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Thursday, 30 January 2025 at 2.00 pm  
Council Chamber - South Kesteven House, St. Peter's  
Hill, Grantham. NG31 6PZ

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**Members:** Councillor Paul Fellows, Chairman of the Council  
Councillor Ian Selby, Vice-Chairman of the Council

Councillor Matthew Bailey  
Councillor Emma Baker  
Councillor Rhys Baker  
Councillor Ashley Baxter  
Councillor David Bellamy  
Councillor Harrish Bisnauthsing  
Councillor Pam Bosworth  
Councillor Pam Byrd  
Councillor Richard Cleaver  
Councillor Helen Crawford  
Councillor Steven Cunnington  
Councillor James Denniston  
Councillor Phil Dilks  
Councillor Richard Dixon-  
Warren  
Councillor Barry Dobson  
Councillor Patsy Ellis  
Councillor Phil Gadd  
Councillor Ben Green

Councillor Tim Harrison  
Councillor Graham Jeal  
Councillor Gloria Johnson  
Councillor Anna Kelly  
Councillor Jane Kingman  
Councillor Gareth Knight  
Councillor Philip Knowles  
Councillor Zoe Lane  
Councillor Robert Leadenham  
Councillor Bridget Ley  
Councillor Nikki Manterfield  
Councillor Paul Martin  
Councillor Penny Milnes  
Councillor Virginia Moran  
Councillor Charmaine Morgan  
Councillor Chris Noon  
Councillor Habibur Rahman  
Councillor Rhea Rayside

Councillor Nick Robins  
Councillor Penny Robins  
Councillor Susan Sandall  
Councillor Max Sawyer  
Councillor Rob Shorrock  
Councillor Vanessa Smith  
Councillor Peter Stephens  
Councillor Lee Steptoe  
Councillor Ian Stokes  
Councillor Paul Stokes  
Councillor Elvis Stooke  
Councillor Rosemary Trollope-  
Bellew  
Councillor Sarah Trotter  
Councillor Murray Turner  
Councillor Mark Whittington  
Councillor Jane Wood  
Councillor Paul Wood  
Councillor Sue Woolley

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# Agenda

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

***For those Councillors who wish to attend, prayers will be held at 1:55pm before the commencement of the meeting. Please be seated by 1:50pm.***

**1. Public Open Forum**

The public open forum will commence at **2.00 p.m.** and the following formal business of the Council will commence at **2.30 p.m.** or whenever the public open forum ends, if earlier.

**2. Apologies for absence**

**3. Disclosure of Interests**

Members are asked to disclose any interests in matters for consideration at the meeting.

**4. Minutes of the meeting held on 21 November 2024**

(Pages 5 - 20)

**5. Communications (including Chairman's Announcements)**

(Page 21)

**6. Fees and Charges Proposals 2025/2026**

To set out the proposed fees and charges to be introduced for the financial year 2025/2026.

(Pages 23 - 74)

**7. Localised Council Tax Support Scheme 2025/2026**

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

(Pages 75 - 102)

**8. Pay Policy Statement 2025/2026**

It is a requirement of the Localism Act 2011 that the Council produces an Annual Pay Policy Statement. This summarises current policies and arrangements in place relating to pay. The Pay Policy Statement is approved each year by Council as part of the budget setting and approval process. The Statement was recommended to Full Council by the Employment Committee meeting held on 13 November 2024.

(Pages 103 - 118)

**9. Proposed Amendments to the Council's Constitution**

To consider a recommendation from the Governance and Audit Committee held on 22 January 2025 to amend the Council's Constitution.

(Pages 119 - 125)

**10. Members' Open Questions**

A 45-minute period in which members may ask questions of the Leader, Cabinet Members, the Chairmen and Vice-Chairmen of the Overview and Scrutiny Committees and opposition group leaders excluding the Chairman and Vice-Chairman of the Planning Committee, Licensing and Alcohol, Entertainment and Late Night Refreshment Licensing Committees and Governance and Audit Committee.

## 11. Notices of Motion

### a) Councillor Graham Jeal

In September 2022 and in response to a series of code of conduct violations, group leaders from South Kesteven district council signed the Local Government Association campaign statement on Debate not Hate. This is reprinted in full below:

*"The intimidation and abuse of councillors, in person or otherwise, undermines democracy; it can prevent elected members from representing the communities they serve, deter individuals from standing for election, and undermine public trust in democratic processes. **Seven in 10 councillors reported experiencing abuse and intimidation over the last 12 months** and councillors reported feeling that abuse is becoming more common and increasing in severity. Debating and disagreeing with one another has always been, and will continue to be, a healthy part of democracy. However, the right engagement matters and abuse and intimidation crosses the line into dangerous territory and has no place in politics."*

This Council reaffirms the principles of the LGA "Debate Not Hate" campaign.

## 12. Close of meeting

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# MINUTES

**COUNCIL**

**THURSDAY, 21 NOVEMBER 2024**

**2.00 PM**



**SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL**

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## **PRESENT**

Councillor Paul Fellows Chairman  
Councillor Ian Selby Vice Chairman

Councillor Matthew Bailey  
Councillor Emma Baker  
Councillor Rhys Baker  
Councillor Ashley Baxter  
Councillor Harrish Bisnauthsing  
Councillor Pam Bosworth  
Councillor Pam Byrd  
Councillor Richard Cleaver  
Councillor Helen Crawford  
Councillor Steven Cunningham  
Councillor James Denniston  
Councillor Phil Dilks  
Councillor Richard Dixon-Warren  
Councillor Barry Dobson  
Councillor Patsy Ellis  
Councillor Phil Gadd  
Councillor Ben Green  
Councillor Tim Harrison  
Councillor Graham Jeal  
Councillor Gloria Johnson  
Councillor Anna Kelly  
Councillor Jane Kingman  
Councillor Gareth Knight  
Councillor Philip Knowles  
Councillor Zoe Lane

Councillor Robert Leadenham  
Councillor Bridget Ley  
Councillor Nikki Manterfield  
Councillor Paul Martin  
Councillor Penny Milnes  
Councillor Virginia Moran  
Councillor Charmaine Morgan  
Councillor Chris Noon  
Councillor Habibur Rahman  
Councillor Rhea Rayside  
Councillor Susan Sandall  
Councillor Max Sawyer  
Councillor Ian Selby  
Councillor Vanessa Smith  
Councillor Lee Steptoe  
Councillor Paul Stokes  
Councillor Elvis Stooke  
Councillor Rosemary Trollope-Bellew  
Councillor Sarah Trotter  
Councillor Murray Turner  
Councillor Mark Whittington  
Councillor Jane Wood  
Councillor Paul Wood  
Councillor Sue Woolley

## **OFFICERS**

Karen Bradford, Chief Executive  
Richard Wyles, Deputy Chief Executive and Section 151 Officer  
Alison Hall-Wright, Director of Housing  
Graham Watts, Assistant Director (Governance and Public Protection) and

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Monitoring Officer

Karen Whitfield, Assistant Director – Leisure, Culture and Place

Emma Whittaker, Assistant Director of Planning

Chris Prime, Communications Manager

Sarah McQueen, Head of Service (Housing Options)

James Welbourn, Democratic Services Manager (Deputy Monitoring Officer)

Patrick Astill, Communications Officer

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### **43. Public Open Forum**

There were four questions or statements submitted to Full Council by members of the public. Questions numbered 1 and 2 were answered during the meeting as below. The questioner for numbers 3 and 4 was not present to ask their questions, and would receive a written response:

1) Ahilan Sivanadeyan to the Chairman of the Council

*We, the Tamil Association Lincolnshire together with Tamil School Lincolnshire, representing various aspirations of the Tamils living in South Kesteven, are fully supporting individually and collectively to proclaim and declare the month of January as the “Tamil Heritage Month” in South Kesteven in recognising the Tamil language, Tamil art, Tamil culture, Tamil food, Tamil history, Tamil personalities and many more.*

*Our community started on 22 Oct 2023, and we celebrated our first ever Tamil heritage month in January 2024.*

*At the moment we are using Harrowby Lane Methodist Church in Grantham for our weekly community gathering. We have members from across South Kesteven and wider Lincolnshire who travel hours to attend.*

*We as the Tamil community would like to invite the Chairman of SKDC Councillor Paul Fellows to our Tamil Heritage Festival, which is called Pongal, in the month of January. I will soon share the invitation with Councillor Matthew Bailey. We hope he will accept and welcome him to our community.*

The Chairman of the Council responded:

*Thank you for the statement and question. It was an absolute pleasure to meet the Tamil community and once an invitation had been sent through to the Chairman’s Office email I hope to respond positively to it. Thank you for the work you are doing.*

Ahilan Sivanadeyan asked a supplementary question to the Leader of the Council:

*We hope that the Council can support our Tamil community which help to connect and bring more people together. Will Councillor Ashley Baxter, the Leader of South Kesteven District Council support us by thanking the Tamil community for their*

*contribution to South Kesteven and our country, and help us to highlight the celebration of Pongal and use the communications channels of the Council to raise awareness of our group?*

The Leader of the Council responded:

*It is good to see representatives of the Tamil community here today, as it is to see any community here at the Council, and I thank the Tamil community for their contribution to the lives of residents within South Kesteven. I am also grateful to Councillor Matthew Bailey for explaining some of the history of the local Tamil community prior to the meeting. I am delighted that Harrowby Lane Methodist Church are offering a venue for you to be together. I have no hesitation in highlighting the celebration of Pongal and using the Council's communications channels to promote a part of our community. We have a strong, rich and diverse community; for example, I recently had an evening with the Nepalese community in Grantham.*

*The day of Pongal is 14 January – I would suggest that we fly the Tamil flag on that day as part of promoting the Tamil community in South Kesteven.*

Councillor Matthew Bailey proposed a motion without notice to request a verbal update to be provided to the Rural and Communities Overview & Scrutiny Committee from either the Cabinet Member for People and Communities or the Cabinet Member responsible for IT on the implementation of a community group awareness section on the South Kesteven District Council website.

The motion was seconded. As it was a matter raised within a public question it proceeded straight to a vote and was **AGREED**.

2) Karen Oliver to the Cabinet Member for Housing

*Can the Cabinet Member for Housing confirm the numbers of homeless people in Grantham at a given period of time e.g. July 2024 and explain how those numbers are calculated?*

The Cabinet Member for Housing responded:

*The Council dealt with 'invisible homelessness' with individuals or families that were homeless or threatened with homelessness. Between the period May 2024 to October 2024 the average number of active homeless applications was 299, ranging from 329 active applications in May 2024 to 275 in August and September 2024.*

*The number of new homelessness approaches in July was 204, the highest it had been in the six-month period between May and October 2024. The lowest number of new approaches seen was 154 in September. Some approaches resulted in people being placed in temporary accommodation: in July 2024 this was at its highest at 62, with September seeing the lowest figure of 48.*

*These figures may give the impression of a large disparity between the numbers of homeless people and those housed in temporary accommodation. However, there were lots of reasons for this disparity. For example, in the Market Deeping Ward a resident got in touch from the private rented sector, they had received a Section 21 notice. This had been preceded by the landlord ringing her to request that she moved out. A valuer had attended the property and a 'sold' sign had been displayed.*

*The resident came to the Cabinet Member for advice, who then in turn spoke to Homelessness officers at the Council. The individual's personal circumstances included suffering from PTSD and paranoia and being a single mother. After looking at the Section 21 notice, it was quickly established that the landlord did not have the power to evict, he could only sell with a sitting tenant. That tenant was now on the choice-based lettings system.*

*There was a strict process when a Section 21 Notice was issued. The landlord still had to go to court and obtain an eviction notice. Anyone registered as homeless who received a Section 21 notice could contact the Council and look into alternative accommodation; this process could span around 3 months.*

*The number of homeless people in the District at any one time was calculated from the homelessness case system.*

Karen Oliver asked a supplementary question of the Cabinet Member for Housing:

*South Kesteven District Council implemented their Severe Weather Emergency Protocol (SWEP) on Tuesday 19 November. Peterborough implemented their protocol on Monday 18 November even though their weather was warmer.*

