

Cabinet



SOUTH
KESTEVEN
DISTRICT
COUNCIL



Thursday, 15 January 2026 at 4.00 pm
Council Chamber - South Kesteven House, St. Peter's Hill,
Grantham. NG31 6PZ

Committee Members: Councillor Ashley Baxter, Leader of the Council (Chairman)
Councillor Paul Stokes, Deputy Leader of the Council (Vice-Chairman)
Councillor Rhys Baker, Councillor Richard Cleaver, Councillor Phil Dilks, Councillor Philip Knowles and Councillor Virginia Moran

Agenda

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

1. **Public Open Forum**
The Cabinet welcomes engagement from members of the public. To speak at this meeting please register no later than one working day prior to the date of the meeting via democracy@southkesteven.gov.uk
2. **Apologies for absence**
3. **Disclosure of Interests**
4. **Minutes of previous meetings** (Pages 3 - 13)
To confirm the minutes of the meetings held on:
24 November 2025 (Extraordinary)
2 December 2025
5. **Items for recommendation to Council**
Fees and Charges Proposals 2026/27 (Pages 15 - 77)
To set out the Fees and Charges to be introduced for the financial year 2026/27

Published and dispatched by democracy@southkesteven.gov.uk on Wednesday, 7 January 2026.

01476 406080

Karen Bradford, Chief Executive
www.southkesteven.gov.uk

6. **Localised Council Tax Support Scheme 2026/27** (Pages 79 - 113)
This report reviews the responses to the public consultation of the Council's Local Council Tax Support Scheme 2026/27, along with the recommendations from the meeting of the Finance and Economic Overview and Scrutiny Committee which took place on 18 November 2025.

Items for Cabinet Decision: Key

7. **Budget Report for 2026/2027 including Indicative Budgets for 2027/2028 and 2028/2029 - General Fund** (Pages 115 - 149)
To present the draft Budget proposals and estimates for 2026/27 for the General Fund.

8. **Budget Proposals for 2026/27 and indicative Budgets for 2027/28 and 2028/29 - Housing Revenue Account** (Pages 151 - 172)
To present the draft Budget proposals and estimates for 2026/27 for the Housing Revenue Account.

9. **Contract Award - New Build Housing Scheme at Toller Court, Horbling** (Pages 173 - 181)
Contract Award for New Build Housing Scheme at Toller Court, Horbling

10. **Contract Award for Fire Compartmentation Works** (Pages 183 - 186)
To consider approving the award of a contract for Fire Compartmentation works in the Council's Housing Stock.

11. **Contract Award for Fire Alarm System** (Pages 187 - 206)
To consider awarding a contract for the installation of a Fire Alarm System

Items for Cabinet Decision: Non-Key

12. **Corporate Enforcement Policy** (Pages 207 - 254)
To consider approving a new Corporate Enforcement Policy.

13. **Tree Management Policies** (Pages 255 - 308)
To seek approval for the adoption of the Tree Management Policies, to replace the existing tree management guidelines.

14. **Local Development Scheme** (Pages 309 - 335)
The report is to cover a general Local Plan update and a revision to the Local Development Scheme

Items for information

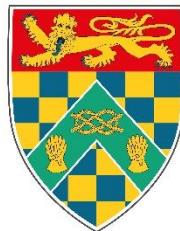
15. **Cabinet Forward Plan** (Pages 337 - 346)
This report highlights matters on the Cabinet's Forward Plan.

16. **Open Questions from Councillors**

Minutes

Cabinet

Monday, 24 November 2025



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Date of publication: 1 December 2025

**Call-in does not apply to this
decision of Cabinet.**

The Leader: Councillor Ashley Baxter (Chairman)
The Deputy Leader: Councillor Paul Stokes (Vice Chairman)

Cabinet Members present

Councillor Richard Cleaver, Cabinet Member for Property and Public Engagement
Councillor Phil Dilks, Cabinet Member for Planning
Councillor Philip Knowles, Cabinet Member for Corporate Governance and Licensing
Councillor Virginia Moran, Cabinet Member for Housing

Non-Cabinet Members present

Councillor Tim Harrison
Councillor Ian Selby

Officers

Karen Bradford, Chief Executive
Richard Wyles, Deputy Chief Executive and Section 151 Officer
Karen Whitfield, Assistant Director – Leisure, Culture and Place
Emma Whittaker, Assistant Director (Planning & Growth)
Chris Prime, Communications Manager
James Welbourn, Democratic Services Manager
Patrick Astill, Communications Officer
Charles James, Policy Officer

65. Apologies for absence

An apology for absence had been received from Councillor Rhys Baker.

66. Disclosure of Interests

The Leader of the Council highlighted the fact that Councillors Baxter, Cleaver and Dilks were also Lincolnshire County Councillors who took part in a separate debate about Local Government Reorganisation (LGR) at Lincolnshire County Council.

There were no further disclosures of interests.

67. Public Open Forum

There were no questions or statements from members of the public.

68. Local Government Reorganisation

Purpose of report

To consider the final LGR proposal for submission to government.

Decision

That Cabinet:

- 1. Had considered the resolution of the Full Council meeting of 20 November 2025 relating to the draft proposal for Local Government Reorganisation for Greater Lincolnshire.**
- 2. Approves the attached proposal for Local Government Reorganisation for submission to Government by 28 November 2025.**
- 3. Delegates authority to the Chief Executive, in consultation with the Leader of the Council, to make any minor changes to the submission document prior to the final submission.**

The Chairman of Council on 27 October 2025 agreed that this decision of Cabinet was not subject to call-in. This was due to the time constraints between this meeting and the final deadline for submission to government of 28 November 2025

Alternative options considered and rejected

The Council had no obligation to submit a full LGR proposal to the Ministry of Housing, Communities & Local Government (MHCLG) and there would have been no legal penalty for not doing so. However, the Government had stated that LGR would proceed whether or not any proposal was submitted. Therefore, if the Council had not submitted a proposal, it would have missed a unique opportunity to shape and influence local government and the future delivery of the strategic interests of South Kesteven's residents.

A full options appraisal was contained within the proposed submission at Appendix A of the report.

The Kesteven Interim proposal submitted in March 2025 included the geography of Rutland CC as part of 'Unitary 1'. This was based primarily for economic alignment in accordance with government's mission for growth. The inclusion of Rutland had been considered and rejected during the options appraisal for the following reasons:

- Rutland was within the Leicestershire, Leicester & Rutland Invitation Area. Proposals which crossed over different invitation areas were possible but would require a very strong rationale. The inclusion of Rutland into Unitary 1 would involve a very significant risk of being regarded as non-compliant with the statutory requirements.
- A cross-invitation area proposal ought to have the clear commitment of all parties and, thus far, there had been no clear indication of support from Rutland County Council (RCC).
- There was further risk of uncertainty on the degree of modelling required by MHCLG on impacts to the neighbouring Invitation area.
- The inclusion of Rutland within a proposal for Lincolnshire would require clear proposals for the remainder of the Leicestershire and Rutland Invitation Area.
- Rutland currently had separate provision of several key services including Fire and Rescue. Clear arrangements for the delivery of these services would need to have been included within the proposals.
- Rutland was not part of the Greater Lincolnshire Combined County Authority and therefore the inclusion would arguably not meet 'Criterion 5', which required that proposals support devolution.
- Compliance would be a matter of MHCLG discretion. MHCLG had communicated that if Rutland CC were to be included, it would have to be as part of the core proposal, not as an additional variation. It was considered that the risk of non-compliance was too high for a proposal that included RCC to be submitted. Therefore, the Rutland option was not taken forward.

Reasons for the decision

The government had invited councils to submit full proposals for LGR by 28 November 2025. The decision should be informed by public debate; the draft LGR submission for South Kesteven District Council (SKDC) was considered by Full Council on 20 November 2025. Following a robust debate, the draft LGR proposal was moved by Councillor Lee Steptoe and seconded by Councillor Robert Leadenham, and subsequently Full Council voted to recommend the draft submission to the Cabinet.

The Leader of the Council gave an update on the latest LGR proposals from around Lincolnshire:

- North Kesteven District Council's (NKDC) meeting of Full Council voted to recommend the same draft submission as SKDC's to their meeting of Executive Board, due to be held on 27 November.
- On 21 November, Full Council at LCC voted to recommend their 'continuous authority model' (retaining the boundaries of LCC and abolishing the seven district councils within Lincolnshire) for an Executive decision.
- The City of Lincoln (CoL) Council will consider recommending a proposal to their Executive on 25 November.
- South and East Lincs Councils partnership, which included South Holland District Council (SHDC), East Lindsey District Council (ELDC) and Boston Borough Council (BBC) released their proposals for LGR on 21 November,

which would be considered by the respective Executive meetings of their partnership.

The following points were highlighted by councillors during debate:

- It was encouraging to see the level of support at SKDC's Full Council for the proposal to merge NKDC, SKDC and SHDC together and form a new unitary council. This would also see CoL, ELDC, BBC and West Lindsey District Council (WLDC) merge together into a second unitary council.
- In debating proposals at LCC's meeting of Full Council, councillors were dissuaded from comparing the alternative models put forward by Lincolnshire districts.
- Devolution was supposed to bring decisions closer to those whose lives they affected; however, it could be argued that LGR had a reverse effect through removing a layer of democracy.
- It was a commonly held view by members of the public that there appeared to be too many councillors within Lincolnshire. However, in some areas of Lincolnshire the 'continuous authority model' of LCC would see a large reduction in councillors in some areas. In the Deepings West division on LCC, the number of councillors would reduce from 6 to 1.
- The area of the LCC proposal was much too large to be reasonable. Over 50% taking part in the LCC engagement survey said that the council would be too remote and there would be reduced accountability. The second most popular response questioned whether the cost savings advertised would materialise.
- The SKDC and NKDC model was a compromise which would see a cut in the number of councillors across the county, but not as a great a cut as the LCC model.
- It will be much more difficult to attract new councillors in the future when the areas councillors were responsible for grow in geographical size.
- New unitary areas may create further cross-boundary issues. Stamford was surrounded on three sides by Rutland; in that area, large housing developments would potentially cut across two new authorities.
- Consideration would need to be given to either managing and building relationships with neighbouring councils or lobbying for boundary reviews.
- SKDC had consulted local communities through three rounds of all member briefings and two rounds of parish and town council briefings. There was a final full and free debate at the Full Council meeting held on 20 November ending in a recorded vote.
- A single unitary authority responsible for c780,000 people would be too large and remote.
- Government needed to consider all factors contained within submissions, rather than compartmentalising into easier parts.
- The Full Council debate on LGR on 20 November saw a high level of unanimity. There was cross-political group support for the SKDC/NKDC proposal.
- The Chairman of Council once again thanked those involved in formulating the SKDC and NKDC proposal, and paid tribute to the quality of debate seen at Full Council on 20 November.

- Where possible the SKDC submission to government had been written 'in-house'. External assistance had been necessary at times - £54,000 of a £75,000 budget had been spent on consultancy. This was in addition to a government grant which had been spent on the work of PwC. During meetings with PwC, there had been healthy challenge to their presentation of facts and figures from the SKDC's Section 151 Officer.

The Leader of the Council wished to thank: external experts that had contributed to the SKDC and NKDC proposal; officers and councillors at NKDC (Kath Marriott and her team, and Councillor Richard Wright); the Communications team, all SKDC staff involved in the writing of the report especially including: Chief Executive, Karen Bradford; Deputy Chief Executive Richard Wyles; and Policy Officer Charles James.

69. Close of meeting

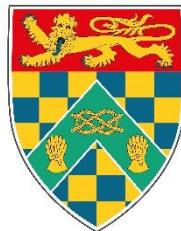
The meeting closed at 4:40pm.

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Minutes

Cabinet

Tuesday, 2 December 2025



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Date of publication: 15 December 2025

Call in expiry: 22 December 2025.

Decisions can be implemented on 23 December 2025 (if no call-in).

The Leader: Councillor Ashley Baxter (Chairman)

The Deputy Leader: Councillor Paul Stokes (Vice-Chairman)

Cabinet Members present

Councillor Rhys Baker, Cabinet Member for Environment and Waste

Councillor Richard Cleaver, Cabinet Member for Property and Public Engagement

Councillor Phil Dilks, Cabinet Member for Planning

Councillor Philip Knowles, Cabinet Member for Corporate Governance and Licensing

Councillor Virginia Moran, Cabinet Member for Housing

Non-Cabinet Members present

Councillor Elvis Stooke

Councillor Ian Selby

Councillor Tim Harrison

Officers

Karen Bradford, Chief Executive

Richard Wyles, Deputy Chief Executive and Section 151 Officer

David Scott, Assistant Director of Finance and Deputy Section 151 Officer

Karen Whitfield, Assistant Director – Leisure, Culture and Place

Emma Whittaker, Assistant Director - Planning & Growth

James Welbourn, Democratic Services Manager

Gary Andrew, IT Services Manager

Patrick Astill, Communications Officer

Chris Prime, Communications Manager

Joshua Mann, Democratic Services Officer

70. Public Open Forum

There were no public speakers.

71. Apologies for absence

There were none.

72. Disclosure of Interests

There were none.

73. Minutes of the previous meeting

The minutes of the meeting held on 4 November 2025 were AGREED as a correct record.

74. Council Tax Base 2026/27

Purpose of report

To explain the Council Tax Base for the financial year 2026/27.

Decision

That Cabinet recommends to Council:

1. The Council Tax Base for 2026/27 of 50,762.3 in accordance with the relevant legislation.

Alternative options considered and rejected

No other options were considered, as the Council was legally required to set a Council Tax Base.

Reasons for the decision

Were the recommendation to be supported by Full Council, it would be used in the calculation and budget preparations for 2026/27.

75. 3G Pitch Funding Contribution

Purpose of report

To consider a request from the Deepings Sports and Social Club for a contribution of £200k to support a bid to the Football Foundation to provide a 3G pitch in the Deepings.

Decision

Cabinet agreed to:

1. Approve the allocation of £200k to support a funding application by Deepings Sports and Social Club to the Football Foundation to provide a 3G pitch in the Deepings.

2. Approve the funding of the £200k from the following reserves:

- Leisure and Community Reserve £100k;
- Local Priorities Reserve £100k

3. Confirm the funding allocation is subject to the following conditions:

- confirmation of sufficient funding from other sources to meet the total project costs
- a successful application to the Football Foundation
- an agreed programme of use with a fair and balanced allocation of hours to both Deeping Rangers and Deeping United football clubs.

4. Delegate authority to the Deputy Chief Executive and s151 Officer, in consultation with the Deputy Leader and Portfolio Holder for Leisure and Culture, to authorise the release of funds when the above criteria have been met.

Other options considered

Cabinet could have decided not to support the request for a funding contribution. This would have put the project at risk because it would have been very difficult for Deeping Sports and Social Club to secure the necessary matched funding from other sponsorship and funding raising activity.

Reasons for the decision

The Council received a request from Deeping Sports and Social Club for £200k matched funding to support an application to the Football Foundation to provide a 3G pitch. The Deepings had been identified as the priority area for a pitch to be developed in South Kesteven.

There were a significant number of teams which required training facilities within the Deepings area. The Football Foundation and the Lincs FA had identified that it was key for both Deeping Rangers and Deeping United to benefit from any investment. Consequently, it was recommended that any contribution by the Council to the matched funding required was conditional on both Deeping Rangers and Deeping United securing an appropriate amount of time on the programme of use. Evidence of this should be required prior to the release of funding.

During discussions, Members commented on the following:

- Members welcomed the focus given to the Deepings in this matter and a Member expressed their ambition for a second 3G pitch to be secured in the future.
- The Leader urged collaborative working between Deeping Rangers and Deeping United to secure the application and noted the positive effect that the 3G facility would have on the personal character, confidence and social development of the individuals who would use the facility.

76. Discretionary Payment Policies 2026/27

Purpose of report

To update the Discretionary Council Tax Payment (DCTP) Policy 2026/27 and Discretionary Housing Payment (DHP) Policy 2026/27 and to request Cabinet approval for both policies.

Decision

Cabinet approved the Discretionary Council Tax Payment Policy for 2026/27.

Cabinet approved the Discretionary Housing Payment Policy for 2026/27.

Other options considered

Removal of the DCTP fund, which would have had a negative impact on those recipients of the fund and could have impacted collection of Council Tax due.

Reasons for decision

The recommendations were in line with Council's practices and legal duty to review the financial allocation and eligibility of each policy.

As the policies for 2026/27 did not contain any material amendments, there were no legal implications. However, the Council was adhering to best practice by reviewing the policies and keeping them up to date.

77. Cabinet Forward Plan

It was agreed to add the following to the Forward Plan for the 10 February 2026 meeting:

- Housing Asset Management Strategy
- Voids Policy
- Tenants Voice Strategy

The Forward Plan was noted by the Cabinet.

78. Open Questions from Councillors

Question One – Councillor Elvis Stooke to Cabinet Member for Housing

Councillor Stooke queried SKDC's position about pets in social housing.

The Cabinet Member confirmed that new restrictions were to be included in tenancy agreements for new tenants, but this would not be applied retrospectively to existing tenants who maintained the previously existing guidelines.

Councillor Stooke also queried whether the height restrictions relating to trees within the new tenancy agreements also applied to hedges.

The Cabinet Member agreed to provide a written response following the meeting.

Following the questions to Cabinet Members, the visiting Chairman of the Council expressed appreciation to officers involved in arranging the Grantham Christmas lights switch on.

The meeting concluded at 16.28.

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Cabinet

Thursday 15 January 2026

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

Fees and Charges Proposals 2026/27

Report Author

David Scott, Assistant Director of Finance and Deputy S151 Officer

david.scott@southkesteven.gov.uk

Purpose of Report

To set out the proposed fees and charges for the financial year 2026/27.

Recommendations

Cabinet is asked to recommend to Council:

1. The discretionary Fees and Charges for 2026/27 set out at Appendix A.
2. The statutory Fees and Charges for 2026/27 set out at Appendix B.
3. The charging policy set out in Appendix C.

Decision Information

Key Decision	No
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	All
Which wards are impacted?	All Wards

1. Implications

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

Finance and Procurement

- 1.1 The financial implications of the proposals are incorporated into the draft budget for 2026/27. 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 for approval on 29 January 2026.

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: James Welbourn, Democratic Services Manager

2. Background to the Report

- 2.1 Fees and charges are a key element of the Council's funding. They generate approximately £8.5m towards the delivery costs for specific services. In order to ensure a consistent and transparent approach to fee setting, the principles and criteria set out in the Charging Policy have been applied.
- 2.2 The Council makes charges for a wide range of services. These charges are either discretionary (set by the Council) or under statutory powers (set by the Government). Further definitions of the two main categories of charge are defined below:
 - Discretionary – These are charges local authorities can set independently. When setting discretionary fees and charges, the Council's approach should be clear and in line with the principles set out in the Charging Policy.
 - Statutory – These charges are set by central government; therefore it cannot be assumed that they will change annually in line with other fees and charges set by the Council. Nevertheless, the income received from statutory charges contributes to the overall financial position of the Council.

Discretionary Charges

2.3. The overall approach to fee setting for 2026/27 is to ensure the increase in charges contributes towards the costs of delivering services. A summary of the proposed increases is outlined in **Table 1** below with a detailed breakdown shown at **Appendix A**.

Table 1 – Summary Fees and Charges Proposals

HEADING	PROPOSAL FOR 2026/27	INCORPORATION OF POLICY PRINCIPLES
Arts Centres	Changes to charges are based on competitive pricing against alternative local options	Cost recovery or market comparisons
Bus Stations	0%	Subsidised – no increase is proposed to encourage bus operators to make use of the bus stations for passengers
Car parking charges	0%	Tariff changes were introduced in January 2025 and will be subject to a post implementation review in February 2026.
Markets	0% Charges waived for Bourne during 26/27 while Town Hall works are underway	Subsidised
Waste Services	£1.50 increase for first green waste bin and 50p increase for subsequent bins	Cost Recovery
Pre-planning advice and street naming and numbering charges	Increase by 4%	Cost Recovery
Environmental Health	Full cost recovery analysis has resulted in some charges being reduced	Cost Recovery
Cemetery	Increase by 5%	Cost Recovery

Leisure Centres	LeisureSK Ltd may increase charges to an upper limit of 3%.	Market analysis to be undertaken with other competitors will be used to set fee levels.
Licencing	Full cost recovery analysis undertaken	Cost Recovery
Street Trading	New Charge	Benchmarking undertaken with other local authorities
Community rooms & guest rooms (HRA)	Increase by 3.8%	This is in line with CPI for rent setting as part of the HRA but a review of facilities underway and report recommending options expected during 2026/27 which may alter the charges in year.

Arts Centres

2.4. These charges have been benchmarked against alternative local options to ensure costs are recovered wherever possible and that process are set competitive where appropriate.

Bus Stations

2.5. It is proposed that there is no increase in the bus operator departure charges for 2026/27. This is to encourage bus operators to use the bus stations for travelling passengers.

Car Parking

2.6. Car parking charges for all Council operated pay and display car parks were reviewed during 2024, leading to the introduction of the current charges on 20 January 2025. It was agreed to review the impact of the new tariffs after a 6-month period. The results of this will be considered by the Finance and Economic Overview and Scrutiny Committee in February 2026. No changes are therefore proposed at this time.

Weekly Street Markets

- 2.7 It is recognised that the weekly markets in Bourne, Grantham and Stamford are an integral element of the economic vibrancy of each town. Recovery and rejuvenation of the markets is well underway following the implementation of the Market Action Plan.
- 2.8 In order to consolidate this recovery (particularly at Grantham), it is recommended that charges are not increased in 2026/27. For Bourne, it is proposed to waive charges during 2026/27 during restoration of Bourne Town Hall takes place because these works are likely to be disruptive. Suspending the charge should encourage traders to continue to operate during this period.

Waste Services

- 2.9 The current charges and proposed increased charges in respect of bulky waste and green waste charges are shown in **Table 2 below**: These have been increased in order to maintain the principle of cost recovery for delivery of this service.

Table 2 – Proposed Bulky Waste and Green Waste Charges

	2025/26 Current	2026/27 Proposed
Bulk household items – first item	£21	£22
-each additional item	£11	£12
Provision of Green Bin (all new or additional bins)	£29	£30
Delivery of bins	£14	£15
Annual Collection Charge (first bin)	£53	£54.50
Annual Collection Charge (each subsequent bin)	£44	£44.50

In respect of annual collection charges, the waste policy is currently being updated and will be presented to Environment OSC in January 2026. One of the proposed amendments is to change the frequency of the green waste collections during the winter period. Therefore, the proposed increase has been set at £1.50 on the first bin and 50p on subsequent bins.

Licensing

- 2.10 Taxi Licence charges have been reviewed in line with a new proposed Hackney Carriage and Private Hire Licensing Policy. It is proposed to implement these new charges with effect from 1 February 2026.

2.11 A new Street Trading Permit charge linked to the refreshed Street Trading Policy is proposed for 2026/27. The refreshed policy is due to be presented to the Cabinet in March 2026 and subject to the decision a new charge may be introduced.

Discretionary Planning Charges

2.12 In line with the Charging Policy various fees including Pre-Planning Advice and Street Name and Numbering have been increased in line with inflationary service cost pressures. These have been calculated at 4%, to maintain the principle of cost recovery. However, there are others which, after undertaking a review of current processes have resulted in some charge reductions.

Environmental Health

2.13 As part of the budget setting process a review of the Environmental Health fees has been undertaken. The outcome of this has resulted in proposals for some charges to be reduced, and others increased, to ensure they accurately reflect the cost of undertaking each service.

Cemetery

2.14 Charges have been increased by 5% to ensure cost recovery for this service.

Leisure Centres

2.15 The Council is able to set an upper limit for leisure centre charges. These proposed to be increased by 3% for 2026/27. LeisureSK Ltd can increase up to that limit. The company will benchmark against competitor organisations when setting fee levels.

Service charges

2.16 In line with previous years these charges have been increased by CPI in line with the HRA rent setting process at 3.8%. However, a review of facilities and usage of service charges in sheltered housing schemes is currently being undertaken and a report recommending options is expected to be presented to Members during 2026/27. This will cover communal rooms, guest rooms and laundry charges. Once the review is finalised an updated schedule of charges maybe proposed accordingly.

2.17 Full details of the proposed discretionary fees and charges for 2026/27 are shown at Appendix A.

Regulatory Charges

- 2.18 Details of the regulatory fees and charges for 2026/27 are shown at Appendix B.
- 2.19 Planning charges are expected to be increased by Government in line with CPI (Consumer Price Index) as at September 2025 (which was 3.8%). Formal confirmation of any increase is expected by March 2026.
- 2.20 Statutory Licencing charges have remained unchanged for several years and there are currently no announcements with respect to any proposed increases. It is therefore expected these charges will remain as outlined in **Appendix B** for 2026/27.

Charging Policy

- 2.21 The setting of fees and charges is incorporated within the medium-term financial planning and budget setting process. An integral purpose of fee setting is to meet specific objectives and priorities of the Corporate Plan. The Charging Policy sets out an overall policy framework to support and practical guide in the approach to the setting of fees and charges.
- 2.22 Following an internal audit recommendation the Policy has been reviewed and updated which is attached at Appendix C.

3. Key Considerations

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

4. Other options considered

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

5. Reasons for the Recommendations

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

6 Appendices

- 6.1 Appendix A – Proposed Discretionary Fees and Charges.
- 6.2 Appendix B – Statutory Fees and Charges
- 6.3 Appendix C – Charging Policy

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	Detail	Previous Change Date	2025/26	2026/27	VAT
STAGED PERFORMANCES					
The theatres and ballrooms are available for hire for theatrical productions, concerts, lectures, demonstrations, films and other performing arts events. Prices are below:					
1	Guildhall Arts Centre, Grantham				
	<u>Theatre Hire</u>				
	Performances - Commercial	01/04/2025	440.00	450.00	Exempt
	Performances - Commercial weekend	01/04/2025	460.00	480.00	Exempt
	Performances - Non Profit making	01/04/2025	410.00	430.00	Exempt
	<u>Run of Performances</u>				
	First Performance	01/04/2025	390.00	400.00	Exempt
	Ongoing performances	01/04/2025	350.00	360.00	Exempt
	Dress or technical rehearsals	01/04/2025	270.00	280.00	Exempt
	Rehearsals/get in	01/04/2024	180.00	190.00	Exempt
	Lecture/demonstrations (Per Lecture, Daytime)	01/04/2025	150.00	160.00	Exempt
	Lecture/demonstrations (Per Lecture, Evening)	01/04/2025	270.00	280.00	Exempt
	Set up charge/technical support (max. 6 hours)	01/04/2025	190.00	200.00	Exempt
2	Stamford Arts Centre				
	<u>Theatre Hire</u>				
	Performances - Commercial	01/04/2025	440.00	450.00	Exempt
	Performances - Commercial weekend	01/04/2025	460.00	480.00	Exempt
	Performances - Non Profit making	01/04/2025	410.00	430.00	Exempt
	<u>Run of Performances</u>				
	First Performance	01/04/2025	390.00	400.00	Exempt
	Ongoing performances	01/04/2025	350.00	360.00	Exempt
	Dress or technical rehearsals	01/04/2025	270.00	280.00	Exempt
	Rehearsals/get in	01/04/2024	180.00	190.00	Exempt
	Lecture/demonstrations (Per Lecture, Daytime)	01/04/2025	150.00	160.00	Exempt
	Lecture/demonstrations (Per Lecture, Evening)	01/04/2025	270.00	280.00	Exempt
	Set up charge/technical support (max. 6 hours)	01/04/2025	190.00	200.00	Exempt
	Film Hire	01/04/2025	290.00	300.00	Exempt
3	Bourne Corn Exchange				
	<u>Theatre Hire - Main Hall</u>				
	Performances - Commercial, if tickets sold by venue*	01/04/2025	250.00	260.00	Exempt
	Performances - Commercial, if selling own tickets	01/04/2025	260.00	270.00	Exempt
	Performances - Non Profit making	01/04/2025	230.00	240.00	Exempt
	Additional performances of same show (access from 5pm)	01/04/2025	220.00	230.00	Exempt
	Dress/Tech Rehearsals (max 8 hours)	01/04/2025	170.00	180.00	Exempt
	Rehearsals (max 8 hours)	01/04/2025	150.00	160.00	Exempt
	Set up charge/technical support (max. 8 hours)	01/04/2025	180.00	190.00	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	Previous Change Date	2025/26 £	2026/27 £	VAT
WEDDING RECEPTIONS, PARTIES AND OTHER ROOM HIRE					
All three venues are available for wedding parties and similar functions. Packages are available to include provision of bars and catering. Prices are below.					
4	Guildhall Arts Centre, Grantham				
	Casually let rooms (per hour)				
	Ballroom				
	Ballroom - hourly day rate up to 6pm	01/04/2025	47.00	50.00	Exempt
	Ballroom full day 9am - 5pm rate:	01/04/2024	325.00	350.00	Exempt
	Ballroom Half Day (9-1 / 1-5)	01/04/2024	170.00	180.00	Exempt
	Ballroom Wake (up to hours hire)	01/04/2025	300.00	310.00	Exempt
	Ballroom - hourly evening rate 6 to 11pm - meetings & worksh	01/04/2025	50.00	55.00	Exempt
	Ballroom - whole evening 6 to 11.30pm parties	01/04/2025	410.00	420.00	Exempt
	Ballroom - whole evening 6 to 11.30pm concerts	01/04/2025	330.00	340.00	Exempt
	Ballroom - (9am-11.30pm) Wedding rate	01/04/2025	620.00	630.00	Exempt
	Use of ballroom kitchen per day	01/04/2024	85.00	85.00	Exempt
	Meeting rooms				
	Newton room hourly rate	01/04/2025	38.00	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	355.00	355.00	Exempt
	Studio 4	01/04/2024	25.00	27.00	Exempt
	Studio 4 - Day offer 9am-5pm	01/04/2024	145.00	160.00	Exempt
	Studio 4 - Half Day offer 9am-1pm / 1pm-5pm	01/04/2024	75.00	80.00	Exempt
	Studio 1	01/04/2025	28.00	30.00	Exempt
	Studio 1 - Day offer 9am-5pm	01/04/2024	190.00	200.00	Exempt
	Studio 1 - Half Day offer 9am-1pm / 1pm-5pm	01/04/2024	100.00	100.00	Exempt
	Studio 2	01/04/2025	16.00	18.00	Exempt
	Studio 2 - Day offer 9am-5pm	01/04/2024	100.00	110.00	Exempt
	Studio 2 - Half Day offer 9am-1pm / 1pm-5pm	01/04/2024	51.00	55.00	Exempt
	new rooms				
	Studio 6 and 7 perhour	01/04/2025	20.00	22.00	Exempt
	Studio 6 and 7 full day 9am-5pm	01/04/2025	145.00	155.00	Exempt
	Studio 6 and 7 half day 9-1 or 1-5	01/04/2025	75.00	77.00	Exempt
*access to kitchen up to 4 hours prior to event start time, additional earlier access will incur additional hourly rate of £10					
Performers Right Society charges may be applicable in addition to the above rates					
Room Hire					
The Fees & charges above are listed as guide prices- Please call your respective arts centre for a specific hire quotation					

	Detail	Previous Change Date	2025/26 £	2026/27 £	VAT
WEDDING RECEPTIONS, PARTIES AND OTHER ROOM HIRE					
All three venues are available for wedding parties and similar functions. Packages are available to include provision of bars and catering. Prices are below.					
5	Bourne Corn Exchange				
	<u>Casually let rooms</u>				
	Main hall - hourly rate	01/04/2025	47.00	50.00	Exempt
	Main Hall Day Offer (9am-5pm)	01/04/2024	325.00	350.00	Exempt
	Main Hall Half Day (9am-1pm / 1pm-5pm)	01/04/2024	170.00	175.00	Exempt
	Main hall - Evening Event (party/concert/performance) 6pm-1:	01/04/2025	350.00	380.00	Exempt
	Main hall - (all day, wedding receptions etc.) 9am to 12pm	01/04/2025	570.00	600.00	Exempt
	Kitchen hire (use of kitchen area excluding equip)*	01/04/2024	90.00	120.00	Exempt
	Room set up or clear down (as per hourly rate or part thereof)	01/04/2025	60.00	70.00	Exempt
	Room set up or clear down after midnight (as per hourly rate or part thereof)	01/04/2025	80.00	90.00	Exempt
	Bar Area	01/04/2025	22.00	25.00	Exempt
6	Stamford Arts Centre				
	<u>Casually let rooms</u>				
	<u>Ballroom</u>				
	Ballroom - hourly day rate up to 5pm	01/04/2025	47.00	50.00	Exempt
	Ballroom 9am-5pm Day offer	01/04/2025	335.00	350.00	Exempt
	Ballroom half day offer, 9-1 / 1-5	01/04/2025	175.00	180.00	Exempt
	Ballroom - hourly evening rate 5pm to 11pm - meetings & workshops	01/04/2025	50.00	55.00	Exempt
	Ballroom - whole evening 6 to 11pm - parties	01/04/2025	550.00	560.00	Exempt
	Ballroom - whole evening 6 to 11pm - concerts	01/04/2025	430.00	440.00	Exempt
	Function ballroom/Blue room - all day wedding rate (9am-11.3	01/04/2025	1000.00	1100.00	Exempt
	<u>Meeting rooms - per hour</u>				
	Blue Room per hour	01/04/2025	25.00	No longer available to hire	Exempt
	Blue Room day offer(9am-5pm)	01/04/2025	185.00	No longer available to hire	Exempt
	Blue room half day offer (9am-1pm / 1pm-5pm)	01/04/2025	95.00	No longer available to hire	Exempt
	Rehearsal Room per hour	01/04/2025	25.00	27.00	Exempt
	Rehearsal Room day offer (9am-5pm)	01/04/2024	175.00	185.00	Exempt
	Rehearsal room half day offer (9am-1pm / 1pm-5pm)	01/04/2024	90.00	95.00	Exempt
	Ireson/Exeter Room/Bridge Room	01/04/2025	20.00	22.00	Exempt
	Ireson/Exeter Room day offer (9am-5pm)/Bridge	01/04/2025	140.00	150.00	Exempt
	Ireson/Exeter room half day offer (9am-1pm / 1pm-5pm)/Bridc	01/04/2025	70.00	75.00	Exempt
*access to kitchen up to 4 hours prior to event start time, additional earlier access will incur additional hourly rate of £10					
Performers Right Society charges may be applicable in addition to the above rates					
Room Hire					
The Fees & charges above are listed as guide prices- Please call your respective arts centre for a specific hire quotation					

	Detail	Previous Change Date	2025/26 £	2026/27 £	VAT
1	BUS STATION - GRANTHAM				
	Per Departure	01/04/2022	0.87	0.87	Included
	<u>Minimum Charge</u>				
	1-75 departures per annum	01/04/2022	57.40	57.40	Included
2	BUS STATION - STAMFORD				
	Per Departure	01/04/2022	0.87	0.87	Included
	<u>Minimum Charge</u>				
	1-75 departures per annum	01/04/2022	57.40	57.40	Included
3	BUS STATION - BOURNE				
	Per Departure	01/04/2022	0.87	0.87	Included
	<u>Minimum Charge</u>				
	1-75 departures per annum	01/04/2022	57.40	57.40	Included

	Detail	Previous Change Date	2025/26 £	2026/27 £	VAT
CAR PARKS - GRANTHAM					
1	SHORT STAY (EXCEPT WHARF ROAD & WELHAM STREET)				
	Up to 1 hour	01/04/2025	Free of Charge	Free of Charge	Included
	1-2 hours	01/04/2025	2.00	2.00	Included
	2-4 hours	01/04/2025	2.50	2.50	Included
	Over 4 hours	01/04/2025	7.00	7.00	Included
2	SHORT STAY Wharf Road Grantham				
	Up to 2 hours	01/04/2025	Free of Charge	Free of Charge	Included
	2-4 hours	01/04/2025	2.50	2.50	Included
	Over 4 hours	01/04/2025	5.00	5.00	Included
3	LEISURE TARIFF - Welham Street				
	Up to 1 hour	01/04/2025	Free of Charge	Free of Charge	Included
	1-3 hours	01/04/2025	1.50	1.50	Included
	3-4 hours	01/04/2025	1.90	1.90	Included
	over 4 hours	01/04/2024	5.00	5.00	Included
4	LONG STAY SEASON TICKETS (Monday to Friday)				
	Per Week	01/04/2025	18.00	18.00	Included
	Per Month	01/04/2025	65.00	65.00	Included
	Per quarter	01/04/2025	170.00	170.00	Included
5	LONG STAY SEASON TICKETS (Monday to Saturday)				
	Per Week	01/04/2025	21.50	21.50	Included
	Per Month	01/04/2025	75.00	75.00	Included
	Per quarter	01/04/2025	200.00	200.00	Included
6	PENALTY CHARGE NOTICES				
	Failure to display	01/04/2013	70.00	70.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	35.00	35.00	O/Scope
	Parking for longer etc	01/04/2013	50.00	50.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	25.00	25.00	O/Scope

	Detail	Previous Change Date	2025/26 £	2026/27 £	VAT
CAR PARKS - STAMFORD					
1	SHORT STAY				
	0-1 hours	01/04/2025	1.50	1.50	Included
	1-2 hours	01/04/2025	2.50	2.50	Included
	2-4 hours	01/04/2025	4.50	4.50	Included
	over 4 hours	01/04/2025	8.00	8.00	Included
2	LONG STAY				
	0-2 hours	01/04/2025	3.00	3.00	Included
	2-4 hours	01/04/2025	4.00	4.00	Included
	over 4 hours	01/04/2025	5.00	5.00	Included
3	LONG STAY SEASON TICKETS (Monday to Friday)				
	Per Week	01/04/2025	18.00	18.00	Included
	Per Month	01/04/2025	65.00	65.00	Included
	Per quarter	01/04/2025	170.00	170.00	Included
4	LONG STAY SEASON TICKETS (Monday to Saturday)				
	Per Week	01/04/2025	21.50	21.50	Included
	Per Month	01/04/2025	75.00	75.00	Included
	Per quarter	01/04/2025	200.00	200.00	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	Previous Change Date	2025/26 £	2026/27 £	VAT
ENVIRONMENTAL HEALTH					
TATTOOING, PIERCING AND ELECTROLYSIS					
1	<u>Premise/Business registration fees</u>				
	Acupuncture	01/04/2024	199.00	177.93	O/Scope
	Tattooing	01/04/2024	199.00	177.93	O/Scope
	Electrolysis	01/04/2024	199.00	177.93	O/Scope
	Cosmetic piercing	01/04/2024	199.00	177.93	O/Scope
	Semi permanent skin colouring	01/04/2024	199.00	177.93	O/Scope
	Additional activities (eg cosmetic piercing and tattooing) per activity	01/04/2024	108.50	97.08	O/Scope
	Amendment or replacement certificate	01/04/2024	38.00	33.12	O/Scope
2	<u>Personal registration fees (Per activity)</u>				
	Acupuncture	01/04/2024	102.50	90.54	O/Scope
	Tattooing	01/04/2024	102.50	90.54	O/Scope
	Electrolysis	01/04/2024	102.50	90.54	O/Scope
	Cosmetic piercing	01/04/2024	102.50	90.54	O/Scope
	Semi permanent skin colouring	01/04/2024	102.50	90.54	O/Scope
	Amendment or replacement certificate	01/04/2024	38.00	33.12	O/Scope
3	<u>Unsound food</u>				
	Voluntary surrender certificate (excludes disposal)	01/04/2024	127.20	95.63	Included
4	<u>Food Export Health Certification</u>				
	Inspection (first 2 hours) and certification	01/04/2024	268.20	202.18	Included
	Certification only	01/04/2024	86.40	64.33	Included
5	<u>Food Hygiene Rating Scheme</u>				
	Re-inspection/Re-visit	01/04/2024	303.60	231.36	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	49.00	47.00	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	243.00	O/Scope
	Dealer initial licence - 3 year licence Part B	01/04/2024	399.00	339.00	O/Scope
	Dealer licence renewal - Part A	01/04/2024	243.50	209.00	O/Scope
	Dealer licence renewal - Part B	01/04/2024	399.00	339.00	O/Scope
	Collector new - Part A	01/04/2024	167.50	153.00	O/Scope
	Collector new - Part B	01/04/2024	41.50	39.00	O/Scope
	Collector renewal - Part A	01/04/2024	106.00	93.00	O/Scope
	Collector renewal - Part B	01/04/2024	41.50	39.00	O/Scope
	Copy of a licence - Replacement Licence certificate	01/04/2024	31.00	32.00	O/Scope
	Minor variation	01/04/2024	40.50	40.50	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 licence

	Detail	Previous Change Date	2025/26 £	2026/27 £	VAT
8	<u>Caravan Sites & Park Homes</u>				
	Application for site Licence - Part A	01/04/2024	545.00	486.00	O/Scope
	Application for sie licence - Part B	01/04/2024	44.00	42.00	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	78.00	O/Scope
	Additional annual fee per plot	01/04/2024	6.00	5.00	O/Scope
	Enforcement - Based on an hourly rate	01/04/2018	Variable	Variable	O/Scope
	Deposit of site rules	01/04/2024	95.00	83.00	O/Scope
	Replacement licence certificate	01/04/2024	44.00	30.00	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

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	Previous Change Date	2025/26 £	2026/27 £	VAT
ENVIRONMENTAL HEALTH					
9	ENQUIRIES IN CONNECTION WITH CONTAMINATED LAND Enquiries	01/04/2023	145.00	145.00	O/Scope
10	PRIVATE SECTOR HOUSING CHARGES Improvement Notice, Emergency Remedial Action Notice, Prohibition Order, Emergency prohibition Order or Hazard Awareness Notice Review of Suspended Improvement Notice or Suspended Prohibition Order	01/04/2024 01/04/2024	513.00 197.50	483.00 184.00	O/Scope
11	Food Hygiene/Health & Safety Charges	01/04/2018	Hourly Rate	Hourly Rate	Included
12	Immigration inspections	01/04/2024	266.50	233.00	O/Scope
13	Private Sector Housing Civil Penalties (Maximum penalty allowed by legislation £30,000 as alternative to prosecution)	01/04/2018	30,000.00	30,000.00	O/Scope
14	HOUSES IN MULTIPLE OCCUPATION New Licence - Part A New Licence - Part B Renewal of licence (before expiry, no changes) Part A Renewal of licence (before expiry, no changes) Part B Replacement licence certificate	01/04/2024 01/04/2024 01/04/2024 01/04/2024 01/04/2024	570.50 152.75 335.75 152.75 32.00	497.00 140.00 295.00 136.00 36.00	O/Scope
15	SAMPLING OF PRIVATE WATER SUPPLIES INTENDED FOR HUMAN CONSUMPTION* Risk Assessment (each assessment) Sampling (each visit) Investigation (each investigation) Grant of authorisation (each authorisation) Analysing a sample: Taken under Reg 10 (domestic) Taken during monitoring of group A parameters Taken during monitoring of Group B parameters and monitoring under regulation 11	01/04/2019 01/04/2019 01/04/2019 01/04/2019 01/04/2019 01/04/2019 01/04/2019	Hourly Rate Hourly Rate Hourly Rate Hourly Rate Variable Variable Variable	Hourly Rate Hourly Rate Hourly Rate Hourly Rate Variable Variable Variable	O/Scope O/Scope O/Scope O/Scope O/Scope O/Scope O/Scope
16	SMOKE FREE FIXED PENALTY NOTICES Smoking in smoke free designated premises, place, vehicle If paid within 15 days of issue Failing to display smoke free signage as per law If paid within 15 days of issue	01/04/2016 01/04/2016 01/04/2016 01/04/2016	50.00 30.00 200.00 150.00	50.00 30.00 200.00 150.00	O/Scope O/Scope O/Scope O/Scope
17	SMOKE AND CARBON MONOXIDE ALARMS FOR RELEVANT LANDLORDS Full cost recovery plus penalty charge for failure to comply (Maximum penalty allowed by legislation £5,000)	01/04/2016	700-4,501	700-4,501	O/Scope
18	LETTING AGENTS REDRESS SCHEME Penalty for failure to comply (Maximum penalty allowed by legislation £5,000 should be considered the norm and a lower fine should only be charged if there are extenuating circumstances considered on a case by case basis)	01/04/2017	5,000.00	5,000.00	O/Scope
19	ELECTRICAL SAFETY REGULATIONS CIVIL PENALTIES Breach of Electrical Safety Regulations (Maximum penalty allowed by legislation £30,000 should be calculated using penalty Matrix)	01/04/2024	30,000.00	30,000.00	O/Scope

	Detail	Previous Change Date	2025/26 £	2026/27 £	VAT
	ENVIRONMENTAL HEALTH				
20	HYGIENE & FOOD SAFETY				
	New Business Advice Consultation	01/04/2024	291.60		N/A Included
	Food Hygiene Checkup	01/04/2025		N/A	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		N/A Included
21	SAFER FOOD BETTER BUSINESS				
	Catering pack	01/04/2025	28.10		28.10 Included
	Retail pack	01/04/2025	26.90		26.90 Included
	Childminder pack	01/04/2025	17.90		17.90 Included
	Residential care home supplement	01/04/2025	10.70		10.70 Included
	6 month diary refill	01/04/2025	15.50		15.50 Included
	12 month diary refill	01/04/2025	17.90		17.90 Included
	MINIMUM ENERGY EFFICIENCY STANDARDS (PRIVATE RENTED PROPERTY)				
22	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	Previous Change Date	2025/26 £	2026/27 £	VAT
LICENCES					
1	Hackney Carriage and Private Hire *				
	Driver requirements - 3year licence & 1year licence				
	Driver's licence - 3 Year - Standard Licence Period	01/04/2024	310.25	220.00	O/Scope
	Driver's licence - Annual (aged 65yrs or above and/or medical condition)	01/04/2024	125.00	80.00	O/Scope
	Driver's licence - One-off annual badge (up to 65yrs without medical condition)	01/04/2026	N/A	80.00	O/Scope
	English Language Skills Test - Retest (initial test free)	01/04/2024	46.50	47.50	O/Scope
	Enhanced DBS disclosure fee (paid to third party - Care Check)	01/04/2024	38.00	0.00	O/Scope
	Medical (completed and to be paid to Doctor)	01/04/2026	N/A	0.00	O/Scope
	Operator Licences				
	Private Hire Operator Licence - 5 Year	01/04/2024	191.00	202.50	O/Scope
	Changes and Replacements				
	Change to dual licence (mid year)	01/04/2024	48.00	50.00	O/Scope
	Replacement drivers badge (sent by Royal Mail)	01/04/2024	29.00	26.00	O/Scope
	Replacement drivers badge (collected from Customer Services)	01/04/2024	35.75	31.50	O/Scope
	Replacement vehicle plate	01/04/2024	69.30	67.50	Included
	Replacement licence certificate	01/04/2024	23.00	21.00	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	28.00	O/Scope
	Replacement internal vehicle plates (collected from Customer Services)	01/04/2024	37.25	33.00	O/Scope
	Transfer of vehicle ownership	01/04/2024	47.00	43.50	O/Scope
	Change of registration number ie cherished number plates	01/04/2024	106.00	98.00	O/Scope
2	Annual vehicle licence				
	Private Hire	01/04/2024	272.00	231.50	O/Scope
	Hackney Carriage	01/04/2024	298.50	212.00	O/Scope
	20% reduction for LPG/Hybrid/Wheelchair vehicles: Private Hire	01/04/2024	217.50	169.50	O/Scope
	20% reduction for LPG/Hybrid/Wheelchair vehicles: Hackney	01/04/2024	238.75	185.00	O/Scope
	50% reduction for electric/zero emissions vehicles: Private Hire	01/04/2024	136.00	106.00	O/Scope
	50% reduction for electric/zero emissions vehicles: Hackney	01/04/2024	149.25	116.00	O/Scope
	Exemption from displaying Private Hire plate	01/04/2024	102.00	91.50	O/Scope
	Exemption from displaying Private Hire plate (renewal fee)	01/04/2024	64.00	57.00	O/Scope
3	Credit for unexpired days due to change of vehicle				
	Private Hire	01/04/2024	0.75	0.58	O/Scope
	Hackney Carriage	01/04/2024	0.82	0.63	O/Scope
Activites involving Animals - Additional vets fees may apply to these licences					
4	Animal Licences				
	Pre application/Re-inspections (where applicable)	01/04/2024	230.75	236.00	O/Scope
	Dog Boarding - Part A	01/04/2024	247.50	257.00	O/Scope
	Dog Boarding - Part B	01/04/2024	141.50	150.50	O/Scope
	Cat Boarding - Part A	01/04/2024	247.50	257.00	O/Scope
	Cat Boarding - Part B	01/04/2024	141.50	150.50	O/Scope
	Dual Dog and Cat Boarding - Part A	01/04/2024	297.75	306.50	O/Scope
	Dual Dog and Cat Boarding - Part B	01/04/2024	167.50	174.00	O/Scope
	Dog Day Care - Part A	01/04/2024	247.50	257.00	O/Scope
	Dog Day Care - Part B	01/04/2024	141.50	150.50	O/Scope
	Home Boarding - Part A	01/04/2024	167.50	176.00	O/Scope
	Home Boarding - Part B	01/04/2024	115.25	118.50	O/Scope
	Arrangers/Franchisers	01/04/2024	115.25	137.00	O/Scope
	Dog Breeding Establishments Part A	01/04/2024	286.50	296.50	O/Scope
	Dog Breeding Establishments Part B	01/04/2024	219.50	220.50	O/Scope
	Sale of Animals as Pets- (Pet shops) Part A	01/04/2024	247.50	257.50	O/Scope
	Sale of selling Animals as Pets - (Pet shops) Part B	01/04/2024	141.50	150.50	O/Scope
	Hiring of Horses (Riding Establishments) Part A	01/04/2024	286.50	296.50	O/Scope
	Hiring of Horses (Riding Establishments) Part B	01/04/2024	219.50	220.50	O/Scope
	Dangerous Wild Animals Part A	01/04/2024	234.50	239.00	O/Scope
	Dangerous Wild Animals Part B	01/04/2024	49.75	51.00	O/Scope

	Detail	Previous Change Date	2025/26 £	2026/27 £	VAT
LICENCES					
	Transfer of licence	01/04/2024	126.50	135.50	O/Scope
	Animals for exhibition (3 year Licence) Part A	01/04/2024	167.50	176.00	O/Scope
	Animals for exhibition (3 year Licence) Part B	01/04/2024	115.25	118.50	O/Scope
	Variation (with inspection)	01/04/2024	230.75	236.50	O/Scope
	Variation (no inspection)	01/04/2024	63.25	66.00	O/Scope
5	<u>Zoo Licences</u>				
	New Application (4 year) Part A	01/04/2024	513.50	520.50	O/Scope
	New Application (4 year) Part B	01/04/2024	230.75	232.00	O/Scope
	Renewal (6 year) Part A	01/04/2024	435.50	452.00	O/Scope
	Renewal (6 year) Part B	01/04/2024	439.00	440.50	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	1721.00	O/Scope
	New Application/Renewal/Transfer/Variation - Part B	01/04/2024	155.50	139.50	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	Previous Change Date	2025/26 £	2026/27 £	VAT
GAMBLING LICENSING					
1	<u>Bingo Premises Licence</u>				
	Application for Provisional Statement	01/04/2024	833.75	864.00	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2024	665.00	689.00	O/Scope
	Non Conversion Fee, Other Premises	01/04/2024	879.75	911.50	O/Scope
	Annual Fee	01/04/2024	587.00	608.00	O/Scope
	Variation of Licence	01/04/2024	801.75	830.50	O/Scope
	Transfer Fee	01/04/2024	670.25	694.50	O/Scope
	Application for Reinstatement of Licence	01/04/2024	670.25	694.50	O/Scope
2	<u>Adult Gaming Centre Premises Licence</u>				
	Application for Provisional Statement	01/04/2024	767.50	795.00	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2024	491.25	509.00	O/Scope
	Non Conversion Fee, Other Premises	01/04/2024	801.75	830.50	O/Scope
	Annual Fee	01/04/2024	516.00	534.50	O/Scope
	Variation of Licence	01/04/2024	742.75	769.50	O/Scope
	Transfer Fee	01/04/2024	599.75	621.50	O/Scope
	Application for Reinstatement of Licence	01/04/2024	599.75	621.50	O/Scope
3	<u>Family Entertainment Centre Premises Licence</u>				
	Application for Provisional Statement	01/04/2024	767.50	795.00	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2024	491.25	509.00	O/Scope
	Non Conversion Fee, Other Premises	01/04/2024	801.75	830.50	O/Scope
	Annual Fee	01/04/2024	516.00	534.50	O/Scope
	Variation of Licence	01/04/2024	742.75	769.50	O/Scope
	Transfer Fee	01/04/2024	599.75	621.50	O/Scope
	Application for Reinstatement of Licence	01/04/2024	599.75	621.50	O/Scope
4	<u>Betting Premises Licence (other e.g. Betting shops)</u>				
	Application for Provisional Statement	01/04/2024	767.50	795.00	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2024	491.25	509.00	O/Scope
	Non Conversion Fee, Other Premises	01/04/2024	801.75	830.50	O/Scope
	Annual Fee	01/04/2024	516.00	534.50	O/Scope
	Variation of Licence	01/04/2024	742.75	769.50	O/Scope
	Transfer Fee	01/04/2024	599.75	621.50	O/Scope
	Application for Reinstatement of Licence	01/04/2024	599.75	621.50	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	Previous Change Date	2025/26 £	2026/27 £	VAT
NEIGHBOURHOODS					
REMOVAL OF VEHICLES					
15	<u>Vehicle on road, upright and not substantially damaged or any two wheeled vehicle whatever its condition or position on or off the road</u>				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/2020	150.00	150.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/2020	200.00	200.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	01/04/2020	350.00	350.00	O/Scope
	Vehicle exceeding 18 tonnes MAM	01/04/2020	350.00	350.00	O/Scope
16	<u>Vehicle, excluding a two wheeled vehicle, on road but either not upright or substantially damaged or both</u>				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/2020	250.00	250.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/2020	650.00	650.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Unladen	01/04/2020	2,000.00	2,000.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Laden	01/04/2020	3,000.00	3,000.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Unladen	01/04/2020	3,000.00	3,000.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Laden	01/04/2020	4,500.00	4,500.00	O/Scope
17	<u>Vehicle, excluding a two wheeled vehicle, off road, upright and not substantially damaged</u>				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/2020	200.00	200.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/2020	400.00	400.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Unladen	01/04/2020	1,000.00	1,000.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Laden	01/04/2020	1,500.00	1,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Unladen	01/04/2020	1,500.00	1,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Laden	01/04/2020	2,000.00	2,000.00	O/Scope
18	<u>Vehicle, excluding a two wheeled vehicle, off road, but either not upright or substantially damaged or both</u>				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/2020	300.00	300.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/2020	850.00	850.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Unladen	01/04/2020	3,000.00	3,000.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Laden	01/04/2020	4,500.00	4,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Unladen	01/04/2020	4,500.00	4,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Laden	01/04/2020	6,000.00	6,000.00	O/Scope
19	STORAGE OF VEHICLES PER 24 HOURS OR PART OF				
	Two wheeled vehicle	01/04/2020	10.00	10.00	O/Scope
	Vehicle, not including a two wheeled vehicle, equal to or less than 3.5 tonnes MAM	01/04/2020	20.00	20.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM	01/04/2020	25.00	25.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	01/04/2020	30.00	30.00	O/Scope
	Vehicle exceeding 18 tonnes MAM	01/04/2020	35.00	35.00	O/Scope
20	DISPOSAL OF VEHICLES				
	Two wheeled vehicle	01/04/2020	50.00	50.00	O/Scope
	Vehicle, not including a two wheeled vehicle, equal to or less than 3.5 tonnes MAM	01/04/2020	75.00	75.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM	01/04/2020	100.00	100.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	01/04/2020	125.00	125.00	O/Scope
	Vehicle exceeding 18 tonnes MAM	01/04/2020	150.00	150.00	O/Scope

