council would also be attending the St. Martin's Park Stamford site on Friday 8 November along with interested parties. The project was moving forward in a tangible way.

Cabinet's Forward Plan was noted.

66. Open Questions from Councillors

Councillor Charmaine Morgan wished to understand the issues with narrow pavements and the plethora of bins causing a potential hazard to pedestrians.

The Leader of the Council advised Councillor Morgan that the Cabinet Members for Environment & Waste and Property & Public Engagement would consider a response.

The meeting closed at 3:18pm.

This page is intentionally left blank



Cabinet

Tuesday, 3 December 2024

Report of Councillor Ashley Baxter
The Leader of the Council, Cabinet
Member for Finance, HR and Economic
Development

Council Tax Base 2025/26

Report Author

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

 claire.moses@southkesteven.gov.uk

Purpose of Report

To explain the Council Tax Base for the financial year 2025/26.

Recommendations

That Cabinet recommends to Council:

1. The Council Tax Base for 2025/26 of 50,140.5 in accordance with the relevant legislation. This will form the basis on which the Council will estimate Council Tax income for the 2025/26 budget.

Decision Information

Is this a Key Decision? No

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

What are the relevant corporate priorities? Effective council

Which wards are impacted? All

1. Implications

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

Finance and Procurement

- 1.1 These are contained within the report. Setting the tax base is an important milestone in the annual budget setting process and allows the Council to project the anticipated Council Tax that will be collected for the following financial year.

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

Legal and Governance

- 1.2 The approval of the Council Tax Base detailed in this report is required in accordance with the legislation referred to in Section 67 of the Local Government Finance Act 1992, which sets out the requirements for council tax setting which can be discharged by full Council.
- 1.3 The proposals in this report will be considered by Council at its budget setting meeting scheduled for 27 February 2025.

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

2. Background to the Report

- 2.1 The Local Government Finance Act 1992 amended by s84 of the Local Government Act 2003 set out the requirements allowing each local authority to make its own arrangements for adopting the Council Tax base. The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 (SI 2012:2914) provides amended statutory guidance to incorporate changes resulting from the introduction of the Local Council Tax Support Scheme (LCTSS)
- 2.2 The Council Tax Base forms part of the calculation for the council tax for the local area – therefore the council must agree the number of properties which form the Council Tax Base.

2.3. Statute requires the council to calculate the Council Tax Base as well as the timeframe by which this must be completed. The Council is required to inform relevant preceptors of the Council Tax Base by 31 January 2025.

2.4. The Council Tax varies between different bands according to proportions laid down in legislation. These proportions are based around Band D and are fixed so that the bill for a dwelling in Band A will be one third of the bill for a dwelling in Band H. Applying the relevant proportion to each band's net property base produces the number of 'Band D' equivalent properties for the area.

2.5. In determining the Council Tax Base for 2025/26 the following factors have been taken into consideration:

- (a) The tax base for parishes is based on the number of properties as at 11 September 2024 and the discounts and exemptions applicable on 7 October 2024, as prescribed by legislation;
- (b) An adjustment for the impact of the local Council Tax Support Scheme adopted by South Kesteven District Council (SKDC);
- (c) An adjustment for the Empty Property Premium, which allows SKDC to charge a premium of between 100% and 300% depending upon how long the property has remained empty.

2.6. Table 1 summarises the position showing the proposed tax base for South Kesteven for 2025/26 is 50,140.5 Band D equivalents. This is an increase of 0.86% on the previous financial year 2024/25. Appendix A analyses these figures at Parish level.

Table 1: Band D Equivalent Properties

	2025/26	2024/25	2023/24	2022/23	2021/22
Total Band D equivalents	53,780.3	53,404.5	53,017.6	52,663.2	52,170.4
Impact of LCTSS Discounts and Work Incentive	(3,639.8)	(3,694.5)	(3,688.6)	(3,956.5)	(4,048)
Total Band D Equivalent properties	50,140.5	49,710.0	49,329.0	48,706.7	48,122.4
Tax Base Growth	0.86%	0.77%	1.28%	1.21%	0.4%

Adjustment for the Localised Council Tax Support Scheme

2.7 The localisation of Council Tax Support introduced from 1 April 2013 has a direct impact on the setting of the Council Tax base. Consequently, the Council Tax base must be adjusted to include the impact of the Localised Council Tax Support scheme adopted by SKDC.

2.8 As set out in Table 1, the LCTSS reduces the tax base and therefore the Council Tax income collected by individual precepting bodies.

Adjustment for Empty Property Premiums

- 2.9 The Local Government Finance Act 2012 introduced the power for local authorities to charge a premium of up to 50% where a property was left unoccupied and unfurnished.
- 2.10 The Rating (Property in Common Occupation) and Council tax (Empty Dwellings) Act 2018 allowed Councils to increase these premiums in line with legislation from 1 April 2019 and each year thereafter for a further two years.
- 2.11 The Council Tax Base is increased as a result of the empty premium which allows a billing authority to charge a premium on properties left unoccupied and unfurnished. These premiums are as follows: -
 - (a) Up to 100% premium for properties empty between two and five years – resulting in a full charge of 200%
 - (b) Up to 200% premium for properties empty between five and ten years – resulting in a full charge of 300%
 - (c) Up to 300% premium for properties empty for at least ten years – resulting in a full charge of 400%
- 2.12 As set out in Table 1, the empty property premium increases the tax base and therefore the Council tax income collected by individual precepting bodies.

3. Other Options Considered

- 3.1 No other options have been considered.

4. Reasons for the Recommendations

- 4.1. If the recommendation is supported, it will be used in the calculation and budget preparations for 2025/26.

5. Consultation

- 5.1. None – this report contains technical calculations for the Council's tax base for 2025/26 as prescribed by legislation.

6. Appendices

- 6.1 Appendix A – 2025/26 Council Tax Base by Parish.

Appendix A

2025/26 Council Tax Base by Parish

Parish/Town Council	2025/26 Band D Equivalents	2024/25 Band D Equivalents	Variance (2024/25 to 2025/26)
Grantham combined	11,452.3	11,381.2	71.1
Stamford combined	7,465.7	7,434.0	31.7
Bourne Combined	6,372.9	6,223.4	149.5
Allington	354.8	353.6	1.2
Ancaster	596.8	591.5	5.3
Aslackby	116.3	116.4	(0.1)
Barholme & Stowe	43.8	44.2	(0.4)
Barkston and Syston combined	256.0	254.2	1.8
Barrowby	888.9	860.6	28.3
Baston	616.1	617.6	(1.5)
Belton & Manthorpe	205.5	207.1	(1.6)
Billingborough	495.2	494.0	1.2
Bitchfield	55.7	56.6	(0.9)
Boothby Pagnell	66.1	65.6	0.5
Braceborough & Wilsthorpe	141.1	140.5	0.6
Braceby, Humby, Ropsely, Sapperton combined	337.3	334.8	2.5
Burton Coggles	41.0	40.8	0.2
Careby	76.2	76.4	(0.2)
Carlby	210.9	214.1	(3.2)
Carlton Scroop and Normanton combined	126.2	128.3	(2.1)
Castle Bytham	329.2	327.0	2.2
Caythorpe & Frieston	530.2	526.6	3.6
Claypole	522.5	516.7	5.8
Colsterworth, Gunby & Stainby, North Witham combined	755.3	757.2	(1.9)
Corby Glen & Birkholme	451.8	426.9	24.9
Counthorpe & Creeton	27.2	25.5	1.7
Deeping St James	2,640.4	2,626.2	14.2
Denton	120.5	120.0	0.5
Dowsby	54.4	53.6	0.8
Dunsby	54.0	51.9	2.1
Easton and Stoke Rochford combined	78.6	73.5	5.1
Edenham	119.0	119.7	(0.7)
Fenton	60.3	59.2	1.1
Folkingham	286.8	289.3	(2.5)
Foston	225.2	223.7	1.5
Fulbeck	221.4	219.4	2.0
Greatford	131.5	130.5	1.0
Great Gonerby	788.0	790.3	(2.3)
Great Ponton	128.8	128.0	0.8
Haconby & Stainfield	199.1	198.9	0.2
Harlaxton	349.3	347.3	2.0
Heydour	158.0	154.9	3.1

Honington	63.4	61.3	2.1
Horbling	162.7	165.2	(2.5)
Hougham	83.9	84.4	(0.5)
Hough-on-the-Hill	177.1	175.0	2.1
Ingoldsby	122.0	121.9	0.1
Irnham	107.4	104.9	2.5
Kirkby Underwood	81.8	78.4	3.4
Langtoft	786.3	773.3	13.0
Lenton	68.6	67.0	1.6
Little Bytham	122.7	122.0	0.7
Little Ponton & Stroxtone	68.1	68.6	(0.5)
Londonthorpe & Harrowby without combined	1,717.5	1,689.6	27.9
Long Bennington	1,004.5	994.0	10.5
Market Deeping	2,348.3	2,347.0	1.3
Marston	161.8	160.9	0.9
Morton & Hanthorpe	863.1	858.7	4.4
Old Somerby	91.2	90.6	0.6
Pickworth	81.4	82.0	(0.6)
Pointon	197.6	198.9	(1.3)
Rippingale	349.8	346.6	3.2
Sedgebrook	151.1	150.9	0.2
Skillington	141.0	139.7	1.3
South Witham	471.5	477.4	(5.9)
Stubton	79.1	79.5	(0.4)
Swayfield	150.9	152.0	(1.1)
Swinstead	81.4	81.7	(0.3)
Tallington	367.6	350.9	16.7
Thurlby	822.1	822.8	(0.7)
Toft Lound & Manthorpe	142.9	143.9	(1.0)
Uffington	312.4	311.4	1.0
Welby	79.7	80.8	(1.1)
Westborough & Dry Doddington	144.1	145.9	(1.8)
West Deeping	118.4	120.6	(2.2)
Witham-on-the-Hill	98.6	98.2	0.4
Woolsthorpe	149.9	142.1	7.8
Wyville cum Hungerton	20.3	20.7	(0.4)
Total by Billing Area	50,140.5	49,710.0	430.5



Cabinet

Tuesday 3 December 2024

Report of Councillor Paul Stokes,
Deputy Leader of the Council, Cabinet
Member for Leisure and Culture

Award of Contract - Guildhall Arts Centre Pantomime

Report Author

Karen Whitfield, Assistant Director – Leisure, Culture and Place

 karen.whitfield@southkesteven.gov.uk

Purpose of Report

To award a contract to the successful bidder following a compliant procurement exercise

Recommendations

That Cabinet:

- 1. Approve the award of the Guildhall Arts Centre pantomime contract to Polka Dot Pantomimes for a period of one year with the potential to extend for a maximum of three further years.**
- 2. To delegate any potential extension of the contract for a maximum of three further years to the Assistant Director – Leisure, Culture and Place, in consultation with the relevant Cabinet Member.**

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
Which wards are impacted?	Grantham Wards

1. Implications

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

Finance and Procurement

- 1.1 The Council's annual spend on the pantomime at the Guildhall Arts Centre is approximately £80k per annum. However, this cost is offset by the income from the ticket sales for the pantomime which makes an overall operating surplus. In line with the Council's Contract Procedure Rules a procurement exercise has been undertaken to identify a preferred supplier to provide the service for a maximum of four years. This includes an initial contract period of one year with the potential to extend for a maximum three further years.

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

Procurement

- 1.2 A compliant procurement process has been followed to identify a preferred supplier for the pantomime at the Guildhall Arts Centre. The process has been supported by Welland Procurement and was conducted in accordance with best practice and the Public Contract Regulations 2015. The principles of transparency, equity and fairness have been adhered to throughout the process.

Completed by: Helen Baldwin (Procurement Lead)

Legal and Governance

- 1.3 A compliant procurement exercise has been undertaken and the recommended action is in line with the Council's Contract Procedure Rules.

Due to the urgency of obtaining a decision, the Chairman of Council has agreed that any decision Cabinet takes would not need to be subject to the call-in process. The notice can be found at:

<https://moderngov.southkesteven.gov.uk/ecSDDisplay.aspx?NAME=SD452&ID=452&RPID=13311401>

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

Safeguarding

- 1.4 Within the contract specification the Council's requirements in relation to safeguarding have been set out. As part of the tender exercise the responders were asked to provide detailed information on how they would satisfy these requirements and provide further assurance to the Council on their own Safeguarding Policy and arrangements.

Completed by: Sarah McQueen, Head of Service (Housing) and Safeguarding Lead for SKDC

2. Background to the Report

- 2.1. Within the Council's Corporate Plan (2024 – 2027) the Council has set a vision to be 'A thriving district to live in, work and visit.' To underpin this vision the key priority of Connecting Communities details the Council's ambition to deliver and facilitate a sustainable cultural offer.
- 2.2. The Guildhall Arts Centre in Grantham has a track record for delivering a professional high-quality pantomime during the festive period which has historically been well supported. This offer forms part of the Council's commitment to provide cultural experiences that residents can be proud of, and its ambition to improve pride of place, raise aspirations, prioritise the health and social wellbeing of residents, and contribute to the growth of the district.
- 2.3. A tender exercise has been undertaken to secure a suitably qualified and experienced provider to co-produce the annual pantomime at the Guildhall Arts Centre for a maximum period of four years.
- 2.4. The contract specification requests a minimum of 60 performances during a period covering late November to early January and includes provision for a number of relaxed performances and British Sign Language interpreted performances.
- 2.5. The successful contractor will be contractually required to work collaboratively with the arts centre to market the pantomime, to ensure maximum visibility and to support uptake of tickets. The contract fee to be paid will be a split of the box office returns less pre-agreed costs.
- 2.6. A total of six tenders were received and evaluated on a 70% quality and 30% price split. Following independent evaluation and moderation, the successful tenderer is Polka Dot Pantomimes.

3. Key Considerations

- 3.1. The annual pantomime run at the Guildhall Arts Centre generates a significant amount of income for the Council and generates over 10,000 ticket sales during the festive period. In addition, the pantomime generates a non-traditional theatre audience and provides the potential to market other shows and encourage repeat visits.
- 3.2. Historically the key dates sell out very early with some customers booking a year in advance. Therefore, it is imperative that the 2025/26 pantomime is put on sale as soon as possible to benefit from advance sales.

4. Other Options Considered

- 4.1 The Council has the option to do nothing and continue to procure the pantomime on an annual basis. However, entering a contract with a provider secures the pantomime for a longer period, thus protecting a significant revenue stream and the Council's reputation.

5. Reasons for the Recommendations

- 5.1. Cabinet is requested to approve the award of contract following a compliant procurement exercise.



Cabinet

Tuesday, 3 December 2024

Report of Councillor Richard Cleaver,
Cabinet Member for Property and
Public Engagement

Award of Contract – Security Services

Report Author

Karen Whitfield, Assistant Director – Leisure, Culture and Place

 Karen.whitfield@southkesteven.gov.uk

Purpose of Report

A compliant procurement process has been undertaken to identify a preferred supplier to satisfy the Council's security requirements. This report seeks Cabinet approval to award a contract to the successful contractor.

Recommendations

Cabinet is asked to approve the contract award for the Council's security arrangements to A1 Fire and Security Solutions Ltd at a projected cost of £50k per annum for a period of three years with the option to extend for a further two years.

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
Which wards are impacted?	All Wards

Implications

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

Finance and Procurement

- 1.1 The Council's annual spend on security services is approximately £50k per annum. In line with the Council's Contract Procedure Rules a procurement exercise has taken place to identify a preferred supplier.
- 1.2 The award of a contract to the preferred supplier will ensure that there is a formal contract in place with meets the needs of the Council.

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

Procurement

- 1.3 A compliant procurement process has been followed to identify a preferred supplier in respect of the Council's security requirements. The process has been supported by Welland Procurement and conducted in accordance with best practice and the Public Contract Regulations 2015 to ensure that the principles of transparency, equity and fairness have been adhered to.
- 1.4 Should the recommendation within this report be supported a formal contract will be awarded following the necessary standstill period.

Completed by: Juan Liu, Procurement Officer

Legal and Governance

- 1.5 A compliant procurement exercise has been undertaken and the recommended action is in line with the Council's Contract Procedure Rules.

Completed by: Mandy Braithwaite, Legal Executive

Safeguarding

- 1.6 Within the contract specification the Council has set out its requirements including the provision that all security staff employed to deliver services on behalf of the Council have a Disclosure and Barring Service check.

Completed by: Sarah McQueen, Head of Service (Housing) and Safeguarding Lead for SKDC

2. Background to the Report

- 2.1. Within the Council's Corporate Plan (2024 – 2027) the Council has set a key priority of Connecting Communities with the ambition of South Kesteven being a thriving district where residents and visitors feel safe and supported.
- 2.2. The Council has a requirement for security provision across a range of activities which includes keyholding for Council owned buildings, car parks, park facilities, and undertaking security patrols. In addition, there is a requirement to steward and manage traffic barriers at events such as Grantham and Stamford mid-Lent fairs and the Grantham Christmas light switch on.
- 2.3. When necessary, security cover has previously been required to provide door cover for public meetings, and during the Summer a security presence was required to support Customer Services staff following an incident whilst they were located in the Guildhall Arts Centre.
- 2.4. A procurement process to secure a suitably qualified security contractor began in May 2024 and was supported by Welland Procurement.
- 2.5. Within the contract specification the Council set out its expectations in relation to the behaviour, appearance and qualifications of the security personnel to be employed. This included the individuals being subject to a Disclosure and Barring Service (DBS) check.
- 2.6. Due to the local nature of the work and the frequent requirement for an urgent response, the specification identified the need for the preferred contractor to be able to satisfy all of the Council's requirements without the use of sub-contractors.
- 2.7. The tender opportunity was advertised on the Council's ProContract portal. A total of 88 expressions of interest were received which resulted in 19 tender submissions. Bids were evaluated with 70% of the score being made up from the responses to a series of quality questions, and 30% on the price submitted.
- 2.8. The original report, which was due to be considered at a meeting of the Cabinet on 8 October 2024, was deferred to allow for further due diligence to take place. All

suppliers were asked to provide supplementary information which has been reevaluated by the scoring panel, resulting in a change to the scoring.

- 2.9. Following final evaluation and moderation the preferred contractor is A1 Fire and Security Solutions Ltd who were the highest scoring tenderer.
- 2.10. The proposed contract annual amount is £50k and the contract period is for three years with the option to extend for a further two years. The decision to extend the contract would be subject to review to ensure the arrangement meets the ongoing needs of the Council, and the contract continues to deliver value for money.

3. Key Considerations

- 3.1. A formal contract arrangement will provide the Council with the opportunity to implement contract management processes and take any necessary action should performance not be in line with the Council's requirements.

4. Other Options Considered

- 4.1. The option to do nothing has been discounted due to the Council's ongoing requirement for security services.

5. Reasons for the Recommendations

- 5.1. A fully compliant procurement process has resulted in the identification of a supplier which meets the Council's requirements.



Contract Award for Ventilation Services in the Council's Housing Stock

Report Author

Andrew Garner – Planned Works Manager – Technical Services

 andy.garner@southkesteven.gov.uk

Purpose of Report

To approve the award of a contract to Envirovent for the installation and maintenance of ventilation systems in the Council's Housing Stock. The contract would be awarded for a period of 2 years with an option to extend for a further 1 year plus 1 year.

Recommendations

The Cabinet:

1. Approves the award of a contract to Envirovent for the installation and maintenance of ventilation systems in dwellings owned by South Kesteven District Council with an annual value of up to £150k for a period of 2 years with the option to extend for a further 1 year plus 1 year

Decision Information

Is this a Key Decision? Yes

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

What are the relevant corporate priorities? Housing

Which wards are impacted? (All Wards);

1. Implications

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

Finance and Procurement

- 1.1 The proposals have been undertaken in accordance with the Council's Contract Procedure Rules and the cost of the works will be met from allocated Technical Services Repairs budget. The current allocated budget is £150,000 p.a, the proposed 4 year- contract total value will be £600,000.

Completed by: Paul Sutton Interim Head of Finance Deputy s151

Procurement

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

Completed by: Helen Baldwin Procurement Lead

Legal and Governance

- 1.3 There are no significant legal or governance implications arising from this report not already referred to in the body of the report or identified within the finance and procurement implications.

A General Exception Notice was produced for this report as it was not present on the Forward Plan with 28 days' notice – the notice is available at the below address and can be printed on request:

<https://moderngov.southkesteven.gov.uk/documents/s44201/Ventilation%20Systems.pdf>

Completed by: Mandy Braithwaite, Legal Executive

Health and Safety

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

Completed by: Phil Swinton – Emergency Planning and Health & Safety Lead

2. Background to the Report

- 2.1 The Council has a clear commitment in its Corporate Plan 2024 – 2027 to ensure that all residents can access housing which is safe, good quality, sustainable and suitable for their needs and future generations.
- 2.2 The purpose of this report is to seek approval to enter into a contract with Envirovent for the installation and maintenance of ventilation systems on South Kesteven District Council's housing stock. The contract would be awarded for an initial period of 2 years with an option to extend for an additional 1 year plus 1 year.
- 2.3 The Council will be improving the ventilation in a number of the Council owned housing stock as this will ensure positive action is being taken to prevent the build-up of condensation which can lead to issues with damp and mould and difficulties with temperature regulation for thermal comfort.
- 2.4 When the Council receives reports of damp and mould the Damp and Mould Surveyor will work with tenants to produce a survey to identify the actions which need to be taken to provide a lasting resolution.
- 2.5 These actions frequently include improved ventilation which can range from the installation of extractor fans through to Positive Input Ventilation (PIV) systems which continuously draw in fresh air through a filtration system to replace the stale air. These ventilation improvements have proven to be effective and will be installed via this contract.
- 2.6 It is proposed that the procurement opportunity is directly awarded to Envirovent via the Procure Plus, Goods & Materials Framework under Lot 9 Extractor Fans and Ventilation who are currently ranked number 1 for both quality and price. A direct award is permitted as the Council's requirements can be met by the original Framework specification.

3. Key Considerations

- 3.1 Key areas for consideration are that the Council is wanting to improve the ventilation in the Housing stock as this will ensure that the building fabric is maintained.

4. Other Options Considered

4.1 Consideration has been given to the option of installing products via our in-house repairs team, however this is a specialist area where we need to draw on expertise in the marketplace to provide the best outcome for the tenant and our property.

5. Reasons for the Recommendations

5.1 The reason for the recommendation to award the contract to Envirovent is that they are currently ranked number 1 on the framework for both price and quality.



Contract Award for Void Property Repair Works

Report Author

Alison Hall-Wright, Director of Housing and Projects

 Alison.Hall-Wright@southkesteven.gov.uk

Purpose of Report

To approve the award of contracts to Foster Property Maintenance Ltd and Gratton Construction Ltd for the provision of void property repair work to Council owned social housing stock. The contracts would be awarded for an initial period of 3 years with an option to extend for a further 1 year plus 1 year.

Recommendations

Cabinet is recommended to:

1. **Approve the award of contracts to Foster Property Maintenance Ltd and Gratton Construction Ltd for the provision of void property repair work to the Council's social housing. The annual contract value will be up to £2m, split between the two contractors, for a period of 3 years with the option to extend for a further 1 year plus 1 year.**

Decision Information

Is this a Key Decision?

Yes

Does the report contain any exempt or confidential information not for publication?

No

What are the relevant corporate priorities?

Housing
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 and Procurement

- 1.1 The 2024/25 approved HRA Capital Programme and HRA Revenue budget will be used to fund the cost of these contracts.

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

Procurement

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

Completed by: Helen Baldwin (Procurement Lead)

Legal and Governance

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

Completed by: Graham Watts, Monitoring Officer

Risk and Mitigation

- 1.4 Any risk will be monitored as part of the contract management process. The contractors will be appropriately insured to mitigate any claims that may occur in the event of their work.

Completed by: Tracey Elliott, Governance & Risk Officer

Health and Safety

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

1.6 When the contract is awarded to the successful bidder, a Construction Phase will be requested and must be provided prior to works commencing by the Principal 10 Contractor and this will detail how all the health & safety risks associated with the construction phase will be implemented to minimise the risks or where possible or eliminate them. This will be monitored regularly through the management of the contract

Completed by: Philip Swinton, Health, Safety and Compliance Manager

2. Background to the Report

2.1. The Council has a clear commitment in its Corporate Plan 2024 – 2027 to ensure that all residents can access housing which is safe, good quality, sustainable and suitable for their needs and future generations.

2.2. The purpose of this report is to seek approval to enter into contracts with Foster Property Maintenance Ltd and Gratton Construction Ltd for the provision of void property repair works in South Kesteven District Council's housing stock. The contract would be awarded for an initial period of 3 years with an option to extend for a further 1 year plus 1 year.

2.3. On an annual basis between 150 and 200 properties are returned to the Council which require major void works which includes replacement kitchens, bathrooms, electrical and general refurbishment works. These contracts will be used to undertake these works which will ensure that properties meet the South Kesteven Voids Quality Standard prior to them being relet to people on the Housing register.

2.4. Appointing 2 contractors will ensure that the Council can meet the current demand for void property repair works and will also assist the team with achieving the void property KPI which has been set at 100 days in 2024/25 reducing to 60 days in 2026/27.

2.5. In accordance with the Public Contract Regulations 2015, this Tender opportunity was advertised on the Find a Tender Service (FTS). The Contract Notice (2024/S 000-030966) was dispatched on 30 September 2024 and advised that award of the contract would follow an open procedure. The opportunity was also advertised on Contracts Finder. The Council received 18 tender submissions.

2.6. The tender was made up of two questionnaire sets: one questionnaire for the selection criteria questions, and one for award criteria questions. The award criteria questions were evaluated as follows:

Evaluation	Weighting
Quality	60%
Price	40%

- 2.7. An evaluation panel was constructed to ensure that individuals assigned to evaluate questions were the most suitable and relevant to the criteria being examined, based upon qualifications and experience. Each question was evaluated by at least two evaluators and their scores, and comments recorded.
- 2.8. Following the completion of the evaluation process, a moderation meeting was held by Welland Procurement on 20 November 2024. This was attended by both the evaluators and Welland Procurement to review the scores and also to ensure that the scoring had been consistent and the key points in each question had been accounted for. As the scoring was consistent between the evaluators, average scoring was not used.
- 2.9. Following the completion of the evaluation and moderation process 5 bids were identified as failing to meet the minimum threshold for the award criteria. The scores awarded to the participants meeting the minimum threshold were as follows:

Rank	Bidder	Overall Score
1	Foster Property Maintenance Services	86.72%
2	Gratton Construction Limited	76.74%
3	Bidder 3	76.19%
4	Bidder 4	74.18%
5	Bidder 5	70.91%
6	Bidder 6	67.06%
7	Bidder 7	67.00%
8	Bidder 8	63.97%
9	Bidder 9	62.76%
10	Bidder 10	62.29%
11	Bidder 11	60.56%
12	Bidder 12	57.09%
13	Bidder 13	56.44%

- 2.10. It is therefore recommended that contracts are awarded to Foster Property Maintenance Ltd and Gratton Construction Ltd for the provision of void property repair works on the Council's Housing Stock.

3. Key Considerations

- 3.1. Key areas for consideration are that properties are returned to the Council on a weekly basis. It is therefore essential that the Council has contractors in place to complete the required void repair works on these properties so that they can be relet to people on the housing register.

4. Other Options Considered

- 4.1 The Council could choose to appoint 1 contractor but this would not create additional capacity for void property repair works to be undertaken and would not support the Council in achieving 60 void days by 2026/27

5. Reasons for the Recommendations

- 5.1. The proposed contract awards have followed compliant procurement processes and shall provide the Council with the appropriate contracts to aid enable it to deliver the commitment to ensure that all residents can access housing which is safe, good quality, sustainable and suitable for their needs and future generations.

6. Appendices

- 6.1 Appendix 1 – Void Repair Works Tender Award Report

This page is intentionally left blank

Procurement Summary Report

TENDER FOR VOIDS REPAIRS WORK SOUTH KESTEVEN DISTRICT COUNCIL

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

CONTRACT DETAILS	
Lead Officer (Contracting Authority)	Voids Manager South Kesteven District Council
Project ID	DN745216
FTS Reference	2024/S 000-030966
Contract Dates	<u>Start:</u> 01/01/2025 <u>End:</u> 31/12/2028 <u>Extension option:</u> 24 Months
Length of Contract	3 years with an option to extend for a period of up to 2 years, making a total of 5 years.
Procurement Value (£)	The budget prior to going to market was in the region of £2,000,000 per annum.
Type of Contract	Works
CPV Codes	45200000-9 - Works for complete or part construction and civil engineering work

Contents

- 1.0 [Introduction](#)
- 2.0 [The Project](#)
- 3.0 [Pre-procurement Process](#)
- 4.0 [Project Governance](#)
- 5.0 [The Public Procurement Process](#)
- 6.0 [Invitation to Tender](#)
- 7.0 [Review of the Selection Criteria](#)
- 8.0 [Evaluation of the Award Criteria](#)
- 9.0 [Bid Clarifications](#)
- 10.0 [Additional Tender Information](#)
- 11.0 [Results](#)
- 12.0 [External Financial Checks](#)
- 13.0 [Risk Implications](#)
- 14.0 [Recommendation](#)
- 15.0 [Next Steps](#)
- 16.0 [Governance](#)

Appendices

- A. [Tender Award Questions](#)
- B. [List of Evaluators](#)

1.0 Introduction

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

2.0 The Project

- 2.1 The contract is for the provision to carry out void property repair and maintenance work to its housing stock which is circa 6000 dwellings.
- 2.2 The Council plans to employ two contractors to deliver the works across its district covering the towns of Grantham, Bourne, Stamford, The Deepings and surrounding villages.
- 2.3 Currently SKDC completes around 150 to 200 "major" work voids per annum.
- 2.4 It is envisaged that the works will be put into batches on a geographic basis where possible and subsequently passed to the contractor. This will be done on a rolling basis of contractor 1 then contractor 2 etc... to ensure the works are split fairly, however during periods of high demand, works may be passed to both contractors concurrently.
- 2.5 The annual spend for the void works will be split equally between the two contractors as far as practicable. (this is subject to satisfactory performance of each contractor)

3.0 Pre-procurement Process

- 3.1 Welland Procurement and the project team from SKDC met to discuss the requirements; it was decided that to have the best reach as possible across the locality and to encourage bids from SMEs for the opportunity, an open tender process would be used.

4.0 Project Governance

- 4.1 **Include details of Officer that approved the below, along with the relevant dates.**
 - PID –Director of Housing SKDC May 2024
 - Budget/spend - Director of Housing SKDC May 2024

- **To make the Tender live – Welland Procurement September 2024**
- **Accept any relevant abnormalities within the Tender – Welland Procurement November 2024**
- **Accept/Reject SQ submissions – Welland Procurement November 2024**
- **Accept pricing submitted – Welland Procurement November 2024**

4.2 Include details of the Key Officers:

- Procurement Lead (Welland) Deputy Head of Welland
- Lead Officer (Contracting Authority) SKDC
- Budget Holder Head of Technical Services SKDC

5.0 The Public Procurement Process

5.1 In accordance with the Public Contract Regulations 2015, this Tender opportunity was advertised on the Find a Tender Service (FTS). The Contract Notice (2024/S 000-030966) was dispatched on 30th September 2024 and advised that award of the contract would follow an open procedure. The opportunity was also advertised on Contracts Finder.