*Negative feedback given to SKDC had not previously been welcomed. Would Councillors agree that the Council should refer themselves to a regulator for the numerous cases of failing homelessness in Grantham?*

The Cabinet Member for Housing and Chief Executive responded:

*It was unclear whether there was a regulator that dealt directly with homelessness; the housing regulator would regulate on consumer standards. The housing team continue to work with the housing regulator, and they met frequently with the Council's Chief Executive. During their next inspection they will look at every service the housing team provides and may wish to focus on homelessness. The primary area the regulator looked at was housing compliance, which currently was rated at very close to 100% compliance.*

- 3) Nigel Eveleigh to the Cabinet Member for Environment and Waste for a written response:

*A consistent theme arising from comments to my Facebook posts relating to South Fen Road, Bourne, is the access and organisation of Bourne's recycling centre - the 'tip'. The following are points that are frequently made - and in no particular order -*



*include: extending the opening hours to include extra days; the ability of residents to dispose of tyres; the organisation of the centre itself which frequently leads to tiresome and lengthy queues at peak times. I would also add that the recycling rates, which seem to hover around 75%, are perhaps not as high as they could be. What can be done to address these serious and persistent points and so avoid endemic fly-tipping in the area and generally improve the accessibility and efficiency of the recycling centre?*

- 4) Nigel Eveleigh to the Cabinet Member for Environment and Waste for a written response:

*What can SKDC do to influence LCC to mend those sections of South Fen Road which are clearly and positively warping and disintegrating such that they provide a real and present danger to all road uses?*

#### **44. Apologies for absence**

Apologies for absence were received from:

Councillor David Bellamy  
Councillor Nick Robins  
Councillor Penny Robins  
Councillor Rob Shorrock  
Councillor Ian Stokes

Councillors Charmaine Morgan, Rosemary Trollope-Bellew and Sue Woolley were running late and joined the meeting later in proceedings.

#### **45. Disclosure of Interests**

No interests were disclosed.

#### **46. Minutes of the meeting held on 26 September 2024**

The minutes of the meeting held on 26 September 2024 were proposed, seconded and agreed as a correct record.

#### **47. Communications (including Chairman's Announcements)**

The Council noted the Chairman's engagements. The moving events related to Remembrance weekend were highlighted by the Chairman.

The following updates were provided by Cabinet Members:

##### **Deputy Leader**

- The works to complete Bourne Leisure Centre's wave machine would take place around the New Year and were not completed as reported to Full Council back in September. There had been three complaints about the wave

machine being unavailable; however, the number of swimmers at Bourne had increased.

#### **Cabinet Member for Property and Public Engagement**

- Contracts had been exchanged at St. Martin's Park, Stamford.
- The Planning Committee had approved planning permission for an additional 140 spaces at the Stamford Cattle Market Car Park.
- The planned new depot in Grantham was looking to attract a new contractor.

#### **Cabinet Member for Environment and Waste**

- Waste Services at South Kesteven were finalists at the national APSE Performance Networks Awards, in the category of 'Most Improved Performer'. The awards ceremony would take place on 4 December 2024.

#### **Cabinet Member for People and Communities**

- Members and officers were thanked for their work on the SK Community Awards.
- A consultation was taking place on the Air Quality Action Plan (AQAP), and members were encouraged to engage with this.
- Stamford Christmas lights were being turned on in the evening of 21 November by Craig Revel Horwood.

#### **Leader of the Council**

- St. Mary's Street in Stamford had been named the best for independent shopping in the UK. Stamford was a great place to live with a thriving market, an arts centre, and many independent shopkeepers.

### **48. Proposed amendments to the Council's Constitution**

Members considered a recommendation from the Governance and Audit Committee to make amendments to the Council's Constitution.

**Note:** The meeting was adjourned at 2:35pm to allow a test of the electronic voting system. The meeting reconvened at 2:46pm.

The following points were highlighted during debate:

- This report outlined the option for a committee Chairman to discern when a vote may be contentious and therefore opt for an electronic casting of votes.
- Councillors took the decision to cease using the electronic voting buttons several years ago.
- Councillors tended to have lengthy debates, therefore it was a good option to potentially minimise the time spent voting. All votes could be recorded electronically.
- There were many 'back to back' votes, a show of hands was an open and transparent way of dealing with this issue.

- The motion did not decide which method of voting would be used at committees, but it would give permission for the Council to be able to use the electronic voting system, with the Chairman of each committee being responsible for deciding whether its use was appropriate and necessary
- The second recommendation related to the co-opted member for the Governance and Audit Committee, and clarification was given that they would not be a voting member of that Committee. Advice from external independent sources had been received.

Having been moved and seconded, following a vote it was **AGREED:**

## **DECISION**

**That Full Council:**

1. **Approves the amendment to Council Procedure Rules in Part 4 (Rules of Procedure) of the Constitution be amended, as set out in paragraph 3.4 of the report, to allow use of the electronic voting system in the Council Chamber.**
2. **Approves the amendment to Article 9 in Part 2 (Articles of the Constitution) to reflect that externally appointed Co-opted Members do not have voting rights on the Governance and Audit Committee.**

## **49. Establishment of a Joint Committee for District Councils**

**Note:** Councillor Charmaine Morgan arrived.

Members considered a report requesting approval for the establishment of a District Joint Committee comprising the seven district authorities in Lincolnshire further to the Greater Lincolnshire Devolution Deal and the creation of the Greater Lincolnshire Mayoral Combined County Authority.

A new layer of government was expected to come into force in May 2025 with specific funding and powers. The decision on devolution for Greater Lincolnshire had been supported by the previous government and had so far been supported by the incumbent government. It was anticipated that the first meeting of the Greater Lincolnshire Combined Authority Board would be early in 2025 with a mayoral election on 1 May 2025.

The Greater Lincolnshire Combined Authority Board consisted of the three unitary authorities in Greater Lincolnshire who were also constituent members: Lincolnshire County Council, North East Lincolnshire Council and North Lincolnshire Council. As constituent members they would each have three members on the Board. The seven districts within Lincolnshire were non-constituent members and would have four members in total on the Board. District Council members of the Board would not have the same voting rights as the constituent members.

The Constitution for the Greater Lincolnshire Combined Authority had not yet been released, which could be problematic as there was limited time to view it prior to the launch of the shadow Combined Authority. One reason for this delay was the General Election held in July 2024.

All seven districts had either decided on their membership of the District Joint Committee and agreed its terms of reference and standing orders or were shortly to do so. Agreeing to membership of the District Joint Committee would ensure South Kesteven District Council's 'seat at the table'.

There was a typographical error within the Terms of Reference at Appendix A of the report – the election of a Chairman and Vice-Chairman would be on a biennial basis (every two years), rather than bi-annual (twice yearly).

In the opinion of the Leader of the Council, once the Combined Mayoral Authority was established, it was inevitable that local government reorganisation would follow.

The following points were highlighted during debate:

- Another tier of local government was being created. The Council had voted against devolution previously but had not been given the opportunity this time around.
- The Greater Lincolnshire Authority would receive £24 million per year for the next 30 years. However, the overall budget for Lincolnshire County Council was around £600 million per year, so £24 million was a small number in comparison. This followed approximately 14 years of reduced spending power.
- The Greater Lincolnshire Mayor would have tax raising powers.
- One member was unclear on the role of the District Joint Committee and therefore would withhold support until they had sight of the Constitution.
- Another member suggested that the creation of a Mayoral Combined Authority would take government away from local people rather than bringing it down to a local level.
- The seven districts in Lincolnshire were split into: Conservative-led authorities (3), Independent-led authorities (2), Liberal Democrat-led authorities (1), Labour-led authorities (1).
- 20 sub-committee places were also to be filled as part of the governance structure supporting the Greater Lincolnshire Combined Authority.

Having been moved and seconded, and following a vote it was **AGREED:**

## **DECISION**

**That Full Council:**

- 1. Approves the establishment of a District Joint Committee of the district authorities in Lincolnshire further to the Greater Lincolnshire Devolution**

**Deal and the creation of the Greater Lincolnshire Mayoral Combined County Authority.**

- 2. Approves the proposed Terms of Reference and Standing Orders for the District Joint Committee.**
- 3. Approves the Leader of the Council as South Kesteven District Council's representative on the District Joint Committee.**
- 4. Approves the Deputy Leader of the Council as the Leader's substitute on the District Joint Committee.**
- 5. Delegates any further review or amendment of the Terms of Reference or Standing Orders to the Chief Executive, in consultation with the Cabinet Member for Corporate Governance and Licensing.**

**50. Members' Open Questions**

Question 1 – Councillor Mark Whittington to Councillor Paul Stokes, Deputy Leader and Cabinet Member for Leisure and Culture

Councillor Whittington asked the Cabinet Member for an update on progress at the Deepings Leisure Centre.

Councillor Paul Stokes awaited news and updates on the centre. As the Chairman of the Deepings Community Interest Company, Virginia Moran could give Councillor Whittington a further update outside of the meeting.

Question 2 – Councillor Max Sawyer to Councillor Ashley Baxter, Leader of the Council and Cabinet Member for Finance, HR and Economic Development

Councillor Sawyer asked whether spending c£50,000 on external solicitors was the best way of dealing with Councillor Code of Conduct complaints.

The Leader of the Council would have preferred that the money hadn't been spent, however it was for statutory officers to ensure that investigations were conducted properly. Informal discussions had taken place to try and resolve issues. There were an unprecedented number of complaints from both sides of the Council Chamber. Of those complaints scheduled to go to a Hearing Review Panel, one was from the administration, and the others were from the opposition.

Question 3 – Councillor Charmaine Morgan to Councillor Rhys Baker, Cabinet Member for Environment and Waste

Councillor Morgan asked the Cabinet Member whether he could work with other organisations to make a commitment to public safety in relation to fly tipping and bins.

Councillor Rhys Baker was thankful for ongoing dialogue with Councillors and other groups. Local input was required when discussing public safety. Officer time was being set aside to ensure these issues were discussed, and there was a commitment to finding a bespoke solution. Fly tipping was a blight on the district and its borders. A multi-agency approach had been agreed, involving staff from the Council's waste, street scene and environmental protection teams. The first priority was to organise a community event to aid solutions; Lincolnshire County Council would also be involved with this event.

Question 4 – Councillor Paul Wood to Councillor Lee Steptoe, Chairman of the Housing Overview and Scrutiny Committee

Councillor Paul Wood asked the Chairman of the Housing Overview and Scrutiny Committee how housing services would be actively scrutinised.

Councillor Steptoe asked Councillor Paul Wood to clarify what information he was searching for at that committee. On the issue of voids, these had been discussed at a previous Housing Overview and Scrutiny Committee meeting under an item related to Key Performance Indicators. Councillor Steptoe urged Councillor Paul Wood to remain for the whole of a committee meeting rather than leaving prior to the end.

Question 5 – Councillor Ben Green to Councillor Ian Selby, Chairman of the Environment Overview and Scrutiny Committee

Councillor Green asked the Chairman of the Environment Overview and Scrutiny Committee whether the Council should be contacting National Highways to co-ordinate litter collections from verge sides, as they were planning nighttime rolling road closures from January to March 2025.

Councillor Selby highlighted that the A1 was a treacherous stretch of road. He asked that the issue be brought forward to be added onto the Environment Overview and Scrutiny Committee workplan.

Question 6 – Councillor Helen Crawford to Councillor Paul Stokes, Deputy Leader and Cabinet Member for Leisure and Culture

Councillor Crawford asked why activities in Bourne and the Deepings were not featured in the summer edition of SK:Today.

Councillor Paul Stokes pointed to the work that had been carried out with Grantham Town Council and Stamford Town Council in collating that section of SK:Today. Thoughts, ideas and communications from Bourne Town Council and Market Deeping Town Council were welcomed in order to produce lists for their towns.

Question 7 – Councillor Gareth Knight to Councillor Phil Dilks, Cabinet Member for Planning

Councillor Knight asked the Cabinet Member how concerned he was that Vistry Group were causing issues with residents, and whether their behaviour was threatening jobs and housing supply.

Councillor Dilks did not want to speculate at this time. The situation was under review.