	Detail	Previous Change Date	2025/26 £	2026/27 £	VAT
MARKETS - GRANTHAM					
1	Standard Stall (3.05m x 1.22m)	01/04/2023	24.40	24.40	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/2023	27.10	27.10	Exempt
2	Pitch (3.05m x 3.05m)	01/04/2023	22.70	22.70	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/2023	23.80	23.80	Exempt
	Hot food & drinks units	01/04/2023	27.10	27.10	Exempt
	There are financial incentives in place to encourage new traders to Grantham Market. These will be discussed upon application.				
3	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/2023	7.60	7.60	Included
	Large vehicles	01/04/2023	11.30	11.30	Included
MARKETS - STAMFORD					
4	Standard Stall (3.05m x 1.22m)	01/04/2023	28.10	28.10	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/2023	31.40	31.40	Exempt
5	Pitch (3.05m x 1.22m)	01/04/2023	24.90	24.90	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/2023	28.10	28.10	Exempt
	Hot food & drinks units	01/04/2023	31.40	31.40	Exempt
6	Craft fair - Table	01/04/2023	29.20	29.20	Exempt
7	Craft fair - Stall	01/04/2023	35.20	35.20	Exempt
8	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/2023	7.60	7.60	Included
	Large vehicles	01/04/2023	11.90	11.90	Included
MARKETS - BOURNE					
Charges for Bourne Market are waived for 26/27 during Town Hall works					
9	Standard Stall (3.05m x 1.22m)	01/04/2023	21.60	0.00	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/2023	23.80	0.00	Exempt
10	Pitch (3.05m x 3.05m)	01/04/2023	18.40	0.00	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/2023	18.90	0.00	Exempt
	Hot food & drinks units	01/04/2023	23.80	0.00	Exempt
11	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/2023	8.10	0.00	Included
	Large vehicles	01/04/2023	11.90	0.00	Included
12	Hire of stall for private function (collection only)*	01/04/2023	12.40	12.40	Exempt
FOR ALL MARKETS					
13	Farmers market - supply of stall cover in addition to standard stall charge	01/04/2023	1.70	1.70	Exempt
	Excessive Waste Surcharge (per stall)	01/04/2023	6.00	6.00	Included

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

	Detail	Previous Change Date	2025/26 £	2026/27 £	VAT
LOCAL LAND CHARGE FEES					
1	Registration of a Charge on Part II of Register including Water Industry S30, LCC S106, Highways Act S38	01/04/2023	107.50	107.50	O/Scope
2	Filing a Definitive Certificate of Lands Tribunal	01/04/2023	5.00	5.00	O/Scope
3	Filing adjustment etc. for variation - cancellation of entry in Part II of Register	01/04/2023	11.20	11.20	O/Scope
4	Inspection of documents filed under Rule 10	01/04/2023	5.00	5.00	O/Scope
5	Con 29 Part I enquiries*	01/04/2023	207.60	207.60	Included
	- one parcel of land, including the revised Con 29 questions	01/04/2023	30.60	30.60	Included
	- each additional parcel of land	01/04/2023	21.30	21.30	Included
	Part II enquiries	01/04/2023	15.00	15.00	Included
	- each optional enquiry, excluding question 22	01/04/2023	27.60	23.00	Included
	- question 21	01/04/2023	27.60	27.60	Included
	- question 22	01/04/2023	27.60	27.60	Included
	- solicitor/client's own enquiry	01/04/2023	27.60	27.60	Included
6	Commercial*	01/04/2020	Variable	Variable	Included
	- Please contact for a quotation on landcharges@southkesteven.gov.uk				
7	Additional charge for expedited official search and Con29 - (3 Day Turnaround)	01/04/2023	43.75	43.75	O/Scope
8	CON 29R UNREFINED DATA CHARGES*				
	Building Regulations Q1.1 (F to H)	01/04/2025	8.00	8.00	Included
	Roads Q2.1	01/04/2025	8.00	N/A	Included
	PROWS Q2.2	01/04/2025	8.00	N/A	Included
	Land Requisitioned for Public Purposes Q3.1	01/04/2025	8.00	N/A	Included
	Roadworks Q3.2	01/04/2025	8.00	N/A	Included
	Drainage Q3.3	01/04/2025	8.00	N/A	Included
	Road Schemes Q3.4	01/04/2025	8.00	N/A	Included
	Nearby Railway Schemes Q3.5	01/04/2025	8.00	N/A	Included
	Traffic Schemes Q3.6	01/04/2025	8.00	N/A	Included
	Outstanding Notices Q3.7 (A-D & F)	01/04/2025	8.00	N/A	Included
	Notices Q3.7 E & G	01/04/2025	8.00	8.00	Included
	Contravention of Building Regulations Q3.8	01/04/2025	8.00	8.00	Included
	Notices, Orders, Directions and Proceedings under Planning Acts Q3.9 (A-N)	01/04/2025	8.00	8.00	Included
	Community Infrastructure Levy Q3.10	01/04/2025	8.00	8.00	Included
	Conservation Area Q3.11	01/04/2025	8.00	8.00	Included
	Compulsory Purchase Q3.12	01/04/2025	8.00	8.00	Included
	Contaminated Land Q3.13	01/04/2025	8.00	8.00	Included
	Radon Q3.14	01/04/2025	8.00	8.00	Included
	Assets of Community Value Q3.15	01/04/2025	8.00	8.00	Included
	*The charges quoted will incur a charge based on an hourly rate of £54.90 (incl VAT)				

	Detail	Previous Change Date	2025/26 £	2026/27 £	VAT
PLANNING CHARGES					
1	<u>Charges in connection with land/property transactions</u>				
	Detailed queries on consents involving search for relevant information*	01/04/2024	43.20	45.00	Included
	Check involving site inspection**	01/04/2024	35.10	36.50	Included
2	Self Build Register - Joining fee	01/04/2023	50.00	52.00	Included

*stated charge plus relevant copying charges

**stated charge plus mileage plus officer hourly rates

	Detail	Previous Change Date	2025/26 £	2026/27 £	VAT
PRE-PLANNING CHARGES					
1	<u>Householders</u> Charge for any pre-planning advice undertaken "Do I require planning permission?"/Permitted Development Query	01/04/2024 01/04/2024	90.00 75.00	90.00 75.00	Included Included
2	<u>Non-residential changes of use including siting of caravans for sites</u> Under 1 ha or buildings under 1,000 sqm (gross) of 1 ha or above or buildings under 1,000 sqm (gross)	01/04/2024 01/04/2024	282.00 564.00	282.00 564.00	Included Included
3	<u>Development of dwellings</u> 1-9 dwellings including changes of use to residential, for 1st dwelling for each additional dwelling 10-49 dwellings including changes of use to residential, for the 10th dwelling (includes Design PAD) meeting for each additional dwelling 50 plus dwellings, including changes of use to residential (includes Design one PAD meeting) Residential development where number of dwellings unknown - per 0.1 hectare (includes one Design PAD meeting)	01/04/2024 01/04/2024 01/04/2024 01/04/2024	375.00 201.00 1,965.00 6,960.00	375.00 201.00 1,965.00 6,960.00	Included Included Included Included
4	<u>Non-residential development</u> Where no floor space is created Up to 499 sqm floor area or 0.5 ha site area between 500 and 999 sqm floor area, or between 0.51 ha and 1.0 ha between 1,000 and 4,999 sqm floor area or between 1.1 ha and 2.0 ha (includes one Design PAD meeting) between 5,000 sqm or more or 2.1 ha or more* (includes one Design PAD meeting) *minimum fee for specified service and hourly rate thereafter	01/04/2024 01/04/2024 01/04/2024 01/04/2024 01/04/2024	162.00 282.00 480.00 1,020.00 1,965.00	162.00 282.00 480.00 1,020.00 1,965.00	Included Included Included Included Included
5	<u>Others</u> Follow on advice - please contact us for a quotation. Fees will be based on the officer hourly rates. History Search Variation or modification of a completed planning obligation (as a standalone request) (Additional fees will be required to cover the Council's legal costs should your request be acceptable)	01/04/2023 01/04/2025 01/04/2024	Variable 83.00 162.00	Variable 83.00 170.00	Included Included Included
	Confirmation that a planning permission or planning obligation has been complied with (per letter) (desk based)	01/04/2025	83.00	83.00	included
	Confirmation that a planning permission or planning obligation has been complied with (per letter) (site visit required)	01/04/2025	144.00	144.00	included
	Advertising	01/04/2025	144.00	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
	Hazardous substances	01/04/2024	186.00	186.00	Included
	Changes of use not falling within any of the above categories	01/04/2024	267.00	267.00	Included
	Additional Design PAD Review (meetings and response)	01/04/2024	1,455.00	1,455.00	Included
	Planning Performance Agreement - please contact us for a quotation on planning@southkesteven.gov.uk	01/04/2020	Variable	Variable	Included
	Fees will be based on the officer hourly rates published				

	Detail	Previous Change Date	2025/26 £	2026/27 £	VAT
STREET NAMING & NUMBERING					
1	Individual house re-name or re-number	01/04/2025	51.00	53.00	Exempt
2	Development re-number due to change of layout involving plot numbering or plot positions	01/04/2025	51.00	53.00	Exempt
3	Additional of a house name, where property has an official number	01/04/2025	51.00	53.00	Exempt
4	Removal of a house name from address, where property has an official number	01/04/2025	51.00	53.00	Exempt
5	Renaming/renumbering of street at residents request plus per property	01/04/2025 01/04/2025	277.00 51.00	288.00 53.00	Exempt
6	Confirmation of historic change of address to solicitors, occupiers or owner	01/04/2025	51.00	53.00	Exempt
7	Numbering of Properties - new developments Per Plot	01/04/2025	51.00	53.00	Exempt
8	Naming of new streets Per Street	01/04/2025	112.00	116.50	Exempt

	Detail	Previous Change Date	2025/26 £	2026/27 £	VAT
1	Officer Hourly Rates				
1	Assistant Director	01/04/2025	138.00	138.00	Included
	Development Management and Enforcement Manager	01/04/2025	120.00	120.00	Included
	Planning Policy Manager	01/04/2025	120.00	120.00	Included
	Principal Planning Officer	01/04/2025	107.00	107.00	Included
	Senior Planning Officer	01/04/2025	98.00	98.00	Included
	Planning/Asst Planning Officer	01/04/2025	89.00	89.00	Included
	Urban Design	01/04/2025	98.00	98.00	Included
	Conservation Officer	01/04/2025	98.00	98.00	Included
	Other specialist advice from other areas of the Council	01/04/2025	98.00	98.00	Included
	Project Management/Administration	01/04/2025	83.00	83.00	Included
2	Other Fees and Charges				
	High Hedges complaint	01/04/2025	385.00	385.00	included
	Applications to divert or stop up a public right of way				
	Administration costs	01/04/2025	1,500.00	1,560.00	included
	Minimum initial charge to cover costs of statutory adverts (subject to change depending on actual advert costs involved)	01/04/2023	645.00	670.00	included
	<i>The council will also require an undertaking to cover any legal costs associated with the process</i>				
3	S106 Monitoring Fees				
	Section 106 – Non-Financial				
	Up to 1000 dwellings or 5000 sqm floorspace (one off fee for any S106 obligation)	01/04/2025	1,500.00	1,560.00	included
	Section 106 – Financial				
	Up to 1000 dwellings or 5000 sqm floorspace (Monitoring fee capped at £15,600 per agreement)	01/04/2025	1,500.00	1,560.00	minimum monitoring fees plus 5% of financial obligation included
	Section 106 agreements with over 1000 dwellings or 5000 sqm of non-residential floorspace (Each development over 1,000 dwellings or more than 5,000 sqm floorspace will be worked out on an individual basis based on the amount of monitoring work involved. Any agreed monitoring fee will be subject to indexation.)	01/04/2025	Variable to be agreed on a case by case basis		

	Detail	Previous Change date	2025/26 £	2026/27 £	VAT
<u>BOURNE LEISURE CENTRE</u>					
1	<u>Swimming Pool</u>				
	Swimming - full rate	01/04/2025	7.30	7.50	Exempt
	Swimming - concession	01/04/2025	5.60	5.75	Exempt
	Under 5's	01/04/2024	1.10	1.10	Exempt
	Parent and toddler session	01/04/2025	7.65	7.85	Exempt
	Exclusive pool hire (per hour)	01/04/2025	207.50	213.50	Exempt
	LCC Schools (per individual)	01/04/2025	1.80	1.85	Exempt
2	<u>Main Hall (per hour)</u>				
	Sporting - full rate	01/04/2025	84.15	86.50	Exempt
	Commercial	01/04/2012	Negotiable	Negotiable	Exempt
	Badminton - full rate	01/04/2025	15.70	16.00	Exempt
	Table tennis - full rate per hour	01/04/2025	10.10	10.40	Exempt
3	<u>Fitness Room (per hour)</u>				
	Individual use - full rate	01/04/2025	10.10	10.40	Exempt
4	<u>Miscellaneous (per hour)</u>				
	Activity room/meeting room - full rate	01/04/2025	44.80	46.10	Exempt
	Spectator (per individual)	01/04/2025	1.75	1.80	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
<p>THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES</p> <p>LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS</p> <p>MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS</p>					

	Detail	Previous Change Date	2025/26 £	2026/27 £	VAT
<u>THE GRANTHAM MERES LEISURE CENTRE</u>					
1	<u>Swimming pool</u>				
	Swimming - full rate	01/04/2025	7.30	7.50	Exempt
	Swimming - concession	01/04/2025	5.60	5.75	Exempt
	Under 5's	01/04/2024	1.10	1.10	Exempt
	Parent and toddler session	01/04/2025	7.65	7.85	Exempt
	Exclusive pool hire (per hour)	01/04/2025	207.50	213.50	Exempt
	LCC Schools (per individual)	01/04/2025	1.80	1.85	Exempt
2	<u>Main Hall (per hour)</u>				
	Sporting - full rate	01/04/2025	106.50	109.60	Exempt
	Commercial	01/04/2025	145.75	150.00	Exempt
	Badminton - full rate	01/04/2025	15.70	16.00	Exempt
	Table tennis centre hall	01/04/2025	84.15	86.65	Exempt
	Table tennis - full rate per hour	01/04/2025	10.10	10.40	Exempt
3	<u>Second Hall (per hour)</u>				
	Sporting - full rate	01/04/2025	50.50	52.00	Exempt
	Commercial	01/04/2025	50.50	52.00	Exempt
4	<u>Fitness Room (per hour)</u>				
	Individual use - full rate	01/04/2025	11.20	11.20	Exempt
5	<u>Miscellaneous (per hour)</u>				
	Meeting room - full rate	01/04/2025	23.50	24.20	Exempt
	Activity Room - full rate	01/04/2025	23.50	24.20	Exempt
	Spectator (per individual)	01/04/2025	1.75	1.80	Exempt

	Detail	Previous Change Date	2025/26 £	2026/27 £	VAT
THE GRANTHAM MERES LEISURE CENTRE					
6	<u>Synthetic Pitch Pay and Play (per hour)</u>				
	Full pitch (11v11)	01/04/2025	106.50	109.70	Exempt
	Quarter pitch (5v5)	01/04/2025	35.90	36.95	Exempt
	Half pitch (9v9)	01/04/2025	64.50	66.40	Exempt
7	<u>Outdoor Facilities - (per hour)</u>				
	Tennis court - full rate	01/04/2025	12.50	12.85	Exempt
	Netball - full rate	01/04/2025	26.90	27.70	Exempt
8	<u>Membership</u>				
	Adult member	01/04/2024	37.99	39.99	Exempt
	Junior (U16)	01/04/2024	29.99	29.99	Exempt
	Concessionary	01/04/2024	29.99	29.99	Exempt
THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES					
LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS					
MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS					

	Detail	Previous Change Date	2025/26 £	2026/27 £	VAT
<u>SOUTH KESTEVEN SPORTS STADIUM</u>					
1	<u>Track Hire</u>				
	Adult	01/04/2025	67.30	69.30	Exempt
	Concession	01/04/2025	42.60	43.85	Exempt
	Floodlights	01/04/2025	61.75	40.00	Exempt
	Commercial	01/04/2025	Negotiable	Negotiable	Exempt
	Non-sporting / Non-commercial	01/04/2025	72.90	75.00	Exempt
2	<u>Individual use (per hour)</u>				
	Adult	01/04/2025	5.60	5.75	Exempt
	Concession	01/04/2025	3.90	4.00	Exempt
	Spectator (per individual)	01/04/2025	1.70	1.75	Exempt
	Hire of equipment (per booking)	01/04/2025	32.50	33.50	Exempt
	Setting up time	01/04/2025	32.50	33.50	Exempt
3	<u>Main football pitch hire</u>				
	Pitch hire (up to 2 hours)				
	Adult	01/04/2025	185.00	190.00	Exempt
	Concession	01/04/2025	123.00	126.60	Exempt
	Floodlights (per match)	01/04/2025	61.70	40.00	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	20.00	20.60	Exempt
THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES					
LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS					
MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS					

	Detail	Previous Change Date	2025/26 £	2026/27 £	VAT
<u>STAMFORD LEISURE CENTRE</u>					
1	<u>Swimming pool</u>				
	Swimming - full rate	01/04/2025	7.30	7.50	Exempt
	Swimming - concession	01/04/2025	5.60	5.75	Exempt
	Under 5's	01/04/2024	1.10	1.10	Exempt
	Parent and toddler session	01/04/2025	7.65	7.85	Exempt
	Parties - exclusive pool hire (per hour)	01/04/2025	207.50	213.50	Exempt
	LCC schools (per individual)	01/04/2025	1.80	1.85	Exempt
	Spectator (per individual)	01/04/2025	1.75	1.80	Exempt
2	<u>Membership</u>				
	Adult member	01/04/2024	34.99	34.99	Exempt
	Junior (U16)	01/04/2024	29.99	29.99	Exempt
	Concessionary	01/04/2024	29.99	29.99	Exempt
THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS					

	Detail	Previous Change Date	2025/26 £	2026/27 £	VAT
	OUTDOOR RECREATION				
1	<u>Wyndham Park Visitor Centre</u> Room hire per hour* *Guide price - please call the Visitor Centre for a specific hire quotation * Additional staffing cost on top per hour for out of normal hours	01/04/2025	23.50	*SKDC no longer offer this service.	Included

		Detail	Previous Change Date	2025/26 £	2026/27 £	VAT
		GRANTHAM CEMETERY MUSLIM INTERMENTS				
1		<u>Exclusive Right of Burial</u> (Not exceeding 50 years) Standard grave space - Parishioners	01/04/2025	749.00	786.00	Exempt
2		Monday - Friday 1 April until 30 September 08:00 - 17:00	Interments Child below 18 years	01/04/2025 01/04/2025	775.00 331.00	814.00 348.00 Exempt
3		Monday - Friday 1 October until 31 March 08:30 - 15:30	Interments Child below 18 years	01/04/2025 01/04/2025	775.00 331.00	814.00 348.00 Exempt
		<p>* Muslims burials are not available at weekends or on bank holidays Please note there is a 50% additional charge for Non Parishioners (i.e. outside of Grantham boundary) on items 1- Exclusive Right of Burial</p>				

	Detail	Previous Change Date	2025/26 £	2026/27 £	VAT
	GRANTHAM CEMETERY				
	TRADITIONAL BURIAL GROUND				
1	<u>Exclusive Right of Burial</u> (Not exceeding 50 years) Standard grave space - Parishioners	01/04/2025	749.00	786.00	Exempt
2	<u>Interment</u> Person aged 16 years or over - single depth Person aged 16 years or over - double depth Child below 16 years Each additional coffin space	01/04/2025 01/04/2025 01/04/2025 01/04/2025	775.00 863.00 331.00 267.00	814.00 906.00 348.00 280.00	Exempt Exempt Exempt Exempt
3	<u>Licence for the Erection of Memorials</u> Headstone (not exceeding 3 feet in height) Headstone (each additional 6 inches) Metal faced tablet Additional inscription Kerbed memorial	01/04/2025 01/04/2025 01/04/2025 01/04/2025 01/04/2025	191.00 191.00 127.00 77.00 204.00	201.00 201.00 133.00 81.00 214.00	Exempt Exempt Exempt Exempt Exempt
4	<u>Mausoleum</u> *	01/04/2025	965.00	1,013.00	Exempt
5	<u>Re-Open Graves</u> Interment Fee - single depth Interment Fee - double depth Interment ashed into grave	01/04/2025 01/04/2025 01/04/2025	660.00 863.00 229.00	693.00 906.00 240.00	Exempt Exempt Exempt
6	<u>Woodland Burial Ground</u> All inclusive charge covering standard grave space, single depth interment, tree and plaque - Parishioners	01/04/2025	1,849.00	1,904.00	Exempt
7	<u>Transfer of Grave Ownership</u> Administration charge	01/04/2025	161.00	169.00	Exempt
	Please note there is a 50% additional charge for Non Parishioners (i.e. outside of Grantham boundary) on items 1- Exclusive Right of Burial, 4- Re-open Graves and 6- Woodland Burial Ground				
	* Muslims burials are not available at weekends or bank holidays				

	Detail	Previous Change Date	2025/26 £	2026/27 £	VAT
1	<u>Green Waste</u>				
	Delivery of Green bin (or bins to same address)	01/04/2025	14.00	15.00	O/Scope
	Provision of green bin (all new or additional bins)	01/04/2025	29.00	30.00	O/Scope
	Annual collection charge (first bin)	01/04/2025	53.00	54.50	O/Scope
	Annual collection charge (each subsequent bin)	01/04/2025	44.00	44.50	O/Scope
2	<u>Other street care charges</u>				
	Delivery of bin (or bins to the same address)	01/04/2025	14.00	15.00	O/Scope
	Additional clear recycling sacks (pack of 15)	01/04/2024	1.95	2.00	O/Scope
	Replacement of damaged 240 ltr wheelie bins*	01/04/2024	28.00	29.00	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	14.00	15.00	O/Scope
	240 ltr bin	01/04/2024	28.00	29.00	O/Scope
	660 ltr bin	01/04/2016	price on application		O/Scope
	1100 ltr bin	01/04/2016	price on application		O/Scope
4	<u>Replacement (additional capacity) bins for Families (subject to qualifying criteria)</u>				
	Delivery of bin (or bins to the same address)	01/04/2025	14.00	15.00	O/Scope
5	<u>Developers charge for new developments</u>				
	Delivery of bin (or bins to the same address)	01/04/2025	14.00	15.00	O/Scope
	Set of bins (1 black 240 ltr & 1 silver 240 ltr)	01/04/2025	56.00	58.00	O/Scope
6	<u>Domestic refuse collection</u>				
	Bulk household items - first item	01/04/2024	21.00	22.00	O/Scope
	- each additional item	01/04/2024	11.00	12.00	O/Scope
	White Goods Collection	01/04/2024	21.00	22.00	
	Ad Hoc Bulky collections (non standard items) - to be assessed by Supervisor, charged appropriately				
7	<u>Private street cleansing</u>	01/04/2010	Based on cost	Based on cost	Included recovery
8	<u>Private grounds maintenance</u>	01/04/2024	Based on cost	Based on cost	Included recovery
9	Commercial waste collections (including bulky items) - please contact us by email; waste@southkesteven.gov.uk for a quotation	01/04/2016			

*Where bins have been damaged by the resident

	Detail	Previous Change Date	2025/26 £	2026/27 £	VAT
HOUSING REVENUE ACCOUNT DISCRETIONARY CHARGES					
1	<u>Community Rooms</u>				
	Residents weekly charge	01/04/2025	8.60	8.90	O/Scope
	Voluntary agencies & organisations usage				
	- up to 3 hours	01/04/2025	28.30	29.40	Exempt
	- more than 3 hours/all day	01/04/2025	42.70	44.30	Exempt
	Charitable organisations usage				
	- up to 3 hours	01/04/2025	7.30	7.60	Exempt
	- more than 3 hours/all day	01/04/2025	13.80	14.30	Exempt
2	<u>Communal Facilities</u>				
	Residents weekly charge	01/04/2025	9.90	10.30	O/Scope
3	<u>Guest Rooms</u>				
	Double Room - per night *	01/04/2025	28.30	29.40	Included
	Single Room - per night *	01/04/2025	21.00	21.80	Included
	Folding bed - per night *	01/04/2025	7.20	7.50	Included
	* 50% discount for persons over 60.				
	NOTE - Detailed report reviewing these charges to be presented to Housing OSC in 2026/27				

	Detail	Effective Date	2025/26	2025/26	2026/27	2026/27	VAT
LAPPC Permits for Part B Installations, Mobile Plant and Solvent Emissions Activities							
Application Fees							
1 Standard Process (includes solvent emission activites)							
1	Standard Process (includes solvent emission activites)	01/04/2017	1,650.00		1,650.00		O/Scope
	Standard Processes additional fee for operating without a permit	01/04/2017	1,188.00		1,188.00		O/Scope
	PVRI, SWOBs and Dry Cleaners	01/04/2017	155.00		155.00		O/Scope
	PVR I & II combined	01/04/2017	257.00		257.00		O/Scope
	Vehicle refinishers (VRs) and other reduced fees activities	01/04/2017	362.00		362.00		O/Scope
	Reduced fee activities: Additional fee for operating without a permit	01/04/2017	99.00		99.00		O/Scope
	Mobile Plant (not using simplified permits)	01/04/2017	1,650.00		1,650.00		O/Scope
	- for the third to seventh application	01/04/2017	985.00		985.00		O/Scope
	- for the eighth and subsequent applications	01/04/2017	498.00		498.00		O/Scope
	Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts						
2	Substantial changes to permits						
	Standard Process	01/04/2017	1,050.00		1,050.00		O/Scope
	Standard Process where the substantial change results in a new PPC activity	01/04/2017	1,650.00		1,650.00		O/Scope
	Reduced Fee Activities	01/04/2017	102.00		102.00		O/Scope
3	Transfer and Surrender						
	Transfer of a permit - Standard Process	01/04/2017	169.00		169.00		O/Scope
	New operator at low risk reduced fee activity (extra one off subsistence charge)	01/04/2017	78.00		78.00		O/Scope
	Partial transfer of a standard permit	01/04/2017	497.00		497.00		O/Scope
	Reduced Fee Activities: Partial Transfer	01/04/2017	47.00		47.00		O/Scope
4	Temporary transfer for mobiles						
	First transfer	01/04/2017	53.00		53.00		O/Scope
	Repeat following enforcement or warning	01/04/2017	53.00		53.00		O/Scope
5	Annual Subsistence Charge						
	Standard Process - LOW	01/04/2017	772.00	(+103)*	772.00	(+103)*	O/Scope
	Standard Process - MEDIUM	01/04/2017	1,161.00	(+156)*	1,161.00	(+156)*	O/Scope
	Standard Process - HIGH	01/04/2017	1,747.00	(+207)*	1,747.00	(+207)*	O/Scope
	* The additional amount in brackets must be charged where a permit is for a combined Part B and waste installation						
			HIGH		HIGH		
	PVRI, SWOBs and Dry Cleaners	01/04/2017	237.00		237.00		O/Scope
	PVR I & II combined	01/04/2017	341.00		341.00		O/Scope
	Vehicle refinishers and other Reduced Fees	01/04/2017	548.00		548.00		O/Scope
	Mobile Plant for the first and second permits	01/04/2017	1,506.00		1,506.00		O/Scope
	for the third to seventh permits	01/04/2017	924.00		924.00		O/Scope
	for the eighth and subsequent permits	01/04/2017	473.00		473.00		O/Scope
	Late Payment Fee (8 weeks from date of invoice)	01/04/2017	52.00		52.00		O/Scope
	* Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £103 to the above annual subsistence amounts						

NOTES

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

www.gov.uk

	Detail	Effective Date	2025/26 £	2025/26 £	2026/27 £	2026/27 £	VAT
6	LAPPC mobile plant charges (not using simplified permit) number of permits		Application fee	LOW	MED	HIGH	
	1	01/04/2017	1,650.00	646.00	1,034.00	1,506.00	O/Scope
	2	01/04/2017	1,650.00	646.00	1,034.00	1,506.00	O/Scope
	3	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	4	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	5	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	6	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	7	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	8 and over	01/04/2017	498.00	198.00	316.00	473.00	O/Scope
7	LA-IPPC (Local Authority Element)						
	Application	01/04/2017	3,363.00				O/Scope
	Additional fee for operating without a permit	01/04/2017	1,188.00				O/Scope
	Annual subsistence LOW	01/04/2017	1,446.00				O/Scope
	Annual subsistence MEDIUM	01/04/2017	1,610.00				O/Scope
	Annual subsistence HIGH	01/04/2017	2,333.00				O/Scope
	Late Payment Fee	01/04/2017	52.00				O/Scope
	Variation	01/04/2017	1,368.00				O/Scope
	Substantial variation	01/04/2017	3,363.00				O/Scope
	Transfer	01/04/2017	235.00				O/Scope
	Partial transfer	01/04/2017	698.00				O/Scope
	Surrender	01/04/2017	698.00				O/Scope
	*Additional fee for payment of subsistence fees for LAPPC and LAIPPC by quarterly instalments	01/04/2017	38.00				O/Scope
	** where 9(2)(a) or (b) applies under the Local Authority Permits for Part A(2) Installations and small waste incineration plan(Fees and Charges) (England) (Scheme) 2017						

NOTES

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

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

	Detail	Effective Date	2025/26 £	2026/27 £	VAT
ALCOHOL LICENSING					
1	Licensed Premises				
Grant of Premises Licence or Club Premises Certificate					
	Band A (Rateable Value £0 - £4,300)	24/11/2005	100.00	100.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	190.00	190.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	315.00	315.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	450.00	450.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	635.00	635.00	O/Scope
2	Variation of Premises Licence or Club Premises Certificate				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	100.00	100.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	190.00	190.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	315.00	315.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	450.00	450.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	635.00	635.00	O/Scope
	Minor Variation	30/06/2009	89.00	89.00	O/Scope
3	Annual Fee for Premises Licence or Club Premises Certificate				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	70.00	70.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	180.00	180.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	295.00	295.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	320.00	320.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	350.00	350.00	O/Scope
4	Grant of Premises Licence where alcohol is primary use				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	100.00	100.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	190.00	190.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	315.00	315.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	900.00	900.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	1,905.00	1,905.00	O/Scope
5	Annual Fee for Premises Licence where alcohol is primary use				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	70.00	70.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	180.00	180.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	295.00	295.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	640.00	640.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	1,050.00	1,050.00	O/Scope
Fees set by government					

	Detail	Effective Date	2025/26 £	2026/27 £	VAT
ALCOHOL LICENSING					
6 Grant of Premises Licence or Club Premises Certificate					
Number of Persons					
5,000 to 9,999		24/11/2005	1,000.00	1,000.00	O/Scope
10,000 to 14,999		24/11/2005	2,000.00	2,000.00	O/Scope
15,000 to 19,999		24/11/2005	4,000.00	4,000.00	O/Scope
20,000 to 29,999		24/11/2005	8,000.00	8,000.00	O/Scope
30,000 to 39,999		24/11/2005	16,000.00	16,000.00	O/Scope
40,000 to 49,999		24/11/2005	24,000.00	24,000.00	O/Scope
50,000 to 59,999		24/11/2005	32,000.00	32,000.00	O/Scope
60,000 to 69,999		24/11/2005	40,000.00	40,000.00	O/Scope
70,000 to 79,999		24/11/2005	48,000.00	48,000.00	O/Scope
80,000 to 89,999		24/11/2005	56,000.00	56,000.00	O/Scope
90,000 and over		24/11/2005	64,000.00	64,000.00	O/Scope
7 Annual Fee - Number of Persons					
5,000 to 9,999		24/11/2005	500.00	500.00	O/Scope
10,000 to 14,999		24/11/2005	1,000.00	1,000.00	O/Scope
15,000 to 19,999		24/11/2005	2,000.00	2,000.00	O/Scope
20,000 to 29,999		24/11/2005	4,000.00	4,000.00	O/Scope
30,000 to 39,999		24/11/2005	8,000.00	8,000.00	O/Scope
40,000 to 49,999		24/11/2005	12,000.00	12,000.00	O/Scope
50,000 to 59,999		24/11/2005	16,000.00	16,000.00	O/Scope
60,000 to 69,999		24/11/2005	20,000.00	20,000.00	O/Scope
70,000 to 79,999		24/11/2005	24,000.00	24,000.00	O/Scope
80,000 to 89,999		24/11/2005	28,000.00	28,000.00	O/Scope
90,000 and over		24/11/2005	32,000.00	32,000.00	O/Scope
Fees set by government					

	Detail	Effective Date	2025/26 £	2026/27 £	VAT
	ALCOHOL LICENSING				
8	Other Charges - Licensing Act 2003				
	Personal Licence (Grant/ renewal)	24/11/2005	37.00	37.00	O/Scope
	Theft, loss etc of a personal licence	24/11/2005	10.50	10.50	O/Scope
	Duty to notify change of name or address	24/11/2005	10.50	10.50	O/Scope
	Temporary Event Notice	24/11/2005	21.00	21.00	O/Scope
	Theft, loss etc of a Temporary Event Notice	24/11/2005	10.50	10.50	O/Scope
	Theft, loss etc of a premises licence or summary	24/11/2005	10.50	10.50	O/Scope
	Application for a provisional statement where premises being built etc	24/11/2005	315.00	315.00	O/Scope
	Notification of change of name or address	24/11/2005	10.50	10.50	O/Scope
	Application to vary licence to specify individual as DPS	24/11/2005	23.00	23.00	O/Scope
	Transfer of premises licence	24/11/2005	23.00	23.00	O/Scope
	Interim authority notice following death etc of licence holder	24/11/2005	23.00	23.00	O/Scope
	Theft, loss etc of certificate of summary	24/11/2005	10.50	10.50	O/Scope
	Notification of change of name or alteration of rules of club	24/11/2005	10.50	10.50	O/Scope
	Change of relevant registered address of club	24/11/2005	10.50	10.50	O/Scope
	Right of freeholder etc to be notified of licensing matters	24/11/2005	21.00	21.00	O/Scope
	Disapplication of premise supervisor for community premises	01/04/2020	23.00	23.00	O/Scope
Fees set by government					

	Detail	Effective Date	2025/26 £	2026/27 £	VAT
	NEIGHBOURHOODS				
1	Fixed Penalty Notice - Community Protection Notice	01/04/2018	100.00	100.00	O/Scope
2	Fixed Penalty Notice - Public Space Protection Order	01/04/2018	100.00	100.00	O/Scope
3	Fixed Penalty Notice - Domestic Waste Offence	01/04/2017	80.00	80.00	O/Scope
4	Fixed Penalty Notice - Commercial Waste Offence	01/04/2017	110.00	110.00	O/Scope
5	Fixed Penalty Notice - Waste Transfer Offence	01/04/2017	300.00	300.00	O/Scope
6	Fixed Penalty Notice - Littering Reduced for repayment within 14 days	01/04/2024 01/04/2024	500.00 250.00	500.00 250.00	O/Scope
7	Fixed Penalty Notice - Fly Tipping Reduced for repayment within 14 days	01/04/2024 01/04/2024	1,000.00 500.00	1,000.00 500.00	O/Scope
8	Fixed Penalty Notice - Fly Posting*	01/04/2018	100.00	100.00	O/Scope
9	Fixed Penalty Notice - Graffiti Reduced for repayment within 14 days	01/04/2024 01/04/2024	500.00 250.00	500.00 250.00	O/Scope
10	Fixed Penalty Notice - Abandoning a Vehicle	01/04/2017	200.00	200.00	O/Scope
11	Fixed Penalty Notice - Nuisance Parking	01/04/2017	100.00	100.00	O/Scope
12	Fixed Penalty Notice - Householder waste duty of care* Reduced for repayment within 14 days	01/04/2024 01/04/2024	600.00 300.00	600.00 300.00	O/Scope
13	REQUESTS FOR RELEASE OF CCTV IMAGES Legal Representative/Insurance Company	01/04/2025	100.00	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				

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

* The fees above are set by Government

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

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

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

* The fees above are set by Government

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

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SOUTH
KESTEVEN
DISTRICT
COUNCIL

Fees and Charges

Charging Policy

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- 2. General Principles**
- 3. Determining the Amounts to be Charged**
- 4. Concessions**
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1. Purpose and Introduction

To ensure that fees and charges are set in a considered and consistent manner for South Kesteven District Council.

The Council is committed to having a sustainable Medium-Term Financial Strategy (MTFS) of which income from fees and charges represent an important source of funds to the Council and enable a wide range of services to be delivered. To ensure fees and charges are being used effectively, the Council will ensure its overall charging policy links with its corporate aims and objectives.

The setting of fees and charges is incorporated within the medium-term financial planning and budget setting process which will also link to cross cutting issues and impacts that will need to be considered in the context of wider policy objectives. This document sets out an overall policy framework to support and guide in the practical approach to setting fees and charges that is consistent with the corporate plan 2024-27 and the key priority of Effective Council.

This policy also provides guidance to managers on how to cost services in order to determine the amount to be charged taking into account concessions, exemptions etc. along with the governance arrangements for approval.

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.

2. General Principles

Where the Council has the option to levy a charge, and there is no justification why an exception should be made, it is the Council policy a charge should be made on both statutory and discretionary charges in accordance with this charging policy.

Fees and charges are to be structured to support the achievement of the Council's priorities and ideally recover the full cost of service delivery. Optimum use of fees and charges is to be made without having a detrimental effect on:

- Income
- Quality
- Services levels
- Vulnerable people
- Legislation
- Health and Safety
- Creating unintentional outcomes
- Public satisfaction

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 an overhead rate for central costs where a different rate has not otherwise been agreed
- The level of fees & charges should be reviewed annually, with the normal default being that inflation is added

3. Determining the amounts to be charged

Where the Council controls the level of the charge to be made for a service, it is the Council policy that the charge should cover the actual costs of providing the service (including overheads). Where a service is not recovering fully the costs, it is being subsidised by the local Council Tax payer from the General Fund or Rent Payer for the Housing Revenue Account. Some key questions to ask therefore are:

'Do we want the service user to pay for the service or do we want all Council Tax payers / Rent Payer to pay for or contribute to the costs of the service'?

'Can this be used as loss leader for another added value service which we can market and promote'?

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.

It is recognised that this will not be appropriate in all circumstances and the actual amount proposed will need to take into account:

- Relevant Council strategies and policies
- Any subsidy or concessions given
- Market conditions and prices charged by competitors and/or other Local Authorities
- The need to avoid potential distortion of the market which might occur from pricing below the levels charged by the private sector for similar services
- The need to avoid exploitation of customers who have no option but to use Council services
- The impact of increased usage on a particular service
- The need to increase Council income
- Service users' views where provided

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. Examples are provided in each of the quadrants.

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.

Those in the bottom-left quadrant – high regulation, low / no competition should consider any regularity requirements. If there is no restriction on charging, then full cost recovery as a minimum should be the default.

Level of external competition	<i>Market Regulation / Specialisation</i>	<i>Profit</i>
	Cost / benefit Analysis	Recover full costs / Generate profit
Level of regulation	Specialise or Regulate	
	Building Control	Off-street car parking
Level of external competition	<i>Regulatory or 'core services'</i>	<i>Market Regulation / Specialisation</i>
	Comparative cost and performance	Cost / benefit Analysis
Level of regulation		Theatres
	Environment Health	

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.

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 (e.g. fines for littering or parking violations)
- A lower price for a service can seek to attract people from alternative perhaps more costly public services (pre-planning advice may ease the requirements when a full planning application is submitted)
- Testing the market for a new service may require a time of 'loss-leading' while demand is established, and costs spread more widely
- Charging can increase the perception of value of the service to the user

Appendix A provides some further guidance around the impact of different charging options, understanding costs and income and consideration of what the public think which will be helpful for budget holders when setting their charges.

VAT: Consideration needs to be given in all cases as to whether VAT is applicable.

Approach to Charge Setting

Within the service and budget planning process fees and charges should be identified to one of the categories in the table below and the appropriate charging policy adopted in establishing and reviewing charges rates/levels.

Approach	Policy Objective
Full Commercial – the default position	Aim to maximise revenue within an overall objective of generating a surplus from this service which can then support the delivery of other council services
Full commercial with discounts	As above, but with discounts being given to reflect market conditions and enable trade. Discounted costs are met out of the service budget
Full commercial with concessions	As above, but with discounted concessions being given to enable disadvantaged groups to access the service determined from the Equalities Impact Assessment (EIA)
Statutory	Charges are set in line with legal obligations and charges are only made for added value services
Cost recovery	The Council aims to recover the costs of providing the service from those who use it, including all overheads, investments, costs of sales and development.
Cost recovery with concessions	As above, but the Council is prepared to subsidise the service to ensure disadvantaged groups have access to it
Premium Services	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
Free	Service fully available at no charge as set by Council policy which we can potentially use as a marketing tool for selling added value services.
Subsidised	The Council wishes users of the service to make a contribution to the costs of providing it. This might be to meet a service objective or allow competition with other providers. This may be applicable for services that contribute to the councils objectives but where full cost recovery would make the service unviable. The Council should enhance its reputation with its customers by promoting this.

Nominal	The Council wishes to make the service available but sets a charge to discourage frivolous usage
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If a commercial rate is appropriate budget holders will need to first undertake an analysis of their costs to ensure it is achieving cost recovery but will need to supplement this with relevant benchmarking information to ensure the fee is set appropriate taking into account market prices so that the service remains competitive through maximising the fee earning potential but also being aware of what the market can bear.

Where the income for a service isn't recovering its cost officers will need to consider:

- Can the service be delivered in a more cost effective and efficient manner to reduce expenditure?
- Use this service as a 'loss leader' to sell added value services which would cover the shortfall
- Challenge whether we still want to deliver the service at a cost and subside?

All calculations will need to be updated annually by the service areas and also reviewed by the finance team to sense check the information and methodology being applied. Budget holders should remember that any systems and procedures should be proportionate to the importance and scale of the income involved and any risks of legal challenge arising from regulatory requirements.

Costing the services provided

The charge for services to the users should generally be calculated on the full cost of providing the service which should include items such as:

Direct Costs

- Salary and associated on costs (National Insurance and Pensions) taking into account non productive time
- Travel costs
- Specialised or additional equipment required for the provision of the service
- Cost of sales or recovery of any investments made to provide the service

Indirect Costs

- Overheads such as HR, ICT, Finance as well as any corporate recharge costs
- Taking into account any previous years surplus or deficit

There may be other associated costs which need to be taken into account that are incurred to deliver the service which budget holders will need to quantify when establishing a total cost for the service. The total cost may then need to be allocated out across the estimated number of users (which would need to be evidenced) in order to arrive at a suitable charge.

Budget holders may also need to set fees and charges based on officer time in order to allocate their costs to arrive at a set charge and therefore appropriate systems for time recording will need to be implemented. Further support can be obtained from Financial Services.

Where there is any statutory or legislative guidance on which costs are allowable when calculating a charge these need to be adhered to.

4. Concessions.

There will be some circumstances where it may be appropriate to consider offering discounts or concessions in relation to particular services/activities or customer groups on a basis which is consistent with achieving the Council's objectives.

When reviewing or establishing the level of discount or concession offered for a particular service the following should be considered:

- 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?
- What will the impact on income for this service be by offering a concession? Is there a business case to support short-term reduction in charges with the aim to increase overall take up and overall income yield for the service in the long term.

Recognising the broader agenda to maximise access to services and to ensure equity and fairness in charging, concessions/discounts should be considered for the following groups:

- Young people aged 16 years or younger
- Full-time students
- Senior Citizens over pensionable age
- Individuals on low incomes in receipt of means tested benefit
- People with a disability in receipt of a means tested benefit
- Individuals receiving a 'carers allowance'

- Ex-members of the Armed Forces

An assessment of the desirability of offering concessions (including the financial implications) should be part of the evaluation of an appropriate charge.

Managers should be able to demonstrate the effect on usage, access and finance of any concessions in calculating the charge and the income that is derived.

5. Income Collection

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.***

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)

Where invoices are required to be issued the following points should be noted:

- Invoices should be raised for all fees/charges where appropriate, authorisation to raise invoices should be processed through the finance system preferably in advance of service delivery
- Where a cancellation of service is required they should be sent to Sundry Debt team promptly with an appropriate explanation (e.g. invoice raised incorrectly, service not provided) using existing documentation.
- Requests for write-offs should be sent to the Sundry Debt team with the appropriate explanation
- Any arrangements or circumstances to stop/suspend recovery action should be promptly notified to Sundry Debt team
- Budget Holders should be prepared to provide sufficient documentary evidence to enable legal action to be taken through the Courts

6. Governance

All fees and charges must be approved by Council as laid out within the constitution. The setting of fees and charges forms part of the annual budget process as summarised below:

- **Budget holders** undertaken review of fees and charges in September as part of the preparation of the draft budget – these take into the account the principles and approach as outlined in this Corporate Charging Strategy.
- Proposals should be discussed and agreed with the relevant **Portfolio Holder**
- Budget consultation including fees and charges proposals is undertaken with the **Budget – Joint Overview and Scrutiny Committee** in order to provide feedback to Cabinet.
- **Cabinet** then formally recommend the draft fees and charges after the budget scrutiny meeting to Council
- **Council** formally approve the fees and charges for the following financial year

Reviewing of Fees and Charges

- Fees and charges **should annually be subject to a detailed review** and, should at least, increase in line with the rate of inflation as part of the budget setting process. The rate of inflation will be set by the Section 151 officer.
- Where fees and charges are set on a full commercial or subsidised basis (where the subsidy is linked to perceived market conditions), annual benchmarking needs to be undertaken. This information together with any other market intelligence will need to be considered as part of the annual review process. Budget holders will also need to explain and demonstrate how market information has influenced pricing decisions.
- As part of the annual review each service should consider if services currently provided free should be subject to a charge to ensure this is still appropriate.
- Where there are any significant changes during the course of a year, such as costs, market forces or service levels which materially affect current charge and revenues, then a report will need to be presented to Cabinet for approval as part of the delegation within the constitution for amending charges outside the annual fee setting process with Council.
- Where there is to be a change or new charge, then the budget holder should ensure that this is carried out in a timely manner, undertaking any consultation and meeting any legal obligations required including undertaking an EIA.

7. Summary

Fees and charges are an important and valuable part of the Council's income. It is vital that all fees and charges are reviewed annually and in accordance with this policy. This enables the Council's policy to be fair, joined up and transparent to all its customers irrespective of which part of the Council provides the service.

The review of fees and charges will be conducted at the same time and will form an integral part of the annual budget cycle, policy, planning and monitoring of the Council's income.

This policy will be reviewed in line with any changes in legislation with any minor approved by the Section 151 officer in consultation with Corporate Management Team and members as appropriate.

Significant changes will be formally reviewed and approved by Council.

INFORMATION THAT WILL HELP TO SET CHARGES

APPENDIX A

Clarity on the objectives	
Why is this an issue?	<ul style="list-style-type: none"> • A problem within the service area that charging could influence? • A corporate target that charging could help achieve? • A desire to increase take-up or discourage use? • A need to generate income in order to maintain service levels within the service or elsewhere?
What are we hoping to achieve?	<ul style="list-style-type: none"> • Reduction in problems in certain service areas? • Generate economic growth? • Encourage access to services by under-represented groups? • Meet costs and raise money for related objectives?
What are the constraints?	<ul style="list-style-type: none"> • Wider council strategic issues • One Council Delivery Plan • Agreed charging policy framework • Lack of market intelligence

The impact of different charging options

Factors to consider	The data that will help	The analysis that is needed
Who is using the service and when?	Data on service use, as applicable: <ul style="list-style-type: none"> • By location • By time of day • By day of week • Seasonal information 	<ul style="list-style-type: none"> • Use compared to target • Analysis of customers by age, gender, race, disability, socio-economic group, reasons for service use
The impact of changes to service on service use and other objectives	<ul style="list-style-type: none"> • Historical data on the impact on service use when the council made changes to other local charging levels • Impact and evaluation data from similar council who have implemented changes 	<ul style="list-style-type: none"> • Forecasts of the likely impact of the charging options on user type and location • Analysis of the impact of changed charges in previous years • Forecast of impact of changes on wider objectives

Understanding costs and income		
Factors to consider	The data that will help	The analysis that is needed
What are your current costs and income?	<ul style="list-style-type: none"> • Total costs and total income generated • Income data from similar councils 	<ul style="list-style-type: none"> • Analysis of income data to show cost and income by location/type/service level • Analysis of cost and income over time and by location
The impact of changed chargers on income	<ul style="list-style-type: none"> • Income data from similar councils who have made changes to charging levels 	<ul style="list-style-type: none"> • Forecast of the likely impact of the options on income, using forecasts for changes in car park use
Does the level of income generation/subsidy reflect local priorities?	<ul style="list-style-type: none"> • The current level of subsidies • Comparison of subsidies with similar councils, with similar community profiles 	<ul style="list-style-type: none"> • Analysis of whether income is making desired contribution to the overall income of the council • Analysis of whether any subsidies can be linked to other council priorities (for example reduced charges to promote economic growth)
Will further cost pressures be faced in the future?	<ul style="list-style-type: none"> • Data on the efficiencies that the council has planned to make 	<ul style="list-style-type: none"> • Forecast of potential future cost pressures, including changes in service, the impact of regeneration • Analysis of impact of future pressures on income

What do the public think?

Factors to consider	The data that will help	The analysis that is needed
How acceptable are the proposals to the public?	<ul style="list-style-type: none"> • A breakdown of public views by customer group, geographical area and type of service user • Historical data on how the public reacted to other changes to charging made in previous years 	<ul style="list-style-type: none"> • Analysis of complaints, enquiries from focus groups to understand the concerns locally • Analysis of what happened after previous changes to charging levels
What impact will the proposals have on the public?	<ul style="list-style-type: none"> • Comparisons of satisfaction levels in similar councils, with similar community profiles, who made similar changes to charging levels 	<ul style="list-style-type: none"> • Analysis and forecast of the impact that each option may have on the public satisfaction levels • Analysis of the views and the potential impact on other, for example local retailers

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Cabinet

Thursday, 15 January 2026

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

Localised Council Tax Support Scheme 2026/27

Report Author

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

claire.moses@southkesteven.gov.uk

Purpose of Report

This report reviews the responses to the public consultation of the Council's Local Council Tax Support Scheme 2026/27, along with the recommendations from the meeting of the Finance and Economic Overview and Scrutiny Committee which took place on 18 November 2025.

Recommendations

Cabinet is asked to

- 1. Recommend to Council the Local Council Tax Support Scheme for 2026/27 based on the same overarching criteria as the existing scheme as detailed in paragraphs 2.13 to 2.44**

Decision Information

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

1. Implications

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

Finance and Procurement

- 1.1 The actual cost of the Council Tax Support Scheme for working age and pension age residents will not be known for certain until the end of the financial year and will be dependent on the actual caseload in year as well as the levels of Council Tax set by the District Council and the major precepting authorities.
- 1.2 The estimated cost of the scheme, based on current caseload, is taken into consideration when calculating the Council's tax base for the financial year and will impact on the estimated Council Tax yield for the year.
- 1.3 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.
- 1.4 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 £27,967 (based on 17 eligible awards for 2025/26 as of 20 November 2025). 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

- 1.5 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 Police and Crime Commissioner). Some of these costs are currently unknown and this is detailed further within this report and Appendix 1. This appendix also provides a background of the option, impact of change if approved and impact if it is not approved.

- 1.6 The regulations for the scheme proposed to be adopted are to be collated and made available for Council in January 2026.
- 1.7 Section 5 of the report contains further advice on the steps Councils are required to take by law.

Completed by: James Welbourn, Democratic Services Manager

Risk and Mitigation

- 1.8 The Council, and other preceptors, bears the risk of the cost of the Council Tax Support scheme if an increase in caseload causes costs to increase beyond predictions.
- 1.9 Any revisions to the scheme must be approved by 31 January 2026.
- 1.10 The scheme cannot be changed mid-year and therefore it is vital the correct scheme is in place.

Completed by: Tracey Elliott, Governance & Risk Officer

Equalities, Diversity and Inclusion

- 1.11 It is expected that any changes to the current scheme that reduce the current maximum award of support will have an adverse impact on specific household income. Whilst this impact would not be related to any specific protected characteristic identified in law, we are mindful of socio-economic impact and will give due regard as part of the equality impact assessment of the Scheme.
- 1.12 The proposed scheme for 2026/27 is a 'no change' proposed scheme and as such, there are no reductions in current maximum award.

Completed by: Carol Drury, Community Engagement Manager

2. Background to the Report

- 2.1. The Council has a clear commitment in its Corporate Plan 2024-2027 to enabling economic opportunity and being an effective council. This report, and the support provided through the Council's Localised Council Tax Support Scheme, delivers these priorities.

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

2.3. The Council agreed to a LCTSS which came into effect on 1 April 2013. Our core scheme currently provides:

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

2.4. As of 2 December 2025, there are currently **7,284** residents claiming LCTSS in the South Kesteven District. Of these, **3,144** are pensioners who are protected under the legislation and receive LCTSS as prescribed by the Government (broadly similar to the level of Council Tax Benefit). This leaves **4,140** claimants of working age; of those **3,245** are deemed vulnerable. This leaves **895** people who will be affected by changes to the level of support determined by a local scheme.

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

1st of month	Working age	Pension age	Total
March 2023	4,094	3,141	7,235
June 2023	4,113	3,133	7,246
September 2023	4,001	3,115	7,116
December 2023	4,014	3,090	7,104
March 2024	4,046	3,082	7,128
June 2024	4,096	3,076	7,172
September 2024	4,038	3,076	7,114
December 2024	3,982	3,088	7,124
March 2025	4,097	3,118	7,215
July 2025	4,157	3,122	7,279
October 2025	4,110	3,133	7,243
December 2025*	4,140	3,144	7,284

*As of 2 December 2025

2.6. The proposed scheme must follow prescribed stages as stated in the Local Government Finance Act 2012 before it can be adopted by this Council as a Billing Authority.

Financial cost of the current Council Tax Support Scheme - 2025/26

2.7. 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.

2.8. The transfer of the remaining legacy benefit claimants to Universal Credit continues and is due to conclude by the end of 2026. Claimants are contacted by DWP and

asked to move to Universal Credit. The rollout is managed by the DWP and started in April 2024. The current number of legacy customers awaiting transfer is minimal.

- 2.9. The cost of the scheme has increased because the rate of transfer has increased.
- 2.10. Current caseload can be broken down in the following table which shows any changes implemented will only apply to **12.29%** of the caseload (working age), as pensioners and vulnerable working age are protected. This is a reduction from the previous year of 2.05% (working age caseload was 14.34%).

Caseload breakdown	Caseload	% of caseload	Cost of scheme (£)
Total caseload	7,284	100%	£8,214,212
Pensioner (protected)	3,144	43.16%	£3,570,815
Working age vulnerable (protected)	3,245	44.55%	£3,946,167
Working age (local discretion)	895	12.29%	£697,230

- 2.11. Based on caseload as of 2 December 2025, the current cost of the scheme is £8,214,212 (increased by £574,926 from £7,644,265 at the same point in 2024). South Kesteven's share of the total cost of the 2025/26 scheme is £739,279 (9%) and has increased by £51,295 at the same point in 2024.
- 2.12. Due to the protections from changes to pensioners and vulnerable working age customers, any reduction in cost to the proposed scheme can only be applied to the 895 working age customers, or 12.29% of the caseload. This means out of the Council's current share of the cost of £739,279 – only £90,857 (12.29%) can be influenced by any change made to the current scheme. This is a reduction from 14.34% at the same point in 2024.

Current Local Council Tax Support Scheme – 2025/26

- 2.13. 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.
- 2.14. The current scheme has the following restrictions for working age customers: -
 - Maximum entitlement capped to 80%.
- 2.15. The current scheme also has the following amendments to Council Tax technical restrictions for all Council Tax payers: -

- 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: -
 - 100% premium – this results in a 200% charge – empty between 2 and 5 years;
 - 200% premium – this results in a 300% charge – empty between 5 and 10 years; and
 - 300% premium – this results in a 400% charge – 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;
- 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); and
- Second home premium of 100%.

Council Tax Exemption for care leavers – effective from 1 April 2019

2.16. The scheme was first approved for 2019/20, for a local discretionary Council Tax exemption of up to 100% for care leavers aged 18 to 21 years, with the exemption ending on the individual's 22nd birthday.

2.17. The scheme was amended for 2021/22 and the age limit criteria was increased to 24 years of age, with the discount ending on the individual's 25th birthday.

Special Constabulary Council Tax Discount Scheme – effective from 1 April 2022:

2.18. 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.

2.19. The retrospective discount has been awarded to one Special Constable for 2024/25 totalling £832.51. The scheme for 2025/26 will open on 1 April 2026, with applications to be received by 30 May 2026.

- 2.20. If continuation of the scheme is approved by Council, the Police and Crime Commissioner (PCC) will write to all Special Constables who live within South Kesteven by 30 April 2026 to confirm they have met the hours worked criteria and will provide a link to the Council's website.
- 2.21. Each Special Constable will be required to complete the online application form and upload the letter from the PCC.
- 2.22. The award of the discount will be referenced to service during 2025/26. As a result, the eligibility for the discount will be considered, and an award made no later than the 31 May 2025 which will be applied to the Council Tax account for 2025/26.
- 2.23. In the response to the public consultation (Appendix 3), the PCC support the continuation of support for Special Constables.

