

Cabinet



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Thursday, 16 January 2025 at 2.00 pm
Council Chamber - South Kesteven House, St. Peter's Hill,
Grantham. NG31 6PZ

Committee Councillor Ashley Baxter, Leader of the Council (Chairman)

Members: 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

Agenda

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

- 1. Public Open Forum**
- 2. Apologies for absence**
- 3. Disclosure of Interests**
- 4. Minutes of the previous meeting** (Pages 3 - 16)
Minutes of the meeting held on 3 December 2024.
- Items for recommendation to Council**
- 5. Fees and Charges Proposals 2025/26** (Pages 17 - 62)
To set out the proposed fees and charges to be introduced for the financial year 2025/26.
- Items for Cabinet Decision: Key**
- 6. Localised Council Tax Support Scheme 2025/26** (Pages 63 - 89)
This report reviews the responses to the public consultation of the

Council's Local Council Tax Support scheme 2024/25, along with the recommendations from the Finance and Economic Overview and Scrutiny Committee which took place on 26 November 2024.

Items for Cabinet Decision: Non-Key

7. **Revisions and Amendments to Planning Applications and Extensions of Time Procedure for Planning Applications** (Pages 91 - 101)
To seek authority to adopt the "Revisions and Amendments to Planning Applications and Extensions of Time" procedure

8. **Venue Hire and External Speaker Policy** (Pages 103 - 116)
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.

9. **Fleet Strategy** (Pages 117 - 151)
To provide an overview of the new Fleet Strategy which outlines the Council's commitment to sustainable vehicle management.

10. **Air Quality Action Plan 2024** (Pages 153 - 258)
Recommend that Cabinet approves the Air Quality Action Plan 2024, for implementation and publishing

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

11. **Grantham Town Centre Action Plan** (Pages 259 - 285)
To update Cabinet on progress towards the production of a Grantham Town Centre Action Plan.

12. **Waste Policy Update** (Pages 287 - 311)
This report provides an update on the amended Waste Policy. The waste collection service at SKDC has undergone several changes since the Policy was last reviewed and updated.

13. **Draft Budget Proposals for 2025/2026 and Indicative Budgets for 2026/2027 and 2027/2028** (Pages 313 - 404)
To present the draft Budget proposals and estimates for 2025/26 for both the General Fund and the Housing Revenue Account.

Items for information

14. **Key and Non-Key Decisions taken under Delegated Powers** (Pages 405 - 406)
This report provides an overview of decisions taken by individual Cabinet Members since the last meeting of the Cabinet on 3 December 2024.

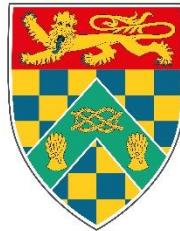
15. **Cabinet Forward Plan** (Pages 407 - 415)
This report highlights matters on the Cabinet's Forward Plan.

16. **Open Questions from Councillors**

Minutes

Cabinet

Tuesday, 3 December 2024



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Date of publication: 11 December 2024

Call in expiry: 18 December 2024, decisions
can be implemented 19 December 2024 (if
no call-in)

The Leader: Councillor Ashley Baxter (Chairman)

The Deputy Leader: Councillor Paul Stokes (Vice Chairman)

Cabinet Members present

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

Non-Cabinet Members present

Councillor Tim Harrison

Officers

Richard Wyles, Deputy Chief Executive and Section 151 Officer

Alison Hall-Wright, Director of Housing

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

Karen Whitfield, Assistant Director – Leisure, Culture and Place

Emma Whittaker, Assistant Director of Planning

Kay Boasman, Head of Waste Management and Market Services

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

Chris Prime, Communications Manager

Mark Rogers, Head of Service (Technical Services)

James Welbourn, Democratic Services Manager (Deputy Monitoring Officer)

Patrick Astill, Communications Officer

Shaza Brannon, Planning Policy Manager

Jade Porter, Arts and Cultural Services Manager

67. Public Open Forum

The Leader of the Council opened the meeting and highlighted that 2024 marked 50 years since the creation of District Councils.

The Leader congratulated the Head of Waste and Markets and her team for their nomination for 'Most Improved Performer for waste collection services' at the national APSE Performance Networks Awards. The results would be announced on 5 December 2024.

68. Apologies for absence

There were no apologies for absence.

69. Disclosure of Interests

There were no disclosures of interests.

70. Minutes of the previous meeting

The minutes of the meeting held on 5 November 2024 were agreed as a correct record.

71. Council Tax Base 2025/26

Purpose of the report

To explain the Council Tax Base for the financial year 2025/2026.

Decision

That Cabinet recommends to Council a Council Tax Base for 2025/26 of 50,140.5 in accordance with relevant legislation. This will form the basis on which the Council will estimate Council Tax income for the 2025/26 budget.

Alternative options considered and rejected

No other options had been considered.

Reasons for the decision

Statute required the Council to calculate the Council Tax Base and the timeframe by which this must be completed. The Council was required to inform relevant preceptors of the Council Tax Base by 31 January 2025.

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

Adjustments were made for the Localised Council Tax Support Scheme and the Empty Property Premium.

The Tax Base growth was 0.86% against the previous year.

The resolution would be used in budget preparations for 2025/2026.

72. Award of Contract - Guildhall Arts Centre Pantomime

Purpose of the report

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

Decision

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.**

The decision was not subject to call-in due to its urgency.

Alternative options considered and rejected

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

Reasons for the decision

The Guildhall Arts Centre had a track record of delivering high quality pantomime performances; special Christmas productions generated a higher income than 'standard' performances and tended to encourage repeat bookings.

The annual pantomime at the Guildhall Arts Centre generated a significant amount of income for the Council through 10,000 ticket sales during the festive period. Some tickets were booked a year in advance.

Equity, the performing arts and entertainment trade union had asked questions before the report had been written to ensure that the provider was compliant with relevant theatre good practice. No concerns were highlighted to Cabinet.

73. Award of Contract - Security Services

Purpose of the report

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

Decision

Cabinet approved 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.

Alternative options considered and rejected

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

Reasons for the decision

This report had been withdrawn from the 8 October 2024 Cabinet meeting to allow further due diligence to take place.

A fully compliant procurement process had resulted in the identification of a supplier which met the Council's security requirements.

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

Purpose of the report

To approve the award of a contract to Envirovent for the installation and maintenance of ventilation systems in the Council's Housing Stock.

Decision

Cabinet 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.

Alternative options considered and rejected

Consideration had been given to the option of installing products using existing staff, however this was a specialist area requiring expertise from the marketplace to provide the best outcome for the tenant and property. Therefore, this option was rejected.

Reasons for the decision

On receipt of reports of damp and mould within its housing properties, the Council worked with tenants to identify actions to be taken. If not addressed in good time, condensation could lead to problems with damp and mould.

Envirovent were ranked number one on the procurement framework for price and quality.

75. Contract Award for Void Repair Works

Purpose of the 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.

Decision

Cabinet approves 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.

Alternative options considered and rejected

Cabinet could have chosen to appoint one contractor, but this would not have created additional capacity for void property repair works to be undertaken and would not support the Council in achieving a void turnaround time of 60 days (target date of 2026/2027). Consequently, this action was discounted.

Reasons for the decision

The contract awards had followed compliant procurement processes. They would enable the council to deliver safe and sustainable housing.

Foster Property Maintenance Ltd. currently provided void repair work to the Council; the contract with Gratton Construction Ltd. was new. Included within the contracts was kitchen, bathroom and electrical repair work. The percentage of properties returned to the Council as a 'major void' requiring repair works had increased in recent years.

The Council had received 18 tender submissions for this work, which was initially reduced to 13. Following an evaluation process a moderation meeting was held with Welland Procurement. Foster Property Maintenance Ltd. ranked first out of the competing tenderers.

Void contractors would operate across the whole of the District rather than being divided into certain areas of South Kesteven, such as 'north' and 'south'.

76. Finance Update Report: April - September 2024

Purpose of the report

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.

Decision

Cabinet noted the forecast 2024/25 Outturn projections for:

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

Alternative options considered and rejected

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

Reasons for the decision

This was the first report to include forecasting information running to the end of the financial year in 2024/2025. Financial update reports were considered by Cabinet on a quarterly basis, with the next report due in February 2025.

The report confirmed a forecasted underspend for the General Fund and the Housing Revenue Account. This was partly due to prudent financial management, but also due to:

- Lower than budgeted fuel costs
- Lower than budgeted salary costs
- Higher investment income due to the Bank of England base rate and an improved return on investments

Effective budget management was critical to ensuring financial resources were targeted towards the Council's priorities. Monitoring enabled early identification of variations against the plan and facilitated timely corrective action.

This report provided an overview of the forecasted 2024/25 financial position for the Council and focused on the position as at the end of September 2024. Appendix B to the report had been corrected prior to the meeting and was appended to these minutes.

This Council would be adversely affected by the removal of the Rural Services Delivery Grant, which would be withdrawn next year. This Grant would be repurposed and renamed but it was unlikely that South Kesteven District Council would

be eligible to receive it. The Council would bolster its reserves cushioning it from future challenges.

77. Discretionary Council Tax Payment Policy 2025/26

Purpose of the report

This report provided an update on Discretionary Council Tax Payment (DCTP) expenditure.

Decision

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

Alternative options considered and rejected

To not approve the Policy or continue the Discretionary Funding – these options were rejected.

Reasons for the decision

There were no agreed changes to the proposed Policy; it would be reviewed annually. £20,236 of funding remained available to be claimed by individuals in receipt of Council Tax support who experienced a shortfall between the weekly amount awarded and their Council Tax liability.

The policy was to be reviewed annually, not only to ensure it was fit for purpose, but also to be reactive to any issues faced by residents. The Policy was included within the Localised Council Tax Support Scheme 2025/26 public consultation which took place between 1 October 2024 and 31 October 2024. 93.5% of respondents believed that the Discretionary Payment Scheme should continue.

78. Discretionary Housing Payment Policy 2025/26

Purpose of the report

This report provided an update on Discretionary Housing Payment (DHP) expenditure.

Decision

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

Alternative options considered and rejected

To not approve the Policy or continue the Discretionary Funding. This option was rejected.

Reasons for the decision

The Department for Work and Pensions (DWP) provided 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 was a shortfall between the HB entitlement and the rent payable. South Kesteven received £155,861 of funding for 2024/2025, the same allocation as the previous financial year. 362 applications had been received in 2024/2025; 38.67% of these applications had resulted in a payment being awarded.

No changes were agreed to the current Policy, but this would be kept under review.

79. Ropsley Conservation Area Appraisal

Purpose of the report

In accordance with the Planning (Listed Buildings and Conservation Areas) Act 1990, the Council was 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 designated as Conservation Areas. This report sought approval to carry out a consultation on the proposed Ropsley Conservation Area boundary amendment and the draft updated Conservation Area Appraisal.

Decision

That Cabinet:

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

Alternative options considered and rejected

An alternative option would have been not to expand the Conservation Area; however, this may have resulted 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 were defined as “designated” heritage assets in the National Planning Policy Framework (NPPF) for the purposes of local plan making and development management. Designated heritage assets were afforded considerably more protection both in planning policy but also in legislation than non-designated heritage assets.

Reasons for the decision

Section 69(2) of the 1990 Act required local planning authorities (LPAs) to determine which parts of their area possessed special architectural or historic interest and to designate them as conservation areas.

There were 48 conservation areas across South Kesteven, each of which provided a link to the past and a sense of continuity. It was important to review these areas periodically.

As the provision of a Conservation Area Appraisal was a requirement as noted in the Planning (Listed Buildings and Conservation Areas) Act 1990, the decision to approve the publication of the draft appraisal for consultation was taken. The adoption of the Appraisal and Management Plan would allow for the positive management of development whilst safeguarding historic character and appearance.

It was acknowledged that historically, Conservation Area boundaries had often been drawn too tightly, omitting areas now considered of special interest, especially green spaces and open space, boundary treatment or smaller outbuildings. The appraisal and proposed extension had 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. Light changes to these boundaries would become material planning changes.

The detailed work carried out by the Council's Conservation Officers was highlighted, and they were thanked for this.

80. Aslackby Conservation Area Appraisal

Purpose of the report

In accordance with the Planning (Listed Buildings and Conservation Areas) Act 1990, the Council was 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 designated as Conservation Areas. This report sought approval to carry out a consultation on the proposed Aslackby Conservation Area boundary amendment and the draft updated Conservation Area Appraisal.

Decision

That Cabinet:

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

Alternative options considered and rejected

An alternative option considered was to not expand the Conservation Area, however this may have resulted 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 were defined as "designated" heritage assets in the NPPF for the purposes of local plan making and development management. Designated

heritage assets were afforded considerably more protection both in planning policy but also in legislation than non-designated heritage assets.

Reasons for the decision

Section 69(2) of the 1990 Act required local planning authorities (LPAs) to determine which parts of their area possessed special architectural or historic interest and to designate them as conservation areas.

There were 48 conservation areas across South Kesteven, each of which provided a link to the past and a sense of continuity. It was important however to review these areas periodically.

As the provision of a Conservation Area Appraisal was a requirement as noted in the Planning (Listed Buildings and Conservation Areas) Act 1990, the decision to approve the publication of the draft appraisal for consultation was taken. The adoption of the Appraisal and Management Plan would allow for the positive management of development whilst safeguarding historic character and appearance.

It was acknowledged that historically, Conservation Area boundaries had often been drawn too tightly, omitting areas now considered of special interest, especially green spaces and open space, boundary treatment or smaller outbuildings. The appraisal and proposed extension had 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. Light changes to these boundaries would become material planning changes.

The detailed work carried out by the Council's Conservation Officers was highlighted, and they were thanked for this.

It was noted that whilst being a small rural village, Aslackby was home to major local businesses and the Church of St. James the Great which was 2024 UK Church of the Year.

81. Venue Hire and External Speaker Policy

Cabinet agreed to **DEFER** this item until a later meeting.

82. Grantham Town Centre Footfall Activity Report

Cabinet agreed to **DEFER** this item until a later meeting.

83. Expansion of the Bulky Waste Collection Service

Purpose of the report

To provide an overview of the opportunities and associated risks of expanding the current bulky waste collection service. The bulky waste collection service was experiencing persistent high demand, and this report highlighted the financial viability of introducing an additional vehicle and crew.

Decision

That Cabinet recommend an expansion to the bulky waste collection service be considered as part of the budget setting process for 2025/2026.

Alternative options considered and rejected

The other option considered was to do nothing and leave the bulky waste collection service as it was now. There was a risk that this would have left residents with limited options for disposing of their bulky items and may result in an increase in fly tipping.

Reasons for the decision

Cabinet considered the business case for the additional bulky waste collection vehicle and crew and expressed their views on the proposal being included in the budget setting process. Investing in a second vehicle would result in greater capacity and significantly shorter waiting times. Another vehicle would allow the collection of fridges on every weekday, which would improve the service for fridge collections especially in the south of the District.

The following comments were highlighted during debate:

- Some residents had reported a delay in booking a collection, and that collection subsequently taking place.
- Officers worked with waste partners at Lincolnshire County Council (LCC) along with various other waste transfer solutions on the disposal of waste. There were disposal sites across the District and no major additional pressures on these sites were envisaged if a second vehicle was used.
- The council was now working with a third-party waste disposal partner in the Deepings.
- It was hoped the initiative would also result in a reduction in fly tipping.

84. Annual Complaint Performance and Service Improvement Report 2023/24

Purpose of the report

To present Cabinet with the 2023/24 Annual Complaint Performance and Service Improvement Report which the Council was required to publish and submit to the Housing Ombudsman.

Decision

Cabinet welcomed and noted the report.

Alternative options considered and rejected

To not present the report to Cabinet for their feedback.

Reasons for the decision

In 2023/24 the Housing Directorate received 284 Stage 1 complaints compared with 371 in 2022/23. The number of complaints escalated to Stage 2 in 2023/24 was 39 compared with 21 in 2022/23. There had been a positive reduction in the total number of complaints received which was reflective of the continuous service improvements the Housing directorate was striving to achieve.

The Council could only provide 'root cause' information for 129 of the complaints received in 2023/24. The corporate complaints system, Meritec, was being updated to make it mandatory to complete the 'root cause' field for complaints. This would ensure that all service areas within the Council would be able to analyse all complaints and identify trends and potential actions to avoid repeat complaints.

Records were being centralised to enable officers to investigate all queries. There were three officers in the Housing directorate responsible for logging complaints and directing them to the relevant teams: this had led to better response times. Regular meetings were held with senior officers to review complaints and identify lessons that could be learned.

Improved service delivery had been helped by tenant satisfaction measures. New and refreshed policies had been seen across the Housing directorate. Tenants had been more involved in reviewing and managing how housing services were delivered.

Cabinet Members highlighted that complaints were a learning opportunity; the outcomes of complaints showed that residents were being listened to. They were also an opportunity to improve the housing services.

When the Landlord Performance Report for 2024/2025 was available, it would be advisable to compare it to this year's results.

85. Cabinet Forward Plan

The Forward Plan was **NOTED**.

86. Any Other Business

The following additional business was highlighted by Cabinet Members:

- Christmas lights would be switched on in Bourne on Saturday 7 December.
- The 'switch on' in the Deepings occurred on 1 December and proceedings were well received.
- Thanks were extended to all involved with the Grantham Christmas lights switch on and Christmas Fayre on Sunday 1 December, which had resulted in a large footfall in the town centre. These events had taken many months to plan and was one of a series of events in Grantham to complement and rival the success of markets in Stamford and elsewhere. There had been some small issues on the day that were dealt with quickly and positively.

- Saturday 7 December was Small Business Saturday. It was important for the council to strongly support small businesses that added so much to the community.
- The Arts Centres in the District were embarking on their Christmas programmes.
- The Beeden Park re-launch had been well received. This would complement the recently refurbished Earlesfield Community Centre.
- It was recognised that the Council would need to consider its infrastructure for the future collection of food waste. This would include a food waste caddy for everyone living in the District. West Lindsey District Council were progressing this work on behalf of all District, City and Borough Councils in Lincolnshire. They had undertaken a procurement process for indoor and outdoor food caddies which could form part of a decision to be taken by the Chief Finance Officer in consultation with the Cabinet Members responsible for Finance and Environment and Waste. This deal would have to be considered along with other tenders for the equipment.

Some aspects of the procurement still required investigation, including liners for the caddies and potential funding for vehicles.

87. Open Questions From Councillors

There were no questions from Councillors.

88. Exclusion of the Public and Press

Having been moved and seconded, and following a vote it was **AGREED** to exclude the press and public during discussion of the remaining agenda item because of the likelihood that information that was exempt under paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended) would have been disclosed to them.

89. Lease at Unit 2, The Picture House, St Catherine's Road, Grantham

Purpose of the report

To seek approval to grant a new lease at Unit 2, The Picture House, St Catherine's Road, Grantham.

Decision

Cabinet authorised the grant of a new lease at Unit 2, The Picture House, St Catherine's Road, Grantham.

Alternative options considered and rejected

To reject the proposed lease offer and continue to seek alternative interest from the existing retail market, with the Council holding any associated financial burden in the interim. This was not proposed as a suitable option for the reasons outlined in the exempt report.

Reasons for the decision

The tenant had viewed the unit with the Council's managing agent Eddisons and requested a lease for Unit 2 of The Picture House as shown in exempt Appendix 1 – Heads of Terms.

The meeting closed at 3:30pm.



Thursday, 16 January 2025

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

Fees and Charges Proposals 2025/26

Report Author

Richard Wyles, Deputy Chief Executive and s151 Officer

richard.wyles@southkesteven.gov.uk

Purpose of Report

To set out the Fees and Charges to be introduced for the financial year 2025/26.

Recommendations

Cabinet is asked to recommend to Council the Fees and Charges for 2025/26.

- **Green waste bin annual collection charges:**
 - increase of £2 on the first bin to £53
 - increase of £2 on all subsequent bins to £44.
- **Bulky Waste – no increase proposed**
- **Bus Stations departure charges – no increase proposed**
- **Markets – no increase proposed**
- **All other discretionary charges to be increased in line with inflation.**

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

Which wards are impacted? All Wards

1. Implications

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

Finance and Procurement

- 1.1 The financial implications of the proposals set out in the report are incorporated into the draft budget for 2025/26. Any changes to the proposed fees and charges as set out in the report will have an impact on the proposed Budget Framework which is scheduled to be presented to Council on 27th February 2025.

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

Legal and Governance

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

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

2. Background to the Report

FEES AND CHARGES

- 2.1 Fees and charges are a key element of the Council funding which raise approximately £8m towards the costs of delivery for specific services. In order to ensure a consistent and transparent approach to fee setting, a fees and charges policy has been approved by Council. The principles and criteria set out in the Policy have been applied to fees and charges setting. The Policy will be reviewed during 2025 and is an approved recommendation from a recent internal audit review.
- 2.2 The Council provides a wide range of services for which can charge – either under statutory powers (set by the Government) or discretionary (set by the Council). Further definitions of the two main categories of charge are detailed below:
 - Regulatory – the majority of charges are set nationally, and local authorities have little or no opportunity to control them. The income received from these charges is important as it contributes to the overall financial position of the

Authority. However, income cannot be assumed to increase in line with other fees and charges set by the Council.

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

Street Scene Charges

2.3. Proposals for green waste collection charges were considered by the Environment Overview and Scrutiny Committee on 10 December 2024. The Committee recognised the value of the service to the residents but was also mindful of the increasing costs of delivering the service. Whilst a £1 increase was considered, the Committee recommended an increase of £2 in respect of the collection charge for 2025/26. The Committee did not support a suggested increase to the bulky waste service collection charges for 2025/26 because it wanted to ensure the service remained accessible to residents who wish to dispose of larger items. The current and proposed increased charges to take effect from 1 April 2025

2.4. The current charges and proposed increased charges to take effect from 1 April are shown in the table below:

Table 1 – Proposed Bulky Waste and Green Waste Charges

	2024/25 Current	2025/26 Proposed
Bulk household items - first item	£21	£21
- each additional item	£11	£11
Provision of Green Bin (all new or additional bins)	£28	£29
Annual Collection Charge (first bin)	£51	£53
Annual Collection Charge (each subsequent bin)	£42	£44

2.5. The majority of the discretionary fee increases are in line with the directly related costs associated with delivering the service and therefore increases have been applied as shown in Table 2 below.

2.6. In order to encourage the success of street markets across the district, there is no proposed increase to the fees for market traders.

2.7. There is no proposed increase to bus station departure charges for 2025/26 in order to encourage bus operators to use the facilities.

Table 2 – All Other Fees and Charges

HEADING	PROPOSAL FOR 2025/26	INCORPORATION OF POLICY PRINCIPLES
Arts centres	Changes to charges based on competitive pricing against other alternative local options	Subsidised
Bus stations	2%	Subsidised
Car parking charges	Car Parking fees & charges changes approved by Cabinet on 24 September 2024.	Cost Recovery and investment in traffic management related assets
Green waste	£2 increase for first bin (from £51 to £53) and £2 increase for all subsequent bins (from £42 to £44)	Cost Recovery
Markets	0%	Subsidised
Outdoor recreation	Up to 2% – Only Wyndham Park Visitor Centre services still offered by SKDC.	Subsidised
Planning, pre-planning and street naming and numbering charges set locally	Up to 2% and new charges proposed for street naming and numbering	Cost Recovery
Supply of new or replacement bins	0%	Cost Recovery
Community rooms & guest rooms	Up 3%	Cost Recovery
Domestic refuse collection e.g. bulky waste	0%	Cost Recovery
Hygiene food safety, packs and energy efficiency standards	Full cost recovery analysis undertaken	Cost Recovery

2.8. Details of the proposed fees and charges for 2025/26 are shown in Appendix A.

3. Key Considerations

- 3.1. The key considerations are outlined within section 2 of the report.

4. Other Options Considered

- 4.1 The alternative options are considered as part of the report in section 2.

5. Reasons for the Recommendations

- 5.1. Fees and charges are an integral part of the budget setting process and are reviewed on an annual basis.

6. Appendices

- 6.1 Appendix A – Fees and Charges

This page is intentionally left blank

Appendix A

Appendix A

PROPOSED FEES & CHARGES 2025/26

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	STAGED PERFORMANCES The theatres and ballrooms are available for hire for theatrical productions, concerts, lectures, demonstrations, films and other performing arts events. Prices are below:				
1	Guildhall Arts Centre, Grantham				
	Theatre Hire				
	Performances - Commercial	01/04/2025	430.00	440.00	Exempt
	Performances - Commercial weekend	01/04/2025	450.00	460.00	Exempt
	Performances - Non Profit making	01/04/2025	400.00	410.00	Exempt
	Run of Performances				
	First Performance	01/04/2025	380.00	390.00	Exempt
	Ongoing performances	01/04/2025	340.00	350.00	Exempt
	Dress or technical rehearsals	01/04/2025	260.00	270.00	Exempt
	Rehearsals/get in	01/04/2024	180.00	180.00	Exempt
	Lecture/demonstrations (Per Lecture, Daytime)	01/04/2025	140.00	150.00	Exempt
	Lecture/demonstrations (Per Lecture, Evening)	01/04/2025	260.00	270.00	Exempt
	Set up charge/technical support (max. 6 hours)	01/04/2025	180.00	190.00	Exempt
2	Stamford Arts Centre				
	Theatre Hire				
	Performances - Commercial	01/04/2025	430.00	440.00	Exempt
	Performances - Commercial weekend	01/04/2025	450.00	460.00	Exempt
	Performances - Non Profit making	01/04/2025	400.00	410.00	Exempt
	Run of Performances				
	First Performance	01/04/2025	380.00	390.00	Exempt
	Ongoing performances	01/04/2025	340.00	350.00	Exempt
	Dress or technical rehearsals	01/04/2025	260.00	270.00	Exempt
	Rehearsals/get in	01/04/2024	180.00	180.00	Exempt
	Lecture/demonstrations (Per Lecture, Daytime)	01/04/2025	140.00	150.00	Exempt
	Lecture/demonstrations (Per Lecture, Evening)	01/04/2025	260.00	270.00	Exempt
	Set up charge/technical support (max. 6 hours)	01/04/2025	180.00	190.00	Exempt
	Film Hire	01/04/2025	280.00	290.00	Exempt
3	Bourne Corn Exchange				
	Theatre Hire - Main Hall				
	Performances - Commercial, if tickets sold by venue*	01/04/2025	240.00	250.00	Exempt
	Performances - Commercial, if selling own tickets	01/04/2025	280.00	260.00	Exempt
	Performances - Non Profit making	01/04/2025	220.00	230.00	Exempt
	Additional performances of same show (access from 5pm)	01/04/2025	210.00	220.00	Exempt
	Dress/Tech Rehearsals (max 8 hours)	01/04/2025	160.00	170.00	Exempt
	Rehearsals (max 8 hours)	01/04/2025	140.00	150.00	Exempt
	Set up charge/technical support (max. 8 hours)	01/04/2025	170.00	180.00	Exempt
	Performers Rights Society charges may be applicable in addition to the above rates				
	Hire conditions are available giving details of equipment and support offered; quotations provided on request.				
	* Commission is applicable				

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
WEDDING RECEPTIONS, PARTIES AND OTHER ROOM HIRE					
All three venues are available for wedding parties and similar functions. Packages are available to include provision of bars and catering. Prices are below.					
4	Guildhall Arts Centre, Grantham				
	Casually let rooms (per hour)				
	Ballroom				
	Ballroom - hourly day rate up to 6pm	01/04/2025	45.00	47.00	Exempt
	Ballroom full day 9am - 5pm rate:	01/04/2024	325.00	325.00	Exempt
	Ballroom Half Day (9-1 / 1-5)	01/04/2024	170.00	170.00	Exempt
	Ballroom Wake (up to 5 hours hire)	01/04/2025	N/A	300.00	Exempt
	Ballroom - hourly evening rate 6 to 11pm - meetings & workshops	01/04/2025	48.00	50.00	Exempt
	Ballroom - whole evening 6 to 11.30pm parties	01/04/2025	400.00	410.00	Exempt
	Ballroom - whole evening 6 to 11.30pm concerts	01/04/2025	310.00	330.00	Exempt
	Ballroom - (9am-11.30pm) Wedding rate	01/04/2025	600.00	620.00	Exempt
	Use of ballroom kitchen per day	01/04/2024	85.00	85.00	Exempt
	Meeting rooms				
	Newton room hourly rate	01/04/2025	36.00	38.00	Exempt
	Newton Room Half Day Rate (9am-1pm/1pm-5pm)	01/04/2024	135.00	135.00	Exempt
	Newton Room Full Day Rate (9am-5pm)	01/04/2024	260.00	260.00	Exempt
	Newton Room Party	01/04/2025	N/A	355.00	Exempt
	Studio 4	01/04/2024	25.00	25.00	Exempt
	Studio 4 - Day offer 9am-5pm	01/04/2024	145.00	145.00	Exempt
	Studio 4 - Half Day offer 9am-1pm / 1pm-5pm	01/04/2024	75.00	75.00	Exempt
	Studio 1	01/04/2025	26.00	28.00	Exempt
	Studio 1 - Day offer 9am-5pm	01/04/2024	190.00	190.00	Exempt
	Studio 1 - Half Day offer 9am-1pm / 1pm-5pm	01/04/2024	100.00	100.00	Exempt
	Studio 2	01/04/2025	14.00	16.00	Exempt
	Studio 2 - Day offer 9am-5pm	01/04/2024	100.00	100.00	Exempt
	Studio 2 - Half Day offer 9am-1pm / 1pm-5pm	01/04/2024	51.00	51.00	Exempt
	new rooms				
	Studio 6 and 7 perhour	01/04/2025	N/A	20.00	Exempt
	Studio 6 and 7 full day 9am-5pm	01/04/2025	N/A	145.00	Exempt
	Studio 6 and 7 half day 9-1 or 1-5	01/04/2025	N/A	75.00	Exempt
Performers Right Society charges may be applicable in addition to the above rates					
Room Hire					
The Fees & charges listed are guide prices- Please call your respective arts centre for a specific hire quotation					

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
5	Bourne Corn Exchange				
	<u>Casually let rooms</u>				
	Main hall - hourly rate	01/04/2025	45.00	47.00	Exempt
	Main Hall Day Offer (9am-5pm)	01/04/2024	325.00	325.00	Exempt
	Main Hall Half Day (9am-1pm / 1pm-5pm)	01/04/2024	170.00	170.00	Exempt
	Main hall - Evening Event (party/concert/performance) 6pm-12pm	01/04/2025	330.00	350.00	Exempt
	Main hall - (all day, wedding receptions etc.) 9am to 12pm	01/04/2025	550.00	570.00	Exempt
	Kitchen hire (use of kitchen area excluding equip)*	01/04/2024	90.00	90.00	Exempt
	Kitchen hire (full use of kitchen and equipment including crockery and cutlery etc)*	01/04/2025	160.00	N/A	Exempt
	Room set up or clear down (as per hourly rate or part thereof)	01/04/2025	50.00	60.00	Exempt
	Room set up or clear down after midnight (as per hourly rate or part thereof)	01/04/2025	70.00	80.00	Exempt
	Bar Area	01/04/2025	20.00	22.00	Exempt
6	Stamford Arts Centre				-
	<u>Casually let rooms</u>				
	<u>Ballroom</u>				
	Ballroom - hourly day rate up to 5pm	01/04/2025	43.00	47.00	Exempt
	Ballroom 9am-5pm Day offer	01/04/2025	325.00	335.00	Exempt
	Ballroom half day offer, 9-1 / 1-5	01/04/2025	170.00	175.00	Exempt
	Ballroom - hourly evening rate 5pm to 11pm - meetings & workshops	01/04/2025	47.00	50.00	Exempt
	Ballroom - whole evening 6 to 11pm - parties	01/04/2025	540.00	550.00	Exempt
	Ballroom - whole evening 6 to 11pm - concerts	01/04/2025	420.00	430.00	Exempt
	Function ballroom/Blue room - all day wedding rate (9am-11.30pm)	01/04/2025	980.00	1,000.00	Exempt
	<u>Meeting rooms - per hour</u>				
	Blue Room per hour	01/04/2025	24.00	25.00	Exempt
	Blue Room day offer(9am-5pm)	01/04/2025	175.00	185.00	Exempt
	Blue room half day offer (9am-1pm / 1pm-5pm)	01/04/2025	90.00	95.00	Exempt
	Rehearsal Room per hour	01/04/2025	24.00	25.00	Exempt
	Rehearsal Room day offer (9am-5pm)	01/04/2024	175.00	175.00	Exempt
	Rehearsal room half day offer (9am-1pm / 1pm-5pm)	01/04/2024	90.00	90.00	Exempt
	Ireson/Exeter Room/Bridge Room	01/04/2025	18.00	20.00	Exempt
	Ireson/Exeter Room day offer (9am-5pm)/Bridge	01/04/2025	125.00	140.00	Exempt
	Ireson/Exeter room half day offer (9am-1pm / 1pm-5pm)/Bridge	01/04/2025	68.00	70.00	Exempt
	*access to kitchen up to 4 hours prior to event start time, additional earlier access will incur additional hourly rate of £10				
7	Wyndham Park Visitor Centre				
	Room hire per hour*	01/04/2025	23.00	23.50	Included
	*Guide price - please call the Visitor Centre for a specific hire quotation				
	* Additional staffing cost on top per hour for out of normal hours				
	Performers Right Society charges may be applicable in addition to the above rates				
	Room Hire				
	The Fees & charges listed are guide prices- Please call your respective arts centre for a specific hire quotation				

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
1	BUS STATION - GRANTHAM Per Departure	01/04/2025	0.87	0.87	Included
	<u>Minimum Charge</u> 1-75 departures per annum	01/04/2025	57.40	57.40	Included
2	BUS STATION - STAMFORD Per Departure	01/04/2025	0.87	0.87	Included
	<u>Minimum Charge</u> 1-75 departures per annum	01/04/2025	57.40	57.40	Included
3	BUS STATION - BOURNE Per Departure	01/04/2025	0.87	0.87	Included
	<u>Minimum Charge</u> 1-75 departures per annum	01/04/2025	57.40	57.40	Included

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
CAR PARKS - GRANTHAM					
1	SHORT STAY (EXCEPT WHARF ROAD & WELHAM STREET)				
	Up to 30 mins	01/04/2022	0.90	N/A	Included
	Up to 1 hour	01/04/2022	1.20	N/A	Included
	Up to 2 hours	01/04/2022	1.90	N/A	Included
	Up to 3 hours	01/04/2022	2.50	N/A	Included
	Up to 4 hours	01/04/2022	4.10	N/A	Included
	Over 4 hours	01/04/2022	5.30	N/A	Included
1a	SHORT STAY (EXCEPT WHARF ROAD & WELHAM STREET)				
	Up to 1 hour	20/01/2025	N/A	Free of Charge	Included
	1-2 hours	20/01/2025	N/A	2.00	Included
	2-4 hours	20/01/2025	N/A	2.50	Included
	Over 4 hours	20/01/2025	N/A	7.00	Included
2	SHORT STAY Wharf Road Grantham				
	Up to 30 mins	01/04/2022	0.90	N/A	Included
	Up to 1 hour	01/04/2022	1.20	N/A	Included
	Up to 2 hours	01/04/2022	1.90	N/A	Included
	Up to 3 hours	01/04/2022	2.50	N/A	Included
	Up to 4 hours	01/04/2022	8.00	N/A	Included
	Over 4 hours	01/04/2022	10.40	N/A	Included
2a	SHORT STAY Wharf Road Grantham				
	Up to 2 hours	20/01/2025	N/A	Free of Charge	Included
	2-4 hours	20/01/2025	N/A	2.50	Included
	Over 4 hours	20/01/2025	N/A	5.00	Included
3	LONG STAY (EXCEPT WELHAM STREET)*				
	Up to 3 hours	01/04/2022	2.50	N/A	Included
	Up to 4 hours	01/04/2022	3.40	N/A	Included
	All day	01/04/2022	4.10	N/A	Included
4	LEISURE TARIFF - Welham Street				
	Up to 3 hours	01/04/2022	1.20	N/A	Included
	Up to 4 hours	01/04/2022	1.70	N/A	Included
	Up to 6 hours	01/04/2022	3.20	N/A	Included
	Over 6 hours	01/04/2022	10.40	N/A	Included
4a	LEISURE TARIFF - Welham Street				
	Up to 1 hour	20/01/2025	N/A	Free of Charge	Included
	1-3 hours	20/01/2025	N/A	1.50	Included
	3-4 hours	20/01/2025	N/A	1.90	Included
	over 4 hours	20/01/2025	N/A	5.00	Included

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
5	LONG STAY SEASON TICKETS - 5 DAYS (Monday to Friday)				
	Per Week	20/01/2025	N/A	18.00	Included
	Per Month	20/01/2025	N/A	65.00	Included
	Per quarter	20/01/2025	135.00	170.00	Included
	Per 6 months	01/04/2022	260.00	N/A	Included
6	LONG STAY SEASON TICKETS - 6 DAYS (Monday to Saturday)				
	Per Week	20/01/2025	N/A	21.50	Included
	Per Month	20/01/2025	N/A	75.00	Included
	Per quarter	20/01/2025	160.00	200.00	Included
	Per 6 months	01/04/2022	310.00	N/A	Included
7	PENALTY CHARGE NOTICES				
	Failure to display	01/04/2013	70.00	70.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	35.00	35.00	O/Scope
	Parking for longer etc	01/04/2013	50.00	50.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	25.00	25.00	O/Scope
	* Conduit Lane redesignated as a short stay car park				

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
CAR PARKS - STAMFORD					
1	SHORT STAY				
	Up to 30 mins	01/04/2022	1.00	N/A	Included
	Up to 1 hour	01/04/2022	1.30	N/A	Included
	Up to 2 hours	01/04/2022	2.00	N/A	Included
	Up to 3 hours	01/04/2022	2.60	N/A	Included
	Up to 4 hours	01/04/2022	4.20	N/A	Included
	Over 4 hours	01/04/2022	5.40	N/A	Included
1a	SHORT STAY				
	0-1 hours	20/01/2025	N/A	1.50	Included
	1-2 hours	20/01/2025	N/A	2.50	Included
	2-4 hours	20/01/2025	N/A	4.50	Included
	over 4 hours	20/01/2025	N/A	8.00	Included
2	LONG STAY				
	Up to 3 hours	01/04/2022	2.60	N/A	Included
	Up to 4 hours	01/04/2022	3.50	N/A	Included
	All day	01/04/2022	4.20	N/A	Included
2a	LONG STAY				
	0-2 hours	20/01/2025	N/A	3.00	Included
	2-4 hours	20/01/2025	N/A	4.00	Included
	over 4 hours	20/01/2025	N/A	5.00	Included
3	LONG STAY SEASON TICKETS - 5 DAYS (Monday to Friday)				
	Per Week	20/01/2025	N/A	18.00	Included
	Per Month	20/01/2025	N/A	65.00	Included
	Per quarter	20/01/2025	140.00	170.00	Included
	Per 6 months	01/04/2022	265.00	N/A	Included
4	LONG STAY SEASON TICKETS - 6 DAYS (Monday to Saturday)				
	Per Week	20/01/2025	N/A	21.50	Included
	Per Month	20/01/2025	N/A	75.00	Included
	Per quarter	20/01/2025	160.00	200.00	Included
	Per 6 months	01/04/2022	315.00	N/A	Included
5	PENALTY CHARGE NOTICES				
	Failure to display	01/04/2013	70.00	70.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	35.00	35.00	O/Scope
	Parking for longer etc	01/04/2013	50.00	50.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	25.00	25.00	O/Scope

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
ENVIRONMENTAL HEALTH					
1	<u>Premise/Business registration fees</u>				
	Acupuncture	01/04/2024	199.00	199.00	O/Scope
	Tattooing	01/04/2024	199.00	199.00	O/Scope
	Electrolysis	01/04/2024	199.00	199.00	O/Scope
	Cosmetic piercing	01/04/2024	199.00	199.00	O/Scope
	Semi permanent skin colouring	01/04/2024	199.00	199.00	O/Scope
	Additional activities (eg cosmetic piercing and tattooing) per activity	01/04/2024	108.50	108.50	O/Scope
	Amendment or replacement certificate	01/04/2024	38.00	38.00	O/Scope
2	<u>Personal registration fees (Per activity)</u>				
	Acupuncture	01/04/2024	102.50	102.50	O/Scope
	Tattooing	01/04/2024	102.50	102.50	O/Scope
	Electrolysis	01/04/2024	102.50	102.50	O/Scope
	Cosmetic piercing	01/04/2024	102.50	102.50	O/Scope
	Semi permanent skin colouring	01/04/2024	102.50	102.50	O/Scope
	Amendment or replacement certificate	01/04/2024	38.00	38.00	O/Scope
3	<u>Unsound food</u>				
	Voluntary surrender certificate (excludes disposal)	01/04/2024	127.20	127.20	Included
4	<u>Food Export Health Certification</u>				
	Inspection (first 2 hours) and certification	01/04/2024	268.20	268.20	Included
	Certification only	01/04/2024	86.40	86.40	Included
5	<u>Food Hygiene Rating Scheme</u>				
	Re-inspection/Re-visit	01/04/2024	303.60	303.60	Included
6	<u>Control of dogs</u>				
	Collecting and detaining stray dogs (statutory fine)	01/04/1996	25.00	25.00	O/Scope
	Handling, Kenneling & Administration	01/04/2025	52.00	49.00	O/Scope
	Kennelling per day or part of	01/04/2024	35.00	35.00	O/Scope
7	<u>Scrap Metal Dealers</u>				
	Dealer initial licence - 3 year licence Part A	01/04/2024	298.00	298.00	O/Scope
	Dealer initial licence - 3 year licence Part B	01/04/2024	399.00	399.00	O/Scope
	Dealer licence renewal - Part A	01/04/2024	243.50	243.50	O/Scope
	Dealer licence renewal - Part B	01/04/2024	399.00	399.00	O/Scope
	Collector new - Part A	01/04/2024	167.50	167.50	O/Scope
	Collector new - Part B	01/04/2024	41.50	41.50	O/Scope
	Collector renewal - Part A	01/04/2024	106.00	106.00	O/Scope
	Collector renewal - Part B	01/04/2024	41.50	41.50	O/Scope
	Copy of a licence - Replacement Licence certificate	01/04/2024	31.00	31.00	O/Scope
	Minor variation	01/04/2024	40.50	40.50	O/Scope

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
8	<u>Caravan Sites & Park Homes</u>				
	Application for site Licence - Part A	01/04/2024	545.00	545.00	O/Scope
	Application for sie licence - Part B	01/04/2024	44.00	44.00	O/Scope
	Transfer/amendments of up to 2 Licence conditions	01/04/2024	219.00	219.00	O/Scope
	Significant amendments involving a site visit	01/04/2024	355.00	355.00	O/Scope
	Annual Fee	01/04/2024	88.00	88.00	O/Scope
	Additional annual fee per plot	01/04/2024	6.00	6.00	O/Scope
	Enforcement - Based on an hourly rate	01/04/2018	Variable	Variable	O/Scope
	Deposit of site rules	01/04/2024	95.00	95.00	O/Scope
	Replacement licence certificate	01/04/2024	44.00	44.00	O/Scope
	Enforcement - Based on an hourly rate	01/04/2018	Variable	Variable	O/Scope
	Residential Site Fit and Proper Person Test	01/04/2024	299.00	299.00	O/Scope
9	<u>Contaminated Land</u>				
	Enquiries	01/04/2023	145.00	145.00	O/Scope
10	<u>Private Sector Housing Charges</u>				
	Improvement Notice, Emergency Remedial Action Notice, Prohibition Order, Emergency prohibition Order or Hazard Awareness Notice	01/04/2024	513.00	513.00	O/Scope
	Review of Suspended Improvement Notice or Suspended Prohibition Order	01/04/2024	197.50	197.50	O/Scope
11	<u>Food Hygiene/Health & Safety Charges</u>	01/04/2018	Hourly Rate	Hourly Rate	Included
12	<u>Immigration inspections</u>	01/04/2024	266.50	266.50	O/Scope
13	Private Sector Housing Civil Penalties (Maximum penalty allowed by legislation £30,000 as alternative to prosecution)	01/04/2018	30,000.00	30,000.00	O/Scope
14	<u>Houses in Multiple Occupation</u>				
	New Licence - Part A	01/04/2024	570.50	570.50	O/Scope
	New Licence - Part B	01/04/2024	152.75	152.75	O/Scope
	Renewal of licence (before expiry, no changes) Part A	01/04/2024	335.75	335.75	O/Scope
	Renewal of licence (before expiry, no changes) Part B	01/04/2024	152.75	152.75	O/Scope
	Replacement licence certificate	01/04/2024	32.00	32.00	O/Scope

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

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
15	Sampling of Private Water Supplies (Human Consumption) Risk Assessment (each assessment) Sampling (each visit) Investigation (each investigation) Grant of authorisation (each authorisation)	01/04/2019	Hourly Rate	Hourly Rate	O/Scope
	Analysing a sample: Taken under Reg 10 (domestic) Taken during monitoring of group A parameters Taken during monitoring of Group B parameters and monitoring under regulation 11	01/04/2019 01/04/2019 01/04/2019	Variable Variable Variable	Variable	O/Scope O/Scope O/Scope
16	<u>Smoke Free Fixed Penalty Notices</u> Smoking in smoke free designated premises, place, vehicle If paid within 15 days of issue Failing to display smoke free signage as per law If paid within 15 days of issue	01/04/2016 01/04/2016 01/04/2016 01/04/2016	50.00 30.00 200.00 150.00	50.00 30.00 200.00 150.00	O/Scope O/Scope O/Scope O/Scope
17	<u>Smoke and Carbon Monoxide Alarms For Relevant Landlords</u> Full cost recovery plus penalty charge for failure to comply (Maximum penalty allowed by legislation £5,000)	01/04/2016	700-4,500	700-4,500	O/Scope
18	<u>Letting Agents Redress Scheme</u> Penalty for failure to comply (Maximum penalty allowed by legislation £5,000 should be considered the norm and a lower fine should only be charged if there are extenuating circumstances considered on a case by case basis)	01/04/2017	5,000.00	5,000.00	O/Scope
19	<u>Electrical Safety Regulations Civil Penalties</u> Breach of Electrical Safety Regulations (Maximum penalty allowed by legislation £30,000 should be calculated using penalty Matrix)	01/04/2024	30,000.00	30,000.00	O/Scope
20	<u>Hygiene & Food Safety</u> New Business Advice Consultation Food Hygiene Checkup Food Safety Organiser Food hygiene workshop (1 hour max 8 people)	01/04/2024 01/04/2025 01/04/2024 01/04/2024	291.60 255.00 43.20 291.60	291.60 N/A 43.20 291.60	Included Included Included Included
21	<u>Safer Food Better Business</u> Catering pack Retail pack Childminder pack Residential care home supplement 6 month diary refill 12 month diary refill	01/04/2025 01/04/2025 01/04/2025 01/04/2025 01/04/2025 01/04/2025	27.60 26.40 17.40 10.20 15.00 17.40	28.10 26.90 17.90 10.70 15.50 17.90	Included Included Included Included Included Included

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
22	<u>Minimum Energy Efficiency Standard (Private Rented Property)</u> Letting substandard property (less than 3 months) 01/04/2019 2,000.00 2,000.00 O/scope Letting substandard property (3 months or more) 01/04/2019 4,000.00 4,000.00 O/scope Registering false or misleading information on the PRS Exemptions Register 01/04/2019 1,000.00 1,000.00 O/scope Failing to comply with compliance notice 01/04/2019 2,000.00 2,000.00 O/scope				

	Detail	Effective Date	2024/25	2024/25	2025/26	2025/26	VAT
<u>LAPPC Permits for Part B Installations, Mobile Plant and Solvent Emissions Activities</u>							
1 Application Fees							
Standard Process (includes solvent emission activities)		01/04/2017	1,650.00		1,650.00		O/Scope
Standard Processes additional fee for operating without a permit		01/04/2017	1,188.00		1,188.00		O/Scope
PVRI, SWOBs and Dry Cleaners		01/04/2017	155.00		155.00		O/Scope
PVR I & II combined		01/04/2017	257.00		257.00		O/Scope
Vehicle refinishers (VRs) and other reduced fees activities		01/04/2017	362.00		362.00		O/Scope
Reduced fee activities: Additional fee for operating without a permit		01/04/2017	99.00		99.00		O/Scope
Mobile Plant (not using simplified permits)		01/04/2017	1,650.00		1,650.00		O/Scope
- for the third to seventh application		01/04/2017	985.00		985.00		O/Scope
- for the eighth and subsequent applications		01/04/2017	498.00		498.00		O/Scope
Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts							
2 Substantial changes to permits							
Standard Process		01/04/2017	1,050.00		1,050.00		O/Scope
Standard Process where the substantial change results in a new PPC activity		01/04/2017	1,650.00		1,650.00		O/Scope
Reduced Fee Activities		01/04/2017	102.00		102.00		O/Scope
3 Transfer and Surrender							
Transfer of a permit - Standard Process		01/04/2017	169.00		169.00		O/Scope
New operator at low risk reduced fee activity (extra one off subsistence charge)		01/04/2017	78.00		78.00		O/Scope
Partial transfer of a standard permit		01/04/2017	497.00		497.00		O/Scope
Reduced Fee Activities: Partial Transfer		01/04/2017	47.00		47.00		O/Scope
4 Temporary transfer for mobiles							
First transfer		01/04/2017	53.00		53.00		O/Scope
Repeat following enforcement or warning		01/04/2017	53.00		53.00		O/Scope
5 Annual Subsistence Charge							
Standard Process - LOW		01/04/2017	772.00	(+103)*	772.00	(+103)*	O/Scope
Standard Process - MEDIUM		01/04/2017	1,161.00	(+156)*	1,161.00	(+156)*	O/Scope
Standard Process - HIGH		01/04/2017	1,747.00	(+207)*	1,747.00	(+207)*	O/Scope
* The additional amount in brackets must be charged where a permit is for a combined Part B and waste installation							

	Detail	Effective Date	2024/25	2024/25	2025/26	2025/26	VAT
5	Annual Subsistence Charge						
	PVRI, SWOBs and Dry Cleaners	01/04/2017	79.00	158.00	237.00		O/Scope
	PVR I & II combined	01/04/2017	113.00	226.00	341.00		O/Scope
	Vehicle refinishers and other Reduced Fees	01/04/2017	228.00	365.00	548.00		O/Scope
	Mobile Plant for the first and second permits	01/04/2017	646.00	1,034.00	1,506.00		O/Scope
	for the third to seventh permits	01/04/2017	385.00	617.00	924.00		O/Scope
	for the eighth and subsequent permits	01/04/2017	198.00	316.00	473.00		O/Scope
	Late Payment Fee (8 weeks from date of invoice)	01/04/2017	52.00		52.00		O/Scope
	* Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £103 to the above annual subsistence amounts						
	Note: The above fees are those currently imposed by DEFRA, a full copy of which can be viewed on their website www.gov.uk						
6	LAPPC mobile plant charges (not using simplified permit)		LOW	MED	HIGH		
	Number of permits		App Fee	LOW	MED	HIGH	
	1	01/04/2017	1,650.00	646.00	1,034.00	1,506.00	O/Scope
	2	01/04/2017	1,650.00	646.00	1,034.00	1,506.00	O/Scope
	3	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	4	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	5	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	6	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	7	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	8 and over	01/04/2017	498.00	198.00	316.00	473.00	O/Scope
7	LA-IPPC (Local Authority Element)						
	Application	01/04/2017	3,363.00				O/Scope
	Additional fee for operating without a permit	01/04/2017	1,188.00				O/Scope
	Annual subsistence LOW	01/04/2017	1,446.00				O/Scope
	Annual subsistence MEDIUM	01/04/2017	1,610.00				O/Scope
	Annual subsistence HIGH	01/04/2017	2,333.00				O/Scope
	Late Payment Fee	01/04/2017	52.00				O/Scope
	Variation	01/04/2017	1,368.00				O/Scope
	Substantial variation	01/04/2017	3,363.00				O/Scope
	Transfer	01/04/2017	235.00				O/Scope
	Partial transfer	01/04/2017	698.00				O/Scope
	Surrender	01/04/2017	698.00				O/Scope
	*Additional fee for payment of subsistence fees for LAPPC and LAIPPC by quarterly instalments	01/04/2017	38.00				O/Scope
	** where 9(2)(a) or (b) applies under the Local Authority Permits for Part A(2) Installations and small waste incineration plan(Fees and Charges) (England) (Scheme) 2017						

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

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

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
LICENCES					
1	<u>Hackney Carriage and Private Hire *</u>				
	Driver's licence - 3 Year - Standard Licence Period	01/04/2024	310.25	310.25	O/Scope
	Driver's licence - annual (aged 65yrs or above and/or medical condition)	01/04/2024	125.00	125.00	O/Scope
	Change to dual licence (mid year)	01/04/2024	48.00	48.00	O/Scope
	Replacement drivers badge (sent by Royal Mail)	01/04/2024	29.00	29.00	O/Scope
	Replacement drivers badge (collected from Customer Services)	01/04/2024	35.75	35.75	O/Scope
	Replacement vehicle plate	01/04/2024	69.30	69.30	Included
	Replacement licence certificate	01/04/2024	23.00	23.00	O/Scope
	Replacement vehicle bracket	01/04/2024	16.80	16.80	Included
	Replacement internal vehicle plate (sent by royal mail)	01/04/2024	30.50	30.50	O/Scope
	Replacement internal vehicle plates (collected from Customer Services)	01/04/2024	37.25	37.25	O/Scope
	Transfer of vehicle ownership	01/04/2024	47.00	47.00	O/Scope
	Local Knowledge Test- Hackney Carriage Only (initial and retest)	01/04/2024	78.25	78.25	O/Scope
	English Language Skills Test (initial and retest)	01/04/2024	46.50	46.50	O/Scope
	Private Hire Operator Licence - 5 Year	01/04/2024	191.00	191.00	O/Scope
	Change of registration number ie cherished number plates	01/04/2024	106.00	106.00	O/Scope
	Enhanced DBS disclosure fee	01/04/2024	38.00	38.00	O/Scope
	Enhanced DBS Admin fee (new application - 3yr licence)	01/04/2024	35.00	35.00	O/Scope
	Enhanced DBS Admin fee (2nd application during 3yr licence)	01/04/2024	45.00	45.00	O/Scope
	Delivery fee to Bourne area office	01/04/2023	10.00	10.00	O/Scope
2	<u>Annual vehicle licence</u>				
	Private Hire	01/04/2024	272.00	272.00	O/Scope
	Hackney Carriage	01/04/2024	298.50	298.50	O/Scope
	20% reduction for LPG/Hybrid/Wheelchair vehicles: Private Hire	01/04/2024	217.50	217.50	O/Scope
	20% reduction for LPG/Hybrid/Wheelchair vehicles: Hackney	01/04/2024	238.75	238.75	O/Scope
	50% reduction for electric/zero emissions vehicles: Private Hire	01/04/2024	136.00	136.00	O/Scope
	50% reduction for electric/zero emissions vehicles: Hackney	01/04/2024	149.25	149.25	O/Scope
	Exemption from displaying Private Hire plate	01/04/2024	102.00	102.00	O/Scope
	Exemption from displaying Private Hire plate (renewal fee)	01/04/2024	64.00	64.00	O/Scope
3	<u>Credit for unexpired days due to change of vehicle</u>				
	Private Hire	01/04/2024	0.75	0.75	O/Scope
	Hackney Carriage	01/04/2024	0.82	0.82	O/Scope
	Activites involving Animals - Additional vets fees may apply to these licences				
4	<u>Animal Licences</u>				
	Pre application/Re-inspections (where applicable)	01/04/2024	230.75	230.75	O/Scope
	Dog Boarding - Part A	01/04/2024	247.50	247.50	O/Scope
	Dog Boarding - Part B	01/04/2024	141.50	141.50	O/Scope
	Cat Boarding - Part A	01/04/2024	247.50	247.50	O/Scope
	Cat Boarding - Part B	01/04/2024	141.50	141.50	O/Scope
	Dual Dog and Cat Boarding - Part A	01/04/2024	297.75	297.75	O/Scope
	Dual Dog and Cat Boarding - Part B	01/04/2024	167.50	167.50	O/Scope
	Dog Day Care - Part A	01/04/2024	247.50	247.50	O/Scope
	Dog Day Care - Part B	01/04/2024	141.50	141.50	O/Scope

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	Home Boarding - Part A	01/04/2024	167.50	167.50	O/Scope
	Home Boarding - Part B	01/04/2024	115.25	115.25	O/Scope
	Arrangers/Franchisers	01/04/2024	115.25	115.25	O/Scope
	Dog Breeding Establishments Part A	01/04/2024	286.50	286.50	O/Scope
	Dog Breeding Establishments Part B	01/04/2024	219.50	219.50	O/Scope
	Sale of Animals as Pets- (Pet shops) Part A	01/04/2024	247.50	247.50	O/Scope
	Sale of selling Animals as Pets - (Pet shops) Part B	01/04/2024	141.50	141.50	O/Scope
	Hiring of Horses (Riding Establishments) Part A	01/04/2024	286.50	286.50	O/Scope
	Hiring of Horses (Riding Establishments) Part B	01/04/2024	219.50	219.50	O/Scope
	Dangerous Wild Animals Part A	01/04/2024	234.50	234.50	O/Scope
	Dangerous Wild Animals Part B	01/04/2024	49.75	49.75	O/Scope
	Transfer of licence	01/04/2024	126.50	126.50	O/Scope
	Animals for exhibition (3 year Licence) Part A	01/04/2024	167.50	167.50	O/Scope
	Animals for exhibition (3 year Licence) Part B	01/04/2024	115.25	115.25	O/Scope
	Variation (with inspection)	01/04/2024	230.75	230.75	O/Scope
	Variation (no inspection)	01/04/2024	63.25	63.25	O/Scope
5	<u>Zoo Licences</u>				
	New Application (4 year) Part A	01/04/2024	513.50	513.50	O/Scope
	New Application (4 year) Part B	01/04/2024	230.75	230.75	O/Scope
	Renewal (6 year) Part A	01/04/2024	435.50	435.50	O/Scope
	Renewal (6 year) Part B	01/04/2024	439.00	439.00	O/Scope
	Transfer of Licence	01/04/2024	126.50	126.50	O/Scope
6	<u>Sex Establishments</u>				
	New Application/Renewal/Transfer/Variation- Part A	01/04/2024	1884.00	1884.00	O/Scope
	New Application/Renewal/Transfer/Variation - Part B	01/04/2024	155.50	155.50	O/Scope
7	<u>Street Trading</u>				
	Stamford Pedestrian Precinct Per Day	01/04/2024	26.00	26.00	O/Scope
	Other Locations per day from	01/04/2024	21.00	21.00	O/Scope
	Private land per day	01/04/2024	11.25	11.25	O/Scope
	Mobile Trader Consent (12 months)	01/04/2024	347.00	347.00	O/Scope
NB	Relevant fees as per the Provision of Services Regulations 2009 are now broken down into Part A and Part B. Part A is payable upon application, Part B is payable upon grant of license				

* Subject to approval

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	ALCOHOL LICENSING - Fees Set by Government				
1	Licensed Premises				
	Grant of Premises Licence or Club Premises Certificate				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	100.00	100.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	190.00	190.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	315.00	315.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	450.00	450.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	635.00	635.00	O/Scope
2	Variation of Premises Licence or Club Premises Certificate				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	100.00	100.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	190.00	190.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	315.00	315.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	450.00	450.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	635.00	635.00	O/Scope
	Minor Variation	30/06/2009	89.00	89.00	O/Scope
3	Annual Fee for Premises Licence or Club Premises Certificate				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	70.00	70.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	180.00	180.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	295.00	295.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	320.00	320.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	350.00	350.00	O/Scope
4	Grant of Premises Licence where alcohol is primary use				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	100.00	100.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	190.00	190.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	315.00	315.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	900.00	900.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	1,905.00	1,905.00	O/Scope
5	Annual Fee for Premises Licence where alcohol is primary use				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	70.00	70.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	180.00	180.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	295.00	295.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	640.00	640.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	1,050.00	1,050.00	O/Scope
6	Grant of Premises Licence or Club Premises Certificate				
	Number of Persons				
	5,000 to 9,999	24/11/2005	1,000.00	1,000.00	O/Scope
	10,000 to 14,999	24/11/2005	2,000.00	2,000.00	O/Scope
	15,000 to 19,999	24/11/2005	4,000.00	4,000.00	O/Scope
	20,000 to 29,999	24/11/2005	8,000.00	8,000.00	O/Scope
	30,000 to 39,999	24/11/2005	16,000.00	16,000.00	O/Scope
	40,000 to 49,999	24/11/2005	24,000.00	24,000.00	O/Scope
	50,000 to 59,999	24/11/2005	32,000.00	32,000.00	O/Scope
	60,000 to 69,999	24/11/2005	40,000.00	40,000.00	O/Scope
	70,000 to 79,999	24/11/2005	48,000.00	48,000.00	O/Scope
	80,000 to 89,999	24/11/2005	56,000.00	56,000.00	O/Scope
	90,000 and over	24/11/2005	64,000.00	64,000.00	O/Scope

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	ALCOHOL LICENSING - Fees Set by Government				
7	Annual Fee - Number of Persons				
	5,000 to 9,999	24/11/2005	500.00	500.00	O/Scope
	10,000 to 14,999	24/11/2005	1,000.00	1,000.00	O/Scope
	15,000 to 19,999	24/11/2005	2,000.00	2,000.00	O/Scope
	20,000 to 29,999	24/11/2005	4,000.00	4,000.00	O/Scope
	30,000 to 39,999	24/11/2005	8,000.00	8,000.00	O/Scope
	40,000 to 49,999	24/11/2005	12,000.00	12,000.00	O/Scope
	50,000 to 59,999	24/11/2005	16,000.00	16,000.00	O/Scope
	60,000 to 69,999	24/11/2005	20,000.00	20,000.00	O/Scope
	70,000 to 79,999	24/11/2005	24,000.00	24,000.00	O/Scope
	80,000 to 89,999	24/11/2005	28,000.00	28,000.00	O/Scope
	90,000 and over	24/11/2005	32,000.00	32,000.00	O/Scope
8	Other Charges - Licensing Act 2003				
	Personal Licence (Grant/ renewal)	24/11/2005	37.00	37.00	O/Scope
	Theft, loss etc of a personal licence	24/11/2005	10.50	10.50	O/Scope
	Duty to notify change of name or address	24/11/2005	10.50	10.50	O/Scope
	Temporary Event Notice	24/11/2005	21.00	21.00	O/Scope
	Theft, loss etc of a Temporary Event Notice	24/11/2005	10.50	10.50	O/Scope
	Theft, loss etc of a premises licence or summary	24/11/2005	10.50	10.50	O/Scope
	Application for a provisional statement where premises being built etc	24/11/2005	315.00	315.00	O/Scope
	Notification of change of name or address	24/11/2005	10.50	10.50	O/Scope
	Application to vary licence to specify individual as DPS	24/11/2005	23.00	23.00	O/Scope
	Transfer of premises licence	24/11/2005	23.00	23.00	O/Scope
	Interim authority notice following death etc of licence holder	24/11/2005	23.00	23.00	O/Scope
	Theft, loss etc of certificate of summary	24/11/2005	10.50	10.50	O/Scope
	Notification of change of name or alteration of rules of club	24/11/2005	10.50	10.50	O/Scope
	Change of relevant registered address of club	24/11/2005	10.50	10.50	O/Scope
	Right of freeholder etc to be notified of licensing matters	24/11/2005	21.00	21.00	O/Scope
	Disapplication of premise supervisor for community premises	01/04/2020	23.00	23.00	O/Scope

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
GAMBLING LICENSING					
1	<u>Bingo Premises Licence</u>				
	Application for Provisional Statement	01/04/2024	833.75	833.75	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2024	665.00	665.00	O/Scope
	Non Conversion Fee, Other Premises	01/04/2024	879.75	879.75	O/Scope
	Annual Fee	01/04/2024	587.00	587.00	O/Scope
	Variation of Licence	01/04/2024	801.75	801.75	O/Scope
	Transfer Fee	01/04/2024	670.25	670.25	O/Scope
	Application for Reinstatement of Licence	01/04/2024	670.25	670.25	O/Scope
2	<u>Adult Gaming Centre Premises Licence</u>				
	Application for Provisional Statement	01/04/2024	767.50	767.50	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2024	491.25	491.25	O/Scope
	Non Conversion Fee, Other Premises	01/04/2024	801.75	801.75	O/Scope
	Annual Fee	01/04/2024	516.00	516.00	O/Scope
	Variation of Licence	01/04/2024	742.75	742.75	O/Scope
	Transfer Fee	01/04/2024	599.75	599.75	O/Scope
	Application for Reinstatement of Licence	01/04/2024	599.75	599.75	O/Scope
3	<u>Family Entertainment Centre Premises Licence</u>				
	Application for Provisional Statement	01/04/2024	767.50	767.50	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2024	491.25	491.25	O/Scope
	Non Conversion Fee, Other Premises	01/04/2024	801.75	801.75	O/Scope
	Annual Fee	01/04/2024	516.00	516.00	O/Scope
	Variation of Licence	01/04/2024	742.75	742.75	O/Scope
	Transfer Fee	01/04/2024	599.75	599.75	O/Scope
	Application for Reinstatement of Licence	01/04/2024	599.75	599.75	O/Scope
4	<u>Betting Premises Licence (other e.g. Betting shops)</u>				
	Application for Provisional Statement	01/04/2024	767.50	767.50	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2024	491.25	491.25	O/Scope
	Non Conversion Fee, Other Premises	01/04/2024	801.75	801.75	O/Scope
	Annual Fee	01/04/2024	516.00	516.00	O/Scope
	Variation of Licence	01/04/2024	742.75	742.75	O/Scope
	Transfer Fee	01/04/2024	599.75	599.75	O/Scope
	Application for Reinstatement of Licence	01/04/2024	599.75	599.75	O/Scope
5	<u>Ancillary Fees</u>				
	Change of Circumstances	01/04/2019	50.00	50.00	O/Scope
	Fee for copy of licence	01/04/2019	25.00	25.00	O/Scope
6	<u>Temporary Use Notices</u>				
	Fee for giving a Temporary Use Notice	01/04/2020	50.00	50.00	O/Scope
	Replacement of an endorsed copy of a Temporary Use Notice	01/04/2020	25.00	25.00	O/Scope
	Maximum fees are set in The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007				

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	NEIGHBOURHOODS				
1	Fixed Penalty Notice - Community Protection Notice	01/04/2018	100.00	100.00	O/Scope
2	Fixed Penalty Notice - Public Space Protection Order	01/04/2018	100.00	100.00	O/Scope
3	Fixed Penalty Notice - Domestic Waste Offence	01/04/2017	80.00	80.00	O/Scope
4	Fixed Penalty Notice - Commercial Waste Offence	01/04/2017	110.00	110.00	O/Scope
5	Fixed Penalty Notice - Waste Transfer Offence	01/04/2017	300.00	300.00	O/Scope
6	Fixed Penalty Notice - Littering Reduced for repayment within 14 days	01/04/2024 01/04/2024	500.00 250.00	500.00 250.00	O/Scope
7	Fixed Penalty Notice - Fly Tipping Reduced for repayment within 14 days	01/04/2024 01/04/2024	1,000.00 500.00	1,000.00 500.00	O/Scope
8	Fixed Penalty Notice - Fly Posting*	01/04/2018	100.00	100.00	O/Scope
9	Fixed Penalty Notice - Graffiti Reduced for repayment within 14 days	01/04/2024 01/04/2024	500.00 250.00	500.00 250.00	O/Scope
10	Fixed Penalty Notice - Abandoning a Vehicle	01/04/2017	200.00	200.00	O/Scope
11	Fixed Penalty Notice - Nuisance Parking	01/04/2017	100.00	100.00	O/Scope
12	Fixed Penalty Notice - Householder waste duty of care* Reduced for repayment within 14 days	01/04/2024 01/04/2024	600.00 300.00	600.00 300.00	O/Scope
13	REQUESTS FOR RELEASE OF CCTV IMAGES Legal Representative/Insurance Company	01/04/2025	75.00	100.00	O/Scope
14	Neighbourhood charges	01/04/2019	Hourly rate	Hourly rate	O/Scope
	NB. The above fees are set at the maximum full penalty with the exception of those marked * which are set at the default penalty as determined in the Environmental Offences (Fixed Penalties) (England) Regulations				

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	NEIGHBOURHOODS				
	REMOVAL OF VEHICLES				
15	<u>Vehicle on road, upright and not substantially damaged or any two wheeled vehicle whatever its condition or position on or off the road</u>				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/2020	150.00	150.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/2020	200.00	200.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	01/04/2020	350.00	350.00	O/Scope
	Vehicle exceeding 18 tonnes MAM	01/04/2020	350.00	350.00	O/Scope
16	<u>Vehicle, excluding a two wheeled vehicle, on road but either not upright or substantially damaged or both</u>				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/2020	250.00	250.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/2020	650.00	650.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Unladen	01/04/2020	2,000.00	2,000.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Laden	01/04/2020	3,000.00	3,000.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Unladen	01/04/2020	3,000.00	3,000.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Laden	01/04/2020	4,500.00	4,500.00	O/Scope
17	<u>Vehicle, excluding a two wheeled vehicle, off road, upright and not substantially damaged</u>				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/2020	200.00	200.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/2020	400.00	400.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Unladen	01/04/2020	1,000.00	1,000.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Laden	01/04/2020	1,500.00	1,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Unladen	01/04/2020	1,500.00	1,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Laden	01/04/2020	2,000.00	2,000.00	O/Scope
18	<u>Vehicle, excluding a two wheeled vehicle, off road, but either not upright or substantially damaged or both</u>				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/2020	300.00	300.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/2020	850.00	850.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Unladen	01/04/2020	3,000.00	3,000.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Laden	01/04/2020	4,500.00	4,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Unladen	01/04/2020	4,500.00	4,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Laden	01/04/2020	6,000.00	6,000.00	O/Scope

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
19	STORAGE OF VEHICLES PER 24 HOURS OR PART OF				
	Two wheeled vehicle	01/04/2020	10.00	10.00	O/Scope
	Vehicle, not including a two wheeled vehicle, equal to or less than 3.5 tonnes MAM	01/04/2020	20.00	20.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM	01/04/2020	25.00	25.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	01/04/2020	30.00	30.00	O/Scope
	Vehicle exceeding 18 tonnes MAM	01/04/2020	35.00	35.00	O/Scope
20	DISPOSAL OF VEHICLES				
	Two wheeled vehicle	01/04/2020	50.00	50.00	O/Scope
	Vehicle, not including a two wheeled vehicle, equal to or less than 3.5 tonnes MAM	01/04/2020	75.00	75.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM	01/04/2020	100.00	100.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	01/04/2020	125.00	125.00	O/Scope
	Vehicle exceeding 18 tonnes MAM	01/04/2020	150.00	150.00	O/Scope

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	MARKETS - GRANTHAM				
1	Standard Stall (3.05m x 1.22m)	01/04/2023	24.40	24.40	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/2023	27.10	27.10	Exempt
2	Pitch (3.05m x 3.05m)	01/04/2023	22.70	22.70	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/2023	23.80	23.80	Exempt
	Hot food & drinks units	01/04/2023	27.10	27.10	Exempt
3	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/2023	7.60	7.60	Included
	Large vehicles	01/04/2023	11.30	11.30	Included
	MARKETS - STAMFORD				
4	Standard Stall (3.05m x 1.22m)	01/04/2023	28.10	28.10	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/2023	31.40	31.40	Exempt
5	Pitch (3.05m x 1.22m)	01/04/2023	24.90	24.90	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/2023	28.10	28.10	Exempt
	Hot food & drinks units	01/04/2023	31.40	31.40	Exempt
6	Craft fair - Table	01/04/2023	29.20	29.20	Exempt
7	Craft fair - Stall	01/04/2023	35.20	35.20	Exempt
8	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/2023	7.60	7.60	Included
	Large vehicles	01/04/2023	11.90	11.90	Included
	MARKETS - BOURNE				
9	Standard Stall (3.05m x 1.22m)	01/04/2023	21.60	21.60	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/2023	23.80	23.80	Exempt
10	Pitch (3.05m x 3.05m)	01/04/2023	18.40	18.40	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/2023	18.90	18.90	Exempt
	Hot food & drinks units	01/04/2023	23.80	23.80	Exempt
11	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/2023	8.10	8.10	Included
	Large vehicles	01/04/2023	11.90	11.90	Included
12	Hire of stall for private function (collection only)*	01/04/2023	12.40	12.40	Exempt
	FOR ALL MARKETS				
13	Farmers market - supply of stall cover in addition to standard stall charge	01/04/2023	1.70	1.70	Exempt
	Excessive Waste Surcharge (per stall)	01/04/2023	6.00	6.00	Included
14	Recommend a market trader scheme & new stall holders please contact us by email; markets@southkesteven.gov.uk to discuss offers	01/04/2025	N/A	N/A	Exempt

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

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
LOCAL LAND CHARGE FEES					
1	Registration of a Charge on Part II of Register including Water Industry S30, LCC S106, Highways Act S38	01/04/2023	107.50	107.50	O/Scope
2	Filing a Definitive Certificate of Lands Tribunal	01/04/2023	5.00	5.00	O/Scope
3	Filing adjustment etc. for variation - cancellation of entry in Part II of Register	01/04/2023	11.20	11.20	O/Scope
4	Inspection of documents filed under Rule 10	01/04/2023	5.00	5.00	O/Scope
5	Official search of the Local Land Charges register (including issue of certificate)	01/04/2025	15.00	N/A	O/Scope
6	Con 29 Part I enquiries*				
	- one parcel of land, including the revised Con 29 questions	01/04/2023	207.60	207.60	Included
	- each additional parcel of land	01/04/2023	30.60	30.60	Included
	Part II enquiries				
	- each optional enquiry, excluding question 22	01/04/2023	21.30	21.30	Included
	- question 22	01/04/2023	27.60	27.60	Included
	- solicitor/client's own enquiry	01/04/2023	27.60	27.60	Included
7	Commercial*				
	- Contact for a quotation on landcharges@southkesteven.gov.uk	01/04/2020	Variable	Variable	Included
8	Additional charge for expedited official search and Con29 - (3 Day Turnaround)	01/04/2023	43.75	43.75	O/Scope
9	CON 29R UNREFINED DATA CHARGES*				
	Building Regulations Q1.1 (F to H)	01/04/2025	7.80	8.00	Included
	Roads Q2.1	01/04/2025	7.80	8.00	Included
	PROWS Q2.2	01/04/2025	7.80	8.00	Included
	Land Requisitioned for Public Purposes Q3.1	01/04/2025	7.80	8.00	Included
	Roadworks Q3.2	01/04/2025	7.80	8.00	Included
	Drainage Q3.3	01/04/2025	7.80	8.00	Included
	Road Schemes Q3.4	01/04/2025	7.80	8.00	Included
	Nearby Railway Schemes Q3.5	01/04/2025	7.80	8.00	Included
	Traffic Schemes Q3.6	01/04/2025	7.80	8.00	Included
	Outstanding Notices Q3.7 (A-D & F)	01/04/2025	7.80	8.00	Included
	Notices Q3.7 E & G	01/04/2025	7.80	8.00	Included
	Contravention of Building Regulations Q3.8	01/04/2025	7.80	8.00	Included
	Notices, Orders, Directions and Proceedings under Planning Acts Q3.9 (A-N)	01/04/2025	7.80	8.00	Included
	Community Infrastructure Levy Q3.10	01/04/2025	7.80	8.00	Included
	Conservation Area Q3.11	01/04/2025	7.80	8.00	Included
	Compulsory Purchase Q3.12	01/04/2025	7.80	8.00	Included
	Contaminated Land Q3.13	01/04/2025	7.80	8.00	Included
	Radon Q3.14	01/04/2025	7.80	8.00	Included
	Assets of Community Value Q3.15	01/04/2025	7.80	8.00	Included

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

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

DEVELOPMENT CONTROL FEES (SET BY GOVERNMENT)		
Gross floor space to be created by the development	Between 1,000 sq. m and 4,215 sq. m.	£624 for first 1,000 sq. m and £624 for each additional 75 sq. metres (or part thereof) in excess of 1,000 sq. m
Gross floor space to be created by the development	More than 4,215 sq m	£30,860 + £186 for each 75 sq m (or part thereof) in excess of 4,215 sq m up to a maximum of £405,000
Erection of glasshouses (on land used for the purposes of agriculture)		
Gross floor space to be created by the development	Not more than 465 sq m	£120
Gross floor space to be created by the development	More than 465 sq m but not more than 1,000 sq. m	£3,225
Gross floor space to be created by the development	More than 1,000 sq. m	£3,483
Erection/alterations/replacement of plant and machinery		
Site area	Not more than 1 hectare	£578 for each 0.1 hectare (or part thereof)
Site area	More than 1 hectare but not more than 5 hectares	£624 for each 0.1 hectare (or part thereof)
Site area	More than 5 hectares	£30,860 + additional £186 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £405,000
D. APPLICATIONS OTHER THAN BUILDING WORKS		
Car parks, service roads or other accesses	For existing uses	£293
Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)		
Site area	Not more than 15 hectares	£316 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£47,161 + £186 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £105,300
Operations connected with exploratory drilling for oil or natural gas		
Site area	Not more than 7.5 hectares	£686 for each 0.1 hectare (or part thereof)
Site area	More than 7.5 hectares	£51,395 + additional £204 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £405,000

DEVELOPMENT CONTROL FEES (SET BY GOVERNMENT)		
Operations (other than exploratory drilling) for the winning and working of oil or natural gas		
Site area	Not more than 15 hectares	£347 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£47,161 + additional £186 for each 0.1 in excess of 15 hectare up to a maximum of £105,300
Other operations (winning and working of minerals) excluding oil and natural gas		
Site area	Not more than 15 hectares	£316 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£47,161 + additional £186 for each 0.1 in excess of 15 hectare up to a maximum of £105,300
Other operations (not coming within any of the above categories)		
Site area	Any site area	£293 for each 0.1 hectare (or part thereof) up to a maximum of £2,535
E. LAWFUL DEVELOPMENT CERTIFICATE		
Existing use or operation	Same as Full	
Existing use or operation - lawful not to comply with any condition or limitation	£293	
Proposed use or operation	Half the normal planning fee.	
F. PRIOR APPROVAL		
Agricultural and Forestry buildings & operations or demolition of buildings	£120	
Communications (previously referred to as 'Telecommunications Code Systems Operators')	£578	
Proposed Change of Use to State Funded School or Registered Nursery	£120	
Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery	£120	
Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage	£120	
Proposed Change of Use of a building from Commercial / Business / Service (Use Class E) Use to a use falling within Use Class C3 (Dwellinghouse)	£125 per dwellinghouse	
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations	£120	
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations	£258	
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its	£120	
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its	£258	
Notification for Prior Approval for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop	£120	
Notification for Prior Approval for the Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures,	£120	
Notification for Prior Approval for the Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic	£120	

DEVELOPMENT CONTROL FEES (SET BY GOVERNMENT)		
G. RESERVED MATTERS		
Application for approval of reserved matters following outline approval grant of planning permission		Full fee due or if full fee already paid then £462 due
H. APPROVAL/VARIATION/DISCHARGE OF CONDITION		
Application for removal or variation of a condition following grant of planning permission		£234
Request for confirmation that one or more planning conditions have been complied with		£34 per request for Householder otherwise £116 per request
I. CHANGE OF USE of a building to use as one or more separate dwellinghouses, or other cases		
Number of dwellinghouses	Not more than 50 dwellinghouses	£462 for each
Number of dwellinghouses	More than 50 dwellinghouses	£22,859 + £138 for each in excess of 50 up to a maximum of £300,000
Other Changes of Use of a building or land		£462
J. ADVERTISING		
Relating to the business on the premises		£165
Advance signs which are not situated on or visible from the site, directing the public to a business		£165
Other advertisements		£578
K. APPLICATION FOR NON-MATERIAL AMENDMENT FOLLOWING A GRANT OF PLANNING PERMISSION		
Applications in respect of householder developments		£43
Applications in respect of other developments		£293
L. APPLICATION FOR PERMISSION IN PRINCIPLE (valid from 1 June 2018)		
Site area		£503 for each 0.1 hectare (or part thereof)
M. CONCESSIONS		
Exemptions from payment		
For alterations, extensions, etc. to a dwellinghouse for the benefit of a registered disabled person		
An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted		
Listed Building Consent		
Planning permission for relevant demolition in a Conservation Area		
Works to Trees covered by a Tree Preservation Order or in a Conservation Area		
Hedgerow Removal		
If the application is the first revision of an application for development of the same character or description on the same site by the same applicant:		
* For a withdrawn application: Within 12 months of the date when the application was received		
* For a determined application: Within 12 months of the date the application was granted, refused or an appeal		
* For an application where an appeal was made on the grounds of non-determination: Within 12 months of the period		
* In all cases where the 12 month period started no later than 5 December 2023		
If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation		
If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an		
If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 to the advertisement in question		

DEVELOPMENT CONTROL FEES (SET BY GOVERNMENT)
If the application is for alternative proposals for the same site by the same applicant, in order to benefit from the permitted development right in Schedule 2 Part 3 Class V of the Town and Country Planning (General Permitted Development) Order 2015 (as amended)
If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area If the application is for a Certificate of Lawfulness of Proposed Works to a listed building
Prior Approval for a Proposed Larger Home Extension
Reductions to payments
If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £578
If the application is being made on behalf of a parish or community council then the fee is 50%
If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%
In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £578
If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%
If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others
Where an application crosses one or more local or district planning authorities, the Planning Portal fee calculator will only calculate a cross boundary application fee as 150% of the fee that would have been payable if there had only been one application to a single authority covering the entire site.
If the fee for this divided site is smaller when the sum of the fees payable for each part of the site are calculated separately, you will need to contact the lead local authority to discuss the fee for this divided site.
The fee should go to the authority that contains the larger part of the application site.
This is only a summary of scales of fees, listing only the most common types of application.