5.2 On publication of the opportunity, organisations were asked to register their interest via the Council’s “ProContract” e-Sourcing portal, where Tender documents were available. A total of expressions of interest were received, resulting in 18 Tender submissions.

6.0 Invitation to Tender

6.1 The Tender was made up of two questionnaire sets: one questionnaire for the selection criteria questions, and one for award criteria questions.

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

6.3 Selection Criteria

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

SELECTION CRITERIA QUESTIONS		
Section Title	P/F	Question Number
Important: Please Read	-	-
Part 1: Potential Supplier Information		
Section 1 - Potential supplier information	-	-
Section 2 - Bidding model	-	-
Section 3 - Contact details and declaration	-	-
Part 2: Exclusion Grounds		
Section 2 - Grounds for mandatory exclusion	P/F	

Section 3 - Grounds for discretionary exclusion	P/F	
Part 3: Selection Questions		
Section 4 - Economic and Financial Standing	P/F	
Section 5 - Technical and Professional Ability	P/F	
Section 6 - Modern Slavery Act 2015	P/F	
Section 7 – Insurance	P/F	
Section 8 - Skills and Apprentices	-	-
Section 9 - Health and Safety Project Specific Questions	P/F	
Section 10 - Environment Project Specific Questions	P/F	
Section 11 - Equality Project Specific Questions	P/F	
Section 12 - Other Project Specific Questions	-	-
Section 13 - GDPR Questions	P/F	
Declaration	-	-

6.4 Award Criteria

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

The Council evaluated the award criteria as follows:

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

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

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

	that the bidder has the expertise to satisfy the Council's minimum requirements and/or demonstrates some misunderstanding of those requirements.
1	Poor Response The response is poor in relation to the stated requirements of the question. The response provides a very low level of detail. There is a significant lack of evidence to demonstrate that the bidder has the expertise to satisfy the Council's minimum requirements or really understands what those requirements are.
0	Unacceptable Response The response is unacceptable in relation to the stated requirements of the question. The response provides no detail and fails to provide any evidence that the bidder can meet the requirements of the question. OR No answer has been given.

The award criteria questions were split into the following sections:

Section Title	Section Weighting (%)	Question Number	Question Sub Weighting (%)
Quality	60%	1	10%
		2	15%
		3	15%
		4	10%
		5	10%
Price	40%	-	100%

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

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

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

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

6.5 Bidders were required to submit responses by no later than 15th November 2024.

7.0 Review of the Selection Criteria

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

8.0 Evaluation of the Award Criteria

8.1 An evaluation panel was constructed to ensure that individuals assigned to evaluate questions were the most suitable and relevant to the criteria being examined, based upon qualifications and experience. Each question was evaluated by at least three evaluators and their scores, and comments recorded (see appendix B for details).

8.2 Subjective evaluation was undertaken, and initial scores to a maximum of 5 marks were awarded using the scoring matrix above.

8.3 A process of moderation for each individual evaluator's scores was undertaken by Welland Procurement. The responses were discussed at a moderation meeting held on 20th November 2024, attended by all evaluators and chaired by the moderator.

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

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

8.4 Following the moderation meeting, the following bidders were identified as failing to meet the minimum threshold (%) for the award criteria:

- Bidder 14 – scored a 0 or 1 for every quality question due to the lack of detail and no examples provided to answer any of the requirements.
- Bidder 15 – Scored 1 for all questions due to lack of evidence or examples to support the answers required,
- Bidder 16 – scored 1 across all questions as there was little to no evidence provided that the provider could meet requirements.
- Bidder 17 – no evidence of any relevant experience and the answers did not meet the minimum requirements in relation to the specification.
- Bidder 18 – Poor responses in relation to the contact examples and the safeguarding policy that were key components of the specification.

9.0 Results

The evaluation scoring process was devised based upon a maximum score of 100% being available to each bidder as stated in the Tender documentation and outlined above.

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

1 st	Foster Property Maintenance Services	86.72%
2 nd	Gratton Construction Limited	76.74%
3 rd	Bidder3	76.19%
4 th	Bidder 4	74.18%
5 th	Bidder 5	70.91%
6 th	Bidder 6	67.06%
7 th	Bidder 7	67.00%
8 th	Bidder 8	63.97%
9 th	Bidder 9	62.76%
10 th	Bidder 10	62.29%
11 th	Bidder 11	60.56%
12 th	Bidder 12	57.09%
13 th	Bidder 13	56.44%

10.0 External Financial Checks

Financial checks were carried out by the Council on the preferred Provider(s) on 21st November 2024. Please see below for details:

Bidder	Risk Indicator	Description of Risk Indicator
Foster Property Maintenance Services	99	VERY LOW RISK
Gratton Construction Limited	66	BELOW AVERAGE RISK

11.0 Risk Implications

The procurement process has been conducted in accordance with best practice and the Public Contract Regulations 2015, ensuring the principles of transparency, equity and fairness have been adhered to.

11.1 The Council will use a 10-day standstill period following the distribution of the notification letters (after approval has been granted).

11.2 As part of the tender, several risks were identified. The main risks include:

- Open tender proved incredibly popular and required a very quick turnaround from the whole project team to ensure an award could take place in line with published timescales.
- Several clarifications were received in relation to the pricing schedule at time of tendering. An updated spreadsheet was provided to suppliers and a week's extension of the original tender deadline.

- TUPE is applicable and therefore will have additional requirements during contract mobilisation.

12.0 Recommendation

Following the completion of the procurement process, it is recommended that Foster Property Maintenance Limited and Gratton Construction Limited are awarded the contract.

13.0 Next Steps

- 13.1 **The Lead Council Officer must ensure the internal governance/approval process is followed, prior to returning this summary report to Welland Procurement.**
- 13.2 This summary report does not supersede or replace any internal governance/approval process the Council may have.
- 13.3 Once the recommendation has been approved by the appropriate approvers, the preferred bidder and all unsuccessful bidders will be notified of the outcome simultaneously. Subject to the satisfactory return of due diligence, and no legal challenge being received, the Council intends to execute the Contract at the conclusion of the standstill period.

14.0 Governance

- 14.1 Signed (Procurement Lead)

Name:

Job Title and Authority: Deputy Head of Welland Procurement Unit

Date: 21/11/2024

- 14.2 Signed (Lead Council Officer)

Name:

Job Title and Authority:

Date:

- 14.3 Signed (Chief Officer/Approver/Budget Holder)

Name:

Job Title and Authority:

Date:

Appendix A – Tender Award Questions

Q No.	Question
	<p>Q1 – Previous contract examples. Weighting.....10 %</p> <p>Please Provide evidence of previous contracts, minimum of 2 examples are required, where you have carried out void refurbishment works for similar organisations to SKDC.</p> <p>Your answer must not exceed 1 side of A4 (Arial 11pt).</p> <p>OR</p> <p>Your answer must not exceed 1000 words.</p>
	<p>Q2 – Contract management.</p> <p>Weighting.....15 %</p> <p>How will you ensure that sufficient resources are provided to meet the requirements of this contract, especially during periods of high demand?</p> <p>Your response should include as a minimum:</p> <p>How you will structure your team for the full range of required services. Please provide a structure chart(s) to show how this will fit within your existing organisational structure and provide an overview of key personnel along with their roles and responsibilities for daily activities.</p> <p>Detail any succession planning you have in place to ensure the continuity of work throughout the length of the Contract and to mitigate risk.</p> <p>Please provide a typical process map of how you propose to manage the void property delivery from key to key.</p> <p>If you are to bring in additional resources, how will you ensure their competences?</p> <p>Confirm the team that will be working on this project</p> <p>Confirm that your team will have the required levels of competence and qualifications required for this contract including examples of relevant experience and how the contractor will ensure this is met.</p> <p>Your answer must not exceed 1 side of A4 (Arial 11pt).</p> <p>OR</p> <p>Your answer must not exceed 1000 words.</p>

	<p>Q3 – Programme delivery.</p> <p>Weighting.....15 %</p> <p>Please outline (giving examples) your ability to deliver the works.</p> <p>Details should ideally include approximate timeframes from receipt of works instruction to attend site, carry out the property survey with SKDC officer/staff member and provide initial quotation to SKDC.</p> <p>Booking in of works once the contractor has been provided with an order, commencement of work through to completion, this must include an indicative target date.</p> <p>How will you communicate delays to the client?</p> <p>How do you propose to communicate handover of a property to the client?</p> <p>Your answer must not exceed 1 side of A4 (Arial 11pt).</p> <p>OR</p> <p>Your answer must not exceed 1000 words.</p>
	<p>Q4 – Safeguarding – post void works.</p> <p>Weighting.....10 %</p> <p>Please provide your safeguarding policy or document how will you use our policy to report any concerns staff see. (OUR SKDC POLICY IS ATTACHED)</p> <ul style="list-style-type: none"> • How will your staff be made aware of their responsibilities to report safeguarding concerns through supervision / training / induction materials? • Is there a designated safeguarding individual to whom concerns are reported and who knows what action may or should be taken when concerns are raised? • Provide evidence that all members of staff hold a current DBS certificate. <p>Your answer must not exceed 1 side of A4 (Arial 11pt).</p> <p>OR</p> <p>Your answer must not exceed 800 words.</p>
	<p>Q5 – Social value</p>

	<p>Weighting.....10 %</p> <p>As part of your response, please provide your approach to the following social value priorities:</p> <p>Sustainability and Environment</p> <p>Local Workforce, including apprentices where possible</p> <p>Local Economy</p> <p>Bidders' responses should include:</p> <p>The key steps required to deliver each of the Social Value measures to demonstrate that achievement of the targets set is reasonable.</p> <p>Timeframes for delivery of Social Value targets including key milestones to deliver each measure proposed.</p> <p>Clear explanation as to how the Social Value offered will apply directly to this contract and benefit the local communities.</p> <p>Resources required to ensure delivery of all the Social Value measures.</p> <p>Details as to how the delivery of all the Social Value commitments made will be monitored and measured throughout the contract term to provide clear and regular updates to the Council.</p> <p>Considerations to be made to the local authority's outputs and outcomes to be achieved as part of this project.</p> <p>Your answer must not exceed 1 side of A4 (Arial 11pt).</p> <p>OR</p> <p>Your answer must not exceed 1000 words.</p>

Appendix B – List of Evaluators

Name	Job Title	Authority
	Head of Technical Services	South Kesteven District Council
	Project Manager	South Kesteven District Council
	Voids Manager	South Kesteven District Council



Finance Update Report: April - September 2024

Report Author

Paul Sutton, Interim Head of Finance/Deputy Section 151 Officer

 Paul.sutton@southkesteven.gov.uk

To present the year end forecasts for the financial year 2024/25 as at 30 September 2024 including General Fund Revenue Budget, Housing Revenue Account Budget, and Capital Programmes for the General Fund and Housing Revenue Account.

Recommendations

Cabinet is requested to review and note the forecast 2024/25 Outturn projections for:

- General Fund Revenue
- General Fund Capital Programme
- Housing Revenue Account Revenue
- Housing Revenue Account Capital Programme

and to identify any variances requiring action or further investigation.

Decision Information

Is this a Key Decision? No

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

What are the relevant corporate priorities? All priorities

Which wards are impacted? All

1. Implications

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

Finance

- 1.1 The financial implications are included within the report.

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

Legal and Governance

- 1.2 As part of good governance, it is important members are kept updated in respect of the financial position of Council expenditure during the year.

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

Risk and Mitigation

- 1.3 A risk register is attached at Appendix B and shows that all known current risks are recognised and associated mitigating actions are in place.

Completed by: Tracey Elliott, Governance and Risk Officer

2. Background to the Report

- 2.1 During the current financial year, Cabinet is provided with regular finance reports to monitor and forecast the budget against the current economic conditions facing the Council.

3. Revenue Budget 2024/25 – General Fund

- 3.1 The Net Cost of Services Budget set by Council on 29 February 2024 was £19.744m. In order to show variances against controllable income and expenditure, investment income that is received from treasury management activity has also been included in the report.
- 3.2 Budgets have been updated in order to reflect the approved budget carry forwards from 2023/24 and in year virements, which increase the Net Cost of Services Budget to £28.321m.

3.3 Table 1 shows the forecast outturn position as at 30 September 2024.

Table 1 – General Fund Revenue Forecast Outturn Position

Directorate	Current Budget 2024/25	Forecast Outturn 2024/25	Variance	Variance
	£'000	£'000	£'000	%
Corporate, Governance & Public Protection	4,053	4,068	15	0.4%
Finance, Property & Waste Services	11,514	11,292	(222)	(1.9%)
Growth & Culture	11,053	10,743	(310)	(2.8%)
Housing & Projects	1,668	1,661	(7)	(0.4%)
Drainage Rates	947	976	29	3.1%
Investment Income	(914)	(1,144)	(230)	(25.2%)
Net Cost of Service	28,321	27,596	(725)	(2.6%)

3.4 Table 2 shows the significant forecast variances which impact across all directorates for General Fund revenue for 2024/25 as at 30 September 2024.

Table 2 – General Fund Revenue – Significant Variances

Explanation of Significant Variances	£'000
Fuel A reduction in predicated inflationary price increases has resulted in a forecast under spend based on modelling at 0.9% increase per week for the remainder of 2024/25. The budget was set using a price of 171p but actual prices have been up to 39% below this.	(236)
Salaries An interim pay award in line with the proposed national award for 2024/25 of - £1,290 uplift for pay scales up to and including SK20 - 2.5% uplift for pay scales from SK20A and above was endorsed by the Employment Committee and paid in July 2024. This has been funded by the approved budgets which were increased by an assumed 5% pay award. We have since received confirmation that this is the final approved national award for 2024/25 and as such, no further pay award is due resulting in a forecast underspend. The Council's salary budgets are prepared with a 3% vacancy factor (£553k) to reflect turnover of staffing that occurs during a financial year. The in year	(175)

vacancies are forecast at (£621k) more than achieving the vacancy factor.	
Investment Income Higher forecast levels of investment income are based on a combination of: more investments being held; and higher average interest achieved on those investments (currently 5.3% compared to 4.75% included in the budget).	(230)

3.5 Appendix A provides further details of the outturn revenue position for each Directorate along with service specific variance comments other than those detailed in table 2.

4. Capital Budget 2024/25 – General Fund

4.1 The budget set by Council on 29 February 2024 was £20.361m. Budgets have been amended in line with the approved budget carry forwards and further budget approvals, increasing the 2024/25 budget to £25.986m.

4.2 Table 3 shows the forecast outturn position as at 30 September 2024.

Table 3 – General Fund Capital Forecast Outturn Position

Directorate	Current Budget 2024/25	Forecast Outturn 2024/25	Variance	Variance
	£'000	£'000	£'000	%
Corporate, Governance & Public Protection	1,847	1,847	0	0.0%
Finance, Property & Waste Services	13,477	7,366	(6,111)	(45.3%)
Growth & Culture	6,582	6,582	0	0.0%
Housing & Projects	4,080	1,256	(2,824)	(69.2%)
Total	25,986	17,051	(8,935)	(34.4%)

4.3 An allocation of £1m is included in the capital programme towards General Fund asset maintenance and responding to the backlog. Following an analysis of condition surveys, the majority of maintenance relates to repairs and end of life or obsolete replacements or parts. The costs of such expenditure will be charged as revenue rather than capital. Consequently, at year end, capital maintenance budgets will show an underspend and conversely revenue budgets will show an overspend. Nevertheless, the overall financial impact will be balanced.

4.4 Table 4 shows the significant forecast variances for the General Fund capital schemes for 2024/25 at 30 September 2024.

Table 4 – General Fund Capital – Significant Variances

Explanation of Significant Variances	£'000
New Depot RIBA Stage 4 detailed design phase is now complete, and construction has commenced on site with a target completion date of November 2025. The projected spend profile suggests the majority of the expenditure will be incurred during 2025/26.	(5,931)
Decarbonisation Scheme External funding has been awarded (£3.588m) following a successful application for a comprehensive decarbonisation scheme at Grantham Meres Leisure Centre. The budget has been re-profiled in line with the Framework Agreement although it is expected that £1.256m will be spent this financial year on installation of the solar PV array. This is a two-year project with the majority of costs budgeted in 2025/26.	(2,824)

5. Revenue Budget 2024/25 – HRA

- 5.1 The HRA revenue budget set by Council on 29 February 2024 showed an overall net income of £14.021m. Budgets have been updated in order to reflect the approved budget carry forwards from 2023/24 and in year virements. These changes have resulted in a revised forecast net income amount of £12.221m.
- 5.2 Table 5 shows the forecast outturn position as at 30 September 2024.

Table 5 – HRA Revenue Forecast Outturn Position

Directorate	Current Budget 2024/25	Forecast Outturn 2024/25	Variance	Variance
	£'000	£'000	£'000	%
Expenditure				
Repairs & Maintenance	11,189	11,374	185	(1.6%)
Supervision & Management – General	2,682	2,764	82	3.1%
Supervision & Management – Special	1,956	1,948	(8)	(0.4%)
Depreciation & Impairment	4,062	4,062	0	0.0%
Total Expenditure	19,889	20,148	259	1.3%
Income				
Dwelling Rents	(28,916)	(28,916)	0	0.0%
Non-Dwelling Rents	(356)	(356)	0	0.0%
Charge for Services & Facilities	(722)	(722)	0	0.0%
Other Income	(17)	(11)	6	35.3%
Interest & Investment Income	(2,099)	(2,627)	(528)	(25.2%)
Total Income	(32,110)	(32,632)	(522)	(1.6%)
Net Cost of HRA Services	(12,221)	(12,483)	(263)	(2.2%)

5.3 Table 6 shows the significant forecast variances which impact across all directorates for the HRA revenue for 2024/25 as at 30 September 2024

Table 6 – HRA Revenue – Significant Variances

Explanation of Significant Variances	£'000
Repairs & Maintenance Increase in material costs (£344k) and disrepair compensation claims (£70k) have been offset by employee restructure and vacancy savings (£229k).	185
Supervision and Management – General The forecast overspends relate to additional decant costs on the Earlesfield project and costs incurred due to mobilisation of the new housing system and requirement for the retention of legacy access.	82
Salary Vacancy Factor The Council's salary budgets included in Repairs and Maintenance and Supervision and Maintenance are prepared with a 3% vacancy factor in order to reflect the turnover of staffing that occurs during a financial year.	
Investment Income Higher forecast levels of investment income are based on a combination of: more investments being held; and higher average interest achieved on those investments (currently 5.3% compared to 4.75% included in the budget).	(528)

6. Capital Budget 2024/25 – HRA

6.1 The budget set by Council on 29 February 2024 was £21.492m. Budgets have been amended in line with the approved carry forwards and these changes have increased the 2024/25 budget to £27.208m.

6.2 Table 7 shows the forecast outturn position as at 30 September 2024.

Table 7 – HRA Capital Forecast Outturn Position

Directorate	Current Budget 2024/25	Forecast Outturn 2024/25	Variance	Variance
	£'000	£'000	£'000	%
Energy Efficiency Initiatives	5,104	5,534	430	8.4%
ICT	355	355	0	0.0%
Replacement Vehicles	342	342	0	0.0%
New Builds	11,865	10,563	(1,302)	(11.0%)
Refurbishment & Improvement Compliance Works	3,914	4,613	699	17.9%
Other Works	150	150	0	0.0%
Refurbishment & Improvement Works	5,478	4,285	(1,193)	(21.8%)
Total	27,208	25,842	(1,366)	(5.0%)

6.3 Table 8 shows the significant forecast variances which impact across all directorates for the HRA Fund capital for 2024/25 as at 30 September 2024.

Table 8 – HRA Capital – Significant Variances

Explanation of Significant Variances	£'000
New Builds The new build and acquisition programme continues to make significant progress. This is reviewed regularly by the Housing OSC. In July 2024, Cabinet approved a contract award for a housing development at Larch Close, Grantham to Mercer Building Solutions. They are currently working on detailed designs and discharging the planning conditions although these are more complex than anticipated. Works are expected to begin on site during November 2024. The delays have resulted in a forecast budget underspend in 2024/25, consequently a budget carry forward will be requested at year end to ensure there are sufficient funds available to complete the project in 2025/26.	(1,302)
Housing Stock Refurbishment Improvement Programme The programme is made up of multiple budgets managed as an overall	

programme. The programme includes the variances below equate to a forecast underspend of £64k. Virements will be undertaken against individual budget lines.	
Central Heating & Ventilation This overspend is due to works associated with: the Earlesfield Project; reactive installation of replacement heating systems; and the Riverside Communal Heating System.	430
Electrical Rewires A fire risk assessment and electrical testing at one of the Council's Sheltered Housing Schemes has identified that electrical improvement works and upgraded emergency lighting is required to meets regulations.	700
Passenger Lifts The Council intends to install 6 new lifts at Sheltered Housing Schemes during 2024/25. So far 1 lift has been installed and 2 more are in process. The remaining 3 lifts have been ordered and are expected to be installed before the end of the financial year. The cost of the lifts is less than originally anticipated.	(216)
Fire Prevention The fire risk assessments surveys completed at the Council's Sheltered Housing Schemes have identified fire compartmentation works which need to be completed to ensure the buildings meet current regulations. The cost of these essential works has resulted in a project budget overspend which will be funded from underspends on other capital schemes.	215
Roofing in July 2024, Cabinet approved a contract award for HRA Roofing Services to Foster Property Maintenance Ltd. The contract is expected to commence in October. The contractor will provide a programme of works but due to both the delays in the commencement of works in 2024/25 and the expected impact of inclement weather during the latter part of the year a budget underspend is anticipated.	(750)
Kitchens & Bathrooms In October 2024, Cabinet approved a contract award for Kitchen and Bathroom Replacements to Gratton Construction Ltd. The delay in procuring the new contract will impact on the number of kitchens and bathrooms that can be installed during 2024/25.	(443)

7. Other Options Considered

7.1 This is a monitoring report, therefore there were no other options considered.

8. Collection Rates

8.1 Table 9 details the current collection rates against target for 2024/25.

Table 9 - Collection Rates

Target Rates	Council Tax	Business Rates	Rents
Target annual collection rate	98.48%	99.06%	97.35%
Target collection rate to end of September 2024	55.52%	55.88%	49.55%
Actual collection rate to end of September 2024	55.52%	55.93%	49.97%

8.2 Council Tax:

- At 30 September 2024 collection of £58.772m was on target against an annual debt of £105.848m.
- Collection rates are being maintained, through an increase in recovery activity, despite an increase in the level of arrears due to non-payment.
- All 7 Districts in Lincolnshire share their collection rates monthly. South Kesteven have the highest net collectable debt in the county (£105.848m), with the next Councils debt being £102.909m. South Kesteven have also collected the highest amount as of 30 September 2024.

8.3 Business Rates:

- At 30 September 2024, £24.157m has been collected against an annual debt of £43.188m. The collection rate is 0.05% above target.
- All 7 District Councils in Lincolnshire share their collection rates monthly. South Kesteven have the highest net collectable debt in the county (£43.188m), with the next Councils debt being £41.611m.

8.4 Rent:

- Collection was £14.969m as of 30 September 2024 against an annual debt of £29.958m. As shown in the table above, the collection rate was 0.42% above target equating to an increase in the collection of £125k.

9. Reasons for the Recommendations

9.1 Members should be kept updated on the financial position of the Authority, because effective budget management is critical to ensuring financial resources are targeted towards the Council's priorities. Monitoring enables early identification of variations against the plan and facilitates timely corrective action.

9.2 This report provides an overview of the forecast 2024/25 financial position for the Council and focuses on the position as at the end of September 2024.

10. Consultation

- 10.1 Reports will be presented at each Finance and Economic Overview and Scrutiny Committee (OSC) to ensure that members are kept regularly updated regarding the projected financial outturn position.

11. Appendices

- 11.1 Appendix A – 2024/25 – General Fund Significant Variance Analysis
- 11.2 Appendix B – 2024/25 – Finance Risk Register

Appendix A

Appendix A

2024/25 General Fund Revenue Significant Variance Analysis

Corporate, Governance & Public Protection Service				
Service Area	2024/25 Current Budget	2024/25 Forecast Outturn	Forecast Variance	Forecast Variance
	£	£	£	%
Corporate Management	497,750	513,450	15,700	3.2%
Human Resources & Organisational Development	467,450	470,450	3,000	0.6%
Legal & Democratic	1,666,550	1,656,050	(10,500)	(0.6%)
Public Protection	1,421,200	1,427,900	6,700	0.5%
TOTAL	4,052,950	4,067,850	14,900	0.4%

Finance, Property & Waste Services				
Service Area	2024/25 Current Budget	2024/25 Forecast Outturn	Forecast Variance	Forecast Variance
	£	£	£	%
Community Engagement	334,900	339,200	4,300	1.3%
Finance	1,711,005	1,752,505	41,500	2.4%
Finance Management	273,900	287,500	13,600	5.0%
ICT Services	1,752,760	1,759,160	6,400	0.4%
Property Services	2,825,685	2,734,385	(91,300)*	(3.2%)
Revenues, Benefits, Customer & Community Services	785,750	794,550	8,800	8.8%
Waste Depot	93,000	93,000	0	0.0%
Waste & Markets	3,736,550	3,531,650	(204,900)*	(5.5%)
TOTAL	11,513,550	11,291,950	(221,600)	(1.9%)

* Variance explanation partially included in table 2 of the report

Explanation of Significant Variances	£'000
Waste & Markets Garden Waste - Additional income of (£62k) has been received with 29,994 households renewing their subscription for 2024/25 (30,165 at this point last year) and 617 new households joining the service	(205)

Service Area	2024/25 Current Budget	2024/25 Forecast Outturn	Forecast Variance	Forecast Variance
	£	£	£	%
Arts & Culture	1,704,700	1,673,800	(30,900)	(1.8%)
Building Control	97,190	52,916	(44,274)	(45.6%)
Communications	309,700	286,900	(22,800)	(7.4%)
Culture & Leisure Mgmt	168,700	173,500	4,800	2.8%
Development & Policy	693,540	559,100	(134,440)*	(19.4%)
Economic Development	2,630,500	2,643,300	12,800	0.5%
Growth Management	367,500	378,900	11,400	3.1%
Leisure	2,494,450	2,494,450	0	0.0%
Parks & Open Spaces	704,100	734,500	30,400	4.3%
Street Scene	1,882,650	1,745,650	(137,000)*	(7.3%)
TOTAL	11,053,030	10,753,216	(299,814)	(2.7%)

* Variance explanation partially included in table 2 of the report

Explanation of Significant Variances	£'000
Development & Policy There has been a national decline of 14% in the number of planning applications submitted and this has been reflected in the number of applications received by South Kesteven. We have however received a major application for a solar farm with a significant planning application fee which has bolstered the income above budgeted levels. This has resulted in a forecast increase of income of £200k. The number of applications and fee income are monitored on a monthly basis.	(134)

Housing & Projects				
Service Area	2024/25 Current Budget	2024/25 Forecast Outturn	Forecast Variance	Forecast Variance
	£	£	£	%
Centralised & Business Support	494,550	490,450	(4,100)	(0.8%)
Corporate Projects & Performance	526,300	493,852	(32,448)	(6.2%)
Health & Safety	146,000	149,100	3,100	2.1%
Housing Services	501,350	528,050	26,700	5.3%
TOTAL	1,668,200	1,661,452	(6,748)	(0.4%)

This page is intentionally left blank

Appendix B – Finance Risk Register

Risk	Likelihood	Impact	Residual Risk Score	Mitigating Action
1. Capital programmes requiring borrowing in the medium term	4	3	12 Very High	Continue to undertake financial modelling to identify consequences of undertaking borrowing and align this with savings that will need to be approved before borrowing is undertaken in order to ensure ongoing affordability and financial sustainability. The capital programme can currently be financed without borrowing although this is kept under review.
2. Lack of clarity for funding levels from 2025/26 and beyond	3	3	9 High	The Government announced a one-year settlement for 2024/25. Any changes to the assumed levels will need to be modelled to assess their impact.
3. Increase in Borrowing Interest Rates	2	3	6 High	Interest rates are continually monitored as they increased to an average of 4 - 5% compared to <1% 12 months earlier. This has a positive impact on the investment income received although should the Council consider external borrowing then there is now an additional resource pressure as borrowing rates have increased significantly.
4. Increase in bad debts as a result of economic circumstances	3	3	6 High	The Council has pro-active debt management procedures in place.
5. Increased maintenance costs of fixed assets	3	2	6 High	The budget proposals for 2024/25 include an approved budget for asset maintenance and the budget carry forward proposals include a further £142k. The medium-term outlook is a continuation of high levels of maintenance that will require financing
6. Inflation increases beyond budgeted levels	1	3	3 Low	Budget assumptions kept up to date with most recent projections and monthly sensitivity analysis is produced to monitor the impact of inflationary increases.
7. Fuel and Utility Price Volatility	1	3	3 Low	Weekly monitoring of fuel charge and proactive interventions to ensure optimisation of fuel consumption. Any utility cost increases will have an adverse impact on the Council finances.

8. Inadequate capital resources to finance future desired plans	3	3	9 High	Asset disposal programme approved and pipeline of asset disposal in progress in order to generate capital receipts
---	---	---	-----------	--

Impact	Critical None or very low tolerance to the risk	4	10 Medium	13 High	15 Very High	16 Very High
	Major Some tolerance to the risk	3	6 Medium	9 High	12 High	14 Very High
	Moderate Risk can be tolerated in most cases	2	3 Low	5 Medium	8 High	11 High
	Minor Risk can be tolerated	1	1 Low	2 Low	4 Medium	7 Medium
		1	2	3	4	
	Unlikely	Possible	Likely	Certain		
	Low but not impossible <20%	Fairly likely to occur 21% - 50%	More likely to occur than not 51% - 80%	Expected to occur in most circumstances >80%		

Likelihood



Cabinet

Tuesday, 3 December 2024

Councillor Ashley Baxter,
Leader of the Council, Cabinet Member
for Finance, HR and Economic
Development

Discretionary Council Tax Payment Policy 2025/26

Report Author

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

claire.moses@southkesteven.gov.uk

Purpose of Report

This report provides an update on Discretionary Council Tax Payment (DCTP) expenditure and requests Cabinet approves the policy for 2025/26.

Recommendations

That Cabinet approves the policy for the administration of Discretionary Council Tax Payments for 2025/26.

Decision Information

Is this a Key Decision?	No
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Enabling economic opportunities 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 and Procurement

- 1.1 Funding for Discretionary Council Tax Payment is determined as part of the Localised Council Tax Support Scheme decision making process. Each year, as part of the budget proposals Council has agreed to provide £30,000 funding for this scheme.
- 1.2 Continuation of the Discretionary Council Tax Payment fund of £30,000 will be a direct cost to the General Fund and a decision to be taken by Council as part of the Local Council Tax Support 2025/26 report.