Discretionary Council Tax Payment Fund - £30,000

- 2.24. 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.
- 2.25. The total amount of funding allocated for each year is £30,000. For 2025/26, the decision was taken to move any unspent funding from 2024/25 into the new year. As a result, in 2025/26 there was a total of £30,082 funding available.
- 2.26. As of 2 December 2025, £8,912 has been awarded, meaning there is £21,170 remaining, to be issued up to 31 March 2026.
- 2.27. Discretionary Payments can be applied for independently but are often considered as part of the application process for Discretionary Housing Payments (support for shortfall between Housing Benefit / Universal Credit award and eligible rent). Officers are aware of the DCTP and actively encourage customers to apply where eligibility criteria are met.
- 2.28. A separate report, 'Discretionary Payment Policies 2026-27' was considered by Cabinet on 2 December 2025 where the Discretionary Council Tax Payment Policy 2026/27 was approved.

Continuation of the War Pension and Armed Forces Compensation Disregard for Housing Benefit and Council Tax Support – effective from 1 April 2024:

- 2.29. 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.
- 2.30. 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 this consultation and decision making process and was first brought to this Committee for inclusion in consultation in July 2023, for the 2024/25 scheme.

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

- 2.31. 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.
- 2.32. 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.

Introduction of the Second Home premium (100%) – effective from 1 April 2025:

- 2.33. Council approved the introduction of the premium from 1 April 2025 at its meeting on 25 January 2024.
- 2.34. Councils were required to give 1 year's notice of the decision to introduce the premium. Letters were issued to second home owners on 22 March 2024 informing them of the decision. Information was also included as part of the consultation and approval process for the 2025/26 LCTS scheme.
- 2.35. Regulations were laid before parliament on 8 October 2024 which included the mandatory exceptions to council tax premiums on second homes. These regulations came into force on 1 November 2024 and, for South Kesteven, came into effect from 1 April 2025.
- 2.36. In November 2024, letters were issued to all second home owners (359 at the time) to advise of the change and requested completion of the exception form – asking the home owner to state why the property should be excepted from the premium.

- 2.37. The outcome of the contact to homeowners for the introduction of the premium from 1 April 2025 was included in the Cabinet report, which was discussed on 16 January 2025 and approved by Council on 30 January 2025.
- 2.38. In February 2025, letters were issued to all 359 responders advising of the outcome of the review and decision to apply the exception or premium from 1 April 2025. Annual Council Tax bills were issued for 2025/26 which included the premium (where applicable).

Consultation and communication – proposed ‘no change’ scheme for 2026/27

- 2.39. A report was presented to this Committee on 24 July 2025 to consider a ‘no change scheme’ for 2026/27 for public consultation. The recommendation by this Committee was to undertake consultation for the 2026/27 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 2026.
- 2.40. Public consultation began on 1 September 2025 and ran to 30 September 2025. 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).
- 2.41. Letters were issued to all those in receipt of Council Tax Support at the start of the consultation. This was a total of 7,243 recipients. A total of 440 individuals responded to the consultation – this is a rate of 6.07% (compared to 336 responses of 7,133 – 4.73% for the previous year). The response to questions were not mandated and as such, some questions were not responded to.

2.42. Overall, 83% of respondents agreed with the principles of the current scheme, and 84% of respondents agreed 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.

2.43. The key findings of the consultation are detailed within Appendix 1 and a summary of the responses is detailed below:

	Agreed		Disagreed		Didn't Know		Total
	No.	%	No.	%	No.	%	
Agreed with the principles of the current scheme	364	83.1%	34	7.8%	40	9.1%	438
Thought the level of discounts and premiums for unoccupied, unfurnished and second home properties should continue	336	80.2%	22	5.2%	61	14.6%	419
Thought the exemption for young people leaving the care system should continue	349	83.5%	32	7.7%	37	8.8%	418
Thought the Special Constable Discount scheme should continue	277	66.6%	68	16.3%	71	17.1%	416
Thought the War Pension and Armed Forces Compensation Disregard for Housing Benefit and Council Tax Support should continue	321	79.8%	16	4.0%	65	16.2%	402
Thought the Capital tariff limit and disregard for working age claimants to be aligned to pension age claimant values should continue	297	74.4%	8	2.0%	94	23.6%	399
Thought the second home premium should continue in 2026/27	319	80.2%	16	4.0%	63	15.8%	398
Thought the Discretionary Payment schemes should continue for 2026/27	358	90.2%	23	5.8%	16	4.0%	397
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	333	84.1%	20	5.0%	43	10.9%	396

2.44. The consultation responses from Lincolnshire County Council and the Police and Crime Commissioner are detailed in Appendices 2 and 3.

3. Key Considerations

- 3.1. Consideration needs to be given to all the options proposed and consulted on which are detailed in Appendix 1.
- 3.2. It is proposed there are no changes made to the scheme and the current core elements of the 2025/26 scheme, as detailed in paragraphs 2.13 to 2.43 of this report, are retained and continue for 2026/27.

4. Other Options Considered

- 4.1 All options for consultation are detailed in Appendix 1 of this report.

5. Reasons for the Recommendations

- 5.1. The proposed scheme must follow prescribed stages as stated in the Local Government Finance Act 2012 before it can be adopted by this Council as a Billing Authority – this is detailed as follows:

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*

6. Consultation

- 6.1. Full Council, as Billing Authority, needs to approve the scheme after consultation as referenced in paragraph 2.6.
- 6.2. The remaining consultation timetable is as follows: -
 - 29 January 2026: Council – decision required: approval of final 2026/27 scheme for implementation from 1 April 2026. 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 2026.

7. Appendices

7.1. There are four 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
- Appendix 4: Equality Impact Assessment

Council Tax Support Consultation – 2026/27 Scheme

Results

October 2025

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 help low-income households with the costs of their council tax bill.
2. The scheme is administered by the Council using rules which have been set locally. Underpinned by national legislation, support is focused on those facing financial hardship, with costs being met by SKDC and central government.
3. Introduced after the abolition of Council Tax Benefit in 2013, the scheme sets out the rules and principles that guide how discounts will be calculated and is reviewed annually. The amount of discount received is dependent on income, savings, council tax band and household circumstances, and is applied as a reduction to Council Tax bills.
4. To help the Council determine how best to allocate/distribute its Council Tax support from April 2026, respondents were asked what they thought of the key elements of the scheme. These included:
 - the principles of the Council Tax Support Scheme
 - Council Tax technical restrictions (discounts and premiums)
 - an exemption for young people leaving the care system
 - a special constable discount
 - disregards of war pension and armed forces compensation payments
 - the alignment of the value of the capital tariff limit and disregard for working age claimants to the pension age claimant values
 - a Council Tax second home premium
 - discretionary Council Tax payment schemes
5. 440 individuals responded to the annual Council Tax Support consultation, which took place from 1 to 30 September 2025.

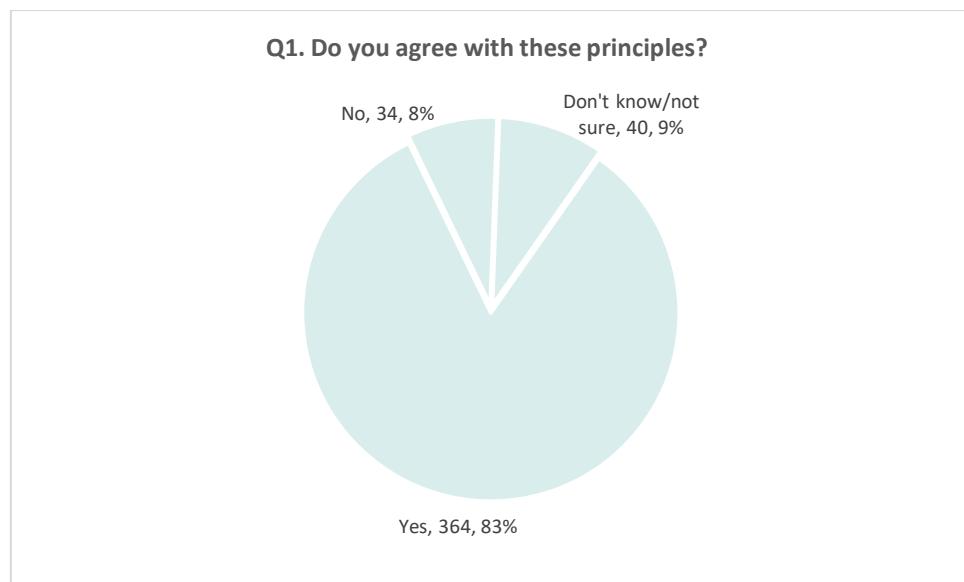
The principles of the Council Tax Support Scheme:

6. SKDC's Council Tax Support Scheme has two main 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.

7. Respondents were informed that the Council is proposing to continue to focus on these principles.

8. When asked if they agreed with these principles, eight out of ten respondents (364 or 83.1%) said that they did, as illustrated in the pie chart and table below:

	No	%
Yes, I agree with these principles	364	83.1
No, I don't agree with these principles	34	7.8
I don't know if I agree or disagree with these principles	40	9.1
	438	100



9. The second question on the survey asked respondents to detail why they didn't agree with these principles. Analysing their comments revealed that they had strong opinions about who should receive council tax support and under what circumstances. Some suggested that only pensioners, disabled individuals, or those on means-tested benefits should receive support. Respondents also commented on the percentage of council tax reduction offered, with some feeling that the proposed 80% cap is too high, or unfair. Examples of the comments made are included below and overleaf:

“No reason for those of working age to receive support.”

“It's too high. 25% would be fairer.”

““The help given should depend on people's individual situations and should be up to 100% support where necessary.”

Council Tax technical restrictions (discounts and premiums) - introduced from 1 April 2013 (and onwards)

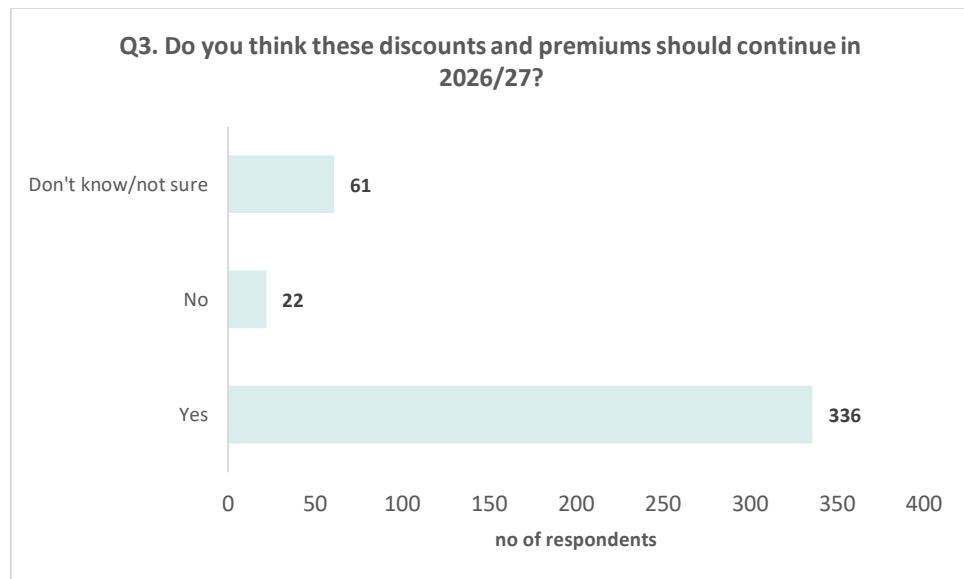
10. SKDC's scheme also has the following amendments to Council Tax technical restrictions for all Council Taxpayers. These have been made as a result of changes to legislation. They are: -

- 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).

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

11. When asked if they thought these discounts and premiums should continue in 2026/27, eight out of ten respondents (336 or 80.2%) thought that they should, as illustrated below:

	No	%
Yes, I think the discounts and premiums should continue	336	80.2
No, I don't think the discounts and premiums should continue	22	5.2
I don't know if the discounts and premiums should continue	61	14.6
	419	100.0



12. When asked to describe why they didn't agree with the discounts and premiums, the responses tended to fall into one of two viewpoints. Some believed that the Council should not levy a charge for unoccupied property, as no services are being used. Others thought it was wrong to leave properties empty, particularly given the current housing crisis. This is illustrated in the quotes below:

“Empty houses do not use council services.”

“Premiums of 200%+ should be applied given the housing crisis as it would encourage people to rent or sell the house so it can be used.”

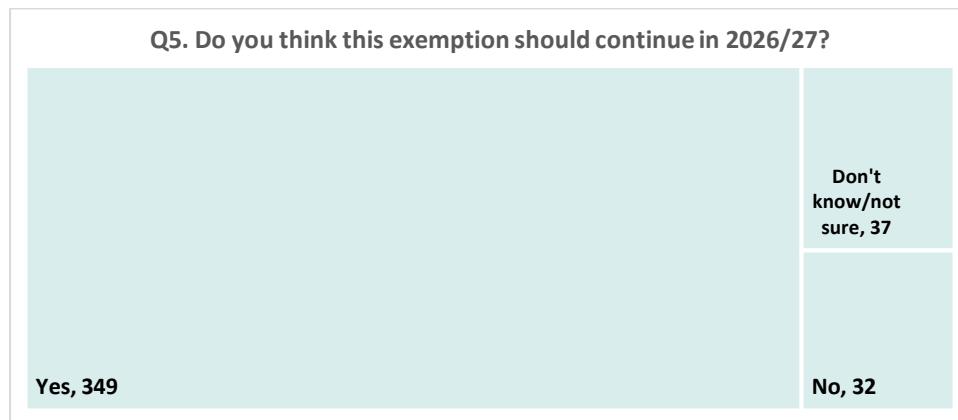
An exemption for young people leaving the care system - introduced from 1 April 2019:

13. 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.

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

15. Just over eight out of ten respondents (349 or 83.5%) 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 below and overleaf:

	No	%
Yes, I think the exemption should continue	349	83.5
No, I don't think the exemption should continue	32	7.7
I don't know if the exemption should continue	37	8.8
	418	100.0



16. When asked why they didn't support this exemption, most comments were centred on eligibility and whether the scheme is fair. There was debate about whether care leavers should be treated differently from other young people, and whether support should be means-tested or based on individual circumstances. The age at which support finishes was also mentioned, as illustrated here:

“Why should a young person leaving the care system be treated any differently from a young person from a low-income home....?”

“The age limit of 25 is far too high and doesn't encourage them to find a job....”

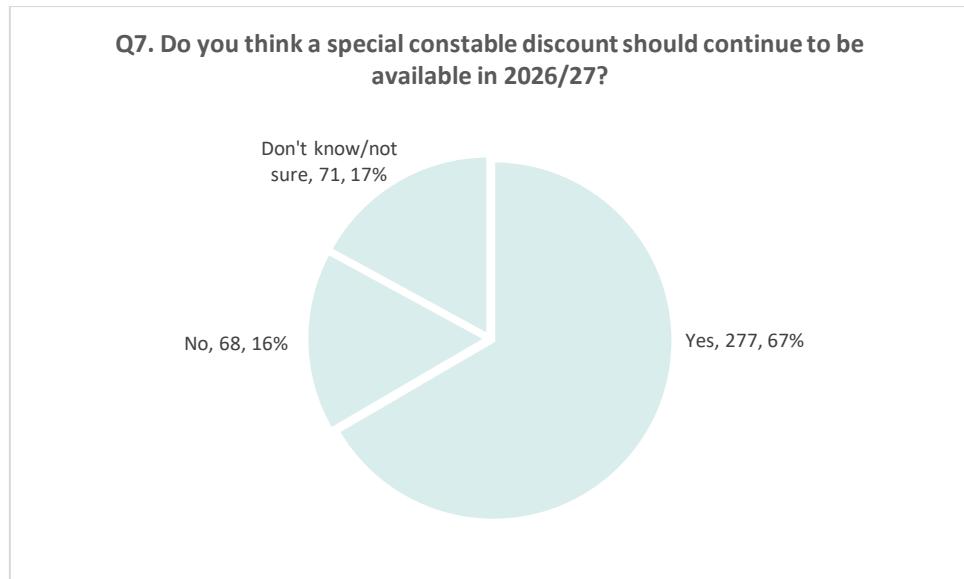
Special Constable Discount Scheme - introduced from 1 April 2022

17. 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%).

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

19. Two thirds of respondents (277 or 66.6%) thought the Special Constable Discount Scheme should continue to operate in 2026/27, as illustrated below and overleaf:

	No	%
Yes, I think the scheme should continue to be available	277	66.6
No, I don't think the scheme should continue to be available	68	16.3
I don't know if the scheme should continue	71	17.1
	416	100.0



20. When asked why they didn't support special constables being awarded a discount on their council tax, the reasons respondents gave were varied. Some asked why Special Constables receive a council tax discount when other volunteers or key workers (such as NHS staff, military personnel, teachers, and other emergency service volunteers) do not. Others said that it was their choice to volunteer and that maybe the amounts incurred could be better used elsewhere. There appears to be a strong sentiment that the scheme is unfair and creates inequality among those who contribute to society. This is illustrated in the quotes below:

“Why should Special Constables be treated differently to any other volunteer emergency service workers (retained fire fighters, first responders etc)?”

“Rather than offering selective discounts, the funds saved by discontinuing this scheme should be redistributed to other vital local services that benefit the wider community.”

“It is their choice to volunteer.”

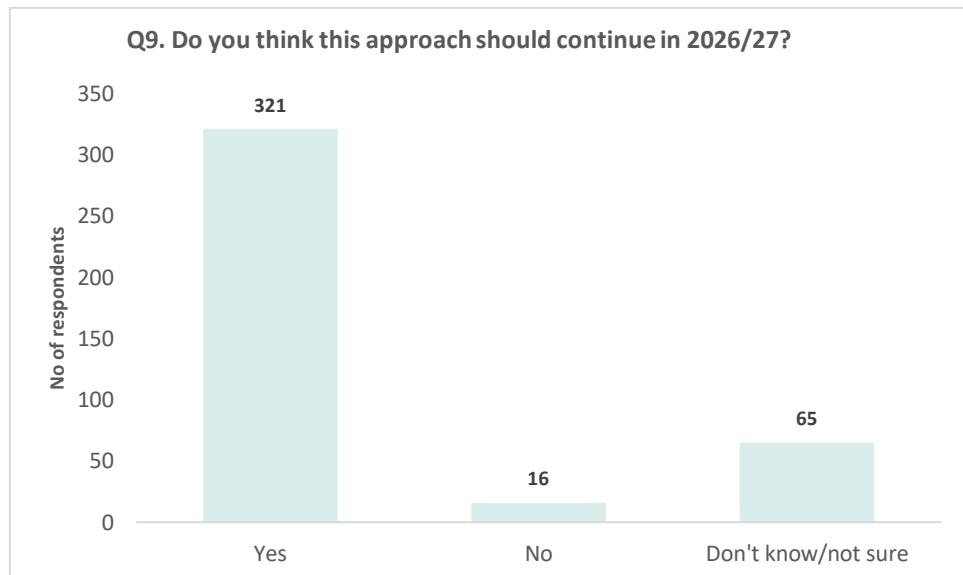
Disregards of War Pension and Armed Forces Compensation payments:

21. 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.

22. The Council is proposing to continue to disregard this income.

23. 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. Eight out of ten respondents thought that they should, as illustrated overleaf:

	No	%
Yes, I think the Council should continue to apply this disregard	321	79.8
No, I don't think the Council should continue to apply this disregard	16	4.0
I don't know if the Council should continue to apply the disregard or not	65	16.2
	402	100.0



24. When asked why they felt they were unable to support this approach, the comments made were similar to comments made about other elements of SKDC's Council Tax Support Scheme, citing fairness and consistency. For other respondents, it was an opportunity to state why they supported this approach. Examples of each are detailed below:

“They served our country, ergo they should be supported above all else.”

“It is still an income like a pension or savings so should be included as all other monies are.”

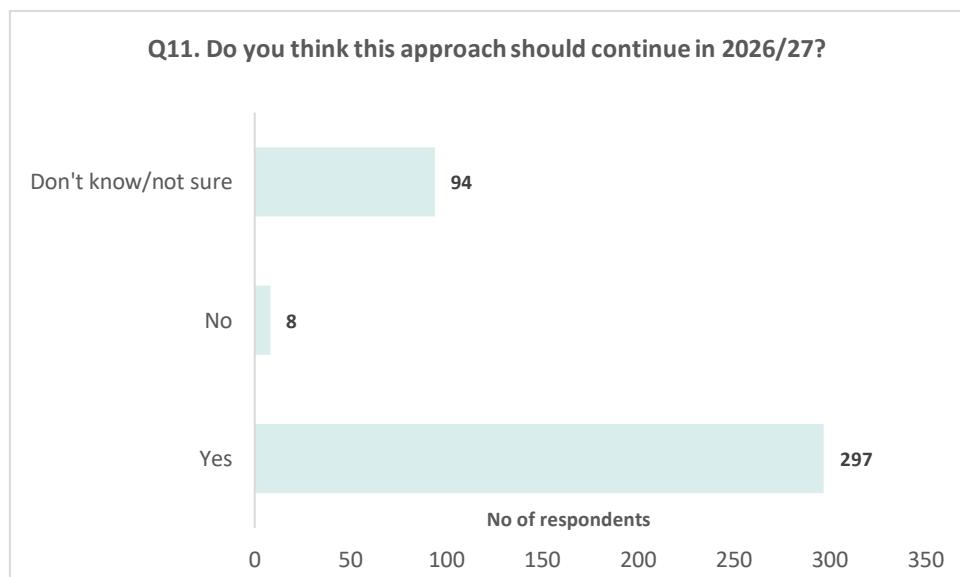
The alignment of the value of the capital tariff limit and disregard for working age claimants to the pension age claimant values - introduced from 1 April 2024:

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

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

27. 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 2026/27, three quarters of respondents (297 or 74.4%) agreed. This is illustrated in the table below:

	No	%
Yes, I think this approach should continue	297	74.4
No, I don't think this approach should continue	8	2.0
I don't know if this approach should continue or not	94	23.6
	399	100.0



28. When asked to comment on this element of the scheme, and why they might not support this approach in 2026/27, there was little consistency. Some respondents thought the scheme might be too generous, others that it wasn't generous enough, others argued that working-age individuals should not be treated the same as pensioners. Some just didn't understand what it meant. Examples of each of these are shown below:

"Might this unreasonably discriminate or penalize those individuals who might have invested wisely and/or carefully planned for their retirement?"

"Pensioners already profit from the triple lock; the above provision was brought in when pensioner poverty was a real problem. It is no longer. These days, hard pressed families are worse off than pensioners."

"I do not understand what this means."

A Council Tax second home premium – introduced from 1 April 2025

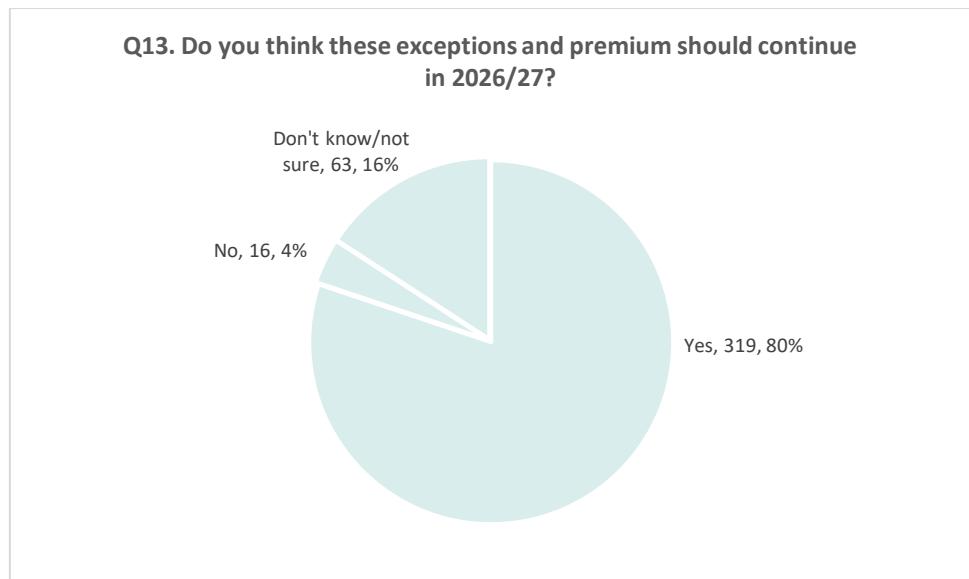
29. Respondents were then asked about the Council Tax second home premium of 100%. This applies to home owners who have a second property in South Kesteven, where the home is not classed as their main and sole residence and does not meet the mandatory exception criteria set out by central government.

30. Introduced on 1 April 2025 as a result of legislative changes, a premium of 100% is applied where a property does not meet one of the following exceptions:

- A dwelling which is or would be someone's sole or main residence if they were not residing in job-related armed forces accommodation: or
- Annexes forming part of or being treated as part of the main dwelling: or
- Dwellings being actively marketed for sale (12-month limit); or
- Dwellings being actively marketed for let (12-month limit); or
- Unoccupied dwellings which fell within exempt Class F and where probate has recently been granted (12 months from grant of probate/ letters of administration); or
- Job-related dwellings; or
- Occupied caravan pitches and boat moorings; or
- 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

31. Respondents were informed that the Council is proposing to continue with these exceptions and award the 100% premium where a property does not meet the exception. When asked if the exceptions and premium should continue in 2026/27, four fifths of respondents (319 or 80.2%) supported this proposal, as illustrated in the table below and pie chart overleaf:

	No	%
Yes, I think these exceptions and premium should continue	319	80.2
No, I don't think these exceptions and premium should continue	16	4.0
I don't know if these exceptions and premium should continue or not	63	15.8
	398	100.0



32. Respondents who weren't in favour of this approach could be categorised into one of two viewpoints. Those who thought this approach was too lenient for anyone with a second home, and those who thought it was unfair. Examples of each of these points of view are illustrated here:

“Far too generous when these people can afford to have the second dwelling.”

“There should be no second homes premium....”

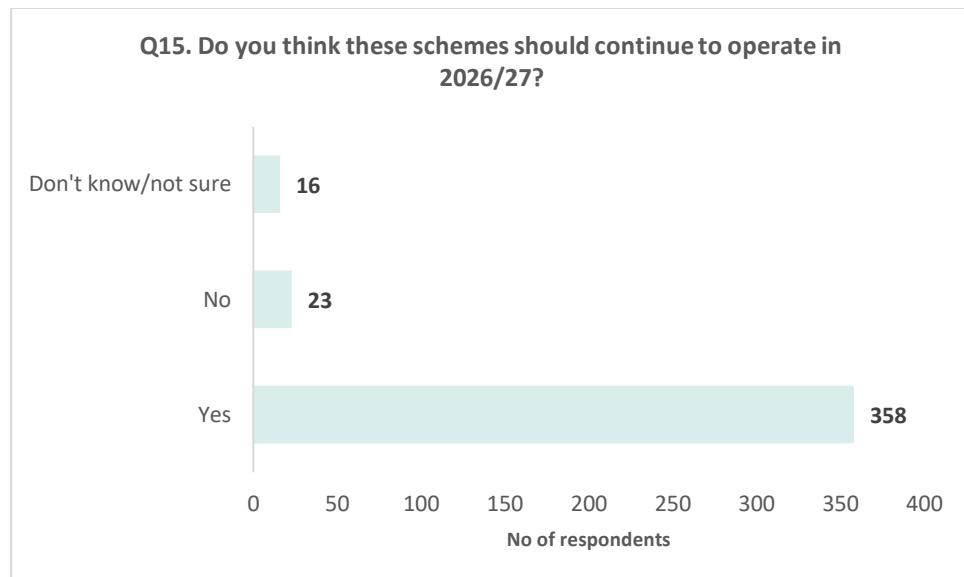
Discretionary Council Tax Payment Schemes:

33. South Kesteven District Council also operates a Discretionary Council Tax Payment Scheme and a Discretionary Housing Payment Scheme. The schemes have been designed to offer additional support to those struggling to pay their Council Tax and rent, and offer limited, short-term assistance to those in receipt of Council Tax Support, Housing Benefit and/or Universal Credit (Housing Costs) who need further help.

34. The Council is proposing that these schemes should continue to operate.

35. There was strong support for these initiatives, with 90% of those responding to the survey stating that they think the Discretionary Payment Schemes should continue to operate. This level of support is illustrated below:

	No	%
Yes, I think the Discretionary Payment Schemes should continue to operate	358	90.2
No, I don't think the Discretionary Payment Schemes should continue to operate	23	5.8
I don't know if these schemes should continue to operate or not	16	4.0
	397	100.0



36. When asked why they thought the schemes shouldn't continue, some respondents questioned whether additional council tax support is necessary, arguing that recipients already receive sufficient government benefits. Others argued that it should only be available to those in need, for a very short time as illustrated in the quotes below:

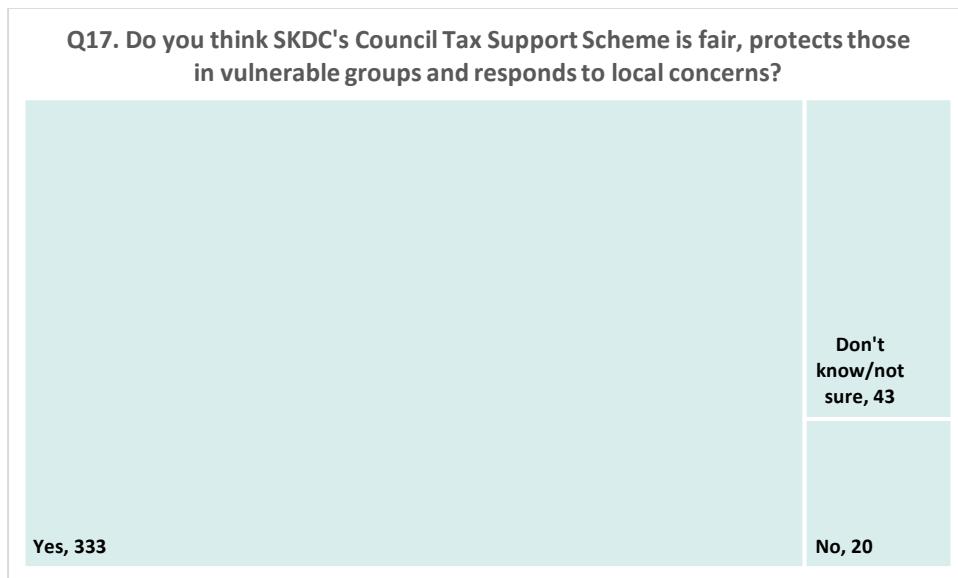
“They already receive benefits and support; they should not receive more funds because they cannot manage their finances.”

“I agree as long as it’s definitely short term and not a way of life!”

37. The next question respondents were asked was if they thought that SKDC’s Council Tax Support Scheme is fair, protects pensioners and those in vulnerable groups, and responds to local concerns.

38. When asked if they thought SKDC’s Council Tax Support Scheme is fair, protects those in vulnerable groups and responds to local concerns, 84.1% 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	333	84.1
No, I think SKDC’s Council Tax Support Scheme is unfair	20	5.0
I don’t know if SKDC’s Council Tax Support Scheme is fair or unfair	43	10.9
	396	100.0



39. When asked why they thought SKDC's Council Tax Support Scheme was unfair, some respondents said that they didn't know enough about it to answer the question. Others thought that certain elements of the scheme led to unfairness. A few raised objections on behalf of Council Taxpayers across the district. This is illustrated in the quotes below:

“I don't know enough about it to make a judgement.”

“No, I do not believe the scheme is entirely fair or fully responds to local concerns. While I appreciate that the Council Tax Support Scheme aims to protect pensioners and vulnerable groups, the inclusion of selective discounts—such as the Special Constable discount—undermines fairness. It prioritizes one volunteer group over others...”

“Not fair to hard working tax payers”

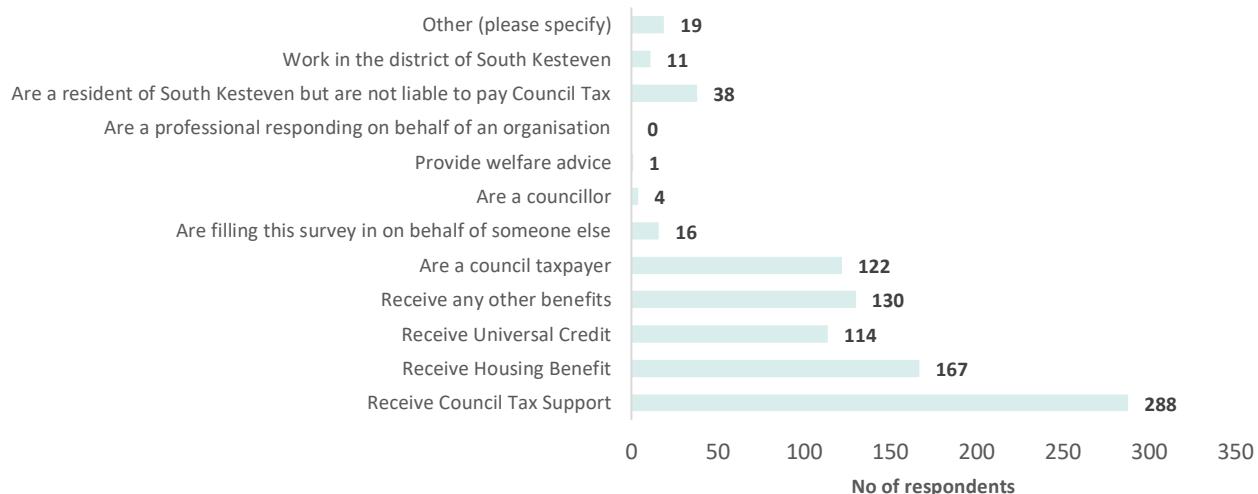
40. The penultimate question on the survey asked people to identify if they:

- 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

41. 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. Respondents could choose more than one option if they so wished:

	No	%
Receive Council Tax Support	288	74.4
Receive Housing Benefit	167	43.2
Receive Universal Credit	114	29.5
Receive any other benefits	130	33.6
Are a Council Taxpayer	122	31.5
Are filling in the survey on behalf of someone else	16	4.1
Are a councillor	4	1.0
Provide welfare advice	1	0.3
Are a professional on behalf of an organisation	0	0
Are a resident of South Kesteven but not liable to pay Council Tax	38	9.8
Work in the district	11	2.8
Other, please specify	19	4.9

Q19. SKDC is keen to ensure that the views of those who might be affected by this scheme are reflected in the responses received. It would like to know if you ...?



42. The final question asked people to state if they had responded on behalf of an organisation. Sixteen responses were received from individuals, the majority of whom were representatives from SKDC. Two responses were received from parish councils and one from a housing association.

43. The consultation closed on 30 September 2025.

Conclusion

44. This consultation illustrates support for each of 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 two thirds of respondents (277 or 66.6%) for the Special Constable Discount Scheme to nine out of ten respondents (358 or 90.2%) in favour of the Discretionary Payment Schemes.
45. Support for the scheme overall was also strong. 333 respondents (84.1%) thought that SKDC's Council Tax Support Scheme was fair, protects those in vulnerable groups and responds to local concerns.
46. The survey was completed by individuals who are in receipt of some kind of benefit to help them pay their Council Tax or rent. Three quarters of those (288 or 74.4%) who took part in the survey were in receipt of Council Tax Support. Four out of ten respondents (167 or 43.2%) were claiming housing benefit. A third (130 or 33.6%) were in receipt of other benefits.
47. Cabinet, Finance and Economic Overview and Scrutiny Committee and CMT are asked to note the contents of this report.

Report prepared by Deb Wyles

Communications

22 October 2025

Hi Claire

Thanks as ever for sharing and happy for you to attribute that the County Council is content with the "no change" proposal.

Thanks

Andrew

Andrew Crookham

Deputy Chief Executive and Executive Director of Resources

Lincolnshire County Council

County Offices, Newland, Lincoln LN1 1YL

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Deepdale Lane, Nettleham, Lincoln LN2 2LT
Telephone (01522) 212351

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

Date: 30th September 2025
Our Ref: JF/ch/2025-0760

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

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

Dear Richard

Council Tax Support Scheme 2026/27

Thank you for your letter of 1st September 2025 in which you invite comment on South Kesteven District Council's proposed Council Tax Support Scheme for 2026/27.

I note the proposal to adopt a "no change" scheme for 2026/27, 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

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Equality Impact Assessment

Question	Response
1. Name of policy/funding activity/event being assessed	Localised Council Tax Support Scheme 2026/27
2. Summary of aims and objectives of the policy/funding activity/event	<p>In January 2025, the meeting of Council approved South Kesteven District Councils Council Tax Support (CTS) Scheme for 2025/26</p> <p>The Council must review and approve its CTS scheme by January each year as part of its budget setting process and make any necessary changes from 1 April of the following year.</p>
3. Who is affected by the policy/funding activity/event?	All residents in receipt of Council Tax Support (circa 7,243)
4. Has there been any consultation with, or input from, customers/service users or other stakeholders? If so, with whom, how were they consulted and what did they say? If you haven't consulted yet and are intending to do so, please complete the consultation table below.	<p>Consultation regarding the proposal of a 'no change' Localised Council Tax Support Scheme took place during the period 1 September to 30 September 2025.</p> <p>Recipients of Council Tax Support were invited to provide their views on the current Localised Council Tax Support scheme 2025/26.</p> <p>Major Preceptors were invited to comment on the proposed no change scheme, this included Lincolnshire County Council and Police and Crime Commissioner.</p> <p>Consultation responses have been reviewed and analysed, with the majority of respondents supporting all areas of the scheme.</p> <p>Finance and Economic Overview and Scrutiny Committee (FEOSC) will consider the outcome of the public consultation at its meeting on 18 November 2025.</p> <p>Cabinet will consider feedback from the consultation and recommendations from FEOSC in their meeting on 15 January 2026.</p>
5. What are the arrangements for monitoring and reviewing the actual	The cost of the Council Tax Support scheme is monitored in year on a monthly



APPENDIX 4

impact of the policy/funding activity/event?	basis, along with claim numbers (broken down into pensionable, vulnerable, working age – employed / other). The Council also has a Discretionary Council Tax Payment Policy which provides additional support for those Council Tax Support recipients who have a shortfall between their CTS award and Council tax liability. Funding available for this policy is currently £30,000. The award of this fund is monitored in year, each month. CTS modelling is undertaken for any proposed change to the scheme. The 2026/27 scheme proposes 'no change' and as a result, modelling was not required.
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Protected Characteristic	Is there a potential for positive or negative impact?	Please explain and give examples of any evidence/data used	Action to address negative impact e.g. adjustment to the policy <small>(The Action Log below should be completed to provide further detail)</small>
Age	Yes	Yes – working age. There could be a risk to those of working age (and not deemed as vulnerable as defined by the Secretary of State or by South Kesteven District Councils scheme). Pensioners are a protected group for the purposes of the Council Tax Support scheme, so will not be financially affected. Therefore the reduction in support will be borne by the remainder of those in receipt of Council Tax Support.	Currently, there are no proposed changes to the scheme and as a result, there would be no negative impact to this group.
Disability	No	There is no impact as the group is deemed as 'vulnerable' and are protected from any changes to the scheme.	
Gender Reassignment	No	This does not have any effect on the decisions made under this policy	



APPENDIX 4

Marriage and Civil Partnership	No	This does not have any effect on the decisions made under this policy	
Pregnancy and Maternity	No	This does not have any effect on the decisions made under this policy	
Race	No	This does not have any effect on the decisions made under this policy	
Religion or Belief	No	This does not have any effect on the decisions made under this policy	
Sex	No	This does not have any effect on the decisions made under this policy	
Sexual Orientation	No	This does not have any effect on the decisions made under this policy	
Other Factors requiring consideration			
Socio-Economic Impacts	No	<p>People with a mental health condition or a learning disability may be particularly vulnerable to changes in council tax support. National evidence shows that these two groups are less likely to be employed and may not see help for financial difficulties.</p> <p>The scheme recognises these difficulties and protects them from any changes.</p>	There is no impact as the group is deemed as 'vulnerable' and are protected from any changes to the scheme.
Carers (those who provide unpaid care to a family member, friend or partner)	No	This does not have any effect on the decisions made under this policy	



Consultation

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

Group/Organisation	Date	Response

Proposed Mitigation: Action Log

To be completed when barriers, negative impact or discrimination are found as part of this process – to show actions taken to remove or mitigate. Any mitigations identified throughout the EIA process should be meaningful and timely. Add more rows as required.

Negative Impact	Action	Timeline	Outcome	Status

Evaluation Decision

Once consultation and practicable and proportionate mitigation has been put in place, the responsible officer should evaluate whether any negative impact remains and, if so, provide justification for any decision to proceed.

Question	Explanation / justification		
Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?			
Final Decision	Tick	Include any explanation/justification required	
1. No barriers identified, therefore activity will proceed	X	Evidence confirms that the possibility of negative impact has been mitigated and all opportunities to promote equality BY South Kesteven District Council have been taken	
2. Stop the policy or practice because the data shows bias towards one or more groups			
3. Adapt or change the policy in a way that will eliminate the bias			
4. Barriers and impact identified , however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to proceed with caution with this policy or practice knowing that it may favour some people			



APPENDIX 4

less than others, providing justification for this decision		
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Did you consult with an Equality Ally prior to carrying out this assessment? Yes

Sign off

Name and job title of person completing this EIA	Claire Moses – Head of Service (Revenues, Benefits and Customer Service)
Officer Responsible for implementing the policy/function etc	Claire Moses – Head of Service (Revenues, Benefits and Customer Service)
Date Completed	21 October 2025
Line Manager	Richard Wyles
Date Agreed (by line manager)	28 October 2025
Date of Review (if required)	Completed Annually

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

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

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Cabinet

Tuesday, 15 January 2026

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

Budget Proposals for 2026/27 and Indicative Budgets for 2027/28 and 2028/29 – General Fund

Report Author

Richard Wyles, Deputy Chief Executive and s151 Officer

richard.wyles@southkesteven.gov.uk

Purpose of Report

To present the draft budget proposals and estimates for 2026/27 for the General Fund.

Recommendations

Cabinet is asked to:

- Consider the budget proposals for 2026/27 in respect of General Fund – Revenue and Capital.
- Approve the launch of the consultation in respect of Council Tax setting for 2026/27 in accordance with the requirements of Section 65 of the Local Government Act 1992 between 19th January to 2nd February 2026.

Decision Information

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

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

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

Legal and Governance

- 1.2 The recommendations relate to proposals for the budget which forms part of the budgetary and policy framework in accordance with the Budget and Policy Framework Procedure Rules set out at Part 4(3) of the Constitution of the Council (Rules of Procedure). Members (via approval from Cabinet) must consult with the community on the proposals contained within this report as required in accordance with statutory regulation and constitutional requirements.

Completed by: James Welbourn, Democratic Services Manager

Risk and Mitigation

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

Completed by: Tracey Elliott, Risk and Governance Officer

Diversity and Inclusion

- 1.4 An Equality Impact Assessment is appended at Appendix F.

2. Background to the Report

- 2.1. The purpose of this report is to present the draft budget proposals for the 2026/27 Financial Year to the Cabinet.
- 2.2. The Budget – Joint Overview and Scrutiny Committee reviewed the details of this report at their meeting on 13th January 2026 and their feedback will be presented to Cabinet at this meeting. This forms part of the budget setting timetable as set out in **Table 1** below:

Table 1 – Budget Setting Timetable

Date	Committee/ Action	Details
13 January 2026	Budget – Joint OSC	To consider budget proposals for 2026/27
15 January 2026	Cabinet	To consider budget proposals for 2026/27 To receive feedback from the Budget - Joint OSC To approve consultation regarding budget proposals To recommend proposals for fees and charges 2026/27
19 January – 02 February 2026	Consultation	To receive views on proposed levels of Council Taxes for 2026/27
29 January 2026	Council	To consider and approve fees and charges 2026/27
10 February 2026	Cabinet	To consider consultation feedback and make final budget recommendations to Council
26 February 2026	Council	To approve Council Tax levels and 2026/27 budgets for both General Fund and Housing Revenue Account

- 2.3. The proposed budgets for the next 3 years have been developed with the primary aim of allocating resources to deliver the Council's aims and ambitions outlined in the Corporate Plan 2024 -2027 which was approved in January 2024.
- 2.4. On 26 November 2025, the Chancellor presented the 2025 Autumn Budget. The Office of Budget Responsibility also published its routine Economic and Fiscal Outlook update, overviewing the public finance situation in light of the Government's Budget decisions and other economic determinants.
- 2.5. The majority of announcements relating to local government centres concerns Business Rates reform (multipliers, reliefs, revaluation, retention arrangements) and a Council Tax surcharge which will come into effect from 1 April 2028.
- 2.6. The Council has received a multi-year settlement for the period 2026/27 – 2028/29 which provides a basis for accurate Medium Term Financial Planning because it removes some of the uncertainty caused by single year settlements. However, annual reviews will still be undertaken by Government and consequently annual settlements will be subject to change.

- 2.7. The budget setting process began in September 2025 and proposals have been formulated by Cabinet, working closely with senior officers, through a series of budget review sessions. These sessions have focused on the ambitions of the Council to drive forward the Corporate Plan within financial parameters.
- 2.8. This report brings together the conclusions of the budget preparatory work and covers a number of areas:
 - The funding position for the General Fund (section 3)
 - Draft General Fund budget proposals (section 4)
 - The draft Capital Programme 2026/27 – 2028/29 (section 5)
 - Capital Financing (section 6)
 - Reserves and Balances (section 7)

3. THE FUNDING POSITION FOR THE GENERAL FUND

- 3.1 The provisional settlement was announced on 17th December 2025 and includes:
 - a full baseline reset (for the first time since the Business Rate Retention was introduced in 2013-14),
 - major changes to all the Relative Needs Formulas (RNFs), and
 - the simplification of many grants.
- 3.2 The funding review began in 2016, but while the new settlement builds on the work of previous governments, no previous government actually managed to implement the changes. However, it had been intended that the provisional settlement would have been published in early December or even late November so, it was disappointing that the first notification of the specific settlement for the Council arrived on 17th December 2025.
- 3.3 This is a 3-year settlement which gives some certainty to authorities for the second and third years. Each of these latter two years will still be subject to an annual settlement process and therefore should be considered as indicative.
The main headlines are as follows:
- 3.4 **Fair Funding Assessment (FFA)**— MHCLG (Ministry for Housing, Communities and Local Government) has published the provisional outcome of the Fair Funding Review which sets underlying figures for the FFA. The settlement suggests that the FFA amounts also cover Simpler Recycling new burdens, but this is not itemised and there is little additional funding that could account for this. This lack of transparency was raised by the District Council Network as a concern to MHCLG so further lobbying might reveal the amount allocated for this new responsibility.

3.5 **Council Tax** – As previously announced, the council tax referendum limits are as follows:

Type of Authority	2026/27 Referendum Limit
Shire district councils	2.99% or £5 (whichever is higher)
Social Care Authorities	2.99% (+ 2% for social care authorities)
Fire authorities	£5.00
Police authorities	£15.00
Greater London Authority	£20.13
Other Mayoral Strategic Authorities (non-PCC functions)	No limit
parish councils	No limit

Six specified councils will have no referendum principle applied in 2027/28 and 2028/29, allowing them to increase council tax as much as they choose due to their specific financial circumstances.

3.6 The core principle of the Fair Funding Review is to maintain an equal balance of local authorities Core Spending Power (CSP) which takes into account Core Government Grants, Specific Grants and Council Tax. The Government has modelled our base CSP for 2025/26 at **£20.592m** which has formed our base over the next 3 years as shown in **Table 2**:

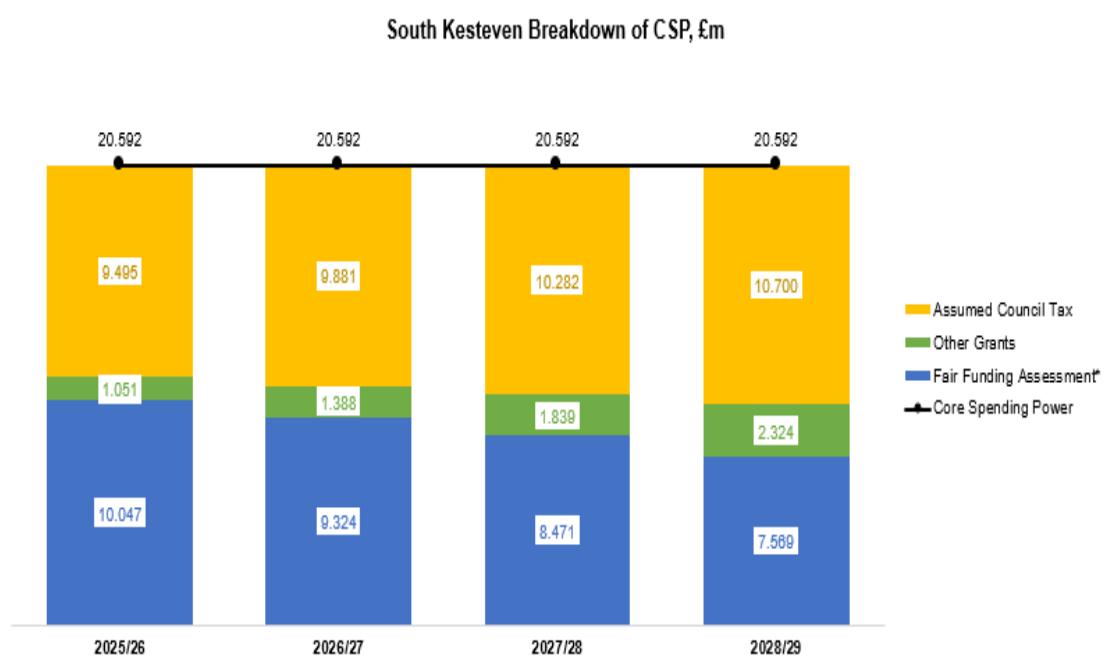
Table 2 Core Spending Power – South Kesteven

Reserve Heading	2026/27 £'000	2027/28 £'000	2028/29 £'000
Fair Funding Allocation	9,324	8,471	7,569
Council Tax (government estimates)	9,881	10,282	10,700
Homelessness funding (specific grant)	838	875	907
Transitional Protection Grant	549	964	1,417
Total	20,592	20,592	20,592

3.7 The Government has stated that there is now funding certainty over the 3 year period although this is only achieved by assuming maximum Council Tax increases. If Council tax increases are excluded, the Councils actual funding from Government reduces from **£10.711m** to **£9.893m** in 2028/29 – a reduction of **£0.818m**. Without confirmation that sufficient funding has been made available to fund the new weekly food waste collection service, the decrease is even greater.

As illustrated in the graph below (**Table 3**) Council Tax continues to be an ever-increasing proportion of the Councils funding and by 2028/29 would form more than 50% of the Councils core funding.

Table 3 – South Kesteven Breakdown of Core Spending Power



3.8 **Table 4** below shows the projected increase for Council Tax for 2026/27 of 2.99% which is an increase of £5.66 for the year (which equates to less than 11p per week). This proposed increase is within the referendum limits set by Government for District Councils outlined above.

Table 4 – Option to increase SKDC share on the 2026/27 Council Tax Band D Charge

	2024/25	2025/26	2026/27
Tax Base	49,710.00	50,140.50	50,762.08
Tax Base increase	0.77%	0.87%	1.24%
Band D Charge	£183.89	£189.37	£195.03
Total Council Tax Income	£9.141m	£9.495m	£9.900m
Additional Council Tax Income	N/a	£354k	£405k

3.9 It is proposed that Consultation relating to Council Tax options for 2026/27 will be launched following this meeting of Cabinet. The feedback from the consultation will be presented to the February meeting of Cabinet.

Business Rates Pool – 2026/27

3.10 Lincolnshire authorities had intended to apply for Pool Status for 2026/27 as this has been financially beneficial for all Lincolnshire Councils over previous financial years. However, following the provisional settlement announcement and clarification of the business rate reset guidelines whereby the Government is providing a 100% safety net, there is no financial business case to remain in the Lincolnshire Pool. This decision has been confirmed by the Councils financial advisors who have confirmed there is no financial benefit for being part of a Pool.

4. GENERAL FUND BUDGET PROPOSALS

4.1 The overall General Fund position for 2026/27 is summarised in **Table 5** below and detailed in **Appendix A** including cost centre level breakdown. The net cost of services for 2026/27 is estimated at **£24.003m**.

Table 5 – Summary of General Fund Estimates

Heading	2025/26 Revised Budget £'000	2026/27 Proposed Budget £'000	2027/28 Indicative Budget £'000	2028/29 Indicative Budget £'000
Corporate, Governance and Public Protection	4,463	4,561	4,844	4,645
Finance, Property and Waste Services	12,501	12,338	12,662	12,955
Growth and Culture	9,857	7,119	7,232	7,835
Housing and Projects	2,032	1,856	1,875	1,895
HRA Recharge	(2,960)	(3,049)	(3,110)	(3,172)
Internal Drainage Board Levies	1,026	1,128	1,241	1,365
Net Cost of Services	26,469	24,003	24,744	25,750
Depreciation	(4,537)	(4,017)	(4,171)	(4,071)
Investment Income	(781)	(1,276)	(1,309)	(1,148)
Minimum Revenue Provision	271	505	501	497
Revenue Contribution to Capital	2,087	0	0	0
Transfer to/from Earmarked Reserves	(2,906)	3,726	(104)	(418)
Net Budget Requirement	20,603	22,941	19,661	20,383

Heading	2025/26 Revised Budget £'000	2026/27 Proposed Budget £'000	2027/28 Indicative Budget £'000	2028/29 Indicative Budget £'000
Funding:				
Business Rates	(7,189)	(3,459)	(3,539)	(3,610)
Collection Fund (Surplus)/Deficit				
Business Rates	(1,400)	(1,374)	0	0
Council Tax	(9,497)	(9,900)	(10,298)	(10,713)
Collection Fund (Surplus/Deficit –				
Council Tax	60	18	0	0
Revenue Support Grant	(195)	(5,864)	(4,932)	(3,958)
Transitional Protection	0	(549)	(964)	(1,417)
Funding Guarantee Grant	(1,188)	0	0	0
New Homes Bonus	(474)	0	0	0
pEPR Payment	(837)	(1,813)	0	0
NIC Funding	(151)	0	0	0
IDB Funding	(80)	0	0	0
Surplus contribution	410	0	0	0
Total Funding	(20,063)	(22,941)	(19,733)	(19,698)
Projected (surplus)/ Deficits	0	0	(72)	685

4.2 The Council is legally required to produce a balanced budget each year and **Table 5** shows this can be achieved for 2026/27 without reliance on reserves. However, the 3 year outlook remains difficult as the Council transitions towards its newly established baseline funding levels following the Fair Funding Review and Business Rate Reset. It is therefore recommended that a transfer is made to the Budget Stabilisation Reserve to ensure financial resilience if the financial outlook remains difficult.

Minimum Revenue Provision (MRP)

4.3 Minimum Revenue Provision (MRP) is the charge to revenue made as a proxy for the repayment of principal when borrowing is undertaken to finance capital expenditure. Making MRP is statutory and aimed at ensuring the council does not have outstanding debt related to time expired or fully depreciated assets.

4.4 MRP is charged in the first full year after the asset becomes operational and is charged over the life of the asset. **Table 6** shows that MRP is forecast to increase significantly over the next three years as the Council undertakes further borrowing.

Table 6 – Forecasted MRP Charges

Heading	2026/27 £'000	2027/28 £'000	2028/29 £'000
Existing MRP Charge (legacy borrowing)	111	107	103
St Martin's Park Stamford	161	161	161
Turnpike Close Grantham – New Depot	233	233	233
Total	505	501	497

Key Budget Proposals

The budget proposals for 2026/27 incorporate a number of service changes required to meet operational demands. These proposed increases have been formulated in response to a combination of Cabinet priorities, changes in statutory responsibilities and service delivery pressures. The proposals are set out in **Tables 7 and 8** below:

Table 7 – Proposed Budget Increase – (Recurring)

Heading	Cost	Details
Employee Expenditure	£316,060	<ul style="list-style-type: none"> • Enforcement Officer • Private Sector Housing Officer • Events Officer • Income Recovery Officer • Rough Sleeper Support Officer Roles • Housing Options Officer
General Expenditure		
Tree planting for SKDC open spaces	£62,000	Tree planting initiative across the District including in the award winning parks
Tree maintenance for SKDC open spaces	£66,150	Allocation to respond to the actions arising from the Tree Management Policy
Events budget	£100,000	The establishment of a programme of public events across the district during 2026/27 to encourage public participation. The events programme to be presented to the Leisure and Culture OSC.
Funding for Compliance Works in General Fund Corporate Buildings	£100,000	Rolling programme of compliance works relating to DDA, Asbestos, Fire Risk Assessments across General Fund assets
Surface Water Drainage Clearance Programme	£60,000	Rolling programme of remedial repairs and maintenance of gullies and drainage systems.