Question 8 – Councillor Zoe Lane to Councillor Paul Stokes, Deputy Leader and Cabinet Member for Leisure and Culture

Councillor Lane asked the Deputy Leader how the Council intended to support other football clubs across the district, in light of the £100,000 that had been awarded to Grantham Town FC for repairs.

**Note:** Councillor Mark Whittington declared that he was a member of the Grantham Town Supporters' Club.

Councillor Paul Stokes highlighted that the money had been awarded to repair the stadium that Grantham Town FC played in, which was not owned by them. The money had not been given directly to Grantham Town FC.

Question 9 – Councillor Graham Jeal to Councillor Ashley Baxter, Leader of the Council and Cabinet Member for Finance, HR and Economic Development

Councillor Jeal set out 4 points he had suggested be met in order to informally resolve code of conduct complaints within the system, these were:

1. The deletion of offending material deemed a breach of the Councillor Code of Conduct by external solicitors;
2. Publication of the reports produced by external solicitors
3. The dropping of any complaints against officers by Councillors.
4. Compliance with ongoing criminal investigations

Councillor Jeal asked why these resolutions had not yet been accepted.

The Leader of the Council had received this information by email the day before this meeting of Council, to which he had sent a reply. He asked that the Leader of the Opposition respect the advice of the Monitoring Officer given on 15 October that these complaints were confidential and ongoing. The Leader did not know the details of any complaints not involving himself that were ongoing as they were confidential.

The Leader of the Opposition was referred to an email sent by the Leader of the Council in June, where he suggested that everybody involved in these complaints withdraw the social media posts that others had found offensive. In some cases,

those posts were inaccurate. If everyone complied with that request, then the code of conduct complaints would likely be closed.

Question 10 – Councillor Ian Selby to Councillor Ashley Baxter, Leader of the Council and Cabinet Member for Finance, HR and Economic Development

Councillor Selby asked the Leader of the Council to join him in congratulating Deeping Rangers FC for their victory in the SK Charity Cup, which had been dedicated to Mick Massingham.

The Leader of the Council was happy to celebrate Deeping Rangers' victory and was delighted that the SK Charity Cup continued to go from strength to strength. Thanks must go to Councillor Ian Selby for this – tribute was also paid to the amount of time that volunteers gave to the project.

**51. Notices of Motion**

**52. Councillor Ben Green**

Councillor Ben Green proposed the following motion:

***Motion to Phase Out Synthetic Pesticides on Council-Owned Land***

*South Kesteven District Council commits to phasing out the use of all synthetic pesticides, including glyphosate, on Council-owned land by both Council operatives and third-party contractors, through the implementation of a **Pesticide Elimination Strategy** to be adopted **by 2026**. The development of this Strategy will be overseen by the Environment Overview and Scrutiny Committee, be subject to public consultation, and will outline a detailed plan for the gradual, phased elimination of all synthetic pesticides on Council land **within 24 months of its adoption**. This motion initiates the process.*

**Reasons:**

- **Nature Crisis:** *Recent research highlights a significant decline in insect populations across Europe, including the UK, which is one of the most nature-depleted countries globally. A study using a 'splatometer' method revealed a 50% reduction in insect splatters on vehicle registration plates between 2004 and 2019. This trend mirrors a broader decline in insect abundance, which has fallen by up to 80% at some European sites over the past two decades. We have witnessed a silent summer, with pitiful populations of butterflies and wasps, among many other species. This is troubling as decreased insect abundance threatens ecosystem health by disrupting pollination, food chains and soil fertility. Reducing synthetic pesticide use on land we control will contribute to halting this decline and support nature.*
- **Public Health and Safety:** *Phasing out synthetic pesticides on Council land will significantly reduce health risks for residents, particularly children and*



*pets, by minimising exposure to harmful chemical residues. These chemicals can linger in the environment, contaminating soil, air, and water, potentially entering the food chain and affecting public health. Pesticides also pose a serious threat to watercourses, as run-off can contaminate rivers and groundwater, harming aquatic life and degrading water quality. By reducing pesticide use, we not only protect public health but also preserve cleaner water sources and support healthier ecosystems.*

- **Respect for Agricultural Practices:** *This policy focusses solely on the management of Council-owned land under the Council's responsibility and will not impact or interfere with the agricultural methods or practices employed by local farmers and private landowners. It aims to enhance the stewardship of public land while respecting existing agricultural operations. We recognise and value the essential role that pesticides play in food production and acknowledge the significant contributions of our farmers to the economy and national resilience. Lincolnshire's status as the nation's breadbasket is a point of immense pride and this policy is intended to support effective public land management without affecting agricultural productivity.*
- **Strong Precedent:** *Furthermore, it is noteworthy that numerous cities across France, Belgium, Luxembourg, Denmark, and many other locations throughout Europe and the UK, including Cambridge, have successfully eliminated the use of synthetic pesticides. These serve as compelling examples of how urban areas can transition to more sustainable practices that protect public health and the environment. Their achievements highlight the viability of phasing out harmful chemicals in favour of alternative pest control methods, demonstrating that such measures not only benefit local ecosystems but also enhance the quality of life for residents. By learning from these successful initiatives, our Council can confidently pursue a similar path towards a healthier and more sustainable community.*

#### **Implementation Plan:**

- **Initiating Strategy Development:** *The heart of this motion is to formally initiate the creation of a **Pesticide Elimination Strategy**, which will outline the gradual, phased removal of synthetic pesticides, including glyphosate, from all Council-owned land.*
- **Immediate Action:** *The Council will commit to stopping synthetic pesticide use on Council land wherever possible while the Strategy is being developed.*
- **Promotion of Alternatives:** *The Council will explore and promote non-chemical alternatives for weed and pest control as part of this process.*
- **Land Management Review:** *A review of current land management practices will be conducted to ensure compliance with the objectives of the forthcoming Strategy.*

**Public Consultation and Oversight:** *The Pesticide Elimination Strategy will be developed under the supervision of the Environment Overview and Scrutiny Committee and will include public consultation. The Strategy is to be adopted by*

**2026, outlining a clear plan for the full elimination of synthetic pesticides *within 24 months of its adoption.***

The motion was seconded.

The following views were raised during the introduction to, and debate on the motion:

- Feedback from the Cabinet Members for Corporate Governance and Licensing and Environment and Waste had been incorporated into the motion.
- The Pesticides Action Network had supplied useful advice on this motion, which had in turn been endorsed by Butterfly Conservation.
- The motion wished for the Council to adopt a Pesticide Elimination Strategy by 2026, with a plan to phase out synthetic pesticides by 2028. This aimed to safeguard South Kesteven, ensuring parks and open spaces were safer for children, pets and wildlife.
- Research had linked the use of synthetic pesticides to cancers in humans and animals.
- The mover of the motion called on the Chairman of Environment Overview & Scrutiny Committee to lead the development of this Strategy with public consultation and engagement. Green colleagues were implored to second this.
- This motion would affect around 7% of land in the District. There were very few problematic invasive species in the District; this motion would not make elimination of these more complex.
- Bees were very important to the environment.
- The work that farmers did to feed the nation was vital.

An amendment to the motion was moved and seconded:

*That Full Council refers the matter of use of synthetic pesticides, including Glyphosate, on council lands, to the Environment OSC for thorough and exhaustive review, in collaboration with the cabinet member and the mover of the original motion, Cllr Green, other interested Members, and/or officers or bodies deemed appropriate by the Chair and Vice Chair.*

*This review will include, but not be limited to:*

- *current use-cases*
- *volume of pesticides used,*
- *areas of use,*
- *schedules,*
- *history of complaints or misuse*
- *Any other matters the Environment Overview and Scrutiny Committee deem appropriate and necessary to review our current approach*

*As part of this review, the stakeholder parties above will carefully and thoroughly consider any new draft policies, consultations, or policy amendments this matter.*

*It would be expected that the matter of synthetic pesticides be added to the Environment OSC work plan, and that the matter is reviewed and investigated in a timely fashion, the schedule of which to be determined at the first viewing by this committee.*

The amendment was debated and the following points highlighted:

- The timescales referenced in the original motion were generous and were not present in the amendment.
- The mover of the amendment was happy to accept an amendment to include Rural and Communities Overview & Scrutiny Committee as part of the review.
- There was pre-determination within the original motion. The amendment was not pro-pesticide and had a clear direction of travel. Good governance and well-informed decisions were crucial.

**Note:** Councillors Lee Steptoe and Barry Dobson left the Council Chamber and did not return.

- The issue deserved a full debate on a detailed technical report from officers. The right route for this was through Overview and Scrutiny as there were differing degrees of knowledge around pesticides within the Council Chamber. A report could then return to Full Council as a well-balanced judgement.

A further amendment was suggested to include a definitive timetable, this second amendment was accepted and added to the first amendment. With this change, the mover of the original motion was content to incorporate these changes into their motion. The substantive motion now read:

*That Full Council refers the matter of use of synthetic pesticides, including Glyphosate, on council lands, to a joint meeting of the Environment OSC and Rural & Communities OSC for thorough and exhaustive review, in collaboration with the cabinet member and the mover of the original motion, Councillor Green, other interested Members, and/or officers or bodies deemed appropriate by the Chairs and Vice Chairs.*

*This review will conclude by the end of 2025 and will include, but not be limited to:*

- *current use-cases*
- *volume of pesticides used,*
- *areas of use,*
- *schedules,*
- *history of complaints or misuse*
- *Any other matters the joint meeting of the two OSCs deem appropriate and necessary to review our current approach*

*As part of this review, the stakeholder parties above will carefully and thoroughly consider any new draft policies, consultations, or policy amendments this matter.*

*It would be expected that the matter of synthetic pesticides be added to the joint OSCs work plan, and that the matter is reviewed and investigated in a timely fashion, the schedule of which to be determined at the first viewing by these committees.*

Having been moved and seconded, following a vote the substantive motion was **AGREED.**

**53. Close of meeting**

The meeting closed at 4:27pm.

## List of Chairman's Engagements

22<sup>nd</sup> November 2024 to 22<sup>nd</sup> January 2025

Event Date	SKDC Ref	Organisation and Event	Location
22nd November 2024	PF0028	Bourne Town Council - Mayors Civic Dinner	Bourne Corn Exchange, Bourne
24th November 2024	PF0029	Army Benevolent Fund Charity Curry Lunch	Prince William of Gloucester Barracks, Grantham
28th November 2024	PF0030	Walton Academy Celebration of Achievement Evening	Walton Academy School, Grantham
4th December 2024	PF0033	Lord Lieutenant of Lincolnshire's - Together at Christmas Carol Service	St Mary & St Nicolas Church, Spalding
13th December	SKDC	Chairman's Christmas Lunch	Bourne Corn Exchange, Bourne

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**SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL**

## **Council**

Thursday, 30 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 introduce the proposed fees and charges for the financial year 2025/26.

### **Recommendations**

**Council is asked to approve the following:**

- **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**
- **Bus Stations departure charges – no increase**
- **Markets – no increase**
- **Building Control – Delegate authority to Deputy Chief Executive and s151 Officer in consultation with Cabinet Member for Planning to set these commercial charges.**
- **All other discretionary charges to be increased in line with inflation.**

### **Decision Information**

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

### **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 because it contributes to the overall financial position of the Council. However, income cannot be assumed to increase in line with the



council's other fees and charges.

- Discretionary Charges – These are charges about 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**

- 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. An increase of £1 (per bin, per week) was considered but, after deliberation, the Committee recommended an increase of £2 to collection charge for 2025/26.
- 2.4. The same 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.
- 2.5. The current charges and proposed increased charges to take effect from 1 April 2025 are shown in Table 1

**Table 1 – Proposed Bulky Waste and Green Waste Charges**

<b>Description of Charge</b>	<b>2024/25 Current</b>	<b>2025/26 Proposed</b>
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

### **Building Control**

- 2.6. These fees are commercially sensitive and set in conjunction with East Midlands Building Consultancy (EMBC) Board who operate the service for three authorities. It is proposed to delegate authority for setting fees related to EMBC to the Deputy Chief Executive in consultation with the Cabinet Member for Planning.