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

Legal and Governance

- 1.3 The Council's practices, in relation to the allocation of Discretionary Council Tax Payments, are in line with its legal duty as part of the Localised Council Tax Support Scheme which is currently going through the relevant decision making process.
- 1.4 As the proposed policy for 2025/26 does not contain any material amendments, there are no legal implications. However, the Council is adhering to best practice by reviewing the policy and keeping it up-to-date.

Completed by: Graham Watts, Monitoring Officer

2. Background to the Report

- 2.1 The Council has a clear commitment in its Corporate Plan 2024-2027 to enabling economic opportunity and being an effective council. This report, and the support provided through the Council's Discretionary Council Tax Payment Scheme, delivers these priorities.
- 2.2 Each year, as part of the Council Tax Support Scheme consultation, the Council has agreed to provide £30,000 funding for this scheme. This will be a direct cost to the General Fund.
- 2.3 The continuation of this funding is currently being considered as part of the Localised Council Tax Support Scheme decision process, with approval of a final scheme to be in place by January 2025.

- 2.4. If funding is approved, the Discretionary Council Tax Payment (DCTP) policy for 2025/26 will be put in place to ensure effective financial support is provided to eligible recipients.
- 2.5. A DCTP is available to anyone in receipt of Council Tax Support who has a shortfall between the weekly amount awarded and their Council Tax liability.
- 2.6. The DCTP scheme provides additional funding to help those with a council tax liability who are experiencing exceptional hardship in situations where Council Tax Support does not cover all of their council tax liability. To qualify for consideration for assistance under this scheme the customer must already be in receipt of some Council Tax Support.
- 2.7. Awards of DCTP may be made where a tax payer has a short term financial difficulty that means they are unable to pay their Council Tax. Awards will normally be for a defined period and have the effect of reducing the monthly contribution a tax payer has to make towards their bill.
- 2.8. Consideration will be given as to whether all other discounts and sources of help have been exhausted. Where appropriate, decisions will be deferred until other avenues have been explored.

Expenditure

- 2.9. The total amount of funding allocated for each year is £30,000. For 2024/25, the decision was taken to move any unspent funding from 2023/24 into the new year. As a result, in 2024/25 there was a total of £38,568 funding available.
- 2.10. The table below shows the amount of funding agreed in recent years, and the total expenditure. The remaining amount for 2024/25 is as up to 21 October 2024.

	2020/21	2021/22	2022/23	2023/24	2024/25
SKDC Contribution	£30,000	£30,000	£30,000	£30,000	£30,000
Rolled over from previous years	£0.00	£11,915	£8,815	£17,610	£8,568
Total funding	£30,000	£41,915	£38,815	£47,610	£38,568
Expenditure	£18,085	£33,100	£21,205	£39,042	£18,332
Remaining	£11,915	£8,815	£17,610	£8,568	£20,236

- 2.11. Since Covid up to 31 March 2024, Government has provided a number of additional top-ups of support for those in receipt of Council Tax (beyond Council Tax Support). As a result, this has had an impact on the amount of funding remaining, which has been rolled over into the forthcoming financial years.
- 2.12. During 2024/25, there has been no top-up support in place and it is unlikely there will be any additional support from 1 April 2025 onwards. It is therefore important

the Council continues to approve the roll-over of the underspend as this will provide additional budget in a year in which other government top-up would not be available.

- 2.13. Discretionary Payments can be applied for independently but are often considered as part of the application process for Discretionary Housing Payments (support for shortfall between Housing Benefit / Universal Credit award and eligible rent). Officers are aware of the DCTP and actively encourage customers to apply where eligibility criteria is met.
- 2.14. South Kesteven's Cost of Living Team and Council Tax Teams are aware of the fund and ensure they consider this as part of the financial needs and support assessment which is undertaken when supporting any resident.

Discretionary Council Tax Payment Policy

- 2.15. The administration and payment of DCTP is at the discretion of each local authority. South Kesteven District Council has a DCT Policy which sets out eligibility for the scheme and the application process. The proposed policy for 2025/26 is included within Appendix 1 to this report.
- 2.16. The aim of the policy is to enable our most vulnerable residents, who cannot access any other income, to sustain their home and health.
- 2.17. There is a need for proactive work and support due to the ongoing impacts of cost of living on residents. However, it is important DCTP is recognised as support for those in short-term crisis. Where longer term support is identified – such as income top-ups, referrals are made to the Council's Cost of Living Team, external support agencies such as Citizens Advice and Money and Pensions Service. For all residents with a Council Tax liability, our Revenues Enforcement Team is able to provide a holistic approach to advice and support.

3. Key Considerations

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

4. Other Options Considered

- 4.1 To not approve the Policy or continue the Discretionary Funding.

5. Reasons for the Recommendations

5.1 It is important this policy is reviewed on an annual basis, not only to ensure the policy is fit for purpose, but to be reactive to any issues our residents are facing.

6. Consultation

6.1. The Discretionary Council tax Payment policy was included within the Localised Council Tax Support Scheme 2025/26 public consultation which was undertaken from 1 October 2024 to 31 October 2024.

6.2. The consultation outline the policy stating "This scheme has been designed to offer additional support to those struggling to pay their Council Tax and offers limited short-term assistance to those in receipt of Council Tax Support who need further help".

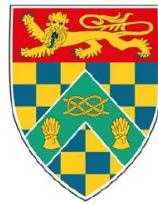
6.3. The consultation proposed that this scheme should continue to operate. There was positive support for this initiative, with over 90% of those responding to the survey stating that they thin the DCTP should continue to operate. The level of support is illustrated below:

	Number	%
Yes, I think the Discretionary Payment Scheme should continue	314	93.5
No, I don't think the Discretionary Payment Scheme should continue	7	2.1
I don't know if this scheme should continue or not	15	4.5
	336	100.0

7. Appendices

7.1. Appendix 1: Discretionary Council Tax Payment Policy – 2025/26

This page is intentionally left blank



Discretionary Council Tax Payment Policy – 2025/26 – Version 1.1

Discretionary Council Tax Payment Policy

—

2025/26



Discretionary Council Tax Payment Policy – 2025/26 – Version 1.1

Version Control:

Current Version	Created by	Date changes made	Changes By	Approved By	New Version
1.0	Revenues and Benefits Technical Team	25 October 2023	Claire Moses – Head of Service	Cabinet – 18 January 2024	1.1
1.1	Revenues and Benefits Technical Team	22 October 2024	Claire Moses – Head of Service		

Table of Contents	Page number
1. Introduction	3
2. Statement of Objectives	3
3. Conditions for entitlement	3
4. Qualifying Criteria	3 to 4
5. Awards	4 to 5
6. Application Process	5
7. Decision	6
8. Payments	6
9. Change of circumstances	6
10. Refusals, reconsiderations, reviews and Appeals	6 to 7
11. Managing the risk of Fraud	7
12. Policy Review	7 to 8



Discretionary Council Tax Payment Policy – 2025/26 – Version 1.1

1. Introduction

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

2. Statement of Objectives

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

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

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

3. Conditions for entitlement

3.1 The person must:

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

4. Qualifying Criteria

4.1 Each application will be treated on its own merits having regard to relevant legislation and our Local Council Tax Support Scheme



Discretionary Council Tax Payment Policy – 2025/26 – Version 1.1

4.2 Should you meet the conditions for entitlement above, as per section 3, assessments are then approached in two ways:

1. Using a true financial assessment of income and essential outgoings, to establish if there is need for additional financial support, or
2. A health and welfare assessment based on a person's ability to cope with day-to-day matters.

5. Awards

5.1 Normally awards will be made towards the current Council Tax charge rather than past debts. It is not expected that a significant award will be made towards past periods and tax payers should make applications for assistance within a reasonable time of their knowing that they will not be able to meet their monthly instalments.

5.2 Consideration will be given in particular to residents who have been clearly making an effort to pay their Council Tax, who have been engaging with us and are taking steps to resolving their financial difficulties. A higher priority will be given to those with short term difficulties; and a lower priority to people whose financial commitments are unsustainable and likely to remain so.

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

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

Where awards cannot be made:

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

- any period of charge still payable when the council tax payer is no longer resident
- if you are not named as liable for the property



Discretionary Council Tax Payment Policy – 2025/26 – Version 1.1

- for council tax included within your rent charge
- increases in council tax to cover arrears
- for periods of liability in which no Council Tax Support was awarded

- 5.6 Where a request for a discretionary payment has been refused, repeat requests will not be considered unless the resident can demonstrate that the situation has worsened significantly or a substantial period of time has elapsed.
- 5.7 All awards are at the discretion of South Kesteven District Council.
- 5.8 Where a request for a Discretionary Council Tax Payment has been refused, repeat requests will not be considered unless the resident can demonstrate that the situation has worsened significantly, or a substantial period of time has elapsed.
- 5.9 The Council recognises that there may be circumstances in which Discretionary Housing Payments will be made other than as set out above.

6. Application Process

- 6.1 Applications should be made using the online application form on the council's website [Extra support - discretionary housing payments \(southkesteven.gov.uk\)](https://southkesteven.gov.uk/extra-support-discretionary-housing-payments). Should someone not have the required skill or capacity to apply using this method the council will provide an alternative method of making an application that meet the person's needs.
- 6.2 Wherever possible, the council will link in with other council departments and trusted partners, who can signpost applicants to the scheme or make applications and recommendations on a person's behalf.
- 6.3 The council may request any reasonable evidence in support of the application. The customer should provide the information within one month.
- 6.4 Evidence and information provided to decide any Housing Benefit or Council Tax Support or Universal Credit claim may also be considered.



Discretionary Council Tax Payment Policy – 2025/26 – Version 1.1

- 6.5 If the customer does not provide the requested evidence, the council may still consider the application, however it may disregard any unsubstantiated statements or draw its own conclusions from other evidence available.
- 6.6 The council may in any circumstances verify any information or evidence provided by the claimant by contacting third parties, other organisations and the customer.

7. Decisions

- 7.1 All decisions made will be recorded on the Discretionary Payment spreadsheet and input on the operating system. Decision letters will be sent to the tax payer either in writing or electronically. This will set out whether an award has been made, and if so, the amount and duration of the award.

8. Payments

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

9. Change of circumstances

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

10. Refusal, Reconsiderations, Reviews and Appeals

- 10.1 Where a customer believes that a decision is incorrect they can ask for it to be looked at again only on the basis that the decision maker has not correctly



Discretionary Council Tax Payment Policy – 2025/26 – Version 1.1

applied this policy. Where an applicant is aggrieved by a decision, but the basis of the disagreement is not that the policy was incorrectly applied, there is no right of appeal through the Valuation Tribunal Service for discretionary decisions however a legal challenge may be made if there is an allegation of maladministration.

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

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

11. Managing the Risk of Fraud

11.1 The Council and the Government will not accept deliberate manipulation and fraud. Any business or person caught falsifying their records or the information submitted to gain an award will face prosecution and any funding issued will be subject to clawback, as may relief paid in error.

11.2 The Council also reserves the right to use any details submitted by person(s) to check against national records and databases to highlight any potentially fraudulent activity.

12. Policy Review

12.1 This policy has been written in line with Government guidance and Local Priorities. Delegated powers of authority are in place, which allow for the policy to be reviewed annually, and recommended changes considered and through



Discretionary Council Tax Payment Policy – 2025/26 – Version 1.1

the Councils committee process. This is to ensure support is provided to residents efficiently and effectively.

South Kesteven District Council – contact details:

South Kesteven District Council
Council Offices
The Picture House
Grantham
Lincolnshire
NG31 6TT
Tel: 01476 40 60 80
www.southkesteven.gov.uk



Tuesday, 3 December 2024

Councillor Ashley Baxter,
Leader of the Council, Cabinet Member
for Finance, HR and Economic
Development

Discretionary Housing Payment Policy 2025/26

Report Author

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

 claire.moses@southkesteven.gov.uk

Purpose of Report

This report provides an update on Discretionary Housing Payment (DHP) expenditure and requests Cabinet approves the policy for 2025/26.

Recommendations

That Cabinet approves the policy for Discretionary Housing Payments for 2025/26.

Decision Information

Is this a Key Decision?	No
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Enabling economic opportunities 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 and Procurement

- 1.1 Funding for Discretionary Housing Payment is determined by the Department for Work and Pensions on an annual basis. Funding for 2024/25 was confirmed on 23 April 2024.
- 1.2 Funding for 2025/26 is not likely to be announced until after the Council sets its budget.
- 1.3 When HRA tenants apply for, and are successful in, their application for DHP grant this is beneficial for the HRA as the payment of the grant towards housing costs can stop arrears from forming or reduce the level of arrears.

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

Legal and Governance

- 1.4 The Council's practices, in relation to the allocation of DHP payments, are in line with its legal duties. The Council is not obliged to contribute any de minimus levels from its own resources.
- 1.5 As the proposed policy for 2025/26 does not contain any material amendments, there are no legal implications. However, the Council is adhering to best practice by reviewing the policy and keeping it up-to-date.

Completed by: Graham Watts, Monitoring Officer

2. Background to the Report

- 2.1 The Council has a clear commitment in its Corporate Plan 2024-2027 to enabling economic opportunity and being an effective council. This report, and the support provided through the Council's Discretionary Housing Payment Scheme, delivers these priorities.
- 2.2 The Department for Work and Pensions (DWP) provides extra funding to Local Authorities (LA) to provide claimants in receipt of Housing Benefit (HB) or Universal Credit (UC) further financial assistance with their housing costs in cases where there is a shortfall between the HB entitlement and the rent payable.

- 2.3. The Discretionary Financial Assistance Regulations 2001 (SI 2001/1167) as amended by the Discretionary Financial Assistance (Amendment) Regulations 2008 SI 2008/637 provide a statutory framework for the administration of Discretionary Housing Payments (DHP). However, these regulations provide very broad discretion in respect of how these payments should be administered. Further, local authorities have a duty to act fairly, reasonably and consistently. Each case must be considered on its own merits, and the decision making should be consistent throughout the financial year.
- 2.4. The amount of DHP that a Council can provide in a financial year is cash-limited by the Secretary of State. Each Council receives a grant from the Government to fund part of this amount and has the option to pay over and above this amount up to a maximum of two-and-a-half times the grant allocation. However, any additional funding on this basis would have to be made from the Council's own finances.
- 2.5. The administration and payment of DHP is at the discretion of each LA. South Kesteven District Council has a DHP Policy which sets out eligibility and the application process. This is detailed further in the 'Discretionary Housing Payments Policy' section of this report in paragraphs 2.12 to 2.17.
- 2.6. Discretionary Housing Payments (DHPs) are intended help residents with housing costs, providing financial assistance in situations where the Council considers that additional help is required. This may include situations where a claimant is affected by one or more of the welfare reform measures (such as the benefit cap, removal of the spare room subsidy in the social rented sector and those affected by Local Housing Allowance Rates). In such circumstances it is possible the benefits received by the claimant might be insufficient to cover their housing costs even after HB or the housing costs element of UC have been awarded.

Expenditure

- 2.7. DHP funding for 2024/25 was announced on 23 April 2024 and as a result, South Kesteven received £155,861. This was the same allocation as 2023/24 as the DWP stated they wanted to provide LAs with consistency and certainty to plan delivery during 2023/24 and 2024/25.
- 2.8. The Government has previously made it clear that DHPs are not intended to replace lost benefits but to provide, instead, extra resources that local authorities can use to assist those most affected by the changes to adjust to a long term, sustainable and affordable approach.
- 2.9. The table below shows the amount of Government contribution received in recent years and the actual level of expenditure. The 'remaining' figure in the table is the difference between the Government contribution and the expenditure.

	2019/20	2020/21*	2021/22	2022/23	2023/24	2024/25
Government Contribution	£204,057	£289,993	£219,907	£152,696	£155,861	£155,861
Expenditure	£203,824	£284,264	£208,211	£152,617	£155,861	£91,309
Remaining (to be allocated)	£233	£5,729	£11,696	£79	£0	£64,552**

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

** The remaining amount for 2024/25 is expenditure as up to 21 October 2024. It is expected all funding will be issued by 31 March 2024.

2.10 The table below shows a summary of all claims received, number awarded, denied and withdrawn, along with the % awarded and average value of award. The figure for 2024/25 is up to 21 October 2024.

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
No. applications received	700	589	529	563	547	362
No. payments awarded	364	365	329	272	296	140
No. applications denied		200	132	223	213	108
No. applications withdrawn		24	68	68	6	5
Proportion of awards approved (%)	52.00%	61.97%	62.19%	48.31%	54.11%	38.67%
Expenditure (£)	£203,824	£284,264	£208,211	£152,617	£155,861	£91,309
Average award (£)	£559.96	£778.81	£632.86	£561.09	£526.56	£652.21

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

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

Discretionary Housing Payments Policy

- 2.12 The administration and payment of DHP is at the discretion of each LA. South Kesteven District Council has a DHP Policy which sets out eligibility for the scheme and the application process. The proposed policy for 2025/26 is included within Appendix One to this report.
- 2.13 The aim of the policy is to enable our most vulnerable residents, who cannot access any other income, to sustain their home and health.
- 2.14 Awards of Discretionary Housing Payments may be made where a resident has a short-term financial difficulty or has continuing and unavoidable needs that mean they are unable to pay their rent. Awards will normally be for a defined period.
- 2.15 Consideration will be given to whether all other discounts and sources of help have been exhausted. Where appropriate, decisions will be deferred until other avenues have been explored.
- 2.16 There is a need for proactive work and support due to the ongoing impacts of Universal Credit Migration and Cost of Living on residents. Whilst the effects of Universal Credit Migration have impacted a significant number of people and increased the need for DHP, it is important to note that DHP is also payable to people who require further financial assistance that have not been impacted by these changes. The ongoing reduction in DHP funding will inevitably have an impact on the level and duration of DHP awards, however, it is intended that by working with customers in line with the policy these impacts can be managed and mitigated with longer-term sustainable solutions.
- 2.17 It is important DHP is recognised as support for those in short-term crisis. Where longer term support is required, this is achieved through identification of additional longer term financial support – such as income top-ups, referrals to the Council's Cost of Living Team, referrals to external support agencies such as Citizens Advice and Money and Pensions Service. For South Kesteven tenants, liaison with our Housing Team is important to ensure there is a holistic approach to prevent homelessness and to ensure the resident is supported through our Tenancy Services Team.

3. Key Considerations

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

4. Other Options Considered

- 4.1 To not approve the Policy or continue the Discretionary Funding.

5. Reasons for the Recommendations

- 5.1 It is important this policy is reviewed on an annual basis, not only to ensure the policy is fit for purpose, but to be reactive to any issues our residents are facing.

6. Appendices

- 6.1. Appendix 1: Discretionary Housing Payment Policy – 2025/26



Discretionary Housing Payment Policy – 2025/26 – Version 1.1

Discretionary Housing Payment Policy

—

2025/26



Discretionary Housing Payment Policy – 2025/26 – Version 1.1

Version Control:

Current Version	Created by	Date changes made	Changes By	Approved By	New Version
1.0	Revenues and Benefits Technical Team	25 October 2023	Claire Moses – Head of Service	Cabinet – 18 January 2024	1.1
1.1	Revenues and Benefits Technical Team	22 October 2024	Claire Moses – Head of Service		

Legislative information:

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

Table of Contents		Page number
1.	Introduction	3
2.	Statement of Objectives	3
3.	Conditions for entitlement	3 to 4
4.	Qualifying Criteria	4
5.	Awards	4 to 6
6.	Application Process	6
7.	Decision	7
8.	Payments and overpayments	7
9.	Change of circumstances	7
10.	Refusals, reconsiderations, reviews and Appeals	7 to 8
11.	Managing the risk of Fraud	8
12.	Policy Review	8



Discretionary Housing Payment Policy – 2025/26 – Version 1.1

1. Introduction

- 1.1 The Discretionary Housing Payment (DHP) scheme provides additional funding to help those experiencing exceptional hardship in situations where Housing Benefit / Universal Credit Housing Element does not cover all of the rent. To qualify for consideration for assistance under this scheme the customer must already be getting some Housing Benefit / Universal Credit Housing Element.

- 1.2 Please note that while the housing costs of the UC award notification may refer to support for mortgage interest payments, owner-occupiers are not eligible to receive DHPs.

2. Statement of Objectives

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

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

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

3. Conditions for entitlement

- 3.1 The person must:
 - be a resident of a property within the South Kesteven district; and
 - have a liability to pay housing costs; and
 - be entitled to Housing Benefit; or
 - be entitled to Universal Credit that includes the housing element and the end of the first assessment period of Universal Credit has passed



Discretionary Housing Payment Policy – 2025/26 – Version 1.1

4. Qualifying Criteria

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

5. Awards

- 5.1 Normally awards will be made towards the current rental liabilities rather than past debts. It is not expected that a significant award will be made towards past periods and customers should make applications for assistance within a reasonable time of their knowing that they will not be able to pay their rent.
- 5.2 Awards of Discretionary Housing Payments should focus on enabling people to secure or retain a sustainable tenancy. Consideration will be given in particular to residents who have been clearly making an effort to pay their rent, who have been engaging with us and are taking steps to resolving their financial difficulties. A higher priority will be given to those with short term difficulties; and a lower priority to people whose financial commitments are unsustainable and likely to remain so.
- 5.3 Many people have difficulty paying their rent. Among these are:
 - those whose benefit is restricted because their rent is considered too high;
 - those whose benefit is restricted because their home is considered too large under the government's size criteria
 - those whose benefit is reduced by deductions for non-dependants who may not contribute adequately to cover those deductions;
 - those whose benefit is reduced by the taper for excess income;
 - those who have general difficulty managing the income they have, including those subject to the household benefit cap;
 - those who are returning to work after a long period of unemployment who have difficulty in managing finances during the transition from benefit to a stable in-work income.



Discretionary Housing Payment Policy – 2025/26 – Version 1.1

- 5.4 In making decisions on discretionary housing payments, the Council will also be mindful of national objectives to promote an individuals responsible behaviour, for example in the choice of a home or engagement in activities to address worklessness, debt or problematic behaviour.
- 5.5 The Council therefore expects payments to be made in unusual circumstances where additional help with current rent will have a significant effect in alleviating hardship, reducing the risk of homelessness or alleviating difficulties that may be experienced in the transition from long term benefit dependence into work.
- 5.6 With regard to awards towards deposits or rent in advance, they will be limited to the equivalent of
 - 5 weeks rent for deposit; and
 - 4 weeks rent for rent in advance for weekly rent charges
 - 1 month rent for rent in advance for monthly rent charged
- 5.7 Help towards removals if they are accompanied by valid supporting evidence.

Where awards cannot be made:

- 5.8 Discretionary Housing Payments cannot be awarded towards any of the following:
 - service or support charges that are ineligible for Housing Benefit and Universal Credit Housing Element, including the provision and costs of white goods
 - furnishing, decorating or flooring costs
 - any charges for water, sewerage or allied environmental services
 - any notice period
 - rent on two homes in most situations
 - any council tax liability
 - increases in rent to cover rent arrears
 - reductions in any benefit due to the recovery of an overpayment of Housing Benefit/Universal Credit, or to sanctions relating to jobseekers, child support or benefit offences
 - shortfalls caused by overpayment recovery
 - HB that is suspended;
 - The claimant and/or partner have over £4,000 in capital.
 - Failure to follow recommendations the council have made on a previous Discretionary Housing Payment award.



Discretionary Housing Payment Policy – 2025/26 – Version 1.1

- 5.9 All awards are at the discretion of South Kesteven District Council.
- 5.10 Where a request for a discretionary housing payment has been refused, repeat requests will not be considered unless the resident can demonstrate that the situation has worsened significantly, or a substantial period of time has elapsed.
- 5.11 The Council recognises that there may be circumstances in which Discretionary Housing Payments will be made other than as set out above.

6. Application Process

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



Discretionary Housing Payment Policy – 2025/26 – Version 1.1

7. Decisions

7.1 All decisions made will be recorded on the Discretionary Housing Payment spreadsheet and input on the operating system. Decision letters will be sent to the customer either in writing or electronically (and landlord if they are being paid the Discretionary Housing Payment). The letter will set out whether an award has been made, and if so, the amount and duration of the award.

8. Payment and overpayments

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

9. Change of circumstances

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

10. Refusal, Reconsiderations, Reviews and Appeals

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

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



Discretionary Housing Payment Policy – 2025/26 – Version 1.1

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

11. Managing the Risk of Fraud

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

12. Policy Review

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

South Kesteven District Council – contact details:

South Kesteven District Council
Council Offices
The Picture House
Grantham
Lincolnshire
NG31 6TT
Tel: 01476 40 60 80
www.southkesteven.gov.uk



Ropsley Conservation Area Appraisal

Report Author

Shaza Brannon, Planning Policy Manager

 shaza.brannon@southkesteven.gov.uk

Purpose of Report

In accordance with the Planning (Listed Buildings and Conservation Areas) Act 1990, The Council is required to review its Conservation Areas from time to time and to prepare and publish any proposals for the preservation and enhancement of any parts of the District that are designated as a Conservation Area. This report is seeking approval to carry out a consultation on the proposed Ropsley Conservation Area boundary amendment and the draft updated Conservation Area Appraisal.

Recommendations

The Committee is recommended to:

1. Approve consultation of the change of boundary of the Ropsley Conservation Area boundary as shown in Appendix A to this report.
2. Approve publication of the Ropsley Conservation Area Appraisal (Appendix A) for consultation.

Decision Information

Is this a Key Decision?	No
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Connecting Communities Enabling Economic Opportunity Effective council
Which wards are impacted?	Lincrest Ward

1. Implications

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

Finance and Procurement

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

Completed by: Paul Sutton Interim Head of Finance (Deputy s151)

Legal and Governance

- 1.2 Local authorities have a duty to review the overall extent of conservation area designations in their area regularly. Designations such as this remain the principal means by which conservation policies can be applied to particular areas.
- 1.3 A Ropsley Conservation Area Appraisal has been produced for publication as there is a requirement to consult on any proposed change of Conservation Area boundary.

Completed by: Mandy Braithwaite, Legal Executive

Equalities, Diversity and Inclusion

- 1.4 An equality impact assessment covering the introduction or extension of conservation areas (Appendix 2) has been carried out to highlight instances where access may be limited. It is accepted that the legislation governing conservation areas could result in a negative impact for people with disabilities, however, the Council remains mindful of the need to make or allow all reasonable adjustments necessary to improve equality wherever practicable. Therefore, any change required which results from equality legislation will be considered on a case-by-case basis.

Completed by: Carol Drury, Community Engagement Manager

Climate Change

- 1.5 While the Conservation Area Appraisal is not associated with any direct climate change implications, conservation areas limit permitted development rights and will restrict the ability of homeowners to carry out retrofit work on properties without first seeking planning permission. South Kesteven District Council should remain mindful of the balance of preserving historic buildings versus the

requirement to increase the energy efficiency of properties in keeping with sustainability guidance.

Completed by: Louise Case, Sustainability Project Support Officer

2. Background to the Report

- 2.1. One of the key ambitions at South Kesteven District Council is to build on, and celebrate, the rich heritage and culture of the District. The contribution historic areas make to quality of life is widely recognised. There are currently 48 conservation areas in South Kesteven. Conservation Areas are a link to the past that can provide a sense of continuity and stability and have the reassurance of the familiar which can provide a point of reference in a rapidly changing world. The way building traditions and settlement patterns provide local distinctiveness can deliver a catalyst for regeneration and inspire well-designed new development which brings economic and social benefits valued by everyone.
- 2.2. The Planning (Listed Buildings and Conservation Areas) Act 1990 (“the Act”) requires local planning authorities to draw up and publish proposals for the preservation and enhancement of conservation areas in their districts. Such areas are defined as “areas of special architectural or historic interest, the character of appearance of which it is desirable to preserve or enhance”.
- 2.3. The National Planning Policy Framework (NPPF) advises that heritage assets should be conserved in a manner appropriate to their significance (paragraph 195). The guidance goes on to state that local planning authorities should ensure that a conservation area justifies such status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest.
- 2.4. Conservation area appraisals identify the special qualities of a conservation area. The accompanying Management Plans set out how the conservation area can be improved, along with local priorities for enhancements. Conservation area appraisals seek to manage positive change within a designated conservation area, and its setting.
- 2.5. Conservation area appraisals contribute towards the Council achieving its priorities as set out in the Corporate Plan. A key ambition of the Plan is to ‘celebrate and promote the strong heritage and rich culture of South Kesteven’.
- 2.6. The South Kesteven Local Plan Policy EN6: The Historic Environment seeks to protect and enhance heritage assets and their settings. The Policy requires development proposals to take into account Conservation Area Appraisals, where these have been taken into account.

Ropsley Conservation Area Designation

- 2.7. Ropsley is a village within South Kesteven with a long-standing history which can be traced back to the Domesday Book, with evidence of an abbey on the Ropsley Heath. Due to the historic, architectural and archaeological evidence, the Ropsley Conservation Area was designated in 1981 comprising two small separate areas, one covering Chapel Hill and the other following the High Street.
- 2.8. The boundary of the conservation area is very well defined along the village's historic core which follows a linear plan centred on High Street and Peck Hill, created by consistent use of historic materials, areas of open space and archaeological interest.

Ropsley Conservation Area Designation Review

- 2.9. In 2024, a review of the boundary was undertaken including desk-based assessment and site visits. Significant positive improvements to the historic streetscape of the village were identified and consequently, an expansion is proposed.
- 2.10. The review of the boundary now connects the two smaller areas, and includes more areas considered to be of heritage significance, such as positive unlisted buildings, non-designated assets defined in the Historic Environment Record, and important open spaces that add to the landscape significance.
- 2.11. The boundary amendment also proposes the exclusion of no. 2-4 Peck Hill and 16-18 Chapel Hill from the conservation area due to being identified as fragmented in character, of mixed quality in terms of design and materials, or have been altered significantly.

Ropsley Conservation Area Appraisal

- 2.12. The Ropsley Conservation Area was created in 1981; however, there is currently no Conservation Area Appraisal available for Ropsley. Under the Act, it is a legal requirement to provide Conservation Area Appraisals and update them at regular intervals. A draft Conservation Area Appraisal is provided at Appendix 1.

3. Key Considerations

- 3.1 Conservation Area Appraisals manage positive change within the designated conservation area and its setting, minimising harm and encouraging preservation and enhancement of our heritage assets.
- 3.2 Whilst the Ropsley Conservation Area Appraisal was created in 1981, there is currently no Conservation Area Appraisal available for Ropsley. Conservation

Area Appraisals are legally required to be published, and reviewed regularly. The Ropsley Conservation Area Appraisal will safeguard Ropsley's historic environment for all to appreciate in the future and highlight the importance of the historic character and fabric present within the village.