Stock condition surveys	£40,000	Rolling programme of stock condition surveys across General Fund assets. 20% of asset base to be surveyed each year
Increase in community grants	£100,000	Increase in the annual budget for the established community grant scheme from £100k to £200k
Total	£844,210	

Table 8 – Proposed Budget Increase (One-Off)

Details	Cost	One-Off
Employee Expenditure	£41,494	Safer Streets patrols Safer Streets CCTV Cover
General Expenditure		
Spitalgate Garden Village Consultancy Support	£30,000	External expert support to progress the Garden Village development
Town Centre Vitality & Viability	£20,000	Support assessment of the vitality and viability in our market town centres into order to create an ongoing strategy for town centre development.
Citizens Advice South Lincolnshire – increase in annual grant allocation	£33,000	Application from CASL to increase the funding from £52k to £85k to support financial sustainability. The increase to be reviewed after the first year.
Mobile CCTV cameras	£10,000	Purchase of mobile cameras to target fly-tipping hot spots
Body worn cameras	£10,000	Purchase of body cameras for key officer roles
Total	£144,494	

General Fund Budget Estimates – 2026/27

4.5 Budget assumptions that have been considered and incorporated into the estimates are shown at **Table 9**. All other inflationary costs have been absorbed by service areas which has enabled a balanced budget.

Table 9 – General Fund Budget Assumptions

Cost Heading	2026/27		2027/28		2028/29	
	% Increase	Annual Increase on base budget	% Increase	Annual Increase on base budget	% Increase	Annual Increase on base budget
Drainage Board Levies	10%	£103k	10%	£112k	10%	£125k
Pay Award	3%	£599k	2%	£420k	2%	434k
Fuel *	10%	£29k	5%	£65k	5%	£88k
Gas*	5%	£5k	5%	£2k	5%	£2k
Electricity*	10%	£28k	5%	£15k	5%	£16k

* These budgets have been rebased in 2026/27 following an underspend in 2024/25 and forecast savings in 2025/26. The increases in 2026/27 are based on the reduced base budget for these areas.

4.6 The drainage board levies continue to be a significant cost with anticipated annual increases of over £100k. The Council received Internal Drainage Board Levy Grants from Central Government of £50k in 2024/25 and £80k in 2025/26 to provide additional funding towards the increased cost of these levies. Further support is expected for 2026/27 but no details are yet available.

4.7 Treasury Investment Income - Financial forecasts for investment income remain volatile with most economist's predicting a reduction in Base Rate. The estimated investment income interest rates, based on our treasury advisor's projections, are shown at **Table 10 below**. This information has been used to estimate interest on the Council's investment of its cash balances.

Table 10 – Treasury Investment Financial Forecasts

Financial Year	2026/27	2027/28	2028/29
Forecasted Interest Rate	3.50%	3.25%	3.00%
Assumed Interest Receivable	£1.276m	£1.309m	£1.148m

5 CAPITAL PROGRAMME 2026/27 – 2028/29

5.1 The schemes included within the capital programme have been designed to deliver the Council ambitions for growth and investment in its assets to support the delivery of quality services. The capital programme contains key investments across General Fund assets including:

• Vehicle replacement	£1.046m
• Wheelie Bin Replacement	£0.155m
• River Witham Footbridge	£0.050m
• Grantham Canal	£0.200m
• Car Park Improvements	£0.120m
• Wharf Road Car Park Refurbishment	£0.650m
• Disabled Facilities Grants (100% grant funded)	£0.975m

5.2 A summarised capital programme is shown in **Table 11** and a detailed capital programme is included at **Appendix B**.

Table 11 – General Fund Capital Programme Summary

Details	2026/27 £'000	2027/28 £'000	2028/29 £'000
Disabled Facilities Grant	975	975	975
Vehicle and Bin Replacement	1,201	1,616	1,779
Asset Investment	1,020	320	320
Chamber Audio Equipment	88	0	0
Grounds Maintenance Equipment	130	120	0
Loan to LeisureSK Ltd for improvement to the gym space at Stamford Leisure Pool	95	0	0
EV Charging Points	55	50	50
Total	3,564	3,081	3,124

6 CAPITAL FINANCING

6.1 The General Fund Capital Programme is detailed at **Appendix B**. The proposed schemes have been funded by a combination of external grants as well as capital and revenue reserves. No further internal borrowing has been necessary although the Council continues to carry the cost of internal borrowing and the financial implications of this are shown in **Table 6** (MRP) earlier in the report.

6.2 The adopted strategy of disposing of surplus assets to generate capital receipts has been in place for a several years but the identification of further assets for disposal is now limited. Consequently, the capital programme will continue to be financed from internal resources until borrowing is the only available option.

6.3 It is proposed that the General Fund Capital Programme for 2026/27 be financed from the following funding sources:

- £1.201m Capital Receipts Reserve
- £0.975m Grants and Contributions
- £1.245m Local Priorities Reserve
- £0.088m ICT Reserve
- £0.055m Climate Change Reserve

6.4 At the time of compiling this report, the £0.975m grant funding for Disabled Facilities Grants has not yet been confirmed (but is anticipated as part of the settlement) and therefore the financing or level of the 2026/27 investment may need to be amended when the level of grant funding is confirmed.

7 **RESERVES AND BALANCES**

7.1 Prudent financial management requires, the Council maintains a number of reserves to meet the following requirements:

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

7.2 Through prudent financial management, the Council is able to establish a number of specific general reserves to provide funding for approved purposes usually in respect of specific services or corporate ambitions.

7.3 A summary of the proposed reserve movements to fund the General Fund Revenue and Capital Budgets are set out at **Table 12** below. Full details of the General Fund Reserves can be found at **Appendix C**.

Table 12 – Proposed General Fund Revenue Reserve Movements

Reserve Heading	2026/27 £'000	2027/28 £'000	2028/29 £'000
Climate Change Reserve	(55)	(50)	(50)
Street Scene	(246)	0	0
Local Priorities Reserve	(2,193)	(1,710)	(1,614)
Market Reserve	(50)	0	0
Market Towns Investment Fund	550	0	0
Property Maintenance	(1,000)	(440)	(320)
Leisure & Community	367	0	0
Leisure Investment	500	0	0
Waste Services	2,059	0	0

Pensions	469	(31)	0
Budget Stabilisation	1,374	0	0
Building Control	(27)	(26)	0
Football 3G Pitch	25	25	0
Special Expense Area Reserve	169	160	157
New Burdens	(50)	0	0

7.4 The following paragraphs set out the reasons for major uses of either new reserves established or those that have been allocated additional resources:

Movements to existing reserves

- **Climate Change Reserve** – this Reserve was established to fund initiatives to support the delivery of the Climate Change Strategy. The proposed use in 2026/27 is to fund EV Charging Points at specific locations including council car parks (£55k).
- **Local Priorities Reserve** – this Reserve is the Council's primary discretionary revenue reserve and is the source of funding for one-off in-year budget amendments. The reserve has also been a source of capital financing as the level of the capital reserves have been insufficient. New Homes Bonus receipts have been the primary source of funding but, as outlined in the government's Fair Funding Review 2.0, New Homes Bonus will cease as a funding stream. However, it seems unlikely the reserve will be replenished because the primary contributor is no longer available and therefore the balance is forecast to reduce to a balance of **£1.3m** by March 2029.

It is proposed that **£1.245m** of this reserve is used to contribute towards the 2026/27 capital programme including: £1.020m for Asset Investment vehicle replacement; £0.130m for grounds maintenance equipment and £0.95m for a loan to LeisureSK Ltd for further investment at the leisure centres. A further £118k will be drawn down to fund the play parks revenue maintenance works (£100k) and support the requirements of the Local Plan (£18k).

- **Property Maintenance Reserve** – this reserve was established to support ongoing investment in council assets and to reduce the maintenance backlog. As part of the 2025/26 budget setting process, a growth bid for an initial £2m pump prime investment to address revenue backlog maintenance issues was allocated across 2025/26 and 2026/27. £1m will be drawn from this reserve in 2026/27 as part of the second year of the programme.
- **Leisure & Community Reserve** – an additional £367k has been added to this reserve to enable it to be widened in order to support both leisure and community projects across the district. This allocation will increase the balance in the reserve to £500k.

- **Leisure Investment Reserve** – As part of the outturn for 2025/26 £500k was allocated to deal with capital investment requirements across the Council’s Leisure sites. The programme of works is focused around high priority investment works but it is also recognised as part of managing an aging asset base further works will still be required and therefore it is proposed to allocate a further £500k to continue with this required investment.
- **Waste & Street Scene Reserve** – this reserve was established from the packaging Extended Producer Responsibility (pEPR) payment previously announced by Government to support the implementation of new legislation set out in the Environment Act 2021. A further allocation of £1.813m has been awarded in 2026/27 which will be transferred into this reserve.
- **Pension Reserve** – a transfer of £500k to this reserve is proposed to provide resilience of any transformation impact costs associated with Local Government Reorganisation.
- **Budget Stabilisation Reserve** – based on the forecast business rate collection fund surplus in 2026/27 it is proposed to allocate £1.047m into this reserve to help deal with the future deficits that are currently modelled on the basis of the multi-year settlement.

New Reserves

It is proposed the following new reserve is created:

- **Market Towns Investment Fund** – this is a proposed new reserve of £500k to be established to provide continued investment in the four market towns following the success of the Future High Streets Fund programme which is now nearing completion.

Closed Reserves

It is proposed the following reserves are closed down and balances transferred to another reserve:

- **Markets Reserve** – this Reserve was established to support the continued regeneration of the markets and to deliver specific actions set out in the Markets Action Plan. The actions associated with this reserve are closely aligned with the new Markets Towns Investment Fund and therefore it is proposed the balance on this reserve of **£50k** is transferred to this new reserve.
- **Street Scene Reserve** – due to the interrelated nature of the work between the waste service and street scene teams it is proposed to transfer the balance on this reserve of £246k into the waste services reserve to increase flexibility to deliver service requirements.

7.5 Based on the above reserve movements the impact on the overall General Fund reserve balances is summarised in **Table 13** below. Over the 3 year financial period the level of reserves reduces by **£3.6m** based on the forecast balance as at 31 March 2026. The level of working balance of **£2.5m** is maintained within the target of 10-15% of the value of the net cost of services.

Table 13 – Summary General Fund Reserve Balances

	Forecast Balance as at 31 March 2026 £'000	Forecast Balance as at 31 March 2027 £'000	Forecast Balance as at 31 March 2028 £'000	Forecast Balance as at 31 March 2029 £'000
Discretionary Reserves	12,000	12,762	11,035	8,451
Governance Reserves	4,879	6,562	6,690	6,847
Total General Reserves	16,879	19,324	17,725	15,298
Government Grants	2,007	1,957	1,957	1,957
Working Balance	2,535	2,535	2,535	2,535
Total Revenue Reserves	21,421	23,816	22,217	19,790
Capital Reserves	2,332	1,131	514	349
Total General Fund Reserves	23,753	24,947	22,731	20,139

8 Other options Considered

8.1 The alternative options are considered as part of the report in sections 3 to 7.

9 Reasons for the Recommendations

9.1 The Council is legally required to set a balanced budget each Financial Year.

10 Consultation

10.1 The draft budget proposals were presented to The Budget - Joint OSC on the 13 January for consideration and provide the opportunity for feedback to Cabinet in respect of the information set out in this report..

11 Appendices

Appendix A - Revenue summary – General Fund (GF)

Appendix B – Capital Programmes & Financing Statements – GF

Appendix C – Reserves Statement – GF

Appendix D – Risk Register

Appendix E – Equality Impact Assessment

APPENDIX A <u>2025/26 - 2028/29 General Fund Revenue Summary</u>				
	2025-26 Revised Budget £'000	2026-27 Proposed Budget £'000	2027-28 Indicative Budget £'000	2028-29 Indicative Budget £'000
General Expenses				
1 Corporate, Governance and Public Protection	4,463	4,561	4,844	4,645
2 Finance, Property & Waste Services	12,051	12,388	12,662	12,955
3 Growth & Culture	9,857	7,119	7,232	7,835
4 Housing & Projects	2,032	1,856	1,875	1,895
5 HRA Recharge	(2,960)	(3,049)	(3,110)	(3,172)
6 Drainage Rates	1,026	1,128	1,241	1,365
7 Net Cost of Services	26,469	24,003	24,744	25,523
8 Depreciation	(4,537)	(4,017)	(4,171)	(4,071)
9 Investment Income	(781)	(1,276)	(1,309)	(1,148)
10 Minimum Revenue Provision (MRP)	271	505	501	497
11 Revenue Contribution to Capital	2,087	0	0	0
12 Transfer to/from Earmarked Reserves	(2,906)	3,726	(104)	(418)
13 Net Budget Requirement	20,603	22,941	19,661	20,383
Met by:				
Funding				
14 Business Rates	(7,189)	(3,459)	(3,539)	(3,610)
15 NNDR Collection Fund Surplus(-)/Deficit	(1,400)	(1,374)	0	0
16 Council Tax	(9,495)	(9,900)	(10,298)	(10,713)
17 Council Tax Collection Fund Surplus(-)/Deficit	(4)	18	0	0
Grant Income				
18 Revenue Support Grant (RSG)	(195)	(5,864)	(4,932)	(3,958)
19 Transitional protection	0	(549)	(964)	(1,417)
20 Funding Guarantee Grant	(1,188)	0	0	0
21 New Homes Bonus	(474)	0	0	0
22 pEPR Payment	(837)	(1,813)	0	0
23 National Insurance Contribution Funding	(151)	0	0	0
24 Internal Drainage Board Funding	(80)	0	0	0
25 Surplus Contribution to reserves	410	0	0	0
26 Surplus(-)/Deficit for Year	0	0	(72)	685

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General Fund Budget Summary by Service Area

Directorate	Service Area	2025/26 Current Budget	2026/27 Proposed Budget	2027/28 Indicative Budget	2028/29 Indicative Budget
Corporate, Governance and Public Protection	Corporate Management	761,800	727,750	742,150	756,850
	Human Resources	495,150	485,600	460,500	466,100
	Legal & Democratic	1,719,300	1,633,300	1,951,300	1,694,500
	Public Protection	1,486,650	1,714,735	1,690,209	1,728,007
		4,462,900	4,561,385	4,844,159	4,645,457
Finance, Property & Waste Services	Finance	1,828,350	2,061,500	2,069,000	2,012,600
	Finance Management	268,650	274,600	280,300	286,200
	ICT Services	1,904,896	1,866,798	1,932,210	2,000,476
	Property Services	3,159,905	1,621,110	1,807,410	1,898,110
	Revs Bens & Cust Serv	971,750	1,146,173	1,189,016	1,232,781
	Waste & Markets	3,916,900	5,417,340	5,384,350	5,524,842
		12,050,451	12,387,521	12,662,286	12,955,009
Growth & Culture	Arts & Culture	1,751,000	1,437,735	1,409,351	1,509,287
	Building Control	105,734	96,700	86,700	85,800
	Communications	290,800	269,500	270,000	274,600
	Community Engagement	376,100	478,500	448,900	452,400
	Culture & Leisure Mgmt	172,000	169,200	172,800	176,400
	Development & Policy	703,500	193,800	341,500	704,800
	Economic Development	573,700	488,900	417,800	423,500
	Growth Management	370,800	242,300	247,000	252,000
	Leisure	2,830,650	1,216,950	1,242,950	1,269,950
	Parks & Open Spaces	617,798	731,100	735,000	754,400
	Street Scene	2,065,337	1,794,300	1,860,100	1,931,500
		9,857,419	7,118,985	7,232,101	7,834,637
Housing & Projects	Centralised & Business Support	535,854	581,250	587,950	594,550
	Corporate Projects, Performance &	513,100	574,050	583,050	593,050
	Health & Safety	128,500	129,950	132,100	134,450
	Housing Services	855,100	570,700	571,600	572,500
		2,032,554	1,855,950	1,874,700	1,894,550
HRA Recharge		(2,960,000)	(3,049,000)	(3,110,000)	(3,172,000)
Drainage Rates		1,026,000	1,128,000	1,241,000	1,365,000
		26,469,324	24,002,841	24,744,246	25,522,653

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General Fund Budget Summary by Cost Centre

Directorate	Service Area	Cost Centre	2025/26 Current Budget	2026/27 Proposed Budget	2027/28 Indicative Budget	2028/29 Indicative Budget
Corporate, Governance and Public Protection	Corporate Management	Corporate Management	761,800	727,750	742,150	756,850
			761,800	727,750	742,150	756,850
	Human Resources	People & Org Development	319,250	321,700	296,600	302,200
		Indirect Employee Expenses	74,900	74,900	74,900	74,900
		Training & Direct & Corporate	101,000	89,000	89,000	89,000
			495,150	485,600	460,500	466,100
	Legal & Democratic	Land Charges	(8,200)	(11,300)	(9,300)	(7,000)
		Civic Functions	16,300	16,600	16,700	16,800
		Democratic Representation	647,500	665,200	677,900	690,900
		District Elections	15,500	15,500	305,100	18,800
		Register Of Electors	384,200	294,600	298,800	303,100
		Democratic Services	189,100	185,900	189,500	193,300
		Legal Services	175,200	165,700	169,400	173,200
		Member Support	128,700	130,100	132,200	134,400
		Centralised Legal Costs	171,000	171,000	171,000	171,000
			1,719,300	1,633,300	1,951,300	1,694,500
Public Protection	Public Protection	Neighbourhoods Team	339,100	405,658	377,780	385,908
		Closed Circuit Television	344,900	429,700	410,200	416,700
		Commercial	404,300	395,800	403,800	412,000
		Licensing Salaries	238,800	239,000	243,900	248,800
		Licensing Enforcement	3,000	14,800	15,300	15,400
		Liquor Licensing	(119,200)	(113,300)	(113,300)	(113,300)
		Gambling Licensing	(12,400)	(10,400)	(10,400)	(10,400)
		Hackney & Private Hire	(112,700)	(102,700)	(102,700)	(102,700)
		Local Licences	(21,300)	(12,300)	(12,300)	(12,300)
		Animal Health And Welfare	(5,600)	(10,000)	(10,000)	(10,000)
		Environmental Protection	222,650	221,950	225,850	229,850
		Awarded W/Courses & Flood Prev	23,600	25,000	25,000	25,000
		Enforcement	(14,800)	(10,000)	(9,300)	(8,600)
		Private Sector Housing	196,300	241,527	246,379	251,649
			1,486,650	1,714,735	1,690,209	1,728,007
			4,462,900	4,561,385	4,844,159	4,645,457
Finance, Property & Waste Services	Finance, Property & Waste Services	Corporate Costs	225,600	234,600	234,600	234,600
		Subscriptions To Associations	41,000	52,000	52,000	52,000
		Pension Costs	31,000	31,000	31,000	31,000
		Treasury Management	191,800	181,000	181,900	182,900
		Insurance Premium Account	365,800	406,100	446,600	491,300
		Accountancy Services	481,100	599,900	608,700	499,600
		Internal Audit	95,000	100,000	100,000	100,000
		Exchequer Services	214,750	257,350	211,750	216,250
		Procurement	122,250	128,350	129,850	131,250
		Risk Management	60,050	71,200	72,600	73,700
			1,828,350	2,061,500	2,069,000	2,012,600

Finance Management	Finance Management	268,650	274,600	280,300	286,200
		268,650	274,600	280,300	286,200
ICT Services	Information Management	1,194,500	1,104,843	1,135,393	1,167,076
	Telecommunications	74,800	75,850	76,932	78,045
	Centralised It Budget	625,096	675,605	709,385	744,855
	Centralised Mobile Phone	10,500	10,500	10,500	10,500
		1,904,896	1,866,798	1,932,210	2,000,476
Property Services	Grantham Museum	3,200	4,000	4,000	4,000
	Leisure Premises	(17,650)	(16,750)	(16,750)	(16,750)
	Miscellaneous Property	26,050	60,050	62,250	63,450
	St Martin's Park, Stamford	250,300	0	0	0
	St Peter's Hill Development	106,000	0	0	0
	Investment Property	(199,800)	(178,500)	(178,200)	(177,900)
	Grantham Cinema Complex	(57,220)	(320)	2,780	6,080
	Conduit Lane Toilets	11,500	8,700	8,900	9,100
	Abbey Gardens Toilets	18,900	23,400	24,800	25,200
	Market Deeping Toilets	17,000	14,000	14,100	14,200
	South Street Bourne Toilets	4,600	0	0	0
	Disabled & Other Conveniences	51,700	25,300	26,500	26,700
	Grantham Canal	100,000	9,000	9,000	9,000
	Graham Hill Way, Bourne	(49,400)	(47,500)	(46,500)	(46,500)
	Alma Park, Grantham	8,100	7,000	7,000	8,000
	Mowbeck Way, Grantham	(32,400)	(20,200)	(20,200)	(20,200)
	Northfields, Market Deeping	(305,710)	(233,600)	(230,600)	(227,600)
	Bourne Bus Station	6,700	4,700	5,100	5,500
	Grantham Bus Station	39,680	24,480	26,980	28,480
	Stamford Bus Station	48,000	31,300	32,800	33,300
	Car Park Administration	133,500	10,000	10,000	11,000
	Bourne Car Parks	7,500	8,000	8,400	8,800
	Market Deeping Car Parks	1,400	1,400	1,500	1,600
	Street Furniture	9,800	9,800	9,800	9,800
	Footpath Lighting	429,900	157,900	161,300	164,900
	Market Deeping Area Office	15,200	18,000	19,000	19,000
	Alexandra Road Depot	95,300	76,600	78,400	81,300
	Bourne Cap	124,100	75,100	78,700	83,300
	The Picture House	146,000	169,500	174,700	179,900
	South Kesteven House	88,550	76,550	80,350	83,250
	Waste Depot	686,100	153,000	304,900	306,900
	Welham St M-Storey Car Park	(6,100)	(15,100)	(12,100)	(8,900)
	Conduit Lane Car Park	(19,100)	(12,500)	(12,100)	(11,700)
	Wharf Rd M-Storey (Gtm) Cpark	30,600	15,500	16,400	17,300
	Guildhall St Car Park	(88,400)	(74,300)	(73,600)	(72,900)
	Watergate Car Park	(54,300)	(36,800)	(35,800)	(34,800)
	Wharf Rd (St'Ford) Car Park	(253,400)	(295,700)	(294,400)	(293,000)
	Cattlemarket Car Park	(193,200)	(350,700)	(349,900)	(349,100)
	North Street Car Park	(200,000)	(220,300)	(219,600)	(218,800)
	St Leonards St Car Park	(116,000)	(62,900)	(62,600)	(62,300)

		Scotgate Car Park	(128,500)	(111,600)	(111,200)	(110,800)
		Bath Row Car Park	(169,300)	(163,000)	(162,300)	(161,600)
		Property Management	595,500	633,500	608,600	620,700
		Centralised Property Maintenance	1,974,655	1,822,900	1,835,400	1,868,200
		Centralised Property Maintenance S	20,550	21,200	21,600	22,000
			3,159,905	1,621,110	1,807,410	1,898,110
Revs Bens & Cust Serv		C Tax Admin & Enforcement	327,900	335,700	348,400	361,000
		NDR Admin & Enforcement	(49,550)	(49,100)	(46,500)	(43,800)
		Benefits Subsidy & Payments	(197,500)	(197,500)	(197,500)	(197,500)
		Benefits Admin	206,000	342,700	354,700	367,300
		Customer Services	681,300	669,550	684,050	698,850
		Income Recovery Service	3,600	44,823	45,866	46,931
			971,750	1,146,173	1,189,016	1,232,781
Waste & Markets		Bourne Market	19,600	17,500	13,000	13,300
		Grantham Market	73,100	77,500	78,200	79,900
		Stamford Market	11,600	46,700	50,800	55,100
		Refuse & Recycling	3,302,200	4,978,970	5,064,750	5,186,420
		Vehicle Maintenance Workshop	867,000	929,900	935,600	941,400
		Green Waste Collection	(1,009,200)	(1,215,200)	(1,191,700)	(1,165,500)
		Trade Waste	(56,700)	(84,130)	(166,800)	(200,178)
		Waste & Recycling Management	640,000	644,200	577,000	589,000
		Pool Cars	69,300	21,900	23,500	25,400
			3,916,900	5,417,340	5,384,350	5,524,842
			12,050,451	12,387,521	12,662,286	12,955,009
Growth & Culture	Arts & Culture	Arts And Events	28,700	118,700	108,700	108,700
		Guildhall Arts Centre	640,400	259,500	270,000	280,800
		Stamford Arts Centre	150,400	96,100	93,900	167,100
		Bourne Corn Exchange	68,000	63,300	66,000	67,700
		Arts Centres Salaries	863,500	900,135	870,751	884,987
			1,751,000	1,437,735	1,409,351	1,509,287
Building Control		Building Ctrl Partnership	105,734	96,700	86,700	85,800
			105,734	96,700	86,700	85,800
Communications		Reputation, Comms, Consults	290,800	269,500	270,000	274,600
			290,800	269,500	270,000	274,600
Community Engagement	Partnerships	Community Partnerships	242,900	209,300	212,700	216,200
		Community Fund	97,000	200,000	200,000	200,000
		LotterySK	(15,800)	(15,800)	(15,800)	(15,800)
		Citizens Advice Bureau	52,000	85,000	52,000	52,000
			376,100	478,500	448,900	452,400
Culture & Leisure Mgmt	Culture & Leisure Mgmt	Culture & Leisure Mgmt	172,000	169,200	172,800	176,400
			172,000	169,200	172,800	176,400
Development & Policy		Street Numbering And Naming	63,100	57,800	59,600	61,400
		Development Management	(193,700)	(360,500)	(368,500)	(346,000)
		Conservation	109,400	108,200	110,300	112,500
		Planning Policy	724,700	388,300	540,100	876,900
			703,500	193,800	341,500	704,800
Economic Development	Economic Development	Economic Development	573,700	488,900	417,800	423,500
			573,700	488,900	417,800	423,500
Growth Management	Growth Management	Growth Management	370,800	242,300	247,000	252,000
			370,800	242,300	247,000	252,000

Leisure	Bourne Leisure Centre	532,700	165,000	169,000	173,000
	Grantham Meres Leisure Centre	1,394,600	709,200	723,200	738,200
	Stamford Leisure Centre	323,700	175,000	179,000	183,000
	Sports Stadium	420,650	158,750	162,750	166,750
	Leisure Programme	150,000	0	0	0
	Community Activities	9,000	9,000	9,000	9,000
		2,830,650	1,216,950	1,242,950	1,269,950
Parks & Open Spaces	Sports Stadium Football Club	28,000	28,000	28,000	28,000
	Dysart Park, Grantham	57,800	68,600	68,600	68,600
	Queen Elizabeth Park, Grantham	14,700	16,900	16,900	16,900
	Wyndham Park, Grantham	146,900	152,150	153,950	156,850
	Grantham Street Grass Cutting	29,200	36,600	36,600	36,600
	Arnoldfield Playing Field	27,800	28,400	28,400	29,400
	Harrowby Lane Playing Field	16,900	16,900	17,900	17,900
	Langtoft Playing Field	34,600	36,600	37,600	37,600
	Grantham Cemetery	80,500	96,950	100,450	104,150
	Christmas Illuminations	53,000	47,000	48,000	48,000
	Remembrance Sunday	500	500	500	500
	Play Areas & Open Spaces	165,898	191,900	192,900	193,900
	Christmas Fun Day	5,000	5,000	5,000	5,000
	Grantham Fair	(23,800)	1,100	0	2,200
	Stamford Fair	(26,800)	4,300	0	8,600
	Closed Burial Grounds	7,600	200	200	200
		617,798	731,100	735,000	754,400
Street Scene	Grounds Maintenance	2,065,337	1,794,300	1,860,100	1,931,500
		2,065,337	1,794,300	1,860,100	1,931,500
		9,857,419	7,118,985	7,232,101	7,834,637
Housing & Projects	Centralised & Business	Internal Printing	6,550	6,550	6,550
		Business Support Team	335,700	321,100	327,800
		Centralised External Print	10,000	10,000	10,000
		Centralised Advertising	16,004	16,000	16,000
		Centralised Postage	165,100	225,100	225,100
		Centralised Stationery	2,500	2,500	2,500
			535,854	581,250	587,950
					594,550
Corporate Projects, Performance & Climate Change	Transformation	314,600	319,800	326,600	333,600
	Climate Change	198,500	254,250	256,450	259,450
		513,100	574,050	583,050	593,050
Health & Safety	Emergency Planning	37,200	37,350	37,500	37,650
	SKdc Occupational H&S	91,300	92,600	94,600	96,800
		128,500	129,950	132,100	134,450
Housing Services	Homelessness	721,500	524,700	524,700	524,700
	Rough Sleeper Initiative	87,000	0	0	0
	Housing & Projects Management	46,600	46,000	46,900	47,800
		855,100	570,700	571,600	572,500
		2,032,554	1,855,950	1,874,700	1,894,550
	HRA Recharge	(2,960,000)	(3,049,000)	(3,110,000)	(3,172,000)
	Drainage Rates	1,026,000	1,128,000	1,241,000	1,365,000
		26,469,324	24,002,841	24,744,246	25,522,653

2026/27 – 2028/29 General Fund Capital Programme and Financing Statement

	Description	Proposed Funding Source	2026/27 Proposed Budget £'000	2027/28 Indicative Budget £'000	2028/29 Indicative Budget £'000
139	Corporate, Governance and Public Protection				
1	Disabled Facilities Grant		975	975	975
			975	975	975
Finance, Property and Waste Services					
2	Street Scene Vehicle Procurement		356	452	350
3	Wheelie Bin Replacements		155	165	165
4	Vehicle Replacement Programme		690	999	960
5	Pool Cars		0	0	304
6	River Witham Footbridge		50	200	200
7	Grantham Canal Refurbishment		200	120	120
8	Car Park Improvements		120	0	0
9	Council Chamber Audio Equipment		88	0	0
10	Wharf Road, Grantham Car Park		650	0	0
			2,309	1,936	2,099
Growth & Culture					
11	Grounds Maintenance Equipment		130	120	0
12	Leisure SK Loan		95	0	0
			225	120	0
Housing & Projects					
13	EV Charging Points		55	50	50
			55	50	50
14	Total General Fund Capital Programme		3,564	3,081	3,124
	General Fund Financed By:				
15	Capital Grants and Contributions		975	975	975
16	Reserves		1,388	1,489	1,984
17	Usable Capital Receipts		1,201	617	165
18	Total General Fund Capital Programme Financing		3,564	3,081	3,124

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Reserves Forecast - General Fund

2025/26 - 2028/29 GENERAL FUND RESERVE STATEMENT

APPENDIX C

	General Fund	Balance	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
		as at 31 March 2025 £'000	movement £'000	Balance as at 31 March 2026 £'000	movement £'000	Balance as at 31 March 2027 £'000	movement £'000	Balance as at 31 March 2028 £'000	movement £'000
Discretionary Reserves									
1	Climate Change	330	125	455	(55)	400	(50)	350	(50)
2	Training and Development	100	(12)	88	0	88	0	88	0
3	Street Scene	286	(40)	246	(246)	0	0	0	0
4	ICT investment	482	(291)	191	0	191	0	191	0
5	Local Priorities Reserve	10,424	(4,264)	6,160	(1,363)	4,797	(1,262)	3,535	(2,214)
6	Market Reserve	0	50	50	(50)	0	0	0	0
7	Market Towns Investment Fund	0	0	0	550	550			550
8	Invest to Save	322	(56)	266	0	266	0	266	0
9	Housing Delivery	548	0	548	0	548	0	548	0
10	Property Maintenance	878	1,494	2,372	(1,000)	1,372	(440)	932	(320)
11	A1 Litter	47	(47)	0	0	0	0	0	0
12	Leisure & Community Reserve	200	(67)	133	367	500	0	500	0
13	Leisure Investment	500	(500)	0	500	500	25	525	0
14	Leisure	850	0	850	0	850	0	850	0
15	Waste and Street Scene Reserve	0	523	523	2,059	2,582	0	2,582	0
16	Regeneration	544	(426)	118	0	118	0	118	0
		15,511	(3,511)	12,000	762	12,762	(1,727)	11,035	(2,584)
Governance Reserves									
17	Insurance Reserve	210	(47)	163	0	163	0	163	0
18	Pensions Reserve	213	(31)	182	469	651	(31)	620	0
19	Budget Stabilisation	3,881	(250)	3,631	1,047	4,678	0	4,678	0
20	Rev Grants c/fwd	119	(10)	109	0	109	0	109	0
21	Building Control	83	(30)	53	(27)	26	(26)	0	0
22	Football 3G Pitch	200	25	225	25	250	25	275	0
23	Special Expense Area Reserve	236	133	369	169	538	160	698	157
24	Flood Reserve	110	0	110	0	110	0	110	0
		5,052	(210)	4,842	1,683	6,525	128	6,653	157
25	Total General Revenue Reserves	20,563	(3,721)	16,842	2,445	19,287	(1,599)	17,688	(2,427)
									15,261

Reserves Forecast - General Fund

	Government Grants Received										
	Homelessness	1,160	(87)	1,073	0	1,073	0	1,073	0	1,073	1,073
	New Burdens Grant	429	(61)	368	(50)	318	0	318	0	318	318
	Neighbourhood Planning Grant	32	0	32	0	32	0	32	0	32	32
	Historic England	44	0	44	0	44	0	44	0	44	44
	Welfare Reform	177	0	177	0	177	0	177	0	177	177
	Food Waste	1,651	(1,371)	280	0	280	0	280	0	280	280
	Coronation Orchard	33	0	33	0	33	0	33	0	33	33
26	Total Government Grants Received	3,526	(1,519)	2,007	(50)	1,957	0	1,957	0	1,957	
27	Working Balance	2,535	0	2,535	0	2,535	0	2,535	0	2,535	
28	Total Revenue Reserves	26,624	(5,240)	21,384	2,395	23,779	(1,599)	22,180	(2,427)	19,753	
	Capital Reserve										
29	General Fund Capital Reserve	52	0	52	0	52	0	52	0	52	52
30	Useable Capital Receipts Reserve	4,537	(2,257)	2,280	(1,201)	1,079	(617)	462	(165)	297	
31	Total Capital Reserves	4,589	(2,257)	2,332	(1,201)	1,131	(617)	514	(165)	349	
32	Total General Fund Reserves	31,213	(7,497)	23,716	1,194	24,910	(2,216)	22,694	(2,592)	20,102	

Appendix D – General Fund Finance Risk Register

Risk	Likelihood	Impact	Residual Risk Score	Mitigating Action
1. Reduced funding levels from 2026/27 and beyond	4	3	14 Very High	The Government has recently concluded their funding review consultation and confirmed as part of the provisional budget announcements a multi-year settlement effective from 2026/27. The provisional settlement outlines funding will reduce over the three year period but transitional funding arrangements will be in place. The Council will need to manage the funding reductions over the 3 year settlement to ensure a balanced budget is achieved in 2028/29.
2. Capital programmes requiring borrowing in the medium term	3	3	12 High	Continue to undertake financial modelling to identify consequences of undertaking borrowing and align this with savings that will need to be approved before borrowing is undertaken in order to ensure ongoing affordability and financial sustainability. The capital programme can currently be financed without borrowing although this is kept under review.
3. Increase in bad debts as a result of economic circumstances	3	2	8 High	The Council has pro-active debt management procedures in place. Additional resources are being included within the 2026/27 budget proposals to support effective debt recovery.
4. Increased maintenance costs of council assets	3	2	8 High	The budget proposals for 2026/27 include further funding to help address backlog asset maintenance issues and capacity is under review to support the delivery of several large scale General Fund property projects. The medium-term outlook is a continuation of high levels of maintenance that will require financing. There are similar pressures for the Housing Revenue Account in respect of the social housing stock – additional investment may be required to meet new government requirements for decent homes standard.
5. Inflation increases beyond budgeted levels	2	2	5 Medium	Budget assumptions kept up to date with most recent projections and monthly sensitivity analysis is produced to monitor the impact of inflationary increases.
6. Fee Income volatility	2	2	5 Medium	Early monitoring of deviations and regular reporting to both budget holders and members.
7. Fuel price volatility	1	3	6 Medium	Weekly monitoring of fuel charge and proactive interventions to ensure optimisation of fuel consumption.

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

Likelihood



Equality Impact Assessment

Question	Response
1. Name of policy/funding activity/event being assessed	General Fund and Council Tax Setting 2026/27
2. Summary of aims and objectives of the policy/funding activity/event	To set the Council Tax for 2026/27
3. Who is affected by the policy/funding activity/event?	All residents of South Kesteven District Council
4. Has there been any consultation with, or input from, customers/service users or other stakeholders?	Consultation regarding the increase to Council Tax will take place during the period 15 January – 2 February 2026 where residents of South Kesteven will have the opportunity to provide their views regarding the proposed increase to Council Tax. Cabinet will consider feedback from the consultation in their meeting on 10 February 2026.
5. What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?	<p>It is not possible to assess the impact of the Council Tax increase on individual households within South Kesteven but the local Council Tax support scheme will mitigate the impact of increases to eligible customers. The full impact will not be mitigated for customers who are not eligible for 100% support. The Council Tax support scheme provides up to 80% support for working age claimants and 100% support for pension age claimants.</p> <p>There will be a negative impact on people who have low incomes that do not qualify for Council Tax Support.</p>

Protected Characteristic	Is there a potential for positive or negative impact?	Please explain and give examples of any evidence/data used	Action to address negative impact e.g. adjustment to the policy <small>(The Action Log below should be completed to provide further detail)</small>
Age	Yes	<p>Council Tax increases will have a negative impact on all residents in the district but the impact on those groups with a low income that do not qualify for support will be more greatly impacted.</p> <p>There is the potential for individuals below the age of 21 to be more greatly impacted due to the</p>	<p>The local council tax support scheme will help mitigate the impact of increases to council tax for eligible residents.</p> <p>There will also be a negative impact on people who have low incomes that do not qualify under the local council tax support scheme.</p>



		<p>National Minimum Wage rate for this group of people.</p> <p>People who have reached pension age could also be more greatly impacted as there is the potential for household income to be lower for this group of people when compared with working age households.</p>	
Disability	Yes	<p>Council Tax increases will have a negative impact on all residents in the district but the impact of individuals with this protected characteristic could be greater if they are in receipt of benefit support.</p>	<p>The local council tax support scheme will help mitigate the impact of increases to council tax for eligible residents.</p> <p>There will also be a negative impact on people who have low incomes that do not qualify under the local council tax support scheme.</p>
Gender Reassignment	No	Council Tax increases will have a negative impact on all residents in the district	
Marriage and Civil Partnership	No	Council Tax increases will have a negative impact on all residents in the district	
Pregnancy and Maternity	Yes	<p>Council Tax increases will have a negative impact on all residents in the district but the impact on individuals with this protected characteristic could be greater as income is likely to be lower when on maternity leave.</p>	<p>The local council tax support scheme will help mitigate the impact of increases to council tax for eligible residents.</p> <p>There will also be a negative impact on people who have low incomes that do not qualify under the local council tax support scheme.</p>
Race	No	Council Tax increases will have a negative impact on all residents in the district	
Religion or Belief	No	Council Tax increases will have a negative impact on all residents in the district	
Sex	No	Council Tax increases will have a negative impact on all residents in the district	
Sexual Orientation	No	Council Tax increases will have a negative impact on all residents in the district	
Other Factors requiring consideration			



Socio-Economic Impacts	Yes	<p>The cost of living crisis is already having an impact on households so increases in Council Tax will add further financial pressure to households.</p> <p>The local council tax support scheme will help mitigate the impact of increases to council tax for eligible residents.</p> <p>There will also be a negative impact on people who have low incomes that do not qualify under the local council tax support scheme.</p>	
Carers	Yes	<p>Carers could be more greatly impacted by increases in Council Tax than those who do not have a caring responsibility due to the potential impact this responsibility could have on their ability to work.</p>	<p>The local council tax support scheme will help mitigate the impact of increases to council tax for eligible residents which eligible individuals in receipt of carers allowance can apply for.</p> <p>There will also be a negative impact on people who have low incomes that do not qualify under the local council tax support scheme.</p>

Consultation

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

Group/Organisation	Date	Response

Proposed Mitigation: Action Log

To be completed when barriers, negative impact or discrimination are found as part of this process – to show actions taken to remove or mitigate. Any mitigations identified throughout the EIA process should be meaningful and timely. Add more rows as required.

Negative Impact	Action	Timeline	Outcome	Status

Evaluation Decision

Once consultation and practicable and proportionate mitigation has been put in place, the responsible officer should evaluate whether any negative impact remains and, if so, provide justification for any decision to proceed.

Question	Explanation / justification
----------	-----------------------------



Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?		
Final Decision	Tick	Include any explanation/justification required
1. No barriers identified, therefore activity will proceed	X	
2. Stop the policy or practice because the data shows bias towards one or more groups		
3. Adapt or change the policy in a way that will eliminate the bias		
4. Barriers and impact identified , however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to proceed with caution with this policy or practice knowing that it may favour some people less than others, providing justification for this decision		

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

Sign off

Name and job title of person completing this EIA	David Scott Assistant Director of Finance (Deputy s151)
Officer Responsible for implementing the policy/function etc	As above
Date Completed	17 December 2025
Line Manager	Richard Wyles Deputy Chief Executive and s151
Date Agreed (by line manager)	18 December 2025
Date of Review (if required)	Completed Annually

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



SOUTH KESTEVEN
DISTRICT COUNCIL

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

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Cabinet

Thursday, 15 January 2026

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

Budget Proposals for 2026/27 and indicative Budgets for 2027/28 and 2028/29 – Housing Revenue Account

Report Author

Richard Wyles, Deputy Chief Executive and s151 Officer

Richard.wyles@southkesteven.gov.uk

Purpose of Report

To present the draft Budget proposals and estimates for 2026/27 for the Housing Revenue Account.

Recommendations

Cabinet is asked to agree:

- the budget proposals for 2026/27 and indicative proposals for 2027/28 and 2028/29 in respect of Housing Revenue Account – Revenue and Capital.
- the proposed rent setting increase of 4.8% for 2026/27 for the social housing dwellings.
- the proposed increase of 2% for garage rents and 3.8% increase for service charges.

Decision Information

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

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

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

Legal and Governance

- 1.2 The recommendations relate to proposals for the budget which forms part of the budgetary and policy framework in accordance with the Budget and Policy Framework Procedure Rules set out at Part 4(3) of the Constitution of the Council (Rules of Procedure). Members (Cabinet) must consult with the community on the proposals contained within this report as required in accordance with statutory regulation and constitutional requirements.

Completed by: James Welbourn, Democratic Services Manager

Risk and Mitigation

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

Completed by: Tracey Elliott, Risk and Governance Officer

Diversity and Inclusion

- 1.4 An Equality Impact Assessment is appended at Appendix E.

2. Background to the Report

- 2.1. The purpose of this report is to present the draft budget proposals for the Housing Revenue Account (HRA) for the 2026/27 financial year to the Cabinet.
- 2.2. The Budget – Joint Overview and Scrutiny Committee reviewed the details of this report at their meeting on 13th January 2026 and their feedback will be presented to Cabinet at this meeting.

3. HOUSING REVENUE ACCOUNT (HRA)

3.1 The 2025 - 2030 Housing Strategy was approved by Cabinet on 4th November 2025. It sets the vision for housing across the district. The vision for South Kesteven is to have a range of secure, safe, good quality and sustainable housing of all tenures. We will support people to live healthy and independent lives in their homes, which meet changing needs now and, in the future, in sustainable communities.

3.2 The Housing Strategy sets out five priorities:

- The commitment to deliver new affordable and specialist housing in partnership.
- Continual improvement of the quality, standard and safety of homes
- Support people to live healthy and independent lives in their homes
- Facilitate housing to be sustainable
- Support our communities to be sustainable

3.3 Nationally, Social Housing councils are experiencing similar challenges which include:

- Capital investment needs driven by stock condition surveys and the requirement to ensure all properties have a minimum of an energy standard of EPC C.
- Revenue pressures primarily driven by day to day responsive repairs.
- Revenue pressures arising from enhanced regulation including Awaab's Law and the requirements for professional qualifications for housing employees.
- Costs of building and delivering new homes to replace those lost under Right to Buy.

3.4 The HRA budgets have been set against in the context of delivering the aims of the Housing Strategy aims whilst balanced against the need to maintain a sustainable 30-year financial business plan.

3.5 Financial challenges of the HRA required Council in 2025/26 to allocate further financial resources during the financial year in response to increasing revenue costs. These pressures continue into 2026/27 and this financial growth is reflected in the proposed revenue budgets shown at **Appendix A**. Line 27 of Appendix A also shows the full extent of the decline of the balances and the Major Repairs Reserve balance reduces from **£10.508m** as at 31 March 2026 to **£2.796m** as at 31 March 2029.

- 3.6 In order to avoid creating an unsustainable medium-term outlook for the HRA, corrective actions have been carried out across all budget areas of the HRA. The most significant work has been to approach the formation of the capital programme from a zero-base approach and using the stock condition survey data.
- 3.7 This analysis has enabled a more accurate and targeted capital programme but within a financial limit that does not put the HRA under financial pressure in the medium term. However, in the longer-term HRA Business Plan projections indicate a potential need to draw on further reserves before potential falling in a deficit position by 2032/33. Therefore, spending plans will need to be reviewed in order to take corrective action to avoid a deficit. We are also waiting on the outcome from Government review of rent convergence proposals, which if positive may provide an increase in revenue income to bring the business plan back into balance.
- 3.8 The provisional capital programme for the next 3 Financial Years is shown at **Appendix B**. Summary details are provided in **section 5** of this report.

4. Housing Revenue Account 2026/2027 – Rent Proposals

- 4.1 Following a previous consultation, the Government announced (as part of the Spending Review a 10-year rent settlement for social housing from 1 April 2026 in which rents will be permitted to increase by Consumer Prices Index (CPI) +1% per annum. The rental income budgets are set in accordance with this rent setting guidance formula which is set at 4.8% for 2026/27.
- 4.2 In response to feedback, the Government has recognised a need for Social Rent Convergence. This would help to fund the investment in new and existing social housing required to deliver the government's ambitions.
- 4.3 Convergence would allow rents for Social Rent properties that are currently below 'formula rent' to increase by an additional amount each year, over and above the CPI+1% limit, until they 'converge' with formula rent. Formula rent refers to the formula used to calculate the rent that may be charged for a given property when it is let to a new tenant. A convergence mechanism was originally introduced in 2002 but was scrapped in 2015.
- 4.4 Consultation on this proposal was launched in July 2025 which set out a number of options for implementation which included should the additional charge be set at £1 or £2 extra per week, should the rent convergence be introduced from 1 April 2026 and how long should rent convergence be in place for.
- 4.5 There have been no further Government announcements regarding this proposal. Therefore, it is increasingly unlikely that rent convergence will be implemented in time for the 2026/27 Financial Year.

4.6 Rent setting proposals increase the annual budgeted rental income from **£29.856m** in 2025/26 to **£31.091m** in 2026/27. The average weekly rental increase for individual properties will be **£2.65**. The average rent in 2026/27 will be **£100.77** with a minimum of **£66.12** and a maximum of **£204.20**.

4.7 Garage rents are proposed to increase by **2%** and service charges are proposed to increase **3.8%**. Further analysis of rent details is provided in **Tables 1 and 2**.

Table 1 - 4.8% increase

Bedrooms	% of Dwelling Stock	Average Weekly Rent 2025/26	Average Weekly Rent 2026/27	Average Increase	% Increase
Bedsit	0.52%	70.34	73.72	3.38	4.8%
1 Bedroom	13.65%	87.19	91.38	4.19	4.8%
2 Bedrooms	43.35%	97.17	101.83	4.66	4.8%
3 Bedrooms	40.17%	107.02	112.16	5.14	4.8%
4 Bedrooms	2.16%	115.56	121.11	5.55	4.8%
6 Bedrooms	0.15%	131.51	137.83	6.31	4.8%

Table 2 – Property Analysis of Increase

Increase per Week	Number of Properties	% of Properties
Under £3.99	317	5.44%
£4.00 - £4.49	1,277	21.92%
£4.50 - £4.99	2,179	37.41%
£5.00 - £5.49	1,552	26.64%
£5.50 - £5.99	410	7.04%
£6.00 - £6.49	39	0.67%
£6.50 - £6.99	12	0.21%
£7.00 – £7.49	4	0.07%
£7.50 - £7.99	9	0.15%
Over £8.00	26	0.45%

4.8 In setting the budget for rental income for future years, in addition to the 4.8% rent increase, the following assumptions have been made:

- Void rent of 1.5%
- Following Government changes to the Right To Buy (RTB) discount rates the sales forecast has been set at **15** for 2026/27 based on the reduced activity levels during 2025/26 since the changes were introduced.

Table 3 – Housing Revenue Account Budget Assumptions

Cost Heading	2026/27		2027/28		2028/29	
	% Increase	Annual Increase on base budget	% Increase	Annual Increase on base budget	% Increase	Annual Increase on base budget
Pay Award	3%	£209k	2%	£130k	2%	£133k
Fuel *	10%	£5k	5%	£8k	5%	£12k
Gas*	5%	£19k	5%	£13k	5%	£14k
Electricity*	10%	£25k	5%	£14k	5%	£15k

*These budgets have been rebased in 2026/27 following an underspend in 2024/25 and forecast savings in 2025/26 to ensure they are more accurate set based on current consumption levels and reduced unit prices. The increases in 2026/27 are based on the reduced base budget for these areas

4.9 Treasury Investment Income - the financial forecasts for investment income remain volatile with most economist's predicting a reduction in Base Rate. Estimated interest rates for investments, based on projections from the Council's Treasury Advisors, are shown at **table 4** below.

Table 4 – Treasury Investment Financial Forecasts

Financial Year	2026/27	2027/28	2028/29
Forecasted Interest Rate	3.50%	3.25%	3.00%
Assumed Interest Receivable	£1.203m	£0.804m	£0.652m

5 CAPITAL PROGRAMME 2026/27 – 2028/29

Housing Investment Programme (HIP)

5.1 The capital programme for the period 2026/27 – 2028/29 has been derived using the results and analysis of the recent Stock Condition Survey.

5.2 This analysis allows the Council to focus the resources of the HRA to address outstanding refurbishment and improvements in key parts of the stock including:

- energy efficiency investment
- ensuring ongoing investment in compliance works; and

- scheduled improvements such as replacements of kitchens and bathrooms, replacement roofing and installation of secure and efficient doors and windows.

5.3 The 2026/27 programme (excluding any carried forwards) is summarised at **Table 5** and detailed at **Appendix B**.

Table 5 – HRA Capital Programme Summary

	2026/27 Proposed Budget	2027/28 Indicative Budget	2028/29 Indicative Budget
	£'000	£'000	£'000
Energy Efficiency Initiatives	6,250	1,250	1,250
Vehicle Purchase	221	238	0
New Build Programmes	4,000	3,000	3,000
Refurbishment and Improvement Works	7,122	8,322	8,322
Physical Adaptations	300	300	300
HRA Budget	17,893	13,110	12,872
Financing:			
Capital Receipts	4,000	3,000	3,000
Grants and Contributions	2,500	0	0
Reserves	11,393	10,110	9,872
Total Financing	17,893	13,110	12,872

5.4 In addition to the above there are two schemes in the 2025/26 programme that are currently forecast to be carried forwards into 2026/27:

- Housing Development Investment - **£8.099m** (funded from Capital Receipts)
- Fire Protection - **£1.2m** (funded from Major Repairs Reserve)

6 CAPITAL FINANCING

6.1 The HRA Capital Programme is proposed to be financed from HRA earmarked reserves. This is currently affordable without the need for borrowing because the HRA is able to create an operating surplus which contributes to the Major Repairs Reserve.

6.2 The HRA capital programme for 2026/27 (including carry forwards) is proposed to be financed from the following:

- £12.099m Capital Receipts Reserve
- £2.5m Grant Funding
- £12.593m Major Repairs Reserve

7 RESERVES AND BALANCES

7.1 A number of specific reserves assist in the delivery of HRA services, which are used to fund both revenue and capital expenditure. Furthermore, the HRA has a specific working balance which provides financial support to the HRA should any significant unforeseen costs arise during the Financial Year.

7.2 The Major Repairs Reserve is the primary source of funding for the HRA capital programme. It is proposed that it will fund investment in the housing stock over the next 3 years. Further detail of the HRA Reserves can be found in **Appendix C**.

Table 6 - Budgeted HRA Reserve Movements

Reserve Heading	2026/27 £'000	2027/28 £'000	2028/29 £'000
Priorities Reserve	(100)	(100)	(100)
Working Balance	(133)	272	(1,394)
Capital Receipts	(9,622)	(773)	(1,357)
Major Repairs Reserve	(5,543)	(2,436)	267

- The Priorities Reserve is used to fund HRA service priorities. In 2026/27 **£100k** of the reserve will be used to fund New Build Feasibility studies.
- The Capital Receipts Reserve movements shown in **Table 6** above are proposed to contribute towards financing the new build scheme over the 3-year capital programme.
- An annual revenue contribution is required to the Major Repairs Reserves which funds capital investment in the Council's housing stock. The Major Repairs Reserve of **(£12.593m)** will contribute towards the 2026/27 programme (including carry forwards), further details regarding the financing of each scheme are detailed in **Appendix B**.
- A sum of **£3.222m** is transferred annually from the HRA account to the working balance which is used to fund the principal repayment of the external HRA self-financing loan taken out in 2012. An annual contribution is also made from the working balance to the Major Repairs Reserve to ensure sufficient resources are available to fund investment in the housing stock. In 2026/27 this contribution will be **£1.714m**.

7.3 Based on the current level of capital expenditure over the next 3 years the MRR balance is forecast to significantly decrease from **£15.316m** as at 31 March 2025 to a projected balance of **£2.796m** at 31 March 2029. Together with the increased pressure in dealing with the revenue repairs and maintenance issues puts a severe financial strain on the HRA with the overall level of reserves forecast to reduce from **£35.723m** at 31 March 2025 to **£8.486m** at 31 March 2029.

- 7.4 Whist the current HRA Business Plan shows a balanced position in the Medium Term, longer-term projections show the need to draw on further reserves before potentially falling into a deficit by 2032/33.
- 7.5 This could be mitigated if the Government provides capacity to increase rents through rent convergence. Further details are expected in January 2026 when the outcome of the recent consultation will be known.
- 7.6 If the outcome of rent convergence proposals is not sufficient to deal with the projected deficits within the HRA Business Plan then it will be critical to revisit the future capital and revenue spending projections to ensure a balanced, fully funded business plan is attainable.

8 Other Options Considered

- 8.1 The alternative options are considered as part of the report in sections 3 to 7.

9 Reasons for the Recommendations

- 9.1 The Council is required to set a HRA Budget each year and to set rent levels in accordance with the Government rent setting guidance.

10 Consultation

- 10.1 The draft budget proposals were presented to The Budget - Joint OSC on the 13 January for consideration and provide the opportunity for feedback to Cabinet in respect of the information set out in this report.