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
PLANNING CHARGES					
1	<u>Charges in connection with land/property transactions</u> Detailed queries on consents involving search for relevant information*	01/04/2024	43.20	43.20	Included
	Check involving site inspection**	01/04/2024	35.10	35.10	Included
2	Self Build Register - Joining fee	01/04/2023	50.00	50.00	Included
*stated charge plus relevant copying charges **stated charge plus mileage plus officer hourly rates					

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
PRE-PLANNING CHARGES					
1	<u>Householders</u> Charge for any pre-planning advice undertaken "Do I require planning permission?"/Permitted Development Query	01/04/2024 01/04/2024	90.00 75.00	90.00 75.00	Included Included
2	<u>Non-residential changes of use including siting of caravans for sites</u> Under 1 ha or buildings under 1,000 sqm (gross) of 1 ha or above or buildings under 1,000 sqm (gross)	01/04/2024 01/04/2024	282.00 564.00	282.00 564.00	Included Included
3 <u>Development of dwellings</u>					
1-9 dwellings including changes of use to: residential, for 1st dwelling for each additional dwelling		01/04/2024 01/04/2024	375.00 201.00	375.00 201.00	Included Included
	10-49 dwellings including changes of use to: residential, for the 10th dwelling (includes Design PAD) meeting for each additional dwelling	01/04/2024 01/04/2024	1,965.00 111.00	1,965.00 111.00	Included Included
50 plus dwellings, including changes of use to residential (includes Design one PAD meeting) Residential development where number of dwellings unknown - per 0.1 hectare (includes one Design PAD meeting)		01/04/2024 01/04/2024	6,960.00 300.00	6,960.00 300.00	Included Included
		01/04/2024	300.00	300.00	Included
4	<u>Non-residential development</u> Where no floor space is created: Up to 499 sqm floor area or 0.5 ha site area between 500 and 999 sqm floor area, or between 0.51 ha and 1.0 ha between 1,000 and 4,999 sqm floor area or between 1.1 ha and 2.0 ha (includes one Design PAD meeting) between 5,000 sqm or more or 2.1 ha or more* (includes one Design PAD meeting)	01/04/2024 01/04/2024 01/04/2024 01/04/2024 01/04/2024	162.00 282.00 480.00 1,020.00 1,965.00	162.00 282.00 480.00 1,020.00 1,965.00	Included Included Included Included Included
*minimum fee for specified service and hourly rate thereafter					
5	<u>Others</u> Follow on advice - please contact us for a quotation. Fees will be based on the officer hourly rates. History Search Variation or modification of a completed planning obligation (as a standalone request) (Additional fees will be required to cover the Council's legal costs should your request be acceptable) Confirmation that a planning permission or planning obligation has been complied with (per letter) (desk based) Confirmation that a planning permission or planning obligation has been complied with (per letter) (site visit required) Advertising Development that would involve relevant demolition works Non-householder works or alterations to a listed building	01/04/2023 01/04/2025 01/04/2024 01/04/2025 01/04/2025 01/04/2025 01/04/2024 01/04/2024	Variable 81.00 162.00 81.00 141.00 141.00 96.00 162.00	Variable 83.00 162.00 83.00 144.00 144.00 96.00 162.00	Included Included Included Included Included Included Included Included

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	Hazardous substances	01/04/2024	186.00	186.00	Included
	Changes of use not falling within any of the above categories	01/04/2024	267.00	267.00	Included
	Additional Design PAD Review (meetings and response)	01/04/2024	1,455.00	1,455.00	Included
	Planning Performance Agreement - please contact us for a quotation on planning@southkesteven.gov.uk Fees will be based on the officer hourly rates published	01/04/2020	Variable	Variable	Included
	STREET NAMING & NUMBERING				
1	Individual house re-name or re-number	01/04/2025	50.00	51.00	Exempt
2	Development re-number due to change of layout involving plot numbering or plot positions	01/04/2025	50.00	51.00	Exempt
3	Additional of a house name, where property has an official number	01/04/2025	50.00	51.00	Exempt
4	Removal of a house name from address, where property has an official number	01/04/2025	50.00	51.00	Exempt
5	Renaming/renumbering of street at residents request plus per property	01/04/2025	275.00	277.00	Exempt
		01/04/2025	50.00	51.00	Exempt
6	Confirmation of historic change of address to solicitors, occupiers or owner	01/04/2025	50.00	51.00	Exempt
7	Numbering of Properties - new developments Per Plot	01/04/2025	50.00	51.00	Exempt
8	Naming of new streets - Per Street	01/04/2025	110.00	112.00	Exempt
	OFFICER HOURLY RATES				
1	Assistant Director	01/04/2025	135.00	138.00	Included
	Development Management and Enforcement Manager	01/04/2025	117.00	120.00	Included
	Planning Policy Manager	01/04/2025	117.00	120.00	Included
	Principal Planning Officer	01/04/2025	105.00	107.00	Included
	Senior Planning Officer	01/04/2025	96.00	98.00	Included
	Planning/Asst Planning Officer	01/04/2025	87.00	89.00	Included
	Urban Design	01/04/2025	96.00	98.00	Included
	Conservation Officer	01/04/2025	96.00	98.00	Included
	Other specialist advice from other areas of the Council	01/04/2025	96.00	98.00	Included
	Project Management/Administration	01/04/2025	81.00	83.00	Included
2	Other Fees and Charges				
	High Hedges complaint	01/04/2025	381.00	385.00	included
	Applications to divert or stop up a public right of way Administration costs	01/04/2024	510.00	510.00	included
	Minimum initial charge to cover costs of statutory adverts (subject to change depending on actual advert costs involved)	01/04/2023	645.00	645.00	included
	<i>The council will also require an undertaking to cover any legal costs associated with the process</i>				

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
<u>BOURNE LEISURE CENTRE</u>					
1	<u>Swimming Pool</u>				
	Swimming - full rate	01/04/2025	7.15	7.30	Exempt
	Swimming - concession	01/04/2025	5.50	5.60	Exempt
	Under 5's	01/04/2024	1.10	1.10	Exempt
	Parent and toddler session	01/04/2025	7.50	7.65	Exempt
	Exclusive pool hire (per hour)	01/04/2025	203.50	207.50	Exempt
	LCC Schools (per individual)	01/04/2025	1.75	1.80	Exempt
2	<u>Main Hall (per hour)</u>				
	Sporting - full rate	01/04/2025	82.50	84.15	Exempt
	Commercial	01/04/2012	Negotiable	Negotiable	Exempt
	Badminton - full rate	01/04/2025	15.40	15.70	Exempt
	Table tennis - full rate per hour	01/04/2025	9.90	10.10	Exempt
3	<u>Fitness Room (per hour)</u>				
	Individual use - full rate	01/04/2025	9.90	10.10	Exempt
4	<u>Miscellaneous (per hour)</u>				
	Activity room/meeting room - full rate	01/04/2025	44.00	44.80	Exempt
	Spectator (per individual)	01/04/2025	1.70	1.75	Exempt
5	<u>Membership</u>				
	Adult member	01/04/2024	34.99	34.99	Exempt
	Junior (U16)	01/04/2024	29.99	29.99	Exempt
	Concessionary	01/04/2024	29.99	29.99	Exempt
THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS					

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
THE GRANTHAM MERES LEISURE CENTRE					
1	<u>Swimming pool</u>				
	Swimming - full rate	01/04/2025	7.15	7.30	Exempt
	Swimming - concession	01/04/2025	5.50	5.60	Exempt
	Under 5's	01/04/2024	1.10	1.10	Exempt
	Parent and toddler session	01/04/2025	7.50	7.65	Exempt
	Exclusive pool hire (per hour)	01/04/2025	203.50	207.50	Exempt
	LCC Schools (per individual)	01/04/2025	1.75	1.80	Exempt
2	<u>Main Hall (per hour)</u>				
	Sporting - full rate	01/04/2025	104.50	106.50	Exempt
	Commercial	01/04/2025	143.00	145.75	Exempt
	Badminton - full rate	01/04/2025	15.40	15.70	Exempt
	Table tennis centre hall	01/04/2025	82.50	84.15	Exempt
	Table tennis - full rate per hour	01/04/2025	9.90	10.10	Exempt
3	<u>Second Hall (per hour)</u>				
	Sporting - full rate	01/04/2025	49.50	50.50	Exempt
	Commercial	01/04/2025	49.50	50.50	Exempt
4	<u>Fitness Room (per hour)</u>				
	Individual use - full rate	01/04/2025	11.00	11.20	Exempt
5	<u>Miscellaneous (per hour)</u>				
	Meeting room - full rate	01/04/2025	23.10	23.50	Exempt
	Activity Room - full rate	01/04/2025	23.10	23.50	Exempt
	Spectator (per individual)	01/04/2025	1.70	1.75	Exempt
6	<u>Synthetic Pitch Pay and Play (per hour)</u>				
	Full pitch (11v11)	01/04/2025	104.50	106.50	Exempt
	Quarter pitch (5v5)	01/04/2025	35.20	35.90	Exempt
	Half pitch (9v9)	01/04/2025	63.25	64.50	Exempt
7	<u>Outdoor Facilities - (per hour)</u>				
	Tennis court - full rate	01/04/2025	12.30	12.50	Exempt
	Netball - full rate	01/04/2025	26.40	26.90	Exempt
8	<u>Membership</u>				
	Adult member	01/04/2024	37.99	37.99	Exempt
	Junior (U16)	01/04/2024	29.99	29.99	Exempt
	Concessionary	01/04/2024	29.99	29.99	Exempt
THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES					
LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS					
MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS					

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
<u>SOUTH KESTEVEN SPORTS STADIUM</u>					
1	<u>Track Hire</u>				
	Adult	01/04/2025	66.00	67.30	Exempt
	Concession	01/04/2025	41.80	42.60	Exempt
	Floodlights	01/04/2025	60.50	61.75	Exempt
	Commercial	01/04/2012	Negotiable	Negotiable	Exempt
	Non-sporting / Non-commercial	01/04/2025	71.50	72.90	Exempt
2	<u>Individual use (per hour)</u>				
	Adult	01/04/2025	5.50	5.60	Exempt
	Concession	01/04/2025	3.85	3.90	Exempt
	Spectator (per individual)	01/04/2025	1.65	1.70	Exempt
	Hire of equipment (per booking)	01/04/2025	31.90	32.50	Exempt
	Setting up time	01/04/2025	31.90	32.50	Exempt
3	<u>Main football pitch hire</u>				
	Pitch hire (up to 2 hours)				
	Adult	01/04/2025	181.50	185.00	Exempt
	Concession	01/04/2025	121.00	123.00	Exempt
	Floodlights (per match)	01/04/2025	60.50	61.70	Exempt
	Commercial (per hour)	01/04/2012	Negotiable	Negotiable	Exempt
4	<u>Individual room hire (per hour)</u>				
	P.A./Meeting room	01/04/2025	19.80	20.00	Exempt
THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES					
LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS					
MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS					

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
<u>STAMFORD LEISURE CENTRE</u>					
1	<u>Swimming pool</u>				
	Swimming - full rate	01/04/2025	7.15	7.30	Exempt
	Swimming - concession	01/04/2025	5.50	5.60	Exempt
	Under 5's	01/04/2024	1.10	1.10	Exempt
	Parent and toddler session	01/04/2025	7.50	7.65	Exempt
	Parties - exclusive pool hire (per hour)	01/04/2025	203.50	207.50	Exempt
	LCC schools (per individual)	01/04/2025	1.75	1.80	Exempt
	Spectator (per individual)	01/04/2025	1.70	1.75	Exempt
2	<u>Membership</u>				
	Adult member	01/04/2024	34.99	34.99	Exempt
	Junior (U16)	01/04/2024	29.99	29.99	Exempt
	Concessionary	01/04/2024	29.99	29.99	Exempt
THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS					

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	GRANTHAM CEMETERY				
	TRADITIONAL BURIAL GROUND				
1	<u>Exclusive Right of Burial</u> (Not exceeding 50 years) Standard grave space - Parishioners	01/04/2025	713.00	749.00	Exempt
2	<u>Interment</u> Person aged 16 years or over - single depth Person aged 16 years or over - double depth Child below 16 years Each additional coffin space	01/04/2025 01/04/2025 01/04/2025 01/04/2025	738.00 822.00 315.00 254.00	775.00 863.00 331.00 267.00	Exempt Exempt Exempt Exempt
3	<u>Licence for the Erection of Memorials</u> Headstone (not exceeding 3 feet in height) Headstone (each additional 6 inches) Metal faced tablet Additional inscription Kerbed memorial	01/04/2025 01/04/2025 01/04/2025 01/04/2025 01/04/2025	182.00 182.00 121.00 73.00 194.00	191.00 191.00 127.00 77.00 204.00	Exempt Exempt Exempt Exempt Exempt
4	<u>Mausoleum *</u> Single vault mausoleum plot	01/04/2025	919.00	965.00	Exempt
5	<u>Re-Open Graves</u> Interment Fee - single depth Interment Fee - double depth Interment ashed into grave	01/04/2025 01/04/2025 01/04/2025	629.00 822.00 218.00	660.00 863.00 229.00	Exempt Exempt Exempt
6	<u>Woodland Burial Ground</u> All inclusive charge covering standard grave space, single depth interment, tree and plaque - Parishioners	01/04/2025	1,761.00	1,849.00	Exempt
7	<u>Transfer of Grave Ownership</u> Administration charge	01/04/2025	153.00	161.00	Exempt
	MUSLIM INTERMENTS				
1	Monday - Friday 1 April until 30 September 08:00 - 17:00 Interments Infants Under 2 yrs	01/04/2025 01/04/2025	1,125.00 556.00	1,181.00 584.00	Exempt Exempt
2	Monday - Friday 1 October until 31 March 08:30 - 15:30 Interments Infants Under 2 yrs	01/04/2025 01/04/2025	1,125.00 556.00	1,181.00 584.00	Exempt Exempt
	* Muslims burials are not available at weekends or on bank holidays				

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
1	<u>Green Waste</u>				
	Delivery of Green bin (or bins to same address)	01/04/2025	12.00	14.00	O/Scope
	Provision of green bin (all new or additional bins)	01/04/2024	28.00	29.00	O/Scope
	Annual collection charge (first bin)	01/04/2025	51.00	53.00	O/Scope
	Annual collection charge (each subsequent bin)	01/04/2025	42.00	44.00	O/Scope
2	<u>Other street care charges</u>				
	Delivery of bin (or bins to the same address)	01/04/2025	12.00	14.00	O/Scope
	Additional clear recycling sacks (pack of 15)	01/04/2024	1.95	1.95	O/Scope
	Replacement of damaged 240 ltr wheelie bins*	01/04/2024	28.00	28.00	O/Scope
3	<u>Additional bins for Landlords (subject to qualifying criteria)</u>				
	Delivery of bin (or bins to the same address)	01/04/2025	12.00	14.00	O/Scope
	240 ltr bin	01/04/2024	28.00	28.00	O/Scope
	360 ltr bin	01/04/2025	53.00	N/A	O/Scope
	660 ltr bin	01/04/2016	price on application	O/Scope	
	1100 ltr bin	01/04/2016	price on application	O/Scope	
4	<u>Replacement (additional capacity) bins for Families (subject to qualifying criteria)</u>				
	Delivery of bin (or bins to the same address)	01/04/2024	12.00	N/A	O/Scope
	360 ltr bin	01/04/2024	53.00	N/A	O/Scope
5	<u>Developers charge for new developments</u>				
	Delivery of bin (or bins to the same address)	01/04/2025	12.00	14.00	O/Scope
	Set of bins (1 black 240 ltr & 1 silver 240 ltr)	01/04/2025	54.00	56.00	O/Scope
6	<u>Domestic refuse collection</u>				
	Bulk household items - first item	01/04/2024	21.00	21.00	O/Scope
	- each additional item	01/04/2024	11.00	11.00	O/Scope
	Non standard items	01/04/2024	Priced on an ad hoc basis		
7	<u>Private street cleansing</u>	01/04/2010	Based on cost	Based on cost	Included recovery
8	<u>Private grounds maintenance</u>	01/04/2024	Based on cost	Based on cost	Included recovery
9	Commercial waste collections (including bulky items) - please contact us by email; waste@southkesteven.gov.uk for a quotation	01/04/2016			

*Where bins have been damaged by the resident

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	MOT Testing				
1	<u>Classes 1 and 2</u>				
	Motorcycles	01/04/2010	29.65	29.65	O/Scope
	Motorcycles with sidecar	01/04/2010	37.80	37.80	O/Scope
2	<u>Class 4</u>				
	Cars (up to 8 passenger seats) and motor caravans	01/04/2010	54.85	54.85	O/Scope
	Quads (max unladen weight 400kg - for goods vehicles 550kg and max net power 15kw)	01/04/2010	54.85	54.85	O/Scope
	Dual purpose vehicles	01/04/2010	54.85	54.85	O/Scope
	Private hire vehicles and PSVs (up to 8 seats)	01/04/2010	54.85	54.85	O/Scope
	Goods vehicles (up to 3,000 kg DGW)	01/04/2010	54.85	54.85	O/Scope
	Ambulances and Taxis (Taxis and private hire vehicles may be subject to additional local requirements)	01/04/2010	54.85	54.85	O/Scope
	Private passenger vehicles and ambulances (9-12 Passenger Seats)	01/04/2010	57.30	57.30	O/Scope
3	<u>Class 7</u>				
	Goods vehicles (over 3,000kg up to 3,500kg DGW)	01/04/2010	58.60	58.60	O/Scope
	NB				
	These are the maximum fees chargeable in accordance with Vehicle and Operator Standards Agency				

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
HOUSING REVENUE ACCOUNT DISCRETIONARY CHARGES					
1	<u>Community Rooms</u>				
	Residents weekly charge	01/04/2025	8.40	8.60	O/Scope
	Voluntary agencies & organisations usage				
	- up to 3 hours	01/04/2025	27.70	28.30	Exempt
	- more than 3 hours/all day	01/04/2025	41.80	42.70	Exempt
	Charitable organisations usage				
	- up to 3 hours	01/04/2025	7.10	7.30	Exempt
	- more than 3 hours/all day	01/04/2025	13.50	13.80	Exempt
2	<u>Communal Facilities</u>				
	Residents weekly charge	01/04/2025	9.70	9.90	O/Scope
3	<u>Guest Rooms</u>				
	Double Room - per night *	01/04/2025	27.70	28.30	Included
	Single Room - per night *	01/04/2025	20.50	21.00	Included
	Folding bed - per night *	01/04/2025	7.00	7.20	Included
	* 50% discount for persons over 60.				



Thursday, 16 January 2025

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

Localised Council Tax Support Scheme 2025/26

Report Author

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

claire.moses@southkesteven.gov.uk

Purpose of Report

This report reviews the responses to the public consultation of the Council's Local Council Tax Support Scheme 2025/26, along with the recommendations from the meeting of the Finance and Economic Overview and Scrutiny Committee which took place on 26 November 2024.

Recommendations

Cabinet is asked to recommend to Council:

1. The introduction of the Council Tax Support Scheme for 2025/26 based on the same overarching criteria as the existing scheme as detailed in paragraphs 2.16 to 2.34

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?	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 The actual cost of the Council Tax Support Scheme for working age and pension age residents will not be known for certain until the end of the financial year and will be dependent on the actual caseload in year as well as the levels of Council Tax set by the District Council and the major precepting authorities.
- 1.2 The estimated cost of the scheme, based on current caseload, is taken into consideration when calculating the Council's tax base for the financial year and will impact on the estimated Council Tax yield for the year. Any difference in the actual cost of the discount scheme to that estimated in the tax base calculation will be accounted for within the Collection Fund and will be considered when future years surpluses or deficits are declared.
- 1.3 Should the Council wish to approve the continuation of core elements of the current scheme, the financial impact of this would be:
 - Continuation of the Care Leavers Exemption: This will be a cost of circa £16,198 (based on 10 eligible awards for 2024/25 as of 25 October 2024). This cost is shared between SKDC and the preceptors; and
 - Continuation of the Council Tax Discount for Police Special Constables, this will be a direct cost to the General Fund of circa £10,000 for awards relating to 2024/25 (if all eligible Special Constables applied for the discount).

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

Legal and Governance

- 1.4 Should the Council wish to approve any proposals which were included within the public consultation, there will be a direct cost to the General Fund and to Preceptors (Lincolnshire County Council and the Lincolnshire Police and Crime Commissioner). Some of these costs are currently unknown and this is detailed further within this report and Appendix One. The appendix also provides a background of the option, impact of change if approved and impact if it is not approved.
- 1.5 The regulations for the scheme proposed to be adopted are to be collated and made available for the meeting of Full Council in January 2024.

1.6 The legislative framework associated with Local Council Tax Support Schemes is set out in the body of the report.

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 Localised Council Tax Support Scheme, delivers these priorities.

2.2. The Council Tax Benefit system was abolished on 31 March 2013 and replaced by the Local Council Tax Support Scheme (LCTSS). This scheme can be determined locally by the Billing Authority after due consultation with precepting authorities, key stakeholders, and residents.

2.3. There are currently 7,096 residents in receipt of Council Tax Support in the South Kesteven District. Of these, 3,992 are working age and 3,104 are pension age who are protected under the legislation and receive Council Tax support as prescribed by the Government.

2.4. A breakdown of caseload is shown in the table below:

1st of month	Working age	Pension age	Total
March 2023	4,094	3,141	7,235
June 2023	4,113	3,133	7,246
September 2023	4,001	3,115	7,116
December 2023	4,014	3,090	7,104
March 2024	4,046	3,082	7,128
June 2024	4,096	3,076	7,172
October 2024	3,996	3,081	7,077
November 2024*	3,992	3,104	7,096

*Data as of 27 November 2024

2.5. The Council agreed to a LCTSS, which came into effect on 1 April 2013. The core scheme currently provides

- 80% support for working age claimants
- 100% support for pension age claimants

2.6. The Local Government Finance Act 2012 requires any proposed scheme to go through certain steps before it can be adopted by the Council as a Billing Authority:

Before making a scheme, the authority must (in the following order): -

- (a) consult any major precepting authority which has power to issue a precept to it;*
- (b) publish a draft scheme in such a manner as it thinks fit; and*
- (c) consult such other persons as it considers are likely to have an interest in the operation of the scheme*

2.7. There is ongoing uncertainty regarding the impact of remaining legacy benefit claimants moving to Universal Credit by the end of 2026, which resumed in May 2022. The transition date from Housing Benefit to Universal Credit has been pushed back on many occasions (nationally). However, indications are that this work is progressing, with the working age caseload decreasing from 4,046 in March 2024 to 3,992 in November 2024.

2.8. The restart follows a pause during the Covid pandemic when Department for Work and Pension (DWP) staff were focussed on supporting a surge of new claimants to Universal Credit.

2.9. The six benefits being replaced all have complex eligibility criteria and Universal Credit is designed to provide each claimant with individually-tailored support to help them into employment. The rollout will be carefully managed by the DWP, and claimants will be asked to move to Universal Credit.

2.10. It is not yet known how many of the legacy customers will be moved over during the remaining months of 2024/25 however, it is expected the reduction will continue with the current rollout being managed by the DWP from April 2024, whereby claimants are being contacted by DWP and asked to move to Universal Credit. The number of legacy customers moving over during 2024/25 is unknown, along with whether or not their entitlement to Council Tax Support will change.

2.11. Given the current operating context, it will be problematic to fundamentally reassess any Council Tax scheme due to the volatility that is impacting on a number of the objectives listed above.

Financial cost of the current Council Tax Support Scheme

2.12. Despite the scheme being a 'local' CTS scheme, due to the nature of protection provided to pensioners and vulnerable working age customers, the Council will always incur some costs over which it has no influence.

2.13. Current caseload can be broken down as follows and shows any changes implemented will only apply to 13.63% of the caseload (working age), as pensioners and vulnerable working age are protected. This is a reduction from the previous year of 2.44% (working age caseload was 16.07%).

Caseload breakdown	Caseload	% of caseload
Total caseload	7,096	100%
Pensioner (protected)	3,104	43.70%
Working age vulnerable (protected)	3,028	42.67%
Working age (local discretion)	964	13.63%

2.14. Based on caseload on 27 November 2024, the current cost of the scheme is £7,642,059 (increased by £405,797 from £7,236,262 at the same point in 2023). South Kesteven's share of the total cost of the scheme is £687,785 (9%) and has increased by £36,521 at the same point in 2023.

2.15. Due to the protections from changes (referenced in paragraph 2.13) to pensioners and vulnerable working age customers, any reduction in cost to the proposed scheme can only be applied to the 964 working age customers, or 13.63% of the caseload. This means out of the Council's current share of the cost of £687,785 – only £93,745 (13.63%) can be influenced by any change made to the current scheme.

Current Local Council Tax Support Scheme

2.16. The Council's local scheme has been updated with amendments since the introduction in April 2013 to maintain the link with Housing Benefit and the previous Council Tax Benefit scheme.

2.17. The current scheme has the following restrictions for working age customers: -

- Maximum entitlement capped to 80%.

2.18. The current scheme also has the following amendments to Council Tax technical restrictions for all Council Tax payers: -

- Introduction of additional premiums to properties empty over 2 years, plus the original charge: -
 - 200% premium – empty between 2 and 5 years;
 - 300% premium – empty between 5 and 10 years; and

- 400% premium – empty over 10 years.
- Unoccupied discount of 100% for the first month
- Care leavers Council Tax exemption – 100% for those aged between 18 and 25; and
- Reduction for Special Constables who live in the district – 25% for each special constable resident in the household (up to 2 resident, equalling 50% reduction).

Council Tax Exemption for Care Leavers

- 2.19. The scheme was first approved for 2019/20, for a local discretionary Council Tax exemption of up to 100% for care leavers aged 18 to 21 years, with the exemption ending on the individual's 22nd birthday.
- 2.20. The scheme was amended for 2021/22 and the age limit was increased to 24 years of age, with the discount ending on the individual's 25th birthday.

Special Constabulary Council Tax Discount Scheme

- 2.21. The scheme was first approved and introduced on 1 April 2022. The award of the discount is retrospective and therefore, the discount was awarded for the financial year 2021/22.
- 2.22. The discount has been awarded to two Special Constables for 2023/24 totalling £2,092.66. The scheme has now closed for this financial year (applicable year 2023/24).
- 2.23. Should the continuation of the scheme be approved by Council, the Police and Crime Commissioner (PCC) will write to all Special Constables who live within the district of South Kesteven, by 30 April 2025, confirming they have met the hours worked criteria, and will provide a link to the Council's website.
- 2.24. The Special Constable will be required to complete the online application form and upload the letter from the PCC.
- 2.25. The award of the discount will be referenced to service during 2024/25. As a result, the eligibility for the discount will be considered, and an award made no later than the 31 May 2025 and will be applied to the Council Tax account for 2024/25.

2.26. In the response to the public consultation (Appendix Three), the PCC is supportive of the continuation of support for Special Constables.

Discretionary Council Tax Payment Fund

2.27. A Discretionary Council Tax Payment (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.

2.28. 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. It is proposed that £30,000 is included in the budget for 2025/26.

2.29. 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 DP and actively encourage customers to apply where eligibility criteria are met.

War Pension and Armed Forces Compensation Disregard for Housing Benefit and Council Tax Support

2.30. Section 134 8(a) of the Social Security Administration Act 1992, allows local authorities to modify any part of the Housing Benefit scheme to provide for the disregarding of prescribed war disablement pensions or war widows' pensions.

2.31. South Kesteven District Council has applied a disregard of 100% through Officer Delegated decision. However, a result of the 2021/22 Housing Benefit audit, a recommendation was taken forward for the Council Tax Support and Housing Benefit War Pension and Armed Forces Compensation Disregard to be included as part of the consultation and decision making process for the Local Council Tax Support scheme, effective from 1 April 2024.

The alignment of the value of the capital tariff limit and disregard for working age claimants to the pension age claimant values

2.32. This was first brought to this Committee for inclusion in consultation in July 2023, for the 2024/25 scheme and was approved by Council in January 2024, to be included within the scheme from 1 April 2024.

2.33. The capital tariff limit and disregard for working age claimants has been aligned to that of the pension age claimant values with effect from 1 April 2024 – these being a capital tariff of £1 for every £500, and a disregard of the first £10,000 of capital.

Consultation and communication – proposed ‘no change’ scheme for 2025/26

2.34. A report was presented to the Finance and Economic Overview and Scrutiny Committee on 17 July 2024 to consider a ‘no change scheme’ for 2025/26 for public consultation. The recommendation was to undertake consultation for the 2025/26 Localised Council Tax support scheme and to consider the outcome of the consultation findings prior to making a recommendation to Cabinet, for the final scheme to be presented to Council in January 2025.

2.35. Public consultation began on 1 September 2024 and ran to 30 September 2024. Consultation has been undertaken with major precepting authorities, stakeholders, and residents through a variety of methods, as detailed below: -

- An online survey (support provided by the Benefits Team where the resident was unable to complete the survey themselves);
- All South Kesteven District Council Members and Parish Clerks were issued with an email advising them of the consultation;
- Partner organisations were also advised of the proposed scheme – include Citizens Advice; and
- Major preceptors – Police and Crime Commissioner (PCC) and Lincolnshire County Council (LCC).

2.36. Letters were issued to all those in receipt of Council Tax Support at the start of the consultation. This was a total of 7,108 recipients. A total of 336 responses were received – this is a rate of 4.73% (compared to 371 responses of 7,133 – 5.20% for the previous year).

2.37. The key findings of the consultation are detailed within Appendix One and a summary of the responses is detailed below:

	Agreed		Disagreed		Didn't Know	
	No.	%	No.	%	No.	%
Agreed with the principles of the current scheme	301	89.6%	14	4.2%	21	6.3%

	Agreed		Disagreed		Didn't Know	
	No.	%	No.	%	No.	%
Thought the level of discounts and premiums for unoccupied, unfurnished and second home properties should continue	259	77.1%	22	6.5%	55	16.4%
Thought the exemption for young people leaving the care system should continue	266	79.2%	38	11.3%	32	9.5%
Thought the Special Constable Discount scheme should continue	227	67.6%	52	15.5%	57	17.0%
Thought the War Pension and Armed Forces Compensation Disregard for Housing Benefit and Council Tax Support should continue	257	76.7%	16	4.8%	63	18.5%
Thought the Capital tariff limit and disregard for working age claimants to be aligned to pension age claimant values should continue	240	71.4%	16	4.8%	80	23.8%
Thought the Discretionary Council Tax Payment scheme should continue for 2024/25	314	93.5%	7	2.1%	15	4.5%
Thought the Council had worked hard to ensure that its Council Tax Support Scheme is fair, protects pensioners and those in vulnerable groups, and responds to local concerns	315	93.8%	6	1.8%	15	4.5%

2.38. The consultation response from Lincolnshire County Council and the Police and Crime Commissioner are detailed in Appendix Two and Three.

2.39. A consultation response was also received from the Royal British Legion with support for the disregard of War Pension and Armed Forces Compensation payments within the calculation of income for Council Tax Support.

Introduction of the second home premium from 1 April 2025

2.40. This is a measure, which is included in the Levelling Up & Regeneration Bill, to allow councils the ability to charge a council tax premium of up to 100% for any property left empty for more than 72 days a year.

2.41. The regulations were laid before parliament on 8 October 2024 which set out the exceptions to council tax premiums on second homes. These regulations came into force on 1 November 2024 and effect from 1 April 2025 and set out mandatory exceptions to the Second Home Premiums.

As part of the consultation and approval process for the 2024/25 LCTS scheme, Council approved the introduction of the premium from 1 April 2025 at its meeting on 25 January 2024.

2.42. In November 2024, letters were issued to all owners of second homes (359), making them aware of the exceptions. An exception application form was included with the letter, asking the owner to complete and return this if they believed the second property was eligible for an exception to the premium. The form requested the owner to provide the reason and evidence for the exception.

2.43. Of the 359 letter issued, 119 have responded. Of those, 100 respondents advised which exception they believed their property should have applied to it, with the remaining 19 providing no details. The table below shows the breakdown of responses for each exception class.

Exception Class	Exception Reason	Number eligible
PCLB E	Dwelling which is or who would be someone's sole or main residence if they were not residing in job-related armed forces accommodation	2
PCLB F	Annexes forming part of, or being treated as part of, the main dwelling	15
PCLB G	Dwellings being actively marketed for sale (12 month limit)	36
PCLB H	Dwellings being actively marketed for let (12 months limit)	1
PCLB I	Unoccupied dwellings which fell within exempt Class F and where probate has recently been granted (12 months from grant of probate/letters of administration)	8
PCLB J	Job-related dwellings	6
PCLB K	Occupied caravan pitches and boat moorings	0
PCLB L	Seasonal homes where year-round, permanent occupation is prohibited, specific for use as holiday accommodation or planning condition preventing occupancy for more than 28 days continuously	5
PCLB O	This is "other" This is not a prescribed exception within the legislation. However, this was included within the letter to ascertain	27

Exception Class	Exception Reason	Number eligible
	what 'other' exceptions could be considered for future schemes from 1 April 2026 onwards.	

- 2.44. Officers are currently reviewing the responses and evidence provided and will determine whether the property is applicable for the exception.
- 2.45. Therefore, of the 359 second properties, 100 are potentially eligible for the exemption and 251 will have the premium applied to the Council Tax account as part of the annual billing process in March 2025, increasing Council Tax annual liability by £520,308 per annum. If this was paid in full, South Kesteven's share of this additional income would be £46,828 (9%).
- 2.46. The Council is required to provide written notice of the decision within 21 days of the date of determination, which will be undertaken by Council on 30 January 2025.

3. Key Considerations

- 3.1. Consideration needs to be given to all the options proposed and consulted on which are detailed in Appendix One.
- 3.2. It is proposed there are no changes made to the scheme and the current core elements of the 2024/25 scheme, as detailed in paragraphs 2.16 to 2.46 of this report, are retained and continue for 2025/26.

4. Other Options Considered

- 4.1 All options for consultation are detailed in **Appendix One** of this report.
- 4.2 Not undertaking any consultation, is not an option. Consultation as to the administrative and financial impact of a change/new scheme is a legal requirement. This scheme must be reviewed, consulted upon, and approved on an annual basis.

5. Reasons for the Recommendations

- 5.1. These are set out in the report.

6. Consultation

6.1. The timetable to approve a no change or any change to the scheme is set out below and considers the existing calendar of meetings. Full Council, as Billing Authority, needs to approve the scheme after consultation as outlined in paragraph 2.6.

6.2. The remaining consultation timetable is as follows: -

- 30 January 2025: Council – decision required: approval of final 20225/26 scheme for implementation from 1 April 2025. The Local Government Finance Act 2012 requires a full review of the scheme by the Billing Authority. South Kesteven District Council will need to approve a new scheme after consultation by 31 January 2025.

7. Appendices

7.1. There are three appendices to this report.

- Appendix 1: Analysis of public consultation and Council Tax Support Scheme Options for public consultation
- Appendix 2: Lincolnshire County Council consultation response
- Appendix 3: Police and Crime Commissioner consultation response

Council Tax Support Consultation – 2025/26 Scheme

Results

October 2024

Introduction

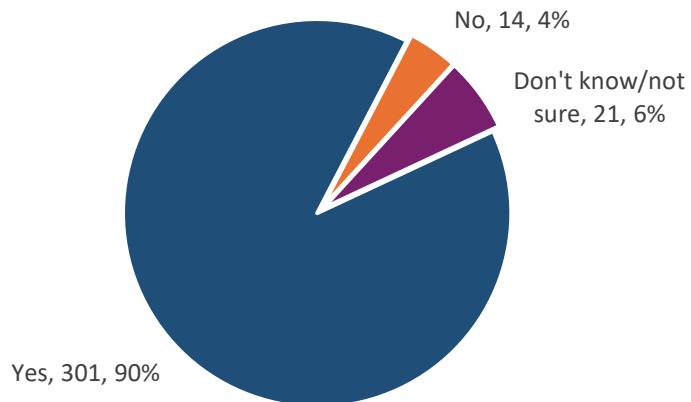
1. South Kesteven District Council (SKDC) is required by law to provide a Local Council Tax Support Scheme. The purpose of this scheme is to offer council tax reductions to those facing financial hardship.
2. It is administered by the Council using national legislation and rules which have been set locally and is only partly funded by the government.
3. To fulfil a legislative requirement to consult on the scheme annually, respondents were asked for their opinion on various parameters including an exemption for those leaving the care system and a discount for special constables.
4. 336 individuals responded to the annual Council Tax Support consultation, which took place during the month of September 2024.

The Council Tax Support Scheme:

5. Central to SKDC's Council Tax Support Scheme are two principles. These are:
 - A cap of 80% on entitlement for all applicants of working age. This means anyone of working age eligible for help paying their Council Tax will be entitled to claim for help with **up to but no more than** 80% of their bill.
 - Pensioners and vulnerable persons eligible for help paying their Council Tax are protected by legislation.
6. The first question asked respondents if they agreed with these principles. Nine out of ten respondents agreed with them, as illustrated below in the table and pie chart:

	No	%
Yes, I agree with these principles	301	89.6
No, I don't agree with these principles	14	4.2
I don't know if I agree or disagree with these principles	21	6.3
	336	100.0

Q1. Do you agree with these principles?



7. When asked why they didn't agree with the principles of the Council Tax Support Scheme, some respondents objected to the 80% threshold. A few objected to the scheme on principle, as illustrated by the quotes below:

"I believe that help should be available to the maximum of 100% should the claimant need support."

"If you cannot afford the tax, it should be 100% deduction, even 20% is too high for some people."

"More Stringent checks should be in place so that other 'nonessential' things have to be sacrificed BEFORE any council Tax deduction should be considered."

8. SKDC's current scheme also has the following amendments to Council Tax technical restrictions for all Council Taxpayers. These have been made because of changes to legislation. They are: -

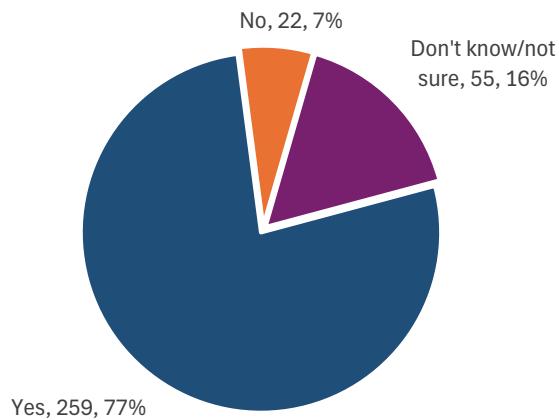
- Introduction of changes to the properties which are unoccupied and unfurnished: -
 - 100% discount for one month;
 - 25% discount for the following 5 months;
 - 100% charge thereafter.
- Introduction of additional premiums to properties empty over 2 years, plus the original charge: -
 - 200% premium – empty between 2 and 5 years.
 - 300% premium – empty between 5 and 10 years.
 - 400% premium – empty over 10 years.
- Unoccupied discount of 100% for the first month.
- Council Tax premium of 100% for a property classed as a second home (i.e. any dwelling that is furnished and is no-one's sole or main residence)

9. The Council is proposing to continue with these levels of discounts and premiums.

10. When asked if they thought these discounts and premiums should continue to apply, three quarters of respondents thought that they should, as illustrated below:

	No	%
Yes, I think the discounts and premiums should continue	259	77.1
No, I don't think the discounts and premiums should continue	22	6.5
I don't know if the discounts and premiums should continue	55	16.4
	336	100.0

Q3. Do you think these discounts and premiums should continue in 2025/26?



11. When asked to describe why they didn't agree with the discounts and premiums, respondents were either against charging those owning empty properties or thought if the householder could afford more than one property, they should pay for it. This is illustrated in the quotes below:

“Seems unfair to charge unoccupied properties when they receive no services”

“Should be no charge for empty properties”

“They are wealthy enough to own an empty property”

“If they can afford a home not to be lived in, they should pay council tax”

Exemption for young people leaving the care system:

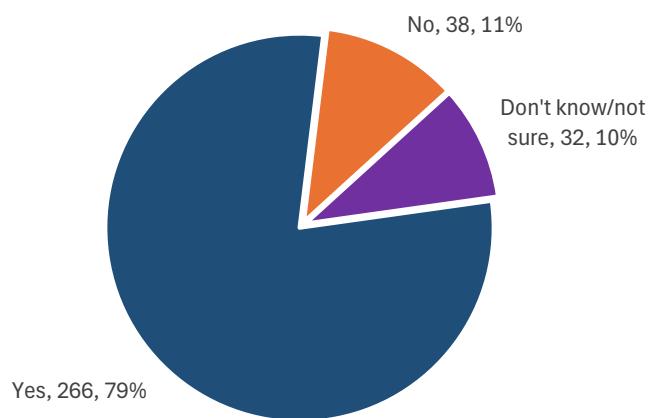
12. In South Kesteven all young people leaving the care system are currently exempt from paying Council Tax in properties they rent or own, until they are 25.

13. The Council is proposing to continue to apply this exemption.

14. Eight out of ten respondents thought all young people leaving the care system should continue to be exempt from paying Council Tax for owned or rented properties, until they are 25. This is illustrated in the table and graph overleaf:

	No	%
Yes, I think the exemption should continue	266	79.2
No, I don't think the exemption should continue	38	11.3
I don't know if the exemption should continue	32	9.5
	336	100.0

Q5. Do you think this exemption should continue in 2025/26?



15. When asked why they didn't support this exemption, most comments were centred around the amount of income being earned. Subjecting the care leavers to means testing to justify an exemption was also a popular suggestion, as illustrated here:

“No exemption - should be based on income”

“If working they should pay Council Tax based on their income”

“They should be means tested if in full time work”

“Why isn't this means tested?”

Special Constable Discount Scheme:

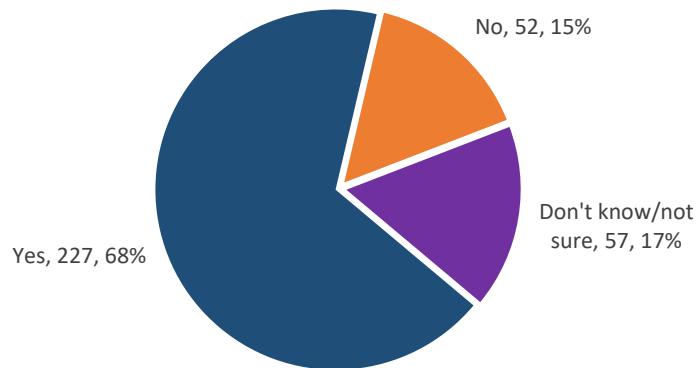
16. In South Kesteven, Special Constables can make an application for a 25% Council Tax discount for each eligible Special Constable in the household (up to 50%).

17. The Council is proposing to continue with this discount.

18. Just over two thirds of respondents thought the Special Constable Discount Scheme should continue to operate in 2025/26, as illustrated overleaf:

	No	%
Yes, I think the scheme should continue	227	67.6
No, I don't think the scheme should continue	52	15.5
I don't know if the scheme should continue	57	17.0
	336	100.0

Q7. Do you think a Special Constable Discount should continue to be available in 2025/26?



19. When asked why they didn't support special constables being awarded a discount on their council tax, respondents' reasons were varied. They included the nature of the role (i.e. because it is voluntary), why they are treated differently to householders in other roles and the view that a discount should be awarded based on household income, not the job people hold.

“Being a Special Constable is voluntary. There are many people who volunteer in our society and I fail to see why a Special Constable should be deemed more deserving than anybody else who gives their time and energy.”

“Why? What about those in caring professions, nurses, doctors, fire service...”

“Many more people are on lower wages but don’t get this discount.”

War Pension and Armed Forces Compensation Disregard:

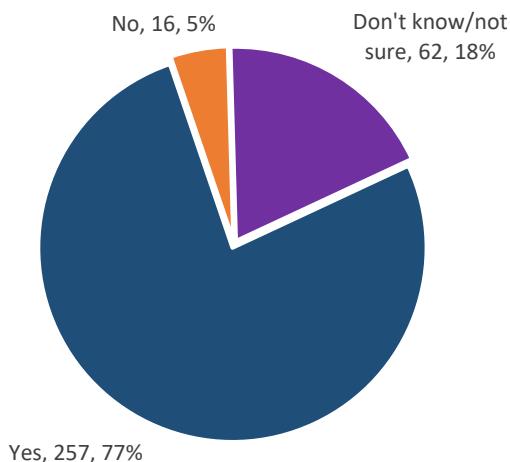
20. South Kesteven District Council does not currently include War Pension and Armed Forces Compensation within the calculation of income for Council Tax Support. It disregards these amounts in the calculations it undertakes.

21. The Council is proposing to continue to apply this disregard.

22. Respondents were asked if they thought the Council should continue to disregard War Pension and Armed Forces Compensation for both Housing Benefit and Council Tax Support calculations. Just over three quarters thought that they should, as illustrated below:

	No	%
Yes, I think the Council should continue to apply this disregard	257	76.7
No, I don't think the Council should continue to apply this disregard	16	4.8
I don't know if the Council should continue to apply the disregard or not	62	18.5
	335 ¹	100.0

Q9. Do you think this approach should continue in 2025/26?



23. When asked why they felt they were unable to support this approach, the comments made were like comments made under other scheme parameters. Some respondents used the opportunity to state why they supported this approach. Examples of each are detailed below:

“Don't agree”

“It's discrimination. Do you disregard compensation payments for work related accidents or car accidents?”

“As the son of a war veteran, I think they deserve any help they can get for the service they have given to their country in the country's time of need.”

The alignment of the value of the capital tariff limit and disregard for working age claimants to the pension age claimant values – introduced from 1 April 2024:

24. South Kesteven District Council has aligned the capital tariff limit and disregard of working age claimants to that of the pension age claimant values with effect from 1 April 2024 – these being a capital tariff of £1 for every £500, and a disregard of £10,000.

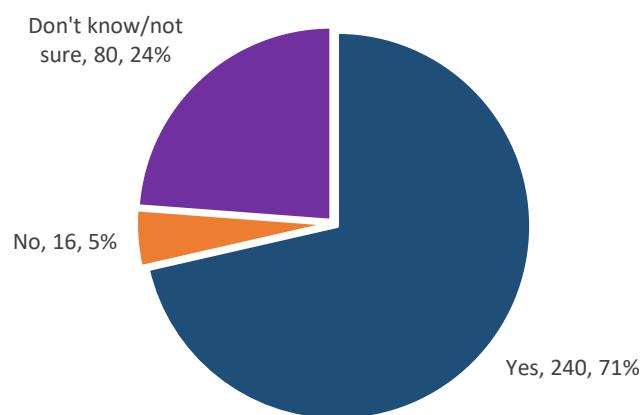
25. The Council is proposing to continue to align working age capital tariffs to pension age.

¹ One respondent didn't answer this question.

26. When asked for their opinion on the alignment of the capital tariff limit and disregard for working age claimants to the pension age claimant values, and if this approach should continue in 2025/26, seven out of ten respondents were in agreement. This is illustrated in the table below:

	No	%
Yes, I think this approach should continue	240	71.4
No, I don't think this approach should continue	16	4.8
I don't know if this approach should continue or not	80	23.8
	336	100.0

Q11. Do you think this approach should continue in 2025/26?



27. When asked to comment on this element of the scheme, there was no consistency across the comments. Some respondents argued for a higher capital tariff limit. Some wanted a higher capital tariff limit but only for pensioners. Others weren't sure what they were being asked. Examples of each of these are shown below:

“Capital Limit should be higher than £10,000.”

“Tariff limit should be higher for pensioners.”

“Don't know what this means, so can't answer.”

The Discretionary Payment Scheme:

28. South Kesteven District Council also operates a Discretionary Payment Scheme.

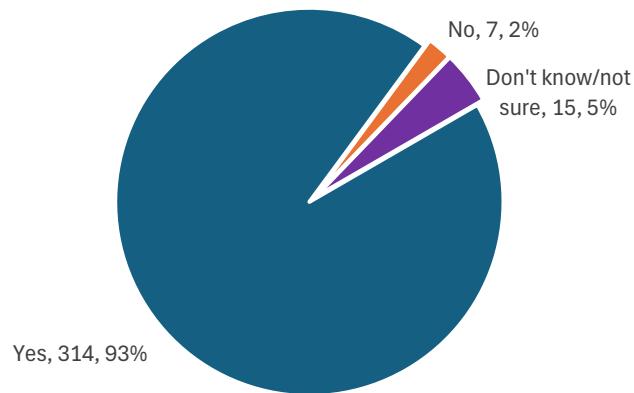
29. This scheme has been designed to offer additional support to those struggling to pay their Council Tax and offers limited short-term assistance to those in receipt of Council Tax Support who need further help.

30. The Council is proposing that this scheme should continue to operate.

31. There was really strong support for this initiative, with over 90% of those responding to the survey stating that they think the Discretionary Payment Scheme should continue to operate. This level of support is illustrated below:

	No	%
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

Q13. Do you think this scheme should continue in 2025/26?



32. The main reason cited by respondents who didn't support the Discretionary Payment Scheme was around managing cash flow – in particular prioritising spending. This is illustrated in the quotes below:

“Some people take advantage of this that don’t prioritise their cash flow”

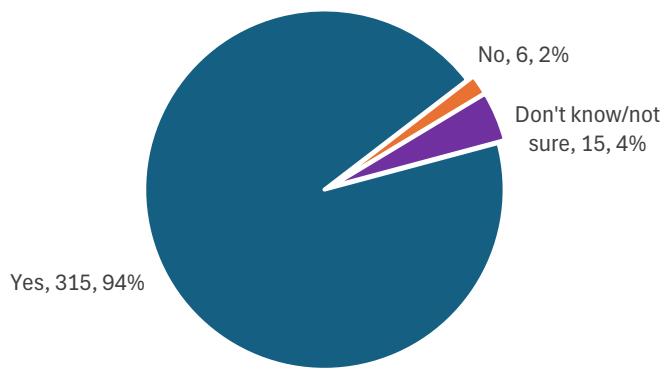
“I have a very low income but by prioritising how my income is spent, I can manage my bills without difficulty.”

33. The final question included in the survey asked respondents if they thought that the Council had worked hard to ensure that its Council Tax Support Scheme is fair, protects pensioners and those in vulnerable groups, and responds to local concerns.

34. When asked if they thought SKDC's Council Tax Support Scheme is fair, protects those in vulnerable groups and responds to local concerns, over 90% of respondents said yes, they thought it was. The distribution of responses is detailed in the table below:

	No	%
Yes, I think SKDC's Council Tax Support Scheme is fair	315	93.8
No, I think SKDC's Council Tax Support Scheme is unfair	6	1.8
I don't know if SKDC's Council Tax Support Scheme is fair or unfair	15	4.5
	336	100.0

Q15. Do you think SKDC's Council Tax Support Scheme is fair, protects those in vulnerable groups and responds to local concerns?



35. When asked why they didn't think that SKDC's Council Tax Support Scheme was fair, protects those in vulnerable groups and responds to local concerns, several respondents said that they didn't have enough information to answer the question. This is illustrated in the quotes below:

"How on earth would anyone be able to answer this without a huge amount of more detailed information."

"Don't know enough about the scheme to comment"

36. The seventeenth question on the survey asked respondents to identify if they had filled out the survey on behalf of an organisation. One parish council responded. The other two names supplied were the names of people.

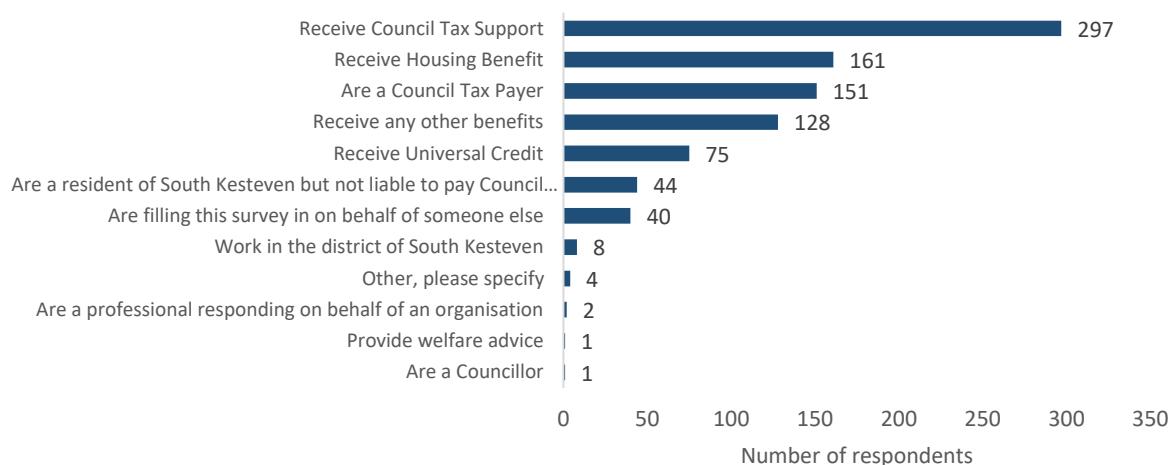
37. The final question on the survey asked people to identify if they:

- Received Council Tax Support, Housing Benefit or Universal Credit or any other benefits
- Are a Council Taxpayer
- Are filling in the survey on behalf of someone else
- Are a councillor, provide welfare advice or are a professional filling it in on behalf of an organisation
- Are a resident of South Kesteven but are not liable to pay Council tax
- Work in the district

38. The purpose of this was to establish that the views of those who might be subject to this scheme are reflected in the responses received. The table below shows the number of respondents who ticked each of these choices. The graph presents the information in numerical order.

	No	%
Receive Council Tax Support	297	88.4
Receive Housing Benefit	161	47.9
Receive Universal Credit	75	22.3
Receive any other benefits	128	38.1
Are a Council Taxpayer	151	44.9
Are filling in the survey on behalf of someone else	40	11.9
Are a councillor	1	0.3
Provide welfare advice	1	0.3
Are a professional on behalf of an organisation	2	0.6
Are a resident of South Kesteven but not liable to pay Council Tax	44	13.1
Work in the district	8	2.4
Other, please specify	4	1.2
	336	100.0

Q18. SKDC would like to know if you.....



39. The consultation closed on 30 September 2024.

Conclusion

40. This consultation illustrates support for the parameters of SKDC's Council Tax Support Scheme. The number and percentage of respondents agreeing with each of the constructs of the scheme ranged from 227 (67.6%) for the Special Constable Discount Scheme to 314 (93.5%) in favour of the Discretionary Payment Scheme.
41. Support for the scheme overall was also very high. 315 respondents (93.8%) thought that SKDC's Council Tax Support Scheme was fair, protects those in vulnerable groups and responds to local concerns.
42. Most respondents were in receipt of benefits. 297 (88.4%) were in receipt of Council Tax Support.
43. Cabinet, CMT and the Head of Revenues, Benefits, Customer and Community are asked to note the contents of this report.

Report prepared by Deb Wyles

Communications

16 October 2024

This page is intentionally left blank

Dear Claire

Given the no change position, we have no comment to add to the consultation but thanks as ever for seeking our views

Thanks

Andrew

Andrew Crookham

Deputy Chief Executive & Executive Director of Resources

Lincolnshire County Council

County Offices, Newland, Lincoln, LN1 1YL

This page is intentionally left blank



**Lincolnshire
POLICE & CRIME COMMISSIONER**
SAFER TOGETHER

Deepdale Lane, Nettleham, Lincoln LN2 2LT

Telephone (01522) 212351

E-Mail: lincolnshire-pcc@lincs.police.uk Website: www.lincolnshire-pcc.gov.uk

Date: 27th September 2024

Our Ref: JF/ch/2024-1039

Mr Richard Wyles
Interim Chief Executive & Section 151 Officer
South Kesteven District Council
Council Offices
The Picture House
St Catherine's Road
GRANTHAM
Lincolnshire
NG31 6TT

By email only to: richard.wyles@southkesteven.gov.uk

Dear Richard

Council Tax Support Scheme 2025/26

Thank you for your letter of 2nd September 2024 in which you invite comment on South Kesteven District Council's proposed Council Tax Support Scheme for 2025/26.

I note the proposal to adopt a "no change" scheme for 2025/26, including the continuation of the Special Constable Discount of 25%, of which the Police & Crime Commissioner is fully supportive.

Thank you for providing the opportunity to comment.

Yours sincerely

Julie Flint

Julie Flint
Chief Finance Officer

This page is intentionally left blank



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Cabinet

Thursday, 16 January 2025

Report of Councillor Phil Dilks
Cabinet Member for Planning

Revisions and Amendments to Planning Applications and Extensions of Time Procedure for Planning Applications

Report Author

Emma Whittaker, Assistant Director of Planning

emma.whittaker@southkesteven.gov.uk

Purpose of Report

To seek authority to adopt the “Revisions and Amendments to Planning Applications and Extensions of Time” procedure

Recommendations

That Cabinet:

1. Adopt the proposed “Revisions and Amendments to Planning Applications and Extensions of Time” procedure

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 Wards);

1. Implications

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

Finance and Procurement

- 1.1 There are no direct financial implications from the proposed procedure although it is recognised that there could be an increase in the use of the Council's pre-application advice service which is a chargeable service.

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

Legal and Governance

- 1.2 There are no legal or governance issues resulting from the proposed procedure. The Council is legally required to determine applications and there are statutory timescales set out in the Town and Country Planning Act (1990) (as amended). The Council is not required by law to request or accept amendments to applications during consideration.
- 1.3 Cabinet can approve this procedure as they approve procedural and policy documents that fall outside of the Policy Framework documents that are reserved for Full Council.

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

2. Background to the Report

- 2.1 The Planning Service plays a key role in delivering many of the ambitions in the Corporate Plan (2024-2027) including Enabling Economic Opportunity and facilitating the delivery of housing to meet the needs of residents. The Corporate Plan also sets out the Council's ambition to be an Effective Council and in doing so it will seek to continuously improve service delivery and customer experience.
- 2.2 Performance is monitored by the Council through quarterly reports setting out how the Council is performing against Key Performance Indicators (KPIs). For

Development Management (determination of planning applications), this data relates to the speed of decision making. In addition, the Council reports quarterly performance to the Ministry for Housing, Communities and Local Government (MHCLG).

- 2.3. Statutory time limits for applications for planning permission are set out in Article 34 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended). There are different time limits for different types of application however the most common are 13 weeks for major applications (unless an application is subject to an Environmental Impact Assessment, in which case a 16 week limit applies) and 8 weeks for most other types of applications.
- 2.4. Where a planning application takes longer than the statutory period to decide the Council is able to agree a new deadline through an Extension of Time (EoT) agreed with the applicant.
- 2.5. Where an application takes longer than the statutory time limits and no EoT has been agreed, an applicant can lodge an appeal with the Planning Inspectorate against non-determination.
- 2.6. The previous government introduced the “planning guarantee” which essentially means that no application should spend more than a year with decision-makers, including any appeal. For major applications this means that in practice, applications should be determined within 26 weeks and non-major applications within 16 weeks.
- 2.7. Typically, extensions of time to planning applications are used to for the following reasons:
 - To process amendments to applications,
 - For additional information to be submitted,
 - Negotiations to S106 agreements (planning obligations)
 - Committee decisions.
- 2.8. As mentioned in paragraph 2.2, MHCLG collects quarterly statistics on a number of different performance indicators relating to decisions on planning applications. This includes collecting data about the proportion of applications determined with an EoT.

2.9. Tables 1 and 2 below show the Council's performance in relation to the proportion of applications with an Extension of time. In comparison to both CIPFA peers and Lincolnshire neighbours, the Council's use of extensions of time is high.

Table 1

2023/24		Nearest Neighbours	
	Total Decisions	Total Number of Decisions with an EoT	Percentage of decisions with an EoT %
Amber Valley	885	505	57
Bassetlaw	661	294	44
Braintree	1,112	475	43
Breckland	973	319	33
Broxtowe	542	190	35
Chorley	564	218	39
Gedling	488	223	46
High Peak	436	266	61
Hinckley and Bosworth	698	279	40
Newark and Sherwood	839	350	42
South Kesteven	979	655	67
Stafford	879	453	52
Stroud	1,213	450	37
West Suffolk	1,038	588	57
CIPFA Peers Average	808	376	47

Table 2

2023/24		Lincolnshire	
	Total Decisions	Total Number of Decisions with an EoT	Percentage of decisions with an EoT %
Boston	290	138	48
East Lindsey	1,029	434	42
Lincoln	394	134	34
North Kesteven	634	231	36
South Holland	687	225	33
South Kesteven	979	655	67
West Lindsey	662	267	40
Lincolnshire Average	668	298	43

2.10. It is already clear that both applicants and officers use extensions of time to negotiate amendments or seek additional information to address concerns raised by consultees and/or third parties. Processing amendments or additional information can have a knock-on effect of increasing workloads for officers causing further delays in the system.

2.11. Both the previous and current Governments have been clear that there needs to be significant planning reform. The Levelling Up and Regeneration Act (LURA) (2023) introduces a number of changes of which further regulations are required before they come into effect. In the King's Speech (July 2024), Government clearly set out its intentions to continue planning reforms "*to accelerate the delivery of high-quality infrastructure and housing*". It is therefore clear that there remains an emphasis on reform and on improving the speed of decision-making.

2.12. Paragraph 39 of the NPPF is clear that Councils should act positively and creatively in relation to proposed development and that decision makers at all levels should seek to approve applications for sustainable development where possible. However, it is also recognised (paragraph 40) that early engagement has a significant potential to improve the efficiency and effectiveness of the planning system for all parties. Whilst the Council cannot require developers to engage at the pre-application stage, it should encourage the take-up of the pre-application services that we offer. Pre-application discussions are a chargeable service and therefore a source of income for Council's. It should be noted that

increasing the speed of decision-making does not mean approving poor quality applications. The use of the pre-application advice service would also identify what information should be submitted with an application reducing the likelihood of additional information being required during the decision-making stage.

- 2.13. The Council is not under any obligation to request or accept amendments to applications where they are voluntarily sent in by the applicants. Sometimes, applicants will review consultee comments on an application and submit additional information to try and address the concerns raised. This approach can make it difficult for case officers to manage the process and determine applications in the statutory time limits. Often, amendments that have not been requested by the case officer do not resolve all of the concerns with an application causing either further delay.
- 2.14. The draft “Revisions and Amendments to Planning Applications and Extensions of Time” procedure (**Appendix A**) sets out the proposed approach to when amendments will be requested/accepted and when an EoT will be agreed with an applicant. This document will provide clarity for applicants and officers about this process and allow officers to manage applications effectively. The procedure is also designed to improve the speed of the Council’s decision making and direct more applicants to the Council’s formal pre-application advice service.

3. Key Considerations

- 3.1. It is clear that there is a desire of Government to reform the planning system including accelerating the delivery of housing, infrastructure and economic growth.
- 3.2. The planning team is currently heavily reliant on the use of EoTs on planning applications allowing both applicants and officers to negotiate amendments and seek additional information, amongst other things. There will still be a need to use some extensions of time, for example where Committee is required to make a decision or to conclude negotiations on a legal agreement. However, the majority of applications should be straight forward and be determined within the statutory time limits. Customers should instead be encouraged to seek pre-application advice before submitting an application to establish any areas of concern and/or policy conflict.
- 3.3. The procedure will also provide clarity for officers and customers about when amendments to applications or additional information will be requested/accepted. This should help reduce further delays in processing applications and support better case management.

- 3.4. The draft procedure was discussed at the recent Joint Meeting of the Environment Overview and Scrutiny Committee and Rural and Communities Overview and Scrutiny Committee (9th December 2024). That Committee resolved to recommend to Cabinet that the procedure is adopted.

4. Other Options Considered

- 4.1 The Council could choose not to adopt the process and continue with the current arrangements. However, this approach is unlikely to reduce the use of Extensions of Time and prolong the decision-making process for applicants. This could also lead to inconsistencies when processing amendments. This approach has therefore been discounted.

5. Reasons for the Recommendations

- 5.1. The adoption of an approach to accepting revisions and amendments to planning applications and the use of extensions of time will provide clarity for applicants and officers. It will create consistency across the team about processing amendments and improve case management; this should also speed up decision-making. Officers will be able to refer applicants to the procedure in the event of any complaints about refusal to accept amendments to an application. The procedure would be published on the Council's website.
- 5.2. Encouraging the use of the pre-application advice service will provide applicants with guidance before they submit an application which should improve the quality of applications. At the pre-application stage, concerns with any proposal will be identified along with guidance about other stakeholders to consult and what documents will need to be submitted with an application. It will also generate income for the Council which will support the resourcing of the planning team.

6. Consultation

- 6.1. As referenced above the Joint Meeting of the Environment Overview and Scrutiny Committee and Rural and Communities Overview and Scrutiny Committee (9th December 2024) recently discussed the draft procedure.

7. Background Papers

Michael Gove – [Written Ministerial Statement 19 December 2023](#)

[Kings Speech 2024 \(The King's Speech 2024 - GOV.UK\)](#)

Agenda for Joint Meeting of the Environment Overview and Scrutiny Committee and Rural and Communities Overview and Scrutiny Committee on Monday, 9th December, 2024, 10.00 am | South Kesteven District Council

8. Appendices

- 8.1. **Appendix A:** Draft “Revisions and Amendments to Planning applications and Extensions of Time” procedure

Revisions and Amendments to Planning Applications and Extensions of Time

The Council expects that upon receipt of an application it will be supported by the relevant information and able to be fully assessed and determined as submitted. It is the responsibility of you as an applicant and/or agent to ensure that the correct information is submitted with any application. Whilst it is noted that the Council does not currently have a local list, article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015 requires the submission of any other plans, drawings and information necessary to describe the development which is the subject of the application.

The Council has discretion whether to request or accept amendments to an application under consideration and our normal position is not to seek or accept amendments after validation. We encourage the use of the pre-application advice service where we can identify what information may be required to support your application. By using our pre-application advice service, you can also obtain an informal opinion about the acceptability of your proposals. It is noted that not all relevant consultees will engage directly with our pre-application service, but where this is the case, these will be highlighted through our written advice. When you use our pre-application advice service, we will also identify the supporting plans and documents that will need to provide with your application; this will be based on the information available to us at the time of providing the advice.

Any negotiation should be initiated by the Council. Applicants should not submit amendments or additional information once the application is valid unless invited to do so by the case officer. Should uninvited plans or amendments be received they may be returned to you. In all circumstances, you should submit amended plans directly to the relevant case officer.

Guidance on amendments

This guidance will help you understand when the Council will/will not request or accept amendments to planning applications.

When we decide if we will negotiate amendments, the considerations could include:

1. If the amendment or change would likely result in a materially different development such that a new application should be submitted (this can include a material change to the description of development),

2. Whether the changes would make the development acceptable without raising other issues, and
3. Whether it will be necessary to re-consult or re-publicise the application.

Applications will generally be categorised as follows:

1. The application is acceptable as submitted – **approve**
2. The proposal is considered unacceptable as submitted but could be made acceptable subject to minor amendments or additional information. It is at the discretion of the local planning authority whether to accept such changes, to determine if the changes need to be reconsulted upon, or if the proposed changes are so significant as to materially alter the proposal such that a new application should be submitted. – **consider negotiation**
3. The proposal is considered unacceptable as submitted and cannot be supported or the amount of change required would be significant – **refuse**.

Extensions of time will only be accepted in limited circumstances and at the discretion of the planning officer. In all circumstances these must be agreed in advance of any amendments being accepted.

If pre-application advice has not previously been sought or sought but not followed, then applicants will not normally be invited to negotiate. Instead, they will be invited to use the pre-application facility prior to resubmitting a new application.

We are unlikely to seek or accept any amendments or additional information in the following circumstances:

- Where pre-application advice was not sought prior to submission of an application.
- Where pre-application advice was not followed,
- Where there is an objection in principle to the development,
- Where the development proposed would be significantly different after amendments.

If amendments are sought, we will:

- Require any amendments to be submitted as a single submission with an updated document list and/ or note that clearly explains what the amendments are
- Only accept the amendment if an appropriate extension of time is agreed at the outset.

Applications accompanied by a Planning Performance Agreement (PPA)

The Council often enters into PPAs which covers pre-application advice as well as the timetable for the determination of the application. The PPA should normally set-out an agreed procedure for accepting amendments. Where the PPA makes specific reference to seeking amendments within the timetable then the Council will discuss possible amendments provided that this does not result in delays in meeting the deadlines in the PPA and the cost of the additional officer resource is covered.

This page is intentionally left blank



Cabinet

Thursday, 16 January 2025

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

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

The Cabinet is recommended to:

1. Approve the draft Venue Hire and External Speaker Policy for use across its public venues.

Decision Information

Is this a Key Decision?	N
Does the report contain any exempt or confidential information not for publication?	N
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 and 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 Service (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.

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 shared with senior officers from relevant service areas for comment prior to being presented to Rural and Communities Overview and Scrutiny Committee in October. Members of the Committee unanimously voted to recommend to Cabinet the approval of this policy.

7. Background Papers

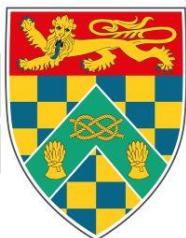
- 7.1 [Prevent duty guidance for England and Wales](#)
- 7.2 [Prevent duty toolkit for Local Authorities](#)
- 7.3 [South Kesteven District Council's Safeguarding Policy and Procedure](#)

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

Item	Title	Page
1.	Introduction	3
2.	Legal Context	3
3.	Objectives	4
4.	Freedom of Speech and Expression	4
5.	Venue Hire	4
6.	External Speakers	5
7.	Policy Review	5
8.	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 relates to the hiring of Council venues for events, conferences, meetings etc by an external user. It provides details of the Council's approach to ensuring it protects its staff, elected members and the community whilst following legislation it is responsible for upholding.

This policy reflects the Council's responsibilities under the Prevent Duty and should be used in conjunction with existing room hire policies.

2. Legal Context

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

The Prevent Duty, contained within Section 26 of the Counter Terrorism and Security Act 2015, states that authorities, in the exercise of their functions, must have "due regard to the need to prevent people from being drawn into terrorism".

The Prevent Duty requires specified authorities to reduce "¹permissive environments" and states: "Local Authority settings should have measures in place to ensure their facilities are not exploited by radicalisers. This includes ensuring that any event spaces and publicly-owned venues 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. Such measures will help to limit access to platforms that can be used to radicalise others".

Under the Prevent Duty, Local Authorities should have "a policy 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".

In the implementation of this policy the Council must also consider:

- 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.

¹ A 'permissive environment' may be characterised as being tolerant of behaviour or practices strongly disapproved of by others, such as an environment where radicalising ideologies are permitted to flourish. Radicalisers create and take advantage of permissive environments to promote or condone violence and to spread harmful ideologies that undermine our values and society. [Glossary of terms - GOV.UK](#)

3. Objectives

In order to ensure its venues and resources do not provide a platform for extremists or the dissemination of extremist views, the Council must put in place safeguards to protect its officers and users.

The objectives are:

- To provide an environment where freedom of expression and speech are protected, balanced with the need to ensure our community is free from harm. 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

4. Freedom of speech and expression

Freedom of speech and expression are basic human rights protected by law.

This policy is not intended to curtail freedom of speech. Its purpose is to ensure that no speaker hiring a Council venue promotes or encourages acts of terrorism or incites hate, harm or violence.

The Council does, however, have a duty to ensure the safety and welfare of staff, elected members and the community, therefore, the freedom to express views needs to be balanced with the need to secure from harm its staff, elected members and users.

It is the Council's intention to ensure all of the events, activities and initiatives which take place in its venues are run safely, within the law and without risk to the Council or wider community.

5. Venue Hire

The Council has a duty to ensure that when its venues are hired organisers, volunteers and any participants involved in the organisation of the event are protected from radical and extremist views.

The venue must not be used to disseminate extremist views. The Council must not allow its premises to be used by those whose views would draw people into terrorism.

Hirers of a Council venue will be made aware of this policy. The Council will not permit its accommodation to be let:

- for political or religion-based rallies or demonstrations likely to incite hatred or violence or any breach of the law i.e. be they forbidden by law or unauthorised by official or accepted rules which spread hatred and intolerance
- for functions attended by people whose presence may cause civil unrest or division within the community
- to an organisation or individual 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 a booking at any of its venues if it finds the event is in breach of the law. It also reserves the right to cancel any booking made under false pretence.

The Council is committed to creating a safe and inclusive community, where facilities and activities are available to diverse groups of people, knowing their rights and responsibilities and where local institutions act fairly.

To this purpose, no individual or groups will be denied the opportunity for access to local authority managed properties without justifiable reason, within the spirit of this policy.

6. External Speakers

The Council expects external speakers to act in accordance with the law and not to breach the lawful rights of others.

The Council reserves the right to not permit an external individual 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 any legal obligation.

An external speaker must not:

- act in breach of the law
- incite hatred or violence
- encourage or promote 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.

7. Policy Review

This policy will be reviewed annually by the lead officer for Prevent unless there is internal or legislative changes that require an earlier review.

Review Date: December 2025.

8. 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:		



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Cabinet

Thursday, 16 January 2025

Report of Councillor Rhys Baker
Cabinet Member for Environment and
Waste

Green Fleet Strategy 2025-2028

Report Author

Kay Boasman, Head of Waste Management and Market Services

kayleigh.boasman@southkesteven.gov.uk

Purpose of Report

The draft Green Fleet Strategy 2025-2028 has been designed as an enabling strategy which will transform the way SKDC considers the environmental impact of its fleet of vehicles. The Strategy has been designed to enable a flexible approach to making important changes to the way the Council procures and operates its operational fleet.

Recommendations

That Cabinet:

1. Approves the Green Fleet Strategy 2025-2028.

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

- 1.1 The carbon reducing measures outlined in Green Fleet Strategy may have financial implications for the Council. Whilst some electric vehicles cost around the same as their diesel counterparts, other vehicles may be more costly. Alternative fuels also cost more than diesel. There will be a requirement to undertake full whole life costing when developing the fleet replacement procurement that ensures value for money whilst meeting the objectives of the Strategy.

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

Procurement

- 1.2 If adopted, there will be a requirement to include an environmental aspect within all vehicle procurement moving forward. This may have an impact on the anticipated costs, timescales and availability of options on the market.

Completed by: Helen Baldwin, Procurement Lead

Legal and Governance

- 1.3 There are no significant legal or governance implications arising from this report which are not already set out in the body of the report or Strategy document.

Completed by: Graham Watts, Monitoring Officer

Climate Change

- 1.4 Our vehicle fleet remains a significant contributor to the council's overall greenhouse gas emissions. If adopted this strategy provides a foundation for improving the greenhouse gas emissions produced by the Council's fleet and meeting our carbon reduction target of at least 30% by 2030. It is an enabling strategy that sets out several ways to reduce the environmental impact of the fleet. Pursuing the actions set out within the Green Fleet Strategy will ensure that the fleet is operationally viable, is efficient as possible and decarbonises through use of electric vehicles and alternative fuels.