### **Other Charges**

- 2.7. The majority of 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.

- 2.8. In order to encourage the success of street markets across the district, there is no proposed increase to the fees for market traders.
- 2.9. in order to encourage bus operators, there is no proposed increase to bus station departure charges for 2025/26.

**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	£1 increase for first bin (from £51 to £52) and £1 increase for all subsequent bins (from £42 to £43) and then further £1 increases for all bins to be implemented in 2026/27 and 2027/28	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	2%	Cost Recovery
Hygiene food safety, packs and energy efficiency standards	Full cost recovery analysis undertaken	Cost Recovery

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

### 3. Reasons for the Recommendations

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

- 3.2 The Council has a responsibility to set fees and charges at an appropriate level in order to ensure residents have access to good services without unnecessary burden on the public purse.

#### **4. Consultation**

- 4.1 The fees and charges in respect of waste services at the Environment Overview and Scrutiny Committee on 10<sup>th</sup> December 2024 and the fees and charges proposals were considered and recommended by Cabinet on 16<sup>th</sup> January 2025.

#### **5. Appendices**

- 5.1 Appendix A – Fees and Charges.
- 5.2 Appendix B – Fees and Charges Policy.

## **PROPOSED FEES & CHARGES 2025/26**

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	<b>STAGED PERFORMANCES</b>				
	The theatres and ballrooms are available for hire for theatrical productions, concerts, lectures, demonstrations, films and other performing arts events. Prices are below:				
1	<b>Guildhall Arts Centre, Grantham</b>				
	<u>Theatre Hire</u>				
	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
	<b>Run of Performances</b>				
	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	<b>Stamford Arts Centre</b>				
	<u>Theatre Hire</u>				
	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
	<b>Run of Performances</b>				
	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	<b>Bourne Corn Exchange</b>				
	<u>Theatre Hire - Main Hall</u>				
	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
4	<b>WEDDING RECEPTIONS, PARTIES AND OTHER ROOM HIRE</b>				
	All three venues are available for wedding parties and similar functions. Packages are available to include provision of bars and catering. Prices are below.				
	<b>Guildhall Arts Centre, Grantham</b>				
	Casually let rooms (per hour)				
	<b>Ballroom</b>				
	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
	<b>Meeting rooms</b>				
	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
	<b>Performers Right Society charges may be applicable in addition to the above rates</b>				
	<b>Room Hire</b>				
	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	<b>Bourne Corn Exchange</b> <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	<b>Stamford Arts Centre</b> <u>Casually let rooms</u> <b>Ballroom</b>			-	
	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	<b>Wyndham Park Visitor Centre</b> 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				
	<b>Performers Right Society charges may be applicable in addition to the above rates</b>				
	<b>Room Hire</b>				
	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	<b>BUS STATION - GRANTHAM</b>				
	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	<b>BUS STATION - STAMFORD</b>				
	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	<b>BUS STATION - BOURNE</b>				
	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
	<b>CAR PARKS - GRANTHAM</b>				
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
	<b>CAR PARKS - STAMFORD</b>				
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
	<b>ENVIRONMENTAL HEALTH</b>				
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 &amp; Park Homes</u>				
	Application for site Licence - Part A	01/04/2024	545.00	545.00	O/Scope
	Application for site 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 &amp; 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	<b>Sampling of Private Water Supplies (Human Consumption)</b>				
	Risk Assessment (each assessment)	01/04/2019	Hourly Rate	Hourly Rate	O/Scope
	Sampling (each visit)	01/04/2019	Hourly Rate	Hourly Rate	O/Scope
	Investigation (each investigation)	01/04/2019	Hourly Rate	Hourly Rate	O/Scope
	Grant of authorisation (each authorisation)	01/04/2019	Hourly Rate	Hourly Rate	O/Scope
	Analysing a sample:				
	Taken under Reg 10 (domestic)	01/04/2019	Variable	Variable	O/Scope
	Taken during monitoring of group A parameters	01/04/2019	Variable	Variable	O/Scope
	Taken during monitoring of Group B parameters and monitoring under regulation 11	01/04/2019	Variable	Variable	O/Scope
16	<b><u>Smoke Free Fixed Penalty Notices</u></b>				
	Smoking in smoke free designated premises, place, vehicle	01/04/2016	50.00	50.00	O/Scope
	If paid within 15 days of issue	01/04/2016	30.00	30.00	O/Scope
	Failing to display smoke free signage as per law	01/04/2016	200.00	200.00	O/Scope
	If paid within 15 days of issue	01/04/2016	150.00	150.00	O/Scope
17	<b><u>Smoke and Carbon Monoxide Alarms For Relevant Landlords</u></b>				
	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	<b><u>Letting Agents Redress Scheme</u></b>				
	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	<b><u>Electrical Safety Regulations Civil Penalties</u></b>				
	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	<b><u>Hygiene &amp; Food Safety</u></b>				
	New Business Advice Consultation	01/04/2024	291.60	291.60	Included
	Food Hygiene Checkup	01/04/2025	255.00	N/A	Included
	Food Safety Organiser	01/04/2024	43.20	43.20	Included
	Food hygiene workshop (1 hour max 8 people)	01/04/2024	291.60	291.60	Included
21	<b><u>Safer Food Better Business</u></b>				
	Catering pack	01/04/2025	27.60	28.10	Included
	Retail pack	01/04/2025	26.40	26.90	Included
	Childminder pack	01/04/2025	17.40	17.90	Included
	Residential care home supplement	01/04/2025	10.20	10.70	Included
	6 month diary refill	01/04/2025	15.00	15.50	Included
	12 month diary refill	01/04/2025	17.40	17.90	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>						
<b>1</b>	<b>Application Fees</b>						
	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						
<b>2</b>	<b>Substantial changes to permits</b>						
	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
<b>3</b>	<b>Transfer and Surrender</b>						
	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
<b>4</b>	<b>Temporary transfer for mobiles</b>						
	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
<b>5</b>	<b>Annual Subsistence Charge</b>						
	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	<b>Annual Subsistence Charge</b>						
	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 <a href="http://www.gov.uk">www.gov.uk</a>						
6	<b>LAPPC mobile plant charges (not using simplified permit)</b>		LOW App Fee	MED LOW	HIGH MED	HIGH	
	Number of permits						
	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	<b>LA-IPPC (Local Authority Element)</b>						
	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 fully copy of which can be viewed on their website [www.defra.gov.uk](http://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
	<b>LICENCES</b>				
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
	Activities 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
	<b>ALCOHOL LICENSING - Fees Set by Government</b>				
1	<b>Licensed Premises</b>				
	<b>Grant of Premises Licence or Club Premises Certificate</b>				
	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	<b>Variation of Premises Licence or Club Premises Certificate</b>				
	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	<b>Annual Fee for Premises Licence or Club Premises Certificate</b>				
	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	<b>Grant of Premises Licence where alcohol is primary use</b>				
	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	<b>Annual Fee for Premises Licence where alcohol is primary use</b>				
	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	<b>Grant of Premises Licence or Club Premises Certificate</b>				
	<b>Number of Persons</b>				
	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
	<b>ALCOHOL LICENSING - Fees Set by Government</b>				
7	<b>Annual Fee - Number of Persons</b>				
	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	<b>Other Charges - Licensing Act 2003</b>				
	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
	<b>GAMBLING LICENSING</b>				
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
	<b>NEIGHBOURHOODS</b>				
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	01/04/2024	500.00	500.00	O/Scope
	Reduced for repayment within 14 days	01/04/2024	250.00	250.00	O/Scope
7	Fixed Penalty Notice - Fly Tipping	01/04/2024	1,000.00	1,000.00	O/Scope
	Reduced for repayment within 14 days	01/04/2024	500.00	500.00	O/Scope
8	Fixed Penalty Notice - Fly Posting*	01/04/2018	100.00	100.00	O/Scope
9	Fixed Penalty Notice - Graffiti	01/04/2024	500.00	500.00	O/Scope
	Reduced for repayment within 14 days	01/04/2024	250.00	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*	01/04/2024	600.00	600.00	O/Scope
	Reduced for repayment within 14 days	01/04/2024	300.00	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
	<b>NEIGHBOURHOODS</b>				
	<b>REMOVAL OF VEHICLES</b>				
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	<b>STORAGE OF VEHICLES PER 24 HOURS OR PART OF</b>				
	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	<b>DISPOSAL OF VEHICLES</b>				
	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
	<b>MARKETS - GRANTHAM</b>				
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
	<b>MARKETS - STAMFORD</b>				
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
	<b>MARKETS - BOURNE</b>				
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
	<b>FOR ALL MARKETS</b>				
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
	<b>LOCAL LAND CHARGE FEES</b>				
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	<b>CON 29R UNREFINED DATA CHARGES*</b>				
	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)				

<b>DEVELOPMENT CONTROL FEES (SET BY GOVERNMENT)</b>		
<b>A. OUTLINE APPLICATIONS</b>		
£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>B. HOUSEHOLDER APPLICATIONS</b>		
Alterations/extensions to a <b>single dwellinghouse</b> , including works within boundary	Single dwellinghouse	£258
<b>C. FULL APPLICATIONS</b> (and First Submissions of Reserved Matters; or Technical Details Consent)		
Alterations/extensions to <b>two or more dwellinghouses</b> , including works within boundaries	Two or more dwellinghouses (or two or more flats)	£509
<b>New dwellinghouses</b> (Not more than 10 dwellinghouses)	New dwellinghouses (not more than 10)	£578 per dwellinghouse
<b>New dwellinghouses</b> (between 10 and 50)	New dwellinghouses (between 10 and 50)	£624 per dwellinghouse
<b>New dwellinghouses</b> (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
<b>Erection of buildings</b> (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
<b>The erection of buildings</b> (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

<b>DEVELOPMENT CONTROL FEES (SET BY GOVERNMENT)</b>		
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
<b>Erection of glasshouses</b> (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
<b>Erection/alterations/replacement of plant and machinery</b>		
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
<b>D. APPLICATIONS OTHER THAN BUILDING WORKS</b>		
<b>Car parks, service roads or other accesses</b>	For existing uses	£293
<b>Waste</b> (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
<b>Operations connected with exploratory drilling for oil or natural gas</b>		
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

<b>DEVELOPMENT CONTROL FEES (SET BY GOVERNMENT)</b>		
<b>Operations (other than exploratory drilling) for the winning and working of oil or natural gas</b>		
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
<b>Other operations (winning and working of minerals) excluding oil and natural gas</b>		
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
<b>Other operations (not coming within any of the above categories)</b>		
Site area	Any site area	£293 for each 0.1 hectare (or part thereof) up to a maximum of £2,535
<b>E. LAWFUL DEVELOPMENT CERTIFICATE</b>		
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.
<b>F. PRIOR APPROVAL</b>		
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

<b>DEVELOPMENT CONTROL FEES (SET BY GOVERNMENT)</b>		
<b>G. RESERVED MATTERS</b>		
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
<b>H. APPROVAL/VARIATION/DISCHARGE OF CONDITION</b>		
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
<b>I. CHANGE OF USE of a building to use as one or more separate dwellinghouses, or other cases</b>		
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
<b>Other Changes of Use of a building or land</b>		£462
<b>J. ADVERTISING</b>		
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
<b>K. APPLICATION FOR NON-MATERIAL AMENDMENT FOLLOWING A GRANT OF PLANNING PERMISSION</b>		
Applications in respect of householder developments		£43
Applications in respect of other developments		£293
<b>L. APPLICATION FOR PERMISSION IN PRINCIPLE (valid from 1 June 2018)</b>		
Site area		£503 for each 0.1 hectare (or part thereof)
<b>M. CONCESSIONS</b>		
<b>Exemptions from payment</b>		
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		



<b>DEVELOPMENT CONTROL FEES (SET BY GOVERNMENT)</b>
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
<b>Reductions to payments</b>
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.
<b>This is only a summary of scales of fees, listing only the most common types of application.</b>