11 Appendices

- Appendix A – 2026/27 Revenue summary – Housing Revenue Account (HRA)
- Appendix B – 2026/27 Capital Programme – HRA
- Appendix C – 2026/27 Reserves Statement – HRA
- Appendix D – HRA Finance Risk Register
- Appendix E – HRA Equality Impact Assessment

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APPENDIX A

2025/26 - 2028/29 HRA Revenue Summary

	Description	2025/26 Revised Budget £	2026/27 Proposed Budget £	2027/28 Indicative Budget £	2028/29 Indicative Budget £
EXPENDITURE					
1	Repairs & Maintenance	13,589	13,521	13,118	13,134
2	Supervision & Management - General	2,543	2,649	2,734	2,804
3	Supervision & Management - Special	2,261	2,055	2,090	2,127
4	Depreciation and Impairment Losses	4,181	5,336	5,443	5,552
5	Debt Management	36	37	38	39
6	Provision for Bad Debts	206	212	218	224
7	Other Expenditure (Pension Deficit)	0	0	0	0
8	Support Recharge from General Fund	2,960	3,049	3,110	3,172
9	TOTAL EXPENDITURE	25,775	26,859	26,751	27,053
INCOME					
10	Dwelling Rents	(29,856)	(31,091)	(32,184)	(33,209)
11	Non Dwelling Rents	(322)	(292)	(296)	(299)
12	Charges for Services & Facilities	(886)	(903)	(922)	(940)
13	Other Income	(18)	(18)	(18)	(18)
14	TOTAL INCOME	(31,082)	(32,304)	(33,418)	(34,466)
NET COST OF HRA SERVICES					
15	Interest Payable & Similar Charges	2,043	1,945	1,847	1,750
16	Interest & Investment Income	(1,798)	(1,203)	(804)	(652)
17	NET POSITION BEFORE RESERVE MOVEMENTS	(5,061)	(4,703)	(5,625)	(6,315)
MOVEMENT ON HRA RESERVE BALANCE					
18	HRA BALANCE AT START OF YEAR	1,573	3,005	2,872	3,144
19	NET POSITION AS AT 31ST MARCH	5,061	4,703	5,625	6,315
20	Repayment of Principle	(3,222)	(3,222)	(3,222)	(3,222)
21	Funding from HRA Priority Reserve	3,307	100	100	100
22	Major Repairs Reserve (MRR) Transfer	(3,714)	(1,714)	(2,231)	(4,587)
23	HRA BALANCE AT END OF YEAR	3,005	2,872	3,144	1,750
MRR MOVEMENTS					
24	MRR BALANCE AT START OF YEAR	15,316	10,508	4,965	2,529
25	Depreciation & MRR Transfers	7,895	7,050	7,674	10,139
26	Capital Financing	(12,703)	(12,593)	(10,110)	(9,872)
27	MRR BALANCE AT END OF YEAR	10,508	4,965	2,529	2,796

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2026/27 -2028/29 HRA Capital Programme and Financing Statement

	Description	Funding Source	2026/27 Proposed Budget £'000	2027/28 Indicative Budget £'000	2028/29 Indicative Budget £'000
1	Energy Efficiency Initiatives Central Heating, Ventilation and Boiler Replacements	Major Repairs Reserve	1,250	1,250	1,250
2	Decarbonisation Works	Grant/Major Repairs Reserve	5,000	0	0
			6,250	1,250	1,250
3	Purchase of Vehicles Repairs Vehicles	Major Repairs Reserve	221	238	0
			221	238	0
4	New Build Programme Housing Development Investment	Capital Receipts Reserve	4,000	3,000	3,000
			4,000	3,000	3,000
5	Refurbishment and Improvement Compliance Works Rewiring	Major Repairs Reserve	150	150	150
6	Lifts	Major Repairs Reserve	252	252	252
7	Alarms	Major Repairs Reserve	50	50	50
8	Fire Protection	Major Repairs Reserve	200	1,400	1,400
9	Compliance Works	Major Repairs Reserve	50	50	50
10	Tunstall Upgrades	Major Repairs Reserve	100	100	100
11	Roofing	Major Repairs Reserve	750	750	750
12	Fencing	Major Repairs Reserve	300	300	300
13	Exterior Refurbishment	Major Repairs Reserve	400	400	400
14	Kitchens	Major Repairs Reserve	2,500	2,500	2,500
15	Bathrooms	Major Repairs Reserve	900	900	900
16	External Wall Finishes	Major Repairs Reserve	250	250	250
17	Doors	Major Repairs Reserve	125	125	125
18	Windows	Major Repairs Reserve	900	900	900
19	Communal Rooms	Major Repairs Reserve	75	75	75
20	Door Entry Systems	Major Repairs Reserve	20	20	20
21	Structural Refurbishment	Major Repairs Reserve	100	100	100
	Major Repairs Reserve		7,122	8,322	8,322
22	Other Works Physical Adaptations	Major Repairs Reserve	300	300	300
23	Total HRA Capital Programme		17,893	13,110	12,872
24	HRA FINANCED BY: HRA Capital Receipts Reserve		4,000	3,000	3,000
25	Grants and Contributions		2,500	0	0
26	Major Repairs Reserve		11,393	10,110	9,872
27	Total HRA Capital Programme Financing		17,893	13,110	12,872

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2025/26 - 2028/29 HRA Reserves Statement

		Balance as at 31 March 2025 £000	Forecast Movement £000	Forecast Balance 31 March 2026 £000	Forecast Movement £000	Forecast Balance 31 March 2027 £000	Forecast Movement £000	Forecast Balance 31 March 2028 £000	Forecast Movement £000	Forecast Balance 31 March 2029 £000
Revenue Reserves										
1	HRA Climate Reserve	500	(43)	457	0	457	0	457	0	457
2	HRA Priorities Reserve	5,761	(2,264)	3,497	(100)	3,397	(100)	3,297	(100)	3,197
3	Reactive Repairs Reserve	1,000	(1,000)	0	0	0	0	0	0	0
4	Working Balance	1,573	1,432	3,005	(133)	2,872	272	3,144	(1,394)	1,750
5	Total HRA Revenue Reserves	8,834	(1,875)	6,959	(233)	6,726	172	6,898	(1,494)	5,404
HRA Capital Reserve										
6	HRA Capital Receipts Reserve	11,573	465	12,038	(9,622)	2,416	(773)	1,643	(1,357)	286
7	Major Repairs Reserve	15,316	(4,808)	10,508	(5,543)	4,965	(2,436)	2,529	267	2,796
8	Total HRA Capital Reserves	26,889	(4,343)	22,546	(15,165)	7,381	(3,209)	4,172	(1,090)	3,082
9	Total HRA Reserves	35,723	(6,218)	29,505	(15,398)	14,107	(3,037)	11,070	(2,584)	8,486

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Appendix D – Housing Revenue Account Finance Risk Register

Risk	Likelihood	Impact	Residual Risk Score	Mitigating Action
1. Unbalanced HRA Business Plan	3	3	12 High	Continue to undertake financial modelling of the HRA Business Plan to ensure ongoing affordability and financial sustainability. The balance between increased revenue spend dealing with repairs and maintenance, regulatory compliance and ensuring decent homes against the delivery of with capital programme will be key. Review of the Government proposals around rent convergence will be undertaken once published in early 2026 to consider potential for increased rental income. Modelling being undertaken with the Councils treasury advisors to assess if there could be any financial benefit to refinancing the existing HRA debt.
2. Insufficient levels of reserves	3	3	12 High	Over the next 3-year period as a consequence of future spending levels there is a significant reduction in reserve balances due to the financing of the capital program which is unsustainable. Therefore, a fundamental review using stock condition data is necessary to plan in the medium-term stock investment levels.
3. Increase in bad debts as a result of economic circumstances	3	2	8 High	Rent collection is the key income source for the HRA. The council has in place pro-active debt management procedures in place.
4. Increased maintenance costs of HRA Stock – both revenue and capital	3	3	12 High	The budget proposals for 2026/27 include continued significant in the social housing stock which is required to meet new government requirements for decent homes standard. Effective budget monitoring is in place to analyse financial spend to identify any pressures at an early stage and ensure corrective action is undertaken
5. Fuel price volatility	1	3	6 Medium	Weekly monitoring of fuel charge and proactive interventions to ensure optimisation of fuel consumption.
6. Inflation increases beyond budgeted levels	2	2	5 Medium	Budget assumptions kept up to date with most recent projections and monthly sensitivity analysis is produced to monitor the impact of inflationary increases.

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

Likelihood



Equality Impact Assessment

Question	Response
1. Name of policy/funding activity/event being assessed	HRA Budget and Rent Setting 2026/27
2. Summary of aims and objectives of the policy/funding activity/event	To set the Rent for 2026/27
3. Who is affected by the policy/funding activity/event?	Housing Tenants
4. Has there been any consultation with, or input from, customers/service users or other stakeholders?	Rent increase policy is set by government.
5. What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?	<p>With regards to rent setting the Council is following Government guidance. The actual rent is calculated on a property by property basis so it is not possible to provide a specific comment as each impact will vary on an individual basis.</p> <p>Increases will be mitigated for those tenants in receipt of Housing Benefit and Universal Credit but there is a potential for a negative impact for tenants on low incomes who are not eligible benefits. The Council will respond to any adverse impact by promotion of Discretionary Housing Payments and other benefit support.</p>

Protected Characteristic	Is there a potential for positive or negative impact?	Please explain and give examples of any evidence/data used	Action to address negative impact e.g. adjustment to the policy
Age	Yes	<p>Rent increases will have a negative impact on all tenants but the impact on those groups with a low income that do not qualify for support will be more greatly impacted.</p> <p>There is the potential for individuals below the age of 21 to be more greatly impacted due to the National Minimum Wage rate for this group of people.</p>	<p>Rent increases will be mitigated for those tenants in receipt of Housing Benefit and Universal Credit but there is a potential for a negative impact for tenants on low incomes who are not eligible benefits. The Council will respond to any adverse impact by promotion of Discretionary Housing Payments and other benefit support.</p>
Disability	Yes	Rent increases will have a negative impact on all tenants but the impact of individuals with this protected characteristic	Rent increases will be mitigated for those tenants in receipt of Housing Benefit and Universal Credit but there is a potential for a negative impact for tenants on



		could be greater if they are in receipt of benefit support.	low incomes who are not eligible benefits. The Council will respond to any adverse impact by promotion of Discretionary Housing Payments and other benefit support.
Gender Reassignment	No	Rent increases will have a negative impact on all tenants	
Marriage and Civil Partnership	No	Rent increases will have a negative impact on all tenants	
Pregnancy and Maternity	Yes	Rent increases will have a negative impact on all tenants but the impact on individuals with this protected characteristic could be greater as income is likely to be lower when on maternity leave.	Rent increases will be mitigated for those tenants in receipt of Housing Benefit and Universal Credit but there is a potential for a negative impact for tenants on low incomes who are not eligible benefits. The Council will respond to any adverse impact by promotion of Discretionary Housing Payments and other benefit support.
Race	No	Rent increases will have a negative impact on all tenants	
Religion or Belief	No	Rent increases will have a negative impact on all tenants	
Sex	No	Rent increases will have a negative impact on all tenants	
Sexual Orientation	No	Rent increases will have a negative impact on all tenants	
Other Factors requiring consideration			
Socio-Economic Impacts	Yes	The cost of living crisis is continuing to have an impact on tenants so increases in rent will add further financial pressure to households.	Rent increases will be mitigated for those tenants in receipt of Housing Benefit and Universal Credit but there is a potential for a negative impact for tenants on low incomes who are not eligible benefits. The Council will respond to any adverse impact by promotion of Discretionary Housing Payments and other benefit support.
Carers	Yes	Carers could be more greatly impacted by Rent increases than those who	Rent increases will be mitigated for those tenants in receipt of Housing Benefit and Universal



		do not have a caring responsibility due to the potential impact this responsibility could have on their ability to work.	Credit but there is a potential for a negative impact for tenants on low incomes who are not eligible for benefits. The Council will respond to any adverse impact by promotion of Discretionary Housing Payments and other benefit support.
--	--	--	--

Consultation

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

Group/Organisation	Date	Response

Proposed Mitigation: Action Log

To be completed when barriers, negative impact or discrimination are found as part of this process – to show actions taken to remove or mitigate. Any mitigations identified throughout the EIA process should be meaningful and timely. Add more rows as required.

Negative Impact	Action	Timeline	Outcome	Status

Evaluation Decision

Once consultation and practicable and proportionate mitigation has been put in place, the responsible officer should evaluate whether any negative impact remains and, if so, provide justification for any decision to proceed.

Question	Explanation / justification	
Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?		
Final Decision	Tick	Include any explanation/justification required
1. No barriers identified, therefore activity will proceed	X	
2. Stop the policy or practice because the data shows bias towards one or more groups		
3. Adapt or change the policy in a way that will eliminate the bias		



4. Barriers and impact identified , however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to proceed with caution with this policy or practice knowing that it may favour some people less than others, providing justification for this decision		
---	--	--

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

Sign off

Name and job title of person completing this EIA	David Scott – Assistant Director of Finance (Deputy s151)
Officer Responsible for implementing the policy/function etc	As above
Date Completed	17 December 2025
Line Manager	Richard Wyles Deputy Chief Executive and s151
Date Agreed	18 December 2025
Date of Review	Completed Annually

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

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



Contract Award - New Build Housing Scheme at Toller Court, Horbling

Report Author

Megan White, Corporate Project Officer

 megan.white@southkesteven.gov.uk

Purpose of Report

This report sets out the proposals for a new build social housing development of three units at Toller Court, Horbling, and seeks approval to award the construction contract to Gusto Construction Limited.

Recommendations

That Cabinet:

1. **Approve the award of a contract to Gusto Construction Limited for the construction of the three housing units at Toller Court, Horbling at a cost of £544k.**
2. **Delegates authority to the Council's Section 151 Officer, in consultation with the Leader of the Council, to allocate an additional 10% further funding if required due to unforeseen costs during the project.**

Decision Information

Is this a Key Decision? Yes

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

What are the relevant corporate priorities? Housing

Which wards are impacted? Toller

1. Implications

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

Finance

- 1.1 The delivery of this scheme is a key element of the new build programme for the Housing Revenue Account (HRA). The budget for this development of £550,000 was included in the 2025-2026 capital programme and is funded from the HRA Capital Receipts Reserve. The delivery of three units will provide a rental income stream to the HRA and will be built in the HRA financial business plan.

Completed by: David Scott – Assistant Director of Finance and Deputy Section 151 Officer

Procurement

- 1.2 The necessary processes have been followed in accordance with the Council's Contract Procedure Rules.

Completed by: Helen Baldwin, Procurement Lead

Legal and Governance

- 1.3 The necessary processes have been followed in accordance with the Council's Contract Procedure Rules – this decision is above the Key Decision threshold. There are no further significant legal, or governance implications not already highlighted within the body of the report.

Completed by: James Welbourn, Democratic Services Manager

Risk and Mitigation

- 1.4 A project risk register will be created in partnership with the contractor and the Council which will be subject to robust review as the project progresses. As part of the process there will be a mutual agreement of the identified risks.
- 1.5 The contractor will be responsible for insuring the building works until the properties are handed over to the Council.

Completed by: Tracey Elliott, Governance & Risk Officer

Health and Safety

- 1.6 Gusto Construction Ltd have a contract in place to provide inspections, support and guidance to ensure compliance across all sites and office locations. All documentation will be made available to the Council and joint meetings and visits will be arranged to ensure that there is a collaborative approach to health and safety. This will include provision and review of all risk assessments and safe systems of work, relevant to works on site and reporting of accidents to the Council representatives.
- 1.7 On completion of the works, there will be a full handover of all compliance information, technical data and relevant safety information. This will ensure that safe management of the asset can be implemented and required works embedded into existing programmes of compliance inspections and surveys.

Completed by: Phil Swinton, Head of Health, Safety, Compliance and Emergency Planning

Climate Change

- 1.8 The contractor has included sustainable measures as part of their submission. The building fabric of the three dwellings will be to modern standards and constructed in line with current Building Regulations, secured by design standard (bronze minimum) and SKDC Policy SB1. The dwellings will incorporate high fabric performance, water efficiency, low-carbon heating, EV-charging infrastructure and 2.4kW of Solar PV per plot.
- 1.9 These efficient technologies will help to reduce the energy consumption arising from the new properties while providing affordable energy bills for tenants.

Completed by: Serena Brown, Sustainability and Climate Change Manager

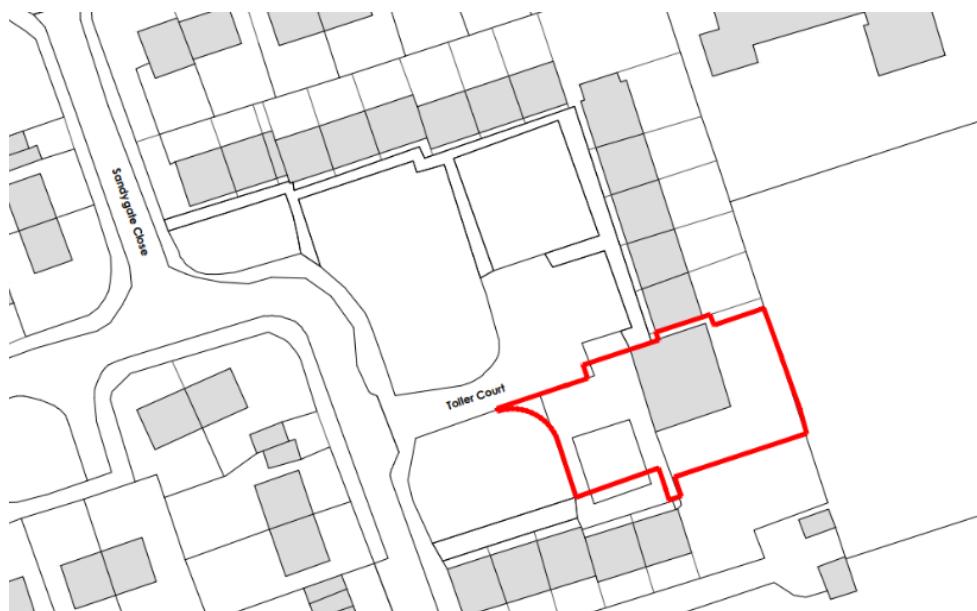
2. Background to the Report

- 2.1. The Council has a clear commitment in its Corporate Plan 2024-2027 “to ensure that all residents can access housing which is safe, good quality, sustainable and suitable for their needs and future generations”.
- 2.2. The Corporate Plan, Priority 4 identifies ‘Housing’ as a key priority, with high quality housing essential for all and the Council is committed to working with partners to provide this by:
 - Facilitating a range of appropriate and sustainable housing and community facilities for future generations and the emerging needs of all our communities.
 - Delivering exemplary and high-quality services for housing and homelessness.
 - Increasing the supply of sustainable and high-quality Council provided housing.

- Working with developers and private landlords to ensure sustainable, affordable, and high-quality housing is facilitated

2.3. To support Priority 4 of the Corporate Plan, this proposed development will deliver three affordable terraced bungalows, comprising two two-bedroom units and one one-bedroom unit, each with associated parking and landscaping. All homes will feature open-plan kitchen, living, and dining areas, along with fully accessible wet rooms to support adaptable living.

2.4. The location of the proposed development in Toller Court, Horbling is highlighted on the plan below edged red. The site is bound by residential dwellings to the north and west, a scout's hut to the east and farmland to the south.



2.5. The development site is owned by South Kesteven District Council and currently comprises a vacant community centre that is no longer fit for purpose and has been unused for five years.



Current View of the Site

- 2.6. The scheme has been approved by the Local Planning Authority on 23 October 2025, under reference 'S25/1626 - Demolition of existing vacant community facility and construction of 3 terraced bungalows'.
- 2.7. The proposed site plan is attached as Appendix 1. The cost received for constructing the three units was £544k. All dwellings are designed with a reasonable sized private garden, parking and infrastructure for electric vehicles.
- 2.8. Below are some elevations of the proposed development:



Procurement Information

- 2.9. To ensure a robust procurement exercise, the Council worked with Welland Procurement and an initial Expression of Interest (EOI) was requested on the Westworks framework.

2.10. The response to the EOI exercise was good and the Council progressed to the full procurement of the scheme. Submissions were received from four suppliers which were evaluated as follows:

Evaluation	Weighting
Price	75%
Quality	25%

2.11. Following an evaluation and moderation process, the bid that received the highest score was confirmed as Gusto Construction.

2.12. A procurement evaluation has been completed by Welland Procurement and Westworks framework will inform the unsuccessful bidders of the outcome.

2.13. The final scores awarded to the suppliers were as follows:

Rank	Bidder	Overall Score
1st	Gusto Construction Limited	92.00%
2nd	Bidder 2	89.76%
3rd	Bidder 3	87.14%
4th	Bidder 4	82.63%

2.14. It is therefore recommended that the Council enter into contract with Gusto Construction for the construction of the new build housing scheme at Toller Court, Horbling.

3. Key Considerations

3.1. Key areas for consideration are set out within the report.

4. Other Options Considered

4.1 The Council could wait to commence the scheme or not build the development, but these options have been discounted due to the high levels of housing needs in the area.

5. Reasons for the Recommendations

5.1. There is a housing need for the Council to develop the site therefore the recommendation is for the contract to be awarded so that works can commence in Spring 2026.

5.2. The procurement process is in accordance with the Council's Contract and Procurement Procedure Rules, the Procurement Act 2023 and the Public Contract Regulations 2015.

6. Consultation

- 6.1. Discussions were held with the relevant ward member prior to the scheme being submitted for planning and there was consultation with the wider public and statutory consultees as part of the Planning process.
- 6.2. The Cabinet Member for Housing and Housing Overview and Scrutiny Committee have been kept informed of the new build pipeline and this scheme.

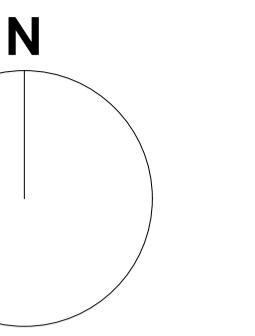
7. Background Papers

- 7.1. Planning Portal for Application: [S25/1626 | Demolition of existing vacant community facility and construction of 3 terraced bungalows. | Toller Court Horbling NG34 0PW](#)

8. Appendices

- 8.1. Appendix 1 – Proposed Site Plan

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- Developable Area
- Fencing
- Existing Tree
- Proposed new tree
- Proposed Hedgerow
- Local Authority wheelie bins
- Paved patio area

Module of Accommodation

2B3P Semi-Detached Bungalows:

1B2P Terraced Bungalow:

Number of Dwellings = 3

Site Area = 830m² / 0.083 Hectares

Description	Drn	Vf'd	Date
Existing adopted pedestrian footpath retained.	LCB	<i>(Bawden)</i>	08.25
Minor update to site boundary	LCB	CD	07.25
ISSUED FOR PLANNING	LCB	CD	06.25
Layout Updated	PM	CD	06.25
Feasibility - First issue	PM	CD	06.24

in section 2.3 of the CITB Industry Guidance to Designers, insignificant risks be ignored, as can risks arising from routine construction activities, unless compounds or significantly alters these risks. In accordance with CDM 8, 9 and 11, any significant risks relating to the design features shown on have been identified and are annotated thus: !

- significant risks have been identified.
- significant risks have been identified - refer to notes on drawing for information on residual risks and any control measures to be employed.
- current Designer's Risk Assessment sheets for further details.

Planning Status

williamsaunders

ecture: engineering: building consultancy

Leeds, Lincoln & Wirksworth

osed Site Layout

ect Ref. Drawn Date Scale @ A1
02 PM 07.06.24 1:200

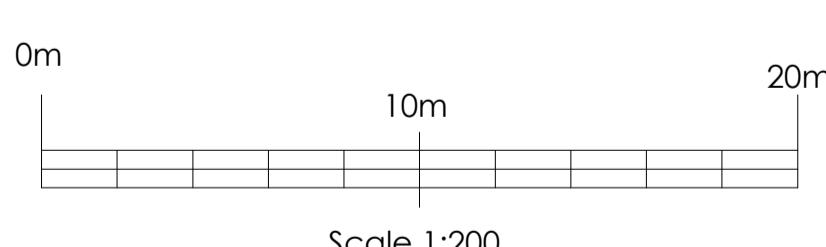
/Document Reference

Originator	Zone	Level	Type	Role	Number	Status	Rev.	
2	WMS	77	77	D	A	10001	S2	P05

2 - WWS - 22 - 22 - B - A - 10001 32 103

The site plan illustrates a residential development with three plots (01, 02, and 03) and associated rear gardens. The plan includes the following key features and dimensions:

- Plot 01:** 2B3P (B) with a rear garden of 81m².
- Plot 02:** 1B2P (B) with a rear garden of 53.5m².
- Plot 03:** 2B3P (B) with a rear garden of 58m².
- Car Park:** A shared car park area with dimensions 6550 x 4060, containing 5 no. new parking bays (01, 02, 03, 04, 05) and a display area (Dis.).
- Dimensions:** The distance between the rear of Plot 01 and the rear of Plot 02 is 2400.
- Red Lines:** Red lines indicate proposed easements and boundaries, including a new gate to an existing dwelling and a proposed roof overhang removal.
- Utilities:** The plan shows an external pumping station (extg pumping stn) and an external substation (extg sub stn).
- Landscaping:** The plan includes various green areas representing trees and shrubs.



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Cabinet

Thursday, 15 January 2026

Councillor Virginia Moran

Cabinet Member for Housing

Contract Award for Fire Compartmentation Works

Report Author

Andy Garner, Planned Works Manager

 andy.garner@southkesteven.gov.uk

Purpose of Report

To seek approval to enter into a contract with Global HSE Solutions for the provision of carrying out fire prevention and compartmentation works to council owned dwellings for South Kesteven District Council.

Recommendations

Cabinet is asked to approve the award of a contract to Global HSE Solutions for the provision of carrying out fire prevention and compartmentation works at South Kesteven District Council owned dwellings for a period of 1 year. The value of this contract is up to £2 million.

Decision Information

Is this a Key Decision?	Yes
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Housing that meets the needs of all residents. Healthy and strong communities
Which wards are impacted?	All Wards

1. Implications

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

Finance and Procurement

- 1.1. There is sufficient capital budget allocated within the HRA to fund this contract.

Completed by: David Scott – Assistant Director of Finance

Procurement

- 1.2. Under the Procurement Act, a direct award under a framework is compliant and at no risk of challenge.
- 1.3. Under the councils' Contract Procedure rules, a contract of this value should be competed. However, due to the urgency and unforeseen additional work required, it is advised to allow for this 1-year contract to go ahead. Approval to direct award has also been signed. The team are currently working on a tender to get a new, longer-term contract in place for a greater value.

Completed by: Helen Baldwin (Procurement Lead)

Legal and Governance

- 1.4. Due to value, Cabinet is the decision maker for the proposed contract award.

Completed by: James Welbourn, Democratic Services Manager

Health and Safety

- 1.5. The completion of Fire compartmentation works form a key part of the Council's Fire safety strategy. Fire compartmentation is designed to contain fire, smoke, and heat within a specific area of a building for a set time, preventing its spread to protect occupants, provide safe evacuation routes, and allow emergency services time to respond, protecting lives and property.
- 1.6. The awarding of this contract ensures the Council remains committed to increasing fire safety for tenants and compliant with the Regulatory Reform Fire Safety Order 2005 (RRFSO), as well as the Fire Safety Act 2021 and Building Safety Act 2022.

- 1.7 All works will be completed to the technical requirements set out in Approved Document B of the Building Regulations

Completed by: Philip Swinton, Head of Health, Safety, Compliance and Emergency Planning

2. Background to the Report

- 2.1. This report seeks approval to enter into a contract with Global HSE Solutions for the provision of carrying out fire prevention and compartmentation works on South Kesteven District Council's (SKDC's) housing stock. The contract would be awarded for a fixed term of 1 year with no extension provision.
- 2.2. This contract is a direct award and is being proposed for a 1-year term only; this is to allow for urgent outstanding fire prevention and compartmentation works to be completed following Fire Risk Assessments (FRA's) and for the council to meet housing compliance requirements whilst a longer-term solution is procured.
- 2.3. Global HSE Solutions were previously under contract to SKDC for the same works. The previous contract expired in September 2025. This 1-year contract is to allow for the completion of the previously identified works.
- 2.4. The works undertaken through the term of this contract will include the installation/replacement of fire doors, fire breaks & fire curtains and other general compartmentation work. All works are as a result of fire compartmentation and safety surveys that have been undertaken on the Council's domestic and sheltered housing stock. The works are essential to meet the Council's compliance responsibilities and the fire integrity of the buildings along with the safety of our residents and those who use the premises.
- 2.5. This contract is a direct award and has been procured through the LHC (London Housing Consortium) framework for Fire Safety.
- 2.6. LHC issued the expression of interest on 10th November 2025 to Global HSE Solutions who in turn confirmed their interest in submitting quotations for the known identified works. Quotations were received on 11th December 2025 and are as follows:

	Quotation
7 Schemes with multiple work types:	
Compartmentation works	£232,509
Fire Doors	£292,587
Communal Areas	£351,608
13 schemes for Flat Compartmentation works only	
Compartmentation	£768,715
Total Cost	£1,645,419

2.7. Any additional unforeseen works that may arise once works commence will be addressed and quoted as appropriate. These costs would be within the contracted value of £2 million pounds.

3. Key Considerations

3.1. Fire safety within the Council's housing portfolio is a key priority and consideration. The Council's compliance team instruct regular Fire Risk Assessments (FRA's) of the stock. As a social landlord the Council has a statutory obligation to ensure all its dwellings are safe and compliant for tenants to reside in and use.

3.2. The procurement has been subjected to a formal process to direct award the fire prevention and compartmentation work to Global HSE Solutions.

4. Other Options Considered

4.1 Consideration has been given to the option of carrying out the works "in-house", but due to the specialist nature of the work and material requirements to ensure the fire prevention and compartmentation works are completed to the required fire safety standards, this is not a viable option.

5. Reasons for the Recommendations

5.1. To ensure the Council has a competent contractor in place to deliver the required fire prevention and compartmentation works.

5.2. A compliant contract will be in place to deliver the work.

5.3. To ensure that the Council's housing stock meets the required fire safety standard and residents have safe homes to live in.



Contract Award for Fire Alarm System

Report Author

Phil Swinton, Head of Health, Safety and Emergency Planning

 phil.swinton@southkesteven.gov.uk

Purpose of Report

To award a contract to Fieldway Supplies for the installation of Fire Alarm Systems for a period of 2 years with the option to extend for a further 1 year plus 1 year. The annual contract value is £500k.

Recommendations

Cabinet is asked to approve the award of the contract to the successful bidder.

Decision Information

Is this a Key Decision?	Yes
Does the report contain any exempt or confidential information not for publication?	Yes – Appendix A is exempt as it contains commercially sensitive information.
What are the relevant corporate priorities?	Housing Effective council
Which wards are impacted?	(All Wards);

1. Implications

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

Finance and Procurement

- 1.1 The cost of this contract is included in the approved revenue budget for the Housing Revenue Account.

Completed by: David Scott – Assistant Director of Finance and deputy s151 Officer

Procurement

- 1.2 A compliant procurement exercise was undertaken in November 2025 with Welland procurement.

Completed by: Helen Baldwin Procurement Lead

Legal and Governance

- 1.3 The alarm systems are identified on the Fire risk assessments required by the Regulatory Reform Fire Safety Order 2005 (RRFSO) and will be compliant with the latest British Standards (BS) standards for alarm installation.
- 1.4 There are no additional governance concerns.

Completed by: James Welbourn, Democratic Services Manager

Health and Safety

- 1.5 As part of the works undertaken to enhance fire safety across the Housing stock it has been identified that the current alarm systems provided in a number of the sheltered schemes are approaching end of life. As these schemes typically house the more vulnerable tenants there is a need to replace these systems to ensure that the earliest possible detection and raising of the alarm is provided. These schemes also see an increased level of footfall and public visits with a number of the communal areas being utilised for events within the building.
- 1.6 The new systems are a modern upgrade with increased reliability which will also reduce the need for cost heavy ongoing maintenance of the ageing systems.

- 1.7 The alarm systems are identified on the Fire risk assessments required by the Regulatory Reform Fire Safety Order 2005 (RRFSO) and will be compliant with the latest BS standards for alarm installation.

Completed by: *Phil Swinton Head of Health, Safety, Compliance and Emergency Planning.*

2. Background to the Report

- 2.1 To seek approval to the award a contract to Fieldway supplies to undertake Fire Alarm Installation works across the Council's Sheltered Housing Stock which are required to ensure the Council meets its legal and moral obligations in relation to Fire Safety.
- 2.2 The contract award followed a compliant tender process which resulted in 6 companies submitting bids for the contract. The tender summary document is attached at Appendix A.
- 2.3 The contract is set for two years with two separate extension periods of 12 months each, should they be required.
- 2.4 The contract value is set at £500,000 per year for the life of the contract which gives a total value of £2 million

3. Key Considerations

- 3.1 Cabinet could choose not to approve the contract and continue to maintain the current systems; however, there will be an increased cost to maintain and replace these systems and an increased risk of failure of the system to detect and alert to the presence of fire.
- 3.2 The proposed alarm installations will replace the older systems with a wireless solution offering greater reliability and functionality.

4. Other Options Considered

- 4.1 Continue to maintain the old system with the identified risks above.

5. Reasons for the Recommendations

- 5.1 To ensure the Council has compliant and suitable fire alarms systems in place.

6. Appendices

- 6.1 Exempt Appendix 1 - Tender Summary

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Appendix 1

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

Document is Restricted

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Thursday, 15 January 2026

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

Corporate Enforcement Policy

Report Author

Ayeisha Kirkham, Head of Public Protection

 ayeisha.kirkham@southkesteven.gov.uk

Purpose of Report

To approve and adopt a new Corporate Enforcement Policy.

Recommendations

Cabinet is asked to:

1. Approve and adopt the Corporate Enforcement Policy
2. Agree that future minor amendments such as typographical corrections to the Corporate Enforcement Policy are delegated to the Head of Service – Public Protection, in consultation with the Cabinet Member for Corporate Governance and Licensing.

Decision Information

Is this a Key Decision? No

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

What are the relevant corporate priorities? Effective Council

Which wards are impacted? All Wards

1. Implications

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

Finance and Procurement

- 1.1 There are no direct financial implications arising from this report. All enforcement policies across the Council should be reviewed regularly to ensure consistency with collection and enforcement activities. The fee for each type of fixed penalty notice, where not set by law, will be set by the Council during the annual budget cycle as part of the Fees and Charges setting process aligned with the Charging Policy.

Completed by: David Scott, Assistant Director of Finance

Legal and Governance

- 1.2 Lincolnshire Legal Services have been consulted and are satisfied with the content of the Policy, the draft appended to this report incorporates the advice received. Members should take note of the legislation mentioned in section 3 of the report.

Completed by: James Welbourn, Democratic Services Manager

Equalities, Diversity and Inclusion

- 1.3 An equality impact assessment has been undertaken for the proposed Policy and there are no significant negative impacts. See Appendix 2

Completed by: Ayeisha Kirkham, Head of Service- Public Protection

2. Background to the Report

- 2.1. The Council's Corporate Enforcement Policy was last revised in February 2017, and a review and update was necessary to ensure consistency across all Council services, and to be up to date with legislation and guidance.
- 2.2. A revised Corporate Enforcement Policy ("the Policy") has been developed and is attached at Appendix One. This a full revision of the 2017 Policy and covers enforcement activities across all the Council's Regulatory Services, setting out what regulated businesses and individuals can expect from the Council in terms of

regulation. The Policy is targeted only at cases where action is needed and is based on the guiding principles of consistency, transparency, proportionality, and accountability.

2.3. This Policy applies to functions carried out within the following Regulatory Services:

- Public Protection (this includes Environmental Health, Environmental Protection,
- Private Sector Housing, Community Safety (Neighbourhoods) and Licensing)
- Development Management
- Building Control
- Finance
- Tenancy Services

Each Manager of a regulatory service covered by this Policy will be responsible for its effective implementation through the enforcement activities of their team. Each Officer within these teams will be responsible for applying it in relation to the enforcement activity covered by this Policy.

2.4. The Policy also incorporates three other South Kesteven District Council Enforcement Policies as specific content within the appendices. This is to aid ease of reference and consistent application of approach. These policies are:

- Enviro Crime Enforcement Policy (adopted April 2018)- now Appendix A to the policy titled Environmental Crime and Antisocial Behaviour- Fixed Penalty Notices.
- Environmental Services Enforcement Policy (dated February 2017)- now Appendix B to the policy titled Environmental Health Approach to Investigation and Enforcement.
- Private Sector Housing Enforcement Policy (dated November 2018) - now Appendix C to the policy titled Private Sector Housing Approach to Investigation and Enforcement.

2.5. The Policy is an overarching document covering all enforcement functions undertaken by South Kesteven District Council. Under this, there are more detailed policies which cover specific service functions in more detail, for example, the Development Management Enforcement Policy (Planning Control).

2.6. The Policy will ensure that the Council achieves and maintains consistency in its approach to enforcement and identifies that all enforcement activities, including investigations and formal actions, will be conducted in accordance with the following:

- The statutory powers of the Officer dealing with the matter.
- All other relevant legislation including the Enforcement Concordat (Regulators Compliance Code)

- Any other relevant policies.

2.7. The Policy requires the investigations that South Kesteven District Council undertakes to be carried out in accordance with the relevant legislation, and in consideration of any relevant Codes of Practice and Guidance.

2.8. The enforcement options listed within the Policy range from no action to prosecution, and identifies that when deciding whether to prosecute, South Kesteven District Council will have regard to the provisions of The Code for Crown Prosecutors as issued by the Director of Public Prosecutions. This Code provides two tests that must be satisfied when deciding to prosecute, these are the following: Evidential Test and the Public Interest Test.

2.9. The Policy has been considered by the Environment Overview and Scrutiny Committee in September 2025, Housing Overview and Scrutiny Committee and Rural and Communities Overview and Scrutiny Committee in October 2025. Feedback given has been considered and where it was requested to be, has been included. **Table 1** details the changes that have been made to the policy since it's journeys through the Scrutiny Committees

Table 1

Source of Changes	Changes Made	
1	Final Review by A Kirkham	<p>Page 6: Section 7</p> <p>7. Conduct of Investigations The investigations that South Kesteven District Council undertakes will be carried out in accordance with the relevant legislation,</p> <p>Changed to:</p> <p>7. Conduct of Investigations The investigations undertaken by South Kesteven District Council will be carried out in accordance with relevant legislation and will take into account any applicable Codes of Practice and Guidance.</p>
2	Final Review by A Kirkham	<p>Page 11</p> <p>11.15 Closure Orders Under the Antisocial Behaviour Crime and Policing Act 2014, the Local Authority may issue a closure notice on a premise(s).</p> <p>Changed to:</p>

		Under the Antisocial Behaviour Crime and Policing Act 2014, the Local Authority may issue a closure or partial closure notice on a premise(s).
3	Final Review by A Kirkham	<p>Page 15</p> <p>Payment of a fixed penalty by instalments will not be accepted.</p> <p>Changed to:</p> <p>Payment of a fixed penalty by instalments will not ordinarily be accepted, however the Head of Service for Public Protection will have discretion in exceptional cases and on a case-by-case basis.</p>
4	Rural OSC Feedback	<p>Page 15</p> <p>Age The issue of a FPN will only be considered for those persons who commit an offence and are aged 16 years or above.</p> <p>Where a person under the age of 16 has committed an offence, officers will seek to work with parents and/or schools to prevent further offences and educate the young person where possible. Appropriate adults will be sought in all cases.</p> <p>Change to</p> <p>Age The issue of a FPN will only be considered for those persons who commit an offence and are aged 16 years or above.</p> <p>Where a person under the age of 16 has committed an offence, officers will use the incremental process as per the Lincolnshire Young Persons Protocol to work with the young person and their parents/ guardians to prevent further offences and to educate the young person where possible. Appropriate adults will be sought in all cases.</p>

3. Key Considerations

- 3.1. Within Appendix A of the Policy a Flytipping and Littering fixed penalty matrix is proposed. This approach has been discussed at the Lincolnshire Environmental Crime Partnership with Legal Services Lincolnshire supporting this as a proportionate approach to fixed penalty application. If the matrix is adopted, South Kesteven District Council would be trialling this approach for Lincolnshire, and this would be fed back to the Lincolnshire Environmental Crime Partnership and wider partners such as the National Flytipping Prevention Group. If the matrix is not adopted a standard fixed penalty would continue, which currently is £1000 for Flytipping and £500 for Littering offences (with early repayment reductions applicable).
- 3.2. Within Appendix C of the Policy, a new section is included regarding The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020, providing a penalty matrix scheme to those not meeting the standards required.
- 3.3. The Renters Rights Act 2025 has introduced enhanced powers in relation to Private Sector Housing; this was introduced on the 27 December 2025. It is expected that renter's rights specific enforcement related policies, local authorities can adopt, will be published in 2026, and this will then be included within this policy if agreed/approved.

4. Other Options Considered

- 4.1 To take no action. In this situation the 2017 Corporate Enforcement Policy would remain without review.
- 4.2 To update the Corporate Enforcement Policy separately to the following policies and not include them within the corporate enforcement policy within the appendices:
 - Enviro Crime Enforcement Policy (adopted April 2018)
 - Environmental Services Enforcement Policy (dated February 2017)
 - Private Sector Housing Enforcement Policy (dated November 2018)

5. Reasons for the Recommendations

- 5.1. The Council's Corporate Enforcement Policy was last revised in February 2017, and a review and update is necessary. This new over-arching policy is a full revision of the 2017 policy and covers the enforcement activities across all the Council's Regulatory Services. This policy also incorporates and updates three other enforcement policies to support ease of reference and consistent application. The new policy also provides an option for other enforcement policies to be added to the over-arching policy as an appendix.

6. Consultation

- 6.1. Lincolnshire Legal Services have been consulted and are satisfied with the content of the Policy, the draft appended to this report incorporates the advice received.
- 6.2. Senior Managers and the Corporate Management Team have also been consulted, and feedback has been incorporated into the Policy.
- 6.3. The Policy has been considered by the Environment Overview and Scrutiny Committee in September 2025, Housing Overview and Scrutiny Committee and Rural and Communities Overview and Scrutiny Committee in October 2025. Feedback given has been considered and where it was requested to be, has been included

7. Background Papers

- 7.1. [SKDC Corporate Enforcement Policy Feb 2017](#)
- 7.2. [SKDC Enviro Crime Enforcement Policy April 2018](#)
- 7.3. [Environmental Services Enforcement Policy FEB 2017](#)
- 7.4. [Private Sector Housing Enforcement Policy](#)

8. Appendices

- 8.1. Appendix 1: Corporate Enforcement Policy 2025.
- 8.2. Appendix 2: Equality Impact Assessment.

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Corporate Enforcement Policy



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1. Introduction

This policy covers the enforcement activities across all the Council's Regulatory Services and sets out what regulated businesses and individuals can expect from the Council in terms of regulation. The policy is targeted only at cases where action is needed and is based on the guiding principles of consistency, transparency, proportionality, and accountability. Its purpose is to secure compliance with the law whilst minimising the burden on individuals, businesses, and the Council itself. The policy will not affect the discretion of the Council to take legal proceedings where it is in the public interest. Enforcement actions will be carried out in accordance with the relevant legislation.

This policy applies to functions carried out within the following Regulatory Services:

- 1 Public Protection (this includes Environmental Health, Environmental Protection, Private Sector Housing, Community Safety (Neighbourhoods) and Licensing)
- 2 Development Management
- 3 Building Control
- 4 Finance
- 5 Tenancy Services

Each manager of a regulatory service covered by this Policy will be responsible for its effective implementation throughout the enforcement activities of their team. Each officer within these teams will be responsible for applying it in relation to the enforcement activity covered by this policy.

This corporate enforcement policy is an overarching policy for all enforcement functions undertaken by South Kesteven District Council. Under this, there are more detailed policies which cover specific service functions in more detail, for example, the

Development Management Enforcement Policy (Planning Control) or the **Local Authority Building Control (LABC) Enforcement Policy**

Where no service-specific enforcement policy is in place and enforcement action is being considered, this overarching policy will apply.



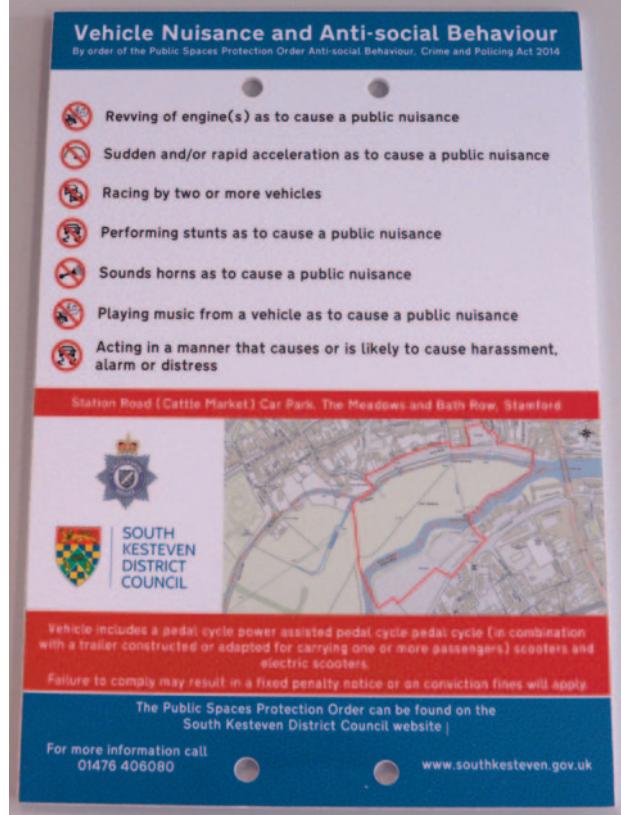
2. Approach to Enforcement

It is important to achieve and maintain consistency in our approach to enforcement. In many cases the decision to enforce is discretionary and any enforcement action taken must be proportionate to the risks posed and the seriousness of any breach of the law.

All enforcement activities, including investigations and formal actions, will be conducted in accordance with:

- The statutory powers of the officer dealing with the matter.
- All other relevant legislation including the Enforcement Concordat (Regulators Compliance Code)
- Any other relevant policies

The actions and decisions that the council decides to take will be determined on a case-by-case basis and will be judged on its own merits in line with the actions listed in the following policy.



3. Regulators' Code

The Regulators' Code is an important part of the Government's better regulation principles. The aim of the Code seeks to promote an approach to regulatory inspection and enforcement that is: proportionate, consistent, and targeted. The Regulators' Code can be found using this link:

<https://www.gov.uk/government/publications/regulators-code>

Whilst this Council has had regard to the Regulators' Code in preparing this policy, it is important to note that in some instances we may conclude that a provision within the code is not relevant or is outweighed by another provision. If this occurs, then it will be properly reasoned, based on material evidence, and documented.

The Council will continue to have regard to the Regulators' Code and in particular, will undertake the following:

- Carry out our activities in a way that supports those we regulate to comply and grow
- Provide simple and straightforward ways to engage with those who we regulate and to hear their views
- Base our regulatory activities on risk
- Share information about compliance and risk
- Provide clear information, guidance and advice to those we regulate to help them meet their responsibilities
- Ensure our approach to regulatory compliance is transparent

Where we consider that formal action is necessary each case will be considered on its own merits subject to the general overriding principles that apply to the way each case must be approached. These principles are set out in this document and in the Regulators' Compliance Code.

4. The Code for Crown Prosecutors

When deciding whether to prosecute, South Kesteven District Council will have regard to the provisions of The Code for Crown Prosecutors as issued by the Director of Public Prosecutions. This code provides two tests that must be satisfied when deciding to prosecute, these are the following:

4.1 Evidential Test

This test is to determine if there is enough evidence to prosecute and to consider the quality of evidence (what evidence can be used in court and if it is reliable).

They must be satisfied that, against each alleged offender for each offence, there is sufficient evidence to provide a “realistic prospect of conviction”.

4.2 Public Interest Test

This test is to determine if there is a public interest for the case to be brought to court. It balances and considers factors that in large supports or opposes the case being brought to court. The Code for Crown Prosecutors identifies that when applying this test, the following factors for and against prosecution should be considered:

- How serious is the offence committed?
- What is the level of culpability of the suspect?
- What are the circumstances and harm caused to the victim?
- What was the suspect's age and maturity at the time of the offence?
- What is the impact on the community?
- Is prosecution a proportionate response?
- Do sources of information require protecting?

In addition, in certain limited circumstances, where the full test under this code is not met, a threshold test may be applied. This will depend on the seriousness or circumstances of the case.

5. Regulatory Enforcement and Sanctions Act 2008

The Regulatory Enforcement and Sanctions Act 2008, as amended, was designed to enable more consistent enforcement of regulations across local authority boundaries, better coordination between local authorities and central government, and more effective enforcement of regulations. It also requires regulators to conform to certain principles. The Primary Authority scheme aims to ensure that any company trading across council boundaries in the scheme is guaranteed access to advice.

South Kesteven District Council, when considering taking enforcement action against a business or organisation that has primary authority, will comply with the requirements of the act. We will have due regard to guidance issued by the Secretary of State in relation to Primary Authority.

6. Principles of Good Regulation

South Kesteven District Council operates its services with due regard to the “Principles of Good Regulation” which is set out in the Legislative and Regulatory Reform Act 2006. This covers the following:

- **Proportionate** – Endeavouring to minimise costs of compliance for businesses, reflecting the harm and impact on victims. Our actions will relate to the seriousness of the offence, and to the previous actions taken by the Council or its partners.
- **Accountable** – Our activities will be open to scrutiny, with clear and accessible policies and a fair and efficient complaints procedure.
- **Consistent** – Our advice to those we regulate will be robust and reliable, respecting advice provided by others. Carrying out our duties in line with service standards and endeavouring to act in a similar manner to other enforcement authorities.
- **Transparent** – We will make clear the difference between legal requirements and recommendations, ensuring those we regulate understand their duties and what they can expect from us. We will provide information and any advice on the legislation we enforce in plain language and will be open and transparent in our actions.
- **Targeted** – Focusing resources on higher-risk enterprises and activities, utilising intelligence to direct our priorities wherever possible.

7. Conduct of Investigations

The investigations undertaken by South Kesteven District Council will be carried out in accordance with relevant legislation and will take into account any applicable Codes of Practice and Guidance.

Relevant legislation and codes of practice include but are not limited to:

- Police and Criminal Evidence Act 1984 (PACE)
- Criminal Procedure and Investigations Act 1996
- Regulation of Investigatory Powers Act 2000
- Criminal Justice and Police Act 2001
- Human Rights Act 1998
- The Protection of Freedoms Act 2012 (Code of Practice for Powers of Entry and Description of Relevant Persons) Order 2015
- Data Protection Act 2018
- Equalities Act 2008
- Consumer Rights Act 2015
- Any other relevant legislation that may be in force

All investigations will be conducted in accordance with:

- i. The statutory powers delegated to the officer dealing with the matter.
- ii. Compliance with the Legislation, Guidance and/or Codes of Practice associated with the matter under investigation, for example, the Food Standards Agency Code of Practice and Practice Guidance, HSE Enforcement Management Model, Health and Safety Rating System Enforcement Guidance.

- iii. Local in-house procedures and delegated authority to assist in the making of consistent enforcement decisions.

Subject to the needs of an investigation, officers will notify the individuals or businesses they are subject to an investigation as soon as is reasonably practicable. The Council will make timely decisions to enable the progression of the investigation and decision making. The person or business subject to an investigation will be informed of the outcome.

During an investigation, officers may utilise specific equipment to gather evidence and carry out overt and covert surveillance. This can include, but is not limited to the use of camera, video, sound level meters, light meters etc. This equipment will be used primarily to gather evidence, but may also be used as a deterrent, where it is necessary and proportionate to do so, and in line with legislation. This will be in accordance with the Council's Regulatory Investigatory Powers Act Policy which can be found here: Regulation_of_Investigatory_Powers_Act_Policy.pdf (southkesteven.gov.uk)

The investigation process may include the interviewing of those persons suspected in the breach of legal requirements. Where the offence being investigated is an either way offence (could be heard in Magistrates or Crown Court) and/ or carries imprisonment as a sanction, then those persons suspected of breaching legal requirements will, where appropriate be offered an interview in accordance with Police and Criminal Evidence Act 1984 (PACE).





8. Officer's Powers of Entry

Enforcement officers have a wide variety of duties and must act as investigators. This is supported by strong powers of entry, seizure and inspection contained in various statutes. If individuals or businesses obstruct officers or refuse to provide information, they could be subject to criminal sanctions. Officers use these powers at their discretion with the support of the Council who will uphold them.

Officers will use their powers of entry only, when necessary, but usually to carry out an inspection of premises or in the process of an investigation. The Council will always support officers who act in good faith. This includes prosecuting those individuals who obstruct or assault officers during investigations or inspections.

If the legislation allows, officers may examine premises and articles, remove articles, label samples, request information, issue enforcement notices and may in some instances be accompanied by other persons. In appropriate cases, a warrant from a Magistrate may be obtained to obtain entry to premises.

An officer must be able to explain the legal basis for any action and justify all separate actions used.

9. Appointment of Officers and Identification

All officers are trained and authorised to act under relevant legislation enforced or administered by the service in which they are employed. Their authorisation will follow the scheme of delegation's procedure adopted by the Council.

All officers are issued with an identification card bearing their photograph. This identification must also be produced on request.

10. Liaison with Other Regulatory Bodies and Enforcement Agencies

Where appropriate, enforcement activities within all services with regulatory responsibilities will be coordinated with other regulatory bodies and enforcement agencies to maximise the effectiveness of any enforcement.

Where an enforcement matter affects a wide geographical area beyond the boundaries of the district or involves enforcement by one or more other local authorities or organisations, the relevant authorities and organisations will be informed as soon as possible and all enforcement activity coordinated with them.

Services with regulatory responsibilities will share information relating to wider regulatory matters with other regulatory bodies and enforcement agencies. Examples include:

- Government Agencies.
- Health and Safety Executive.
- Police Forces.
- Fire Authorities.
- Statutory undertakers.
- Other Local Authorities.

Confidentiality, data protection and information sharing are covered in detail in separate Council policies and all information shared will be in accordance with the principles of data protection and freedom of information legislation.

11. Enforcement Actions

The enforcement options available include the following:

11.1 No Action

In certain circumstances, contraventions of the law may not warrant any action. This may be because the cost of compliance to the offender outweighs the detrimental impact of the contravention, or the cost of the required enforcement action to the Council outweighs the detrimental impact of the contravention on the community or in the public interest to pursue any form of action.

11.2 Informal Action and Advice

For minor breaches of the law, we may give verbal or written advice. In such cases, we will clearly identify any contraventions of the law and give advice on how to put them right. This advice will include a timeframe for compliance.

We will also advise offenders of any relevant 'good practice.' Where good practice advice is issued, we will make clear what needs to be done to remedy any breach of law and what is advice only.

We will make offenders aware that failure to comply with any information, action or advice given could result in an escalation of enforcement action.

We may take informal action when:

- The act or omission is not serious enough to warrant formal action.
- From the individuals or businesses past history we can reasonably expect that informal action will achieve compliance
- We have high confidence in an individual or business proprietor.
- The consequences of non-compliance will not pose a significant risk to public health, public safety, or the environment.

This can include compliance advice, guidance and support

11.3 Fixed Penalty Notices

Fixed Penalty Notices (FPN) provide a quick, visible, and effective way of dealing with matters as an alternative to prosecution.

Fixed Penalty Notices (FPN) may be issued by authorised officers for certain offences, enabling the offender to discharge liability by payment of a specified amount within a specified time period.

Where the council has discretion to set the amount of the fixed penalty this will be detailed in the Council's Fees and Charges scheme, otherwise, the fixed penalty amount will be as determined in relevant legislation. Where a fixed penalty amount is reduced for early payment, this will also be detailed in the Council's Fees and Charges scheme.

If a FPN remains unpaid after the expiry of the specified payment period, the case will be referred to be considered for prosecution.

FPNs may be issued either "on the spot" or by post.

Further information relating to the issuing of FPNs regarding environmental crime related matters can be found within **Appendix A** attached to this Policy.

11.4 Forfeiture Proceedings

This procedure may be used in conjunction with seizure and/or prosecution. This course of action should be used where there is a need to dispose of goods in order to prevent them from re-entering the marketplace or to avoid a further problem. In appropriate circumstances, we will make an application for forfeiture to the Magistrates Courts.

11.5 Seizure

Certain legislation enables authorised officers to seize goods, equipment or documents for example unsafe food, sound equipment or any items that may be required as evidence for possible future court proceedings. An appropriate receipt will be given for any goods taken.

11.6 Administrative Penalties

In certain circumstances, the Council can impose a penalty if a Council Taxpayer fails to provide information. It is very important that a Council Taxpayer notifies the Council when there is a change in their circumstances, which could affect a discount or exemption. The council can charge a penalty of £70 when the resident does not advise the council of this within 21 days that:

- They are no longer entitled to a discount.
- Their property is no longer entitled to an exemption.

And

- They do not respond to a written request for information to identify the person liable to pay Council Tax
- They knowingly supply false information regarding the identification of the person liable to pay Council tax.

Where a £70 penalty has been imposed as above, and the person, on a further request for information still fails to provide the information, or continues to provide false information, the Council may impose a further penalty of £280. A further penalty of £280 will apply each time information is withheld, or false information is given.