- 3.3 A boundary change to the Ropsley Conservation Area is proposed which will connect the two smaller areas and include more areas considered to be of historic importance. The appraisal also proposes the exclusion of identified buildings from the conservation area due to being identified as fragmented in character, of mixed quality in terms of design and materials, or have been altered significantly.
- 3.4 The Area Appraisal will also help achieve the Council's aspirations in the Corporate Plan, such as Priority 1: Connecting Communities, which aims to promote the strong heritage and culture of the district, as well as Priority 3: Enabling Economic Opportunity, as the Ropsley Conservation Area is part of the expansive heritage of the district.
- 3.5 The appraisal will provide the public with more in-depth information about the Conservation Area and how the Council aims to manage the area. The proposed expansion and appraisal would also support Priority 5: Effective Council, by providing a fully publicly accessible document explaining the extent, important features and management of the Conservation Area.
- 3.6 Once adopted, the Ropsley Conservation Area Appraisal will be a material consideration when considering planning applications within the conservation area.

4. Other Options Considered

- 4.1 The alternative option is not to expand the Conservation Area; however this may result in a failure to preserve or enhance the historic interest and character of the village and the conservation area as identified in the appraisal. Conservation Areas are defined as "designated" heritage assets in the NPPF for the purposes of local plan making and development management. Designated heritage assets are afforded considerably more protection both in planning policy but also in legislation than non-designated heritage assets.

5. Reasons for the Recommendations

- 5.1. Section 69(2) of the 1990 Act requires local planning authorities (LPAs) to determine which parts of their area possess special architectural or historic interest and to designate them conservation areas.
- 5.2. As the provision of a Conservation Area Appraisal is a requirement as noted in the Planning (Listed Buildings and Conservation Areas) Act 1990, it is recommended to approve the publication of the draft appraisal for consultation. The adoption of

the Appraisal and Management Plan will allow for the positive management of development whilst safeguarding historic character and appearance.

- 5.3. It is acknowledged that historically, conservation area boundaries have often been drawn too tightly, omitting areas now considered of special interests, especially green spaces and open space, boundary treatment or smaller outbuildings. The appraisal and proposed extension have taken this into account, considering not just the built heritage, but also the wider streetscape and the impact open space has on the appreciation of the village.

6. Consultation

- 6.1. This report recommends the approval of the publication of the Ropsley Conservation Area Appraisal for Consultation.

7. Background Papers

- 7.1 Adopted South Kesteven Local Plan: [The South Kesteven Local Plan | South Kesteven District Council](https://www.southkesteven.gov.uk/planning-and-development/plans-strategies-and-guidance/south-kesteven-local-plan)

8. Appendices

- 8.1. Appendix 1: Ropsley Conservation Area Appraisal 2024
- 8.2. Appendix 2: Equality Impact Assessment

Conservation Area Appraisal

Ropsley



**Ropsley Conservation Area and Management Plan
Designated 1981
Review November 2024
Draft for consultation**

Table of Contents

1. Character Appraisal	1
1.1. Background.....	1
1.2. Location and Context	1
2. Planning Policy Context	2
2.1. Planning (Listed Buildings and Conservation Areas) Act 1990	2
2.2. National Planning Policy Framework (NPPF).....	2
2.3. South Kesteven District Council Local Plan	3
3. Summary of Special Interest.....	3
4. Historical development.....	5
4.1. History Summary	5
4.2. Bishop Richard Foxe (1448- 1528)	5
5. Character and Appearance	7
5.1. Spatial Character and Townscape Quality	7
5.2. Architecture and Building Materials.....	9
5.3. Key Views	10
5.4. Contribution of Trees, Hedgerows and Open Space.....	11
5.5. Floorscape, Street Furniture and other features	12
6. Key Historic Buildings	13
6.1. Listed Buildings.....	13
6.2. Positive unlisted buildings	13
7. Archaeology	15
8. Changes since Designation	16
9. Boundary Review	16
9.1. To extend the conservation area:.....	16
9.2. To exclude from the Conservation Area.....	17
10. Management Plan	18
10.1. Introduction.....	18
10.2. Effects of Designation.....	18
10.3. Article 4 Directions	19
10.4. Protection for Trees.....	19
10.5. Monitoring Condition	19
10.5.1. Urgent Works Notice	20

10.5.2. Repairs Notice.....	20
10.5.3. Section 215 Notice	20
10.5.4. Compulsory Purchase Orders (CPO)	20
11. Enforcement	21
12. Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis	22
12.1. Strengths.....	22
12.2. Weaknesses.....	22
12.3. Opportunities.....	22
12.4. Threats	23
13. Action Plan	24
14. References	29
15. Useful Contacts	29
Appendix 1: Ropsley Conservation Area Map.....	31
Appendix 2: Ropsley Historic Environment Record Map	33

1. Character Appraisal

1.1. Background

The conservation area at Ropsley was designated in 1981. The purpose of this document is to define the special interest of the conservation area and assess the action needed to protect and enhance the special qualities of the conservation area. The conservation area appraisal and management plan is split into three sections:

- **Section 1:** Conservation area appraisal, which details any proposed changes or extensions as part of the 2024 review.
- **Section 2:** Management plan, which puts forward proposals for preservation and enhancement.
- **Section 3:** Action plan to address those issues drawn out in the appraisal and management plan.

The appraisal and management plan should be read alongside the accompanying map in the appendix.

1.2. Location and Context

Ropsley is a large village located approximately five miles east of Grantham and two miles to the south of the A52. The village stands on a small hillside within the Kesteven Uplands which is characterised by a gently undulating landform of arable limestone heath to the northwest of the village with woodland and pasture to the south west.

The East Glen River rises to the east of Kirton Wood and meanders through the village as a shallow stream. The village has a primary school, and maintains one of its main public houses, The Green Man; The Ropsley Fox is no longer in use, and has been converted into a dwelling. There are some small-scale businesses, although Ropsley has become primarily a commuter village to the neighbouring towns. Ropsley is well maintained with a number of greenspaces dispersed throughout the settlement.

2. Planning Policy Context

2.1. Planning (Listed Buildings and Conservation Areas) Act 1990

Conservation areas are designated under the provisions of Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990. A conservation area is defined as 'an area of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance'. It is the duty of local authorities to designate such areas in order to ensure that their unique character is preserved and enhanced. Designation grants control over demolition of unlisted buildings, strengthens controls over minor development and also gives special protection to trees. It is the quality and interest of an area as a whole, rather than that of individual buildings, which is the prime consideration in identifying a conservation area.

Section 69(2) of the Act imposes a duty on Local Authorities to review their conservation areas from time to time, Section 71 of the same Act requires local planning authorities to formulate and publish proposals for the preservation and enhancement of any parts of their area that are designated as conservation areas. Section 72 specifies that, in making a decision on an application for development in a conservation area, special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area.

2.2. National Planning Policy Framework (NPPF)

Government Policy on the Conservation of the historic environment is contained within the National Planning Policy Framework (NPPF), last updated in December 2023. The presumption in favour of sustainable development is the guiding principle of the document and the protection and enhancement of the historic environment is embedded within this approach. Sustainable development is defined as meeting the needs of the present without compromising the needs of the future (5) and the introduction of the NPPF breaks down this definition into three dimensions; economic, social and environmental. Within the environmental dimension sustainable development needs to contribute to 'protecting and enhancing our natural, built and historic environment' (7). According to the NPPF, a conservation area is a 'heritage asset' and has been defined in Annex 2 as:

'A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage

interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).

A 'designated heritage asset' is defined as:

'A World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck Site, Registered Park and Garden, Registered Battlefield or Conservation Area designated under the relevant legislation.'

Great weight is given to the conservation of designated heritage assets. Heritage assets are an irreplaceable resource and any harm or loss requires clear and convincing justification (195 and 205).

In developing this strategy, the following needs to be taken into account (203):

- The desirability of sustaining and enhancing the significance of heritage assets, and putting them to viable uses consistent with their conservation;
- The wider social, cultural, economic and environmental benefits that conservation of the historic environment can bring;
- The desirability of new development making a positive contribution to local distinctiveness;
- Opportunities to draw on the contribution made by the historic environment to the character of place.

2.3. South Kesteven District Council Local Plan

The South Kesteven District Council Local Plan was adopted in January 2020 and is one of the most important parts of the Local Development Framework. It sets out the key principles for development management and the conservation of the historic environment is detailed within policy EN6: The Historic Environment. Development that is likely to cause harm to the significance of a heritage asset or its setting will only be granted permission where the public benefits of the proposal outweigh the potential harm. Proposals which would conserve or enhance the significance of the asset shall be considered favourably.

3. Summary of Special Interest

- Linear plan form centred on High Street and Peck Hill with minor lanes radiating mainly westwards from this central spine
- Low density of development comprising groups of traditional cottages or former farm buildings which typically stand to the rear of the narrow footways creating an enclosed character.

- St. Peters Church, stands on a rise dominates the village and can be seen from various vantage points.
- The character of the conservation area is derived from the group value of the traditional buildings rather than individual buildings of merit
- Traditional craftsmanship embodied in original building materials and architectural features.
- Visual harmony resulting from the use of a limited palette of natural building materials.
- Visual continuity created by boundary walls delineating boundaries and linking buildings.

4. Historical development

4.1. History Summary

The name Ropsley is derived from the Old English incorporating a personal name with the second element 'leah' meaning open place. It was recorded as Ropeslai in the 1086 Domesday Book and had a population of 2 villagers, 29 freemen with 570 acres of woodland and a church.

The medieval grange of Vaudey Abbey stood on Ropsley Heath from 1189 to 1550. Excavations of the main building revealed massive stone walls, a hearth and remains dating from the 13th-16th centuries.

To the south-east of the village lies the remains of a medieval fishpond known as Ring Dam, which was Scheduled in 2001. Fishponds were common features of the medieval landscape, generally constructed by monasteries or the wealthy as a source of fresh food. The pond originally took the form of a rectangular moat with a central island; three arms of the moat remain but the northern arm was infilled prior to the mid-19th century. It has been little altered since the medieval period and is a scheduled ancient monument.

The Duke of Rutland was the landowner for many years during the 19th century. Whilst the majority of the rest of the land belonged to Lord Willoughby de Eresby, J.A. Houlton, Esq.J.L. and Wm. Ostler, Esqs.

The village evolved as a prosperous agricultural community which supported a number of associated trades such as corn millers and blacksmiths. A Public Elementary School was constructed in 1874 to replace the school established in 1717 by James Thompson.

Crown Hill Farm is the principal farm in the village; it is a fairly large farm with a number of outbuildings occupying Crown Hill. The area surrounding the village is almost all arable farmland growing crops from barley to oilseed rape. There are also a number of disused quarries nearby.

4.2. Bishop Richard Foxe (1448- 1528)

The conservation area also has a significant historic association with an important Bishop; Richard Foxe who was born in the village at Pullock Manor which is now the site of Peakcock Farm. Richard attended Magdalen



Plate 1: Birthplace of Richard Foxe

College in Oxford and The University of Paris. During this time, he became acquainted with Henry Tudor, Earl of Richmond and was later appointed Secretary of State to Kings Henry VII and Henry VIII, and Bishop of Exeter, Wells, Durham and Winchester. He founded Grantham Grammar School, today's Kings School and Corpus Christ College at Oxford University. A local lasting memory to his birthplace is the building of the south porch to St Peter's church which was built 1483.

5. Character and Appearance

5.1. Spatial Character and Townscape Quality

Ropsley is a fairly large village with a spacious character built around the Church of St. Peter. The historic core has a relatively linear plan form centred on High Street and Peck Hill with minor lanes radiating mainly westwards from this central spine. It is characterised by a low density of development comprising of groups of traditional cottages or former farm buildings which typically stand to the rear of the narrow footways creating an enclosed character.

The linear plan form has been partially eroded by the post war expansion of the village to the north of Church Lane and the south side of Grantham Road. Buildings are more set back towards the west of Grantham Road.

The two small greens located at the junction with High Street and Chapel Hill provide an attractive setting for the streetscene and the traditional buildings which front onto them. Interestingly, the village pond known as 'Mop Hole' used to be located adjacent to the two greens however they were later filled in by cottages. The large village green on the west side of High Street provides a pleasant contrast with the enclosed character of the conservation area and forms part of the wider setting of St Peter's Church. It connects to a small area of woodland leading from the village green to Chapel Hill via a public footpath.

The character of the conservation area is derived from the group value of the traditional buildings rather than individual buildings of merit. This is exemplified in there being only four listed buildings within the conservation area. High Street and Chapel Hill have a defined building line as the traditional buildings typically front onto the highways, or stand



Plate 2: View down High Street



Plate 3: Ropsley War memorial on the green at north end of High Street

gable end, to the rear of the narrow footways. Some have retained their large rear gardens which are an important part of the historic plan form of the village.



Plate 4: No. 15 High Street, made of brick which is fairly unique to the conservation area, but it is unfortunate that the 1st floor windows have been replaced with uPVC.

after a period of laying vacant, and presents a well-maintained front elevation. They are addressed further in the management plan.

In contrast, the buildings along Crown Hill and Church Lane are typically set back from the highway with modest front gardens enclosed by boundary walls or hedges which obscure some of the buildings along Crown Hill from view.

St Peter's Church stands in the centre of the village in an elevated position, which reinforces its important social and spiritual role within the community. Professor

Baldwin Brown, in a letter to the Grantham

Journal in 1928 was quoted as saying the Church of St. Peter dominated its rustic surroundings 'like a cathedral'. Since that time there has been some post war development to the north-west and south of the church, nonetheless its elevated position still makes the church visually dominant within the conservation area.

The attractive cluster of traditional cottages and former farm buildings with relatively unaltered elevations to the west and east of the churchyard contribute to the setting of the church. The churchyard and cemetery are elevated above the highway and enclosed by boundary walls which provide enclosure along the street. The cemetery

The post war houses on the east side of High Street are at variance with the established linear plan form as they are set back from the highway and enclosed by boundary walls or hedges which contribute to the continuity of the building line and partially screens some of the buildings from view. The grouping of the

Green Man public house together with 20 High Street is important and contributes towards views along the High Street. The Green Man has been brought back into use



Plate 5: Church Street, northern side, with set back properties.

extends across Church Lane towards an area with a small pond. A Public Right of Way runs along this section of the cemetery, and terminates on Somerby Road.

Ropsley benefits from a high number of Public Rights of Ways, running the course of historic footpaths, although some of the open fieldscape has been lost due to developments in the last century.

5.2. Architecture and Building Materials

The conservation area has a harmonious character derived from a broad similarity of scale, vernacular architectural style and common material palette. The traditional buildings are constructed of coursed limestone rubble with ashlar dressings and clay pantile roof coverings although some have unfortunately been re-roofed with unsympathetic concrete tiles.

There are some examples of brick buildings, but this is less common, especially in the core of the village. Brick

buildings are more common the further out of the village one travels, indicating the Victorian and early 20th century expansions of the settlement. Chimneys are prominent features which add to the visual interest of the conservation area. There is a mixture of eaves facing and gable end facing dwellings, with the eaves facing being somewhat more prevalent. Terraces are present, but of short length, at most of four to five dwellings. Detached or semi-detached houses are the most common.

Throughout the recent decades, barn conversions have slightly changed the streetscape, however this resulted in the retention of a number of historic buildings, which is a positive benefit of the conversions.

The use of unsympathetic uPVC to standardised designs for windows and doors detract from the appearance of individual buildings and from the overall character of the conservation area. The post war buildings do not reflect the vernacular character or material palette of the conservation area. Whilst they are largely excluded from the boundary they do have an impact upon the setting of the conservation area, particularly along the east side of High Street.



Plate 6: Cedar House, High Street with an Edwardian shop front. This used to be the village store known as 'Rowell's.'

Boundary walls are an important feature of the conservation area which link buildings and maintain the continuity of the building line along the street. They are predominantly constructed of stone although some brick is also used. On occasion, hedgerows have been used as part of these boundaries.



Plate 7: 35 High Street, remnants of the original lower roofline visible on gable end.

to be the village store known as 'Rowell's'. The shop front is an important historic feature that should be retained.

There are a number of ancillary buildings within the conservation area which are located at the rear or to the side of dwellings that are former outhouses, WCs or coal stores. Many of these are contemporary with the main dwelling and constructed in the local vernacular and also contribute towards the character and appearance of the conservation area.

5.3. Key Views

The landscape is an important part of the setting of the conservation area and forms an attractive backdrop to views within and outside the boundary, particularly southwards along High Street and eastwards from Chapel Hill.

Views within the conservation area constantly unfold due to the undulating topography and gentle curved alignment of the roads.

An interesting feature of the conservation area that is common on the stone buildings is the addition of an extra storey to a traditional one and a half storey. This is visible on the gable end of the properties where there is visual evidence in the stonework of a much earlier building quite often with a very steep pitch indicating that the original roof covering was thatch. Cedar House (Nos 12-16 High Street) has a historic shop front that dates to the Edwardian period, this used



Plate 8: View across the green towards the church from High Street.

The church is a prominent landmark which is visible from several vantage points within the boundary, particularly westwards from High Street across the green and along Church Lane and Hall Close.

Given the linear character of development in the conservation area, other views are generally constrained along the streets. For example, from Chapel Hill there are attractive views in both directions whereby the groups of stone houses on either side of the road make a positive contribution.

From the east end of High Street there are views towards the open sloping fields behind Peacock Farm.

There are some views looking into the conservation area from outside the boundary at Somerby Road adjacent to Willow Farm. Other than this there are few views looking into the conservation area from outside the conservation area boundary.

5.4. Contribution of Trees, Hedgerows and Open Space

Trees and hedgerows are a significant feature of the conservation area which frame key views and contribute to its rural setting. They are mainly located within private gardens and areas of public open space but also include the distant tree belts which form the backdrop to views outside of and within the conservation area.



Plate 10: Small green space with trees at School Lane



Plate 9: View of St. Peters Church from Church Street.

Grass verges are important features of the conservation area providing a sense of spaciousness. There are examples at Church Lane, Hall Close, School Lane, as well as along High Street.

One of the unique characteristics of the conservation area is the large proportion of open space within its centre. This provides an attractive spacious setting for the parish church,

as well as contributing towards key views. This includes the green to the east of High Street, St Peters Churchyard and St Peters cemetery.

5.5. Floorscape, Street Furniture and other features

There are no notable floorscape or street furniture features of interest within the conservation area. There are some dispersed award plaques for 'Best Kept Village' which add to the streetscape. There are however, some fine examples of railings and gate piers, such as those fronting No.4 High Street and Ropsley House on the High Street (formerly the entrance to The Old Rectory). There used to be a historic ERII post box in the conservation area at Chapel Hill and a GR in the gable end wall of Cedar House on High Street. The one on Chapel Hill appears to have been removed in recent years, and replaced with a modern post box on the nearby green.



Plate 11: Gate piers to Ropsley House (formerly The Old Rectory) are a fine feature of the street-scene along High Street.

6. Key Historic Buildings

6.1. Listed Buildings

A listed building is one that is included on the government's Statutory List of Buildings of Special Architectural or Historic Interest. These buildings are protected by law and consent is required from South Kesteven District Council before any works of alteration (to the interior or exterior), that affects its character or appearance can be carried out. List descriptions are available online via the National Heritage List at: <https://historicengland.org.uk/listing/the-list/>.



Plate 12: No 1 Chapel Hill, also referred to as Manor House.

and the **Slate Headstone** of John Pickwell which dates from 1730 (NHLE 1253289), are all Grade II listed.

6.2. Positive unlisted buildings

In addition to listed buildings, the conservation area contains a high number of unlisted buildings and structures that make a positive contribution to the character or appearance of the conservation area.

These are identified on the townscape appraisal map as 'positive unlisted buildings' and follows advice provided by Historic England and NPPF, both of which stress the importance of identifying and protecting such buildings.

There are four listed buildings within the boundary of the conservation area. **St Peter's Church** (Grade I) dates from the 11th century (NHLE 1261821), it has an Anglo Saxon nave with an Early English tower and 14th century broach spire. **No. 1 Chapel Hill** (NHLE 1253288) which dates from 1700 with minor 19th century alterations; **Crown Hill Farm**, an 18th century farmhouse with early 19th century additions and alterations (NHLE 1253351);



Plate 13: Ropsley Primary School

The criteria used for selection of positive buildings are those set out within the 'positive contributors' section of Historic England's guidance document 'Conservation Area Appraisal, Designation and Management' (2019). Where a building has been adversely affected by modern changes and restoration is either impractical or impossible, they are excluded. Some efforts have been made in the last few years with the use of more appropriate window styles, such as flush timber effect uPVC.

Examples of the recent improvements include the former Methodist Chapel on Chapel Hill which was built in 1837 to accommodate 90 people. It has 1837 inscribed above the doorway and an attractive pantile hipped roof. The windows had been replaced with bulky uPVC historically, but recent refurbishment of the building saw the installation of more appropriate sash windows with marginal glazing bars.

No. 3 High Street and No.4 Chapel Hill are also interesting unlisted buildings, with both displaying similar architectural characteristics which suggest that they were built by the same owner or architect. No. 3 High Street is an important historic building that currently marks the entrance to the conservation area from the east. It presents an interesting Georgian façade, with large stone lintels and projecting key stones. A large datestone is set above the doorway.

Albeit not in the Conservation Area, the former Ropley Fox building are worth noting as building of special character and architecture, which add to the streetscape of Grantham Road, which forms the north-western approach to the conservation area. The buildings were recently redeveloped from public house into a series of dwellings, thus sadly losing their historic purpose. The car park was separated off and redeveloped for three detached dwellings in red brick.

Ropley Primary School, which is proposed to be included in the Conservation Area, is not just of historical significance, but also of architectural value: the 19th century school buildings comprise two one and a half storey buildings of coursed limestone, under a pitched gabled roof of slate. The earlier building, likely dating from around 1846, has a small bell tower with bell and apparatus in situ. The building also retains a small gabled porch and small decorative barge boards. The other east to west aligned building to the north, was likely constructed between 1888 and 1904.

The village war memorial is of local importance; it provides a focal point to Chapel Hill as well as being a site for remembrance to those who have been lost in the First and Second World War. It was erected in 1920 by public subscription.



Fig. 12 From left to right No.3 High Street and No.4 Chapel Hill. Both buildings display similar characteristics and likely to have been built by the same architect in the early 19th century

7. Archaeology

Lincolnshire County Council holds the historic environment record (HER) for the County that contains records on historic buildings, sites, structures and below and above ground archaeology.

Currently there are 13 records within Ropsley Conservation Area (see Appendix 2). The majority of these relate to listed building records however there are some interesting records relating to archaeology such as at Crown Hill. During field walking in 1979 archaeologists unearthed a number of finds including late Saxon artefacts, together with remains of a former stone building.

There also are a number of records relating to ridge and furrow, which surround the village. The field to the south of Ropsley at Holly Cottage shows traces of ridge and furrow. Post-medieval finds were made during a series of archaeological interventions near Hall Close.

Other records, outside the conservation area boundary but nonetheless important in terms of the history and development of the village include crop mark enclosures to the south of Humby which have yielded finds from multiple periods including Neolithic and Bronze Age flints and a large concentration of Iron Age pottery.

Remains from the Roman period include a large scatter of building stone and pottery dating from 3rd-4th centuries found at Ropsley Rise Woods.

To the south-west of the conservation area is Ring Damn, which is a scheduled ancient monument. It is a medieval fishpond which survives as a series of earthworks and buried deposits which have been little altered since medieval times indicating that archaeological remains are likely to survive intact.

8. Changes since Designation

There have been relatively few changes to the conservation area since original designation. Any development has mainly been small scale extensions and conversions and there are no significant development threats. The largest area of modern development within proximity to the Conservation Area is the redevelopment of the former Ropsley Fox car park for three detached dwellings.

9. Boundary Review

Historic England Advice Note 1: (2019, Conservation Area Appraisal, Designation and Management) states that current boundaries should be reviewed as part of the appraisal process, particularly if there is evidence to suggest that early conservation areas were drawn too tightly that excluded historic rear plots with archaeological interest, later phases of development (such as 20th century housing), or parks, cemeteries and historic green spaces, now considered to be of special interest. Historic England guidance also states that if the original interest has been eroded by piecemeal changes or by inappropriate development the boundary should be revised.

The conservation area comprises of two separate areas. The northern area encompasses the traditional buildings at the eastern end of Chapel Hill and the buildings which front onto the green, including No. 1 Peck Hill. The second area is centred on High Street, Church Lane and Crown Hill but excludes the post war buildings on the east side of High Street and south side of Church Lane.

Please note that no appraisal can ever be completely comprehensive and the omission of any particular building, feature or space should not be taken to imply that it is of no interest.

As part of the 2024 review the following amendments are proposed:

9.1. To extend the conservation area:

- **Boundary to include 26 and 30 Chapel Hill,**
- **Holly Cottage and adjacent barn, Humby Road,**
- **Ropsley Rectory and garden,**
- **Ropsley Primary School, School Lane, and 2 and 4 School Lane**
- **Any properties formerly only partially included.**

No 26 and 30 Chapel Hill are attractive stone cottages and former farm buildings, which reflect the vernacular character and material palette of the conservation area.

Holly Cottage similarly is an attractive small farmstead at the southern approach of Ropsley, which retained many historic features. The field to the west of Holly Cottage is an important area of open space and contributes towards the setting of the cottage which looks out onto it. It also maintains some remnants of ridge and furrow.

Ropsley Rectory has been a noticeable feature in the village since at least the 19th century, with an expansive garden towards High Street. Ropsley House was built on the western extent of this garden in the second half of the 20th century.

Ropsley Primary School has already been noted as a heritage asset of local significance with its inclusion in the Historic Environment Record. The building provides a focal point of the community, and maintains historic features not often retained, such as the small belltower. The adjacent No 2 and 4 School Lane clearly also reflect the local vernacular character and material palette as observed throughout the Conservation Area.

It is considered that these buildings would make a positive contribution to the character of the conservation area and are considered to be of sufficient interest to justify inclusion within the boundary.

Additionally, the current boundary has some anomalies where it bisects plots of land. It is proposed that this should be rationalised to follow existing boundary lines, as highlighted on the accompanying map.

9.2. To exclude from the Conservation Area

Nos. 2-4 Peck Hill and 16-18 Chapel Hill from the conservation area boundary

These buildings have a fragmented character as they are of mixed quality in terms of design and materials. Nos. 2-4 Peck Hill comprise of a post war bungalow and a much-altered traditional building which does not enhance the appearance or character of the conservation area.

Nos 16-18 Chapel Hill, while maintaining some attractive stone building features, has been altered significantly and with its large rear extension has lost the focus on the street-frontage, such as observed with the surrounding properties, which while sitting on large plots of land have the bulk of the development set fronting the road. The set back character of No 18 Chapel Hill is therefore at odds with this appearance and distracts from the Conservation Area.

It may be appropriate to amend the boundary to exclude these buildings.

10. Management Plan

10.1. Introduction

In addition to a definition of special interest, local authorities have a duty to formulate and publish proposals on the preservation and enhancement of their conservation areas as specified in the Planning (Listed Buildings and Conservation Areas Act:71).

The aim of the management plan is to put in place management measures to ensure that the character and appearance of the conservation area is preserved and enhanced.

As part of the management proposals, the conservation area appraisal and management plan will need to be reviewed periodically and updated or modified where appropriate.

10.2. Effects of Designation

The national legislative framework for guiding development in conservation areas is provided by the Planning (listed building and conservation areas Act) 1990. The main effects of conservation area designation are:

- Planning Permission required to demolish a building in a conservation area. It is a criminal offence to demolish a building without first obtaining consent.
- Six weeks written notice is required prior to any work being carried out to uproot, fell, lop or top (the removal of the crown and natural structure) trees in a conservation area, not already protected by Tree Preservation Orders. Small trees which are less than 75mm in diameter, fruit trees and bushes are exempt.
- Applicants will need to demonstrate that any development proposal preserves or enhances the character or appearance of a conservation area. Extra publicity is given on planning applications affecting the character or appearance of conservation areas.
- The General Permitted Development Order 2015 (GPDO 2015) requires planning applications for certain types of development that do not require planning applications elsewhere and are 'permitted development'.
- Local planning authorities can further restrict permitted development rights on dwellings where the development fronts a public area through Article 4 (2) Direction.

- Permitted Development Rights of non residential properties can be restricted using Article 4 (1) Directions.

10.3. Article 4 Directions

Article 4 (1) and (2) directions can be introduced by a local authority to protect important features of a heritage asset that are at threat from incremental erosion. These directions withdraw permitted development rights of the GPDO 2015.

Article 4(1) directions can be used to withdraw permitted development rights on any type of building or land, whether or not fronting onto highway, waterways or open space. Article 4 (2) directions relate to dwelling houses, buildings and structures that front onto a highway, waterway or open space.

The Article 4 directions are confirmed once it is advertised locally (except for certain types that can be made immediately), site notices are displayed and notice is served to residents.

Whereas before April 2010 the Secretary of State confirmed article 4 directions, it is now for local planning authorities to confirm all article 4 directions (except those made by the Secretary of State) in the light of local consultation.

The Secretary of State will only exercise their powers in relation to article 4 directions if there are very clear reasons why intervention at this level is necessary.

10.4. Protection for Trees

Many trees are protected by 'Tree Preservation Orders' (TPO) and consent is required to prune or fell them. In conservation areas, if not already protected by a TPO, 6 weeks written notice is required for any works involving lopping or felling a tree greater than 75mm in diameter and 1 m above ground level.

10.5. Monitoring Condition

A survey is carried out from time to time at both a national and local level to assess the condition of significant heritage assets. This survey includes the identification of buildings that have fallen into disuse, dereliction or disrepair, commonly known as 'Buildings at Risk'. This survey provides a useful means of monitoring many significant historic buildings within conservation areas and elsewhere and indicates when the action may be required to halt or reverse deterioration.

The national Heritage at Risk Register covers Grade I and II* buildings at risk and is available through Historic England available at

<https://historicengland.org.uk/advice/heritage-at-risk/>. There are no buildings on the 'at risk' register within Ropsley Conservation Area. However, there are some buildings that are in a poor state of maintenance and in need of attention that are having a detrimental impact on the character and appearance of the conservation area.

The condition of buildings will be monitored and appropriate action instigated where necessary. The Planning (Listed Building and Conservation Areas) Act 1990 gives the local authority powers to protect significant buildings through the following measures:

10.5.1. Urgent Works Notice

If the condition of a historic building is at imminent risk, the Act enables the Local Planning Authority to carry out urgent works for the preservation of listed buildings following notice to the owner. These powers can be used in respect of unoccupied parts of listed or unlisted buildings in conservation areas. In the case of the latter, this can only be employed by agreement of the Secretary of State, advised by Historic England. The powers are used to address emergency repairs to ensure the building is weather tight and safe from collapse.

10.5.2. Repairs Notice

If the Local planning Authority considers that a listed building is not being properly preserved it may serve a Repairs Notice on the owner. The notice specifies the works, which the authority considers reasonably necessary for the proper preservation of the building and can only be served on statutory listed buildings.

10.5.3. Section 215 Notice

Local authorities have the power to serve a section 215 notice on the owner (or occupier) of any land or building whose condition is adversely affecting the amenity of the area. The notice requires the person responsible to clean up the site or building, or the authority may carry out works and reclaim the costs. This can be particularly affective at addresses amenity issues within conservation areas.