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	<b>PLANNING CHARGES</b>				
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
	<b>PRE-PLANNING CHARGES</b>				
1	<u>Householders</u>				
	Charge for any pre-planning advice undertaken	01/04/2024	90.00	90.00	Included
	"Do I require planning permission?"/Permitted Development Query	01/04/2024	75.00	75.00	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)	01/04/2024	282.00	282.00	Included
	of 1 ha or above or buildings under 1,000 sqm (gross)	01/04/2024	564.00	564.00	Included
3	<u>Development of dwellings</u>				
	1-9 dwellings including changes of use to:				
	residential, for 1st dwelling	01/04/2024	375.00	375.00	Included
	for each additional dwelling	01/04/2024	201.00	201.00	Included
	10-49 dwellings including changes of use to:				
	residential, for the 10th dwelling (includes Design PAD)	01/04/2024	1,965.00	1,965.00	Included
	meeting for each additional dwelling	01/04/2024	111.00	111.00	Included
	50 plus dwellings, including changes of use to				
	residential (includes Design one PAD meeting)	01/04/2024	6,960.00	6,960.00	Included
	Residential development where number of dwellings unknown - per 0.1 hectare (includes one Design PAD meeting)	01/04/2024	300.00	300.00	Included
4	<u>Non-residential development</u>				
	Where no floor space is created:	01/04/2024	162.00	162.00	Included
	Up to 499 sqm floor area or 0.5 ha site area	01/04/2024	282.00	282.00	Included
	between 500 and 999 sqm floor area, or between 0.51 ha and 1.0 ha	01/04/2024	480.00	480.00	Included
	between 1,000 and 4,999 sqm floor area or between 1.1 ha and 2.0 ha (includes one Design PAD meeting)	01/04/2024	1,020.00	1,020.00	Included
	between 5,000 sqm or more or 2.1 ha or more* (includes one Design PAD meeting)	01/04/2024	1,965.00	1,965.00	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.	01/04/2023	Variable	Variable	Included
	History Search	01/04/2025	81.00	83.00	Included
	Variation or modification of a completed planning obligation (as a standalone request)	01/04/2024	162.00	162.00	Included
	(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)	01/04/2025	81.00	83.00	included
	Confirmation that a planning permission or planning obligation has been complied with (per letter) (site visit required)	01/04/2025	141.00	144.00	included
	Advertising	01/04/2025	141.00	144.00	Included
	Development that would involve relevant demolition works	01/04/2024	96.00	96.00	Included
	Non-householder works or alterations to a listed building	01/04/2024	162.00	162.00	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 <a href="mailto:planning@southkesteven.gov.uk">planning@southkesteven.gov.uk</a>	01/04/2020	Variable	Variable	Included
	Fees will be based on the officer hourly rates published				
	<b>STREET NAMING &amp; NUMBERING</b>				
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	01/04/2025	275.00	277.00	Exempt
	plus per property	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
	<b>OFFICER HOURLY RATES</b>				
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	1,500.00	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
	<b><u>BOURNE LEISURE CENTRE</u></b>				
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
	<b>THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES</b> <b>LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS</b> <b>MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS</b>				

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	<b><u>THE GRANTHAM MERES LEISURE CENTRE</u></b>				
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
	<b>THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES</b>				
	<b>LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS</b>				
	<b>MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS</b>				

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	<b><u>SOUTH KESTIVEN SPORTS STADIUM</u></b>				
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
	<b>THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES</b> <b>LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS</b> <b>MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS</b>				

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	<b><u>STAMFORD LEISURE CENTRE</u></b>				
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
	<b>THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES</b>				
	<b>LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS</b>				
	<b>MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS</b>				



	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	<b>GRANTHAM CEMETERY</b>				
	<b>TRADITIONAL BURIAL GROUND</b>				
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	01/04/2025	738.00	775.00	Exempt
	Person aged 16 years or over - double depth	01/04/2025	822.00	863.00	Exempt
	Child below 16 years	01/04/2025	315.00	331.00	Exempt
	Each additional coffin space	01/04/2025	254.00	267.00	Exempt
3	<u>Licence for the Erection of Memorials</u>				
	Headstone (not exceeding 3 feet in height)	01/04/2025	182.00	191.00	Exempt
	Headstone (each additional 6 inches)	01/04/2025	182.00	191.00	Exempt
	Metal faced tablet	01/04/2025	121.00	127.00	Exempt
	Additional inscription	01/04/2025	73.00	77.00	Exempt
	Kerbed memorial	01/04/2025	194.00	204.00	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	01/04/2025	629.00	660.00	Exempt
	Interment Fee - double depth	01/04/2025	822.00	863.00	Exempt
	Interment ashed into grave	01/04/2025	218.00	229.00	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
	<b>MUSLIM INTERMENTS</b>				
1	Monday - Friday 1 April until 30 September 08:00 - 17:00				
	Interments	01/04/2025	1,125.00	1,181.00	Exempt
	Infants Under 2 yrs	01/04/2025	556.00	584.00	Exempt
2	Monday - Friday 1 October until 31 March 08:30 - 15:30				
	Interments	01/04/2025	1,125.00	1,181.00	Exempt
	Infants Under 2 yrs	01/04/2025	556.00	584.00	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 recovery	Based on cost recovery	Included
8	<u>Private grounds maintenance</u>	01/04/2024	Based on cost recovery	Based on cost recovery	Included
9	Commercial waste collections (including bulky items) - please contact us by email; waste@southkesteven.gov.uk for a quotation	01/04/2016			
	*Where bins have been damaged by the resident				

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	<b>MOT Testing</b>				
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
	<b>NB</b> These are the maximum fees chargeable in accordance with Vehicle and Operator Standards Agency				

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	<b>HOUSING REVENUE ACCOUNT DISCRETIONARY CHARGES</b>				
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.				

## **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.

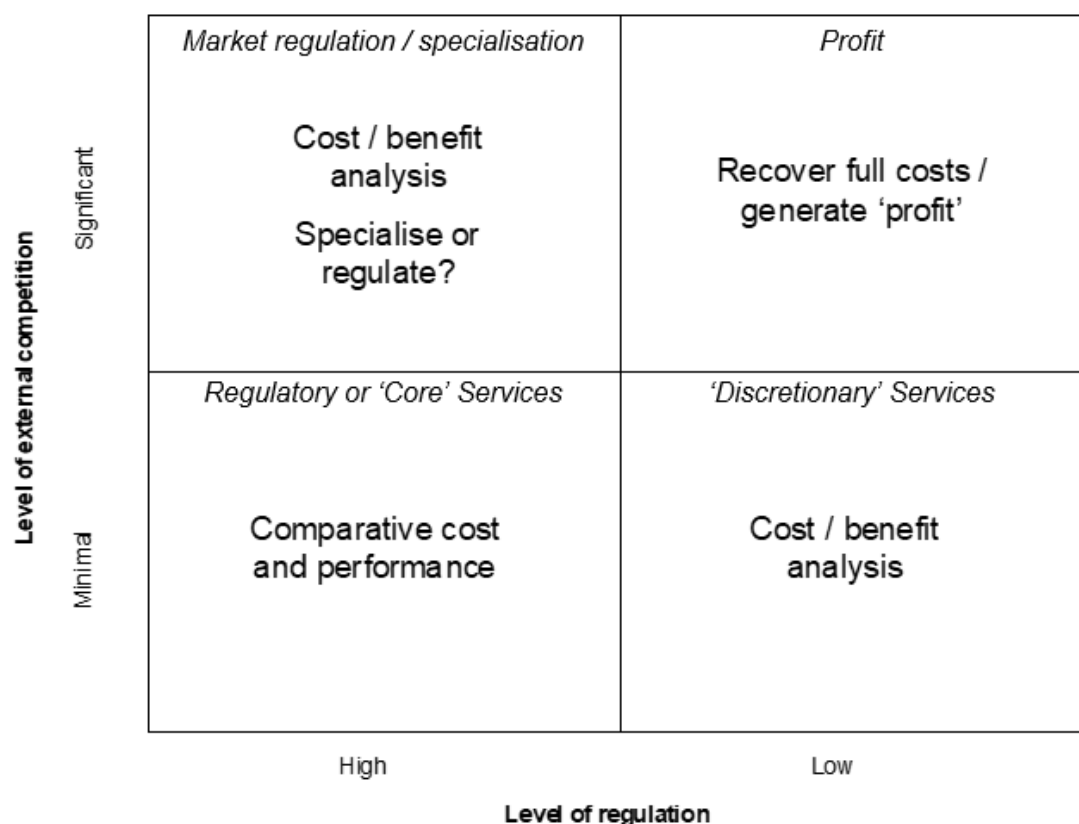
### **3 Principles**

- 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.



- 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 seeks 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.

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**SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL**

## **Council**

Thursday, 30 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 responses to the public consultation of the Council's Local Council Tax Support Scheme 2025/26, along with recommendations from the meetings of the Finance and Economic Overview and Scrutiny Committee of 26 November 2024 and the Cabinet meeting of 16 January 2025.

### **Recommendations**

#### **Full Council approves:**

- 1. the Localised Council Tax Support Scheme for the financial year 2025/2026 based on the same criteria as the existing scheme as detailed in paragraphs 2.16 to 2.34.**

### **Decision Information**

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 2025.

- 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**

- 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:

<b>1<sup>st</sup> of month</b>	<b>Working age</b>	<b>Pension age</b>	<b>Total</b>
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 in 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 re-assess 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%).

<b>Caseload breakdown</b>	<b>Caseload</b>	<b>% of caseload</b>
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 22<sup>nd</sup> 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 25<sup>th</sup> 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

- 3.1 All options for consultation are detailed in **Appendix One** of this report.
- 3.2 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

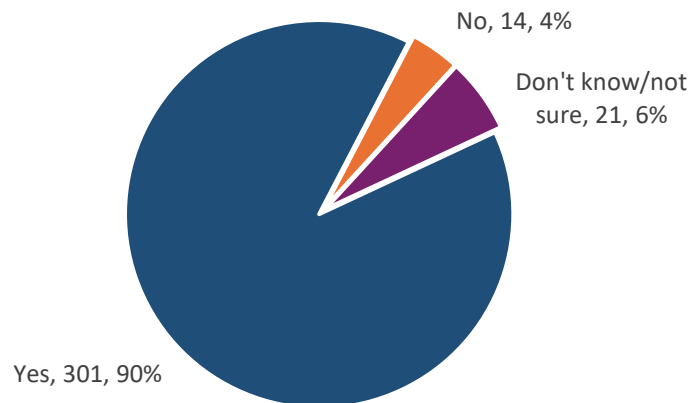
1. South Kesteven District Council (SKDC) is required by law to provide a Local Council Tax Support Scheme. The purpose of this scheme is to offer council tax reductions to those facing financial hardship.
2. It is administered by the Council using national legislation and rules which have been set locally 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."**

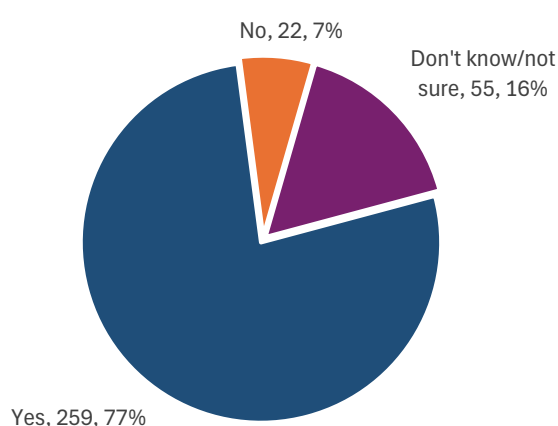
8. SKDC's current scheme also has the following amendments to Council Tax technical restrictions for all Council Taxpayers. These have been made because of changes to legislation. They are: -
- Introduction of changes to the properties which are unoccupied and unfurnished: -
    - 100% discount for one 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”**