11.7 Injunctive Actions

Injunctive action may be used where offenders are repeatedly found guilty of similar offences or where it is considered the most appropriate course of enforcement i.e. to deal with dangerous circumstances, significant consumer detriment or serious anti-social behaviour problems.

For cases that involve antisocial behaviour, where other interventions have failed or is not appropriate, a civil injunction could be sought to give prohibitive or positive requirements.

11.8 Formal Notices

Certain legislation allows notices to be served requiring offenders to take specific actions or cease certain activities. Notices may require activities to cease immediately. In other circumstances, the time permitted to remedy the breach will be reasonable and will take into account the seriousness of the contravention and the implications of the non-compliance.

All notices issued will include details of any applicable appeals procedures.

11.9 Criminal Behavior Orders (CBO)

When the legal breach under investigation is anti-social behaviour, in that the offender's behaviour has caused, or was likely to cause, harassment, alarm or distress to any person, or the activity is deemed detrimental to quality of life. If considered appropriate, an application can be made to the Court for a CBO on conviction, to stop this activity.

An application for a CBO could be made to the court on the back of a prosecution. The court may also specify additional positive engagements or requirements to prevent re-offending.



11.10 Simple Caution

Where appropriate, a caution may be issued as an alternative to prosecution.

A caution will be issued to:

- i. Deal quickly and simply with less serious offences.
- ii. Divert less serious offences away from the courts.
- iii. Reduce the chance of repeat offences.

For a Simple Caution to be issued several criteria must be satisfied:

- i. Sufficient evidence must be available to prove the case.
- ii. The offender must admit the offence.
- iii. It must be in the public interest to use a Simple Caution
- iv. The offender must be 18 years or over.
- v. The offender should not have received a simple caution for a similar offence within the last 2 years.

A simple caution will not be considered in the case of a second or subsequent offence.

If the offender commits a further offence, the caution may influence our decision to prosecute. If during the time the caution is in force the offender pleads guilty to, or is found guilty of, committing another offence anywhere in England and Wales, the caution may be cited in court, and this may influence the sentence that the court imposes.

Simple Cautions are administered and issued by the relevant Assistant Director/ Director.

11.11 Work in Default

In place of or as well as prosecutions we have certain powers to carry out work in default (South Kesteven District Council may carry out any action necessary and recharge the costs to the offender). We will only use these powers after a notice to carry out work has ended. We will claim back all our charges either through the courts or as a land charge on the property.

11.12 Demand for Payment

The Council will ensure that the method of collecting money owed to the Council is collected in a fair and efficient manner. The Council will ensure early contact is made to minimise large debts accumulating and ensure the debtor does not suffer from unnecessary hardship.

11.13 Prohibition/ Stop Notices and Injunctions

Where an offender is required to take immediate action, it may be necessary for a statutory notice to be served. These include Prohibition Notices, Planning Enforcement Notices, Closing Orders, Stop Notices Criminal Behaviour Orders or Injunctions, and can be issued in one or more of the following circumstances:

- i. There is an imminent risk of injury to health or safety.
- ii. There is a serious hazard to residential premises.
- iii. There is an imminent risk of serious environmental pollution.
- iv. The consequences of not taking immediate and decisive action, to protect the public, would be unacceptable.
- v. Where an unauthorised development is unacceptable and is causing serious harm to public amenity near to the site, or where there has been breach of a condition notice.
- vi. Where unauthorised development is unacceptable and continuing work is or may cause irreversible damage, and remedial action is not a satisfactory option; vii. the guidance criteria on when prohibition may be appropriate are met.
- viii. We have no confidence in the integrity of an unprompted offer by a proprietor to close premises voluntarily, or stop using any equipment, process or treatment associated with the imminent risk.
- xi. Where it would be the most effective remedy available

We will make offenders aware of any right of appeal they may have against any action we have taken.

The act of serving a prohibition/stop notice or injunction does not prevent us from deciding to prosecute depending on the seriousness of the circumstances that led to the serving of that notice.

11.14 Refusal / Suspension / Revocation of Licences

We issue licences and approval for a variety of activities such as hackney carriages, caravan sites, food premises, selling alcohol and providing entertainment, animal welfare licences, houses in multiple occupation etc. with specific conditions which control how facilities at the premises are managed and provided, these are mandatory and voluntary conditions and site specific.

If there has been a relatively minor incident where licence conditions have been broken and the duty holder is willing to take the necessary action to have things right, it may be appropriate to give a verbal or written warning first. If there are serious failures to meet the licence conditions or if the informal approach fails to bring about the necessary improvements, we will present a formal report to the relevant authorised Head of Service or where required report to the relevant Council Committee or panel and make representations as to whether a licence will be granted, renewed, withdrawn or amended. The duty holder will be entitled to make a statement to support their case.

If there is a serious incident where licensing or registration conditions have been broken, we will consider it in line with the conditions relating to prosecutions and if appropriate, start legal proceedings. In some cases, we may need to suspend a licence or approval until the relevant Head of Service, Committee, or panel can consider the matter.

There are several separate Policies relating to Licensing, for example, Gambling Act Statement of Principles, Statement of Licensing Policy, Hackney Carriage and Private Hire Licensing Policy and Houses of Multiple Occupation Licensing Policy.

11.15 Closure Orders

Under the Antisocial Behaviour Crime and Policing Act 2014, the Local Authority may issue a closure or partial closure notice on a premise(s). That is, if we are satisfied on reasonable grounds that the use of the particular premises, has resulted in, or is likely soon to result in nuisance to members of the public. Or that there has been or is likely soon to be disorder near those premises associated with their use, and that the notice is necessary to prevent the nuisance or disorder from continuing, recurring or occurring.



11.16 Power to Charge for Enforcement

Where legislation allows, we will make reasonable charges as we consider appropriate as a means of recovering expenses associated with the service of enforcement notices e.g. under Section 49 of the Housing Act 2004. Charges will be published in accordance with the Council's Fees and Charges scheme.

11.17 Proceeds of Crime applications

The provisions of the Council Proceeds of Crime Act 2002 (POCA) will be used by this Local Authority where it is appropriate, to ensure the recovery of an offender's financial gain or benefit following conviction. Where a Proceeds of Crime Act application is considered as appropriate. This will seek to recover the financial benefit that the offender has gained through the course of their criminal activities and will look to confiscate the assets from the offender. Where such an approach is considered as appropriate, the council, at its earliest opportunity, will seek advice from an accredited financial investigator, so that a financial investigation can be run parallel. All relevant timescales required as part of this process will be followed.

11.18 Prosecution

It is recognised that the decision to prosecute is significant and could have far reaching consequences for the suspected offender. In all cases, the decision to instigate and undertake a prosecution, rests with the Assistant Director of that service, and in line with the council's scheme of delegation within the constitution.

The criteria for the issue of proceedings are:

- i. The alleged offence involves a breach of the law with the result that public health, safety, or wellbeing is, or has been, put at risk, or there has been irreversible damage.
- ii. There has been a reckless disregard for the environment.
- iii. Someone has died as a result of the law being broken.
- iv. Someone has failed to pay a Fixed Penalty Notice
- v. Officers have been intentionally obstructed while carrying out their duties.
- vi. The alleged offence involves deception which may or may not result in a loss or potential loss of public funds.
- vii. A serious potential risk has been identified which the suspected offender has not rectified despite having been given a reasonable opportunity to comply with the law.
- viii. The alleged offence involves a failure to comply in full, or in part, with the requirements of a statutory notice.
- ix. There is a history of similar offences.
- x. The alleged offence is considered to be anti-social behaviour or causes public alarm, and it is desirable to reassure the public and deter other potential offenders.
- xi. A prosecution is in the public interest, there is a realistic prospect of conviction and sufficient evidence to support proceedings.

We will consider all material evidence and information before deciding upon a prosecution in order to make a fair and objective decision. When determining whether to prosecute, we will have due regard to the provisions of the Code for Crown Prosecutors as issued by the Director of Public Prosecutions.

Section 222 of the Local Government Miscellaneous

Provisions Act 1972 states that where a local authority finds it expedient to commence or defend legal proceedings, for the promotion or protection of the inhabitants of their area, they can do so. This therefore allows for a pragmatic approach when dealing with offences.

11.19 Appeals

Where any enforcement action is undertaken using legislation that includes a specific appeals procedure, we will advise you of that procedure at the required time.

12. Complaints

The Council will aim to provide effective, timely complaint responses in accordance with SKDC's Customer Feedback Process, Compliments, Comments & Complaints process.

If a customer is still not satisfied with the response, they may complain to the Local Government Ombudsman if they feel they have been unfairly treated. A leaflet about this is available on request.

13. Review

This Policy will review periodically in the light of any significant changes in legislation, Codes of Practice, or other guidance.

14. Appendix

- Appendix A: Environmental Crime and Antisocial Behaviour- Fixed Penalty Notices.
- Appendix B- Environmental Health Approach to Investigation and Enforcement
- Appendix C- Private Sector Housing Approach to Investigation and Enforcement
- Appendix D- Example of a Decision Log & Action Plan

Appendix A

Environmental Crime and Antisocial Behaviour-Fixed Penalty Notices.

Fixed Penalty Notices (FPN) provide a quick, visible, and effective way of dealing with straightforward environmental crimes and they are an alternative to prosecution. Normally offences resulting in a FPN will be witnessed directly by the officer. However, an officer may consider it appropriate to issue a FPN to an offender if they have not directly witnessed the offence but have reliable witness testimony.

An FPN will be appropriate for first-time offenders and one-off incidents meaning the recipient can avoid a court appearance and possible conviction. The Council will adopt a robust approach in its use of FPNs and all other associated enforcement powers. Our officers, or those working on behalf of the Council, will be fair but firm, polite and consistent.

An FPN will only be issued when:

- An offence has been committed
- A FPN is a proportionate response
- There is evidence to support prosecution if the offender does not pay the fixed penalty
- The offender understands why the FPN is being issued

Offences

This policy applies to the categories of offences set out in the following Table:

Dogs on Leads By direction of officer

By order of the Public Spaces Protection Order
Anti-social Behaviour, Crime and Policing Act 2014



Failure to comply may result in a fixed penalty notice
or on conviction fines will apply.

The Public Spaces Protection Order can be found on the
South Kesteven District Council website at www.southkesteven.gov.uk
For more information call 01476 406080.

Alcohol Control Area

By order of the Public Spaces Protection Order
Anti-social Behaviour, Crime and Policing Act 2014



It is an offence to consume or fail to surrender alcohol
if requested by police or an authorised officer.
Failure to comply may result in a fixed penalty notice
or on conviction fines will apply.

The Public Spaces Protection Order can be found on the
South Kesteven District Council website at www.southkesteven.gov.uk
For more information call 01476 406080.

Littering	A person commits an offence if they throw down, drop or otherwise deposit any litter in any place which is open to the air and which the public has access to, with or without payment. This will also apply to littering from vehicles as of 1st April 2018.
Public Spaces Protection Orders (PSPO)	Under the Anti-social Behaviour Crime and Policing Act 2014, authorised officers have the power to issue fixed penalty notices (FPNs) to anyone they reasonably believe is in breach of the PSPO).
Fly tipping	A person commits an offence if they deposit (or knowingly causes/permits) controlled waste to be deposited in or on any land unless a waste management licence authorising the deposit is in force and the deposit is in accordance with the licence.
Duty of Care	A householder or commercial operator has a legal obligation (duty of care) to take all reasonable measures to ensure any waste is disposed of correctly. The Environmental Protection Act requires all householders and businesses to ensure their waste is only removed by registered waste carriers.
Household Waste	Domestic waste control and presentation of the bin is covered under s.46 and 47 of the Environmental Protection Act 1990 and is a civil penalty, where there is an obligation to first issue the notice. There is the appeal process described in s.47 of the legislation.
Commercial Waste	A person commits an offence if they store waste in a manner that causes a nuisance or is detrimental to the amenities of the locality.
Graffiti	A person is guilty of an offence if they deface with graffiti any property that is not their own or that they do not have the permission of the owner to deface.
Fly Posting	A person commits an offence if they display advertising material on buildings and street furniture without the consent of the owner.
Abandoning a Vehicle	Vehicle A person commits a criminal offence if they abandon a motor vehicle or anything that has formed part of a motor vehicle on any land in the open air or on any other land forming part of a highway.
Nuisance Parking	A person commits an offence if they leave (or causes to be left) two or more motor vehicles parked within 500m of each other on a road or roads where they are exposed or advertised for sale for the purposes of a business.
Repairing vehicles on a road	It is an offence to run a business which carries out repairs to motor vehicles on the highway.

Age

The issue of a FPN will only be considered for those persons who commit an offence and are aged 16 years or above.

Where a person under the age of 16 has committed an offence, officers will use the incremental process as per the Lincolnshire Young Persons Protocol to work with the young person and their parents/ guardians to prevent further offences and to educate the young person where possible. Appropriate adults will be sought in all cases.

Fee and Payment

The fee for each type of fixed penalty notice, where not set by law, will be set by the Council during the annual budget cycle. Where a new offence is established or variation to the existing penalty fee takes place within the budget year, then the relevant legislated default penalty fee will be adopted.

If the person either refuses to accept a FPN or, having accepted such a notice, does not pay before the end of the suspended enforcement period of 14 days, a reminder letter will be issued giving a further seven days' notice from the date of this letter. If the fixed

penalty remains unpaid and to ensure the credibility of a FPN scheme, the assumption will be that all cases involving non-payment will be considered for referral to court.

Payment of a fixed penalty by instalments will not ordinarily be accepted, however the Head of Service for Public Protection will have discretion in exceptional cases and on a case by case basis.

Appeals

Fixed Penalty Notices (FPN) for criminal offences do not have a formal ground of appeal.

The legislation that governs fixed penalty notices means that a person who receives an FPN can challenge the offence in court if they believe the penalty should not have been issued to them.

It is important to note that payment of a fixed penalty notice is an invitation for the person issued with the FPN to discharge their liability to prosecution.

Flytipping and littering - Fixed Penalty Matrix

In relation to Section 33, 34 and 87 of the Environmental Protection Act 1990, for fixed penalty notices (FPN) the council will utilise the FPN matrix and consider the application of the below matrix in certain circumstances:

Fly Tipping	Maximum Fine (each offence) £1,000	Optional FPN Amount (case by case basis): <ul style="list-style-type: none">■ Car Boot or Less - £600*■ Small Van Load - £800*■ Transit Van or Above - £1,000
Littering	Maximum Fine (each offence) £500	Optional FPN Amount (case by case basis): <ul style="list-style-type: none">■ Single Item - £250*■ Multiple Items - £500

The optional FPN amount stated* could be raised back to the maximum amount, depending on the following factors:

- Size of item(s)
- Location of item(s)
- Risk to public health and safety
- Risk to the environment
- Court likely to impose a nominal penalty.
- Previous advice/warning given.
- Oversight/ignorance of the law.

Court Action

A FPN may not be appropriate where it is known that the offender has previously been issued with a FPN for a similar offence, particularly if they have not paid. Court action will be considered in such cases as will offences where the impact of the offence upon the local environment and the cost related to rectifying is significant. Court action will be considered if:

- Payment has not been made
- The offence is major, e.g. significant fly tip, dumping of hazardous waste
- The offence is committed by a persistent offender
- The offender is violent or aggressive

Appendix B- Environmental Health Approach to Investigation and Enforcement

General Principles

This policy guides all officers involved in investigation, enforcement action and recommending or deciding upon the commencement of legal proceedings within the scope of Environmental Health.

Inspections and Visits

Inspections or visits will not take place without a reason. They may be undertaken in response to a complaint; in accordance with risk-based programmes; in accordance with statutory requirements or on receipt of relevant intelligence.

Where complaints are being investigated, notice of inspections/visits will not normally be given unless we are required to do so by legislation.

In accordance with the Food Standards Agency Food Law Code of Practice, most food hygiene inspections will be carried out unannounced during normal hours of operation of the business. In some circumstances, appointments to undertake an inspection have to be made.

On occasion, if admission has been refused, premises are unoccupied or prior warning of entry is likely to defeat the purpose of the entry, we may apply to a Justice of the Peace for a Warrant to enter premises,

by force if necessary.

Liaison with other Enforcement Agencies and Regulatory Bodies

Where appropriate, enforcement activities within Environmental Services will be coordinated with other regulatory bodies and enforcement bodies to maximise effectiveness.

The Primary Authority Scheme was established by the Regulatory Enforcement and Sanctions Act 2008 (as amended). Officers will liaise with Primary Authorities when applicable e.g. before taking enforcement action. We will comply with the requirements of this Act when we are considering taking enforcement action against any business or organisation that has a primary authority and will have regard to any guidance issued by the Secretary of State in relation to Primary Authority.

Where there has been a work-related death at a premise where the local authority is the enforcing authority, we will work with other regulators involved in the investigation to consider any health and safety offences as effectively and efficiently as possible. This will be undertaken in accordance with the Work-related Deaths Protocol for the Police, Crown Prosecution Service, Local Authorities, and the Health and Safety Executive.

We will have regard to the Health and Safety Executive Enforcement Management Model (EMM) and associated guidance when considering enforcement decisions relating to health and Safety at Work.

Appendix C- Private Sector Housing Approach to Investigation and Enforcement

Introduction

The private rented sector is growing rapidly and although the majority of landlords provide well-managed and safe homes, the Council recognises that there are some landlords who neglect their responsibilities and put their tenants at risk due to the poor condition of their homes.

This document is intended to provide guidance for officers, landlords, letting agents and residents in respect of our approach to improving standards in private sector housing and dealing with enforcement. It should be read in conjunction with the Council's Environmental Services and Corporate Enforcement Policies which set out our commitment to the Principles of Good Enforcement and the Regulators Code.

Throughout this document, the term "landlord" also includes "property agents" and "letting agents" unless specified otherwise.

Approach to Enforcement

The Council recognises that most landlords and individuals wish to comply with the law and will seek to assist them in doing so by providing assistance to enable them to comply with legal requirements. Reasonable efforts will be made to ensure compliance without the need for formal action and in most circumstances, landlords will first be given the opportunity to investigate and resolve any issues at their properties. However, formal action will be considered where necessary, for example, where there is a serious or imminent risk to public health, a history of non-compliance or where landlords have failed to take action within informally agreed timescales.

The Council expects landlords to have a good understanding of the standards required in privately rented accommodation and refer to published guidance. The Council works closely with DASH Services (Decent and Safe Homes) to provide the Lincolnshire Landlord Accreditation Scheme to encourage and promote good property standards and management practices in the private rented sector.

The Private Sector Housing team will respond to complaints from tenants and other residents about the

condition of private housing, prioritising them on the basis of an assessment of risk. Unless there appears to be an imminent risk, tenants are encouraged to contact their landlord initially to try to resolve the matter themselves in the first instance.

The Council may proactively target enforcement activity where intelligence suggests that this may be necessary, or to support the Council's wider priorities. This may include but is not restricted to; houses in multiple occupation, properties with poor energy efficiency ratings, poorly built/converted properties, and area-based interventions.

Housing Health and Safety Rating System (HHSRS)

The assessment of housing conditions will be carried out using the Housing Health and Safety Rating System as set out in the Housing Act 2004. This is a risk-based evaluation tool used to identify and protect against risks and hazards to health and safety from deficiencies identified in dwellings. The HHSRS is based on statistical evidence relating to the likelihood and outcome of the occurrence of 29 different hazards. The assessment method results in a score for each relevant hazard which falls within one of two categories:

⟨ Category 1 hazards – these represent a serious hazard to health and the Council has a duty to take appropriate action.

⟨ Category 2 hazards – these represent a lesser hazard to health and the Council has a discretionary power to take action.

The Council will not normally take enforcement action to remedy (or reduce) minor or moderate Category 2 hazards. However, where any significant Category 2 hazards are identified, a number of Category 2 hazards exist which in combination present a greater cumulative risk, or where the vulnerability of the occupants is a particular factor, appropriate formal action to secure improvements will be considered.

The HHSRS can be used to assess hazards across all tenures. However, the Council will not normally require owner occupiers to undertake works to their own homes unless there is an imminent risk to the occupier or deficiencies at the property are adversely affecting another property or person.

Overcrowding

The Housing Act 2004 introduced “crowding and space” as a hazard under the HHSRS, however, the Housing Act 1985 was not repealed and as such there are two provisions in force. The standards in the Housing Act 1985 are prescriptive based on the number and size of rooms in a property, often including living and dining rooms as being suitable sleeping rooms. It takes no account of the remaining living space.

The Council will follow the Government’s HHSRS enforcement guidance which advises councils to use the HHSRS in respect of overcrowding. The Council will have regard to guidance in considering appropriate action on a case-by-case basis.

Where enforcement action may result in a family having to leave their home the Council will work with all parties to mitigate the impact.

Summary of Enforcement Options

A range of enforcement powers are available to the Council relating to the regulation of the Private Rented Sector the table below details some of these and describes the circumstances as to when they may be considered appropriate.

Action	Circumstances
1. No Action	<ul style="list-style-type: none"> Complaints or allegations of housing legislation breaches or statutory nuisances are of minor or low risk to health and the landlord has not been informed by the complainant, or allegations are unsubstantiated and unwitnessed. Formal action is inappropriate in the circumstances.
2. Advisory notices and letters	<ul style="list-style-type: none"> Where conditions are evidenced to justify action and investigation and it is appropriate to give the opportunity to landlords and tenants to make representations, provide information or effect change to meet compliance. No health impacts are present which pose a risk to health or nuisance
2. Formal notices or Orders	<ul style="list-style-type: none"> The defect/conditions present a risk to health and/or a nuisance. There are previous failures of statutory requirements. Previous advisory notices/letters were ignored, or action was not taken in a timely manner or to the correct standard. There is a lack of confidence in the individual or management i.e. the willingness to respond to an informal approach. The Council is legally required to serve a statutory notice
4. Financial Penalties (up to £30,000 if under the Housing and Planning Act 2016, The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 or Tenant Fees Act 2019. Up to £5000 under other legislation)	<ul style="list-style-type: none"> Non-compliance with an improvement or overcrowding notice. Failure to obtain a property licence (Both parts 2 and 3 Housing Act 2004). Significant and/or repeated breaches of HMO management regulations. Breaches of the conditions of the property licence. The amount of penalty decided by Financial Penalty Matrix for Housing Act 2004 offences is detailed below. Used as an alternative to a prosecution. Other financial penalty powers are within breaches of the following legislation: The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020, Amount of penalty decided by Financial Penalty Matrix for offences is The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 detailed below. The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014 and The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 and subsequent amendments.

Action	Circumstances
5. Works in Default - Emergency Remedial Action & Emergency Prohibition Order	<ul style="list-style-type: none"> ■ There is an imminent risk to the health and safety of the occupant and/or public. ■ Awaiting the service of a notice or a prosecution would not adequately protect the public interest. ■ However, this does not rule out subsequent action being taken in conjunction with a prosecution, financial penalty, RRO or other legal action.
6. Works in Default – noncompliance with a notice.	<ul style="list-style-type: none"> ■ We may choose to carry out works required by notice if they have not been completed within the permitted time or are not likely to be completed within the permitted time. ■ This may be taken in conjunction or followed with a prosecution or financial penalty and/or RRO
7. Rent Repayment Orders (RRO)	<ul style="list-style-type: none"> ■ RROs will be considered after every successful prosecution for failure to comply with an Improvement Notice (section 30); Prohibition Order, including Emergency Prohibition Orders (section 32); Offences in relation to licensing of HMOs (section 72) and in relation to licensing of houses under Part 3 of the Act (section 95). ■ Where a landlord fails to licence a licensable property and they received a significant amount of Housing Benefit or Universal Credit, a RRO application may be made to the First Tier Tribunal.
8. Banning Orders	<ul style="list-style-type: none"> ■ The Council may decide to seek a Banning Order following the breach of 'banning order offences' by landlords and agents. A banning order lasts for a minimum of 12 months and prevents landlords or agents from letting their own properties or being involved in the lettings and property management industry across England.
9. Interim & Final Management Order	<ul style="list-style-type: none"> ■ The Council may decide to seek an Interim Management Order (IMO), following the breach of certain licensing offences, where the health and safety or welfare of the occupants is at serious risk (the 'health and safety condition' section 104 Housing Act 2004) and/or breach of a banning order by landlords and agents. An IMO lasts for a maximum of 12 months and gives control of the subject property to the Council. At the end of the Interim period, a Final Management Order (FMO) of up to 5 years may be sought, which follows the same principles but on a longer-term basis.

Housing Act 2004 offences Financial Penalty Matrix.

The following matrix is used by officers in determining the penalty amounts for a Financial Penalty Notice under the Housing Act 2004 which were introduced as an alternative to prosecution by the Housing and Planning Act 2016. It has been created having specific regard to the Government Guidance for Local Authorities: Civil Penalties under the Housing and Planning Act 2016, published in April 2018.

Each of the rows in the matrix takes into account certain criteria set out in the guidance. Each row produces a score dependent on the severity of the issue, being either 1, 5, 10, 15 or 20. At the end of every row, the officer will have to justify the most appropriate score chosen based on evidence in the case. The sum of the scores of each of the 4 rows produces a total. This final total is then compared against the council's set fee ranges, which determines the exact penalty amount; see table below. For example, a matrix total of 17 would result in a penalty

of £7,500, a score of 55 would result in a penalty of £20,000 etc.

Consequently, the officer using the matrix will at no point be setting the penalty amount themselves as it is automatically calculated by the matrix, dependent on their assessment and resultant scores in each of the 4 rows.

In setting the financial penalty the Council assumes that the offender is able to pay any penalty imposed unless they supply suitable and sufficient financial evidence to the contrary. It is for the offender to provide this information. If the Council is not satisfied that reliable or suitable information has been provided, reasonable inferences relating to their ability to pay will be drawn from the information available and any other evidence available to the Council.

The ability of an offender to raise finance against their rental portfolio may be taken into consideration where the offender claims they are unable to pay a financial penalty and shows they have only a low income.

Score Range	Fee
01-May	£1,000
06-Oct	£2,500
Nov-15	£5,000
16-20	£7,500
21-30	£10,000
31-40	£15,000
41-60	£20,000
61-80	£25,000
81-100	£30,000

Factors	Score = 1	Score = 5	Score = 10	Score = 15	Score = 20	Total	Justification
1. Deterrence & Prevention.	High confidence that a financial penalty will deter repeat offending. Informal publicity not required as a deterrence	Medium confidence that a financial penalty will deter repeat offending. Minor informal publicity required for mild deterrence in the landlord community.	Low confidence that a low financial penalty will deter repeat offending (e.g. no contact from offender). Some informal publicity will be required to prevent similar offending in the landlord community.	Little confidence that a low financial penalty will deter repeat offending. Likely informal publicity will be required to prevent similar offending in the landlord community.	Very Little confidence that a low financial penalty will deter repeat offending. Informal publicity will be required to prevent similar offending in the landlord community		
2. Removal of Financial Incentive	No significant assets. No or very low financial profit made by offender	Little asset value. Little profit made by offender.	Small portfolio landlord (between 2-3 properties). Low asset value. Low profit made by offender.	Medium portfolio landlord (between 4-5 properties) or a small Managing Agent. Medium asset value. Medium profit made by offender	Large portfolio landlord (over 5 properties) or a medium to large Managing Agent. Large asset value. Large profit made by offender.		
3. Offence & History	No previous enforcement history. Single low-level offence.	Minor previous enforcement. Single offence	Recent second time offender. Offence has moderate severity or small but frequent impact(s).	Multiple offender. Ongoing offences of moderate to large severity or a single instance of a very severe offence.	Serial offender. Multiple enforcement over recent times. Continuing serious offence		
4. Harm to Tenant(s)	Very little or no harm caused. No vulnerable occupants. Tenant provides no information on impact.	Likely some low-level health/harm risk(s) to occupant. No vulnerable occupants. Tenant provides poor quality information on impact.	Likely moderate level health/harm risk(s) to occupant. Vulnerable occupants potentially exposed. Tenant provides some information on impact but with no primary or secondary	High level of health/harm risk(s) to occupant. Tenant(s) will be affected frequently or by occasional high impact occurrences. Vulnerable occupants more than likely exposed. Small HMO (3-4 occupants), multiple occupants exposed. Tenant provides good information on impact with primary evidence (e.g. prescription drugs present, clear signs of poor health witnessed) but no secondary evidence.	Obvious high-level health/harm risk(s) and evidence that tenant(s) are badly and/or continually affected. Multiple vulnerable occupants exposed. Large HMO (5+ occupants), multiple occupants exposed. Tenant provides excellent information on impact with primary and secondary evidence provided (e.g. medical, social services reports).		
(*Score is doubled on this section in line with Statutory Guidance)							
Total:							

The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 Penalty Matrix

The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 provide duties for landlords of certain rented domestic properties in relation to managing risks associated with the electrical installation. Without prejudice to the wording of the regulations, these include:

- Ensure national standards for electrical safety are met. These are set out in the 18th edition of the 'Wiring Regulations', which are published as British Standard 7671.
- Ensure all electrical installations in their rented properties are inspected and tested by a qualified and competent person at least every 5 years.
- Obtain a report from the person conducting the inspection and test which gives the results and sets a date for the next inspection and test.
- Supply a copy of this report to the existing tenant within 28 days of the inspection and test.
- Supply a copy of this report to a new tenant before they occupy the premises.
- Supply a copy of this report to any prospective tenant within 28 days of receiving a request for the report.

- Supply the local housing authority with a copy of this report within 7 days of receiving a written request for a copy.
- Retain a copy of the report to give to the inspector and tester who will undertake the next inspection and test.
- Where the report shows that further investigative or remedial work is necessary, complete this work within 28 days or any shorter period if specified as necessary in the report.

The full wording of the regulations can be found online and at the time of draft are located here:

www.legislation.gov.uk/uksi/2020/312/contents/made.

Where a local housing authority is satisfied, beyond reasonable doubt, that a private landlord has breached a duty under regulation 3, the authority may impose a financial penalty of up to £30,000.

The regulations detail the steps required by a local authority to take as well as the right of a landlord to make representations and the right of appeal against any subsequent decision to issue a financial penalty. In determining the value of a financial penalty, the Council will have regard to the matrix below.

In using this matrix, the council has regard to the non-statutory guidance issued by the government "Guide for local authorities: electrical safety standards in the private rented sector."

General principles (to be applied to all financial penalties made under the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020)

No penalty charge shall be issued above the statutory maximum of £30,000

No penalty charge shall be less than 20% of the starting value after all aggravating and mitigating factors are considered and taken into account.

Mitigating factors will be considered based on evidence submitted by the landlord or their agent to the Private Sector Housing Team prior to and including any representations that the landlord provides following service of a Notice of Intent to issue a Financial Penalty

The offences under the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 have been split into two tiers of offences as detailed below:

The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020	Regulation	Tier
Ensure national standards for electrical safety are met. These are set out in the 18th edition of the 'Wiring Regulations', which are published as British Standard 7671.	3(1)(a))	Tier 1
Ensure all electrical installations in their rented properties are inspected and tested by a qualified and competent person at least every 5 years	3(1)(b))	Tier 1
Obtain a report from the person conducting the inspection and test which gives the results and sets a date for the next inspection and test.	3(3)(a)	Tier 1
Supply a copy of this report to the existing tenant within 28 days of the inspection and test.	3(3)(b)	Tier 2
Supply a copy of this report to a new tenant before they occupy the premises.	(3(3)(e)(i))	Tier 2
Supply a copy of this report to any prospective tenant within 28 days of receiving a request for the report	3(3)(e)(ii))	Tier 2
Supply the local housing authority with a copy of this report within 7 days of receiving a written request for a copy.	3(3)(c)	Tier 2
Retain a copy of the report to give to the inspector and tester who will undertake the next inspection and test.	3(3)(d)	Tier 2
Where the report shows that further investigative or remedial work is necessary, complete this work within 28 days or any shorter period if specified as necessary in the report.	3(4) – 3(6)	Tier 1

Failure to comply with duties under the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020

Starting Value of penalty charge (Note 1)	Tier 1	Tier 2
1st Relevant Penalty	£6,000	£1,200
2nd subsequent penalty issued to the same person/company	£15,000	£3,000
Subsequent penalty issued to the same person/company	£24,000	£4,800

Aggravating Factors (use all that apply) (note 2)	Tier 1	Tier 2
Evidence of failure to comply with multiple duties. (note 6)	£3,000	N/A
Acts or omissions demonstrating high culpability (note 4)	£3,000	£600
Large housing portfolio (note 5)	£3,000	£600
Vulnerable occupant and/or significant harm occurred as a result of failure to comply with regulations (note 7))	£3,000	£600

Mitigating Factors (use all that apply) (note 3)	Tier 1	Tier 2
Evidence of Low culpability (note 8)	-£3,000	-£600
Rapid action taken to remedy failings (note 9)	-£3,000	-£600

Notes 1-3 set out the overall process for determining the value of a given financial penalty. Notes 4-10 give details on specific other issues.

Note 1 Determining the starting value of a financial penalty.

The starting point for a financial penalty is based on the number of previous financial penalties issued under these regulations in the previous four years. The Council will take into account any such financial penalties irrespective of the locality to which the breach of legal duty relates.

Note 2 Aggravating factors.

After the starting point as per note 1 has been determined any relevant aggravating factors are considered and where appropriate to do so, the given value is added to the starting point to provide the maximum level of financial penalty. At this stage, it is possible for the notional penalty to be above the statutory maximum, but once mitigation and income are considered if the value is still above the statutory maximum, it will be capped as per the “general principles.”

Note 3 Mitigating factors.

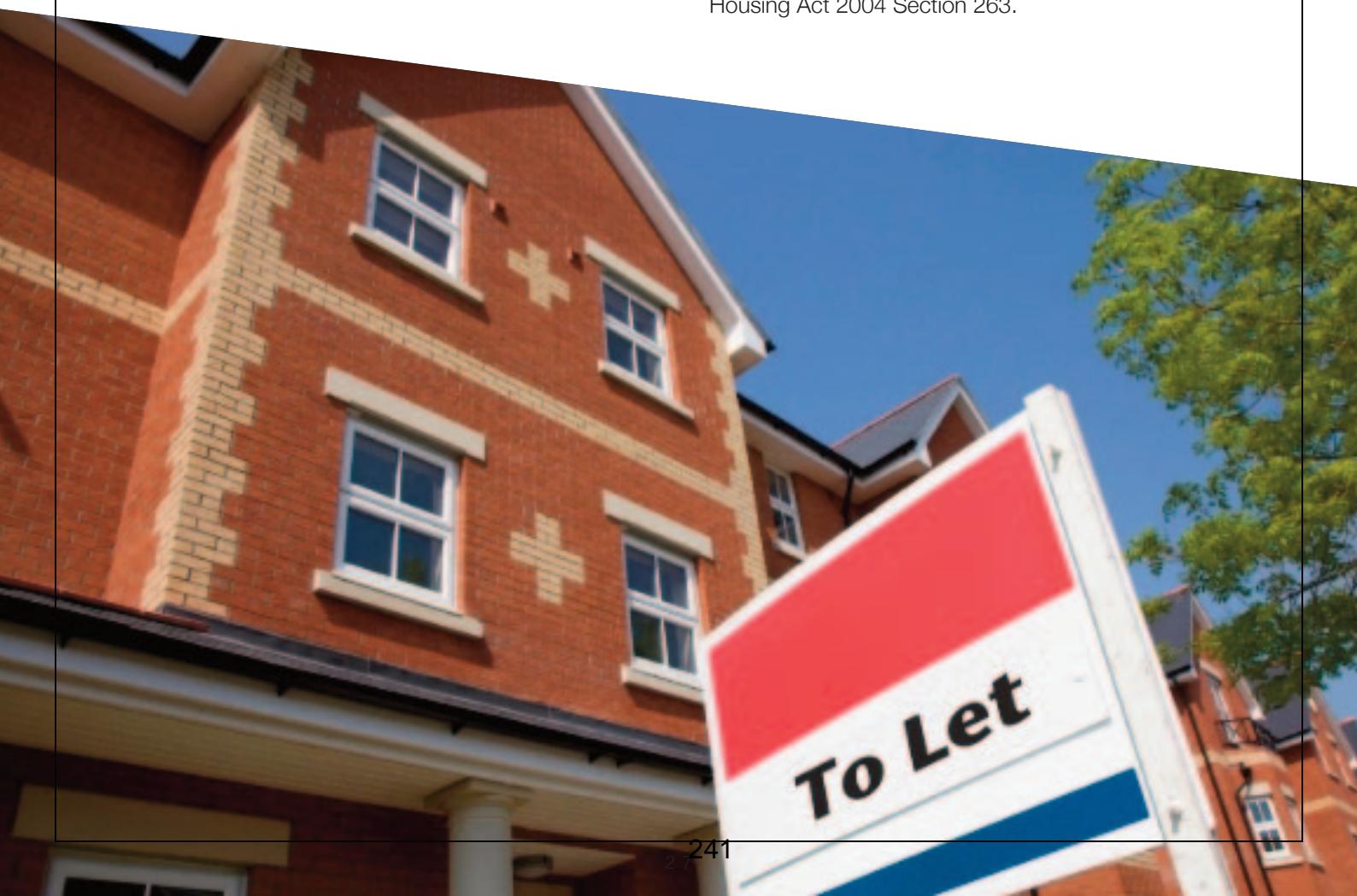
After aggravating factors are considered and applied where appropriate, mitigating factors are considered and where there is sufficient and compelling evidence the relevant value will be discounted from the Financial Penalty. In considering whether it is appropriate to include a mitigating factor, evidence shall be considered that has been gathered by the inspecting officer in the course of any investigation as well as any representations that have been provided following a served Notice of Intent.

Note 4 Acts or omissions demonstrating high culpability.

This aggravating factor will be applied where, the person to which the financial penalty applies, acted in a reckless or deliberate manner in not complying with a statutory notice or previous relevant formal advice.

Note 5 Large housing portfolio.

The aggravating factor is applied where the perpetrator has control or manages of 10 or more units of accommodation. For the purposes of this aggravating factor, the definition of a person having control and person managing are as defined by Housing Act 2004 Section 263.



Note 6 Multiple failings.

To be included where there is evidence of a failure to comply with three or more regulations, irrespective of whether they are defined as “Tier 1” or “Tier 2”. For the avoidance of doubt, multiple failures of the same regulation do not apply, it is based on evidence of failure of duties under separate provisions within the regulations.

Note 7 Vulnerable persons and/or serious harm.

This factor will be applied if either the property is occupied by a vulnerable person or if significant harm has occurred as a result of the failure to comply with the duties imposed by these regulations. A vulnerable person is defined as:

A person who suffers or is at risk of suffering harm or detriment which the ordinary person would not suffer or be at risk of suffering due to age, disability, or severe financial insecurity.

This factor applies where an occupant is vulnerable and, due to the underlying failure to comply with the relevant legislation is placed at additional risk or harm compared with a non-vulnerable resident.

For purposes of this factor, significant harm is defined as:

A physical or mental illness or injury that corresponds to one of the four classes of harm as recorded in Housing Act 2004 Section 9 Operating Guidance for the Housing Health and Safety Rating System.

Note 8 Low culpability.

This factor will apply where the perpetrator provides sufficient evidence that they only marginally fell short of their legal obligations, for instance:

- Significant efforts were made to address the relevant breach of duty, although they were inadequate to mitigate the underlying cause to issue the penalty.
- They have offered a reasonable defence for why they were unaware of the breach of duty.
- Failings were minor and occurred as an isolated incident.

It will not be sufficient to claim not to have known of the legal requirement or deficiency that forms the underlying reason for the financial penalty in order to benefit from this factor.

It will also not apply where the underlying failure was due to the inaction of the perpetrator in properly managing rented properties, responding to complaints of poor standards, carrying out routine visits, instructing others to assist where necessary etc.

Note 9 Rapid action taken to remedy failings.

This factor will apply where, on notification of the alleged failure of the legal duty, the perpetrator took rapid action to remedy the underlying failings which could mean:

- Undertaking remedial works to address the deficiencies noted.
- Obtaining copies of existing electrical reports and providing them to the relevant party.

In order to benefit from this factor, it is the responsibility of the perpetrator to provide sufficient evidence of compliance. It will not be sufficient to simply claim works have been completed, but photographs, videos, and arrangements with the Private Sector Housing Team to visit are all appropriate measures to demonstrate compliance.

In assessing whether “rapid action” was taken, the Council will take into account the extent of the remedial works or actions required, and the time taken from receipt of any requirement to action. This could be evidence of quotes for works, agreed start dates from contractors etc.

In setting the financial penalty the Council assumes that the offender is able to pay any penalty imposed unless they supply suitable and sufficient financial evidence to the contrary. It is for the offender to provide this information. If the Council is not satisfied that reliable or suitable information has been provided, reasonable inferences relating to their ability to pay will be drawn from the information available and any other evidence available to the Council.

The ability of an offender to raise finance against their rental portfolio may be taken into consideration where the offender claims they are unable to pay a financial penalty and shows they have only a low income.

Statement of Principles under the Smoke and Carbon Monoxide Alarm (England) Regulations 2015

This statement sets out the principles that South Kesteven District Council will apply in exercising its powers to require a relevant landlord to pay a financial penalty.

The Regulations require the Council to prepare and publish a statement of principles which it proposes to follow in determining the amount of a penalty charge.

In determining the amount of a penalty charge, the Council must have regard to the statement of principles which was most recently prepared and published at the time when the breach in question occurred.

Legislative background

The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 came into force on 1 October 2015 and introduced the following duties (amended by the Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022) for “relevant landlords” when premises are occupied under a “specified tenancy”:

- A smoke alarm is equipped on each storey of the premises on which there is a room used wholly or partly as living accommodation; and
- A carbon monoxide alarm is equipped in any room of the premises which is used wholly or partly as living accommodation and contains a fixed combustion appliance other than a gas cooker.
- Checks are made by or on behalf of the landlord to ensure that each prescribed alarm is in proper working order on the day the tenancy begins if it is a new tenancy, and
- Where, following a report made on or after 1st October 2022 by a tenant or by their nominated representative to the landlord, a prescribed alarm is found not to be in proper working order, the alarm is repaired or replaced.

Where the Council has “reasonable grounds” to believe that a relevant landlord is in breach of one or more of the duties the authority must serve a remedial notice on the landlord.

Reasonable grounds include evidence from a Private Sector Housing Officer or other relevant professional such as an Officer of the Council, Fire service, Police etc.

In line with the Council’s Corporate Enforcement Policy, a staged approach will be used, giving the landlord 7 days to comply where there is no history of non-compliance. If there is a history of noncompliance or compliance is not achieved within 7 days a remedial notice will be served.

Where a remedial notice has been served and the Council is satisfied on the balance of probabilities that the landlord on whom a remedial notice was served has failed to take the remedial action specified in the notice within the specified period the Council must (where the occupier consents) arrange for the remedial action to be taken and may require the landlord to pay a penalty charge.

Principles followed in determining the amount of Penalty Charge

The purpose is to protect the safety of residents in rented accommodation. Where legislation is not complied with the financial penalty aims to:

- Change the behaviour of the landlord and deter future non-compliance.
- Eliminate any financial gain associated with non-compliance.
- Be proportionate; giving consideration to seriousness, past performance, risk, and Government guidance.
- Reimburse the Council for costs incurred in enforcement.



Penalty Charge

The Regulations allow a civil penalty of up to £5,000 to be imposed on landlords who fail to comply with a remedial notice.

The level of penalty covers the cost of all works in default, officer costs, inspections, and administration on a cost recovery basis. In addition to this, an appropriate and proportionate penalty fine is levied.

The level of Penalty Charge is set on a scale with a minimum penalty of £700.

Where there is a history of noncompliance or unspent convictions relating to housing, or where there are increased risk factors such as vulnerable occupiers, or the property presents a high risk, additional charges will apply to a maximum of £4,500.

Level of Penalty Charge

A fee of £700 will be charged in all cases. This covers the cost of works in default, officer costs, inspections, administration, and a penalty for non-compliance with the notice.

In addition to the £700 charge, additional penalties will be levied as follows:

■ Previous spent or unspent conviction or works in default, undertaken relating to the owner's role as a landlord.	£1,000
■ Previous remedial action taken under this legislation.	£1,000
■ Per additional storey above or below ground level (e.g. Two storey house is £100; Three storey house is £200)	£100
■ No clear or direct means of escape	£500
■ Increased risk of ignition or spread of fire. (e.g. poor electrics, open fires etc.)	£500
■ Vulnerable occupants (e.g. elderly or disabled persons, children or others considered vulnerable due to their circumstances)	£500

Energy Efficiency – Private Rented Property Minimum Standard

The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 set out the

minimum level of energy efficiency for private rented property. The minimum is currently set at an Energy Performance Certificate (EPC) rating of band E.

The Council will have regard to the Guidance for landlords and local authorities on the minimum level of energy efficiency required to let domestic property issued by the Department for Business, Energy, and Industrial Strategy in the application of this legislation.

The minimum standard applies to domestic privately rented properties which are let under certain types of tenancy, and which are legally required to have an EPC as described in the Regulations.

Subject to certain exclusions and exemptions the prohibition on letting sub-standard property takes effect as follows:

- From 1 April 2018, landlords of relevant domestic private rented properties may not grant a tenancy to new or existing tenants if their property has an EPC rating of Band F or G (as shown on a valid Energy Performance Certificate for the property).
- From 1 April 2020, landlords must not continue letting a relevant domestic property which is already let if that property has an EPC rating of band F or G (as shown on a valid Energy Performance Certificate for the property)

Where a landlord wishes to continue letting property which is currently sub-standard, they will need to ensure that energy efficiency improvements are made which raise the EPC rating to a minimum of E.

In certain circumstances as defined in the Regulations, landlords may be able to claim an exemption from the prohibition on letting sub-standard property. Where a valid exemption applies, landlords must register the exemption on the national PRS Exemptions Register.

Most exemptions last for 5 years, but do not pass to a new owner or landlord on sale or transfer of the property. The new owner will need to either improve the property to the minimum standard, or register an exemption themselves, where one applies, if they wish to continue to let the property.

The Council will use the information contained in the PRS Exemptions Register to check compliance with the Regulations. Where it is suspected that a landlord may be in breach of the prohibition on letting sub-standard property, the Council may serve a Compliance Notice requesting information from the

landlord to decide whether that landlord has in fact breached the prohibition.

The Council will impose a financial penalty at the maximum level permitted by the Regulations and will also impose the publication penalty, where satisfied that the landlord is, or has been in the last 18 months:

- in breach of the prohibition on letting sub-standard property (which may include continuing to let the property after April 2020), or
- in breach of the requirement to comply with a Compliance Notice, or
- has uploaded false or misleading information to the Exemptions Register.

The maximum penalties are currently as follows:

- £2,000 for renting out a sub-standard property for less than 3 months.
- £4,000 for renting out a sub-standard property for 3 months or more.

- £1,000 for providing false or misleading information on the PRS Exemptions Register
- £2,000 for failing to comply with a compliance notice.

Where penalties are imposed under more than one of the above, the total penalty may not exceed £5,000. This applies per property and per breach.

The Council will impose the maximum penalty for each of the breaches.

A publication penalty means that some details of the landlord's breach will be published on a publicly accessible part of the PRS Exemptions Register, where it will be available to view for 12 months.

As a penalty may be served up to 18 months after the suspected breach, a person may be served with a penalty notice after they have ceased to be the landlord of a property.



Appendix D:

Example of a Decision Log & Action Plan

Decision Reference:					
Alleged offender		Offence and Legislation			
Name:					
Address:					
Corporate Priority:					
Priority Evaluation	Y	N		Y	N
Public safety – protecting our community/removing dangers to life			Immediate & significant environmental harm or nuisance		
Significant financial loss to council			Significant impact on delivery of overall priorities		
Statutory duty/national enforcement priority			Significant reputational loss		
Outline of Circumstances and Decision / Advice Sought					

Evidential / Public Interest Criteria	Y	N		Y	N
Sufficient evidence to prosecute			Offer of caution rejected by offender		
Previous advice / warning given			Court likely to impose nominal penalty		
Any previous conviction(s) / caution(s)			Evidence of recklessness or negligence		
Was there risk to public health & safety			Long (unjustifiable) delay since offence		
Was there risk or danger to environment			Other sanctions available		
(Actual / potential) financial loss incurred			Previous suggestion of no prosecution		
Oversight/ignorance of the law			Victim content for no prosecution		
Has offender been co-operative			Officer obstructed		
Is offender young, elderly, or vulnerable			(Actual/potential) gain to the offender		
Is there a 'vulnerable' victim			Failure to comply with a statutory notice		
A 'technical' offence			Evidence of 'intent' or 'guilty knowledge'		
Widespread publicity about type of offence			Long term/recurrent offending		
Investigating Officer:	Team Leader/ Manager			Consulted Y / N	
Signed:	Date:				

Decision / Advice**Decision Summary:**

Prosecution	Further investigation needed	
Injunction	No Further Action – Public Interest	
Simple Caution	No Further Action – Priority Area	
Bankruptcy	No Further Action - Evidential	
Eviction	Other (specify)	
Reprimand/Final Warning		
Further legal advice needed		

Action Plan

Further Action Agreed	Action Date By	Officer
1		
2		
3		
4		
Service Manager:	Signed	Date

Contact Details

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

South Kesteven District Council

01476 40 60 80

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Equality Impact Assessment

Question	Response
1. Name of policy/funding activity/event being assessed	Corporate Enforcement Policy
2. Summary of aims and objectives of the policy/funding activity/event	The Council's Corporate Enforcement Policy was last revised in February 2017, and a review and update was necessary to ensure consistency across Council services.
3. Who is affected by the policy/funding activity/event?	This policy covers enforcement activities across all the Council's Regulatory Services, setting out what regulated businesses and individuals can expect from the Council in terms of regulation.
4. Has there been any consultation with, or input from, customers/service users or other stakeholders? If so, with whom, how were they consulted and what did they say? If you haven't consulted yet and are intending to do so, please complete the consultation table below.	<p>Lincolnshire Legal Services has been consulted, as have Heads of Service/ Managers/ Directors at SKDC who undertake regulatory functions. All feedback has been incorporated.</p> <p>The Policy has been considered by the Environment Overview and Scrutiny Committee in September 2025, Housing Overview and Scrutiny Committee and Rural and Communities Overview and Scrutiny Committee in October 2025.</p>
5. What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?	The policy can be reviewed in light of any operational issues found and will be reviewed if there is any guidance or legislative change.

Protected Characteristic	Is there a potential for positive or negative impact?	Please explain and give examples of any evidence/data used	Action to address negative impact e.g. adjustment to the policy <small>(The Action Log below should be completed to provide further detail)</small>
Age	No impact	This protected characteristic is not affected by the policy.	Enforcement action can be taken on all ages, and there is specific guidance provided in relation to the powers available for under 16s.
Disability	No impact	This protected characteristic is not affected by the policy.	Neither the policy nor requirements within it are determined by this protected characteristic.
Gender Reassignment	No impact	This protected characteristic is not affected by the policy.	Neither the policy nor requirements within it are



			determined by this protected characteristic.
Marriage and Civil Partnership	No impact	This protected characteristic is not affected by the policy.	Neither the policy nor requirements within it are determined by this protected characteristic.
Pregnancy and Maternity	No impact	This protected characteristic is not affected by the policy.	Neither the policy nor requirements within it are determined by this protected characteristic.
Race	No impact	This protected characteristic is not affected by the policy.	Neither the policy nor requirements within it are determined by this protected characteristic.
Religion or Belief	No impact	This protected characteristic is not affected by the policy.	Neither the policy nor requirements within it are determined by this protected characteristic.
Sex	No impact	This protected characteristic is not affected by the policy.	Neither the policy nor requirements within it are determined by this protected characteristic.
Sexual Orientation	No impact	This protected characteristic is not affected by the policy.	Neither the policy nor requirements within it are determined by this protected characteristic.
Other Factors requiring consideration			
Socio-Economic Impacts	Positive	This policy relates to enforcement of laws and has a positive and multifaceted socio-economic impact. The enforcement action available can impact social wellbeing and health and improve quality of life.	The updated policy does not discriminate or unfairly disadvantage people but is targeted only at cases where action is needed and is based on the guiding principles of consistency, transparency, proportionality, and accountability.
Carers (those who provide unpaid care to a family member, friend or partner)	No impact	This protected characteristic is not affected by the policy.	Neither the policy nor requirements within it are determined by this protected characteristic.

Consultation



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

Group/Organisation	Date	Response

Proposed Mitigation: Action Log

To be completed when barriers, negative impact or discrimination are found as part of this process – to show actions taken to remove or mitigate. Any mitigations identified throughout the EIA process should be meaningful and timely. Add more rows as required.

Negative Impact	Action	Timeline	Outcome	Status

Evaluation Decision

Once consultation and practicable and proportionate mitigation has been put in place, the responsible officer should evaluate whether any negative impact remains and, if so, provide justification for any decision to proceed.

Question	Explanation / justification	
Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?	None identified	
Final Decision	Tick	Include any explanation/justification required
1. No barriers identified, therefore activity will proceed	x	<p>The Council's Corporate Enforcement Policy was last revised in February 2017, and a review and update is necessary. This new over-arching policy is a full revision of the 2017 policy and covers the enforcement activities across all the Council's Regulatory Services. This policy also incorporates and updates three other enforcement policies to support ease of reference and consistent application. The new policy also provides an option for other enforcement policies to be added to the over-arching policy as an appendix.</p> <p>The updated policy does not discriminate or unfairly disadvantage people but is targeted only at cases where action is needed and is based on the guiding principles of consistency, transparency, proportionality, and accountability.</p>



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

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

Sign off

Name and job title of person completing this EIA	Ayeisha Kirkham Head of Service- Public Protection
Officer Responsible for implementing the policy/function etc	Each Manager of a regulatory service covered by this Policy will be responsible for its effective implementation through the enforcement activities of their team. Each Officer within these teams will be responsible for applying it in relation to the enforcement activity covered by this Policy.
Date Completed	15 December 2025
Line Manager	Karen Whitfield
Date Agreed (by line manager)	18 December 2025
Date of Review (if required)	

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

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



Cabinet

Thursday, 15 January 2026

Report of Councillor Rhys Baker,
Cabinet Member for Environment and
Waste

Tree Management Policies

Report Author

Andrew Igoea, Tree Project Officer

andrew.igoea@southkesteven.gov.uk

Purpose of Report

To seek approval for the adoption of the Tree Management Policies, to replace the existing tree management guidelines.

Recommendations

That Cabinet:

1. **Approve and formally adopt the Tree Management Policies, which will replace the Council's existing Tree Guidelines (2019) as the authoritative framework for managing trees under South Kesteven District Council's (SKDC) responsibility.**
2. **Delegate authority to the Director for Housing and Projects to make minor amendments to the Tree Management Policies as required, in consultation with the Cabinet Member for Environment and waste, Councillor Baker.**

Decision Information

Is this a Key Decision?	No
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Sustainable South Kesteven 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 Tree Management Policies will help prioritise the most safety-critical work using the available budget.
- 1.2 Future costs may vary due to factors such as the adoption of new land containing trees, growth in the Council's planted tree stock, and potential increases in contractor rates. Changes in industry standards or inspection requirements could also affect long-term expenditure. It will therefore be important to review costs periodically to ensure the budget remains aligned with service needs.
- 1.3 Further investment is planned with proposed growth bids being put forward for consideration as part of the 2026/27 budget process which would support delivery of this policy

Completed by: David Scott – Assistant Director of Finance and Deputy Section 151 Officer

Legal and Governance

- 1.4 There are no significant legal or governance issues.

Completed by: James Welbourn, Democratic Services Manager

Risk and Mitigation

- 1.4 From a risk management perspective, Part 4 of the proposed policy represents a clear improvement on the existing inspection regime. It aligns with recognised industry standards for defensible tree risk management and would strengthen the Council's ability to demonstrate that it is meeting its duty of care. While the Council's overall exposure is also influenced by its capacity to act on identified risks, implementing a proportionate, risk-based inspection system is an essential first step. Failure to adopt an improved regime, when the limitations of the current one are already known, would weaken the Council's position in the event of an incident or claim.