Completed by: Serena Brown, Sustainability and Climate Change Manager

2. Background to the Report

- 2.1. The draft Green Fleet Strategy 2025-28 (Appendix 1) has been designed as an enabling strategy which will transform the way SKDC considers the environmental impact of its fleet of vehicles. It is the first Green Fleet Strategy the authority has considered and, although it is unlikely SKDC will reach net zero by 2028, the strategy has been designed to enable a flexible approach to making important changes to the way vehicles are procured and used.
- 2.2. The draft Strategy was taken to the Environment Overview and Scrutiny Committee on 10th December 2024. The Committee reviewed the Strategy and approved the proposal to recommend the Strategy to Cabinet.
- 2.3. The current fleet is made up of over 150 vehicles which are used across multiple service areas including Housing, Waste and Street Scene. The vehicles vary in size and type and cover everything from basic cars through to refuse collection vehicles. These vehicles are vital to the delivery of effective and efficient services in a district which is both geographically large and predominantly rural.
- 2.4. In 2022, the Council commissioned a 'Transport Decarbonisation Report'. The report was written by the Energy Saving Trust, and it provided a benchmark for the greenhouse gas emissions and the energy consumption associated with the Council's road transport fleet. Throughout 2021 (the operational year assessed by the report) SKDC's road transport drove 1,473,371 miles and consumed 6,741 megawatt of fossil fuel energy; around 1,988 tonnes of greenhouse gas emissions were produced.
- 2.5. This Strategy envisions that by the end of the 3-year period, the fleet is considerably less dependent upon fossil fuels. This is a facilitating strategy; green technology is still in its infancy and there is much debate over the best way forward within the industry. It is because of this inertia that this three-year Strategy

will focus on how the carbon emissions of the current fleet can be reduced without a full switch to one solution.

2.6. The Strategy focusses on the following areas:

- **Adopting cleaner technologies and fuels** – embedding green criteria (for example choosing electric vehicles where feasible) within the Council's procurement process to encourage the exploration of alternative vehicles.
- **Encouraging efficient vehicle use** – introduce a system for monitoring and analysing vehicle usage across all service areas to explore how to reduce overall fuel use.
- **Managing demand** – reducing mileage, encouraging efficient journey planning and optimising routes. This will include rationalising the fleet to reduce the number of vehicles required where possible and ascertaining where vehicle life cycles can be extended. Current practices will be examined and improved to ensure demand is managed to maximise resource efficiency.
- **Improving supporting infrastructure** – the new depot project (due to complete in late 2025) offers the opportunity to increase the number of EV charging points. This increase will influence the vehicle replacement schedule moving forward.

2.6. The Strategy has three main areas of focus, which cover:

- **Vision and Key Objectives** – this section sets out the high-level vision of the Council and highlights the agreed key objectives, which will remain the same throughout the period of the strategy. They form the basis of this strategy and are essential for building a solid foundation for a change of culture around fleet management.
- **Action Plans** – this will be a living document. It will be reviewed and updated annually, to reflect any changes in strategic direction, policy or legislation. The action plans will be monitored to identify strengths and weaknesses. These will help guide decisions made at the annual review. The key KPI's will be monitored through the Corporate Plan performance management process.
- **Policy Statements** – these sections set out key changes to the Council's procurement policy and travel policies. These changes, whilst they will take time to implement, are key to the long-term success of the green fleet aspiration.

2.7. To support the document, we have created a Technical Appendices. The Strategy is based on technical environmental data and if it was all included within the strategy document itself, it would be difficult to read. To address this, we have separated out the supporting technical information. This enables the reader to decide what level of technical information they need to understand the reasoning behind the actions contained within the Strategy.

3. Key Considerations

- 3.1. The Green Fleet Strategy sets out the Council's aspiration for improving the environmental impact of its fleet. It is an enabling strategy which combines practical improvements (technologies and fuel types) alongside behavioural changes.
- 3.2. Reducing the environmental impact of the fleet may be more expensive than the existing fleet procurement as currently both electric vehicles and alternative fuel sources are more expensive. Some of this investment will be lightened by efficiencies and savings made through route optimisation and lower maintenance burdens of electric vehicles.
- 3.3. Carbon modelling is complex, and it is difficult to estimate the overall reduction until a decision on which vehicles are exchanged for electric vehicles is made. However, Table 1 below shows the emissions from the current fleet. This information can be used to make informed choices about where electric vehicles will be most impactful as we look to purchase up to 4 over the course of this strategy.

Table 1: Proportion of Greenhouse Gas Emissions and Energy Usage of Current Fleet (%)

Fleet Category	Fleet Size (%)	Annual Mileage (%)	Greenhouse Gas (tonnes) (%)	Energy (MWh) (%)
Refuse Collection Vehicle (RCV)	18.7	27.2	64.5	64.5
Heavy Commercial Vehicle (HCV)	7.0	10.9	10.8	10.8
Light Commercial Vehicle (LCV)	57.3	58.2	22.4	22.4
Car	8.8	3.6	0.7	0.7
Other	8.2	0.1	1.5	1.5
Total	100	100	100	100

- 3.4. Whilst electric vehicles are the most visible choice for reducing emissions, alternative fuels are an excellent option for the hardest to electrify vehicles including Refuse Collection Vehicles. Fuels such as HVO (hydrotreated vegetable oil) can be stored and used like normal diesel; there is no need for a separate tank and discussions with industry experts has highlighted that mixing diesel with HVO does not reduce its effectiveness. On the latest available carbon emission factors published by government, a move to HVO from a typical biofuel blend diesel results in a carbon emissions saving of around 90%. This strategy suggests a 5%

year on year increase in the use of alternative fuels, they cost around a third more per litre. If this is agreed, that would result in a 15% reduction in the use of diesel, and this would reduce the emissions from the hardest to electrify vehicles considerably.

- 3.5. The Technical Appendices document (Appendix 2), which supports the Strategy, offers a more in-depth breakdown of the savings and benefits of going electric. It includes a synopsis of the findings from the council commissioned Transport Decarbonisation Report and information on the environmental impact of the current fleet.

4. Other Options Considered

- 4.1 The following options were considered when creating this strategy:

- To omit the ‘green’ element and pursue a strategy without the focus on environmental improvements – this option goes against the Council’s commitment to improving the environmental impact of its operations and therefore was discounted.
- To only use alternative fuels without the focus on electric vehicles – the Council has a limited number of electric charging points, and the vehicles are expensive to purchase. Electric vehicles provide an excellent, environmentally friendly alternative to diesel fuelled vehicles and therefore they have been included to the level allowed by infrastructure constraints.

5. Reasons for the Recommendations

- 5.1 It is recommended that Cabinet review the draft Green Fleet Strategy and approve the draft. The Strategy sets out the Council’s ambitions for reducing the emissions of the fleet and highlights how we will achieve this. It is an essential document which supports the Council’s corporate commitment to improving the environment.

6. Appendices

- 6.1. Appendix 1 – The Green Fleet Strategy
- 6.2 Appendix 2 – Technical Appendices

Green Fleet Strategy 2025 – 28

South Kesteven District Council



Foreword

In 2019, South Kesteven District Council (SKDC) declared a climate emergency. In response, we set a target to reduce council carbon emissions by 30% by 2030. We have made excellent progress toward this target, but to succeed, we must reduce the harmful gases released by our vehicles. Climate change and air pollution are enormous challenges, and to create a more sustainable future, we must act now. This includes improving our vehicle fleet and investing in 21st Century solutions.

SKDC uses a fleet of vehicles every day to provide excellent and efficient services to our residents. A mix of cars, vans, street sweepers, bin lorries, and more. These vehicles help us travel to meet residents, maintain public spaces and parks, collect waste, and enforce planning conditions. While most of these activities must be carried out in person, and vehicles remain the most practical way to cover the 350 square miles of South Kesteven, we know they also contribute to climate change and air pollution.

Everyone deserves clean air to breathe. This Strategy is bold because it aims to improve the health and well-being of every resident of South Kesteven. Cleaner air will benefit everyone, whether cycling to work, walking to school, or sitting at a café with friends. By 2035, our carbon-neutral vehicle fleet will help ensure that everyone who lives, works, and plays in South Kesteven can enjoy a healthier, greener, and cleaner district.

This Green Fleet Strategy describes how SKDC will reduce the environmental impact of our vehicles while maintaining the high standards our residents expect. Our goal is for our vehicles to produce as few harmful gases as possible—and, where possible, produce zero emissions. Achieving this will require innovation, sustainable technology, and rethinking how we operate and deliver services.

To meet these goals, we will:

- Reduce vehicle mileage and optimize waste collection routes,
- Promote green and sustainable technology,
- Support innovation in transport, and
- Make active travel, like walking and cycling, safer and easier.

These changes—and many others outlined in this Strategy—will help us achieve our central goal: ***operating a carbon-neutral vehicle fleet by 2035.***

This Strategy introduces a range of actions—some big, some small—that together will make a significant impact. There is no single solution, but these changes will add up to cleaner air, reduced emissions, and a healthier, greener, and cleaner South Kesteven.

Councillor Rhys Baker, Cabinet Member for Waste and the Environment

Table of Contents

	Page
1	Introduction
2	Vision & Key Outcomes
3	Action Plans
4	Policy Statement 1: Green Fleet
5	Policy Statement 2: Travel Optimisation

DRAFT

1 Introduction

The Need for a Green Fleet Strategy

South Kesteven District Council use a range of vehicles to deliver their statutory and non-statutory services. Activities including maintaining the public realm, undertaking enforcement, delivering housing and other services to residents and collecting and disposing of waste all require the support of a fleet. Whilst the Council has a well-established fleet service, it is evident that there is more to work to do reducing the environmental impact. Fleet emissions now represent the single largest area of carbon emissions for the Council, and emissions have been static or growing since regular carbon reporting commenced in 2018. It will not be possible for the Council to meet overall net zero goals without addressing decarbonisation of the fleet. Therefore, this Green Fleet Strategy has been developed to highlight how the Council will continue to use its fleet to facilitate service delivery whilst also driving down the environmental impact of the service area. The strategy will cover the 3-year period from 2025-28.

Vehicles and the Environment – the Problem

South Kesteven is a predominantly rural district with a population of 143,400 people, it covers 365 square miles and is strategically located alongside the A1. Most of the population lives within the four historic market towns of Bourne, Grantham, Stamford and The Deepings. The remainder live in the network of villages and rural dwellings. The geographical spread of the population throughout the district means that travel by motor vehicle is the most likely choice for service delivery. In 2021, the Council's services drove 1,473,371 miles and produced 1,988 tonnes of greenhouse gas emissions (Transport Decarbonisation Report, 2022).

To service the district's needs, the current fleet is made up of over 160 vehicles and over 80 pieces of machinery; with the exception of two pool cars, everything else is powered by traditional fossil fuels. Alongside the impacts on the environment, the emissions from fossil fuels are known to affect people's health, impact quality of life and contribute to noise pollution.

The Council's 2023/24 update on its carbon reporting highlighted that the carbon emissions from the operation of the vehicle fleet remains consistently high, showing little change from the 2018/19 baseline. The fleet is now the largest contributor to the Council's carbon emissions, responsible for 34% of emitted carbon during the 2023/24 financial year.

The Council has pledged to reduce carbon emissions for a 2030 target and has committed to create a more sustainable district within their Corporate Plan 2024-27. Furthermore, the government has mandated that from 2035 it will be illegal to sell new petrol and diesel vehicles, and there is a national target to meet the 'net zero' emissions target by 2050.

The Council's Commitments

This strategy and action plan is supported by several documents, and it is designed to align with the climate goals of the Council as a whole. The fleet plays a large role in reaching the 2035 net zero target and therefore it is essential that this strategy aligns with the following documents:

- The Corporate Plan 2024 – 27: The Corporate Plan is made up of five priorities, one of which is '**Sustainable South Kesteven**'. This mission of this priority is to 'meet the challenge of climate change and ensure a clean, green and healthy natural and built environment for present and future generations'. A key target within this document is to reduce the operational carbon footprint by 30% between 2019 and 2030.

- South Kesteven Climate Action Strategy: this document sets out the Council's vision, aims and high-level ambition to mitigate and adapt to climate change.
- The Transport Decarbonisation Report, 2022: this document was written by the energy saving trust and it is a technical breakdown of the environmental impact of the fleet with recommendations for improvements.

These documents provide the corporate and technical background for this strategy, and together with this document they highlight how the Green Fleet Strategy and Action Plan will contribute to the Council's environmental aims.

To support this document, a **Technical Appendices** has also been created. The Technical Appendices contains an in-depth breakdown of the information used to create to this strategy and action plan and it is anticipated that the documents will be used in tandem. This document will set out the high-level aims and objectives with linked action plans, the Technical Appendices will provide all the additional technical information which has been used to inform the strategy.

What is the Green Fleet Strategy

The Green Fleet Strategy provides a structure for delivering services in the most energy efficient way, it is based on the following principles:

- Adopting cleaner technologies and fuels – embedding green criteria within the Council's procurement process to encourage the exploration of alternative vehicles.
- Encouraging efficient vehicle use – introduce a system for monitoring and analysing vehicle usage across all service areas to explore how overall fuel usage can be reduced.
- Managing demand – reducing mileage, encouraging efficient journey planning and optimising routes. This will include rationalising the fleet to reduce the number of vehicles required where possible and ascertaining where vehicle life cycles can be extended. Current practices will be examined and improved to ensure demand is managed to maximise resource efficiency.
- Improving supporting infrastructure – the new depot project (due to complete in late 2025) offers the opportunity to increase the number of EV charging points. This increase will influence the vehicle replacement schedule moving forward.

The Council's Fleet and Grey Fleet

The Council runs a mixed fleet which procures, repairs and maintains vehicles and machinery for a variety of services including Waste, Street Scene, Housing and Markets. The Transport Team look after 243 vehicles/machinery and Table 1 shows a breakdown of the vehicles and machinery. Currently, only two of the vehicles operated by the Council are electric vehicles; these are two Renault Zoes which reside within the pool car stock.

Table 1: Current Fleet Breakdown (2024/25)

Vehicle Type	Service Area	Fleet Size
RCV 32 Tonne	Waste	4
RCV 26 Tonne	Waste	21
RCV 22 Tonne	Waste	2
RCV 18 Tonne	Waste	2
HGV – Other	Waste	8
Pool Cars	All	17
Hook lift	Waste	1
Pick Up	Street Cleansing	6
Large Sweeper	Street Cleansing	3

Small Sweeper	Street Cleansing	4
Tractor	Street Cleansing/Markets	1
Van	Street Cleansing/Housing/Waste	87
Machinery	Street Cleansing (Grounds Maintenance)	87
Total		243

In 2022, the Council commissioned a ‘Transport Decarbonisation Report’. The report was written by the Energy Saving Trust, and it provided a benchmark for the greenhouse gas emissions and the energy consumption associated with its road transport fleet. Throughout 2021 (the operational year assessed by the report) SKDC’s road transport drove 1,473,371 miles and consumed 6,741 megawatt of fossil fuel energy; around 1,988 tonnes of greenhouse gas emissions were produced. Table 2 shows the breakdown of greenhouse gas emissions and energy consumption by vehicle type for the Council’s fleet (2021 figures).

A further consideration is the use of the Council’s grey fleet – these are vehicles which are owned by employees but used for travel associated with work. Due to the nature of the grey fleet, the Council has no control over the environmental merits of personal cars. However, the Council operates a pool car system, and this strategy explores how the use of this system can be improved to reduce the environmental impact of the grey fleet.

A full breakdown of the data used to support this strategy document can be found in the Technical Appendices, this includes an in-depth breakdown of the environmental impact of the fleet.

The Document’s Structure – How to Use This Strategy

This document highlights the vision and key objectives of the Council alongside action plans for each key objective. The action plans will be implemented and monitored in partnership with the key stakeholders. The document contains the following sections –

- **Section 2:** Vision and Key Objectives – this section sets out the high-level vision of the Council and highlights the agreed key objectives which will remain the same throughout the period of the strategy, they form the basis of this strategy and are essential for building a solid foundation for a change of culture around fleet management.
- **Section 3:** Action Plans – this section will be ‘live’ and it will be reviewed and updated annually to reflect any changes in strategic direction, policy or legislation. The action plans will also include a monitoring process which will identify areas of strength and weakness and help guide the decisions made at the annual review. The key KPI’s will be monitored through the Corporate Plan performance management process.
- **Section 4 and 5:** Policy Statements – these sections set out key changes to the Council’s procurement policy and travel policies. These changes, whilst they will take time to implement, are key to the long-term success of the green fleet aspiration.

Supporting Information / Technical Appendices

In addition to this document, there is also a Technical Appendices document which contains supporting and in-depth information on the Council’s fleet, the environmental impact of the fleet and the financial implications of ‘greening’ the Council’s fleet.

2 Vision and Key Outcomes

The automotive industry is currently experiencing rapid technological change; green technologies and alternative fuel options are emerging indicating a step change in the industry with a renewed focus on reducing emissions and maximising efficiency. This change is driven by the Government's commitment to reach 'net zero' by 2050, alongside the Government's pledge to ban the sale of new petrol and diesel vehicles by 2035. South Kesteven District Council's (the Council's) fleet is predominantly made up of diesel vehicle's, except for two electric cars. This strategy aims to address this imbalance and facilitate a change from the current dependence on fossil fuelled vehicles to a greener approach to vehicle procurement and utilisation.

It is the vision of this strategy that *by the end of the 3-year period, the fleet is considerably less dependent upon fossil fuels and making use of green technologies and behaviours; this includes considering electric vehicles and alternative fuels alongside the smart use of vehicles to reduce avoidable journeys.* This is a facilitating strategy; green technology is still in its infancy and there is much debate over the best way forward within the industry. It is because of this inertia that this three-year strategy will focus on how the carbon emissions of the current fleet can be reduced without a full switch to one solution.

To meet this vision, three key outcomes have been identified to help us to address the key challenges we face over the next three-years. These outcomes are –

- 1. Facilitate the transition to a carbon neutral fleet through the usage of green technology including electric vehicles and alternative fuels,**
- 2. Facilitate the transition to greener driving behaviours and more effective fleet usage by ensuring vehicles are used as efficiently as possible and eliminating unnecessary journeys, and**
- 3. Ensure the fleet is fit for present and future service delivery.**

This strategy will focus on how each of the three key outcomes can be developed to ensure that the Council's fleet not only reduces emissions but is also fit for delivering efficient and effective services in the face of planned and unexpected changes throughout the years ahead. For each key outcome, a series of indicators have been defined to enable the delivery of the outcome.

Outcome 1: Facilitate the transition to a carbon neutral fleet through the usage of green technology including electric vehicles and alternative fuels

This outcome focusses on how the target to reduce carbon emissions by 2030 (Corporate Plan 2024-27) will be achieved. This will be achieved through a dual focus of:

1. A switch to electric vehicles, and
2. Other initiatives which focus on improving efficiency and indirectly reducing emissions, these include:
 - Explore the use of alternative, low-emission fuel alternatives including hydrogenated vegetable oil (HVO), and
 - Exploring innovative options such as trialling home charging for electric vehicles which are stored at home overnight.

To ensure this is achieved, the following key indicators have been developed and will be our focus over the next three years.

Outcome 1: Facilitate the transition to a carbon neutral fleet	
Key indicators	
1.1	Annual reduction in vehicle CO2 emissions through utilisation of alternative fuels and electric/hybrid vehicles where feasible.
1.2	Establish an E-vehicle home charging trial for vehicles which are stored at home overnight.

Outcome 2: Facilitate the transition to greener driving behaviours and more effective fleet usage by ensuring vehicles are used as efficiently as possible and eliminating unnecessary journeys

This outcome focusses on how behaviours can be changed to maximise the efficiency and effectiveness of the fleet. This will be achieved through a focus on:

1. Data collection – establishing a baseline on current vehicle usage which includes the council owned fleet, pool cars and grey fleet,
2. Maximising efficiencies – reviewing vehicle utilisation and routes to assess whether fewer vehicles are required overall, the vehicle types selected are fit for purpose and journeys are carried out in the most effective order, and
3. Improving behaviours – using technology to analyse driver behaviour and educating drivers on the most environmentally friendly ways to utilise vehicles.

Outcome 2: Facilitate the transition to greener driving behaviours and more effective fleet usage by ensuring vehicles are used as efficiently as possible and eliminating unnecessary journeys	
Key indicators	
2.1	Establish baseline data for current fleet usage which covers the usage of council owned vehicles, pool cars and grey fleet.
2.2	Undertake a vehicle utilisation assessment and route review and establish areas for improved efficiency.
2.3	Work with each service area to identify best practice driving behaviours and how these can be rolled out to their team.

Outcome 3: Ensure the fleet is fit for present and future service delivery

This outcome focusses on ensuring that the Council's Transport Team can support service delivery at the present time and into the future. This outcome has two focusses:

1. Compliance – ensuring that the service is compliant with the terms of the Operator's Licence, ensuring all scheduled and reactive repairs and maintenance are completed in-line with legislative requirements and ensuring employees using fleet vehicles are legally compliant (licence, speeding etc.), and
2. Procurement – providing professional advice to service users on vehicle procurement specifications, working in partnership with service users to identify suitable replacement types and ensuring that vehicle procurement is completed as per the relevant financial process.

This will be achieved through the following indicators.

Outcome 3: Ensure the fleet is fit for present and future service delivery	
Key indicators	
2.1	Ensure SKDC's fleet and Operating Centres remain compliant with the conditions of the Operator's Licence.
2.2	Retain 'Green' OCRS (Operator Compliance Risk Score) status.
2.3	Establish a Transport User Group to monitor policy compliance and driver behaviour across all departments using vehicles. The group will establish terms of reference and relevant KPI's in line with policies.
2.4	Health and Safety – ensure Risk Assessments and relevant documents are reviewed annually and after any significant incident.

DRAFT

3 Action Plans

This strategy is based on three key outcomes which will enable us to address the key challenges and achieve the vision of the strategy. The previous section outlined the outcomes and the high-level indicators which will be used to monitor progress against the outcomes; this section outlines the key actions which will also be monitored to facilitate the delivery of the indicators and ultimately the three key outcomes.

Outcome 1: Facilitate the transition to a carbon neutral fleet through the usage of green technology including electric vehicles and alternative fuels

Key Indicator	Actions		Outcomes
Annual reduction in vehicle CO2 emissions through utilisation of alternative fuels and electric/hybrid vehicles where feasible.	1.1a	Year on year increase in the use of HVO (or another suitable alternative).	<ul style="list-style-type: none">• Year on year increase in the use of alternative, low emission fuels
	1.1b	Replace vehicles with electronic alternatives as replacements become due, in-line with budget, procurement and infrastructure requirements. This will include 4 x EV's within this 3-year period.	<ul style="list-style-type: none">• Ensure 4 electric vehicles are included within the vehicle replacement programme for the next 3 years, in line with infrastructure allowances at the new depot
	1.1c	Introduce a BEV procurement policy that follows a clear process to prioritise BEV purchases (based on highest efficiency and the greatest potential to reduce GHG emissions). The process should consider utilisation, whole life costs and emissions as part of the vehicle procurement.	<ul style="list-style-type: none">• Review all current fleet-related policies and processes with a view to embedding the 'green fleet' principles
	1.2a	Create a business case for the implementation of the trial, if successful, roll out the trial and monitor performance.	<ul style="list-style-type: none">• Collect data throughout the trial period to ascertain the success of the trial and the viability of rolling this out more widely within the council
	1.2b	Once complete, analyse the success of the trial and ascertain if this can be rolled out on a larger scale.	<ul style="list-style-type: none">• Establish a programme for further roll out

Outcome 2: Facilitate the transition to greener driving behaviours and more effective fleet usage by ensuring vehicles are used as efficiently as possible and eliminating unnecessary journeys

Key Indicator	Actions		Outcomes
Establish baseline data for current fleet usage which covers the usage of council owned vehicles, pool cars and grey fleet.	2.1a	Create baseline from existing data and identify areas for improvement.	<ul style="list-style-type: none"> Established baseline data set which clearly defines starting position to track progress against within 3 months of strategy adoption
	2.1b	Where possible, benchmark data against other local authorities and identify where best practice can be shared.	<ul style="list-style-type: none"> Identify suitable network which offers benchmarking against like for like authorities within 3 months of strategy adoption
Undertake a vehicle utilisation assessment and route review and establish areas for improved efficiency.	2.2a	Undertake vehicle utilisation review and establish vehicles which are under-utilised and explore alternative options.	<ul style="list-style-type: none"> Annual review of vehicle utilisation which aligns with the council's vehicle replacement programme to ensure there isn't a vehicle surplus
	2.2b	Undertake a route review for each service area and establish areas where route optimisation would be effective.	<ul style="list-style-type: none"> Introduce optimised routes for all service areas alongside a process for regular route optimisation assessments
	2.2c	Establish mechanism within the Transport User Group (Outcome 3) to monitor and improve vehicle utilisation and route optimisation.	<ul style="list-style-type: none"> The creation of a mechanism which allows high-level monitoring of performance through the user group
Work with each service area to identify best practice driving behaviours and how these can be rolled out to their team.	2.3a	Establish training plan for all employees who are required to drive council vehicles.	<ul style="list-style-type: none"> Training plan to be rolled out to relevant service areas within one year of strategy adoption
	2.3b	Create monitoring process which allows poor driving behaviours to be identified and rectified through training and education.	<ul style="list-style-type: none"> The creation of key KPI's which allow high-level monitoring of performance through the user group

Outcome 3: Ensure the fleet is fit for present and future service delivery

Key Indicator	Actions		Outcomes
Ensure SKDC's fleet and Operating Centres remain compliant with the conditions of the Operator's Licence.	3.1a	To ensure that all requirements of the operators' licence requirements are met, including vehicle maintenance, inspections, driving hours and behaviour.	<ul style="list-style-type: none"> Services continue to run seamlessly with no disruption to service delivery
Retain 'Green' OCRS (Operator Compliance Risk Score) status.	3.2a	To ensure that vehicles are always maintained to a high standard and are properly prepared in advance of their annual MOT.	<ul style="list-style-type: none"> Seamless delivery of transport services
	3.2b	To ensure Mechanics are trained and accredited to ensure they have the necessary skills required.	<ul style="list-style-type: none"> Continuous and safe delivery of service
Establish a Transport User Group to monitor policy compliance and driver behaviour across all departments using vehicles. The group will establish terms of reference and relevant KPI's in line with policies.	3.3a	Establish the group including: <ul style="list-style-type: none"> Membership, Meeting interval, Terms of reference, KPI's, and Roles and responsibilities. 	<ul style="list-style-type: none"> Establish group within 3-months of strategy adoption Establish KPI's for performance and improvement monitoring at initial meeting of the group
	3.3b	Monitor and feedback progress through annual corporate performance reporting through the Corporate Plan.	<ul style="list-style-type: none"> Incorporate agreed KPI's into the corporate performance monitoring process within first year of strategy adoption
Health and Safety – ensure Risk Assessments and relevant documents are reviewed annually and after any significant incident.	3.4a	Undertake annual review of risk assessments and safe systems of work.	<ul style="list-style-type: none"> Completion of annual review of relevant RA's and SSOW
	3.4b	Undertake additional reviews when relevant in-line with legislation updates, policy changes and health and safety recommendations.	<ul style="list-style-type: none"> Undertake additional reviews when required and as advised by the corporate Health and Safety team

4 Policy Statement 1: Green Fleet

Green Vehicle Procurement Process

This strategy will only be effective if specific processes are altered to ensure they support the delivery of the key objectives. One area essential to this success is procurement. Therefore, to coincide with the implementation of this strategy the procurement process for vehicles will be amended to reflect the Council's commitment to the green fleet.

The Transport Manager and Procurement Lead will be required to:

- Assess the options and ensure the most environmentally friendly option is chosen when a vehicle is procured,
- Assess the vehicle needs of the year ahead and adjust the budget requirements to reflect the additional costs associated with more environmentally friendly options,
- Propose and encourage the uptake of low/zero emission vehicles with service area leads, and
- Carry out an annual assessment of vehicle utilisation to ensure vehicles are rationalised wherever possible.

5 Policy Statement 2: Travel Optimisation

This strategy will only be effective if specific processes are altered to ensure they support the delivery of the key objectives. An additional area essential to this success is a travel optimisation. This is a decision-making process which encourages staff to minimise travel, reduce overall travel time and mileage and minimise emissions. In addition, it aligns with the Council's health and wellbeing priorities by encouraging employees to consider walking or cycling to work destinations as opposed to using a vehicle.

Travel optimisation sets out a decision-making process to minimise travel and its impact, and it includes:

- Does there need to be an 'in person' meeting?
- Will an audio or web conference meet the business need?
- Can a more sustainable mode of travel be used such as walking, cycling or public transport?
- Is there a low emission pool or car club vehicle available?
- Can the journey be shared with a colleague?
- What is the best time for the meeting to minimise journey disruption?

This is a new concept which has been enabled by developing technology over recent years and to ensure it is embedded, it has been included in the action plan for Outcome 1.

Green Fleet Strategy

Technical Appendices

The Green Fleet Strategy is supported by this technical document, which provides the technical information required for the successful delivery of the strategy.

DRAFT

Technical Appendices

	Page
Glossary of Terms	3
Appendix 1: Current Fleet Characteristics	4
Appendix 2: National Commitments and Council Priorities	7
Appendix 3: Transport Decarbonisation Report Summary	9
Appendix 4: Encouraging Active Travel	11
Appendix 5: Financial Benefits and Implications	12

Glossary of Terms

BEV Battery Electric Vehicle

GHG Greenhouse Gas emissions (used interchangeably with carbon)

ICE Internal Combustion Engine – Petrol/Diesel/Gas

HVO Hydrogenated Vegetable Oil – also known as biodiesel HVO

DRAFT

Appendix 1: Current Fleet Characteristics

1.1 The Council's Fleet

This Green Fleet Strategy will focus on vehicles used directly by the Council. The Council's grey fleet and vehicles used by contractors will be included, however, this strategy will be the first time these arms of the extended fleet are brought together. Based on this, the primary focus of this strategy will be the vehicles used by the Council, with a secondary focus on the extended fleet.

The Council runs a mixed fleet which procures, repairs and maintains vehicles and machinery for a variety of services including Waste, Street Scene, Housing and Markets. The current fleet is made up of 254 vehicles/machinery, Table 1 shows a breakdown of the vehicles and machinery.

Table 1: Current Fleet Breakdown

Vehicle Type	Service Area	Fleet Size
RCV 32 Tonne	Waste	4
RCV 26 Tonne	Waste	21
RCV 22 Tonne	Waste	2
RCV 18 Tonne	Waste	2
HGV – Other	Waste	8
Pool Cars	All	17
Hook lift	Waste	1
Pick Up	Street Cleansing	6
Large Sweeper	Street Cleansing	3
Small Sweeper	Street Cleansing	4
Tractor	Street Cleansing/Markets	12
Van	Street Cleansing/Housing/Waste	87
Machinery	Street Cleansing (Grounds Maintenance)	87
Total		254

Currently, only two of the vehicles operated by the Council are electric vehicles; these are two Renault Zoes which reside within the pool car stock.

1.2 The Carbon Footprint of the Fleet

In 2022, the Council commissioned a 'Transport Decarbonisation Report'. The report was written by the Energy Saving Trust, and it provided a benchmark for the greenhouse gas emissions and the energy consumption associated with its road transport fleet. Throughout 2021 (the operational year assessed by the report) SKDC's road transport drove 1,473,371 miles and consumed 6,741 megawatt of fossil fuel energy; around 1,988 tonnes of greenhouse gas emissions were produced. Table 2 shows the breakdown of greenhouse gas emissions and energy consumption by vehicle type for the Council's fleet (2021 figures).

Table 2: Greenhouse Gas Emissions and Energy Usage of Current Fleet (values)

Fleet Category	Fleet Size	Annual Mileage	Greenhouse Gas (tonnes)	Energy (MWh)

Refuse Collection Vehicle (RCV)	32	400,650	1,283	4,348
Heavy Commercial Vehicle (HCV)	12	161,287	216	731
Light Commercial Vehicle (LCV)	98	857,751	445	1,513
Car	15	53,683	15	50
Other	14	1,659	29	99
Total	157*	1,473,371	1,988	6,741

*This total is different to Table 1 as the data is from 2021 and it does not include the machinery element which the workshop now maintain.

Alongside the figures highlighted in Table 2, the Transport Decarbonisation Report highlighted that the RCV aspect of the fleet was responsible for 27.2% of the overall milage covered by the entire fleet. However, the RCV's were responsible for 64.5% of greenhouse gas emissions and 64.5% of energy usage. In contrast, the LCV's within the fleet account for 58.2% of the milage but only 22.4% of the greenhouse gas emissions and energy usage respectively. A full breakdown of the milage, greenhouse gas emissions, and energy usage by vehicle type can be viewed in Table 3.

Table 3: Greenhouse Gas Emissions and Energy Usage of Current Fleet (%)

Fleet Category	Fleet Size	Annual Mileage	Greenhouse Gas (tonnes)	Energy (MWh)
Refuse Collection Vehicle (RCV)	18.7	27.2	64.5	64.5
Heavy Commercial Vehicle (HCV)	7.0	10.9	10.8	10.8
Light Commercial Vehicle (LCV)	57.3	58.2	22.4	22.4
Car	8.8	3.6	0.7	0.7
Other	8.2	0.1	1.5	1.5
Total	100	100	100	100

It is evident from the information in Table 2 and Table 3 that to elicit the biggest greenhouse gas reduction, it is essential that the RCV fleet form part of the solution. Currently, only two vehicles within the fleet are electrically powered, these vehicles are small cars which reside within the pool car category. This category only accounts for 3.6% of the fleets total annual milage and 1.5% of the greenhouse gas emissions.

1.3 The Grey Fleet / Contractors Fleet

The 'grey fleet' refers to vehicles privately owned or leased by employees but used for business travel. This aspect of the fleet is hard to manage because the vehicles are not the property of the Council and as a result, the owners of the vehicles are solely responsible for making decisions on the environmental merits of the vehicle.

The Council currently operates 17 pool cars which can be used by employees to undertake work-related travel. Employees are encouraged to use the pool cars rather than using their own vehicle, however, there is no requirement to use a pool car.

Currently, there is no requirement for the vehicles used by contractors commissioned by the Council to have an environmental policy

DRAFT

Appendix 2: National Commitments and Council Priorities

2.1 National Commitments

The UK Government has pledged to reduce greenhouse gas (GHG) emissions and vehicle usage plays a large part in this commitment. Transport is the single largest contributor to domestic GHG emissions, responsible for 28% in 2022 (latest available data). Despite GHG reductions in other sectors of the economy, notably electricity generation and waste disposal, transport emissions remain stubbornly high. Key deadlines which the Council will be required to adhere to include:

1. To reach 'net zero' by 2050,
2. A ban on the sale of new petrol and diesel vehicles by 2035 (previously 2030).

In 2021 government published a *Decarbonising Transport* report, setting out how addressing carbon emissions fits into national net-zero carbon goals as well as delivering wider benefits. This outlines, amongst other transport-wide initiatives, a priority to decarbonise road vehicles, noting that a fleet of fully zero emissions vehicles will reduce

2.2 Our Council's Priorities

South Kesteven District Council declared a climate emergency in September 2019 and confirmed the target to reduce carbon emissions from Council operations by at least 30% by 2030 and to net zero as soon as viable before 2050.

SKDC have published an annual carbon emissions report every year since the baseline year of 2018/19, and in the latest update for the 2023/24 year reported an overall 25.3% reduction on the baseline year. Emissions from the vehicle fleet are now the single largest emissions category, responsible for a third of the Council's total reported carbon emissions. Sustained reductions have been implemented in other areas (including energy used in Council owned buildings and leisure facilities), yet emissions from the vehicle fleet have remained static. Figures 1 and 2 show a breakdown of the fleet carbon emissions by year and department. These figures clearly show that Waste Management and Street Cleansing are key areas of focus.

To work towards national net zero carbon targets, South Kesteven District Council will need to address the decarbonisation of the vehicle fleet to ensure that sustained reductions in carbon emissions are met.

Figure 1: Fleet Carbon Emissions by Financial Year

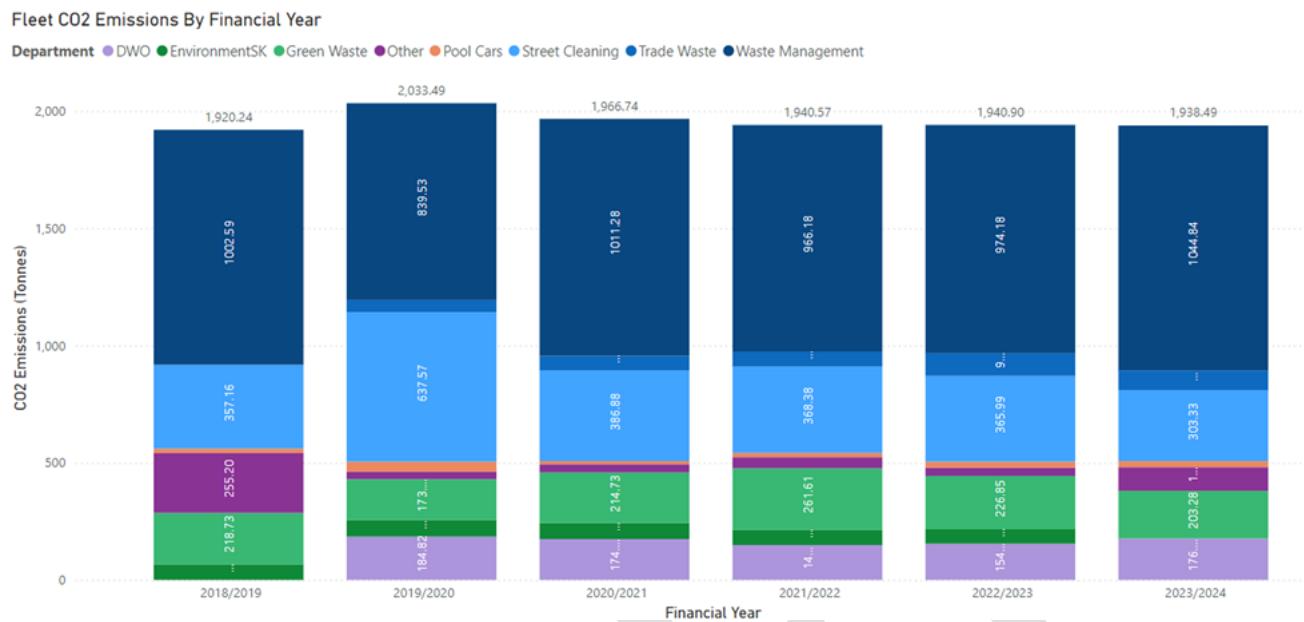
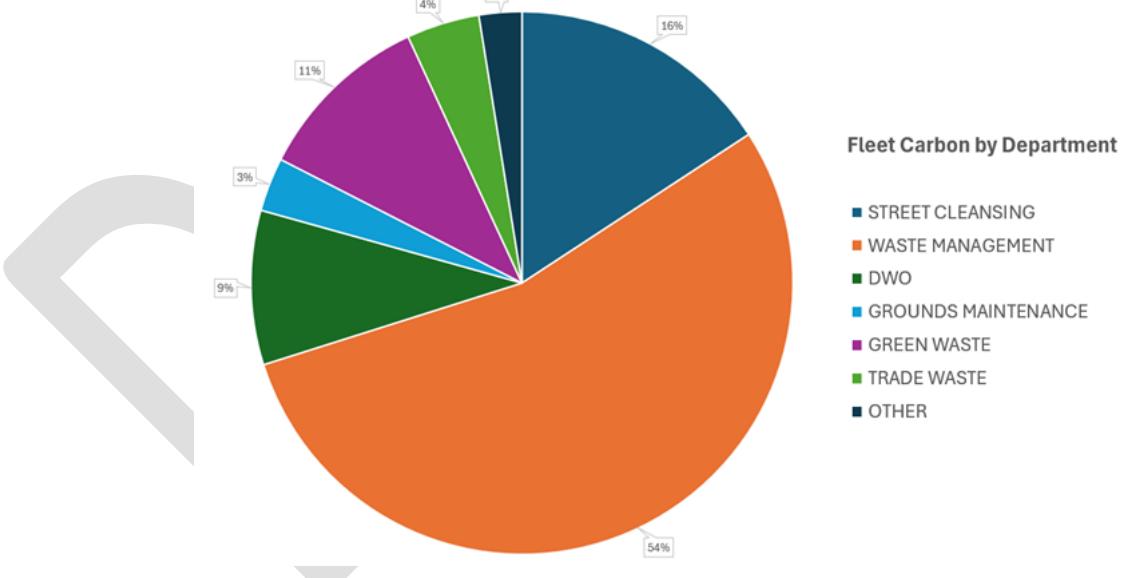


Figure 2: Fleet Carbon Emissions by Department



Appendix 3: Transport Decarbonisation Report Summary

3.1 Outline of the Report

South Kesteven District Council (SKDC) sought this report in 2022 to benchmark the greenhouse gas (GHG) emissions and the energy consumption (megawatt hours - MWh) associated with its road transport fleet in 2021 and to establish how its fleet could be decarbonised. The analysis was undertaken by Energy Saving Trust and funded by the Department for Transport (DfT). In 2021, SKDC's road transport drove 1,473,371 miles, producing 1,988 tonnes of GHG emissions. If the whole SKDC-operated road fleet could be transitioned to battery electric vehicles (BEVs) we would expect the energy use to fall by at least 70%, from 6,741 MWh to 2,022 MWh a year.

Costs associated with this fleet energy saving can contribute to funding the higher purchase (or lease) costs of the BEVs, as well as the electric vehicle charging infrastructure (EVCI). It is why the use of a whole life cost (WLC) procurement process is so important. Additional savings arise from the reduced cost of maintaining an electric vehicle drivetrain and chassis.

SKDC has declared a climate emergency and has committed to reducing GHG emissions by at least 30% by 2030 and achieving net zero as soon as is viable before 2050. The UK's new Nationally Determined Contribution, announced in December 2020, commits the UK under the 2015 Paris Agreement to a 68% reduction in GHG emissions from 1990 levels by 2030. Under UK law (Climate Change Act) the country is also committed to a 78% reduction in GHG emissions by 2035.

If entirely powered from the UK Grid in 2030, the fleet will still be associated with a predicted annual 102 t of GHG emissions, which is a 95% reduction from the 2021 baseline, but if powered from private wire renewable generation, the fleet would be net zero, with no requirement to fund off-sets of residual GHG emissions.

SKDC also have opportunities to further enhance the efficiency of their fleet operation and optimise emission reductions through:

- Integration of data sources and CAN bus connectivity with telematics.
- Establish a fleet transition team, to ensure all relevant aspects of electrification are covered.
- Review vehicle utilisation and downsize LCVs where possible. Review how vehicles are held by departments, how this is costed and if pooling could be more efficient in some cases.
- Review how pool car use is costed to internally to departments, with the clear aim to improve utilisation and prevent block booking.
- Introduce a BEV procurement policy that follows a clear process to prioritise BEV purchases (based on highest efficiency and the greatest potential to reduce GHG emissions). The process should consider utilisation, whole life costs and emissions as part of the vehicle procurement.
- Adapt fleet replacement cycles and procurement policies to BEV (in line with battery warranties to allow more cost recovery).

With a clear trajectory to decarbonisation based on the adoption of battery electric vehicles, SKDC should ensure that the depot facilities have sufficient power capacity to charge the fleet. It is likely that AC charging could form the vast majority of the infrastructure, and the

combined fleet would require a capacity of 775kVA across all locations where vehicles are charged. When installing infrastructure, SKDC should plan for the long term, in terms of capacity, wiring, and ducting to ensure costs aren't duplicated and sites do not need to be excavated more than once. If wiring is in place, chargers could be swiftly added at a later date when each subsequent tranche of electric vehicles are added to the fleet.

3.2 Recommendations from the Report

- Review and improve vehicle data integration, telematics capabilities.
- Conduct a review of vehicle utilisation and a right-sizing exercise, across the fleet.
- Replace 15 cars with BEV equivalents as replacements become due.
- Replace 24 small or medium vans with BEV equivalents as replacements become due.
- Replace 35 3.5t panel vans and 15 3.5t chassis with BEV equivalents as replacements become due.
- Replace RCVs with eRCVs where this is operationally viable
- Rearrange vehicle allocation to maximise the potential for BEV and eRCV replacement
- Plan and invest in a future BEV charging infrastructure

Appendix 4: Encouraging Active Travel

4.1 The Impacts of Vehicles and the Benefits of Active Travel

Reliance on vehicle transport can have a significant negative impact on our communities through air pollution, traffic noise and road safety as well as the wider impacts of climate change and associated greenhouse gas (GHG) emissions. Investment is needed in the transport network and across various schemes to support more journeys on foot, by bicycle and by public transport to rebalance movement away from the private car.

As economic growth brings in more people, businesses and opportunities, the demand for travel will increase across South Kesteven and its market towns. It is evident that the existing network does not fully meet the needs of the existing community. In order for the district to continue to flourish, inclusive and sustainable travel choices are a priority. There is a clear need to improve the reliability and resilience of the transport network, provide convenient public bus services, safe cycle routes and promote an attractive people focused town centre. This will support the move towards cleaner, more sustainable transport and reduce the environmental impacts of vehicle driven travel.

Furthermore, active travel is linked to health benefits that are achieved through an increase in physical activity and movement, boosting social connections and proximity to nature. Promoting a higher quality public realm can create more adaptive, resilient communities.

4.2 Promoting Active Travel in South Kesteven

In March 2023 South Kesteven District Council agreed to support the Lincolnshire's District Health and Wellbeing Strategy which is structured around 5 lever areas. Two of which focus on activity and wellbeing, and the environment and climate.

The Grantham Transport Strategy largely focuses on these key elements, highlighting the importance of active travel through walking and cycling. The purpose of the strategy is to provide a framework for improving the travel choices and everyday journeys for people living, working, and visiting Grantham in the short, medium, and longer term.

There are a range of challenges that the transport strategy will help the town and the surrounding area to meet, these include:

- The significant environmental challenges resulting from transport and travel and the transition to low carbon travel. This includes town centre air quality, protecting the town's historic nature and green spaces and seeking to tackle climate change by using more sustainable forms of travel and transitioning to low emission vehicles.
- Supporting the recovery and growth of Grantham's key economic sectors by improving the reliability and the resilience of the strategic highway network.
- The need to provide a connected and reliable transport network which serves both the urban centre and more rural areas.
- The need for travel choice and flexibility across different and changing travel demands and patterns, including how people access different activities such as employment, education, healthcare, retail, leisure, and tourism.

Appendix 5: Financial Benefits and Implications

5.1 Savings and Benefits of Going Electric

There are several significant benefits from moving from internal combustion engine (ICE) vehicles to battery electric vehicles (BEV). The main benefits are set to include:

Reduction in air pollution via tailpipe emissions

- Every litre of fuel burnt, or mile driven in an ICE vehicle, is associated with emissions of many substances of concern which have adverse impacts on human health. The emissions generated include hydrocarbons (HC), non-methane hydrocarbons (NMHC), carbon monoxide (CO), nitrogen oxides (NOX – nitrogen monoxide NO and nitrogen dioxide NO2) and particulate matter (PM).
- Moving to BEVs will eliminate tailpipe emissions of NOX and PM but will still leave particulate “emissions” associated with the brakes, tyres and recirculation.
- Air quality is an issue in South Kesteven. SKDC has one Air Quality Management Area (AQMA) covering central Grantham and is linked to transport emissions. Therefore, it is of vital importance to minimise contributions to poor air quality from the Council’s vehicle fleet.

Reduction in overall energy use

- Many ICE vehicles are only 25% to 30% efficient (i.e. only 25% to 30% of energy in the fuel burnt translates to movement) with the losses, mostly heat and friction, occurring in the engine and transmission.
- Electric vehicles are about 80% efficient, with most of the losses occurring in the conversion of AC to DC from the grid to the battery and then back from DC to AC for the electric motor. As a result, BEVs will typically use one quarter to one third of the ICE vehicle’s energy.

Reduction in carbon emissions

- There are extremely significant carbon savings to be made moving from ICE vehicles to BEV. This accounts for both the lower overall energy use as described above, as well as the relatively lower carbon intensity of electricity versus diesel fuel.
- The ongoing decarbonisation of the electricity grid, powered by the increasing proportion of renewable energies, projects that electricity will continue to reduce carbon intensity over the next decade.
- Current expectations of carbon emissions can be seen in more detail across vehicle categories below in Table 2. On average an 88% saving can be achieved from moving from ICE to BEV.

Lower expected maintenance costs

- Electric vehicles are mechanically simpler than ICE vehicles, with significantly fewer components in the drive train and without a complex transmission and exhaust system. As a result, maintenance costs on average are a lot lower – this can be up to 40% less. Over extended operational periods of 8 to 10 years this can be even greater, as ICE vehicles can incur significant costs in later years.

5.2 Use of a Whole Life Cost (WLC) model

Critical to the comprehensive consideration of selection of vehicles for the fleet is use of a Whole Life Cost (WLC) selection model. A WLC model calculates all of the predicted costs of owning and operating a vehicle over its operational lifetime, including capital, servicing, vehicle excise duty and the fuel or energy cost.

In considering the benefits and drawbacks of both petrol/diesel and electric vehicles, it is necessary to consider the WLC in order to understand the large differences in fuel cost versus electricity consumption. Over an electric vehicle's operational life, the large reduction in energy cost to power the vehicle may completely offset the higher purchase cost and can result in an overall cost savings.

Table 1 below sets out a range of indicative WLCs across vehicle categories. These costs include a provision for: fixed overheads including insurance and fleet management; net capital cost of the vehicle using typical models; energy (either diesel or electricity); and a "shadow" carbon cost that represents the societal cost of GHG emissions. Further details on this are available within the Transport Decarbonisation Report completed by the Energy Saving Trust in 2022 on behalf of SKDC.

As a trend, the higher the vehicle mileage over the operation period, the more significant the financial saving of electric vehicles.

Table 4: Whole Life Costs across different vehicle categories

Vehicle category	Indicative mileage	Fuel type	Indicative whole life cost	Indicative £/mile
Small car	6,000	Diesel	£33,000	£0.60
		Electric	£29,000-£30,000	£0.59-0.62
	8,000	Diesel	£35,000	£0.48
		Electric	£30,000-31,500	£0.46-0.48
Mid-sized cars	6,000	Diesel	£33,000-38,000	£0.61-0.72
		Electric	£29,000-£32,500	£0.59-0.67
Small light commercial vehicle	6,000	Diesel	£34,000	£0.63
		Electric	£28,500-£32,000	£0.58-0.66
	8,000	Diesel	£38,000	£0.51
		Electric	£29,500-£33,000	£0.45-0.51
Medium light commercial vehicle	8,000	Diesel	£51,000	£0.68
		Electric	£40,000-45,000	£0.61-0.69
	12,000	Diesel	£63,000	£0.53
		Electric	£44,000-£49,000	£0.44-0.49

Large light commercial vehicle	8,000	Diesel	£61,000	£0.83
		Electric	£49,000-72,000	£1.15-0.73

Table 5: Expected GHG savings across vehicle categories

Vehicle category	Fuel type	Whole life average GHG emissions (t)	Whole life GHG saving (%) - electric vs diesel
Small car	Diesel	15.05	87%
	Electric	1.95	
Mid-sized cars	Diesel	13.5	88.5%
	Electric	1.7	
Small light commercial vehicle	Diesel	17.65	88%
	Electric	2.1	
Medium light commercial vehicle	Diesel	45.4	87%
	Electric	6	
Large light commercial vehicle	Diesel	32.9	86%
	Electric	4.7	

5.3 Implications of Going Electric

There are appreciable savings to be made in moving from a predominantly ICE vehicle fleet to a predominantly BEV fleet. To facilitate this transition effectively, it is helpful to consider a few critical conditions.

Provision of electric vehicle charging infrastructure is naturally fundamental to the provision of an electric fleet. The costs for installation of new charging infrastructure, as a single capital investment, are not included in the above WLCs. For some types of vehicles that do not currently operate on a return to base model, this will involve investigation of alternative methods of charging. This is reflected in the Fleet Strategy action plan.

Rationalising the overall energy consumption of the current vehicle fleet is also a valuable exercise to ensure an electric fleet is fit for purpose and not oversized. Firstly, opportunities to rationalise routes and reduce miles travelled will provide immediate cost and carbon

savings. Secondly, ensuring that each new vehicle purchased for the fleet is the correct specification and not oversized is crucial in moving from ICE to BEV.

DRAFT

This page is intentionally left blank



Air Quality Action Plan 2024 - 2029

Report Author

Tom Amblin-Lightowler, Environmental Health Manager – Environmental Protection & Private Sector Housing

 tom.amblin-lightowler@southkesteven.gov.uk

Purpose of Report

To provide Cabinet with the opportunity to approve the Air Quality Action Plan 2024-2029, for implementation.

Recommendations

Cabinet is recommended to:

1. Approve the Air Quality Action Plan 2024-2029 for implementation.

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?	Grantham wards only

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 current air quality monitoring and reporting programme is carried out within existing budgets which are reviewed annually.

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

Legal and Governance

- 1.2 The Local Air Quality Management ("LAQM") regime was introduced by the Environment Act 1995. The Council's duties under the Environmental Act 1995 are mandatory. The duties imposed on the Council are to review air quality from time to time and, under Part IV of the Act, to develop and implement an air quality action plan to tackle air pollution.

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

Climate Change

- 1.3 South Kesteven District Council has declared an Air Quality Management Area which primarily relates to the exceedance of Nitrogen Dioxide (NO₂), one of a number of greenhouse gases contributing to an accelerated changing climate. The update of the Air Quality Action Plan sets out duties and actions for lower and upper tier authorities to improve air quality within Grantham, many of which can also contribute to lowering carbon emissions.

Completed by: Louise Case, Sustainability Project Support Officer

2. Background to the Report

- 2.1 Under the Environment Act 1995 and the associated Local Air Quality Management Framework, local authorities have a duty to review and assess air quality against National Air Quality Standards. When a pollutant fails to comply with an objective and there is relevant public exposure, an Air Quality Management Area (AQMA) must be declared and an Air Quality Action Plan

(AQAP) prepared, detailing measures which will be implemented to improve air quality in the designated area.

- 2.2. South Kesteven District Council declared an AQMA in 2013 encompassing the main roads in the town centre of Grantham (see Appendix 1). The main pollutant of concern is Nitrogen Dioxide (NO₂), which is largely attributable to road transport emissions, with cars being the dominant source within the AQMA.
- 2.3. Local air quality in South Kesteven is managed via an extensive diffusion tube monitoring network comprising fifty-eight passive NO₂ diffusion tubes at thirty five separate locations (some have triplicate/duplicate tubes at one location). The diffusion tube network is used to monitor NO₂ concentrations across the District, identify potential new areas of concern and monitor at known hotspot areas. Through the months of October, November and December of 2024 a further three monitoring locations were trialled in Bourne. These results will be reported in next year's annual status report.
- 2.4. The Air Quality Strategy Objectives for England pertinent to the current AQMA designation are as follows:
 - NO₂ annual mean objective of 40 $\mu\text{g}/\text{m}^3$
 - NO₂ 1 hour mean objective of 200 $\mu\text{g}/\text{m}^3$ not to be exceeded more than 18 times a year.
- 2.5. An Air Quality Action Plan (AQAP) (see Appendix 2) was approved in 2016 and since then progress has been made against the identified measures. Implementation of the actions is monitored as part of an Annual Air Quality Status Report (ASR) which the Council is required to produce. The AQAP lasts for a 5 year period before an updated AQAP is required. Therefore, the AQAP 2024-2029 (see Appendix 3) is needed as the previous AQAP has exceeded the 5 year period.
- 2.6. Since the publication of the 2016 AQAP there has been a downward trend in the levels of NO₂ within the district and the few years data for sites within the AQMA have indicated that the levels are below the National Air Quality Standards.
- 2.7. The draft 2024 AQAP reflects the updated positions of ongoing actions to continue the downward trend in NO₂ levels within the AQMA as well as removing completed actions.
- 2.8. The current version of the AQAP is awaiting final appraisal by the Department for Environment, Food and Rural Affairs (DEFRA). It has been appraised several times within the last 12 months and amendments have been made following the response from DEFRA. The latest appraisal was completed in December 2024

with ten recommendations for amendments which have been actioned. DEFRA has indicated in its response that the AQAP will be accepted following the amendments. Therefore, it is anticipated that the AQAP should be accepted by DEFRA. If any further amendments are required, they will be completed until DEFRA are satisfied with the AQAP and it is accepted. If any further amendments are required, it should not substantially alter the AQAP. In the unlikely event that a substantial alteration is required the revised AQAP will be brought to Cabinet for approval.

3. Key Considerations

- 3.1. The current AQAP 2016 is out of date. Consequently, a new final version has been produced. AQAP 2024-2029 updates the projects and actions identified to continue the decrease of NO₂ levels within the AQMA.
- 3.2. The Council has a statutory obligation to review and publish an AQAP at least every 5 years.
- 3.3. Following the completion of the AQAP 2024-2029 a review will be undertaken into the AQMA for both the objectives, and the overall requirements, for an AQMA to be in place because the measures within the AQAP are completed and the data supports a reduction in of NO₂ levels.

4. Other Options Considered

- 4.1 Approve the AQAP as presented – it is a legal requirement to have an Air Quality Action Plan that is updated every 5 years when an Air Quality Management Area is in place.
- 4.2 Cabinet can suggest alterations to the AQAP.

5. Reasons for the Recommendations

- 5.1. As stated, the AQAP published in 2016 is out of date and must be updated in accordance with statutory requirements.

6. Consultation

- 6.1. When creating an AQAP a consultation is required. The relevant legislation and technical guidance sets out a number of statutory consultees. Details of these are listed within the consultation section of the AQAP at Appendix 3.
- 6.2. A four week consultation was undertaken from 13 November 2024 to 11 December 2024. The methodology and summary of the consultation responses

can be found in Appendix 4 and there is a summary of the responses to the consultation in Appendix A of the AQAP.

- 6.3. It is clear from the variety of responses from the consultation that there is a clear lack of public understanding around the Air Quality Management Framework and how the relevant reports, monitoring, AQMA and AQAP all fit into that. The annual status reports (ASR) are published online and are publicly available, along with the AQMA and current AQAP. A review of the responses indicates that the council should consider publishing an overview of how the Council complies with the requirements of the legislation and undertakes monitoring. A plain English summary guide concerning the council's legal obligations and monitoring systems requirements would provide clarity relating a relatively complicated subject.
- 6.4. Respondents were generally in favour of the actions and behaviours which form a central part of SKDC's Air Quality Action Plan. Designed to mitigate or lower emissions and as such improve air quality, eight out of ten (81 or 79.4%) respondents thought that traffic management should be improved at key junctions in Grantham town centre.
- 6.5. Most respondents thought it was important to focus on the public health impacts of poor air quality for all, rather than particular sections of the community. Seven out of ten respondents (77 or 72.0%) chose this as one of their three priority areas. A commitment to changing behaviours was also evident, with four in ten respondents stating that they would consider walking rather than driving a car on a regular basis.

7. Background Papers

- 7.1. [Cabinet Report 4 April 2016](#)
ENV 639 – Approval for implementation of the 2016 AQMA Action Plan
- 7.2. [Environment Overview and Scrutiny Committee Report 13 February 2024](#)
Draft Air Quality Action Plan

8. Appendices

- 8.1. List any Appendices.

Appendix 1 – AQMA Order No.6

Appendix 2 – The Air Quality Action Plan (AQAP) – 2016

Appendix 3 – The Air Quality Action Plan 2024-2029

Appendix 4 – Consultation responses report

Appendix 2



Air Quality Management Area Order 2013

Environment Act 1995 Part IV Section 83(1)

South Kesteven District Council No 6 Grantham, Lincolnshire

South Kesteven District Council, in exercise of the powers conferred upon it by Section 83(1) of the Environment Act 1995, hereby makes the following Order.

This Order may be cited as the South Kesteven District Council Air Quality Management Area No 6 and shall come into effect on **8 AUGUST 2013**

This Order replaces the previous Air Quality Management Order No 5.

The area shown on the attached map in red marked "South Kesteven District Council No 6 Air Quality Management Area 2013" is hereby declared to be an Air Quality Management Area.

The designated area extends the existing Air Quality Management Area along Manthorpe Road and Wharf Road to include High Street and London Road, Grantham.

One duplicate of the map is deposited at Council offices, St Peters Hill, Grantham, NG31 6PZ and is available for viewing during normal working hours.

This area is designated in relation to a likely breach of Nitrogen Dioxide objections for annual and hourly mean as specified in the Air Quality Regulations 2000.

This area shall remain in force until it is varied or revoked by a subsequent order.

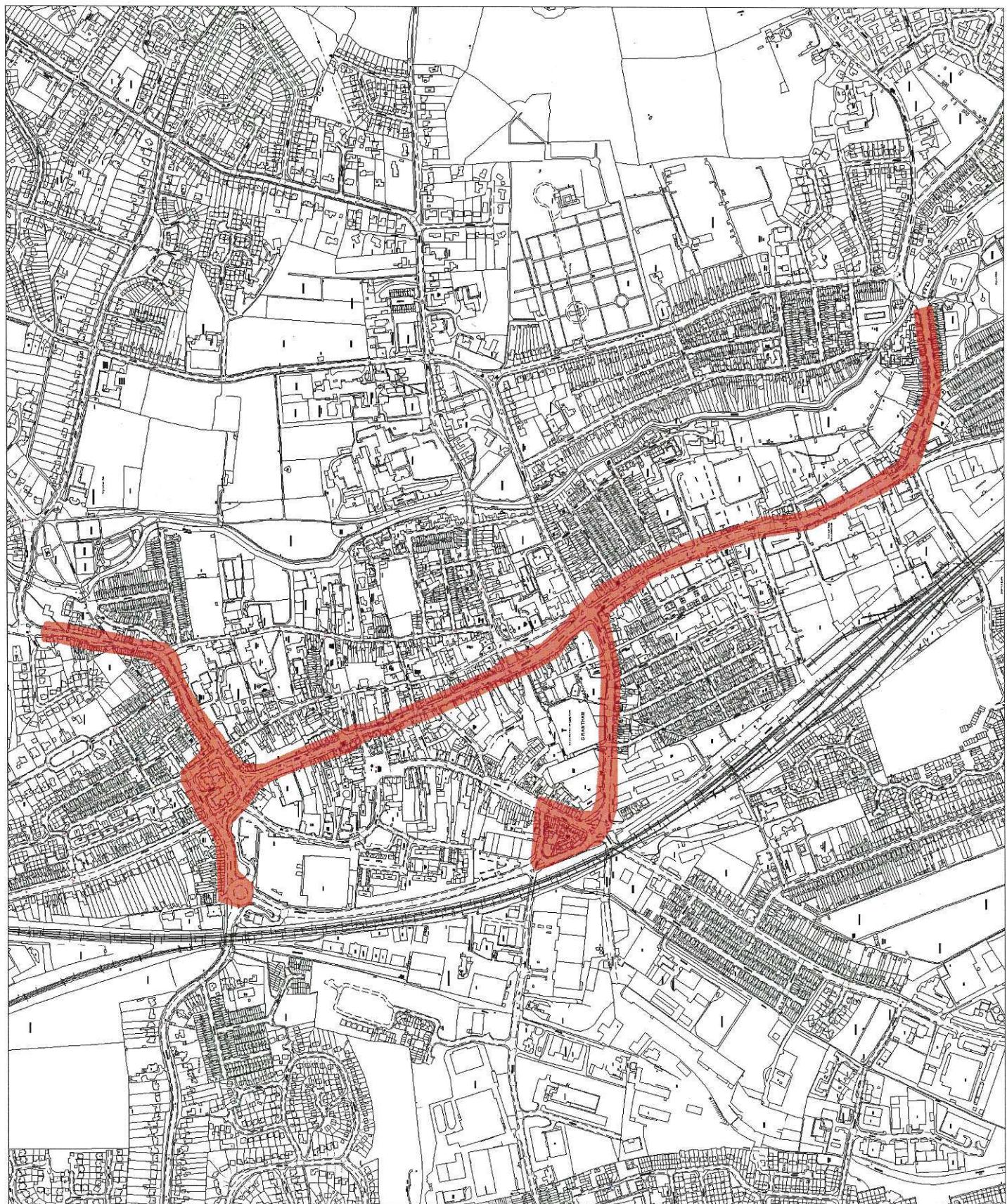
Executed as a deed by affixing
The common seal of SOUTH
KESTEVEN DISTRICT COUNCIL
In the presence of:

Authorised Officer:



Air Quality Management Area Order 2013
South Kesteven District Council No. 6
Grantham Consolidated Area

South Kesteven DC Licence Number 100018662





your council working for you

Air Quality Action Plan 2016

In fulfilment of Part IV of the Environment Act 1995
Local Air Quality Management



Index

1	Introduction	3
1.1	Description of South Kesteven	3
2	Overview of Air Quality	4
2.1	Grantham Air Quality Management Area	4
2.2	Monitoring Data	5
2.3	Source Apportionment	6
2.4	Required Reductions in NOx and NO2	7
3	Local Policies and Strategies	8
4	Action Plan Proposals	8
4.1	Transport Measures	10
4.2	Leading by Examples Measures	13
4.3	Measures which Raise Awareness in our Communities	14
4.4	Measures Considered but Dismissed on the Ground of Cost Effectiveness and / or Feasibility	14
5	Implementation and Monitoring	19
6	Glossary of Terms	20

1. Introduction

South Kesteven District Council is committed to working to improve the air quality in our district where levels of air pollutants are exceeding air quality objectives.

Air quality in South Kesteven is generally good. However, there are locations where pollutant levels are high, with the highest levels being along narrow, congested street canyons (roads with properties close to the road on either side of the street) in Grantham.

Monitoring has revealed that the annual mean air quality objectives for NO_2 are being exceeded at a number of locations in Grantham town centre, some of which were already declared as Air Quality Management Areas (AQMAs). In order to deal more effectively with these areas, in August 2013, the AQMA was extended and incorporated into one AQMA known as Air Quality Management Area (AQMA) No6.

This Air Quality Action Plan (AQAP) has been prepared and developed in partnership with other

relevant bodies, particularly the Highways team of Lincolnshire County Council (LCC) and the relevant teams of South Kesteven District Council to incorporate localised engineered measures in the AQMA. Whilst relevant actions to improve air quality are presented in this report, current budget and funding constraints within councils must be considered alongside the effectiveness of each action, to enable the actions to be realistically achieved.

1.1 South Kesteven

The district of South Kesteven is very diverse, comprising principal towns of Grantham, Stamford Bourne and The Deepings surrounded by small rural villages and hamlets.

The main source of air pollution in the district is road traffic emissions from major roads, notably the A1, A52, A15 and A607. The district and surrounding areas are illustrated in Figure 1.

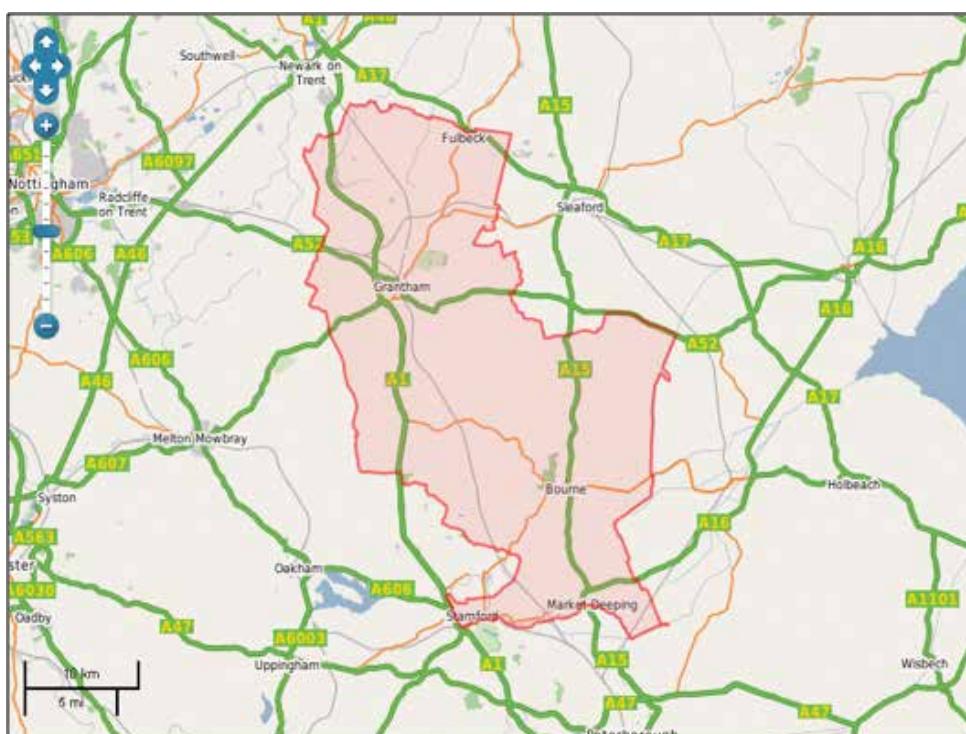


Figure 1 - South Kesteven District Council boundary and Surrounding Area

2.0 Overview of air quality

2.1 Grantham Air Quality Management Area

In 2013, the council declared an AQMA for the area encompassing the main roads in the town centre of Grantham. The AQMA is illustrated in Figure 2. A number of roads included within the AQMA are likely to lead to a “street canyon effect” due to the road and building layout, trapping and preventing the dispersion of air pollutant emissions from road-traffic, therefore explaining the high levels of pollution in these areas.

The 2011 Detailed / Further Assessment concluded that around 320 homes lie within the

Grantham town centre AQMA, equating to an exposed population of around 650. The necessary reduction in annual mean NO_2 concentration required in order to achieve compliance with the Air Quality Standards objective at the worst case location was estimated to be around 30%.

Source apportionment indicated that emissions from local moving traffic are the main contributor to overall NO_2 levels, although idling emissions due to queuing vehicles are also particularly important near traffic lights. Heavy-Duty Vehicles (HDVs) were estimated to be a main source of pollution, although important contributions are also noted from Light-Duty Vehicles (LDVs).

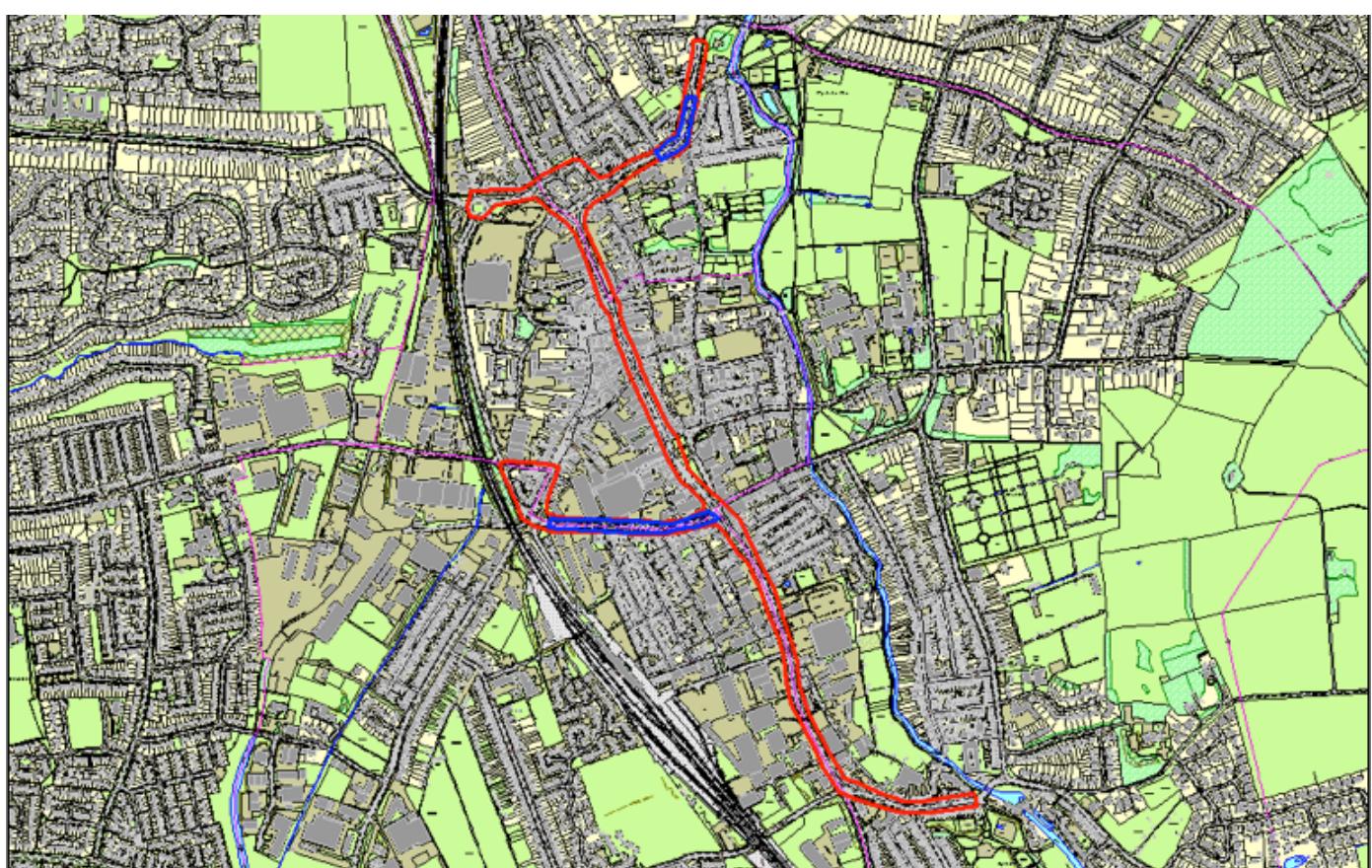


Figure 2 - Grantham Air Quality Management Area

In red, current AQMA boundary (declared in 2013). In blue, previous AQMA areas.

© Crown Copyright. All rights reserved. South Kesteven District Council OS licence 100018662/2016

2.2 Monitoring data

In 2014, the council carried out passive NO_2 monitoring at 37 sites across the district using diffusion tubes. This included 15 duplicate tube and four triplicate tube locations, which are aimed at improving reliability of the data.

The monitoring data shows that three sites exceeded the annual mean NO_2 air quality strategy objective in 2014; at sites SK4/SK32/ SK33 (Brook Street/Manthorpe Road),

SK37/SK38 (Wharf Road) and SK59/SK60 (Brook Street/Manthorpe Road). All of these sites are located within the AQMA. NO_2 annual mean results at sites within the AQMA are shown in figure 3.

The number of sites showing an exceedence of the objective has decreased in the last few years, with 13 sites exceeding in 2010, 15 in 2011, 8 in 2012, 4 in 2013, and now only 3 in 2014.

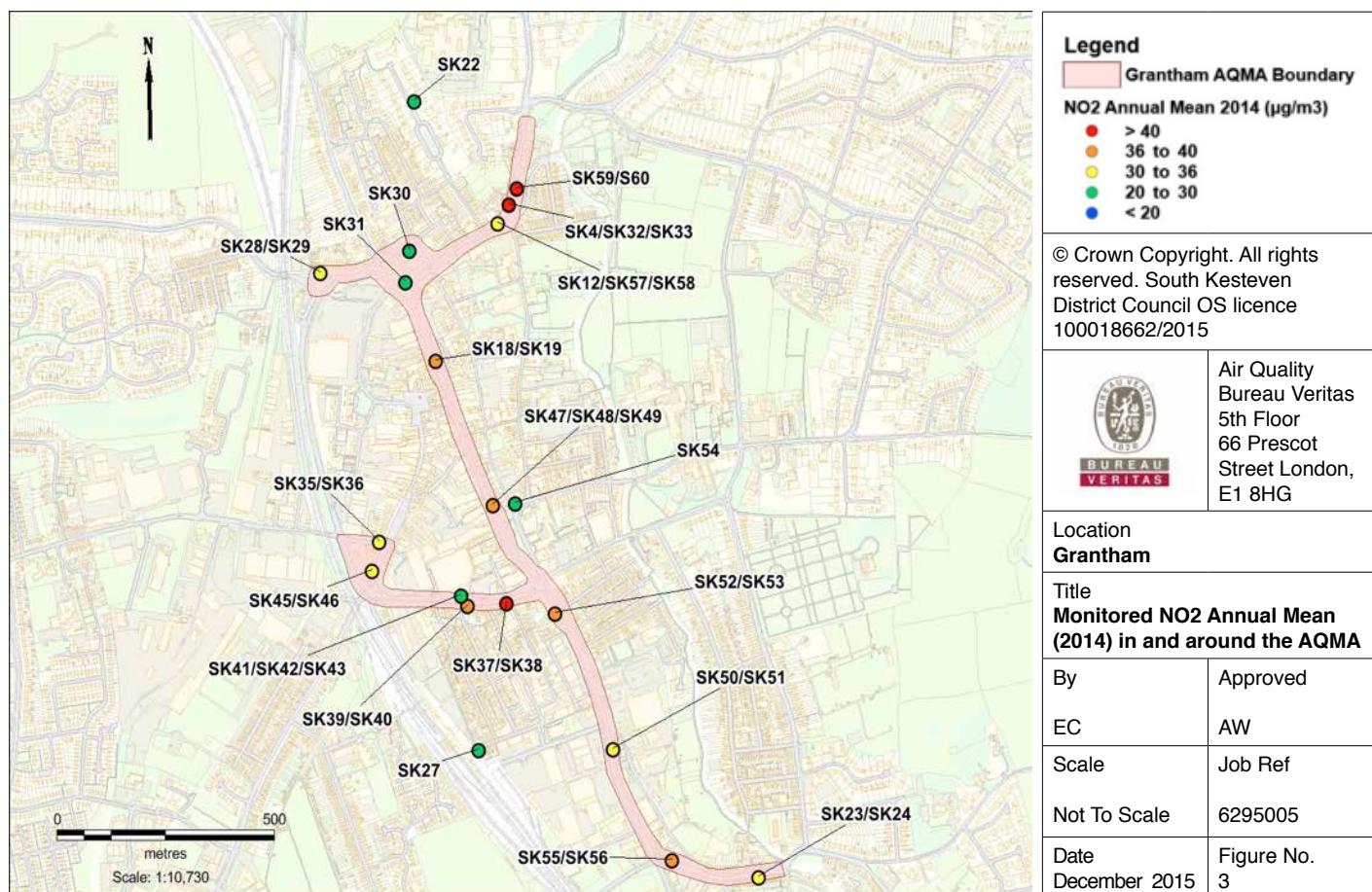


Figure 3 - Monitored NO2 Annual Mean (2014) in and around the AQMA

2.3 Source apportionment

A source apportionment study was carried out for the AQMA as part of the detailed/further assessment as required by the Governments Local Air Quality Management (LAQM) system. The source apportionment study has been updated as part of the development of this AQAP, using a 2014 base model. NOx source apportionment results for the baseline 2014 dispersion modelling scenario are discussed below.

The source apportionment was carried out for the following vehicle classes:

- Cars;
- Light-Goods Vehicles (LGVs);
- Buses; and
- Heavy-Goods Vehicles (HGVs).