10.5.4. Compulsory Purchase Orders (CPO)

This affords local authorities with the power to compulsory purchase land or buildings that are required to secure development and are normally used as part of a wider regeneration scheme.

11. Enforcement

Unauthorised works and breaches of planning control can cumulatively harm the quality of both the built environment and surrounding spaces within a conservation area. An obvious example of this is unauthorised works to a listed building. A listed building is a building of special architectural or historic interest and is enshrined in law under the Planning (Listed Buildings and Conservation Areas) Act 1990. Listed Building Consent is required for any works of alteration to a listed building and it is a criminal offence to carry out unauthorised works. The removal of traditional timber windows and doors, for example, and their replacement with uPVC or poor modern imitations, can be detrimental to the buildings intrinsic special interest.

It is not only alterations to listed buildings that can damage the character and appearance of conservation areas. The unauthorised demolition of buildings, or detrimental alterations to unlisted buildings can all erode the special character of conservation area. The use of non-approved materials, for example, can be particularly harmful (e.g. modern cement rendering). It is important, therefore, that the Council investigates breaches of planning law within conservation areas, as this can help preserve the quality of the historic environment. Anyone can report suspected planning breach by contacting the Council's Enforcement Team. The District Council will follow up reports of unauthorised work and this may lead to enforcement action being instigated.

12. Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis

12.1. Strengths

- Harmonious use of materials across the conservation area.
- Good proportion of open space within the centre of the conservation area and reoccurring smaller areas of open green space throughout.
- Church and spire dominating the village and contributing towards key views.
- Historic association of the conservation area with Richard Foxe.
- Large areas of open space contributing towards a spacious quality.
- High number of positive unlisted buildings.
- Overall, the condition of the conservation area is good.



Plate 14: The Green Man Public House, is currently the only public house, recently reopened.

12.2. Weaknesses

- Overhead cables detracting from the character and appearance of the conservation area.
- Erosion of character through loss of fabric and original architectural details.
- The post and timber fence to No. 37 High Street and the concrete block walling to the cemetery on Church Lane are at variance with the traditional use of stone or brick boundary walls. If the opportunity arose the appearance of the conservation area could be enhanced by the reinstatement of more appropriate boundary treatments.
- Disrepair of boundary walls.
- Use of unsuitable UPVC windows and doors.
- Deterioration of pavements and roads distracting from the positive street-scene.
- On-street parking in narrow roads, impacting the overall streetscape and safety.
- Use of unsuitable rendering on buildings.

12.3. Opportunities

There are many buildings in the conservation area; some of which are recognised as being 'positive unlisted buildings' and have a level of significance that also

contributes towards local distinctiveness and identity. In the absence of a local list many of these buildings are unrecognised for the special contribution they make to the conservation area. There is the opportunity for the parish council to develop a 'local heritage list' of buildings and monuments that are valued as distinctive elements of the historic environment of Ropsley.

The repair of boundary walls with lime mortar to preserve the enclosure along the street.

12.4. Threats

- Further erosion of character through loss of fabric and original architectural details.
- Incremental erosion through loss of boundary features including walls and hedgerows.
- Erosion of special character of the area though loss of important trees or open space.
- Overhead cables detract from the setting and character of the village. If the opportunity arose the possibility of undergrounding the cables should be encouraged.
- Erosion of character of the buildings through substantial extensions, that distract from the building, and general streetscape.



Plate 15: Church wall recently repaired. Some areas still need cleaning of vegetation.

13. Action Plan

Proposed Measure	Issue Addressed	Action Required
1- To develop a list of buildings and monuments that have significant local heritage interest for Ropsley.	Undesignated heritage assets that make a positive contribution towards local distinctiveness are not afforded recognition and protection that is proportionate to their significance.	The Council to work together with the parish council, local residents, Heritage Lincolnshire and the Lincolnshire Historic Environment Record to nominate and develop a 'local heritage list' of buildings and monuments that are valued as distinctive elements of the historic environment of Ropsley.
2- Items of historic street furniture and floorscape to be retained and maintained.	Historic street furniture and Floorscape contributes towards the local distinctiveness of Ropsley.	<p>Ensure that development proposals and maintenance works take into account the contribution that historic street furniture and floorscape make towards the Conservation Area.</p> <p>Where appropriate, work with local community groups to monitor the condition of street furniture and assist with any grant funding opportunities which may be available for their repair.</p> <p>Guidance to be sought from Lincolnshire County Council's 'Streetscape Design manual'.</p>
3- Ensure that any highway works respect the Conservation Area.	The use of inappropriate materials, design and location of street signage and street lighting can have a detrimental effect on the character and appearance of the Conservation Area.	Liaise with highway authority prior to the installation of street signage and modern lighting to ensure that works are sympathetic to the character and appearance of the Conservation Area. Guidance to be sought from Lincolnshire County Council's 'Streetscape Design manual'.

Proposed Measure	Issue Addressed	Action Required
4- Removal of overhead cables and replacement of underground cables.	The uses of intrusive overhead cables have a negative impact on the character and appearance of the Conservation Area.	The Council will encourage the appropriate agencies to undertake schemes to ensure that overhead cables are replaced with underground cables.
5- Any proposed changes must have regard to the historic context in terms of scale, alignment, height, form, style, design and materials. The impact of change upon other important elements including the existing street pattern, trees, views and open spaces is also an important material consideration. Proposals should seek to promote or reinforce local distinctiveness Alterations or extensions to existing buildings should be carried out in natural	The negative effect on the character of the Conservation Area through the use of inappropriate materials and design. Development within a designated Conservation Area should be of a high standard of design and should preserve or enhance the traditional character of the area.	The Council will strive to ensure that new development makes a positive contribution to the character of a Conservation Area through the development control process and enforcement powers in accordance with its statutory obligations.

Proposed Measure	Issue Addressed	Action Required
materials appropriate to the location, should be subordinate to the main building and reflect its character in terms of scale, appearance and detailing.		
6- Ensure that heritage assets within the Conservation Area are maintained to a high standard.	Heritage assets are an irreplaceable resource and make a valued contribution to Ropsley and need to be conserved and enhanced for now and future generations.	<p>The Council expects that owners and occupiers of heritage assets will respect and care for them and will, therefore, encourage appropriate repairs or restoration.</p> <p>Monitor the condition of the buildings in the conservation area which are in poor condition and liaise with owners/occupiers where necessary. The Council to use enforcement measures where necessary, particularly in relation to listed buildings.</p>
7- To ensure that alterations to the Conservation Area (windows, doors, chimneys, rendering and boundary treatments) seek to preserve and enhance its character.	Unsympathetic features contribute to incremental erosion of character within the Conservation Area	<p>Improved access to design guidance (e.g. street furniture) and advice on maintenance and repair for homeowners, developers, property owners and agents.</p> <p>Consider the introduction of article (4) directions to restrict permitted development rights. Article 4 directions will result in planning permission being required for changes to roofs, vent pipes, boundary walls, gate piers, doors and windows.</p>

Proposed Measure	Issue Addressed	Action Required
8- Remove unauthorised satellite/ TV antenna/ broadband receiver	Satellite/TV antenna/ broadband receivers are visually intrusive and create a cluttered appearance within the streetscene	Develop an enforcement strategy to address unauthorised works.
9- Any proposals for development will have consideration to the above and below archaeological potential of the Conservation Area.	Inclusion of a site on the HER means it is a material consideration in the planning system	Guidance/consultation should be sought from Lincolnshire Heritage Trust for any proposals that affect the site or setting of a record on the HER. This may also incur a requirement prior to a decision for a field evaluation or historic building survey where there is substantial demolition or alteration to a heritage asset.
10-All historic floorscape features to be retained	Historic street furniture and floorscape contribute towards the local distinctiveness of Ropsley, and are at risk from inappropriate development and maintenance works.	Ensure that development proposals and maintenance works take into account the contribution that historic street furniture and floorscape make towards the Conservation Area. If the opportunity arose, to investigate, better reveal and enhance any historic floorscape that has been identified in the appraisal.
11-To monitor the condition of heritage assets in the Conservation Area.	Heritage assets that are at threat from deterioration in their structural condition or low occupancy levels.	Heritage assets that are unoccupied or not in active use may be deemed 'at risk' and consideration must be given to their inclusion on the local authority 'at risk' register, or Historic England's 'at risk' register, where appropriate.
12-Chimneys are an important feature which should be retained.	Removal of chimneys that make a positive contribution harms the significance of the Conservation Area.	The local planning authority to continue to use its enforcement powers in accordance with its statutory obligations to address unauthorised works to chimneys.
13-Grass verges and	Development proposals that may have a	Ensure that development proposals take into

Proposed Measure	Issue Addressed	Action Required
important areas of open space to be retained.	negative impact on important areas of open space including grass verges.	account the contribution that important area of open space and grass verges make towards the Conservation Area.
14- Preserve and enhance existing hedgerows and boundary walls, railings and gate piers.	Removal of hedgerows and important boundary features.	<p>Consideration will be given to the contribution that hedgerows and boundary walls make to the character and appearance of the conservation area when dealing with development proposals.</p> <p>Encourage regular maintenance and repair of existing boundary features through the production design guidance. Encourage replanting of new hedgerows.</p> <p>The Council will strive to ensure existing hedgerows and boundary walls are retained by using its enforcement powers in accordance with its statutory obligations, where there have been any planning breaches.</p> <p>Consideration will be given to the contribution that individual trees and tree groups make to the character and appearance of the Conservation Area when dealing with development proposals</p>

14. References

Historic England, 2019 *Conservation Area Appraisal, Designation and Management*

Historic England, 2017 *The Setting of Heritage Assets, Historic Environment Good Practice Advice in Planning: 3 (2nd Edition)*

Pevsner, 1964 *The Buildings of England: Lincolnshire*, Penguin

National Planning Policy Framework, 2023

National Planning Practice Guidance, 2023

Planning (Listed Buildings and Conservation Areas) Act 1990

South Kesteven District Council. 2020. *The South Kesteven Local Plan*

Lane. T.W. 1995 *The archaeology and developing landscape of Ropsley and Humby, Lincolnshire*.

Ropsley, memories at the Millennium, Alwayn and Malcom Sentance, Published 1999, Firs Publishing.

15. Useful Contacts

For enquiries regarding listed buildings and conservation areas please ask to speak to the Council's **Conservation Officer**:

planning@southkesteven.gov.uk

For enquiries related to the Historic Environment Record for Lincolnshire please contact the Lincolnshire **Historic Environment Record**:

Lincolnshire Historic Environment Record
Lancaster House
36 Orchard Street
Lincoln
LN1 1XX
Telephone: 01522 782070
Email: lincssmr@lincolnshire.gov.uk

For any enquiries relating to Archaeology please contact **Heritage Lincolnshire**:

The Old School
Cameron Street
Heckington
Lincolnshire
NG34 9RW
Phone: 01529 461499
Email: htladmin@heritagelincolnshire.org

Historic England
The Foundry
82 Granville Street
Birmingham
B1 2LH
Phone: 0121 625 6888
Email: midlands@HistoricEngland.org.uk

The Georgian Group
6 Fitzroy Square
London
W1T 5DX
Telephone: 020 7529 8920
Email: office@georgiangroup.org.uk

The Victorian Society,
1 Priory Gardens,
London
W4 1TT
Telephone 020 8994 1019
Email: caserwork@jcnas.org.uk

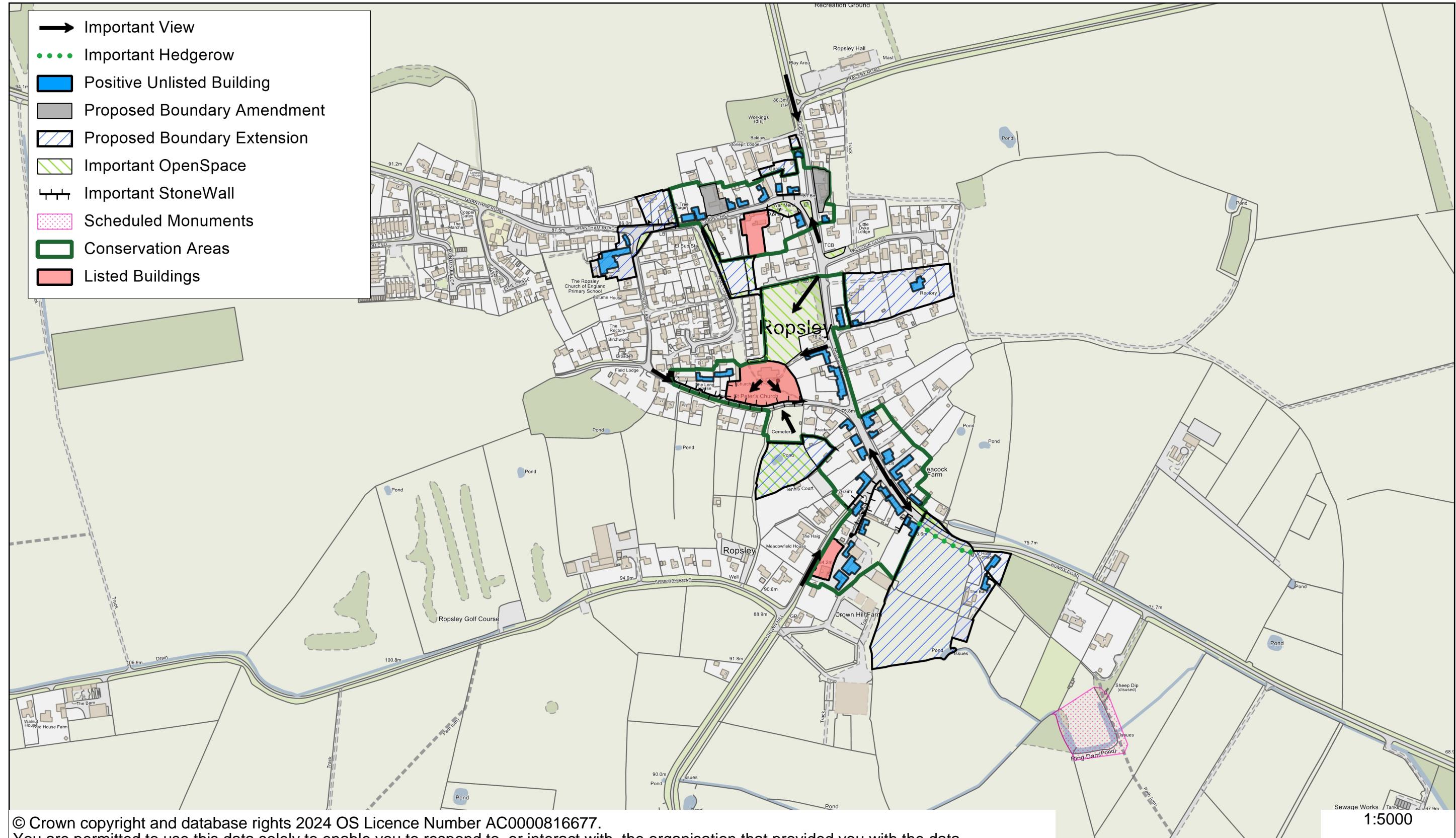
Society for the Protection of Ancient Buildings
37 Spital Square
London
E1 6DY
Telephone 020 7377 1644
Email: info@spab.org.uk

Historic Buildings and Places
The Courtyard
37 Spital Square
London
E1 6DY
Telephone: 020 7236 3934

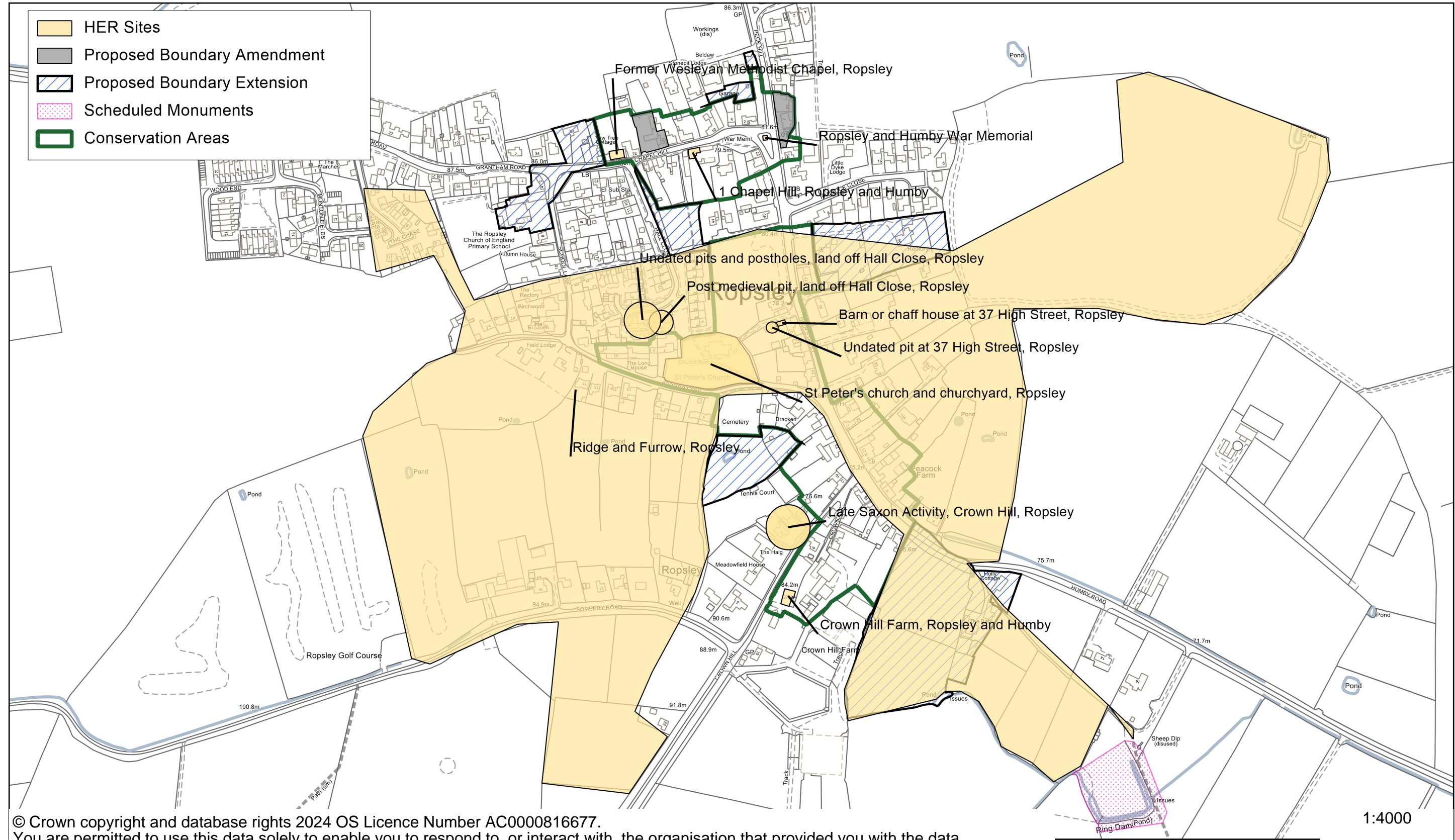
The Twentieth Century Society
70 Cowcross Street
London EC1M 6EJ
Telephone: 020 7250 3857
Email: caserwork@jcnas.org.uk,
caserworker@c20society.org.uk

The War Memorials Trust
14 Buckingham Palace Road,
London
SW1W 0QP
Email: conservation@warmemorials.org

Appendix 1: Ropsley Conservation Area Map



Appendix 2: Ropsley Historic Environment Record Map



Contact details

Alternative formats are available on request:
audio, large print and Braille

South Kesteven District Council

01476 40 60 80

 communications@southkesteven.gov.uk

 www.southkesteven.gov.uk



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

This page is intentionally left blank



Equality Impact Assessment

Question	Response
1. Name of policy/funding activity/event being assessed	Conservation Area Appraisals
2. Summary of aims and objectives of the policy/funding activity/event	<p>South Kesteven contains 48 Conservation Areas within its district, the oldest, Stamford, dating to 1967 and the most recent, Grantham St Annes dating from 2013. It is a legal requirement to produce Conservation Area Appraisals for all designated conservation areas.</p> <p>Each Conservation Area Appraisal identifies the special qualities of the conservation area and seeks to manage positive change within the designated area, and its setting. Accompanying management plans sets out how the conservation area can be improved, along with local priorities for enhancements.</p> <p>Once adopted, the Conservation Area Appraisals will be a material consideration when considering planning applications within each the Conservation Area.</p>
3. Who is affected by the policy/funding activity/event?	Those living, working and visiting Conservation Areas.
4. Has there been any consultation with, or input from, customers/service users or other stakeholders? If so, with whom, how were they consulted and what did they say? If you haven't consulted yet and are intending to do so, please complete the consultation table below.	Each individual Conservation Area Appraisal will be consulted upon with relevant parties, and all comments received will be considered when finalising the Conservation Area Appraisal.
5. What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?	A review of the Conservation Area Appraisals should be undertaken at regular intervals as noted in the Planning (Listed Building and Conservation Area) Act 1990 to ensure that the District's conservation areas are up to date and not impacted upon negatively.

Protected Characteristic	Is there a potential for positive or negative impact?	Please explain and give examples of any evidence/data used	Action to address negative impact e.g. adjustment to the policy <small>(The Action Log below should be completed to provide further detail)</small>
Age	Negative	<p>Development within a Conservation Area may require the use of specific materials, which may negatively impact people with mobility, visual and other issues caused by their age.</p> <p>Existing areas, buildings and features may not be</p>	Proposals to alter features or add features such as mobility aids will be considered through the planning process.



		fully accessible and may not be easily altered due to significant historic fabric or character.	
Disability	Negative	<p>Development within a Conservation Area may require the use of specific materials, which may negatively impact people with disabilities.</p> <p>Existing areas, buildings and features may not be fully accessible and may not be easily altered due to significant historic fabric or character.</p>	Proposals to alter features or add mobility aids such as handrails will be considered through the planning process.
Gender Reassignment	Neutral		
Marriage and Civil Partnership	Neutral		
Pregnancy and Maternity	Neutral		
Race	Neutral		
Religion or Belief	Neutral		
Sex	Neutral		
Sexual Orientation	Neutral		
Other Factors requiring consideration			
Socio-Economic Impacts	Neutral		
Carers (those who provide unpaid care to a family member, friend or partner)	Neutral		

Consultation

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

Group/Organisation	Date	Response



Proposed Mitigation: Action Log

To be completed when barriers, negative impact or discrimination are found as part of this process – to show actions taken to remove or mitigate. Any mitigations identified throughout the EIA process should be meaningful and timely. Add more rows as required.				
Negative Impact	Action	Timeline	Outcome	Status
Development within a Conservation Area may require the use of specific materials, which may negatively impact people with mobility and visual issues caused by their age or disability.	Proposals to alter features or add features such as mobility aids will be considered through the planning process.		Potential issues to be addressed on a case by case basis through the planning process, focused on the individual needs of the person impacted	

Evaluation Decision

Once consultation and practicable and proportionate mitigation has been put in place, the responsible officer should evaluate whether any negative impact remains and, if so, provide justification for any decision to proceed.			
Question	Explanation / justification		
Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?	There is the potential that individuals with mobility and visual issues may be impacted by features and material of historic significance, which could cause a barrier or trip hazard. Adjustments would be considered on a case by case basis.		
Final Decision	Tick	Include any explanation/justification required	
1. No barriers identified, therefore activity will proceed			
2. Stop the policy or practice because the data shows bias towards one or more groups			
3. Adapt or change the policy in a way that will eliminate the bias			
4. Barriers and impact identified , however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to proceed with caution with this policy or practice knowing that it may favour some people	x	It is accepted that the legislation governing conservation areas could result in a negative impact for people with disabilities, however, the Council remains mindful of the need to make or allow all reasonable adjustments necessary to improve equality wherever practicable.	



less than others, providing justification for this decision		Therefore, any change required which results from equality legislation will be considered on a case-by-case basis.
---	--	--

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

Sign off

Name and job title of person completing this EIA	Ariane Buschmann
Officer Responsible for implementing the policy/function etc	Conservation and Planning Teams
Date Completed	14 November 2024
Line Manager	Shaza Brannon
Date Agreed (by line manager)	19 November 2024
Date of Review (if required)	

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

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



Aslackby Conservation Area Appraisal

Report Author

Shaza Brannon, Planning Policy Manager

 shaza.brannon@southkesteven.gov.uk

Purpose of Report

In accordance with the Planning (Listed Buildings and Conservation Areas) Act 1990, The Council is required to review its Conservation Areas from time to time and to prepare and publish any proposals for the preservation and enhancement of any parts of the District that are designated as a Conservation Area. This report is seeking approval to carry out a consultation on the proposed Aslackby Conservation Area boundary amendment and the draft updated Conservation Area Appraisal.

Recommendations

That Cabinet:

1. Approves consultation of the change of boundary of the Aslackby Conservation Area boundary as shown in Appendix A to this report.
2. Approves publication of the Aslackby Conservation Area Appraisal (Appendix 1) for consultation.

Decision Information

Is this a Key Decision?	No
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Connecting communities Enabling economic opportunities Effective council
Which wards are impacted?	Aveland;

1. Implications

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

Finance and Procurement

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

Completed by: Paul Sutton Interim Head of Finance (Deputy s151)

Legal and Governance

- 1.2 Local authorities have a duty to review the overall extent of conservation area designations in their area regularly. Designations such as this remain the principal means by which conservation policies can be applied to particular areas.
- 1.3 An Aslackby Conservation Area Appraisal has been produced for publication as there is a requirement to consult on any proposed change of Conservation Area boundary.

Completed by: Mandy Braithwaite, Legal Executive

Equalities, Diversity and Inclusion

- 1.4 An equality impact assessment covering the introduction or extension of conservation areas (Appendix 2) has been carried out to highlight instances where access may be limited. It is accepted that the legislation governing conservation areas could result in a negative impact for people with disabilities, however, the Council remains mindful of the need to make or allow all reasonable adjustments necessary to improve equality wherever practicable. Therefore, any change required which results from equality legislation will be considered on a case-by-case basis.

Completed by: Carol Drury, Community Engagement Manager

Climate Change

- 1.5 While the Conservation Area Appraisal is not associated with any direct climate change implications, conservation areas limit permitted development rights and will restrict the ability of homeowners to carry out retrofit work on properties without first seeking planning permission. South Kesteven District Council should remain mindful of the balance of preserving historic buildings versus the

requirement to increase the energy efficiency of properties in keeping with sustainability guidance.

Completed by: Louise Case, Sustainability Project Support Officer

2. Background to the Report

- 2.1. One of the key ambitions identified in the South Kesteven District Corporate Plan is to build on, and celebrate, the rich heritage and culture of the District. The contribution historic areas make to quality of life is widely recognised. Additionally, the District's cultural and heritage strengths support the visitor economy.
- 2.2. There are currently 48 conservation areas in South Kesteven. Conservation Areas are a link to the past that can provide a sense of continuity and stability and have the reassurance of the familiar which can provide a point of reference in a rapidly changing world. The way building traditions and settlement patterns provide local distinctiveness can deliver a catalyst for regeneration and inspire well-designed new development which brings economic and social benefits valued by everyone.
- 2.3. The Planning (Listed Buildings and Conservation Areas) Act 1990 ("the Act") requires local planning authorities to draw up and publish proposals for the preservation and enhancement of conservation areas in their districts. Such areas are defined as "areas of special architectural or historic interest, the character of appearance of which it is desirable to preserve or enhance". Once designated, the Council is required to review its conservation areas from time to time.
- 2.4. The National Planning Policy Framework (NPPF) advises that heritage assets should be conserved in a manner appropriate to their significance (paragraph 195). The guidance goes on to state that local planning authorities should ensure that a conservation area justifies such status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest.
- 2.5. Conservation area appraisals identify the special qualities of a conservation area. The accompanying Management Plans set out how the conservation area can be improved, along with local priorities for enhancements. Conservation area appraisals seek to manage positive change within a designated conservation area, and its setting.
- 2.6. Conservation area appraisals contribute towards the Council achieving its priorities as set out in the Corporate Plan. A key ambition of the Plan is to 'celebrate and promote the strong heritage and rich culture of South Kesteven'.

2.7. The South Kesteven Local Plan Policy EN6: The Historic Environment seeks to protect and enhance heritage assets and their settings. The Policy requires development proposals to take into account Conservation Area Appraisals, where these have been taken into account.

Aslackby Conservation Area Designation

2.8. Aslackby is a village within South Kesteven with a long-standing history which can be traced back to at least the early medieval time with known remnants of the Aslackby Castle and Templar activity. Due to the historic, architectural and archaeological evidence the Aslackby Conservation Area was designated in 1991.

2.9. The boundary of the conservation area is very well defined and centred on the historic core of the village, with a cohesive character created by consistent use of historic materials, areas of open space and archaeological interest.

Aslackby Conservation Area Designation Review

2.10. In 2024, a review of the boundary was undertaken including desk-based assessment and site visits. Significant positive improvements to the historic streetscape of the village were identified and consequently, an expansion to the area further along Kirby Underwood Road is proposed.

2.11. The proposed expansion to the designation includes additional areas considered to be of heritage significance, such as: positive unlisted buildings, non-designated assets defined in the Historic Environment Record, and important open spaces that add to the landscape significance.

2.12. The properties proposed to be included along Kirby Underwood Road adds to the overall historic appearance of the streetscape resulting in a more cohesive character.

Aslackby Conservation Area Appraisal

2.13. The Aslackby Conservation Area was created in 1991; however, there is currently no Conservation Area Appraisal available for Aslackby. Under the Act, it is a legal requirement to provide Conservation Area Appraisals and update them at regular intervals. A draft Conservation Area Appraisal is provided at appendix 1.

3. Key Considerations

3.1 Conservation Area Appraisals manage positive change within the designated conservation area and its setting, minimising harm and encouraging preservation and enhancement of our heritage assets.

- 3.2 Whilst the Aslackby Conservation Area Appraisal was created in 1991, there is currently no Conservation Area Appraisal available for Aslackby. Conservation Area Appraisals are legally required to be published and reviewed regularly. The Aslackby Conservation Area Appraisal will safeguard Aslackby's historic environment for all to appreciate in the future and highlight the importance of the historic character and fabric present within the village.
- 3.3 Due to the positive improvements in Aslackby's historic streetscape and landscape, a boundary change to the Aslackby Conservation Area is proposed to widen the Conservation Area.
- 3.4 The Area Appraisal will also help achieve the Council's aspirations in the Corporate Plan, such as Priority 1: Connecting Communities, which aims to promote the strong heritage and culture of the district, as well as Priority 3: Enabling Economic Opportunity, as the Aslackby Conservation Area is part of the expansive heritage of the district.
- 3.5 The appraisal will provide the public with more in-depth information about the Conservation Area and how the Council aims to manage the area. The expansion and appraisal would also support Priority 5: Effective Council, by providing a fully publicly accessible document explaining the extent, important features and management of the Conservation Area.
- 3.6 Once adopted, the Aslackby Conservation Area Appraisal will be a material consideration when considering planning applications within the conservation area.