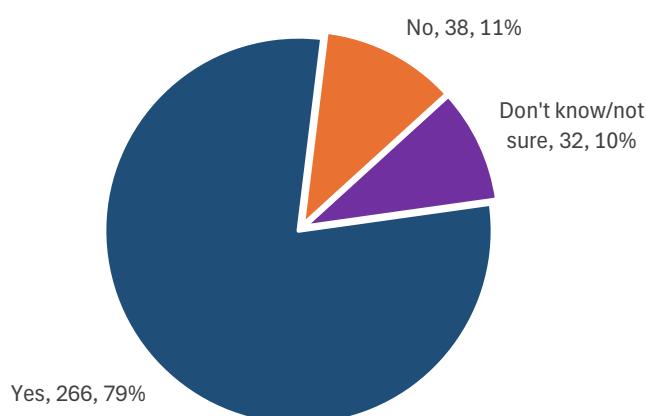
#### **Exemption for young people leaving the care system:**

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”**

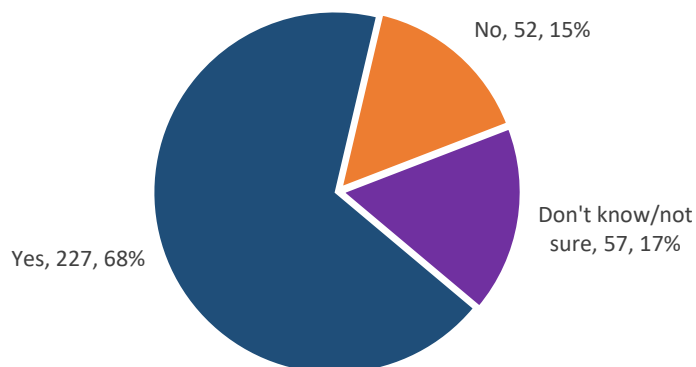
**“Why isn't this means tested?”**

#### **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..."**

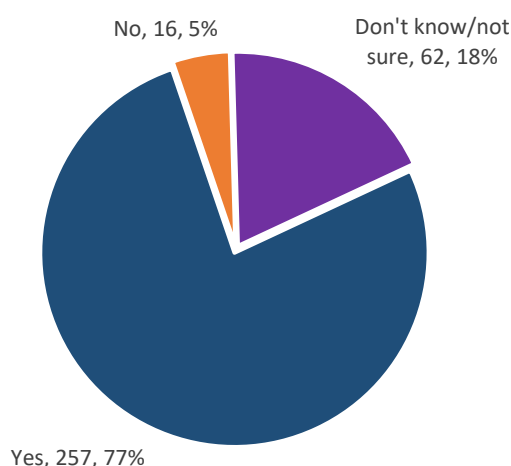
**"Many more people are on lower wages but don't get this discount."**

#### **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 <sup>1</sup>	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.

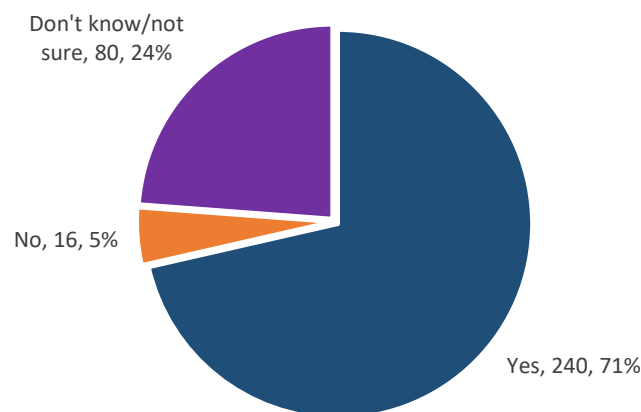
25. The Council is proposing to continue to align working age capital tariffs to pension age.

<sup>1</sup> 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.”**

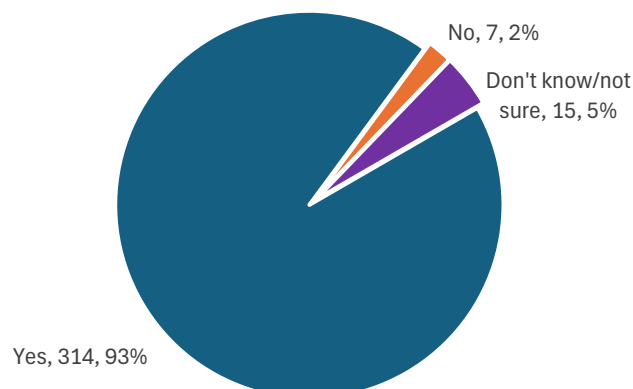
#### **The Discretionary Payment Scheme:**

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”**

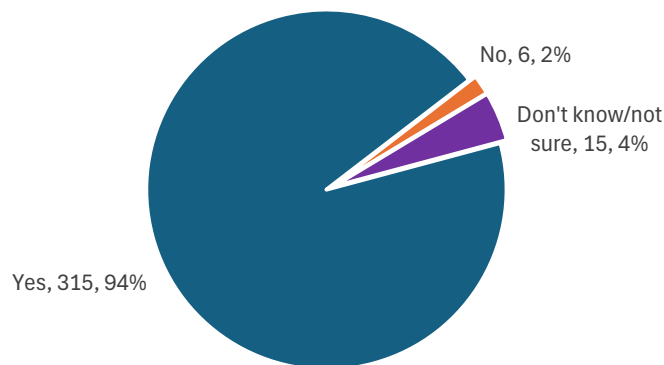
**“I have a very low income but by prioritising how my income is spent, I can manage my bills without difficulty.”**

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.

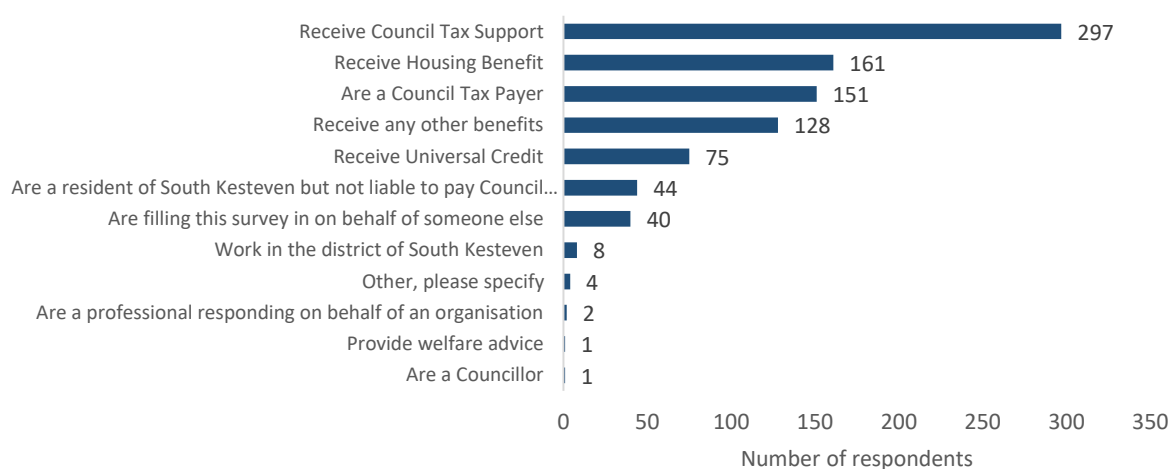
37. The final question on the survey asked people to identify if they:

- 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

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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

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**Lincolnshire**  
**POLICE & CRIME COMMISSIONER**  
**SAFER TOGETHER**

Deepdale Lane, Nettleham, Lincoln LN2 2LT

Telephone (01522) 212351

E-Mail: [lincolnshire-pcc@lincs.police.uk](mailto:lincolnshire-pcc@lincs.police.uk) Website: [www.lincolnshire-pcc.gov.uk](http://www.lincolnshire-pcc.gov.uk)

**Date:** 27<sup>th</sup> 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](mailto:richard.wyles@southkesteven.gov.uk)

Dear Richard

**Council Tax Support Scheme 2025/26**

Thank you for your letter of 2<sup>nd</sup> 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

Chief Finance Officer





**SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL**

## Council

30 January 2025

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

## Pay Policy Statement 2025/26

### Report Author

Sam Fitt, Senior HR Officer

 **Email** [sam.fitt@southkesteven.gov.uk](mailto:sam.fitt@southkesteven.gov.uk)

### Purpose of Report

It is a requirement of the Localism Act 2011 that the Council produces an Annual Pay Policy Statement. This summarises current policies and arrangements in place relating to pay. The Pay Policy Statement is approved each year by Council as part of the budget setting and approval process.

The Employment Committee has recommended approval of the Pay Policy Statement to Council, for 2025-26.

### Recommendations

#### That Council:

- 1. Approves the Pay Policy Statement 2025-26**

### Decision Information

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 (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 considerations of the Pay Policy Statement are incorporated into the budget setting proposals for 2025/26 and these proposals will be presented to Council for approval on 27 February 2025. Employee costs are the largest financial element of the budget, and it is important that salary budgets and staffing resourcing requirements are kept under regular review.

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

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

- 1.2 Article 11 of the Council's Constitution, which sets out the remit of the Employment Committee, states one of its functions is the review of the annual Pay Policy Statement and recommending it to Council for approval in order that it can be published. The Council is required to produce and publish a Pay Policy Statement for each financial year under Sections 38-39 of the Localism Act 2011. The Council must have regard to guidance issued by the Secretary of State under Section 40 of the Localism Act 2011.

Completed by: Graham Watts (Monitoring Officer)

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

- 2.1 The Council's Pay Policy Statement is reviewed annually to ensure that it accurately reflects the Council's position and is aligned with the outcomes and objectives of the Council's Corporate Plan. The 2024/25 Pay Policy Statement was presented to Full Council on 25 January 2024.
- 2.2 A review of the Pay Policy Statement has been carried out to ensure compliance with the requirements of the Localism Act 2011.
- 2.3 The key changes include the updating of the posts in scope under the definition of officers covered by the Pay Policy Statement (paragraph 3).
- 2.4 The Pay Policy Statement refers to the 'Collective Agreement' that the Council has in place for local cost of living pay awards and that we determine these pay awards locally for all staff.
- 2.5 The Pay Policy Statement details:
  - The Council's decision to adopt the Real Living Wage in March 2021.



- The pay increase arrangements for our lowest grade and a number of other lower grades which are impacted by the Real Living Wage increase.
- These pay increases are an alternative to the annual cost of living pay award and not in addition to.

2.6 A review of pay and reward arrangements was completed during the year 2023/24. This included:

- The development of a career development policy
- Implementation of the 2024 real living wage rate for all eligible employees as part of our commitment to fair compensation.
- The development of a revised job evaluation procedure
- A market supplement procedure

2.7 A standby and call out policy was implemented during 2023/24. This policy sets out a separation of 'on-call' and 'standby' to recognise the difference and ensure a clearly defined compensation structure.

### **3. Key Considerations**

3.1 It is a legal requirement that the Council publishes an annual Pay Policy Statement.

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

4.1 The reason for the recommendation is to satisfy a legislative requirement.

4.2 Other considerations on the content for the pay policy have been considered but this version is deemed most suitable as it aligns to the Council's pay structure, local agreements and regulatory standards.

### **5. Consultation**

5.1 Consultation has taken place with Trade Union representatives.

5.2 The Pay Policy Statement was considered at the meeting of the Employment Committee held on 13 November 2024, where the Committee formally recommended approval of the document by Full Council. .

### **6. Background Papers**

6.1 Pay Policy Statement 2024-25

[https://www.southkesteven.gov.uk/sites/default/files/2024-02/Pay\\_Policy\\_Statement\\_2024-25%20%28Final%29.pdf](https://www.southkesteven.gov.uk/sites/default/files/2024-02/Pay_Policy_Statement_2024-25%20%28Final%29.pdf)

## **7. Appendices**

### **7.1 Appendix A – Draft Pay Policy Statement 2025-2026**

# **PAY POLICY STATEMENT 2025/26**

## **1. INTRODUCTION AND POLICY STATEMENT**

- 1.1 South Kesteven District Council aims to ensure that its remuneration packages are fair, equitable and transparent, leading to the employment of professional staff who have appropriate skills and experience to provide high quality services to its residents and visitors.
- 1.2 South Kesteven District Council recognises that remuneration at all levels needs to enable the Council to attract and retain high quality employees dedicated to the service of the public.
- 1.3 Under Section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit”. This Pay Policy Statement (the ‘statement’) sets out the Council’s approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011.
- 1.4 It is important that local authorities are able to determine their own pay structures in order to address their strategic aims and to compete in the local and national market.
- 1.5 Once approved by the full Council, this policy statement will come into immediate effect, superseding the 2024/2025 Pay Policy Statement, and will be subject to review in accordance with the relevant legislation prevailing at that time, currently annually.
- 1.6 The Council may amend the pay policy statement at any point in the year.

## **2. LEGISLATIVE FRAMEWORK**

- 2.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010, and where relevant, the Transfer of Undertakings (Protection of Employment) Regulations 2006.
- 2.2 With regard to the equal pay requirements contained within the Equality Act, the Council ensures there is no pay discrimination in its pay structures and that all pay differentials are objectively justified through the use of a job evaluation mechanism, which directly relates salaries to the requirements, demands and responsibilities of the role.

### 3. SCOPE

3.1. This Pay Policy Statement includes a policy on:

- The level and elements of remuneration for the Chief Executive
- The remuneration of the lowest paid employee
- The relationship between the remuneration of Chief Officers<sup>1</sup> and other officers
- Other specific aspects of Chief Officer remuneration such as fees, charges and other discretionary payments.

3.2. Remuneration in this context is defined widely to include not just pay but also charges, fees, allowances, benefits in kind, increases in enhancements of pension entitlements and termination payments.

3.3 The definition of officers covered by this policy are detailed in Appendix A to the Pay Policy Statement. For South Kesteven District Council the following posts are covered:

- Head of the Paid Service, which in this authority is the post of *Chief Executive*

Statutory Chief Officers, which in this authority are the posts of:

- *Deputy Chief Executive and Section 151 Officer*
- *Assistant Director (Governance & Public Protection) and Monitoring Officer*

Non-statutory Chief Officers (those who report directly to the Head of the Paid Service) which in this authority are the posts of:

- *Director of Growth and Culture*
- *Director of Housing and Projects*
- *Assistant Director (Planning and Growth)*
- *Assistant Director (Leisure, Culture and Place)*

Deputy Chief Officers, (those who report directly to a non-statutory or statutory Chief Officer) which in this authority are the posts of:

*Assistant Director Finance (Deputy Section 151 Officer)*

*Head of Service (Human Resources & Organisational Development)*

*Head of Service (Revenues, Benefits, Customer Service and Community)*

*Head of Service (Corporate Projects, Performance and Climate Change)*

*Head of Service (Public Protection)*

*Head of Service (Economic Development and Inward Investment)*

*Head of Service (Waste Management and Market Services)*

*Head of Service (Housing)*

*Head of Service (Housing Technical Services)*

*Head of Service (Property and IT)*  
*East Midlands Building Control Manager*  
*Emergency Planning, Health and Safety Manager*  
*Electoral Services Manager*  
*Democratic Services Manager*  
*Development Management & Enforcement Manager*  
*Planning Policy Manager*  
*Communications Manager*  
*Arts and Cultural Services Manager*  
*Leisure, Parks and Open Spaces Team Leader*  
*Street Scene Manager*

3.4 The Accounts and Audit Regulations 2015 require councils to publish the number of employees who are paid over £50,000 by job title using salary bands. Historically at South Kesteven District Council these bands are published in the pay policy statement using a minimum range bracket of £5000, this is based on the Local Government Transparency Code 2015.

3.5 Pay details for posts graded Service Manager or above are shown in Table 1. These will also be published on the Council's website.

Table 1

<b>Job Title</b>	<b>FTE</b>	<b>Salary Band</b>
Chief Executive	1.0	£140,000 - £150,000
Deputy Chief Executive	1.0	£105,000 - £115,000
Directors	2.0	£95,000 - £105,000
Assistant Directors	4.0	£80,000 - £90,000
Heads of Service	10.0	£62,000 - £72,000
Service Managers	9.0	£46,000 - £56,000

## **4. CHIEF EXECUTIVE PAY**

4.1. The Chief Executive in South Kesteven discharges the accountability of Head of Paid Service – a statutory role defined by the Local Government

and Housing Act 1989. The Council determines the level of pay for its Chief Executive through the Employment Committee. The committee and its remit are contained in the Council's Constitution.

- 4.2. The Chief Executive of South Kesteven District Council has been appointed as Returning Officer. The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the Council, the role of Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from his/her duties as an employee of the Council.
- 4.3. Special fees are paid for Returning Officer duties which are not part of the post holder's substantive role. These fees are payable as required and can be made to any senior officer appointed to fulfil the statutory duties of this role. The fees are set by either Central Government for the General Election and across Lincolnshire for local elections.

## **5. CHIEF OFFICER PAY DETERMINATION**

- 5.1. The Localism Act refers to Chief Officers. The Chief Officers at South Kesteven District Council are the following:
  - The Chief Executive who is Head of Paid Service,
  - Deputy Chief Executive and Section 151 Officer,
  - Monitoring Officer (the "Statutory Officers"),
  - Directors
- 5.2. The Council does not have a separate pay policy in relation to Chief Officers.
- 5.3. The remuneration package defined in employment contracts for the Chief Executive and Chief Officers is the same as all staff. It includes a spot rate salary or salary band, the same sick pay arrangements and the same pension scheme arrangements.
- 5.4. The Council publishes senior management salary rates and gender pay details on its website in line with the requirements of the Government's transparency agenda.

## **6. LOWEST PAID EMPLOYEES**

- 6.1. The lowest paid staff within the Council's pay structure are on Grade 2. For this reason, we have chosen staff employed on Grade 2 as our definition of the 'lowest paid' for the purposes of this policy. Grade 2 for 2024/2025 is £23,694 per annum.
- 6.2. The terms and conditions of employment for Grade 2 staff are in accordance with collective agreements, negotiated from time to time, by the National Joint Council for Local Government Services, as set out in the Scheme of Conditions of Service (commonly known as Green Book). These are supplemented by

local collective agreements reached with the trade union recognised by the council and by the rules of the council.

## **7. PAY DETERMINATION ARRANGEMENTS**

- 7.1. The Council employs all staff on local terms and conditions. It has a collective agreement in place for local cost of living pay awards that is based upon pay reviews by the National Joint Council and Local Government Services (NJC).
- 7.2. The Council makes its own determination of cost of living pay awards for all staff in accordance with this local agreement, taking account of the rate of inflation (current and Bank of England forecast), labour market conditions, the level of previous years' cost of living awards and any specific budgetary constraints.
- 7.3. Where salary bands are used, appointment within these will be based on an assessment against the levels of competency required for the role.
- 7.4. The salary for newly appointed staff is determined on appointment in relation to the job evaluation score for the post. The job evaluation score assumes full competence at the job. Where a new appointee for the job has some development needs, the Council may choose to place the employee on a salary progression until full competence has been confirmed or qualifications have been completed.
- 7.5. In April 2021 the Council adopted the Real Living Wage to ensure that we pay a wage rate based on what people need to live. It is calculated based on rising living costs.
- 7.6. The Real Living Wage for 2024 was £12.00 per hour. The Real Living Wage for 2025 is £12.60 per hour. There is an expectation the Real Living Wage increase will be implemented by May 2025.
- 7.7. In 2023/2024, Grade SK1 was removed from the pay scale structure, with SK2 now being the lowest grade. This was due to the gap between the lower grades reducing due to the adoption of the real living wage.
- 7.8. Pay grades which receive the Real Living Wage increase may not also receive the annual cost of living pay award agreed by the Council, but they will receive the difference in the two amounts if the cost of living payment is higher.
- 7.9. The Council's current pay and reward arrangements have been designed to ensure consistency through the job evaluation process and with reference to the external market.



7.10 The Council has updated its job evaluation procedure and guidance during the last 12 months, which includes the setting up of a job evaluation panel to review and moderate evaluations.

7.11 The Council will monitor pay locally and nationally as required and will undertake market reviews in relation to specific posts. Where a post is hard to recruit to at any level, particularly where there are supply pressures, the Council has a process in place to consider applying market supplements, or to offer recruitment incentives. Market supplements will be reviewed annually and may be withdrawn if market conditions change.

7.12 Local government elections and neighbourhood planning referendums are a separate statutory responsibility and rates of pay for local elections are set in accordance with a Lincolnshire wide election scale of fees and charges. These rates differ according to the size of the ward contested.

## **8. ALLOWANCES**

8.1 The Council will pay job related allowances to staff where it is a requirement of the job to do so. Staff who are required to respond to emergencies outside normal working hours are also currently in receipt of standby and call out allowances, depending on the nature of the work.

8.2 A policy on standby and call out arrangements has been introduced which details the relevant pay allowances.

8.3 Overtime is payable at flat rate and can only be done with the prior approval of the line manager. There may be circumstances where overtime is paid at enhanced rates. Chief Officers and managers may be required to work evenings and weekends to meet the requirements of the job and this does not attract overtime.

8.4 The Council does not pay essential car allowances or provide cars to any individual member of staff but operates a pool car system available to all employees. Where the Chief Executive, Chief Officers or staff use their own cars for Council business they are reimbursed at a flat rate of 45p per mile in line with the HMRC guidelines. This practice will be reviewed as part of the overall review of pay and reward.

8.5 Honoraria and acting up payments may be paid for those staff who have taken up additional responsibilities for a defined period of time to cover absence, or additional duties. Where possible such payments will be based on the job evaluated rates of pay for those responsibilities. Each case will be considered on its own merits and a fair recompense will be calculated.

8.6 Temporary short-term appointments of staff will be paid in line with the job evaluated rate for the job and the prevailing market rate for such short term appointments.

8.7 Remuneration for staff on secondment will be in line with the Council's Secondment Policy

## 9. APPRENTICES

9.1 The Council actively supports the employment of apprentices. The salary paid to all newly recruited apprentices is based on the National Living Wage (for those aged 21 and over) or the National Minimum Wage (for those up to the age of 20) and is increased in line with Government recommendations.

9.2 Current National Minimum Wage/National Living Wage rates for employees are as follows:

April 2024		21+	18-20	Under 18
		£11.44	£8.60	£6.40

April 2025		21+	18-20	Under 18
		£12.21	£10.00	£7.55

National Minimum Wage and National Living Wage rates are reviewed annually by the Government and any increases take effect from 1<sup>st</sup> April each year.

9.3 In accordance with the Apprentice Levy any existing employees can be signed up to an appropriate apprenticeship in line with identified professional development needs. These employees receive the job evaluated salary for the post that they are employed in.

## 10. LOCAL GOVERNMENT PENSION SCHEME

10.1 All staff who are members of the Local Government Pension Scheme make individual contributions to the scheme depending on their salary. Contribution rates for 2024- 2025 range from 5.5% to 12.5%.

10.2 The Council makes employer's contributions into the scheme, which are reviewed by the actuary. The current employer contribution rate is 24.8%.

## 11. PAY MULTIPLIERS

11.1 Whilst job evaluation and the market determine the relationship between the highest and lowest paid employees, an analysis of pay multiples has been undertaken in the light of the requirements of the Localism Act 2011.

- 11.2 The Council defines its lowest paid employees in relation to their grade. This definition has been selected to enable fair comparison on a Full Time Equivalent basis.
- 11.3 The Ratio of the highest paid employee to mean salary per Full Time Equivalent (FTE) is 1 : 4.8 (based on actual salary paid).
- 11.4 The Council has no policy about the maximum or minimum levels of such ratio statistics.

## **12. TERMINATION PAYMENTS**

- 12.1 The Council recognises that staff leave the Council for a range of reasons including: retirement, redundancy, career move, moving location, voluntary resignation, or employment termination. Where a termination payment may apply, each case will be treated on its own merit and will comply with Council policies and the law.
- 12.2 The Council reserves the right to make any appropriate payments to protect the reputation of the Council and manage risk of litigation. This will be in line with legislation and with reference to best value.
- 12.3 The Council does not have any specific termination payments built into any employee's employment contract. It reserves the right to do so should such a need arise in the interests of the efficiency of the service.
- 12.4 The Council has a redundancy policy in place in accordance with current legislation which applies equally to all staff. Where redundancy payments are made to any employee the Council reserves the right to recover the redundancy severance payment.
- 12.5 Termination payments should be kept to a minimum and it must be demonstrated that they are in the best interests of the Council. The purpose of this would be to ensure a clear process and to demonstrate that the Council always works to ensure residents receive the best value for money.

## **13. RE-ENGAGEMENT OF EMPLOYEES**

- 13.1 Employees who are offered another post with any organisation covered by the Modification Order Act prior to their redundancy leaving date and commence within 4 weeks of leaving, are not eligible to receive a redundancy payment.
- 13.2 Employees who have been made redundant are eligible to apply for vacancies which may arise after they have left the Council's employment. Any such applications will be considered together with those from other candidates and the best person appointed to the post. Any necessary adjustment to pension would be made in accordance with the scheme regulations.

## **14. GENDER PAY GAP REPORTING**

- 14.1 The Government introduced a requirement for mandatory gender pay gap reporting for public sector employers with 250 or more employees. The deadline for publishing the data is 31 March each year. The Council publishes its annual data in accordance with the regulations and reports to Employment Committee with supporting commentary and any action points arising.

**43 Interpretation**

(2) In this Chapter “chief officer”, in relation to a relevant authority, means each of the following-

- (a) the head of its paid service designated under section 4(1) of the Local Government and Housing Act 1989;
- (b) its monitoring officer designated under section 5(1) of that Act;
- (c) a statutory chief officer mentioned in section 2(6) of that Act;
- (d) a non-statutory chief officer mentioned in section 2(7) of that Act; (e) a deputy chief officer mentioned in section 2(8) of that Act.

**Local Government and Housing Act 1989 – Section 2**

6) In this section “the statutory chief officers” relevant to South Kesteven District Council means—

(a) the officer having responsibility, for the purposes of [section 151](#) of the Local Government Act 1972, [section 73](#) of the Local Government Act 1985, [section 112](#) of the Local Government Finance Act 1988[, [section 127\(2\)](#) of the Greater London Authority Act 1999] or section 6 below or for the purposes of [section 95](#) of the Local Government (Scotland) Act 1973, for the administration of the authority's financial affairs.

(7) In this section “non-statutory chief officer” means, subject to the following provisions of this section—

- (a) a person for whom the head of the authority's paid service is directly responsible;
- (b) a person who, as respects all or most of the duties of his post, is required to report directly or is directly accountable to the head of the authority's paid service; and
- (c) any person who, as respects all or most of the duties of his post, is required to report directly or is directly accountable to the local authority themselves or any committee or sub-committee of the authority.

(8) In this section “deputy chief officer” means, subject to the following provisions of this section, a person who, as respects all or most of the duties of his post, is required to report directly or is directly accountable to one or more of the statutory or non-statutory chief officers.

(9) A person whose duties are solely secretarial or clerical or are otherwise in the nature of support services shall not be regarded as a non-statutory chief officer or a deputy chief officer for the purposes of this Part.



**SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL**

## **Council**

Thursday, 30 January 2025

Report of Councillor Philip Knowles,  
Cabinet Member for Corporate  
Governance and Licensing

## **Proposed amendments to the Constitution**

### **Report Author**

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

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### **Purpose of Report**

To consider amendments to the Council's Constitution as recommended by the Governance and Audit Committee meeting of 22 January 2025.

### **Recommendations**

**Full Council is recommended to make the following amendments to the Council Constitution:**

- 1. Overview and Scrutiny Procedure Rules at Part 4 (Rules of Procedure), as set out in paragraph 3.6 of the report.**
- 2. Council Procedure Rules at Part 4 (Rules of Procedure), as set out in paragraph 3.7 of the report.**
- 3. Part 3(c) (Responsibility for Functions – Delegated Powers to Officers) under section 26 (Property, including land), as set out in paragraph 3.11 of the report.**

### **Decision Information**

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)

## **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 financial implications associated with this report.

*Completed by: Richard Wyles, Deputy Chief Executive and Section 151 Officer*

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

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

*Completed by: Graham Watts, Monitoring Officer*

## **2. Background**

### **Overview and Scrutiny Procedure Rules**

- 2.1 The Overview and Scrutiny Procedure Rules at Part 4 of the Council's Constitution provide Members with the ability to request items for inclusion on agendas for meetings of Overview and Scrutiny Committees.
- 2.2 It is normal practice for items included on agendas for Overview and Scrutiny Committees to be supported by a formal report. This requires the allocation of officer resource, sometimes at short notice, to ensure the respective Committee has sufficient information at its meetings to enable informed consideration and debate of the agenda item.
- 2.3 Concerns have been expressed that additional requests for agenda items outside of scheduled meetings can, in some cases, divert the Council's resources away from those items agreed in advance as part of the respective Committee's work programme or delivery of Corporate Plan objectives.

### **Recorded vote for the adoption of the Local Plan**

- 2.4 Paragraph 15 of the Council Procedure Rules at Part 4 (Rules of Procedure) of the Council's Constitution sets out the rules in relation to voting at meetings of the Council.



- 2.5 This includes provision for the calling of a recorded vote, which is set out at paragraph 15.5 of the Council Procedure Rules.
- 2.6 A recorded vote is required to be taken in respect of any decision relating to the making of calculations in accordance with the Local Government Act 1992 at any budget decision meeting of the Council. This is reflected at paragraph 15.6 of the Council Procedure Rules.
- 2.7 It is proposed that an additional provision be added to the Council Procedure Rules, ensuring that a recorded vote is also held when the Council takes a decision to adopt the Local Plan.

### **Letting of land and property – delegated authority**

- 2.8 The scheme of delegation included in Part 3(c) of the Council's Constitution provides delegated authority to officers relating to short-term and long-term lettings of land and property.
- 2.9 In relation to long-term lettings (in excess of seven years), the scheme of delegation includes a cap of £100,000 for the entirety of the lease. This means that any decision to grant a lease exceeding £100,000 would currently need to be made by Cabinet. A number of recent examples have highlighted that operationally it would be more expedient for a delegation over and above the £100,000 threshold.

## **3. Key Considerations**

### **Overview and Scrutiny Procedure Rules**

- 3.1 The Overview and Scrutiny Procedure Rules currently make the following provision in respect of requests for agenda items:
- 4.2 *Any member of an Overview and Scrutiny Committee, or any five members of the Council, will be entitled to give notice to the Chief Executive that they wish an item relevant to the functions of that Overview and Scrutiny Committee to be included on the agenda for the next available meeting of the Overview and Scrutiny Committee.*
- 4.3 *Dependent upon the items already scheduled for inclusion on the agenda for the next meeting, as set out in the Committee's work programme, the Chairman of the relevant Overview and Scrutiny Committee may use their discretion to defer such a request to the subsequent meeting.*

- 4.4 *Between meetings, the work programme for the Overview and Scrutiny Committees will be determined by the Chairman of each Overview and Scrutiny Committee.*
- 3.2 Whilst the Constitution does provide the Chairman of the Overview and Scrutiny Committee with some discretion regarding management of the work programme relating to their Committee, it does not allow any meaningful consideration of the request or how the proposed item may fit into the items already scheduled for the next or subsequent meetings of the Committee.
- 3.3 It is therefore proposed that the Committee should have the ability to consider any requests for additional agenda items as part of the effective management of its work programme.
- 3.4 To support the submission of a request, and the Committee's consideration as to whether an item should be included on the work programme for meetings of their Overview and Scrutiny Committee, it is proposed that the requester should provide sufficient background information along with their request.
- 3.5 An instance recently occurred whereby a Member having requested an item for inclusion on an agenda for a meeting of an Overview and Scrutiny Committee was unable to attend the meeting when the item was considered. A request has therefore been made to amend the Constitution, ensuring that in such circumstances the Member(s) requesting the item are present at the meeting and if they are unable to attend, the item be deferred to the next scheduled meeting of the respective Overview and Scrutiny Committee.
- 3.6 Full Council is therefore invited to consider the following provision to replace paragraphs 4.2 to 4.4 in the Council's Overview and Scrutiny Procedure Rules:

**4.2 *Any Member of an Overview and Scrutiny Committee, or any five Members of the Council, will be entitled to give notice to the Chief Executive that they wish an item relevant to the functions of that Overview and Scrutiny Committee to be included on the Committee's work programme.***

**4.3 *Before issuing notice to the Chief Executive in accordance with paragraph 4.2, Members should:***

- ***research background information***
- ***consult relevant Officers***
- ***consult the relevant Cabinet Member(s)***
- ***consult the relevant Chairman of the Overview and Scrutiny Committee***

- ***produce a written report or note outlining the potential outcomes of the item and how it could contribute to the delivery of the Council's Corporate Plan***

- 4.4** ***Details of the request will be presented to the next scheduled meeting of the Overview and Scrutiny Committee under the work programme item to determine whether the item should be added to the work programme for consideration at a future meeting of the Committee.***
- 4.5** ***Between meetings, the work programme for the Overview and Scrutiny Committees will be determined by the Chairman of each Overview and Scrutiny Committee.***
- 4.6** ***Any item included on an agenda for a meeting of an Overview and Scrutiny which has followed the procedure outlined in paragraphs 4.2 and 4.3 above will require the attendance of the Member(s) who submitted the request. If they are unable to attend the meeting for any reason the item will be deferred to the next scheduled meeting of the Committee, unless they are content with the item being considered in their absence.***

#### **Record vote for the adoption of the Local Plan**

- 3.7** It is proposed that the following new sub-paragraph be added to paragraph 15 of the Council Procedure Rules:

***15.7 A recorded vote will be taken in respect of any decision to adopt the Local Plan.***

#### **Letting of land and property – delegated authority**

- 3.8** The scheme of delegation at Part 3(c) (Responsibility for Functions – Delegated Powers to Officers) under paragraph 26 (Property, including land) currently provides the following delegated authority to the Chief Executive, Deputy Chief Executive, relevant Director and any other officers they authorise in writing as being appropriately qualified and trained:
- f)** *To arrange short term (up to seven years) lettings of land and property not immediately required for other purposes at rent/licenses fees fixed by the Section 151 Officer*
  - g)** *To arrange lettings (in excess of seven years) of land and property not immediately required for other purposes at rent/license fees fixed by the Section 151 Officer, providing that the total cost of the lease in its entirety does not exceed £100,000*

- 3.9 To provide more operational flexibility and enable the Council to expediate commercial transactions when they arise it is proposed that the current delegated authority be extended beyond the £100,000 threshold. A commercial lease over a defined lease period is likely to exceed this financial threshold and progression of the lease negotiation is delayed whilst a decision is made. For example, the lease of a commercial unit at a rate of £5,500 per annum over a twenty-year period would currently require a decision by Cabinet. Such an operational decision with relatively low annual impact on the Council's income streams does not demonstrate the most effective use of Cabinet's time. Additionally, waiting for the next scheduled meeting of Cabinet to determine the award of a lease could impact the Council's ability to be proactive and act quickly, which the market often requires.
- 3.10 To provide reassurance to Cabinet, and the Council, it is proposed the delegation to the Council's Section 151 Officer be supported by an independent valuation and consultation with the Cabinet Member for Property for those leases where the total value over the period of the lease exceeds £100,000.
- 3.11 It is therefore proposed the following be added as a new sub-paragraph (h) under section paragraph 26 (Property, including land) of Part 3(c) of the Council's Constitution:
- h) Any Lease, agreement or letting where the total value over the period exceeds £100,000 must be supported by an independent valuation and undertaken in consultation with the Cabinet Member for Property.***

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

- 4.1 To maintain the existing arrangements.
- 4.2 To recommend any alternative amendments to the Council's Constitution.

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

- 5.1. To support the effective management and operation of the Council's Overview and Scrutiny Committees.
- 5.2. To adhere to a request regarding the provision of recorded voting in respect of the adoption of the Local Plan.
- 5.3 To provide greater operational flexibility in the letting of the Council's land and property.

## **6. Consultation**

- 6.1 On 22 January 2025, the Governance and Audit Committee considered this report and agreed to recommend the amendments to Full Council for approval.

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