Table 1 and Figure 4 present source apportionment results for NOx for three different selections of the modelled receptors:

- Average across all modelled receptors. This provides useful information when considering possible AQAP measures to test and adopt. It will however understate road NOx concentrations in problem areas;
- Average across all receptors with NO₂ concentration greater than 40µg/m³. This provides an indication of source apportionment in areas known to be a problem (i.e. only where the AQS objective is exceeded). As such, this information should be considered with more scrutiny when testing and adopting AQAP measures; and
- At receptor with maximum road NOx concentration. This is likely to be in the area of most concern and so a good place to test and adopt AQAP measures. Any gains predicted by AQAP measures are likely to be greatest at

this location and so would not represent gains across the whole modelled area.

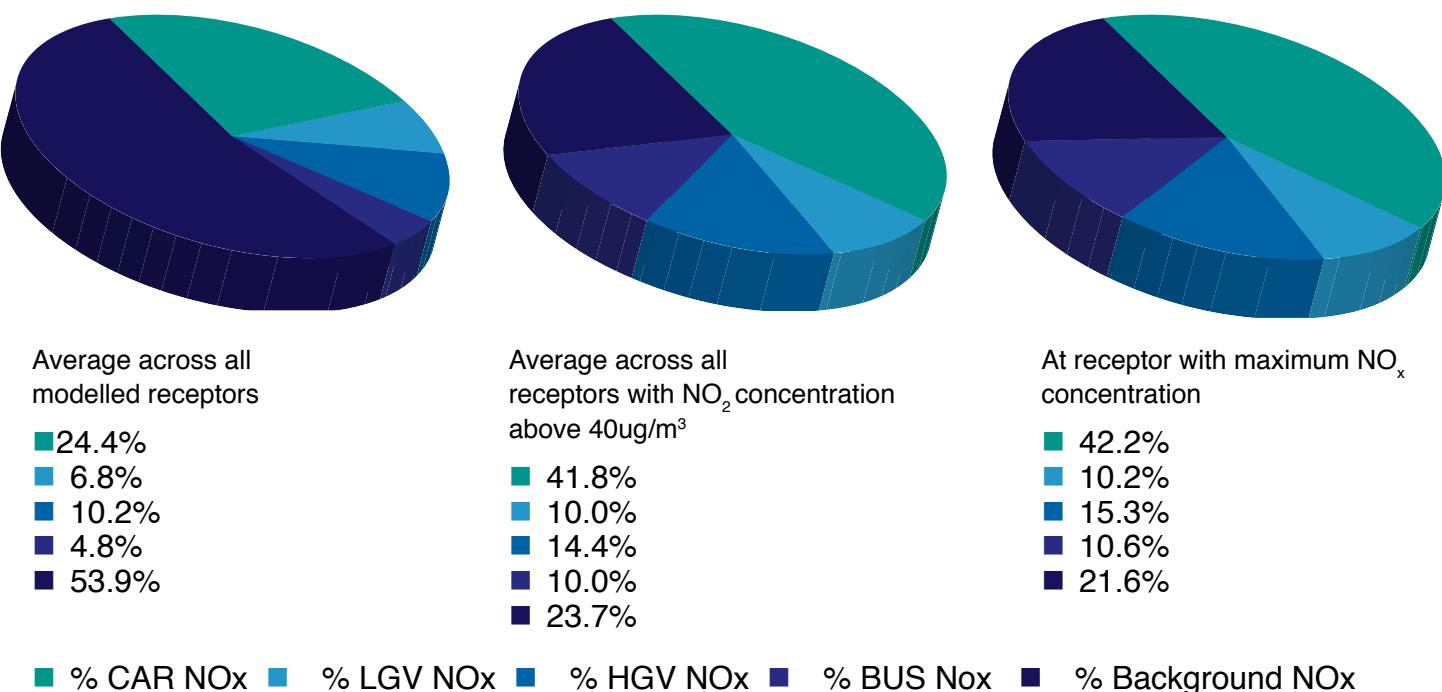
When considering the average NOx concentration across all modelled receptors, road traffic accounts for 23.3µg/m³ (46.1%) of total NOx (44.6µg/m³). Of this total average NOx, cars account for the most (24.4%) of any of the vehicle types on average, followed by HGVs (10.2%). LGVs and buses account on average for 6.8% and 4.8% respectively of the overall predicted average NOx concentration.

When considering the average NOx concentration at receptors with an NO₂ concentration greater than 40µg/m³, road traffic contribution is much higher, accounting for 70.0µg/m³ (76.2%) of total NOx (91.6µg/m³). Of this 91.6µg/m³, cars account for the most (41.8%) of any of the vehicle types, followed by HGVs (14.4%) then LGVs and buses (both 10%).

At the receptor with the maximum road NOx concentration (99.9µg/m³, predicted at receptor R22 along the A607 Manthorpe Road within the AQMA), road traffic accounts for 78.3% of the overall NOx. The contribution of vehicle types remains the same as discussed above, with cars accounting for 42.2% of the overall predicted NOx concentration, followed by HGVs (15.3%), buses and LGVs (both slightly above 10%).

Table 1 - NOx source apportionment results

Results	All Vehicles	Car	LGV	HGV	Bus	Background
Average across all modelled receptors						
NOx Concentration ($\mu\text{g}/\text{m}^3$)	23.3	12.2	3.4	5.2	2.5	21.3
Percentage	46.1%	24.4%	6.8%	10.2%	4.8%	53.9%
Percentage road contribution	100.0%	52.9%	14.8%	22.1%	10.4%	-
Average across all receptors with NO_2 concentration greater than $40\mu\text{g}/\text{m}^3$						
NOx concentration ($\mu\text{g}/\text{m}^3$)	70.0	38.3	9.2	13.3	9.2	21.6
Percentage	76.2%	41.8%	10.0%	14.4%	10.0%	23.7%
Percentage road contribution	100.0%	54.9%	13.1%	18.9%	13.1%	-
At receptor with maximum road NOx concentration (Receptor R22 – A607 Manthorpe Road)						
NOx concentration ($\mu\text{g}/\text{m}^3$)	78.3	42.2	10.2	15.3	10.6	21.6
Percentage	78.3%	42.2%	10.2%	15.3%	10.6%	21.6%
Percentage road contribution	100.0%	53.9%	13.0%	19.5%	13.5%	-

Figure 4 - NOx source apportionment results

2.4 Required reductions in NOx and NO₂

In order to inform a decision on the most suitable measures to implement as part of the AQAP, it is necessary to calculate the reduction of NO₂ (as NOx) that would be required in order to comply with the AQS objectives. The assessment is based on predicted concentration at the worst-case receptor as reported in Table 1 (R22, along the A607 Manthorpe Road, within the AQMA). This approach assumes that other receptors will require less of a reduction.

The methodology to determine the required reduction in NOx and NO₂ is described in the DEFRA Technical Guidance, LAQM. TG(09) Section 7.21. For NOx, it requires the calculation of “current” and “required” road-NOx concentrations.

The road-NOx required within the AQMA to comply with the NO₂ AQS objective is 54.9 $\mu\text{g}/\text{m}^3$. As the maximum predicted road-NOx in the AQMA is 78.3 $\mu\text{g}/\text{m}^3$ (at receptor R22, as shown in Table 1), the reduction in road-NOx concentration necessary to meet the NO₂ objective is $(78.3 - 54.9) = 23.5\mu\text{g}/\text{m}^3$. This is equivalent to a reduction of 30% in road-NOx concentrations. This equates to a reduction of 8.6 $\mu\text{g}/\text{m}^3$ in NO₂ (equivalent to a reduction of 18% in total NO₂ concentration) to comply with the objective.

3 Local policies and strategies

There are a number of related policies and strategies at local and regional level that link directly with the aims of the AQAP. The majority of these policies and strategies are focused on transportation issues, and therefore are likely to help contribute to overall improvements in air quality across the district. Their implementation is likely to bring benefits to air quality in Grantham, particularly in the AQMA through targeting congestion within Grantham. These include:

- South Kesteven Core Strategy
- Lincolnshire Transport Plan
- Transport Strategy for Grantham
- South Kesteven Local Plan (currently being prepared for up to 2036)

4 Action Plan proposals

A summary of the measures considered for the AQAP is outlined in the following pages, including the likely impact, timescales and feasibility of these proposals. In order to inform the action planning process, a simple assessment of the cost and benefit of each proposal has been undertaken.

Table 2 provides an indication of the scoring used. A simple multiplication of the cost and impact gives some indication as to the cost effective score of the proposals. All measures, together with associated cost-effectiveness, prioritisation and targets / indicators to track their progress are listed in Table 3.

Table 2 - Scoring used to assess and prioritise proposals

Cost		Air Quality Impact		Timescale	
Score	Approximate cost	Score	Indicative Reduction in NO ₂ Concentration		Years
7	<100k	7	>5 µg/m ³	Short (s)	1.2
6	100-500k	6	2 – 5 µg/m ³	Medium (M)	3.5
5	500k-1million	5	1 – 2 µg/m ³		
4	1-10 million	4	0.5 – 1 µg/m ³		
3	10-50 million	3	0.2 – 0.5 µg/m ³		
2	50-100 million	2	0 - 0.2 µg/m ³		
1	>100million	1	0 µg/m ³	Long (L)	6+

Feasibility of implementation/funding Score: 1>>>10

- One being the least feasible and 10 being the most feasible; and
- Feasibility requires consideration of feasibility for implementation and funding.

Cost effective score = cost score × air quality impact score

Prioritisation score = cost effective score + feasibility score

emission standards (M3).

The predicted NO₂ annual mean concentrations obtained for these scenarios were compared against the 2014 base scenario results to ascertain the likely air quality improvements that may be expected as a result of adoption of these intervention measures.

Based upon an initial shortlist of preferred AQAP measures that may adopted, quantitative appraisal using dispersion modelling was undertaken for the following intervention scenarios:

- Adoption of the Grantham Southern Quadrant Relief Road (M1);
- Improving traffic management at key junctions, leading to reduced congestion and therefore increased vehicle speeds by 10% to 20% in and around the AQMA (M2) and
- Renewal of the local bus fleet to meet Euro VI

The key headline findings following the implementation of the above intervention measures are included in the relevant sections set out below.

4.1 Transport measures

Road-traffic emissions contribute to about 75% of total NO_x concentrations within the Grantham AQMA. Therefore, in essence, poor air quality in the AQMA can be tackled by reducing traffic volumes, smoothing the flow of traffic (to reduce the stopping / acceleration cycle), removing the most polluting vehicles and increasing modal shift

(thus reducing car usage within the AQMA).

What are we already doing?

“The Transport Strategy for Grantham 2007 to 2021 and Beyond” is in place and short term aims are being delivered by LCC, such as;

- improvements to local public transport services
- walking and cycling reviews and improvements
- town centre traffic management

The South Kesteven District Council Taxi Licensing Policy requires that an application for a new hackney carriage or private hire vehicle licence will not be accepted if the vehicle is seven years old or more. Existing vehicles continue to be licensed until they reach the age of 10 years (12 years for purpose built vehicles) as long as the vehicle passes the compliance tests at the required times.

The feasibility of six measures related to transport have been considered for inclusion in the AQAP;

MEASURE M1: GRANTHAM SOUTHERN QUADRANT EAST-WEST RELIEF ROAD

The relief road is expected to alleviate the existing and future traffic related problems resulting from significant approved development.

The relief road has been subject to a full planning application involving a detailed Environmental Impact Assessment (EIA)² and received conditional planning consent in November 2013. Work on the Relief Road started at the end of 2015 and is anticipated to be completed in 2019.

The potential air quality improvements that may arise due to the completion of the relief road have been quantitatively appraised as part of the dispersion modelling studies associated with the development of this AQAP.

This measure would slightly reduce NO₂ annual mean concentrations across Grantham town

centre and within the AQMA. The average reduction would be 0.4µg/m³ across all receptors considered, although improvements would be more significant within the AQMA, with a maximum reduction of 3µg/m³ predicted along the A52 at Bridge End Road.

MEASURE M2: IMPROVE TRAFFIC MANAGEMENT AT KEY JUNCTIONS

The pollution problem in the AQMA is partly due to slow moving traffic, which results from a number of factors such as queuing at the traffic lights, large traffic volumes particularly during peak hours and road capacity taken by parked vehicles. It is anticipated that improving the flow of vehicles in the AQMA and moving the queuing traffic to areas where there is no relevant exposure is likely to have a benefit upon air quality within the AQMA.

Urban Traffic Management and Control (UTMC) is instigated by Department for Transport (DfT) to implement Intelligent Transport Systems (ITS) in urban areas to tackle traffic and air quality issues. A UTMC for Grantham AQMA could provide an overarching system to manage and control traffic in order to improve air quality.

The potential air quality improvements that may arise due to the implementation of an UTMC system in Grantham have been quantitatively appraised as part of the dispersion modelling studies associated with the development of this AQAP. Two scenarios have been considered; one where reduced congestion would increase vehicle speeds by 10% in and around the AQMA (M2a), and a second assuming that vehicle speeds would increase on average by 20% (M2b).

Results from scenario M2a (increasing vehicle speed by 10%) show that NO₂ annual mean concentrations would slightly reduce across Grantham town centre and within the AQMA. The average reduction would be 0.4µg/m³ across

² Grantham Southern Quadrant Link Road Environmental Statement (March 2013)

all receptors, although improvements would be slightly more significant within the AQMA, with a maximum reduction of $1.2\mu\text{g}/\text{m}^3$ predicted along the A607 Manthorpe Road.

Results from scenario M2b (increasing vehicle speed by 20%) show that NO₂ concentrations would further reduce, compared to scenario M2a. The average reduction would be $0.8\mu\text{g}/\text{m}^3$ across all receptors, although improvements would be slightly more significant within the AQMA, with a number of areas showing a reduction of about $2\mu\text{g}/\text{m}^3$, and a maximum reduction of $2.4\mu\text{g}/\text{m}^3$ predicted along the A607 Manthorpe Road.

In order to improve traffic flows in the AQMA, Lincolnshire County Council (LCC) Highways will identify and consider engineering traffic management solutions, such as; UTMC, changing traffic light sequencing to allow more free-moving traffic, the provision of increased road capacity, or rerouting traffic.

MEASURE M3: IMPROVEMENTS IN BUS FLEET EMISSIONS

Emissions from buses contribute on average 10% of the total NO_x concentrations in the AQMA. LCC (Highways) will consider feasible changes in the bus fleet composition, to ensure buses passing through the AQMA are cleaner and meet the highest emissions standards. The options to be considered will be dependent on the current bus fleet and the improvements in Euro standards (European emission standards for new vehicles) that could be reasonably achievable. This could be implemented through a Quality Bus Partnership between LCC and bus operators. For example, the impact of swapping all Euro II buses to Euro VI buses or retrofitting Selective Catalytic Reduction (SCR) technology to existing buses could be considered and assessed.

The potential air quality improvements that may arise due to the renewal of the local bus fleet to meet Euro VI emission standards have been quantitatively appraised as part of the

dispersion modelling studies associated with the development of this AQAP.

Results from scenario M3 show that NO₂ annual mean concentrations would reduce across Grantham town centre and within the AQMA. The average reduction would be $0.9\mu\text{g}/\text{m}^3$ across all receptors, although improvements would be more significant within the AQMA, with a maximum reduction of $4.3\mu\text{g}/\text{m}^3$ predicted along the A52 Wharf Road, and many other areas within the AQMA showing an improvement of $2\mu\text{g}/\text{m}^3$ or more.

MEASURE M4: ENCOURAGING MODAL SHIFT

Encouraging Grantham town centre visitors and school children to use different modes of transport to cars will improve local air quality, including within the AQMA. Working with LCC, we will consider the potential for encouraging modal shift from private car to public transport, cycling and walking, particularly in the town centre. This could be achieved by using improved parking control, or developing alternative travel plans for town centre residents, such as Sustran's Personalised Travel Planning (PTP) project, known as TravelSmart. This PTP aims at reversing the trend towards increased car use and tackling its impacts on climate, public health and quality of life. TravelSmart has succeeded in reducing car use by 10% or more wherever it has operated.

MEASURE M5: REDUCTION IN IDLING OF TRAFFIC

Emissions from idling vehicles can contribute significantly to overall air pollution in Grantham town centre. This is even more important in areas of poor air quality, such as the AQMA. In implementing this measure we will consider the following options:

- Providing 'No Idling' signage in the town centre as a deterrent; and / or
- Implementing an awareness campaign targeting bus and taxi operators, explaining the issues related to idling vehicles, and how it has

an impact on air quality within the town centre, including the AQMA.

MEASURE M6: PROVISION OF CYCLING INFRASTRUCTURE

The council will work with LCC to improve the infrastructure for cycling in the town, including opportunities for cycle lanes and promotion of alternative “green” modes of transport within Grantham town centre.

4.2 Leading by example measures

A key part of the council’s role is to lead by example to reduce NOx and PM10 emissions associated with our own council buildings and transport fleet.

What are we already doing?

Our Carbon Management Plan sets out the acknowledged areas of opportunity to reduce our own emissions, for example we have;

- Reduced the number of business miles travelled by staff in cars
- Provided staff facilities for secure cycle storage and changing
- Introduced a Cycle to Work scheme
- Undertaken staff awareness
- Encourage staff to walk to local appointments within the AQMA
- Carry out regular emissions testing of our own vehicle fleet

To minimise and control air pollution generated by the council’s vehicle fleet and employees, the council also consider the following additional measures should be included in the AQAP;

MEASURE M7: A ROLLING PROGRAMME FOR REPLACING OLDER MORE POLLUTING VEHICLES WITH NEWER CLEANER VEHICLES, WHICH MEET TIGHT EMISSION STANDARDS

The council will work to improve emissions from the council’s vehicle fleet by implementing a replacement programme for older vehicles, so that the fleet gradually meets the most stringent Euro standards.

MEASURE M8: PROMOTE THE USE OF CLEANER OR ALTERNATIVE FUELS WHERE POSSIBLE

Where practicable the council will work to improve emissions from our own vehicle fleet by increasing the number of greener / low emissions vehicles using alternative fuels.

MEASURE M9: INVESTIGATE OPTIONS FOR BETTER TRAVEL PLANNING AMONGST THE COUNCIL’S EMPLOYEES

Working with LCC, the council will aim to reduce vehicle pollution from staff travelling to and from work. Additional benefits involve cost savings and a healthier workforce, although it is acknowledged that this can be challenging due to factors such as reluctance to give up car, the lack of cycling facilities and safety concerns, which need to be overcome.

4.3 Measures which raise awareness in our communities

By providing information and raising awareness about air pollution we can help our residents make informed choices and ensure that they adhere to legal requirements. We are well placed to work in partnership with others to encourage improvements in areas not within our direct control.

What are we already doing?

To ensure that air pollution is controlled by legislation and enforcement is targeted, we use our statutory powers to ensure residents and businesses are aware of their legal obligations, for example, we;

¹<http://www.sustrans.org.uk/what-we-do/travelsmart>

- Inspect and permit industrial premises under the Environmental Permitting process
- Enforce legislation to reduce the burning of commercial and domestic waste
- Ensure that Smoke Control Area Orders are adhered to
- Monitor air pollution in the district and provide information for residents via our website.
- Comment on planning applications and development policies to ensure that air quality issues are considered and mitigation measures are included wherever possible

To ensure that members of the public have access to information about air pollution and can make informed choices we also consider the following additional measures should be included in the AQAP;

MEASURE M10: PROMOTION OF WALKING, CYCLING AND PUBLIC TRANSPORT

Working with LCC, the council will promote the use of alternative green modes of transports, such as walking and cycling, within Grantham town centre. Promotion will include schools in and around the AQMA where large coaches are used to transport pupils. This can cause congestion during pick up and drop off times. Idling coaches can also add a significant contribution to local pollution concentrations.

4.4 Measures considered but dismissed on the grounds of cost-effectiveness and/or feasibility

As part of preliminary discussions held during the development of this AQAP, the following measures were initially considered but dismissed on the grounds of cost-effectiveness and/or feasibility. For completeness, they are briefly discussed below.

FREIGHT CONSOLIDATION CENTRE

The feasibility of a Freight Consolidation Centre (FCC) was investigated. An FCC would aim to consolidate small loads and consignments into smaller number of full loads, thus reducing HGV traffic in the Grantham AQMA. Low emission

vehicles could be selected to deliver these full loads.

The main feasibility issues of the scheme are the capital cost required in setting up the FCC, and the operating costs associated with its running. In addition, organisational and customer service issues could have a negative impact on local businesses and local economy. Therefore this potential measure has been dismissed and not considered further.

PROVISION OF “REAL TIME” AIR QUALITY INFORMATION

The possibility of implementing a system providing real-time air pollution information to members of the public, to enable commuters to make informed choices about their transport options was considered.

However, following a more detailed review of what such system would entail, it has been concluded that the overall costs of the system would outweigh the advantages, whilst other potential issues include data lagging and instrument break down. Therefore this potential measure has been dismissed and not considered further.

COMPULSORY PURCHASE OF PROPERTIES WITHIN THE AQMA

A change of use from residential to occupational (excluding school, hospital, or similar land use sensitive to air quality) would effectively remove the status of a location where the NO₂ annual mean air quality objective applies, which means that the Grantham AQMA could then be revoked. The possibility of using Compulsory Purchase Orders to purchase the dwellings within the AQMA was discussed.

However, the Grantham AQMA is presently too large to consider compulsory purchase and this option would not be feasible. It would also not address the underlying air pollution problem. Therefore this potential measure has been dismissed and not considered further.

Table 3 - Summary and prioritisation of Action Plan measures to be implemented

	Actions	Lead Authority	Timescale	Status	Impact	Cost	Cost Effective Score (Impact * Cost)	Feasibility	Prioritisation Score (Cost Effective Score * Feasibility Score)	Targets/Indicators
Transport measures										
Measure 1: Grantham Southern Relief Road (East West Relief Road)	Complete relief road	LCC	M	Work on site commenced end 2015	4	4	16	10	160	Reduced HGV through traffic in the town centre – reduced overall traffic flows through the town
Measure 2: Improve traffic management at key junctions	Identify where traffic can be stacked out of the town. Implement signalling to allow flow of traffic	LCC	M	Design and feasibility stage	5	5	25	6	150	Reduced congestion and increased average speeds through the AQMA
Measure 3: Improvement in bus fleet emissions	Work with bus companies to upgrade buses	LCC and bus companies	M	partially implemented	5	5	25	4	100	Improved bus fleet composition but no direct traffic reduction. Bus use more attractive to potential users – increased bus use
Measure 4: Encouraging modal shift	Work with LCC and Sustrans to encourage a modal shift	SKDC/ LCC	L	Design and feasibility stage and some already built	3	6	18	6	108	Reduced vehicle use and increased use of public transport
Measure 5: Reduction in idling of traffic	Implement signage and education	SKDC/ LCC	S	Feasibility stage	2	7	14	5	70	Reduced idling in key areas
Measure 6: Provision of cycling infrastructure	Increased provision of cycle lanes in town centre	LCC	M	Design and feasibility stage and some already built'	3	6	18	5	90	Increased number of cycle lanes makes cycling a more attractive alternative method of transport

Actions	Lead Authority	Timescale	Status	Impact	Cost	Cost Effective Score (Impact * Cost)	Feasibility	Prioritisation Score (Cost Effective Score * Feasibility Score)	Targets/Indicators
Leading by example measures									
Measure 7: A rolling programme for replacing older more polluting vehicles with newer cleaner vehicles, which comply with the prevailing EURO standard	Replace old vehicles with new cleaner vehicles	SKDC	M	Feasibility stage	2	7	14	8	112
Measure 8: Promote the use of cleaner or alternative fuels where possible	Consider alternative fuels for council fleet	SKDC	S	Feasibility stage	2	7	14	8	112
Measure 9: Investigate options for better travel planning amongst South Kesteven District Council employees	Develop workplace travel plan	SKDC	S	Feasibility stage	2	7	14	8	112
Measures to raise awareness in our communities									
Measure 10: Promotion of walking cycling and public transport	Meet with LCC and Sustrans to discuss issues	LCC/ SKDC	S	Implemented	2	7	14	7	98

Actions	Lead Authority	Timescale	Status	Impact	Cost	Cost Effective Score (Impact * Cost)	Feasibility	Prioritisation Score (Cost Effective Score * Feasibility)	Targets/Indicators
Measures considered but dismissed on the grounds of cost-effectiveness and/or feasibility									
Freight Consolidation Centre	Investigate feasibility for FCC	SKDC	L	Dismissed					
Provide public with 'real time' air quality information	Set up a website or twitter account to provide real-time air quality information	SKDC	M	Dismissed					
Compulsory purchase of properties		Using CPO to purchase residential properties within the AQMA, therefore removing public exposure	SKDC	L	Dismissed				

5 Implementation and monitoring

South Kesteven District Council will work jointly on the AQAP measures with the relevant partners in LCC, transport operators, schools and local businesses. To secure the necessary air quality improvements, there must be involvement by all local stakeholders who should actively work to encourage community participation in the process.

The implementation of the AQAP will be monitored and progress reported on a yearly basis. The effectiveness of the implemented measures will be measured through monitoring of NO₂ concentrations at relevant receptor locations within the AQMA. In addition, traffic flow changes in the AQMA will also be assessed through the review and assessment process.

Further evaluation of the effectiveness of the implementation of the AQAP may include the undertaking of periodic short-term traffic surveys, or longer term automated counts, that consider average or peak queue lengths near specific problem junctions, average vehicle speeds, fleet composition profiles and total traffic volumes as proxies for potential reductions in pollutant emissions from road traffic and associated improvements in local air quality.

There will be regular review and assessment of the AQAP proposals to evaluate progress and this will be reported in the annual LAQM reports, as required by the LAQM system.

Abbreviation	Full name / description
AQAP	Air Quality Action Plan
AQMA	Air Quality Management Area
AQS	Air Quality Strategy
FCC	Freight Consolidation Centre
HDV	Heavy-Duty Vehicle (HGV / bus / coach)
HGV	Heavy-Goods Vehicle
LAQM	Local Air Quality Management
LAQM.TG(09)	LAQM Technical Guidance, published by Defra in 2009
LCC	Lincolnshire County Council
LDV	Light-Duty Vehicle (LGV / Car)
LGV	Light-Goods Vehicle
NO	Nitric Oxide
NO₂	Nitrogen Dioxide
NO_x	Oxides of Nitrogen (a collective term used to refer to two species of oxides of nitrogen: nitric oxide (NO) and nitrogen dioxide (NO ₂), which are released in the atmosphere when fuels are burned).
PM₁₀	Particles of up to 10 μ m
PTP	Personalised Travel Planning
SKDC	South Kesteven District Council
UTMC	Urban Traffic Management and Control
μg/m³	Microgram (of pollutant) per cubic metre (of air)

South Kesteven District Council

**Environmental Health Services
Council Offices
St. Peter's Hill
Grantham
Lincolnshire
NG31 6PZ**

**T. 01476 40 60 80
E. accountancy@southkesteven.gov.uk
W. www.southkesteven.gov.uk**

01060RT_2.16



SOUTH
KESTEVEN
DISTRICT
COUNCIL

South Kesteven District Council

Air Quality Action Plan

In fulfilment of Part IV of the Environment Act 1995

Local Air Quality Management

November 2024

South Kesteven District Council

Information	Details
Local Authority Officer	Tom Amblin-Lightowler
Department	Public Protection – Environmental Protection
Address	South Kesteven District Council Council Offices The Picture House, St Catherine's Road, Grantham NG31 6TT
Telephone	01476 406080
E-mail	ehs@southkesteven.gov.uk
Report Reference Number	2024 AQAP
Date	November 2024

Executive Summary

This Air Quality Action Plan (AQAP) has been produced as part of our statutory duties required by the Local Air Quality Management framework. It outlines the action we will take to improve air quality in South Kesteven District Council between 2024 - 2029.

This action plan replaces the previous action plan published in 2016. Projects delivered through the past action plan include completion of phase 1 and 2 of the Grantham Southern relief road; ongoing work to promote cycling, walking and public transport; an anti-idling campaign focused in and around the AQMA; and improvements in South Kesteven District Council's own vehicle fleet.

Air pollution is associated with several adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children and older people, and those with heart and lung conditions. There is also often a strong correlation with equalities issues because areas with poor air quality are also often the less affluent areas^{1,2}.

The annual health cost to society of the impacts of particulate matter alone in the UK is estimated to be around £16 billion³. South Kesteven District Council is committed to reducing the exposure of people in South Kesteven to poor air quality to improve health.

We have developed actions that can be considered under 5 broad topics:

- Promoting low emission transport
- Promoting travel alternatives
- Public information
- Traffic management

¹ Environmental equity, air quality, socioeconomic status, and respiratory health, 2010

² Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006

³ Defra. Abatement cost guidance for valuing changes in air quality, May 2013

- Vehicle fleet efficiency
- Our priorities are to sustain a downward trend in emissions reduction through partnership work. The delivery of the Grantham Southern relief road remains a major focus to divert traffic away from the town centre. Traffic management and infrastructure for walking and cycling are prioritised by the Grantham Transport Strategy published in 2022. The Clean Air Lincolnshire project will continue to raise awareness of issues of air quality and provide additional monitoring data within the AQMA. Vehicle fleet efficiency and electrification opportunities will continue to be implemented by South Kesteven District Council.

In this AQAP we outline how we plan to effectively tackle air quality issues within our control. However, we recognise that there are many air quality policy areas that are outside of our influence (such as vehicle emissions standards agreed in Europe), but for which we may have useful evidence, and so we will continue to work with regional and central government on policies and issues beyond South Kesteven District Council's direct influence.

Responsibilities and Commitment

This AQAP was prepared by the Environmental Health department of South Kesteven District Council with the support and agreement of the following officers and departments:

The Climate Change and Sustainability Manager

The final AQAP will be approved by:

Councillor Rhea Rayside – Cabinet Member for People and Communities.

Graham Watts - Assistant Director (Governance and Public Protection)

Ayeisha Kirkham – Head of Service – Public Protection

The AQAP has been developed in conjunction with Lincolnshire County Council from a highways and sustainability perspective.

This draft AQAP has not been signed off by a Director of Public Health. However, the final AQAP will be reviewed by the Director of Public Health.

South Kesteven District Council

This Air Quality Action Plan (AQAP) has been prepared and developed in partnership with other relevant bodies, particularly the Highways team of Lincolnshire County Council (LCC) and the relevant teams of South Kesteven District Council to incorporate localised engineered measures in the AQMA.

This AQAP will be subject to an annual review, appraisal of progress and South Kesteven District Councils Environment over and scrutiny Committee. Progress each year will be reported in the Annual Status Reports (ASRs) produced by South Kesteven District Council, as part of our statutory Local Air Quality Management duties.

If you have any comments on this AQAP, please send them to Tom Amblin-Lightowler at:

South Kesteven District Council

Council Offices

The Picture House,

St Catherine's Road,

Grantham NG31 6TT

01476 406080

ehs@southkesteven.gov.uk

Table of Contents

Executive Summary.....	i
Responsibilities and Commitment	ii
1 Introduction	1
2 Summary of Current Air Quality in South Kesteven District Council	3
3 South Kesteven District Council's Air Quality Priorities	5
3.1 Public Health Context.....	5
3.2 Planning and Policy Context.....	6
3.3 Source Apportionment.....	7
3.4 Required Reduction in Emissions.....	9
3.5 Key Priorities	10
4 Development and Implementation of South Kesteven District Council AQAP	12
4.1 Consultation and Stakeholder Engagement.....	12
4.2 Steering Group	13
5 AQAP Measures	14
Appendix A: Response to Consultation	17
Appendix B: - Source Apportionment - Detailed Modelling Assessment.	19
Glossary of Terms	57

List of Tables

Table 3.1- Total No _x Source Apportionment Average Across All Receptors	8
Table 3.2 - No _x Reduction Required to Achieve Compliance in AQMA No.6 at worse case location	10
Table 4.1 – Consultation Undertaken	12
Table A.1 – Summary of Response to Consultation and Engagement.....	17
Table 5.1 – Air Quality Action Plan Measures	15

1 Introduction

This report outlines the actions that South Kesteven District Council will deliver between 2024 – 2029 to reduce concentrations of air pollutants and exposure to air pollution; thereby positively impacting on the health and quality of life of residents and visitors to the South Kesteven District Council administrative area.

It has been developed in recognition of the legal requirement on the local authority to work towards Air Quality Strategy (AQS) objectives under Part IV of the Environment Act 1995 and relevant regulations made under that part and to meet the requirements of the Local Air Quality Management (LAQM) statutory process.

This Plan will be reviewed every five years at the latest and progress on measures set out within this Plan will be reported on annually within South Kesteven District Council's air quality ASR.

South Kesteven District Council is committed to working to improve the air quality in our district where levels of air pollutants are exceeding air quality objectives.

Air quality in South Kesteven is generally good. However, there are locations where pollutant levels are high, with the highest levels being along narrow, congested street canyons (roads with properties close to the road on either side of the street) in Grantham.

Monitoring has revealed that the annual mean air quality objectives for NO₂ for the previous 3 years have been close to the National Air Quality objective of 40 µg/m³ but have not exceeded this threshold at any of the monitoring locations in Grantham town centre, some of which are within an Air Quality Management Area (AQMA).

Monitoring data for the last 5 years with the Air Quality Management Area have identified:

- There is an overall decreasing trend in nitrogen dioxide air pollution at monitoring sites.
- There remain three sites which have only been under objective levels for air pollution for the last 2-3 years, which includes 2020 where results are not considered typical due to abnormal traffic levels.

South Kesteven District Council

- There were no exceedances of the 1 hour mean target for NO₂ air pollution for the last 5 years.

Department for Food and Rural Affairs (DEFRA) based upon the lack of exceedances of the 1 hour mean target recommend that this be removed from the current AQMA.

There is now an intention to review the existing AQMA to reflect the updated NO₂ monitoring data.

The district of South Kesteven is very diverse, comprising principal towns of Grantham, Stamford, Bourne and The Deepings surrounded by small rural villages and hamlets.

The main source of air pollution in the district is road traffic emissions from major roads, notably the A1, A52, A15 and A607. The district and surrounding areas are illustrated in Figure 1.

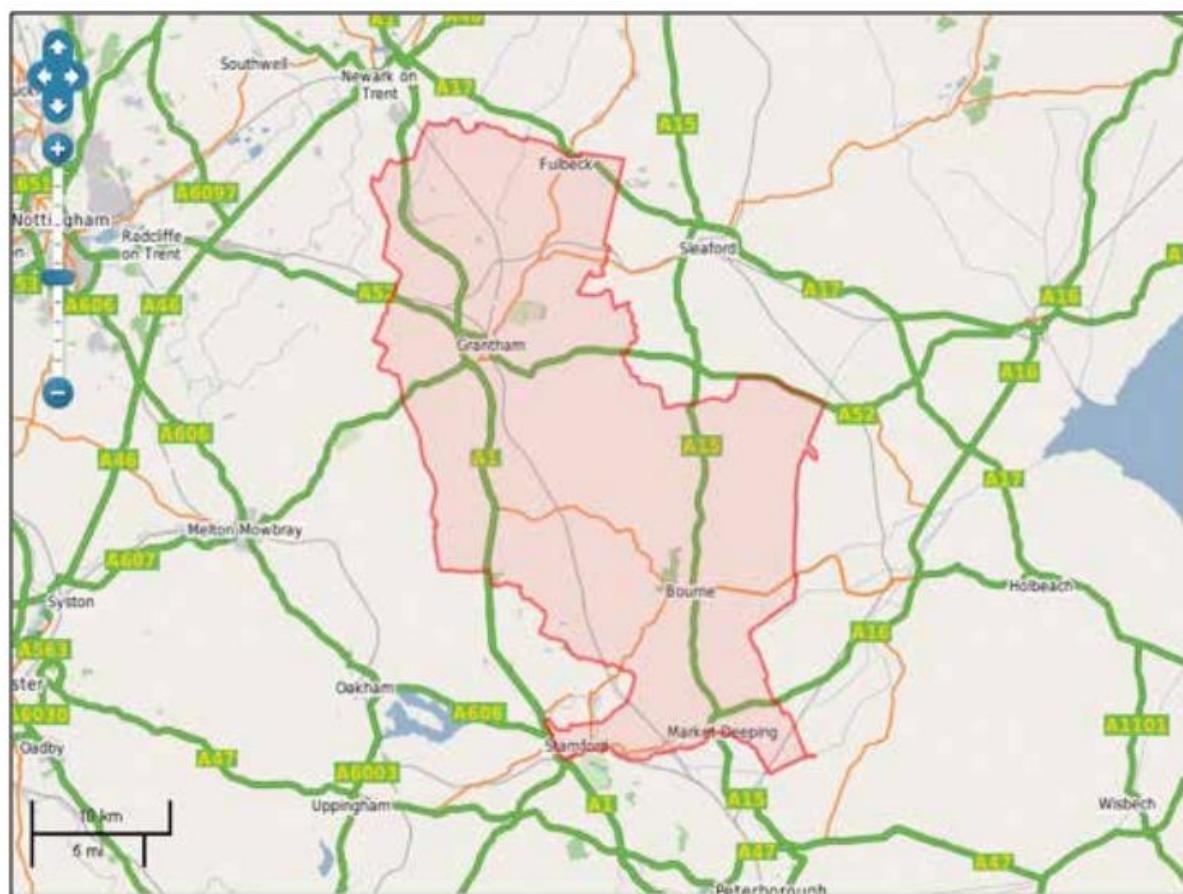


Figure 1 – South Kesteven District Council boundary and Surrounding Area

2 Summary of Current Air Quality in South Kesteven District Council

Please refer to the latest ASR from South Kesteven District Council.

In 2013, the council declared an AQMA for the area encompassing the main roads in the town centre of Grantham. The AQMA is illustrated in Figure 2. Several roads included within the AQMA are likely to lead to a “street canyon effect” due to the road and building layout, trapping, and preventing the dispersion of air pollutant emissions from road-traffic, therefore explaining the higher levels of pollution in these areas.

A recent review of the population within the AQMA puts the potential exposed population at 635. The NO₂ monitoring data for the previous 5 years as stated have not exceed the annual or hourly means and we are confident that the proposed measure included within the AQAP will continue to see a downward trend and remain below the National Air Quality Objectives.

Historical source apportionment indicated that emissions from local moving traffic are the main contributor to overall NO₂ levels, although idling emissions due to queuing vehicles are also particularly important near traffic lights. Given that there have been no substantial changes to the physical environment and that it remains predominantly a residential and retail setting it remains highly likely that that local moving traffic is the main contributor of NO₂. A recent source apportionment exercise has been completed, which found that diesel cars are responsible for just over half (50.3% of NOx emissions in the measured area, followed by diesel light goods vehicles (28.2%). More detail is available within the Source Apportionment chapter of this document.

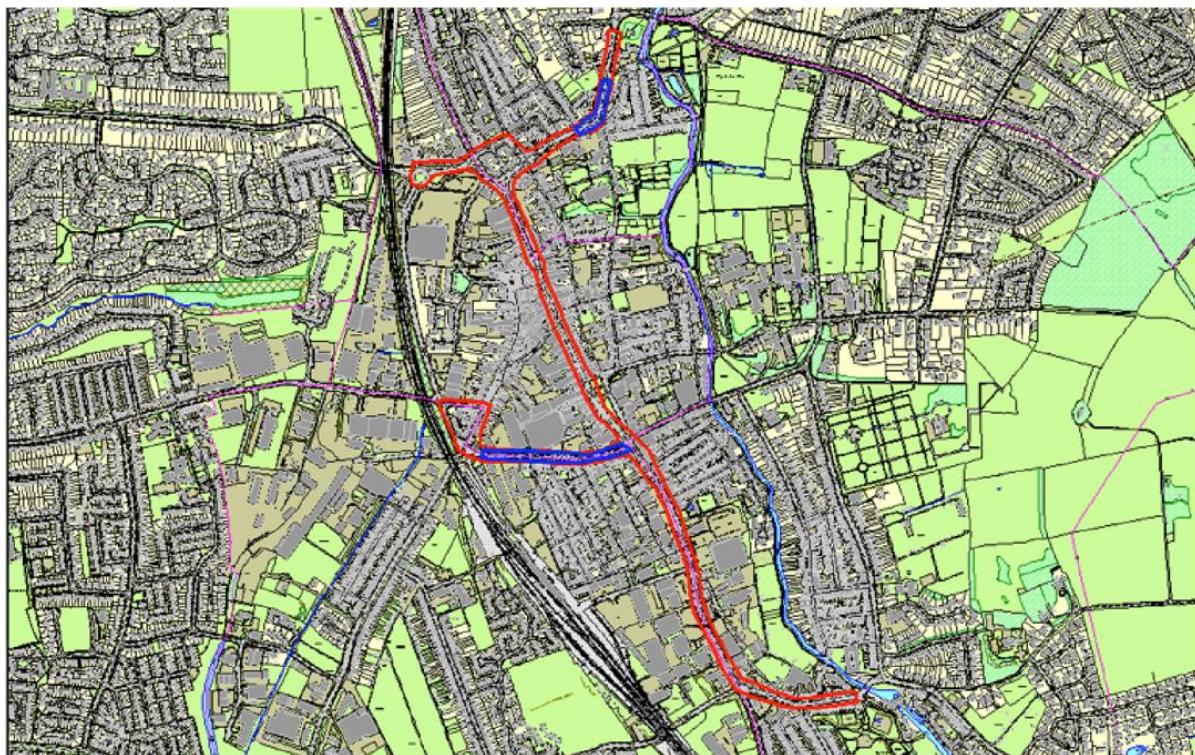


Figure 2 - Grantham Air Quality Management Area

In red, current AQMA boundary (declared in 2013). In blue, previous AQMA areas.

© Crown Copyright. All rights reserved. South Kesteven District Council OS licence 100018662/2016

The council carries out passive NO₂ monitoring at 37 sites across the district using diffusion tubes. This includes 15 duplicate tube and four triplicate tube locations, which are aimed at improving reliability of the data.

Full details of monitoring data are shown within the ASR:

[South Kesteven District Council ASR 2023 v3.pdf \(southkesteven.gov.uk\)](https://www.southkesteven.gov.uk/air-quality/air-quality-management-area-aqma)

3 South Kesteven District Council's Air Quality Priorities

3.1 Public Health Context

Air pollution is associated with several adverse health impacts. It is recognised as a contributing factor in the onset of both heart and respiratory diseases and lung cancer⁴. Additionally, air pollution particularly affects the most vulnerable in society: children, the elderly, and those with existing heart and lung conditions. There is also often a strong correlation with equalities issues because areas with poor air quality are also often less affluent areas⁵⁶.

The mortality burden of air pollution within the UK is equivalent to 29,000 to 43,000 deaths at typical ages⁷, with a total estimated healthcare cost to the NHS and social care of £157 million in 2017⁸.

Given that South Kesteven is predominantly a rural setting and that the NO₂ monitoring data from within the district is below the National Air Quality Objectives the healthy implications are deemed to be minimal. However the World Health Organization has a recommended guideline level of 10 µg/m³ which is far below the National Air Quality Objective of 40 µg/m³ and it is recognised that low levels of such pollutants affects health. Therefore any reduction in emissions can only have a positive impact upon the health of those living in the area.

⁴ Health Matters: air pollution - GOV.UK (www.gov.uk)

⁵ Public Health England. Air Quality: A Briefing for Directors of Public Health, 2017

⁶ Defra, Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006.

⁷ Defra, Air quality appraisal: damage cost guidance, January 2023

⁸ Public Health England. Estimation of costs to the NHS and social care due to the health impacts of air pollution: summary report, May 2018

3.2 Planning and Policy Context

South Kesteven District's Local Plan 2011-2036 has links to improving air quality with the considerations for contributing to low-carbon travel through the expectations for residential and commercial developments to provide electric vehicle charging points⁹.

It is hoped that this will encourage the switch to electric vehicles and reduce the contribution of traffic towards NO₂ levels.

Additionally larger scale developments have development principles specified within the Local Plan to provide footway and cycleway connections to local amenities.

South Kesteven District Council have a Green Fleet Strategy currently at draft stage that contains 3 key outcomes which will aid in reducing the NO₂ emissions from council owned fleet vehicles. This focuses on exploration of alternative fuel, low emission fuel alternatives and use of electric vehicles where possible. In addition to transitioning to greener driving behaviours.

The Grantham Transport Strategy December 2022 has been developed by Lincolnshire County Council and provides a vision for the future of transport in and around Grantham up to 2036¹⁰. One of the objectives within this strategy is to enhance health and well being of residents within Grantham by improving air quality. This has led the development of some key policies that will directly link to the measures within the AQAP. This also incorporates a junction improvement package that looks to review problematic junctions and identified improvements to help traffic flow, ease congestion and some of these are within the AQMA which once completed will assist in reducing emissions and directly relates to one of the measures within the AQAP. The overall strategy supports improved air quality within South Kesteven by:

- Creating mobility hubs – places where people can interchange modes of travel as well as providing amenities and facilities

⁹ South Kesteven District Council. Local Plan 2011-2036

¹⁰ The Grantham Transport Strategy 2022

- Grantham Cycling and Walking network plan – investing in high-quality walking and cycling infrastructure along key corridors
- Sustainable urban extensions (SUE) packages
- Active travel infrastructure package – Grantham wide scheme to support cycling and walking
- Electric Vehicle Package – infrastructure to support decarbonisation of our vehicles.
- Junction improvement package – optimising traffic flow on the highway network and improving the efficiency of junctions in Grantham

Locally South Kesteven District Council Hackney Carriage and Private Hire Licensing Policy 1 June 2024 also requires new vehicles to meet the Euro 6 Standards to ensure that the taxi's operating within the district meet the latest emissions standards.

3.3 Source Apportionment

Source apportionment has been carried out in May 2024 for the modelled receptors along the road links that are either within the AQMA or lead into the AQMA. Apportionment for both NO_x and NO₂ concentrations has been completed for the following vehicle classes:

• Petrol and Diesel Cars	• Buses and Coaches
• Petrol and Diesel LGV's	• Other (including Motorcycle, Hybrid and EV cars)
• Rigid HGV's	
• Artic HGV's	

It is worth noting that NO_x concentrations are always higher than those for NO₂ since NO_x is made up of NO and NO₂. There is no air quality limit for human health for NO_x but is nevertheless a useful indicator when considering source apportionment. Results are illustrated in Figure 3.1 to Figure 3.6.

Table 3.1 shows the percentage contribution of road and background sources. Across all modelled receptors, 57.07% of the NO_x contribution is from road sources, and the remaining 42.93% is from background sources. Of the background contribution,

23.65% is from the local background, whilst 19.28% is from regional the regional background.

Table 3.1 – Total NO_x Source Apportionment Average Across All Receptors

Results	Local Background NO _x	Regional Background NO _x	Local Road NO _x
NO _x Concentration (µg/m ³)	7.85	6.40	18.94
Percentage of total NO _x	23.65%	19.28%	57.07%

Local background NO_x, which is considered to be the emissions a local authority has influence over, including building, road and rail emissions etc, accounts for 23.65% of the total NO_x concentration on average at all receptor location. Regional background NO_x concentrations account for those emissions that the local authority has no influence over, with these emissions forming 19.28% of the total NO_x concentration on average across all modelled receptors. Therefore, a total of 57.07% of NO_x emissions on average within the AQMA is derived from local road traffic.

The source apportionment results provide the relative contribution (as a percentage) of each vehicle type towards a specific pollutant. Therefore, when considering the average NO_x concentration across all modelled receptors, road traffic is responsible for 57.07% of emissions. Of the total road NO_x, diesel cars are the greatest contributor accounting for 50.3% of emissions, followed by diesel light good vehicles (28.2%) and rigid HGVs (8.4%).

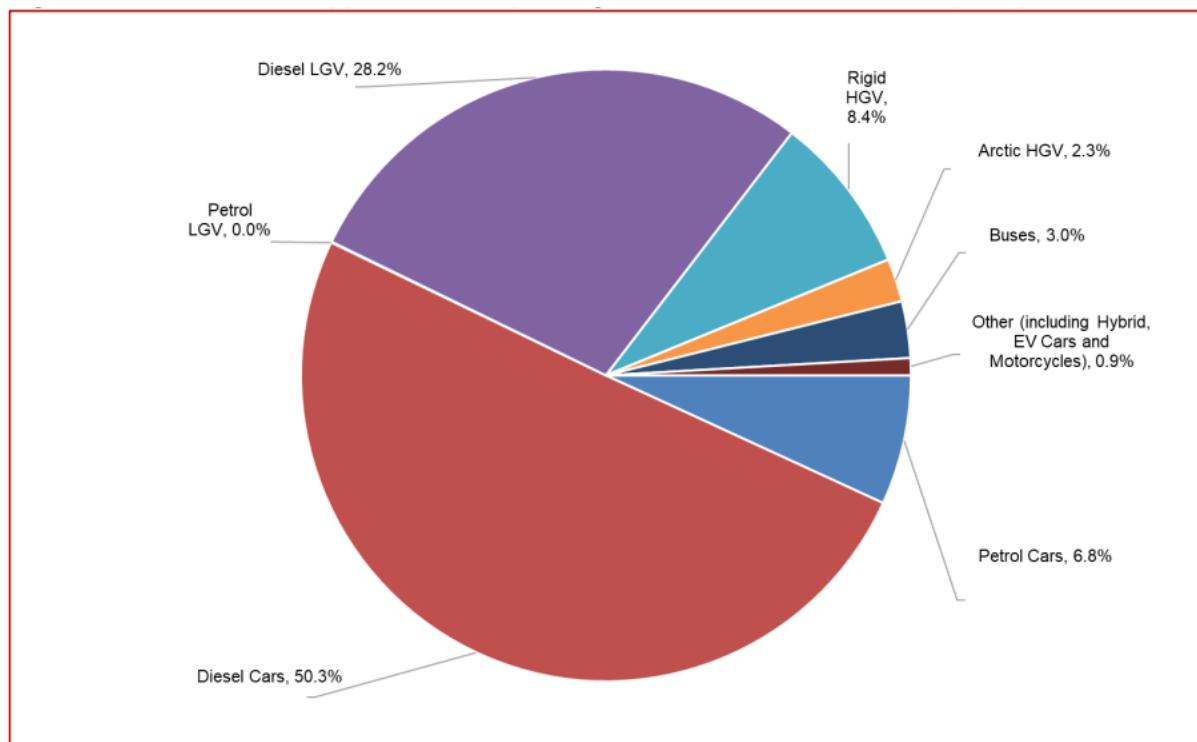


Figure 3.1– NO_x Source Apportionment (Average Across All Modelled Receptors)

When considering the modelled receptor location at which the maximum road NO_x concentration is observed (Receptor 41), road traffic is responsible for 82.2% of total NO_x emissions. Of the road traffic proportion, 53.7% is from diesel cars, 30.4% from diesel light good vehicles and 6.8% from petrol cars.

These percentages are similar to the average across all modelled receptors, albeit rigid HGVs are more prevalent in the wider context of all modelled receptors comparative to the maximum location (Receptor 41). This is likely due to the large sized AQMA, so the influence of emissions on the maximum receptor is broadly similar to those experienced across the whole of the AQMA albeit petrol cars may be more influential here due to the close proximity of the service station and local school.

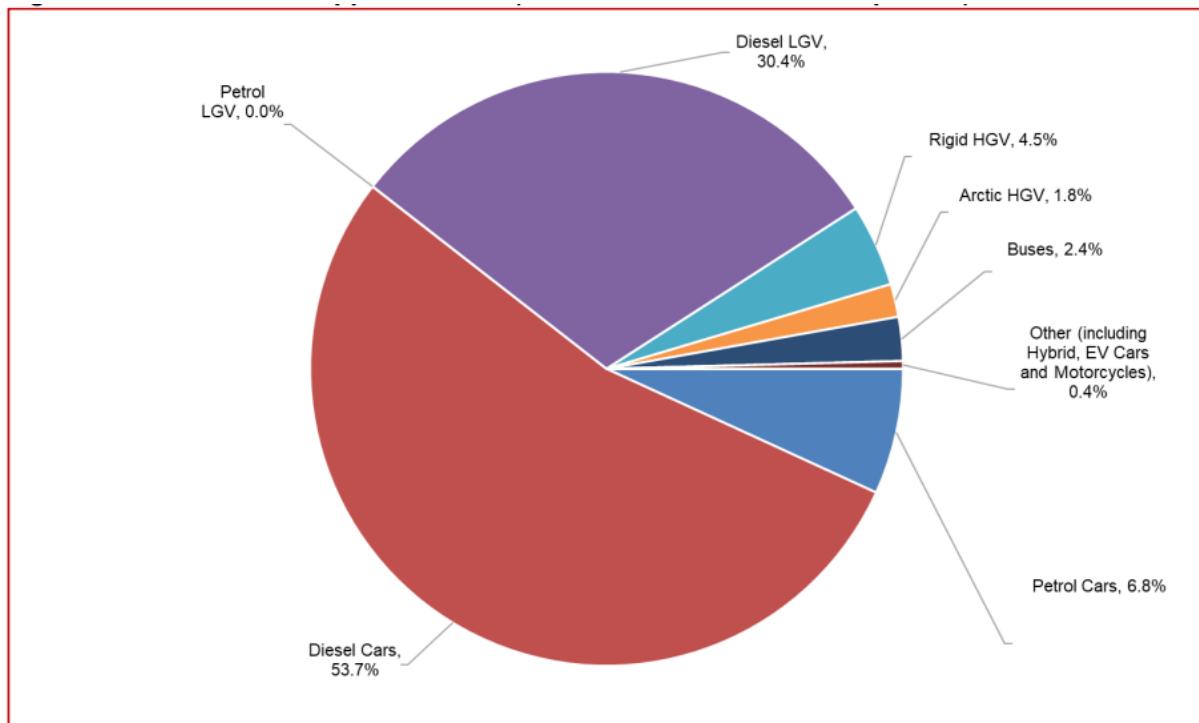


Figure 3.2 - NO_x Source Apportionment (At Maximum Modelled Receptor 41)

The full source apportionment report can be found in the appendix B to the AQAP and was conducted in accordance with LAQM.TG(22).

3.4 Required Reduction in Emissions

The following section outlines the required reduction in emissions for the AQMA to be compliant for the objective which it was declared for (NO₂ 1-Hour and Annual Mean). Due to the uncertainty with diffusion tube monitoring, an annual mean NO₂ concentration of 36 µg/m³ has instead been used to determine compliance, instead of the air quality standards objective of 40 µg/m³.

Table 3.2 – NO_x Reduction Required to Achieve Compliance in AQMA No.6 at Worse Case Location

Metric	Value (Concentrations as µg/m ³)
Current Road NO _x Concentration	61.7
Required Road NO _x Concentration (to achieve an NO ₂ concentration of 35.9 µg/m ³)	52.0
Required Road NO _x Reduction	9.7
Required NO _x Percentage Reduction	15.8 %

The data in Table 3.2 indicates that there needs to be a 15.8% reduction in NO_x emissions within the AQMA to ensure concentrations remain below 36 µg/m³ (to account for the uncertainty in diffusion tube monitoring). This equates to a reduction of 9.7 µg/m³, from the current maximum modelled road NO_x concentration of 61.7 µg/m³ to 52.0 µg/m³. This reduction will ensure an NO₂ concentration of in line with the AQO is achieved within the AQMA, and eventually result in the AQMA being able to be revoked.

3.5 It is anticipated that as the key measures are delivered within the AQAP the required reduction will be achieved within 2026/2027. Key Priorities

Our priorities are to sustain a downward trend in emissions reduction through partnership work. The delivery of the Grantham Southern relief road remains a major focus to divert traffic away from the town centre. Traffic management and infrastructure for walking and cycling are prioritised by the Grantham Transport Strategy published in 2022. The Clean Air Lincolnshire project will continue to raise awareness of issues of air quality and provide additional monitoring data within the AQMA. Vehicle fleet efficiency and electrification opportunities will continue to be implemented by South Kesteven District Council.

- Priority 1 - The delivery of the Grantham Southern relief road remains a major focus to divert traffic away from the town centre – Phase 3
- Priority 2 – Implementation of Traffic management and infrastructure for walking and cycling as prioritised by the Grantham Transport Strategy published in 2022.
- Priority 3 – Raise continual awareness in conjunction with the Clean Air Lincolnshire project.

4 Development and Implementation of South Kesteven District Council AQAP

4.1 Consultation and Stakeholder Engagement

In developing/updating this AQAP, we have worked with other local authorities, agencies, businesses, and the local community to improve local air quality. Schedule 11 of the Environment Act 1995 requires local authorities to consult the bodies listed in Table 4.1. We consulted on this AQAP in late 2024 with stakeholders and methodology for consultation is detailed below.

- Website
- Articles in local newspaper
- Questionnaire available via online survey platform
- Localised marketing campaign.

The response to our consultation stakeholder engagement will be published within the final AQAP.

Table 4.1 – Consultation Undertaken

Consultee	Consultation Undertaken
The Secretary of State	No
The Environment Agency	Yes - proposed
The highways authority	Yes - proposed
All neighbouring local authorities	Yes - proposed
Other public authorities as appropriate, such as Public Health officials	Yes - proposed
Bodies representing local business interests and other organisations as appropriate	Yes - proposed

4.2 Steering Group

As part of developing this Action Plan, a steering group was established to review the existing actions that are in progress to improve air quality within the South Kesteven District Council's Air Quality Management Area as well as any future actions. This steering group will also oversee the implementation and monitoring of the actions contained within this and future revisions of the Action Plan.

This steering group is chaired by the Head of Service – Public Protection and consist of the following internal service areas:

- Environmental Health – Environmental Protection Leads
- Sustainability & Climate Change Lead
- Waste Services
- Planning Policy Team
- Housing Maintenance Services

The internal steering group liaise directly with relevant external stakeholders which include:

- Lincolnshire County Council – Highways
- Lincolnshire County Council - Assisting Development Team
- Lincolnshire County Council – Public Health

It is anticipated that the steering group meeting twice annually to measure against the measures and track progression against the required reduction in emissions, in addition to measuring against the AQAP in the annual status reports.

It is the view of the steering group that the implementation of the measures contained within the action plan will result in the continuation of the National Air Quality Standards being met. It is anticipated that the implementation of the measures will see a further reduction in below the objective level than already achieved.

The AQAP will be reviewed in 2029 if the AQMA is not revoked prior to that date.

5 AQAP Measures

Appendix A: Response to Consultation

Table A.1 – Summary of Responses to Consultation and Stakeholder Engagement on the AQAP

Consultee	Category	Response
Director of Public Health at Lincolnshire County Council	Statutory	<p>Thank you for the opportunity to comment on this draft Air Quality Action Plan produced by South Kesteven District Council. The overall position is well explained in the plan, and I am pleased to endorse it. It is good to see that concentrations of Nitrogen Oxides (NO_x) are decreasing in the Air Quality Management Area declared in Grantham town centre. Whilst national objective levels are set, the view is that no level of air pollution is deemed to be safe for humans. South Kesteven District Council's ongoing commitment to reduce levels further in the centre of Grantham is, therefore, welcome.</p> <p>I am pleased to see the measures to improve air quality in Table 5.1, many of which have been developed in partnership with Lincolnshire County Council such as the Clean Air Lincolnshire website, which we will continue to develop to improve its usefulness. The focus on alternative, active travel (cycling and walking) is important,</p>

South Kesteven District Council

Consultee	Category	Response
		and my team will be working with South Kesteven District Council and sustainable travel officers to increase active travel rates and use of public transport, noting also the drive to improve the bus fleet and reduce emissions.
Environment Agency	statutory	No response received
Defra	statutory	Response received
Highways Authority	statutory	No response received
Neighbouring Authorities	statutory	No response received
Grantham Town Council	statutory	No response received
Bodies representing Local businesses and other organisations as appropriate	statutory	Response received
Residents	public	Response received – full report on responses received will be published along with the AQAP – link to follow

Appendix B: Source Apportionment – Detailed Modelling Assessment

shows the South Kesteven District Council AQAP measures. It contains:

- a list of the actions that form part of the plan.
- the responsible individual and departments/organisations who will deliver this action.
- estimated cost of implementing each action (overall cost and cost to the local authority)
- expected benefit in terms of pollutant emission and/or concentration reduction.
- the timescale for implementation
- how progress will be monitored

NB: Please see future ASRs for regular annual updates on implementation of these measures.

Table 5.1 – Air Quality Action Plan Measures

Measure No.	Measure	Category	Classification	Estimated Year Measure to be Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Target Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Potential Barriers to Implementation
M1	Grantham Southern Quadrant East West Relief Road	Traffic Management	Strategic highway improvements, Re-prioritising Road space away from cars, including Access management, Selective vehicle priority, bus priority, high vehicle occupancy lane	Ongoing project	2025	Lincolnshire County Council Highways & South Kesteven District Council	Lincs County Council Highways Infrastructure funding Highways England Growth and Housing Fund Developer contributions	No	Fully funded	>£10 million	Implementation	0.5 - 1 µg/m3	Reduced HGV through traffic in the town centre – reduced overall traffic flows through the town	Work commenced on site in late 2015. Phase 1 complete, Phase 2 completed December 2022, Phase 3 estimated completion 2025.	In progress/ potential delay to estimated completion date.
M2	Improve traffic management at key junctions.	Traffic Management	Strategic highway improvements, Re-prioritising Road space away from cars, including Access management, Selective vehicle priority, bus priority, high vehicle occupancy lane.	Ongoing project	2024+ 3-5 years	Lincolnshire County Council Highways	Lincs County Council Highways Infrastructure funding	No	As funding opportunities arise	£50k-£100k	Planning	1 - 2 µg/m3	Reduced congestion and increased average speeds through the AQMA.	The Grantham Transport Strategy 2023 sets out several improvements planned for improving traffic management in and around Grantham.	Lack of funding/change in priorities
M3	Improvements in Bus fleet emissions	Promoting Low Emission Transport	Other	Ongoing project	2024+ 3-5 years	Lincolnshire County Council Highways & South Kesteven DC	Lincolnshire County Council Transport Services	No	As funding opportunities arise	£50k-£100k	Planning	1 - 2 µg/m3	Improved bus fleet composition. Bus use more attractive to potential users – increased passenger numbers.	The Lincolnshire Bus Service Improvement Plan 2023 has been approved. Working in partnership with operators and stakeholders this will enhance bus services and further improve the bus offer to residents and visitors over the next 5 - 10 years.	Lack of funding/change in priorities
M4	Clean Air Lincolnshire air quality monitoring and	Public Information	Via the internet	2023	2024+ 1-2 years	Lincolnshire County Council and South Kesteven DC	DEFRA	Yes	Fully funded	£50k-£100k	Implementation	0.2 - 0.5 µg/m3	Engagement sessions completed with school in AQMA.	Air monitors installed and engagement session underway	Clean Air Lincolnshire is a county wide project

South Kesteven District Council

Measure No.	Measure	Category	Classification	Estimated Year Measure to be Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Target Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Potential Barriers to Implementation
	communication														
M5	Encouraging modal shift	Promoting Travel Alternatives	Intensive active travel campaign & infrastructure	Ongoing	2024+ 3-5 years	Lincolnshire County Council and South Kesteven DC	Lincolnshire County Council South Kesteven District Council	No	Partially funded	<£10k	Implementation	0.2 - 0.5µg/m3	Reduced vehicle usage and increased use of public transport.	The Grantham Cycling & Walking Network Plan has been developed as part of the new Grantham Transport Strategy 2022. This document will inform all future schemes.	Lack of funding
M6	Provision of Cycling infrastructure	Promoting Travel Alternatives	Promotion of cycling	Ongoing	2024+ 3-5 years	Lincolnshire County Council Highways	Lincs County Council Highways Infrastructure funding Active Travel England funding	No	Not funded	£100k-500k	Planning	0.2 - 0.5µg/m3	Increased number of cycle lanes makes cycling a more attractive alternative method of transport.	The Grantham Cycling & Walking Network Plan has been developed as part of the new Grantham Transport Strategy 2022. This document will inform all future schemes.	Lack of funding/change in priorities/developments
M7	Rolling programme of replacing older more polluting vehicles with newer cleaner vehicles	Vehicle fleet efficiency	Company Vehicle Procurement - Prioritising uptake of low emission vehicles	Ongoing	2024+ 3-5 years	South Kesteven District Council	South Kesteven District Council	No	Partially funded	£100k-500k	Implementation	0.2 - 0.5µg/m3	Continue to improve average euro class of the whole council owned fleet and introduce additional EVs.	Fleet review completed 2021. New depot site targeted end of 2025 Review further EV implementation 2026 onward	Relocation of fleet to new facilities.
M8	Implement improved travel planning amongst the council's employees.	Public information	Via the internet	Ongoing	2024+ 3-5 years	South Kesteven District Council	South Kesteven District Council	No	Partially funded	<£10k	Implementation	0.2 - 0.5µg/m3	Reduce number of council staff driving to work	Staff travel survey completed 2020 showing decrease in single occupancy car travel. Hybrid working policy in place from 2021 to minimise need to travel. Cycle to work scheme in place- approx. 6 users each year	Lack of take up

Appendix A: Response to Consultation

Table A.1 – Summary of Responses to Consultation and Stakeholder Engagement on the AQAP

Consultee	Category	Response
Director of Public Health at Lincolnshire County Council	Statutory	<p>Thank you for the opportunity to comment on this draft Air Quality Action Plan produced by South Kesteven District Council. The overall position is well explained in the plan, and I am pleased to endorse it. It is good to see that concentrations of Nitrogen Oxides (NO_x) are decreasing in the Air Quality Management Area declared in Grantham town centre. Whilst national objective levels are set, the view is that no level of air pollution is deemed to be safe for humans. South Kesteven District Council's ongoing commitment to reduce levels further in the centre of Grantham is, therefore, welcome.</p> <p>I am pleased to see the measures to improve air quality in Table 5.1, many of which have been developed in partnership with Lincolnshire County Council such as the Clean Air Lincolnshire website, which we will continue to develop to improve its usefulness. The focus on alternative, active travel (cycling and walking) is important, and my team will be working with South</p>

South Kesteven District Council

Consultee	Category	Response
		Kesteven District Council and sustainable travel officers to increase active travel rates and use of public transport, noting also the drive to improve the bus fleet and reduce emissions.
Environment Agency	statutory	No response received
Defra	statutory	Response received
Highways Authority	statutory	No response received
Neighbouring Authorities	statutory	No response received
Grantham Town Council	statutory	No response received
Bodies representing Local businesses and other organisations as appropriate	statutory	Response received
Residents	public	Response received – full report on responses received will be published along with the AQAP – link to follow

Appendix B: Source Apportionment – Detailed Modelling Assessment



South Kesteven AQAP

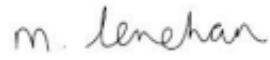
(AQMA No.6)

Detailed Modelling Assessment

May 2024



Document Control Sheet

Identification						
Client		South Kesteven District Council				
Document Title		AQAP (AQMA No.6) – Technical Report				
Bureau Veritas Ref No.		AIR21369978				
Contact Details						
Company Name	Bureau Veritas UK Limited	South Kesteven District Council				
Contact Name	Daniel Clampin	Tom Amblin-Lightowler				
Position	Senior Air Quality Consultant	Environmental Health Manager				
Address	Atlantic House Atlas Business Park, Wythenshawe, Manchester M22 5PR		South Kesteven District Council Council Offices The Picture House St Catherine's Road Grantham Lincolnshire NG31 6TT			
Telephone	07958959666	07919 287690				
Email	daniel.clampin@bureauveritas.com	Tom.Amblin-Lightowler@southkesteven.gov.uk				
Configuration						
Version	Date	Author	Reason for Issue/Summary of Changes	Status		
1.0	28/05/2024	M Lenehan	First Draft	Draft		
Prepared By		Name	Job Title	Signature		
		Meg Lenehan	Air Quality Consultant			
Approved By		Daniel Clampin	Principal Air Quality Consultant			

Commercial In Confidence

© Bureau Veritas UK Limited

The copyright in this work is vested in Bureau Veritas UK Limited, and the information contained herein is confidential. This work, either in whole or in part, may not be reproduced or disclosed to others or used for any purpose, other than for internal client evaluation, without Bureau Veritas' prior written approval.

Bureau Veritas UK Limited, Registered in England & Wales, Company Number: 01758622
Registered Office: Suite 206 Fort Dunlop, Fort Parkway, Birmingham B24 9FD

Disclaimer

This Report was completed by Bureau Veritas on the basis of a defined programme of work and terms and conditions agreed with the Client. Bureau Veritas confirms that in preparing this Report it has exercised all reasonable skill and care taking into account the project objectives, the agreed scope of works, prevailing site conditions and the degree of manpower and resources allocated to the project.

Bureau Veritas accepts no responsibility to any parties whatsoever, following the issue of the Report, for any matters arising outside the agreed scope of the works.

This Report is issued in confidence to the Client and Bureau Veritas has no responsibility to any third parties to whom this Report may be circulated, in part or in full, and any such parties rely on the contents of the report solely at their own risk.

Unless specifically assigned or transferred within the terms of the agreement, the consultant asserts and retains all Copyright, and other Intellectual Property Rights, in and over the Report and its contents.

Any questions or matters arising from this Report should be addressed in the first instance to the Project Manager

Bureau Veritas UK Limited
5th Floor, 66 Prescott Street,
London
E1 8HG

Telephone: +44 (0) 161 446 4600
Registered in England 1758622
www.bureauveritas.co.uk

Registered Office
Suite 206 Fort Dunlop
Fort Parkway
Birmingham B24 9FD



Table of Contents

Executive Summary	i
1 Introduction.....	1
1.1 Scope of Report.....	3
2 Assessment Methodology.....	5
2.1 Traffic Inputs.....	5
2.2 General Model Inputs	6
2.3 Modelled Road Sources.....	7
2.4 Modelled Sensitive Receptors.....	7
2.5 Model Outputs	8
2.6 Source Apportionment.....	9
3 Modelling Results	10
3.1 Modelled Receptor Concentrations, Annual Mean NO ₂	10
3.2 Required Reductions in Emissions.....	13
3.3 Modelled NO ₂ Concentration – Contour Plot.....	13
3.4 Source Apportionment.....	14
4 Conclusions and Recommendations	21
Appendix A – Traffic Data.....	22
Appendix B – Model Verification	27



List of Figures

Figure 1.1 – AQMA No.6	1
Figure 1.2 – Annual Mean NO ₂ Results Around AQMA No.6	3
Figure 2.1 - Wind Rose for Cranwell 2022 Meteorological Data	6
Figure 2.2 – Modelled Road Sources & Sensitive Receptors	8
Figure 3.1 - AQMA No.6 Modelled Receptor NO ₂ Concentrations	12
Figure 3.2- Contour Plot of Modelled NO ₂ Concentrations	14
Figure 3.3- Average NO _x Background Split Across All Modelled Receptors	15
Figure 3.4 – Background NO _x Breakdown (At Maximum Modelled Receptor 41)	15
Figure 3.5- NO _x Source Apportionment (Average Across All Modelled Receptors)	19
Figure 3.6 – NO _x Source Apportionment (At Maximum Modelled Receptor 41)	19
Figure B.1 – Unverified Modelled Road NO _x Contribution	31
Figure B.2 – Verified Modelled Road NO _x Contribution	33
Figure B.3 – Verified Modelled Total NO ₂	33

List of Tables

Table 1.1 – Passive NO ₂ Monitoring Within and Around AQMA No.6	2
Table 1.2 – NO _x Reduction Required to Achieve Compliance in AQMA No.6 at Worse Case Location	13
Table 2.1 – Modelled Receptor Locations	7
Table 3.1 – Modelled Receptor Concentrations, Annual Mean NO ₂	10
Table 3.2 – Total NO _x Source Apportionment Average Across All Receptors	14
Table 3.3 – NO _x Source Apportionment Results	17
Table 3.4 – NO ₂ Source Apportionment Results	18
Table A.1 – Annual Average Daily Traffic (AADT) Data – ATC Site 1	23
Table B.1 – Unverified Modelled and Monitored NO ₂ Concentrations	28
Table B.2 – Data Required for Adjustment Factor Calculation	29
Table B.3 – Final Verification Calculation	31



Executive Summary

South Kesteven District Council has commissioned Bureau Veritas to complete a detailed assessment of the Council's existing Air Quality Management Area (AQMA) to help in the development of a new Air Quality Action Plan (AQAP). The Council currently has one AQMA designation which was declared in 2013 for exceedance of the 1-Hour and annual mean Air Quality Objective (AQO) for Nitrogen Dioxide (NO_2). This detailed assessment focuses on this AQMA, named 'AQMA No.6' which is described as an area encompassing Manthorpe Road, Wharf Road, High Street and London Road.

The aim of this technical report is to identify the extent, if at all, to which the annual mean objective for NO_2 is exceeded within the AQMA, and to determine the exposure at sensitive receptors. The technical report identifies the contribution from different vehicle classes so that the measures adopted can be targeted towards the main pollutant sources.

A dispersion modelling assessment has been completed and NO_2 concentrations have been predicted across all relevant areas at both specific receptor locations, and across a gridded area, to allow for the production of concentration isopleths. This has been used to supplement local monitoring data to provide a clear picture of the NO_x and NO_2 pollutant conditions within 'AQMA No.6'.

Following the completion of the analysis of both monitoring data and modelled concentrations across the assessed area, the following conclusions have been made for AQMA No.6:

- Detailed modelling has predicted that the maximum NO_2 annual mean concentration within AQMA No.6 is $40.2 \text{ } \mu\text{g}/\text{m}^3$ at Receptor 41, located on Manthorpe Road opposite Grantham Service Station. This concentration is higher than the annual AQO of $40 \text{ } \mu\text{g}/\text{m}^3$.
- Additionally, Receptor 11 reported a concentration of $39.1 \text{ } \mu\text{g}/\text{m}^3$ located at the junction of North Street, Barrowby Road, Broad Street, and North Parade, and Receptor 12, located outside 34 Manthorpe Road, reported a concentration of $36.9 \text{ } \mu\text{g}/\text{m}^3$. Both locations are within the AQMA and are within 10% of the AQO.
- No exceedances of the NO_2 annual mean AQO of $40 \text{ } \mu\text{g}/\text{m}^3$ were predicted outside of the current AQMA boundary.
- Overall, diesel cars accounted for the majority of NO_x emissions in the AQMA, followed by diesel LGVs and rigid HGVs. The AQAP should prioritise measures to reduce emissions from these sources.
- The background concentrations within the AQMA are largely made up of rural and domestic sources.
- Based upon the analysis of results, it is recommended that the AQMA remains in place with the current boundary and monitoring to continue in this area. The Local Authority may wish to expand the diffusion tube network along Manthorpe Road, High Street, Market Place, St Peter's Hill and St Catherine's Road junction, adjacent to the residential properties as well as outside The King's School Grantham, due to elevated modelled concentrations in these areas.

The next steps upon completion of this technical note by Bureau Veritas are for South Kesteven District Council to develop, through consideration of merit, a defined set of achievable measures to be brought forward into the finalised AQAP for AQMA No.6.



1 Introduction

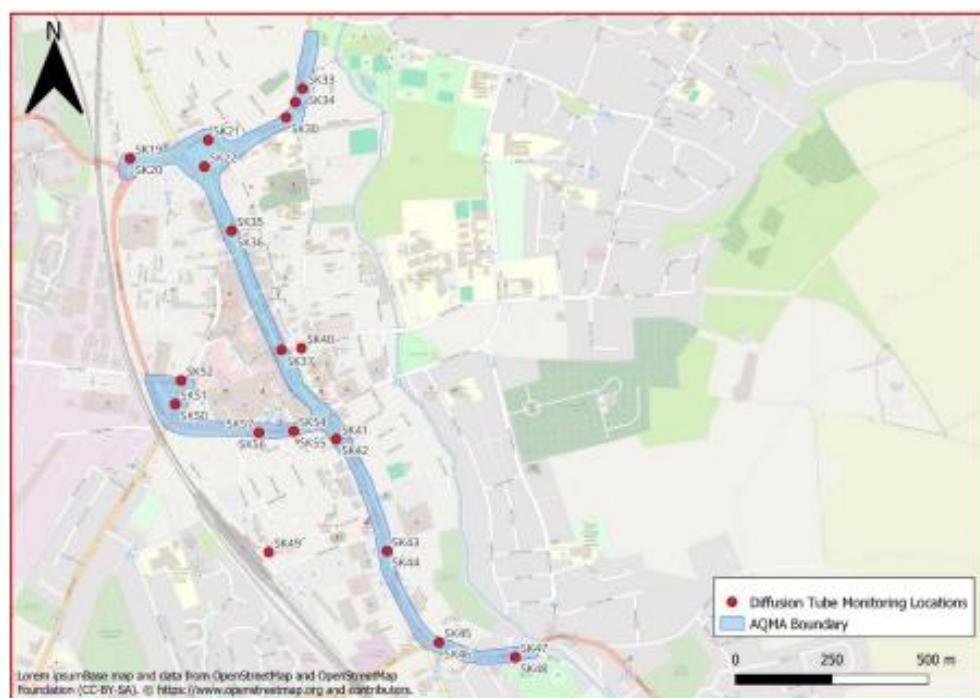
South Kesteven District Council ("the Council") has commissioned Bureau Veritas to complete a review of the Council's existing Air Quality Management Area (AQMA) to help in the development of a new AQAP. The AQMA for which this detailed modelling study is related to is AQMA No.6, described as an area encompassing Manthorpe Road, Wharf Road, High Street and London Road. This AQMA was declared in August 2013 and Local Air Quality Management Policy Guidance (22)¹ recommends that as a minimum, Local Authorities should revise their AQAP every 5 years.

To supplement the works that have been ongoing since the AQMA was declared, a detailed modelling assessment has been undertaken to provide further information in support of preparation of the latest iteration of the AQAP.

The geographical extent of the AQMA included in the assessment is shown in Figure 1.1. Details of AQMA No.6 are as follows:

- **Extent:** An area encompassing Manthorpe Road, Wharf Road, High Street and London Road.
- **Declared:** August 2013.
- **Pollutant:** NO₂ 1-Hour and Annual Mean.

Figure 1.1 – AQMA No.6



¹ Local Air Quality Management Policy Guidance LAQM PG(22) – August 2022. Published by Defra in partnership with the Scottish Government, Welsh Assembly Government and Department of the Environment Northern Ireland.



Table 1.1 presents the monitoring data collected by South Kesteven District Council, at diffusion tube sites within and around AQMA No.6.