4. Other Options Considered

The alternative option considered is that the Council does not expand the Conservation Area, however this may result in a failure to preserve or enhance the historic interest and character of the village, and the conservation area as identified in the appraisal. Conservation Areas are defined as "designated" heritage assets in the NPPF for the purposes of local plan making and development management. Designated heritage assets are afforded considerably more protection both in planning policy but also in legislation than non-designated heritage assets.

5. Reasons for the Recommendations

- 5.1. Section 69(2) of the 1990 Act requires local planning authorities (LPAs) to determine which parts of their area possess special architectural or historic interest and to designate them conservation areas.
- 5.2. As the provision of a Conservation Area Appraisal is a requirement as noted in the Planning (Listed Buildings and Conservation Areas) Act 1990, it is

recommended to approve the publication of the draft appraisal for consultation. The adoption of the Appraisal and Management Plan will allow for the positive management of development whilst safeguarding historic character and appearance.

- 5.3. It is acknowledged that historically, conservation area boundaries have often been drawn too tightly, omitting areas now considered of special interests, especially green spaces and open space, boundary treatment or smaller outbuildings. The appraisal and proposed extension have taken this into account, considering not just the built heritage, but also the wider streetscape and the impact open space has on the appreciation of the village.

6. Consultation

- 6.1. This report recommends the approval of the publication of Aslackby Conservation Area Appraisal for a six week public consultation.

7. Background Papers

- 7.1. South Kesteven Adopted Local Plan: [The South Kesteven Local Plan | South Kesteven District Council](https://www.southkesteven.gov.uk/planning-and-development/plans-strategies-and-guidance/adopted-local-plan/)

8. Appendices

- 8.1. Appendix 1: Aslackby Conservation Area Appraisal 2024
- 8.2. Appendix 2: Equality Impact Assessment

Conservation Area Appraisal

Aslackby



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Aslackby Conservation Area and
Management Plan
Adopted 1991
Review November 2024
Draft for consultation

Contents

1. Character Appraisal	4
1.1 <i>Background</i>	4
1.2 <i>Location and Context</i>	4
2. Planning Policy Context	5
2.1 <i>Planning (Listed Buildings and Conservation Areas) Act 1990</i>	5
2.2 <i>National Planning Policy Framework (NPPF)</i>	5
2.3 <i>South Kesteven District Council Local Plan</i>	6
3. Summary of Special Interest	7
4. Historical development	8
5. Character and Appearance	9
5.1 <i>Spatial Character and Townscape Quality</i>	9
Temple Road	9
Aveland Way	10
Kirby Underwood Road	12
5.2 <i>Architecture and Building Materials</i>	12
5.3 <i>Key Views</i>	13
5.4 <i>Contribution of Trees, Hedgerows and Open Space</i>	14
5.5 <i>Floorscape, Street Furniture and other features</i>	14
6. Key Historic Buildings	15
6.1 <i>Listed Buildings</i>	15
6.2 <i>Positive Unlisted Buildings</i>	16
6.3 <i>Locally Listed Buildings</i>	17
7. Archaeology	17
Aslackby Castle	17
Preceptory of the Knights Templar	18
8. Changes since Designation	18
9. Boundary Review	19
The Lilacs and Moorfield Cottage, Kirby Underwood Road	19
The Old School, Kirby Underwood Road	19
The Laurels, Kirby Underwood Road	20
10. Management Plan	21
10.1 <i>Introduction</i>	21

11. Effects of Designation	21
12. Article 4 Directions	22
13. Protection for Trees	22
14. Monitoring Condition	22
14.1 <i>Urgent Works Notice</i>	23
14.2 <i>Repairs Notice</i>	23
14.3 <i>Section 215 Notice</i>	23
14.4 <i>Compulsory Purchase Orders (CPO)</i>	23
15. Enforcement	24
16. Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis	24
16.1 <i>Strengths</i>	24
16.2 <i>Weaknesses</i>	24
16.3 <i>Opportunities</i>	25
16.4 <i>Threats</i>	25
17. Action Plan	26
18. References	30
19. Useful Contacts	30

1. Character Appraisal

1.1 Background

The conservation area at Aslackby was designated in 1991. The purpose of this document is to define the special interest of the conservation area and assess the action needed to protect and enhance the special qualities of the conservation area. The conservation area appraisal and management plan is split into three sections:

- **Section 1:** Conservation area appraisal, which details any proposed changes or extensions as part of the 2024 review.
- **Section 2:** Management plan, which puts forward proposals for preservation and enhancement.
- **Section 3:** Action plan to address those issues drawn out in the appraisal and management plan.

The appraisal and management plan should be read alongside the accompanying map in the appendix.

1.2 Location and Context

Aslackby is a small, dispersed settlement located approximately 2 miles south of Folkingham and 7 miles north of Bourne. It lies in the Fen Margins, a transitional landscape where the slopes of the Kesteven Uplands give way to the flat topography of the Fens to the east of the A15. It is one of a line of settlements from Bourne in the south to Billingborough in the north which occupy the higher dryer ground alongside the A15 and B1177. The landscape is characterised by a mix of arable and pasture farmland with hedgerows and trees providing enclosure.

The village has one public house and a parish church; however there are no shops or other services available.

2. Planning Policy Context

2.1 Planning (Listed Buildings and Conservation Areas) Act 1990

Conservation areas are designated under the provisions of Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990. A conservation area is defined as 'an area of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance'. It is the duty of local authorities to designate such areas in order to ensure that their unique character is preserved and enhanced. Designation grants control over demolition of unlisted buildings, strengthens controls over minor development and also gives special protection to trees. It is the quality and interest of an area as a whole, rather than that of individual buildings, which is the prime consideration in identifying a conservation area.

Section 69(2) of the Act imposes a duty on Local Authorities to review their conservation areas from time to time, Section 71 of the same Act requires local planning authorities to formulate and publish proposals for the preservation and enhancement of any parts of their area that are designated as conservation areas. Section 72 specifies that, in making a decision on an application for development in a conservation area, special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area.

2.2 National Planning Policy Framework (NPPF)

Government Policy on the Conservation of the historic environment is contained within the National Planning Policy Framework (NPPF) 2023. The presumption in favour of sustainable development is the guiding principle of the document and the protection and enhancement of the historic environment is embedded within this approach. Sustainable development is defined as meeting the needs of the present without compromising the needs of the future (7) and the introduction of the NPPF breaks down this definition into three dimensions; economic, social and environmental. Within the environmental dimension sustainable development needs to contribute to '*protecting and enhancing our natural, built and historic environment*' (7). According to the NPPF, a conservation area is a 'designated heritage asset' and has been defined in Annex 2 as:

'A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing)'.

Great weight is given to the conservation of designated heritage assets. Heritage assets are an irreplaceable resource and any harm or loss requires clear and convincing justification (205).

In developing this strategy, the following needs to be taken into account (203):

- The desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation
- The wider social, cultural, economic and environmental benefits that conservation of the historic environment can bring
- The desirability of new development making a positive contribution to local distinctiveness
- Opportunities to draw on the contribution made by the historic environment to the character of place

2.3 South Kesteven District Council Local Plan

The South Kesteven District Council Local Plan was adopted in January 2020 and is one of the most important parts of the Local Development Framework. It sets out the key principles for development management and the conservation of the historic environment is detailed within policy EN6: The Historic Environment. Development that is likely to cause harm to the significance of a heritage asset or its setting will only be granted permission where the public benefits of the proposal outweigh the potential harm. Proposals which would conserve or enhance the significance of the asset shall be considered favourably.

3. Summary of Special Interest

- Dispersed plan form.
- Informal rural character with buildings scattered along the principal roads of Temple Road, Kirby Underwood Road and Aveland Way.
- The grouping of St. James Church, The Elms, The Rectory and Manor House which are all listed buildings making a significant contribution to the character and appearance of the conservation area.
- Informal areas of green space studded with trees at Temple Road conferring an open character.
- Parish Church of St James the Great is the centrepiece of the conservation area.
- The ford at Kirby Underwood Road, which is a tributary of the South Forty Foot Drain (the main channel for land drainage in the fens), is an attractive feature that is a reminder of the early history of the village.
- Historic association of the village with the Knights Templar, who founded a preceptory in the village at Temple Farm in approximately 1154 by Hubert of Rye.
- High archaeological significance relating to the scheduled monument at Aslackby Castle and other features of archaeological importance such as Temple Farm and medieval earthworks.
- Traditional craftsmanship embodied in original building materials and architectural features.
- Visual harmony resulting from the use of a limited palette of natural building materials.
- Visual continuity created by boundary walls delineating boundaries and linking buildings.



Fig. 1 The conservation area has a dispersed open character, contributed by large areas of green space and development scattered across the village.

4. Historical development

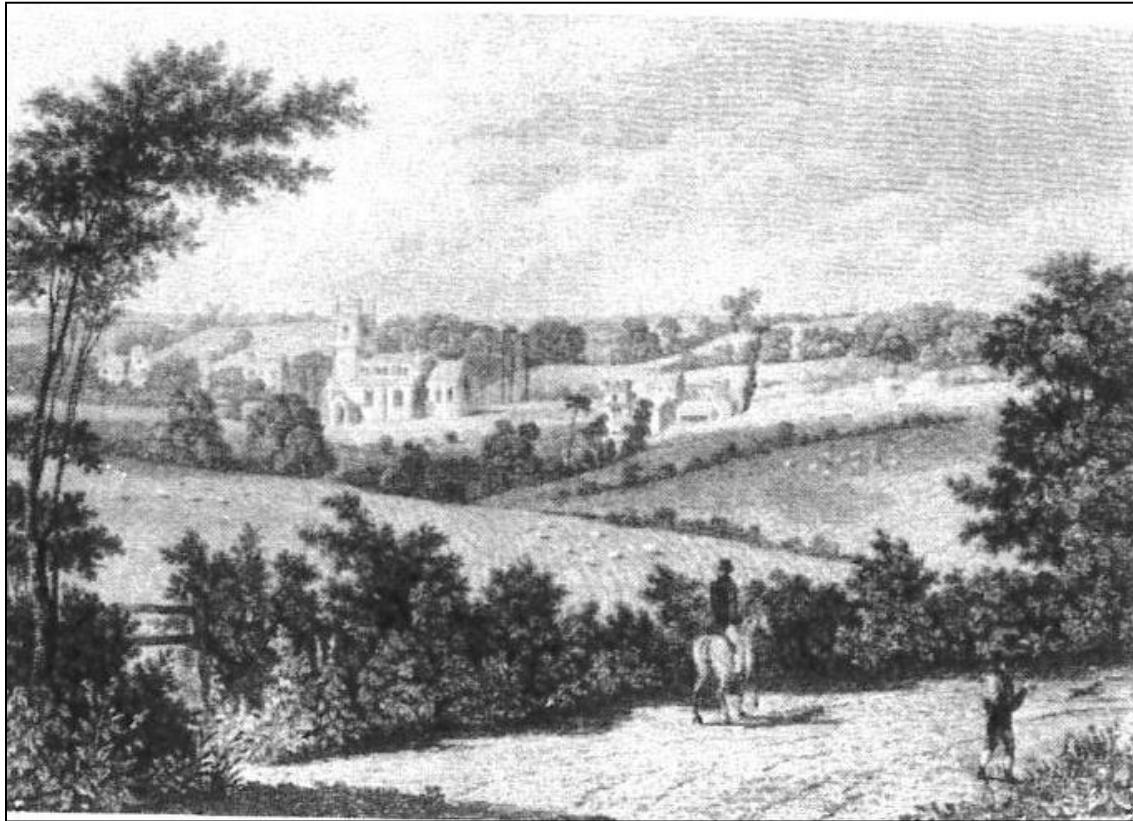


Fig.2 The Village of Aslackby circa 1835. From an engraving by W.Watkins, after a sketch by J.B Topham. (Source: Lincolnshire Museums information Sheet The Knights Templar's at Temple Bruer and Aslackby).

The village of Aslackby has early origins and can be traced back to the Doomsday book. At Temple Farm, to the south of Temple Road there was a preceptory founded in the reign of Richard I by Hubert of Rye in circa 1192. Like other Templar buildings, this was taken by the Crown in 1312 and subsequently passed on to the Knights of St John in 1338. The preceptory church was dedicated to St John and was still being served in 1514. Part of this church survived into the last century. The round church still stood in the 18th century, and Temple Farm was built out of the ruins. There was a gatehouse tower at the south end which was taken down in 1891 as it was dangerous; however there are some remains of ornamental stonework visible within the farmhouse and the remains of a two light 15th century window and a pinnacle which is in the garden of the farmhouse.

The village has a peaceful character with few services other than a church and a public house which is located on the A15 trunk road, outside of the Conservation Area. Agriculture has continued to play an important role in the village and there is at least one working farm within the boundary of the conservation area. There were previously two, however in recent years Temple Farm appears to have become vacant.

5. Character and Appearance

5.1 Spatial Character and Townscape Quality

Temple Road

As Temple Road is approached from the A15 development is arranged in a linear form, comprising late 20th century detached properties set back from the highway. As the conservation area is entered there is a falling topography and the character is open, comprising two fairly large farmsteads. Temple Farm, (Grade II, NHLE 1062758) is located on the south side of the road, set back within a large area of open space, surrounded by mature trees and hedges with a range of barns to the rear and an open field to west which confers an open character. Moorfield Farm (Grade II, NHLE 1317654) is more exposed in its setting, located on a rise and its strong use of Georgian architectural detailing makes this very prominent within the streetscene. The building is enclosed by a brick boundary wall that creates a formal sense of enclosure. To the rear of both Temple Farm and Moorfield Farm are a range of barns. However, it is noticeable that some of these barns are in a declining condition and in need of some basic maintenance works.

There are broad grass verges on both sides of the road which are important areas of open space and some street furniture items such as the cast iron signpost and Grade II listed K6 telephone box (NHLE 1260497) that are part of the historic character of the village. There are attractive views in a westerly direction towards the church and in a southern direction across the open field to the west of Temple Farm, with further views towards the surrounding countryside.



Fig.2 Deep grass verge studded with open trees to the front of Moorfield Farm and K6 telephone box opposite, Temple Road confers an open quality.

Aveland Way

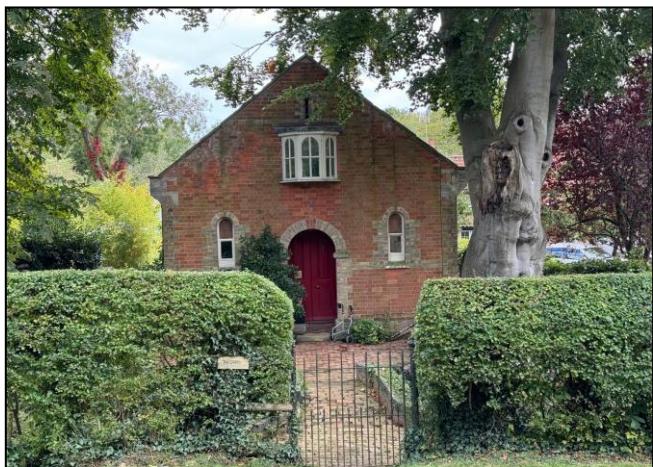


Fig.3 The Chapel, Aveland Way, now used as a dwelling. The building is located within a picturesque setting with the two mature trees framing views towards it.

1004952), with a number of visible earthworks. This is a highly significant archaeological site that adds to the value of the conservation area. The earthworks are also attractive historic features that contributes towards key views and the wider setting of the church. Church View also makes an important contribution as an unlisted building; the building and its siting obviously designed to benefit from the southern view of the church. Interestingly, on the 1905 historic OS map of the village, a 'viewpoint' is identified from this location.

The development at Dovecote Meadows does not reflect the historic plan form of the conservation area however the layout of the development has retained a spacious quality. Mature trees and hedgerows confer a rural character and there is an area of open space to the west of Dovecote Meadows, which is studded by fairly young fruit trees. There is a public right of way running through this area of open space; which is well used by walkers and members of the public.

The former methodist chapel sits picturesquely, within mature gardens, set back from the road across the beck that runs through the village. Upon entrance to the chapel are two very large trees that frame the building and create a formal sense of enclosure. Brookside Cottage, dating to the early 19th century, is set back from the road within a long and narrow plot. It has a traditional vernacular design and has been built

Aveland Way has an open character with a dispersed settlement pattern. The group of The Church of St. James, The Elms, The Rectory and The Manor House, all of which are listed make a strong contribution, as examples of mid to high status buildings that are of high heritage significance. The broad grass verges studded with trees contribute towards a sense of spaciousness and The Church of St. James (Grade I, NHLE 1062757) acts as the centrepiece to the conservation area, having visual dominance being located on a rise.

To the rear of the church is a large field, which is the location of the Scheduled Monument of Aslackby Castle (NHLE

1004952), with a number of visible earthworks. This is a highly significant archaeological site that adds to the value of the conservation area. The earthworks are also attractive historic features that contributes towards key views and the wider setting of the church. Church View also makes an important contribution as an unlisted building; the building and its siting obviously designed to benefit from the southern view of the church. Interestingly, on the 1905 historic OS map of the village, a 'viewpoint' is identified from this location.

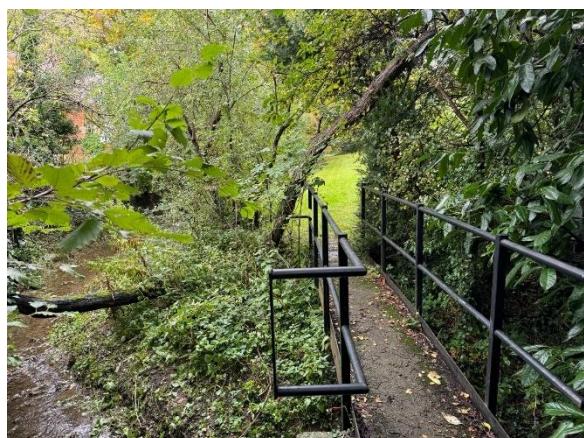


Fig.4, Public Right of Way with a bridge over, with listed gateway to the front and Dutch gables partially screened from

using locally sourced materials. The long narrow plot in which it is situated form part of the historic plan form of the village and it was likely that these long narrow plots were used for growing vegetables or as market gardens. Adjacent to Brookside Cottage, Verandah cottages is set even further back from the road with an attractive long and narrow plot to the front that is in keeping with the presiding open character of the conservation area.

On the north side of the road, Grade I listed Manor House (NHLE 1062750) is enclosed by a boundary wall with an entrance gate that creates a formal sense of arrival. The entrance gate, Grade II* listed (NHLE 1360115), dates to the 17th century and has a gabled top and ball finial. The Manor House is partially screened from view, however from the south, the two ornate brick dutch gables can be clearly seen. These gables are built in the *fen mannerism* style (more detail can be found within the architecture and building materials section) and are distinctive elements of the conservation area. The property is located within large mature and well maintained gardens, of which are open regularly to the public during 'open garden' events.

The road tapers as you progress in a westerly direction and development comprises small scale terraces and cottages clustered together with small gardens on the south side. On the north side of the road, the open character is retained with development comprising detached cottages located in fairly spacious gardens enclosed by mature hedgerows. It is unfortunate that many of the original wooden windows and doors in the terraced properties have been replaced with uPVC, however Brooklands, Middle Cottage and Harrison remains largely intact (apart from the concrete roof tiles) and is an attractive example of a late 19th century terrace. The house has a hedgerow to the front which creates a soft boundary to the property which should be retained.



Fig.5 Brooklands, Middle Cottage and Harrison. It is pleasing to see that a good number of the Yorkshire sliding sash windows have been retained.

Kirby Underwood Road



Fig.6 The Ford at the bottom of Kirby Underwood Road reinforces the rural character of the village.

Kirby Underwood Road, in contrast to the rest of the conservation area, has an enclosed character. The Ford is an attractive historic feature that adds to the rural character of the village and from this location there are views of the Church of St. James. The road gently curves and the topography becomes steeper as progress is made in a southerly direction. Mature trees and hedgerows appear in private gardens and line the frontage of buildings.

The conservation area boundary terminates at Seraphina and Jasmine Cottage on the west side, and just beyond the ford on the east side. However, there are currently a number of heritage assets outside the conservation area, which could be positive additions if the conservation boundary is extended as proposed as part of this appraisal. This includes The Old School, The Laurels Farmhouse and outbuildings alongside Averley, The Lilacs and Moorfield Cottage.

5.2 Architecture and Building Materials

The traditional buildings date from the mid-17th - early 19th centuries and are mainly constructed of coursed limestone rubble or brick some of which have rendered or colour washed frontages. Roofs are generally constructed of red pantile or slate and on many of the higher status houses surrounding the Church slate is very common – reflecting an obvious move forward from the vernacular tradition of red brick and red pantiled roofs. It is unfortunate that many of the original slate or pantile roofs have been replaced with interlocking concrete tiles.

The earlier buildings within the village that are of medieval or post medieval date, such as Temple Farm (Grade II, NHLE 1062758) and the rear wing of Manor House, are constructed of stone – random rubble or coursed. The later buildings are built using brick; however, there



Fig.7 The Elms, Aveland Way (Grade II) with gothic detailing on the central gable and proportioned fenestration either side

are a number of examples of early handmade brick, which is orange in colour and adds vibrancy to the material palette of the conservation area. Examples include Moorfield House Farm, Temple Road and Seraphina and Jasmine Cottage, Kirby Underwood Road.

There is an example of a 'mud and stud' cartshed to the rear of the Manor House, which is Grade II listed in its own right (NHLE 1360116). Mud and stud is a traditional method of construction from Lincolnshire, where rough timbers were set in earth and joined together at the top to form a box while the wide spaces in between were filled by a thin palisade of vertical staved daubed with clay and mud.

Within the historic core of the conservation area, the group of higher status houses on the north side of the road display finer architectural detailing, which adds to the overall quality of the conservation area. Examples include The Elms (Grade II, NHLE 1360096) which has limestone ashlar dressings and a central gable with gothic pointed arched windows; The Rectory (Grade II, NHLE 1062791), that has three large cambered brick arches to the front façade; and The Manor House (Grade I, NHLE 1062750) with its exuberant Dutch gables.

The loss of traditional timber windows and doors and the inappropriate replacement with uPVC to standard designs detracts from the appearance of the individual buildings and from the overall character of the conservation area.

Boundary walls are a significant feature of the conservation area which link buildings and maintain the continuity of the building line along the street. However, hedgerows are also common and add to the verdant quality of the conservation area, particularly to the west of Aveland Way.

Metal fencing, such as noted at Temple Farm and The Rectory, are attractive boundary treatments that help to retain the open quality of the buildings and their settings.

5.3 Key Views

One of the most important views in the conservation area is the view towards the Church of St. James from the Ford at Kirby Underwood Road. There are also very attractive panoramic views from Church View, Aveland Way across the broad grass verge towards the group of buildings on the north side of Aveland Way, including the Elms, the Rectory and the Parish Church itself.

At the rear of the Church of St James there are important views towards the scheduled monument of Aslackby Castle, and at Temple Road there are some important views across the open space to the west of Temple



Fig.8 View of Grade I listed Church of St. James from Kirby Underwood Road.

Farm and beyond, towards the distant tree belts and surrounding countryside.

Other views are constrained along the length of the roads, however there are some picturesque views from Aveland Way towards Aslackby Manor and from the footpath across the area of open space to the west of Dovecote Meadows.

From outside the conservation area boundary, due to the flat topography of the area, views are generally limited however there are views towards the conservation area from the A15 where the church tower can be seen.

5.4 Contribution of Trees, Hedgerows and Open Space

Trees are a feature of the conservation area which frame key views or form the backdrop to views within and outside the boundary. The trees lie mainly within private gardens or studded on the broad grass verges that are common within the village, but also include the distant tree belts beyond. Broad grass verges feature very strongly within the conservation area and create a sense of spaciousness, as well as contributing towards the setting of those buildings that front onto them, particularly along Aveland Way.

At Aslackby Manor there are a number of trees within its private gardens that contribute towards the setting of the house. According to historic maps, many are likely to have been planted a number of generations ago. Surrounding The Elms and The Rectory are a number of large mature trees that create shelter and frame views of these two attractive listed buildings.



Fig.9 Cast iron fingerpost, at the junction of Temple Road with Kirby Underwood Road.

that enclose Temple Farm.

Important areas of open space include the site of Aslackby Castle, the small field to the west of Temple Farm, the open space to the west of Dovecote meadows, the open space to the south of Dovecote meadows and the grass verges that are found throughout the conservation area.

5.5 Floorscape, Street Furniture and other features

At the junction of Temple Road with Kirby Underwood Road there is a cast iron signpost on the north side of Temple Road and a K6 telephone box (Grade II, NHLE 1260497) on the south side of Temple Road which contributes positively to the conservation area. There are some attractive railings that enclose the church to the south east and the cast iron railings

6. Key Historic Buildings

6.1 Listed Buildings

A listed building is one that is included on the government's Statutory List of Buildings of Special Architectural or Historic Interest. These buildings are protected by law and consent is required from South Kesteven District Council before any works of alteration (to the interior or exterior), extension or demolition can be carried out. List descriptions are available online via the National Heritage List website at <https://historicengland.org.uk/listing/the-list/>

Currently there are 11 listed buildings within the boundary of the conservation area. One of the most interesting is Aslackby Manor House (NHLE 1062750), which is Grade I listed. The rear stone wing is a survival from an earlier medieval house with evidence of an open hall, whilst the elaborate east wing, which was built in circa 1650, has Dutch gables, pilasters and hooded-moulds in red brick.

According to Pevsner in his survey of buildings in Lincolnshire the building is an outstanding example of *Fen Fen Artisan Mannerism*. This was popular during the mid 17th century where country houses departed from the local vernacular and there was a fashion for adding pediments and other uncoordinated details, such as brick quoins and string courses.

The Grade I listed Church of St. James (NHLE 1062757) makes a striking contribution and is the centrepiece to the conservation area. The church dates to circa 1300, with additions from 1320 and the mid-15th century. The chancel is Early English, largely rebuilt 1856, and there is a perpendicular tower and nave.

There is medieval stained glass dating to the 14th to 15th centuries.

The majority of the listed buildings within the conservation area are located to the north of Temple Road, are mid to high status, located within large grounds, have outbuildings with a strong execution of architectural detailing. Temple Farmhouse (Grade II, NHLE 1062758) is the exception to this, although of great



Fig. 10 The Grade II* listed Gateway to Aslackby Manor (NHLE 1360115) dates to the mid 17th century and provides an attractive enclosing feature to the Manor House.



Fig. 11 Moorfield House Farm, located on a slight rise contributing towards its prominence. It is constructed of a mix of brick and limestone with a later brick extension to the rear.

historic interest, there is no distinctive design of the farmhouse with the existing structure being a mix of the remains of the preceptory and later 19th and 20th century alterations. Some parts of the building have been rendered, which compromises its historic character. There are a number of outbuildings to the rear of the property that are in poor condition and in need of repair. Moorfield Farmhouse (Grade II, NHLE 1317654) makes a particularly strong contribution as the conservation area is entered at Temple Road. It has a well proportioned three bay front constructed of local handmade brick with a deep orange colour, a mansard roof and a central doorway with semi-circular headed latticework porch.



Fig. 12 Church View, an attractive terrace located directly opposite the Church. It is unfortunate that many of the windows have been replaced with PVCu.

cottages with an attractive hedge boundary to the front located directly opposite the church. From outside the property there are attractive views of the Church, The Elms, The Rectory, The Manor House and the broad grass verge to the front.

As Aveland way is approached there are a cluster of houses that have suffered from gradual loss of features over the years, however, their traditional design and clustered arrangement facing towards each other makes a positive contribution to the character and appearance of the conservation area. These include Sunnybrook, Bri Hill, Kissgate Cottage, The Olde Cottage and Inglenook. The Old Chapel is a very attractive building, by virtue of its tranquil setting located across the brook, set within mature gardens and its historic interest and late Georgian design. The datestone of 1903 relates to when the Wesleyans purchased the building, however it was

6.2 Positive Unlisted Buildings

There are a number of buildings that make a positive contribution to the character and appearance of the conservation area. The criteria used for selection of positive buildings are those set out within the 'positive contributors' section of Historic England's guidance document 'Conservation Area Designation, Appraisal and Management'. Where a building has been adversely affected by modern changes and restoration is either impractical or impossible, they are excluded.

Examples of positive unlisted buildings include Church View, a small terrace of



Fig. 13 Sunnybrook Cottage and Bri-Hill, Aveland Way. It is likely that these terraces originally formed one dwelling. It is unfortunate that this character has been undermined by modern alterations however, still visible is the stone/brick banding and central cambered arch – a feature that is also used at The Rectory.

probably built in 1872 and was originally a Calvinist Chapel. It was converted to a house in 1985. Other examples include Stone Cottage, Aveland Way, Brookside Cottage, Temple Road and a small handful of other cottages and outbuildings that are of a traditional design and add to the historic character of the conservation area.

6.3 Locally Listed Buildings

Currently there are no locally listed buildings within the conservation area. Buildings identified on the conservation area map as 'positive unlisted buildings' are recommended for consideration for inclusion on any future Local List of buildings of architectural or historic interest.

7. Archaeology

Lincolnshire County Council holds the historic environment record (HER) for the County that contains records on historic buildings, sites, structures and below and above ground archaeology. Currently there are 21 records within the conservation area boundary. Records relate predominantly to listed buildings however there are also good number archaeological records. The most significant include:



Fig. 14 The site of Aslackby Castle, which is a scheduled ancient monument with earthworks still clearly visible.

Aslackby Castle

This is a scheduled monument, located within a field to the north of the Parish Church. Although referred to as a Castle, this originates from when an academic named Leyland mistakenly described the Castle in Bourne as being in Aslackby in the early 19th century. More likely it was a medieval moated enclosure with a medieval pond. The moated enclosure is still clearly visible in earthworks and from aerial maps.



Fig. 15 Temple Farm, Temple Road, which is built using the ruins of the tower that formed part of the Knights preceptory.

Preceptory of the Knights Templar

This is located at Temple Farm, Temple Road, and the site extends to the south of the farm outside the conservation area boundary. The preceptory was founded in the reign of Richard I by Hubert de Rye in circa 1192 and was later given to Knights Hospitallers. The Tower, which was very similar to the tower at Temple Bruer, was demolished in 1891 and the round church stood until the 18th century. The farm which now stands on this site, 'Temple Farm', is built out of the ruins.

Other records relate to Saxon pottery found in the churchyard of St James, found within graveyard soil, ridge and furrow to the south of Temple Farm and some records at Aveland Way. For the records at Aveland Way, one is located at Dovecote meadows and relates to evidence of medieval activity that was noted during a watching brief in the early 2000s, the other, is also at Dovecote meadows and relates to an undated track at Aveland Way, which is believed to have been built after the 12th century.