Completed by: Tracey Elliott, Governance & Risk Officer

Health and Safety

- 1.5 Part 4 of the proposed policy represents a positive step in strengthening the Council's approach to managing health and safety risks associated with trees. By introducing a risk-based zoning system, SKDC would be adopting a more proportionate and evidence-led method of inspection, which aligns with general principles of good safety management. It ensures that higher-risk areas receive more frequent attention and that the Council can demonstrate a proactive stance in preventing foreseeable harm. While the ability to act on identified risks remains essential, the establishment of a robust inspection regime is a fundamental component of the Council's overall health and safety framework.
- 1.6 The Health and Safety at Work Act 1974 (HASWA) Section 3.1 states the following: **It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.** This places a clear legal responsibility, along with the moral obligation, to ensure that proactive measures are introduced to remove entirely or reduce the risk posed to persons not in our employment

Completed by: Phil Swinton Head of Health and Safety, Compliance and Emergency Planning

2. Background to the Report

- 2.1. The draft policies attached at appendix A will replace the existing 'Tree Guidelines' document that was adopted in 2019. The policies cover the management of trees on SKDC land, or trees under our management (e.g. in closed church yards). The scope of this draft policy does not cover trees on land outside of the Council's control, including TPO policy, tree protection on development policy, Miscellaneous Provisions (dangerous trees) or high hedges.

3. Key Considerations

- 3.1. SKDC is responsible for trees on housing land, in parks and amenity spaces, and in churchyards. The existing Tree Guidelines document does not explicitly account for these different management contexts.
- 3.2. The current Tree Guidelines lack the clarity and nuance needed to support consistent, balanced decision-making. Some policies are open to interpretation, while others take an overly rigid, binary approach to issues that are inherently nuanced. As a result, the guidelines do not provide a reliable basis for resolving tree-related concerns or for fostering constructive relationships between people and trees.

3.3. The draft policy document has a clearer four-part structure:

1. **Pruning and removal of council managed trees** – covers the council's position on overhanging branches, nuisance issues, shading and other common issues.
2. **Trees on tenanted property** – defines the responsibilities of SKDC and the tenant.
3. **Trees in closed churchyards** – acts as a form of service level agreement for churches/church wardens.
4. **Risk Management** – Introduces the concept of 'zoning' and defines a survey and record keeping protocol.

3.4. The draft policies set out a clearer, risk-based and proactive framework for managing trees under SKDC's control, defining responsibilities, procedures, and priorities across council land, tenanted properties, and closed churchyards to improve clarity, safety, and long-term resource planning.

3.5. The draft policy document defines SKDC's policy position in respect of various issues, but the document recognises that these policy positions are aspirational and that resources may not always be available to carry out the work required. The survey protocols proposed in the Tree Management Policies will help to better differentiate between safety critical and general management recommendations, which will help to prioritise work to trees and manage according to the available budget across the year.

3.6. The implementation of the proposed risk management strategy is expected to require a ~10% increase in spending for surveys and associated data management, compared to the existing system. Due to modest sums of money involved, it is believed this would not create a significant financial burden for the Council and would deliver many benefits.

3.7. Following the latest review by the Environment Overview and Scrutiny Committee (EOSC), the policies have been translated from working drafts into a fully designed public-facing document. As part of this production process, all text has undergone further editorial review to improve clarity, public readability, and internal consistency.

3.8. This review identified areas where additional explanation or detail would make the policies clearer for operational teams and the public. These refinements have not altered the underlying policy intent previously endorsed by EOSC, with one minor exception relating to tree work during the bird-nesting season.

3.9. The revision to the nesting-birds wording does not change the Council's underlying operational approach but clarifies how works may proceed lawfully during the nesting season. The updated text aligns more closely with wildlife

legislation and arboricultural best practice by emphasising the need for nest checks before any works, clarifying how emergency situations are managed, and replacing the previous blanket restriction with a more accurate and proportionate approach where low-impact works may be undertaken if no active nests will be disturbed.

- 3.10. Cabinet is being asked to approve the policies as presented, noting that the refinements made since EOSC scrutiny strengthen clarity, readability and operational usability without materially altering the intent of the policies previously considered.

4. Other Options Considered

- 4.1 Not to adopt the Tree Management Policies and continue with existing guidelines. This option is not recommended because:
 - a) the current Tree Guidelines lack the clarity and nuance needed to support consistent, balanced decision-making; and,
 - b) they do not provide an industry-aligned risk management strategy to demonstrate that SKDC is meeting its duty of care, leaving the Council more vulnerable to claims of negligence.

5. Reasons for the Recommendations

5.1. Adoption of the updated Tree Management Policies

The updated policies provide greater clarity for officers, tenants and the public. They introduce a more detailed and proportionate approach to tree-related risk management, aligned with accepted best practice and designed to support the Council's duty of care. Adoption will ensure SKDC manages its tree stock in a consistent, transparent and accountable way, with policies that are defensible, modern and fit for purpose.

5.2. Delegation to the Director for Housing and Projects to make minor amendments in consultation with the Cabinet Member for Environment

Minor refinements may be required over time—for example, to reflect updated industry terminology, workflow improvements, or clarifications requested by service areas. Providing delegated authority for these adjustments avoids the need for disproportionate governance processes while ensuring that any changes remain aligned with Cabinet's policy intent through consultation with the relevant portfolio holder.

6. Consultation

- 6.1. The wording of policies was presented to EOSC in June 2025 5 ([Item 9, EOSC, June 10th 2025](#)). No amendments were required as a result of this meeting.

6.2. Further detail on the costs of implementing the proposed policies, particularly the comprehensive risk management strategy, were presented to EOSC in November 2025 ([Item 8, EOSC, 10th November 2025](#)). No amendments were required as a result of this meeting.

7. **Background Papers**

7.1. Item 9, EOSC, June 10th 2025:

- 7.1.1. [Update on draft Tree Management Policies](#)
- 7.1.2. [Appendix 1 for Update on draft Tree Management Policies](#)

7.2. Item 8, EOSC, 10th November 2025:

- 7.2.1. [Review of Tree Management Policies](#)
- 7.2.2. [Appendix 1 for Review of Tree Management Policies](#)
- 7.2.3. [Appendix 2 for Review of Tree Management Policies](#)

8. **Appendices**

8.1. SKDC Tree Management Policies



Tree Management Policies

January 2026

v1.0



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Executive Summary

These policies provide a structured approach to managing trees on council-owned land. It aims to balance public safety, ecological sustainability, and community interests while ensuring the responsible use of resources. The policy aligns with the principles of SKDC's Tree and Woodland Strategy by supporting biodiversity, climate resilience, and public well-being.

The scope of this policy includes trees owned or managed by SKDC in public spaces, parks, highways, communal areas, and tenanted properties. There are guidelines for tree pruning and removal requests relating to amenity and nuisance issues and risk management. The policies also attempt to clarify the respective responsibilities of tenants and the council regarding trees on tenanted property, and outlines measures to protect the wildlife living in our trees. In relation to risk management, the adopted zoning system will align inspection frequency with occupancy, providing a balanced and proportionate approach. The policies do not cover privately owned trees, which remain the responsibility of landowners, or councils' obligations to protect trees under planning legislation.

Tree management decisions will consider long-term environmental benefits, aligning with national and local climate policies to enhance urban greenery and wildlife habitats. By setting clear guidelines for pruning and removal requests relating to amenity and nuisance issues, and by clarifying responsibilities for tenants, these policies aim to promote harmonious relationships between people and trees and encourage engagement with the objectives of the Tree and Woodland Strategy.

Tree work across the council's estate will be prioritised based on the level of risk to people and property. When budgets are limited, works required to mitigate unacceptable risks will take precedence over addressing nuisance issues. Unnecessary interventions that could harm tree health or reduce canopy cover will be avoided. This ensures that council resources focus on essential tree works (e.g., safety-related pruning) first, rather than minor nuisances such as seasonal leaf fall.

These policies support SKDC to meet its duty of care, maintain a healthy population and uphold best practice in arboriculture. They enable efficient decision-making that reflects public interest, legal obligations, and environmental stewardship.



Quick Reference Guide

Frequently Asked Questions

The following quick reference guide has been written with the public and the Council's social housing tenants in mind. The Council's commercial tenants should note that the answers provided below for social housing tenants may not apply to their situation, and they are advised to consult the main body of text and their lease agreement for answers to tree-related queries.



Belton Oak, Grantham

Ownership and Responsibilities:

Q: I have an enquiry or concern about a tree, but I don't know who the owner is and who to contact about it.

A: Land and tree ownership is a complex subject. SKDC is responsible for several public open spaces across the district, but many are also managed by parish/town councils or private entities. SKDC has a stock of social housing, but this is not always easily identifiable. Contact details for SKDC are provided below.

Trees located on highway verges and within streets are likely to be the responsibility of the highway's authority. Lincolnshire County Council can be contacted by phone or via its website: www.lincolnshire.gov.uk.

Trees located on embankments or disused railway tracks are the responsibility of Network Rail or may be in private ownership.

See paragraph i(c) for further details.

Q: I have an enquiry or concern about a tree on private land. Can SKDC help?

A: SKDC will not normally get involved with privately owned trees. If you are concerned about the condition of a privately owned tree, you should contact the owner to make them aware. Discretionary powers are provided to the council under section 23 Local Government (Miscellaneous Provisions) Act 1976. Please contact our customer services team if you are concerned about the safety of a tree in your neighbourhood (customerservices@southkesteven.gov.uk, 01476 406080, out of hours/emergency: 01476 406040)

See paragraph i(c) for further details.

Q: SKDC have placed a Tree Preservation Order on a tree I am concerned about. Who is now responsible for this tree?

A: A Tree Preservation Order (TPO) does not change ownership or responsibility for a tree. The landowner remains responsible for the tree's maintenance and any associated risks. However, any works on the tree, including pruning or removal, require formal consent from SKDC. This policy document does not cover planning (i.e. TPO) related issues.



Tree Pruning & Overhanging Branches:

Q: Will the council prune a tree because its branches overhang my property?

A: The council will only prune trees under its ownership or management and will only prune overhanging branches if they create a significant risk, such as obstructing access, street lighting, or are causing property damage. Otherwise, you may trim branches back to your boundary if the tree is not protected (e.g., by a Tree Preservation Order or within a Conservation Area). All tree work will be prioritised, so if budgets are limited and higher-priority issues remain outstanding, your request may not be addressed immediately – even if it aligns with policy.

Q: Can I request tree pruning for general nuisance (leaves, sap, blossom, etc.)?

A: No, seasonal issues like falling leaves, sap, or bird droppings are considered natural and not a reason for pruning and this policy document does not support pruning for these reasons. Regular garden maintenance is the responsibility of the property owner.

Q: Can I request tree pruning for interference with a TV or satellite signal?

A: No, whilst pruning may improve reception temporarily, trees are likely to regrow to their original size, making this an unsustainable long-term solution. This policy document does not support pruning for this reason.

See Part 1 for further details.



Uffington Playing Field, Stamford

Shading & Loss of Light:

Q: A council tree is blocking sunlight to my property. Will it be pruned?

A: The council will only consider pruning in the following cases:

- The tree is taller than 12m and less than 5m from the nearest habitable room.
- The tree is shorter than 12m but is closer than half its height to a habitable room.
- An independent survey confirms severe shading as per Building Research Establishment (BRE) guidelines.

Trees will not be pruned to improve sunlight for solar panels. All tree work will be prioritised, so if budgets are limited and higher-priority issues remain outstanding, your request may not be addressed immediately – even if it aligns with policy.

Q: Are hedges causing shade issues covered by this policy?

A: Yes, if they are owned and managed by SKDC. Where a privately owned evergreen hedge more than 2metres in height is the cause of the issue the council may have powers under the Anti-social Behaviours Act 2003 to require appropriate action by the hedge owner, but the application and assessment process is not covered by this policy. For further information regarding complaints about privately owned hedges please refer to the SKDC's [Anti-Social Behaviour Policy \(2023\)](#) or the [planning enforcement web page](#).

See Part 1, paragraph 1.3 for further details.

Tree Roots & Damage:

Q: What if tree roots from a council tree are damaging my property?

A: If you believe tree roots are causing structural damage, a professional report from a qualified structural engineer or arboricultural consultant is required before the council can investigate.

Q: Can I cut tree roots that extend onto my property?

A: Yes, if the tree is not protected, you may prune roots within your boundary. However, improper pruning can affect tree stability, so professional advice is recommended.

See Part 1, paragraph 1.8 for further details.

Wildlife & Conservation:

Q: Does the council consider wildlife when pruning or removing trees?

A: Yes. Non-essential tree work is normally scheduled outside of bird nesting season (March–August). For tree work that is considered essential, checks for nesting birds will take place prior to the work commencing and specialist ecological advice will be sought where necessary. Trees will be checked for potential bat roost features prior to work commencing.

See paragraphs 1.9, 2.7 and 4.13 for further details.

Trees on Tenanted Property

Q: Who is responsible for trees in SKDC tenanted properties?

A:

- SKDC is responsible for work at height, tree health and safety, and major pruning/removal.
- Tenants are responsible for routine maintenance like clearing leaves and trimming small branches.

Q: Can I plant a tree in my SKDC tenancy garden?

A: Written permission is required before planting a tree to ensure it is suitable for the location.

See Part 2 for further details.



Dysart Park, Grantham

Reporting Tree Issues

Reporting Tree Issues

If you need to report a tree issue, you can contact SKDC via:

- Website: www.southkesteven.gov.uk/feedback
- Email: customerservices@southkesteven.gov.uk
- Phone: 01476 406080 (office hours) / 01476 406040 (out of hours emergencies)

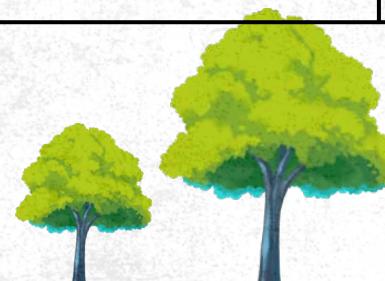
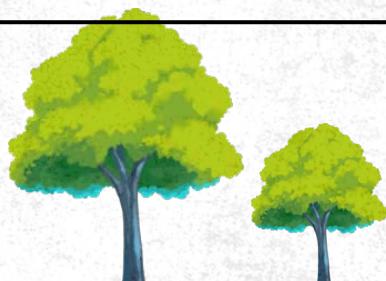
For more detailed policies, visit our website or request a full copy of the Tree Management Policy.



Wyndham Park, Grantham

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i. Introduction

a. Context

This policy document has been created in the context of the South Kesteven District Council (SKDC) Tree and Woodland Strategy. The vision of this strategy is defined as follows:

Healthy Trees, Healthy South Kesteven: Strengthening our tree assets through protection, enhancement, and growth, ensuring resilience and vitality in perpetuity

b. Scope

This document describes how South Kesteven District Council will manage trees on land under its ownership or management; it does not cover trees which grow on land which is not owned or managed by SKDC (this includes private land, and land owned/managed by other district councils, Lincolnshire County Council or parish/town councils located within the South Kesteven District).

Trees that are covered by Tree Preservation Orders (TPO) or which grow within Conservation Areas are dealt with by the relevant legislation and administered by the Development Control Service of SKDC.

SKDC's policies and processes relating to the tree-related provisions of the Anti-Social Behaviour Order Act (2003) and the Local Government (Miscellaneous Provisions) Act 1976 are covered in a separate policy document.

The four management contexts covered by this policy are:

1. Trees under SKDC management (impacts to the public)
2. Tree on SKDC tenanted property
3. Trees in closed churchyards/graveyards
4. Management of tree related risk

The Policy refers exclusively to trees and hedges and does not include shrubs or other vegetation. For the purpose of this policy, a 'tree' is a woody perennial plant, typically (in its natural form, without management as coppice stool or low pollard) having a stem or trunk which can attain a height of 6m or more, and bearing lateral branches at some distance from the ground.

Low-level domestic hedges are outside of the scope of this policy. A hedge – a managed feature consisting of woody perennials that forms a continuous screen – will only be covered by the policies in this document if any part is over 2m high and 1m wide.

c) Guiding Principles

The guiding principles for the management of our trees are derived from relevant aspects of the Tree and Woodland Strategy and can be summarised as follows:

1. Resilience

Ensure that all decisions regarding tree management prioritise long-term sustainability, fostering resilience to climate change, diseases, and pests. Tree planting, maintenance, and removal must align with broader ecological goals, promoting species diversity and longevity.

2. Biodiversity Enhancement

Encourage the management of diverse tree species that support a wide range of wildlife.

3. Social Cohesion

SKDC will manage its trees in a way that fosters a positive relationship between people and their local environment. We aim to increase public appreciation for the benefits that trees bring, while actively working to minimise any disbenefits, such as shading, leaf fall, or root-related issues.

4. Public Safety and Risk Management

Maintain a proactive tree inspection and maintenance regime to manage risks posed by dead, dying, or hazardous trees. Ensure that public safety is a priority in urban areas and spaces frequently used by the community.

5. Ecosystem Services and Climate Change Mitigation

Recognise, protect and, where possible, enhance the ecosystem services provided by our trees, such as carbon sequestration, air quality improvement, flood mitigation, and urban cooling.

6. Amenity and Landscape Value

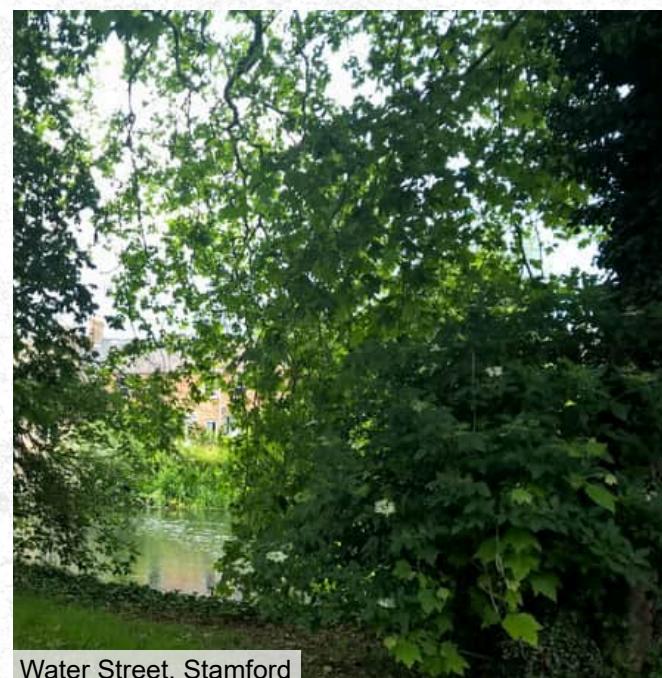
Preserve and enhance the aesthetic and cultural value of council-owned trees. Trees should contribute positively to the local landscape character, providing shade, beauty, and well-being benefits to residents and visitors alike.

7. Tree Health

Wherever possible, avoid (or reduce the frequency and/or extent of) of works which have the potential to be detrimental to tree health, or which are likely to increase the risk from pests, diseases, and environmental stress.

8. Legal Compliance and Best Practice

Adhere to all legal requirements and follow best practices in arboriculture and woodland management. This includes compliance with Tree Preservation Orders (TPOs), conservation area guidelines, and health and safety regulations.



d) Prioritisation

Management in accordance with the above guiding principles generally requires a proactive approach to tree care. However budgetary constraints limit the financial resources available for the management of SKDC trees. As a result, the council must make strategic decisions on where and how funds are allocated, prioritising essential services and projects that deliver the greatest public benefit. This means balancing the council's aspirations for tree management with many other competing priorities.

Regardless of the management context or the policies set out in this document – which define SKDC's position on various tree related issues – work can only be carried out if appropriate resources can be allocated. All proposed tree work will therefore be assigned a priority rating. For example, safety-related work, such as the removal of dead or dangerous branches, will take precedence over non-essential interventions, such as pruning to address nuisance issues like leaf fall or shading. This approach ensures that the council addresses the most critical risks while managing resources efficiently.

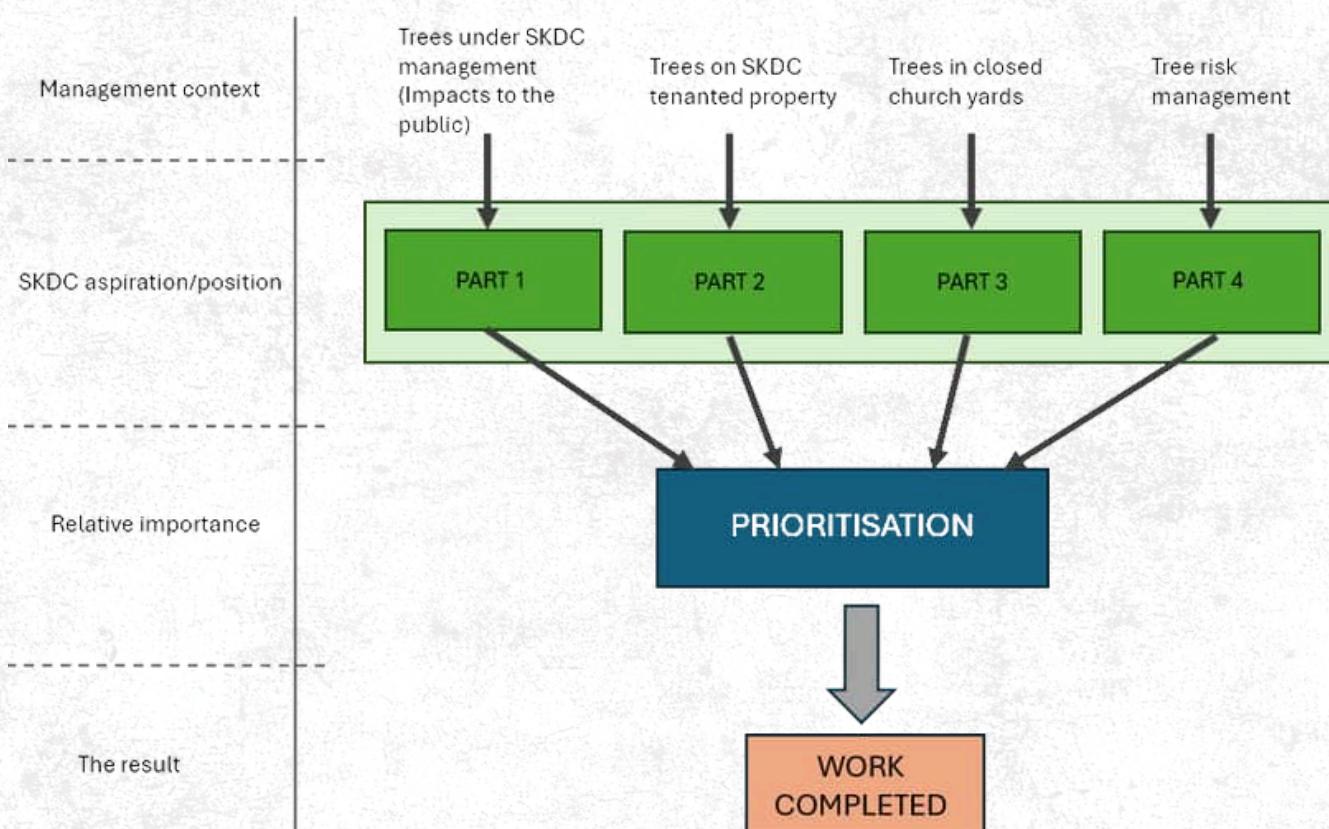


Figure 1. A diagram illustrating how tree work completed by SKDC results from the application of policies across different management contexts, followed by a unified prioritisation process that determines which work is undertaken.

Required tree work will be assigned one of the prioritisation categories set out in section i) d) and illustrated in figure 1, work required as a result these scenarios will be assigned one of the category ratings described in Section 4.10, summarised below as follows:

Priority Category	E.g.
Safety group 1	Imminent hazard with severe consequences likely
Safety group 2	Probable hazard with moderate consequences likely
Safety group 3	Probable hazard with moderate consequences likely
General Management group 1 – damage	Work required to prevent damage to a structure
General Management group 2 – obstruction	Work required to maintain access
General Management group 3 – visibility	Work required to maintain site lines and light splays
General Management group 4 – nuisance	Work required to resolve a nuisance issue
General Management group 5 – proactive management	Work required to deliver other social, environmental and economic benefits

To support transparency and continuous improvement, SKDC will monitor and report on its performance against each priority rating. This will enable the council to objectively demonstrate its commitment to managing trees in line with the principles set out in the T&W.



Part 1

Policies for Pruning and Removing Council Managed trees (Relating to Amenity and Nuisance Issues)

Introduction

Pruning council-managed trees can help reduce conflicts such as overhanging branches, interference with property, or obstruction of light, delivering practical benefits for residents. However, pruning also carries risks to tree health and canopy cover if not carried out responsibly, and it represents a significant cost to the council. Decisions must therefore balance the need to manage conflicts with the importance of protecting trees and ecosystems, while ensuring the responsible use of public funds. Works will be prioritised based on public safety and structural stability, and unnecessary interventions will be avoided. When pruning is required, it will be limited to the minimum necessary to resolve the issue and undertaken in accordance with British Standard 3998:2010, thereby minimising negative impacts on trees.



Wyndham Park, Grantham

1.1 Overhanging Branches

When the branches of council trees located on council managed land overhang a boundary, they can cause obstructions to access (e.g. on footpaths or highways), visibility (e.g. at junctions, or of road signs), or lighting (e.g. streetlights), create a risk of damage to property or simply encroach on somebody's private property.

1.1.1. Obstructions

Obstructions to access, visibility or lighting can create hazards. Where these hazards result in an unacceptable risk to people or property and remedial pruning would reduce the risk to an acceptable level, this will normally be acceptable, and the council will arrange (and pay) for this work to be completed.

1.1.2. Risk of Damage

If overhanging branches create a significant risk of damage to a property (e.g. if they touch walls, roofs, windows or gutters) this will normally be acceptable, and the council will arrange (and pay) for this work to be completed.

1.1.2. Substantial Nuisance Issues

Substantial nuisance refers to an issue that goes beyond minor inconveniences. For example, if regular gutter blockages caused subsequent water damage to a structure, or if seasonal debris was so extreme that it caused excessive maintenance burdens or attracted pests. In these situations, pruning will normally be acceptable, and the council will arrange (and pay) for this work to be completed. Please note that a moderate amount of leaves falling in autumn is natural and is not usually seen as actionable.

1.1.3. Encroachment

Where branches simply overhang a boundary and do not result in any of the issues described in 1.2.1 – 1.2.3, the council will not undertake any pruning.

Provided that the tree is not protected by a Tree Preservation Order or situated in a Conservation Area, adjacent landowners have an unrestricted common law right to prune back overhanging tree branches to their boundary. This work should be arranged and paid for by the adjacent landowner. Any works should be carried out in accordance with good arboricultural practice.



1.2 General and Minor Nuisances

Trees can cause a variety of nuisance issues, whether they overhang the boundary or grow adjacent to it. The following are examples of minor nuisance issues that are considered to be normal and acceptable consequences of living near trees. In such cases, the council will not normally fell or prune trees to alleviate concerns raised by neighbouring properties.

- Falling leaves, twigs, sap, blossom, fruit, nuts, bird and insect droppings.
- Insects associated with trees (spiders, wasps, flies etc).
- Reduction or increase of moisture to gardens.
- Suckers or germinating seedlings in gardens.
- Leaves falling into gutters, drains or onto flat roofs.
- The build-up of algae on fences, paths or other structures.

Routine seasonal maintenance tasks such as clearing gutters and paths, weeding seedlings from garden borders, and cleaning surfaces affected by sap, blossom, or bird droppings are the responsibility of property owners and are considered part of normal property upkeep.



1.3 Shading and Loss of Light

While trees are often perceived to block light to nearby properties, the extent of pruning or tree removal needed to noticeably improve this would frequently lead to significant impacts to local amenity, biodiversity and the delivery of ecosystem services. As part of our commitment to protect trees, pruning solely to improve light levels and reduce shading will not normally be considered. However, action (such as pruning or felling) may be taken in the following circumstances:

- If the height of the tree is more than 12m and the distance between the base of the tree and the window of the nearest habitable room is less than 5m.
- If the height of the tree is less than 12m and the distance between the base of the tree and the window of the nearest habitable room is less than half the height of the tree (or where the separation between the edge of the tree canopy and a vertical line through that window is less than 2m).
- If an objective assessment of shading undertaken by a chartered surveyor, based on the methodologies outlined in the Building Research Establishment Report 209 (Site Layout Planning for Daylight and Sunlight – A Guide to Good Practice), which included measurements of the vertical sky component and sun availability, and a sun path analysis, showed that pruning was justified.

A ‘habitable room’ is a dining room, lounge, kitchen, study or bedroom but not a WC, bathroom, utility room, landing or hallway. Where vulnerable people who spend a significant amount of time within their home are affected, there will be flexibility to look at some form of intervention. Where it can be established that the presence of trees is detrimental to the health of vulnerable people, further consideration will be given to the management approach. This assessment will take into account the quality and importance of the tree(s) in question, as well as the benefits and impact to the wider community.

The Council will not prune or fell a tree under its management to improve natural light to a solar panel (array). While we recognise the importance of renewable energy sources like solar panels, trees provide numerous environmental benefits, including carbon sequestration, improving air quality, supporting biodiversity, and mitigating the urban heat island effect. These benefits are vital in our collective efforts to mitigate and adapt to climate change. Property owners are encouraged to consider the placement of solar panels with respect to existing trees, as trees are an essential part of a sustainable environment.



1.4 Loss of a View

Trees will not be pruned to improve private views. The Council will only undertake pruning to restore or maintain important public viewpoints, or where pruning would deliver a significant public benefit by enhancing the local street scene or landscape character.

Requests for such pruning will be considered on a case-by-case basis, taking into account the potential impact on local amenity, biodiversity, and the overall landscape value.

1.5 Loss of Reception

Trees can sometimes grow to interrupt reception to nearby television aerials and satellite dishes. Whilst pruning may improve reception temporarily, trees are likely to regrow to their original size, making this an unsustainable long-term solution. Repeated pruning operations not only place a strain on council resources but can also harm the health of the tree.

As such, the removal or pruning of trees to improve television or satellite reception will only be considered in exceptional circumstances, where there is a compelling public interest or where no reasonable alternatives exist. Property owners are encouraged to explore other solutions such as repositioning their aerials or satellite dishes to avoid interference or switching to cable or internet-based services.

1.6 Apprehension and Overbearingness

Large trees adjacent to dwellings and private gardens can sometimes cause apprehension. Complaints that trees are 'too big' are common, but such concerns are often not supported by arboricultural evidence that the tree poses an unacceptable level of risk to people or property. A tree is not dangerous simply because somebody perceives it to be too large for its surroundings. Likewise, a tree swaying in the wind is not necessarily a hazard. The flexibility of a tree's branches and structure is a natural mechanism to withstand wind and prevent breakage. The council will only undertake tree work where there is clear and objective evidence that the tree poses an unacceptable level of risk to people or property.

In some cases, the size of a tree may be perceived as overbearing by nearby residents, even where there is no concern about risk of failure or injury. While the Council acknowledges that the presence of large trees can be concerning for some, tree work will not normally be undertaken solely because of a tree's size or its perceived overbearing nature, unless there are other compelling reasons to intervene.



1.7 Medical Issues

A range of personal medical complaints, from allergies to mental health impacts, can be attributed (rightly or wrongly) to trees. We will not normally prune or remove council managed trees when the request is based on a personal medical complaint. However, if a medical professional provides documented evidence that the presence of a tree is causing a significant detriment to the health of a resident, the council will consider the management approach taken with the trees in question. This may include exploring alternative solutions to mitigate the impact on the resident's health before considering pruning or removal.

1.8 Tree Roots

Trees exist above and below ground, and so do the issues arising from them. Tree roots can grow far beyond the canopy spread of their parent tree and do not recognise lines on plans, which means that it is not uncommon for roots to grow across ownership boundaries.

1.8.1 Encroachment

Pruning (or even felling) a tree will not usually resolve issues caused solely by root encroachment, so the council will not carry out work for this reason alone.

As with branches that grow across ownership boundaries, landowners have a common law right to prune back tree roots to their boundary, provided that the tree in question is not protected by a Tree Preservation Order (TPO) or situated within a Conservation Area. Landowners are encouraged to seek professional advice before pruning roots, as improper pruning can harm the health or stability of the tree and may lead to legal consequences if a protected tree is affected.

1.8.2 Direct Damage

Forces exerted by the outward (longitudinal) growth and thickening (radial growth) of roots are relatively weak. As a result, roots tend to grow around obstructions presented by manmade structures, rather than displace them. However, large structural roots located near the base of a mature tree can exert enough force to damage pavements or smaller structures.

It is unlikely that council managed trees will be located close enough to boundaries to cause this type of damage. If issues do arise, the council will assess the situation on a case-by-case basis and explore appropriate mitigation measures where necessary. Possible mitigation measures may include the installation of root barriers, re-surfacing of pavements, or localised pruning of structural roots, if appropriate.

1.9 Wildlife and Habitat Considerations

The Council recognises the important role that trees play in supporting local wildlife and biodiversity. Many species of birds, bats, insects, and other wildlife rely on trees for shelter, food, and nesting. Pruning or removing trees can have a significant impact on these species, particularly during sensitive times of the year. As such, the Council is committed to ensuring that all tree management activities are carried out in accordance with relevant wildlife protection laws and best practice guidelines. For further details please refer to section 4.13.

1.10 Replacement Trees

The Council is committed to increasing tree canopy cover across towns and villages within the district, delivering ecosystem, amenity, and economic benefits for residents. As part of our annual planting programme, we will identify new planting locations and, where appropriate, plant replacement trees for those removed during the management of our tree stock.



Queen Elizabeth Park, Grantham

Part 2

Policies Relating to Trees on SKDC Tenanted Property



2.1 Introduction

2.1.1 Purpose

Trees on tenanted properties play a crucial role in enhancing the local environment, supporting biodiversity, and contributing to the overall wellbeing of local people. However, they must also be managed to mitigate risks and maintain a harmonious relationship between tenants, neighbouring properties, and the wider community.

The purpose of the following policies is to define responsibilities and set out the management approach for trees located on land rented by SKDC tenants. These provisions may also be referenced in tenancy agreements and related guidance documents.

2.1.2 Scope

The following policies establish the framework for how trees on tenanted properties will be managed, including:

- The respective responsibilities of SKDC and tenants regarding tree maintenance, protection, and care.
- Procedures for tenant requests regarding tree work, including pruning, removal, or planting.
- Guidance on the protection of trees during the start and end of tenancy agreements.
- Ensuring compliance with relevant legislation and environmental goals, including wildlife protection and conservation.

These policies apply to all trees located within the boundaries of SKDC tenanted properties, and trees located within communal areas adjacent to tenanted properties which are managed by SKDC, or agents acting on its behalf.

The terms 'tenants' and 'tenancy agreements' (or similar) apply to both housing and commercial tenants, unless otherwise specified. Where a policy applies exclusively to one group, the terms 'housing tenants' or 'commercial tenants' will be used explicitly.



2.2 Responsibilities of SKDC

2.2.1 Maintenance of Council-Owned Trees

SKDC will be responsible for any tree located in a communal area or shared space. For trees located within private areas of domestic tenanted properties, SKDC will only be responsible for tree maintenance or management that:

- Involves 'work at height' (as defined by HSE).
- Requires specialist equipment, the use of which usually requires proper training or certification (e.g. chainsaws).
- Carries significant risk to health or safety.
- Requires technical knowledge or training, such as applying specific pruning methods (e.g. crown reduction).

Examples of tree maintenance and management that SKDC will be responsible for include:

- Removing deadwood from upper branches (over 3m from ground level).
- Felling or dismantling a tree (over 5m tall, measured from ground level).
- Crown thinning, lifting, or reduction requiring work above 3m from ground level.
- Removing roots that threaten property structures.

Housing tenants will be informed of their responsibilities for tree maintenance within their property boundaries at the start of their tenancy by reference to this policy, and any exceptions or specific conditions will be clearly outlined in the tenancy agreement.

For tenants of commercial property, SKDC may place greater maintenance responsibilities on tenants than those described above.

SKDC retains the right to inspect and act on any tree within the boundary of tenanted land if it is deemed hazardous or poses a risk to public safety, or if the tree is (or is likely to) cause structural damage to the property.

2.2.2 Routine Inspections and Maintenance

Any tree(s) located on land owned or managed by SKDC that are outside of a tenanted property will be managed in accordance with the policies set out in Part 4 of this document.

Trees located within private areas of domestic tenanted properties (e.g. private back gardens) and within commercial property will not normally be formally inspected by the council. See paragraph 2.3.3 and part 4 for further detail.



2.2.3 New Tenancy Agreements

SKDC will strive to ensure that when tenants move into a property the outdoor space will be handed over in a condition that reflects the standard the Council expects tenants to maintain. Prior to the start of a new tenancy, SKDC will inspect and carry out any necessary work on trees to ensure they are safe, well-maintained, and free of any hazards. Tenants will be provided with guidance on their responsibilities for ongoing garden and tree maintenance, including any specific requirements related to the condition of trees. This ensures a clear understanding of maintenance expectations from the outset of the tenancy.

2.2.4 Support During Periods of Tenant Incapacity

SKDC recognises that housing tenants may become incapacitated due to illness, disability, or other circumstances that limit their ability to maintain their gardens or care for trees within their property boundaries. To support tenants during these times, SKDC may provide temporary maintenance assistance to tenants who are temporarily unable to maintain their trees due to health-related issues. This assistance will be available for tenants with medical documentation supporting their period of incapacity, and support will be reviewed on a case-by-case basis. For further information please refer to the [Assisted Garden Maintenance Scheme web page](#).

SKDC will adopt a flexible approach, offering reasonable adjustments for tenants experiencing temporary incapacity. This may include temporarily relaxing enforcement of garden maintenance standards or extending timelines for addressing garden upkeep concerns.



Elsea Park, Bourne

2.2.5 Tree Work Requests

SKDC recognises that there may be instances where housing tenants want to request tree work that is beyond their ability or responsibility to undertake. The Council will only consider requests for tree work that involves tasks that are not reasonable for tenants to perform due to the complexity, scale, or safety risks associated with the work. For example, if the work can be done with ordinary hand tools (i.e. the removal of branches/stems up to 100mm diameter) from ground level in the council's reasonable opinion, SKDC would expect this to be done by the tenant. Tenants are encouraged to make requests for tree work under the following circumstances:

- **Safety Concerns:** If a tree is dead, dying, or showing signs of serious disease, or shows visible signs of structural defects (cracks etc.) that could pose a risk to people or property, tenants should report it to SKDC. The Council will assess the tree's condition and determine whether pruning or removal is necessary.
- **Tree Size and Proximity:** If trees that have grown too large for tenants to reasonably manage (e.g. large branches at height or trees requiring specialist equipment for safe pruning) these can be assessed by SKDC, which may take responsibility for pruning or removing them. If the tree size/proximity has become an issue due to a lack of reasonable maintenance by the tenant, the cost of works undertaken by SKDC to resolve the issue may be recharged to the tenant.
- **Complex Tree Work:** Tenants can request tree work be undertaken by SKDC if it would require specialised equipment that tenants are not expected to have, such as chainsaws or high-reach tools for significant pruning or removal tasks, or if the task involves work at height, or if it involves trees in dangerous locations (e.g. near power lines).

Housing tenants should submit requests for tree work via SKDC's customer service channels:

- www.southkesteven.gov.uk/feedback
- customerservices@southkesteven.gov.uk
- 01476 406080

Each request will be reviewed to assess whether the work is necessary and falls outside the tenant's reasonable responsibilities. SKDC will communicate the outcome of the assessment and, if tree work is approved, arrange for a qualified contractor to carry out the necessary work.

Unless otherwise stated in their lease agreement, commercial tenants are responsible for all tree related maintenance operations. It will be the responsibility of the tenant to ensure that any tree work is undertaken safely and competently, in compliance with all relevant legislation and regulations.

2.2.6. Trees Affecting Neighbouring Properties

For trees on land owned or managed by SKDC but outside a tenanted property, any complaints or concerns from neighbouring landowners will be handled by the Council. These matters will be addressed in line with the policies set out in Part 1 of this document.

For trees within the grounds of tenanted properties, complaints and concerns raised by neighbouring landowners should be directed to the tenant in the first instance. If the required action falls outside of the tenants' responsibilities (paragraph 2.3) or meets one of the criteria set out in paragraph 2.2.1 above, the tenant may submit a tree work request (see paragraph 2.2.5).

SKDC will only consider complaints from third parties where the complainant can demonstrate that they have made all reasonable efforts to resolve the issue directly with the tenant.

2.3 Responsibilities of Tenants

2.3.1 Routine Care and Maintenance

The following tasks are considered routine maintenance and fall within the tenant's responsibility:

- Clearing leaves, twigs, and small branches.
- Pruning small, accessible branches that can be safely managed with household tools.



2.3.2. Prohibited Actions

Tenants are not permitted to fell or remove any tree(s) located on their tenanted property with a stem diameter greater than 8cm measured at 1.5m above ground level without prior written consent from SKDC.

Housing tenants are prohibited from undertaking significant pruning or tree work that requires working at height or involves large trees (>8m height). This includes the removal of large branches, canopy reduction, or any work that requires specialist equipment (e.g. chainsaws). Unless it is stated otherwise in their lease agreement, commercial tenants are not prohibited from undertaking this type of work.

Where a tree is subject to a Tree Preservation Order (TPO) or located within a Conservation Area, tenants must seek the necessary planning consent for the proposed work.

Tenants are prohibited from cutting, damaging, or interfering with tree roots, especially structural roots, without consent from SKDC. This includes actions such as digging near the base of trees, installing new hard landscaping, or excavating trenches.

Tenants are prohibited from applying any herbicides, pesticides, or other chemical treatments to trees without written permission from SKDC.

Tenants are prohibited from lighting fires or using fire pits close to trees, as this can damage the tree bark, roots, and surrounding soil.

Tenants must not intentionally damage trees (e.g. carving into tree trunks, breaking branches, or deliberately poisoning trees).



Queen Elizabeth Park, Grantham

2.3.3 Reporting Concerns

Housing tenants are expected to take an active role in the safe management of trees within their tenanted properties by promptly reporting any concerns to SKDC. Timely reporting ensures that trees are properly maintained, and any risks to safety, property, or the environment are addressed. Tenants' responsibilities include reporting safety hazards (dangerous trees), signs of disease and/or pests (unusual leaf loss, fungal growth etc.) structural issues (e.g. signs of subsidence), and instances of unauthorised work.

Housing tenants are responsible for reporting tree concerns through SKDC customer services (customerservices@southkesteven.gov.uk; telephone – 01476 40 60 80; out of hours telephone – 01476 40 60 40). When reporting concerns, tenants should provide as much detail as possible, including details of the specific issue and the location of the tree within the property, and, if possible, provide photographs to assist in the assessment.

Note: The responsibilities of housing tenants to report tree safety concerns means that trees located in private tenanted areas (e.g. private back gardens) will not normally be formally inspected by the council. In exceptional circumstances, however, where risk factors such as large tree size and high occupancy warrant it, some trees may be added to the council's schedule of regularly inspected trees. Where this is the case, council officers (or its appointed contractor) will require access to the area from time to time to carry out the inspections.

Unless it is stated otherwise in their lease agreement, commercial tenants will be responsible for all tree related maintenance operations, so would not normally need to report concerns in the same way as housing tenants.

2.4 Enforcement and Penalties

Tenants are responsible for maintaining their trees in accordance with the terms of their tenancy agreement. If the terms of the tenancy agreement are breached SKDC can apply to the Court for a possession order.

2.5 Appeals and Dispute Resolution

If you dissatisfied with a decision taken by SKDC about a tree related matter, the complaints process outlined in [SKDC's Customer Feedback Process](#) should be followed.



2.6 Tree Planting on Tenanted Property

Tenants are encouraged to contribute to the environmental and aesthetic value of their gardens, but they must seek written permission from the Council prior to planting any tree. This ensures that the proposed species and location will be suitable and will not cause issues with existing structures, services or hinder property maintenance in the future.

The tenant is responsible for maintaining any trees they plant, ensuring they do not become a nuisance to neighbouring properties or pose safety risks. The Council reserves the right to request or undertake tree removal if the tree is not maintained or causes issues and may recharge any costs incurred to the tenant.

At the end of the tenancy, the tenant may be required to remove any trees they have planted if they are deemed unsuitable or if they may interfere with future occupancy.

2.7 Prioritisation

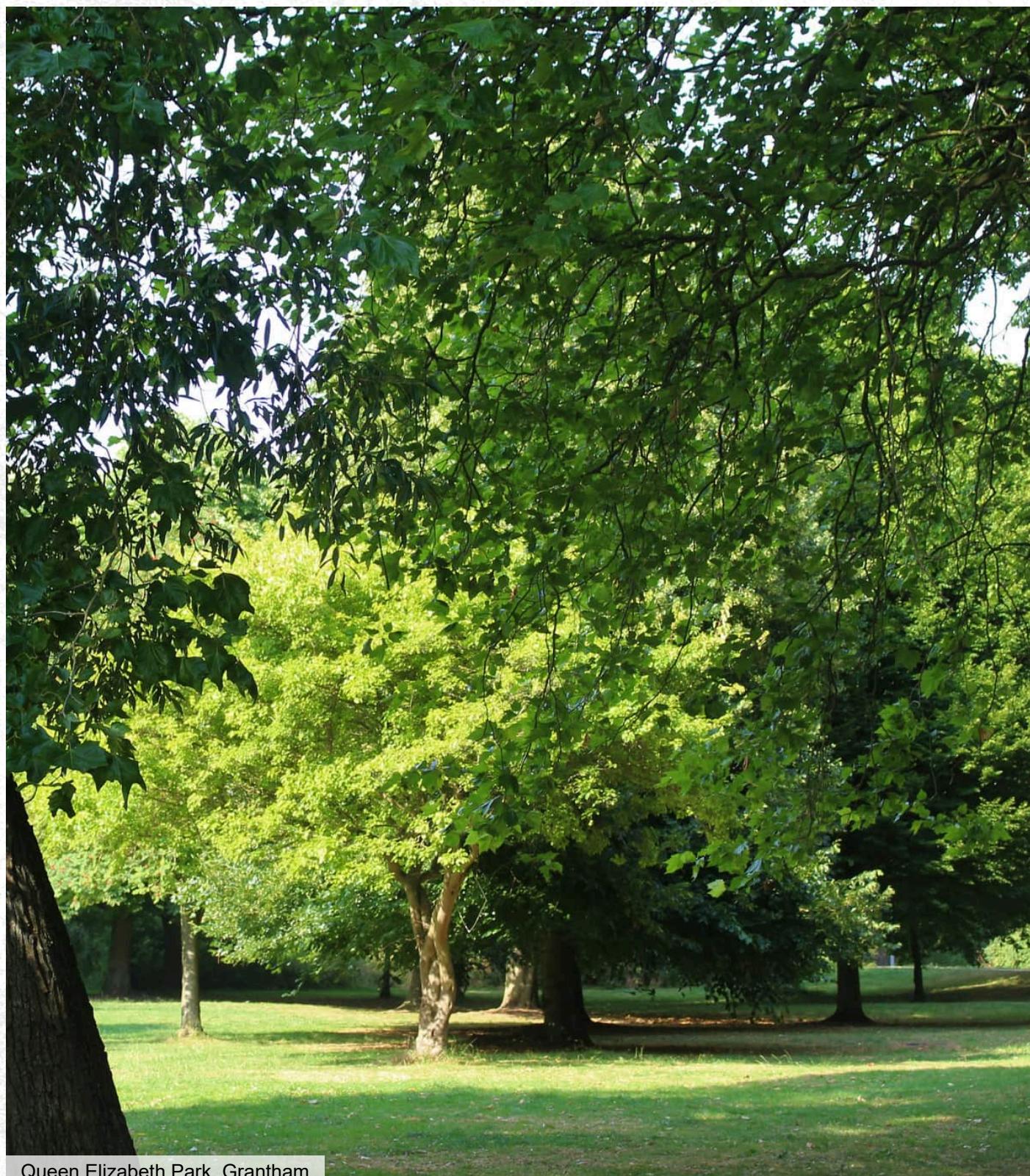
Required tree work will be assigned one of the prioritisation categories set out in section i)d).



Queen Elizabeth Park, Grantham

2.8 Wildlife and Habitat Considerations

For trees under its management, the Council will consider habitat and wildlife protection as described in sections 1.10 and 4.13. Tenants are responsible for ensuring that any tree maintenance work they undertake complies with all relevant legislation, including the Wildlife and Countryside Act 1981, and any regulations related to the protection of nesting birds, bats, and other protected species. It is the tenant's duty to check for and avoid disturbing wildlife habitats during maintenance activities.



Queen Elizabeth Park, Grantham

Part 3

Policies Relating to Trees in Closed Churchyards



3.1 Introduction

The responsibility for the management of closed churchyards is set out in Section 215 of the Local Government Act 1972. This legislation states that if a churchyard has been closed for burials by an Order, and the Parochial Church Council (PCC) formally notifies the local authority, the responsibility for its maintenance passes to the local authority. The legal ownership of a closed churchyard is not affected by the transfer of maintenance responsibility.

3.2 Duty of Care

In respect of trees, the duty of care will be managed as set by the policies in Section 4 of this document.

3.3 Service Definition

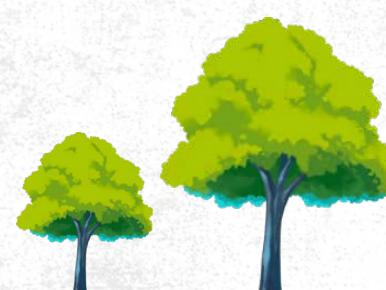
SKDC will only undertake essential works. 'Essential' in this context means that either:

- Tree work is required to avoid damage to a built structure or boundary fence; or,
- Tree work is required to maintain access along established/formalised pedestrian and/or maintenance routes; or,
- Tree work that is required to avoid litigation.

Examples of scenarios relevant to the last point in the above list are as follows:

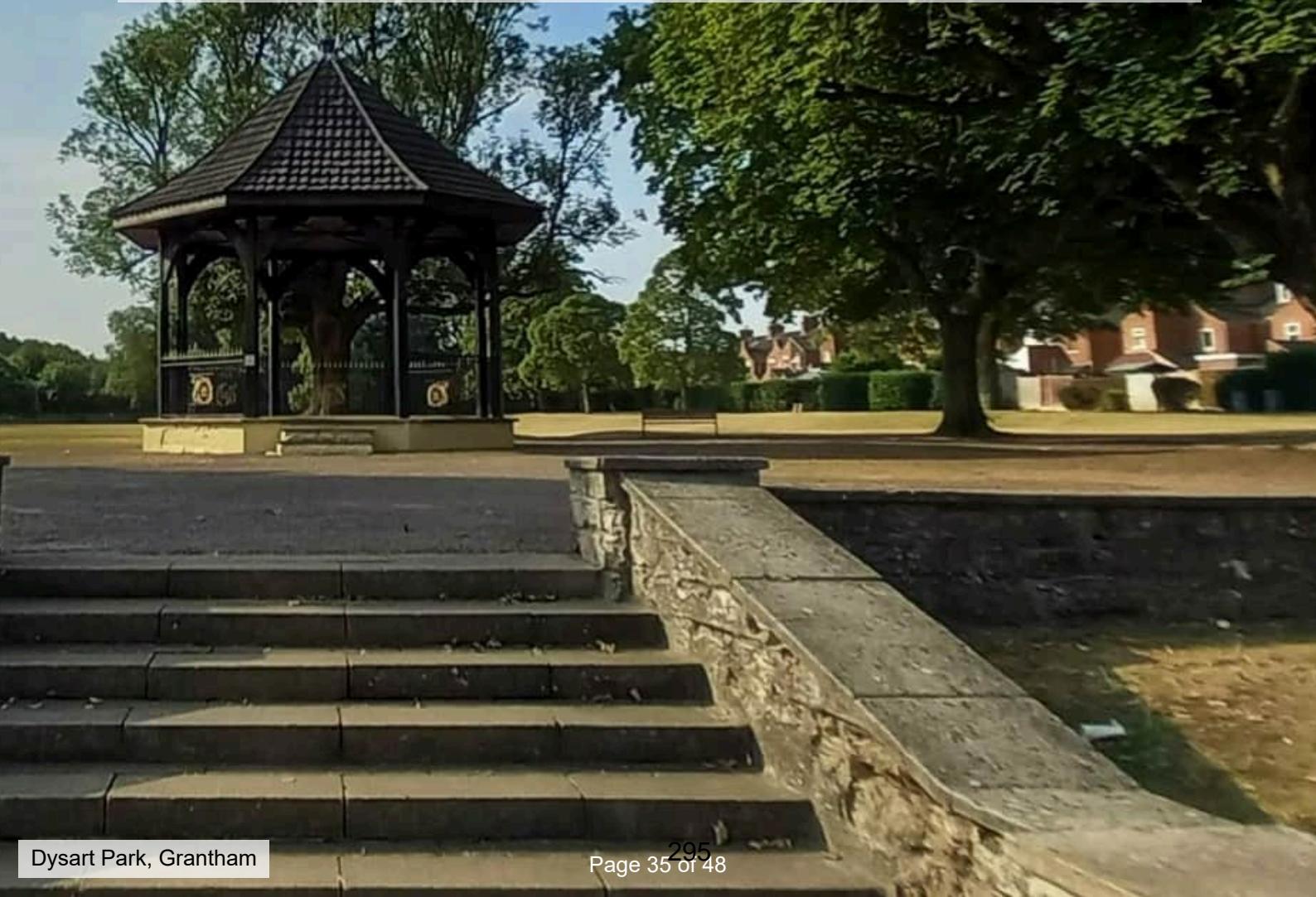
- If SKDC was aware that a tree was likely to fail and there was a reasonable chance that failure would result in injury/damage, this would be considered essential, because if SKDC chose to do nothing, a claim of negligence could be made against the council.
- If the encroachment of branches was causing material damage to a neighbouring property (rather than just inconvenience), this would be considered essential because it may lead to a claim of nuisance.

Although SKDC are responsible for the management of closed churchyards under Section 215 of the Local Government Act 1972, the land, and the trees on it, remain in the ownership of the church. The church can therefore undertake additional non-essential work to achieve aesthetic (or other) objectives as it sees fit.



Part 4

Policies Relating to Risk Management



4.1 Introduction

Although trees provide many environmental, social and economic benefits, they can also pose risks to people and property. In general, the risk of harm from trees is very low, but it is a risk that must be actively managed.

Trees are living structures that sometimes shed branches or fall during severe weather. SKDC can't remove all the risk, but the council will fulfil its duty of care by managing the risk to an acceptable or tolerable level.

SKDC manage and maintain a variety of amenity areas and communal gardens throughout the district, containing trees of different species, ages and conditions. These trees are found in diverse contexts, with some having minimal public access and others seeing regular vehicular and pedestrian traffic.

4.2 Legal Obligations

SKDC has a legal obligation to manage the risk posed by trees which is referred to as a 'Duty of Care'. There are two key pieces of legislation that outline this responsibility:

- The Occupiers Liability Act (1957,1964) places a duty on the occupier of land to take reasonable care to ensure that visitors are safe while on their property.
- The Health and Safety at Work, Etc., Act (1974) requires employers to take reasonable steps, as far as is practicable, to ensure that non-employees (the public) are not exposed to risks to their health and safety.

In addition to these statutory duties, SKDC also owes a duty of care at common law to all individuals who may be injured by a tree on land it owns, unless that duty has been discharged to another party through a legally binding agreement (e.g. a tenancy agreement). SKDC also owes the same duty of care for trees in their management which are not on council-owned land.

The duty of care involves **taking reasonable care to avoid acts or omissions that cause a reasonably foreseeable risk of injury to persons or damage to property.**



4.3 Industry Guidance

The following policies draw on guidance from several key documents which are currently accepted as best practice for managing the risk from trees:

- Common sense risk management of trees, National Tree Safety Group (NTSG), 2024
- Hazards from trees: A General Guide, Forestry Commission (Lonsdale), 2000
- Tree Surveys: A Guide to Good Practice, The Arboricultural Association (Fay, Dowson, Helliwell), 2005
- Tree Safety Management – Operational Guidance Booklet, Forestry Commission, 2007
- Sector Information Minute 01/2007/05 – Management of the risk from falling trees or branches, HSE, 2013.

4.4 Scope

The following policies outline how the physiological and structural health of the trees under SKDC's control will be monitored to identify foreseeable and unacceptable risks posed to any person owed the duty of care.

Additionally, the policies describe how SKDC will allocate its limited resources for tree management across the various sites under its jurisdiction, ensuring effective prioritisation of resources within and between sites.

All land and property under the direct control of SKDC is covered by this policy.



Wyndham Park, Grantham

4.5 Strategic Approach

The council's objective is to grow, maintain and conserve trees because of the many benefits they give us. The council aims to manage the risk from tree failure to an acceptable or tolerable level. A risk is 'tolerable' if it is as low as reasonably practicable (i.e. if the costs of risk reduction are much greater than the value of risk reduction).