Table 1.1 – Passive NO₂ Monitoring Within and Around AQMA No.6

Site ID	Grid Reference		Annual Mean NO ₂ Concentration (µg/m ³)				
	X	Y	2018	2019	2020	2021	2022
<i>Included for Model Verification</i>							
SK56a;SK57b	491384	335506	37.2	33.1	26.1	29.8	34.4
SK54a;SK55b	491508	335512	43.3	39.6	29.1	35.2	29.1
SK52a;SK53b	491200	335636	35.0	31.9	31.9	28.9	27.4
SK50a;SK51b	491184	335575	36.1	32.1	24.2	27.0	15.1
SK49	491427	335193	20.3	19.7	14.7	15.3	25.5
SK47a;SK48b	492066	334926	33.2	30.2	25.2	24.9	31.2
SK45a;SK46b	491869	334960	37.5	34.5	26.4	29.7	26.3
SK43a;SK44b	491734	335196	31.6	27.9	21.2	26.0	25.2
SK41a;SK42b	491604	335486	33.7	30.8	22.5	27.7	18.7
SK40	491512	335719	25.8	21.9	18.7	19.8	28.5
SK37a;SK28b;SK39c	491460	335715	34.0	30.6	22.1	27.5	24.4
SK35a;SK36b	491330	336022	36.0	31.8	25.3	26.8	27.4
SK33a;SK34b	491512	336389	45.9	40.7	31.3	36.6	37.8
SK30a;SK31b;SK32c	491470	336318	31.9	28.5	22.0	24.6	24.5
SK27a;SK28b;SK29c	491496	336353	45.3	39.1	27.3	35.1	34.3
SK22	491260	336188	30.0	27.1	20.3	23.2	24.5
SK21	491270	336256	27.5	25.0	18.8	22.4	20.6
SK19a;SK20b	491067	336209	30.4	27.9	18.2	25.8	25.5

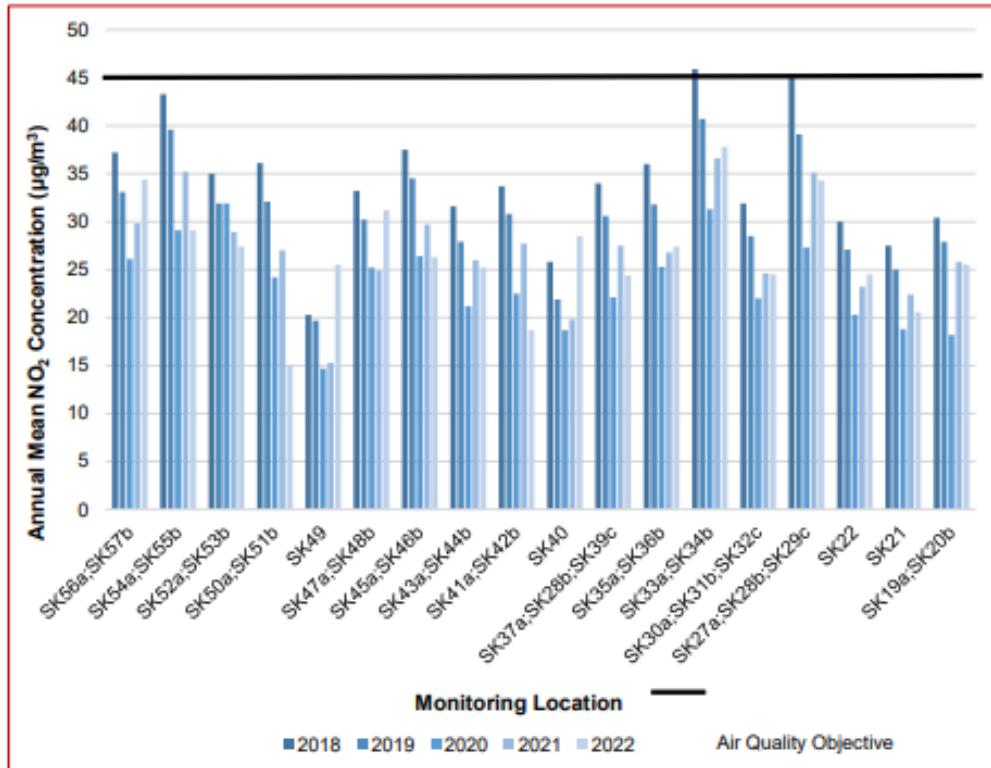
Note: 1) Exceedances of the NO₂ annual mean objective of 40 µg/m³ are shown in **bold**; 2) Annual values within 10% of the AQQ are shown in *italics*.

The data shows that the NO₂ annual mean objective of 40 µg/m³ has not been exceeded at any diffusion tube site within the AQMA since 2020, albeit COVID-19 may have influenced the concentrations. However, there is one site within 10% of the annual mean objective, SK33a;SK34b in 2022 where a concentration of 37.8 µg/m³ was measured. This site is located on Manthorpe Road, north of Grantham Service Station and The King's School and within 250m of the junction with Brook Street and Brownlow Street leading into the High Street City Centre. The site is also located on one of the A-Roads out of Grantham Centre. As such, the higher concentration is likely a result of the stopping and starting/idling of vehicles as traffic builds up on approach to the services, school and junction, as well as through traffic.

The annual mean NO₂ concentrations from the sites in and around AQMA No.6 are shown in Figure 1.2. The figure shows that the annual mean objective of 40 µg/m³ has not been exceeded at any location within the AQMA since 2019 (40.7 µg/m³ at site SK33a;SK34b), but is within 10% in 2021 and 2022. This shows the effectiveness of measures South Kesteven have been implementing to date as well as the effect of changes in concentrations as a result of the Covid-19 pandemic.



Figure 1.2 – Annual Mean NO₂ Results Around AQMA No.6



1.1 Scope of Report

This technical report seeks, with reasonable certainty, to predict the magnitude and geographical extent of any exceedances of the Air Quality Strategy (AQS) objectives, providing the Council with updated modelling data that can be used for the development and/or updates to specific measures that are to be included within the AQAP for AQMA No.6. The areas considered as part of this study are illustrated in the figures presented throughout. The following are the main objectives of this technical report:

- To assess the air quality at selected locations (receptors) at areas of relevant exposure, representative of worst-case exposure within, and close to the existing AQMA boundary, based on modelling of emissions from road traffic on the local road network.
- To determine the geographical extent of any potential exceedances of the 1-Hour and annual mean AQS objective for NO₂.
- To determine the relative contributions of separate vehicular and non-vehicular source types to the overall pollutant concentrations through the completion of a source apportionment study.
- To put forward recommendations as to the extent of any changes to the current AQMA boundary and any changes to the declaration of the specific AQMA.

South Kesteven District Council

South Kesteven District Council (AQMA No.6)
Detailed Modelling Study



The approach adopted in this assessment to determine the impact of road traffic emissions on air quality utilised the atmospheric dispersion model ADMS-Roads version 5.0.1, focusing on emissions of oxides of nitrogen (NO_x), which comprise nitric oxide (NO) and NO₂.

The guiding principles for air quality assessments as set out in the latest guidance and tools provided by Defra for air quality assessment (LAQM Technical Guidance (22)²) have been used.

² Local Air Quality Management Technical Guidance LAQM TG(22) – August 2022. Published by Defra in partnership with the Scottish Government, Welsh Assembly Government and Department of the Environment Northern Ireland.



2 Assessment Methodology

To predict the pollutant concentrations emitted from road traffic sources, atmospheric modelling was carried out using ADMS Roads version 5.0.1, developed by Cambridge Environmental Research Consultants (CERC). The approach used was based upon the following:

- Prediction of NO₂ concentrations to which existing receptors may be exposed and comparison with the relevant AQS objectives;
- Quantification of relative NO₂ contribution attributable to separate vehicular and non-vehicular sources in relation to overall NO_x and NO₂ pollutant concentration; and
- Determination of the geographical extent of any potential exceedances in regard to the existing AQMA boundary.

Concentrations of NO₂ have been predicted for a base year of 2022, with model inputs relevant to the assessment based upon the same year. The use of 2022 data was based on professional judgement that the impacts on road traffic that occurred as a result of the COVID-19 pandemic are no longer as significant as that observed throughout 2020 and 2021. 2023 data was not available at the time of preparation of this assessment.

2.1 Traffic Inputs

Traffic flows for the road links included within the model have been sourced from Department for Transport (DfT) road traffic manual count points on: Spittlegate, Bridge End Road, Market Place, Westgate, Barrowby Road, Harlaxton Road, London Road, Saint Catherine Road, Avenue Road, and Sankt Augustine Way. The data has been obtained in AADT (Annual Average Daily Traffic) format for the relevant road links in terms of a number of vehicle types; cars, LGVs (light good vehicles), HGVs (heavy good vehicles), buses and coaches, and other vehicle types, inclusive of hybrid vehicles, motorcycles and electric vehicles (EVs).

Additional traffic data was also obtained from Intelligent Data Collection Ltd in a survey which was undertaken in February-March 2024. Roads surveyed were Broad Street, North Street, Brook Street, Manthorpe Road, High Street, Watergate, Chambers Street, Albion Street, Swinegate and St Peter's Hill. This is owing to the fact that these road links which form the northern sector of AQMA 6 were not covered by DfT, which instead focussed on the major road links in Grantham and which form 'AQMA 6'. Automatic Number Plate Recognition (ANPR) data was captured for Broad Street, North Street, Brook Street, Manthorpe Road, Watergate, Chambers Street, Albion Street, Swinegate and St Peter's Hill which allowed for a detailed breakdown of vehicles and modelling of different engine types (e.g. Euro Classes). Automatic Traffic Count (ATC) data was captured for High Street, which allowed for breakdown of vehicles and observed mean speed to be captured for this link.

Full details of the traffic data used in the dispersion model are shown in Appendix A.

Traffic speeds were modelled at the relevant speed limits for each road apart from High Street, for which observed ATC data was available. In accordance with LAQM TG(22)², where appropriate, traffic speeds have been reduced to simulate queues at junctions, traffic lights and other locations where queues or slower traffic are known to occur.

The Emissions Factors Toolkit (EFT) version 12.0.1³ has been used to determine vehicle emissions factors for input into the ADMS-Roads model. The emissions factors are based upon the traffic data

³ Defra, Emissions Factors Toolkit – version 12.0.1 (2023), available at: <https://laqm.defra.gov.uk/air-quality/air-quality-assessment/emissions-factors-toolkit/>.

inputs used within the assessment, with the total vehicle flows and proportion of vehicle types being provided by both Intelligent Data Collection Ltd and the Department for Transport.

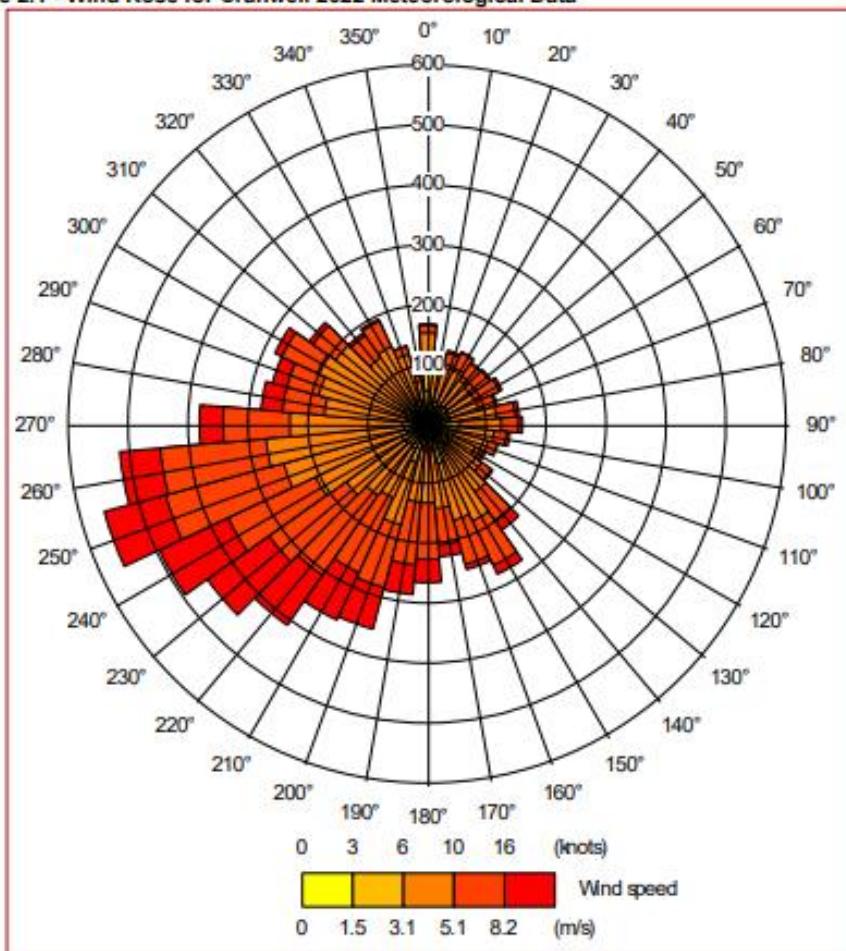
2.2 General Model Inputs

A site surface roughness value of 1m was entered into the ADMS-roads model, consistent with the nature of the modelled domain 'Cities, woodlands'. In accordance with CERC's ADMS Roads user guide⁴, a minimum Monin-Obukhov Length of 30 m was used for the ADMS Roads model to reflect the urban topography of the model domain, 'Cities and large towns'.

One year of hourly sequential meteorological data from a representative synoptic station is required by the dispersion model. For the completion of the modelling, 2022 meteorological data from the Cranwell weather station has been used within this assessment. This particular site has been chosen due to it being the nearest site with a complete data set for 2022 and is considered representative of the area.

A wind rose for this site for the year 2022 is presented in Figure 2.1. From the wind rose it is evident that the prevailing wind direction within South Kesteven District, Grantham and surrounding areas is from the west-south-west, with an average wind speed of 5.1 m/s.

Figure 2.1 - Wind Rose for Cranwell 2022 Meteorological Data



⁴ CERC (2020), ADMS-Roads User Guide Version 5.



2.3 Modelled Road Sources

A total of 52 road sources were included throughout the model domain, with the majority of the road sources being main roads or approaches to junctions (slow-downs). No point sources have been included within the model under the assumption that road traffic is the primary source of NO₂ emissions. The road links included in the model are presented in Figure 2.2, and include the main roads that pass through AQMA No.6.

2.4 Modelled Sensitive Receptors

A total of 46 discrete receptors were included within the assessment to represent locations of relevant exposure. The locations were identified through completion of a desktop study, and included places such as residential properties, care homes, hospitals, and schools. Receptors were modelled at heights of 1.5 m – 7 m, to represent the typical breathing zone (1.5m) and breathing zones at height where residential properties may be above commercial properties. For example, R37-R40 are two storey flats above shops, therefore R37 and R39 have been modelled at 4m and R38 and R40 modelled at 7m.

A description of the receptors included in the model is provided in Table 2.1, with their locations shown in Figure 2.2.

Table 2.1 – Modelled Receptor Locations

Receptor ID	Receptor Description	Receptor ID	Receptor Description
R1	The Kings School Grantham	R24	31 Avenue Road
R2	Saint Mary The Immaculate Church	R25	86 Westgate
R3	Birchwood Retirement Home	R26	80 Westgate
R4	National C of E Junior School Grantham	R27	35B Westgate
R5	LIDL Watergate	R28	7 Westgate
R6	49 Watergate	R29	8 Barrowby Road
R7	6-8 Watergate	R30	41 Brook Street
R8	23 Watergate	R31	Grantham and District Hospital
R9	Subway High Street	R32	11 Bridge End Road
R10	Grantham Baptist Church	R33	7 Houghton Road
R11	Premier Court Residential Estate	R34	52 Bridge End Road
R12	34 Manthorpe Road	R35	St Johns Medical Centre
R13	65 Manthorpe Road	R36	69-71 London Road
R14	St Barnabas Hospice and Wellbeing Centre	R37	38-39 High Street
R15	100 Barrowby Road	R38	38-39 High Street
R16	153 Barrowby Road	R39	37 High Street
R17	Barchester Newton House Care Home	R40	37 High Street
R18	27 Greyfriars	R41	21 Manthorpe Road
R19	7 Dysart Road	R42	9 Wharf Road
R20	32A Westgate	R43	18A Wharf Road
R21	57-58 Westgate	R44	36 Harlaxton Road
R22	11 St Catherines Road	R45	44 Harlaxton Road
R23	Jubilee Church Life Centre	R46	12a Launder Terrace

Figure 2.2 – Modelled Road Sources & Sensitive Receptors



2.5 Model Outputs

Background pollutant values for 2022, derived from Defra Background Maps⁵, have been used in conjunction with the concentrations predicted by the ADMS-Roads model to calculate predicted total annual mean concentrations of NO_x.

For the prediction of annual mean NO₂ concentration for the modelled scenarios, the output of the ADMS-Roads model for road NO_x contributions have been concentrated to total NO₂ following the methodology in LAQM.TG(22), using the NO_x to NO₂ conversion tool developed on behalf of Defra. This assessment has utilised the most up-to-date version of the NO_x to NO₂ conversion tool, v8.1⁶.

Verification of the model has been carried out using the local authority NO₂ passive monitoring locations within AQMA No.6, in accordance with the methodology detailed within LAQM TG(22)². It was not necessary to exclude any passive diffusion tube monitoring sites within the AQMA for model verification as all tubes identified were positioned an appropriate distance from the kerb (less than 20 m), and without influence from vegetation (e.g. sheltered by overgrown trees/ bushes).

Overall, of the 18 monitoring sites that were included in the ADMS model, the locations and heights of the diffusion tubes have been checked and where necessary adjusted and validated via a desktop study.

⁵ <https://uk-air.defra.gov.uk/data/laqm-background-maps?year=2018>

⁶ Defra, NO_x to NO₂ Calculator. (2020). Available at: <https://laqm.defra.gov.uk/air-quality/air-quality-assessment/nox-to-no2-calculator/>



2.6 Source Apportionment

To help inform the development of measures as part of the action plan stage of the project, a source apportionment exercise was undertaken for the following vehicle classes.

- Petrol and Diesel Cars;
- Petrol and Diesel LGV's;
- Rigid HGV;
- Artic HGV;
- Buses and Coaches; and
- Other (including Motorcycle, Hybrid and EV cars).

This provides vehicle contributions of NO_x as a proportion of the total NO_x concentration, which will allow the Council to develop specific AQAP measures targeting a reduction in emissions from specific vehicle types. The survey undertaken by Intelligent Data Collection Ltd, provided locally defined fleet information, as such local averages in terms of Euro Class proportions of different vehicles have been used to acquire representative local emission rates.

It should be noted that emission sources of NO₂ are dominated by a combination of direct NO₂ (f-NO₂) and oxides of nitrogen (NO_x), the latter of which is chemically unstable and rapidly oxidised upon release to form NO₂. Reducing levels of NO_x emissions therefore reduces concentrations of NO₂. Consequently, the source apportionment study has firstly considered the emissions of NO_x, which are assumed to be representative of the main sources of NO₂, and secondly emissions of NO₂.

With regards to the discrete receptor locations, consideration has been given to the following groups of receptors located within, and surrounding the boundary, of the AQMA. The source apportionment study has evaluated the following receptor combinations:

- The average NO_x and NO₂ contributions across all modelled locations (i.e., all locations covered by the model, both within and outside of the AQMA boundary). This provides useful information when considering possible action measures to test and adopt. It will however underestimate road NO_x concentrations in problem areas as results are averaged out across areas with higher and lower concentrations.
- The NO_x and NO₂ contributions at the receptor with the maximum road NO_x and NO₂ contribution. This provides a comparison to the previous two groups, with the identification of the most prominent vehicle source at receptor with the highest predicted NO₂ concentration.



3 Modelling Results

The following section provides a detailed assessment of AQMA No.6, comparing monitoring completed over a 5-year period (2018-2022) with the modelled concentrations of annual mean NO₂. Details of each monitoring location and the monitoring results have been taken from the 2023 Annual Status Report⁷. Analysis of receptor locations has been completed both within and outside of the existing AQMA designation to determine the level of exceedance within the AQMA and also if there are any areas outside of the current boundary where the annual mean concentration of NO₂ is predicted to exceed the annual mean objective.

In line with the standardised LAQM reporting, the tabulated results present any exceedance of the annual mean AQS objective of 40 µg/m³ in bold, and any predicted concentrations in exceedance of 60 µg/m³ underlined and in bold. Additionally, annual mean concentrations that are predicted to be within 10% of the objective are presented in italics to ensure that any uncertainty in relation to the predicted modelling concentrations is taken into consideration for any recommendations made in terms of AQMA designation, amendment or revocation.

In addition, the NO_x source apportionment results which have been split across the vehicle classifications detailed in Section 2.6 are presented in both tabular and pie chart formats. This allows the main vehicular sources to be identified within AQMA No.6, therefore aiding the development of measures that are of specific relevance to the AQMA.

3.1 Modelled Receptor Concentrations, Annual Mean NO₂

Table 3.1 provides the modelled annual mean NO₂ concentrations predicted at existing receptor locations in 2022. Of the 46 receptors included in the assessment, 29 are located within the AQMA boundary, whilst the remaining 17 are situated on the modelled roads that lead into the AQMA.

Table 3.1 – Modelled Receptor Concentrations, Annual Mean NO₂

Receptor ID	OS Grid X	OS Grid Y	Height (m)	In AQMA?	AQS objective (µg/m ³)	2022 Modelled Annual Mean NO ₂ (µg/m ³)	% of AQS objective
R1	491850	335601	1.5	N	40	13.2	33.1
R2	491163	336232	1.5	Y	40	20.8	52.0
R3	491851	335608	1.5	N	40	13.3	33.3
R4	491522	336066	1.5	N	40	12.1	30.4
R5	491279	336099	1.5	Y	40	17.9	44.6
R6	491333	336034	4	Y	40	18.7	46.6
R7	491337	336021	4	Y	40	19.4	48.5
R8	491320	336009	4	Y	40	17.7	44.3
R9	491360	335903	1.5	Y	40	21.7	54.2
R10	491460	335510	1.5	Y	40	35.7	89.1
R11	491209	336213	1.5	Y	40	39.1	97.8
R12	491512	336389	1.5	Y	40	36.9	92.3
R13	491514	336472	1.5	Y	40	20.8	52.0

⁷ South Kesteven District Council 2023 Air Quality Annual Status Report (2023). Available at: https://www.southkesteven.gov.uk/sites/default/files/2023-07/South_Kesteven_District_Council_ASR_2023_v3.pdf



Receptor ID	OS Grid X	OS Grid Y	Height (m)	In AQMA?	AQS objective ($\mu\text{g}/\text{m}^3$)	2022 Modelled Annual Mean NO_2 ($\mu\text{g}/\text{m}^3$)	% of AQS objective
R14	490752	336331	1.5	N	40	14.9	37.4
R15	490621	336332	1.5	N	40	14.4	36.1
R16	490185	336312	1.5	N	40	9.9	24.6
R17	490256	336367	1.5	N	40	9.9	24.8
R18	491084	335825	1.5	N	40	16.2	40.6
R19	491171	335631	1.5	Y	40	22.8	57.1
R20	491206	335591	4	Y	40	25.3	63.3
R21	491195	335605	4	Y	40	22.5	56.3
R22	491665	335594	1.5	N	40	19.1	47.9
R23	491585	335555	1.5	Y	40	34.1	85.2
R24	491633	335742	1.5	N	40	17.6	44.1
R25	491278	335783	4	N	40	19.2	48.1
R26	491257	335734	4	N	40	19.4	48.4
R27	491211	335598	4	N	40	24.4	61.1
R28	491304	335821	4	Y	40	20.4	51.0
R29	491136	336218	1.5	N	40	21.9	54.7
R30	491355	336259	1.5	Y	40	25.1	62.7
R31	491507	336789	1.5	Y	40	13.2	33.1
R32	491939	334941	1.5	N	40	21.0	52.6
R33	491996	334914	1.5	Y	40	18.1	45.2
R34	492063	334924	1.5	Y	40	19.6	48.9
R35	491691	335271	1.5	Y	40	16.0	39.9
R36	491738	335196	4	Y	40	19.0	47.4
R37	491460	335717	4	Y	40	22.2	55.5
R38	491460	335717	7	Y	40	16.9	42.1
R39	491457	335726	4	Y	40	21.6	54.0
R40	491457	335726	7	Y	40	16.7	41.8
R41	491496	336353	1.5	Y	40	40.2	100.5
R42	491493	335507	4	Y	40	20.4	51.1
R43	491424	335502	4	Y	40	19.8	49.6
R44	491079	335393	1.5	Y	40	22.8	56.9
R45	491069	335377	1.5	N	40	22.7	56.7
R46	491429	335208	1.5	N	40	12.2	30.6

From the modelled concentrations presented within Table 3.1, it is evident that the AQS annual mean NO_2 objective of $40 \mu\text{g}/\text{m}^3$ is predicted to be exceeded at Receptor 41, reporting a predicted concentration of $40.2 \mu\text{g}/\text{m}^3$. The site is located within the existing AQMA boundary at a point of relevant exposure. There are predicted concentrations at receptors within the AQMA that are within

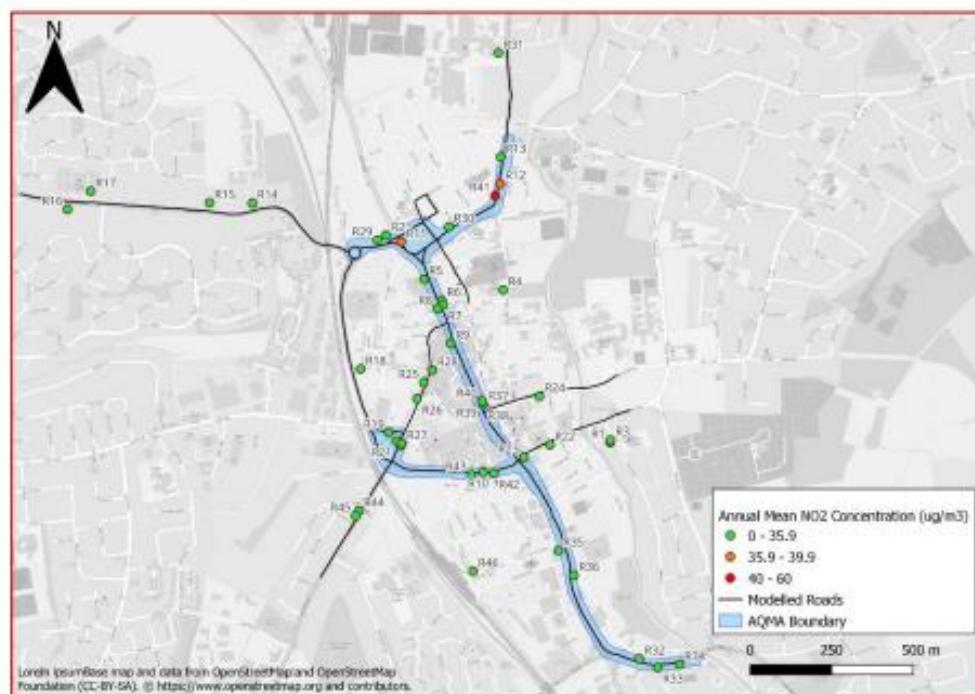
10% of the annual mean NO_2 objective, Receptor 11 predicting a concentration of $39.1 \mu\text{g}/\text{m}^3$ and Receptor 12 predicting a concentration of $36.9 \mu\text{g}/\text{m}^3$.

The receptor where the maximum NO_2 annual mean objective is predicted to occur within the AQMA (Receptor 41) is located on Manthorpe Road, opposite Grantham Service Station. This maximum concentration, which is in breach of the annual AQS objective, is likely a result of the stopping and starting/idling of vehicles, as traffic builds up on approach to the centre of Grantham and surrounding the service station facilities, where the receptor is located.

The receptor where the penultimate maximum NO_2 annual mean objective is predicted to occur within the AQMA (Receptor 11) is located at the junction of North Street, Barrowby Road, Broad Street, and North Parade. This maximum concentration, which is nearly in breach of the AQS objective, is likely a result of the stopping and starting/idling of vehicles, as traffic builds up on approach to the junction where the receptor is located.

The spatial location of the modelled NO_2 concentrations at each receptor is illustrated in Figure 3.1.

Figure 3.1 - AQMA No.6 Modelled Receptor NO_2 Concentrations



3.2 Required Reductions in Emissions

The following section outlines the required reduction in emissions for the AQMA to be compliant for the objective which it was declared for (NO₂ 1-Hour and Annual Mean). Due to the uncertainty with diffusion tube monitoring, an annual mean NO₂ concentration of 36 µg/m³ has instead been used to determine compliance, instead of the air quality standards objective of 40 µg/m³.

Table 1.2 – NO_x Reduction Required to Achieve Compliance in AQMA No.6 at Worse Case Location

Metric	Value (Concentrations as µg/m ³)
Current Road NO _x Concentration	61.7
Required Road NO _x Concentration (to achieve an NO ₂ concentration of 35.9 µg/m ³)	52.0
Required Road NO _x Reduction	9.7
Required NO _x Percentage Reduction	15.8 %

The data in Table 1.2 indicates that there needs to be a 15.8% reduction in NO_x emissions within the AQMA to ensure concentrations remain below 36 µg/m³ (to account for the uncertainty in diffusion tube monitoring). This equates to a reduction of 9.7 µg/m³, from the current maximum modelled road NO_x concentration of 61.7 µg/m³ to 52.0 µg/m³. This reduction will ensure an NO₂ concentration of in line with the AQO is achieved within the AQMA, and eventually result in the AQMA being able to be revoked.

3.3 Modelled NO₂ Concentration – Contour Plot

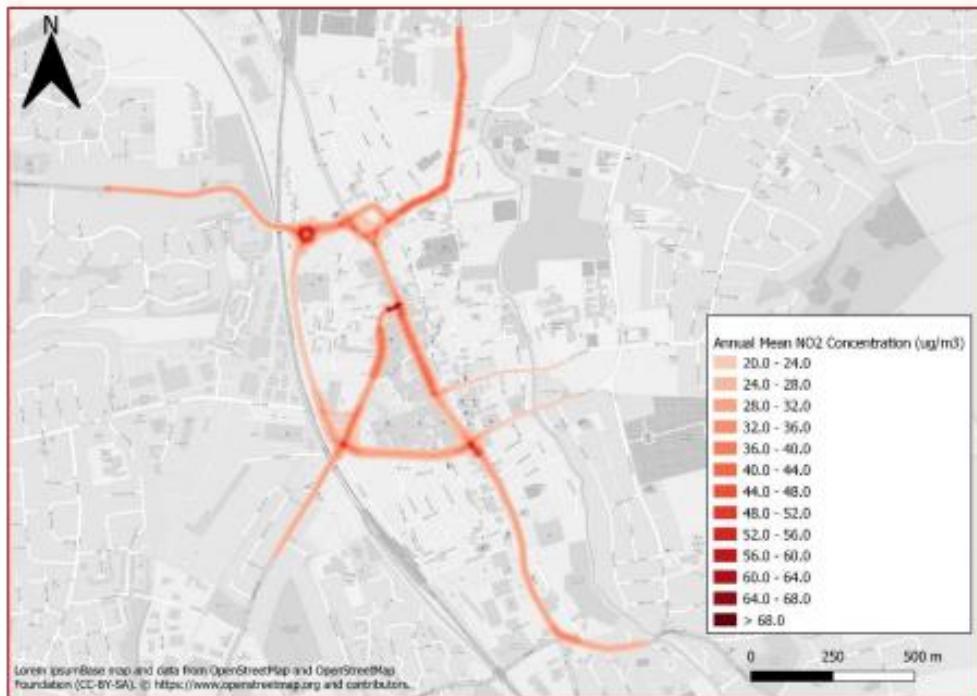
The contour plot in Figure 3.2 reiterates the findings in Section 3.1 of an exceedance of the AQS annual mean NO₂ objective of 40 µg/m³ being predicted within the AQMA at points of relevant exposure (e.g. sensitive receptor locations). The contour plot shows that there are locations where NO₂ is elevated, but not exceeding the annual objective.

The area where the predicted NO₂ concentration exceeds the annual NO₂ AQS objective is on Manthorpe Road, opposite Grantham Service Station. This elevated concentration is in a location where frequent stopping and starting/idling of vehicles is probable, as traffic builds up on approach to the centre of Grantham and surrounding the service station facilities. Thus, increasing emissions in this area.

The area where the predicted NO₂ concentration is within 10% of the AQS objective is at the junction between North Street, Barrowby Road, Broad Street, and North Parade. There are elevated concentrations of the annual AQS objective shown at Sankt Augustin Way Roundabout, Market Place and High Street junction, and the junction between St Peter's Hill, Wharf Road (A52), St Catherine's Road, and London Road. This is likely a result of the stopping and starting of vehicles on approach to the junctions and roundabout, which increases emissions.

There are a number of sensitive receptors located along these road stretches, including residential properties and a school (The King's School Grantham). As such, the diffusion tube network should be expanded along Manthorpe Road, High Street, Market Place, St Peter's Hill and St Catherine's Road junction, and outside of The King's School Grantham.

Based on the analysis of results, primarily the fact that multiple receptors come into contact with the contour that is within 10% of the annual AQS objective at a point of relevant exposure, as well as the exceedance of the annual AQO at a point of relevant exposure, it is considered that the current AQMA designation is appropriate and does not require amendment.

Figure 3.2– Contour Plot of Modelled NO₂ Concentrations

3.4 Source Apportionment

Source apportionment has been carried out for the modelled receptors along the road links that are either within the AQMA or lead into the AQMA. Apportionment for both NO_x and NO₂ concentrations has been completed for the vehicle classes listed in Section 2.6. It is worth noting that NO_x concentrations are always higher than those for NO₂ since NO_x is made up of NO and NO₂. There is no air quality limit for human health for NO_x but is nevertheless a useful indicator when considering source apportionment. Results are tabulated in Table 3.3 and Table 3.4, and illustrated in Figure 3.3–Figure 3.6.

Figure 3.3 shows the percentage contribution of road and background sources. Across all modelled receptors, 57.07% of the NO_x contribution is from road sources, and the remaining 42.93% is from background sources. Of the background contribution, 23.65% is from the local background, whilst 19.28% is from regional the regional background.

Table 3.2 – Total NO_x Source Apportionment Average Across All Receptors

Results	Local Background NO _x	Regional Background NO _x	Local Road NO _x
NO _x Concentration (µg/m ³)	7.85	6.40	18.94
Percentage of total NO _x	23.65%	19.28%	57.07%

Figure 3.3 shows the relative contribution of different sources to the background concentration at the receptor with the maximum modelled NO_x concentration (Receptor 41). From this figure, it is evident that the predominant contribution is rural (48.0%), domestic sources (16.0%) and primary A-roads (9%).

Figure 3.3– Average NO_x Background Split Across All Modelled Receptors

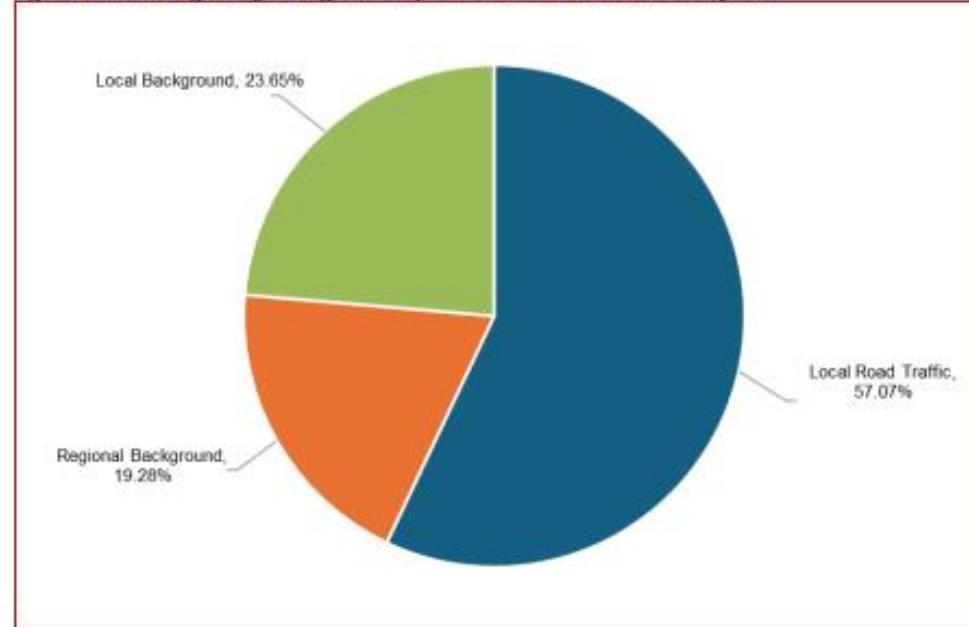
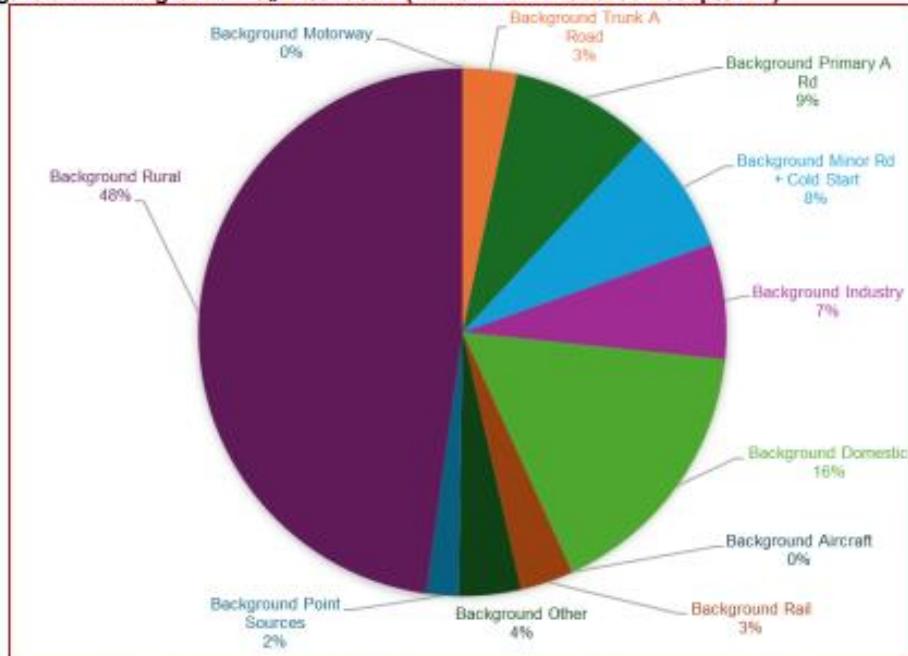


Figure 3.4 – Background NO_x Breakdown (At Maximum Modelled Receptor 41)



The apportionment between road NO_x and background NO_x has also been detailed in Figure 3.3. Local background NO_x, which is considered to be the emissions a local authority has influence over, including building, road and rail emissions etc, accounts for 23.65% of the total NO_x concentration on average at all receptor location. Regional background NO_x concentrations account for those emissions



that the local authority has no influence over, with these emissions forming 19.28% of the total NO_x concentration on average across all modelled receptors. Therefore, a total of 57.07% of NO_x emissions on average within AQMA No.6 is derived from local road traffic.

The source apportionment results provide the relative contribution (as a percentage) of each vehicle type towards a specific pollutant. Therefore, when considering the average NO_x concentration across all modelled receptors, road traffic is responsible for 57.07% of emissions (18.94 µg/m³). Of the total road NO_x, diesel cars are the greatest contributor accounting for 50.3% of emissions, followed by diesel light good vehicles (28.2%) and rigid HGVs (8.4%).

When considering the modelled receptor location at which the maximum road NO_x concentration is observed (Receptor 41), road traffic is responsible for 82.2% of total NO_x emissions. Of the road traffic proportion, 53.7% is from diesel cars, 30.4% from diesel light good vehicles and 6.8% from petrol cars. These percentages are similar to the average across all modelled receptors, albeit rigid HGVs are more prevalent in the wider context of all modelled receptors comparative to the maximum location (Receptor 41). This is likely due to the large sized AQMA, so the influence of emissions on the maximum receptor is broadly similar to those experienced across the whole of the AQMA albeit petrol cars may be more influential here due to the close proximity of the service station and local school.

South Kesteven District Council

South Kesteven District Council (AQMA No.6)
Detailed Modelling Study (Technical Note)



Table 3.3 – NO_x Source Apportionment Results

Results	All Vehicles	Petrol Cars	Diesel Cars	Petrol LGV	Diesel LGV	Rigid HGV	Arctic HGV	Buses	Other (Motorcycles, Hybrid Cars, EV Cars)	Background
Average Across All Modelled Receptors										
NO _x Concentration (µg/m ³)	18.9	1.3	9.5	<0.1	5.3	1.6	0.4	0.6	0.2	14.2
Percentage of Total NO _x	57.1%	3.9%	28.7%	<0.1%	16.1%	4.8%	1.3%	1.7%	0.5%	42.9%
Percentage Contribution to Road NO _x	100.0%	6.8%	50.3%	<0.1%	28.2%	8.4%	2.3%	3.0%	0.9%	-
Max Modelled Receptor (41)										
NO _x Concentration (µg/m ³)	61.7	4.2	33.1	<0.1	18.8	2.8	1.1	1.5	0.3	13.4
Percentage of Total NO _x	82.2%	5.6%	44.1%	<0.1%	25.0%	3.7%	1.5%	2.0%	0.3%	17.8%
Percentage Contribution to Road NO _x	100.0%	6.8%	53.7%	<0.1%	30.4%	4.5%	1.8%	2.4%	0.4%	-

South Kesteven District Council

South Kesteven District Council (AQMA No.6)
Detailed Modelling Study (Technical Note)



Table 3.4 – NO₂ Source Apportionment Results

Results	All Vehicles	Petrol Cars	Diesel Cars	Petrol LGV	Diesel LGV	Rigid HGV	Arctic HGV	Buses	Other (Motorcycles, Hybrid Cars, EV Cars)	Background
Average Across All Modelled Receptors										
NO ₂ Concentration (µg/m ³)	9.8	0.7	4.9	<0.1	2.8	0.8	0.2	0.3	0.1	10.7
Percentage of Total NO ₂	47.8%	3.3%	24.0%	<0.1%	13.5%	4.0%	1.1%	1.4%	0.4%	52.2%
Percentage Contribution to Road NO ₂	100.0%	6.9%	50.2%	<0.1%	28.3%	8.4%	2.3%	3.0%	0.9%	=
Max Modelled Receptor (41)										
NO ₂ Concentration (µg/m ³)	30.0	2.1	16.1	<0.1	9.1	1.3	0.5	0.7	0.1	10.2
Percentage of Total NO ₂	74.7%	5.1%	40.1%	<0.1%	22.7%	3.4%	1.3%	1.8%	0.3%	25.3%
Percentage Contribution to Road NO ₂	100.0%	6.8%	53.7%	<0.1%	30.4%	4.5%	1.8%	2.4%	0.4%	=



Figure 3.5– NO_x Source Apportionment (Average Across All Modelled Receptors)

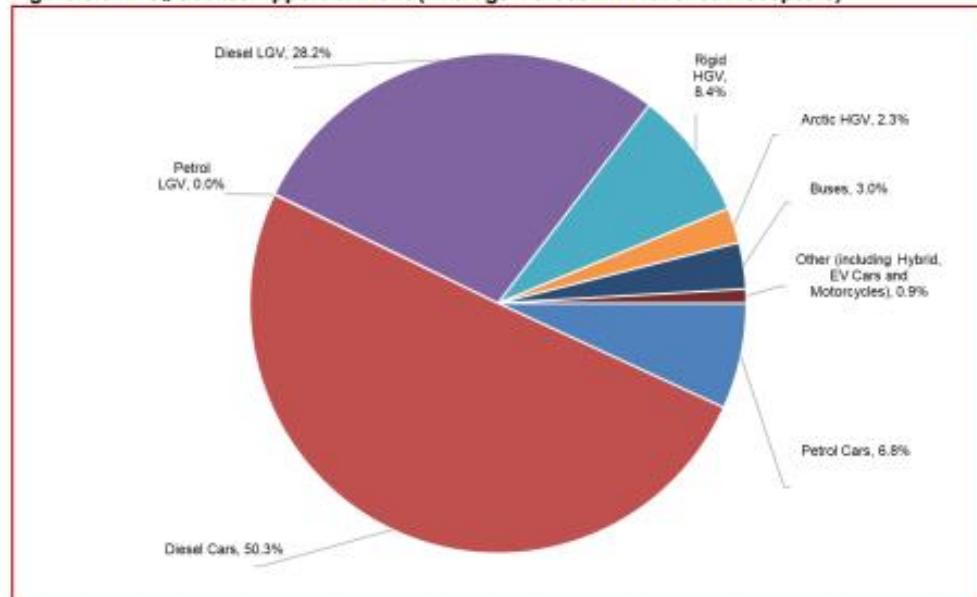


Figure 3.6 – NO_x Source Apportionment (At Maximum Modelled Receptor 41)

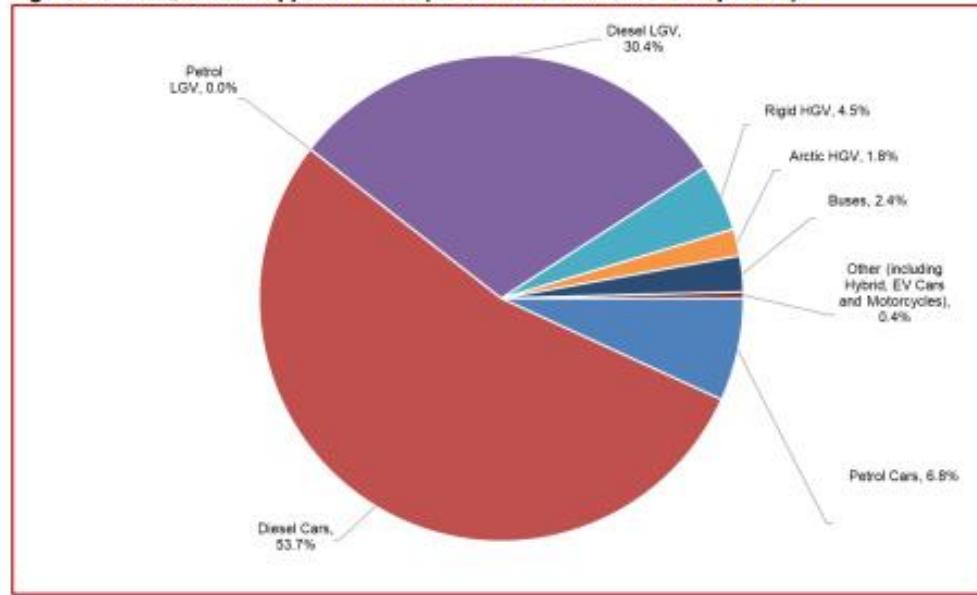
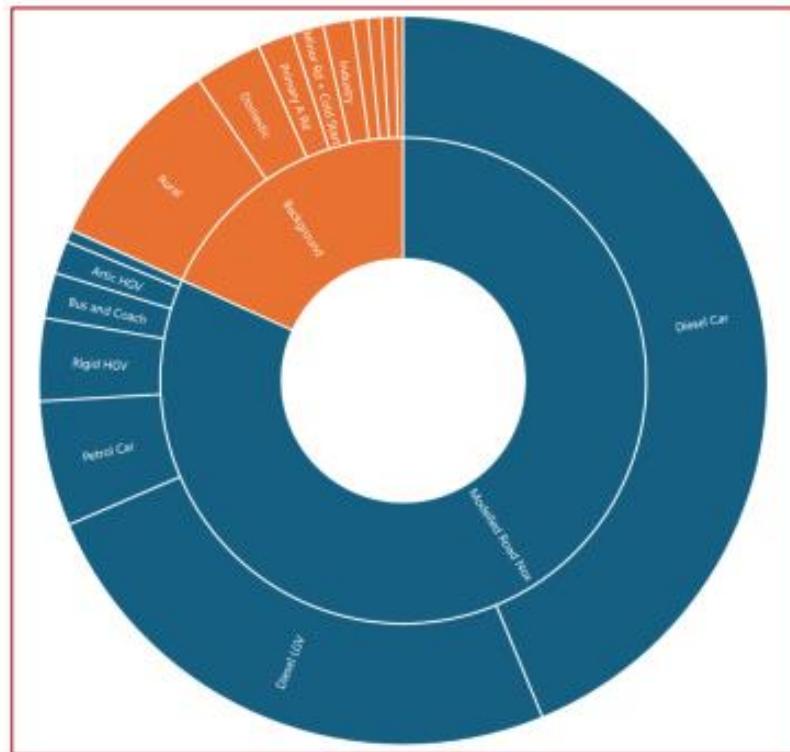


Figure 3.7 – NO_x Source Apportionment Summary





4 Conclusions and Recommendations

Following the completion of the analysis of both monitoring data and modelled concentrations across the modelled area, in particular AQMA No.6, the following conclusions and recommendations are made.

AQMA No.6 is currently designated for exceedances of the NO₂ 1-Hour and annual mean and has been in place since it was declared in August 2013. The maximum modelled concentration within this AQMA in the assessment year of 2022 at a point of relevant exposure was 40.2 µg/m³ (Receptor 41), indicating that there is currently an area of exceedance within the AQMA on Manthorpe Road. This is somewhat in agreement with South Kesteven District Council's monitoring data for 2022, where the maximum NO₂ concentration measured at a diffusion tube site was 37.8 µg/m³ (SK33a;SK34b), on Manthorpe Road but within 10% of the NO₂ annual mean AQO. It is evident from both the monitored and modelled concentrations that there are parts of the AQMA that are within 10% of breaching the NO₂ annual mean AQO at relevant exposure and, as such, is not in a position to be revoked.

Another area predicted by the model to be within 10% of the annual air quality objective for NO₂ is located at a major junction, centred around North Street, Barrowby Road, Broad Street, and North Parade. This is likely reflective of the build-up of traffic on approach to the junction and towards Sankt Augustin Way roundabout, which results in the stopping/starting of vehicles and subsequently increased emissions.

Based upon the analysis of results, it is recommended that the AQMA remains in place with the current boundary and monitoring should continue in this area. The diffusion tube network could be expanded along High Street, Market Place, and St Peter's Hill and St Catherine's Road junction (adjacent to the residential properties) as the modelled NO₂ concentration that receptors along these roads are exposed to were the highest of all receptors, besides Receptors 11, 12 and 41 located at a major junction (i.e. between North Street, Barrowby Road, Broad Street, and North Parade), and along Manthorpe Road respectively.

No receptors outside of the AQMA boundary exceeded the annual NO₂ AQO in the modelled results.

An initial review of the road NO_x and background NO_x apportionment indicated that road NO_x accounted for 82.2% of emissions at the receptor with the highest modelled NO_x concentration (Receptor 41) and background concentrations accounted for 17.8% of emissions.

Source apportionment analysis of AQMA No.6 demonstrates that diesel cars account for the largest contribution of road NO_x (50.3%), with diesel light good vehicles (28.2%) and rigid heavy good vehicles (8.4%) being the next largest contributors. As such, measures contained within the AQAP for AQMA No.6 should focus on reducing emissions from these vehicle classes and modernising the fleet within South Kesteven District.



Appendix A – Traffic Data

South Kesteven District Council

South Kesteven District Council (AQMA No.6)
Detailed Modelling Study (Technical Note)



Table A.2 – Annual Average Daily Traffic (AADT) Data – Department for Transport (DfT)

Source ID	Source Name	Traffic Data Source	Traffic Count ID	Speed (kph)	Traffic Flow (AADT)	% Car	% Taxi (black cab)	% LGV	% HGV	% Bus and Coach	% Motorcycle
1	BarrowbyRd3	DfT	6542	48	13173	83.82	0.00	12.33	3.26	0.14	0.46
2	BarrowbyRd3_SD	DfT	6542	20	13173	83.82	0.00	12.33	3.26	0.14	0.46
3	BarrowbyRd_Round	DfT/ IDC	Average of DfT 17986, ANPR 9, DfT 6542.	5	11012	85.27	0.00	10.06	3.89	0.06	0.72
4	SanktAugustinWay_SD1	DfT	17986	20	9948	85.27	0.00	10.06	3.89	0.06	0.72
5	SanktAugustinWay	DfT	17986	48	9948	85.27	0.00	10.06	3.89	0.06	0.72
6	SanktAugustinWay_SD2	DfT	17986	20	9948	85.27	0.00	10.06	3.89	0.06	0.72
7	DysartRd_SD2	DfT	33% of 17986	20	3316	85.27	0.00	10.06	3.89	0.06	0.72
8	DysartRd_SD3	DfT	33% of 17986	20	3316	85.27	0.00	10.06	3.89	0.06	0.72
9	AvenueRd_SD	DfT	940471	20	7462	89.63	0.00	8.42	0.75	0.21	0.98
10	AvenueRd	DfT	940471	48	7462	89.63	0.00	8.42	0.75	0.21	0.98
11	SaintCathRd_SD	DfT	806396	20	7395	86.49	0.00	11.24	0.90	0.74	0.62
12	SaintCathRd	DfT	806396	48	7395	86.49	0.00	11.24	0.90	0.74	0.62
13	LondonRd_SD	DfT	18374	20	14098	83.48	0.00	12.07	3.75	0.33	0.36
14	LondonRd	DfT	18374	48	14098	83.48	0.00	12.07	3.75	0.33	0.36
15	WharfRd_SD1	DfT	1/2 of DfT 806396 + 1/3 of DfT 18374 + 1/3 of DfT 17986	20	12522	84.70	0.00	11.24	3.19	0.33	0.53
16	WharfRd	DfT	1/2 of DfT 806396 + 1/3 of DfT 18374 + 1/3 of DfT 17986	30.26	12522	84.70	0.00	11.24	3.19	0.33	0.53
17	WharfRd_SD2	DfT	1/2 of DfT 806396 + 1/3 of DfT	20	12522	84.70	0.00	11.24	3.19	0.33	0.53

Bureau Veritas
AIR21155968

24

South Kesteven District Council

South Kesteven District Council (AQMA No.6)
Detailed Modelling Study (Technical Note)



Source ID	Source Name	Traffic Data Source	Traffic Count ID	Speed (kph)	Traffic Flow (AADT)	% Car	% Taxi (black cab)	% LGV	% HGV	% Bus and Coach	% Motorcycle
			18374 + 1/3 of DfT 17986								
18	Westgate2_SD	DfT	57368	20	12032	80.66	0.00	15.22	3.13	0.36	0.64
19	SanktAugustinWay_SD3	DfT	1/2 of DfT 806396 + 1/3 of DfT 18374 + 1/3 of DfT 17986	20	9948	84.70	0.00	11.24	3.19	0.33	0.53
20	Westgate2_RD1	DfT	57368	48	12032	80.66	0.00	15.22	3.13	0.36	0.64
21	Westgate2_SD1	DfT	57368	20	12032	80.66	0.00	15.22	3.13	0.36	0.64
22	Market Place_SD	DfT	57368	20	12032	80.66	0.00	15.22	3.13	0.36	0.64
23	HarlaxtonRd_SD	DfT	57368	20	12032	80.66	0.00	15.22	3.13	0.36	0.64
24	HarlaxtonRd	DfT	57368	48	12032	80.66	15.22	3.13	0.36	0.64	
25	BarrowbyRd1	DfT	940498	48	685	80.66	0.00	15.22	3.13	0.36	0.64
26	BarrowbyRd2	DfT	940498	48	685	91.15	0.00	7.51	0.00	0.17	1.17
27	Westgate2_RD2	DfT	57368	48	12032	91.15	0.00	7.51	0.00	0.17	1.17
28	Market Place_Rd1	DfT	57368	48	12032	80.66	0.00	15.22	3.13	0.36	0.64
29	Bridge End Road	DfT	80686	48	11779	80.66	0.00	15.22	3.13	0.36	0.64
30	Spittlegate_SD1	DfT	80686	20	11779	77.14	0.00	15.28	6.32	0.38	0.88
31	Spittlegate_SD2	DfT	80686	20	11779	77.14	0.00	15.28	6.32	0.38	0.88
Notes:											
DfT = Data provided the Department for Transport (DfT) Road Traffic Statistics											
IDC = Data provided from Intelligent Data Collection Ltd Survey (February-March 2024)											

Bureau Veritas
AIR21155968

25

South Kesteven District Council

South Kesteven District Council (AQMA No.6)
Detailed Modelling Study (Technical Note)



Table A.3 – Annual Average Daily Traffic (AADT) Data – ANPR Counts

Source Name	Traffic Count ID	Speed (kph)	Traffic Flow (AADT)	% Petrol Car	% Petrol Hybrid Car	% Petrol Plugin Hybrid Car	% Diesel Car	% Diesel Hybrid Car	% Electric Car	% Petrol LGV	% Petrol Hybrid LGV	% Diesel LGV	% Electric LGV	% Rigid HGV (Diesel)	% Rigid HGV Electric	% Artic HGV (Diesel)	% Conventional Bus
BroadStreet	ANPR 4	48	10768	42.50	4.95	0.00	36.39	0.03	2.47	0.01	10.35	0.17	1.33	0.01	1.36	10.35	0.41
BarrowbyRd4_SD1	ANPR 4	20	10768	42.50	4.95	0.00	36.39	0.03	2.47	0.01	10.35	0.17	1.33	0.01	1.36	10.35	0.41
BarrowbyRd4_SD2	ANPR 4	20	10768	42.50	4.95	0.00	36.39	0.03	2.47	0.01	10.35	0.17	1.33	0.01	1.36	10.35	0.41
NorthStreet_SD1	ANPR 9	20	9916	42.91	5.19	0.00	36.04	0.04	2.52	0.06	0.01	10.08	0.23	1.34	0.00	1.18	0.38
NorthStreet_SD2	ANPR 9	20	9916	42.91	5.19	0.00	36.04	0.04	2.52	0.06	0.01	10.08	0.23	1.34	0.00	1.18	0.38
BrookStreet_SD1	ANPR 9	20	9916	42.91	5.19	0.00	36.04	0.04	2.52	0.06	0.01	10.08	0.23	1.34	0.00	1.18	0.38
BrookStreet_SD2	ANPR 6	20	11447	42.13	5.07	0.00	36.22	0.02	2.33	0.04	0.01	11.08	0.17	1.35	0.01	1.19	0.38
ManthorpeRd	ANPR 6	48	11447	42.13	5.07	0.00	36.22	0.02	2.33	0.04	0.01	11.08	0.17	1.35	0.01	1.19	0.38
Watergate1_SD1	ANPR 9	20	9916	42.91	5.19	0.00	36.04	0.04	2.52	0.06	0.01	10.08	0.23	1.34	0.00	1.18	0.38
Watergate1_SD2	ANPR 9	20	9916	42.91	5.19	0.00	36.04	0.04	2.52	0.06	0.01	10.08	0.23	1.34	0.00	1.18	0.38
Chambers Street	ANPR 5	48	666	50.82	3.14	0.00	33.18	0.00	1.94	0.00	0.00	9.87	0.15	0.90	0.00	0.00	0.00
Albion Street	ANPR 8	20	114	37.72	5.26	0.00	37.72	0.00	4.39	0.00	0.00	14.91	0.00	0.00	0.00	0.00	0.00
Swinegate	ANPR 7	48	1176	43.96	3.74	0.00	39.12	0.00	2.47	0.00	0.00	9.10	0.43	1.11	0.00	0.09	0.00



Appendix B – Model Verification



Model Setup

The ADMS-Roads dispersion model has been widely validated for this type of assessment and is specifically listed in the LAQM.TG(22) guidance as an accepted dispersion model.

Model validation undertaken by the software developer (CERC) will not have included validation in the specific modelled area. It is therefore necessary to perform a comparison of modelled results with local monitoring data at relevant locations. This process of verification attempts to minimise the modelling uncertainty and systematic error by correcting modelled results by an adjustment factor to gain greater confidence in the final results.

The predicted results from a dispersion model may differ from measured concentrations for a large number of reasons, including uncertainties associated with:

- Background concentration estimates;
- Source activity data such as traffic flows and emissions factors;
- Monitoring data, including locations; and
- Overall model limitations.

Model verification is the process by which these and other uncertainties are investigated and where possible minimised. In reality, the differences between modelled and monitored results are likely to be a combination of all these aspects.

Model setup parameters and input data were checked prior to running the models in order to reduce these uncertainties. The following were checked to the extent possible to ensure accuracy:

- Traffic data;
- Distance between sources and monitoring as represented in the model;
- Speed estimated on roads; and
- Background monitoring and background estimates.

NO₂ Verification Calculations

The verification of the model output was performed in accordance with the guidance provided in Chapter 7 of LAQM.TG(22)².

Relevant monitoring locations within the Council's jurisdiction have been used in the verification. Of the Council's diffusion tube network, 18 passive monitoring sites within AQMA No.6 were included in the ADMS model, in accordance with the methodology detailed within LAQM TG(22)². It was not necessary to exclude any passive diffusion tube monitoring sites within the AQMA for model verification as all tubes identified were positioned an appropriate distance from the kerb (less than 20 m), and without influence from vegetation (e.g. sheltered by overgrown trees/ bushes).

Table B.1 shows an initial comparison of the monitored and unverified modelled NO₂ results for the year 2022, in order to determine if verification and adjustment was required.

Table B.1 – Unverified Modelled and Monitored NO₂ Concentrations

Site ID	Background NO ₂ (µg/m ³)	Monitored Total NO ₂ (µg/m ³)	Unverified Modelled Total NO ₂ (µg/m ³)	% Difference (Modelled vs. Monitored)
SK56a;SK57b	11.4	29.4	15.8	-46.2



Site ID	Background NO ₂ (µg/m ³)	Monitored Total NO ₂ (µg/m ³)	Unverified Modelled Total NO ₂ (µg/m ³)	% Difference (Modelled vs. Monitored)
SK54a;SK55b	11.4	34.4	16.1	-53.1
SK52a;SK53b	11.4	29.1	15.5	-46.9
SK50a;SK51b	11.4	27.4	15.8	-42.3
SK49	11.4	15.1	11.6	-23.1
SK47a;SK48b	9.2	25.5	12.1	-52.7
SK45a;SK46b	9.1	31.2	14.9	-52.2
SK43a;SK44b	11.4	26.3	15.0	-43.0
SK41a;SK42b	11.4	25.2	14.2	-43.7
SK40	11.4	18.7	14.2	-24.0
SK37a;SK28b;SK39c	11.4	28.5	15.9	-44.1
SK35a;SK36b	11.4	24.2	15.9	-34.2
SK33a;SK34b	11.4	24.5	15.9	-35.0
SK30a;SK31b;SK32c	10.2	27.4	14.5	-47.0
SK27a;SK28b;SK29c	10.2	37.8	17.6	-53.4
SK22	10.2	24.5	13.9	-43.5
SK21	10.2	34.3	18.7	-45.5
SK19a;SK20b	10.2	24.5	14.8	-39.8

The data in Table B.1 shows that the model was under predicting at all monitoring locations. At this stage, all model inputs were checked to ensure their accuracy; this includes road and monitoring site geometry, traffic data, link emission rates, 2022 monitoring results, background concentrations and modelling features such as street canyons. The difference between modelled and monitored concentrations was greater than -25% at the majority of locations therefore adjustment of the results was necessary. The relevant data was then gathered to allow the adjustment factor to be calculated.

Table B.2 provides the relevant data required to calculate the model adjustment based on regression of the modelled and monitored road source contribution to NO_x.

Table B.2 – Data Required for Adjustment Factor Calculation

Site ID	Monitored Total NO ₂ (µg/m ³)	Monitored Total NO _x (µg/m ³)	Background NO ₂ (µg/m ³)	Background NO _x (µg/m ³)	Monitored Road Contribution NO ₂ (Total - Background) (µg/m ³)	Monitored Road Contribution NO _x (Total - Background) (µg/m ³)	Modelled Road Contribution NO _x (Excludes Background) (µg/m ³)
SK56a; SK57b	29.4	50.4	11.4	15.2	18.0	35.2	8.2
SK54a; SK55b	34.4	61.2	11.4	15.2	23.0	46.0	8.7
SK52a; SK53b	29.1	49.8	11.4	15.2	17.7	34.5	7.5
SK50a; SK51b	27.4	46.2	11.4	15.2	16.0	31.0	8.1
SK49	15.1	22.0	11.4	15.2	3.7	6.8	0.4
SK47a; SK48b	25.5	43.3	9.2	12.1	16.3	31.3	5.1
SK45a; SK46b	31.2	55.4	9.1	11.9	22.1	43.5	10.6
SK43a; SK44b	26.3	43.9	11.4	15.2	14.9	28.7	6.6

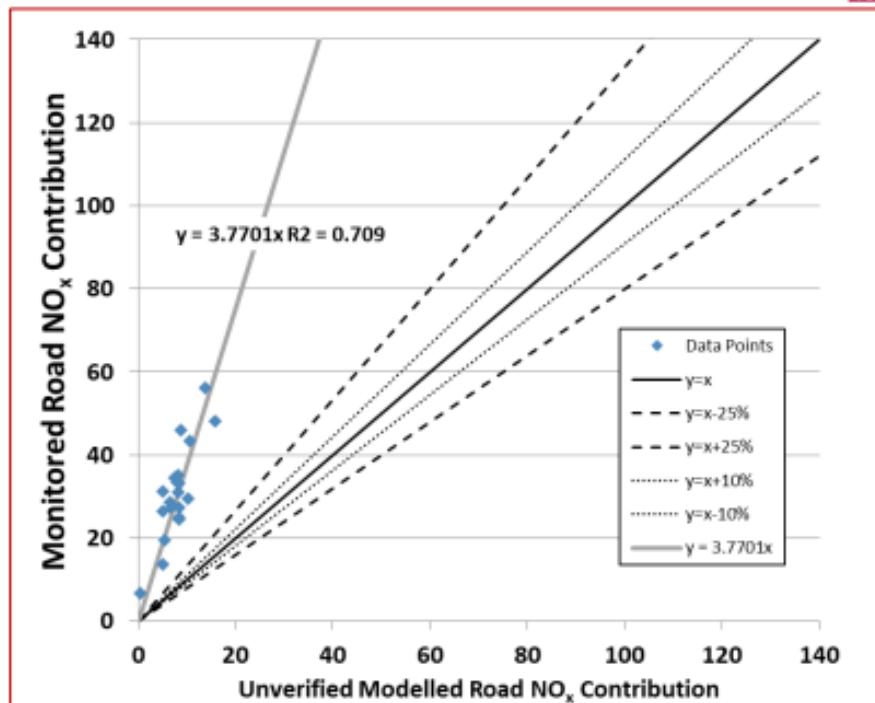


Site ID	Monitored Total NO ₂ (µg/m ³)	Monitored Total NO _x (µg/m ³)	Background NO ₂ (µg/m ³)	Background NO _x (µg/m ³)	Monitored Road Contribution NO ₂ (Total - Background) (µg/m ³)	Monitored Road Contribution NO _x (Total - Background) (µg/m ³)	Modelled Road Contribution NO _x (Excludes Background) (µg/m ³)
SK41a; SK42b	25.2	41.7	11.4	15.2	13.8	26.5	5.1
SK40	18.7	28.8	11.4	15.2	7.3	13.6	5.2
SK37a; SK28b; SK39c	28.5	48.5	11.4	15.2	17.1	33.3	8.3
SK35a; SK36b	24.2	39.7	11.4	15.2	12.8	24.4	8.3
SK33a; SK34b	24.5	40.3	11.4	15.2	13.1	25.1	8.3
SK30a; SK31b; SK32c	27.4	46.8	10.2	13.4	17.2	33.4	8.0
SK27a; SK28b; SK29c	37.8	69.6	10.2	13.4	27.6	56.2	13.8
SK22	24.5	40.8	10.2	13.4	14.3	27.4	6.8
SK21	34.3	61.7	10.2	13.4	24.1	48.3	15.9
SK19a; SK20b	24.5	40.8	10.2	13.4	14.3	27.4	8.4

Figure B.1 provides a comparison of the modelled road contribution NO_x versus monitored road contribution NO_x, and the equation of the trend line based on linear regression through zero. The total monitored NO_x contribution has been derived by back-calculating NO_x from the NO_x/NO₂ empirical relationship using the spreadsheet tool available from Defra's website.

The equation of the trend lines presented in Figure B.1 gives an adjustment factor for the modelled results of 3.770.

Figure B.1 – Unverified Modelled Road NO_x Contribution



Model adjustment needs to be undertaken for NO_x rather than NO₂. For the monitoring results used in the calculation of the model adjustment, NO_x was derived from NO₂, using the NO_x to NO₂ calculator (V8.1) spreadsheet tool available from the LAQM website.

The results of the final verification factor are presented in Table B.3. All diffusion tube locations are within the $\pm 25\%$ acceptance level. Alongside this, the RMSE for this verification is 3.2, which according to TG(22) as the RMSE is below 4, indicates that this final verification is performing accurately. The verification factor used for the receptors in this AQA is 3.770.

Table B.3 – Final Verification Calculation

Site ID	Ratio of Monitored Road Contribution in NO _x / Modelled Road Contribution in NO _x	Adjustment Factor for Modelled Road Contribution in NO _x	Adjusted Modelled Road Contribution in NO _x ($\mu\text{g}/\text{m}^3$)	Adjusted Modelled Total NO _x (Including Background NO _x) ($\mu\text{g}/\text{m}^3$)	Modelled Total NO ₂ (Based upon Empirical NO _x / NO ₂ Relationship) ($\mu\text{g}/\text{m}^3$)	Monitored Total NO ₂ ($\mu\text{g}/\text{m}^3$)	% Difference (Adjusted Modelled NO ₂ vs. Monitored NO ₂)
SK56a/ SK57b	4.31	3.770	30.8	46.0	27.3	29.4	-7.2
SK54a/ SK55b	5.26		33.0	48.2	28.4	34.4	-17.6
SK52a/ SK53b	4.62		28.2	43.4	26.1	29.1	-10.5
SK50a/ SK51b	3.80		30.7	45.9	27.3	27.4	-0.5
SK49	17.89		1.4	16.6	12.2	15.1	-19.3
SK47a/ SK48b	6.09		19.4	31.4	19.6	25.5	-23.3
SK45a/ SK46b	4.10		40.0	51.9	29.6	31.2	-5.2

South Kesteven District Council

South Kesteven District Council (AQMA No.6)
Detailed Modelling Study (Technical Note)



Site ID	Ratio of Monitored Road Contribution in NO _x / Modelled Road Contribution in NO _x	Adjustment Factor for Modelled Road Contribution in NO _x	Adjusted Modelled Road Contribution in NO _x (µg/m ³)	Adjusted Modelled Total NO ₂ (Including Background NO ₂) (µg/m ³)	Modelled Total NO ₂ (Based upon Empirical NO _x / NO ₂ Relationship) (µg/m ³)	Monitored Total NO ₂ (µg/m ³)	% Difference (Adjusted Modelled NO ₂ vs. Monitored NO ₂)
SK43aSK44b	4.33	25.0 19.3 19.5 31.4 31.4 31.4 30.2 52.2 25.4 60.0	40.2	24.5	26.3	-7.0	
SK41aSK42b	5.16		34.6	21.8	25.2	-14.1	
SK40	2.64		34.7	21.7	18.7	16.1	
SK39c	3.99		46.7	27.6	28.5	-3.1	
SK38b	2.93		46.7	27.6	24.2	14.1	
SK37a	3.00		46.7	27.6	24.5	12.7	
SK35aSK36b	4.17		43.6	25.9	27.4	-5.6	
SK33aSK34b	4.06		65.6	36.1	37.8	-4.6	
SK30aSK31bSK32c	4.06		38.9	23.5	24.5	-4.0	
SK27aSK28bSK29c	3.03		73.4	39.4	34.3	15.0	
SK22	3.26		45.1	26.6	24.5	8.6	

Figure B.2 – Verified Modelled Road NO_x Contribution

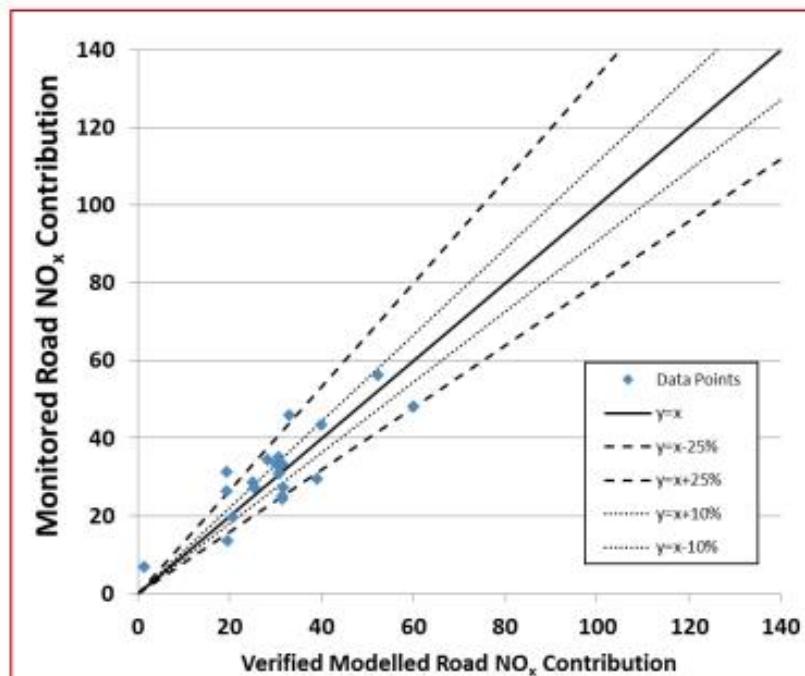
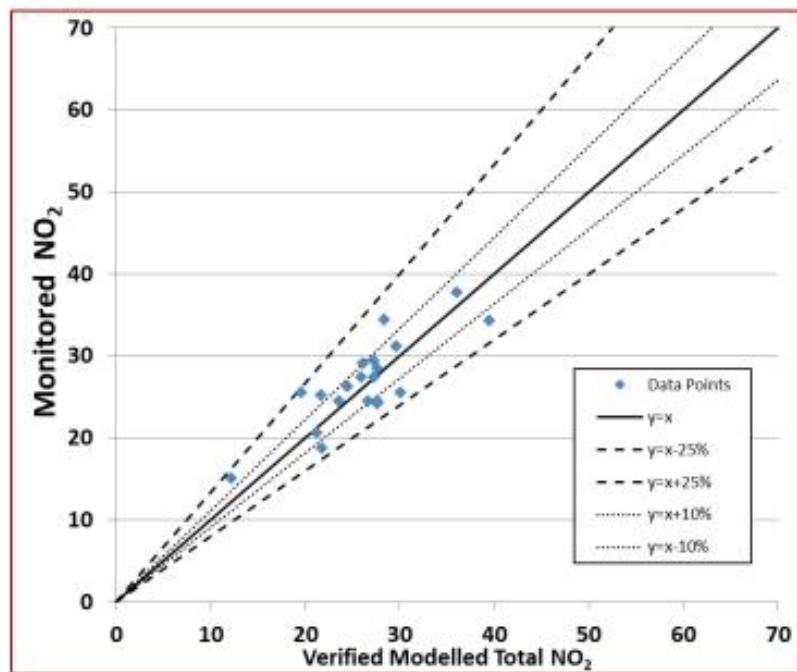


Figure B.3 – Verified Modelled Total NO₂



Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
AQS	Air Quality Strategy
ASR	Air Quality Annual Status Report
Defra	Department for Environment, Food and Rural Affairs
EU	European Union
LAQM	Local Air Quality Management
NO ₂	Nitrogen Dioxide
NO _x	Nitrogen Oxides
PM ₁₀	Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less
PM _{2.5}	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less

This page is intentionally left blank



Air Quality Action Plan Consultation Results

30TH DECEMBER 2024

Deborah Wyles – Consultation Officer

Table of Contents

	Page
Purpose and Objectives	2
Methodology	3
Details	3
Results	5
Conclusion	10

Purpose

1. In areas where measured air pollution is above national air quality objectives, local authorities are legally required to declare Air Quality Management Areas. South Kesteven District Council created an Air Quality Management Area (AQMA) for Grantham in 2013. Covering an area in the town centre along Manthorpe Road and Wharf Road it includes High Street and London Road.
2. In accordance with section 84 2¹ of the Environment Act 1995, the declaration of this area as an AQMA means SKDC is required to produce an Air Quality Action Plan (AQAP), and consult on its contents. The aim of this is to set out how the Council intends to reduce the concentrations of NO₂ in that area to below the government's objectives.
3. The purpose of this report is to update members of South Kesteven District Council's Environment Overview and Scrutiny Committee, Cabinet and Full Council with the results of the Air Quality Action Plan consultation.

Proposal

4. Stakeholders - particularly those who live or work in proximity to Grantham's Air Quality Management Area (AQMA) in Grantham town centre – were asked to comment on the contents of SKDC's 2024 draft Air Quality Action Plan (AQAP). Their feedback, once considered, will be used to:
 - Inform and refine the content of SKDC's Air Quality Action Plan. This will in turn continue to improve air quality in Grantham
 - Inform the Council's understanding of which actions and/or patterns of behaviour members of the public may consider incorporating into their own lives, to tackle poor air quality
5. Whilst focused on Grantham, responses from across the district were encouraged.

Objectives

6. The objectives of the consultation were identified as follows. To:
 - Capture feedback regarding the existing Air Quality Action Plan for Grantham and
 - Update those taking part on the improvements to date in air quality within Grantham town centre
 - Gauge feedback on proposed new measures for the 2024 AQAP in particular those designed to address poor air quality

¹ Section 84 2 ...the local authority which made the order shall prepare, in accordance with the following provisions of this Part, a written plan (in this Part referred to as an "action plan") for the exercise by the authority, in pursuit of the achievement of air quality standards and objectives in the designated area...

Timescales

7. The survey was launched on 13th November 2024 and was open for 4 weeks, closing on 11th December.

Stakeholders

8. The stakeholders were identified as follows:

- SK residents
- Town and Parish Councils
- The Environment Agency
- Lincolnshire County Council

Methodology

9. The table below identifies the method(s) used for each of the stakeholder types:

Stakeholders	Method(s)	Details
Residents of South Kesteven	Press release, posts on social media channels,	Press Release and Social Media posts included web link to the survey. QR code also included on the PR
Town and parish councils	Contacted directly by email	Email included a web link to the survey.
The Environment Agency	Contacted directly by email	Email included a web link to the survey.
Lincolnshire County Council	Contacted directly by email	Email included a web link to the survey.

Details

10. To fulfil the requirements of section 84 2 of the Environment Act 1995 – specifically the Council's statutory duty to prepare, implement and keep under periodic review its Air Quality Action Plan - approval was given to consult on a new approach for South Kesteven.