To the south-west of the conservation area, outside of the boundary of the village but nonetheless worthy of note, is the site of The Aveland which is the traditional meeting place of the Wapentake of Aveland, to which there are several references in the Domesday Survey. It is said that, in about 1736, the sessions for the division were opened here under an oak tree, but they were subsequently adjourned to Folkingham. Sources suggest that the site was moated however no trace of this remains.

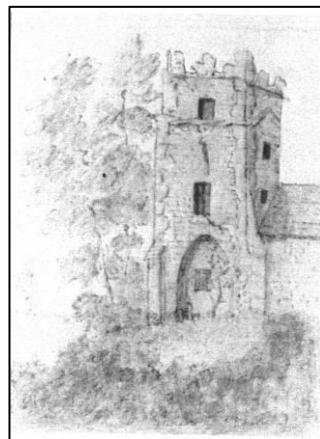


Fig. 16 The Tower at Aslackby preceptory from a water colour drawing by hon. John Byng. 1791 (Source: Lincolnshire Museums Information Sheet, The Knights Templars at Temple Bruer and Aslackby)

8. Changes since Designation

There have been only a few changes to the conservation area since designation. The most significant being the development of two dwelling houses at Dovecote Meadows. Although not in keeping with the historic plan form of the conservation area, the development has retained the open character of the site, and is generally in keeping with overall character of the conservation area.

9. Boundary Review

Historic England guidance (2019, Historic England Advice Note 1 (Second Edition), Conservation Area Appraisal, Designation and Management: 7) states that current boundaries should be reviewed as part of the appraisal process, particularly if there is evidence to suggest that early conservation areas were drawn too tightly that excluded historic rear plots with archaeological interest, later phases of development (such as 20th century housing), or parks, cemeteries and historic green spaces, now considered to be of special interest. Historic England guidance also states that if the original interest has been eroded by piecemeal changes or by inappropriate development the boundary should be revised.

The boundary of the conservation area is very well defined, with it being centred on the historic core of the village with a cohesive character contributed by consistent use of historic materials, areas of open space and archaeological interest. As part of the 2024 review, the boundary of the conservation area has been assessed and the following amendments are being proposed:

- Extension of the boundary to include 'Homeview', '8 Kirby Underwood Road', 'The Old School', 'The Laurels' and associated outbuildings, 'Averley', 'The Lilacs' and 'Moorfield Cottage'.

Currently the conservation area only includes a small section of Kirby Underwood Road. This is an attractive, narrow curving lane with small to midsized properties arranged directly addressing the highway, with a number of mature trees and hedgerows. There are a number of heritage assets that are consistent with the character of the conservation area and worthy of inclusion within the boundary:-

The Lilacs and Moorfield Cottage, Kirby Underwood Road



These are a pair of late 19th century red brick cottages, with attractive decorative buff brickwork around the windows and a slate roof. They sit on a slight rise in the road and although some of the original windows have been altered, they make a positive contribution in terms of their age and architectural quality.

Fig.17 The Lilacs and Moorfield Cottage, Kirby Underwood Road

The Old School, Kirby Underwood Road



Fig. 18 The Old School, Kirby Underwood Road

As the name suggests this was the Old School, however this was converted for residential use in the 1970s. It is constructed of brick with prominent gables and highly decorative bargeboards and is likely to date to the late 19th century. It has an attractive tiled roof with a deep colour that adds to the material palette of the conservation area. It is enclosed by an attractive boundary wall and metal gates.

Since the conservation area was last reviewed, The Old School has been added to the Historic Environment Record.

The Laurels, Kirby Underwood Road



Fig. 19 The Laurels Farmhouse and Barns, Kirby Underwood Road

The Laurels is a late 19th century Farmhouse, it has a 'T'-shaped plan form with a proportioned 3 bay range to the front and a range to the rear. It has attractive stone quoining and a very large barn with cart openings, which is set back facing the road. The spatial arrangement of the farmstead is similar to that at Temple Farm. This is a traditional Lincolnshire Farmstead, and by virtue of its design, arrangement and historic interest is worthy of inclusion within the conservation area. Like The Old School it is noted in the Historic Environment Record.

'Homeview', '8 Kirby Underwood Road' and 'Averley' are modern buildings however, their alignment, spatial arrangement and garden plots make an important contribution to the streetscene and overall quality of this part of the conservation area. To not include these properties within the boundary would result in a disjointed character and it is

therefore intended to include these properties as they are integral to the overall appearance of Kirby Underwood Road.

Please note that no appraisal can ever be completely comprehensive and the omission of any particular building, feature or space should not be taken to imply that it is of no interest.

10. Management Plan

10.1 Introduction

In addition to a definition of special interest, local authorities have a duty to formulate and publish proposals on the preservation and enhancement of their conservation areas as specified in the Planning (Listed Buildings and Conservation Areas Act:71).

The aim of the management plan is to put in place management measures to ensure that the character and appearance of the conservation area is preserved and enhanced.

As part of the management proposals, the conservation area appraisal and management plan will need to be reviewed periodically and updated or modified where appropriate.

11. Effects of Designation

The national legislative framework for guiding development in conservation areas is provided by the Planning (listed building and conservation areas Act) 1990. The main effects of conservation area designation are:

- Planning Permission required to demolish a building in a conservation area. It is a criminal offence to demolish a building without first obtaining consent.
- Six weeks written notice is required prior to any work being carried out to uproot, fell, lop or top (the removal of the crown and natural structure) trees in a conservation area, not already protected by Tree Preservation Orders. Small trees which are less than 75mm in diameter, fruit trees and bushes are exempt.
- Applicants will need to demonstrate that any development proposal preserves or enhances the character or appearance of a conservation area. Extra publicity is given on planning applications affecting the character or appearance of conservation areas.
- The general permitted development order 2015 (GPDO 2015) requires planning applications for certain types of development that do not require planning applications elsewhere and are 'permitted development'.
- Local planning authorities can further restrict permitted development rights on dwellings where the development fronts a public area through Article 4 (2) Direction.

- Permitted Development Rights of non residential properties can be restricted using Article 4 (1) Directions.

12. Article 4 Directions

Article 4 (1) and (2) directions can be introduced by a local authority to protect important features of a heritage asset that are at threat from incremental erosion. These directions withdraw permitted development rights of the GPDO 2015.

Article 4(1) directions can be used to withdraw permitted development rights on any type of building or land, whether or not fronting onto highway, waterways or open space. Article 4 (2) directions relate to dwelling houses, buildings and structures that front onto a highway, waterway or open space.

The Article 4 directions are confirmed once it is advertised locally (except for certain types that can be made immediately), site notices are displayed and notice is served to residents.

Whereas before April 2010 the Secretary of State confirmed Article 4 directions, it is now for local planning authorities to confirm all article 4 directions (except those made by the Secretary of State) in the light of local consultation.

The Secretary of State will only exercise their powers in relation to article 4 directions if there are very clear reasons why intervention at this level is necessary.

13. Protection for Trees

Many trees are protected by 'Tree Preservation Orders' (TPO) and consent is required to prune or fell them. In conservation areas, if not already protected by a TPO, 6 weeks written notice is required for any works involving lopping or felling a tree greater than 75mm in diameter and 1 m above ground level.

14. Monitoring Condition

A survey is carried out from time to time at both a national and local level to assess the condition of significant heritage assets. This survey includes the identification of buildings that have fallen into disuse, dereliction or disrepair, commonly known as' Buildings at Risk'. This survey provides a useful means of monitoring many significant historic buildings within conservation areas and elsewhere and indicates when the action may be required to halt or reverse deterioration.

The local survey covers only Grade II and significant local interest buildings at risk. The Council's At Risk Register is not yet available on-line but it is intended that it will be

following the next survey. The national Heritage at Risk Register covers Grade I and II* buildings at risk and is available through Historic England available at <https://historicengland.org.uk/advice/heritage-at-risk/> There are no buildings on the 'at risk' register within Aslackby Conservation Area, however there are a small number of farm buildings, so as those to the rear of Temple Farm that are in need of some repair works.

The condition of buildings will be monitored and appropriate action instigated where necessary. The Planning (Listed Building and Conservation Areas) Act 1990 gives the local authority powers to protect significant buildings through the following measures:

14.1 Urgent Works Notice

If the condition of a historic building is at imminent risk, the Act enables the Local Planning Authority to carry out urgent works for the preservation of listed buildings following notice to the owner. These powers can be used in respect of unoccupied parts of listed or unlisted buildings in conservation areas. In the case of the latter, this can only be employed by agreement of the Secretary of State, advised by Historic England. The powers are used to address emergency repairs to ensure the building is weather tight and safe from collapse.

14.2 Repairs Notice

If the Local planning Authority considers that a listed building is not being properly preserved it may serve a repairs notice on the owner. The notice specifies the works, which the authority considers reasonably necessary for the proper preservation of the building and can only be served on statutory listed buildings.

14.3 Section 215 Notice

Local authorities have the power to serve a section 215 notice on the owner (or occupier) of any land or building whose condition is adversely affecting the amenity of the area. The notice requires the person responsible to clean up the site or building, or the authority may carry out works and reclaim the costs. This can be particularly affective at addresses amenity issues within conservation areas.

14.4 Compulsory Purchase Orders (CPO)

This affords local authorities with the power to compulsory purchase land or buildings that are required to secure development and are normally used as part of a wider regeneration scheme.

15. Enforcement

Unauthorised works and breaches of planning control can cumulatively harm the quality of both the built environment and surrounding spaces within a conservation area. An obvious example of this are unauthorised works to a listed building. A listed building is a building of special architectural or historic interest and is enshrined in law under the Planning (Listed Buildings and Conservation Areas) Act 1990. Listed Building Consent is required for any works of alteration to a listed building and it is criminal offence to carry out unauthorised works. The removal of traditional timber windows and doors, for example, and their replacement with uPVC or poor modern imitations, can be detrimental to the buildings intrinsic special interest.

It is not only alterations to listed buildings that can damage the character and appearance of conservation areas. The unauthorised demolition of buildings, or detrimental alterations to unlisted buildings can all erode the special character of conservation area. The use of non-approved materials, for example, can be particularly harmful (e.g. modern cement rendering). It is important, therefore, that the Council investigates breaches of planning law within conservation areas, as this can help preserve the quality of the historic environment. Anyone can report suspected planning breach by contacting the Council's Enforcement Team. The District Council will follow up reports of unauthorised work and this may lead to enforcement action being instigated.

16. Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis

16.1 Strengths

- High archaeological significance of the conservation area owing to the Scheduled Monument site at Aslackby Castle and the site at Temple Farm.
- Large areas of open space conferring a rural character.
- Overall, the condition of the conservation area is good.
- Quality of the conservation area is high and reflected in the high significance of the listed buildings within the boundary.

16.2 Weaknesses

- Overhead cables detracting from the character and appearance of the conservation area.
- Erosion of character through loss of fabric and original architectural details.
- Use of modern materials, such as uPVC windows and cementitious render and mortar that are inconsistent with the traditional performance of the historic fabric within the conservation area.

- Poor condition of a number of farm buildings, a number of which are listed. This includes farm buildings at The Laurels, Temple Farm and Moorfield Farm.

16.3 Opportunities

- There are many buildings in the conservation area; some of which are recognised as being 'positive unlisted buildings', and have a level of significance that also contributes towards local distinctiveness and identity. In the absence of a local list many of these buildings are unrecognised for the special contribution they make to the conservation area. If the opportunity arose.
- Given the archaeological significance of the conservation area, such as the site at Aslackby Castle and Temple Farm the conservation area would benefit from some better interpretation to promote the heritage of the village and provide an opportunity for increased learning.

16.4 Threats

- Further erosion of character through loss of fabric and original architectural details.
- Further erosion of character and setting through inappropriate new developments, particularly on the fringes of the conservation area boundary.
- Incremental erosion through loss of boundary features including walls and hedgerows.
- Erosion of special character of the area though loss of important trees or open space.
- Loss of character through the use of insensitive highways schemes including street clutter, poor quality paving and obtrusive road markings.
- Overhead cables detract from the setting and character of the village. If the opportunity arose the possibility of undergrounding the cables should be encouraged.
- Parking on the grass verges creating visual clutter, particularly where key views are affected such as at the grass verge on the north side of Aveland Way

17. Action Plan

Proposed Measure	Issue Addressed	Action Required
1- To develop a list of buildings and monuments that have significant local heritage interest for Aslackby.	Undesignated heritage assets that make a positive contribution towards local distinctiveness are not afforded recognition and protection that is proportionate to their significance.	The Council to work together with the parish council, local residents, The Heritage Trust of Lincolnshire and the Lincolnshire Historic Environment Record to nominate and develop a 'local heritage list' of buildings and monuments that are valued as distinctive elements of the historic environment of Aslackby.
2- Items of historic street furniture and floorscape to be retained and maintained.	Historic street furniture and floorscape contributes towards the local distinctiveness of Aslackby.	Ensure that development proposals and maintenance works take into account the contribution that historic street furniture and floorscape make towards the Conservation Area If the opportunity arose to undertake an appraisal of the street furniture on the village green and consider siting items more appropriately to reduce visual clutter. Guidance to be sought from Lincolnshire County Council's 'Streetscape Design manual'.
3- Ensure that any highway works respect the Conservation Area.	The use of inappropriate materials, design and location of street signage and street lighting can have a detrimental effect on the character and appearance of the Conservation Area.	Liaise with highway authority prior to the installation of street signage and modern lighting to ensure that works are sympathetic to the character and appearance of the Conservation Area. Guidance to be sought from Lincolnshire County Council's 'Streetscape Design manual'.
4- Removal of overhead cables and replacement of underground cables.	The uses of intrusive overhead cables have a negative impact on the character and appearance of the Conservation Area.	The Council will encourage the appropriate agencies to undertake schemes to ensure that overhead cables are replaced with underground cables.

Proposed Measure	Issue Addressed	Action Required
<p>5- Any proposed changes must have regard to the historic context in terms of scale, alignment, height, form, style, design and materials.</p> <p>The impact of change upon other important elements including the existing street pattern, trees, views and open spaces is also an important material consideration.</p> <p>Proposals should seek to promote or reinforce local distinctiveness</p> <p>Alterations or extensions to existing buildings should be carried out in natural materials appropriate to the location, should be subordinate to the main building and reflect its character in terms of scale, appearance and detailing.</p>	<p>The negative effect on the character of the Conservation Area through the use of inappropriate materials and design.</p> <p>Development within a designated Conservation Area should be of a high standard of design and should preserve or enhance the traditional character of the area.</p>	<p>The Council will strive to ensure that new development makes a positive contribution to the character of a Conservation Area through the development control process and enforcement powers in accordance with its statutory obligations.</p>

Proposed Measure	Issue Addressed	Action Required
6- Ensure that heritage assets within the Conservation Area are maintained to a high standard.	Heritage assets are an irreplaceable resource and make a valued contribution to Aslackby and need to be conserved and enhanced for now and future generations.	The Council expects that owners and occupiers of heritage assets will respect and care for them and will, therefore, encourage appropriate repairs or restoration.
7- To ensure that alterations to the Conservation Area (windows, doors, chimneys, rendering and boundary treatments) seek to preserve and enhance its character.	Unsympathetic features contribute to incremental erosion of character within the Conservation Area	Improved access to design guidance (e.g. street furniture) and advice on maintenance and repair for home owners, developers, property owners and agents. Consider the introduction of article (4) directions to restrict permitted development rights. Article 4 directions will result in planning permission being required for changes to roofs, vent pipes, boundary walls, gate piers, doors and windows.
8- Remove unauthorised satellite/TV antenna	Satellite/TV antenna are visually intrusive and create a cluttered appearance within the streetscene	Develop an enforcement strategy to address unauthorised works.
9- Ensure that new development seeks to retain and enhance original plot and historic field boundaries	Subdivision of plots for residential infill development	Consideration will be given to the contribution that historic plot and field boundaries make to the character and appearance of the Conservation Area when dealing with development proposals.
10-Any proposals for development will have consideration to the above and below archaeological potential of the Conservation Area.	Inclusion of a site on the HER means it is a material consideration in the planning system.	Guidance/consultation should be sought from Heritage Lincolnshire for any proposals that affect the site or setting of a record on the HER. This may also incur a requirement prior to a decision for a field evaluation or historic building survey where there is substantial demolition or alteration to a heritage asset.
11-To monitor the condition of heritage assets in the Conservation Area.	Heritage assets that are at threat from deterioration in their structural condition or low occupancy levels.	Heritage assets that are unoccupied or not in active use may be deemed 'at risk' and consideration must be given to their inclusion on the local authority 'at risk'

Proposed Measure	Issue Addressed	Action Required
		register, or Historic England's 'at risk' register, where appropriate. The Council to monitor the condition of the outbuildings at Moorfield Farm and Temple Farm and liaise with owners where appropriate.
12-Chimneys are an important feature which should be retained.	Removal of chimneys that make a positive contribution harms the significance of the Conservation Area.	The local planning authority to continue to use its enforcement powers in accordance with its statutory obligations to address unauthorised works to chimneys.
13-Grass verges and important areas of open space to be retained.	Development proposals that may have a negative impact on important areas of open space including grass verges.	Ensure that development proposals take into account the contribution that important area of open space and grass verges make towards the Conservation Area.
14-Preserve and enhance existing hedgerows and boundary walls, railings and gate piers.	Removal of hedgerows and important boundary features.	<p>Consideration will be given to the contribution that hedgerows and boundary walls make to the character and appearance of the conservation area when dealing with development proposals.</p> <p>Encourage regular maintenance and repair of existing boundary features through the production design guidance. Encourage replanting of new hedgerows.</p> <p>The Council will strive to ensure existing hedgerows and boundary walls are retained by using its enforcement powers in accordance with its statutory obligations, where there have been any planning breaches.</p>

18. References

Historic England, 2019 *Conservation Area Appraisal, Designation and Management*,
Historic England, 2017 *The Setting of Heritage Assets, Historic Environment Good Practice Advice in Planning: 3 (2nd Edition)*
Pevsner, 1964 *The Buildings of England: Lincolnshire*, Penguin
National Planning Policy Framework, 2023
National Planning Practice Guide, 2023
Planning (Listed Buildings and Conservation Areas) Act 1990
Aslackby and Haconby Lincolnshire, A short history, The British Publishing Company Limited Gloucester
South Kesteven District Council. 2020. *Local Plan 2011-2036*
Aslackby Village File, Grantham Library, Reference Section
Lincolnshire Museums, Information Sheet, *The Knights Templars at Temple Bruer and Aslackby*

19. Useful Contacts

For enquiries regarding listed buildings and conservation areas please ask to speak to the Council's **Conservation Team**:

Email: planningpolicy@southkesteven.gov.uk

For enquiries relating to development proposals and planning applications please contact the Council's **Duty Planning Officer**:

Telephone 01476 406080

For enquiries related to the Historic Environment Record for Lincolnshire please contact the Lincolnshire **Historic Environment Record**:

Lincolnshire Historic Environment Record
Lincolnshire County Council
Witham Park House
Waterside South
Lincoln LN5 7JN
Telephone: 01522 782070
Email: Dev_PlanningEnquiries@lincolnshire.gov.uk

For any enquiries relating to Archaeology please contact **Heritage Lincolnshire**:

Heritage Lincolnshire
The Old School
Cameron Street
Heckington
Sleaford
Lincolnshire
NG34 9RW
Telephone: 01529 461 499
Email: htladmin@heritagelincolnshire.org

Historic England
The Foundry
82 Granville Street
Birmingham
B1 2LH
0121 625 6888
Email: midlands@HistoricEngland.org.uk
The Georgian Group
6 Fitzroy Square
London
W1T 5DX
Telephone: 020 7529 8920
Email: office@georgiangroup.org.uk

The Victorian Society,
1 Priory Gardens,
London W4 1TT
Telephone 020 8994 1019
Email: admin@victoriansociety.org.uk

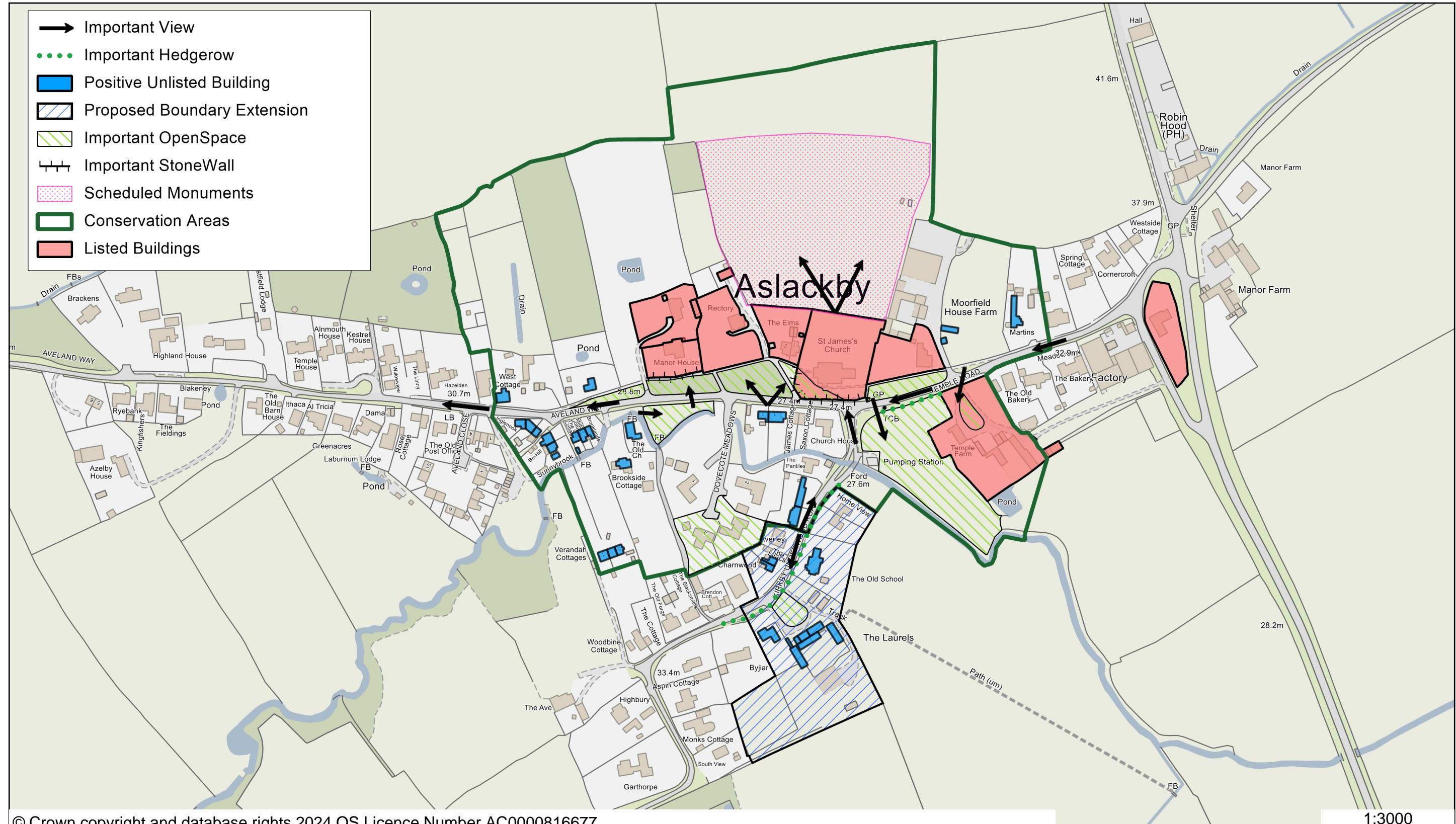
Society for the Protection of Ancient
Buildings
37 Spital Square
E1 6DY
Telephone 020 7377 1644
Email: info@spab.org.uk

The War Memorials Trust
14 Buckingham Palace Road
London
SW1W 0QP
Telephone: 020 7834 0200
Email: info@warmemorials.org

Historic Buildings & Places
The Courtyard
37 Spital Square
London
E1 6DY
Telephone: 020 7236 3934
Email: office@hbap.org.uk

The Twentieth Century Society
70 Cowcross Street
London EC1M 6EJ
Telephone: 020 7250 3857
Email: caseworker@c20society.org.uk

Appendix: Aslackby Conservation Area Map



Contact details

Alternative formats are available on request:
audio, large print and Braille

South Kesteven District Council

01476 40 60 80

 communications@southkesteven.gov.uk

 www.southkesteven.gov.uk



This page is intentionally left blank



Equality Impact Assessment

Question	Response
1. Name of policy/funding activity/event being assessed	Conservation Area Appraisals
2. Summary of aims and objectives of the policy/funding activity/event	<p>South Kesteven contains 48 Conservation Areas within its district, the oldest, Stamford, dating to 1967 and the most recent, Grantham St Annes dating from 2013. It is a legal requirement to produce Conservation Area Appraisals for all designated conservation areas.</p> <p>Each Conservation Area Appraisal identifies the special qualities of the conservation area and seeks to manage positive change within the designated area, and its setting. Accompanying management plans sets out how the conservation area can be improved, along with local priorities for enhancements.</p> <p>Once adopted, the Conservation Area Appraisals will be a material consideration when considering planning applications within each the Conservation Area.</p>
3. Who is affected by the policy/funding activity/event?	Those living, working and visiting Conservation Areas.
4. Has there been any consultation with, or input from, customers/service users or other stakeholders? If so, with whom, how were they consulted and what did they say? If you haven't consulted yet and are intending to do so, please complete the consultation table below.	Each individual Conservation Area Appraisal will be consulted upon with relevant parties, and all comments received will be considered when finalising the Conservation Area Appraisal.
5. What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?	A review of the Conservation Area Appraisals should be undertaken at regular intervals as noted in the Planning (Listed Building and Conservation Area) Act 1990 to ensure that the District's conservation areas are up to date and not impacted upon negatively.

Protected Characteristic	Is there a potential for positive or negative impact?	Please explain and give examples of any evidence/data used	Action to address negative impact e.g. adjustment to the policy <small>(The Action Log below should be completed to provide further detail)</small>
Age	Negative	<p>Development within a Conservation Area may require the use of specific materials, which may negatively impact people with mobility, visual and other issues caused by their age.</p> <p>Existing areas, buildings and features may not be</p>	Proposals to alter features or add features such as mobility aids will be considered through the planning process.



		fully accessible and may not be easily altered due to significant historic fabric or character.	
Disability	Negative	<p>Development within a Conservation Area may require the use of specific materials, which may negatively impact people with disabilities.</p> <p>Existing areas, buildings and features may not be fully accessible and may not be easily altered due to significant historic fabric or character.</p>	Proposals to alter features or add mobility aids such as handrails will be considered through the planning process.
Gender Reassignment	Neutral		
Marriage and Civil Partnership	Neutral		
Pregnancy and Maternity	Neutral		
Race	Neutral		
Religion or Belief	Neutral		
Sex	Neutral		
Sexual Orientation	Neutral		
Other Factors requiring consideration			
Socio-Economic Impacts	Neutral		
Carers (those who provide unpaid care to a family member, friend or partner)	Neutral		

Consultation

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

Group/Organisation	Date	Response



Proposed Mitigation: Action Log

To be completed when barriers, negative impact or discrimination are found as part of this process – to show actions taken to remove or mitigate. Any mitigations identified throughout the EIA process should be meaningful and timely. Add more rows as required.				
Negative Impact	Action	Timeline	Outcome	Status
Development within a Conservation Area may require the use of specific materials, which may negatively impact people with mobility and visual issues caused by their age or disability.	Proposals to alter features or add features such as mobility aids will be considered through the planning process.		Potential issues to be addressed on a case by case basis through the planning process, focused on the individual needs of the person impacted	

Evaluation Decision

Once consultation and practicable and proportionate mitigation has been put in place, the responsible officer should evaluate whether any negative impact remains and, if so, provide justification for any decision to proceed.				
Question	Explanation / justification			
Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?	There is the potential that individuals with mobility and visual issues may be impacted by features and material of historic significance, which could cause a barrier or trip hazard. Adjustments would be considered on a case by case basis.			
Final Decision	Tick	Include any explanation/justification required		
1. No barriers identified, therefore activity will proceed				
2. Stop the policy or practice because the data shows bias towards one or more groups				
3. Adapt or change the policy in a way that will eliminate the bias				
4. Barriers and impact identified , however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to proceed with caution with this policy or practice knowing that it may favour some people	x	It is accepted that the legislation governing conservation areas could result in a negative impact for people with disabilities, however, the Council remains mindful of the need to make or allow all reasonable adjustments necessary to improve equality wherever practicable.		



less than others, providing justification for this decision		Therefore, any change required which results from equality legislation will be considered on a case-by-case basis.
---	--	--

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

Sign off

Name and job title of person completing this EIA	Ariane Buschmann
Officer Responsible for implementing the policy/function etc	Conservation and Planning Teams
Date Completed	14 November 2024
Line Manager	Shaza Brannon
Date Agreed (by line manager)	19 November 2024
Date of Review (if required)	

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

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



Cabinet

Tuesday, 3 December 2024

Report of Councillor Cllr Rhea Rayside,
Cabinet Member for People &
Communities

Venue Hire and External Speaker Policy

Report Author

Carol Drury, Community Engagement Manager

 carol.drury@southkesteven.gov.uk

Purpose of Report

The purpose of this report is to seek the approval by Cabinet of the draft Venue Hire and External Speaker policy. The introduction of this policy will ensure the Council's continued compliance with the Prevent Duty.

Recommendations

That Cabinet approves the draft Venue Hire and External Speaker Policy for use across the Council's public venues.

Decision Information

Is this a Key Decision?	No
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Connecting communities 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 and Procurement

- 1.1 There are no specific financial comments arising from this report.

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

Legal and Governance

- 1.2 There are no significant legal or governance implications arising from this report which are not already referenced in the body of the report.

Completed by: Graham Watts, Monitoring Officer

Risk and Mitigation

- 1.3 Putting in place a venue hire and external speaker policy will help to minimise risk in relation to use of properties owned and operated by the Council. By providing relevant training relating to awareness of Prevent the Council further mitigates risk by ensuring officers and elected Members are aware of responsibilities under the Prevent Duty.

Completed by: Tracey Elliott, Governance & Risk Officer

Health and Safety

- 1.4 The requirements placed upon the Council through the Prevent Duty strongly align with statutory obligations and responsibilities the Council holds under the Health and Safety at Work 1974 and relevant legislation associated with the Act. Putting in place an overarching Venue Hire Policy will ensure consistency across Council venues and improve safety measures for both staff and users of our facilities.

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

Equalities, Diversity and Inclusion

- 1.5 Since its introduction in 2003, concerns have been raised within some communities that Prevent is sometimes implemented in ways which undermine fundamental

rights and freedoms, stifle free speech, lead to discrimination, and stigmatise or alienate sections of the population.

- 1.6 Under the Equality Act 2010, the Public Sector Equality Duty requires us to have due regard to the need to:
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and those who do not.
- 1.7 The Prevent Duty, which was introduced in 2015, also places the duty of 'due regard' on public bodies to ensure actions relating to Prevent are delivered in an appropriate, proportionate and fair way. This would include actions related to the implementation of the Venue Hire and External Speaker Policy.