Zoning will be used to define areas of high confluence (high rates of use or high value, combined with large trees). This zoning will determine the assessment type and interval.

Assessments will be passive and active- see section 4.7 for further detail.

The frequency of active assessments will be based on the zoning.

4.6 Zoning Policy

Zoning is a means of focusing resources where they are most needed and contributes to a cost-effective approach to risk management. All land and property under the direct control of SKDC will be zoned.

Zones are determined by combining three factors: Occupancy, value of targets, and tree characteristics. Each factor is scored from 1 to 3, and the total score determines the zone classification.

	Scope		
Factor	= 1	= 2	= 3
Occupancy (likelihood of harm)	Low - few people	Medium - some people daily	High - many people daily
Value of Targets (likelihood of damage)	None	Low value	High value
Tree characteristics (potential to cause harm/damage)	Small/young	Medium/early mature	Large/mature OR with features of interest

Table 1. Scoring system for zoning factors



Score Range	Risk Characterisation/Policy Position	Zone
7-9	Highest Risk	1
4-6	Moderate Risk	2
1-3	Lowest Risk	3
n/a	No trees present OR Trees present on private tenanted land.	4

Table 2. Interpretation of total scores for zoning factors



Queen Elizabeth Park, Grantham

4.7 Tree Assessments

Trees assessments will be passive and active.

An active assessment is a deliberate planned visit to a location for the specific purpose of inspecting trees with risk management in mind. Active assessments can be basic or detailed.

Basic active assessments will be walkover surveys and 'visual checks' intended to identify obvious and significant hazards that need to be escalated to detailed assessments.

Detailed active assessments will include inspections of all trees with a stem diameter over 8cm, measured at 1.5m above ground level, based on the Visual Tree Assessment (VTA) method defined by Mattheck and Breloer (1995). For further details of VTA methodology, please refer to appendix 1.

Zones 1-3 will receive active assessments at default intervals of 18 months, 30 months and 54 months respectively. However, the assessment interval for a particular tree or tree group can be increased beyond the default interval for the zone, if it is recommended by the surveyor due to the structural or physiological condition of the tree(s).

A passive assessment is an informal observation of trees which is opportunistic and incidental, undertaken while carrying out other routine duties or activities, without visiting specifically for tree inspection.

Due to the responsibilities of tenants described in section 2.3.3 above, the default use of passive assessments is considered sufficient to manage the risk arising from trees on private tenanted land (Zone 4 areas). However, if a passive assessment of a tree on private tenanted land identifies a feature that needs to be monitored, the individual tree may be recorded and recommended for ongoing active assessment.

Zone Class	Assessment Type	Interval
1	Detailed Active	18 months
2	Detailed Active	30 months
3	Basic Active	54 months
4	Passive	n/a (none)

Table 3. Assessment type and interval for each Zone.

4.8 Records

Regardless of the zoning, the Council aims to create a full inventory of all the trees under its control with basic data such as species, age class, height class and stem diameter class.

For trees that have features which may cause nuisance issues, or which in the surveyor's professional judgement elevate the risk beyond a tolerable level for that context, additional data will be collected. The assessment of the risk is highly context specific, based on factors such as species, age, and the relationship to nearby targets.

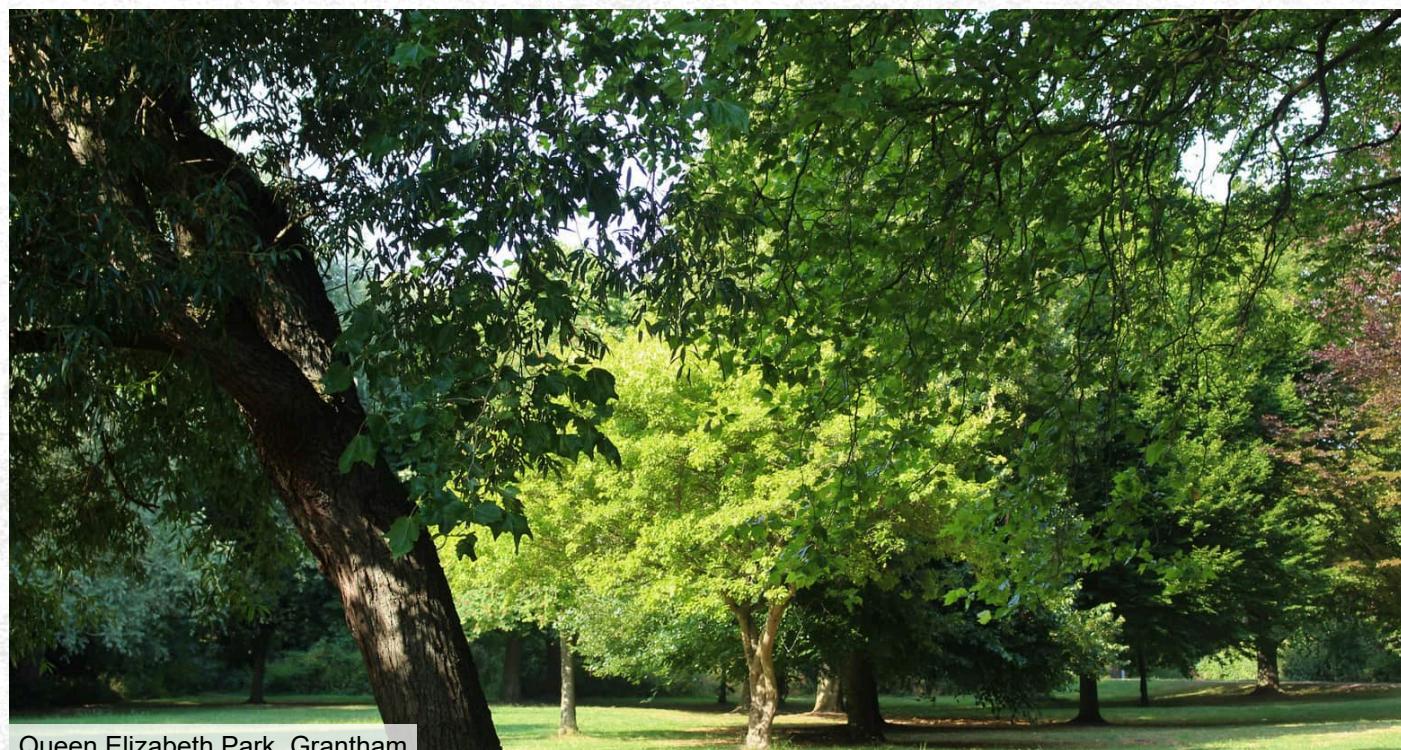
The Council will keep individual tree records in a proprietary tree management database system.

4.9 Recommendations for Remedial Action

Recommendations for a given tree or group of trees can include:

- Escalation to higher level or specialist type of assessment.
- A reduced reassessment interval.
- Remedial action for the tree (e.g. pruning)
- Remedial action for the tree environment (e.g. target management, or treatments that improve the soil environment)
- Remedial action to facilitate a future assessment (e.g. ivy removal).

All recommendations for remedial action will be given a priority rating (see section 4.10 for detail).



Queen Elizabeth Park, Grantham

4.10 Priority Ratings

If resources were not limited, all recommendations would be acted upon in the shortest possible timeframe. The limited resources available for tree work mean that the council must prioritise recommendations linked to scenarios which present the highest level of risk. Every recommendation resulting from a formal proactive survey will therefore be given a priority rating.

Priority ratings for safety critical recommendations will be a number from 1 to 3. The protocol for assigning priority ratings is as follows.

Firstly, the feature identified as a hazard will be assigned one of the hazard ratings described in table 3 below, based on the likelihood of failure:

Likelihood Rating	Example
Improbable	A tree with good vitality, good biomechanical structure, and limited external environmental stressors.
Possible	A tree with compromised vitality and/or biomechanical structure and/or a tree subject to moderately increased external environmental stressors.
Probable	Tree with major biomechanical defects, hazards, and/or physiological decline, and/or a tree with significantly increased external environmental stressors.
Imminent	Tree at imminent risk of collapse due to serious significant defects

Table 3. Hazard ratings to be applied to features based on the likelihood of a failure occurring.

Secondly, the identified hazard will be assigned one of the consequence ratings described in table 4 below, based on the context of its setting:

Consequence Rating	Example
Negligible	Potential for injuries requiring only minor first aid
Minor	Potential for an injury requiring medical attention
Moderate	Potential for serious injury likely to cause on-going disability
Severe	Potential for serious life-threatening injury or fatality

Table 4. Consequence ratings to be applied to identified hazards, based on the harm that may be caused if failure occurred.

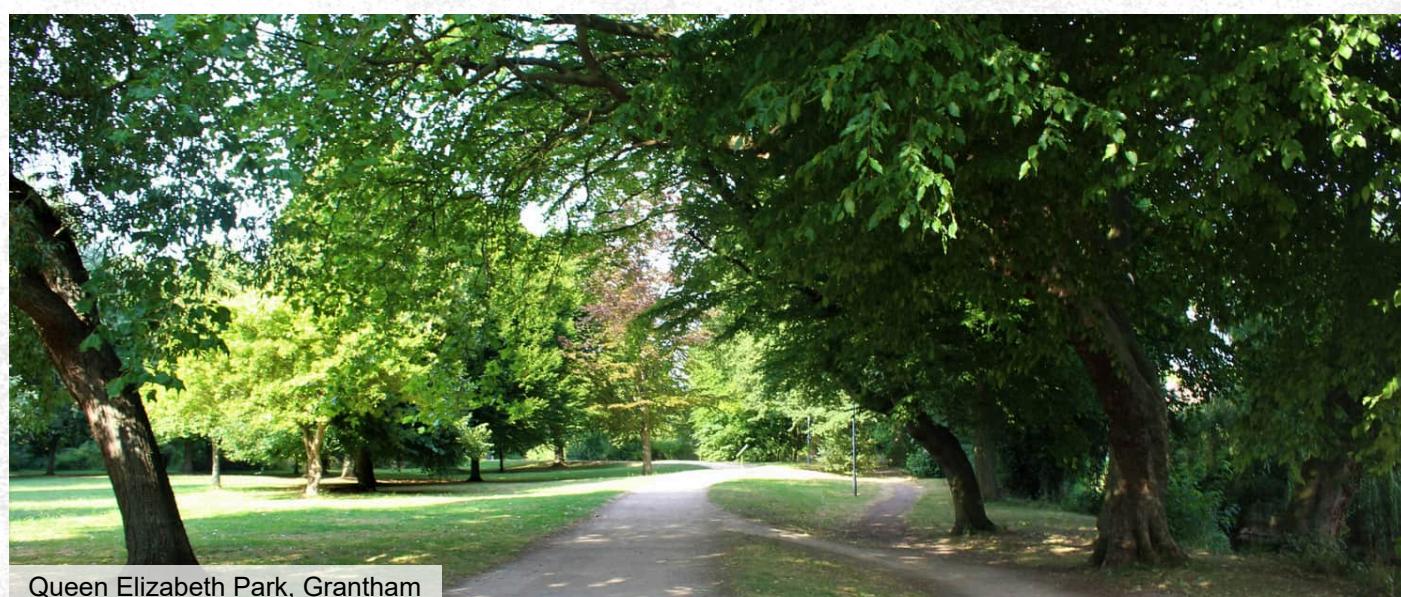
Lastly, the hazard rating and consequence rating are cross referenced via the matrix shown in table 5 below, to produce a priority rating, as follows:

Consequence Rating ↓	Priority Rating			
Negligible	2	3	n/a	n/a
Minor	2	3	3	n/a
Moderate	1	2	3	3
Severe	1	1	2	2
Hazard Rating →	Imminent	Probable	Possible	Improbable

Table 5. A matrix to determine the priority rating based on the hazard and consequence rating.

The protocol for assigning priority ratings to safety critical recommendations is a basic form of risk assessment. The terms used are qualitative and broad but are sufficient for the intended purpose: to prioritise recommended works to ensure that limited resources are prioritised to scenarios which present the highest level of risk.

Recommendations for work which is not safety critical will be categorised as 'General Management' (GM) and be assigned to one of the subcategories described in table 6 below. In terms of their priority rating, all GM recommendations will be a lower priority rating than any safety critical recommendation. However, for logistical reasons some GM recommendations may be undertaken before safety critical recommendations, if they can be done at the same time as safety critical works being carried out in the same location at minimal additional cost.



Queen Elizabeth Park, Grantham

Sub-category code	Name	Example (e.g.)
GM-1	Damage prevention	Where work is required to prevent (further) damage to a structure or infrastructure
GM-2	Obstruction to access	Where work is required to maintain reasonable access along a highway or footpath.
GM-3	Visibility issues	Where work is required to maintain/restore visibility to a highway junction or amenity area or maintain/restore the effective functioning of street/security lighting.
GM-4	Nuisance issues and/or neighbour relations	Where work is required to prevent or abate a nuisance issue such as leaf litter, or to maintain good neighbouring relations by dealing with any situation causing a neighbouring landowner concern.
GM-5	Proactive management	Where work will deliver social, environmental, or economic benefits.

Table 6. Subcategories of general management recommendation.

4.11 Surveyor Competency

Detailed active assessments will be undertaken by a competent person who holds a RQF level 3 accreditation in arboriculture (or higher) OR a Lantra Professional Tree Inspection Qualification.

Basic active assessments will be conducted by someone who holds a Lantra Basic Tree Inspection Qualification.

4.12 Private Neighbouring Trees

Where a privately-owned tree situated on neighbouring land is believed to pose an unacceptable risk to targets on council land, the landowner will be contacted in writing to be made aware of the issue. Access to the affected area may be restricted or prohibited until the risk has been addressed.

Section 23 of the Local Government (Miscellaneous Provisions) Act 1976 allows SKDC to deal with trees on private land that pose an immediate danger to the people or property, however, it is beyond the scope of this policy to describe the accepted protocols for utilising these powers.

4.13 Wildlife and Habitat Considerations

The policies described above (3.1 to 3.12) are intended to manage the risk posed by council-owned trees. Whenever remedial tree work is required, there is the possibility that this could have an unintended negative impact on local wildlife and biodiversity. The main areas of concern are bats, birds and the loss of deadwood.

4.13.1 Bats

Bats are known to roost in several features commonly found in trees such as hollows, holes, cracks, loose bark and thick ivy. It will be the responsibility of SKDC's appointed contractors to undertake the necessary checks for bats prior to undertaking the specified tree work.

4.13.2 Birds

Many bird species nest in trees between March and August. During this period all tree work will only proceed following checks to determine whether active nests are present.

General management work will normally be scheduled outside the nesting season wherever practicable, but may proceed during this period if checks confirm that no active nests will be disturbed and the works can be undertaken without contravening wildlife legislation.

Safety-critical work may proceed at any time of year, provided the necessary checks have been completed. Where an immediate and significant risk is present and no alternatives exist, emergency works may be undertaken in accordance with relevant legal exemptions.

4.13.3 Deadwood

Deadwood habitats are vital for a wide range of plants, fungi, animals, and micro-organisms. However, council-owned trees are often in urban environments where retaining standing deadwood may increase risk to people and property.

Where the presence of deadwood raises the risk level beyond what is acceptable for the location, the Council will first consider options to manage the risk while retaining habitat value — for example, by reducing (shortening) the dead branch or stem rather than removing it entirely.

If retaining any standing deadwood is not feasible, the Council will consider relocating suitable deadwood to the ground nearby, provided this does not create obstruction, nuisance, or new hazards.



Appendices

Appendix 1- Additional Information about the Visual Tree Assessment Methodology

The Visual Tree Assessment (VTA) method was developed by Claus Mattheck and is an internationally acknowledged method for tree inspection. It is a logical, systematic, and diagnostic approach which aims to identify trees with reasonably foreseeable defects, hazards, or features that may indicate dysfunction in the structural integrity or physiological vitality of the tree.

There are 3 stages to the inspection process:

I. Inspection- conducted from ground level to identify features which may be a symptom of compromised structural or physiological condition. It is a visual assessment only.

II. Examination- conducted from ground level or as an aerial inspection, as required, to confirm the presence or absence of a suspected defect. Only basic tools are involved such as a probe and sounding mallet.

III. Measurement- conducted from ground level or as an aerial inspection, as required, to measure the extent of the defect and calculate/estimate the remaining strength of the affected part. It is likely to include the use of advanced tools such as resistance measuring drills or sound velocity measuring devices.

Limitations of a Stage 1 VTA

The majority of tree inspections undertaken will be Stage 1 VTAs. It is important that the limitations of this method are documented and understood.

- No tree inspection system can eliminate all risk. The purpose of the Council's inspection regime is to identify foreseeable hazards and manage them to an acceptable level, not to guarantee absolute safety.
- Trees are living organisms subject to rapid changes in condition caused by both biotic and abiotic factors. As a result, the failure of apparently intact trees can never be completely ruled out. Extreme weather events, such as unusually high winds, are a particular example of natural forces that may cause unpredictable failures.
- Inspections are limited to features visible from accessible ground level. Dense vegetation, ivy cover, buildings, or other obstructions may prevent full visibility of structural features. Inspectors will note where visibility is significantly restricted.

- Stage 1 assessments under the Visual Tree Assessment (VTA) method are non-invasive. No decay detection equipment is used, and no soil, root, or foliage samples are taken. If features are identified that justify more detailed investigation, these will be highlighted by the inspector as recommendations for Stage 2 assessment.
- Certain defects may be more or less visible depending on the season. While inspection intervals alternate between in-leaf and out-of-leaf periods, some seasonal limitations inevitably remain.
- Soil conditions, rooting depth, and subsurface stability are not directly assessed as part of a Stage 1 inspection. Consequently, failures resulting from ground movement—such as landslip, heave, or localised ground instability—cannot be fully discounted. Where indicators suggest the potential for such issues, the inspector will recommend further investigation.
- Recent excavation or construction activity near a tree may have damaged or severed structural roots, and such damage may be concealed beneath soil or hard surfacing. This type of hidden root dysfunction cannot be entirely ruled out through visual inspection alone. However, where visible indicators strongly suggest previous root disturbance, the inspector will record this and may recommend further investigation or monitoring.

References

The body language of trees: A handbook for failure analysis. Mattheck, Breloer. TSO. 1994.

The Body Language of Trees: Encyclopaedia (sic) of Visual Tree Assessment. Mattheck, Bethge, Weber. KIT. 2015.





Local Development Scheme

Report Author

Jessica Morris, Interim Planning Policy Manager

 jessica.morris@southkesteven.gov.uk,

Purpose of Report

The report covers a general Local Plan update and a revision to the Council's Local Development Strategy. The Planning and Compulsory Purchase Act 2004 (as amended by the Planning Act 2008 and Localism Act 2011) requires a Local Planning Authority to prepare and maintain a Local Development Scheme setting out the Development Plan Documents to be produced, including the Local Plan. The report is seeking approval of the updated 2026 - 2029 Local Development Scheme for publication.

Recommendations

Cabinet is asked to approve the Local Development Scheme (2026 – 2029) for publication

Decision Information

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

1. Implications

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

Finance and Procurement

- 1.1 There are no financial implications arising directly from this report. There is budget in place to support the delivery of the local plan.

Completed by: David Scott – Assistant Director of Finance and Deputy s151 Officer

Legal and Governance

- 1.2 All planning authorities are required to provide Ministry of Housing and Local Government (MHCLG) with an updated Local Development Scheme by 31st December 2025, this requirement was published alongside a number of announcements made by Housing Minister Matthew Pennycook on the 27th November 2025 – the January meeting of Cabinet is the first opportunity to consider the Scheme.
- 1.3 Relevant legislation is referred to throughout the report.

Completed by: James Welbourn, Democratic Services Manager

Risk and Mitigation

- 1.4 Publishing a Local Development Scheme, and keeping it up to date, is a regulatory requirement. The Council's Local Development Scheme is required to be updated at the request by both the Planning Inspectorate and MHCLG for Local Planning Authorities to keep timetables up to date. Failure to do this would mean that the Council is not complying with its legislative requirements.
Consult with Tracey Elliott (Delete if not applicable)

Completed by: Tracey Elliott, Governance & Risk Officer

Equalities, Diversity and Inclusion

- 1.5 The planning process seeks to meet the needs of our diverse community. The emerging Local Plan should be supported by evidence-based reports such as a

the Infrastructure Delivery Plan, Local Housing Needs Assessment; Gypsy and Traveller Accommodation Assessment; and Employment Land Review which will identify the accommodation, employment and infrastructure needs of our community up to 2043. The emerging Local Plan seeks to meet the need by identifying suitable land allocations for all needs within the District. The planning process requires developers to meet all housing needs, providing appropriate type and sized dwellings to meet the needs of current and future households.

- 1.6 A Statement of Community Involvement (SCI) was published in 2021 and explains how the Council will involve and consult with the public and wider stakeholders when planning for the future of South Kesteven District. The SCI seeks to ensure that consultation will be inclusive to ensure our diverse community are made aware of, and given the opportunity to comment on, development plan documents and planning applications. This includes ensuring that the planning process is transparent and accessible.
- 1.7 An Equality Impact Assessment (EIA) will need to be carried out at each key stage of Local Plan preparation to ensure that the Local Plan is inclusive and implemented in an equitable manner.

Completed by: Carol Drury, Community Engagement Manager

Climate Change

- 1.8 The production of a Local Development Scheme has no direct impact on climate change as it is a timetable for development plan production. The Local Plan and planning system is a mechanism to support delivery on the climate change agenda and the Council's commitment to reduce the organisations' carbon footprint and support the district on a pathway to net zero carbon. The emerging Local Plan will introduce new climate change policy evidenced by a Climate Change Study; and will be subject to a Sustainability Appraisal.

Consult with Serena Brown (Delete if not applicable)

2 Background to the Report

- 2.1 South Kesteven District Council's vision, as set out in the 2024 – 2027 Corporate Plan is to be: "A thriving District to live in, work and visit". The Local Plan and Planning Service have a key role to play in realising this vision by recognising that every locality has different constraints and opportunities.

2.2 The Council is committed to ensuring that the planning service does everything that it can to support our communities and to sustainable growth. This will be achieved by working proactively with our communities to ensure that development meets the needs of our business and local economy as well as recognising the importance of housing and growth to meet the needs of our residents. Having an up-to-date Local Plan means that the Council can ensure that the best development is delivered in the right places to meet the needs of our residents and to deliver the Council's ambitious growth plan.

The Local Plan

2.3 The Local Plan is key to promoting sustainable growth within the District over a twenty-year period. Local Plans must be succinct and up-to-date providing a positive vision for the future of the area and a framework for addressing housing needs and other economic, social, and environmental priorities. The preparation of the Local Plan will usually follow the stages outlined below:

1. Evidence gathering and early consultation
2. Call for Sites whereby sites are submitted for consideration as future potential development sites
3. Public Consultation – key Issues and Options for the Local Plan Review Regulation 18
4. Public consultation on Draft Consultative Local Plan Regulation 18
5. Public Consultation on the Pre-Submission Local Plan
6. Submission of the Local Plan to the Secretary of State for Examination
7. Examination of Local Plan by Planning Inspectorate
8. Adoption of Local Plan

Local Development Scheme

2.4 The Planning and Compulsory Purchase Act 2004 (as amended) places a statutory duty on South Kesteven District Council to outline which documents will form part of the Council's Local Plan within a document known as the Local Development Scheme. The Local Development Scheme informs developers, landowners, agents, and members of the public of the Council's programme for the preparation of documents and the key stages to get involved in the planning making process.

2.5 The Local Development Scheme should be kept up to date to reflect the Council's progress and to inform residents and stakeholders of each stage of the Local Plan Review and opportunities to participate.

Progress against the February 2025 Local Development Scheme

2.6 The Local Development scheme published in February 2025 indicated that a Draft Local Plan Focussing on Additional Sites Regulation 18 would be published in June – July 2025 for a consultation in addition to the stages outlined above in accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012). The Draft Local Plan consultation commenced on 3rd July 2025 for 8 weeks until 28th August 2025 in conformity with the Local Development Scheme. Since the publication of the December 2024 NPPF, reviews of Local Development Schemes nationwide have been mandated by the Ministry of Housing Communities & Local Government and the requests for progress are anticipated to continue throughout 2026.

2.7 The next stage of consultation, Regulation 19 Pre-Submission Local Plan, was scheduled for January – February 2026. However, following the consultation on the Draft Local Plan focussing on Additional Sites in August 2025 and the analysis of the responses there is an identified need to update some of the evidence base in advance of the Regulation 19 Pre-Submission Local Plan. A detailed project management approach and support have been sought to consider the interdependencies of the evidence commissions in terms of timetabling and meeting the December 2026 deadline. This project management approach has been recommended by the Planning Advisory Service, and the work has identified a need to move the Regulation 19 Pre – Submission Local Plan consultation date forward to later in the year to commence consultation in September 2026.

2.8 The Local Development Scheme at **Appendix A** covers the period 2026-2029 and updates the previous version published in February 2025. If approved at Cabinet on 15th January 2026, the Council will publish the revised Local Development Scheme. In order to meet the deadline set by MHCLG an indicative update has been submitted recognising that the dates for the consultation on the Pre – Submission Local Plan Regulation 19 may change, whilst the submission date for Regulation 22 remains.

The New Local Plan Timetable

2.9 Taking into account the need to commission further evidence to support the Regulation 19 Pre Submission Local Plan, the expected timetable for key milestones in the preparation of the Local Plan and the detail of each stage is set out below. More information on each stage of plan production can be found at **Appendix B**.

2.10 To ensure the Local Plan proceeds to examination under the current December 2024 NPPF the submission Regulation 22 date is in line with the MHCLG deadline of the 31st December 2026. The only change to the Local Development Scheme is the date for the Regulation 19 consultation which as moved forward into 2026.

Plan Stage	Regulation	Timetable (2025 Draft Local Development Scheme)	Revised timetable (2026 Draft Local Development Scheme)	Status
Commencement of Document Preparation		-		Completed
Consultation on the scope of the Plan	Regulation 18	-		Completed
Consultation on the Draft Local Plan	Regulation 18	-		Completed
Consultation on Draft Local Plan Focussing on Additional Sites	Regulation 18			Completed
Consultation on the Pre-Submission Local Plan	Regulation 19	January – February 2026	September – October 2026	Started
Submission to the Secretary of State for independent examination.	Regulation 22	December 2026		Not started
Examination in Public	Regulation 24	December 2026 – December 2027		Not started
Inspector's Report	Regulation 25	December 2027		Not started
Adoption	Regulation 26	Late 2027 Early 2028		Not started

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

2.12 **It is important to note that the Local Plan is timetabled to be submitted to the Secretary of State by the government-imposed deadline of 31st December 2026, to ensure that the Local Plan is considered under the existing legal framework.**

Next Steps

2.13 The next steps are:

- Update the Local Development Scheme as requested by MHCLG.
- Notify the Secretary of State via the Planning Inspectorate, of the revised Local Development Scheme and timetable for submission to ensure that the Planning Inspectorate can adequately resource the Local Plan examination.
- Continue to implementation of the new Local Plan timetable and project plan.
- Notify key stakeholders including, all District Councillors and the Town and Parish Council.
- In accordance with regulatory requirements, if approved, the Local Development Scheme will be published onto the Council's website;

2.14 The Local Development Scheme will be monitored and considered on an annual basis through the Authority Monitoring Report (AMR), which sets out the list of documents included and considers any changes and updates.

3. Key Considerations

3.1 The Council has a legal duty to keep the Local Development Scheme up to date and to publish onto the Council's website. The previously agreed timetable is out of date in terms of the milestones relating to the consultation of the Pre Submission Local Plan and requires amending.

3.2 **Other than the consultation date, no other key changes have been made to the Local Development Scheme.**

4. Other Options Considered

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

5. Reasons for the Recommendations

5.1 The reason for the recommendation is to ensure the Council is providing an up-to-date position and an accurate timeline for the production of development plan documents. This will ensure that the Council is acting in accordance with the requirements of the Planning and Compulsory Purchase Act 2004 (as amended).

5.2 Maintaining an up-to-date Local Development Scheme will ensure a transparent process. This is important because the local community and others with an interest in the district can be kept aware of development plan production and stages of consultation.

5.3 Supporting the continuity of the planning function in South Kesteven will aid the recovery of the local economy and the economic resilience of the district by providing greater certainty and confidence for future investment and development.

6. Consultation

6.1 Consultation on the Local Development Scheme is not a regulatory requirement.

6.2 A key element to the preparation of the Local Plan Review is the Council's approach to consulting and engaging the community on the South Kesteven Local Plan. The Local Plan goes through several stages of preparation. It is important to clearly set out how and when people can become involved in the process, which is the purpose of the Local Development Scheme. Significant consultation will be undertaken throughout all the stages of preparing and producing the Local Plan Review and timescales for consultation are set out in the Local Development Scheme. In undertaking consultation, the Council must comply with its adopted Statement of Community Involvement (SCI).

7. Background Papers

7.1 Local Development Scheme (February 2025) [Microsoft Word - Local Development Scheme 2023-2026](#)

7.2 Statement of Community Involvement 2021
https://www.southkesteven.gov.uk/sites/default/files/2023-08/Final_SCI_2021.pdf

7.3 National Planning Policy Framework
<https://assets.publishing.service.gov.uk/media/675abd214cbda57cacd3476e/NPP-F-December-2024.pdf>

8. Appendices

8.1 Appendix A: Local Development Scheme (January 2026)

8.2 Appendix B: Stages of Local Plan Production



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South Kesteven District Council

**Local Development Scheme
2026-2029**

January 2026



SOUTH
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Appendices

Appendix 1: Local Development Plan Timetable

Appendix 2: Glossary

1. Introduction

- 1.1 The Local Development Scheme (LDS) is a project plan to inform the community and other partners what strategic planning documents (i.e. Local Plan) are being prepared. It identifies key milestones in their preparation, including the stages where documents will be made available for consultation.
- 1.2 The Planning and Compulsory Purchase Act 2004 (as amended by the Planning Act 2008 and Localism Act 2011) requires a Local Planning Authority (LPA) to prepare and maintain an LDS setting out the Development Plan Documents (DPD) to be produced, the subject matter, and geographical area.
- 1.3 The LDS is a public document and provides a starting point for the local community and others to find out about the Council's programme for the preparation of documents that will form the South Kesteven Local Plan or be supplementary to it.
- 1.4 The LDS is required to be kept up to date and was last reviewed in February 2025.
- 1.5 This LDS covers the period 2026-2029 setting out an updated timetable for the review of the Local Plan and contains:
 - Background information to provide context for the LDS
 - Details of which documents the Council will produce or review over the period 2026-2029, and how they relate to each other
 - A profile and timetable to produce each strategic document.
- 1.6 It is our intention to keep the timetable set out in the LDS, however there may be occasions when there will be a need to make future revisions to the timetable and documents. We will consider the need for revisions to the LDS as appropriate and publish up to date information on the Local Plan via our website.

2. Background

- 2.1 Development Plan Documents (DPDs) form part of the statutory development plan for the area. The Town and Country Planning (Local Planning) England Regulation 2012 now refers to DPDs as 'Local Plans'.
- 2.2 Local Plans are prepared in order to guide investment and development in a district, borough, or county over a 20-year period. They shape how the district grows over this period, being a key tool in deciding the housing, retail and business needs of the community will be provided, and how important countryside, ecological and heritage features are to be protected. They are subject to an independent examination by a planning inspector and undergo rigorous procedures of community involvement and consultation.
- 2.3 Local Plans are subject to community consultation in accordance with the requirements of a Council's Statement of Community Involvement (SCI). The SCI sets out the Council's approach to engaging with the public and other stakeholders during the plan preparation and when consulting on planning applications. The latest SCI¹ was adopted October 2021.
- 2.4 The Local Plan will also include Policies Maps. This is a map of an Ordnance Survey base for the whole of the LPAs area which shows where policies in the Local Plan apply. To help maintain a geographical frame of reference, the South Kesteven Local Plan includes inset maps for some areas to show information at a larger scale. The Policies Map may be updated each time a DPD/Local Plan is adopted.
- 2.5 An integral part of producing a Local Plan is the Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA). The SA/SEA is produced in tandem with the Local Plan and ensures the Local Plan adopts, as far as possible, the most sustainable options in an environment, economic and social context having been assessed against all other realistic options and alternatives.
- 2.6 There is a legal requirement, through the Conservation of Habitats and Species Regulation 2017 (as amended), to consider whether new Local Plans are likely to have a significant effect on European sites of nature conservation importance. A Habitats Regulation Assessment (HRA) will be prepared and published for each DPD.
- 2.7 LPAs may also prepare Supplementary Planning Documents (SPDs) to provide further guidance on adopted policies. They can cover a wide range of issues which may be thematic (e.g., affordable housing) or site specific (e.g., development briefs). They do not form part of the DPD, however are taken into account in determining

¹ [Statement of Community Involvement | South Kesteven District Council](#)

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

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

3. South Kesteven Local Plan

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

Current Local Plan

3.2 The Local Plan² (2011-2036) (Adopted 31st January 2020), sets out the strategic planning framework and vision for the District to 2036, identifying housing and employment sites in Grantham, Stamford, Bourne, The Deepings, and a number of Larger Villages.

Lincolnshire Minerals and Waste Local Plan

3.3 Lincolnshire County Council (LCC) are responsible for the production, monitoring and review of a Minerals and Waste Local Plan.

3.4 The Lincolnshire Minerals and Waste Local Plan³ (LMWLP) is made up of two parts: the Core Strategy and Development Management Policies (adopted June 2016) and the Sites Location Document (adopted December 2017) which forms part of the development plan for the District.

3.5 The LMWLP sets out

- The key principles to guide future winning and working of minerals and the form of waste management in the country up to 2031;
- The criteria against which planning applications for mineral and waste development will be considered; and
- Specific proposals and policies for the provision of land for minerals and waste development

² [The South Kesteven Local Plan | South Kesteven District Council](#)

³ [Minerals and waste – Lincolnshire County Council](#)

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

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

Neighbourhood Plans

3.7 Neighbourhood Planning was introduced with the Localism Act 2011 enabling Parish and Town Councils or designated Neighbourhood Forums (in an area without a Parish) to prepare Neighbourhood Development Plans (NDPs), Neighbourhood Development Order and Community Right to Build Orders. These allow for residents of local community to shape the future of their local area.

3.8 Neighbourhood Plans are subject to community consultation, an independent examination by an Inspector and a local referendum process. Once made, these documents form part of the statutory development plan for the area.

3.9 The current made NDPs are:

- Hough-on-the-Hill (July 2015)
- Foston (June 2017)
- Long Bennington (July 2017)
- Colsterworth and District (September 2017)
- Skillington (September 2017)
- Subton (July 2015)
- Thurlby (March 2019)
- Carlby (March 2019)
- Old Somerby (June 2021)
- Ropsley and District (June 2021)
- The Deepings (June 2021)
- Stamford (July 2022)
- Caythorpe and Frieston (May 2023)
- Rippingale (May 2023)
- Claypole (November 2023)
- Corby Glen (February 2024)

3.10 The timetable for preparing an NDP is for the local community preparing the Plan to determine, therefore timetables for NDPs are not included in the LDS. Details of NDPs being prepared in South Kesteven and the stage they have reached are available on the Council's website⁴.

⁴ [Neighbourhood Plans | South Kesteven District Council](#)

Supplementary Planning Documents

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

3.12 The following SPDs accompany the adopted Local Plan

- Planning Obligations (adopted June 2012)⁵
- Rectory Farm Supplementary Planning Document (adopted November 2021)⁶
- Design Guidelines for Rutland and South Kesteven (adopted November 2021)⁷

Authority Monitoring Report

3.13 The Authority Monitoring Report (AMR) reviews progress in preparing development plans and implementing policies. The AMR includes information on the implementation of the LDS, the Local Plan Review, SPDs, Neighbourhood Plans and information relating to co-operation under the Duty to Cooperate.

3.14 Data monitoring performance against Local Plan policies is also reported within the AMR. The latest AMR can be found on the Council's website.⁸

4. Local Development Programme

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

South Kesteven Local Plan

4.2 The Council is preparing a new Local Plan, which when adopted, will replace all existing adopted Local Plan documents. The revised Local Plan will set out the strategic direction for development in the District.

4.3 In the current adopted Local Plan, the Council is committed to an early review of the adopted Local Plan 2011-2036. The Local Plan was submitted to the Secretary of State for examination during the transition period, therefore it was examined against the National Planning Policy Framework (NPPF) 2012.

4.4 The review policy in the adopted Local Plan required the Council to commence document preparation from April 2020, with submission to the Secretary of State for examination to be anticipated by the end of December 2023.

⁵ [Planning Obligations Supplementary Planning Document: June 2012 \(southkesteven.gov.uk\)](http://southkesteven.gov.uk)

⁶ [Rectory Farm SPD Final .pdf \(southkesteven.gov.uk\)](http://southkesteven.gov.uk)

⁷ [Design Guide SPD \(southkesteven.gov.uk\)](http://southkesteven.gov.uk)

⁸ [Authority Monitoring Report | South Kesteven District Council](http://southkesteven.gov.uk)

4.5 Specific matters will be addressed in the review, but are not limited to the following

- The progress being made towards implementation of the spatial strategy for South Kesteven, in particular the focus on development in Grantham to be achieved by the end of the plan period
- Taking account of the latest National Planning Framework, particularly in relation to the assessment of housing needs and future requirement for employment land; and
- Further assessment of the needs of the Gypsy and Traveller Community, including Travelling Showpeople, and the need to allocate land to meet identified needs.

4.6 This review of the Local Plan will enable policies and proposals to take account of the National Planning Policy Framework which was published in December 2024. The changes have been subject to consultation with legislation now in place in the form of the Levelling UP and Regeneration Act 2023. As part of the transition period the government has stated that Local Planning Authorities must submit Local Plans for examination no later than December 2026 to be adopted under the existing legal framework. The revised timetable takes account of this.

4.7 The AMR will be the mechanism for monitoring the effects of policies in the current Local Plan, and if during this period it is apparent that policies are ineffective or not satisfactory in achieving desired outcomes, relevant steps will be put in place to ensure this is addressed through the review of the Local Plan.

4.8 The document profile is set out below. The expected timetable for the key milestones in preparing the Local Plan review are contained in Table 2 and Appendix 1.

Table 1: South Kesteven Local Plan Profile

South Kesteven Local Plan Profile	
Role and Subject	Strategic document setting out the vision, objectives and spatial strategy for the District. It will outline how the known development requirements for the District will be met to 2041, including the amount of housing and employment land requirements. It will include development management policies, and if required, site allocations.
Geographical Coverage	District wide.
Status	Development Plan Document. Once adopted it will replace the South Kesteven Local Plan 2011-2036.
Chain of Conformity	General conformity with the 2023 National Planning Policy Framework (NPPF). The Policies Map will be revised and updated

	on the adoption of the DPD/Local Plan. Any other South Kesteven DPD/SPDs to be consistent with the Local Plan.
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Table 2: Key Milestones and Timescales

Key Milestones	Regulation	Timescale
Commencement of document preparation		Completed: April 2020
Consultation on the scope of the Plan	Regulation 18	Completed: 12 October – 23 November 2020
Consultation on Draft Local Plan	Regulation 18	Completed: 29 February – 25 April 2024
Consultation on Draft Local Plan Focussing on Additional Sites	Regulation 18	Completed: July - August 2025
Consultation on the Pre-submission Local Plan	Regulation 19	September – October 2026
Submission	Regulation 22	December 2026
Examination	Regulation 24	December 2026 – December 2027
Inspector's Report	Regulation 25	November/December 2027
Adoption	Regulation 26	Late 2027 Early 2028

Table 3: Arrangements for Production

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

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

Supplementary Planning Documents

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

Design Codes

- 4.11 The Council is preparing a design code, in accordance with the National Design Code and required by the Levelling Up and Regeneration Bill. The design code will set out simple, concise, illustrated design requirements which provide specific detailed parameters for the entire district. It is anticipated that the design code will be adopted in 2026.
- 4.12 Further information on the Design Code can be found on our website – www.southkesteven.gov.uk/designcode

Neighbourhood Planning

- 4.13 The qualifying bodies in Barrowby, Baston, Bourne, Carlton Scroop and Normanton, Castle Bytham, Pointon and Sempringham, and Great Gonerby have designated Neighbourhood Development Plan (NPD) Areas. The Council is supporting the parish councils in the preparation of their draft NPDs.
- 4.14 The Council will also support other NPDs which may come forward throughout the District.

Evidence Base

- 4.15 Plans need to be supported by a robust evidence base. Evidence studies have been completed to support the preparation of the DPDs to date.
- 4.16 The evidence base will continue to be updated and expanded as the review of the South Kesteven Local Plan is prepared. This will include reviewing existing studies as

necessary to make sure they remain relevant and up to date. It may also involve the joint commissioning of work with neighbouring authorities or other partners.

5. Risks to Production

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

Table 4: Risks to Production and Proposed Mitigation Measures

Risk	Impact	Mitigation
Changes to the Planning System		
Changes in legislation or to National Planning Policy	Regulations may have implications for the plan preparation, including additional work.	Continued awareness of forthcoming legislative and major policy changes. Ensure resources are in place to implement any changes to procedures or handle increased workload.
Process		
Higher than expected response to consultation	The officer resource/time to process and consider representations may be increased. This could delay timing of key milestones e.g. Submission of the Plan to Secretary of State for examination.	Use of AI is being evaluated in terms of being used to summarise some of the representations. Deploy additional resources to record and appraise representations.
The Planning Inspectorate (PINS) unable to meet the timetable. (PINS set the timetable for the examination process following submission of a DPD)	Once submitted, the process of the Plan to timetable is heavily dependent on the ability of PINS to resource it. Examination and/or Inspectors report delayed, and key milestones not met.	Liaise with PINS on timetable and provide early notification of anticipated submission date.
Failure to comply with Duty to Cooperate	Failure to demonstrate that the Duty to Cooperate was satisfied would render the Plan unsound.	Develop and implement a Duty to Cooperate Plan ensuring the Council effectively engages with Duty to Co-Operate partners from

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

6. Monitoring

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

Appendix 1: Local Development Plan Timetable

Year	2020		2021		2022		2023		2024		2025						2026						2027														
Month	Apr-Dec		Jan-Dec		Jan-Dec		Jan-Dec		Jan-Dec		Winter		Spring		Summer		Autumn		Winter		Spring		Summer		Autumn		Winter		Spring		Summer		Autumn				
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov		
Commencement of document preparation	■																																				
Consultation on the scope of the Plan (Regulation 18)		■		■	■																																
Consultation on the Draft Local Plan (Regulation 18)				■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■				
Consultation on Draft Local Plan Focussing on Additional Sites (Regulation 18)																																					
Consultation on the Pre-submission Local Plan (Regulation 19)																																					
Submission (Regulation 22)																														■	■	■					
Examination (Regulation 24)																																					
Inspector's Report (Regulation 25)																																	■				
Main Modifications (Regulation 25)																																					
Adoption (Regulation 26)																																			■		

Key
Public Consultation
Preparation
Submission
Examination

Appendix 2: Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Abbreviations

AMR – Authority's Monitoring Report

DPD - Development Plan Document

LDF - Local Development Framework

LDS - Local Development Scheme

LMWLP - Lincolnshire Minerals and Waste Local Plan

LPA - Local Planning Authority

MWDF - Minerals and Waste Development Framework

NDP - Neighbourhood Development Plan

PINS - Planning Inspectorate

SA - Sustainability Appraisal

SCI - Statement of Community Involvement

SEA - Strategic Environmental Assessment

SPD - Supplementary Planning Document

Appendix B of the Local Development Scheme Cabinet Report

Stages of Local Plan Production as detailed in the Local Development Scheme (January 2026)

Stage 1: Evidence gathering – ongoing throughout the review – April 2020

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

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

Stage 3: Public Consultation – Key issues and Options for the Local Plan Review (Regulation 18) 12 October 2020 – 23 November 2020

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

Stage 4: Public Consultation on a Draft Consultative Local Plan (Regulation 18) 29 February – 25 April 2024

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

Stage 5: Public consultation on additional preferred site allocations (Regulation 18) July – August 2025

The new National Planning Policy Framework published in December 2024 mandated an increased annual housing need for South Kesteven, requiring the allocation of additional land through the emerging Local Plan. An additional consultation on the preferred site allocations also provided the community, stakeholders and interested parties the opportunity to contribute to and shape the Local Plan as it evolves.

Stage 6: Public consultation on the Pre-submission Local Plan (Regulation 19) September – October 2026

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

Stage 6: Submit Local Plan to Secretary of State for Examination (Regulation 22) December 2026

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

It is important to note that the Local Plan is timetabled to be submitted to the Secretary of State before the government-imposed deadline of 31st December 2026, to ensure that the Local Plan is considered under the existing legal framework.

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

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

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

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

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15 January 2026

Report of the Chief Executive

Cabinet Forward Plan

Report Author

Lucy Bonshor, Democratic Officer

✉️ l.bonshor@southkesteven.gov.uk

Purpose of Report

This report highlights matters on the Cabinet's Forward Plan.

Recommendations

That Cabinet:

1. Notes the content of this report.

Decision Information

Is this a Key Decision? No

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

Which wards are impacted? All

1. Cabinet's Forward Plan

- 1.1** The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 set out the minimum requirements for publicity in connection with Key Decisions. The Council meets these legislative requirements through the monthly publication of its Forward Plan.
- 1.2** Cabinet may also receive reports on which it is asked to make recommendations to Council or review the contents and take necessary action. These items are also listed on the Forward Plan.
- 1.3** Non-Key Decisions made by Cabinet are also included within the Forward Plan.

2. Appendices

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



CABINET FORWARD PLAN
Notice of decisions to be made by Cabinet
30 December 2025 to 29 December 2026

At its meetings, the Cabinet may make Key Decisions and Non-Key Decisions. It may also make recommendations to Council on matters relating to the Council's budget or its policy framework.

A Key Decision is a Cabinet decision that is likely:

1. To result in the District Council incurring expenditure which is, or the making of savings which are, significant having regard to the District Council's budget for the service or function to which the decision relates (for these purposes, South Kesteven District Council has agreed £200,000 as the threshold at which a decision will be considered significant); or
2. To be significant in terms of its effects on communities that live or work in an area comprising two or more wards.

The Forward Plan

The Cabinet Forward Plan is a rolling, 12-month plan that will be updated on a regular basis. It includes those Key Decisions and Non-Key Decisions that are scheduled to be considered by Cabinet during the plan period.

Notice of future Cabinet decisions and recommendations to Council

Summary	Date	Action	Contact
Budget Report for 2026/2027 including Indicative Budgets for 2027/2028 and 2028/2029 - Key Decision			
To present the Budget report.	15 Jan 2026	To present the Budget report at a number of committees in the lead up to the Budget Council in February 2026.	Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter) David Scott, Assistant Director of Finance and Deputy Section 151 Officer E-mail: david.scott@southkesteven.gov.uk
Contract Award for New Build Housing Scheme at Toller Court, Horbling - Key Decision			
To consider awarding a contract for the Toller Court scheme	15 Jan 2026	To consider awarding the contract.	Cabinet Member for Housing (Councillor Virginia Moran) Megan White, Project Support Officer E-mail: megan.white@southkesteven.gov.uk
Localised Council Tax Support Scheme 2026/27 - Key Decision			
This report reviews the responses to the public consultation of the Council's Local Council Tax Support Scheme 2026/27, along with the recommendations from the meeting of the Finance and Economic Overview and Scrutiny Committee which took place on 18 November 2025.	15 Jan 2026	To consider recommending to Council.	Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter) Claire Moses, Head of Service (Revenues, Benefits, Customer Services and Community) E-mail: claire.moses@southkesteven.gov.uk

Summary	Date	Action	Contact
Fees and Charges Proposals 2026/27 - Key Decision			
To set out the Fees and Charges to be introduced for the financial year 2026/27	15 Jan 2026	Cabinet is asked to Recommend to Council the Fees and Charges for 2026/27	Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter) David Scott, Assistant Director of Finance and Deputy Section 151 Officer E-mail: david.scott@southkesteven.gov.uk
Contract Award for Fire Alarm System - Key Decision			
To award a contract for the installation of Fire Alarm System	15 Jan 2026	The consider approving the contract award.	Cabinet Member for Housing (Councillor Virginia Moran) Phil Swinton, Emergency Planning and Health & Safety Lead E-mail: phil.swinton@southkesteven.gov.uk
Contract Award for Fire Compartmentation Works - Key Decision			
To approve the award of a contract for Fire Compartmentation woks in the Council's Housing Stock	15 Jan 2026	To consider approving the contract award.	Cabinet Member for Housing (Councillor Virginia Moran) Andy Garner, Senior Project Officer E-mail: andy.garner@southkesteven.gov.uk
Local Development Scheme – Non Key Decision			
The report is to cover a general Local Plan update and a revision to the Local Development Scheme	15 Jan 2026	To consider amending the Local Development Scheme and update information on the website	Cabinet Member for Planning (Councillor Phil Dilks) Jessica Morris, Emma Whittaker, Assistant Director (Planning & Growth) E-mail: jessica.morris@southkesteven.gov.uk, emma.whittaker@southkesteven.gov.uk

Summary	Date	Action	Contact
Corporate Enforcement Policy - Non Key Decision			
To approve a new Corporate Enforcement Policy.	15 Jan 2026	To consider approving the Policy.	Cabinet Member for Corporate Governance and Licensing (Councillor Philip Knowles) Ayeisha Kirkham, Head of Public Protection E-mail: ayeisha.kirkham@southkesteven.gov.uk
Tree Management Policies for South Kesteven - Non Key Decision			
To present the results of analysis and modelling on the potential costs associated with changing the Council's approach to managing tree related risk, through the adoption of the updated Tree Management Policies.	15 Jan 2026	To consider approving the policies.	Cabinet Member for Environment and Waste (Councillor Rhys Baker) Serena Brown, Sustainability and Climate Change Manager, Andrew Igoea, Tree Project Officer E-mail: serena.brown@southkesteven.gov.uk , andrew.igoea@southkesteven.gov.uk
Facilities Management Contract - Key Decision			
To obtain authority to enter into the recently tendered Facilities Management Contract for SKDC's Corporate Assets.	10 Feb 2026	To provide authority to enter into the recently tendered Facilities Management Contract for SKDC's Corporate Assets.	Cabinet Member for Property and Public Engagement (Councillor Richard Cleaver) Gyles Teasdale, Head of Property and ICT E-mail: g.teasdale@southkesteven.gov.uk
Updated Tenancy Agreement - Key Decision			
To approve the updated Tenancy Agreement for tenants living in Council Owned Houses	10 Feb 2026	To consider approving the agreement.	Cabinet Member for Housing (Councillor Virginia Moran) Celia Bown, Senior Housing and Policy Strategy Officer E-mail: c.bown@southkesteven.gov.uk

Summary	Date	Action	Contact
Voids Policy - Non Key Decision			
To consider recommending the Policy to Cabinet.	10 Feb 2026	To recommend a Policy to Cabinet.	Cabinet Member for Housing (Councillor Virginia Moran) Mark Rogers, Head of Service (Technical Services) E-mail: mark.rogers@southkesteven.gov.uk
Housing Asset Management Strategy - Non Key Decision			
To consider recommending the Strategy to Cabinet.	10 Feb 2026	To recommend the Strategy to Cabinet.	Cabinet Member for Housing (Councillor Virginia Moran) Mark Rogers, Head of Service (Technical Services) E-mail: mark.rogers@southkesteven.gov.uk
Biodiversity Action Plan for South Kesteven - Non Key Decision			
To present the South Kesteven Biodiversity Action Plan.	10 Feb 2026	To consider agreeing the Plan.	Cabinet Member for Environment and Waste (Councillor Rhys Baker) Serena Brown, Sustainability and Climate Change Manager, Louise Case, Sustainability Project Support Officer E-mail: serena.brown@southkesteven.gov.uk, louise.case@southkesteven.gov.uk
Funding to strengthen South Kesteven District Council's cyber resilience - Key Decision			
MHCLG is supporting councils to strengthen their cyber resilience. A key element of this is the Cyber Assessment Framework (CAF) for local government, which helps councils to assess and improve their cyber resilience.	10 Feb 2026	To approve acceptance of grant funding from MHCLG for strengthening of our cyber resilience.	Cabinet Member for Property and Public Engagement (Councillor Richard Cleaver) Gary Andrew, IT Services Manager E-mail: g.andrew@Southkesteven.gov.uk

Summary	Date	Action	Contact
Budget Report for 2026/27 including Indicative Budgets for 2027/2028 and 2028/2029 - Key Decision			
To present the budget report.	10 Feb 2026	To recommend the Budget to Full Council.	Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter) Richard Wyles, Deputy Chief Executive and Section 151 Officer E-mail: r.wyles@southkesteven.gov.uk
Climate Action Plan for South Kesteven - Key Decision			
To present to the Cabinet the Climate Action Plan for South Kesteven.	10 Feb 2026	To consider agreeing the Plan.	Cabinet Member for Environment and Waste (Councillor Rhys Baker) Serena Brown, Sustainability and Climate Change Manager E-mail: serena.brown@southkesteven.gov.uk
Voice of the Tenant Strategy - Non Key Decision			
To seek approval of the Strategy.	10 Feb 2026	Approve the strategy	Cabinet Member for Housing (Councillor Virginia Moran) Sarah McQueen, Head of Service (Housing Options) E-mail: sarah.mcqueen@southkesteven.gov.uk
Award of Contract for Christmas Lights - Key Decision			
To award the contract for the Christmas lights in Grantham	10 Feb 2026	Approve the award of contract	Deputy Leader of the Council, Cabinet Member for Leisure and Culture (Councillor Paul Stokes) Karen Whitfield, Assistant Director (Leisure, Culture and Place) E-mail: karen.whitfield@southkesteven.gov.uk

Summary	Date	Action	Contact
Waste Policy Update - Non Key Decision			
To update Cabinet on changes to the Waste Policy, this includes changes to start times and the addition of food waste.	10 Feb 2026	Review and provide comments on the updated version of the Waste Policy and recommend that the Policy is progressed to Council.	Cabinet Member for Environment and Waste (Councillor Rhys Baker) Kay Boasman, Head of Waste Management and Market Services E-mail: kayleigh.boasman@southkesteven.gov.uk
Repairs and Voids Materials Contract - Key Decision			
To seek approval to enter into a new contract with a supplier of materials for our internal works teams.	10 Feb 2026	To seek approval to enter into a new contract with a supplier of materials for our internal works teams.	Cabinet Member for Housing (Councillor Virginia Moran) Mark Rogers, Head of Service (Technical Services) E-mail: mark.rogers@southkesteven.gov.uk
Grantham Canal Safe Access and Water Level Control Works - Key Decision			
The report's purpose is to seek approval for the appointment of a contractor to carry out the safe access and water level control works	10 Feb 2026	Approval requested by Cabinet to appoint successful contracting company following tender for works	Cabinet Member for Property and Public Engagement (Councillor Richard Cleaver) Peter Withers, Interim Senior Assets Officer E-mail: peter.withers@southkesteven.gov.uk
Finance Update Report – April to December 2025 - Key Decision			
To present the Council's year end forecast for the financial year 2025/26 as at the end of December. The report covers the General Fund Revenue Budget, the Housing Revenue Account Budget, and the Capital Programmes for the General Fund and Housing Revenue Account	10 Feb 2026	To review and note the report.	Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter) David Scott, Assistant Director of Finance and Deputy Section 151 Officer E-mail: david.scott@southkesteven.gov.uk

Summary	Date	Action	Contact
Sport and Physical Activity Strategy - Key Decision			
To provide a refreshed Sport and Physical Activity Strategy for 2026-2031.	10 Mar 2026	To consider approving the draft Sport and Physical Activity Strategy 2026-2031	Deputy Leader of the Council, Cabinet Member for Leisure and Culture (Councillor Paul Stokes) Bethany Goodman, Physical Activity and Wellbeing Lead E-mail: bethany.goodman@southkesteven.gov.uk
Street Trading Policy - Non Key Decision			
This report proposes updates to the existing Street Trading Policy which includes feedback from Licensing Committee and the Environment and Rural & Communities OSC following consideration of the proposed updates	10 Mar 2026	1. Cabinet considers the draft South Kesteven District Council Street Trading Policy and agrees it, with or without amendments 2. Cabinet confirm which streets are to be considered consent streets (a) Specific streets as outlined in the proposed draft Street Trading Policy (b) To mirror the Public Space Protection Orders (Alcohol Control) areas	Cabinet Member for Corporate Governance and Licensing (Councillor Philip Knowles) Ayeisha Kirkham, Head of Public Protection E-mail: ayeisha.kirkham@southkesteven.gov.uk