11. Actions undertaken by the Consultation Officer and the Environmental Health Manager (Environmental Protection and Private Sector Housing) included:

- Preparing, designing and setting up the on-line survey
- Writing a press release and preparing social media posts
- Determining content for a web page to host the draft action plan
- Contacting all parish councils, Lincolnshire County Council and the Environment Agency by email to ask for their opinion
- Inputting and analysing feedback from 143 respondents
- Preparing a report

12. The survey included the following sections:

- An introduction to the consultation, why the action plan has been produced - including any legislative requirements - and how feedback will be used and responded to. It also included a link to the draft action plan
- A section on the existing Air Quality Management Area
- A section on the Air Quality Action Plan
- Actions to address poor air quality
- Demographic questions. These to include a question to identify the type of user (a member of the public, a town or parish council representative, or on behalf of another organisation etc)
- A statement on how any personal data they supply will be treated
- A thank you and closing date
- Links to SKDC data protection and privacy statements

13. The webpage included:

- An introduction to the consultation, why we need their help and how their feedback will be used
- A web link to the survey
- A copy of the draft action plan

14. The press release included:

- An introduction to the consultation
- A web link to the survey and the QR code
- Information on SKDC's position re: the air quality action plan
- What to do if they don't have on-line access or require the survey in an alternative format or another language
- Next steps

15. The social media posts included:

- An introduction to the consultation
- A web link to the survey

16. The consultation was promoted in the local media and on the Council's social media channels during the consultation period. There was activity on these channels- the posts promoting the consultation on Facebook gained 6,515 impressions, 30 engagements and 24 link clicks. The posts

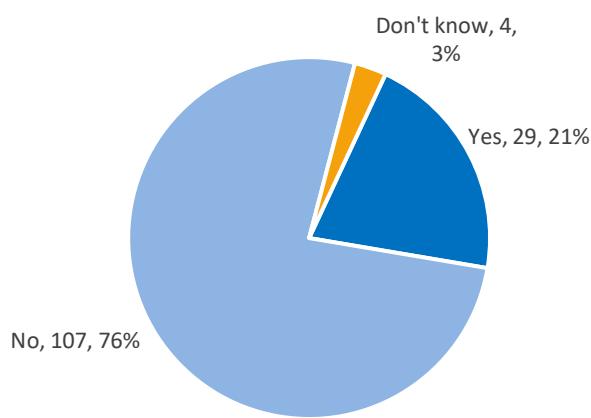
on X (formerly Twitter) gained 659 impressions and 5 engagements. The press release was posted on Grantham Matters website², but not by any of the other media outlets.

17. Several stakeholders, identified as part of the scoping exercise, were contacted directly on the first day of the consultation. These included town and parish councils, Lincolnshire County Council and the Environment Agency.
18. The consultation closed on 11 December 2024. 143 responses were received. No requests were received from respondents to provide a printed copy of the survey, or one in an alternative format or another language. This was, however, an option available to them.

The results

19. The first section of the survey asked respondents for their views on SKDC's Air Quality Management Area (AQMA). Respondents were asked if they knew that parts of Grantham Town Centre were monitored for air quality. Levels of knowledge about the AQMA were quite low, with around one in five (29 or 20.7%) stating that they knew Grantham Town Centre was subject to an AQMA. Just over three quarters of those taking part in the survey (107 or 76.3%) were not aware that it was in situ, as illustrated below:

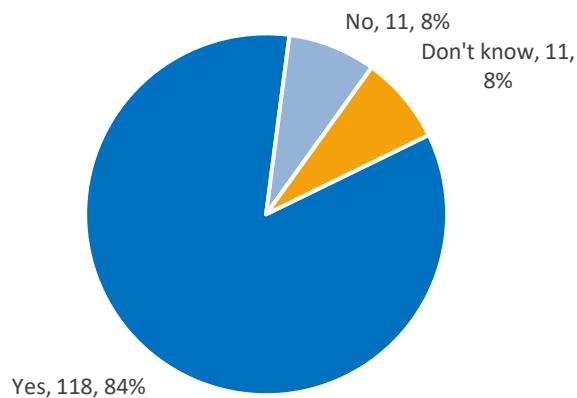
Q1. Were you aware that the central part of Grantham is covered by an Air Quality Management Area (AQMA)?



² <https://granthammatters.co.uk/have-your-say-on-skdc-s-air-quality-action-plan/>

20. When asked if they thought the Council should do more to communicate the Air Quality Management Area that is in place, and what it means, most respondents (118 or 84.3%) thought that they should. This is shown below:

Q2. Do you think the Council should do more to communicate the AQMA that is in place, and what it means?



21. The third question on the survey asked respondents for their comments on Grantham's Air Quality Management Area. Their responses were varied, and included suggestions for extending the area covered by the AQMA to include Springfield Road, Hill Avenue and Belton Lane in Grantham, and requests to re-consider the number of new homes being built, and the effect this has on air quality, and banning log burners and open fires.

These are illustrated in the quotes below:

"It should cover a wider area where there is frequent traffic congestion e.g. Springfield Road"

"Cars regularly backed up (at peak times) around Hill Avenue and Belton Lane. Could do with monitoring those areas too."

"Allowing hundreds of new homes to be built, means potentially over a thousand extra cars in and around Grantham. This contributes towards air pollution...."

"Ban log burners and open fires. They burn anything and everything."

22. The impact of the quarry near West Deeping on air quality was also mentioned by several respondents. Although not relevant to this particular question, the free text option was used by respondents to comment on an issue with air quality they feel strongly about, as illustrated in the quote below:

"What about the poor air quality in and around West Deeping as a result of the incessant and uninterrupted open cast Mining activities?"

23. The second section of the survey informed respondents that although there have been reductions in the levels of nitrogen dioxide (NO₂) air pollution at all monitoring sites, three sites have only

been under objective levels for air pollution for the last 2-3 years. Whilst acknowledging that this is positive and a step in the right direction, respondents were asked for their views on what could be done to reduce levels of pollution in Grantham Town Centre. Suggestions included asking the County Council to co-ordinate the roadworks (which were happening in Grantham whilst this survey was active), increasing the availability and affordability of public transport, reducing the number of new homes being built and encouraging more people to walk or cycle.

“Reduce the number of roadworks in the Town Centre. The number of cars sat with their engines idling over the last 6 months is ridiculous.”

“Cheaper and more public transport.”

“...Less housing developments!!!...”

“Make walking & cycling more attractive...”

24. The third section of the survey focused on SKDC’s Air Quality Action Plan. Setting out how the Council is going to reduce concentrations of air pollutants and exposure to air pollutants across South Kesteven, not just in the zone covered by the Air Quality Management Area, respondents could view the draft action plan by clicking on a link embedded in the survey. Several comments were received. Some respondents, whilst supportive of the action plan in general, thought it should be wider in its remit. Requests were made to monitor other types of air pollution in other areas of the district -most notably West Deeping. A couple of respondents were quite critical of the action plan, and thought it needed to be more specific. Comments illustrating each of these threads are included below:

“Living in West Deeping I am extremely concerned about the air quality in our area and how it will be further reduced if the new quarrying area is approved.”

“A lot of words..... Very generic and not very specific.”

25. The fourth section of the survey asked respondents for their opinions on several different actions and behaviours. Designed to mitigate or lower emissions, they form a central part of South Kesteven’s Air Quality Action Plan. Respondents were asked the extent to which they agreed or disagreed with the following statements:

- The strategic highways improvements undertaken as part of the Grantham Southern relief road will help to address poor air quality in South Kesteven
- Traffic management should be improved at key junctions in Grantham Town Centre
- The levels of emissions from buses travelling through Grantham Town Centre should be improved
- The Clean Air Lincolnshire project raises awareness of the impacts of poor air quality and the importance of improving air quality monitoring
- Participation in activities including walking, cycling, scooting and public transport use should be encouraged
- Improved provision of cycling infrastructure in Grantham Town Centre
- Council owned vehicles should be upgraded to reduce emissions
- Improved travel planning for Council staff

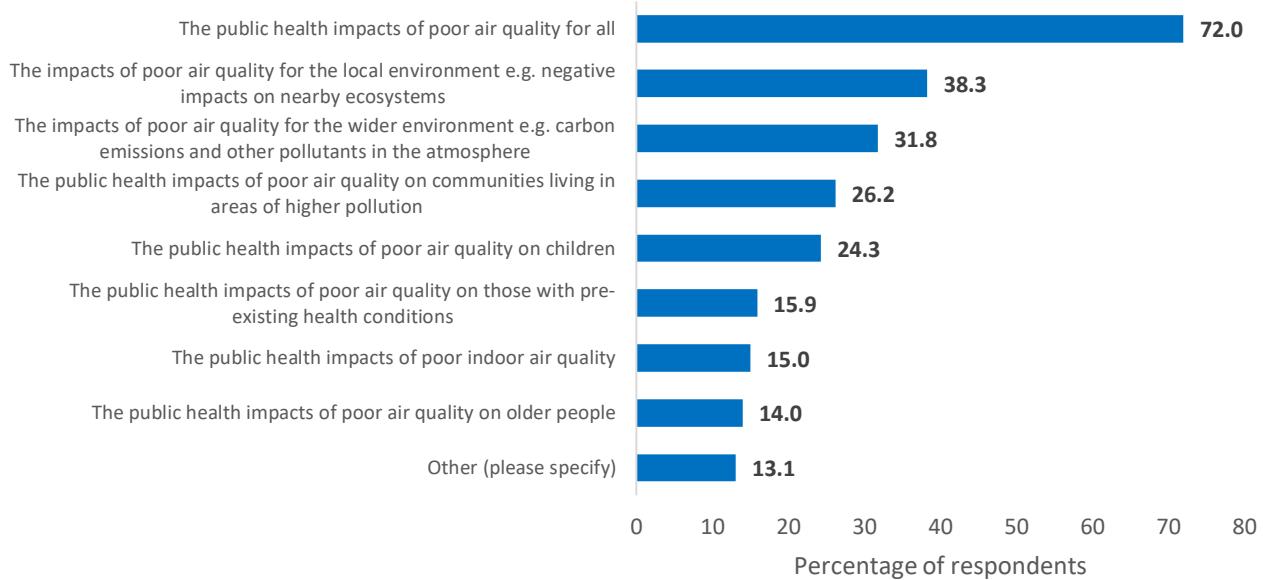
26. The percentages of respondents agreeing with each of these statements ranged from 43.2% to 79.4%. Eight out of ten (81 or 79.4%) respondents thought that traffic management should be improved at key junctions in Grantham Town Centre. Seven out of ten respondents thought that participation in activities including walking, cycling, scooting and use of public transport should be encouraged (73 or 72.3%) and the level of emissions from buses travelling through Grantham Town Centre should be improved (71 or 70.3%). The statement “The strategic highways improvements undertaken as part of the Grantham Southern relief road will help to address poor air quality” and “The Clean Air Lincolnshire project raises awareness of the impacts of poor air quality and the importance of improving air quality monitoring” were less popular with respondents. 44 respondents (43.2% and 43.5% respectively) agreed with each of these statements.

27. In order to inform areas of focus in SKDC’s Air Quality Action Plan, the fifth section of the survey asked respondents to identify which areas of air quality were most important to them. They were asked to choose three from the following:

- The public health impacts of poor air quality for all
- The public health impacts of poor air quality on children
- The public health impacts of poor air quality on older people
- The public health impacts of poor air quality on communities living in areas of higher pollution
- The public health impacts of poor air quality on those with pre-existing health conditions
- The impacts of poor air quality for the local environment e.g. negative impacts on nearby ecosystems
- The impacts of poor air quality for the wider environment e.g. carbon emissions and other pollutants in the atmosphere
- The public health impacts of poor indoor air quality
- Other – please specify:

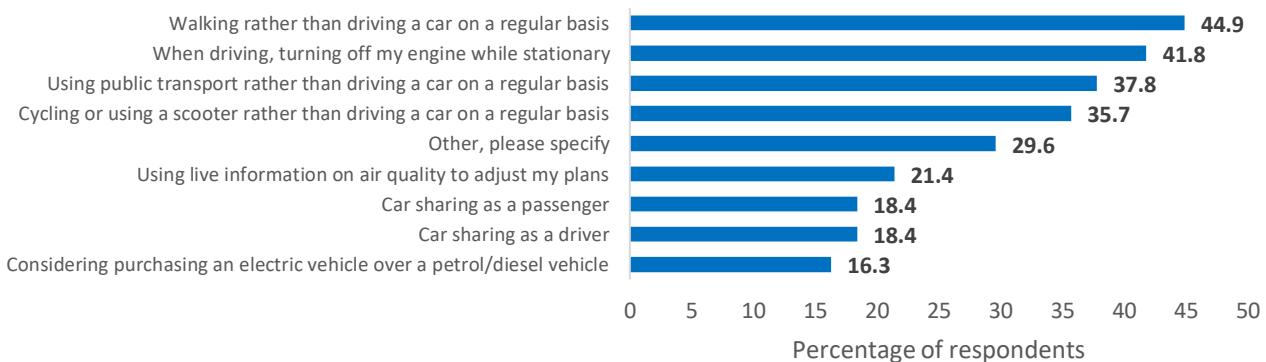
28. Most respondents thought it was important to focus on the public health impacts of poor air quality for all, rather than particular sections of the community. When asked to choose no more than three, respondents chose as follows:

Q7. What areas of air quality are most important to you?



29. When asked what actions or patterns of behaviour they would be most likely to consider undertaking or changing to help tackle poor air quality, the percentages of respondents identifying each of the following actions ranged from 16 respondents (16.3%) who said that they would consider purchasing an electric vehicle rather than a petrol or diesel vehicle to 44 (44.9%) who said that they would consider walking rather than driving a car on a regular basis. Their choices are illustrated below:

Q8. What actions or patterns of behaviour would you be most likely to consider undertaking or changing to help tackle poor air quality?



30. The final question on the survey asked respondents if they were a local resident, a business, or were responding on behalf of a town or parish council or a partner organisation. Three quarters of those responding were people who live in the district. Responses were also received from local businesses and town and parish councils. An analysis of the 22 responses received from those who chose to answer “other, please specify” were received from those living either in or near West Deeping, in rural areas across the district or from other areas.

Conclusion

31. Levels of awareness about the parts of Grantham Town Centre currently covered by the Air Quality Management Area are quite low. Only one in five of those taking in part in the survey knew that it was subject to this requirement. Perhaps not surprisingly, there is support from survey participants for the Council to do more to communicate with the local community about the Air Quality Management Area, and what it means. Eight out of ten respondents were keen to see more information being made available.
32. Respondents were generally in favour of the actions and behaviours which form a central part of SKDC’s Air Quality Action Plan. Designed to mitigate or lower emissions and as such improve air quality, eight out of ten (81 or 79.4%) respondents thought that traffic management should be improved at key junctions in Grantham Town Centre.
33. Most respondents thought it was important to focus on the public health impacts of poor air quality for all, rather than particular sections of the community. Seven out of ten respondents (77 or 72.0%) chose this as one of their three priority areas.
34. A commitment to changing behaviours was also evident, with four in ten respondents stating that they would consider walking rather than driving a car on a regular basis.
35. Promoted on social media channels and in the local press, this consultation attracted responses from residents across the district, including some from West Deeping, concerned about the impact of a quarry on the air quality in their local area. Whilst not the subject of the initial consultation, and not covered by the remit of the Air Quality Action Plan, it may be prudent to investigate some of the concerns that have been raised about air quality in this location.
36. Members are asked to note the results of this consultation. Any updates to the Council’s Air Quality Action Plan that may be required should now be identified.

Prepared by Deb Wyles
Communications and Consultation
30th December 2024



Cabinet

Thursday 16 January 2025

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

Grantham Town Centre Action Plan

Report Author

Nick Hibberd, Head of Economic Development
Melanie Brown, Grantham Engagement Manager

✉ melanie.brown@southkesteven.gov.uk

Purpose of Report

To update Cabinet on progress towards the production of a Grantham Town Centre Action Plan.

Recommendations

Cabinet is requested to:

- 1. Note the content of this report**
- 2. Approve the Grantham Town Centre Action Plan.**
- 3. Agree to receive a further report on progress against the action plan in six months time.**

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 Sustainable South Kesteven Enabling economic opportunities
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 All activities identified in the draft Grantham Action Plan, contained within Appendix 2, can be delivered from existing budgets. The following table shows the allocation of the Council approved budget:

Budget	Spend 2022- 2023	Spend 2023- 2024	Proposed Spend 2025 to deliver Action Plan
£379,092.00	£64,000	£105,000	£210,000

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

Legal and Governance

There are no significant legal or governance implications arising from this report.

Completed by: Graham Watts, Monitoring Officer

2. Background to the Report

2.1 The Council's Corporate Plan commits to "*enable and support a dynamic, resilient and growing local economy*". The Grantham Future High Street Fund (FHSF) is one means by which the Council seeks to meet this ambition. A key component of this activity is the economic health of Grantham Town Centre.

2.2 To support this ambition, in 2021, Cabinet agreed to a £5.6m programme of works funded by the Government's Future High Street Fund (FHSF). The programme focuses on improvements to Grantham Town Centre, including public realm improvement schemes to the Market Place and Station Approach. This included, a commitment to provide £379,000 as the Council's match-funding. This was ring-fenced for activities including the employment of a Grantham Engagement Manager who would be responsible for the development and implementation of a Town Centre Action Plan.

2.3 Since the start of the highway works in May 2024, Members have expressed concern about the possible effects of this activity on levels of footfall and financial spend at local businesses in the vicinity of the works.

- 2.4 In mitigation, officers have supported businesses through a range of activities to maintain and attract footfall. Initially this included engaging street entertainers on a weekly basis to support the market for the duration of the works.
- 2.5 On completion, the refurbished Market Place was launched in October 2024, through a well-received 'Community Event'. This attracted a multi-generational audience and culminated in a lantern procession. The lanterns were designed and made by the Grantham community over the summer; with over 500 members of the public engaged in the workshops. Further public events have since been held including the popular Christmas lights switch event on 1 December 2024.
- 2.6 These events have been generally well received. In addition, officers have sought to engage local businesses and to reassure the general public, through a variety of mediums, that Grantham is 'Open for Business'.
- 2.7 A further measure of support that had been expected to start before the end of 2024 was the introduction of a loyalty voucher scheme for those businesses in proximity to the Market Place FHSF works. However, prior to its planned launch in October, Grantham retailers expressed a strong desire to do their own incentive scheme independent of the Council. As a result, the scheme has been paused whilst proposals are drafted by the Grantham retail community. The budget allocated to this activity has been ringfenced to respond to their needs, subject to them being fully inclusive and in line with the Council's objectives for the area. This is now expected to be a medium-term activity, starting in 2025.
- 2.8 The success of these activities will be evaluated against footfall data, which is one of the most reliable sources of information available to understand the health and vibrancy of the town centre which is a reporting requirement of the Future High Street Funding.
- 2.9 **Appendix 1** identifies footfall data for three geographies in Grantham, The Town Centre, The Market and Westgate / Market Place. It also includes plans identifying the three locations. The data is available back to 2020, so it is possible to make comparisons over time. The data shows that within the Town Centre 'Total footfall' has been falling slightly over that time period (-1%), stimulated by the pandemic in 2020.
- 2.10 For both the Market and Westgate / Market areas, footfall has considerably increased over the same period by 50% and 90% respectively. This indicates that these areas have become more popular for visitors to the town over that timeframe. Additionally, we can see from the 'Mean Footfall' information provided that the average number of visitors has increased, indicating a higher consistent level of footfall in those areas over time and compared to the rest of the Town Centre.

Year	Town Centre		Market		Westgate/ Market Place	
	Total Footfall	Mean Footfall	Total Footfall	Mean Footfall	Total Footfall	Mean Footfall
2020	19049026	56862.76	975803	2912.8	1686292	5033.71
2021	18992276	56863.10	1024838	3068.4	2053680	6148.74
2022	18930704	56678.75	1235338	3698.6	2464425	7378.52
2023	18868724	56493.19	1119250	3351.0	2691561	8058.57
2024	18816783	56169.50	1460261	4359.0	3214139	9594.44

2.11 In addition to resilient footfall performance, a number of retailers have displayed confidence by choosing the town as a place to start businesses. These include Westgate Bakery, The Olive Tree, The Shire's Larder and Ayka. Across 2024 Grantham Market has shown significant growth and there are now in excess of 45 traders regularly at Grantham Market.

2.12 The purpose of the FHSF was to boost the economic activity of the Town Centre and it is important that the Council builds on this through the adoption of a Grantham Town Centre Action Plan. A draft Action Plan has been prepared and is appended to this report (**Appendix 2**). An indicative events programme has been provided in **Appendix 3**. These has been informed by a fully costed feasibility study of activities including consideration to the following Interventions recommended by this committee at the June 2024 Meeting of this Committee:

- 1 **Parking:** Free parking on market days/midweek to encourage shoppers.
- 2 **Marketing:** implement a grant scheme to enable better promotions.
- 3 **New Traders** – offer financial incentives to new market traders taking up stalls.
- 4 **Rent** – offer financial support rent costs for new town centre businesses.
- 5 **Transport** – provision of free buses to Grantham on market days.

2.13 Following discussions with the Grantham Town Team, the draft Grantham Town Centre Action Plan has been prepared to support an overall strategy for Grantham Town Centre. This includes the period during the FHSF works and the initial period after, up to December 2025. The draft Action Plan is fully funded from existing budgets.

2.14 In producing this Plan, the options identified in paragraph 2.12 above have been fully considered. **Appendix 4** to this report contains a summary of this feasibility work and identifies which options have been included within the action plan. For example, providing incentives to market traders has been included however it also identifies where further work is required to understand their viability, such as the provision of free buses on market days.

2.15 This Plan has also considered information and ideas obtained in June 2024 following a ‘Brainstorming exercise’ between a local ward Member and businesses in the vicinity of the Market Place and in dialogue with the Grantham Town Team. **Appendix 5**.

2.16 The initial phase (between January and July 2025), will investigate

- Additional activity to market the town to a wider regional audience,
- Providing incentives for the occupancy of void retail units,
- Developing a pipeline of potential future ‘Regeneration projects’, and
- Providing a comprehensive programme of events to further increase footfall.

2.17 A critical element of the Action Plan will be to develop a longer-term strategy to sustain and increase footfall in the Town Centre over the next five years. As well as dialogue with the Grantham Town Team, this will continue to require the support of a broad partnership of public, private and third sector stakeholders.

2.18 The contents of this report were first discussed by FEOSC Members at the meeting on the 26 November 2024, when they were asked to:

- 1 Consider the findings of the feasibility study into options proposed by FEOSC members at their June 2024 committee meeting.
- 2 Endorse the Action Plan for Grantham Town Centre (Appendix 2).
- 3 Agrees to receive an updated Action Pan after six months.

After debating the Action Plan, the Committee agreed to endorse the first part of the Action up – Short Term proposals up to the end of the calendar year 2024. However, to allow time for further consideration of the medium-term elements of the plan they requested that a further Extraordinary General Meeting of this Committee be held.

3. Key Considerations

3.1 The adoption of an action plan for the medium to long term is vital to sustain the activities that have been started and to ensure Grantham continues to attract visitors and boost the economy of the Town.

- 3.2 Grantham Town Team expressed support for the draft Action Plan at a meeting on 4 November 2024.
- 3.3 FEOSC Members debated the Action plan on the 26 November, but, requested further opportunity to scrutinise the medium and long-term elements of the Action Plan, through an Extraordinary Meeting. The Committee did, however, endorse the short-term elements of the Action Plan

4. Other Options Considered

- 4.1 An alternative option would be to “do nothing” and decide not to adopt an Action Plan, but this would fall short of the commitment that was part of the original FHSF bid.
- 4.2 Further work is being undertaken to identify additional activities or actions for the longer term Town Centre Action Plan and will be reported to this committee in six months.

5. Reasons for the Recommendations

- 5.1 Delivery of the Grantham Town Centre Action Plan will ensure a collaborative and coordinated approach to sustaining interest and activities in the town centre to ensure Grantham continues to grow and attract visitors. The development of the Action Plan will provide a strategic framework to ensure activities are targeted to ensure that the economic, social and environmental benefits identified in the Future High Street Fund Business Case are delivered and further benefits are derived in the years to come.

6. Background papers

A –Report to Cabinet “Future High Street Fund” February 2021; Cabinet [Future High Street Fund.pdf](#)

B - Report to Full Council “Future High Street Fund”: [Full Council Report FHS July 2020.pdf](#)

C - Report to Council May 2024 “Grantham Market Place – Possible interventions to encourage footfall and support businesses”; [Grantham Market Place Final Report.pdf](#)

D - Report to Finance and Economic Overview and Scrutiny Committee May 2024 “Grantham Future High Streets Fund – May 224 update”; [FINAL FHSF FEOSC Report - 8th May 2024.pdf](#)

E - Report to Finance and Economic Overview and Scrutiny Committee 27 June 2024

[Grantham Future High Streets Fund Market Place Footfall Activity.pdf](#)

F - Report to Finance and Economic Overview and Scrutiny Committee 17 September 2024;
[Footfall Final Version.pdf](#)

G- Report to Finance and Economic Overview and Scrutiny Committee 26 November 2024
[Marketplace Footfall Report.pdf](#)

1. Appendices

Appendix 1	Footfall Data
Appendix 2	Grantham Town Centre Draft Action Plan
Appendix 3	Proposed Events Programme
Appendix 4	Feasibility Study
Appendix 5	Local Business Ideas
Appendix 6	Bus Services to Grantham

Appendix 1: Footfall Trend Analysis January - November 2020-2024

Introduction

A key measurable outcome of the Grantham Future High Street fund programme is the impact on footfall within the town. The aim of the programme is to support regeneration of the town centre through targeted interventions which increase footfall and make it more consistent.

While a direct correlation between footfall and spend in the town centre can not be drawn, an increased footfall which is more consistent offers great opportunity for businesses to thrive.

Throughout the programme delivery, footfall data has been presented to relevant committees including Finance and Economic OSC, and is regularly reported to Ministry of Housing, Communities and Local Government as part of the grant monitoring and evaluation process.

In this analysis, data from the past four years has been examined for the time window 1st January – 30th November to identify trends in footfall changes throughout the duration of the project.

As data for December 2024 will not become available until January 2025 the month of December has been omitted across all other years for consistency of analysis.

Data Collection

This footfall data is provided by Visitor Insights through their platform ‘Terrain’. The data is sourced from a UK data aggregator who receives the data from devices, predominantly mobile phones.

This includes GPS data collected by mobile phones through a wide range of apps including maps, weather, travel, utilities, news, gaming etc.

To ensure that only pedestrian visits are counted the terrain software eliminates data from any device which is travelling over 4 miles per hour. To mitigate against signals which may be from a phone within a car which is temporarily stopped, such as at a traffic light, the GPS signals are monitored and if the software detects they were travelling faster than 4mph immediately before or after being logged at less than 4mph the signal is omitted from the results.

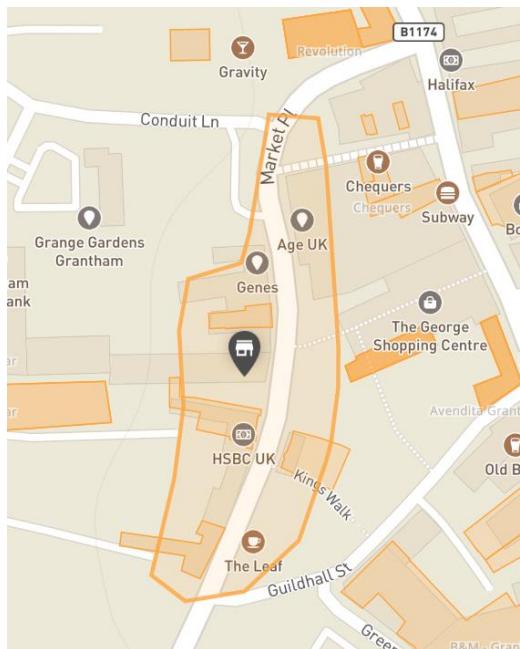
Data is provided for specified geographic areas called ‘geofences’ which can be as small as a 40m length of pavement, with no maximum size.

For a visit to be registered within any given geofence, a signal must be seen to remain in that area for at least five minutes.

Data is not collected where users have their location settings turned off.

For the purposes of this report data from the following three geofences within Grantham town centre was reviewed.

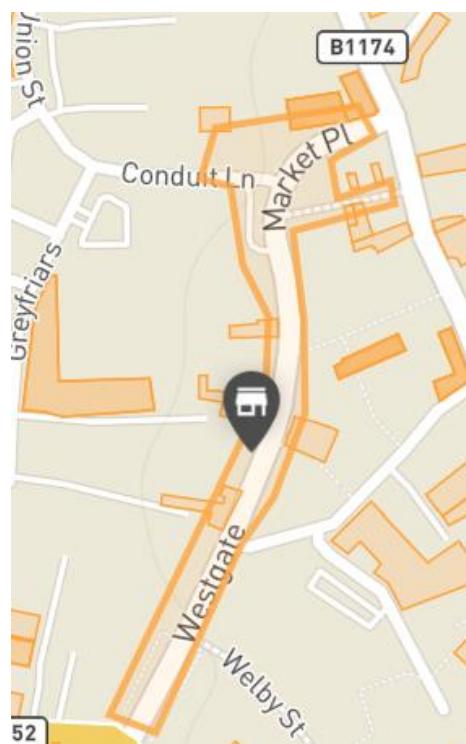
Grantham Market



This geofence (shown within the orange boundary) monitors the area where the usual Saturday Market takes place and was primarily established to monitor footfall to the Market itself.

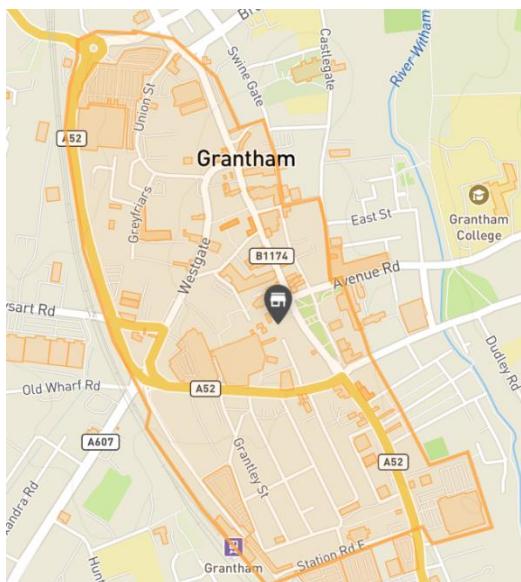
Data from this area has previously been reported to this committee.

Westgate/Market Place



This geofence monitors footfall along the full extent of Westgate and the Market Place, established to monitor the impact of footfall in the area which has seen the greatest focus of activity delivered within both the Future High Street Fund and the Grantham High Street Heritage Action Zone.

Grantham Town Centre



This area represents the full extent of the approved Grantham Future High Street Fund Zone, and includes the High Street itself, where interventions such as Upper Floor Conversion schemes are taking place.

This is including the railway station, as well as major supermarkets (ASDA, Lidl, Morrisons and Sainsburys), and as such is a less accurate measure of footfall within the retail core of the town centre, but a good indication of the number of people visiting the town as a whole.

Analysis

For the purposes of this report total footfall and average (mean) footfall were calculated as well as the distribution of footfall over time. This was to understand if a change in average footfall was as the result of a consistent trend, or a limited number of specific events of either high or low footfall impacting the overall result.

The table below shows the total footfall and average footfall for each of the three geofence areas for the period of 1st January – 30th November each year from 2020 to 2024.

Year	Town Centre		Market		Westgate/ Market Place	
	Total Footfall	Mean Footfall	Total Footfall	Mean Footfall	Total Footfall	Mean Footfall
2020	19049026	56862.76	975803	2912.8	1686292	5033.71
2021	18992276	56863.10	1024838	3068.4	2053680	6148.74
2022	18930704	56678.75	1235338	3698.6	2464425	7378.52
2023	18868724	56493.19	1119250	3351.0	2691561	8058.57
2024	18816783	56169.50	1460261	4359.0	3214139	9594.44

As can be seen, footfall in the town centre as a whole has remained relatively consistent across between 2020-2024, although a slight downward trend can be seen.

In contrast, both the total footfall, and average footfall on Westgate and in the Market Place has increased every year since 2020, indicating that although similar numbers of people are visiting the town as a whole, an increasing number are choosing to visit Westgate and the Market Place.

Consistency of visits was analysed by calculating how many days in footfall was counted within a set threshold (i.e. less than 1000 people, 1000-1999, 2000-2999 etc.) for each of the geofence areas.

Analysis of this data has shown that within the Westgate/ Market Place and Grantham Market geofence areas the increased footfall has also become more consistent. Fewer outliers are observed representing individual days with very high or very low footfall and overall, there are more days with more visitors in each year from 2020.

For example, the table below shows the number of days that footfall fell with increments of 5000 people within the Westgate/ Market Place Geofence area:

Footfall	Days				
	2020	2021	2022	2023	2024
Less than 5000	172	104	42	37	6
5000-10000	152	219	259	228	175
10000+	11	11	33	69	154
Mean Footfall	5033	6148	7379	8059	9594

Although the Future High Street Fund works to the Market Place took place in 2024, this consistent increase in footfall can be seen as a reflection of the positive changes which have taken place in this area as a focus of investment since 2015. This includes Shopfront Regeneration Programmes, High Street Heritage Action Zone and improvements to Grantham Market, and an increase in the number and variety of businesses operating in the area.

Appendix 2 - Grantham Town Centre Draft Action Plan

Short term to Christmas 2024	Project	Detail	Cost	Comments
274	Promotion	Events To support planned December events.	£1000	1 st December – Christmas Market. To assist with the Gingerbread trail throughout the town. Support Small Businesses with Small Business Saturday – 7 December 2024.
	Grantham Market	Market Study The High Street Retail Review has been received and we are already implementing some of the ideas. e.g. Additional markets and attractions.	£10,000 £3,000	Initiative to encourage new traders. Promotion and delivery of additional markets. e.g. Antiques Market, Youth Market, Makers Markets, etc. Street theatre performers to add to market offer January – March.
	Engagement	Town Team Bi-monthly meetings	£0	To support the development, delivery and monitoring of an Action Plan to be drawn up for a calendar of events for 2025, delivery, feasibility, cost, etc.
	Town Relationship	Engagement has started and will continue.	£0	Engagement Manager visiting local retailers and other business owners. Gives people a specific point of contact. Primary focus to support the businesses in the direct vicinity of the Future High Street Fund (FHSF) works.
	Marketing	Marketing Plan Develop marketing plan	£7000	Working to develop with the support of comms @visitgrantham. This will remind users of the town to keep visiting throughout the FHSF works.

Medium Term Jan- July 2025				
Product Development	Create a business case for a 5-year action plan.	Work with the town team to create a Strategy and longer-term Action Plan for the town, supported by a viable business case.	£0	Conclusion of plan, supported by a business case which will articulate how this will be delivered.
	Regeneration	Support the economic development team in the development of a pipeline of Regeneration projects.	£0	Pipeline of projects being developed.
272	Pop-up Shops or Pop-up Market Stalls	Propose offering void retail units in the town as “pop up shop” for business startups.	£8,000	Empty businesses premises are being identified by Economic Development team in the town centre. Landlords are being approached to ascertain interest in this scheme.
	Loyalty Card scheme	A loyalty card scheme for shoppers across Grantham Town Centre	£2,000	Support the delivery by the Grantham Retail Group of the #shopgrantham loyalty card scheme they are implementing.

	Business Support	Identified in the High Street Experts review the recommendation to offer additional business support.	£0	External funding being sourced through external funding to provide ‘Trader Support Package’ as recommended following High Street Experts review and subsequent market action plan development.
	Public Realm improvements	Looking at how this would enhance the town centre. Keeping the versatility of the spaces, inducing longer “dwell time” in the space and being more aesthetically attractive.	£0	Officers in the process of obtaining a Stage 4 stage design – re the greening, seating and power for the Marketplace. External funding being sourced.

	Business in Bloom	An annual competition to encourage local businesses to improve “kerb appeal” To increase the pride in the town and the aesthetic.	£5000	The council has spoken to some businesses in the marketplace, and they are keen to participate in this if we provide planters etc. They will maintain them (part of the greening initiative – include the cost of the planters for businesses in that area)
Promotion	Events	<p>Preliminary programme of events costed.</p> <p>Monthly events to work in conjunction with the Markets. School holiday activities and events.</p> <p>April – December 2025.</p>	£114,000	<p>A varied programme of events to involve people from the town and visitors. This event plan offers a variety of events and activities to appeal to all demographics and generations. The programme highlights the versatility of the space.</p> <p>A regular event schedule to encourage people into the area and extend “dwell time” interaction/spend with local businesses. The proposed programme runs from April – December.</p> <p>(Appendix 3)</p>

2/3

Grantham Market	Market Resources	Purchase additional equipment as required as identified by Markets manager and in line with Marketplace study and continue developing market.	£0	External funding has been sourced from UK Shared Prosperity Fund (UKSPF) and these funds allocated to the Markets team.
Marketing	Marketing Strategy	Deliver the marketing plan.	£5000	Promote Grantham to a wider catchment area – working in conjunction with Tourism Officer and Comms Team to deliver this.
Engagement	Town Relationship	Continuation of building relationships with businesses and individuals	£0	The local retailers have been positive in their reaction to events held in the Marketplace since the completion of the works.
	Town Team	Collaborate on long term plan for the town. Combining the skills and enthusiasm of this group of stakeholders to increase footfall to the town centre.	£0	When/if necessary, co-opt individuals to deliver the town team action plan or plan further events.

3) Long Term August 2025 – August 2030				
Delivery Phase	Deliver the strategy	Proposed projects above/projects agreed with Town Team, council and other partners	TBC	5-year plan in partnership with private and third sectors.
		Total Action Plan Cost Staff Costs Total Delivery Cost	£155,000 £55,000 £210,000	Staff costs relate to Grantham Engagement Manager's existing contract to July 2025.

Appendix 3 - Proposed Events Programme 2025

Month	Details	Time	Area	Predicted cost
April	Display skills with audience participation (e.g. Mountain Bike Skills)	2 days	Marketplace	£12,000
May	Community Event – featuring local groups/performers e.g. Launch of The King John Way Cycle Route	1 day	Marketplace	£5,000
June	Summer Festival (featuring “covers” band – depends on availability)	1 day and evening	Marketplace	£20,000
July	French Market/Brocante/Vide Grenier and French Evening	1 day and evening	Marketplace	£15,000
	Children’s Show (e.g. Dinosaur show) – school holidays	1 day (3 x 50 minute shows)	Marketplace	£3,000
August	Summer fun activity (outside theatre)	5 days	Marketplace	£13,500
	Bike Night – like other market towns e.g. Boston, Spilsby, Matlock. Motor bikes visit the marketplace on mass – food outlets, etc.	1 evening	Marketplace & Westgate	£5,000
September	Family event – outdoor cinema, with afternoon and evening screening.	Afternoon & Evening	Marketplace	£12,500
October	Lincolnshire Day Market & Event (Saturday) & school involvement. St Wulfram’s/Kings School involvement.	1 day	Marketplace	£5,000
October	100 th Anniversary of Margaret Thatcher’s birth – hosted event (celebrity)	Evening – with links to museum events/activities	TBC	£15,000
November	Twilight Market, to work in conjunction with the Christmas Tree Festival etc and would bring the town together.		Marketplace, Vine Street St Wulfram’s	Markets Budget
December	Christmas Lights Switch on– staging, performers etc - Support this existing event.	1 day	Marketplace	SKDC budget
	Add on street music/theatre to market. Initially 1 per month e.g. At Farmers market and potential to extend that into evenings over the summer if successful.			£8,000 (in total)
				£114,000

These are proposed events only at this stage – availability of artists, feasibility and competing priorities will be considered when programming events calendar.

This page is intentionally left blank

Appendix 4 - Feasibility Study Summary

<p>Incentive schemes including:-</p> <ul style="list-style-type: none">- Free parking on market days/mid-week to encourage shoppers- Grant schemes to businesses to offer marketing support.	<p>Review at 6 months, £0</p> <p>Cabinet at their meeting on 24.09.24 agreed a new set of car parking tariffs for the Grantham Pay and display car parks to be implemented at the earliest opportunity. The new tariffs include free 1 hour parking at the Council car parks (except for Wharf Road which has 2 hours free parking)</p> <p>Cabinet also agreed to monitor the impact of the new charges 6 months after their implementation to assess whether the new tariffs have had a positive impact on usage, demand and any other behavioural changes.</p> <p>Given these positive changes to the carparking offer, Richard Wyles, Deputy Chief Executive and s151 Officer agreed with the Chair of FEOSC to defer any further recommended modifications until the 6 months review has taken place.</p> <p>The results of the review will be presented to FEOSC meeting, and the Committee can then consider whether any further suggested changes can be proposed.</p> <p>Recommend that the committee accept this recommendation, for the retailers to implement their own loyalty card scheme with our support and business support package. £3000</p> <p>The Grantham Retailers Group are planning to implement their own loyalty card scheme, they did not wish to be part of a scheme introduced by SKDC and we propose to support their initiative #shopgrantham. The group are currently researching costs, for branding, websites and loyalty card production. They are also seeking advice from #shopstamford who have their own branding, publication, etc.</p> <p>Implement the High Street Retail Market Review Trader support package to assist traders with enhancing their branding, presentation and promotion, along with digital marketing, promotional campaigns etc. This will help our traders thrive and contribute to the vitality of the market. The Traders will be offered a hands-on workshop which is proven to appeal to the traders more than course style learning it will include:</p>
---	---

Appendix 4 - Feasibility Study Summary

	<ul style="list-style-type: none"> - Expert consultations for personalised advice - Marketing toolkits with templates - Local promotional campaigns - Online presence support - Visual standards guidelines - Signage and display upgrades - Training workshops on branding and digital marketing - Access to free online membership to Retailers SOS group for the market traders.
	<p>There is a marketing support package we propose to implement under UKSPF to produce marketing materials in support of High Street Experts supports package. Marketing materials to promote markets to users, and to promote opportunities on the Market to current and new traders, and development of an SKDC Markets website.</p>
<ul style="list-style-type: none"> - Financial incentives for new market traders taking up stalls 	<p>Recommend that we implement this proposed scheme, £10,000.</p> <p>We propose to cover the cost of market stalls for new traders for a 4-week period to encourage new traders to Grantham Market. And that this scheme runs for a period of a year and is actively promoted by the markets team, town team, councillors, etc. This would cost approximately £8000 (maximum 5 new stalls per 4-week period) The markets team will in conjunction with this work to offer free markets stalls to traders who recommend new stallholders.</p>
<ul style="list-style-type: none"> - Financial incentives to support rent costs for new town centre businesses 	<p>Recommend that we trial this scheme as soon as possible with the premises identified, £8,000.</p> <p>The Economic Development Team intend to set up a “Pop Up” shop programme. In designing this scheme we’ve identified a list of businesses who would participate in this scheme. We are currently exploring options for this with landlords within the town centre. The concept is to offer businesses a 10-week period to “try out” with a 2-week period to setup/launch a new retailer in that space.</p>

Appendix 4 - Feasibility Study Summary

<ul style="list-style-type: none">- The provision of free buses to Grantham from outlying regions/other towns for Market days.	<p>Support a project for local artists to display Art in vacant shop units within the town, with the consent of the landlords. This will improve the aesthetics until such times as the units are occupied. The George Centre currently has this in situ – it is creating interest for those passing through the centre/shopping and Comms Team are featuring this artwork</p> <p>Further feasibility work is being undertaken to identify the most suitable premises. A long list of sites is being developed and a list of potential tenants is being formed.</p> <p>Recommend that we review this further– regular buses on rural routes on a Saturday already exist, £0.</p> <p>Officers have looked at the prospect of this and discounted this due to there being no requirement at the present time. Appendix 5 shows bus timetables from the North, South, East and West of the town. It shows good availability of buses into the Town Centre on a Saturday. The area that could perhaps be further supported with additional buses would be the route in from Bottesford as this only has a reasonable service. However there is also a train from Bottesford to Grantham approximately every hour and half on a Saturday.</p> <p>Callconnect operate a bookable bus service into Grantham from all the outlying villages as well as the regular timetable offered by Callconnect. They offer a 6 day a week service Monday – Friday 7am- 7pm and Saturdays from 8am – 6pm. The Callconnect service allows people to book the service to suit their needs/appointments/timings. The fee is currently capped at £2 but will rise to £3 on 01.01.25.</p> <p>Centrebus also run a very regular service throughout the town and surrounding villages.</p> <p>Other bus companies also offer incentives to encourage visitors from out of town to visit at weekends and during the school holidays e.g. 2 adults 15% off and 2 children free of charge.</p>
--	---

Appendix 4 - Feasibility Study Summary

	<p>For the Christmas market/light switch on 1st December 2024, Centrebuses provided additional bus services specifically for this event. Further work has been completed with a view to how we could work with bus companies in offering “event” buses for future Marketplace/town centre markets/events. We have explored indicative costs for additional buses from outlying areas into Grantham Town Centre and it would cost approximately £400 per bus each way to the town centre from outlying villages (dependent on number of stops etc) This activity will be further reviewed as part of the development of the longer-term action plan.</p>
--	--

Appendix 5 - Local Business Ideas

1. Events, as one of the primary drives for the project was to use it as an event space, what are the aspirations for this, can we put a target on how many events will take place in a year?
 - a. Monthly
 - b. Quarterly
 - c. Seasonal- Flower market in summer, garden market in spring, Octoberfest beer festival, German market in winter.

This is all captured in the proposed events programme.

2. Mid Week events/focus. Lots of focus is on Saturdays when the market is on.
 - a. Hold a mid-week market in Grantham
 - b. Street food day, we invite a burger van, Mexican van, baked potato van and provide a seating area in the Market Place.

This is captured in the proposed Town Centre Action Plan.

3. Voucher Scheme- “Local Business Week”. SKDC have a booth in the Market Place for a full week where residents can come along and claim a £1 or £2 voucher (or even lucky dip between £1- £10). Vouchers can be spent at any local business and SKDC reimburses the businesses.

This is being addressed in the proposed Loyalty card scheme #shopgrantham.

4. We purchase the George Centre and turn it into an attraction for Lincolnshire.
 - a. Indoor crazy golf with restaurants
 - b. Indoor market 7 days a week
 - c. A crafters center of excellence
 - d. Office space, like a WeWork for businesses
 - e. Low price rents for small startup businesses

The George Centre is not currently for sale. We are developing a pipeline of projects in conjunction with the owners of the centre to assist with regeneration of the space. The Action Plan commits to the creation of a ‘pipeline’ of Regeneration projects, which will consider actions such as this.

5. Encourage new business. We pay 50% for the first month rents, 40% second, 30% third, 20% fourth, 10% fifth.

This is captured in the proposed Town Centre Action Plan.

6. More car park capacity, we purchase more land to increase capacity as the nearest 2 car parks are at capacity on Saturdays in the summer- Watergate and Conduit Lane.
7. Free Parking Thursday, encourages footfall into the town on the quietest day.

Free parking already implemented by Cabinet. To be reviewed after 6 months.

8. Free advertising consultant to work with all businesses to encourage their growth with a budget for advertising provided after the consultancy.

Trader Support Package being implemented as recommended in the High Street Experts Review undertaken in 2024.

9. Free Market Stalls on a Saturday for new traders as an incentive to try it out. Maybe first one free, second one 50%.

In the process of implementation. Working with the markets team to deliver early in the New Year.

10. Free trader parking for anyone trading market- could we do a deal with HSBC to use their unused car park on a Saturday? Also would free up spaces in the current car parks for more visitors.

HSBC carpark is small and for staff and customer use only.

11. Move the market to Market Place

Out of scope. This will, instead, be considered as part of the development of an Action Plan for Grantham Market.

12. Free market bus. Work with a company like A&P Travel to provide a free market bus twice a day from Bourne/Stamford to Grantham to encourage when the market is on.

Covered in feasibility study. This will be further explored as the Market Place events programme develops.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG
1 APPENDIX 6 - BUS SERVICES FROM SURROUNDING AREAS INTO GRANTHAM ON SATURDAYS.																																
2 Call Connect- Saturdays																																
3 Stamford - Grantham																																
4 Stamford, Bus Station					905	1205	1505																Grantham, Bus Station	1015	1315							
5 Stamford, Morrisons						912	1212	1512															Grantham, Prince William of Gloucester Barracks	1021	1321							
6 Stamford, Rutland Road						915	1215	1515															Old Somerby, Fox and Hounds	1024	1324							
7 Ryhall, Coppice Road						920	1220	1520															Boothby Pagnell, Letter box	1027	1327							
8 Careby, Station Road						927	1227	1527															Bitchfield, The Crown	1031	1331							
9 Holywell, Home Farm House						930	1230	1530															Corby Glen, Fighting Cocks Inn	752	1037	1337						
10 Castle Bytham, Castle Inn						937	1237	1537															Swinestead, Croake Hill	756	1041	1341						
11 Little Bytham, The Mallard						941	1241	1541															Creeton, Countorpe Road	800	1045	1345						
12 Creeton, Countorpe Road						944	1244	1544															Little Bytham, The Mallard	803	1048	1348						
13 Swinestead, Croake Hill						948	1248	1548															Castle Bytham, The Castle Inn	810	1055	1355						
14 Corby Glen, Fighting Cocks Inn						952	1252	1552															Holywell, Home Farm House	814	1059	1359						
15 Bitchfield, The Crown						958	1258																	Careby, Station Road	814	1102	1402					
16 Boothby Pagnell, Letter Box							1001	1301																Ryhall, Coppice Road	824	1109	1409					
17 Old Somerby, Fox and Hounds							1004	1304																Stamford, Rutland Road,	829	1114	1414					
18 Grantham, Prince William Barracks							1008	1308																Stamford, Morrisons Car Park	832	1117	1417					
19 Grantham Bus Station							1014	1314																Stamford Bus Station	839	1124	1424					
20																																
21 GOOD COVERAGE TO GRANTHAM MARKET FROM STAMFORD (SOUTH)																																
22 Centrebuses - Saturdays																																
23 Melton Mowbray - Grantham																																
24 St Mary's Way, Melton Mowbray		740	818	1025	1225	1425	1625	1825	1925														Grantham , Bus Station	650	818	1010	1210	1410	1610			
25 Doctor's Lane, Melton Mowbray		743	821	1028	1228	1428	1628	1828	1928														Gregory Arms, Harlaxton	658	826	1018	1218	1418	1618			
26 Lag Lane, Melton Mowbray		745	823	1030	1230	1430	1630	1830	1930														Main Street, Denton	700	828	1020	1220	1420	1620			
27 Royal Horse Shoes, Waltham on the Wolds		751	829	1036	1236	1436	1636	1836	1936														The Nook, Croxton Kerrial	704	832	1024	1224	1424	1624			
28 Middle Street, Croxton Kerrial		756	834	1041	1241	1441	1641	1841	1941														Royal Horseshoes, Waltham on the Wolds	709	837	1029	1229	1429	1629			
29 Main Street, Denton		800	838	1045	1245	1445	1645	1845	1945														Lag Lane, Thorpe Arnold	715	843	1035	1235	1435	1635			
30 Gregory Arms, Harlaxton		802	840	1047	1247	1447	1647	1847	1947														Bowley Avenue, Melton Mowbray	716	844	1036	1236	1436	1636			
31 Bus Station, Grantham		812	850	1057	1257	1457	1657	1855	1955														St Mary's Way, Melton Mowbray (S3)	722	850	1042	1242	1442	1642			
32																																
33 GOOD COVERAGE TO GRANTHAM MARKET FROM MELTON MOWBRAY (SOUTH WEST)																																
34 Centrebuses- Saturday																																
35 Sleaford - Grantham																																
36 Rail Station, Sleaford		740	925	1125	1325	1555																		Grantham - Sleaford	835	1035	1235	1435	1710			
37 Tom Lane, Sleaford		749	934	1134	1334	1604																		Grantham , Bus Station	835	1035	1235	1435	1710			
38 School Lane, Wilsford		754	939	1139	1339	1609																		Grantham Hospital	842	1042	1242	1442	1717			
39 Village Hall, Ancaster		758	943	1143	1343	1613																		Belton House Gates, Belton	848	1048	1248	1448	1723			
40 Rookery Lane, Sudbrook		759	944	1144	1344	1614																										

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG		
88																																		
89	GOOD COVERAGE TO GRANTHAM MARKET FROM STAMFORD (SOUTH)																																	
90	Centrebuses Saturday											Grantham - Saxby & Seward																						
91	Saxby & Seward - Grantham											Grantham Bus Station	13	16.05	1745																			
92	Windsor Street, Melton Mowbray		945									Gregory Arms, Harlaxton	1307	1612	1752																			
93	Field Road, Melton Mowbray		714	952								Hungate Road, Denton	1310	1615	1755																			
94	Grange Farm		716	954								Woolsthorpe Lane, Woolsthorpe by Belvoir	1315	1620	1800																			
95	St Andrew's Church, Coston		718	956								Main Street, Knifton	1317	1622	1802																			
96	Post Office		723	1001								Middle Street, Croxton Kierrial	1322	1627	1807																			
97	Old Manor Farm		726	1004	1350							School	1326	1631	1811																			
98	Tollemache Arms, Buckminster		729	1007	1353							The Green, Stonesby	1331	1636	1816																			
99	School Hill, Sproxton		734	1012	1358							School Hill, Sproxton	1337	1642	1822																			
100	The Green, Stonesby		740	1018	1404							Post Office	1342	1647	1827																			
101	School		745	1023	1409							Old Manor Farm	1345	1650	1830																			
102	Middle Street, Croxton Kierrial		749	1027	1413							Tollemache Arms			1833																			
103	Main Street, Knifton		754	1032	1418							St Andrew's Church, Coston			1839																			
104	Woolsthorpe Lane, Woolsthorpe by Belvoir		756	1034	1420							Grange Farm			1841																			
105	Hungate Road, Denton		801	1039	1425							Field Road, Melton Mowbray																						
106	Gregory Arms, Harlaxton		804	1042	1428																													
107	Bus Station, Grantham		811	1049	1435																													
108																																		
109	GOOD COVERAGE TO GRANTHAM MARKET FROM MELTON MOWBRAY (SOUTH WEST)																																	
110	Centrebuses Saturdays											Grantham - Bottesford																						
111	Bottesford - Grantham											Grantham Bus Station	1000	1135	1330	1435																		
112	Laurel Way, Bottesford		1025	1200	1400	1500						The Avenue, Grantham	1003	1140	1335	1440																		
113	Queen Street, Bottesford		1028	1203	1403	1503						The White Swan, Barrowby	1010	1145	1342	1445																		
114	Village Hall, Muston		1033									Village Hall, Muston			1350																			
115	The White Swan, Barrowby		1040	1214	1414	1514						Queen Street, Bottesford	1021	1156	1356	1456																		
116	The Avenue, Grantham		1046	1219	1419	1519						Laurel Way, Bottesford	1023	1158	1358	1458																		
117	Grantham Bus Station		1052	1224	1424	1524																												
118																																		
119	REASONABLE COVERAGE TO GRANTHAM MARKET FROM BOTTESFORD (WEST)																																	
120	Callconnect - Saturdays											Grantham - Aslackby																						
121	Aslackby - Grantham											Grantham BusStation	1230	1650																				
122	Aslackby, Robin Hood Pub		850									Grantham Prince William of Gloucester Barracks	1235	1655																				
123	Rippingale, St Andrew's Church		855									Old Somerby, Middle Path	1240	1700																				
124	Dowsby, Fen Road		859									Ropsley, Woodend	1245	1705																				
125	Pointon, Village Hall		901									Humby, Old Manor House	1250	1710																				
126	Billingborough, West Street		905	1315								Ingoldsby, Primary School	1255	1715																				
127	Folkingham ,Market Place		910	1320								Lenton, St Peter's Church	1258	1718																				
128	Pickworth, Pickworth Lodge		918	1328								Pickworth, Pickworth Lodge	1302	1722																				
129	Lenton, St Peter's Church		922	1332								Pickworth Village	1304	1724																				
130	Ingoldsby, Primary School		925</td																															

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG
175 Caythorpe Red Lion	828	936	1036	1136	1236	1336	1436	1536	1636	1736	1836	1916	2016																			
176 Fulbeck Hare and Hounds Inn	832	840	1040	1140	1240	1340	1440	1540	1640	1740	1840	1920	2020																			
177 Leadenham, The Green	836	944	1044	1144	1244	1344	1444	1544	1644	1744	1844	1924	2024																			
178 Welbourn, The Green	840	946	1046	1146	1246	1346	1446	1546	1646	1746	1846	1926	2026																			
179 Wellingore Church	846	952	1052	1152	1252	1352	1452	1552	1652	1752	1852	1952	2032																			
180 Navenby, Lion and Royal	848	954	1054	1154	1254	1354	1454	1554	1654	1754	1854	1954	2034																			
181 Boothby Graffoe, Balcksmith Lane	850	956	1056	1156	1256	1356	1456	1556	1656	1756	1856	1956	2036																			
182 Coleby, Rectory Road	852	958	1058	1158	1256	1356	1458	1558	1658	1758	1858	1958	2038																			
183 Harmston, Church Lane	854	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2040																			
184 Waddington, The Wheatsheaf	857	1003	1103	1203	1303	1403	1503	1603	1703	1803	1903	2003	2043																			
185 Bracebridge Heath, Library	906	1009	1109	1209	1309	1409	1509	1609	1709	1809	1909	2009	2049																			
186 Lincoln Bus Station	922	1025	1125	1225	1325	1435	1525	1625	1725	1825	1925	2025	2102																			
187																																
188																																
189	There is excellent coverage across most of the surrounding area into the Market in Grantham and home again to allow to people to visit. In addition to this the																															

This page is intentionally left blank



Thursday, 16 January 2025

Report of Councillor Name Rhys Baker
Cabinet Member for Environment and
Waste

Waste Policy Update

Report Author

Kay Boasman, Head of Waste Management and Market Services

 kayleigh.boasman@southkesteven.gov.uk

Purpose of Report

This report provides an update on the amended Waste Policy. The waste collection service at South Kesteven District Council (SKDC) has undergone several changes since the Policy was last reviewed and updated. These include the introduction of twin stream recycling and battery collections. These service changes have been incorporated into the updated Waste Policy.

Recommendations

Cabinet is recommended to:

1. Review and approve the updated version of the Waste Policy.

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:

- 1.1 The updates to the Policy are within existing financial resources and therefore there are no financial implications arising from the 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 the report.

Completed by: Graham Watts, Monitoring Officer

Community Safety

- 1.3 The success of the policy is reliant upon a successful partnership between the Waste Team and the Community Safety Team. These links are referenced within the policy document and will be key to its successful implementation.

Completed by: Ayeisha Kirkham, Head of Service (Public Protection)

2. Background to the Report

- 2.1 This report highlights the key changes in the most recent Waste Policy update. The report and updated policy document were taken to the Environment Overview and Scrutiny Committee held on 10th December 2024. The OSC made several recommendations for changes, all of these have been considered and the policy document has been updated where necessary.
- 2.2 The Waste Policy document provides the residents of SKDC with an outline of the services provided and helps to manage their expectations regarding service delivery. Furthermore, it acts as a guide to decision-makers on how to handle issues and ensures that any issues are dealt with fairly and transparently.
- 2.3 The current Waste Policy was last updated in 2023, this was before the introduction of the twin stream recycling service and the kerbside collection of batteries. To ensure the policy is up to date, it has been edited to include SKDC's policy in relation to these waste streams.
- 2.4 A further update within this policy is the strengthening of the links between the Waste Team and the Community Protection Team. This relationship helps to

ensure that issues which relate to waste but cause issues within the community, can be effectively addressed. This includes misuse of bins and incorrectly presented waste.

3. Key Considerations

- 3.1. The key areas of change within the document are:
 - **Section 10:** Missed Bin/Sack Collections – this section outlines when the service will return for a missed bin and when they will not. It covers the Council's policy on rejected bins (this includes for contamination).
 - **Section 13:** Battery Collections – this section outlines the Council's approach to collecting batteries at the kerbside.
 - **Section 14:** Clinical sharps – the reference to direct deliver to the depot has been removed and collection of sharps bins is referenced as the only option. This is due to health and safety restrictions at the current and new depot; we will continue to accept direct delivery, and residents will not be turned away with sharps bins, however, we will educate and encourage those delivering to the depot to arrange a collection
- 3.2. These sections cover the Council's policy in relation to recent service changes and outline our response to common issues including missed bins. It is essential that the policy clearly and accurately outlines the Council's position on these issues as this will enable officers to make consistent and fair decisions when issues arise.

4. Other Options Considered

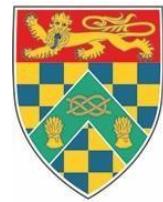
- 4.1. The other option considered was to delay the update until after the introduction of weekly food waste collections in 2026. However, this would risk creating ambiguity around our policies for waste collection and therefore an earlier update was agreed.
- 4.2. The Cabinet is invited to consider and recommend any further changes to the Waste Policy.

5. Reasons for the Recommendations

- 5.1. The other option considered was to delay the update until after the introduction of weekly food waste collections in 2026. However, this would risk creating ambiguity around our policies for waste collection and therefore an earlier update was agreed.
- 5.2. The Cabinet is invited to review and approve the updated version of the Waste Policy.

6. Appendices

6.1. Appendix 1: Waste Policy



Refuse and Recycling Operational Policy

DRAFT

Version	Reason
1.1	Amendments to policy approved 11 January 2016
1.2	Draft Changes KB/RP October 2024
1.3	Amended by KB/RP to reflect Environment OSC feedback

	Page
Introduction	3
Part 1 – Waste Collection	
1 Presentation of Kerbside Waste – Residents' Responsibilities	4
2 Presentation of Kerbside Waste – The Council's Responsibilities	5
3 Kerbside Waste Collection Services	6
4 Side Waste	7
5 Flats and Communal Bin Stores	8
6 Sack Collections	8
7 Garden Waste Collection – Green Bin	9
8 New, Additional and Replacement Receptacles	10
9 Assisted Collection	11
10 Missed Bin/Sack Collections	12
11 Additional Capacity for Large families	14
12 Bulky Household Waste Collection	14
13 Battery Collections	15
14 Medical and Clinical Waste	16
15 Commercial / Trade Waste Collection	16
Part 2 – Education and Enforcement	
16 Education	17
17 Enforcement	18
18 Appeals against a notice	19
19 Payment of a fixed penalty	19
20 Continued Non-Compliance	19

Introduction

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

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

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

The council acknowledges the environmental and community impact of not following proper waste collection practices. Failing to comply can lower recycling rates and leave waste uncollected, which may attract pests, pose health hazards, and create other nuisances.

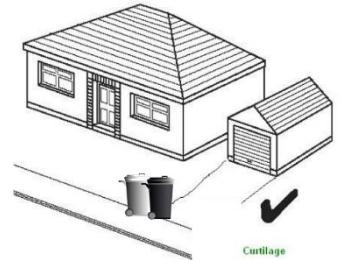
When residents do not comply with the Council's requirements, a proportionate response will be applied in line with the Council's Enforcement Policy. In line with the Section 46 notification, this could involve issuing a fixed penalty notice, taking other legal action, or suspending the collection service which can include removal of waste receptacle.

The council is committed to maintaining a clean, healthy environment and addressing climate change as part of its 'Sustainable South Kesteven' corporate plan. It aligns with the Lincolnshire Waste Partnership's strategic vision: "to pursue the best environmental solutions by providing innovative, customer-focused waste management that delivers value for money for Lincolnshire."

Part 1 – Waste Collection

1 Presentation of Kerbside Waste – Residents' Responsibilities

- 1.1 Householders are responsible for the contents of their waste receptacles until they are collected by the council.
- 1.2 Residents must present their waste in bins or sacks provided by SKDC on the designated collection day.
- 1.3 Residents must only use household bins or sacks to dispose of waste generated from their own domestic property.
- 1.4 Wheelie bins and sacks should be placed out for collection by 7:30 a.m. on collection day. Householders can present wheelie bins and sacks from 6:00pm the evening before collection day and should take them back within their property boundary by 6:00pm after their collection. Any bins, sacks, or loose waste left on the street outside of collection days will be investigated.
- 1.5 In some cases, such as extreme weather, it may be necessary to collect bins or sacks before 7:30 a.m. When this happens, the council will make every effort to communicate any changes as widely as possible.
- 1.6 Wheeled bins and sacks must be placed out for collection in a visible location to ensure that collection staff can easily identify them for collection. Please ensure the handles are facing outwards to assist collection staff. Once emptied, bins should be returned to the property boundary as soon as practicable.
- 1.7 For properties located on private roads or shared driveways, bins and sacks must be placed where the private access road or driveway meets the public highway.
- 1.8 Bins should be positioned to prevent obstruction on pavements or walkways, with special consideration for partially sighted pedestrians, wheelchair users, and individuals with pushchairs or prams.
- 1.9 If residents are unable to place wheeled bins or sacks at the edge of the public highway due to access or property location issues, an individual assessment will be conducted to determine an appropriate collection point.



1.10 Residents are responsible for the storage, safekeeping, and cleanliness of their waste and recycling receptacles. These receptacles should not be allowed to overflow.

2 Presentation of Kerbside Waste – The Council’s Responsibilities

2.1 The council will supply an appropriate number of bins or sacks based on the property type and access requirements. Residents must not present additional bins or use their own.

2.2 The council will return bins to their collection point after emptying, unless doing so would cause an obstruction.

2.3 If the council causes a spillage, we will clean it up using brushes and shovels. For substances that are difficult to clear, such as paint or oil, a specialist team will be contacted as soon as possible to handle the situation.

2.4 Collection days for each residential address will be listed on South Kesteven’s website at www.southkesteven.gov.uk. While the council cannot provide a specific time for collection due to factors such as roadworks, vehicle breakdowns, and other uncontrollable circumstances, collections will begin from 7:30 a.m. on the scheduled collection day.

2.5 Scheduled collection days can change due to public holidays and the Council will publish these changes on our website, social media channels and emails.

2.6 Waste presented for collection may be inspected by an the authorised officer, typically a member of the collection crew. These inspections are conducted to verify that the receptacle contains only the waste allowed for collection on that day.

2.7 The council will tag and record bins that fail an inspection and will refuse to collect them. It is the householder’s responsibility to ensure that the receptacle is free from any contamination by the next scheduled collection day.

2.8 The council will make flexible and alternative arrangements for areas that face issues such as access restrictions or space restrictions to store waste containers on their premises. Local arrangements may be put in place to meet the needs of local areas.

3 Kerbside Waste Collection Services

3.1 The council will supply 240L wheelie bins for the collection of specific waste types. Waste placed in council bins or sacks must correspond to the designated types for each receptacle. Wheelie bins may only be used if there is adequate space within the property boundary to store them. If there is insufficient room for wheelie bins, sacks will be provided (see section 4). The following bins will be provided:

- Black for household/residual waste that cannot be recycled,
- Silver for mixed dry recycling (excluding paper and card),
- Black with purple lid for paper and card, and
- Green for garden waste (subject to subscription).

3.2 The following materials are to be placed in each wheeled bin. The following lists are a guide. A comprehensive list of which items should be put into each receptacle is on our website and is kept up to date and is the definitive list for the purpose of this document www.southkesteven.gov.uk/whichbin.

3.3 Purple-lidded black bins for paper and card should contain:

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

- Paper (with no glue or paint),
- Cardboard tubes and boxes,
- Food packaging boxes (with no food),
- Cardboard egg boxes,
- Envelopes with or without plastic windows,
- Junk mail,
- Newspapers and magazines,
- Household packaging, and
- Greeting cards and wrapping paper (with no foil or glitter).

3.4 Silver bins for dry mixed recycling (this should be clean and dry, with no food residue and it excludes paper and card) should contain:

- Glass bottles and jars,
- Metal cans,
- Clean foil,
- Aerosols,
- Waxed cartons, and
- Plastic bottles, pots and tubs.
- ***Soft plastics such as films and crisp packets cannot be recycled in your silver bin.***

3.5 Black bins for all non-recyclable household waste should contain:

- All non-recyclable household waste that is not in the lists above.

3.6 The following items are not accepted in any receptacle and should be disposed of at Household Waste Recycling Centres. Details of locations can be found at www.lincolnshire.gov.uk.

- Electrical items (WEEE),
- Rubble,
- Soil, and
- Hazardous waste.

4 Side Waste

4.1 The presentation of 'side' waste (extra waste placed next to the black wheeled bin) does not align with waste reduction principles. Any waste left beside a wheeled bin or within bin stores will not be collected.

4.2 Paper and card side waste which is not contained within the purple lidded wheeled bin will not be collected. This is because the paper and card must remain clean and dry. Householders must place all wet or dirty paper or card in the residual (black) wheeled bin.

4.3 Exceptions to the side waste requirements may occasionally be made, such as during severe weather conditions that affect the service. Any details regarding these exceptions will be posted on the council's website and social media channels.

4.4 Householders may dispose of excess waste and recycling at Household Waste Recycling Centers, details of locations can be found at www.Lincolnshire.gov.uk.

4.5 If a wheeled bin is deemed overloaded, whether by weight or volume, it will not be emptied. This decision is at the discretion of the operative, taking into account health and safety considerations and the safe working limits of the collection vehicle's lifting equipment.

5 **Flats and Communal Bin Stores**

5.1 There may be occasions where it is not practical to provide 3 x 240 litre wheeled bins for each household. The Council will assess the arrangements for flats/ mixed properties on an individual basis and the council may implement flexible arrangements based on need.

5.2 If a developer, builder, or management agent chooses to provide their complexes with 1100-litre bins, the council will empty these bins by arrangement.

5.3 Where agreed, wheeled bins will be collected from and returned to the communal bin store.

5.4 If bins in a communal storage area are contaminated, they will be rejected and not emptied. It will be the responsibility of the residents or managing agents to arrange for the removal of the contaminated materials before the bins can be emptied on the next scheduled collection day.

5.5 If residents of flats or mixed properties do not effectively segregate their waste for recycling, the council will work with them to promote better recycling practices through education and written instruction. If necessary, the council may exercise its enforcement powers to improve recycling performance in multiple occupancy properties. In cases of recurring issues, recycling bins may be removed.

5.6 If excess waste, such as bags, loose items, or furniture, obstructs access to a bin store, the operatives will not clear the area, and the wheeled bins will not be emptied. It is the responsibility of the management company or residents to clear the area and dispose of the excess waste. Wheeled bins will be emptied at the next scheduled collection, provided access is available. Landlords and managing agents must dispose of waste in accordance with current legislation

5.7 For properties that are part commercial and part residential—such as a flat above a shop—the council will only provide collection for household waste. If there is uncertainty regarding the origins of the waste (e.g., if commercial waste is evident), the waste will not be collected, or a charge may be applied.

6 **Sack Collections**

6.1 In instances where it is not possible to safely store wheeled bins on some properties – usually due to lack of space or poor access – households will be provided with an annual supply of council waste sacks. Sacks will be delivered in October. The number of sacks that are delivered will equal the capacity to a wheeled bin.

6.2 Properties that may be provided with council sacks as an alternative to wheelie bins include:

- Flats with limited/no external storage,
- Properties with no frontage,
- Properties with no rear access,
- Properties with a very long drive where it is not efficient for crews to walk to a wheeled bin, and
- Properties where the council's vehicle fleet cannot access.

6.3 Households that require a sack collection will be provided an annual supply of following sacks for the following waste type:

- SKDC pink sack for non-recyclable waste, and
- SKDC clear sack for dry mixed recycling including paper and card.

6.4 A maximum of 4 sacks will be collected from a household on any collection date.

6.5 Pink and clear sacks will be collected alternate weekly. Clear sacks for dry mixed recycling can be presented when wheelie bin customers are presenting their purple lidded bin for paper and card only, and these will be collected separately.

6.6 When vacating a sack collection property residents should leave the remaining sacks at the property. When moving into a property that requires sacks partway through the annual delivery period (October – September), orders should be ordered on the Council's website and the appropriate number of sacks for the remainder of the year will be delivered.

7 Garden Waste Collection – Green Bin

7.1 A chargeable service for the collection of garden waste is available to householders. Information on the service, terms and conditions how to subscribe are available at www.southkesteven.gov.uk/greenbin.

7.2 Garden waste is not permitted in the residual waste or recycling wheeled bins/sacks. Bins/sacks containing garden waste will be rejected as contaminated and will not be emptied/collected. The householder will be responsible for removing the waste before the next scheduled collection.

7.3 Residents who do not subscribe to the service are encouraged to compost or dispose of garden waste at any of the Lincolnshire Household Waste Recycling Centres <https://www.lincolnshire.gov.uk/recycling-waste/find-recycling-centre>.

7.4 Residents who subscribe to the garden waste collection service can purchase the following container/s for the following types of waste. The following list is a guide, the most up to date record of items than can be placed in the green bin can be found on the council's website www.southkesteven.gov.uk/whichbin.

- Hedge trimmings/cuttings,
- Grass cuttings,
- Flowers and plants,
- Leaves and bark, and
- Twigs and small branches.

8 New, Additional and Replacement Receptacles

8.1 A set of three 240 litre bins (silver, black and purple lidded) will be issued to new houses as standard, a charge is made for all new wheeled bins. The council will always request the developers or the landlord pays for bins at a new property. Where the developer or landlord has failed to make this provision, the resident will be liable for the purchase of the wheeled bins.

8.2 Any damage to wheeled bins that occurs during the collection process will be replaced at no cost.

8.3 Residents will be charged for replacement wheeled bins if they are damaged due to neglect, intentional harm, or hot ashes. Charges are reviewed annually and can be found in the council's published fees and charges. Payment must be made at the time of ordering. Individual circumstances will be considered on a case by case basis and a manager will decide any flexible payment arrangements.

8.4 Replacement wheeled bins will be delivered to householders as soon as practicable after payment is received, typically within 15 working days. If the bin is damaged in a way that makes it unfit for use, alternative arrangements will be made whilst waiting for the replacement bins to be delivered.

- 8.5 The black, silver and purple lidded bins supplied to households remain the property of the council as the council has a statutory duty to collect these wastes. Garden waste bins purchased are the property of the householder.
- 8.6 When moving address, householders must leave the refuse and recycling wheeled bins and any remaining sacks at the property for the new occupant. If you move to another address in South Kesteven, you can take your green bin(s) with you. However, to ensure that your collections continue, you must contact www.gardenwaste@southkesteven.gov.uk to transfer the service to your new address.
- 8.7 Householders are responsible for the storage, safe keeping and cleaning of refuse and recycling receptacles.
- 8.8 Where it is found that additional receptacles have been acquired by householders the Council will take measures to empty and remove additional bins.
- 8.9 New and replacement wheelie bins and sacks should be ordered online using the council's bin and bag services page [Bin and bag services | South Kesteven District Council](#).

9 Assisted Collection

- 9.1 Residents may request an 'assisted collection' at no additional charge if they are unable to transport their wheeled bins or bags to the kerbside for collection due to infirmity, disability, or other health-related reasons, and there are no other household members aged 16 years or older available to assist. Assisted collections can be provided on either a temporary or long-term basis, subject to the council's assessment that the service is warranted.
- 9.2 Residents requesting an assisted collection may need to provide a letter of support from a medical practitioner. They will typically receive either a home visit or a telephone consultation to confirm their eligibility for the service and to determine the collection location.
- 9.3 Wheeled bins/sacks will be collected from the agreed location. Wheeled bins will be returned to the same location.
- 9.4 Residents are responsible for ensuring that bins or sacks are visible to collection crews at the agreed location and that there are no obstructions. Gates must be unlocked between 7:30 a.m. and 3:00 p.m. on the collection day. If the operative is unable to gain access, no further collection will be attempted until the next scheduled date.

9.5 Residents must notify the council if their circumstances change, and the assisted collection is no longer needed. The register will be reviewed periodically, and users will be contacted to confirm ongoing eligibility. The service will be withdrawn if the household no longer qualifies. Temporary collections will generally have a set end date, after which the service will end automatically. Residents must contact the council to arrange any extension.

9.6 An assisted collection should be requested online at [Request an assisted waste collection | South Kesteven District Council](#).

10 Missed Bin/Sack Collections

10.1 There are occasions when bins and sacks will not be emptied at the scheduled time, the following is a list of the most common occurrences:

- Severe weather,
- Blocked access (parked cars), and
- Roadworks.

10.2 Severe Weather

10.21 In the event of severe weather, such as snow, ice, floods, or other conditions disrupting waste and recycling collection services, the council will strive to continue services where it is safe to do so.

10.22 If collections are missed due to severe weather, residents should leave their bins or sacks out for up to one week, including the weekend, as missed collections may occur on Saturdays. If the collection has not been completed within this timeframe, bins or bags should be taken back into the property boundary and re-presented on the next scheduled collection day for that waste type.

10.23 Missed residual waste collections (black bins/pink sacks) will be prioritized. This may require the temporary suspension of the garden waste service during periods of disruption. Depending on the length of the disruption, additional waste may be accepted alongside containers.

10.24 Residents will receive updates through social media, the council's website, and any other appropriate communication channels.

10.3 Blocked Access

- 10.31 If bins are blocked by a vehicle, the council will try to collect on the same day.
- 10.32 If access is blocked by roadworks or parked vehicles, the council will attempt collection within three working days, up to three attempts.
- 10.33 After three unsuccessful attempts, bins will be left until the next scheduled collection.

10.4 Roadworks:

- 10.41 The council coordinates with the Highways Authority to ensure collection crews are aware of planned roadworks and can arrange alternatives.
- 10.42 Waste collection vehicle drivers will evaluate the safety of accessing areas affected by emergency roadworks and coordinate with the Highways Authority to maintain waste collection services. A smaller collection vehicle may be used, potentially altering the collection day. The council will make every effort to inform residents of these changes in advance of the collection.

10.5 Reporting and Returning for missed collections

- 10.51 Residents may report a missed collection on the council's website starting from 3 p.m. on the scheduled collection day. Missed bin and sack reports made more than two working days after the scheduled collection day will not be accepted. Individual cases will be reviewed as needed.
- 10.52 Operatives will return for a missed bin or sacks within five working days if the resident has complied with the presentation requirements (see Section 3) but the bin or sack was missed. Residents should leave their bin or sack at the kerbside during this period. Operatives will not collect missed bins or sacks from within the property boundary unless the resident is enrolled in the assisted collection service.
- 10.53 A missed bin should be reported online at [Reporting a missed refuse collection | South Kesteven District Council](#)

10.6 Rejected Bins

10.61 The Council will reject waste presented for collection for the following reasons:

- Overloaded wheeled bins (by weight and volume)
- Wrong receptacle presented e.g. recycling wheeled bin presented on refuse week
- Wheeled bin is too heavy to lift, due to containing heavy waste e.g. construction, DIY or soil waste
- Contamination of recyclable materials
- Garden waste in residual collection (black wheeled bin or pink sack)
- Hazardous waste types such as WEEE (waste from electrical and electronic equipment) and asbestos

10.62 It is the responsibility of the householder to remove the contamination and dispose of it in the correct manner. The council will not return for rejected bins or sacks.

10.63 Refuse collection vehicles are equipped with an in-cab system to monitor collections. Any bins or sacks not presented according to policy will be recorded in this system. Operatives have no incentive to skip collections or incorrectly report contamination. If a bin or sack is logged as not out, contaminated, or overweight, operatives will not return to collect it, even if the resident later rectifies the issue. The bin or sack must instead be presented on the next scheduled collection day.

10.64 Where a wheeled bin or sack is rejected, a tag or sticker giving the reason for rejection is attached to the wheeled bin or sack. Tagging/stickering will alert the resident to the issue and helps prevent future contamination, ensuring waste is managed efficiently in line with this policy.

11 Additional Capacity for Large families

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

11.2 Where a need is agreed, additional recycling capacity will take precedent. The ongoing need for additional capacity will be reviewed periodically.

11.3 Households who request additional residual and/or recycling bins will need to purchase them from the council. A list of the up-to-date fees and charges can be found on our website www.southkesteven.gov.uk.

11.4 Additional bins should be purchased online at Bin and bag services | South Kesteven District Council

12 Bulky Household Waste Collection

- 12.1 The bulky household waste collection service is a chargeable service for the collection of household items such as white goods e.g. fridges, televisions, furniture etc. This does not include the collection of fixtures and fittings such as kitchens, bathrooms, etc. Collections should be booked online at www.southkesteven.gov.uk/bulky. Full terms and conditions of the service are available on the Council's website at www.southkesteven.gov.uk/bulky.
- 12.2 Only items that can be safely collected and recycled/disposed are available for collection. A full list of items the Council can collect can be found on the website. It is the responsibility of the householder to select the correct item from the bulky collection list. The council will refuse to collect any items that have not been booked.
- 12.3 Items that are booked for collection should be presented at the edge of the householder's property in a visible location clear from any obstruction. The council will not collect bulky household items from within the property boundary.
- 12.4 The Council may suspend the bulky household waste collection service during Bank Holiday periods and in cases of severe weather.
- 12.5 Fridges and freezers must be completely empty when presented for collection. If any items contain other waste at the time of collection, they will not be accepted.

13 Battery Collections

- 13.1 Some types of used household batteries can be put out for collection on the same day as any of your wheelie bins. They must not go inside the bins.
- 13.2 Batteries can be put out for collection on any wheelie bin collection day. Batteries should be placed in a separate plastic bag, such as a sandwich bag, and fastened to the handle of the wheelie bin. There is no way to dispose of batteries if you are a council sack customer. This must be taken to a supermarket or HWRC for recycling.
- 13.3 The Council will collect batteries separately from other waste types and take them away for recycling. The following is a list of batteries that will be collected:

- All everyday household batteries,
- Button batteries - e.g. from watches,
- AA Batteries,
- AAA Batteries,
- C Batteries,
- D Batteries,
- 9V Batteries,
- 6LR61 Batteries,
- N LR1 Batteries, and
- AAAA Batteries.

13.4 An up to date list of batteries that can be collected along with FAQs will be published on our website
[Household Battery Recycling | South Kesteven District Council](https://www.southkesteven.gov.uk/household-battery-recycling)

14 Medical and Clinical Waste

14.1 Medical waste includes nappies, stoma bags (must be drained prior to disposal), sanitary products, non-infectious wound dressings and incontinence pads etc. These items should be bagged and placed in the residual black wheeled bin/pink sack for collection.

14.2 Residents with large amounts of medical waste that cannot fit within the regular residual bin may request an additional marked black bin, collected alongside the residual (black) bin. Written confirmation from a qualified individual (e.g., medical practitioner, nurse, GP) is required and should describe the type of waste to be collected. These bins are unsuitable for liquid waste, and any containing liquid will be rejected. Residents should arrange alternative collection of liquid waste with their medical practitioner.

14.3 The council will collect clinical sharps, which must be securely sealed in a designated sharps bin or container. The council does not supply these containers; they can be obtained on prescription from a GP or pharmacist. Residents can request a sharps bin collection online or by calling the Customer Service Centre at 01476 406080 and asking for "waste". The council does not provide removal or disposal services for unused pharmaceuticals; these should be returned to a pharmacy.

15 Commercial / Trade Waste Collection

15.1 The Council offers a collection service for commercial/trade waste. Details of the service may be found at
www.southkesteven.gov.uk/commercialwaste

DRAFT

Part 2 – Education and Enforcement

16 Education

16.1 Everyone providing feedback relating to waste collection can expect the council to:

- Take the matter seriously,
- Clearly explain what can and cannot be done, and
- Deal with the matter according to this policy.

16.2 The council will approach all feedback without bias or preconception. Investigations may involve the sharing of, or access to, partner information relating to the individuals or the feedback.

16.3 All parties will be kept up to date throughout the course of the investigation and will be notified of action being taken.

16.4 To provide us with Feedback on our service please complete our online process [Complaints, compliments and comments | South Kesteven District Council](#)

16.5 Section 58 of the Deregulation Act 2015 amends section 46 of the 1990 Act, through new sections 46A to 46D to de-criminalise offences relating to incorrectly presented domestic waste. These amendments enable waste collection authorities in England to issue a written warning if a person fails to comply with reasonable requirements regarding the storage of household waste. These include (but not limited to) the following:

- Prohibiting the presentation of loose residual waste ,
- Where and when the receptacle is presented for collection,
- Not to overload the receptacle (e.g. the bin lid is up), and
- What is to be placed within the receptacle.

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

16.7 The education process takes place in 2 stages; these are:

- **Stage 1 – tag placed on bin or advice letter** - The first step in response to any reports regarding waste collection will be to provide education, guidance and support, whether this be in relation to what items can go in each receptacle, when and where to present the waste or where the waste is being stored. For example, when bin contamination is found the details will be recorded and a tag will be attached to the

bin explaining the reason it has not been emptied and that it will be emptied on the next scheduled date (once the contamination has been removed), or when waste is persistently kept on the public pathway/highway an advice letter will be sent to all properties in the area explaining where waste should be stored.

- **Stage 2 – formal instruction** - If education has not been successful, the council will issue formal written instruction on how to comply. This will be done as soon as possible to encourage early compliance. This intervention will serve as a warning that failure to comply in the future may result in the issuing of a Fixed Penalty Notice. The written warning will be issued in accordance with the 1990 Act, clearly outlining specific requirements and providing details on how and by when the recipient can achieve compliance. Advice and guidance will be available throughout this process. Legally, enforcement action may be taken one year from the date of the written warning.

17 Enforcement

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

17.2 Enforcement is only applicable where non-compliance causes a nuisance or is likely to be detrimental to the amenity of the locality and there has been continued or repeated non-compliance.

Examples of non-compliance include but are not limited to:

- Waste receptacles being kept on the public highway/pathway on days that are not the collection day,
- Waste presented for collection not in a council-agreed bin or sack, and
- Presenting the wrong waste, such as waste not from the household or hazardous waste.

17.3 Following education and formal instruction, further non-compliance with waste collection requirements may result in an authorised officer serving the person a 'notice of intent' to serve a Fixed Penalty Notice. A 'notice of intent' will contain information about:

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

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

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

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

18 Appeals against a notice

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

19 Payment of a fixed penalty

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

20 Continued Non-Compliance

20.1 Should there be continued non-compliance leading to the service of more than one fixed penalty notice within a 12-month period, consideration will be given to further actions other than the use of fixed penalties to include but not limited to:

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

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

20.3 Cases will usually be closed following contact with the complainant or confirmation from officers that the issue no longer exists. We may close cases in circumstances where the complainant refuses to co-operate and/or engage in working with us in providing evidence of the impact of any relevant issues. If an individual remains dissatisfied they can use the Council's complaints procedure.

20.4 Further Guidance is available at:

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

This page is intentionally left blank



Thursday 16 January 2025

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

Budget Proposals for 2025/26 and indicative budgets for 2026/27 and 2027/28

Report Author

Richard Wyles, Deputy Chief Executive and s151 Officer

 richard.wyles@southkesteven.gov.uk

Purpose of Report

To present the draft Budget proposals and estimates for 2025/26 for both the General Fund and the Housing Revenue Account.

Recommendations

Cabinet is asked to:

- 1. Consider the budget proposals for 2025/26 in respect of:**
 - **General Fund – Revenue and Capital**
 - **Housing Revenue Account – Revenue and Capital**
- 2. Propose a rent setting increase of 2.7% for 2025/26 for the Housing Revenue Account**
- 3. Propose an increase of 1.7% for garage rents and service charges for the Housing Revenue Account**
- 4. Approve consultation in respect of Council Tax setting for 2025/26 in accordance with the requirements of Section 65 of the Local Government Act 1992 for the period 20th January to 3rd February 2025.**

Decision Information

Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Connecting communities Sustainable South Kesteven Enabling economic opportunities Housing Effective council
Which wards are impacted?	All Wards

1. Implications

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

Finance and Procurement

- 1.1 Financial commentary is contained throughout this report. Members are asked to note the commentary on the proposed use of reserves and the risks identified on the Financial Risk Register.

Richard Wyles, Deputy Chief Executive and s151 Officer

Legal and Governance

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

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

Risk and Mitigation

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

Tracey Elliott, Risk and Governance Officer

Diversity and Inclusion

- 1.4 An Equality Impact Assessment is appended at Appendix F.

2. Background to the Report

- 2.1 This report introduces the draft budget proposals for the 2025/26 financial year to Cabinet.
- 2.2 At the time of compiling the report, the budget proposals are being presented to the Budget Joint Overview and Scrutiny Committee on 14th January 2025 and their comments and recommendations will be presented to Cabinet on 16th January 2025.

2.3. The budget setting timetable is set out below:

Date	Committee/ Action	Details
14 January 2025	Budget – Joint OSC	To consider proposed budgets for 2025/26
16 January 2025	Cabinet	To consider proposed budgets To receive feedback from Budget - Joint OSC To approve consultation of budget proposals To recommend proposals to Council for fees and charges 2025/26
20 January – 03 February 2025	Consultation	To receive views on proposed Council Tax levels for 2025/26
30 January 2025	Council	To consider and approve fees and charges 2025/26
11 February 2025	Cabinet	To consider consultation feedback and make final budget recommendations to Council
27 February 2025	Council	To approve Council Tax level and budget for 2025/26 both General Fund and Housing Revenue Account

2.4. In January 2024 the Council approved a new Corporate Plan for 2024 -2027. The primary purpose of the budgets for the next 3 years are to enable the delivery of the aims and ambitions set out in the Corporate Plan.

2.5. Whilst a 3-year Medium Term Financial Plan is being presented, it is within the context of a single year financial settlement and therefore there is a high degree of financial uncertainty for the latter two financial years (2026/27 and 2027/28).

2.6. The two forecast years (2026/27 and 2027/28) assume changes in funding levels as a result of national changes to the funding formula and will be kept under review as more information is expected from Spring 2025 onwards.

2.7. The budget setting process commenced in September 2024 and proposals have been developed and formulated by Cabinet, working closely with senior officers, through a series of budget review sessions. These have focused on how to promote the ambitions of the Corporate Plan subject to available finances.

2.8. This report summarises the budget preparatory work and covers a number of areas:

- The funding position for the General Fund (section 3)
- Draft General Fund proposals (section 4)
- Housing Revenue Account (HRA) (section 5)

- The Capital Programme 2025/26 – 2027/28 (section 6)
- Capital Financing (section 7)
- Reserves and Balances (section 8)

3 THE FUNDING POSITION FOR THE GENERAL FUND

Autumn Budget Statement

- 3.1. On 30 October 2024, the Chancellor presented her 2024 Autumn Budget Statement and Spending Review to the House of Commons. The Budget sets out the medium-term path for public finances, accompanied by a one-year Spending Review covering departmental settlements for 2025/26.
- 3.2. It was announced that a further stage of the Spending Review will conclude in late Spring 2025. It is unclear how many years the second phase will cover, but the Government's general commitment would suggest at least 2026/27 and 2027/28.
- 3.3. The Government also intends to simplify the wider local funding landscape, reducing the number of separate grants and moving towards a multi-year settlement for local government so local authorities can plan more effectively.
- 3.4. The Government is committed to reforming the approach to funding allocations within the Local Government Finance Settlement by redistributing funding to ensure that it reflects an up-to-date assessment of need and local revenues.

National Summary of Funding Announcements

- A real terms increase in core local government spending power of around 3.2% in 2025/26, including at least £1.3 billion of new grant funding, of which at least £600 million will be new grant funding to support social care.
- The continuation of the Shared Prosperity Fund for a further year worth £900 million.
- The removal of the Rural Services Delivery Grant and the creation of a targeted Recovery Grant aimed at Councils that are experiencing greater need and demand for services.
- The retention of the current policy of allowing Council Tax increases for shire districts to be 3% or £5 whichever is the greater.
- The Government will provide £233 million of additional spending in 2025/26 to prevent homelessness. This suggests the Homelessness Prevention Grant continuing for another year.
- There will be a national £86 million increase to the Disabled Facilities Grant in 2025/26.

- 3.5. Local authorities (nationally) are expected to receive around £1.1 billion of new funding in 2025/26 through the implementation of the packaging Extended Producer Responsibility scheme (pEPR) to improve recycling outcomes from January 2025 for 2025/26 only.
- 3.6. The Council has received a notification of a pEPR payment for 2025/26 of at least £837k. This is based on a provisional assessment, which could result in an

increased allocation.

- 3.7. Employers National Insurance (NI) contributions will increase from 13.8% to 15.0% from April 2025, with a reduction to the per-employee threshold at which employers become liable to pay NI to £5,000. All eligible employers will now benefit from the NI employment allowance, which itself will be increased from £5,000 to £10,500. For South Kesteven, this equates to approximately £415k additional cost to the General Fund and £125k additional cost to the HRA.
- 3.8. Although it is has been confirmed that local authorities will receive some level of additional funding to compensate for the additional employer cost, the actual calculation methodology has not been confirmed. Some early modelling suggests that the Council may only receive 30% funding towards the additional cost.

Provisional Settlement 2025/26

- 3.9. The provisional local government finance settlement was announced by the Government on 17 December 2024. It provided the Council with the financial information required to estimate funding levels for 2025/26 in detail and whilst less certain those for 2026/27 and 2027/28.
- 3.10. The headlines from the settlement were not positive for the Council or shire districts in general. A core spending power settlement for 2025/26 of 0% for South Kesteven and an average 0.3% for shire districts. This is because of the assumed council tax increase of 3% contained within the calculation. Although, the funding position is disappointing it wasn't a surprise, and the budgets had been prepared using assumptions that this would most likely be the position.
- 3.11. The Government has announced an intention to reform the current system of local government finance. This will include a business rate reset, which would remove the benefits and advantages the Council has accrued in business rate growth over previous years
- 3.12. The Government has announced the New Homes Bonus funding will not continue and Rural Services Delivery Grant has been removed without notice or consultation. Both of these funds have been received annually by the Council.

The Government policies and forecasts above, in addition to a generally more needs and deprivation driven approach to funding will inevitably put pressure on Council's funding and budgets. Initial modelling has been undertaken to estimate the funding levels, however the Spring Budget will hopefully provide more information to establish what the potential reductions might be.

- 3.13. The 2025/26 proposals show clear evidence of the emerging short-term financial priorities of the new government - social care, deprivation, grant consolidation without bidding processes - sometimes into the main settlement and supporting financial resilience through more efficient allocation of resources.

3.14. The longer-term proposals aim to make best (most efficient) use of available resources, through allocations based on relative needs and the resources available locally to fund these needs. The likely main elements of the review are:

- updating needs formulas and data.
- a reset of accumulated business rates growth (through the business rates retention system).
- adjustment of allocations to take account of varying costs of delivery across the country (including in rural and urban areas).
- resources equalisation (levelling the playing field) of the council tax taxbase between authorities.
- a method of transition from the current baseline to the new arrangements.

The table below summarises all the funding proposals that have been proposed by Government through the Settlement announcements. The final allocation for 2025/26 will be confirmed during February 2025.

Table 1 – Indicative Funding Levels

Funding Heading	2024/25	2025/26	2026/27	2027/28
	£m	£m	£m	£m
Business Rates (SFA)	6.8	7.2	6.2	6.4
Council Tax	9.1	9.5	9.9	10.3
Collection Fund (Deficit)/ Surplus	-0.4	0.8	0.0	0.0
New Homes Bonus	0.6	0.5	0.0	0.0
Rural Services Delivery Grant	0.4	0.0	0.0	0.0
Funding Guarantee Grant	1.1	1.2	0.0	0.0
Services Grant	0.0	0.0	0.0	0.0
Revenue Support Grant	0.2	0.2	0.6	0.5
pEPR Payment	0.0	0.8	0.0	0.0
National Insurance Funding	0.0	0.4	0.0	0.0
UKSPF*	2.0	0.0	0.0	0.0
Total Resources	19.8	20.6	16.7	17.2

*it is anticipated that the 2025/26 allocation will be distributed to the Mayoral Combined County Authority and allocated to Councils. A delegation will be required to accept the grant allocation once confirmed.

3.15. In the overall Core Spending Power calculations that Government has provided there is an assumption that Councils will increase their share of the Council Tax in accordance with the limits set and referred to above.

Council Tax Proposals 2025/26

3.16. It can be seen from the Table 1 that Council Tax income is the single biggest element of the Council overall funding levels and therefore proposals for Council Tax levels for 2025/26 should be considered in this context.

3.17. The Tables 2a and 2b below reflect the two options set by Government for Council Tax increases without triggering a referendum. A £5 or 3% increase.

Table 2a – Option 1 £5 increase on the 2024/25 Council Tax Band D Charge

	2024/25	2025/26	% Variation	Increase
Assumed Band D Increase	Up to £5.31	Up to £5.00	n/a	n/a
Tax Base	49,710.00	50,140.50	0.86%	430.5
Band D – SKDC only	£171.81	£176.76	2.88%	£4.95
Band D – Grantham SEA	£52.29	£52.56	0.51%	£0.27
Band D – Langtoft SEA	£7.02	£7.29	3.84%	£0.27
Band D (SKDC + Special Expense Areas)	£183.89	£188.89	2.71%	£5.00
Council Tax Income	£9.141m	£9.471m	3.61%	£0.330m

Table 2b– Option 2 3% increase on the 2024/25 Council Tax Band D Charge

	2024/25	2025/26	% Variation	Increase
Assumed Band D Increase	Up to £5.31	Up to £5.51	n/a	n/a
Tax Base	49,710.00	50,140.50	0.86%	430.5
Band D – SKDC only	£171.81	£177.30	3.19%	£5.49
Band D – Grantham SEA	£52.29	£52.38	0.17%	£0.09
Band D – Langtoft SEA	£7.02	£7.02	0.00%	£0.00
Band D (SKDC + Special Expense Areas)	£183.89	£189.38	2.98%	£5.49
Council Tax Income	£9.141m	£9.495m	3.87%	£0.354m

The difference between options 1 and 2 is Council Tax income of £24k.

3.18. Public consultation on Council Tax options for 2025/26 will begin after the January meeting of Cabinet. Consultation feedback will then be considered by Cabinet at the February meeting.

Business Rates Pool

3.19. Lincolnshire authorities have applied for Pool status for 2025/26, as this has been financially beneficial for all Lincolnshire Councils. The allocation of additional business rates received (retained levy) will continue to be distributed as 40% County Council and 60% to the districts. An application has been submitted to the Ministry of Housing, Communities and Local Government and is made up of the following Councils:

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

- West Lindsey District Council
- South Holland District Council

4. GENERAL FUND BUDGET PROPOSALS

4.1 The overall General Fund position for 2025/26 is shown at Table 3 below and further information can be found at Appendix A. The net cost of services for 2025/26 is estimated at £24.008m.

Table 3 – Summary of General Fund Estimates

Description	2024/25 Original Budget	2025/26 Proposed Budget	2026/27 Indicative Budget	2027/28 Indicative Budget
	£'000	£'000	£'000	£'000
Directorate				
Corporate, Governance & Public Protection	4,037	4,263	4,352	4,671
Finance, Property & Waste Services	9,532	11,526	10,456	10,699
Growth & Culture	10,520	8,227	8,472	8,413
Housing & Projects	1,453	1,926	1,631	1,621
HRA recharge	(2,942)	(2,960)	(2,976)	(2,992)
Drainage Rates	947	1,026	1,077	1,131
Net Cost of Services	23,547	24,008	23,012	23,543
Financing and Investment				
Depreciation	(4,450)	(4,537)	(4,623)	(4,697)
Investment Income	(914)	(781)	(706)	(631)
Minimum Revenue Provision	281	271	546	533
Revenue Contribution to Capital	3,679	2,087	1,020	769
Transfer to/from Earmarked Reserves	(2,399)	(445)	(1,803)	(1,302)
Net Budget Requirement	19,744	20,603	17,446	18,215

Description	2024/25 Original Budget	2025/26 Proposed Budget	2026/27 Indicative Budget	2027/28 Indicative Budget
	£'000	£'000	£'000	£'000
Funding				
Business Rates	(6,801)	(7,189)	(6,190)	(6,417)
Collection Fund (Surplus)/Deficit - Business Rates	432	(879)	0	0
Council Tax	(9,141)	(9,497)	(9,867)	(10,251)
Collection (Surplus)/Deficit - Council Tax	0	60	0	0
Grant Income				
Rural Services Grant	(401)	0	0	0
Services Grant	(25)	0	0	0
Revenue Support Grant	(153)	(195)	(605)	(558)
Funding Guarantee Grant	(1,110)	(1,188)	0	0
New Homes Bonus	(564)	(474)	0	0
UK Shared Prosperity Fund	(1,981)	0	0	0
pEPR Payment	0	(837)	0	0
NIC Funding	0	(404)	0	0
Total Funding	(19,744)	(20,603)	(16,662)	(17,226)
(Surplus) / Deficit	0	0	784	989

4.2 The Council is legally required to produce a balanced budget for 2025/26 and a sustainable position for the medium term. This has been achieved through careful planning, forecast reductions in utility and fuel costs and a continuation of higher investment interest rates.

4.3 However, the need for a strong reserves position can be seen from the future forecast deficits. Table 3 shows the potential financial impact if the proposed changes to funding arrangements are implemented from 2026/27. The main drivers for the resource reductions are the resetting of Business Rates growth and the withdrawal of specific grants: New Homes Bonus and Rural Services Delivery Grant.

4.4 The Government has announced that it will provide a two-year settlement from 2026/27, which will give greater certainty.

Minimum Revenue Provision (MRP)

4.5 Minimum Revenue Provision (MRP) is the charge to revenue made as a proxy for the repayment of principal when borrowing is undertaken to finance capital expenditure. MRP is statutory and is aimed at ensuring the Council does not have outstanding debt related to the life of the specific asset or to assets it no longer

holds.

4.6 MRP is charged in the first full year after the asset becomes operational and is charged over the life of the asset. Table 4 shows that MRP is forecast to increase significantly over the next three years as the Council increases its borrowing.

Table 4 – Forecasted MRP Charges

	2025/26 £'000	2026/27 £'000	2027/28 £'000
Existing MRP Charge (legacy borrowing)	116	111	107
St Martin's Park	155	152	149
Depot Development	0	283	277
Total	271	546	533

Key Budgetary Proposals

4.7 The budgetary proposals for 2025/26 incorporate a number of service changes that have been incorporated to meet operational demands.

- Table 5a sets out associated increases in recurring costs
- Table 5b sets out associated one-off costs
- Table 6 identifies anticipated savings to mitigate some of the costs
- Table 7 shows increases to fees and charges income levels

Table 5a – Proposed Budget Increases – Recurring

Details	Cost £'000	Recurring
Drainage Rates	79	Recurring
Insurance	44	Recurring
Customer Service Centre Grantham	28	Recurring
External Audit	15	Recurring
Conduit Lane Public Conveniences	12	Recurring
Apprenticeship Levy	10	Recurring
Turnpike Close Depot (additional costs)	27	Recurring
Local Plan	216	Recurring
Single Person Discount	9	Recurring
Homelessness Support Officer	45	Recurring
Domestic Abuse Officer	45	Recurring
Two Welfare Officers	37	Recurring
Licensing Support Officer	28	Recurring
Graduate Apprenticeships	28	Recurring
Empty Homes Officer	18	Recurring
Total Recurring	641	

Table 5b -Proposed Budget Increases – One Off

Details	Cost £'000	One Off
Depot Fit Out	500	One Off
Backlog Maintenance	1,000	One Off
Homelessness Emergency Accommodation	300	One Off
Leisure SK Ltd Cashflow Support	150	One Off
Grantham Town Events	127	Funded from FHSF
Grantham Canal Flood Defence Works	100	One Off
SK House Refurbishment	30	One Off
Equipment Modification – Grounds Maintenance	37	One Off
Garden Village Consultancy	30	One Off
Replanting and Woodland Initiatives	25	One Off
Economic Development Project Support Officer	44	Funded from FHSF
Grantham Town Centre Engagement Manager	38	One Off
Total One Off	2,381	

Company Funding proposals LeisureSK Ltd

4.8 On 10th September 2024, Cabinet approved a new business operating structure for leisure services that incorporates an Agency model. The model is to be implemented with an operating implementation go live of 1st April 2025. In order to support this new operating model, the Company presented its business plan and funding proposals to the Culture and Leisure Overview and Scrutiny Committee on 28 November 2024.

A funding proposal of £150k has been requested in order to provide temporary cashflow support for a short term period. Upon confirmation that the new operating model has been embedded then the payment of £150k will be recovered by the Council during 2025/26 once the cashflow has been stabilised.

Table 6 – Proposed Savings

Details	Saving £'000	Comments
Salary Forecasts	592	Reduction in budgeted assumption
Utilities	127	Inflationary assumptions in ongoing energy costs reduced from previous budgeted levels
Fuel	185	Reduction in projected inflationary prices
Rollout of LED street lighting	222	Reduction in budgeted electricity costs.
Total	1,126	

Table 7 – Proposed changes to Fees and Charges Income Budgets

Details	Income £'000	Comments
Green Waste Service	76	£2 increase for first bin and £2 increase for all subsequent bins
Planning Income	100	Increases to statutory set fees and charges
Car Parking Income	260	Increase in usage and changes to Car Parking tariffs with effect from 20 January 2025
Other discretionary services	15	Inflationary increase only to all other discretionary charges
Additional Fees and Charges Income	451	

General Fund Budget Estimates – 2025/26

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

Table 8 – General Fund Budget Assumptions

Cost Heading	2025/26		2026/27		2027/28	
	Budget Increase	(%)	Budget Increase	(%)	Budget Increase	(%)
	£'000		£'000		£'000	
Drainage Board Levies*	5	79	5	51	5	54
Pay Award	2	388	2	378	2	336
Insurance	10	47	10	37	10	40

*The Council received Internal Drainage Board Levy Grants from Central Government of £88k in 2023/24 and £50k in 2024/25 to provide additional funding towards the increased cost of these levies. Further support has been confirmed for 2025/26.

4.10 The financial forecasts for investment income remain volatile with most economist's predicting a reduction in base rate. The estimated investment income interest rates, based on our treasury advisor's projections, are shown at Table 9:

Table 9 – Treasury Investment Financial Forecasts

Financial Year	2025/26	2026/27	2027/28
Forecast Interest Rate	3.25%	3.00%	2.75%
Assumed Interest Receivable	£781k	£706k	£631k

4.11 This information has been used to estimate interest on the Council's investment of its cash balances. The total interest receivable is shared between the General Fund and the Housing Revenue Account (HRA) dependent upon the reserve balances for each Fund.

Fees and Charges

4.12 Fees and charges are a key element of the Council funding which raise approximately £8m towards the costs of delivery for specific services. In order to ensure a consistent and transparent approach to fee setting, a fees and charges policy has been approved by Council. The policy introduces a set of principles which have been applied to fees and charges setting.

4.13 The Council is able to charge for a wide range of services. They fall into two categories of charge are detailed below:

- Regulatory – the majority of charges are set nationally, and local authorities have little or no opportunity to control them. The income received from these charges is important as it contributes to the overall financial position of the Council. However, income cannot be assumed to increase in line with other fees and charges.
- Discretionary Charges – These are charges for which local authorities can make independent decisions. When setting these fees and charges, the Council's approach should be clear and in line with the corporate priorities.

Street Scene Charges

4.14 Proposals for green waste collection charges were considered by the Environment Overview and Scrutiny Committee on 10 December 2024. The Committee recognised the value of the service to the residents but was also mindful of the increasing costs of delivering the service. Whilst a £1 increase was considered, the Committee recommended an increase of £2 in respect of the collection charge for 2025/26. The Committee did not support a suggested increase to the bulky waste service collection charges for 2025/26 because it wanted to ensure the service remained accessible to residents who wish to dispose of larger items. The current and proposed increased charges to take effect from 1 April 2025 are shown in Table 10 below:

Table 10 – Green Waste Charges

Description of Charge	2024/25 Current	2025/26 Proposed
Provision of Green Bin (all new or additional bins)	£28	£29
Annual Collection Charge (first bin)	£51	£53
Annual Collection Charge (each subsequent bin)	£42	£44

4.15 The majority of the discretionary fee increases align with costs associated with delivering each service. In order to encourage the success of street markets across the district, there is no proposed increase to the fees for market traders.

4.16 The remainder of the discretionary charges are set out in Table 11.

Table 11 – All Other Fees and Charges

Arts centres	Changes to charges based on competitive pricing against other alternative local options	Subsidised	
Bus stations	0%	Subsidised	
Car parking charges	Car Parking fees & charges changes approved by Cabinet on 24 September 2024.	Cost Recovery and investment in traffic management related assets	
Green waste	£2 increase for first bin and £2 for all subsequent bins	Cost Recovery	
Markets	0%	Subsidised	
Outdoor recreation	Up to 2% – Only Wyndham Park Visitor Centre services still offered by SKDC.	Subsidised	
Planning, pre-planning and street naming and numbering charges set locally	Up to 2% and new charges proposed for street naming and numbering	Cost Recovery	
Supply of new or replacement bins	0%	Cost Recovery	
Community rooms & guest rooms	Up 3%	Cost Recovery	
Domestic refuse collection e.g. bulky waste	0%	Cost Recovery	
Hygiene food safety, packs and energy efficiency standards	Full cost recovery analysis undertaken	Cost Recovery	

4.17 Details of all the proposed fees and charges are set out at Appendix B.

4.18 A separate report concerning 2025/26 fees and charges proposals will be presented to the Cabinet on the 16 January 2025. This is necessary in order for Council to consider the charges on 30 January 2025 thereby allowing sufficient time for the green waste bin renewal process.

5 HOUSING REVENUE ACCOUNT (HRA)

- 5.1 The HRA budget proposals continue to focus on:
 - Meeting tenants housing needs
 - Facilitating the delivery of new housing across a range of tenures
 - Enabling those whose independence may be at risk to access suitable housing (including their current home)
 - Supporting investment in affordable warmth for tenants
 - Meeting compliance requirements and ensuring resources are allocated.
- 5.2 The budgets for the HRA have been prepared by identifying the need to invest further in the key service areas, whilst being mindful of the need to maintain a sustainable 30 year financial business plan.

Autumn Budget Impact on HRA

- 5.3 On 30 October 2024, the Chancellor presented her 2024 Autumn Budget and Spending Review to the House of Commons. The Budget had two main impacts on the Council's HRA.
 - 5.4 The first was the confirmation of a five-year rent settlement of the Consumer Price Index (CPI) plus 1% for social housing providers. This is certainly a significant improvement on year-on-year settlements and will help in the planning and forecasting for the future.
 - 5.5 In addition, it was announced that Right to Buy discounts will be reduced and councils will be able to retain the full receipts of Right to Buy sales. Whilst the retention of full receipts will provide further resources to support the building of new homes, the reduction in the discount could reduce the level of receipts as RTB's becomes less affordable.

Housing Revenue Account 2025/2026 – Rent Proposals

- 5.6 The rental income budgets are set in accordance with the Government's rent setting guidance formula which has been approved as 2.7% for 2025/26.
- 5.7 The rent setting proposals for 2025/26 increase the annual budgeted rental income from £28.916m in 2024/25 to £29.698m in 2025/26. The average weekly rental increase for individual properties will be £2.65. The average weekly rent in 2025/26 will be £100.77 with a minimum of £66.12 and a maximum of £204.20.

Garage rents and service charges are proposed to increase by 1.7% and other HRA charges are set out in the fees and charges shown at Appendix B. Further analysis of rent details is provided in Tables 12 and 13.

Table 12 - Impact – 2.7% increase

Bedrooms	% of Dwelling Stock	Average Weekly Rent 2024/25 (£)	Average Weekly Rent 2025/26 (£)	Average Increase (£)	% Increase
Bedsit	0.51%	68.50	70.35	1.85	2.70%
1 Bedroom	13.40%	83.88	86.14	2.26	2.70%
2 Bedrooms	42.95%	94.38	96.92	2.54	2.70%
3 Bedrooms	40.91%	103.95	106.76	2.81	2.70%
4 Bedrooms	2.09%	108.80	111.74	2.94	2.70%
6 Bedrooms	0.14%	127.37	130.81	3.44	2.70%

Table 13 - Increases for Individuals

Increase per week	Number of Properties	% of Properties
Under £1.99	43	0.73%
£2.00 – £2.49	2,018	34.48%
£2.50 - £2.99	3,291	56.23%
£3.00 - £3.49	469	8.01%
£3.50 - £3.99	12	0.21%
£4.00 - £4.49	7	0.12%
£4.50 - £4.99	7	0.12%
Over £5.00	6	0.10%
Total	5,853	

5.8 In addition to using the 2.7% rent increase in setting the budget for rental income for future years, further assumptions have been made:

- Void rent assumptions of 2.0% have been built into the budgets. Whilst this figure is lower than current performance levels, the direction of travel has improved and suggest the 2.0% will be achievable from April 2025.
- Right to Buy sales have been budgeted at 35 sales for 2025/26 and is in line with recent sale figures. The recent announcement from Government regarding the proposed changes to the scheme resulted in the Council receiving 62 applications before the discount reduction came into effect. It is too early to determine if the discount change reduces the number of sales although this would help maintain stock levels.

6 CAPITAL PROGRAMMES 2025/26 – 2027/28

6.1 The schemes included within the capital programme have been designed to deliver the Council ambitions of growth and investment in its assets to support the delivery of quality services. The capital programme contains key investments across General Fund assets which include:

- Vehicle replacement £1.669m
- Wheelie Bin Replacement £0.145m
- Extension to the Cattle Market Car Park £0.100m
- Wharf Road Car Park Refurbishment £0.350m
- Play Parks £0.100m
- Disabled Facilities Grants (100% grant funded) £0.975m

6.2 A summarised capital programme is shown at Table 14 and a detailed capital programme included at Appendix C.

Table 14 – General Fund Capital Programme Summary

Directorate	2025/26 Proposed Budget* £'000	2026/27 Indicative Budget £'000	2027/28 Indicative Budget £'000
Corporate, Governance & Public Protection			
Disabled Facilities Grants	975	975	975
CCTV	56	0	0
	1031	975	975
Finance, Property & Waste Services			
Vehicle and Bin Replacement	1,814	1,431	1,386
Asset Enhancement and Maintenance	350	350	300
IT Systems	211	0	0
	2,375	1,781	1,686
Growth & Culture			
Play Parks	100	100	100
Total Budget	3,506	2,856	2,761
Financing:			
Borrowing	0	0	0
Grants and Contributions	975	975	975
Reserves	1,245	1,020	869
Useable Capital Receipts	1,286	861	917
Total Financing	3,506	2,856	2,761

* no carry forward from 2024/25 has been included at this time, there is significant carry forward anticipated from both the Depot Project (c. £5.9m) and Social Housing Decarbonisation (c. £2.8m).

Housing Investment Programme (HIP)

- 6.3 The capital programme for the period 2025/26 – 2027/28 has been derived using the results and analysis of the rolling stock condition survey.
- 6.4 This analysis allows the Council to focus the resources of the HRA on outstanding refurbishment and improvements in key parts of the stock. This includes: focusing on energy efficiency investment; ensuring ongoing investment in compliance works; and scheduled improvements such as replacements of kitchens and bathrooms, replacement roofing and installation of secure and efficient doors and windows.
- 6.5 A summary of the programme is shown at Table 15 and detailed at Appendix C.

Table 15 – HRA Capital Programme Summary

	2025/26 Proposed Budget*	2026/27 Indicative Budget	2027/28 Indicative Budget
	£'000	£'000	£'000
Energy Efficiency Initiatives	5,172	5,227	5,172
Vehicle Purchase	423	221	238
New Build Programmes**	12,700	4,000	3,000
Refurbishment & Improvement Works	3,513	2,570	2,570
Scheduled Works	6,761	5,782	5,782
Disabled Adaptations	360	378	378
HRA Budget	28,929	18,178	17,140
Financing:			
Capital Receipts	8,700	4,000	3,000
Grants and Contributions	6,000	2,000	2,000
Reserves	14,229	12,178	12,140
Total Financing	28,929	18,178	17,140

* no carry forwards from 2024/25 has been included at this time but will be included in the final budget proposals

** the 2025/26 New Build Programme includes schemes at Larch Close Grantham and Wellington Way, Market Deeping

7 CAPITAL FINANCING

- 7.1 The General Fund Capital Programme is detailed at Appendix C. The proposed schemes are being funded by a combination of external grants, earmarked reserves and internal borrowing. Ongoing reduction of reserve balances means the Council will need to continue to use internal borrowing to fund some elements of the capital programme.
- 7.2 There has been a strategy over the last 2 years to dispose of surplus assets, if they are no longer operationally or strategically required, in order to generate capital receipts. To date, approximately £3m of capital receipts has been generated that has, or will be, used to fund some projects in the capital programme. However, this will not be sufficient to avoid internal borrowing in either the short or medium term.
- 7.3 The HRA Capital Programme is included at Appendix C and is proposed to be financed from HRA earmarked reserves. This is affordable without the need for borrowing as the HRA is able to create an in-year operating surplus which is then contributed towards the Major Repairs Reserve thereby maintaining a healthy reserve level. The contribution to the Major Repairs Reserve in 2025/26 is £3.714m.

General Fund

- 7.4 The General Fund Capital Programme for 2025/26 will be financed from the following:
 - £0.936m Capital Receipts Reserve
 - £0.975m Grants and Contributions
 - £1.034m Local Priorities Reserve
 - £0.350m Property Maintenance Reserve
 - £0.111m ICT Reserve

- 7.5 At the time of compiling this report, the £0.975m grant funding for Disabled Facilities Grants has not been confirmed (anticipated as part of the settlement) and therefore the financing or level of the 2025/26 investment may need to be amended when the level of grant funding is confirmed.

Housing Revenue Account

- 7.6 The HRA capital programme for 2025/26 is proposed to be financed from the following:
 - £8.700m Capital Receipts Reserve
 - £6.000m Grant Funding
 - £14.229m Major Repairs Reserve

8 **RESERVES AND BALANCES**

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

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

8.2 Through prudent financial management, the Council is able to establish a number of specific general reserves to provide funding for approved purposes usually in respect of specific services or corporate ambitions.

8.3 A summary of the proposed reserve movements to fund the General Fund Revenue and Capital Budgets are set out at Table 16 below. Full details of the General Fund Reserves can be found at Appendix D.

Table 16 – Proposed General Fund Revenue Reserve Movements

Reserve Heading	2025/26	2026/27	2027/28
	£'000	£'000	£'000
Climate Change Reserve	363	0	0
Local Priorities Reserve	(1,445)	(1,968)	(1,480)
Markets Reserve	50	0	0
Invest to Save	(37)	0	0
ICT Reserve	(132)	0	0
Property Maintenance	(350)	0	0
Leisure & Community	100	0	0
Pension movement (former employees)	(31)	(31)	(31)
Building Control Reserve	(30)	(27)	(26)
Football 3G Pitch	25	25	25
Special Expense	186	198	210
Waste Services Reserve	837	0	0
Total Movement	(464)	(1,803)	(1,302)

8.4 The following paragraphs set out the reasons for major uses of either new reserves established or those that have had additional resources added:

- **Climate Change Reserve** – this Reserve was created to fund climate change initiatives in order to support the delivery of the Climate Change Strategy. The reserve has been used for the following:

- upgrading lighting at the Grantham Meres Leisure Centre,
- electric grounds maintenance equipment
- upgrading of the boiler control panel at Bourne Corn Exchange
- swimming pool covers at Bourne and Stamford Leisure Centres

The additional resources have been added to the reserve to support future initiatives and a work programme relating to its use is monitored by the Environment Overview and Scrutiny Committee. It is proposed that the balance of this reserve is increased to £500k in order to provide further resources to fund future initiatives.

- **Local Priorities Reserve** – this Reserve is the Council's primary discretionary revenue reserve and is the source of funding for one-off in-year budget amendments. The reserve has also been a source of capital financing as the level of the capital reserves are insufficient. New Homes Bonus receipts totalling £0.455m and £3m from the 2023/24 closedown after a full review of the appeals provision on business rates, has been transferred to the Local Priorities Reserve. This is to provide an immediate increase to the balance of the Reserve but thereafter no further receipts are expected as New Homes Bonus will cease after 2025/26.

It is proposed that £1.1m of this reserve is used to contribute towards the 2025/26 capital programme including: £0.9m for vehicle replacement; £0.1m Refurbishment of Play Parks and £0.1m Finance system

- **Markets Reserve** – this Reserve has been established to support the continued regeneration of the markets and to deliver specific actions as set out in the Markets Action Plan that has been developed. An allocation of £50k has been made for the establishment of this reserve.
- **Leisure & Community Reserve** – an additional £100k has been added to this reserve bringing the amount to £300k to enable it to be widened in order to support both leisure and community projects across the district.
- **Waste Services Reserve** – this Reserve has been established from the packaging Extended Producer Responsibility payment recently announced by Government. The payment is a one-off grant that has been received in 2025/26 in order to support the implementation of the new legislation as set out in the Environment Act 2021.
- **Food Waste Reserve** – this Reserve has been established from a grant announced by Government in March 2024 to support capital expenditure to establish a food waste kerbside collection service by 1st April 2026. The one-off funding allocation of £1.371m has been calculated by Government as the necessary resources to fund the purchase of food waste caddies for each household and the necessary additional twelve food waste freighters. In order to ensure the operational go live date of April 2026, it will be necessary to commence the procurement in the coming weeks.

8.5 There are a number of specific reserves to assist in the delivery of HRA services, which are used to fund both revenue and capital expenditure. In addition, the HRA has a specific working balance which provides financial resilience to the HRA

should any significant unforeseen costs arise during the financial year.

8.6 The Major Repairs Reserve is the primary source of funding for the HRA capital programme and is proposed to be utilised to fund the investment in the housing stock over the next 3 years. Further detail of the HRA Reserves can be found in Appendix D.

Table 17 - Budgeted HRA Reserve Movements

Reserve Heading	2025/26 £000	2026/27 £000	2027/28 £000
Priorities Reserve	(100)	(100)	(100)
Working Balance	1,227	331	400
Capital Receipts Reserve	(6,699)	(555)	445
Major Repairs Reserve	(6,609)	(2,165)	(1,565)

- The Priorities Reserve is used to fund Housing Revenue Account service priorities. It is proposed that £100k of the reserve will be used to fund New Build Feasibility studies.
- The Capital Receipts Reserve movements shown at Table 17 are proposed to contribute towards financing the new build scheme over the 3-year capital programme.
- There is an annual requirement for a revenue contribution to the Major Repairs Reserves which is utilised for capital investment in the Council's housing stock. The Major Repairs Reserve (£14.504m) will be used to contribute towards the 2025/26 programme, further details regarding the financing of each scheme are detailed in Appendix C.
- The HRA surplus is transferred to the working balance each year. There is an annual transfer of £3.222m from the annual HRA account to the working balance which is then used to fund the principal repayment of the external loan taken out under the HRA self-financing in 2012. As at 31 March 2024, the outstanding debt is £79.769m. There is also a contribution each year from the working balance to the Major Repairs Reserve to ensure there are sufficient resources available to fund investment in the housing stock in 2025/26 this contribution is £3.714m. It is prudent that this reserve has a minimum balance of £9m as this will ensure that improvement works can continue to be completed on the current housing stock.

9 Reasons for the Recommendations

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

10 Consultation

10.1 The Budget - Joint OSC has had the opportunity to review the budget proposals for 2025/26 and to make any recommendations with respect to the information set out in the report. These will be presented to Cabinet on 16th January 2025.

- 10.2 As has been stated earlier, the Environment OSC discussed the proposed fees and charges relating to Green Waste and Bulky Waste collection services.
- 10.3 A consultation will take place on the setting of the Council Tax level for 2025/26.

11 Appendices

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

Appendix B – Fees & Charges – GF and HRA

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

Appendix D – Reserves Statement – GF & HRA

Appendix E – Risk Register

Appendix F – Equality Impact Assessment

Appendix G – Charging Policy

APPENDIX A

2024/25 - 2027/28 General Fund Revenue Summary

	Description	2024/25 Original Budget	2025/26 Proposed Budget	2026/27 Indicative Budget	2027/28 Indicative Budget
		£'000	£'000	£'000	£'000
	Directorate				
1	Corporate, Governance & Public Protection	4,037	4,263	4,352	4,671
2	Finance, Property & Waste Services	9,532	11,526	10,456	10,699
3	Growth & Culture	10,520	8,227	8,472	8,413
4	Housing & Projects	1,453	1,926	1,631	1,621
5	HRA recharge	(2,942)	(2,960)	(2,976)	(2,992)
6	Drainage Rates	947	1,026	1,077	1,131
7	Net Cost of Services	23,547	24,008	23,012	23,543
	Financing and Investment				
8	Depreciation	(4,450)	(4,537)	(4,623)	(4,697)
9	Investment Income	(914)	(781)	(706)	(631)
10	Minimum Revenue Provision	281	271	546	533
11	Revenue Contribution to Capital	3,679	2,087	1,020	769
12	Transfer to/from Earmarked Reserves	(2,399)	(445)	(1,803)	(1,302)
13	Net Budget Requirement	19,744	20,603	17,446	18,215
	Funding				
14	Business Rates	(6,801)	(7,189)	(6,190)	(6,417)
15	Collection Fund (Surplus)/Deficit - Business Rates	432	(879)	0	0
16	Council Tax	(9,141)	(9,497)	(9,867)	(10,251)
17	Collection (Surplus)/Deficit - Council Tax	0	60	0	0
	Grant Income				
18	Rural Services Grant	(401)	0	0	0
19	Services Grant	(25)	0	0	0
20	Revenue Support Grant	(153)	(195)	(605)	(558)
21	Funding Guarantee Grant	(1,110)	(1,188)	0	0
22	New Homes Bonus	(564)	(474)	0	0
23	UK Shared Prosperity Fund	(1,981)	0	0	0
24	pEPR Payment	0	(837)	0	0
25	NIC Funding	0	(404)	0	0
26	Total Funding	(19,744)	(20,603)	(16,662)	(17,226)
27	(Surplus) / Deficit	0	0	784	989

This page is intentionally left blank

2024/25 - 2027/28 General Fund Revenue Summary

	Description	2024/25 Budget £'000	2025/26 Proposed Budget £'000	2026/27 Indicative Budget £'000	2027/28 Indicative Budget £'000
1	Corporate, Governance & Public Protection				
	Corporate Management	498	667	707	720
	Legal & Democratic	1,599	1,626	1,635	1,923
	Public Protection	1,473	1,487	1,521	1,535
	Human Resources & Organisational Development	467	483	489	493
		4,037	4,263	4,352	4,671
2	Finance, Property & Waste Services				
	Finance	1,627	1,827	1,885	1,943
	Finance Management	262	269	274	279
	ICT Services	1,756	1,831	1,861	1,890
	Property Service	1,100	2,572	1,232	1,212
	Revenues, Benefits, Customer & Community Services	1,121	1,272	1,315	1,348
	Waste & Markets	3,666	3,755	3,889	4,027
		9,532	11,526	10,456	10,699
3	Growth & Culture				
	Arts & Culture	1,705	1,661	1,724	1,780
	Building Control	97	106	103	103
	Communications	310	291	294	299
	Culture & Leisure Management	169	172	176	179
	Development & Policy	574	507	771	526
	Economic Development	2,410	368	353	361
	Growth Management	367	371	378	385
	Leisure	2,435	2,170	2,060	2,095
	Parks & Open Spaces	570	562	566	571
	Street Scene	1,883	2,019	2,047	2,114
		10,520	8,227	8,472	8,413
4	Housing & Projects				
	Centralised & Business Support	495	537	542	549
	Corporate Projects & Performance	420	493	478	488
	Health & Safety	146	128	131	133
	Housing Services	392	768	480	451
		1,453	1,926	1,631	1,621
5	HRA recharge	(2,942)	(2,960)	(2,976)	(2,992)
6	Drainage Rates	947	1,026	1,077	1,131
	Net Cost Of Service	23,547	24,008	23,012	23,543
	Financing and Investment				
7	Depreciation	(4,450)	(4,537)	(4,623)	(4,697)
8	Investment Income	(914)	(781)	(706)	(631)
9	Minimum Revenue Provision	281	271	546	533
10	Revenue Contribution to Capital	57	2,087	1,020	769
11	Transfer to/from Earmarked Reserves	1,223	(445)	(1,803)	(1,302)
		19,744	20,603	17,446	18,215

This page is intentionally left blank

2024/25 - 2027/28 HRA Revenue Summary

	Description	2024/25 Current Budget	2025/26 Proposed Budget	2026/27 Indicative Budget	2027/28 Indicative Budget
	Expenditure				
1	Repairs and Maintenance	11,005	10,617	10,592	10,891
2	Supervision and Management - General	2,719	2,481	2,681	2,681
3	Supervision and Management - Special	1,966	2,257	1,977	1,977
4	Depreciation and Impairment of Fixed Assets	4,062	4,180	4,299	4,344
5	Debt Management Expenses	35	36	37	38
6	Provision for Bad Debts	201	206	212	218
7	Support Recharge from General Fund	2,942	3,031	3,122	3,216
8	Total Expenditure	22,930	22,808	22,920	23,365
	Income				
9	Dwelling Rents	(28,916)	(29,856)	(31,165)	(32,170)
10	Non Dwelling Rents	(356)	(322)	(299)	(376)
11	Charges for Services and Facilities	(721)	(916)	(916)	(934)
12	Other Income	(17)	(18)	(19)	(20)
13	Total Income	(30,010)	(31,112)	(32,399)	(33,500)
14	Net Cost of HRA Services	(7,080)	(8,304)	(9,479)	(10,135)
15	Interest Payable and Similar Charges	2,140	2,043	1,945	1,847
16	Interest and Investment Income	(660)	(1,798)	(1,623)	(1,448)
17	Net Position Before Reserve Movements	(5,600)	(8,059)	(9,157)	(9,736)
18	Movement on the HRA Reserve Balance				
19	Housing Revenue Account Balance at start of Year	2,296	1,607	2,834	3,165
20	Net position as at 31 March	5,601	8,063	9,167	9,753
21	Repayment of Principal	(3,222)	(3,222)	(3,222)	(3,222)
22	HRA Priority Reserve Transfer	277	100	100	100
23	Major Repairs Reserve Transfer	(3,345)	(3,714)	(5,714)	(6,231)
24	Housing Revenue Account Balance at end of Year	1,607	2,834	3,165	3,565
25	Major Repairs Reserve Balance at Start of Year	18,718	12,376	5,767	3,602
26	Depreciation & MRR Transfer	7,407	7,895	10,013	10,575
27	Capital Financing & Loan Repayment	(13,749)	(14,504)	(12,178)	(12,140)
28	Major Repairs Reserve Balance at End of Year	12,376	5,767	3,602	2,037
29	Working Balance	1,607	2,834	3,165	3,565

This page is intentionally left blank

PROPOSED FEES & CHARGES 2025/26

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	STAGED PERFORMANCES The theatres and ballrooms are available for hire for theatrical productions, concerts, lectures, demonstrations, films and other performing arts events. Prices are below:				
1	Guildhall Arts Centre, Grantham				
	Theatre Hire				
	Performances - Commercial	01/04/2025	430.00	440.00	Exempt
	Performances - Commercial weekend	01/04/2025	450.00	460.00	Exempt
	Performances - Non Profit making	01/04/2025	400.00	410.00	Exempt
	Run of Performances				
	First Performance	01/04/2025	380.00	390.00	Exempt
	Ongoing performances	01/04/2025	340.00	350.00	Exempt
	Dress or technical rehearsals	01/04/2025	260.00	270.00	Exempt
	Rehearsals/get in	01/04/2024	180.00	180.00	Exempt
	Lecture/demonstrations (Per Lecture, Daytime)	01/04/2025	140.00	150.00	Exempt
	Lecture/demonstrations (Per Lecture, Evening)	01/04/2025	260.00	270.00	Exempt
	Set up charge/technical support (max. 6 hours)	01/04/2025	180.00	190.00	Exempt
2	Stamford Arts Centre				
	Theatre Hire				
	Performances - Commercial	01/04/2025	430.00	440.00	Exempt
	Performances - Commercial weekend	01/04/2025	450.00	460.00	Exempt
	Performances - Non Profit making	01/04/2025	400.00	410.00	Exempt
	Run of Performances				
	First Performance	01/04/2025	380.00	390.00	Exempt
	Ongoing performances	01/04/2025	340.00	350.00	Exempt
	Dress or technical rehearsals	01/04/2025	260.00	270.00	Exempt
	Rehearsals/get in	01/04/2024	180.00	180.00	Exempt
	Lecture/demonstrations (Per Lecture, Daytime)	01/04/2025	140.00	150.00	Exempt
	Lecture/demonstrations (Per Lecture, Evening)	01/04/2025	260.00	270.00	Exempt
	Set up charge/technical support (max. 6 hours)	01/04/2025	180.00	190.00	Exempt
	Film Hire	01/04/2025	280.00	290.00	Exempt
3	Bourne Corn Exchange				
	Theatre Hire - Main Hall				
	Performances - Commercial, if tickets sold by venue*	01/04/2025	240.00	250.00	Exempt
	Performances - Commercial, if selling own tickets	01/04/2025	280.00	260.00	Exempt
	Performances - Non Profit making	01/04/2025	220.00	230.00	Exempt
	Additional performances of same show (access from 5pm)	01/04/2025	210.00	220.00	Exempt
	Dress/Tech Rehearsals (max 8 hours)	01/04/2025	160.00	170.00	Exempt
	Rehearsals (max 8 hours)	01/04/2025	140.00	150.00	Exempt
	Set up charge/technical support (max. 8 hours)	01/04/2025	170.00	180.00	Exempt
	Performers Rights Society charges may be applicable in addition to the above rates				
	Hire conditions are available giving details of equipment and support offered; quotations provided on request.				
	* Commission is applicable				

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
WEDDING RECEPTIONS, PARTIES AND OTHER ROOM HIRE					
All three venues are available for wedding parties and similar functions. Packages are available to include provision of bars and catering. Prices are below.					
4	Guildhall Arts Centre, Grantham				
	Casually let rooms (per hour)				
	Ballroom				
	Ballroom - hourly day rate up to 6pm	01/04/2025	45.00	47.00	Exempt
	Ballroom full day 9am - 5pm rate:	01/04/2024	325.00	325.00	Exempt
	Ballroom Half Day (9-1 / 1-5)	01/04/2024	170.00	170.00	Exempt
	Ballroom Wake (up to 5 hours hire)	01/04/2025	N/A	300.00	Exempt
	Ballroom - hourly evening rate 6 to 11pm - meetings & workshops	01/04/2025	48.00	50.00	Exempt
	Ballroom - whole evening 6 to 11.30pm parties	01/04/2025	400.00	410.00	Exempt
	Ballroom - whole evening 6 to 11.30pm concerts	01/04/2025	310.00	330.00	Exempt
	Ballroom - (9am-11.30pm) Wedding rate	01/04/2025	600.00	620.00	Exempt
	Use of ballroom kitchen per day	01/04/2024	85.00	85.00	Exempt
	Meeting rooms				
	Newton room hourly rate	01/04/2025	36.00	38.00	Exempt
	Newton Room Half Day Rate (9am-1pm/1pm-5pm)	01/04/2024	135.00	135.00	Exempt
	Newton Room Full Day Rate (9am-5pm)	01/04/2024	260.00	260.00	Exempt
	Newton Room Party	01/04/2025	N/A	355.00	Exempt
	Studio 4	01/04/2024	25.00	25.00	Exempt
	Studio 4 - Day offer 9am-5pm	01/04/2024	145.00	145.00	Exempt
	Studio 4 - Half Day offer 9am-1pm / 1pm-5pm	01/04/2024	75.00	75.00	Exempt
	Studio 1	01/04/2025	26.00	28.00	Exempt
	Studio 1 - Day offer 9am-5pm	01/04/2024	190.00	190.00	Exempt
	Studio 1 - Half Day offer 9am-1pm / 1pm-5pm	01/04/2024	100.00	100.00	Exempt
	Studio 2	01/04/2025	14.00	16.00	Exempt
	Studio 2 - Day offer 9am-5pm	01/04/2024	100.00	100.00	Exempt
	Studio 2 - Half Day offer 9am-1pm / 1pm-5pm	01/04/2024	51.00	51.00	Exempt
	new rooms				
	Studio 6 and 7 perhour	01/04/2025	N/A	20.00	Exempt
	Studio 6 and 7 full day 9am-5pm	01/04/2025	N/A	145.00	Exempt
	Studio 6 and 7 half day 9-1 or 1-5	01/04/2025	N/A	75.00	Exempt
Performers Right Society charges may be applicable in addition to the above rates					
Room Hire					
The Fees & charges listed are guide prices- Please call your respective arts centre for a specific hire quotation					

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
5	Bourne Corn Exchange				
	<u>Casually let rooms</u>				
	Main hall - hourly rate	01/04/2025	45.00	47.00	Exempt
	Main Hall Day Offer (9am-5pm)	01/04/2024	325.00	325.00	Exempt
	Main Hall Half Day (9am-1pm / 1pm-5pm)	01/04/2024	170.00	170.00	Exempt
	Main hall - Evening Event (party/concert/performance) 6pm-12pm	01/04/2025	330.00	350.00	Exempt
	Main hall - (all day, wedding receptions etc.) 9am to 12pm	01/04/2025	550.00	570.00	Exempt
	Kitchen hire (use of kitchen area excluding equip)*	01/04/2024	90.00	90.00	Exempt
	Kitchen hire (full use of kitchen and equipment including crockery and cutlery etc)*	01/04/2025	160.00	N/A	Exempt
	Room set up or clear down (as per hourly rate or part thereof)	01/04/2025	50.00	60.00	Exempt
	Room set up or clear down after midnight (as per hourly rate or part thereof)	01/04/2025	70.00	80.00	Exempt
	Bar Area	01/04/2025	20.00	22.00	Exempt
6	Stamford Arts Centre				-
	<u>Casually let rooms</u>				
	<u>Ballroom</u>				
	Ballroom - hourly day rate up to 5pm	01/04/2025	43.00	47.00	Exempt
	Ballroom 9am-5pm Day offer	01/04/2025	325.00	335.00	Exempt
	Ballroom half day offer, 9-1 / 1-5	01/04/2025	170.00	175.00	Exempt
	Ballroom - hourly evening rate 5pm to 11pm - meetings & workshops	01/04/2025	47.00	50.00	Exempt
	Ballroom - whole evening 6 to 11pm - parties	01/04/2025	540.00	550.00	Exempt
	Ballroom - whole evening 6 to 11pm - concerts	01/04/2025	420.00	430.00	Exempt
	Function ballroom/Blue room - all day wedding rate (9am-11.30pm)	01/04/2025	980.00	1,000.00	Exempt
	<u>Meeting rooms - per hour</u>				
	Blue Room per hour	01/04/2025	24.00	25.00	Exempt
	Blue Room day offer(9am-5pm)	01/04/2025	175.00	185.00	Exempt
	Blue room half day offer (9am-1pm / 1pm-5pm)	01/04/2025	90.00	95.00	Exempt
	Rehearsal Room per hour	01/04/2025	24.00	25.00	Exempt
	Rehearsal Room day offer (9am-5pm)	01/04/2024	175.00	175.00	Exempt
	Rehearsal room half day offer (9am-1pm / 1pm-5pm)	01/04/2024	90.00	90.00	Exempt
	Ireson/Exeter Room/Bridge Room	01/04/2025	18.00	20.00	Exempt
	Ireson/Exeter Room day offer (9am-5pm)/Bridge	01/04/2025	125.00	140.00	Exempt
	Ireson/Exeter room half day offer (9am-1pm / 1pm-5pm)/Bridge	01/04/2025	68.00	70.00	Exempt
	*access to kitchen up to 4 hours prior to event start time, additional earlier access will incur additional hourly rate of £10				
7	Wyndham Park Visitor Centre				
	Room hire per hour*	01/04/2025	23.00	23.50	Included
	*Guide price - please call the Visitor Centre for a specific hire quotation				
	* Additional staffing cost on top per hour for out of normal hours				
	Performers Right Society charges may be applicable in addition to the above rates				
	Room Hire				
	The Fees & charges listed are guide prices- Please call your respective arts centre for a specific hire quotation				

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
1	BUS STATION - GRANTHAM Per Departure	01/04/2025	0.87	0.87	Included
	<u>Minimum Charge</u> 1-75 departures per annum	01/04/2025	57.40	57.40	Included
2	BUS STATION - STAMFORD Per Departure	01/04/2025	0.87	0.87	Included
	<u>Minimum Charge</u> 1-75 departures per annum	01/04/2025	57.40	57.40	Included
3	BUS STATION - BOURNE Per Departure	01/04/2025	0.87	0.87	Included
	<u>Minimum Charge</u> 1-75 departures per annum	01/04/2025	57.40	57.40	Included

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
CAR PARKS - GRANTHAM					
1	SHORT STAY (EXCEPT WHARF ROAD & WELHAM STREET)				
	Up to 30 mins	01/04/2022	0.90	N/A	Included
	Up to 1 hour	01/04/2022	1.20	N/A	Included
	Up to 2 hours	01/04/2022	1.90	N/A	Included
	Up to 3 hours	01/04/2022	2.50	N/A	Included
	Up to 4 hours	01/04/2022	4.10	N/A	Included
	Over 4 hours	01/04/2022	5.30	N/A	Included
1a	SHORT STAY (EXCEPT WHARF ROAD & WELHAM STREET)				
	Up to 1 hour	20/01/2025	N/A	Free of Charge	Included
	1-2 hours	20/01/2025	N/A	2.00	Included
	2-4 hours	20/01/2025	N/A	2.50	Included
	Over 4 hours	20/01/2025	N/A	7.00	Included
2	SHORT STAY Wharf Road Grantham				
	Up to 30 mins	01/04/2022	0.90	N/A	Included
	Up to 1 hour	01/04/2022	1.20	N/A	Included
	Up to 2 hours	01/04/2022	1.90	N/A	Included
	Up to 3 hours	01/04/2022	2.50	N/A	Included
	Up to 4 hours	01/04/2022	8.00	N/A	Included
	Over 4 hours	01/04/2022	10.40	N/A	Included
2a	SHORT STAY Wharf Road Grantham				
	Up to 2 hours	20/01/2025	N/A	Free of Charge	Included
	2-4 hours	20/01/2025	N/A	2.50	Included
	Over 4 hours	20/01/2025	N/A	5.00	Included
3	LONG STAY (EXCEPT WELHAM STREET)*				
	Up to 3 hours	01/04/2022	2.50	N/A	Included
	Up to 4 hours	01/04/2022	3.40	N/A	Included
	All day	01/04/2022	4.10	N/A	Included
4	LEISURE TARIFF - Welham Street				
	Up to 3 hours	01/04/2022	1.20	N/A	Included
	Up to 4 hours	01/04/2022	1.70	N/A	Included
	Up to 6 hours	01/04/2022	3.20	N/A	Included
	Over 6 hours	01/04/2022	10.40	N/A	Included
4a	LEISURE TARIFF - Welham Street				
	Up to 1 hour	20/01/2025	N/A	Free of Charge	Included
	1-3 hours	20/01/2025	N/A	1.50	Included
	3-4 hours	20/01/2025	N/A	1.90	Included
	over 4 hours	20/01/2025	N/A	5.00	Included

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
5	LONG STAY SEASON TICKETS - 5 DAYS (Monday to Friday)				
	Per Week	20/01/2025	N/A	18.00	Included
	Per Month	20/01/2025	N/A	65.00	Included
	Per quarter	20/01/2025	135.00	170.00	Included
	Per 6 months	01/04/2022	260.00	N/A	Included
6	LONG STAY SEASON TICKETS - 6 DAYS (Monday to Saturday)				
	Per Week	20/01/2025	N/A	21.50	Included
	Per Month	20/01/2025	N/A	75.00	Included
	Per quarter	20/01/2025	160.00	200.00	Included
	Per 6 months	01/04/2022	310.00	N/A	Included
7	PENALTY CHARGE NOTICES				
	Failure to display	01/04/2013	70.00	70.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	35.00	35.00	O/Scope
	Parking for longer etc	01/04/2013	50.00	50.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	25.00	25.00	O/Scope
	* Conduit Lane redesignated as a short stay car park				

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
CAR PARKS - STAMFORD					
1	SHORT STAY				
	Up to 30 mins	01/04/2022	1.00	N/A	Included
	Up to 1 hour	01/04/2022	1.30	N/A	Included
	Up to 2 hours	01/04/2022	2.00	N/A	Included
	Up to 3 hours	01/04/2022	2.60	N/A	Included
	Up to 4 hours	01/04/2022	4.20	N/A	Included
	Over 4 hours	01/04/2022	5.40	N/A	Included
1a	SHORT STAY				
	0-1 hours	20/01/2025	N/A	1.50	Included
	1-2 hours	20/01/2025	N/A	2.50	Included
	2-4 hours	20/01/2025	N/A	4.50	Included
	over 4 hours	20/01/2025	N/A	8.00	Included
2	LONG STAY				
	Up to 3 hours	01/04/2022	2.60	N/A	Included
	Up to 4 hours	01/04/2022	3.50	N/A	Included
	All day	01/04/2022	4.20	N/A	Included
2a	LONG STAY				
	0-2 hours	20/01/2025	N/A	3.00	Included
	2-4 hours	20/01/2025	N/A	4.00	Included
	over 4 hours	20/01/2025	N/A	5.00	Included
3	LONG STAY SEASON TICKETS - 5 DAYS (Monday to Friday)				
	Per Week	20/01/2025	N/A	18.00	Included
	Per Month	20/01/2025	N/A	65.00	Included
	Per quarter	20/01/2025	140.00	170.00	Included
	Per 6 months	01/04/2022	265.00	N/A	Included
4	LONG STAY SEASON TICKETS - 6 DAYS (Monday to Saturday)				
	Per Week	20/01/2025	N/A	21.50	Included
	Per Month	20/01/2025	N/A	75.00	Included
	Per quarter	20/01/2025	160.00	200.00	Included
	Per 6 months	01/04/2022	315.00	N/A	Included
5	PENALTY CHARGE NOTICES				
	Failure to display	01/04/2013	70.00	70.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	35.00	35.00	O/Scope
	Parking for longer etc	01/04/2013	50.00	50.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	25.00	25.00	O/Scope

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
ENVIRONMENTAL HEALTH					
1	<u>Premise/Business registration fees</u>				
	Acupuncture	01/04/2024	199.00	199.00	O/Scope
	Tattooing	01/04/2024	199.00	199.00	O/Scope
	Electrolysis	01/04/2024	199.00	199.00	O/Scope
	Cosmetic piercing	01/04/2024	199.00	199.00	O/Scope
	Semi permanent skin colouring	01/04/2024	199.00	199.00	O/Scope
	Additional activities (eg cosmetic piercing and tattooing) per activity	01/04/2024	108.50	108.50	O/Scope
	Amendment or replacement certificate	01/04/2024	38.00	38.00	O/Scope
2	<u>Personal registration fees (Per activity)</u>				
	Acupuncture	01/04/2024	102.50	102.50	O/Scope
	Tattooing	01/04/2024	102.50	102.50	O/Scope
	Electrolysis	01/04/2024	102.50	102.50	O/Scope
	Cosmetic piercing	01/04/2024	102.50	102.50	O/Scope
	Semi permanent skin colouring	01/04/2024	102.50	102.50	O/Scope
	Amendment or replacement certificate	01/04/2024	38.00	38.00	O/Scope
3	<u>Unsound food</u>				
	Voluntary surrender certificate (excludes disposal)	01/04/2024	127.20	127.20	Included
4	<u>Food Export Health Certification</u>				
	Inspection (first 2 hours) and certification	01/04/2024	268.20	268.20	Included
	Certification only	01/04/2024	86.40	86.40	Included
5	<u>Food Hygiene Rating Scheme</u>				
	Re-inspection/Re-visit	01/04/2024	303.60	303.60	Included
6	<u>Control of dogs</u>				
	Collecting and detaining stray dogs (statutory fine)	01/04/1996	25.00	25.00	O/Scope
	Handling, Kenneling & Administration	01/04/2025	52.00	49.00	O/Scope
	Kennelling per day or part of	01/04/2024	35.00	35.00	O/Scope
7	<u>Scrap Metal Dealers</u>				
	Dealer initial licence - 3 year licence Part A	01/04/2024	298.00	298.00	O/Scope
	Dealer initial licence - 3 year licence Part B	01/04/2024	399.00	399.00	O/Scope
	Dealer licence renewal - Part A	01/04/2024	243.50	243.50	O/Scope
	Dealer licence renewal - Part B	01/04/2024	399.00	399.00	O/Scope
	Collector new - Part A	01/04/2024	167.50	167.50	O/Scope
	Collector new - Part B	01/04/2024	41.50	41.50	O/Scope
	Collector renewal - Part A	01/04/2024	106.00	106.00	O/Scope
	Collector renewal - Part B	01/04/2024	41.50	41.50	O/Scope
	Copy of a licence - Replacement Licence certificate	01/04/2024	31.00	31.00	O/Scope
	Minor variation	01/04/2024	40.50	40.50	O/Scope

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
8	<u>Caravan Sites & Park Homes</u>				
	Application for site Licence - Part A	01/04/2024	545.00	545.00	O/Scope
	Application for sie licence - Part B	01/04/2024	44.00	44.00	O/Scope
	Transfer/amendments of up to 2 Licence conditions	01/04/2024	219.00	219.00	O/Scope
	Significant amendments involving a site visit	01/04/2024	355.00	355.00	O/Scope
	Annual Fee	01/04/2024	88.00	88.00	O/Scope
	Additional annual fee per plot	01/04/2024	6.00	6.00	O/Scope
	Enforcement - Based on an hourly rate	01/04/2018	Variable	Variable	O/Scope
	Deposit of site rules	01/04/2024	95.00	95.00	O/Scope
	Replacement licence certificate	01/04/2024	44.00	44.00	O/Scope
	Enforcement - Based on an hourly rate	01/04/2018	Variable	Variable	O/Scope
	Residential Site Fit and Proper Person Test	01/04/2024	299.00	299.00	O/Scope
9	<u>Contaminated Land</u>				
	Enquiries	01/04/2023	145.00	145.00	O/Scope
10	<u>Private Sector Housing Charges</u>				
	Improvement Notice, Emergency Remedial Action Notice, Prohibition Order, Emergency prohibition Order or Hazard Awareness Notice	01/04/2024	513.00	513.00	O/Scope
	Review of Suspended Improvement Notice or Suspended Prohibition Order	01/04/2024	197.50	197.50	O/Scope
11	<u>Food Hygiene/Health & Safety Charges</u>	01/04/2018	Hourly Rate	Hourly Rate	Included
12	<u>Immigration inspections</u>	01/04/2024	266.50	266.50	O/Scope
13	Private Sector Housing Civil Penalties (Maximum penalty allowed by legislation £30,000 as alternative to prosecution)	01/04/2018	30,000.00	30,000.00	O/Scope
14	<u>Houses in Multiple Occupation</u>				
	New Licence - Part A	01/04/2024	570.50	570.50	O/Scope
	New Licence - Part B	01/04/2024	152.75	152.75	O/Scope
	Renewal of licence (before expiry, no changes) Part A	01/04/2024	335.75	335.75	O/Scope
	Renewal of licence (before expiry, no changes) Part B	01/04/2024	152.75	152.75	O/Scope
	Replacement licence certificate	01/04/2024	32.00	32.00	O/Scope

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

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
15	Sampling of Private Water Supplies (Human Consumption) Risk Assessment (each assessment) Sampling (each visit) Investigation (each investigation) Grant of authorisation (each authorisation)	01/04/2019	Hourly Rate	Hourly Rate	O/Scope
	Analysing a sample: Taken under Reg 10 (domestic) Taken during monitoring of group A parameters Taken during monitoring of Group B parameters and monitoring under regulation 11	01/04/2019 01/04/2019 01/04/2019	Variable Variable Variable	Variable	O/Scope O/Scope O/Scope
16	<u>Smoke Free Fixed Penalty Notices</u> Smoking in smoke free designated premises, place, vehicle If paid within 15 days of issue Failing to display smoke free signage as per law If paid within 15 days of issue	01/04/2016 01/04/2016 01/04/2016 01/04/2016	50.00 30.00 200.00 150.00	50.00 30.00 200.00 150.00	O/Scope O/Scope O/Scope O/Scope
17	<u>Smoke and Carbon Monoxide Alarms For Relevant Landlords</u> Full cost recovery plus penalty charge for failure to comply (Maximum penalty allowed by legislation £5,000)	01/04/2016	700-4,500	700-4,500	O/Scope
18	<u>Letting Agents Redress Scheme</u> Penalty for failure to comply (Maximum penalty allowed by legislation £5,000 should be considered the norm and a lower fine should only be charged if there are extenuating circumstances considered on a case by case basis)	01/04/2017	5,000.00	5,000.00	O/Scope
19	<u>Electrical Safety Regulations Civil Penalties</u> Breach of Electrical Safety Regulations (Maximum penalty allowed by legislation £30,000 should be calculated using penalty Matrix)	01/04/2024	30,000.00	30,000.00	O/Scope
20	<u>Hygiene & Food Safety</u> New Business Advice Consultation Food Hygiene Checkup Food Safety Organiser Food hygiene workshop (1 hour max 8 people)	01/04/2024 01/04/2025 01/04/2024 01/04/2024	291.60 255.00 43.20 291.60	291.60 N/A 43.20 291.60	Included Included Included Included
21	<u>Safer Food Better Business</u> Catering pack Retail pack Childminder pack Residential care home supplement 6 month diary refill 12 month diary refill	01/04/2025 01/04/2025 01/04/2025 01/04/2025 01/04/2025 01/04/2025	27.60 26.40 17.40 10.20 15.00 17.40	28.10 26.90 17.90 10.70 15.50 17.90	Included Included Included Included Included Included

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
22	<u>Minimum Energy Efficiency Standard (Private Rented Property)</u> Letting substandard property (less than 3 months) 01/04/2019 2,000.00 2,000.00 O/scope Letting substandard property (3 months or more) 01/04/2019 4,000.00 4,000.00 O/scope Registering false or misleading information on the PRS Exemptions Register 01/04/2019 1,000.00 1,000.00 O/scope Failing to comply with compliance notice 01/04/2019 2,000.00 2,000.00 O/scope				

	Detail	Effective Date	2024/25	2024/25	2025/26	2025/26	VAT
<u>LAPPC Permits for Part B Installations, Mobile Plant and Solvent Emissions Activities</u>							
1 Application Fees							
Standard Process (includes solvent emission activities)		01/04/2017	1,650.00		1,650.00		O/Scope
Standard Processes additional fee for operating without a permit		01/04/2017	1,188.00		1,188.00		O/Scope
PVRI, SWOBs and Dry Cleaners		01/04/2017	155.00		155.00		O/Scope
PVR I & II combined		01/04/2017	257.00		257.00		O/Scope
Vehicle refinishers (VRs) and other reduced fees activities		01/04/2017	362.00		362.00		O/Scope
Reduced fee activities: Additional fee for operating without a permit		01/04/2017	99.00		99.00		O/Scope
Mobile Plant (not using simplified permits)		01/04/2017	1,650.00		1,650.00		O/Scope
- for the third to seventh application		01/04/2017	985.00		985.00		O/Scope
- for the eighth and subsequent applications		01/04/2017	498.00		498.00		O/Scope
Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts							
2 Substantial changes to permits							
Standard Process		01/04/2017	1,050.00		1,050.00		O/Scope
Standard Process where the substantial change results in a new PPC activity		01/04/2017	1,650.00		1,650.00		O/Scope
Reduced Fee Activities		01/04/2017	102.00		102.00		O/Scope
3 Transfer and Surrender							
Transfer of a permit - Standard Process		01/04/2017	169.00		169.00		O/Scope
New operator at low risk reduced fee activity (extra one off subsistence charge)		01/04/2017	78.00		78.00		O/Scope
Partial transfer of a standard permit		01/04/2017	497.00		497.00		O/Scope
Reduced Fee Activities: Partial Transfer		01/04/2017	47.00		47.00		O/Scope
4 Temporary transfer for mobiles							
First transfer		01/04/2017	53.00		53.00		O/Scope
Repeat following enforcement or warning		01/04/2017	53.00		53.00		O/Scope
5 Annual Subsistence Charge							
Standard Process - LOW		01/04/2017	772.00	(+103)*	772.00	(+103)*	O/Scope
Standard Process - MEDIUM		01/04/2017	1,161.00	(+156)*	1,161.00	(+156)*	O/Scope
Standard Process - HIGH		01/04/2017	1,747.00	(+207)*	1,747.00	(+207)*	O/Scope
* The additional amount in brackets must be charged where a permit is for a combined Part B and waste installation							

	Detail	Effective Date	2024/25	2024/25	2025/26	2025/26	VAT
5	Annual Subsistence Charge						
	PVRI, SWOBs and Dry Cleaners	01/04/2017	79.00	158.00	237.00		O/Scope
	PVR I & II combined	01/04/2017	113.00	226.00	341.00		O/Scope
	Vehicle refinishers and other Reduced Fees	01/04/2017	228.00	365.00	548.00		O/Scope
	Mobile Plant for the first and second permits	01/04/2017	646.00	1,034.00	1,506.00		O/Scope
	for the third to seventh permits	01/04/2017	385.00	617.00	924.00		O/Scope
	for the eighth and subsequent permits	01/04/2017	198.00	316.00	473.00		O/Scope
	Late Payment Fee (8 weeks from date of invoice)	01/04/2017	52.00		52.00		O/Scope
	* Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £103 to the above annual subsistence amounts						
	Note: The above fees are those currently imposed by DEFRA, a full copy of which can be viewed on their website www.gov.uk						
6	LAPPC mobile plant charges (not using simplified permit)		LOW	MED	HIGH		
	Number of permits		App Fee	LOW	MED	HIGH	
	1	01/04/2017	1,650.00	646.00	1,034.00	1,506.00	O/Scope
	2	01/04/2017	1,650.00	646.00	1,034.00	1,506.00	O/Scope
	3	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	4	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	5	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	6	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	7	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	8 and over	01/04/2017	498.00	198.00	316.00	473.00	O/Scope
7	LA-IPPC (Local Authority Element)						
	Application	01/04/2017	3,363.00				O/Scope
	Additional fee for operating without a permit	01/04/2017	1,188.00				O/Scope
	Annual subsistence LOW	01/04/2017	1,446.00				O/Scope
	Annual subsistence MEDIUM	01/04/2017	1,610.00				O/Scope
	Annual subsistence HIGH	01/04/2017	2,333.00				O/Scope
	Late Payment Fee	01/04/2017	52.00				O/Scope
	Variation	01/04/2017	1,368.00				O/Scope
	Substantial variation	01/04/2017	3,363.00				O/Scope
	Transfer	01/04/2017	235.00				O/Scope
	Partial transfer	01/04/2017	698.00				O/Scope
	Surrender	01/04/2017	698.00				O/Scope
	*Additional fee for payment of subsistence fees for LAPPC and LAIPPC by quarterly instalments	01/04/2017	38.00				O/Scope
	** where 9(2)(a) or (b) applies under the Local Authority Permits for Part A(2) Installations and small waste incineration plan(Fees and Charges) (England) (Scheme) 2017						

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

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

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
LICENCES					
1	<u>Hackney Carriage and Private Hire *</u>				
	Driver's licence - 3 Year - Standard Licence Period	01/04/2024	310.25	310.25	O/Scope
	Driver's licence - annual (aged 65yrs or above and/or medical condition)	01/04/2024	125.00	125.00	O/Scope
	Change to dual licence (mid year)	01/04/2024	48.00	48.00	O/Scope
	Replacement drivers badge (sent by Royal Mail)	01/04/2024	29.00	29.00	O/Scope
	Replacement drivers badge (collected from Customer Services)	01/04/2024	35.75	35.75	O/Scope
	Replacement vehicle plate	01/04/2024	69.30	69.30	Included
	Replacement licence certificate	01/04/2024	23.00	23.00	O/Scope
	Replacement vehicle bracket	01/04/2024	16.80	16.80	Included
	Replacement internal vehicle plate (sent by royal mail)	01/04/2024	30.50	30.50	O/Scope
	Replacement internal vehicle plates (collected from Customer Services)	01/04/2024	37.25	37.25	O/Scope
	Transfer of vehicle ownership	01/04/2024	47.00	47.00	O/Scope
	Local Knowledge Test- Hackney Carriage Only (initial and retest)	01/04/2024	78.25	78.25	O/Scope
	English Language Skills Test (initial and retest)	01/04/2024	46.50	46.50	O/Scope
	Private Hire Operator Licence - 5 Year	01/04/2024	191.00	191.00	O/Scope
	Change of registration number ie cherished number plates	01/04/2024	106.00	106.00	O/Scope
	Enhanced DBS disclosure fee	01/04/2024	38.00	38.00	O/Scope
	Enhanced DBS Admin fee (new application - 3yr licence)	01/04/2024	35.00	35.00	O/Scope
	Enhanced DBS Admin fee (2nd application during 3yr licence)	01/04/2024	45.00	45.00	O/Scope
	Delivery fee to Bourne area office	01/04/2023	10.00	10.00	O/Scope
2	<u>Annual vehicle licence</u>				
	Private Hire	01/04/2024	272.00	272.00	O/Scope
	Hackney Carriage	01/04/2024	298.50	298.50	O/Scope
	20% reduction for LPG/Hybrid/Wheelchair vehicles: Private Hire	01/04/2024	217.50	217.50	O/Scope
	20% reduction for LPG/Hybrid/Wheelchair vehicles: Hackney	01/04/2024	238.75	238.75	O/Scope
	50% reduction for electric/zero emissions vehicles: Private Hire	01/04/2024	136.00	136.00	O/Scope
	50% reduction for electric/zero emissions vehicles: Hackney	01/04/2024	149.25	149.25	O/Scope
	Exemption from displaying Private Hire plate	01/04/2024	102.00	102.00	O/Scope
	Exemption from displaying Private Hire plate (renewal fee)	01/04/2024	64.00	64.00	O/Scope
3	<u>Credit for unexpired days due to change of vehicle</u>				
	Private Hire	01/04/2024	0.75	0.75	O/Scope
	Hackney Carriage	01/04/2024	0.82	0.82	O/Scope
	Activites involving Animals - Additional vets fees may apply to these licences				
4	<u>Animal Licences</u>				
	Pre application/Re-inspections (where applicable)	01/04/2024	230.75	230.75	O/Scope
	Dog Boarding - Part A	01/04/2024	247.50	247.50	O/Scope
	Dog Boarding - Part B	01/04/2024	141.50	141.50	O/Scope
	Cat Boarding - Part A	01/04/2024	247.50	247.50	O/Scope
	Cat Boarding - Part B	01/04/2024	141.50	141.50	O/Scope
	Dual Dog and Cat Boarding - Part A	01/04/2024	297.75	297.75	O/Scope
	Dual Dog and Cat Boarding - Part B	01/04/2024	167.50	167.50	O/Scope
	Dog Day Care - Part A	01/04/2024	247.50	247.50	O/Scope
	Dog Day Care - Part B	01/04/2024	141.50	141.50	O/Scope

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	Home Boarding - Part A	01/04/2024	167.50	167.50	O/Scope
	Home Boarding - Part B	01/04/2024	115.25	115.25	O/Scope
	Arrangers/Franchisers	01/04/2024	115.25	115.25	O/Scope
	Dog Breeding Establishments Part A	01/04/2024	286.50	286.50	O/Scope
	Dog Breeding Establishments Part B	01/04/2024	219.50	219.50	O/Scope
	Sale of Animals as Pets- (Pet shops) Part A	01/04/2024	247.50	247.50	O/Scope
	Sale of selling Animals as Pets - (Pet shops) Part B	01/04/2024	141.50	141.50	O/Scope
	Hiring of Horses (Riding Establishments) Part A	01/04/2024	286.50	286.50	O/Scope
	Hiring of Horses (Riding Establishments) Part B	01/04/2024	219.50	219.50	O/Scope
	Dangerous Wild Animals Part A	01/04/2024	234.50	234.50	O/Scope
	Dangerous Wild Animals Part B	01/04/2024	49.75	49.75	O/Scope
	Transfer of licence	01/04/2024	126.50	126.50	O/Scope
	Animals for exhibition (3 year Licence) Part A	01/04/2024	167.50	167.50	O/Scope
	Animals for exhibition (3 year Licence) Part B	01/04/2024	115.25	115.25	O/Scope
	Variation (with inspection)	01/04/2024	230.75	230.75	O/Scope
	Variation (no inspection)	01/04/2024	63.25	63.25	O/Scope
5	<u>Zoo Licences</u>				
	New Application (4 year) Part A	01/04/2024	513.50	513.50	O/Scope
	New Application (4 year) Part B	01/04/2024	230.75	230.75	O/Scope
	Renewal (6 year) Part A	01/04/2024	435.50	435.50	O/Scope
	Renewal (6 year) Part B	01/04/2024	439.00	439.00	O/Scope
	Transfer of Licence	01/04/2024	126.50	126.50	O/Scope
6	<u>Sex Establishments</u>				
	New Application/Renewal/Transfer/Variation- Part A	01/04/2024	1884.00	1884.00	O/Scope
	New Application/Renewal/Transfer/Variation - Part B	01/04/2024	155.50	155.50	O/Scope
7	<u>Street Trading</u>				
	Stamford Pedestrian Precinct Per Day	01/04/2024	26.00	26.00	O/Scope
	Other Locations per day from	01/04/2024	21.00	21.00	O/Scope
	Private land per day	01/04/2024	11.25	11.25	O/Scope
	Mobile Trader Consent (12 months)	01/04/2024	347.00	347.00	O/Scope
NB	Relevant fees as per the Provision of Services Regulations 2009 are now broken down into Part A and Part B. Part A is payable upon application, Part B is payable upon grant of license				

* Subject to approval

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	ALCOHOL LICENSING - Fees Set by Government				
1	Licensed Premises				
	Grant of Premises Licence or Club Premises Certificate				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	100.00	100.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	190.00	190.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	315.00	315.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	450.00	450.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	635.00	635.00	O/Scope
2	Variation of Premises Licence or Club Premises Certificate				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	100.00	100.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	190.00	190.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	315.00	315.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	450.00	450.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	635.00	635.00	O/Scope
	Minor Variation	30/06/2009	89.00	89.00	O/Scope
3	Annual Fee for Premises Licence or Club Premises Certificate				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	70.00	70.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	180.00	180.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	295.00	295.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	320.00	320.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	350.00	350.00	O/Scope
4	Grant of Premises Licence where alcohol is primary use				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	100.00	100.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	190.00	190.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	315.00	315.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	900.00	900.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	1,905.00	1,905.00	O/Scope
5	Annual Fee for Premises Licence where alcohol is primary use				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	70.00	70.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	180.00	180.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	295.00	295.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	640.00	640.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	1,050.00	1,050.00	O/Scope
6	Grant of Premises Licence or Club Premises Certificate				
	Number of Persons				
	5,000 to 9,999	24/11/2005	1,000.00	1,000.00	O/Scope
	10,000 to 14,999	24/11/2005	2,000.00	2,000.00	O/Scope
	15,000 to 19,999	24/11/2005	4,000.00	4,000.00	O/Scope
	20,000 to 29,999	24/11/2005	8,000.00	8,000.00	O/Scope
	30,000 to 39,999	24/11/2005	16,000.00	16,000.00	O/Scope
	40,000 to 49,999	24/11/2005	24,000.00	24,000.00	O/Scope
	50,000 to 59,999	24/11/2005	32,000.00	32,000.00	O/Scope
	60,000 to 69,999	24/11/2005	40,000.00	40,000.00	O/Scope
	70,000 to 79,999	24/11/2005	48,000.00	48,000.00	O/Scope
	80,000 to 89,999	24/11/2005	56,000.00	56,000.00	O/Scope
	90,000 and over	24/11/2005	64,000.00	64,000.00	O/Scope

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	ALCOHOL LICENSING - Fees Set by Government				
7	Annual Fee - Number of Persons				
	5,000 to 9,999	24/11/2005	500.00	500.00	O/Scope
	10,000 to 14,999	24/11/2005	1,000.00	1,000.00	O/Scope
	15,000 to 19,999	24/11/2005	2,000.00	2,000.00	O/Scope
	20,000 to 29,999	24/11/2005	4,000.00	4,000.00	O/Scope
	30,000 to 39,999	24/11/2005	8,000.00	8,000.00	O/Scope
	40,000 to 49,999	24/11/2005	12,000.00	12,000.00	O/Scope
	50,000 to 59,999	24/11/2005	16,000.00	16,000.00	O/Scope
	60,000 to 69,999	24/11/2005	20,000.00	20,000.00	O/Scope
	70,000 to 79,999	24/11/2005	24,000.00	24,000.00	O/Scope
	80,000 to 89,999	24/11/2005	28,000.00	28,000.00	O/Scope
	90,000 and over	24/11/2005	32,000.00	32,000.00	O/Scope
8	Other Charges - Licensing Act 2003				
	Personal Licence (Grant/ renewal)	24/11/2005	37.00	37.00	O/Scope
	Theft, loss etc of a personal licence	24/11/2005	10.50	10.50	O/Scope
	Duty to notify change of name or address	24/11/2005	10.50	10.50	O/Scope
	Temporary Event Notice	24/11/2005	21.00	21.00	O/Scope
	Theft, loss etc of a Temporary Event Notice	24/11/2005	10.50	10.50	O/Scope
	Theft, loss etc of a premises licence or summary	24/11/2005	10.50	10.50	O/Scope
	Application for a provisional statement where premises being built etc	24/11/2005	315.00	315.00	O/Scope
	Notification of change of name or address	24/11/2005	10.50	10.50	O/Scope
	Application to vary licence to specify individual as DPS	24/11/2005	23.00	23.00	O/Scope
	Transfer of premises licence	24/11/2005	23.00	23.00	O/Scope
	Interim authority notice following death etc of licence holder	24/11/2005	23.00	23.00	O/Scope
	Theft, loss etc of certificate of summary	24/11/2005	10.50	10.50	O/Scope
	Notification of change of name or alteration of rules of club	24/11/2005	10.50	10.50	O/Scope
	Change of relevant registered address of club	24/11/2005	10.50	10.50	O/Scope
	Right of freeholder etc to be notified of licensing matters	24/11/2005	21.00	21.00	O/Scope
	Disapplication of premise supervisor for community premises	01/04/2020	23.00	23.00	O/Scope

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
GAMBLING LICENSING					
1	<u>Bingo Premises Licence</u>				
	Application for Provisional Statement	01/04/2024	833.75	833.75	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2024	665.00	665.00	O/Scope
	Non Conversion Fee, Other Premises	01/04/2024	879.75	879.75	O/Scope
	Annual Fee	01/04/2024	587.00	587.00	O/Scope
	Variation of Licence	01/04/2024	801.75	801.75	O/Scope
	Transfer Fee	01/04/2024	670.25	670.25	O/Scope
	Application for Reinstatement of Licence	01/04/2024	670.25	670.25	O/Scope
2	<u>Adult Gaming Centre Premises Licence</u>				
	Application for Provisional Statement	01/04/2024	767.50	767.50	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2024	491.25	491.25	O/Scope
	Non Conversion Fee, Other Premises	01/04/2024	801.75	801.75	O/Scope
	Annual Fee	01/04/2024	516.00	516.00	O/Scope
	Variation of Licence	01/04/2024	742.75	742.75	O/Scope
	Transfer Fee	01/04/2024	599.75	599.75	O/Scope
	Application for Reinstatement of Licence	01/04/2024	599.75	599.75	O/Scope
3	<u>Family Entertainment Centre Premises Licence</u>				
	Application for Provisional Statement	01/04/2024	767.50	767.50	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2024	491.25	491.25	O/Scope
	Non Conversion Fee, Other Premises	01/04/2024	801.75	801.75	O/Scope
	Annual Fee	01/04/2024	516.00	516.00	O/Scope
	Variation of Licence	01/04/2024	742.75	742.75	O/Scope
	Transfer Fee	01/04/2024	599.75	599.75	O/Scope
	Application for Reinstatement of Licence	01/04/2024	599.75	599.75	O/Scope
4	<u>Betting Premises Licence (other e.g. Betting shops)</u>				
	Application for Provisional Statement	01/04/2024	767.50	767.50	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2024	491.25	491.25	O/Scope
	Non Conversion Fee, Other Premises	01/04/2024	801.75	801.75	O/Scope
	Annual Fee	01/04/2024	516.00	516.00	O/Scope
	Variation of Licence	01/04/2024	742.75	742.75	O/Scope
	Transfer Fee	01/04/2024	599.75	599.75	O/Scope
	Application for Reinstatement of Licence	01/04/2024	599.75	599.75	O/Scope
5	<u>Ancillary Fees</u>				
	Change of Circumstances	01/04/2019	50.00	50.00	O/Scope
	Fee for copy of licence	01/04/2019	25.00	25.00	O/Scope
6	<u>Temporary Use Notices</u>				
	Fee for giving a Temporary Use Notice	01/04/2020	50.00	50.00	O/Scope
	Replacement of an endorsed copy of a Temporary Use Notice	01/04/2020	25.00	25.00	O/Scope
	Maximum fees are set in The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007				

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	NEIGHBOURHOODS				
1	Fixed Penalty Notice - Community Protection Notice	01/04/2018	100.00	100.00	O/Scope
2	Fixed Penalty Notice - Public Space Protection Order	01/04/2018	100.00	100.00	O/Scope
3	Fixed Penalty Notice - Domestic Waste Offence	01/04/2017	80.00	80.00	O/Scope
4	Fixed Penalty Notice - Commercial Waste Offence	01/04/2017	110.00	110.00	O/Scope
5	Fixed Penalty Notice - Waste Transfer Offence	01/04/2017	300.00	300.00	O/Scope
6	Fixed Penalty Notice - Littering Reduced for repayment within 14 days	01/04/2024 01/04/2024	500.00 250.00	500.00 250.00	O/Scope
7	Fixed Penalty Notice - Fly Tipping Reduced for repayment within 14 days	01/04/2024 01/04/2024	1,000.00 500.00	1,000.00 500.00	O/Scope
8	Fixed Penalty Notice - Fly Posting*	01/04/2018	100.00	100.00	O/Scope
9	Fixed Penalty Notice - Graffiti Reduced for repayment within 14 days	01/04/2024 01/04/2024	500.00 250.00	500.00 250.00	O/Scope
10	Fixed Penalty Notice - Abandoning a Vehicle	01/04/2017	200.00	200.00	O/Scope
11	Fixed Penalty Notice - Nuisance Parking	01/04/2017	100.00	100.00	O/Scope
12	Fixed Penalty Notice - Householder waste duty of care* Reduced for repayment within 14 days	01/04/2024 01/04/2024	600.00 300.00	600.00 300.00	O/Scope
13	REQUESTS FOR RELEASE OF CCTV IMAGES Legal Representative/Insurance Company	01/04/2025	75.00	100.00	O/Scope
14	Neighbourhood charges	01/04/2019	Hourly rate	Hourly rate	O/Scope
	NB. The above fees are set at the maximum full penalty with the exception of those marked * which are set at the default penalty as determined in the Environmental Offences (Fixed Penalties) (England) Regulations				

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	NEIGHBOURHOODS				
	REMOVAL OF VEHICLES				
15	<u>Vehicle on road, upright and not substantially damaged or any two wheeled vehicle whatever its condition or position on or off the road</u>				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/2020	150.00	150.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/2020	200.00	200.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	01/04/2020	350.00	350.00	O/Scope
	Vehicle exceeding 18 tonnes MAM	01/04/2020	350.00	350.00	O/Scope
16	<u>Vehicle, excluding a two wheeled vehicle, on road but either not upright or substantially damaged or both</u>				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/2020	250.00	250.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/2020	650.00	650.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Unladen	01/04/2020	2,000.00	2,000.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Laden	01/04/2020	3,000.00	3,000.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Unladen	01/04/2020	3,000.00	3,000.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Laden	01/04/2020	4,500.00	4,500.00	O/Scope
17	<u>Vehicle, excluding a two wheeled vehicle, off road, upright and not substantially damaged</u>				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/2020	200.00	200.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/2020	400.00	400.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Unladen	01/04/2020	1,000.00	1,000.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Laden	01/04/2020	1,500.00	1,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Unladen	01/04/2020	1,500.00	1,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Laden	01/04/2020	2,000.00	2,000.00	O/Scope
18	<u>Vehicle, excluding a two wheeled vehicle, off road, but either not upright or substantially damaged or both</u>				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/2020	300.00	300.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/2020	850.00	850.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Unladen	01/04/2020	3,000.00	3,000.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Laden	01/04/2020	4,500.00	4,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Unladen	01/04/2020	4,500.00	4,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Laden	01/04/2020	6,000.00	6,000.00	O/Scope

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
19	STORAGE OF VEHICLES PER 24 HOURS OR PART OF				
	Two wheeled vehicle	01/04/2020	10.00	10.00	O/Scope
	Vehicle, not including a two wheeled vehicle, equal to or less than 3.5 tonnes MAM	01/04/2020	20.00	20.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM	01/04/2020	25.00	25.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	01/04/2020	30.00	30.00	O/Scope
	Vehicle exceeding 18 tonnes MAM	01/04/2020	35.00	35.00	O/Scope
20	DISPOSAL OF VEHICLES				
	Two wheeled vehicle	01/04/2020	50.00	50.00	O/Scope
	Vehicle, not including a two wheeled vehicle, equal to or less than 3.5 tonnes MAM	01/04/2020	75.00	75.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM	01/04/2020	100.00	100.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	01/04/2020	125.00	125.00	O/Scope
	Vehicle exceeding 18 tonnes MAM	01/04/2020	150.00	150.00	O/Scope

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	MARKETS - GRANTHAM				
1	Standard Stall (3.05m x 1.22m)	01/04/2023	24.40	24.40	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/2023	27.10	27.10	Exempt
2	Pitch (3.05m x 3.05m)	01/04/2023	22.70	22.70	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/2023	23.80	23.80	Exempt
	Hot food & drinks units	01/04/2023	27.10	27.10	Exempt
3	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/2023	7.60	7.60	Included
	Large vehicles	01/04/2023	11.30	11.30	Included
	MARKETS - STAMFORD				
4	Standard Stall (3.05m x 1.22m)	01/04/2023	28.10	28.10	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/2023	31.40	31.40	Exempt
5	Pitch (3.05m x 1.22m)	01/04/2023	24.90	24.90	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/2023	28.10	28.10	Exempt
	Hot food & drinks units	01/04/2023	31.40	31.40	Exempt
6	Craft fair - Table	01/04/2023	29.20	29.20	Exempt
7	Craft fair - Stall	01/04/2023	35.20	35.20	Exempt
8	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/2023	7.60	7.60	Included
	Large vehicles	01/04/2023	11.90	11.90	Included
	MARKETS - BOURNE				
9	Standard Stall (3.05m x 1.22m)	01/04/2023	21.60	21.60	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/2023	23.80	23.80	Exempt
10	Pitch (3.05m x 3.05m)	01/04/2023	18.40	18.40	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/2023	18.90	18.90	Exempt
	Hot food & drinks units	01/04/2023	23.80	23.80	Exempt
11	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/2023	8.10	8.10	Included
	Large vehicles	01/04/2023	11.90	11.90	Included
12	Hire of stall for private function (collection only)*	01/04/2023	12.40	12.40	Exempt
	FOR ALL MARKETS				
13	Farmers market - supply of stall cover in addition to standard stall charge	01/04/2023	1.70	1.70	Exempt
	Excessive Waste Surcharge (per stall)	01/04/2023	6.00	6.00	Included
14	Recommend a market trader scheme & new stall holders please contact us by email; markets@southkesteven.gov.uk to discuss offers	01/04/2025	N/A	N/A	Exempt

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

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
LOCAL LAND CHARGE FEES					
1	Registration of a Charge on Part II of Register including Water Industry S30, LCC S106, Highways Act S38	01/04/2023	107.50	107.50	O/Scope
2	Filing a Definitive Certificate of Lands Tribunal	01/04/2023	5.00	5.00	O/Scope
3	Filing adjustment etc. for variation - cancellation of entry in Part II of Register	01/04/2023	11.20	11.20	O/Scope
4	Inspection of documents filed under Rule 10	01/04/2023	5.00	5.00	O/Scope
5	Official search of the Local Land Charges register (including issue of certificate)	01/04/2025	15.00	N/A	O/Scope
6	Con 29 Part I enquiries*				
	- one parcel of land, including the revised Con 29 questions	01/04/2023	207.60	207.60	Included
	- each additional parcel of land	01/04/2023	30.60	30.60	Included
	Part II enquiries				
	- each optional enquiry, excluding question 22	01/04/2023	21.30	21.30	Included
	- question 22	01/04/2023	27.60	27.60	Included
	- solicitor/client's own enquiry	01/04/2023	27.60	27.60	Included
7	Commercial*				
	- Contact for a quotation on landcharges@southkesteven.gov.uk	01/04/2020	Variable	Variable	Included
8	Additional charge for expedited official search and Con29 - (3 Day Turnaround)	01/04/2023	43.75	43.75	O/Scope
9	CON 29R UNREFINED DATA CHARGES*				
	Building Regulations Q1.1 (F to H)	01/04/2025	7.80	8.00	Included
	Roads Q2.1	01/04/2025	7.80	8.00	Included
	PROWS Q2.2	01/04/2025	7.80	8.00	Included
	Land Requisitioned for Public Purposes Q3.1	01/04/2025	7.80	8.00	Included
	Roadworks Q3.2	01/04/2025	7.80	8.00	Included
	Drainage Q3.3	01/04/2025	7.80	8.00	Included
	Road Schemes Q3.4	01/04/2025	7.80	8.00	Included
	Nearby Railway Schemes Q3.5	01/04/2025	7.80	8.00	Included
	Traffic Schemes Q3.6	01/04/2025	7.80	8.00	Included
	Outstanding Notices Q3.7 (A-D & F)	01/04/2025	7.80	8.00	Included
	Notices Q3.7 E & G	01/04/2025	7.80	8.00	Included
	Contravention of Building Regulations Q3.8	01/04/2025	7.80	8.00	Included
	Notices, Orders, Directions and Proceedings under Planning Acts Q3.9 (A-N)	01/04/2025	7.80	8.00	Included
	Community Infrastructure Levy Q3.10	01/04/2025	7.80	8.00	Included
	Conservation Area Q3.11	01/04/2025	7.80	8.00	Included
	Compulsory Purchase Q3.12	01/04/2025	7.80	8.00	Included
	Contaminated Land Q3.13	01/04/2025	7.80	8.00	Included
	Radon Q3.14	01/04/2025	7.80	8.00	Included
	Assets of Community Value Q3.15	01/04/2025	7.80	8.00	Included

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

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

DEVELOPMENT CONTROL FEES (SET BY GOVERNMENT)		
Gross floor space to be created by the development	Between 1,000 sq. m and 4,215 sq. m.	£624 for first 1,000 sq. m and £624 for each additional 75 sq. metres (or part thereof) in excess of 1,000 sq. m
Gross floor space to be created by the development	More than 4,215 sq m	£30,860 + £186 for each 75 sq m (or part thereof) in excess of 4,215 sq m up to a maximum of £405,000
Erection of glasshouses (on land used for the purposes of agriculture)		
Gross floor space to be created by the development	Not more than 465 sq m	£120
Gross floor space to be created by the development	More than 465 sq m but not more than 1,000 sq. m	£3,225
Gross floor space to be created by the development	More than 1,000 sq. m	£3,483
Erection/alterations/replacement of plant and machinery		
Site area	Not more than 1 hectare	£578 for each 0.1 hectare (or part thereof)
Site area	More than 1 hectare but not more than 5 hectares	£624 for each 0.1 hectare (or part thereof)
Site area	More than 5 hectares	£30,860 + additional £186 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £405,000
D. APPLICATIONS OTHER THAN BUILDING WORKS		
Car parks, service roads or other accesses	For existing uses	£293
Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)		
Site area	Not more than 15 hectares	£316 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£47,161 + £186 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £105,300
Operations connected with exploratory drilling for oil or natural gas		
Site area	Not more than 7.5 hectares	£686 for each 0.1 hectare (or part thereof)
Site area	More than 7.5 hectares	£51,395 + additional £204 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £405,000

DEVELOPMENT CONTROL FEES (SET BY GOVERNMENT)		
Operations (other than exploratory drilling) for the winning and working of oil or natural gas		
Site area	Not more than 15 hectares	£347 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£47,161 + additional £186 for each 0.1 in excess of 15 hectare up to a maximum of £105,300
Other operations (winning and working of minerals) excluding oil and natural gas		
Site area	Not more than 15 hectares	£316 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£47,161 + additional £186 for each 0.1 in excess of 15 hectare up to a maximum of £105,300
Other operations (not coming within any of the above categories)		
Site area	Any site area	£293 for each 0.1 hectare (or part thereof) up to a maximum of £2,535
E. LAWFUL DEVELOPMENT CERTIFICATE		
Existing use or operation	Same as Full	
Existing use or operation - lawful not to comply with any condition or limitation	£293	
Proposed use or operation	Half the normal planning fee.	
F. PRIOR APPROVAL		
Agricultural and Forestry buildings & operations or demolition of buildings	£120	
Communications (previously referred to as 'Telecommunications Code Systems Operators')	£578	
Proposed Change of Use to State Funded School or Registered Nursery	£120	
Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery	£120	
Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage	£120	
Proposed Change of Use of a building from Commercial / Business / Service (Use Class E) Use to a use falling within Use Class C3 (Dwellinghouse)	£125 per dwellinghouse	
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations	£120	
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations	£258	
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its	£120	
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its	£258	
Notification for Prior Approval for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop	£120	
Notification for Prior Approval for the Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures,	£120	
Notification for Prior Approval for the Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic	£120	

DEVELOPMENT CONTROL FEES (SET BY GOVERNMENT)		
G. RESERVED MATTERS		
Application for approval of reserved matters following outline approval grant of planning permission		Full fee due or if full fee already paid then £462 due
H. APPROVAL/VARIATION/DISCHARGE OF CONDITION		
Application for removal or variation of a condition following grant of planning permission		£234
Request for confirmation that one or more planning conditions have been complied with		£34 per request for Householder otherwise £116 per request
I. CHANGE OF USE of a building to use as one or more separate dwellinghouses, or other cases		
Number of dwellinghouses	Not more than 50 dwellinghouses	£462 for each
Number of dwellinghouses	More than 50 dwellinghouses	£22,859 + £138 for each in excess of 50 up to a maximum of £300,000
Other Changes of Use of a building or land		£462
J. ADVERTISING		
Relating to the business on the premises		£165
Advance signs which are not situated on or visible from the site, directing the public to a business		£165
Other advertisements		£578
K. APPLICATION FOR NON-MATERIAL AMENDMENT FOLLOWING A GRANT OF PLANNING PERMISSION		
Applications in respect of householder developments		£43
Applications in respect of other developments		£293
L. APPLICATION FOR PERMISSION IN PRINCIPLE (valid from 1 June 2018)		
Site area		£503 for each 0.1 hectare (or part thereof)
M. CONCESSIONS		
Exemptions from payment		
For alterations, extensions, etc. to a dwellinghouse for the benefit of a registered disabled person		
An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted		
Listed Building Consent		
Planning permission for relevant demolition in a Conservation Area		
Works to Trees covered by a Tree Preservation Order or in a Conservation Area		
Hedgerow Removal		
If the application is the first revision of an application for development of the same character or description on the same site by the same applicant:		
* For a withdrawn application: Within 12 months of the date when the application was received		
* For a determined application: Within 12 months of the date the application was granted, refused or an appeal		
* For an application where an appeal was made on the grounds of non-determination: Within 12 months of the period		
* In all cases where the 12 month period started no later than 5 December 2023		
If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation		
If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an		
If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 to the advertisement in question		

DEVELOPMENT CONTROL FEES (SET BY GOVERNMENT)
If the application is for alternative proposals for the same site by the same applicant, in order to benefit from the permitted development right in Schedule 2 Part 3 Class V of the Town and Country Planning (General Permitted Development) Order 2015 (as amended)
If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area If the application is for a Certificate of Lawfulness of Proposed Works to a listed building
Prior Approval for a Proposed Larger Home Extension
Reductions to payments
If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £578
If the application is being made on behalf of a parish or community council then the fee is 50%
If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%
In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £578
If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%
If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others
Where an application crosses one or more local or district planning authorities, the Planning Portal fee calculator will only calculate a cross boundary application fee as 150% of the fee that would have been payable if there had only been one application to a single authority covering the entire site.
If the fee for this divided site is smaller when the sum of the fees payable for each part of the site are calculated separately, you will need to contact the lead local authority to discuss the fee for this divided site.
The fee should go to the authority that contains the larger part of the application site.
This is only a summary of scales of fees, listing only the most common types of application.

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
PLANNING CHARGES					
1	<u>Charges in connection with land/property transactions</u> Detailed queries on consents involving search for relevant information*	01/04/2024	43.20	43.20	Included
	Check involving site inspection**	01/04/2024	35.10	35.10	Included
2	Self Build Register - Joining fee	01/04/2023	50.00	50.00	Included
*stated charge plus relevant copying charges **stated charge plus mileage plus officer hourly rates					

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
PRE-PLANNING CHARGES					
1	<u>Householders</u> Charge for any pre-planning advice undertaken "Do I require planning permission?"/Permitted Development Query	01/04/2024 01/04/2024	90.00 75.00	90.00 75.00	Included Included
2	<u>Non-residential changes of use including siting of caravans for sites</u> Under 1 ha or buildings under 1,000 sqm (gross) of 1 ha or above or buildings under 1,000 sqm (gross)	01/04/2024 01/04/2024	282.00 564.00	282.00 564.00	Included Included
3 <u>Development of dwellings</u>					
1-9 dwellings including changes of use to: residential, for 1st dwelling for each additional dwelling		01/04/2024 01/04/2024	375.00 201.00	375.00 201.00	Included Included
	10-49 dwellings including changes of use to: residential, for the 10th dwelling (includes Design PAD) meeting for each additional dwelling	01/04/2024 01/04/2024	1,965.00 111.00	1,965.00 111.00	Included Included
50 plus dwellings, including changes of use to residential (includes Design one PAD meeting) Residential development where number of dwellings unknown - per 0.1 hectare (includes one Design PAD meeting)		01/04/2024 01/04/2024	6,960.00 300.00	6,960.00 300.00	Included Included
		01/04/2024	300.00	300.00	Included
4	<u>Non-residential development</u> Where no floor space is created: Up to 499 sqm floor area or 0.5 ha site area between 500 and 999 sqm floor area, or between 0.51 ha and 1.0 ha between 1,000 and 4,999 sqm floor area or between 1.1 ha and 2.0 ha (includes one Design PAD meeting) between 5,000 sqm or more or 2.1 ha or more* (includes one Design PAD meeting)	01/04/2024 01/04/2024 01/04/2024 01/04/2024 01/04/2024	162.00 282.00 480.00 1,020.00 1,965.00	162.00 282.00 480.00 1,020.00 1,965.00	Included Included Included Included Included
*minimum fee for specified service and hourly rate thereafter					
5	<u>Others</u> Follow on advice - please contact us for a quotation. Fees will be based on the officer hourly rates. History Search Variation or modification of a completed planning obligation (as a standalone request) (Additional fees will be required to cover the Council's legal costs should your request be acceptable) Confirmation that a planning permission or planning obligation has been complied with (per letter) (desk based) Confirmation that a planning permission or planning obligation has been complied with (per letter) (site visit required) Advertising Development that would involve relevant demolition works Non-householder works or alterations to a listed building	01/04/2023 01/04/2025 01/04/2024 01/04/2025 01/04/2025 01/04/2025 01/04/2024 01/04/2024	Variable 81.00 162.00 81.00 141.00 141.00 96.00 162.00	Variable 83.00 162.00 83.00 144.00 144.00 96.00 162.00	Included Included Included Included Included Included Included Included

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	Hazardous substances	01/04/2024	186.00	186.00	Included
	Changes of use not falling within any of the above categories	01/04/2024	267.00	267.00	Included
	Additional Design PAD Review (meetings and response)	01/04/2024	1,455.00	1,455.00	Included
	Planning Performance Agreement - please contact us for a quotation on planning@southkesteven.gov.uk Fees will be based on the officer hourly rates published	01/04/2020	Variable	Variable	Included
	STREET NAMING & NUMBERING				
1	Individual house re-name or re-number	01/04/2025	50.00	51.00	Exempt
2	Development re-number due to change of layout involving plot numbering or plot positions	01/04/2025	50.00	51.00	Exempt
3	Additional of a house name, where property has an official number	01/04/2025	50.00	51.00	Exempt
4	Removal of a house name from address, where property has an official number	01/04/2025	50.00	51.00	Exempt
5	Renaming/renumbering of street at residents request plus per property	01/04/2025	275.00	277.00	Exempt
		01/04/2025	50.00	51.00	Exempt
6	Confirmation of historic change of address to solicitors, occupiers or owner	01/04/2025	50.00	51.00	Exempt
7	Numbering of Properties - new developments Per Plot	01/04/2025	50.00	51.00	Exempt
8	Naming of new streets - Per Street	01/04/2025	110.00	112.00	Exempt
	OFFICER HOURLY RATES				
1	Assistant Director	01/04/2025	135.00	138.00	Included
	Development Management and Enforcement Manager	01/04/2025	117.00	120.00	Included
	Planning Policy Manager	01/04/2025	117.00	120.00	Included
	Principal Planning Officer	01/04/2025	105.00	107.00	Included
	Senior Planning Officer	01/04/2025	96.00	98.00	Included
	Planning/Asst Planning Officer	01/04/2025	87.00	89.00	Included
	Urban Design	01/04/2025	96.00	98.00	Included
	Conservation Officer	01/04/2025	96.00	98.00	Included
	Other specialist advice from other areas of the Council	01/04/2025	96.00	98.00	Included
	Project Management/Administration	01/04/2025	81.00	83.00	Included
2	Other Fees and Charges				
	High Hedges complaint	01/04/2025	381.00	385.00	included
	Applications to divert or stop up a public right of way Administration costs	01/04/2024	510.00	510.00	included
	Minimum initial charge to cover costs of statutory adverts (subject to change depending on actual advert costs involved)	01/04/2023	645.00	645.00	included
	<i>The council will also require an undertaking to cover any legal costs associated with the process</i>				

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
<u>BOURNE LEISURE CENTRE</u>					
1	<u>Swimming Pool</u>				
	Swimming - full rate	01/04/2025	7.15	7.30	Exempt
	Swimming - concession	01/04/2025	5.50	5.60	Exempt
	Under 5's	01/04/2024	1.10	1.10	Exempt
	Parent and toddler session	01/04/2025	7.50	7.65	Exempt
	Exclusive pool hire (per hour)	01/04/2025	203.50	207.50	Exempt
	LCC Schools (per individual)	01/04/2025	1.75	1.80	Exempt
2	<u>Main Hall (per hour)</u>				
	Sporting - full rate	01/04/2025	82.50	84.15	Exempt
	Commercial	01/04/2012	Negotiable	Negotiable	Exempt
	Badminton - full rate	01/04/2025	15.40	15.70	Exempt
	Table tennis - full rate per hour	01/04/2025	9.90	10.10	Exempt
3	<u>Fitness Room (per hour)</u>				
	Individual use - full rate	01/04/2025	9.90	10.10	Exempt
4	<u>Miscellaneous (per hour)</u>				
	Activity room/meeting room - full rate	01/04/2025	44.00	44.80	Exempt
	Spectator (per individual)	01/04/2025	1.70	1.75	Exempt
5	<u>Membership</u>				
	Adult member	01/04/2024	34.99	34.99	Exempt
	Junior (U16)	01/04/2024	29.99	29.99	Exempt
	Concessionary	01/04/2024	29.99	29.99	Exempt
THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS					

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
THE GRANTHAM MERES LEISURE CENTRE					
1	<u>Swimming pool</u>				
	Swimming - full rate	01/04/2025	7.15	7.30	Exempt
	Swimming - concession	01/04/2025	5.50	5.60	Exempt
	Under 5's	01/04/2024	1.10	1.10	Exempt
	Parent and toddler session	01/04/2025	7.50	7.65	Exempt
	Exclusive pool hire (per hour)	01/04/2025	203.50	207.50	Exempt
	LCC Schools (per individual)	01/04/2025	1.75	1.80	Exempt
2	<u>Main Hall (per hour)</u>				
	Sporting - full rate	01/04/2025	104.50	106.50	Exempt
	Commercial	01/04/2025	143.00	145.75	Exempt
	Badminton - full rate	01/04/2025	15.40	15.70	Exempt
	Table tennis centre hall	01/04/2025	82.50	84.15	Exempt
	Table tennis - full rate per hour	01/04/2025	9.90	10.10	Exempt
3	<u>Second Hall (per hour)</u>				
	Sporting - full rate	01/04/2025	49.50	50.50	Exempt
	Commercial	01/04/2025	49.50	50.50	Exempt
4	<u>Fitness Room (per hour)</u>				
	Individual use - full rate	01/04/2025	11.00	11.20	Exempt
5	<u>Miscellaneous (per hour)</u>				
	Meeting room - full rate	01/04/2025	23.10	23.50	Exempt
	Activity Room - full rate	01/04/2025	23.10	23.50	Exempt
	Spectator (per individual)	01/04/2025	1.70	1.75	Exempt
6	<u>Synthetic Pitch Pay and Play (per hour)</u>				
	Full pitch (11v11)	01/04/2025	104.50	106.50	Exempt
	Quarter pitch (5v5)	01/04/2025	35.20	35.90	Exempt
	Half pitch (9v9)	01/04/2025	63.25	64.50	Exempt
7	<u>Outdoor Facilities - (per hour)</u>				
	Tennis court - full rate	01/04/2025	12.30	12.50	Exempt
	Netball - full rate	01/04/2025	26.40	26.90	Exempt
8	<u>Membership</u>				
	Adult member	01/04/2024	37.99	37.99	Exempt
	Junior (U16)	01/04/2024	29.99	29.99	Exempt
	Concessionary	01/04/2024	29.99	29.99	Exempt
THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES					
LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS					
MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS					

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
<u>SOUTH KESTEVEN SPORTS STADIUM</u>					
1	<u>Track Hire</u>				
	Adult	01/04/2025	66.00	67.30	Exempt
	Concession	01/04/2025	41.80	42.60	Exempt
	Floodlights	01/04/2025	60.50	61.75	Exempt
	Commercial	01/04/2012	Negotiable	Negotiable	Exempt
	Non-sporting / Non-commercial	01/04/2025	71.50	72.90	Exempt
2	<u>Individual use (per hour)</u>				
	Adult	01/04/2025	5.50	5.60	Exempt
	Concession	01/04/2025	3.85	3.90	Exempt
	Spectator (per individual)	01/04/2025	1.65	1.70	Exempt
	Hire of equipment (per booking)	01/04/2025	31.90	32.50	Exempt
	Setting up time	01/04/2025	31.90	32.50	Exempt
3	<u>Main football pitch hire</u>				
	Pitch hire (up to 2 hours)				
	Adult	01/04/2025	181.50	185.00	Exempt
	Concession	01/04/2025	121.00	123.00	Exempt
	Floodlights (per match)	01/04/2025	60.50	61.70	Exempt
	Commercial (per hour)	01/04/2012	Negotiable	Negotiable	Exempt
4	<u>Individual room hire (per hour)</u>				
	P.A./Meeting room	01/04/2025	19.80	20.00	Exempt
THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES					
LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS					
MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS					

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
<u>STAMFORD LEISURE CENTRE</u>					
1	<u>Swimming pool</u>				
	Swimming - full rate	01/04/2025	7.15	7.30	Exempt
	Swimming - concession	01/04/2025	5.50	5.60	Exempt
	Under 5's	01/04/2024	1.10	1.10	Exempt
	Parent and toddler session	01/04/2025	7.50	7.65	Exempt
	Parties - exclusive pool hire (per hour)	01/04/2025	203.50	207.50	Exempt
	LCC schools (per individual)	01/04/2025	1.75	1.80	Exempt
	Spectator (per individual)	01/04/2025	1.70	1.75	Exempt
2	<u>Membership</u>				
	Adult member	01/04/2024	34.99	34.99	Exempt
	Junior (U16)	01/04/2024	29.99	29.99	Exempt
	Concessionary	01/04/2024	29.99	29.99	Exempt
THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS					

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	GRANTHAM CEMETERY				
	TRADITIONAL BURIAL GROUND				
1	<u>Exclusive Right of Burial</u> (Not exceeding 50 years) Standard grave space - Parishioners	01/04/2025	713.00	749.00	Exempt
2	<u>Interment</u> Person aged 16 years or over - single depth Person aged 16 years or over - double depth Child below 16 years Each additional coffin space	01/04/2025 01/04/2025 01/04/2025 01/04/2025	738.00 822.00 315.00 254.00	775.00 863.00 331.00 267.00	Exempt Exempt Exempt Exempt
3	<u>Licence for the Erection of Memorials</u> Headstone (not exceeding 3 feet in height) Headstone (each additional 6 inches) Metal faced tablet Additional inscription Kerbed memorial	01/04/2025 01/04/2025 01/04/2025 01/04/2025 01/04/2025	182.00 182.00 121.00 73.00 194.00	191.00 191.00 127.00 77.00 204.00	Exempt Exempt Exempt Exempt Exempt
4	<u>Mausoleum *</u> Single vault mausoleum plot	01/04/2025	919.00	965.00	Exempt
5	<u>Re-Open Graves</u> Interment Fee - single depth Interment Fee - double depth Interment ashed into grave	01/04/2025 01/04/2025 01/04/2025	629.00 822.00 218.00	660.00 863.00 229.00	Exempt Exempt Exempt
6	<u>Woodland Burial Ground</u> All inclusive charge covering standard grave space, single depth interment, tree and plaque - Parishioners	01/04/2025	1,761.00	1,849.00	Exempt
7	<u>Transfer of Grave Ownership</u> Administration charge	01/04/2025	153.00	161.00	Exempt
	MUSLIM INTERMENTS				
1	Monday - Friday 1 April until 30 September 08:00 - 17:00 Interments Infants Under 2 yrs	01/04/2025 01/04/2025	1,125.00 556.00	1,181.00 584.00	Exempt Exempt
2	Monday - Friday 1 October until 31 March 08:30 - 15:30 Interments Infants Under 2 yrs	01/04/2025 01/04/2025	1,125.00 556.00	1,181.00 584.00	Exempt Exempt
	* Muslims burials are not available at weekends or on bank holidays				

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
1	<u>Green Waste</u>				
	Delivery of Green bin (or bins to same address)	01/04/2025	12.00	14.00	O/Scope
	Provision of green bin (all new or additional bins)	01/04/2024	28.00	29.00	O/Scope
	Annual collection charge (first bin)	01/04/2025	51.00	53.00	O/Scope
	Annual collection charge (each subsequent bin)	01/04/2025	42.00	44.00	O/Scope
2	<u>Other street care charges</u>				
	Delivery of bin (or bins to the same address)	01/04/2025	12.00	14.00	O/Scope
	Additional clear recycling sacks (pack of 15)	01/04/2024	1.95	1.95	O/Scope
	Replacement of damaged 240 ltr wheelie bins*	01/04/2024	28.00	28.00	O/Scope
3	<u>Additional bins for Landlords (subject to qualifying criteria)</u>				
	Delivery of bin (or bins to the same address)	01/04/2025	12.00	14.00	O/Scope
	240 ltr bin	01/04/2024	28.00	28.00	O/Scope
	360 ltr bin	01/04/2025	53.00	N/A	O/Scope
	660 ltr bin	01/04/2016	price on application	O/Scope	
	1100 ltr bin	01/04/2016	price on application	O/Scope	
4	<u>Replacement (additional capacity) bins for Families (subject to qualifying criteria)</u>				
	Delivery of bin (or bins to the same address)	01/04/2024	12.00	N/A	O/Scope
	360 ltr bin	01/04/2024	53.00	N/A	O/Scope
5	<u>Developers charge for new developments</u>				
	Delivery of bin (or bins to the same address)	01/04/2025	12.00	14.00	O/Scope
	Set of bins (1 black 240 ltr & 1 silver 240 ltr)	01/04/2025	54.00	56.00	O/Scope
6	<u>Domestic refuse collection</u>				
	Bulk household items - first item	01/04/2024	21.00	21.00	O/Scope
	- each additional item	01/04/2024	11.00	11.00	O/Scope
	Non standard items	01/04/2024	Priced on an ad hoc basis		
7	<u>Private street cleansing</u>	01/04/2010	Based on cost	Based on cost	Included recovery
8	<u>Private grounds maintenance</u>	01/04/2024	Based on cost	Based on cost	Included recovery
9	Commercial waste collections (including bulky items) - please contact us by email; waste@southkesteven.gov.uk for a quotation	01/04/2016			

*Where bins have been damaged by the resident

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	MOT Testing				
1	<u>Classes 1 and 2</u>				
	Motorcycles	01/04/2010	29.65	29.65	O/Scope
	Motorcycles with sidecar	01/04/2010	37.80	37.80	O/Scope
2	<u>Class 4</u>				
	Cars (up to 8 passenger seats) and motor caravans	01/04/2010	54.85	54.85	O/Scope
	Quads (max unladen weight 400kg - for goods vehicles 550kg and max net power 15kw)	01/04/2010	54.85	54.85	O/Scope
	Dual purpose vehicles	01/04/2010	54.85	54.85	O/Scope
	Private hire vehicles and PSVs (up to 8 seats)	01/04/2010	54.85	54.85	O/Scope
	Goods vehicles (up to 3,000 kg DGW)	01/04/2010	54.85	54.85	O/Scope
	Ambulances and Taxis (Taxis and private hire vehicles may be subject to additional local requirements)	01/04/2010	54.85	54.85	O/Scope
	Private passenger vehicles and ambulances (9-12 Passenger Seats)	01/04/2010	57.30	57.30	O/Scope
3	<u>Class 7</u>				
	Goods vehicles (over 3,000kg up to 3,500kg DGW)	01/04/2010	58.60	58.60	O/Scope
	NB				
	These are the maximum fees chargeable in accordance with Vehicle and Operator Standards Agency				

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
HOUSING REVENUE ACCOUNT DISCRETIONARY CHARGES					
1	<u>Community Rooms</u>				
	Residents weekly charge	01/04/2025	8.40	8.60	O/Scope
	Voluntary agencies & organisations usage				
	- up to 3 hours	01/04/2025	27.70	28.30	Exempt
	- more than 3 hours/all day	01/04/2025	41.80	42.70	Exempt
	Charitable organisations usage				
	- up to 3 hours	01/04/2025	7.10	7.30	Exempt
	- more than 3 hours/all day	01/04/2025	13.50	13.80	Exempt
2	<u>Communal Facilities</u>				
	Residents weekly charge	01/04/2025	9.70	9.90	O/Scope
3	<u>Guest Rooms</u>				
	Double Room - per night *	01/04/2025	27.70	28.30	Included
	Single Room - per night *	01/04/2025	20.50	21.00	Included
	Folding bed - per night *	01/04/2025	7.00	7.20	Included
	* 50% discount for persons over 60.				

2025/26 - 2027/28 General Fund Capital Programme and Financing Statement

	Description	Proposed Funding Source	2025/26 Proposed Budget £000	2026/27 Indicative Budget £000	2027/28 Indicative Budget £000
	Corporate, Governance and Public Protection				
1	Disabled Facilities Grant	Grant	975	975	975
2	CCTV	Local Priorities Reserve	56	0	0
			1,031	975	975
	Finance, Property and Waste Services				
3	Street Scene Vehicle Procurement	Capital Receipts Reserve	743	356	452
4	Wheelie Bin Replacements	Capital Receipts Reserve	145	155	165
5	Vehicle Replacement Programme	Local Priorities Reserve	878	920	769
6	Bulky Waste Collection Vehicle	Capital Receipts Reserve	48	0	0
7	Waste Service In-Cab System	ICT Reserve	43	0	0
8	Council Chamber Audio Equipment	ICT Reserve	68	0	0
9	Wharf Road, Grantham Car Park	Property Reserve/Capital Receipts Reserve	350	350	300
10	New Finance System	Local Priorities Reserve	100	0	0
			2,375	1,781	1,686
	Growth & Culture				
11	Play Parks	Local Priorities Reserve	100	100	100
			100	100	100
	12 Total General Fund Capital Programme		3,506	2,856	2,761
	General Fund Financed By:				
13	Capital Grants and Contributions		975	975	975
14	Reserves		1,595	1,020	869
15	Useable Capital Receipts		936	861	917
	16 Total General Fund Capital Programme Financing		3,506	2,856	2,761

Appendix Ci

2025/26 - 2027/28 HRA Capital Programme and Financing Statement

	Description	Funding Source	2025/26 Proposed Budget £000	2026/27 Indicative Budget £000	2027/28 Indicative Budget £000
1	Energy Efficiency Initiatives				
1	Central Heating, Ventilation and boiler replacements	Major Repairs Reserve	1,172	1,227	1,172
2	Decarbonisation Works	Grant/Major Repairs Reserve	4,000	4,000	4,000
			5,172	5,227	5,172
3	Purchase of Vehicles				
3	Repairs Vehicles	Major Repairs Reserve	423	221	238
			423	221	238
4	New Build Programme				
4	Housing Development Investment	Capital Receipts Reserve/Grant	12,700	4,000	3,000
			12,700	4,000	3,000
5	Refurbishment and Improvement				
5	Compliance Works				
5	Re-wiring	Major Repairs Reserve	500	504	504
6	Lifts	Major Repairs Reserve	240	252	252
7	Alarms	Major Repairs Reserve	375	315	315
8	Fire Protection	Major Repairs Reserve	2,000	1,143	1,143
9	Compliance works	Major Repairs Reserve	150	84	84
10	Tunstall Upgrades	Major Repairs Reserve	248	272	272
			3,513	2,570	2,570
11	Other Works				
11	Disabled Adaptations	Major Repairs Reserve	360	378	378
			360	378	378
12	Scheduled Works				
12	Re-roofing	Major Repairs Reserve	1,920	1,260	1,260
13	Exterior Refurbishment	Major Repairs Reserve	250	168	168
14	Kitchen Refurbishment	Major Repairs Reserve	1,096	1,017	1,017
15	Bathroom Refurbishment	Major Repairs Reserve	873	832	832
16	Doors & Windows	Major Repairs Reserve	2,106	1,513	1,513
17	Communal Rooms	Major Repairs Reserve	72	76	76
18	Door Entry systems	Major Repairs Reserve	80	84	84
19	External Wall Finishes	Major Repairs Reserve	164	580	580
20	Structural Refurbishment	Major Repairs Reserve	200	252	252
			6,761	5,782	5,782
21	Total HRA Capital Programme		28,929	18,178	17,140
22	HRA FINANCED BY:				
22	HRA Capital Receipts Reserve		8,700	4,000	3,000
23	Grants and Contributions		6,000	2,000	2,000
24	Major Repairs Reserve		14,229	12,178	12,140
25	Total HRA Capital Programme Financing		28,929	18,178	17,140

This page is intentionally left blank

2024/25 - 2027/28 General Fund Reserves Statement

		Balance at 31 March 2024	Forecast Movement	Forecast Balance 31 March 2025	Forecast Movement	Forecast Balance 31 March 2026	Forecast Movement	Forecast Balance 31 March 2027	Forecast Movement	Forecast Balance 31 March 2028
Discretionary Reserves										
1 Climate Change		421	(284)	137	363	500	0	500	0	500
2 Training and Development		15	0	15	0	15	0	15	0	15
3 Street Scene		296	(10)	286	0	286	0	286	0	286
4 ICT investment		251	(31)	220	(132)	88	0	88	0	88
5 Local Priorities Reserve		5,803	(148)	5,655	(1,545)	4,110	(1,968)	2,142	(1,480)	662
6 Market Reserve		0	0	0	50	50	0	50	0	50
7 Invest to Save		803	(500)	303	(37)	266	0	266	0	266
8 Housing Delivery		418	(260)	158	0	158	0	158	0	158
9 Property Maintenance		1,178	(189)	989	(350)	639	0	639	0	639
10 A1 Litter		60	0	60	0	60	0	60	0	60
11 Leisure & Community Reserve		200	0	200	100	300	0	300	0	300
12 Leisure Reserve		850	0	850	0	850	0	850	0	850
13 Regeneration		764	(656)	108	0	108	0	108	0	108
14 Waste Services Reserve		0	0	0	837	837	0	837	0	837
		11,059	(2,078)	8,981	(714)	8,267	(1,968)	6,299	(1,480)	4,819
Governance Reserves										
15 Insurance Reserve		211	0	211	0	211	0	211	0	211
16 Pensions Reserve - Former Employees		244	(31)	213	(31)	182	(31)	151	(31)	120
17 Budget Stabilisation		2,881	750	3,631	0	3,631	0	3,631	0	3,631
18 Business Rates Volatility Reserve		1,291	0	1,291	0	1,291	0	1,291	0	1,291
19 Revenue Grants Carried Forwards		164	(55)	109	0	109	0	109	0	109
20 Building Control		62	(28)	34	(30)	4	(27)	(23)	(26)	(49)
21 Football 3G Pitch		175	25	200	25	225	25	250	25	275
22 Special Expense Area Reserve		186	76	262	186	448	198	646	210	856
23 Flood Reserve		30	0	30	0	30	0	30	0	30
		5,244	737	5,981	150	6,131	165	6,296	178	6,474
24 Total General Revenue Reserves		16,303	(1,341)	14,962	(564)	14,398	(1,803)	12,595	(1,302)	11,293

		Balance at 31 March 2024	Forecast Movement	Forecast Balance 31 March 2025	Forecast Movement	Forecast Balance 31 March 2026	Forecast Movement	Forecast Balance 31 March 2027	Forecast Movement	Forecast Balance 31 March 2028
25	Government Grants Received	2,268	(936)	1,332	0	1,332	0	1,332	0	1,332
26	Working Balance	6,675	(4,000)	2,675	0	2,675	(866)	1,809	(1,071)	738
27	Total Revenue Reserves	25,246	(6,277)	18,969	(564)	18,405	(2,669)	15,736	(2,373)	13,363
	Capital Reserve									
28	General Fund Capital Reserve	52	0	52	0	52	0	52	0	52
29	Useable Capital Receipts Reserve	3,803	(789)	3,014	(561)	2,453	(861)	1,593	(917)	676
30	Total Capital Reserves	3,855	(789)	3,066	(561)	2,505	(861)	1,645	(917)	728
31	Total General Fund Reserves	29,101	(7,066)	22,035	(1,125)	20,910	(3,530)	17,381	(3,290)	14,091

2024/25 - 2026/27 HRA Reserves Statement

		Balance as at 31 March 2024 £000		Forecast Balance 31 March 2025 £000		Forecast Balance 31 March 2026 £000		Forecast Balance 31 March 2027 £000		Forecast Balance 31 March 2028 £000
		Forecast Movement £000		Forecast Movement £000		Forecast Movement £000		Forecast Movement £000		Forecast Movement £000
Revenue Reserves										
1	HRA Climate Reserve	100	0	100	0	100	0	100	0	100
2	HRA Priorities Reserve	12,116	(1,918)	10,198	(100)	10,098	(100)	9,998	(100)	9,898
3	Local Authority Housing Fund Reserve	668	(668)	0	0	0	0	0	0	0
4	Working Balance	2,296	(689)	1,607	1,227	2,834	331	3,165	400	3,565
5	Total HRA Revenue Reserves	15,180	(3,275)	11,905	1,127	13,032	231	13,263	300	13,563
HRA Capital Reserve										
6	HRA Capital Receipts Reserve	12,899	(4,072)	8,827	(6,699)	2,128	(555)	1,573	445	2,018
7	Major Repairs Reserve	18,718	(6,342)	12,376	(6,609)	5,767	(2,165)	3,602	(1,565)	2,037
8	Total HRA Capital Reserves	31,617	(10,414)	21,203	(13,308)	7,895	(2,720)	5,175	(1,120)	4,055
9	Total HRA Reserves	46,797	(13,689)	33,108	(12,181)	20,927	(2,489)	18,438	(820)	17,618

This page is intentionally left blank

Appendix E – Finance Risk Register

391

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 2026/27 and beyond	3	3	9 High	The Government announced a one-year settlement for 2025/26. Any changes to the assumed levels will need to be modelled to assess their impact.
3. Increase in Borrowing Interest Rates	3	3	9 High	Interest rates are continually monitored as they increased to an average of 4 - 5% compared to <1% 12 months earlier. This has a positive impact on the investment income received although should the Council consider external borrowing then there is now an additional resource pressure as borrowing rates have increased significantly.
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 2025/26 include an approved budget for asset maintenance and budget carry forwards. The medium-term outlook is a continuation of high levels of maintenance that will require financing
6. Inflation increases beyond budgeted levels	2	3	6 High	Budget assumptions kept up to date with most recent projections and monthly sensitivity analysis is produced to monitor the impact of inflationary increases.
7. Fuel and Utility Price Volatility	2	3	6 High	Weekly monitoring of fuel charge and proactive interventions to ensure optimisation of fuel consumption. Utility cost increases will continue to have an adverse impact on the Council finances.

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
---	---	---	-----------	--

Risk Matrix

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

Likelihood



Equality Impact Assessment

Question	Response
1. Name of policy/funding activity/event being assessed	General Fund and HRA Budget, Council Tax and Rent Setting 2025/26
2. Summary of aims and objectives of the policy/funding activity/event	To set the Council Tax and Rent for 2025/26
3. Who is affected by the policy/funding activity/event?	All residents of South Kesteven District Council
4. Has there been any consultation with, or input from, customers/service users or other stakeholders? If so, with whom, how were they consulted and what did they say? If you haven't consulted yet and are intending to do so, please complete the consultation table below.	<p>Consultation regarding the increase to Council Tax will take place during the period 16 January – 30 January 2025 where residents of South Kesteven will have the opportunity to provide their views regarding the proposed increase to Council Tax. Cabinet will consider feedback from the consultation in their meeting on 11 February 2025.</p> <p>Rent increase policy is set by government.</p>
5. What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?	<p>It is not possible to assess the impact of the Council Tax increase on individual households within South Kesteven but the local Council Tax support scheme will mitigate the impact of increases to eligible customers. The full impact will not be mitigated for customers who are not eligible for 100% support. The Council Tax support scheme provides up to 80% support for working age claimants and 100% support for pension age claimants.</p> <p>There will be a negative impact on people who have low incomes that do not qualify for Council Tax Support.</p> <p>With regards to rent setting the Council is following Government guidance. The actual rent is calculated on a property by property basis so it is not possible to provide a specific comment as each impact will vary on an individual basis.</p> <p>Increases will be mitigated for those tenants in receipt of Housing Benefit and Universal Credit but there is a potential for a negative impact for tenants on low incomes who are not eligible for benefits. The Council will respond to any adverse impact by promotion of Discretionary Housing Payments and other benefit support.</p>



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



Gender Reassignment	No	Council Tax and rent increases will have a negative impact on all residents in the district	
Marriage and Civil Partnership	No	Council Tax and rent increases will have a negative impact on all residents in the district	
Pregnancy and Maternity		<p>Council Tax and rent increases will have a negative impact on all residents in the district but the impact on individuals with this protected characteristic could be greater as income is likely to be lower when on maternity leave.</p>	<p>The local council tax support scheme will help mitigate the impact of increases to council tax for eligible residents.</p> <p>There will also be a negative impact on people who have low incomes that do not qualify under the local council tax support scheme.</p> <p>Rent increases will be mitigated for those tenants in receipt of Housing Benefit and Universal Credit but there is a potential for a negative impact for tenants on low incomes who are not eligible for benefits. The Council will respond to any adverse impact by promotion of Discretionary Housing Payments and other benefit support.</p>
Race	No	Council Tax and rent increases will have a negative impact on all residents in the district	
Religion or Belief	No	Council Tax and rent increases will have a negative impact on all residents in the district	
Sex	No	Council Tax and rent increases will have a negative impact on all residents in the district	
Sexual Orientation	No	Council Tax and rent increases will have a negative impact on all residents in the district	
Other Factors requiring consideration			
Socio-Economic Impacts	Yes	The cost of living crisis is already having an impact on households so increases in both Council Tax and rent will add further financial pressure to households.	The local council tax support scheme will help mitigate the impact of increases to council tax for eligible residents.



			<p>There will also be a negative impact on people who have low incomes that do not qualify under the local council tax support scheme.</p> <p>Rent increases will be mitigated for those tenants in receipt of Housing Benefit and Universal Credit but there is a potential for a negative impact for tenants on low incomes who are not eligible for benefits. The Council will respond to any adverse impact by promotion of Discretionary Housing Payments and other benefit support.</p>
Carers (those who provide unpaid care to a family member, friend or partner)	Yes	<p>Carers could be more greatly impacted by increases in Council Tax and Rent increases than those who do not have a caring responsibility due to the potential impact this responsibility could have on their ability to work.</p>	<p>The local council tax support scheme will help mitigate the impact of increases to council tax for eligible residents which eligible individuals in receipt of carers allowance can apply for.</p> <p>There will also be a negative impact on people who have low incomes that do not qualify under the local council tax support scheme.</p> <p>Rent increases will be mitigated for those tenants in receipt of Housing Benefit and Universal Credit but there is a potential for a negative impact for tenants on low incomes who are not eligible for benefits. The Council will respond to any adverse impact by promotion of Discretionary Housing Payments and other benefit support.</p>

Consultation

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

Group/Organisation	Date	Response



Proposed Mitigation: Action Log

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

Negative Impact	Action	Timeline	Outcome	Status

Evaluation Decision

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

Question	Explanation / justification	
Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?		
Final Decision	Tick	Include any explanation/justification required
1. No barriers identified, therefore activity will proceed	X	
2. Stop the policy or practice because the data shows bias towards one or more groups		
3. Adapt or change the policy in a way that will eliminate the bias		
4. Barriers and impact identified , however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to proceed with caution with this policy or practice knowing that it may favour some people less than others, providing justification for this decision		

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



Sign off

Name and job title of person completing this EIA	Paul Sutton Interim Head of Finance (Deputy s151)
Officer Responsible for implementing the policy/function etc	As above
Date Completed	24 December 2024
Line Manager	Richard Wyles Deputy Chief Executive s151
Date Agreed (by line manager)	24 December 2024
Date of Review (if required)	Completed Annually

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.

Fees and Charges Policy

1 Purpose

1.1 To ensure that fees and charges are set in a considered and consistent manner for South Kesteven District Council.

2 Disclaimer

2.1 By the nature of the document, this Policy seeks to set out general principles. As each service is specific, there may be reasons why a specific service does not align directly with this Policy. The key focus is to ensure that fees and charges have been set in a reasoned manner; sometimes other Council priorities may mean a specific service deviates from these principles.

3 Principles

3.1 The following are the key principles of charging within SKDC:

- Full cost recovery as a minimum is the default – the rationale for any subsidised services should be understood and these should be regularly reviewed
- There should be no presumption towards uniformity in charges. Where appropriate charging different prices at different times/different locations should be considered
- Opportunities for premium levels of service should be identified and attract increased charges
- Fees & charges should be taken in advance of service delivery
- For recurring charges, Direct Debit should be the preferred solution
- There should be clear reasons for discounts and these should be regularly reviewed
- Full cost recovery should include a default overhead rate of 30% for central costs where a different rate has not otherwise been agreed or calculated
- The level of fees & charges should be reviewed annually, with the normal default being that inflation is added

4 Setting fees & charges

4.1 Different services are provided within a Council for different reasons. Some may be focussed upon a financial return (rent for commercial property); whereas others provide wider health or society benefits which would otherwise be under-provided or under-purchased (social housing).

4.2 A good starting point is therefore to consider all services against two factors – degree of competition and amount of legislation about a service. This can result plotting services on the matrix overleaf.

4.3 Those services in the top-right quadrant – the low regulation, high competition section should seek to fully recover costs and aim to make a return to the Council where possible.

4.4 Those in the bottom-left quadrant – high regulation, low / no competition should consider any regulatory requirements. If there is no restriction on charging, then full cost recovery as a minimum should be the default.

	<i>Market regulation / specialisation</i>	<i>Profit</i>
Significant	<p>Cost / benefit analysis</p> <p>Specialise or regulate?</p>	<p>Recover full costs / generate ‘profit’</p>
Minimal	<p><i>Regulatory or ‘Core’ Services</i></p> <p>Comparative cost and performance</p>	<p><i>‘Discretionary’ Services</i></p> <p>Cost / benefit analysis</p>

Level of regulation

4.5 Services in either of the other two segments will need to consider the wider costs and benefits of the service when arriving at a charge.

4.6 Benchmarking can be a good indicator of the potential impact of changing price and give an indication of the efficiency of the service (whether it can meet its costs charging at a level similar to other organisations). Benchmarking should only inform rather than be the main determination of price – if we cannot cost recover in a competitive environment then we should consider withdrawing from the market in that area.

4.7 In addition, there are some other factors where price can be used to influence behaviour:

- A higher price can dissuade people from using a service (fines for littering or parking violations, less healthy options in a vending machine)
- A lower price for a service can seek to attract people from alternative perhaps more costly public services (pre-planning advice may ease the requirements when a full planning application is submitted)
- Testing the market for a new service may require a time of ‘loss-leading’ while demand is established, and costs spread more widely
- Charging can increase the perception of value of the service to the user

As a minimum, services should seek to cost recover from fees & charges. Where this is not the case, the level of subsidy should be known and the reasons understood and documented.

4.8 There may be reasons why supply and demand change; whether this is based upon the time of the day, the geographical area the service is provided, wider market conditions or factors affecting costs (such as distance from base). These should be considered and the impact of differential charging be considered alongside complexity for customers, cost of collection and non-cashable costs and benefits of a decision.

There should be no presumption towards uniformity in charges. Where appropriate charging different prices at different times and/or at different locations should be considered.

5 Premium Services

5.1 It may be possible to provide a differential service for some customers, who may wish to receive a faster service, more support or a different output from the service compared to others. In these circumstances it may be possible to provide different service levels and charge more for the premium level of service. There are a series of things that should be considered:

- Legislation - is it possible to offer different tiers of service / does statute set prices or quality to prevent such charging?
- If the service is statutory, are all current elements of the service statutory? Are any elements of the overall offer divisible (e.g. such as when pre-planning advice was split from post-submission planning determination)?
- Are there other value added or additional services that could be provided alongside the main offer?
- Has there been any customer feedback about the service that would suggest demand for additional or differential services?
- Compare potential tiers of service to current levels of performance and any statutory requirements in terms of speed / quality
- Determine if there are cost / resource implications of providing a higher level of service
- Determine if there are cost / resource savings of reducing the standard level of service to statutory minimums
- Determine any impact on current quality of provision if a premium alternative was offered
- Define minimum quality standards for both the standard and premium offering
- Map expected take-up, carry out sensitivity for both changes to costs and income
- Consider need for consultation or a pilot

Where a service is provided at different service levels then a higher price should be associated with the higher service level. Where it is possible to differentiate service, but it is decided not to, the reasons for this decision should be clearly documented.

6 Collection methods

6.1 Chasing debt takes time, costs money and some debts get written off – this can be a particularly large cost for small value fees & charges. It is therefore preferable to take payments before a service is provided.

6.2 There are reasons why this might not be possible:

- Legislation may require us to act (especially in an emergency) then seek to recover costs back (for example repairs to homes falling into dangerous disrepair)

- If competitors charge via invoice, then only offering payment in advance may lead to people choosing them
- Larger companies may prefer or require paying via invoice, so that they can process via their standard payment processes (and for recovery of VAT)

Payments should be taken in advance of service provision. Where this is not the case, the reasons for this should be clearly documented.

6.3 For periodic payments (where the customer will have a regular service from us, such as trade waste collection or leisure subscription fees) the default should be by direct debit. This is the easiest and cheapest way for collection over a series of payments, whilst also giving protections to the consumer (via the direct debit guarantee scheme). This may involve making sure Direct Debit is offered as the first method of payment; opt-in campaigns and/or considering a one-off discount for charging (see section below).

Direct Debit should be the preferred solution for reoccurring payments

7 Discounts / Exemptions

7.1 There may be several reasons why discounts are given; ranging from incentivising a method of payment, through to encouraging use of a service from a disadvantaged group. Some questions to consider when setting a discount:

- What is the purpose of any discounts given (e.g. encourage uptake from disadvantaged groups, to encourage certain payment methods)?
- Is there evidence to support that the discounts support the purpose given?
- When was the last time the discounts / exemptions were reviewed?
- Do the discounts lead to an overall subsidy for the service or is the discount recovered from other users?
- If a service is means tested, what test is used? Could (with appropriate permissions granted by the customer), the Council's own systems be used as evidence (for example using Council Tax benefit as the main means test)?
- If payments are settled by invoice, what is the payment profile, are elements written off? Would an early payment settlement or discount for in advance / via direct debit be cost effective for the service / the Council as a whole?
- Does demand change through the day/week/season/year? Have discounts been considered for times of lower demand?
- Is there a different market for individuals and businesses? Could a bulk discount offered to a company lead to multiple sales justifying a larger discount?

Discounts should be linked to specific objectives and the measurement of those objectives periodically reviewed.

8 Cost Recovery – including central costs

8.1 Recent changes to local government finance rules resulted in central support costs (finance, legal, ICT) no longer being recharged to service department budgets (with some ring-fenced exceptions such as the Housing Revenue Account). This makes it harder to determine the full cost of a service; which in turn makes it harder to determine the price of full cost recovery.

Where full cost recovery is the aim, the direct (gross) service cost should be increased by 30% to cover central costs, unless a different charge has been specific to a service area.

9 Considering impact of change

9.1 As with any change to services, Equality analysis should be undertaken if there is likely to be a change to potentially disadvantaged groups. The results of this should be given full consideration alongside all other costs and benefits from making a change.

This page is intentionally left blank



SOUTH
KESTEVEN
DISTRICT
COUNCIL



Cabinet

16 January 2025

Report of the Chief Executive

Key and Non-Key Decisions taken under delegated powers

Report Author

Lucy Bonshor, Democratic Officer

 l.bonshor@southkesteven.gov.uk

Purpose of Report

This report provides an overview of decisions taken by individual Cabinet Members since the last meeting of the Cabinet on 3 December 2025.

Recommendations

That Cabinet:

1. Notes the content of this report.

Decision Information

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

1.1 Since the Cabinet last met on 3 December 2024, the following Key and Non-Key decisions have been taken under delegated authority:

1.1.1 **Land Transfer under a Section 106 Agreement**

Non-Key decision taken by the Cabinet Member for Property and Public Engagement on 16 December 2024.

Date decision effective: 24 December 2024.

The accompanying report can be viewed online at:

<https://moderngov.southkesteven.gov.uk/mgIssueHistoryHome.aspx?Id=35401>

1.1.2 **Commercial Unit Lease Renewal**

Urgent Non-Key decision taken by the Cabinet Member for Property and Public Engagement on 17 December 2024.

Date decision effective: 17 December 2024.

Decision notice can be viewed online at:

<https://moderngov.southkesteven.gov.uk/ieDecisionDetails.aspx?ID=1513>

Please note that due to the commercial sensitivity of the report content, the report and appendices are restricted.

1.2 Any decision made after the publication of the agenda will be reported at the next meeting of the Cabinet.



16 January 2025

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



CABINET FORWARD PLAN
Notice of decisions to be made by Cabinet
7 January 2025 to 6 January 2026

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
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.	16 Jan 2025	The report seeks the adoption of the Venue Hire and External Speaker Policy by Cabinet	Cabinet Member for People & Communities Carol Drury, Community Engagement & Manager E-mail: c.drury@southkesteven.gov.uk
Fees and Charges Proposals 2024/2025 - Key Decision			
To set out the proposed fees and charges to be introduced for the financial year 2024/25.	16 Jan 2025	To recommend Fees and Charges to Full Council.	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
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	Cabinet Member for Environment and Waste (Councillor Rhys Baker) Tom Amblin-Lightowler, Environmental Health Manager – Environmental Protection & Private Sector Housing E-mail: tom.amblin-lightowler@southkesteven.gov.uk

Summary	Date	Action	Contact
Waste Policy Update – Non Key Decision			
This report provides an update on the amended Waste Policy. The waste collection service at SKDC has undergone several changes since the Policy was last reviewed and updated.	16 Jan 2025	Review and approve the updated version of the Waste Policy	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
Revisions and Amendments to Planning Applications and Extensions of Time Procedure for Planning Applications – Non Key Decision			
To seek authority to adopt the “Revisions and Amendments to Planning Applications and Extensions of Time” procedure	16 Jan 2025	Adopt the “Revisions and Amendments to Planning Applications and Extensions of Time” procedure.	Cabinet Member for Planning (Councillor Phil Dilks) Emma Whittaker, Assistant Director of Planning E-mail: emma.whittaker@southkesteven.gov.uk
Localised Council Tax Support Scheme 2025/26 - Key Decision			
This report reviews the responses to the public consultation of the Council’s Local Council Tax Support scheme 2024/25, along with the recommendations from the Finance and Economic Overview and Scrutiny Committee which took place on 26 November 2024.	16 Jan 2025	<ol style="list-style-type: none"> 1. Cabinet is asked to recommend to Council a 'no change' Local Council Tax Support Scheme for 2025/26 which is based on the same overarching criteria as the current years scheme. 2. Cabinet is asked to recommend to Council the continuation of the £20,000 Discretionary Payment fund for 2025/26 to top up Council Tax Support awards in appropriate cases. 	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
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>
Grantham Town Centre Action Plan – Non Key Decision			
Further report to Finance Committee with a view to cabinet having the final sign off.	16 Jan 2025	Agree recommendations in the Proposed Grantham Town Centre Action Plan.	<p>The Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)</p> <p>Melanie Brown, Grantham Engagement Manager, Nick Hibberd, Head of Economic Development and Inward Investment</p> <p>E-mail: melanie.brown@southkesteven.gov.uk, nick.hibberd@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.	16 Jan 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
Grantham Meres Gym Refurbishment - Key Decision			
Cabinet to consider providing a loan to LeisureSK Ltd to refurbish the gym equipment at Grantham Meres Leisure Centre	11 Feb 2025 Council 27 Feb 2025	To consider providing a loan to LeisureSK Ltd to refurbish the gym equipment at Grantham Meres Leisure Centre	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
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.	The Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter) Richard Wyles, Deputy Chief Executive and Section 151 Officer E-mail: r.wyles@southkesteven.gov.uk
Local Development Scheme 2025 - 2028 - Key Decision			
The Planning and Compulsory Purchase Act 2004 (as amended by the Planning Act 2008 and Localism Act 2011) requires a Local Planning Authority (LPA) to prepare and maintain an LDS setting out the Development Plan Documents (DPD) to be produced, including the Local Plan; the subject matter; and geographical area	11 Feb 2025	To approve the Local Development Scheme for publication.	Cabinet Member for Planning (Councillor Phil Dilks) Shaza Brannon, Planning Policy Manager E-mail: shaza.brannon@southkesteven.gov.uk

Summary	Date	Action	Contact
Regulation 18 Local Plan Statement of Consultation – Non Key Decision			
Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012 requires that in preparing a local plan, local planning authorities must take into account any representation made to them in response to a Regulation 18 local plan consultation.	11 Feb 2025	To consider the consultation in respect of Regulation 18 in respect of the Local Plan	Cabinet Member for Planning (Councillor Phil Dilks) Shaza Brannon, Planning Policy Manager E-mail: shaza.brannon@southkesteven.gov.uk
Finance Update Report: April to December 2024 – Non Key Decision			
To present the Council's forecast 2024/25 financial position as at end of December 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	11 Feb 2025	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 December 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) Gill Goddard, Senior Accountant, Paul Sutton, Assistant Director of Finance/Deputy Section 151 Officer E-mail: gill.goddard@southkesteven.gov.uk, paul.sutton@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	4 Mar 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
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.	6 May 2025	To approve the spend.	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
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	Cabinet Member for People & Communities Claire Moses, Head of Service (Revenues, Benefits Customer and Community) E-mail: claire.moses@southkesteven.gov.uk

This page is intentionally left blank