Completed by: Carol Drury, Community Engagement Manager

Safeguarding

- 1.8 Prevent sits within the safeguarding arena and its processes ensure that those susceptible to grooming are protected from harm. Prevent forms part of SKDC's Safeguarding Policy and so is supported by the Council's Safeguarding officers and through training for officers and Members.

Completed by: Sarah McQueen, Head of Housing and Safeguarding Lead

2. Background to the Report

- 2.1. The Council has a clear commitment in its Corporate Plan 2024-2027 for its residents to have the opportunities to lead healthy and fulfilling lives, in safe neighbourhoods. This report highlights this commitment through work undertaken to deliver against the Prevent Duty.
- 2.2. The Counter Terrorism and Security Act 2015 created a statutory duty to have due regard to the need to prevent people being drawn into terrorism. This duty applies to all public bodies (local authorities, police, the National Health Service (NHS), schools, further and higher education providers, probation, prisons and youth offending services). The duty also applies to private providers supplying public functions for example, in the education sector. Previously, the lead responsibility for Prevent lay with the police, however since 2016, local authorities have had the lead as Prevent interventions are focused in the 'pre criminal space'. In Lincolnshire, the lead authority is the County Council, however, District Authorities are also required under law to meet the Prevent Duty.

- 2.3. The National Threat Level for the UK, assessed by the Joint Terrorism Analysis Centre, has remained at Substantial since February 2022 (meaning an attack remains likely). Therefore, awareness of Prevent, the ability to recognise potential concerns and knowing when and to whom those concerns should be raised, are vital in the prevention of radicalisation and terrorism.
- 2.4. Under the Prevent Duty, local authorities are expected to ensure appropriate frontline staff, including those of its contractors, have a good understanding of Prevent, are trained to recognise where a person might be susceptible to becoming radicalised into terrorism, and are aware of available programmes to provide support. It is important, therefore, to ensure that community-facing officers keep up-to-date with the requirements to “notice, check and share” in relation to Prevent. The Council provides training for both officers and elected Members to raise awareness of Prevent, understand requirements for making referrals and outlines the support available through Channel.
- 2.5 Prevent has three objectives. They are:
 - to respond to the ideological challenge of terrorism and the threat faced from those who promote it
 - to prevent people from being drawn into terrorism and ensure they receive appropriate advice and support
 - to work with sectors and institutions where there are risks of radicalisation which require addressing.
- 2.6 One way that Prevent seeks to tackle the ideological causes of terrorism is by limiting exposure to radicalising narratives, both online and offline, and to create an environment where radicalising ideologies are challenged and are not permitted to flourish. This is known under the Duty as “reducing permissive environments”.

3. Key Considerations

- 3.1 The Duty requires the Council to have measures in place to ensure our facilities are not exploited by radicalisers. This includes ensuring that any event spaces, publicly-owned venues and resources or IT equipment are not being used to facilitate the spread of extremist narratives which can reasonably be linked to terrorism, such as narratives used to encourage people into participating in or supporting terrorism.
- 3.2 Section 134 of the Prevent Duty states that “Local authorities should have a policy, based on local risk assessments, that clearly articulates the activities and behaviours of a group or person which may make them subject to restrictions on access to publicly-owned venues and resources. The policy should articulate relevant considerations for awarding contracts for the delivery of local authority services. It is important that the policy is embedded throughout the local authority”.

- 3.3 To this end, a Venue Hire and External Speaker Policy has been developed in collaboration with Lincolnshire County Council. A draft of the policy can be found at Appendix A.
- 3.4 The Policy is supported by an advice document which sets out responsible event booking guidance. This document can be found at Appendix B.
- 3.5 The adoption of this policy will provide additional assurance that the Council's venue hire procedures are robust and will work to minimise the risk of allowing permissive environments within our own properties.

4. Other Options Considered

- 4.1 The Council must meet statutory responsibilities under the Prevent Duty. Therefore, the do nothing option was discounted.
- 4.2 Cabinet is invited to suggest any amendments to the Policy.

5. Reasons for the Recommendations

- 5.1 The recommendation for Cabinet to approve the Venue Hire and External Speaker Policy is made to ensure the Council meets the requirements placed upon it by the Prevent Duty 2023.

6. Consultation

- 6.1 The draft Venue Hire and External Speaker Policy and the guidance document were presented to Rural and Communities Overview and Scrutiny Committee in October. Members of the Committee unanimously voted to recommend that Cabinet approves this policy.

7. Background Papers

- 7.1 [Prevent duty guidance for England and Wales](#)
- 7.2 [Prevent duty toolkit for Local Authorities](#)
- 7.3 [South Kesteven District Council's Safeguarding Policy and Procedure](#)

8. Appendices

- 8.1 Appendix A – Draft Venue Hire and External Speaker Policy
- 8.2 Appendix B – Draft Responsible Event Booking Advice Document

This page is intentionally left blank

**VENUE HIRE
AND
EXTERNAL SPEAKER POLICY**



**SOUTH KESTEVEN
DISTRICT COUNCIL**

Contents

1. Introduction.....	3
2. Legal Context	3
3. Objectives.....	3
4. Freedom of speech and expression	4
5. Hiring an External Venue	4
6. South Kesteven District Council Venue Hire	4
7. External Speakers	5
8. Policy Review	5
9. Further information	6

DRAFT

1. Introduction

South Kesteven District Council (the Council) is committed to creating an environment where everyone is treated with dignity and respect and where diversity is valued.

This policy details the Council's approach to ensuring that we protect our staff, elected members and our community whilst following legislation that we are responsible for upholding.

2. Legal Context

Local authorities operate in a complex legal environment so it is vital that all individuals involved in the hire of Council venues and external speaker process, including the speakers themselves, understand the legal framework and context that governs this area.

Examples of some of the relevant areas of law are given below.

- Prevent Duty contained within Section 26 of the Counter Terrorism and Security Act 2015. The Prevent Duty states that authorities in the exercise of their functions must have "due regard to the need to prevent people from being drawn into terrorism"
- Private rights – people are entitled to protection from harassment, defamation and unlawful breach of their human rights, as well as from unfair treatment under equality law, health and safety law and data protection
- Criminal law – hate crimes, harassment and breach of the peace and terrorism all come under criminal law
- Public law – freedom of speech and some duties under the Equality Act are captured under public law.

3. Objectives

The Council is expected to ensure that publicly owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. The Council must not allow its venues to be used by those whose views would draw people into terrorism.

The objectives of this policy are:

- To provide an environment where freedom of expression and speech are protected whilst balanced with the need to ensure that our community is free from harm and that incitement to hatred is never acceptable
- To provide a supportive, inclusive and safe environment for staff, elected members and the community
- To provide clearly defined and effective procedures to ensure that the law is upheld
- To provide clear instructions for organising an event with external contribution or using one of the Council's venues.

4. Freedom of speech and expression

This section details the Council's expectations around freedom of speech and expression.

- Freedom of speech and expression are basic human rights that are protected by law
- The Council has a duty to ensure the safety and welfare of staff, elected members and the community.
- The freedom to express views needs to be balanced with the need to secure freedom from harm for staff, elected members and communities
- The Council wants to ensure that all of our events, activities and initiatives are safe, without risk to the Council or wider community, and are within the law.

5. Hiring an External Venue for Council Events

The Council has a duty to ensure that when hiring an external venue for events that Council organisers, volunteers and any participants involved in the organisation of the event are protected from radical and extremist views.

The external venue must not provide a platform for extremists and must not be used to disseminate extremist views. The external venue must not allow its premises to be used by those whose views would draw people into terrorism.

The Council reserves the right to cancel the booking at a Council venue if it finds that the venue is in breach of the law.

6. South Kesteven District Council Venue Hire

External clients hiring a Council venue will be made aware of this policy and that the Council will not permit its accommodation to be let:

- for political rallies or demonstrations which incite hatred or violence or any breach of criminal law and/or spread hatred and intolerance
- for purposes which are illegal i.e. be they forbidden by law or unauthorised by official or accepted rules
- for functions attended by people whose presence may cause civil unrest or division within the community
- to an organisation or individual which has been banned by law.

The Responsible Event Booking Guidance document should be completed for all bookings by an external hirer.

The Council reserves the right to cancel any booking where it considers:

- such events may be contrary to the interest of the general public or contrary to any law or act of Parliament
- bookings may also be subject to consideration from the police to ensure the safety of the community is assessed against the request for a venue booking
- users of the premises may do something that may cause or pose a risk of loss, damage or significant expense to the Council or harm the reputation of the Council.

South Kesteven District Council is committed to creating a community which is safe and inclusive, where facilities and activities are available to diverse groups of people having access to similar life opportunities, knowing their rights and responsibilities and where local institutions act fairly.

To this purpose, no individuals or groups will be denied the opportunity for access to local authority managed properties unless there is a justifiable reason to do so within the spirit of this policy.

7. External Speakers

The Council expects external speakers to act in accordance with the law and not to breach the lawful rights of others.

Set out below are some of the Council's expectations. Please note that this is not an exhaustive list of unacceptable conduct by external speakers.

The Council reserves the right to not permit an external speaker to speak at or attend an event, to refuse to permit an event and/or to halt an event at any time if it reasonably considers there may be a breach of this policy or of any legal obligation.

During the course of the event at which he or she participates the speaker must not:

- act in breach of criminal law
- incite hatred or violence or any breach of criminal law
- encourage or promote any acts of terrorism or promote individuals, groups or organisations that support terrorism
- spread hatred and intolerance
- discriminate against or harass any person or group on the grounds of their sex, race, nationality, ethnicity, disability, religious or similar belief, sexual orientation or age
- defame any person or organisation
- raise or gather funds for any external organisation or cause without express permission of the Council.

8. Policy Review

This policy will be reviewed annually by the lead officer for Prevent unless there is internal or legislative changes that necessitates an earlier review.

Review Date: October 2025.

9. Further information

- Prevent at South Kesteven District Council
Information on [Preventing Extremism](#) can be found on the South Kesteven District Council website and at Chapter 6 of the Council's Safeguarding Policy and Procedures 2024/2027
- Prevent at Lincolnshire Police
prevent@lincs.pnn.police.uk
Information on [Preventing Extremism](#) can be found on the Lincolnshire Police website

DRAFT



Responsible event booking guidance

Advice and good practice for community venues

Follow the steps below to mitigate the risk of undesirable bookings. This document is not a definitive list and should be used in conjunction with other checking mechanisms.

ASK What's planned and who's planning it?

1. Who is the individual or organisation booking the event?
 - ask for their name and any associated names they operate under
 - ask for their address and a phone number
 - get details of the individual or organisation's website and associated websites
2. Do they implement a policy that promotes equality and diversity and challenges all forms of discrimination? Or will they agree to their event subscribing to your equality and diversity policy?
3. Ask for details of the event including: theme; title; agenda; content; speakers; expected audience numbers and demographics; details of how the event will be promoted (ask for copies of flyers/posters etc.); is the event open to the public or invite only? If the customer is not a local resident, establish why they are holding an event in this area?

CHECK Undertake due diligence to confirm what you've been told and find out more.

1. Run a check on the individual/organisation/speakers by:
 - viewing their websites, articles or speeches
 - considering what other people are saying about them (articles/blogs etc.)
 - check the government's list of known terrorist groups: [Proscribed terrorist groups or organisations - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/proscribed-terrorist-groups-and-organisations)
 - If a charity, check their number at [charitycommission.gov.uk](https://www.charitycommission.gov.uk)
2. Ask for a reference from a venue provider previously used by the individual/organisation.
3. If you are still concerned with the answers provided by the customer, speak to your manager or SKDC's Prevent Lead carol.drury@southkesteven.gov.uk

DECIDE

Do you let the event go ahead? If the booking is identified as controversial the relevant **Head of Service** will make the final decision on whether to accept or cancel the booking.

If accepted, do you still need to take any action to reduce the risks?



Who wants to use the venue? This information should be collected at the point of enquiry from organisations or individuals requesting to book the venue

Name of event				
Date of event:		Time of event:		Is this a repeat booking?
Name and contact details for person requesting the booking (inc. org. / group / charity they represent):				
Event type e.g. engagement, conference, fundraiser, consultation, meeting:			Approximate number of people attending	
Name and contact details of main speaker (inc organisation / group / charity they represent):				
Name and contact details of all other speakers (inc organisation / group / charity they represent):				
Brief outline of what the event will be about				
How is attendance at the event being arranged? (Tick relevant box)		Invite only <input type="checkbox"/>	Open invite however attendees will need to book onto the event <input type="checkbox"/>	Open invite- Open to members of the public <input type="checkbox"/>
How is the event being advertised? (word of mouth, social media, flyers, website etc):			Will the media be present? YES/NO	Is the event going to be segregated? YES/NO
Please provide the contact details for a venue you have held an event at previously (Advise that you may contact)		Name: Tel number/ Email:		



Tuesday, 3 December 2024

Report of Councillor Rhys Baker
Cabinet Member for Environment and
Waste

Expansion of the Bulky Waste Collection Service

Report Author

Kay Boasman, Head of Waste Management and Market Services

 kayleigh.boasman@southkesteven.gov.uk

Purpose of Report

To provide an overview of the opportunities and associated risks of expanding the current bulky waste collection service. The bulky waste collection service is experiencing persistent high demand, and this report highlights the financial viability of introducing an additional vehicle and crew.

Recommendations

That Cabinet review the business case for an expansion to the Bulky Waste Collection Service and consider whether the proposal should be included in the budget setting proposals for 2025/26.

Decision Information

Is this a Key Decision?	No
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Sustainable South Kesteven
Which wards are impacted?	All Wards

1. Implications

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

Finance and Procurement

- 1.1. The current high demand for the bulky waste collection service demonstrates a positive business case for an expansion to the service. However, as with any commercial venture, there is a risk that demand could fall before there has been a positive payback to the financial outlay. The high demand for this service has been sustained and therefore this risk can be managed. It is recommended that a budget proposal is put forward during the 2025/26 budget setting in order that this opportunity can be progressed.

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

Legal and Governance

- 1.2. There are no significant legal or governance implications arising from the report.

Completed by: Graham Watts, Monitoring Officer

Climate Change

- 1.3. The addition of a second bulky waste collection vehicle will have an implication on the carbon emissions associated with the Council's operations. However, the bulky waste collection service offers residents a convenient collection option for large household items.

Completed by: Louise Case, Sustainability Project Support Officer

2. Background to the Report

- 2.1. This report was presented to the Environment Overview and Scrutiny Committee on Monday 7th October 2024. The report outlines a high-level business case which outlines the financial viability of introducing a second bulky waste collection vehicle and crew in response to persistent high demand. The committee were asked to consider the business case for the additional bulky waste collection vehicle and crew and express a view on whether the proposal should go forward for inclusion into the budget setting process.
- 2.2. The Committee agreed that the proposal should be considered within the budget setting process and that this suggestion should progress to Cabinet for further consideration. This contents of the rest of this report mirror the report that was presented to Environment OSC to allow Cabinet to make an informed decision on whether to include this service expansion within this year's budget setting process.

Background

- 2.3. South Kesteven District Council operate a bulky waste collection service which is made up of 1 x 7.5 tonne cage vehicle, plus 2 operatives. The service operates 5 days per week and there are on average 21 booking slots available per day with specific item types collected on each day e.g. White goods / mattresses / electrical items. Over 400 bulky items are collected each month.
- 2.4. Bulky waste collections must be booked through the online booking system in Meritec, either by completing a booking online on SKDC's website themselves or assisted by a customer service advisor. Bulky items that are accepted are in a clear drop-down menu, and include white goods, sofas, mattresses and other large furniture items regularly found in a household.
- 2.5. The bulky waste booking system allows for three separate items to be booked per slot. Therefore with 21 daily slots available, it is possible to collect a maximum of 63 items per day. The cost is £21 for the first item and £11 per additional item, fridges and freezers are priced at £21 per item and cannot be classed as a first item.
- 2.6. Fridges, which require separate disposal, can only be booked on Mondays, Tuesdays and Wednesdays due to being a hazardous waste type and capacity limitations on the vehicle.
- 2.7. To maximise efficiency, available booking slots are displayed depending on postcode. The current collection schedule is as follows:
 - Monday: Grantham and villages north, up to 8 fridge slots,
 - Tuesday: Grantham and villages south, up to 8 fridge slots,

- Wednesday: Stamford, Bourne, Deepings and villages south, up to 8 fridge slots,
- Thursday: Stamford and villages south, and
- Friday: Bourne, Deepings and villages south.

Capacity Restrictions

- 2.8. The current service is experiencing prolonged high demand and as there is only one vehicle and crew, there is no additional capacity within the service area to provide additional resources. Although support can be provided on a short-term basis, this is often done through overtime on a Saturday.
- 2.9. Furthermore, the geographical restrictions of the booking system also limit customer access. A particular capacity issue is fridge bookings in the Southern areas of the district which can result in an 8-week wait for an available slot.
- 2.10. On average the Council collects approximately 420 separate bulky waste bookings of up to 3 items monthly, on a paid for basis, which provided an income of around £90,000 in 2023/24.
- 2.11. Prior to 2020, residents were only able to book a collection up to 6 weeks in advance. However, since the Covid pandemic lockdown restrictions were imposed in 2020 there has been a higher demand for the service. As such, residents can currently book a bulky waste collection up to 8 weeks in advance.

Additional Resource Costs

- 2.12. By investing in a second vehicle it would reduce the booking timescales, increase annual revenue and provide vital support for our residents who are unable to dispose of their items elsewhere. Another vehicle will allow the collection of fridges on every day of the week, significantly reducing wait times for fridge collections for residents in the South of the District.
- 2.13. Table 1 highlights the costs associated with establishing a second bulky waste collection round.

Table 1: Bulky Waste Collection Operating Costs

Initial Capital Costs	Annual (£)	One Off (£)
Vehicle purchase		47,940
Total Capital Costs		47,940
Direct Operating Costs		
Driver – full time	39,643	
Loader – full time	32,306	
Associated vehicle costs	8,516	
Fuel	7,695	

Total Annual Operating Costs	88,160	
-------------------------------------	---------------	--

2.14. Based on the figures in Table 1, the total direct operating costs are around £88,160 per year. A fully subscribed service has a potential income of around £90,000 per year. These financial margins are narrow and as with any commercial offering there is a risk that the demand will fall away over time. Table 2 shows the potential income generation by level of subscription and the impact of a £2 fee increase for the first item; the level of subscription required to cover the operating costs would be lower if charges for the service were to be increased. Ideally, fees should be increased annually to ensure the income received covers service costs which experience annual rises e.g. fuel, salaries.

Table 2: Potential Income Generation by Subscription Levels

Second Bulky Waste Collection Crew at % capacity of bookings	Annual Income (based on current fees)	Annual Income (based on £2 increase in fee for first item)
85% capacity	£76,532	£83,354
95% capacity	£85,536	£93,160
100% capacity	£90,038	£98,063

2.15. Although Table 2 highlights that a high subscription level, or increased fees, would be required to cover the service costs, it should be noted that the resource could be redeployed to other tasks if there is spare capacity. This would include bin deliveries.

Opportunities and Risks

2.16. Table 3 highlights the key opportunities and risks associated with rolling out the service.

Table 3: Opportunities and Risks

Opportunity	Risk
Potential market: Currently, there is a high demand for this service and up to 8-week wait time for the service.	Financial risk: There is a risk that the costs of delivering the service will not be covered by the income generated.
Customer service: Improved service delivery times and more availability for the collection of white goods. The bulky waste collection service provides essential support to residents who are unable to transport large items to waste sites.	Competition: There will be other waste collection companies looking to collect this waste who will be able to offer more flexible pricing.

3. Key Considerations

- 3.1. Without the additional vehicle and crew, the service area will not be able to reduce the current wait times for the service. There is a risk that residents would then need to find other ways of disposing of bulky waste items and this may present an opportunity for illegal waste operators.

4. Other Options Considered

- 4.1. The other option considered is to do nothing and leave the service as it is now. There is a risk that this will leave residents with limited options for disposing of their bulky items and may result in an increase in fly tipping.

5. Reasons for the Recommendations

- 5.1. It is recommended that Cabinet consider the business case for the additional bulky waste collection vehicle and crew and express a view on whether the proposal should go forward for inclusion into the budget setting process. By investing in a second vehicle there would be a reduction in the booking timescales and an increased ability to provide vital support for residents who are unable to dispose of their items elsewhere. Another vehicle will allow the collection of fridges on every day of the week, significantly reducing wait times for fridge collections for residents in the South of the District.



3 December 2024

Report of the Chief Executive

Cabinet Forward Plan

Report Author

Lucy Bonshor, Democratic Officer

 l.bonshor@southkesteven.gov.uk

Purpose of Report

This report highlights matters on the Cabinet's Forward Plan.

Recommendations

That Cabinet:

- 1. Notes the content of this report.**

Decision Information

Is this a Key Decision? No

Does the report contain any
exempt or confidential
information not for
publication?

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

22 November 2024 to 21 November 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
Award of Contract - Security Services - Key Decision			
To award a contract in respect of the Council's requirement for security services	3 Dec 2024	To award a contract to the preferred supplier	Cabinet Member for Property and Public Engagement (Councillor Richard Cleaver) Karen Whitfield, Assistant Director – Leisure, Culture and Place E-mail: karen.whitfield@southkesteven.gov.uk
Ventilation Services - South Kesteven District Council - Key Decision			
To seek approval to enter into a contract with Envirovent for the provision of the installation and maintenance of ventilation systems in dwellings owned by South Kesteven District Council.	3 Dec 2024	Approval of the contract.	Cabinet Member for Housing (Councillor Virginia Moran) Andy Garner, Senior Project Officer E-mail: andy.garner@southkesteven.gov.uk
Contract Award for Void Repair Works - Key Decision			
To approve the award of contracts to Foster Property Maintenance Limited and Gratton Construction Limited for the provision of void property repair work to Council owned housing stock. The contracts would be awarded for an initial period of 3 years with an option to extend for a further 1 year plus 1 year.	3 Dec 2024	Approval of the contract.	Cabinet Member for Housing (Councillor Virginia Moran) Alison Hall-Wright, Director of Housing E-mail: A.Hall-Wright@southkesteven.gov.uk

Summary	Date	Action	Contact
Lease at Unit 2, The Picture House, St Catherine's Road, Grantham – Non Key Decision			
To sign off a lease agreement.	3 Dec 2024	To agree the lease.	Cabinet Member for Property and Public Engagement (Councillor Richard Cleaver) Gyles Teasdale, Head of Property and ICT E-mail: g.teasdale@southkesteven.gov.uk
Guildhall Arts Centre Pantomime Procurement - Key Decision			
To approve the recommendation of the Pantomime Production company named following procurement procedures.	3 Dec 2024	To award the contract.	Deputy Leader of the Council, Cabinet Member for Leisure and Culture (Councillor Paul Stokes) Karen Whitfield, Assistant Director – Leisure, Culture and Place E-mail: karen.whitfield@southkesteven.gov.uk
Finance Update Report: April - September 2024 – Non Key Decision			
To present the Council's forecast 2024/25 financial position as at end of September 2024. The report covers the following areas: <ul style="list-style-type: none">• 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, HR and Economic Development (Councillor Ashley Baxter) Paul Sutton, Assistant Director of Finance/Deputy Section 151 Officer E-mail: paul.sutton@southkesteven.gov.uk

Summary	Date	Action	Contact
Aslackby Conservation Area Appraisal - Non Key Decision			
Section 71 of the same Act requires local planning authorities to formulate and publish proposals for the preservation and enhancement of any parts of their area that are designated as conservation areas. The Cabinet report is seeking approval of consultation on the Aslackby Conservation Area boundary amendment; and the Aslackby Conservation Area Appraisal.	3 Dec 2024	To approve the consultation.	Cabinet Member for Planning (Councillor Phil Dilks) Shaza Brannon, Planning Policy Manager E-mail: shaza.brannon@southkesteven.gov.uk
Ropsley Conservation Area Appraisal - Non Key Decision			
Section 71 of the same Act requires local planning authorities to formulate and publish proposals for the preservation and enhancement of any parts of their area that are designated as conservation areas. The Cabinet report is seeking approval of consultation on the Ropsley Conservation Area boundary amendment; and the Ropsley Conservation Area Appraisal	3 Dec 2024	Approval of the consultation.	Cabinet Member for Planning (Councillor Phil Dilks) Shaza Brannon, Planning Policy Manager E-mail: shaza.brannon@southkesteven.gov.uk
Council Tax Base 2025/2026 - Key Decision			
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, HR and Economic Development (Councillor Ashley Baxter) Claire Moses, Head of Service (Revenues, Benefits Customer and Community) E-mail: claire.moses@southkesteven.gov.uk

Summary	Date	Action	Contact
Grantham Town Centre Footfall Report - Non Key Decision			
To consider any recommendation from Finance and Economic Overview & Scrutiny.	3 Dec 2024	To agree any recommendations following the Finance and Economic Overview & Scrutiny Committee meeting.	The Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter) Melanie Brown, Grantham Engagement Manager E-mail: melanie.brown@southkesteven.gov.uk
Expansion of the Bulky Waste Collection Service - Non Key Decision			
To provide an overview of the opportunities and associated risks of expanding the current bulky waste collection service. The bulky waste collection service is experiencing persistent high demand, and this report highlights the financial viability of introducing an additional vehicle and crew.	3 Dec 2024	The Cabinet is recommended to: Consider the business case for the additional bulky waste collection vehicle and crew and express a view on whether the proposal should go forward for inclusion into the budget setting process.	Cabinet Member for Environment and Waste (Councillor Rhys Baker) Kay Boasman, Head of Waste Management and Market Services E-mail: kayleigh.boasman@southkesteven.gov.uk
Discretionary Council Tax Payment Policy 25/26 - Non Key Decision			
That the draft Discretionary Council Tax Payment Policy (25/26) be formally approved	3 Dec 2024	To approve the Policy	The Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter) Claire Moses, Head of Service (Revenues, Benefits Customer and Community) E-mail: claire.moses@southkesteven.gov.uk

Summary	Date	Action	Contact
Venue Hire and External Speaker Policy - Non Key Decision			
The purpose of this report is to seek the approval by Cabinet of the draft Venue Hire and External Speaker policy. The introduction of this policy will ensure the Council's continued compliance with the Prevent Duty.	3 Dec 2024	The report seeks the adoption of the Venue Hire and External Speaker Policy by Cabinet	Cabinet Member for People & Communities (Councillor Rhea Rayside) Carol Drury, Community Engagement & Manager E-mail: c.drury@southkesteven.gov.uk
Discretionary Housing Payment Policy 25/26 - Non Key Decision			
That the draft Discretionary Housing Payment Policy (2024/2025) be formally approved.	3 Dec 2024	To approve the Policy	The Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter) Claire Moses, Head of Service (Revenues, Benefits Customer and Community) E-mail: claire.moses@southkesteven.gov.uk
Lease to Grantham Town Football Club - Non Key Decision			
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	Not before 16th Jan 2025	To agree to enter into the lease.	Deputy Leader of the Council, Cabinet Member for Leisure and Culture (Councillor Paul Stokes) Karen Whitfield, Assistant Director – Leisure, Culture and Place E-mail: karen.whitfield@southkesteven.gov.uk

Summary	Date	Action	Contact
Air Quality Action Plan 2024-2029 - Non Key Decision			
The Air Quality Action Plan is required as part of having an Air Quality Management Area. Currently there is an Air Quality Management Area in place for the centre of Grantham, the previous Air Quality Action Plan is out of date and requires updating.	16 Jan 2025	Approves the AQAP	<p>Cabinet Member for Environment and Waste (Councillor Rhys Baker)</p> <p>Tom Amblin-Lightowler, Environmental Health Manager – Environmental Protection & Private Sector Housing</p> <p>E-mail: tom.amblin-lightowler@southkesteven.gov.uk</p>
Local Council Tax Support Scheme - Key Decision			
To consider the Council's Local Council Tax Support Scheme for the 2025/2026 financial year.	16 Jan 2025	To recommend the Scheme to Full Council.	<p>The Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)</p> <p>Claire Moses, Head of Service (Revenues, Benefits Customer and Community)</p> <p>E-mail: claire.moses@southkesteven.gov.uk</p>
Vehicle Procurement - Key Decision			
To approve the Capital spend of over £200,000 for 2024/25 for street cleaning, refuse vehicles and vans, and other assorted vehicles.	16 Jan 2025	To approve the spend.	<p>Cabinet Member for Environment and Waste (Councillor Rhys Baker)</p> <p>Kay Boasman, Head of Waste Management and Market Services</p> <p>E-mail: kayleigh.boasman@southkesteven.gov.uk</p>

Summary	Date	Action	Contact
Draft Budget Proposals for 2025/2026 and Indicative Budgets for 2026/2027 and 2027/2028 - Non Key Decision			
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, HR and Economic Development (Councillor Ashley Baxter)</p> <p>Richard Wyles, Deputy Chief Executive and Section 151 Officer</p> <p>E-mail: r.wyles@southkesteven.gov.uk</p>
Finance Update Report: April to December 2024 - Non Key Decision			
<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"> • General Fund Revenue Budget • Housing Revenue Account Budget • Capital Programmes – General Fund and Housing Revenue Account • Reserves overview – General Fund and Housing Revenue Account 	11 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, HR and Economic Development (Councillor Ashley Baxter)</p> <p>Gill Goddard, Senior Accountant, Claire Morgan, Paul Sutton, Assistant Director of Finance/Deputy Section 151 Officer</p> <p>E-mail: gill.goddard@southkesteven.gov.uk, claire.morgan@southkesteven.gov.uk, paul.sutton@southkesteven.gov.uk</p>
Fleet Strategy - Non Key Decision			
To provide an overview of the new Fleet Strategy which outlines the Council's commitment to sustainable vehicle management.	11 Feb 2025	Approval of the Strategy.	<p>Cabinet Member for Environment and Waste (Councillor Rhys Baker)</p> <p>Kay Boasman, Head of Waste Management and Market Services</p> <p>E-mail: kayleigh.boasman@southkesteven.gov.uk</p>

Summary	Date	Action	Contact
Budget Proposals for 2025/2026 and Indicative Budgets for 2026/2027 and 2027/2028 - Key Decision			
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, HR and Economic Development (Councillor Ashley Baxter)</p> <p>Richard Wyles, Deputy Chief Executive and Section 151 Officer</p> <p>E-mail: r.wyles@southkesteven.gov.uk</p>
Customer Experience Strategy 2025 to 2028 - Key Decision			
To present the Customer Experience Strategy 2025 to 2025 to Cabinet for recommendation to Council	6 May 2025	Recommendation to Council	<p>Cabinet Member for People & Communities (Councillor Rhea Rayside)</p> <p>Claire Moses, Head of Service (Revenues, Benefits Customer and Community)</p> <p>E-mail: claire.moses@southkesteven.gov.uk</p>

This page is intentionally left blank

Agenda Item 19

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank