

# Environment Overview and Scrutiny Committee



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

Tuesday, 13 January 2026 at 2.00 pm  
Council Chamber - South Kesteven House, St. Peter's Hill,  
Grantham. NG31 6PZ

**Committee Members:** Councillor Elvis Stooke (Chairman)  
Councillor Emma Baker (Vice-Chairman)  
  
Councillor Barry Dobson, Councillor Ben Green, Councillor Gloria Johnson,  
Councillor Bridget Ley, Councillor Paul Martin, Councillor Max Sawyer and  
Councillor Sarah Trotter

## Agenda

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

- 1. Public Speaking**  
The Council welcomes engagement from members of the public. To speak at this meeting please register no later than 24 hours prior to the date of the meeting via [democracy@southkesteven.gov.uk](mailto:democracy@southkesteven.gov.uk)
- 2. Apologies for absence**
- 3. Disclosure of Interests**  
Members are asked to disclose any interests in matters for consideration at the meeting.
- 4. Updates from the previous meeting** (Pages 3 - 4)  
To consider actions agreed at the meeting held on 10 November 2025.
- 5. Minutes of the meeting held 10 November 2025** (Pages 5 - 14)

6. **Announcements or updates from the Leader of the Council, Cabinet Members or the Head of Paid Service**
7. **Grantham Canal Partnership Presentation**  
To present the work of the Grantham Canal Society and develop the renewal of the Grantham Canal Partnership.
8. **Grantham Canal Maintenance Works** (Pages 15 - 28)  
To update the Committee on progress with addressing the issues with the Canal
9. **Section 19 flooding Recommendations and Corresponding Actions** (Pages 29 - 57)  
To notify the Committee of South Kesteven District Council's role in relation to flooding and to provide information in relation to the outstanding Section 19 flooding reports.
10. **Annual Air Quality Update** (Pages 59 - 163)  
To provide an update on the air quality within South Kesteven District Council in particular against the Air Quality Objectives and the Air Quality Management Area.
11. **Waste Policy Update** (To Follow)  
To update the committee on updates to the Waste Policy including changes to start times and the addition of food waste to the policy.
12. **Hackney Carriage and Private Hire Licensing Policy- Feedback and Review** (Pages 165 - 276)  
To consider the report and the feedback and senior management review, to be applicable with immediate effect
13. **Work Programme 2025 - 2026** (Pages 277 - 279)  
To consider the Committee's Work Programme for 2025 – 2026.
14. **Any other business which the Chairman, by reason of special circumstances, decides is urgent**

# Action Sheet

Environment Overview and Scrutiny Committee – Actions from meeting of 10 November 2025

Min no	Agenda item	Action	Assigned to	Comments/Status	Deadline
32	Corporate Plan 2024-27: Key Performance Indicators Report - Mid-Year (Q2) 2025/26	Given that the manager commentary for ENVIRO15 suggested that the programme was not mobilised until October 2025 onwards, it was queried whether the 'on target' status of the action was accurate. It was confirmed that the 'on target' status reflected the progress made during the procurement process prior to the rollout of the property upgrades. The Sustainability and Climate Change Officer agreed to share information with the committee about the purpose and delivery of the scheme. <b>ACTION</b>	The Sustainability and Climate Change Officer		



## Meeting of the Environment Overview and Scrutiny Committee

Monday, 10 November 2025, 10.00  
am



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

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Committee Members present	Cabinet Members present
Councillor Elvis Stooke (Chairman)	Councillor Rhys Baker
Councillor Emma Baker (Vice-Chairman)	Councillor Philip Knowles
Councillor Barry Dobson	
Councillor Ben Green	
Councillor Gloria Johnson	
Councillor Paul Martin	
Councillor Max Sawyer	
Councillor Nikki Manterfield	

### Officers

Richard Wyles, Deputy Chief Executive and Section 151 Officer  
Debbie Roberts, Head of Corporate Projects, Policy and Performance  
Kay Boasman, Head of Waste Management and Market Services  
Serena Brown, Sustainability and Climate Change Manager  
Louise Case, Sustainability Project Support Officer  
Andrew Igoea, Tree Project Officer  
Ayeisha Kirkham, Head of Public Protection  
Karen Whitfield, Assistant Director – Leisure, Culture and Place  
Joshua Mann, Democratic Services Officer

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### 24. Public Speaking

There were none.

### 25. Apologies for absence

Apologies for absence was received from Councillor Sarah Trotter, substituted by Councillor Nikki Manterfield.

### 26. Disclosure of Interests

There were none.

## **27. Minutes from the meeting held on 23 September 2025**

The minutes of the meeting held on 23 September 2025 was proposed, seconded, and AGREED as an accurate record.

## **28. Updates from the previous meeting**

The actions from the previous meeting had been completed.

## **29. Announcements or updates from the Leader of the Council, Cabinet Members or the Head of Paid Service**

There were none.

## **30. Leisure Energy Update on Grantham Meres Public Sector Decarbonisation Scheme**

The representatives from Alliance Leisure and Leisure Energy presented the Leisure Energy update on the Grantham Meres Public Sector Decarbonisation Scheme.

The presentation outlined the background to the Grantham Meres Leisure Centre project, including the steps taken to receive grant award funding for the project of £3,587,500. Following this, South Kesteven District Council (SKDC) appointed Alliance Leisure Services as the delivery partner, with Leisure Energy as the Principal Designer and Contractor.

Other works undertaken included the upgrade to LED lighting/floodlighting, and the installation of pool covers as key, energy-saving measures.

The proposed imposition of a tri pack CO2 air source heat pump was said to be a groundbreaking project. Post-decarbonisation the projected reduction in running costs was a significant saving of £173,035 per annum.

Building on this, the presentation outlined the Social Value Plan to prioritise the following, and there was a monitoring plan in place:

- Support sustainability goals.
- Enhance community wellbeing.
- Strengthen local partnerships.
- Boost local economy.

During discussions, Members commented on the following:

- It was confirmed that a minimum of 12% match funding had been required of SKDC.
- To reassure Members regarding the efficiency of the solar panels, it was confirmed that the panels came with a 15-year warranty and were

one to become faulty then this could be identified prior to failure without risk to the rest of the system due to technical indicators.

- The ethical procurement of the panels was queried, particularly regarding polysilicon. The representative acknowledged the general difficulty of this around the industry but reassured Members that this procurement had been done on the basis of Sheffield Hallam University's research around ethical procurement of particular providers within the industry. The Cabinet Member for Environment and Waste acknowledged the concern but noted that this was an issue amongst all electrics, not just solar panels and extensive discussions about this had been undertaken.
- It was confirmed that much of the components for the air source heat pump and supporting upgrades had been sourced from the UK or France and all manufacturing was UK based.
- It was confirmed that the proposed air source heat pump system was hoping to be operational by March 2026.
- The performance of the heat pumps was reiterated, stating that they were more effective in pools than in the domestic setting due to lower operating temperatures, and similar systems had been successfully rolled out by chains such as Tesco and Sainsburys.
- Responding to a visiting Member's query, reassurance was given that there were no technical constraints to on-site electricity supply in order to facilitate saunas and steam rooms were they sought.
- It was confirmed that the projected savings had been independently verified via a technical assessment from the grant provider Salix.
- Were these projected savings not to be reached, it was queried who carried these financial risks. The representative confirmed that ultimately it was the local authority via LeisureSK, however, there was a service contract in place outlining the availability model which codified a manufacturers warranty and a performance warranty. Furthermore, there was also a collateral warranty under a separate JCT contract.
- The only delivery risk identified by the representative was that utility tariffs for electricity were out of their control.

The Leisure Energy Update on Grantham Meres Public Sector Decarbonisation Scheme was noted by the Committee.

### **31. Review of Tree Management Policies**

*Prior to the commencement of the item, the meeting adjourned at 11am and resumed at 11.15.*

*Given his employment, Councillor Green disclosed an interest in the item and left the room.*

The Review of Tree Management Policies report was introduced by the Cabinet Member for Environment & Waste.

The Cabinet member clarified that these policies determined the approach to tree management and was not intended as a financial account.

The new policies were intended to replace the existing 'Tree Guidelines' document adopted in 2019.

A revenue budget was being prepared for the 2026/27 financial year onwards requesting an increase to the existing budget for maintenance of SKDC trees in General Fund Open Spaces from £37,800 to a total of £103,950 (175% increase).

The survey protocols proposed in the Tree Management Policies sought to help better differentiate between safety critical and general management recommendations, which would help to prioritise work to trees and manage according to the available budget across the year. Consequently, even if the budget bid referenced above did not proceed, the Tree Management Policies would give a stronger footing to prioritise the most safety-critical work using the available budget and also demonstrate the Council was implementing a survey strategy which accords with industry guidelines.

An updated draft of the proposed Tree Management Policies was included as appendix one within the report.

During discussions, Members commented on the following:

- The Tree Officer confirmed that only trees recorded during surveys would be on the data base.
- It was confirmed that some funds had been set aside in special expense areas due to the understanding that Grantham Town Council would likely take these on going forward.
- It was queried whether these policies would affect biodiversity net gain and climate targets. The Tree Officer confirmed that the policies had been written with climate resilience in mind, but that there was no direct link to climate action plan. In addition, whilst some policies were relevant to biodiversity targets, such as policies around dealing with dead wood, there was no direct link to biodiversity net gain which was UK planning policy approach that ensured new developments left the natural environment in a measurably better state than before.
- It was confirmed that inspections of zone three trees would be undertaken both by SKDC officers and through outsourcing. SKDC engaged with tenants to encourage the ongoing reporting of obvious tree hazards.
- It was noted that service level agreement response times for tree work would be set during a procurement process for an arboricultural contractor.

Following discussions, it was proposed, seconded, and AGREED to recommend that Cabinet approve the adoption of the updated Tree Management Policies.

## **32. Corporate Plan 2024-27: Key Performance Indicators Report - Mid-Year (Q2) 2025/26**

*Councillor Green returned to the Chamber.*

The Corporate Plan 2024-27: Key Performance Indicators Report - Mid-Year (Q2) 2025/26 report was introduced by the Cabinet Member for Corporate Governance & Licensing.

This report was the third of the reporting cycle and covered the period July to September 2025 (Quarter 2 2025/26).

Eight of the actions were rated Green. These were actions which were on or above target as planned.

Three actions were rated as Amber, these were off target by less than 10% or where milestone achievement was delayed but with resolution in place to be achieved within a reasonable timeframe.

Zero actions were rated as Red. These were actions that were significantly below target.

One action was classed as N/A. These were actions for which the reporting cycle was yet to commence e.g. being sequenced on the completion of other items, or where data was unavailable.

A detailed breakdown of the actions and Officer responsible was included within appendix one of the report.

The Cabinet Member acknowledged that ENVIRO9 was below target but extensive work had been done to bring the action up to target.

During discussions, Members commented on the following:

- It was queried whether the delivery of the new depot was on target. It was confirmed the previous delay had since been rectified and recovered to be on target.
- Given that the manager commentary for ENVIRO15 suggested that the programme was not mobilised until October 2025 onwards, it was queried whether the 'on target' status of the action was accurate. It was confirmed that the 'on target' status reflected the progress made during the procurement process prior to the rollout of the property upgrades. The Sustainability and Climate Change Officer agreed to share

information with the committee about the purpose and delivery of the scheme. **ACTION**

- It was queried why use of electric vehicle charge points had fallen at Stamford. It was noted that use of electric vehicle charge points fluctuated throughout the year and the usage levels at the Stamford site remained above industry standard.
- The suggestion was made for Officers to revisit the measurements used to monitor electric vehicle charge point usage given that the overall proportion of utilisation would decrease as the number of charge points increased.
- A Member raised that fly tipping enforcement was below target. The Head of Service (Public Protection) responded that the duration of investigations would often span quarters which could distort the figures. However, they noted that they would welcome greater resource.
- Members sought clarification about the level of information for which fly tipping prosecutions could be made. It was noted that cases were usually built on the foundation of witness statements accompanied with footage.
- Clarification was sought about SKDC's preparations for the upcoming food waste rollout. The Cabinet Member for Environment and Waste confirmed that SKDC had been engaging with the Lincolnshire Waste Partnership, procurement of caddies had been completed, the Communications Team were taking steps to raise public awareness, and the purchase orders of SKDC vehicles had been undertaken. Confirmation was given that SKDC was on track for its operational 'go-live' date in April 2026.
- It was confirmed that there was no anticipated impact on SKDC of Lincolnshire County Council (LCC) pausing some of their waste projects.

The Corporate Plan 2024-27: Key Performance Indicators Report - Mid-Year (Q2) 2025/26 was noted by the Committee.

### 33. Green Fleet Action Plan Update

The Green Fleet Action Plan update was introduced by the Cabinet Member for Environment and Waste.

The current fleet was made up of over 150 vehicles which were used across multiple service areas including Housing, Waste and Street Scene. The vehicles varied in size and type and cover everything from basic cars through to refuse collection vehicles.

The strategy focussed on the following areas:

- Adopting cleaner technologies and fuels,
- Encouraging efficient vehicle use
- Managing demand

- Improving supporting infrastructure

The presentation of the strategy consisted of the following:

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

The full Green Fleet Action Plan was included within Appendix One of the report.

During discussions, Members commented on the following:

- A Member expressed that the report did not outline the negative aspects of the usage of Hydrotreated Vegetable Oil (HVO). It was their belief that an alternative innovative fuel source should be utilised. The Cabinet Member confirmed this to be a successful market innovation which had been utilised by other local authorities.
- The Cabinet Member also acknowledged that the price of HVO was higher than traditional alternatives and this had been considered within the trade-offs. The financial figures for this had been interrogated by the Chief Finance Officer.
- It was confirmed that any HVO used would be sourced from a certified supplier.

The Green Fleet Action Plan Update was noted by the Committee.

*Councillor Green left the meeting at 12.13 and did not return.*

#### **34. Draft Climate Action Plan for South Kesteven**

The Draft Climate Action Plan was introduced by the Cabinet Member for Environment and Waste.

Following SKDC's declaration of a climate emergency in 2019, the Council confirmed the ambition to reduce the organisation's carbon footprint by at least 30% by 2030. The latest report covering the 2024/25 period reported a total carbon emissions reduction of 29.24%.

The Council published its first Climate Action Strategy, endorsed by Cabinet in November 2023. The strategy set out eight key themes which became the framework for the draft action plan presented within appendix one of the report.

The action plan consisted of 64 ongoing, short or medium term actions. Each of the outlined actions included a lead officer who was responsible for the implementation or ongoing delivery of the project. The draft Climate Action Plan also included a framework for delivery that set out the remit of the action.

The purpose of the draft Climate Action Plan was not only to track progress in implementing projects to drive down carbon emissions arising from direct Council operations (energy used in Council buildings, fuel used in Council vehicles), but also to set out actions for the Council's wider service delivery and external-facing work with partners to address climate change for the region.

During discussions, Members commented on the following:

- It was queried whether sensor streetlights were used across the district. This was previously trialled but the savings from the project were not deemed sufficient.
- The impact on fuel poverty referenced within the plan was in the context of measures taken to reduce expenditure on water and utilities.
- The suggestion was made for more emphasis on supporting private properties.
- It was confirmed that delivery of the scheme was not at the expense of other projects.

Following discussions, it was proposed, seconded, and AGREED to recommend the adoption of the final Climate Action Plan to Cabinet.

### **35. Biodiversity Action Plan for South Kesteven**

The Biodiversity Action Plan for South Kesteven was introduced by the Cabinet Member for Environment and Waste.

The Environment Act 2021, under Section 102, subsequently amended Section 40 of the NERC Act 2006 to strengthen this 'biodiversity duty' which now placed a legal obligation on public authorities to:

- Consider what they can do to conserve and enhance biodiversity

- Agree policies and specific objectives based on their consideration
- Act to deliver their policies and achieve their objectives.

The vision of the South Kesteven Biodiversity Action Plan was to firstly conserve and enhance habitats that created better and more interconnected places for wildlife across South Kesteven. The Council also sought to increase awareness of biodiversity and encourage more people to connect with nature and by doing so take positive action that benefited biodiversity in South Kesteven.

The proposed Biodiversity Action Plan set out the strategic approach the Council would take to help reverse biodiversity loss and make space for nature, incorporating three core themes:

- Theme 1: Nature Recovery and Management
- Theme 2: People, Partnerships and Funding
- Theme 3: Planning and Policy

The South Kesteven Biodiversity Action Plan was included as Appendix B of the report.

During discussions, Members commented on the following:

- A Member speculated that some developers could abuse the requirement to provide a minimum of 10% measurable net gain in biodiversity by reducing the quality of the land prior to the application. The Cabinet member acknowledged the loophole.
- The request was made to expand the 'Big Green Week' to become an annual event.
- The suggestion was made for a transparent framework to be published demonstrating how environmental projects were prioritised.

Following discussions, it was proposed, seconded, and AGREED to recommend the adoption of the finalised South Kesteven Biodiversity Action Plan to Cabinet.

## 36. Work Programme 2025 - 2026

It was AGREED for the following items to be added to the Work Programme:

- An investigation into energy efficiency savings in SKDC venues (particularly Bourne Corn Exchange and the Stamford Arts Centre).
- The provision of drinking water stations across SKDC.
- LED streetlight rollout update.
- Climate audit review update.
- Skip project scoping discussion.

**37. Any other business which the Chairman, by reason of special circumstances, decides is urgent**

There was none.

*The meeting concluded at 13.05.*



SOUTH  
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## Environment Overview and Scrutiny Committee

Tuesday, 13 January 2026

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

### Grantham Canal Maintenance Works

#### Report Author

Gyles Teasdale – Head of Property Services & ICT

 g.teasdale@southkesteven.gov.uk;

#### Purpose of Report

The purpose of the report is to provide members with details of the Council's responsibility in relation to a section of Grantham Canal and the planned works that will be undertaken.

#### Recommendations

**Environment Overview and Scrutiny Committee is asked to:**

- 1. Note the contents of the report and to request regular updates with respect to the works that will be undertaken during 2026.**

#### Decision Information

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

What are the relevant corporate priorities? Connecting communities  
Sustainable South Kesteven  
Enabling economic opportunities

Which wards are impacted? Earlesfield Ward

## 1. Implications

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

### ***Finance and Procurement***

- 1.1 A budget allocation of £100k was included in the 2025/26 budget framework and a further budget bid has been included in the 2026/27 budget proposals. The proposed works will be funded from these budget allocations and the property maintenance reserve as required.

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

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

- 1.2 If option 1 is endorsed by members of the Committee then the report would need to be considered by Cabinet. This is due to the level of spend required.

*Completed by: James Welbourn, Democratic Services Manager*

## 2. Background to the Report

- 2.1 The Grantham canal was primarily built for the transportation of goods between Grantham and Nottingham. The Canal opened in 1797 and was used for this purpose until 1841, when it was sold to a railway company. The use of the canal declined, and the canal is understood to have finally closed in 1936.
- 2.2 This historic waterway is now largely managed and restored by The Grantham Canal Partnership (GCP). Est 1997, the GCP is a collaborative body formed to coordinate restoration efforts and safeguard the canal's future. The Grantham Canal Partnership is made up of multiple stakeholders, including various local authorities at County and District/Borough levels, who provide strategic and financial support to the partnership.
- 2.3 The Grantham Canal Society (GCS) also form part of the partnership and are a volunteer led charity who undertake the majority of the canal's practical restoration works. The GCS was formed in the 1970's and is now the primary organisation for maintaining and restoring the 33-mile length of canal.

2.4. Along with the previously mentioned stakeholders, the GCP also includes the Canal & River Trust (formerly British Waterways) and various other stakeholders including environmental charities, local history groups, businesses, and individual community activists. A copy of the GCP mission statement and vision can be seen within Appendix A – GCP Supporting Papers.

2.5. South Kesteven District Council (SKDC) became responsible for approximately a 1km stretch of the Grantham Canal located in the south-western area of Grantham between the A1 / A607 slip roads (Swingbridge Road) and Earlesfield Lane in 1983. The canal follows a stretched 'S' shape as indicated by the below plan with two road bridge crossings positioned at Trent Road and Earlsfeild Lane.

2.6. The canal passes into underground culverts to the eastern and western ends as it moves out of SKDC's responsibility. To the western end of the canal at Swingbridge Road the underground culvert travels below the A1 in National Highways ownership, before reappearing into the section of canal managed by GCS to the west of the dual carriageway.



2.7. Since taking responsibility for the management and maintenance of this section of the Canal, the Council has undertaken various schemes of works to ensure the safety of the canal itself, the local environment and surrounding community.

- 2.8. In 2024, reports were received of water seepage through the banks of the canal by a business based just off Trent Road. This was causing some damage to the access road which had a detrimental impact on their trading.
- 2.9. Previous studies had been undertaken of the canal and work has been carried out in the past to repair the banks. In response to the issue which arose in 2024 and a lack of updated survey information, a comprehensive condition survey was commissioned from external consultants in order to assess the current condition of the canal and its banks, the cause of the seepage, and options for a full improvement scheme. This condition survey report has now been received and forms the basis of the recommendations set out below

### **3. Key Considerations**

- 3.1. There are number of considerations to be borne in mind when reviewing the options for the Council owned stretch of the canal. These were covered in the condition survey report and in summary dealt with the following:
  - a) The risk of the canal bank failing due to its poor condition which could result in damage to property and potentially risk to life.
  - b) The negative effect of low water levels, which reduces the quality of water by reducing its oxygen content, which in turn affects the health of the fish population. SKDC have raised this matter with the Environment Agency, however, they currently do not deem the issue of sufficient severity to intervene.
  - c) Currently water levels vary significantly. At times of heavy rainfall, too much water can cause the risk of seepage and potentially failure of the bank. Too little water can affect the health of the fish population, which in turn reduces the biodiversity of the habitat.
  - d) Low water levels also contribute to additional vegetation growth in the canal, further impeding the flow of water and leading to build up of silt, again negatively impacting on the biodiversity of the canal environment.
  - e) The canal environment is seen as an amenity to the area, with a well-used towpath and grassed area used by residents. By improving the control of water levels this amenity could be enhanced and management of the biodiversity improved.
  - f) Vegetation growth on the eastern bank has not been controlled to a sufficient standard, leading to several areas becoming inaccessible for general maintenance, along with excessive tree, shrub and other vegetation growth resulting in debris falling into the canal and causing further silt deposits.
- 3.2. The works specified by the condition survey report include stop logs located at The Swingbridge Road, Trent Road and Earlesfield Lane culverts. Stop logs are aluminium sections that can be inserted and lifted out to allow differing heights of

water to be managed. In addition to these stop logs, safe means of access to place and lift out these sections would be required, including railings, steps, working platforms and fencing. An electronic water level gauge and stop log store will also be installed.

- 3.3 Expenditure incurred to date has been in relation to the carrying out of the feasibility study for the options to repair the banks of the canal at a cost of £53k. This has now been completed and further consultancy services are required to progress the scheme order to provide a specification and support the procurement process in order that the works can be undertaken to install water level control features and create a safe means of access for ongoing maintenance and repairs.
- 3.4 It is anticipated that these works will cost in the region of £250k (subject to tender evaluation). The works will enable the water levels to be stabilised and facilitate safe water management. However, there will be a need for further works in order to stabilise the canal banks for the future long-term condition. These works have been estimated at £750k, to be spent in the next 5 years.
- 3.5 Currently the immediate works to install water level control features and safe means of access are being tendered through an open procurement process managed by Welland Procurement. The outcome of this evaluation and recommendation for an award of the works contract will be presented to Cabinet at their meeting on 10<sup>th</sup> February 2026.

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

- 4.1 The consultant's condition survey report considered the following options:
  - a) *Option 0 – Do Nothing.* The option of taking no action was considered, however, this is not recommended as the current seepage will continue and progressively get worse with the consequence that the stability of the bank could fail causing damage to property and potentially risk to life. The condition of wildlife will also deteriorate. The works currently being tendered are short term measures to control the water levels and in doing so, will reduce the risk of a failure of the bank.
  - b) *Option 1 – Do Minimum.* This option focussed on the essential repairs, maintenance and work to minimise the risk of bank failure in the short term.
  - c) *Option 2 – Embankment Repair with Water Body and Recreational Improvements.* This option focusses on the expansion of Option 1 to include water body and recreation improvements. This option has not been pursued at this time due to ongoing discussions about the future of the canal, but the recommended Option 1 does not preclude this option being pursued in the future.

- d) *Options 3&4 – Canal infill.* These options considered the possibility of either partially or fully infilling the canal and creating land for either residential or commercial development. These options are not recommended as there are aspirations to restore the canal should funding be available in the future.
- e) *Option 5 – Full Canal Restoration.* This option considered fully restoring the canal to enable navigation and potentially opening the infilled basin to allow an associated waterside investment/development possibility. This was considered as the Grantham Canal Society has long term aspirations to open more of the canal between Nottingham and Grantham for navigation

## 5. Reasons for the Recommendations

- 5.1. In the short term, the recommendation is to pursue *Option 1: Do Minimum works required*. This will undertake immediate works required at a budgeted cost of £238k. The remaining repair works can then be carried out over 5 years.
- 5.2. The reasons for the recommendation are:
  - a) Action is required in the immediate term to address the risk of bank failure and to enable installations to be put in place to control the water level and to allow safe means of access for maintenance and wildlife management.
  - b) This option also enables other longer-term options to be considered in detail and by carrying out these immediate works, they do not preclude any of the other options being pursued in the short term.
- 5.3. Action is required now, so a Do-Nothing Option, although considered, is not recommended as the canal banks require works to stabilise them to prevent a failure which could cause damage to adjoining properties.

## 6. Consultation

- 6.1. Consultation has been undertaken with the Grantham Canal Society during a meeting held in August 2025 when the options listed above were presented and discussed.
- 6.2. The Grantham Canal Society has been engaged to carry out scrub clearance works to the canal and the culverts and SKDC are looking into setting up a regular maintenance contract with them to maintain the water side vegetation thereby benefitting from their knowledge, expertise and equipment in canal environments.

## 7. Appendices

- 7.1 Appendix A: GCP Supporting Papers (1&2)



# Grantham Canal Partnership

Preserving Heritage, Restoring Waterways, and Inspiring Communities

## Mission Statement



The Grantham Canal—once a vital artery in England’s industrial heartland—winds serenely through the landscapes of Lincolnshire and Nottinghamshire and Leicestershire, connecting the River Trent at Nottingham to the historic market town of Grantham. Though the waterway fell into decline during the 20th century, a dedicated coalition, the Grantham Canal Partnership partners, have been working tirelessly to restore and revitalise this piece of living heritage. This document explores the origins, achievements, and vision of the Grantham Canal Partnership, and illustrates why their work matters for the environment, local communities, and British heritage.

## Origins and Purpose

The Grantham Canal was opened in 1797, designed primarily to transport agricultural goods and coal between the Midlands and the eastern counties. Like many British canals, it flourished during the 19th century, but the arrival of railways rendered it increasingly obsolete. By the mid-20th century, sections of the canal had become unnavigable, and much of its infrastructure—locks, bridges, towpaths—fell into disrepair.

Recognising both the threat to the canal’s heritage and its potential as a focus for regeneration, a group of volunteers, local authorities, and conservationists came together in the late 20th century. This informal coalition was soon formalised as the Grantham Canal Partnership (GCP) Est 1997, a collaborative body formed to coordinate restoration efforts and safeguard the canal’s future.

The Partnership’s core mission can be summarised as follows:

- To restore the Grantham Canal to full navigation for the benefit of present and future generations, and work towards re-connect to the River Trent.
- To conserve and enhance the canal corridor’s natural and built heritage.
- To foster community involvement, education, and enjoyment of the canal and its surroundings.

## Structure and Key Partners

The Grantham Canal Partnership brings together a tapestry of stakeholders, each providing expertise and resources. Its main members include:

- Local authorities: Councils such as Nottinghamshire County Council, Lincolnshire County Council, and Leicestershire County Council and the relevant district and borough councils play a central role, offering strategic support and funding.
- The Grantham Canal Society: This volunteer-based charity forms the heart of the canal’s hands-on restoration work, mobilising thousands of hours of labour each year to clear, rebuild, and maintain the waterway.



- Canal & River Trust: (formerly British Waterways) The national charity responsible for England's waterways brings expertise in hydrology, engineering, and biodiversity.
- Other Partners: These include environmental charities, local history groups, businesses, and individual community activists.

This broad partnership model ensures the canal receives both the strategic oversight and grassroots energy necessary for long-term success.

## Achievements to Date

Despite daunting challenges—including funding, logistics, and the sheer scale of restoration required—the Grantham Canal Partnership group of partners have made impressive strides. Since its formation, key achievements include:

- Restoration of Locks and Bridges: Many of the original 18 locks and historic bridges were lost or ruined. The Partnership has systematically rebuilt or repaired several, with teams of volunteers working alongside professional engineers.
- Re-commissioning Canal Sections: Significant lengths of the canal, once bone-dry, have been re-watered and returned to use by pleasure craft, anglers, and wildlife.
- Wildlife Conservation: The canal corridor is a haven for biodiversity, supporting rare birds, water voles, dragonflies, and aquatic plants. The Partnership has implemented projects to protect and enhance these habitats, sometimes in collaboration with national environmental bodies.
- Community Engagement: Schools, scout groups, and local residents are regularly involved in educational initiatives, guided walks, and citizen science projects. The canal is reimagined as a community asset, not just a relic of the past.
- Heritage Interpretation: Informational signage, leaflets, talks, and exhibitions have helped reconnect people with the canal's industrial and social history.

## Challenges and Ongoing Projects

The restoration of an historic waterway is no simple task. The Partnership faces a range of challenges:

- Funding: Major works often depend on grants from the Heritage Lottery Fund, local councils, and fundraising campaigns. Securing long-term funding remains a constant concern.
- Engineering Obstacles: Many sections of the canal are blocked by modern development—roads, pipelines, and culverted stretches. Overcoming these obstacles can require major civil engineering and negotiation with landowners or infrastructure companies.



- Environmental Sensitivities: Restoration must balance the needs of navigation, biodiversity, and flood management. Complex planning and ecological assessments are necessary to avoid causing harm.
- Volunteer Recruitment: Restoration depends on an ongoing supply of committed volunteers. The Partnership undertakes regular recruitment, training, and community outreach to maintain its workforce.

Ongoing projects include the restoration of further locks, clearance and re-profiling of canal banks, reinstatement of towpaths, and efforts to link isolated restored sections to create a continuous navigable route from Nottingham to Grantham.

## Benefits of Restoration

The canal's renaissance has brought a cascade of benefits far beyond its waters' edge:

- Environmental: The canal acts as a wildlife corridor, linking fragmented habitats and supporting species conservation across the region.
- Social: Local communities enjoy new opportunities for recreation—boating, walking, cycling, birdwatching, and fishing—enhancing both health and quality of life.
- Economic: Restored canals attract visitors, boosting rural tourism and supporting businesses from cafés and pubs to boat hire firms and B&Bs.
- Educational: The Partnership's outreach activities foster a sense of place and pride in local history, while providing hands-on learning for schools and youth groups.

## Vision for the Future

Looking ahead, the Grantham Canal Partnership's vision is both ambitious and inclusive. Key goals for the coming decade include:

- Restoring all 33 miles of the canal to full navigation, reconnecting Grantham Canal to the River Trent and national network.
- Developing a linked "green corridor" for nature, recreation, and sustainable transport.
- Expanding educational programmes to reach more schools and community groups.
- Securing sustainable funding streams, possibly through a mix of public grants, private sponsorships, and eco-tourism initiatives.

The Partnership is acutely aware that its success depends not just on engineering prowess but on continued public support, volunteer enthusiasm, and cooperation with a wide range of stakeholders.



## How to Get Involved

The Grantham Canal Partnership welcomes volunteers of all backgrounds—whether one is interested in practical restoration, wildlife monitoring, heritage research, or community engagement. There are regular opportunities for hands-on work parties, educational events, and fundraising activities. By joining the effort, individuals help to ensure that this unique waterway remains a living legacy for future generations.

For more information on how to volunteer, donate, or learn more about the Partnership's work, interested parties are encouraged to visit the websites of the Grantham Canal Society and the Canal & River Trust, or to seek out local events along the waterway.

## Conclusion

The story of the Grantham Canal Partnership is one of determination, collaboration, and hope. In restoring a neglected waterway, the Partnership is not just conserving bricks and mortar, but reviving the lifeblood of a landscape, enriching community life, and keeping the flame of Britain's industrial and natural heritage alive for the years to come.





Preserving Heritage, Restoring Waterways, and Inspiring Communities



## The Restoration of The Grantham Canal: Benefits to Local Authorities, Local Business, Communities, and Wellbeing, Mental Health and Leisure.

### Exploring Economic, Social, and Health Impacts of Canal Restoration

#### Introduction

The restoration of The Grantham Canal which winds its way through the counties of Lincolnshire, Leicestershire and Nottinghamshire since the 18<sup>th</sup> century, as a major trading link from the River Trent to Grantham presents a unique opportunity for local and county councils, businesses, and communities. Beyond the obvious heritage and environmental value, the canal's revival offers tangible economic benefits and contributes to the wellbeing of residents by enhancing leisure opportunities and supporting mental health.

#### Economic Benefits for Local Authorities and Local Businesses

Active involvement and investment by local authorities are crucial for the successful restoration and ongoing support of the Grantham Canal. When councils commit resources and leadership to such projects, they help ensure that restoration efforts are well-coordinated, sustainable, and aligned with broader community goals. Local authority support can unlock additional funding streams, facilitate partnerships with businesses and community groups, and streamline regulatory approvals, all of which are essential for maintaining momentum and achieving long-term success.

Moreover, visible council engagement demonstrates a commitment to improving the local environment and enhancing residents' quality of life. This not only fosters public trust but also encourages wider community participation, making the canal's restoration a shared endeavour that delivers lasting benefits across economic, social, and wellbeing dimensions.

Additionally, councils may see increased business rates and taxes due to expanded commerce, as well as new job creation in hospitality, maintenance, and canal-related activities. The restoration project itself can provide short-term employment opportunities in construction and landscaping, further contributing to the local economy.

Restoring the Grantham Canal can generate significant revenue for both local district, borough and county councils. Increased tourism and visitor numbers lead to higher spending in the area, which in turn boosts local business incomes.

Collaboration with partners such as Local Authorities, Canal & River Trust, Grantham Canal Society, and the Inland Waterways Association is central to the Grantham Canal's restoration. These organisations contribute invaluable expertise, volunteer effort, and advocacy, carrying out essential restoration and maintenance activities along the waterway. Their continued success, however, relies on adequate financial support from local authorities, government, grant funders, and community backers, ensuring that restoration work remains sustainable and effective in the long term.

As a non-political organisation, we rely on the backing of our local Members of Parliament to advocate on our behalf. Their support is vital in lobbying National Highways and relevant government departments for significant infrastructure investment and Levelling Up funding. By working together with parliamentary representatives, we can help ensure that the Grantham Canal restoration secures the national attention and resources it deserves, unlocking transformational benefits for the region.

For parish councils with the Grantham Canal running through their parishes, the restoration represents a true jewel in their crown. Not only does it elevate the prestige of the area, but it also provides unique opportunities for local initiatives, heritage promotion, and tourism. Parish councils can leverage the canal's presence to foster closer community ties, encourage environmental stewardship, and develop bespoke events that celebrate local history and culture.

Cafés, pubs, shops, and accommodation providers stand to benefit from the influx of walkers, cyclists, boaters, and wildlife enthusiasts drawn to the canal's scenic routes.

## Community Benefits

The restoration fosters a sense of pride and ownership among local residents. Revitalised canal areas often become focal points for community events, educational programmes, and volunteering opportunities, strengthening social cohesion. Improved public spaces encourage families and individuals to spend time outdoors, supporting healthier lifestyles and greater community interaction and educational benefits for local Schools and Collages with historical and environmental field trips.

Furthermore, the enhanced environment around the canal can increase property values and make the area more attractive for new residents and businesses, contributing to long-term community growth and prosperity.

## Wellbeing, Mental Health, and Leisure

Access to green and blue spaces—such as restored canals—has been widely recognised for its positive impact on mental health. Regular exposure to nature helps reduce stress, anxiety, and depression, while encouraging physical activity and relaxation. The Grantham Canal's restoration will provide walking and cycling paths, boating opportunities, fishing spots, and tranquil areas for reflection, catering to a variety of leisure interests.

Leisure activities along the canal promote social interaction and physical wellbeing, particularly for those who may struggle to access other recreational facilities. Accessible, well-maintained outdoor spaces are especially beneficial for children, the elderly, and those with mobility challenges.

## Conclusion

The restoration of the Grantham Canal is a valuable investment for local and county councils, businesses, and the wider community. By improving economic prospects, strengthening community bonds, and enhancing wellbeing through leisure and mental health benefits, the canal's revival will leave a lasting positive legacy for generations to come.

Your support is vital for the Grantham Canal to secure its future for generations to come.

*Robert Leadenham*

Cllr Robert Leadenham (Acting Chairman Grantham Canal Partnership) M: 07398 012921





Tuesday, 13 January 2026.

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

## Section 19 Flooding Recommendations

### Report Author

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

✉ tom.amblin-lightowler@southkesteven.gov.uk

### Purpose of Report

To notify the Committee of South Kesteven District Council's role in relation to flooding and to provide information in relation to the outstanding Section 19 flooding reports.

### Recommendations

#### The Committee is recommended to:

1. Note the overall flood and water management responsibility for Lincolnshire and the role South Kesteven District Council has in relation to flooding within the district.
2. Note the contents of the Section 19 Reports relating to South Kesteven District Council.

### Decision Information

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

What are the relevant corporate priorities? Sustainable South Kesteven

Which wards are impacted? All Wards

## 1. Implications

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

### ***Finance and Procurement***

- 1.1 A specific flood reserve has been established of £110k in order to provide the necessary funding in the event that unforeseen expenditure has to be incurred following a flood event in the district. The Council's s151 Officer has a delegation to utilise this reserve should the need arise.

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

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

- 1.2 This report is for noting only. Lincolnshire County Council is the lead flood authority in the context of Flood and Water management.

*Completed by: James Welbourn, Democratic Services Manager*

## 2. Background to the Report

- 2.1 The Flood and Water Management Act 2010 assigns powers and duties to Lead Local Flood Authorities for the co-ordination and management of local flood risk. This includes flooding from minor watercourses, surface water and ground water.
- 2.2 The Local Lead Flood Authority for Lincolnshire is Lincolnshire County Council (LCC) who have a duty to collaborate with other agencies and private landowners around water and flood management.
- 2.3 The role of the Lead Flood Authority is to create and maintain a flood risk strategy, investigate flooding incidents and publish outcomes, coordinate the management of local flood risk and regulate ordinary watercourses outside of Internal Drainage Board areas. A link to LCC's flood risk management page can be found within the background papers to this report.
- 2.4 Following a major flooding event, it is the responsibility of the Lead Flood Authority to undertake an investigation and produce Section 19 reports. The reports seek to establish a background to the flooding event and identify causes and recommendations to reduce the chances of flooding in the future. The reports identify actions for the Lead Flood Authority and other responsible agencies.

2.5. It should be noted that Section 19 reports contain recommendations only and there is not a statutory obligation to comply with these.

### **Other Responsible Agencies**

2.6. Alongside the Lead Flood Authority, there are a variety of agencies that have a responsibility around water and flood management. These include:

- The Environment Agency (EA) are responsible for strategic overview, managing main rivers and the coast, and operating flood warning systems in England. The EA is responsible for developing a national flood and coastal erosion risk management strategy, allocating government funding, and delivering projects for main rivers and the sea.
- Internal Drainage Boards (ID) are responsible for managing flood risk and water levels in low-lying areas through the maintenance of drainage systems like non main rivers, channels, and pumping stations.
- South Kesteven District Council (SKDC) are responsible for maintaining and managing drainage related assets under its ownership, for example Grantham Canal.
- Anglian Water (AW) are responsible for managing flood risk from public sewers and adopted infrastructure, which includes maintaining and upgrading sewers and some surface water pipes.
- For riparian or private ownership the responsibility for maintaining and managing drainage related assets lies with the owner.

2.7. There is a Lincolnshire Flood Risk & Water Management Partnership that includes representation from a wide range of agencies/partners. Further details can be found in **Appendix One** including the terms of reference for the Partnership and its subgroups.

### **S19 Reports relating to South Kesteven Area**

2.8. There were approximately 92 Section 19 reports produced by LCC following flooding incidents in the South Kesteven area arising from Storms Henk and Babet and the flooding incidents in January 2025. These flooded locations include approximately 78 areas made up of villages, streets and individual properties. It is important to note that at some locations they unfortunately suffered multiple occurrences of flooding and therefore this has caused the number of Section 19 reports to be higher than the number of incidents.

- 2.9. All 92 of the Section 19 report recommendations can be found on LCC's website by filtering the area to SKDC. Most of the Section 19s within the district do not have any recommendations for SKDC and are for other flood management authorities to consider.
- 2.10. Of the 92 Section 19 reports, a number of locations have recommendations that are currently being actioned or have had SKDC involvement. There are 10 Section 19 reports which have outstanding recommendations for SKDC. Further details on these can be found in **Appendix Two**, the actions identified are either in progress or yet to be considered.
- 2.11. SKDC are responsible for several ditches and dykes on land within its ownership and accordingly are responsible for flooding caused by these. Maintenance of these assets has been contracted to an Internal Drainage Board who carry out works on an annual basis on behalf of SKDC.

### **Future Support and Developments**

- 2.12. Following a flooding incident SKDC can look to identify preventative measures and assist residents and local areas with the clean-up operation in the short-term. However, in a bid to support residents SKDC has previously acted beyond their level of responsibility. This has resulted in long term support being offered to assist localised areas which have significantly been impacted by flooding, which the Council is not resourced to do.
- 2.13. Residents are often unaware of which Council or agency has the responsibility in terms of flooding. SKDC should continue to act as a conduit and signpost residents to the appropriate agency.
- 2.14. There are several larger schemes of work being undertaken by partner agencies that will benefit locations within South Kesteven.
  - Project Ground Water – is the delivery and installation of telemetry to provide an alert to rising water levels across a geographical area. This reports through an app which flood action groups, communities and Risk Management Authorities will have access to helping to them inform if a flooding incident is likely.
  - LCC – are undertaking a variety of modelling and mapping to identify proposed solutions to reduce the impact of flooding in future.

### **3. Key Considerations**

- 3.1. SKDC's role is primarily the maintenance of assets under its remit. Whilst SKDC does receive regular contacts from residents about flooding, it is often not within SKDC's ability or remit to undertake, enforce or action the majority of the causes of flooding within the district. This is the responsibility of the lead flood authority.

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

- 4.1. No options have been considered as the report is for information only

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

- 5.1. This report sets out SKDC's role in relation to flooding incidents within the district and provides information on the outstanding actions resulting from Section 19 reports.

### **6. Background Papers**

- 6.1. [www.lincolnshire.gov.uk/flood-risk-management/flood-investigations](http://www.lincolnshire.gov.uk/flood-risk-management/flood-investigations)
- 6.2. [Project Groundwater – Lincolnshire County Council](http://Project Groundwater – Lincolnshire County Council)

### **7. Appendices**

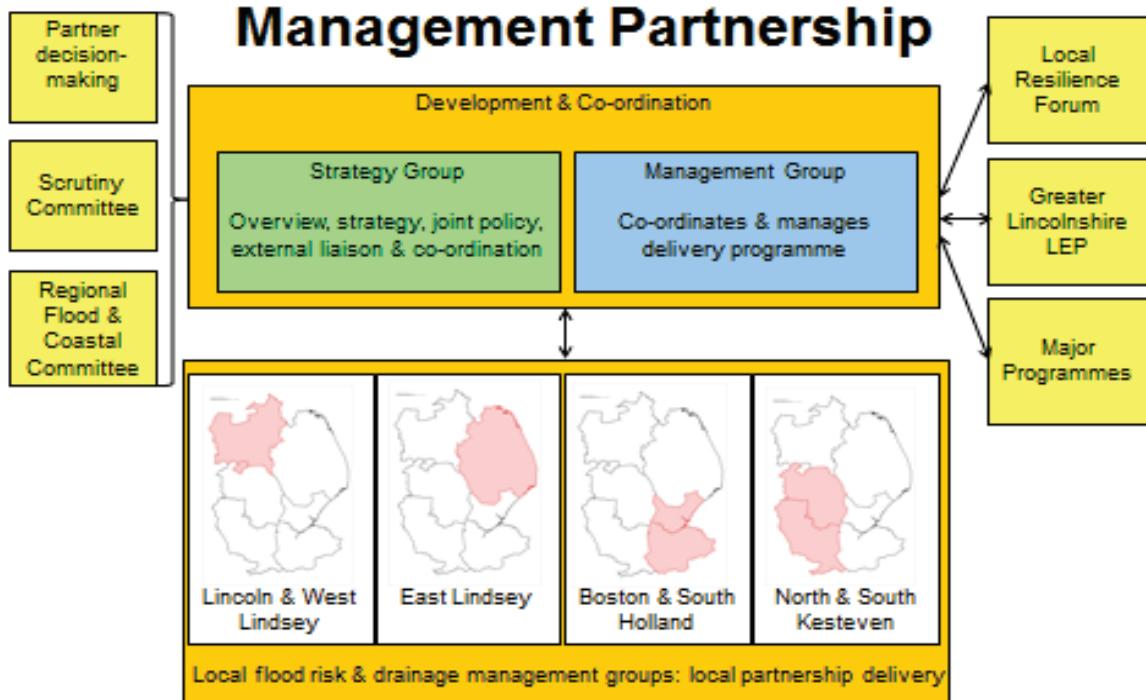
- 7.1. **Appendix One** – Terms of Reference for the Lincolnshire Flood Risk and Water Management Partnership.
- 7.2. **Appendix Two** – Outstanding Recommendations from Section 19 reports.

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## Lincolnshire Flood Risk and Water Management Partnership

### Governance and Functions

### Lincolnshire Flood Risk & Water Management Partnership



### PARTNER ORGANISATIONS

The Environment Agency Lincolnshire & Northamptonshire Area	North East Lindsey IDB
Lincolnshire County Council	Lindsey Marsh DB
West Lindsey District Council	Witham First District IDB
East Lindsey District Council	Upper Witham IDB
City of Lincoln Council	Witham Third IDB
North Kesteven District Council	Witham Fourth District IDB
South Kesteven District Council	Black Sluice IDB
Boston Borough Council	Welland and Deepings IDB
South Holland District Council	South Holland IDB
ADA (Lincolnshire and Welland Branches)	North Level IDB
Scunthorpe & Gainsborough WMB	King's Lynn IDB
Trent Valley IDB	Anglian Water
Ancholme IDB	Severn Trent Water
Anglian (Northern) RFCC	Lincolnshire Resilience Forum
Greater Lincolnshire LEP	Water Resource East

## PURPOSE OF THIS DOCUMENT

This document describes the key governance structures and functions of the Lincolnshire Flood Risk and Water Management Partnership. It accompanies the Joint Lincolnshire Flood Risk and Drainage Management Strategy, and describes the mechanisms that the Partnership will use to develop and co-ordinate the objectives and actions defined in the Strategy. This includes how individual partner organisations will engage with the partnership, and how decision-making, accountability and delivery will be ensured.

## OVERVIEW

This partnership provides co-ordinated management and delivery of flood risk and drainage functions of all relevant organisations across Lincolnshire. It also co-ordinates and manages the vital contribution that is made to promoting sustainable growth through the Greater Lincolnshire LEP, and the development of strategic solutions to water resource provision in the long term.

The partnership seeks to undertake its role in a way that is tailored to the geographical, social, economic and environmental characteristics of Lincolnshire, within the broader framework of national policy and regional growth and environmental opportunities.

Its purpose is to ensure that local communities, businesses and infrastructure are better protected from flood risk, that improved resilience towards flood risk is built into all aspects of planning and service provision in the future, and that effective management of these risks supports the county's aspirations for future growth.

The **Strategy Group** exists to provide strategic and policy direction to the partnership as a whole and to co-ordinate delivery of flood risk and water level management in relation to wider initiatives focusing on growth and water resource management. It acts to integrate the strategic direction of the Environment Agency's flood and coastal risk management overview role with that of all local risk management authorities, and to provide a key linkage between national, regional and local policy.

The Strategy Group oversees development of key strategic priorities, such as the Joint Lincolnshire Flood Risk and Water Management Strategy, and guides co-ordination with major strategies and plans developed by key stakeholders. This includes the GLLEP's Strategic Economic Plan and Water Management Plan, Water Companies WRMPs and AMPs and the main emergency preparedness plans covering the county.

For this reason the Strategy Group is chaired by the Environment Agency, to reflect the direct linkage into national policy on flood risk, and includes direct representation in behalf of the Greater Lincolnshire LEP, the Lincolnshire Resilience Forum and the Regional Flood and Coastal Committee.

The **Management Group** oversees an integrated programme of delivery across the county within the Common Works Programme. It is chaired by Lincolnshire County Council as the Lead Local Flood Authority and includes all risk management authorities operating within Lincolnshire. Its role is to co-ordinate and implement key countywide functions. It ensures effective alignment of risk management authorities' work on the ground, and including co-ordination between the capital six-year programme and delivery of the LLFA's local roles and responsibilities. empowering the **Local Flood Risk and Drainage Management Groups** to deliver flood risk management and drainage solutions at the local level.

The **Local Flood Risk and Drainage Management Groups** provide flood risk management and drainage solutions developed by the consensus of partner organisations and tailored to meet local circumstances. They are responsible for identifying local issues and developing solutions which go beyond the core responsibilities of individual risk management authorities. They play an important role in liaising with Local Planning Authorities and in delivering a co-ordinated approach to local flood risk and drainage management.

The work of risk management authorities within the partnership is overseen by the **Flood Risk and Water Management Scrutiny Committee**. The 2010 Act requires arrangements for public scrutiny of flood risk management undertaken by all flood risk management authorities, and this committee has been established to fulfil this role in the context of wide-ranging partnership approach implemented in Lincolnshire.

## STRATEGY GROUP

The Strategy Group takes a strategic overview of flood risk from all sources and drainage management across Lincolnshire. It manages co-ordination of these matters with wider economic growth and water resource management initiatives. It ensures effective integration of flood risk planning and response at a strategic level in the county, and is the central point of liaison between local, regional and national level policy developments. The group is chaired by the Environment Agency, and meets three times a year. One of these meetings is held as a broad based summit for all stakeholders to maintain co-ordination and co-operation across all aspects of water management within Lincolnshire.

### Key Roles

- Strategic influencing link between national, regional and local policy
- Co-ordination and management of all flood risk and related aspects of economic, water resource and other initiatives, plans and strategies
- Strategic guidance to the Management Group, GLLEP Water Management Board and South Lincolnshire Water Partnership
- Regular reviews of partnership roles and performance
- Promotion of co-ordinated approaches to flood and coastal risk management investment, planning and delivery across Lincolnshire, integrated with arrangements for emergency response
- Agreement of appropriate joint approaches to risk management strategies for all sources of flood risk and for their support for wider economic growth and water resource purposes (for example Shoreline Management Plans, Saltfleet to Gibraltar Point Strategy, Water Resources East, GLLEP Water Management Plan).
- Promote risk-based investment strategies and plans for flood risk and drainage management across Lincolnshire
- Maximise opportunities to influence partner strategies and resource allocation and to maximise external funding
- Liaison with national and regional groups such as the Coastal Groups, Defra FCERM Stakeholder Group, Association of Drainage Authorities
- Engage with and influence national consultations and policy developments on behalf of all risk management authorities across Lincolnshire

### Membership

- Environment Agency (Area Manager) (Chair)
- Lincolnshire County Council (Executive councillor and senior commissioning officer)
- District Councils (Three executive councillors and two senior officers on behalf of all seven)
- Internal Drainage Boards (Chairman; IDBs/ADA Officer – to be determined by ADA Lincolnshire & Welland Branch)
- Anglian Water (Catchment Manager)
- Lincolnshire Resilience Forum (Secretary)

- Chair of Partnership Management Group
- Regional Flood and Coastal Committee (Chair)
- Greater Lincolnshire LEP (Chair of Water Management Board)
- Water Resources East

### **Frequency**

Three times a year, hosting an annual flood risk and water management summit for all stakeholders

### **Secretariat**

Environment Agency

### **Key Links**

- Management Group
- Regional Flood and Coastal Committee
- Flood Risk and Water Management Scrutiny Committee
- Lincolnshire Resilience Forum
- Defra Flood Risk and Coastal Erosion Stakeholder Forum
- GLLEP Water Management Board
- ADA (national)

## MANAGEMENT GROUP

The Management Group is responsible for developing and implementing a co-ordinated joint programme of works and appropriate management mechanisms for flood risk and water level management across Lincolnshire, ensuring that the delivery responsibilities of each partner organisation are mutually supporting. While individual organisations retain their specific roles and responsibilities, the Management Group exists to support co-operative implementation and to promote joint approaches to delivery where necessary.

The Management Group is the primary focus for developing the operational plan to implement the Joint Lincolnshire Flood Risk and Water Strategy, ensuring that LLFA services are aligned with those of partners and managing the Common Works Programme as the annually revised action plan for the Strategy.

Liaison with the Environment Agency is a key role, to ensure seamless meshing of regional with local priorities, and to implement a consistent approach to local prioritisation. This will drive the annual submission for Local Levy funding from the RFCC.

As well as ensuring that countywide strategic resources are in place, the group will co-ordinate consistent working practices across the county where this is appropriate. It will also resolve specific operational issues as they arise, including resolving uncertainties over individual partners' flood risk and drainage management roles and responsibilities, strategic issues in respect of a particular development, or local issues as and when referred by a local delivery group.

The management group will be chaired by Lincolnshire County Council. It will meet at least every three months, times to complement meetings of the Strategy Group and will consist of senior operational officers from each of the organisations that deliver flood risk and drainage services within Lincolnshire.

### Key Roles

- Develop and implement local flood risk management strategies and plans, ensuring appropriate monitoring and reporting arrangements to Strategy Group, Scrutiny Committee and the RFCC
- Oversee the delivery of partners' flood risk management and drainage work and actively pursue funding opportunities
- Support implementation of action plans for (eg), SMPs, PACM, options arising from the Saltfleet to Gibraltar Point Strategy and relevant elements of the GLLEP Water Management Plan and options emerging from the development of appropriate proposals through Water Resources East.
- Prioritise available funding and resource for partnership initiatives and co-ordinate bids for additional funding, supporting the Lead Local Flood Authority to deploy resources where needed
- Ensure data sharing and communications mechanisms meet the needs of partner organisations and local communities

- Provide a focal point for liaison with the delivery arms of all relevant partner organisations within Lincolnshire, including the County Council and District Councils (particularly highways, planning and development management services), Environment Agency, Internal Drainage Boards, water and sewerage companies, developers, statutory undertakers, emergency services, riparian landowners and developers, in order to facilitate enhanced joint working between partners
- Guide the development of joint strategies for promoting public awareness and confidence in flood, coastal and drainage risk management arrangements, ensuring effective linkage with communications designed for emergency situations
- Provide reports to Local Authority scrutiny committee and manage and co-ordinate flow of requests for information for scrutiny and other purposes
- Ensure that elected Members are fully briefed on all aspects of flood, coastal and drainage risk management affecting Lincolnshire
- Resolve problems referred by Local Flood Risk and Drainage Groups with regards to SUDS and other drainage solutions work with local planning authorities and development control to establish common objectives and outcomes
- Support the Lincolnshire Resilience Forum, ensuring lessons learned from emergency incidents inform approach to long-term flood and drainage management, particularly with regard to resilience and planning
- Co-ordinate and support development of commissioning arrangements that may be established between partners
- Provide an arbitration role on responsibility for assets and for roles and responsibilities arising from new arrangements
- Support preparation of joint flood risk management asset register and associated asset management plans
- Exchange and develop local policy ideas with Strategy Group

## **Membership**

- Environment Agency (Flood and Coastal Risk Manager)
- Lead Local Flood Authority (Chief Operating Officer / Senior Commissioning Officer) (Chair)
- District Councils (Senior officer as determined by each district)
- Internal Drainage Boards (Chief Executives or senior engineers as determined by IDBs)
- Anglian Water (Catchment Manager)
- Lincolnshire Resilience Forum (Officer as determined by the LRF)
- Chairs of Local Delivery Groups (one representing all four)

## **Frequency**

Every three months timed to co-ordinate with Strategy Group

## **Secretariat**

Lincolnshire County Council

## **Key Links**

- Strategy Group
- Local Delivery Groups
- Local Authority Scrutiny
- Lincolnshire Resilience Forum
- South Lincolnshire Water Partnership

## LOCAL FLOOD RISK AND DRAINAGE MANAGEMENT GROUPS

Local Flood Risk and Drainage Management Groups maximise opportunities to co-ordinate partner resources with the objective of providing an integrated approach to managing flood risk for local communities, including the delivery of local projects and solutions to flood and surface water risk and drainage management.

They take a proactive approach towards identifying and solving local flood risk issues. They work to develop and maintain effective working partnerships with all relevant partner agencies delivering flood risk and drainage services at the local level.

The Local Flood Risk and Drainage Management Groups are based on LCC Local Highway Area boundaries. They continue to build on the previous local drainage groups, with enhanced support provided through the framework, including a coherent strategic and policy environment and a greater capacity to co-ordinate opportunities for funding and provision of resources.

Local Flood Risk and Drainage Management Groups will meet as often as necessary to conduct their business, but should be at least 4 times a year, and will consist of service managers from all relevant partner agencies with responsibility for delivery within the local area. They will be chaired by the Lead Local Flood Authority. Each Group will make arrangements for secretarial support.

### Tasks

- Deliver work programmes/action plans as directed by the Management Group
- Integrate and share partners' knowledge concerning local flood risk and drainage issues, including those relating to proposed developments
- Improve co-ordination at local delivery level between a range of partners, including use of enforcement and consenting powers on ordinary watercourses
- Improve effectiveness of use of partners' resources
- Maintain the joint flood risk management asset register and associated asset management plans
- Monitor minor works for reporting on an exception basis to the Operational Management Group
- Identify joint flood risk management schemes for assessment as part of the Common Works Programme Prioritisation Process
- Inform development plans, infrastructure planning, asset operation and maintenance
- To identify and deliver bespoke solutions to flooding problems experienced by local communities on a day-to-day basis.
- Where solutions cannot be found quickly at local level, to refer such situations to the Operations Management Group for resolution

- Receive the Lead Local Flood Authority reports and recommendations arising from the Section 19 flood investigation process
- To implement learning from emergency situations to ensure that resilience and mitigation measures as locally appropriate are adopted by private, public and commercial landowners
- Manage communications flow with local communities on a day-to-day basis, including cascading necessary information to Operations Management Group

### **Membership**

Membership will vary depending on local circumstances. As the local groups are established they will determine the best attendance and liaison arrangements to ensure effective co-ordination of service delivery. Suggested membership common to all four local groups is set out below.

- Environment Agency (As determined by Flood and Coastal Risk Manager)
- Highways & Lead Local Flood Authority (Local Highways Manager)
- District Council(s) (Head of Service or Service Manager)
- Anglian Water (Senior Asset Planner)
- Severn Trent Water Area Catchment Manager
- Internal Drainage Board(s) (As required to ensure effective functioning of group)
- Lincolnshire Resilience Forum (Emergency Planning Officer)
- LCC Development Management Officer

### **Frequency**

As often as required to conduct the business of the group but should be at least 4 times a year.

### **Secretariat**

To be decided by Groups

### **Key Links**

Operations Management Group  
Lincolnshire Resilience Forum

## Organisational Membership of Local Flood Risk and Drainage Management Groups

<b>West Lindsey &amp; Lincoln</b>	<b>East Lindsey</b>
Environment Agency	Environment Agency
Lincolnshire County Council	Lincolnshire County Council
West Lindsey District Council	East Lindsey District Council
City of Lincoln Council	Lindsey Marsh IDB
Joint Central Lincolnshire Planning Authority	Witham Third IDB
North-East Lindsey IDB	Witham Fourth IDB
Ancholme IDB	Anglian Water
Scunthorpe & Gainsborough WMB	Lincolnshire Resilience Forum
Witham First IDB	
Upper Witham IDB	
Witham Third IDB	
Trent Valley IDB	
Anglian Water	
Severn Trent Water	
Lincolnshire Resilience Forum	
<b>North &amp; South Kesteven</b>	<b>Boston &amp; South Holland</b>
Environment Agency	Environment Agency
Lincolnshire County Council	Lincolnshire County Council
North Kesteven District Council	Boston Borough Council
South Kesteven District Council	South Holland District Council
Upper Witham IDB	Witham Fourth IDB
Black Sluice IDB	Black Sluice IDB
Welland and Deepings IDB	Welland and Deepings IDB
Anglian Water	South Holland IDB
Severn Trent Water	North Level IDB
Lincolnshire Resilience Forum	Kings Lynn IDB
Joint Central Lincolnshire Planning Authority	Anglian Water
	Lincolnshire Resilience Forum

## SCRUTINY

Under the Flood and Water Management Act, Lead Local Flood Authorities are required to ensure that robust local authority elected member scrutiny is put in place. This is reinforced by specific provisions that require flood risk management authorities to provide information or reports to the Scrutiny Committee, and to have regard to recommendations made by the Committee.

The County and District Councils established the Flood risk and Drainage Management Scrutiny Committee in November 2010, which was reconstituted as the Flood Risk and Water Management Scrutiny Committee in May 2017. This Committee consists of voting members from Lincolnshire County Council and the seven district councils within the administrative boundary of the county. All risk management authorities have observer status. The Committee oversees strategy and delivery across the full range of activities undertaken by the partnership.

## LOCAL RESILIENCE FORUM

The Lincolnshire Resilience Forum has played an active role in developing innovative and forward-looking arrangements for managing preparation, response and recovery in relation to flooding emergencies. Effective partnership working is in place to ensure that the emergency Local Flood Plan dovetails with the ongoing operational responsibilities of all partners in Lincolnshire.

As a result, there are very strong links between the day to day management of flood risk and drainage and preparedness for flooding emergencies. In many ways they can be seen as two sides of the same coin, depending upon the same datasets and risk information.

The Resilience Forum is represented within the partnership framework on the Strategy Board and the Operational Management Group, and plays a significant role in the local drainage groups, not least through supporting the provision and development of shared data on local incidents of flooding.

## REGIONAL FLOOD AND COASTAL COMMITTEE

The Regional Flood and Coastal Committee (Anglian (Northern)) is the regional body charged with governance of national funding provided to the Environment Agency, Lead Local Flood Authorities and IDBs. It sets annually the amount of statutory Local Levy funding provided by County and Unitary Authorities for flood risk management across Lincolnshire and Northamptonshire (principally) and also annually sets the precept to be charged to IDBs for managing drainage flows into main rivers.

The Chair of the RFCC is appointed by Defra, while each County and Unitary authority has member representation on the Committee in proportion to the area of land covered by the RFCC. Lincolnshire County Council has three

seats on the Committee, and shares a fourth with North Lincolnshire Council which rotates annually.

Because RFCC boundaries are determined by main river catchments, Gainsborough and a section of the county along the east bank of the River Trent is covered by the Trent RFCC.

## **DATA MANAGEMENT AND COMMUNICATIONS**

Data management and sharing is fundamental to effective operation of the partnership framework, ranging from digital resources available to all partners to enable proactive planning and effective intervention, to more immediate communications and warnings required in the event of flood events..

Communications provisions for emergency warning and response purposes are quite different from those required for normal conditions. Extensive research and testing since 2010 has led to the establishment of warning and information services to provide for the specific geography and demography of the east coast, as well as for individual communities inland.

## ROLES AND RESPONSIBILITIES OF FLOOD RISK MANAGEMENT AUTHORITIES WITHIN THE PARTNERSHIP

The table below summarises the roles and responsibilities incumbent on Flood Risk Management Authorities, in terms of specific tasks and related to the most relevant partnership groupings.

Strategy Group	Role/Responsibility	Organisation
	Prepare National Flood and Coastal Erosion Risk Management Strategy	Environment Agency
	Provide guidance to other flood risk management authorities	Environment Agency
	Duty to act consistently with National Flood and Coastal Erosion Risk Management Strategy	LLFA District Councils IDBs Water Companies
	Prepare local flood risk management plans (eg SMPs, CFMPs) for coasts & main rivers	Environment Agency
	Contribute to local flood risk management plans and strategies – e.g. SMPs, CFMPs, Coastal Study	All flood risk management authorities
	Prepare national preliminary flood risk assessment & flood risk maps	Environment Agency
	Duty to co-operate with other risk management authorities	All risk management authorities
	Strategic leadership for all surface water issues in Lincolnshire	LLFA
	Duty to have regard to Local Flood Risk Management Plan	Environment Agency Water Companies
	Duty to act consistently with Local Flood Risk Management Plan	District Councils IDBs
	Establish and maintain local authority scrutiny function	LLFA
	Provide information to local authority scrutiny and have regard to recommendations	All flood risk management authorities
	Flood warning	Environment Agency
	Local Authority Scrutiny	LLFA District Councils
	Liaison with Regional Flood and Coastal Committee	All flood risk management authorities
	Liaison with Lincolnshire Resilience Forum (strategic)	All flood risk management authorities

<b>Management Group</b>	
Duty to act consistently with National Flood and Coastal Erosion Risk Management Strategy	EA LLFA District Councils IDBs Water Companies
Prepare local flood risk management plans (eg SMPs, CFMPs) for coasts & main rivers	Environment Agency
Contribute to local flood risk management plans and strategies – e.g. SMPs, CFMPs, Coastal Study	All flood risk management authorities
Prepare local flood risk management strategies (eg Lincshore Strategy, Witham Strategy)	Environment Agency
Prepare national preliminary flood risk assessment & flood risk maps	Environment Agency
Duty to co-operate with other risk management authorities	All risk management authorities
Strategic leadership for all surface water issues in Lincolnshire	LLFA
Prepare Local Flood Risk Management Plan	LLFA
Provide guidance on working with local flood risk management plan	LLFA
Contribute to developing Local Flood Management Strategy	Environment Agency District Councils IDBs Water Companies
Duty to have regard to Local Flood Risk Management Plan	Environment Agency Water Companies
Duty to act consistently with Local Flood Risk Management Plan	District Councils IDBs
Preliminary flood risk assessment & flood maps	LLFA
Power to request information from risk management authorities	Environment Agency LLFA
Compile & maintain flood risk management asset register	LLFA
Provision of asset management data	All flood risk management authorities
Developing Surface Water Management Plans	LLFA District Councils IDBs Water Companies
Strategic spatial planning – statutory consultation on flood risk and drainage aspects of planning applications	LLFA District Councils
Establish and maintain local authority scrutiny function	LLFA
Provide information to local authority scrutiny and have regard to recommendations	All flood risk management authorities
Flood warning	Environment Agency
Liaison with Regional Flood and Coastal	All flood risk management authorities

Committee	
Liaison with Lincolnshire Resilience Forum (strategic)	All flood risk management authorities
Capital Improvement Work National Grant in Aid (G.I.A.)	Environment Agency
Capital Work –Local Levy incl General Drainage Charge	Environment Agency
Administer Grants for IDBs and Las e.g. GIA Capital , Property Resilience grant, SWMP grant	Environment Agency
Duty to act in accordance with principles of sustainable development (incl. biodiversity & environmental protection duties)	All flood risk management authorities
Delegate works and maintenance to other flood risk management authorities, incl. commissioning, contract management &c	Environment Agency LLFA District Councils IDBs
Respond to Regional Spatial Strategy flood risk policies	LLFA District Councils
Advising on and determining planning applications in flood risk areas	District Councils LLFA
Advice and guidance to planning authorities	Environment Agency IDBs LLFA
Data management & development of core resources for flood risk management & emergency response	All flood risk management authorities & LRF

<b>Local Flood Risk and Drainage Management Groups</b>	
Duty to act consistently with National Flood and Coastal Erosion Risk Management Strategy	LLFA District Councils IDBs Water Companies
Contribute to local flood risk management plans and strategies – e.g. SMPs, CFMPs, Coastal Study	All flood risk management authorities
Duty to co-operate with other risk management authorities	All risk management authorities
Strategic leadership for all surface water issues in Lincolnshire	LLFA
Contribute to developing Local Flood Management Strategy	Environment Agency District Councils IDBs Water Companies
Duty to have regard to Local Flood Risk Management Plan	Environment Agency Water Companies
Duty to act consistently with Local Flood Risk Management Plan	District Councils IDBs
Provision of asset management data	All flood risk management authorities
Developing Surface Water Management Plans	LLFA District Councils IDBs Water Companies
Provide information to local authority scrutiny and have regard to recommendations	All flood risk management authorities
Flood warning	Environment Agency
Raise flood risk awareness – coastal and rivers	Environment Agency
Raise flood risk awareness – surface water	All flood risk management authorities
Raise flood risk awareness – coastal and rivers	Environment Agency
Implement local flood risk management plans (eg SMPs, CFMPs) for coasts & main rivers	Environment Agency
River and Coastal Maintenance	Environment Agency
Asset & infrastructure surveys, inspections & maintenance – maintain databases	All flood risk authorities
Inspect & maintain EA reservoirs	Environment Agency
Enforcement on third party reservoirs	Environment Agency
Investigate incidents of flooding and assign responsibility where necessary	LLFA
Enforcement, consent and works on coast and main rivers	Environment Agency
Enforcement and consenting on ordinary watercourses	LLFA IDBs
Works powers on ordinary watercourses	District Councils IDBs

Undertake flood risk management schemes & maintain existing flood risk management measures	All flood risk management authorities
Enforcement on riparian owners	LLFA District Councils IDBs
Designation of features as flood risk management assets, with enforcement powers, incl. third party assets	Environment Agency LLFA IDBs District Councils
Land drainage & irrigation	IDBs
Water level management	IDBs
Manage areas of special flood risk	IDBs
Flood risk management works outside IDB areas	LLFA
Own and maintain public sewers	Water Companies
Emergency Call out and responses, sandbags and materials – first response work.	All flood risk management authorities
Data management & development of core resources for flood risk management & emergency response	All flood risk management authorities & LRF
SUDS advice and planning enforcement	LLFA / Local Planning Authority
Technical consultancy; site investigation/surveys [S38 & S278 design checks, technical and expert advice to others including pre planning app. meetings, resourcing/directing drainage investigations, feasibility reports, drainage design including major projects, hydraulic analysis & modelling, maintaining/revising design guides, training	LLFA
Advice to public	LLFA District Councils IDBs

Appendix 2- Section 19- Actions Outstanding – South Kesteven District Council (SKDC)

Section 19 Reference	Location	Recommendations	Update
S19-337	Grantham – Hazelwood Drive	<p>Task 4 – Anglian Water (AW) and owner of the pond to consider undertaking checks on capacity of pond and how levels in the pond affect the connecting AW surface water system on Hazelwood Drive and ensure the drainage system can perform to its design standard.</p> <p>Parties would need to define design capacity of the system and ensure a management plan is in place to sustain this in the future.</p> <p>Lincolnshire County Council (LCC) as Lead Local Flood Authority (LLFA) to collaborate with these parties to help with this action.</p>	No direct action from SKDC
S19-803	High Dyke, Ancaster	<p>Task 3 - LCC as LLFA, in collaboration with SKDC should consider working with relevant landowners to determine the ownership of the drainage ditch and encourage riparian landowner responsibility for managing flood risk on their land.</p>	Riparian land ownership status is being explored
S19-852	Ancaster	<p>Task 2 – Following works undertaken to the watercourse by the Witham First District Internal Drainage Board and the riparian owner, LCC and SKDC should consider exploring what, if any, options exist to further reduce the risk of flooding to properties in Ancaster.</p>	

Appendix 2- Section 19- Actions Outstanding – South Kesteven District Council (SKDC)

Section 19 Reference	Location	Recommendations	Update
S19-862	Aslackby	Task 2 – SKDC should continue to regularly inspect the condition of the Aslackby ordinary watercourse, maintaining the channel and removing potential blockages as required.	Completed – on annual works program
S19-899 / S19 865	Pointon	<p>Task 1 - SKDC should consider reestablishing the full extent of their maintenance programme on the ordinary watercourse north of West Road. This should extend to include the diversion channel previously constructed which flows under High Street to the north of the affected properties.</p> <p>Following completion of any required maintenance, LCC as the LLFA, in collaboration with SKDC, should consider undertaking a level survey on watercourses within Pointon to better understand the impact any culverts may be having on the natural flow of water alongside identifying those areas whereby out of channel flows are more likely to occur.</p> <p>Subject to the outcome of this level survey, the relevant parties concerned should consider exploring what, if any, feasible and proportionate opportunities exist to either minimise the risk of out of channel flows or ensure the natural onward flow of water through Pointon.</p>	<p>Ongoing – 90% completed.</p> <p>Watercourse full reinstated. Relief dyke most completed awaiting signed easement to enable final works to be completed.</p>

Appendix 2- Section 19- Actions Outstanding – South Kesteven District Council (SKDC)

<b>Section 19 Reference</b>	<b>Location</b>	<b>Recommendations</b>	<b>Update</b>
S19-870	Tallington	Task 1 - It is recommended that AW, LCC, and SKDC consider supporting a partnership funded project to repair / refurbish the surface water sewer that runs along Main Road to Searsions Close and/ or to explore what other opportunities may exist to reduce the risk of surface water flooding in Tallington.	<p>Ongoing</p> <p>A working group was established including LCC AW and SKDC.</p> <p>A review of the drainage systems around and within Billingborough has identified mixed systems with different agencies responsible for assets. AW have reviewed the foul system and identified 2 sections that need repair works. LCC has identified mixed highways surface drains and riparian enforcement needs. SKDC is assisting with identified riparian assets and the possible reconnection of highway to land drainage.</p>

Appendix 2- Section 19- Actions Outstanding – South Kesteven District Council (SKDC)

<b>Section 19 Reference</b>	<b>Location</b>	<b>Recommendations</b>	<b>Update</b>
S19-923	Stamford	Task 4 – SKDC should consider further investigating what measures could be taken to intercept surface water flows from surrounding council housing before it ponds around the flooded property on York Road. Options could include installing intervening drainage on the access path which serves the property.	Discussions are ongoing with other relevant authorities
S19-984	Grantham – Belton Lane	<p>Task 2 - The residents of Belton Lane, with support from SKDC and / or the Lincolnshire Local Resilience Forum (LLRF), should consider producing a flood action plan to ensure that they are suitably prepared should flooding occur again in the future.</p> <p>Task 3 – Consideration should be given by the Environment Agency in collaboration with partner risk management authorities to explore opportunities to reduce the future risk of flooding from the River Witham. Options include the lowering of ground levels along the pathway at the northern banks of the River Witham to create additional storage capacity at Queen Elizabeth Park</p>	<p>Support has been offered to the affected residents. Grantham Town Council are creating a Community Resilience Plan which will include this area, the potential for flooding and mitigating actions.</p> <p>The Environment Agency are exploring opportunities to remodel this area. Once this work is completed conversations are to take place between the EA and SKDC.</p>

Appendix 2- Section 19- Actions Outstanding – South Kesteven District Council (SKDC)

S19-994	Grantham – Tennyson Avenue	Task 3 – SKDC should continue to engage with riparian owners of the ordinary watercourse to the rear of the affected properties on Tennyson Avenue to ensure that the watercourse is maintained and able to intercept flows originating from the adjacent agricultural land.	Ongoing – SKDC's section cleared and riparian owner contacted for works
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SOUTH  
KESTEVEN  
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COUNCIL

## Environment Overview and Scrutiny Committee

Tuesday, 13 January 2026

Report of Councillor Phil Dilks, Cabinet  
Member for Planning

### Air Quality Annual Update

#### Report Author

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

 tom.amblin-lightowler@southkesteven.gov.uk

#### Purpose of Report

To provide the Annual Air Quality Status Report (ASR 2025) and to provide an update on the proposals for Management Area (order No.6) (AQMA).

#### Recommendations

**The Committee is recommended to:**

1. Note the content of Annual Air Quality Report (ASR 2025).
2. Note the update on the status of the Air Quality Management Area (AQMA)

#### Decision Information

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

What are the relevant corporate priorities? Sustainable South Kesteven

Which wards are impacted? All Wards

## 1. Implications

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

### ***Finance and Procurement***

- 1.1 There are no financial implications associated with this report.

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

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

- 1.2 This is an information report for members, there are no further governance implications other than those contained within the report below.

*Completed by: James Welbourn, Democratic Services Manager*

### ***Climate Change***

- 1.3 South Kesteven District Council previously declared an Air Quality Management Area which primarily relates to the exceedance of Nitrogen Dioxide (NO<sub>2</sub>), one of the numerous greenhouse gases contributing to the acceleration of climate change. The principal source of NO<sub>2</sub> derives from high-temperature combustion processes such as road transport and associated traffic emissions. Actions included within the Air Quality Action Plan seek to limit the need to travel and to reduce the overall level of vehicle traffic in Grantham. This will have the simultaneous impact of reducing carbon emissions while improving public health.

*Completed by: Serena Brown, Sustainability and Climate Change Manager*

## 2. Background to the Report

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

2.2 Local air quality in South Kesteven is managed via an extensive diffusion tube monitoring network comprising fifty-eight passive NO<sub>2</sub> diffusion tubes at thirty five separate locations (some have triplicate/duplicate tubes at one location). The diffusion tube network is used to monitor NO<sub>2</sub> concentrations across the District, identify potential new areas of concern and monitor at known hotspot areas. Tubes are located in Stamford and Grantham, in addition to a three months of tubes being located in Bourne. These tubes are used to monitor the annual mean objective of 40µg/m<sup>3</sup> of NO<sub>2</sub>.

### **Grantham- Air Quality Management Area (AQMA)**

2.3 South Kesteven District Council declared an AQMA in 2013 encompassing the main roads in the town centre of Grantham (see Appendix 1). The main pollutant of concern is Nitrogen Dioxide (NO<sub>2</sub>), which is largely attributable to road transport emissions, with cars being the dominant source within the AQMA.

2.4 The Air Quality Strategy Objectives for England pertinent to the current AQMA designation are as follows:

- NO<sub>2</sub> annual mean objective of 40µg/m<sup>3</sup>
- NO<sub>2</sub> 1 hour mean objective of 200µg/m<sup>3</sup>

2.5 When an AQMA is in place, an Air Quality Action Plan (AQAP) is required to be produced every five years. The last AQAP (for the AQMA in Grantham) was approved in 2025 and is included in Appendix 2.

2.6 Implementation of the actions contained within the existing AQAP are monitored as part of an Annual Air Quality Status Report (ASR) (Appendix 3) which the Council is required to produce.

### **Annual Status Report (ASR 2024) for the District**

2.7 The 2025 ASR a contains monitoring data from 2024 and trends relating to data captured (Appendix 3)

2.8 The 2025 ASR has identified that during 2024 there were no exceedances of the 1 hour mean objective when using annual mean as a proxy for hourly mean. This is a positive and supports the overall improvement in air quality.

2.9 The ASR reports that there is compliance with the annual mean objective for nitrogen dioxide NO<sub>2</sub> at all fifty eight passive monitoring tubes across the thirty-five monitoring locations. This is a continuing trend since 2019.

2.10 The highest reported concentration of NO<sub>2</sub> was at diffusion tube monitoring location SK33,34 which is located on A607 Manthorpe Road, Grantham. It has

shown an overall decline in concentrations between 2022- 2024 at this site in comparison to the previous years data.

- 2.11 Within the 2025 ASR, Figure A.1 to Figure A.4 presents graphs showing the annual mean NO<sub>2</sub> concentrations between 2019 and 2024. The graphs demonstrate a general trend of reduction of NO<sub>2</sub> over this five year period. The significant decreases in 2020 are likely to be attributed to changes in behaviour due to Covid-19 restrictions impacting on travel.
- 2.12 Within the ‘conclusions and priorities’ section of the 2025 ASR report it recommends that the Council continue to use the passive monitoring network to monitor air quality levels, and to ensure that compliance is maintained throughout the District. The report recommends (to comply with the AQS objectives): -
  - Continue passive monitoring within the AQMA to ensure the NO<sub>2</sub> concentration remains below 40 µg/m<sup>3</sup>
  - Continue to consider amending AQMA No.6 to remove the pollution declaration of 1- hour NO<sub>2</sub> mean exceedances and potential revocation of the AQMA’.
- 2.13 The LAQM Policy Technical Guidance 22 identifies that Authorities that wish to reduce or revoke an AQMA must demonstrate that air quality objectives are being met and have confidence that the improvements will be sustained. It advises that long term, rather than short term, compliance should be considered.
- 2.14 Given that monitoring site SK33,34 has recorded some months concentrations within 10% of exceedance and despite demonstrating a decline in levels from the previous years it is still uncertain as to whether the trend will continue in the future due to the delay in the completion of the Southern Relief Road. It is not recommended that the AQMA be revoked in its entirety at present, but consideration should be given to revoking the NO<sub>2</sub> 1-Hour objective.
- 2.15 In summary the 2025 ASR demonstrates an overall continual improvement in the levels of NO<sub>2</sub> across the district which is a positive, but it is recommended that it is still premature to consider revocation of the AQMA in its entirety.

The 2025 ASR was submitted to the Department for Environment, Food and Rural Affairs (DEFRA) in line with our statutory obligations. The ASR was subsequential reviewed and accepted with the positive feedback received included in Appendix 4.

- 2.16 An additional three diffusion tubes were installed in Bourne in locations along North/South Road during the months of September, October and November. The results from this demonstrated that levels of NO<sub>2</sub> are below the national air quality

objectives. No further monitoring is currently proposed to take place at this time as part of the wider monitoring program based upon the recent results.

### **3. Key Considerations**

- 3.1 Overall, the general trend shows that concentrations of NO<sub>2</sub> are decreasing, with all sites being below both the hourly and annual objective levels. However, monitoring location SK33, 34 is still monitoring occasions within 10% of exceedance of the annual objective.
- 3.2 There are no recorded exceedances of the hourly mean objective for nitrogen dioxide, when using annual mean as a proxy for hourly mean. Exceedances of this objective have not been observed for over 8 years, therefore an amendment for this particular objective within the AQMA may be appropriate.
- 3.3 If the Council was to amend the AQMA Order No. 6 to remove the pollution declaration of the 1-hour NO<sub>2</sub> mean, the annual mean requirement would remain, and the diffusion tube monitoring network would continue to be monitored.
- 3.4 The NO<sub>2</sub> monitoring data for 2025 will be reported in the ASR for 2026 next year.

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

- 4.1 None – the report is for information purposes and is the annual update on air quality within the district and compliance with statutory obligations.

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

- 5.1 To provide an overview of the current NO<sub>2</sub> levels within the district against the national air quality objectives.

### **6. Background Papers**

- 6.1 The Local Air Quality Management – P22 Guidance:  
[LAQM-TG22-August-22-v1.0.pdf](https://www.gov.scot/Topics/Environment/Air-Quality/Local-Air-Quality-Management/P22-Guidance)

### **7. Appendices**

Appendix One - Air Quality Management Area Order

Appendix Two - Air Quality Action Plan

Appendix Three - 2025 Annual Status Report

Appendix Four - Annual Status Report Appraisal Report

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## Air Quality Management Area Order 2013

### Environment Act 1995 Part IV Section 83(1)

#### South Kesteven District Council No 6 Grantham, Lincolnshire

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

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

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

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

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

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

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

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

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

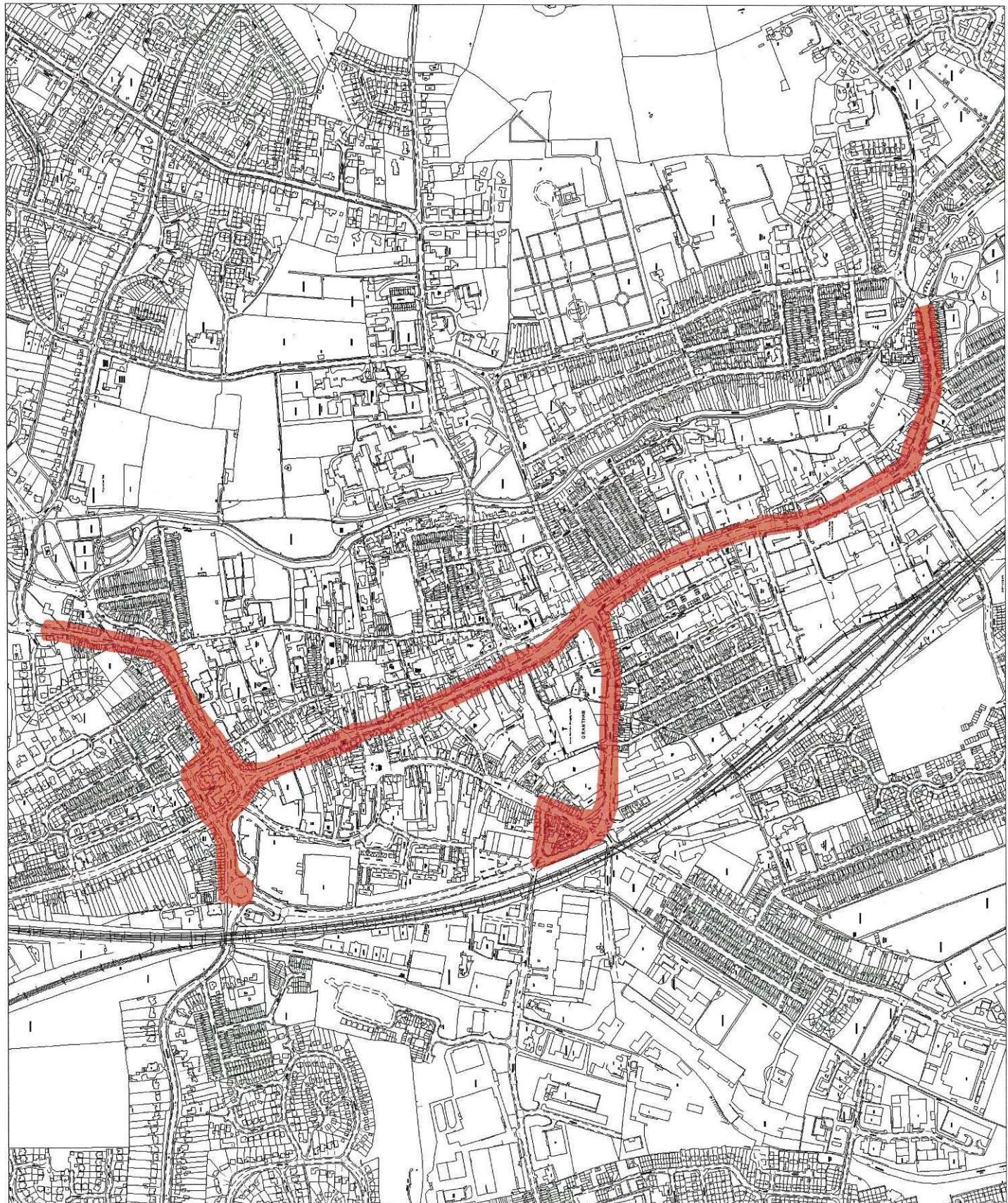
Authorised Officer:



## APPENDIX ONE

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

South Kesteven DC Licence Number 100018662



**South Kesteven District Council**



**SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL**

# **South Kesteven District Council**

## **Air Quality Action Plan**

**In fulfilment of Part IV of the Environment Act 1995**

**Local Air Quality Management**

**October 2024**

**South Kesteven District Council**

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

**South Kesteven District Council**

## Executive Summary

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

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

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

The annual health cost to society of the impacts of particulate matter alone in the UK is estimated to be around £16 billion<sup>3</sup>. South Kesteven District Council is committed to reducing the exposure of people in South Kesteven to poor air quality to improve health.

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

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

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<sup>1</sup> Environmental equity, air quality, socioeconomic status, and respiratory health, 2010

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

<sup>3</sup> Defra. Abatement cost guidance for valuing changes in air quality, May 2013

## South Kesteven District Council

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

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

## Responsibilities and Commitment

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

The Climate Change and Sustainability Manager

The final AQAP will be approved by:

Councillor Rhea Rayside – Cabinet Member for People and Communities.

Graham Watts - Assistant Director (Governance and Public Protection)

Ayeisha Kirkham – Head of Service – Public Protection

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

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

**South Kesteven District Council**

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

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

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

South Kesteven District Council

Council Offices

The Picture House,

St Catherine's Road,

Grantham NG31 6TT

01476 406080

[ehs@southkesteven.gov.uk](mailto:ehs@southkesteven.gov.uk)

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**South Kesteven District Council**

## 1 Introduction

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

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

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

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

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

Monitoring has revealed that the annual mean air quality objectives for NO<sub>2</sub> for the previous 3 years have been close to the National Air Quality objective of 40 µg/m<sup>3</sup> but have not exceeded this threshold at any of the monitoring locations in Grantham town centre, some of which are within an Air Quality Management Area (AQMA).

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

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

## **South Kesteven District Council**

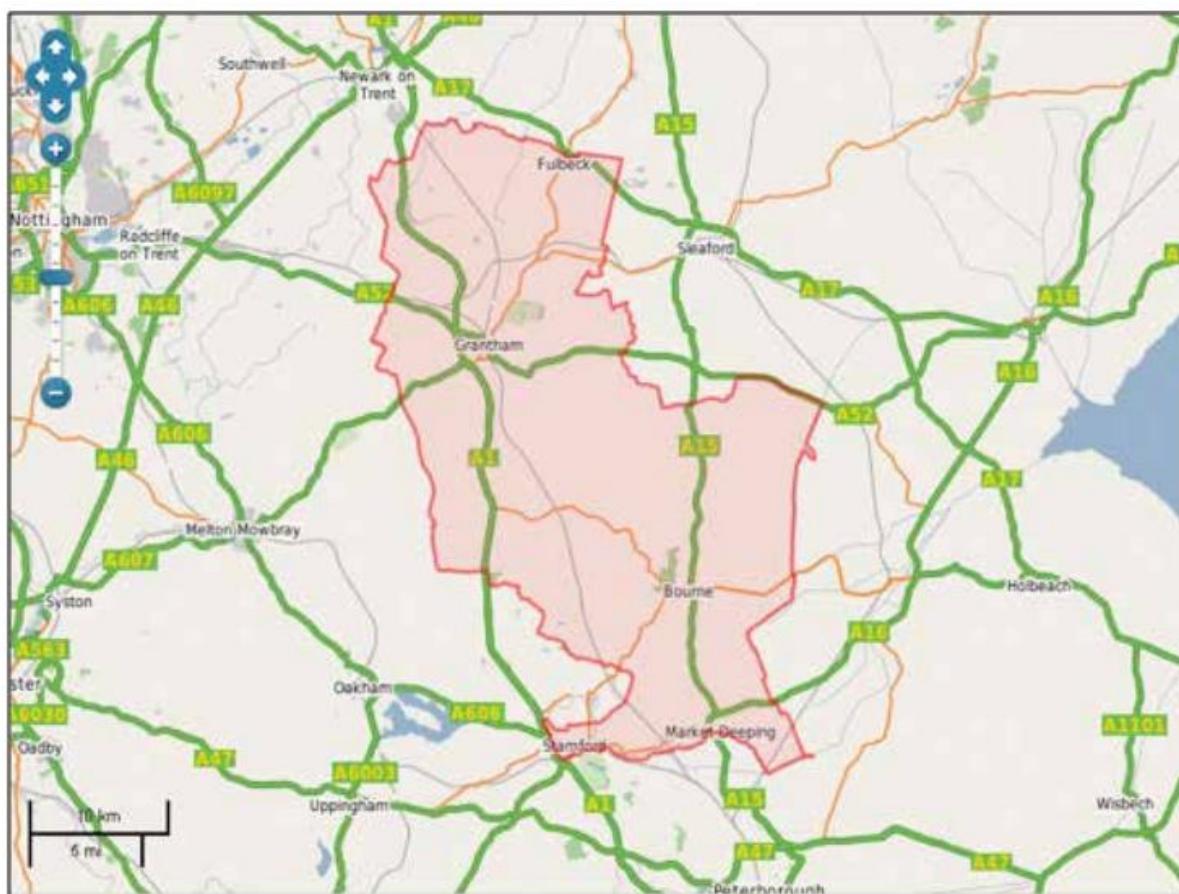
- There were no exceedances of the 1 hour mean target for NO<sub>2</sub> air pollution for the last 5 years.

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

There is now an intention to review the existing AQMA to reflect the updated NO<sub>2</sub> monitoring data.

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

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



**Figure 1 – South Kesteven District Council boundary and Surrounding Area**

**South Kesteven District Council**

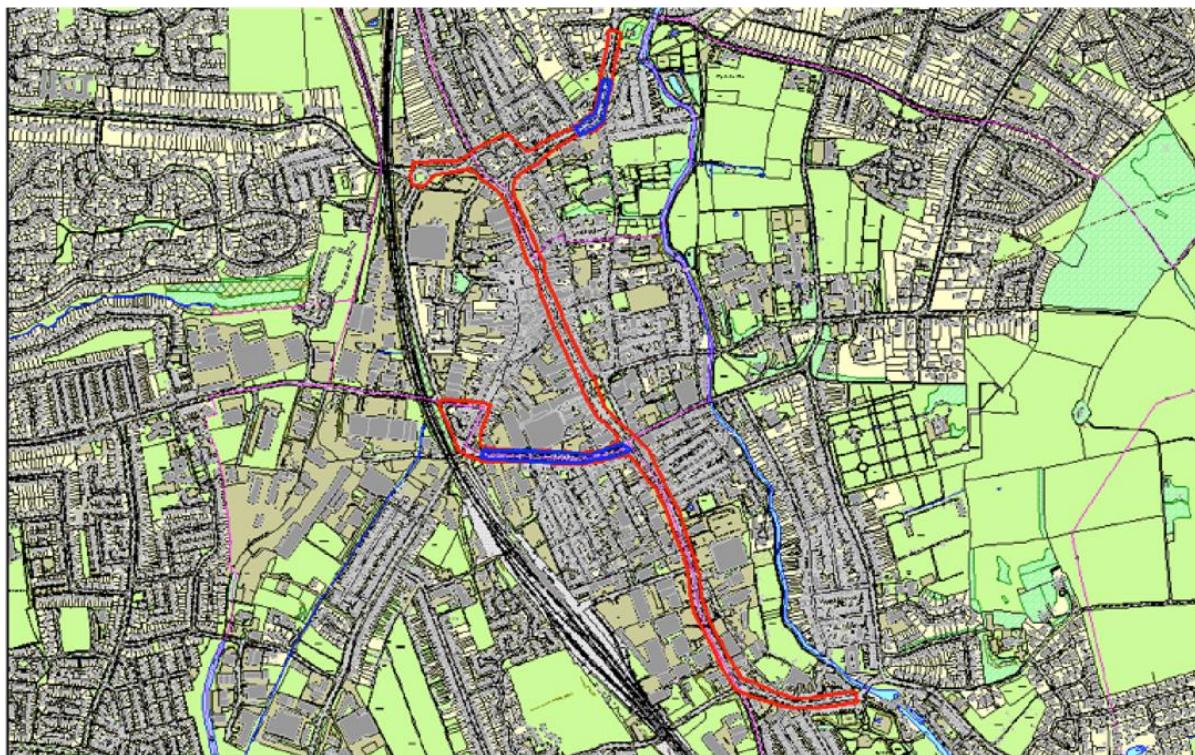
## **2      Summary of Current Air Quality in South Kesteven District Council**

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

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

The 2011 Detailed / Further Assessment concluded that around 320 homes lie within the Grantham town centre AQMA, equating to an exposed population of around 650. The NO<sub>2</sub> monitoring data for the previous 5 years as stated have not exceed the annual or hourly means and we are confident that the proposed measure included within the AQAP will continue to see a downward trend and remain below the National Air Quality Objectives.

Historical source apportionment indicated that emissions from local moving traffic are the main contributor to overall NO<sub>2</sub> levels, although idling emissions due to queuing vehicles are also particularly important near traffic lights. Given that there have been no substantial changes to the physical environment and that it remains predominantly a residential and retail setting it remains highly likely that that local moving traffic is the main contributor of NO<sub>2</sub>. A recent source apportionment exercise has been completed, which found that diesel cars are responsible for just over half (50.3% of NOx emissions in the measured area, followed by diesel light goods vehicles (28.2%). More detail is available within the Source Apportionment chapter of this document.

**South Kesteven District Council****Figure 2 - Grantham Air Quality Management Area**

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

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The council carries out passive NO<sub>2</sub> monitoring at 37 sites across the district using diffusion tubes. This includes 15 duplicate tube and four triplicate tube locations, which are aimed at improving reliability of the data.

Full details of monitoring data are shown within the ASR:

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

**South Kesteven District Council**

## **3 South Kesteven District Council's Air Quality Priorities**

### **3.1 Public Health Context**

Air pollution is associated with several adverse health impacts. It is recognised as a contributing factor in the onset of both heart and respiratory diseases and lung cancer<sup>4</sup>. Additionally, air pollution particularly affects the most vulnerable in society: children, the elderly, and those with existing heart and lung conditions. There is also often a strong correlation with equalities issues because areas with poor air quality are also often less affluent areas<sup>56</sup>.

The mortality burden of air pollution within the UK is equivalent to 29,000 to 43,000 deaths at typical ages<sup>7</sup>, with a total estimated healthcare cost to the NHS and social care of £157 million in 2017<sup>8</sup>.

Given that South Kesteven is predominantly a rural setting and that the NO<sub>2</sub> monitoring data from within the district is below the National Air Quality Objectives the healthy implications are deemed to be minimal.

### **3.2 Planning and Policy Context**

South Kesteven District's Local Plan 2011-2036 has links to improving air quality with the considerations for contributing to low-carbon travel through the expectations for residential and commercial developments to provide electric vehicle charging points<sup>9</sup>.

---

<sup>4</sup> Health Matters: air pollution - GOV.UK ([www.gov.uk](https://www.gov.uk))

<sup>5</sup> Public Health England. Air Quality: A Briefing for Directors of Public Health, 2017

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

<sup>7</sup> Defra, Air quality appraisal: damage cost guidance, January 2023

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

<sup>9</sup> South Kesteven District Council. Local Plan 2011-2036

## South Kesteven District Council

It is hoped that this will encourage the switch to electric vehicles and reduce the contribution of traffic towards NO<sub>2</sub> levels.

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

### 3.3 Source Apportionment

Source apportionment has been carried out for the modelled receptors along the road links that are either within the AQMA or lead into the AQMA. Apportionment for both NO<sub>x</sub> and NO<sub>2</sub> concentrations has been completed for the following vehicle classes:

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

It is worth noting that NO<sub>x</sub> concentrations are always higher than those for NO<sub>2</sub> since NO<sub>x</sub> is made up of NO and NO<sub>2</sub>. There is no air quality limit for human health for NO<sub>x</sub> but is nevertheless a useful indicator when considering source apportionment. Results are illustrated in Figure 3.1 to Figure 3.6.

Table 3.1 shows the percentage contribution of road and background sources. Across all modelled receptors, 57.07% of the NO<sub>x</sub> contribution is from road sources, and the remaining 42.93% is from background sources. Of the background contribution, 23.65% is from the local background, whilst 19.28% is from regional the regional background.

**Table 3.1 – Total NO<sub>x</sub> Source Apportionment Average Across All Receptors**

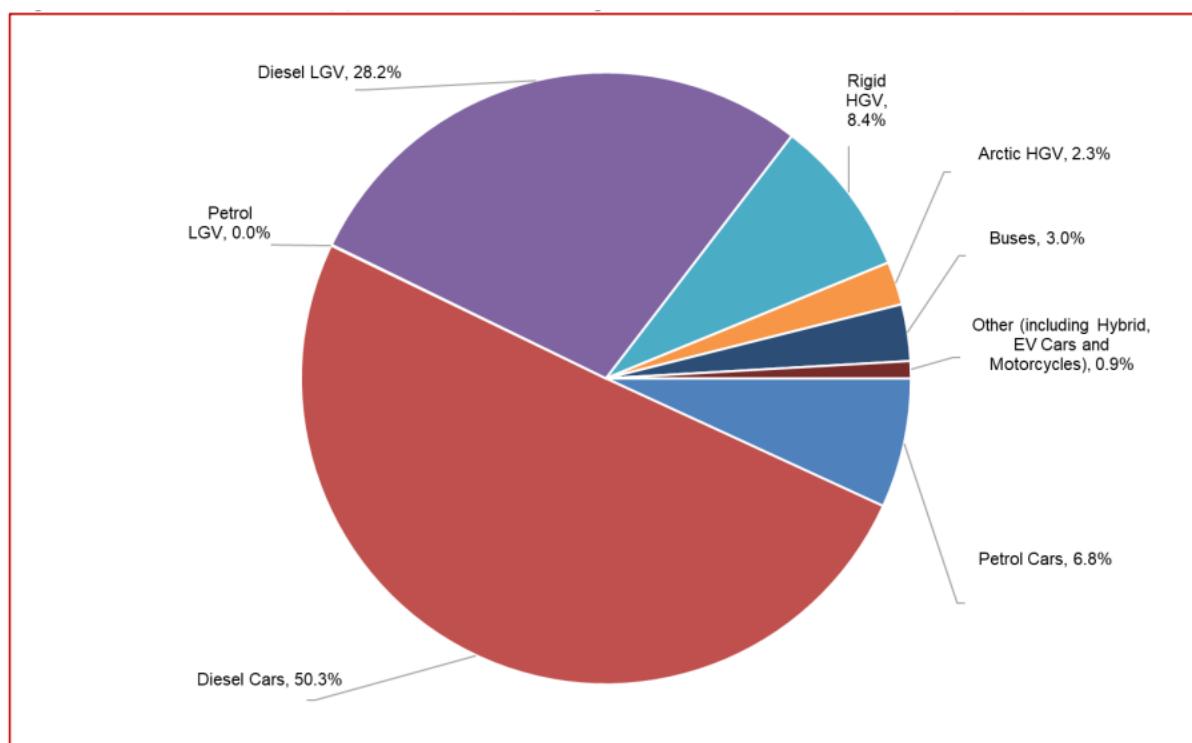
Results	Local Background NO <sub>x</sub>	Regional Background NO <sub>x</sub>	Local Road NO <sub>x</sub>
NO <sub>x</sub> Concentration (µg/m <sup>3</sup> )	7.85	6.40	18.94
Percentage of total NO <sub>x</sub>	23.65%	19.28%	57.07%

Local background NO<sub>x</sub>, which is considered to be the emissions a local authority has influence over, including building, road and rail emissions etc, accounts for 23.65% of the total NO<sub>x</sub> concentration on average at all receptor location. Regional background NO<sub>x</sub> concentrations account for those emissions that the local authority has no

## South Kesteven District Council

influence over, with these emissions forming 19.28% of the total NO<sub>x</sub> concentration on average across all modelled receptors. Therefore, a total of 57.07% of NO<sub>x</sub> emissions on average within the AQMA is derived from local road traffic.

The source apportionment results provide the relative contribution (as a percentage) of each vehicle type towards a specific pollutant. Therefore, when considering the average NO<sub>x</sub> concentration across all modelled receptors, road traffic is responsible for 57.07% of emissions. Of the total road NO<sub>x</sub>, diesel cars are the greatest contributor accounting for 50.3% of emissions, followed by diesel light good vehicles (28.2%) and rigid HGVs (8.4%).



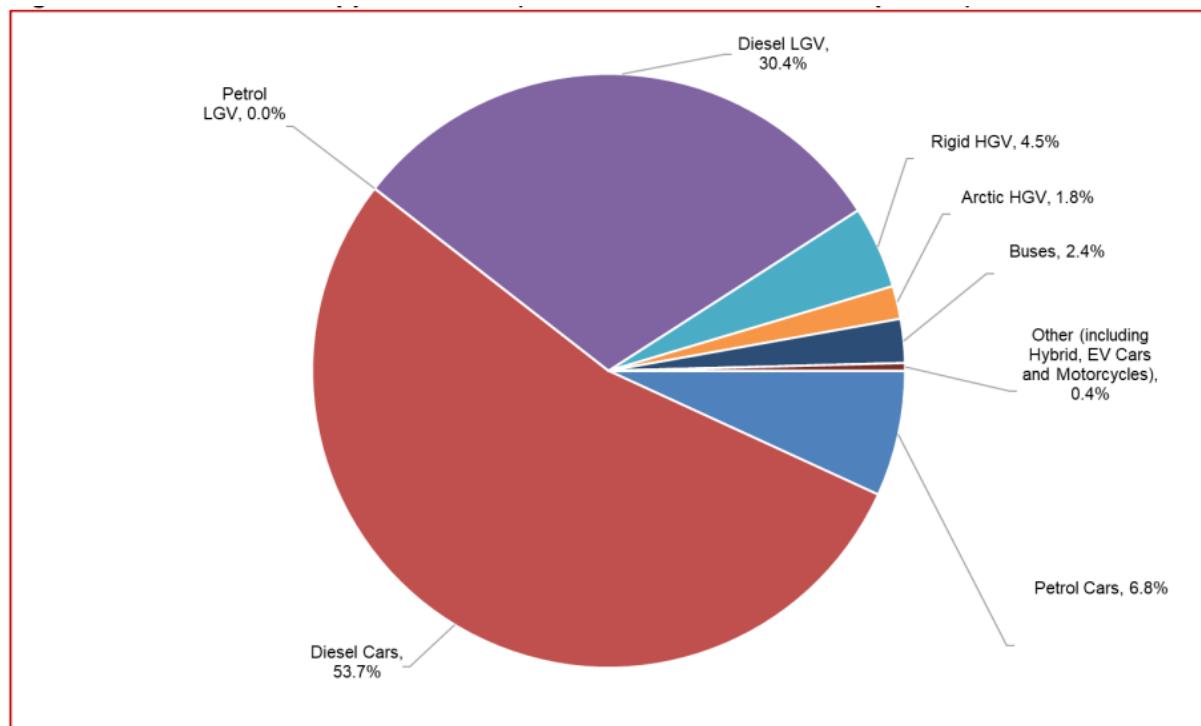
**Figure 3.1– NO<sub>x</sub> Source Apportionment (Average Across All Modelled Receptors)**

When considering the modelled receptor location at which the maximum road NO<sub>x</sub> concentration is observed (Receptor 41), road traffic is responsible for 82.2% of total NO<sub>x</sub> emissions. Of the road traffic proportion, 53.7% is from diesel cars, 30.4% from diesel light good vehicles and 6.8% from petrol cars.

These percentages are similar to the average across all modelled receptors, albeit rigid HGVs are more prevalent in the wider context of all modelled receptors comparative to the maximum location (Receptor 41). This is likely due to the large sized AQMA, so the influence of emissions on the maximum receptor is broadly similar to those

## South Kesteven District Council

experienced across the whole of the AQMA albeit petrol cars may be more influential here due to the close proximity of the service station and local school.



**Figure 3.2 - NO<sub>x</sub> Source Apportionment (At Maximum Modelled Receptor 41)**

### 3.4 Required Reduction in Emissions

As the current monitored levels of NO<sub>2</sub> for the last 3 years are below the National Air Quality Objectives it has been determined as unnecessary to complete a required reduction in NO<sub>2</sub> exercise. The actions detailed within this AQAP once completed are intended to continue to reduce levels further and maintain them below the AQS objectives.

### 3.5 Key Priorities

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

**South Kesteven District Council**

efficiency and electrification opportunities will continue to be implemented by South Kesteven District Council.

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

**South Kesteven District Council**

## **4 Development and Implementation of South Kesteven District Council AQAP**

### **4.1 Consultation and Stakeholder Engagement**

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

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

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

**Table 4.1 – Consultation Undertaken**

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

**South Kesteven District Council**

## 4.2 Steering Group

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

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

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

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

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

**South Kesteven District Council**

## 5 AQAP Measures

## Appendix A: Response to Consultation

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

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

**South Kesteven District Council**

Consultee	Category	Response
		(cycling and walking) is important, and my team will be working with South Kesteven District Council and sustainable travel officers to increase active travel rates and use of public transport, noting also the drive to improve the bus fleet and reduce emissions.

**South Kesteven District Council**

Table 0.1 shows the South Kesteven District Council AQAP measures. It contains:

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

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

**South Kesteven District Council**

## Appendix A: Response to Consultation

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**South Kesteven District Council**

Consultee	Category	Response
		Kesteven District Council and sustainable travel officers to increase active travel rates and use of public transport, noting also the drive to improve the bus fleet and reduce emissions.

## South Kesteven District Council

Table 0.1 – Air Quality Action Plan Measures

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

## South Kesteven District Council

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

## South Kesteven District Council

**Glossary of Terms**

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
AQS	Air Quality Strategy
ASR	Air Quality Annual Status Report
Defra	Department for Environment, Food and Rural Affairs
EU	European Union
LAQM	Local Air Quality Management
NO <sub>2</sub>	Nitrogen Dioxide
NO <sub>x</sub>	Nitrogen Oxides
PM <sub>10</sub>	Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less
PM <sub>2.5</sub>	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less

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# South Kesteven District Council

## 2025 Annual Status Report

June 2025

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## Document Control Sheet

Identification	
<b>Client</b>	South Kesteven District Council
<b>Document Title</b>	South Kesteven District Council ASR 2025
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Version Control				
Version	Date	Author	Reason for Issue/Summary of Changes	Status
V1.0	17/06/2025	J Khan	Draft for comment	Draft
V1.1	25/06/2025	J Khan	Updates following Councils comments	Draft
V1.2	26/06/2025	J Khan	Updates with public health sign off	Final

	Name	Job Title	Signature
<b>Prepared By</b>	Joey Khan	Consultant	
<b>Approved By</b>	Hannah Pearson	Senior Consultant	

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SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

# 2025 Air Quality Annual Status Report (ASR)

In fulfilment of Part IV of the Environment Act 1995  
Local Air Quality Management, as amended by the  
Environment Act 2021

Date: June 2025

Information	South Kesteven District Council Details
<b>Local Authority Officer</b>	Tom Amblin-Lightowler
<b>Department</b>	Environmental Health Manager
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<b>Telephone</b>	07919 287 690
<b>E-mail</b>	Tom.Amblin-Lightowler@southkesteven.gov.uk
<b>Report Reference Number</b>	25221856
<b>Date</b>	June 2025

## Local Responsibilities and Commitment

This ASR was prepared by Bureau Veritas on behalf of South Kesteven District Council, with the support of the following officers and departments:

- Tom Amblin-Lightowler, Environmental Health Manager

This ASR has been approved by:

- Tom Amblin-Lightowler, Environmental Health Manager

This ASR has been signed off by a Director of Public Health at Lincolnshire County Council.

If you have any comments on this ASR please send them to Tom Amblin-Lightowler: South Kesteven District Council, The Picture House, St Catherine's Rd, Grantham, Lincolnshire, NG31 6TT.

- Tom Amblin-Lightowler
  - Tel: 07919 287 690
  - Email: Tom.Amblin-Lightowler@southkesteven.gov.uk

## Executive Summary: Air Quality in Our Area

### Air Quality in South Kesteven

Breathing in polluted air affects our health and costs the NHS and our society billions of pounds each year. Air pollution is recognised as a contributing factor in the onset of heart disease and cancer and can cause a range of health impacts, including effects on lung function, exacerbation of asthma, increases in hospital admissions and mortality.

Air pollution particularly affects the most vulnerable in society, children, the elderly, and those with existing heart and lung conditions. Low-income communities are also disproportionately impacted by poor air quality, exacerbating health and social inequalities.

Table ES 1 provides a brief explanation of the key pollutants relevant to Local Air Quality Management and the kind of activities they might arise from.

**Table ES 1 - Description of Key Pollutants**

Pollutant	Description
Nitrogen Dioxide (NO <sub>2</sub> )	Nitrogen dioxide is a gas which is generally emitted from high-temperature combustion processes such as road transport or energy generation.
Sulphur Dioxide (SO <sub>2</sub> )	Sulphur dioxide (SO <sub>2</sub> ) is a corrosive gas which is predominantly produced from the combustion of coal or crude oil.
Particulate Matter (PM <sub>10</sub> and PM <sub>2.5</sub> )	<p>Particulate matter is everything in the air that is not a gas. Particles can come from natural sources such as pollen, as well as human made sources such as smoke from fires, emissions from industry and dust from tyres and brakes.</p> <p>PM<sub>10</sub> refers to particles under 10 micrometres. Fine particulate matter or PM<sub>2.5</sub> are particles under 2.5 micrometres.</p>

### Actions to Improve Air Quality

Whilst air quality has improved significantly in recent decades, there are some areas where local action is needed to protect people and the environment from the effects of air pollution.

The Environmental Improvement Plan sets out actions that will drive continued improvements to air quality. The plan will steer SKDC to meet national interim and long-term targets for fine particulate matter (PM<sub>2.5</sub>), the pollutant of most harmful to human health. The Air Quality Strategy provides more information on local authorities' responsibilities to work towards these targets and reduce fine particulate matter in their areas.

The Road to Zero<sup>1</sup> details the Government's approach to reducing exhaust emissions from road transport whilst balancing the needs of the local community. This is extremely important given that cars are the most popular mode of personal travel, and the majority of Air Quality Management Areas (AQMAs) are designated due to elevated concentrations heavily influenced by transport emissions.

As part of the South Kesteven District Council's commitment to reduce the impacts of climate change, and specifically air pollution, the Council declared a climate emergency on 26<sup>th</sup> September 2019. It is the Council's aim to hit 30% carbon emission reduction by 2030 for Council activities and across the District, as reported in the [South Kesteven Climate Action Strategy](#). The Climate Action Strategy sets out various actions to reduce Carbon Dioxide (CO<sub>2</sub>) emissions, of which also have shared benefits in improving air quality through reducing both NO<sub>2</sub> and Particulate Matter (PM) emissions. Examples include supporting projects that boost biodiversity and tree planting across the district, using renewable energy sources to power buildings, installing and maintaining a high-quality network of electric vehicle (EV) charging on residential streets and rural areas, adopting Light Emitting Diode (LED) lighting, and further improve public transportation infrastructure and active travel provision across the district, particularly for urban journeys. Furthermore, charge points have been installed to assist residents in South Kesteven convert from internal combustion vehicles to EVs.

The Council have been committed to improving the energy efficiency of district's social housing stock as well as broader accommodation in South Lincolnshire via the Green Homes Grant (GHG) and Local Authority Delivery Phase 2 (LAD2), the Council has upgraded 164 properties with owner-occupiers and social housing tenants. These properties, with no connection to the gas supply grid, were previously heated with

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<sup>1</sup> DfT. The Road to Zero: Next steps towards cleaner road transport and delivering our Industrial Strategy, July 2018

inefficient storage heaters or solid fuel systems resulting in expensive running costs and an above average carbon footprint. Works included installing energy saving measures such as solid wall insulation Air Source Heat Pumps (ASHPs) and Solar PV. The scheme funding did not cover the cost of gas boiler replacements. Eligible properties were those with a low Energy Performance Certificate (EPC) rating of D, E, F or G, as well as households with a combined income of  $\leq$ £30,000 and savings  $<$ £16,000. The overall initiative has improved property thermal efficiency across South Kesteven with EPC ratings updated to minimum of Band C, as well as reducing carbon footprint. More information can be found at on the council's [website](#).

South Kesteven District secured £1.2 million in funding through the [Home Upgrade Grant \(HUG\)](#), currently in phase two (HUG2), and the [Local Authority Delivery Phase 3 \(LAD3\)](#) scheme to deliver energy efficiency upgrades to homes within the district. In collaboration with energy experts YES Energy Solutions, the Council has upgraded 49 properties in the district. The core aims of the schemes are to alleviate fuel poverty alongside reducing carbon emissions associated with energy used in domestic properties. Works include internally insulating and rendering the building, loft and floor voids insulation, installing photovoltaic panels and more energy-efficient air source heat pumps. These upgrades improved the majority of EPC ratings to Band C and reduced the broader carbon footprint.

South Kesteven District Council has also installed solar PV on Grantham which provides energy used on site, reduce carbon emissions and generate income.

In 2023, South Kesteven District Council commissioned a Source Apportionment Exercise to support their updated Air Quality Action Plan (AQAP) document. The assessment involved reviewing Automatic Traffic Count (ATC) and Automatic Number Plate Recognition (ANPR) traffic data within and around the outskirts of the AQMA boundary to determine the composition of vehicles travelling in the centre of Grantham. Thus, ascertaining which vehicle types are most polluting and contributing to increased NO<sub>2</sub> concentrations across South Kesteven. From the exercise, the Council were able to outline key strategies to implement which seek to reduce air pollutant concentrations in the district, as detailed in the updated AQAP issued on 11<sup>th</sup> November 2024 post approval by councillors and cabinet. This project demonstrates the Council's approach to working with partner organisations to improve air quality for its residents and visitors' welfare, particularly those who are vulnerable.

The Council awarded a total of £540,460 in funding through The Rural Fund, integrated into the UK Shared Prosperity Fund ([UKSPF](#)), for projects delivered between 2023 and

March 2025. The fund finances projects across rural areas throughout South Kesteven, with a key objective of enhancing productivity, improving energy efficiency and implementing low carbon technologies and techniques. Thus, encouraging applicants to consider the impact of their business on the environment and subsequent longevity of their proposals.

South Kesteven District Council continues to promote the [Let's Move Lincolnshire](#) initiative who highlight free sessions for locals across various activities such as swimming, cycling and walking within South Kesteven District. This platform encourages active transport whilst promoting the benefits of air quality and health.

The Council, alongside Lincolnshire County Council (LCC), continue to develop and enhance the [Komoot](#) app. Komoot is an app for encouraging cycling in South Kesteven, as well as alternate locations, with users able to review a collection of road biking routes around the area. Individuals are able to utilise the 'Tours' tab to see a full breakdown of route details including elevation profiles and surface analyses, as well as browse cycling tips and photos shared by other members of the Komoot community. With future collaboration, the app aims to improve air quality by promoting cycling which in turn reduces emission sources.

During 2024 the Council has maintained its positive relationship with the bicycle club [Witham Wheelers](#) in Grantham, who are part of British Cycling's GoRide development programme established in 1958. The club offer cycling activities such as club rides, touring, time trials, road racing, track racing, sportives, cyclo-cross, mountain biking, and charity events. This relationship promotes the use and benefits of active transport on air quality and health whilst educating the next generation to reduce vehicle uptake.

Within South Kesteven District there is a bike hiring service - [Cliff Edge Cycles](#). Cliff Edge Cycles also offer chargeable bicycle servicing for locals to check that their bikes are safe and make minor adjustments to get them on the road. They promote alternative and accessible forms of travel between neighbouring towns and villages across the East Midlands region to help its residents lead active lifestyles and limit vehicular emissions. The business has a local base in Wyndham Park in Grantham.

LCC, with support of South Kesteven District Council, have issued the [Grantham Transport Strategy](#). This strategy has identified three key areas in Grantham which have a high likelihood for

walking and cycling. To support this, cycle and pedestrian priority junction, toucan crossings and segregated cycle lanes have been proposed at the following locations:

- North of Grantham town centre towards Manthorpe, via Grantham and District Hospital;
- South of Grantham town centre along A52 Somerby Hill; and
- West of Grantham town centre along A52 Barrowby Road.

With high commuting levels on the identified routes, improved active travel infrastructure is proposed to support active travel reducing the levels of emissions released.

South Kesteven District Council encourages active travel, with established Core Walking Zones (CWZs) across the district. The CWZs have been assessed and audited to ensure safety and identify any required interventions along the pedestrian corridors within each CWZ. Improving existing infrastructure as well as introducing new pedestrian facilities such as wayfinding, new pedestrian crossings and benches will encourage walking and the reduction in vehicle usage.

The Council, alongside neighbouring Councils, is host to the [National Cycle Network \(NCN\)](#) as well as having a Local Cycle Network (LCN) that forms the connections between the NCN and destinations such as small town centres and villages. The NCN provides a strategic network with connections to key destinations, towns, villages, transport hubs, employment and housing areas with long distance trails and loops that support the visitor economy in the district. A key NCN route in South Kesteven is [Route 15](#), which leads into Grantham centre and along the canal.

The district continued to promote the cycling initiative '[Bikeability](#)' in 2024, led by Lincolnshire County Council. The scheme focussed on school children and adults, involves frequent cycling proficiency courses and has educated circa 100,000 people as of May 2023 with the area named amongst the top ten local authorities for providing cycle training. The initiative has centred on three core stages, Bikeability: Level 1, Level 2 and Level 3, with individuals required to meet specific criteria to be accredited the awards. There is also 'Bikeability Balance' and 'Bikeability Learn to Ride' levels which bode a suite of courses to meet needs and specifically to complement and support the core training delivered. The scheme also offers 'Bikeability Families' and 'Cycle Confidence' to target a range of audiences and skill levels. This programme aims seeks to encourage the uptake of cycling across the district to reduce pollutant concentrations and educate future generations.

The Council has a well-established and connected rail network that connects South Kesteven with wider England and Scotland. Encouraging the use of public transport would reduce the use of private vehicles having a positive effect on air quality.

South Kesteven District Council actively encourages developers at the planning stage to install suitable infrastructure to allow for future electric vehicle charge point installations, as outlined in Policy SB1 of the [South Kesteven District Council Local Plan 2011-2036](#).

In 2024, South Kesteven District Council continued with the '[Lincolnshire Electric Vehicle Strategy](#)'. This recommends that in collaboration with Lincolnshire County Council, circa 1100 Electric Vehicle (EV) publicly funded rapid and fast charging points are to be delivered by 2030 in the District. There will be a particular focus on charging points on residential streets. The scheme, funded by Department for Transport's Local Electric Vehicle Infrastructure (LEVI) Fund, will significantly expand on an already growing network of on and off-street EV charging points in South Kesteven.

South Kesteven District Council has a network of EV charging points across the area, resulting in 12 EV charging points implemented in Council owned car parks across the district since 2020. Installation of EV charging points in South Kesteven has been funded by the On-Street Residential Charge Point Scheme (OSRCPS), delivered by the Office of Zero Emission Vehicles (OZEV). The initiative aims to provide convenient and efficient charging for residents without off-street parking as well as visitors. Furthermore, charge points have been installed to assist residents in South Kesteven convert from internal combustion vehicles to EVs. As more residents use electric vehicles, communities will benefit from improved air quality and lower their carbon footprint. The uptake of each installed charger is monitored to understand demand and inform future installations. More information can be found on the Council's [website](#).

South Kesteven District Council has also encouraged Ultra Low Emission Vehicle (ULEV) adoption across the district during the 2024 monitoring year, with infrastructure to support the uptake of ULEVs being implemented with a wider extent planned for implementation.

South Kesteven District Council is currently developing a Green Fleet Strategy with the central goal of operating a carbon neutral vehicle fleet by 2035. Facilitating the transition to a carbon neutral fleet through the use of green technology including electric vehicles and alternative fuels aims to reduce carbon emissions and pollutants benefiting air quality. Infrastructure to implement green alternatives has been considered in wider Council projects, with the opportunity to increase the number of EV charging points at the new depot. Facilitating the transition to greener driving behaviours and more effective fleet

usage will reduce the number of unnecessary journeys reducing the amount of emissions being released which will improve air quality.

The Department for Transport (DfT) awarded Lincolnshire County Council £799,900 in funding through the Active Travel Fund. Through this, the 'Grantham Active Travel Zone' has been proposed, referenced in the Lincolnshire County Council issued [Grantham Transport Strategy](#), which aims at redeveloping the centre to improve travel choices and the transport network for people living, working, and visiting Grantham, in response to the climate emergency declared in 2019. The programme set out the Council's transport infrastructure priorities until 2036, with many schemes progressed or delivered as of 2024. The structural amendments to Grantham's pedestrian routes, cycleways, rail and road infrastructure seeks to allow easy interchange with other modes of public and active transport, promoting a green, cleaner District.

The Council continue to promote and engage with the LCC led [Clean Air Lincolnshire](#) project which is a partnership funded by DEFRA, between public health, sustainability, and environmental health departments at the eight local authorities in Lincolnshire, inclusive of South Kesteven District Council. There are also eight Lincolnshire schools participating in the project, using air quality monitoring to encourage action for cleaner air in their school areas, with The Kings School Grantham a participant, located within AQMA No.6. Overall, the initiative seeks to increase awareness of air pollution, the sources and impacts of it, and encourage supportive actions that will improve air quality for the district and individual's health.

## Conclusions and Priorities

During 2024, the NO<sub>2</sub> annual mean objective was not exceeded at any monitoring location both within and outside of the AQMA boundary. This is a continuing trend that has been observed across the area since 2020. However, concentrations have frequently been within 10% of the annual NO<sub>2</sub> objective of 40µg/m<sup>3</sup>, therefore, the monitoring data does not support the Council's revocation of AQMA No.6 for the NO<sub>2</sub> annual mean objective. It is noted that monitoring data for the past 12 years (including 2024) supports revocation of AQMA No.6 for the NO<sub>2</sub> 1-Hour objective.

The Council have an updated AQAP document for AQMA No.6 which encompasses action for only the annual mean NO<sub>2</sub> objective and for the NO<sub>2</sub> 1-Hour objective. The final AQAP was approved in 2024.

The Council will continue to use the passive monitoring network to monitor air quality within LAQM Annual Status Report 2025

the district and ensure compliance is maintained with the annual NO<sub>2</sub> objective.

The following actions are considered to be key priorities in ensuring the air quality conditions within South Kesteven continue to comply with the objectives:

- Greater progression and completion of actions within the [Grantham Transport Strategy](#), to improve walking, cycling, rail and road infrastructure and to integrate greater public transport sources;
- Continue to review the current monitoring programme, exploring the need to deploy new monitoring locations in areas where monitoring has not previously been undertaken and where it is believed that there may be elevated concentrations of NO<sub>2</sub> in areas of relevant public exposure, relocate monitoring tubes, or remove locations where necessary;
- Actively engage with developers at planning application stages to promote the installation of electric vehicle (EV) charging or alternatively, provide suitable infrastructure to allow for future cost-efficient installations as per Policy SB1 in [South Kesteven District Council Local Plan 2011-2036](#);
- Implementation of the scheduled EV charging points on streets and in car parks across the District as per [Lincolnshire Electric Vehicle Strategy](#);
- Continue to provide an integrated transport network to facilitate the efficient movement of pedestrian and vehicular traffic, goods, and services across the District as per [Grantham Transport Strategy](#);
- Continue to reduce the volume of traffic on the city roads by encouraging effective active transport methods (e.g. public transport, cycling, and walking);
- Continue to improve the existing walking and cycling network by acquiring funding for development;
- Take action via the Lincolnshire County Council led [Clean Air Lincolnshire](#) project to increase awareness of air pollution, the sources and impacts of it, and encourage supportive actions that will improve air quality for the District and individual's health, with a focus on The King's School in Grantham who deploy air quality monitoring equipment in and around their grounds; and
- Implement measures within the [South Kesteven Climate Action Strategy](#) to further reduce concentrations of NO<sub>2</sub> and PM.

## How to get Involved

Given the main source of air pollution across South Kesteven is from transport sources,

the public can support the reduction in air pollutant(s) release and improve air quality within the district by participating in active travel.

South Kesteven District Council have progressed additional public engagement work in 2024 through the below schemes, although the engagement schemes from 2023 are still active:

- The collaborative relationship with Lincolnshire County Council to roll out a programme of charging points for EVs across the District through the [Lincolnshire Electric Vehicle Strategy](#), with circa 1100 EV charging points scheduled for implementation;
- Successfully implementing 12 EV charging points in Council owned car parks for public use, alongside Office of Zero Emission Vehicles (OZEV);
- Improving the use of ULEVs across the District through improving infrastructure to support the uptake with a wider extent planned for implementation;
- Acquiring funding through The Rural Fund, integrated into the UK Shared Prosperity Fund (UKSPF), for projects with a key objective of productivity enhancement, energy efficient and low carbon technologies and techniques. Thus, encouraging applicants to consider the impact of their business in South Kesteven on the environment and subsequent longevity of their proposals;
- Continue to offer active transport education to children, the future generation, and adults through cycling proficiency courses via the '[Bikeability](#)' initiative, reducing vehicular pollutant emissions with circa 100,000 people engaging in the scheme;
- Planned investment via the [Grantham Transport Strategy](#) to further enhance adoption and utilisation of the public transport network;
- Collaboration between local businesses and clubs via [Let's Move Lincolnshire](#) initiative to host events promoting active transport and the benefits supporting people in becoming more sustainable and reducing their air pollutant contributions;
- Promotion of the [National Cycle Network \(NCN\)](#) and the Core Walking Zones (CWZs) post COVID-19 lockdown, encouraging active travel across the District and wider East Midlands region, with a community focus;
- Collaboration with Lincolnshire County Council, neighbouring local authorities and local residents through the [Clean Air Lincolnshire](#) project to increase awareness of air pollution, the sources and impacts of it, and encourage supportive actions that will improve air quality for the District and individual's health, with a focus on The King's School in Grantham who deploy air quality monitoring equipment in and

around their grounds; and

- Enhancement and further endorsement of the [Witham Wheelers](#) and [Cliff Edge Cycles](#) innovative bike sharing services who offer cycling activities such as: club rides, supported rides, as well as chargeable bike maintenance workshops for locals to ensure bikes are safe and road worthy and broader bicycle hire. Thus, promoting the use and benefits of active transport on air quality and health whilst educating the next generation to reduce vehicle uptake, supporting the establishment of a greener, cleaner district.

The following measures are possible alternatives to private travel and actions that everyone can complete that would contribute to improving air quality within the area:

- Use public transport where available – This reduces the number of private vehicles in operation reducing pollutant concentration through the volume of vehicles and limits congestion;
- Walk or cycle if your journey allows – From choosing to walk or cycle for your journey the number of vehicles is reduced and also there is the added health benefits through exercise;
- Car/lift sharing – Where a number of individuals are making similar journeys, such as travelling to work or to school car sharing reduces the volume of vehicles on the road and therefore the amount of emissions being released. This can be promoted via travel plans through the workplace and within schools;
- Alternative fuel / more efficient vehicles – Choosing a vehicle that meets the specific needs of the owner, fully electric, hybrid fuel and more fuel efficient cars are available, and all have different levels benefits by reducing the amount of emissions being released; and
- Asking your employer, school or college about the possibility of developing a green travel plan.

The public can also engage with air quality issues via South Kesteven District Council's dedicated [Air Quality Website](#). This provides information on a range of air quality topics, such as the current monitoring locations, the latest AQAP, declared AQMAs, and copies of previous ASRs.

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## 1 Local Air Quality Management

This report provides an overview of air quality in South Kesteven during 2024. It fulfils the requirements of Local Air Quality Management (LAQM) as set out in Part IV of the Environment Act (1995), as amended by the Environment Act (2021), and the relevant Policy and Technical Guidance documents.

The LAQM process places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether or not the air quality objectives are likely to be achieved. Where an exceedance is considered likely the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in order to achieve and maintain the objectives and the dates by which each measure will be carried out. This Annual Status Report (ASR) is an annual requirement showing the strategies employed by South Kesteven to improve air quality and any progress that has been made.

The statutory air quality objectives applicable to LAQM in England are presented in Table E.1.

## 2 Actions to Improve Air Quality

### 2.1 Air Quality Management Areas

Air Quality Management Areas (AQMAs) are declared when there is an exceedance or likely exceedance of an air quality objective. After declaration, the authority should prepare an Air Quality Action Plan (AQAP) within 18 months. The AQAP should specify how air quality targets will be achieved and maintained and provide dates by which measures will be carried out.

A summary of AQMAs declared by South Kesteven District Council can be found in Table 2.1. The table presents a description of the AQMA that is currently designated within South Kesteven District Council. Appendix D provides maps of the AQMA and also the air quality monitoring locations in relation to the AQMA. During 2024, the district amended the AQMA. The Council has plans to revoke the AQMA for the NO<sub>2</sub> 1-hour objective following 12 years of compliance with the relevant objective.

Between 2021-2023 this location has consistently reported concentrations within 10% of the NO<sub>2</sub> annual mean AQS, 36.6µg/m<sup>3</sup> (2021), 37.8µg/m<sup>3</sup> (2022) and 36.1µg/m<sup>3</sup> (2023). The concentration within the AQMA during 2024 was 33.1µg/m<sup>3</sup> which is not within 10% of the NO<sub>2</sub> annual mean AQS.

The air quality objectives pertinent to the current AQMA designation are as follows:

- NO<sub>2</sub> annual mean; and
- NO<sub>2</sub> 1-hour objective.

**Table 2.1 – Declared Air Quality Management Areas**

AQMA Name	Date of Declaration	Pollutants and Air Quality Objectives	One Line Description	Is air quality in the AQMA influenced by roads controlled by Highways England?	Level of Exceedance: Declaration	Level of Exceedance: Current Year	Number of Years Compliant with Air Quality Objective	Name and Date of AQAP Publication	Web Link to AQAP
SKDC AQMA No.6	08/08/2013	NO <sub>2</sub> Annual Mean	An area encompassing Manthorpe Road, Wharf Road, High Street and London Road.	No	58.2µg/m <sup>3</sup>	33.1µg/m <sup>3</sup> (SK33/SK34)	1 year (2024)	SKDC Air Quality Action Plan 2024	<a href="https://www.laqmportal.co.uk/v_rswuploads/report/5/2895_28485_SKDC%20-%20AQAPv1_0%20-%20final.pdf">https://www.laqmportal.co.uk/v_rswuploads/report/5/2895_28485_SKDC%20-%20AQAPv1_0%20-%20final.pdf</a>
SKDC AQMA No.6	08/08/2013	NO <sub>2</sub> 1 Hour Mean	An area encompassing Manthorpe Road, Wharf Road, High Street and London Road.	No	None predicted as annual mean is below 60µg/m <sup>3</sup>	None predicted as annual mean is below 60µg/m <sup>3</sup>	12	SKDC Air Quality Action Plan 2016	<a href="https://www.laqmportal.co.uk/v_rswuploads/report/5/2895_28485_SKDC%20-%20AQAPv1_0%20-%20final.pdf">https://www.laqmportal.co.uk/v_rswuploads/report/5/2895_28485_SKDC%20-%20AQAPv1_0%20-%20final.pdf</a>

**South Kesteven confirm the information on UK-Air regarding their AQMA(s) is up to date.**

**South Kesteven confirm that all current AQAPs have been submitted to Defra.**

## 2.2 Progress and Impact of Measures to address Air Quality in South Kesteven

Defra's appraisal of last year's ASR concluded that:

*"The report is well structured, detailed, and provides the information specified in the Guidance."*

The following comments were designed to help inform South Kesteven 2025 ASR:

1. The Council have considered the comments made during previous appraisals. This is commended and the Council are encouraged to continue this approach for ASRs.

*The council has continued to consider appraisal comments*

2. It should be noted that AQMA No.6 will also be amended during 2024. The Council will revoke this AQMA for the NO<sub>2</sub> 1-hour objective, following 11 consecutive years of compliance and will remain in place for the annual mean NO<sub>2</sub> AQS objective only. This is welcomed.

*The council has plans to revoke AQMA 6 for the NO<sub>2</sub> 1-hour mean objective*

3. The Council have continued to provide clear evidence of several key actions to improve air quality during the current reporting year. One key example is the source apportionment exercise to support the updated AQAP. This is commended and indicative of good practice.

*The council has continued to provide evidence in order to support key actions*

4. The Council have provided excellent mapping of all monitoring locations within the Borough and included AQMA boundaries, which is commended.

*The council has continued to provide mapping of monitoring locations and AQMAs*

5. The Council have provided clear evidence of local engagement, which is welcomed.

*The council has continued to provide clear evidence of local engagement*

6. Extensive trend graphs and analysis have been provided for all monitoring data, which is commended.

*The council has continued to provide trends and graph analysis*

7. The use of the Public Health Outcomes Framework to account for the health effects of PM<sub>2.5</sub> is commended.

*The council has continued to use the Public Health Outcomes Framework*

8. The Council have clearly stated that tube deployments were done in line with the Defra 2023 calendar. This is commended and should be included in future ASRs.

*The council during 2024 has deployed tubes in line with the Defra 2024 calendar*

9. Defra recommends that Directors of Public Health approve draft ASRs. Sign off is not a requirement, however collaboration and consultation with those who have responsibility for Public Health is expected to increase support for measures to improve air quality, with co-benefits for all. The Council have stated that they will try to arrange sign off for the 2025 ASR, which is welcomed.

*The council now has sign off from the Director of Public Health*

South Kesteven District Council has taken forward a number of direct measures during the current reporting year of 2024 in pursuit of improving local air quality. Details of all measures completed, in progress or planned are set out in Table 2.2. There are eight measures included in Table 2.2, with the type of measure and the progress South Kesteven District Council have made during the reporting year of 2024 presented. Where there have been, or continue to be, barriers restricting the implementation of the measure, these are also presented within Table 2.2.

South Kesteven District Council's priorities for the coming year are:

- Implement measures within the [South Kesteven Climate Action Strategy](#) to further reduce concentrations of NO<sub>2</sub> and PM;
- Progress upgrades of District housing stock through the [Home Upgrade Grant \(HUG\)](#) and Green Homes Grant (GHG) to alleviate fuel poverty alongside reducing carbon emissions associated with energy used in domestic properties, thus improving South Kesteven's carbon footprint;
- Promote engagement with the Lincolnshire County Council led [Clean Air Lincolnshire](#) project to increase awareness of air pollution, the sources and impacts of it, and encourage supportive actions that will improve air quality for the District and individual's health;
- Further develop the area through the [Grantham Transport Strategy](#), expanding

active transport accessibility and encouraging adoption of it as well as improving road connectivity across the District; and

- Continue to implement EV charging points throughout the District as part of the [Lincolnshire Electric Vehicle Strategy](#) to support the uptake of EVs and those residing in remote locations, with circa 1100 charging points planned for development in the District.

South Kesteven District Council worked to implement measures in partnership with the following stakeholders during 2024:

- UK Government (DfT);
- Local businesses and charities;
- Neighbouring local authorities; and
- Lincolnshire County Council.

Table 2.2 – Progress on Measures to Improve Air Quality

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

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

Measure No.	Measure Title	Category	Classification	Year Measure Introduced in AQAP	Estimated / Actual Completion Date	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
														place- approx. 6 users each year	

## 2.3 PM<sub>2.5</sub> – Local Authority Approach to Reducing Emissions and/or Concentrations

As detailed in Policy Guidance LAQM.PG22 (Chapter 8) and the Air Quality Strategy<sup>2</sup>, local authorities are expected to work towards reducing emissions and/or concentrations of fine particulate matter (PM<sub>2.5</sub>). There is clear evidence that PM<sub>2.5</sub> (particulate matter smaller 2.5 micrometres) has a significant impact on human health, including premature mortality, allergic reactions, and cardiovascular diseases.

### ***PM<sub>2.5</sub> Monitoring:***

Between 2020-2024 there has been no monitoring of PM<sub>10</sub> or PM<sub>2.5</sub> within South Kesteven District Council. As such, no concentration values can be reported or estimated using the method described in Box 7.7 of LAQM.TG(22), which provides a for estimating PM<sub>2.5</sub> concentrations from PM<sub>10</sub> measurements.

### ***PM<sub>2.5</sub> Background Concentrations:***

The current Defra 2024 background maps for South Kesteven District Council (2021 based)<sup>3</sup> show that all background concentrations of PM<sub>2.5</sub> are significantly below the current target of 20µg/m<sup>3</sup>. The highest background concentration is predicted to be 9.1µg/m<sup>3</sup> within the grid square (1 km x 1 km) with the centroid grid reference 490500, 337500. This grid square encompasses North Grantham, including Gonerby Road (B1174), which is a key arterial route from the A1 into and through Great Gonerby and Gonerby Hill Foot towards the centre of Grantham, surrounding areas such as Little Ponton and rejoins the A1 southbound, where the PM secondary fraction (formed of gaseous pollutants) constitutes as the key contributor to PM<sub>2.5</sub>.

The predicted PM<sub>2.5</sub> background concentration in 2024 is well below the current annual mean target of 20µg/m<sup>3</sup>, and just below the PM<sub>2.5</sub> target of 10µg/m<sup>3</sup> that is not to be exceeded at any monitoring station by 31<sup>st</sup> December 2040.

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<sup>2</sup> Defra. Air Quality Strategy – Framework for Local Authority Delivery, August 2023

<sup>3</sup> Defra Background Mapping (2021 Based). Available at: <https://uk-air.defra.gov.uk/data/laqm-background-maps?year=2021>

### ***Smoke Control Areas:***

Smoke control areas (SCAs) are designated zones in which it is an offence to emit smoke from a chimney of a building, from a furnace or from any fixed boiler. It is also an offence to acquire an unauthorised fuel for use within a SCA unless it is used within an exempt appliance (exempted from the controls which generally apply in SCAs).

There are currently 42 SCAs declared within South Kesteven District. These areas are defined regions throughout Grantham and Stamford where smoke emissions from chimneys are legally prohibited. Only authorised fuels and 'exempt appliances' are not subject to these rules.

The Council have outlined if they determine an increase in smoke reports causing a statutory nuisance, they will enforce further SCAs within the district with accompanying fines for those who do not comply to the guidelines.

More information regarding the district's SCAs, including maps of the SCA enforcement areas, are available to [review](#).

### ***Impact on Human Health:***

The Public Health Outcomes Framework data tool<sup>4</sup>, compiled by Public Health England quantifies the mortality burden of PM<sub>2.5</sub> within England on a county and local authority scale. The fraction of mortality attributable to PM<sub>2.5</sub> emissions within South Kesteven is 5.3%, which is lower than the regional average for the East Midlands (5.6%) and England as a whole (5.2%).

### ***Measures to Improve PM<sub>2.5</sub> Concentrations:***

South Kesteven District Council is continuing taking the following measures to address PM<sub>2.5</sub>:

- Actively encouraging large developers at the planning stage to install EV charging points or the consideration of suitable infrastructure to allow for future cost efficient installations;
- Implementation of the [Grantham Transport Strategy](#) to reduce the number of

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<sup>4</sup> Public Health England – Public Health Outcomes Framework. Available at:

<https://fingertips.phe.org.uk/profile/public-health-outcomes-framework/data#page/1/gid/1000043/pat/6/ati/501/are/E07000141/iid/93861/age/230/sex/4/cat/-1/ctp/-1/yr/1/cid/4/tbm/1/fip/0>

vehicle trips generated by South Kesteven District and subsequent pollutant emission release, due to its moderate population concentration and related hierarchical position in the East Midlands settlements as well as its associated tourism appeal;

- Implementation of an EV charging programme alongside Lincolnshire County Council, with approximately 1100 publicly accessible EV charging points scheduled for implementation through [Lincolnshire Electric Vehicle Strategy](#) to encourage cleaner vehicle adoption;
- Promotion of railway routes across the area, with a core, busy commuter line between Edinburgh and London, and enhancement of existing networks to encourage more sustainable transportation uptake; and
- Introduction of strategies within the [South Kesteven Climate Action Strategy](#) to assist achievement of net-zero carbon emissions from Council activities by 2030 with many of the measures addressing local air quality including PM<sub>2.5</sub>.

The Council acknowledge that the move to electric vehicles is not the only solution for air quality and associated health concerns due to particulate matter, including PM<sub>2.5</sub>, being sourced from break and tyre wear. As such, the Council have also implemented alternate initiatives with active travel at the forefront:

- Investment into enhancing the existing active travel network for walking and cycling, promoting active travel and supporting the reduction in vehicle volume and associated emission releases;
- Promotion of its established and well-connected railway branch lines between Edinburgh and London via Grantham, a core, busy commuter line that connects South Kesteven with wider English and Scottish destinations. Highlighting the benefits of public transport on air quality comparative to private vehicle use to commute;
- Endorsement of the bicycle mechanic and hire business [Cliff Edge Cycles](#) who host servicing sessions for locals to check that their bikes are safe and make minor adjustments to get them on the road, as well as offering bicycle hire. Thus, incentivising active transportation uptake throughout the District whilst seeking to reduce air pollution contributions from frequent vehicular usage;
- Enhancement of the [Komoot](#) app to encourage cycling in South Kesteven, with users able to review a collection of road biking routes around the area. The app seeks to promote an inclusive community with future collaboration between the

Council, neighbouring local authorities, and people by working together to identify opportunities to improve air quality by limiting emission source(s) use whilst encouraging mortality longevity;

- Collaboration with [Witham Wheelers](#) to promote cycling activities such as: club rides, track racing, and charity events. This relationship promotes the use and benefits of active transport on air quality and health whilst educating the next generation to reduce vehicle uptake thus promoting the area as inclusive and an enabler of active travel for all; and
- Promotion and development of the [National Cycle Network \(NCN\)](#) as well as the Local Cycle Network (LCN), demonstrating South Kesteven District Council's commitment to cycling development in the area. The NCN highlights a key course ([Route 15](#)) available to cycle, walk, and run thus promoting alternative forms of travel and reducing emissions.

The Environmental Protection Team of South Kesteven District Council continues to work collaboratively alongside industrialised organisations in the district with activities permitted by the Council, subject to regular inspections. Inspections are undertaken to establish where combustion and non-combustion processes could lead to anthropogenic emissions of PM<sub>2.5</sub>, thus worsening air quality. The Council seeks to reduce, if not eliminate, additional anthropogenic PM<sub>2.5</sub> emissions by ensuring that they inspect and review industrialised activities and implement appropriate mitigation where necessary.

## 3 Air Quality Monitoring Data and Comparison with Air Quality Objectives and National Compliance

This section sets out the monitoring undertaken within 2024 by South Kesteven District and how it compares with the relevant air quality objectives. In addition, monitoring results are presented for a five-year period between 2020 and 2024 to allow monitoring trends to be identified and discussed.

### 3.1 Summary of Monitoring Undertaken

#### 3.1.1 Automatic Monitoring Sites

South Kesteven District Council did not undertake any automatic (continuous) monitoring in 2024.

#### 3.1.2 Non-Automatic Monitoring Sites

South Kesteven District Council undertook non-automatic (i.e. passive) monitoring of NO<sub>2</sub> at 58 sites during 2024, including single, duplicate and triplicate locations. A total of 35 passive diffusion tube sites were deployed across South Kesteven consisting of 58 diffusion tubes. Of the 58 Site IDs, 16 were single tube locations, 15 were duplicate tube locations, and four were triplicate monitoring sites. Table A.1 in Appendix A presents the details of the non-automatic sites. Maps showing the location of the monitoring sites are provided in Appendix D. Further details on Quality Assurance/Quality Control (QA/QC) for the diffusion tubes, including bias adjustments and any other adjustments applied (e.g. annualisation and/or distance correction), are included in Appendix C.

During 2024, there have been no changes to the non-automatic monitoring sites.

### 3.2 Individual Pollutants

The air quality monitoring results presented in this section are, where relevant, adjusted for bias, annualisation (where the annual mean data capture is below 75% and greater than 25%), and distance correction. Further details on adjustments are provided in Appendix C.

### 3.2.1 Nitrogen Dioxide (NO<sub>2</sub>)

Table A.1 and Table A.2 in Appendix A compare the ratified and adjusted monitored NO<sub>2</sub> annual mean concentrations for the past five years with the air quality objective of 40µg/m<sup>3</sup>. Note that the concentration data presented represents the concentration at the location of the monitoring site, following the application of bias adjustment and annualisation, as required (i.e. the values are exclusive of any consideration to fall-off with distance adjustment).

Table A.2 highlights an overall general decreasing trend in NO<sub>2</sub> concentrations monitored across South Kesteven between 2020-2024.

In 2021 and 2022 there are slight increases at some locations which could be attributed to a return to normalised traffic conditions post COVID-19 lockdown where UK Government advice was given to stay at home where possible.

Of the 35 sites that made up the diffusion tube monitoring network in 2024, the NO<sub>2</sub> annual mean concentration decreased at 33 locations compared to 2023. The maximum decrease in NO<sub>2</sub> concentration between the two reporting years was 5.6µg/m<sup>3</sup> at SK 4.

It is noted that triplicate site SK 11, SK 12 and SK 13 was the only site which reported no concentration change between 2023 and 2024.

SK23 reported an increase in 2024 comparative to 2023. SK 23 is located along High Street between Pond Street and Long Street. There has been roadworks on sections of High Street which may have led to an increase of slow-moving traffic and an increase of NO<sub>2</sub> concentrations at the SK 23 site.

Across the 14 diffusion tube sites that are located within the AQMA (SK 19-22, SK 27-42 and SK 50-57), all sites recorded an NO<sub>2</sub> annual mean concentration below the air quality objective of 40µg/m<sup>3</sup>, with the maximum concentration recorded within the AQMA at SK33-SK34 being 33.1µg/m<sup>3</sup>.

Beyond the AQMA, the maximum reported NO<sub>2</sub> annual mean concentration was 22.4µg/m<sup>3</sup> at location SK 7.

No diffusion tube monitoring site in 2024 recorded an NO<sub>2</sub> annual mean concentration within 10% of the objective.

Between 2020-2024 there have been no exceedances of the annual mean NO<sub>2</sub> objective. Given compliance was not achieved in 2019, and concentrations have been within 10% of

the annual mean NO<sub>2</sub> objective between 2021-2023, the monitoring data is currently insufficient to support the Council's revocation of AQMA No.6.

The Council updated the AQAP for AQMA No.6 which was submitted in November 2024 following approval by the Councillor and Cabinet. The AQAP covers AQMA No.6 for exceedances of the annual mean NO<sub>2</sub> objective, and for exceedances of the 1-Hour NO<sub>2</sub> objective.

For diffusion tubes, the full 2024 dataset of monthly mean values is provided in Appendix B. Note that the concentration data presented in Table B.1 includes distance corrected values, only where relevant.

Appendix A compares the ratified continuous monitored NO<sub>2</sub> hourly mean concentrations for the past five years with the air quality objective of 200µg/m<sup>3</sup>, not to be exceeded more than 18 times per year.

### **3.2.2 Particulate Matter (PM<sub>10</sub>)**

Particulate Matter (PM<sub>10</sub>) is not monitored in South Kesteven.

### **3.2.3 Particulate Matter (PM<sub>2.5</sub>)**

Particulate Matter (PM<sub>2.5</sub>) is not monitored in South Kesteven.

### **3.2.4 Sulphur Dioxide (SO<sub>2</sub>)**

Sulphur Dioxide (SO<sub>2</sub>) is not monitored in South Kesteven.

## Appendix A: Monitoring Results

Table A.1 – Details of Non-Automatic Monitoring Sites

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) <sup>(1)</sup>	Distance to kerb of nearest road (m) <sup>(2)</sup>	Tube Co-located with a Continuous Analyser?	Tube Height (m)
SK 1	Scotgate	Roadside	502659	307218	NO <sub>2</sub>	No	3.2	1.6	No	2.5
SK 2	Scotgate	Roadside	502659	307218	NO <sub>2</sub>	No	3.2	1.6	No	2.5
SK 3	Essex Rd	Roadside	502717	307750	NO <sub>2</sub>	No	14.3	23.4	No	2.5
SK 4	Opp Stamford School	Roadside	503291	307420	NO <sub>2</sub>	No	0.0	5.7	No	2.5
SK 5	East St/St Pauls St	Roadside	503391	307396	NO <sub>2</sub>	No	0.0	3.2	No	2.5
SK 6	East St/St Pauls St	Roadside	503391	307396	NO <sub>2</sub>	No	0.0	3.2	No	2.5
SK 7	Stamford School	Roadside	503281	307398	NO <sub>2</sub>	No	0.0	2.5	No	2.5
SK 8	London Inn	Roadside	502910	307120	NO <sub>2</sub>	No	0.0	2.3	No	2.5
SK 9	All Saints Rd	Roadside	502873	307141	NO <sub>2</sub>	No	19.0	2.5	No	2.5
SK 10	Avondale Roundabout	Roadside	502382	306890	NO <sub>2</sub>	No	4.7	1.3	No	2.5
SK 11	Welwyn Cl	Roadside	490118	334165	NO <sub>2</sub>	No	5.0	2.0	No	2.5

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) <sup>(1)</sup>	Distance to kerb of nearest road (m) <sup>(2)</sup>	Tube Co-located with a Continuous Analyser?	Tube Height (m)
SK 12	Welwyn Cl	Roadside	490118	334165	NO <sub>2</sub>	No	5.0	2.0	No	2.5
SK 13	Welwyn Cl	Roadside	490118	334165	NO <sub>2</sub>	No	5.0	2.0	No	2.5
SK 14	Springfield Rd	Roadside	490877	334642	NO <sub>2</sub>	No	24.5	2.1	No	2.5
SK 15	Springfield Rd	Roadside	490877	334642	NO <sub>2</sub>	No	24.5	2.1	No	2.5
SK 16	Meres Rd	Roadside	489263	335353	NO <sub>2</sub>	No	26.0	12.1	No	2.5
SK 17	Meres Rd	Roadside	489263	335353	NO <sub>2</sub>	No	26.0	12.1	No	2.5
SK 18	Balmoral Dr	Urban Background	489956	336574	NO <sub>2</sub>	No	32.1	0.8	No	2.5
SK 19	Opp Asda	Roadside	491067	336209	NO <sub>2</sub>	Yes - No.6	2.6	5.4	No	2.5
SK 20	Opp Asda	Roadside	491067	336209	NO <sub>2</sub>	Yes - No.6	2.6	5.4	No	2.5
SK 21	Broad St Scout Hut	Roadside	491270	336256	NO <sub>2</sub>	Yes - No.6	0.0	7.6	No	2.5
SK 22	Brook St	Roadside	491260	336188	NO <sub>2</sub>	Yes - No.6	0.5	6.0	No	2.5
SK 23	Gt Gonerby Pond St	Roadside	489720	338204	NO <sub>2</sub>	No	16.0	9.5	No	2.5
SK 24	Gt Gonerby Park	Roadside	489870	338683	NO <sub>2</sub>	No	10.8	5.0	No	2.5
SK 25	Manthorpe	Roadside	492069	337874	NO <sub>2</sub>	No	49.6	7.6	No	2.5
SK 26	Belton Ln	Roadside	491280	336573	NO <sub>2</sub>	No	9.9	7.0	No	2.5

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) <sup>(1)</sup>	Distance to kerb of nearest road (m) <sup>(2)</sup>	Tube Co-located with a Continuous Analyser?	Tube Height (m)
SK 27	Jet Garage	Roadside	491496	336354	NO <sub>2</sub>	Yes - No.6	0.0	2.3	No	2.5
SK 28	Jet Garage	Roadside	491496	336354	NO <sub>2</sub>	Yes - No.6	0.0	2.3	No	2.5
SK 29	Jet Garage	Roadside	491496	336354	NO <sub>2</sub>	Yes - No.6	0.0	2.3	No	2.5
SK 30	King School 5 Bells	Roadside	491472	336315	NO <sub>2</sub>	Yes - No.6	2.2	2.7	No	2.5
SK 31	King School 5 Bells	Roadside	491472	336315	NO <sub>2</sub>	Yes - No.6	2.2	2.7	No	2.5
SK 32	King School 5 Bells	Roadside	491472	336315	NO <sub>2</sub>	Yes - No.6	2.2	2.7	No	2.5
SK 33	Opp Jet Garage	Roadside	491515	336389	NO <sub>2</sub>	Yes - No.6	0.0	1.7	No	2.5
SK 34	Opp Jet Garage	Roadside	491515	336389	NO <sub>2</sub>	Yes - No.6	0.0	1.7	No	2.5
SK 35	Black Dog	Roadside	491330	336022	NO <sub>2</sub>	Yes - No.6	5.0	1.0	No	2.5
SK 36	Black Dog	Roadside	491330	336022	NO <sub>2</sub>	Yes - No.6	5.0	1.0	No	2.5
SK 37	High St	Roadside	491460	335715	NO <sub>2</sub>	Yes - No.6	1.2	0.8	No	2.5
SK 38	High St	Roadside	491460	335715	NO <sub>2</sub>	Yes - No.6	1.2	0.8	No	2.5
SK 39	High St	Roadside	491460	335715	NO <sub>2</sub>	Yes - No.6	1.2	0.8	No	2.5
SK 40	Old Job Centre	Roadside	491512	335719	NO <sub>2</sub>	Yes - No.6	51.2	1.7	No	2.5
SK 41	London Rd	Roadside	491602	335485	NO <sub>2</sub>	Yes - No.6	2.4	3.9	No	2.5
SK 42	London Rd	Roadside	491602	335485	NO <sub>2</sub>	Yes - No.6	2.4	3.9	No	2.5

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) <sup>(1)</sup>	Distance to kerb of nearest road (m) <sup>(2)</sup>	Tube Co-located with a Continuous Analyser?	Tube Height (m)
SK 43	Welcome Takeaway	Roadside	491734	335196	NO <sub>2</sub>	No	2.0	0.5	No	2.5
SK 44	Welcome Takeaway	Roadside	491734	335196	NO <sub>2</sub>	No	2.0	0.5	No	2.5
SK 45	South Parade	Roadside	491869	334960	NO <sub>2</sub>	No	0.0	3.5	No	2.5
SK 46	South Parade	Roadside	491869	334960	NO <sub>2</sub>	No	0.0	3.5	No	2.5
SK 47	White Lion	Roadside	492067	334922	NO <sub>2</sub>	No	5.0	1.0	No	2.5
SK 48	White Lion	Roadside	492067	334922	NO <sub>2</sub>	No	5.0	1.0	No	2.5
SK 49	Launder Terrace	Roadside	491427	335193	NO <sub>2</sub>	No	4.0	1.4	No	2.5
SK 50	Gt Northern Ct	Roadside	491184	335575	NO <sub>2</sub>	Yes - No.6	0.0	3.6	No	2.5
SK 51	Gt Northern Ct	Roadside	491184	335575	NO <sub>2</sub>	Yes - No.6	0.0	3.6	No	2.5
SK 52	Blue Bull	Roadside	491200	335636	NO <sub>2</sub>	Yes - No.6	2.0	0.5	No	2.5
SK 53	Blue Bull	Roadside	491200	335636	NO <sub>2</sub>	Yes - No.6	2.0	0.5	No	2.5
SK 54	Bus Stn/Post Office	Roadside	491492	335505	NO <sub>2</sub>	Yes - No.6	1.5	1.4	No	2.5
SK 55	Bus Stn/Post Office	Roadside	491492	335505	NO <sub>2</sub>	Yes - No.6	1.5	1.4	No	2.5
SK 56	Wharf Rd Morrisons	Roadside	491402	335501	NO <sub>2</sub>	Yes - No.6	0.8	0.9	No	2.5
SK 57	Wharf Rd	Roadside	491402	335501	NO <sub>2</sub>	Yes - No.6	0.8	0.9	No	2.5

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) <sup>(1)</sup>	Distance to kerb of nearest road (m) <sup>(2)</sup>	Tube Co-located with a Continuous Analyser?	Tube Height (m)
	Morrisons									

**Notes:**

(1) 0m if the monitoring site is at a location of exposure (e.g. installed on the façade of a residential property).

(2) N/A if not applicable.

**Table A.2 – Annual Mean NO<sub>2</sub> Monitoring Results: Non-Automatic Monitoring (µg/m<sup>3</sup>)**

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2024 (%) <sup>(2)</sup>	2020	2021	2022	2023	2024
SK 1, SK 2	502659	307218	Roadside	92.5	92.5	21.4	24.3	24.3	23.4	20.5
SK 3	502717	307750	Roadside	100.0	100.0	9.5	11.0	8.7	9.6	7.2
SK 4	503291	307420	Roadside	90.6	90.6	21.3	24.9	26.2	26.6	21.0
SK 5, SK 6	503391	307396	Roadside	100.0	100.0	23.5	27.0	24.6	24.5	20.0
SK 7	503281	307398	Roadside	100.0	100.0	25.5	28.0	28.3	24.1	22.4
SK 8	502910	307120	Roadside	100.0	100.0	15.8	18.4	17.3	17.1	15.1
SK 9	502873	307141	Roadside	83.0	83.0	17.9	19.2	17.5	17.5	15.3
SK 10	502382	306890	Roadside	100.0	100.0	14.7	15.1	14.5	13.4	11.8
SK 11, SK 12, SK 13	490118	334165	Roadside	100.0	100.0	13.4	15.1	14.9	12.3	12.3
SK 14, SK 15	490877	334642	Roadside	100.0	100.0	20.9	21.2	22.4	22.8	19.6
SK 16, SK 17	489263	335353	Roadside	100.0	100.0	19.7	20.4	20.8	22.0	18.8
SK 18	489956	336574	Urban Background	100.0	100.0	12.2	13.1	11.5	12.8	10.0

SK 19, SK 20	491067	336209	Roadside	100.0	100.0	18.2	25.8	25.5	23.4	20.5
SK 21	491270	336256	Roadside	100.0	100.0	18.8	22.4	20.6	19.3	18.5
SK 22	491260	336188	Roadside	100.0	100.0	20.3	23.2	24.5	20.6	19.6
SK 23	489720	338204	Roadside	100.0	100.0	14.3	16.2	15.1	13.1	14.1
SK 24	489870	338683	Roadside	92.5	92.5	15.2	15.5	15.1	13.3	12.5
SK 25	492069	337874	Roadside	92.5	92.5	13.2	15.3	14.7	13.7	12.1
SK 26	491280	336573	Roadside	100.0	100.0	15.7	21.1	19.1	19.2	17.3
SK 27, SK 28, SK 29	491496	336354	Roadside	100.0	100.0	27.3	35.1	34.3	32.1	29.7
SK 30, SK 31, SK 32	491472	336315	Roadside	100.0	100.0	22.0	24.6	24.5	24.6	21.8
SK 33, SK 34	491515	336389	Roadside	100.0	100.0	31.3	<b>36.6</b>	<b>37.8</b>	<b>36.1</b>	33.1
SK 35, SK 36	491330	336022	Roadside	100.0	100.0	25.3	26.8	27.4	26.3	22.8
SK 37, SK 38, SK 39	491460	335715	Roadside	100.0	100.0	30.6	22.1	27.5	25.8	23.3
SK 40	491512	335719	Roadside	100.0	100.0	22.1	27.5	27.7	17.0	16.8
SK 41, SK 42	491602	335485	Roadside	100.0	100.0	18.7	19.8	18.7	24.8	21.4
SK 43, SK 44	491734	335196	Roadside	100.0	100.0	22.5	27.7	25.2	23.9	21.7

SK 45, SK 46	491869	334960	Roadside	100.0	100.0	21.2	26.0	26.3	29.3	26.7
SK 47, SK 48	492067	334922	Roadside	100.0	100.0	26.4	29.7	31.2	23.6	22.5
SK 49	491427	335193	Roadside	100.0	100.0	25.2	24.9	25.5	14.7	12.4
SK 50, SK 51	491184	335575	Roadside	100.0	100.0	14.7	15.3	15.1	23.9	24.4
SK 52, SK 53	491200	335636	Roadside	100.0	100.0	24.2	27.0	27.4	25.7	21.3
SK 54, SK 55	491492	335505	Roadside	100.0	100.0	31.9	28.9	29.1	31.8	27.5
SK 56, SK 57	491402	335501	Roadside	100.0	100.0	29.1	35.2	34.4	27.0	25.0
SK 58	503070	306957	Roadside	100.0	100.0	26.1	29.8	29.4	19.2	17.0

Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG22.

Diffusion tube data has been bias adjusted.

Reported concentrations are those at the location of the monitoring site (bias adjusted and annualised, as required), i.e. prior to any fall-off with distance correction.

**Notes:**

The annual mean concentrations are presented as  $\mu\text{g}/\text{m}^3$ .

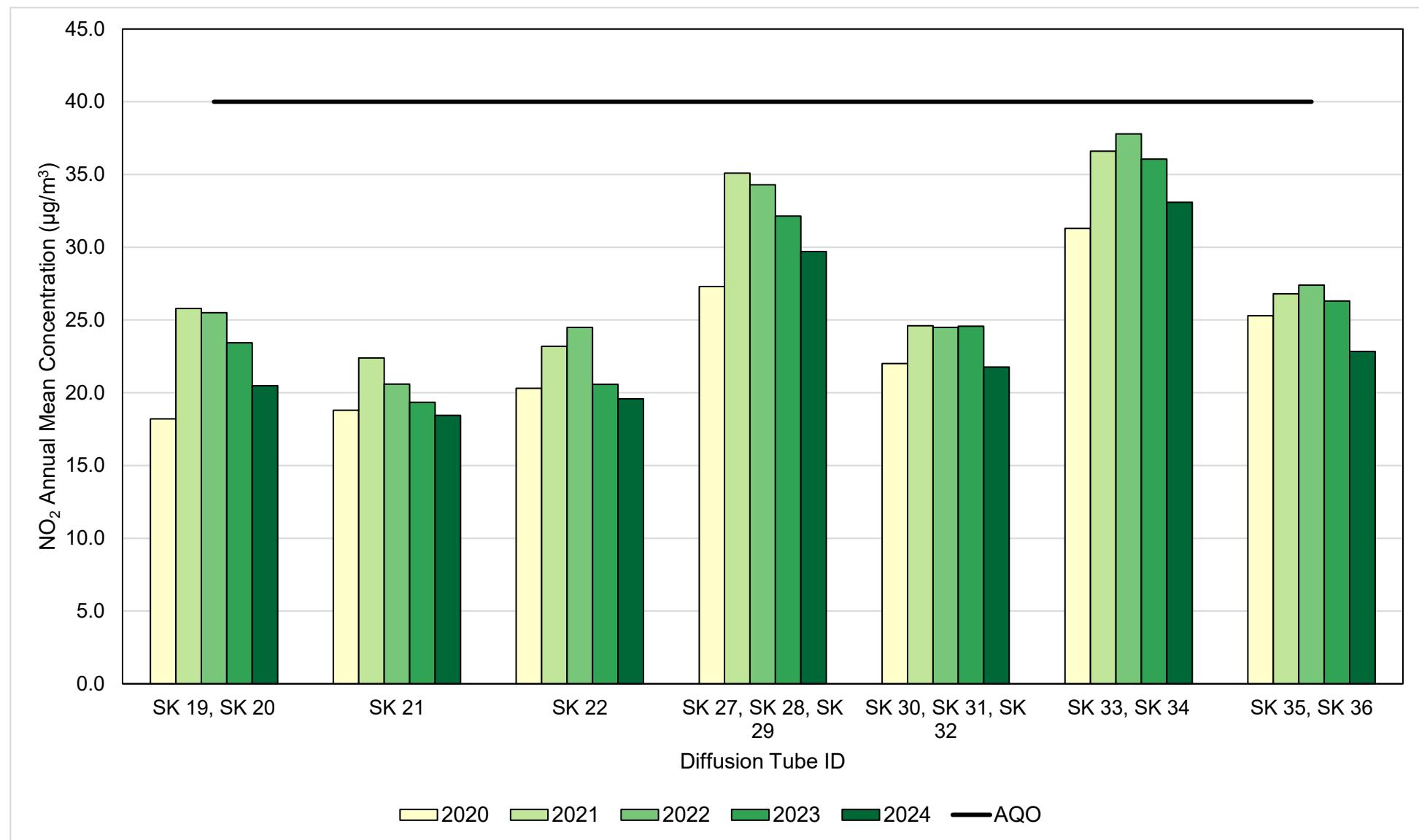
Exceedances of the  $\text{NO}_2$  annual mean objective of  $40\mu\text{g}/\text{m}^3$  are shown in **bold**.

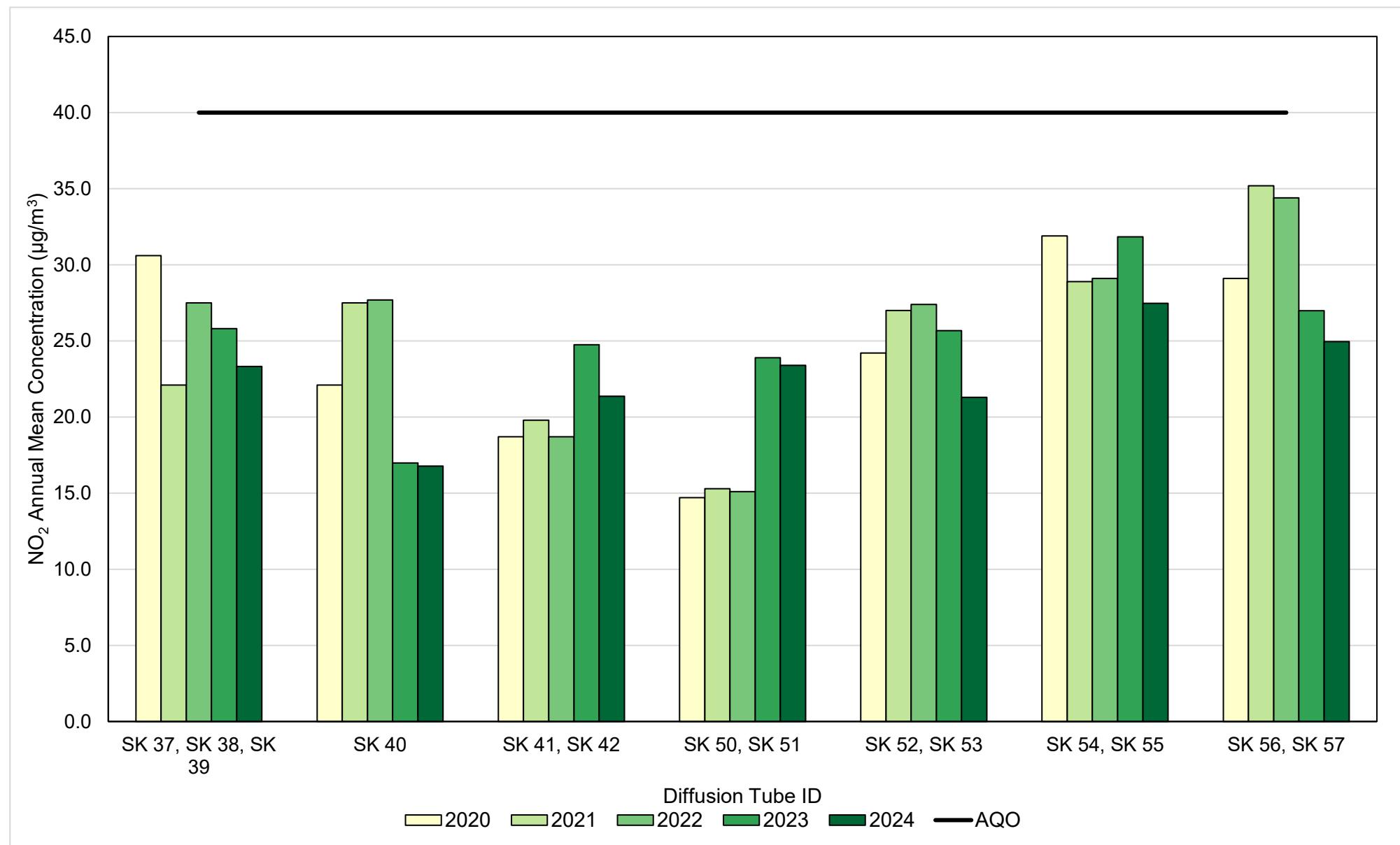
$\text{NO}_2$  annual means exceeding  $60\mu\text{g}/\text{m}^3$ , indicating a potential exceedance of the  $\text{NO}_2$  1-hour mean objective are shown in **bold and underlined**.

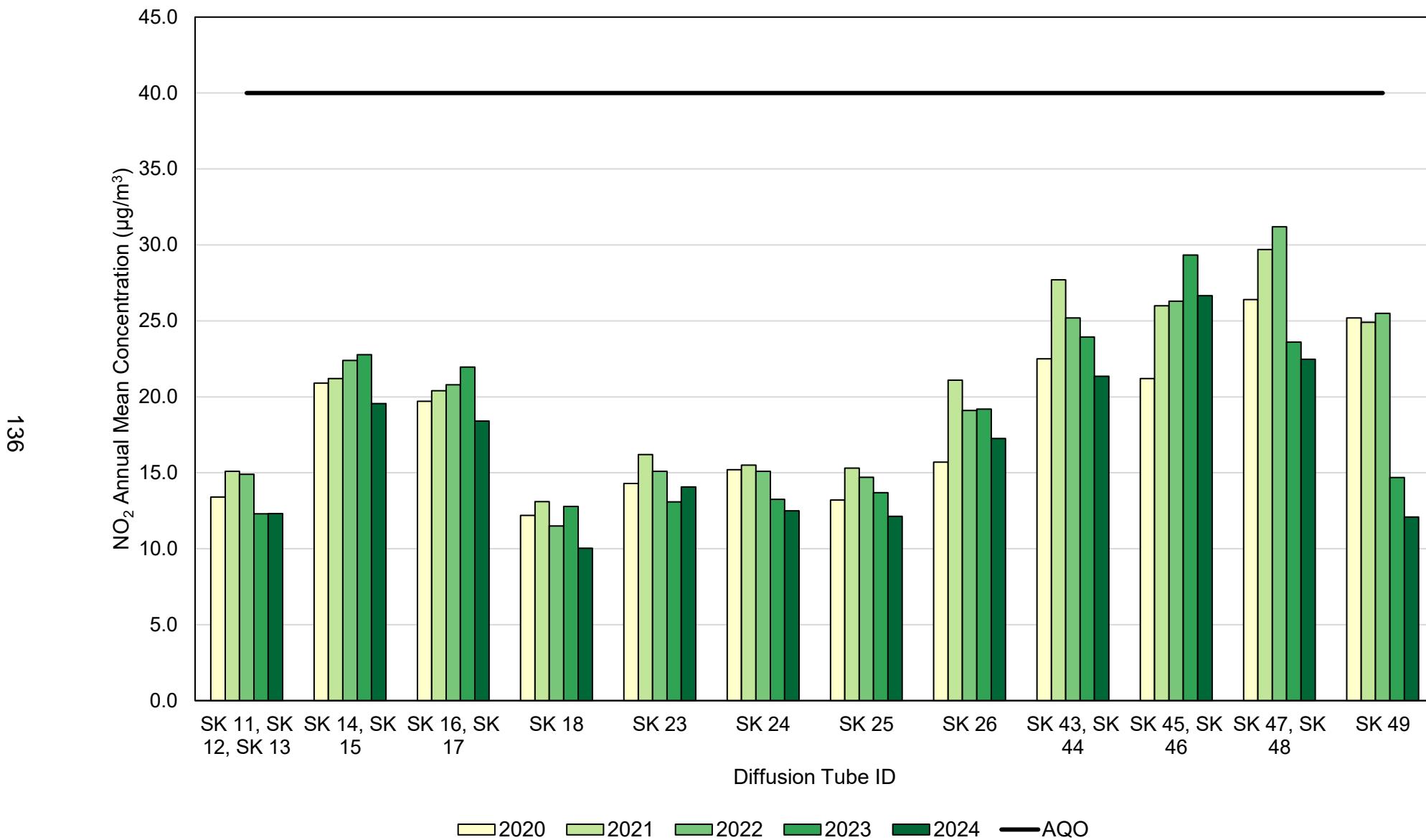
Means for diffusion tubes have been corrected for bias. All means have been “annualised” as per LAQM.TG22 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

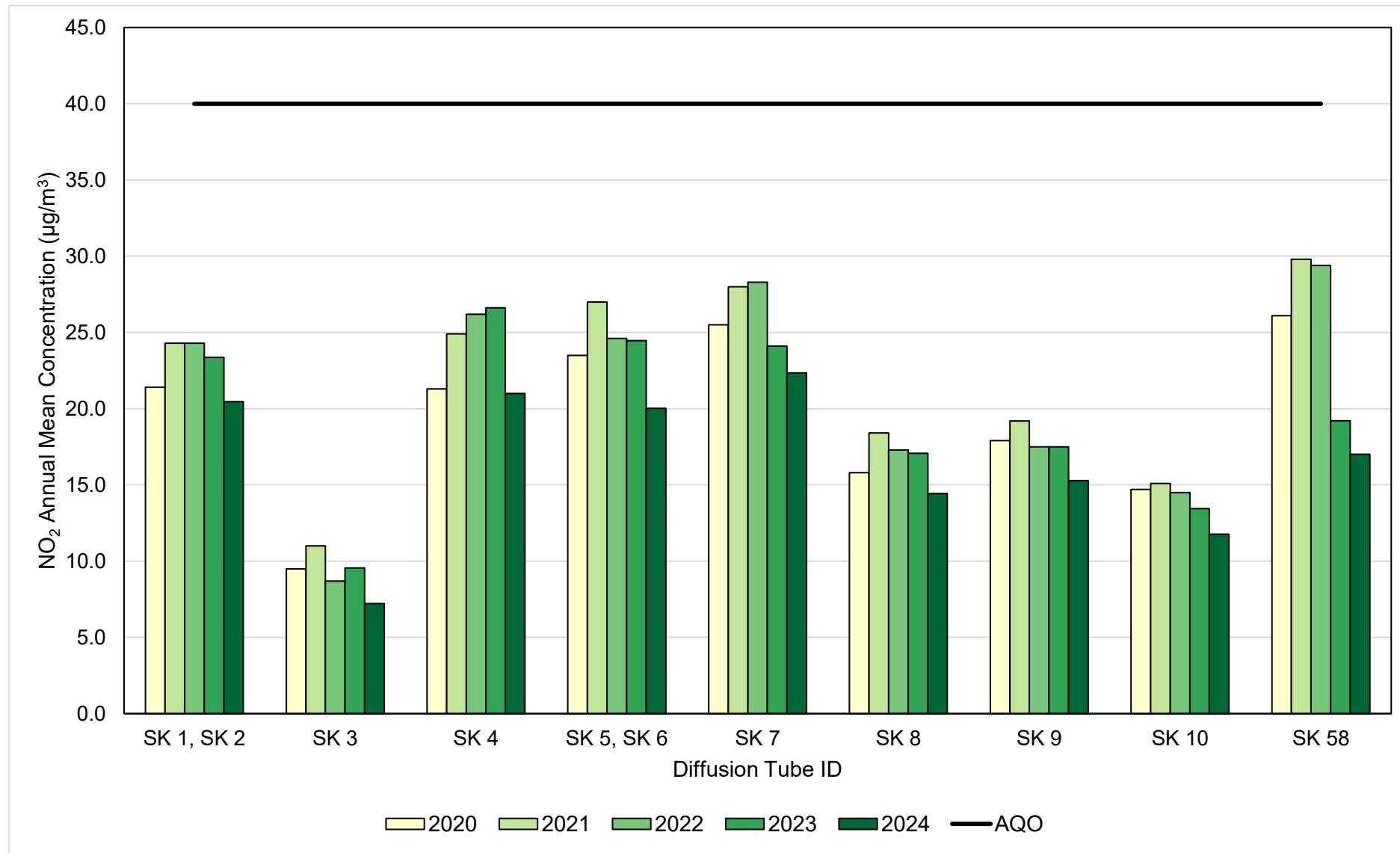
Concentrations are those at the location of monitoring and not those following any fall-off with distance adjustment.

- (1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.
- (2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

**Figure A.1 – Trends in Annual Mean NO<sub>2</sub> Concentrations – Diffusion Tubes within AQMA 6**

**Figure A.2 – Trends in Annual Mean NO<sub>2</sub> Concentrations – Diffusion Tubes within AQMA 6 continued**

**Figure A.3 – Trends in Annual Mean NO<sub>2</sub> Concentrations – Diffusion Tubes in Grantham (Outside AQMA)**

**Figure A.4 – Trends in Annual Mean NO<sub>2</sub> Concentrations – Diffusion Tubes (Sites in Stamford)**

## Appendix B: Full Monthly Diffusion Tube Results for 2024

Table B.1 – NO<sub>2</sub> 2024 Diffusion Tube Results (µg/m<sup>3</sup>)

DT ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted (0.78)	Annual Mean: Distance Corrected to Nearest Exposure	Comment
SK 1	502659	307218	22.9	30.1	28.7	25.7	26.3		22.1	22.6	24.4		27.7	26.8	-	-	-	Duplicate Site with SK 1 and SK 2 - Annual data provided for SK 2 only
SK 2	502659	307218	30.8	32.0	26.9	22.8	27.2		22.8	22.6	27.0	29.0	25.8	24.1	26.2	20.5	-	Duplicate Site with SK 1 and SK 2 - Annual data provided for SK 2 only
SK 3	502717	307750	13.0	10.0	10.9	5.5	7.1	6.3	7.7	6.3	7.2	8.6	15.6	12.9	9.3	7.2	-	
SK 4	503291	307420	22.7	35.6	30.0	22.9	22.2	22.2	23.0	23.6	24.2	31.5	38.2		26.9	21.0	-	
SK 5	503391	307396	27.7	33.5	26.7	24.5	28.4	21.4	20.9	20.8	29.5	29.4	31.9	23.6	-	-	-	Duplicate Site with SK 5 and SK 6 - Annual data provided for SK 6 only
SK 6	503391	307396	29.4	30.8	24.8	25.4	25.3	19.5	21.1	19.1	27.0	26.3	29.6	19.7	25.7	20.0	-	Duplicate Site with SK 5 and SK 6 - Annual data provided for SK 6 only
SK 7	503281	307398	28.2	38.9	31.9	24.2	29.9	23.5	26.7	21.7	32.5	33.4	27.7	25.3	28.7	22.4	-	
SK 8	502910	307120	22.0	20.6	23.0	17.7	19.6	16.0	18.0	15.0	16.1	23.6	21.5		19.4	15.1	-	Abnormally low data removed from December
SK 9	502873	307141	21.5	25.9	24.1	15.5	17.7	16.5	17.0	15.6	17.4	24.7			19.6	15.3	-	
SK 10	502382	306890	19.4	21.6	15.7	12.4	12.9	11.5	11.2	11.5	12.9	15.5	21.1	15.3	15.1	11.8	-	
SK 11	490118	334165	19.3	20.2	16.5	15.4	12.6	13.2	13.4	13.9	13.9	17.5	22.6	12.2	-	-	-	Triplicate Site with SK 11, SK 12 and SK 13 - Annual data provided for SK 13 only
SK 12	490118	334165	21.2	21.5	13.9	14.5	13.5	12.6	12.8	12.7	12.5	19.2	22.9	15.3	-	-	-	Triplicate Site with SK 11, SK 12 and SK 13 - Annual data provided for SK 13 only

DT ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted (0.78)	Annual Mean: Distance Corrected to Nearest Exposure	Comment
SK 13	490118	334165	20.7	17.3	16.0	13.4	12.4	11.8	14.4	13.7	12.8	18.0	22.1	12.2	15.8	12.3	-	Triplicate Site with SK 11, SK 12 and SK 13 - Annual data provided for SK 13 only
SK 14	490877	334642	38.3	30.9	21.5	19.1	23.4	20.5	24.1	19.7	25.2	23.2	34.8	22.9	-	-	-	Duplicate Site with SK 14 and SK 15 - Annual data provided for SK 15 only
SK 15	490877	334642	32.7	26.6	19.9	21.9	21.6	21.3	22.9	22.0	31.2	24.2	28.4	25.6	25.1	19.6	-	Duplicate Site with SK 14 and SK 15 - Annual data provided for SK 15 only
SK 16	489263	335353	29.4	26.1	19.5	20.8	16.1	31.0	25.7	28.4	22.0	26.6	20.8	19.0	-	-	-	Duplicate Site with SK 16 and SK 17 - Annual data provided for SK 17 only
SK 17	489263	335353	28.5	25.3	17.1	19.8	21.1	30.0	28.8	30.1	20.2	27.3	27.2		24.2	18.8	-	Abnormally low data removed from December
SK 18	489956	336574	16.9	15.3	12.8	9.6	10.8	7.7	10.4	8.7	13.4	16.8	19.4	12.6	12.9	10.0	-	
SK 19	491067	336209	27.8	36.9	26.7	20.8	23.0	19.7	22.5	23.3	32.0	31.5	21.1	20.2	-	-	-	Duplicate Site with SK 19 and SK 20 - Annual data provided for SK 20 only
SK 20	491067	336209	28.7	37.0	26.2	18.6	23.2	17.8	24.1	23.7	45.7	32.3	22.6	24.8	26.3	20.5	-	Duplicate Site with SK 19 and SK 20 - Annual data provided for SK 20 only
SK 21	491270	336256	26.8	32.9	23.7	18.8	19.0	14.9	22.1	19.1	29.1	30.1	22.9	24.5	23.7	18.5	-	
SK 22	491260	336188	30.0	34.2	26.9	20.3	20.7	21.6	22.2	19.7	25.7	31.4	22.1	26.4	25.1	19.6	-	
SK 23	489720	338204	21.0	19.9	12.7	14.4	25.9	12.3	12.7	10.3	17.3	20.7	34.8	14.5	18.0	14.1	-	
SK 24	489870	338683	16.6	21.2	16.6	14.9	13.4	12.3	12.2	10.4		17.8	28.4	12.5	16.0	12.5	-	
SK 25	492069	337874	18.8	20.2	14.2	13.4	13.2		14.0	11.9	13.4	16.5	20.8	14.6	15.5	12.1	-	
SK 26	491280	336573	24.4	28.3	19.8	20.5	20.2	19.4	19.1	16.6	23.1	24.2	27.2	22.6	22.1	17.3	-	
SK 27	491496	336354	46.0	53.3	37.8	38.0	40.3	32.5	34.0	27.8	36.5	45.6	19.4	27.7	-	-	-	Triplicate Site with SK 27, SK 28 and SK 29 - Annual data

DT ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted (0.78)	Annual Mean: Distance Corrected to Nearest Exposure	Comment
																	provided for SK 29 only	
SK 28	491496	336354	39.3	50.4	40.3	35.7	36.4	31.7	34.0	32.9	42.9	48.6	47.6	32.3	-	-	Triplicate Site with SK 27, SK 28 and SK 29 - Annual data provided for SK 29 only	
SK 29	491496	336354	39.2	47.9	39.6	33.8	35.9	32.7	33.5		46.3	45.3	44.2	31.6	38.1	29.7	-	Triplicate Site with SK 27, SK 28 and SK 29 - Annual data provided for SK 29 only
SK 30	491472	336315	35.4	32.0	22.4	23.7	26.1	27.2	22.2	21.3	36.8	26.3	35.3	22.1	-	-	Triplicate Site with SK 30, SK 31 and SK 32 - Annual data provided for SK 32 only	
SK 31	491472	336315	36.6	33.4	21.0	23.1	26.1	23.0	21.7	23.3	41.9	27.5	37.4	25.9	-	-	Triplicate Site with SK 30, SK 31 and SK 32 - Annual data provided for SK 32 only	
SK 32	491472	336315	34.1	36.6	21.8	27.0	23.9	23.4	24.2	21.2	37.9	28.3	32.8	22.0	27.9	21.8	-	Triplicate Site with SK 30, SK 31 and SK 32 - Annual data provided for SK 32 only
SK 33	491515	336389	54.9	51.6	39.7	41.7	38.5	39.6	36.8	37.4	44.6	41.8	43.8	37.3	-	-	Duplicate Site with SK 33 and SK 34 - Annual data provided for SK 34 only	
SK 34	491515	336389	52.3	51.8	38.9	43.8	35.0	41.8	35.0	33.3	45.0	40.5	51.3	41.8	42.4	33.1	-	Duplicate Site with SK 33 and SK 34 - Annual data provided for SK 34 only
SK 35	491330	336022	32.9	35.6	33.4	28.2	28.8	19.0	25.2	24.2	20.7	39.3	38.4	24.5	-	-	Duplicate Site with SK 35 and SK 36 - Annual data provided for SK 36 only	
SK 36	491330	336022	34.6	39.0	30.1	25.9	26.4	22.7	25.0	25.0	32.3	36.5	33.5	21.8	29.3	22.8	-	Duplicate Site with SK 35 and SK 36 - Annual data provided for SK 36 only
SK 37	491460	335715	29.4	37.8	30.3	27.0	30.0	22.0	26.4	25.1	37.9	40.2	37.9	25.3	-	-	Triplicate Site with SK 37, SK 38 and SK 39 - Annual data provided for SK 39 only	

DT ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted (0.78)	Annual Mean: Distance Corrected to Nearest Exposure	Comment
SK 38	491460	335715	32.6	28.9	28.1	28.6	30.1	22.3	24.4	23.9	33.9	39.6	38.4	23.2	-	-	-	Triplicate Site with SK 37, SK 38 and SK 39 - Annual data provided for SK 39 only
SK 39	491460	335715	30.6	35.4	26.7	28.3	32.1	21.0	23.0	23.2	34.6	38.2	39.3	20.8	29.9	23.3	-	Triplicate Site with SK 37, SK 38 and SK 39 - Annual data provided for SK 39 only
SK 40	491512	335719	26.2	27.5	20.9	19.1	18.1	17.3	15.9	16.0	19.6	25.7	30.7	21.1	21.5	16.8	-	
SK 41	491602	335485	32.1	34.4	26.4	25.5	28.0	25.0	27.8	20.4	31.8	33.9	18.7	17.9	-	-	-	Duplicate Site with SK 41 and SK 42 - Annual data provided for SK 42 only
SK 42	491602	335485	30.3	29.2	24.0	26.2	27.7	22.1	23.5	21.5	50.5	37.4		24.3	27.4	21.4	-	Duplicate Site with SK 41 and SK 42 - Annual data provided for SK 42 only
SK 43	491734	335196	36.9	30.6	35.3	23.0	26.9	25.5	30.0	24.7	29.2	37.7	32.4		-	-	-	Abnormally low data removed from December
SK 44	491734	335196	29.2	34.6	23.6	23.8	25.5	24.3	20.0	19.8	33.1	27.0	37.8	18.3	27.8	21.7	-	Duplicate Site with SK 43 and SK 44 - Annual data provided for SK 44 only
SK 45	491869	334960	34.2	43.9	43.1	30.9	28.0	28.8	29.7	30.4	45.9	42.3	39.7	29.8	-	-	-	Duplicate Site with SK 45 and SK 46 - Annual data provided for SK 46 only
SK 46	491869	334960	40.3	41.0	33.1	31.4	27.6	28.7	30.3	26.7	40.6	35.3	31.0	27.5	34.2	26.7	-	Duplicate Site with SK 45 and SK 46 - Annual data provided for SK 46 only
SK 47	492067	334922	33.9	27.3	26.9	25.7	23.6	27.2	23.3	27.8	39.5	34.0	35.7	28.2	-	-	-	Duplicate Site with SK 47 and SK 48 - Annual data provided for SK 48 only
SK 48	492067	334922	31.4	34.6	31.6	23.8	25.3	26.5	25.1	27.7	30.1	31.5	27.2	23.7	28.8	22.5	-	Duplicate Site with SK 47 and SK 48 - Annual data provided for SK 48 only
SK 49	491427	335193	22.5	18.3	11.3	14.0	12.1	11.1	13.4	12.8	14.1	19.5	25.4		15.9	12.4	-	Abnormally low data removed from December

DT ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted (0.78)	Annual Mean: Distance Corrected to Nearest Exposure	Comment
SK 50	491184	335575		23.8	24.6	24.5	27.0	31.7	27.4	21.4	59.3	31.1	39.2	26.6	-	-	-	Duplicate Site with SK 50 and SK 51 - Annual data provided for SK 51 only
SK 51	491184	335575	32.6	36.5	28.3	28.4	27.7	22.7	29.1			<0.5	37.3		31.3	24.4	-	Duplicate Site with SK 50 and SK 51 - Annual data provided for SK 51 only. Abnormally low data removed from October
SK 52	491200	335636	36.9	37.5	28.3	24.1	23.9	19.9	22.7	23.4	25.3	29.7	32.1	24.5	-	-	-	Duplicate Site with SK 52 and SK 53 - Annual data provided for SK 53 only
SK 53	491200	335636	34.3	34.8	28.4	22.3	25.5	21.5	24.5	24.6	22.5	30.3	32.6	25.8	27.3	21.3	-	Duplicate Site with SK 52 and SK 53 - Annual data provided for SK 53 only
SK 54	491492	335505	35.0	42.8	28.4	34.7	38.8	32.1	34.6	29.5	37.2	36.3	33.4	27.8	-	-	-	Duplicate Site with SK 54 and SK 55 - Annual data provided for SK 55 only
SK 55	491492	335505	34.8	50.4	40.6	33.0	37.7	30.7	39.3	28.3	31.9	42.4	42.4	23.3	35.2	27.5	-	Duplicate Site with SK 54 and SK 55 - Annual data provided for SK 55 only
SK 56	491402	335501	27.7	38.8	32.5	26.6	29.1	31.4	28.8	28.6	31.9	35.9		28.3	-	-	-	Duplicate Site with SK 56 and SK 57 - Annual data provided for SK 57 only
SK 57	491402	335501	35.2	44.1	34.0		27.5	28.8	30.5		30.6		39.0		32.0	25.0	-	Duplicate Site with SK 56 and SK 57 - Annual data provided for SK 57 only
SK 58	503070	306957	28.6	25.8	21.8	19.9	20.5	20.8	18.5	18.8	21.2	22.5	27.1	16.1	21.8	17.0	-	

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- All erroneous data has been removed from the NO<sub>2</sub> diffusion tube dataset presented in Table B.1.
- Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG22.
- National bias adjustment factor used.
- Where applicable, data has been distance corrected for relevant exposure in the final column.
- South Kesteven District Council confirm that all 2024 diffusion tube data has been uploaded to the Diffusion Tube Data Entry System.

**Notes:**

Exceedances of the NO<sub>2</sub> annual mean objective of 40µg/m<sup>3</sup> are shown in **bold**.

NO<sub>2</sub> annual means exceeding 60µg/m<sup>3</sup>, indicating a potential exceedance of the NO<sub>2</sub> 1-hour mean objective are shown in **bold and underlined**.

See Appendix C for details on bias adjustment and annualisation.

## Appendix C: Supporting Technical Information / Air Quality Monitoring Data QA/QC

### New or Changed Sources Identified Within South Kesteven District Council During 2024

During 2024 there were a number of additional road sources of NO<sub>2</sub>. There was roadworks on a number of roads which may have affected NO<sub>2</sub> concentrations. A list of the additional works are below:

- Market Place works commenced 7<sup>th</sup> May 2024 – 13<sup>th</sup> September 2024 – Full closure from May until August. Market Place was then opened from Westgate through the High Street and then fully open including Conduit Lane from 13<sup>th</sup> September 2024.
- Station Approach works commenced on 16<sup>th</sup> August 2024 – 20<sup>th</sup> December 2024 – series of phased traffic management (five stages) daily until beginning of December then also included night-time closures for resurfacing.
- Queuing traffic especially on A52/1607 station approach works which resulted in queues up wharf road to St Catherines

#### Spring 2024

- SKDC's proposed changes to the Market Place in the town centre
- Reconstruction of sections of High Street, Great Gonerby and Gonerby Road, Grantham
- Construction of a new High Street, Great Gonerby pedestrian crossing

#### Summer 2024

- Reconstruction of Dysart Road
- Reconstruction of Alma Park Road
- Construction of a new Greenhill Road / Barrowby Road pedestrian crossing
- Construction of a new Barrowby Road / Poplar Farm pedestrian crossing
- SKDC's proposed changes to Station Road and A52/A607 junction

### Additional Air Quality Works Undertaken by South Kesteven District Council During 2024

No additional works were undertaken by South Kesteven District during 2024.

## QA/QC of Diffusion Tube Monitoring

The diffusion tubes for the year 2024 were supplied and analysed by SOCOTEC, using the 50% Triethanolamine (TEA) in acetone preparation method. SOCOTEC, a UKAS accredited laboratory, participate in the AIR-PT scheme for NO<sub>2</sub> diffusion tube analysis and Annual Field Intercomparison Exercise. These provide strict criteria relating to performance that participating laboratories must meet, ensuring that the reported NO<sub>2</sub> concentrations are of a high calibre. From the most recent set of AIR-PT results (AR063, April – June), in which SOCOTEC scored 100% – the percentage score reflects the results deemed satisfactory based upon the z-score of  $\pm 2$ .

There were 35 local authority co-location studies which used tubes supplied by SOCOTEC with the 50% TEA in acetone preparation method. This precision reflects the laboratory's performance and consistency in preparing and analysing the tubes, as well as the subsequent handling of the tubes in the field.

Monitoring in 2024 throughout South Kesteven District was completed in adherence with the 2024 Diffusion Tube Monitoring Calendar, whereby all changeovers throughout the monitoring year were completed in line with Defra guidance.

There were anomalous results during the reporting year of 2024. The abnormally low results were removed from the dataset. Any abnormally high results were not removed as there was extensive roadworks during 2024 which may have been responsible for higher concentrations reported at diffusion tubes sites.

## Diffusion Tube Annualisation

For any site where data capture is below 75%, annualisation is to be performed. This is because section 7.196 of TG(22) states that:

*“If data capture is below 75% for the year, then it is necessary to annualise the data... [as] the concentration varies throughout the year, and the instrument may have been operational for a period of above or below average concentrations”.*

During 2024, there was no requirement for annualisation at any diffusion tube sites within South Kesteven District, as all sites had greater than 75% data capture.

## Diffusion Tube Bias Adjustment Factors

The diffusion tube data presented within the 2025 ASR have been corrected for bias using an adjustment factor. Bias represents the overall tendency of the diffusion tubes to under

or over-read relative to the reference chemiluminescence analyser. LAQM.TG22 provides guidance with regard to the application of a bias adjustment factor to correct diffusion tube monitoring. Triplicate co-location studies can be used to determine a local bias factor based on the comparison of diffusion tube results with data taken from NO<sub>x</sub>/NO<sub>2</sub> continuous analysers. Alternatively, the national database of diffusion tube co-location surveys provides bias factors for the relevant laboratory and preparation method.

South Kesteven District Council have applied a national bias adjustment factor of 0.78 to the 2024 monitoring data. A summary of bias adjustment factors used by South Kesteven District Council over the past five years is presented in Table C.1.

**Table C.1 – Bias Adjustment Factor**

Monitoring Year	Local or National	If National, Version of National Spreadsheet	Adjustment Factor
<b>2024</b>	National	04/25	0.78
<b>2023</b>	National	03/24	0.83
<b>2022</b>	National	03/23	0.82
<b>2021</b>	National	03/22	0.83
<b>2020</b>	National	03/21	0.84

National Diffusion Tube Bias Adjustment Factor Spreadsheet							Spreadsheet Version Number: 04/25					
Follow the steps below in the correct order to show the results of relevant co-location studies												
Data only apply to tubes exposed monthly and are not suitable for correcting individual short-term monitoring periods												
Whenever presenting adjusted data, you should state the adjustment factor used and the version of the spreadsheet												
This spreadsheet will be updated every few months; the factors may therefore be subject to change. This should not discourage their immediate use.												
The LAQM Helpdesk is operated on behalf of Defra and the Devolved Administrations by Bureau Veritas, in conjunction with contract partners AECOM							Spreadsheet maintained by the National Physical Laboratory. Original compiled by Air Quality Consultants Ltd.					
LAQM Helpdesk: <a href="mailto:LAQMHelpdesk@bureaveritas.com">LAQMHelpdesk@bureaveritas.com</a> or 0800 0327553												
Step 1:		Step 2:	Step 3:	Step 4:								
Select the Laboratory that Analyses Your Tubes from the Drop-Down List		Select a Preparation Method from the Drop-Down List	Select a Year from the Drop-Down List	Where there is only one study for a chosen combination, you should use the adjustment factor shown with caution. Where there is more than one study, use the overall factor* shown in blue at the foot of the final column.								
If a laboratory is not shown, we have no data for this laboratory.		If a preparation method is not shown, we have no data for this method at this laboratory.		If you have your own co-location study then see footnote*. If uncertain what to do then contact the Local Air Quality Management Helpdesk at <a href="mailto:LAQMHelpdesk@bureaveritas.com">LAQMHelpdesk@bureaveritas.com</a> or 0800 0327553								
Analysed By*		Method	Year*	Site Type	Local Authority		Length of Study (months)	Diffusion Tube Mean Conc. (Dm) ( $\mu\text{g}/\text{m}^3$ )	Automatic Monitor Mean Conc. (Cm) ( $\mu\text{g}/\text{m}^3$ )	Bias (B)	Tube Precision*	Bias Adjustment Factor (A) (Cm/Dm)
SOCOTEC Didcot		50% TEA in acetone	2024	R	Cambridge City Council		11	20	15	31.0%	G	0.76
SOCOTEC Didcot		50% TEA in acetone	2024	R	Cardiff Council/Shared Regulatory Services		9	35	31	14.2%	G	0.88
SOCOTEC Didcot		50% TEA in acetone	2024	R	Leicestershire County Council		9	24	20	21.0%	G	0.83
SOCOTEC Didcot		50% TEA in acetone	2024	R	North Warwickshire Council		11	26	26	37.9%	G	0.72
SOCOTEC Didcot		50% TEA in acetone	2024	UB	City Of York Council		11	13	11	16.0%	P	0.86
SOCOTEC Didcot		50% TEA in acetone	2024	R	City Of York Council		11	22	18	22.9%	G	0.81
SOCOTEC Didcot		50% TEA in acetone	2024	R	City Of York Council		11	26	20	31.0%	G	0.76
SOCOTEC Didcot		50% TEA in acetone	2024	R	East Suffolk Council		9	26	20	32.8%	G	0.75
SOCOTEC Didcot		50% TEA in acetone	2024	KS	Marylebone Road Intercomparison		10	47	36	30.5%	G	0.77
SOCOTEC Didcot		50% TEA in acetone	2024	UB	Hull City Council		10	21	16	25.6%	P	0.89
SOCOTEC Didcot		50% TEA in acetone	2024	R	Hull City Council		9	27	20	35.3%	G	0.74
SOCOTEC Didcot		50% TEA in acetone	2024	R	Waverley Borough Council		10	21	18	12.7%	G	0.88
SOCOTEC Didcot		50% TEA in acetone	2024	R	Waverley Borough Council		11	22	16	32.3%	G	0.76
SOCOTEC Didcot		50% TEA in acetone	2024	R	Wrexham County Borough Council		10	15	13	17.0%	G	0.85
SOCOTEC Didcot		50% TEA in acetone	2024	UB	Gravesend Borough Council		11	21	19	9.7%	P	0.91
SOCOTEC Didcot		50% TEA in acetone	2024	R	Slough Borough Council		11	35	24	45.5%	G	0.70
SOCOTEC Didcot		50% TEA in acetone	2024	R	Slough Borough Council		11	26	20	32.6%	G	0.75
SOCOTEC Didcot		50% TEA in acetone	2024	R	Slough Borough Council		11	23	17	34.0%	G	0.75
SOCOTEC Didcot		50% TEA in acetone	2024	R	Slough Borough Council		10	31	23	33.4%	G	0.75
SOCOTEC Didcot		50% TEA in acetone	2024	R	Slough Borough Council		11	30	23	35.7%	G	0.75
SOCOTEC Didcot		50% TEA in acetone	2024	R	Thames Ditton Council		10	19	15	24.3%	G	0.88
SOCOTEC Didcot		50% TEA in acetone	2024	UB	Wirral Council		9	14	12	19.9%	G	0.83
SOCOTEC Didcot		50% TEA in acetone	2024	R	Derry City And Strabane District Council		11	28	32	-11.8%	G	1.13
SOCOTEC Didcot		50% TEA in acetone	2024	UB	Derry City And Strabane District Council		11	11	7	59.1%	G	0.63
SOCOTEC Didcot		50% TEA in Acetone	2024	R	Harrow District Council		11	22	17	31.5%	G	0.76
SOCOTEC Didcot		50% TEA in Acetone	2024	R	Lee & City Council		10	36	28	32.5%	G	0.75
SOCOTEC Didcot		50% TEA in Acetone	2024	KS	Lee & City Council		11	29	20	42.7%	G	0.70
SOCOTEC Didcot		50% TEA in Acetone	2024	R	Lee & City Council		11	24	18	38.4%	G	0.73
SOCOTEC Didcot		50% TEA in Acetone	2024	UC	Lee & City Council		10	25	19	31.2%	G	0.74
SOCOTEC Didcot		50% TEA in Acetone	2024	R	Huntingdonshire District Council		10	28	23	21.1%	G	0.83
SOCOTEC Didcot		50% TEA in Acetone	2024	R	North East Lincolnshire Council		11	39	21	84.1%	G	0.54
SOCOTEC Didcot		50% TEA in Acetone	2024	UB	North East Lincolnshire Council		10	12	10	20.0%	G	0.83
SOCOTEC Didcot		50% TEA in Acetone	2024	R	North East Lincolnshire Council		11	21	18	15.7%	G	0.86
SOCOTEC Didcot		50% TEA in acetone	2024		Overall Factor (33 studies)						Use	0.78

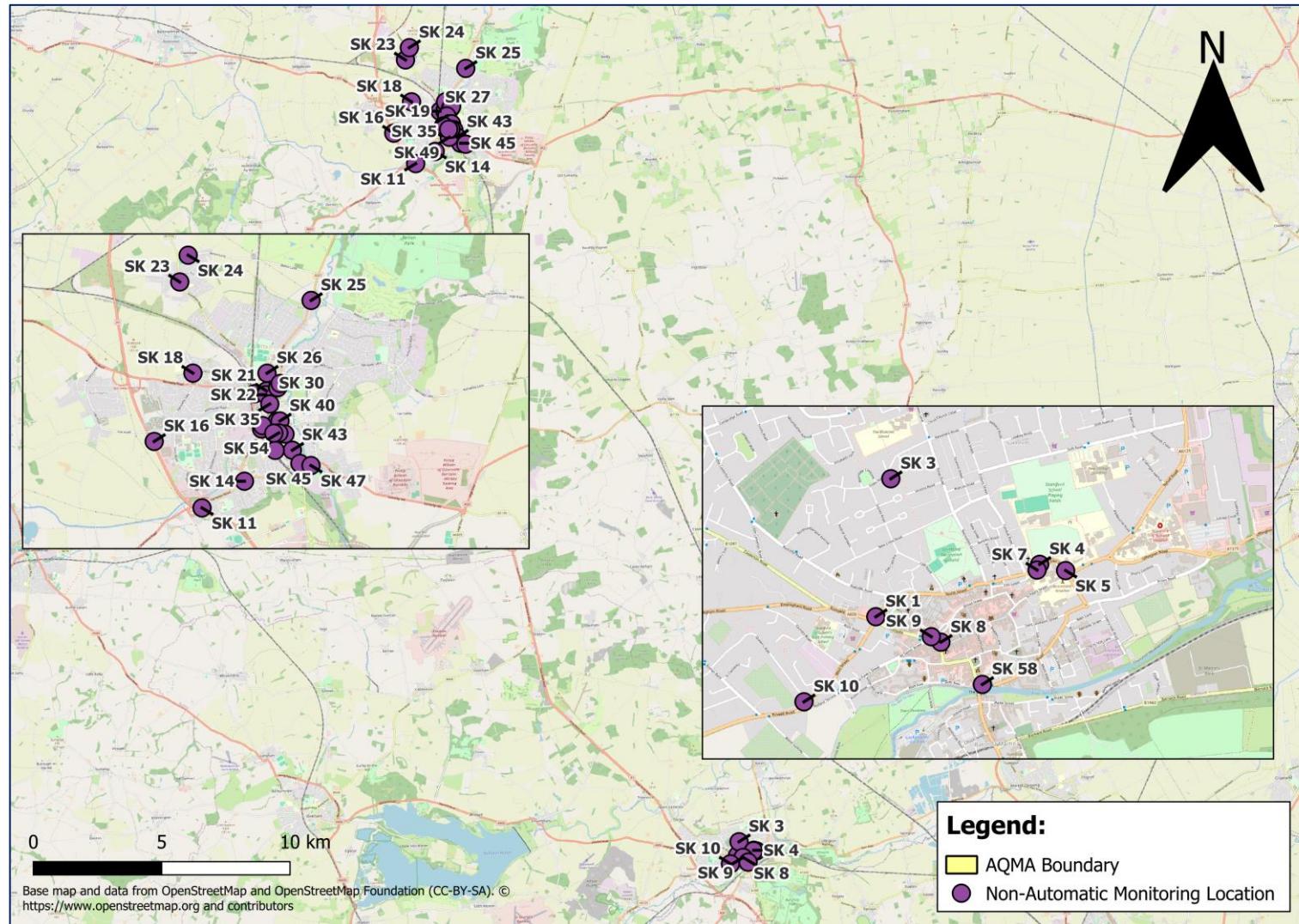
## NO<sub>2</sub> Fall-off with Distance from the Road

Wherever possible, monitoring locations are representative of exposure. However, where this is not possible, the NO<sub>2</sub> concentration at the nearest location relevant for exposure has been estimated using the Diffusion Tube Data Processing Tool/NO<sub>2</sub> fall-off with distance calculator available on the LAQM Support website. Where appropriate, non-automatic annual mean NO<sub>2</sub> concentrations corrected for distance are presented in Table B.1.

No diffusion tube monitoring location within South Kesteven District required distance correction during 2024.

## Appendix D: Map(s) of Monitoring Locations and AQMAs

Figure D.1 – All Non-Automatic Monitoring Locations in South Kesteven



NOTE: As majority of the monitoring locations in South Kesteven are duplicate or triplicates, only one Site ID has been provided for ease of visuals in the Appendix D Figures. Refer to Table A.2 to match up locations.

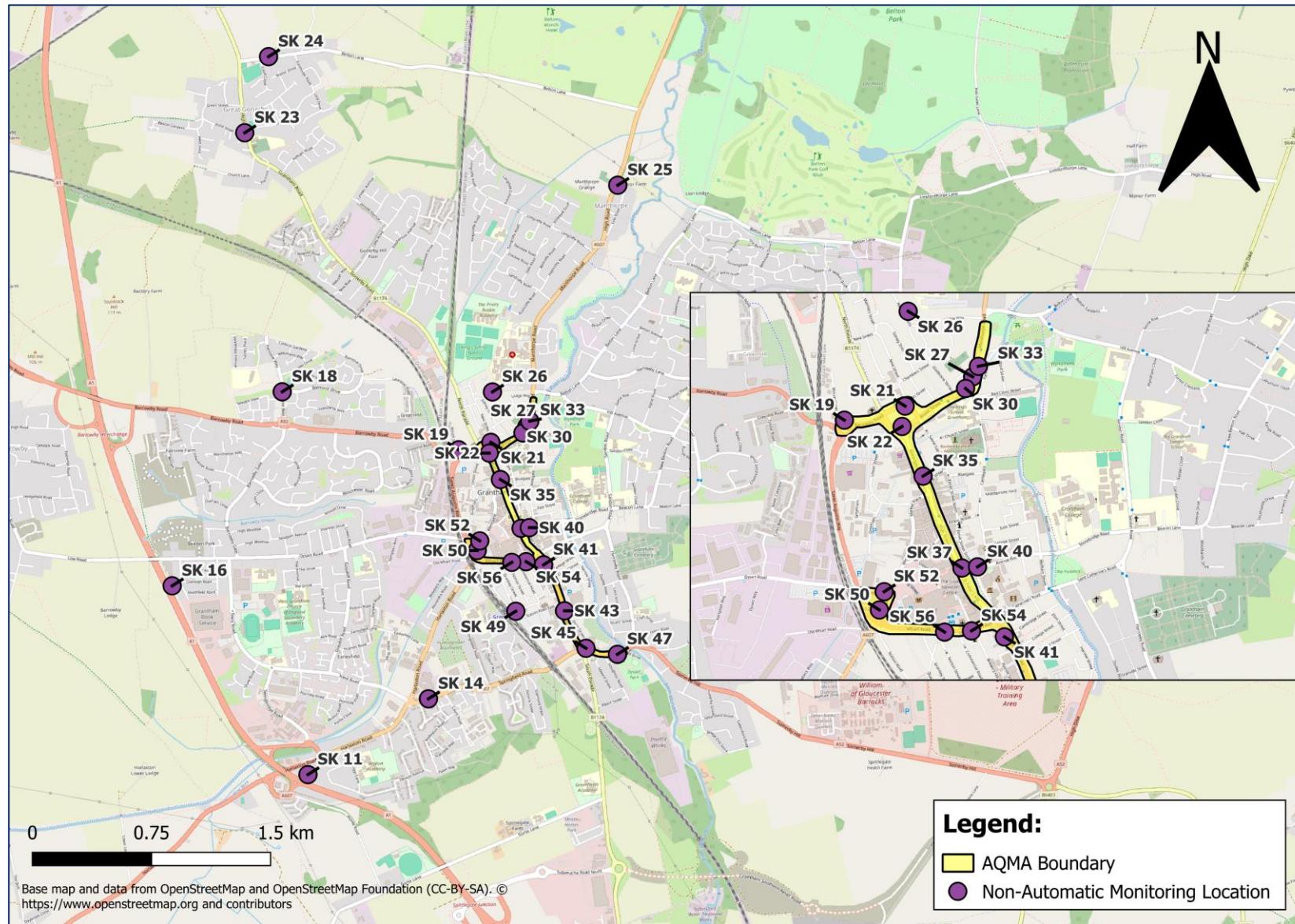
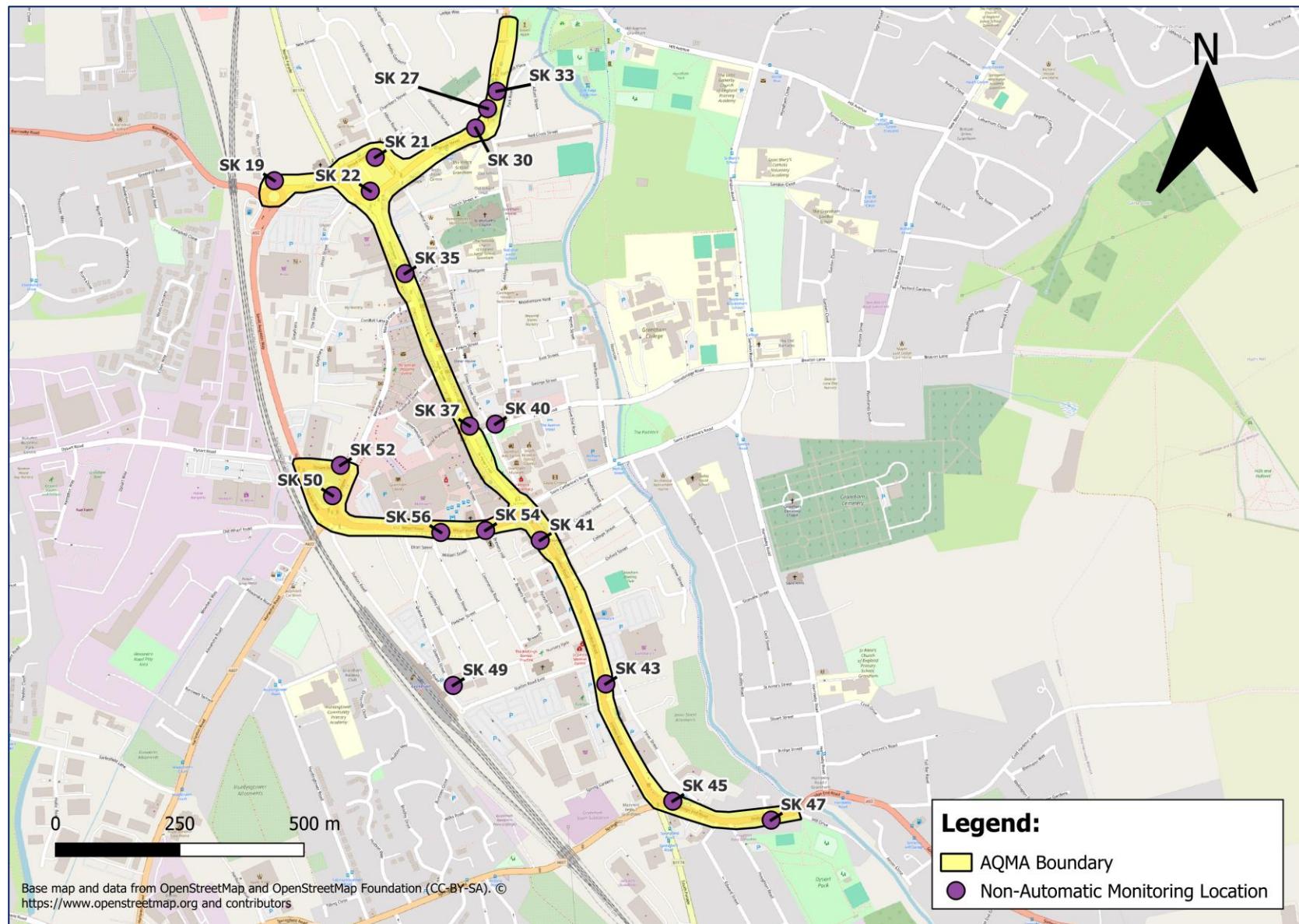
**Figure D.2 – Non-Automatic Monitoring Locations: Grantham**

Figure D.3 – Non-Automatic Monitoring Locations: Grantham AQMA No.6



NOTE: Figure D. 4 shows SK40 on the outskirts of the AQMA boundary. It has been included in the Figure as the Council still consider SK40 to be a good representation of concentrations within the AQMA despite being near the border.

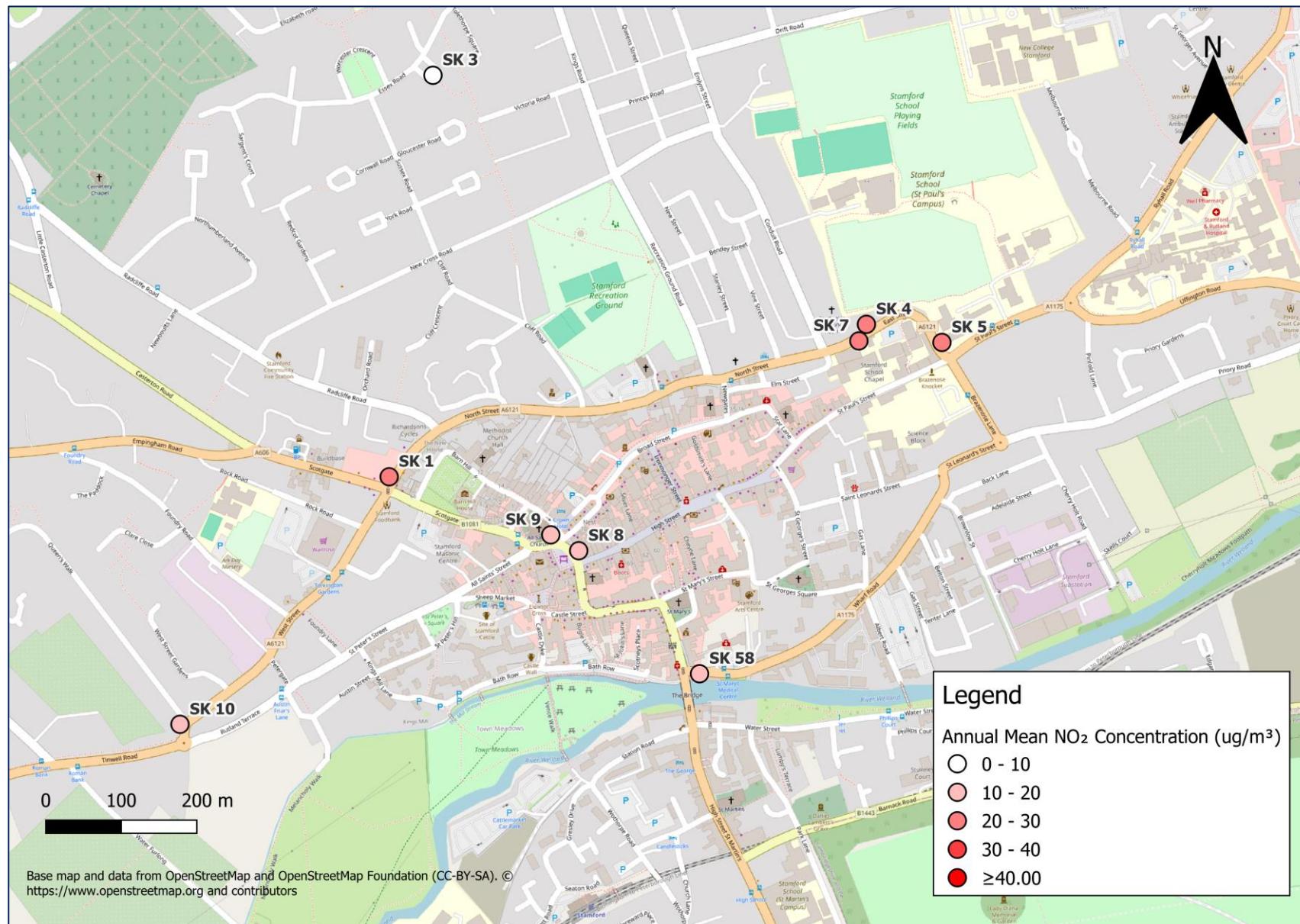
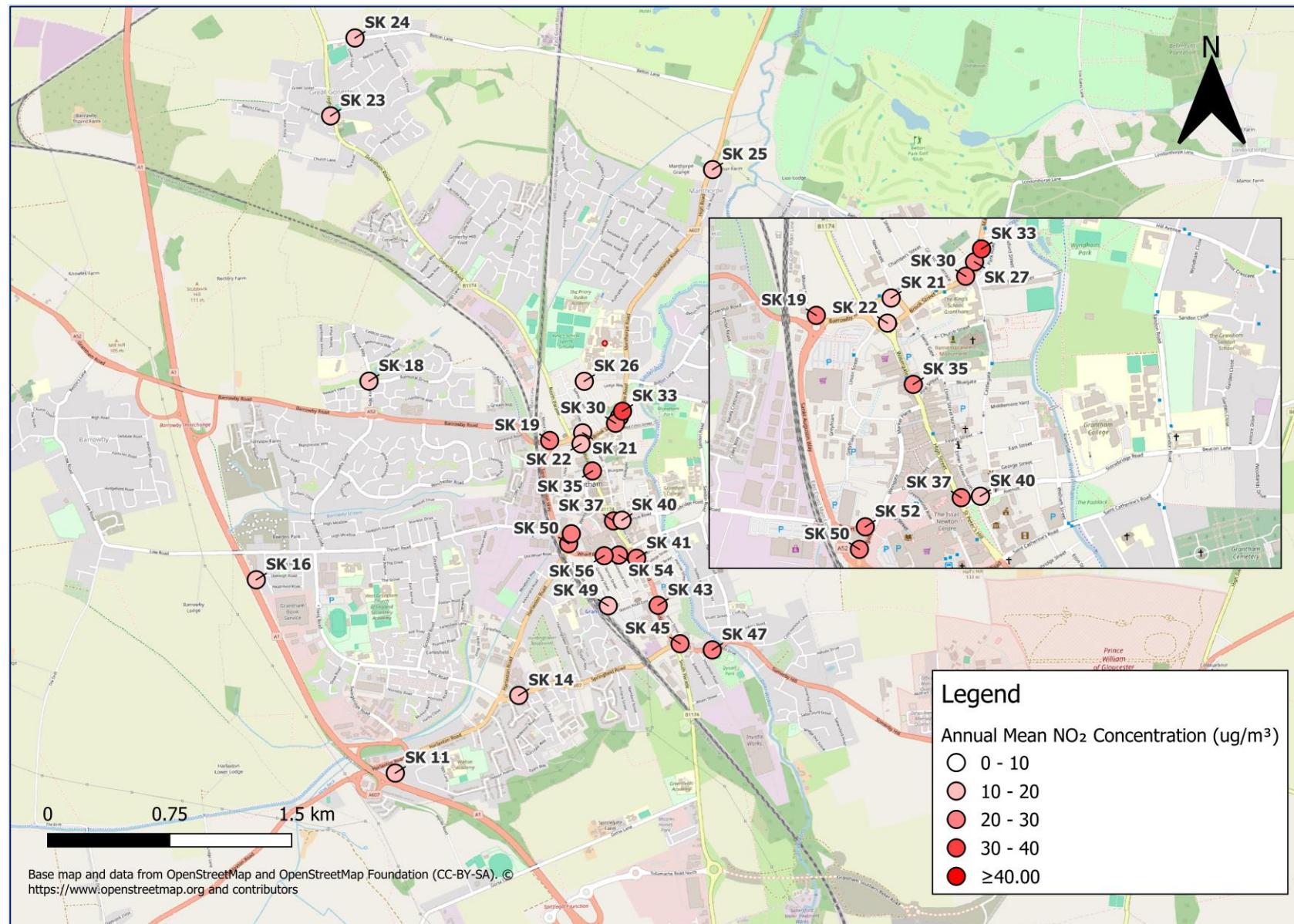
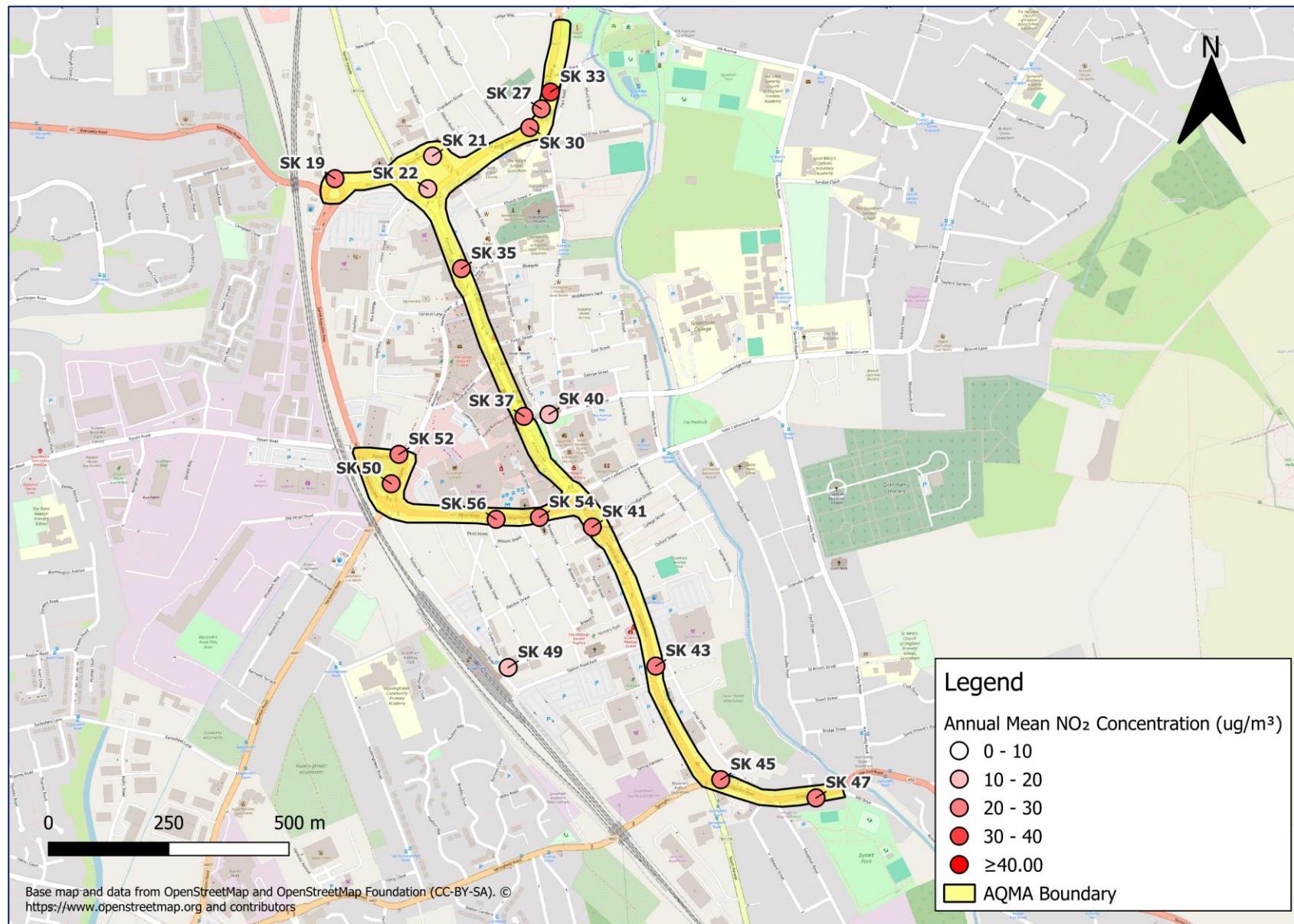
Figure D.4 – 2024 Annual NO<sub>2</sub> Concentrations All Non-Automatic Monitoring Locations: Stamford

Figure D.5 – 2024 Annual NO<sub>2</sub> Concentrations All Non-Automatic Monitoring Locations Grantham

**Figure D.6 – 2024 Annual NO<sub>2</sub> Concentrations All Non-Automatic Monitoring Locations Grantham AQMA No.6**

## Appendix E: Summary of Air Quality Objectives in England

**Table E.1 – Air Quality Objectives in England<sup>5</sup>**

Pollutant	Air Quality Objective: Concentration	Air Quality Objective: Measured as
Nitrogen Dioxide (NO <sub>2</sub> )	200µg/m <sup>3</sup> not to be exceeded more than 18 times a year	1-hour mean
Nitrogen Dioxide (NO <sub>2</sub> )	40µg/m <sup>3</sup>	Annual mean
Particulate Matter (PM <sub>10</sub> )	50µg/m <sup>3</sup> , not to be exceeded more than 35 times a year	24-hour mean
Particulate Matter (PM <sub>10</sub> )	40µg/m <sup>3</sup>	Annual mean
Sulphur Dioxide (SO <sub>2</sub> )	350µg/m <sup>3</sup> , not to be exceeded more than 24 times a year	1-hour mean
Sulphur Dioxide (SO <sub>2</sub> )	125µg/m <sup>3</sup> , not to be exceeded more than 3 times a year	24-hour mean
Sulphur Dioxide (SO <sub>2</sub> )	266µg/m <sup>3</sup> , not to be exceeded more than 35 times a year	15-minute mean

<sup>5</sup> The units are in microgrammes of pollutant per cubic metre of air (µg/m<sup>3</sup>).

## Glossary of Terms

Abbreviation	Description
ASHP	Air Source Heat Pumps
ANPR	Automatic Number Plate Recognition
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
ASR	Annual Status Report
ATC	Automatic Traffic Count
CWZ	Core Walking Zones
Defra	Department for Environment, Food and Rural Affairs
DMRB	Design Manual for Roads and Bridges – Air quality screening tool produced by National Highways
EPC	Energy Performance Certificate
EV	Electric Vehicle
GHG	Green Homes Grant
HUG	Home Upgrade Grant
LAD2	Local Authority Delivery Phase 2
LAQM	Local Air Quality Management
LCC	Lincolnshire County Council
LCN	Local Cycle Network
LED	Light Emitting Diode
LEVI	Local Electric Vehicle Infrastructure
NCN	National Cycle Network
NHS	National Health Service
NO <sub>2</sub>	Nitrogen Dioxide
NO <sub>x</sub>	Nitrogen Oxides
OSRCPS	On-Street Residential Charge Point Scheme

Abbreviation	Description
OZEV	Office of Zero Emission Vehicles
PM <sub>10</sub>	Airborne particulate matter with an aerodynamic diameter of 10µm or less
PM <sub>2.5</sub>	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
QA/QC	Quality Assurance and Quality Control
SCA	Smoke Control Areas
SO <sub>2</sub>	Sulphur Dioxide
UKSPF	UK Shared Prosperity Fund
ULEV	Ultra Low Emission Vehicle

## References

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- Air Quality Strategy – Framework for Local Authority Delivery. August 2023. Published by Defra.
- South Kesteven District Council Air Quality Annual Status Report. September 2024.
- South Kesteven EPC Ratings -  
<https://moderngov.southkesteven.gov.uk/documents/s36347/Energy%20Efficiency%20-%20Grant%20Funding.pdf>
- South Kesteven Climate Action Strategy -  
[https://www.southkesteven.gov.uk/sites/default/files/2023-10/Climate\\_Action\\_Strategy.pdf](https://www.southkesteven.gov.uk/sites/default/files/2023-10/Climate_Action_Strategy.pdf)
- South Kesteven Parking and Transport roads for EV charging -  
<https://www.southkesteven.gov.uk/parking-transport-and-roads/electric-vehicle-charging/skdc-electric-vehicle-charging-points>
- UK-AIR Background Mapping for Local Authorities available at: <https://uk-air.defra.gov.uk/data/laqm-background-home>.

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Local Authority:	<b>South Kesteven District Council</b>
Reference:	<b>ASR25-2667</b>
Date of Issue:	<b>July 2025</b>

## Annual Status Report Appraisal Report

The Annual Status Report sets out new information on air quality obtained by South Kesteven District Council (SKDC) as part of the Review & Assessment process required under the Environment Act 1995 (as amended by the Environment Act 2021) and subsequent Regulations.

SKDC currently have one declared Air Quality Management Area (AQMA), which encompasses Manthorpe Road, Wharf Road, High Street and London Road within Grantham. The AQMA was declared for exceedances of the annual mean NO<sub>2</sub> and 1-hour mean NO<sub>2</sub> objectives. Measures to improve air quality within the AQMA are provided within the Council's Air Quality Action Plan (AQAP) which was most recently updated in 2024. Concentrations within the AQMA have been below the annual mean NO<sub>2</sub> Air Quality Objective (AQO) (40 µg/m<sup>3</sup>) for more than five years, however they have only recently reduced to below 10% of the AQO (36 µg/m<sup>3</sup>). The AQMA has now been compliant with the 1-hour mean NO<sub>2</sub> objective for 12 consecutive years, as such the Council plans to revoke the AQMA for the 1-hour mean NO<sub>2</sub>.

SKDC did not undertake any automatic (continuous) monitoring during 2024. SKDC undertook non-automatic (i.e. passive) monitoring of NO<sub>2</sub> at 35 sites during 2024 with 58 individual diffusion tubes. No changes to the monitoring network were made in 2024. There were no exceedances of the annual mean NO<sub>2</sub> AQO recorded at any of the passive monitoring sites. The maximum reported annual mean concentration in 2024 was 33.1 µg/m<sup>3</sup> at diffusion tube duplicate monitoring location SK33/SK34, located on A607 Manthorpe Road in Grantham in the AQMA, which is lower than the annual mean concentration reported in 2023 at this site (36.1 µg/m<sup>3</sup>). The largest annual mean concentration observed outside the AQMA was 22.4 µg/m<sup>3</sup>, and was recorded at SK7, Stamford School. The annual mean NO<sub>2</sub> concentration did not exceed 60 µg/m<sup>3</sup> at any non-automatic monitoring site, and therefore exceedances of the 1-hour mean objective are unlikely at all monitoring locations. Trends within the recent monitoring years show that concentrations are generally decreasing across the district.

QA/QC of monitoring data has been discussed, and the national bias adjustment factor of 0.78 was applied to the 2024 monitoring data, with details of the methodology (i.e. bias adjustment spreadsheet) provided. No monitoring locations required annualisation or distance correction during 2024.

During 2024, SKDC completed several key measures relating to air quality including: continuing to develop and enhance an app for encouraging cycling in South Kesteven, alongside

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Lincolnshire County Council (LCC), encouraging active travel using established Core Walking Zones (CWZs) across the district and ongoing development of a Green Fleet Strategy with the central goal of operating a carbon neutral vehicle fleet by 2035.

On the basis of the evidence provided by the local authority the conclusions reached in the report are **accepted** for all sources and pollutants. Following the completion of this report, South Kesteven District Council should progress with plans to revoke the AQMA of the 1-hour NO<sub>2</sub> objective and submit an Annual Status Report in 2026.

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## Commentary

The report is well structured, detailed, and provides the information specified in the Guidance.

The following comments are designed to help inform future reports:

1. The Council have stated their plans to revoke their AQMA for the 1-hour NO<sub>2</sub> objective, which is encouraged due to 12 years of continuous compliance with this objective. Progress on the status of this is expected in next year's ASR.
2. The Council have stated that they have updated their AQAP. This is commended and clearly shows the councils dedication to achieving / maintaining good air quality within the borough.
3. The Council have detailed extensive measure through which they continue to improve air quality within the district as well as providing clear priorities for the coming year. This is commended and should be continued in future ASRs.
4. The Council have provided detailed trends of NO<sub>2</sub> concentrations within the borough over recent monitoring years which has been split into regions within the borough for focused discussion of pollution levels and their effects. This is commended and this level of detail should be carried forward into future ASRs.
5. The Council have included reference to the Public Health Outcomes Framework (PHOF) indicator for fractions of mortality attributable to PM<sub>2.5</sub> emissions to provide additional context as to PM levels in the district. Similarly, they have also referenced the Defra background maps for additional context regarding base PM levels in the district. This is encouraged
6. Detailed responses to comments from last year's ASR appraisal have been provided and clear evidence of implementation can be seen in this year's ASR.
7. The Council have provided detailed ways for the local population to engage in air quality improvement, offering a variety of methods through which they can contribute and providing links for further information on how to get involved.
8. The Council have used version 04/25 of the National Bias Adjustment Factor Calculations Spreadsheet as opposed to the latest version 06/25. Both versions provide the same adjustment factor (0.78), as such, there is no impact on the data reported but it is good practice to use the latest version when available.

This commentary is not designed to deal with every aspect of the report. It highlights a number of issues that should help the local authority either in completing the Annual Status Report adequately (if required) or in carrying out future Review & Assessment work.

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**Issues specifically related to this appraisal can be followed up by returning the attached comment form to Defra, Welsh Government, Scottish Government or DOE.**

For any other queries please contact the Local Air Quality Management Helpdesk:

Telephone: 0800 0327 953

Email: LAQMHelpdesk@bureauveritas.com

The [Air Quality Hub](#) is now run by Defra, it is a free online information and knowledge sharing resource for local authority air quality professionals. Please consider onboarding on the Air Quality Hub to access a multitude of air quality resources and be kept up to date with local authority air quality activity and air quality news.

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## Appraisal Response Comment Form

Contact Name:	
Contact Telephone number:	
Contact email address:	UKLAQMAppraisals@aecom.com

### Comments on appraisal/Further information:

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SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

## Environment Overview and Scrutiny Committee

Tuesday, 13 January 2026

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

### Review of the Hackney Carriage and Private Hire Licensing Policy

#### Report Author

Ayeisha Kirkham, Head of Public Protection

ayeisha.kirkham@southkesteven.gov.uk

#### Purpose of Report

To consider the updated Hackney Carriage and Private Hire Licensing Policy.

#### Recommendations

##### The Committee is asked to:

1. To consider the updated Hackney Carriage and Private Hire Licensing Policy and suggest any further amendments.
2. Recommend to Council that the updated Hackney and Private Hire Licensing Policy is adopted.

#### Decision Information

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

What are the relevant corporate priorities? Effective council

Which wards are impacted? All Wards

## **1. Implications**

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

### ***Finance and Procurement***

- 1.1 There are no specific financial implications associated with the recommendations in this report. Subject to the policy being approved an updated list of fees and charges has been prepared for the 2026/27 financial year. These are attached at Appendix 4 and are based on a time and motion study to ensure they are accurately set and that the costs associated with delivering the Licensing service are recovered through licensing fees.
- 1.2 The updated fees and charges for 2026/27 will be presented to Council at their meeting on 29 January 2026 with the proposal to implement them from the 1 February 2026. This will ensure that any applicants who apply or renew a licence prior to the commencement of the new financial year are not disadvantaged.

*Completed by: David Scott – Assistant Director of Finance and Deputy S151 Officer*

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

- 1.3 Whilst each individual licensing application or enforcement decision will be judged on its own merits, a Policy ensures a transparent and consistent approach to licensing that will reduce the opportunity for challenge through the Courts. Any departure from the Policy should be based on material evidence and documented giving clear and compelling reasons.

*Completed by: James Welbourn, Democratic Services Manager*

### ***Equalities, Diversity and Inclusion***

- 1.4 An equality impact assessment has been undertaken for the proposed updated Policy. No significant negative impacts have been identified. See Appendix 1.

*Completed by: Heather Green, Licensing Manager*

## **Community Safety**

- 1.5 Whilst each individual licensing application or enforcement decision will be judged on its own merits, a Policy ensures a transparent and consistent approach to licensing that will reduce the opportunity for challenge through the Courts. The Hackney Carriage and Private Hire Licensing Policy is fundamental to public safety as the policy ensures that robust checks are made on our licensed drivers, to safeguard the safety and wellbeing of passengers.

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

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

- 2.1 The current Hackney Carriage and Private Hire Licensing Policy was adopted and became operational in June 2024 following updated Guidance issued by The Department for Transport ("DfT") in November 2023. The adoption of a policy is fundamental to protecting public safety and keeping people from harm, providing the framework upon which the Council delivers its statutory functions relating to hackney carriage and private hire licensing.
- 2.2 The November 2023 DfT guidance is non-statutory and complements the statutory standards.
- 2.3 Over the past few years, the Council has received an increasing level of feedback from drivers, operators and Councillors indicating that the economic climate and out of area licensed drivers/vehicles were disproportionately affecting the South Kesteven taxi industry. The fees charged by the Council in relation to our near neighbours and Wolverhampton were cited as not assisting the recruitment of new drivers to the industry and discouraging existing drivers from continuing to licence through SKDC.
- 2.4 Feedback was also received that the requirements to obtain an SKDC taxi licence are disproportionately excessive when considered against neighbouring authorities and those wider afield. It was suggested that to attract new drivers, it would be helpful if they were able to undertake a trial period of trading before committing to the cost of a 3-year licence. In addition, the ability to spread the cost of the licence fee would be financially beneficial. Whilst reviewing the fees and charges, it has been agreed that an option to spread the cost of the licence and pay quarterly will be implemented from 2026/2027. This is in addition to the introduction of a one-year licence for new drivers.
- 2.5 A considerable amount of work has been undertaken during the last six months to support this review. This has included a benchmarking exercise being undertaken to compare the Council's fees and charges for hackney carriage and private hire vehicles with those of near and neighbouring authorities.

2.6 Two workshop sessions have been held for taxi and private hire drivers, one in Grantham and one in Stamford. In addition, a twelve-week intensive enforcement operation was carried out across the district. This has enabled taxi drivers, operators and private vehicle drivers to provide feedback to the Council around the challenges they face. In addition to the concerns raised around out of area drivers and the Council's fees and charges, significant feedback has also been received around the necessity to undertake a knowledge test and English test if a qualification cannot be produced to evidence competency.

2.7 The Licensing Team has undertaken increased proactive licensing enforcement patrols within 2025, and this included a 12-week period of evening/ weekend patrols. During this time Officers undertook an incremental approach to enforcement for SKDC licensed taxi drivers and also raised any concerns that were found relating to out of area taxis to the relevant licensing authority. Overall, the patrols were well received by the drivers, and any feedback received, particularly in relation to the current policy, was recorded and incorporated into this review.

2.8 The Council through the Leader's Officer has engaged in correspondence with the Department for Transport around the issues faced by taxi drivers and the challenges posed by drivers operating in South Kesteven who are licensed elsewhere. A further letter is being prepared to include the feedback from the workshops and the 12-week intensive enforcement operation.

2.9 Given the feedback received it is clear that there are significant challenges facing the taxi trade. The work undertaken to date has provided assurance to the taxi trade that the Council are listening and taking appropriate steps to support the recruitment and retention of licensed drivers and operators within the district. To make any changes, and to introduce a proposed fee structure, it will be necessary to propose amendments to the Hackney Carriage and Private Hire Licensing Policy.

### **Proposed Policy Changes**

2.10 The changes proposed within the updated policy include the following:

- **Knowledge Test**– Removal of the knowledge test requirement, removing a cost for new applicants. (Part 3 – Drivers (3.4), Page 20/21).  
This would remove a cost for new drivers. The feedback received from those operating in the trade is that the use of navigational aids has rendered the need to undertake a knowledge test unnecessary.  
The need to undertake a knowledge test is a requirement of the Guidance rather than a statutory requirement. However, it should be noted that the current knowledge test also contains questions relating to the policy and Highway Code.
- **English Test** – This is to remain in the updated policy; however, the cost will be free of charge for all first tests. If a first test is failed, then further tests will be

chargeable. (changing Appendix C – Application Procedures, 3 – Driver Qualification (3.1 and 3.2), Pages 53 & 54).

The current policy provides that if a driver cannot produce a qualification which proves their competency in speaking and writing in English, then they must undertake an English test. This is applicable for new drivers and those who are due to renew their licence but have not taken the test or produced a qualification. In the current financial year, the current cost for this is £46.50.

The rationale for retaining the English test within the Policy, is based upon the DfT guidance outlining that language proficiency assists drivers in their work and passenger understanding.

- **New drivers entering the profession** - The provision of a 1-year licence for drivers entering the profession which supports feedback relating to difficulty in recruiting new drivers. The Statutory Taxi Standards (3.2 Duration of Licences) outlines what a shorter than 3-year duration can be considered:

“Any shorter duration licence should only be issued when the licensing authority thinks it is appropriate in the specific circumstances of the case. If a licensee has requested one, or where required (for example, when the licence holder’s leave to remain in the UK is time-limited) or when the licence is only required to meet a short-term demand.”

- **Delegated Authority**- It is proposed that delegated authority is given to the Chief Executive and Portfolio Holder to make minor changes to the updated policy as required.

### 3. Key Considerations

- 3.1. Licensing Authorities are responsible for deciding their own policies and making decisions on individual licensing matters, applying the relevant law and any other relevant considerations. Licensing authorities must give due regard to the Statutory Taxi and Private Hire Vehicle Standards 2020 (updated 25 November 2022) and Updated Guidance (November 2023), the latter being guidance as opposed to statutory.
- 3.2. Any amendments or recommendations made by the Environment Overview and Scrutiny Committee are to be included in the final draft of the policy for approval by Full Council.
- 3.3. There have been minor numbering and wording updates, where previous errors have been found as well as an update to the use of a third party to complete Disclosure and Barring Service (DBS) Enhanced checks, as the Council is no longer a Responsible Authority (the number of DBS applications per year were below the

DBS threshold following the introduction of the online DBS Update Service). A list of all updates is detailed in Appendix 2.

- 3.4. A copy of the draft updated policy is attached at Appendix 3 with proposed amendments highlighted in red.

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

- 4.1 To retain the Council's existing policy, unamended. However, this option has been discounted as it would fail to respond to the issues facing the taxi trade and the current barriers being faced by applicants, drivers and operators.
- 4.2 To recommend the updated policy to Full Council for approval in recognition of the review undertaken and to support the fees and charges proposed for financial year 2026/27.

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

- 5.1 The updated policy supports the Council in fulfilling its statutory duties associated with the licensing of hackney carriage and private hire trades. It also reflects feedback and supports our local taxi trade during this difficult economic time.
- 5.2 The changes to the updated policy complement the review of fees and charges which has been undertaken and will be considered by Full Council as part of the Council's annual budget setting process.

#### **6. Consultation**

- 6.1. The Licensing Committee were consulted on the proposed changes on their meeting on the 15 December 2025. The Committee did not raise any concerns regarding the proposed changes.

#### **7. Background Papers**

- 7.1. [Licensing Committee Report- Feedback Update June 2024](#)
- 7.2. [Licensing Committee- Update re. new Policy impacts- November 2024](#)
- 7.3. [Taxi Policy June 2024.pdf](#)

#### **8. Appendices**

- 8.1. Appendix 1 – Equality Impact Assessment
- 8.2. Appendix 2 - List of all areas updated in the revised policy

- 8.3. Appendix 3 - Draft Hackney Carriage and Private Hire Licensing Policy
- 8.4. Appendix 4 - Proposed Hackney Carriage and Private Hire Licensing Fees and Charges for 2026/27

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## Equality Impact Assessment

Question	Response
1. Name of policy/funding activity/event being assessed	Hackney Carriage and Private Hire Licensing Policy
2. Summary of aims and objectives of the policy/funding activity/event	<p>To update the existing policy following feedback regarding the current policy and a review by Senior Management.</p> <p>The policy was assessed for equality impact when it was updated in 2024 following the proposed changes based on Department for Transport Guidance document and local consultation.</p>
3. Who is affected by the policy/funding activity/event?	Hackney Carriage and Private Hire vehicle owners, drivers, operators, users of these vehicles and members of public.
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.	Not on the changes currently proposed.
5. What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?	The policy should 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 any of the changes recommended or the policy as a whole.	The Policy ensures the protection of children and vulnerable adults (regardless of age) and contains measures throughout to ensure all licensees are fit and proper persons to hold such a licence.
Disability	No impact	This protected characteristic is not affected by any of the changes recommended or the policy as a whole.	<p>The policy ensures that drivers and operators are aware of the requirements of the Equality Act 2010 by undertaking Disability Awareness Training as part of the application and Renewal requirements.</p> <p>All drivers are required to carry assistance dogs unless an exemption is held.</p>



			<p>All drivers are to provide reasonable assistance with luggage, wheelchairs etc this will ensure the full nature of assistance is clearly understood (as outlined in the Policy, an example of this is at Part 2 – Vehicles (2.3 – Accessibility)).</p>
Gender Reassignment	No impact	This protected characteristic is not affected by any of the changes recommended or the policy as a whole	Neither the policy nor requirements within it are determined by this protected characteristic. The policy and its operating requirements are in place to ensure public safety and that all licencees are fit and proper persons to hold the licence issued.
Marriage and Civil Partnership	No impact	This protected characteristic is not affected by any of the changes recommended or the policy as a whole	Neither the policy or requirements within it are determined by this protected characteristic. The policy and its operating requirements are in place to ensure public safety and that all licensees are fit and proper persons to hold the licence issued.
Pregnancy and Maternity	No impact	This protected characteristic is not affected by any of the changes recommended or the policy as a whole	Neither the policy or requirements within it are determined by this protected characteristic. The policy and its operating requirements are in place to ensure public safety and that all licensees are fit and proper persons to hold the license issued.
Race	No impact	This protected characteristic is not affected by any of the changes recommended or the policy as a whole	This policy has general protection levels and terms of operating. The policy, whilst not being determined by this individual protected characteristic, has been put in place to ensure standards are met and consents are issued on an equitable basis.
Religion or Belief	No impact	This protected characteristic is not affected by any of the changes recommended or the policy as a whole	Neither the policy or requirements within it are determined by this protected characteristic. The policy and its operating requirements are in place to ensure public safety and that all licencees are fit and



			proper persons to hold the licence issued.
Sex	No impact	This protected characteristic is not affected by any of the changes recommended or the policy as a whole	Neither the policy or requirements within it are determined by this protected characteristic. The policy and its operating requirements are in place to ensure public safety and that all licensees are fit and proper persons to hold the licence issued.
Sexual Orientation	No impact	This protected characteristic is not affected by any of the changes recommended or the policy as a whole	Neither the policy or requirements within it are determined by this protected characteristic. The policy and its operating requirements are in place to ensure public safety and that all licensees are fit and proper persons to hold the licence issued.
<b>Other Factors requiring consideration</b>			
Socio-Economic Impacts	Positive	Having a thriving taxi and private hire trade within the area enables mobility for all members of the community for work, social, domestic and pleasure purposes.	This policy has general protection levels and terms of operating. This policy, whilst not being determined by an individual's socio-economic status, has been put in place to ensure standards are met and consents are issued on an equitable basis.
Carers (those who provide unpaid care to a family member, friend or partner)	No impact	This characteristic is not affected by any of the changes recommended or the policy as a whole	Neither the policy nor requirements within it are determined by this protected characteristic. The policy and its operating requirements are in place to ensure public safety and that all licencees are fit and proper persons to hold the licence issued.

## 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
None identified		




### 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. <b>No barriers</b> identified, therefore activity will proceed	✓	<p>The Hackney Carriage and Private Hire Licensing Policy seeks to promote the objectives of public safety and provide the right environment for a business to thrive, whilst ensuring customer protection.</p> <p>None of the current changes proposed impact equality and diversity considerations.</p>
2. <b>Stop</b> the policy or practice because the data shows bias towards one or more groups		
3. <b>Adapt or change</b> the policy in a way that will eliminate the bias		
4. <b>Barriers and impact identified</b> , 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 <b>proceed with caution</b> 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**

<b>Name and job title of person completing this EIA</b>	Heather Green Licensing Manager
<b>Officer Responsible for implementing the policy/function etc</b>	Heather Green
<b>Date Completed</b>	01 December 2025
<b>Line Manager</b>	Ayeisha Kirkham
<b>Date Agreed (by line manager)</b>	04 December 2025
<b>Date of Review (if required)</b>	

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](mailto: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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## Appendix 2 – Proposed amendments to the Hackney Carriage & Private Hire Licensing Policy

These are highlighted red in the draft policy.

Contents	Updated Page numbers for Contents and Appendices
Part 1 – Introduction	<p>Updated</p> <p>Para. 1.1.4 Corrected a wording error</p> <p>Para. 1.5.1 Revised the date the policy changes effective</p> <p>Para. 1.5.4 Corrected the number</p> <p>Para. 1.6.2 Updated the vehicle licensing profile</p> <p>Para. 1.6.3 Updated the driver licensing profile</p> <p>Para. 1.7.1 Amended consultation stakeholder holder wording, as no consultation undertaken</p> <p>Para. 1.10.1 Amended the Whistleblowing Policy link</p> <p>Added:</p> <p>Para. 1.5.3 Added the delegated authority for minor changes and updated re who the Licensing Authority will consult with and when.</p>
Part 2 – Vehicles	<p>Removed:</p> <p>Para. 2.2.9 Remove the word 'are' to read correctly</p>
Part 3 – Drivers	<p>Added:</p> <p>Para. 3.2.1 Added the provision of a 1 year licence for a new driver into the profession</p> <p>Updated:</p> <p>Para. 3.3 to 3.4 Amended numbering now Topographical Knowledge Tests removed</p> <p>Para. 3.4.1 Clarified wording that drivers at 1<sup>st</sup> renewal after 1/8/2024 required to take the driver proficiency test and corrected numbering</p> <p>Para. 3.4.2 to 3.8.5 Updated the numbering</p> <p>Para. 3.8.6 Corrected the DBS process as a Third Party is now used, as SK is no longer a DBS Registered Body. Also clarified the two DBS Barred Lists that must be checked</p> <p>Removed:</p> <p>Para. 3.4 Topographical Knowledge (Driver Knowledge Tests) removed</p>

	Para. 3.5.2 Removed as incorporated into the new 3.4.1 Para. 3.8.7 to 3.16.1 Updated the numbering
Part 7 – Delegated Powers	Added:  Para. 7.1.3 Added the delegated authority for minor changes
Appendix C – Application Procedures	Updated:  Para. 3.1.1 Amended the wording and amalgamated in 3.1.2 this paragraph, so it applies to new and existing drivers at renewal. Para. 3.1.2 Updated the numbering  Para. 3.2.1 Updated the numbering and wording in relation to the English proficiency test requirement Para. 3.2.2 to 3.2.6 Updated the numbering Para. 3.2.7 Clarified first English language skills test is free, but further tests are subject to a fee. Also updated the numbering Para. 3.2.8 Took out reference to the knowledge test, but left in that a test is available if a complaint or investigation found a driver had inadequate knowledge Para. 4.1.5 Updated to clarify there is a fee payable for a DBS re-application if an Update Service subscription lapses Para. 5.2 Updated to clarify the two DBS Barred Lists that must be checked Added:  Para. 3.1.3 Amalgamated a paragraph in 3.2 – Driver Competency Test, to clarify reasonable grounds for additional Driver Proficiency & English Language test  Removed:  Para. 3.1.2 As amalgamated into Para. 3.1.1 Para. 3.2.1 to 3.2.4 Removed the entire section relating to Driver Competency Tests (part of the Knowledge test) Para. 3.2.5 Removed as relates to the knowledge testing Para. 3.2.10 – 3.2.11 Removed as relate to knowledge test



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

# **Hackney Carriage and Private Hire Licensing Policy**

**~~1 June 2024~~**

**1 February 2026**

Version control:

<b>Version</b>	<b>Date</b>	<b>Summary of changes</b>
V1	27 March 2015	Approved
V1.1	30 September 2015	Update to licence periods following Deregulation Act 2015
V1.2	8 June 2017	Inclusion of requirement for Safeguarding training
V2	8 June 2020	Draft - full policy review
V2.1	19 September 2020	Draft for consultation– incorporating Statutory Taxi and Private Hire Vehicle Standards issued 21 July 2020
V2.2	12 January 2021	Final version for approval
V2.3	13 January 2022	Update to English Test score and Certificate of Good Conduct.
V2.4	23 May 2024	Updated following guidance from the Department for Transport Consultation November 2023
V3	15 December 2025	Removed Knowledge Test requirement, updated English Test provision and add Delegated Authority provided to the Chief Executive in consultation with the Portfolio Holder to make minor changes

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## **PART 1 INTRODUCTION**

### **1.1 Powers and Duties**

- 1.1.1 The licensing of hackney carriages dates back to 1847 and for private hire vehicles (outside London) to 1976.
- 1.1.2 The Local Government (Miscellaneous Provisions) Act 1976 (“the 1976 Act”), as amended, places on South Kesteven District Council, as the Licensing Authority (“the Authority”), a duty to carry out its licensing functions in respect of hackney carriages and private hire vehicles.
- 1.1.3 This document sets out the policy that the Authority will apply when making decisions about new applications and licences currently in force.
- 1.1.4 Regulation makes our society more secure. It protects customers and employees, it protects businesses and ~~it protects~~ the environment. Better regulation means maintaining and improving customer protection and at the same time providing the right environment for business to thrive. It shall be undertaken in a way that is effective, does not create unnecessary burdens, and is consistent, transparent, proportionate, accountable and fair.

### **1.2 Objectives**

- 1.2.1 Hackney carriage and private hire vehicles play a vital and integral part in an integrated transport system. They also provide services in situations where other forms of transport are either not available (rural areas and late evenings) or for persons with mobility difficulties.

The Authority shall seek to promote the following objectives:

- the protection of the public;
- the establishment of professional and respected hackney carriage and private hire trades;
- access to an efficient and effective public transport service;
- the protection of the environment;
- the safety of the drivers

- 1.2.2 The Authority aims to regulate the service in order to promote the above objectives. It is the Authority’s wish to facilitate well-run and responsible businesses, which display sensitivity to the wishes and needs of the general public.
- 1.2.3 When considering each of the policies detailed in this document, regard has been given to the Regulators’ Code <https://www.gov.uk/government/publications/regulators-code> in order to ensure that each requirement is properly justified by the risk it seeks to address, balancing the cost of the requirement against the benefit to the public.

### **1.3 Best Practice Guidance**

1.3.1 In formulating this policy, the Authority has had regard to the following documents:

- Taxi and Private Hire Vehicle Licensing: Best Practice Guidance, Department for Transport (DfT) (March 2010)
- Best Practice Guidance to Inspection of Hackney Carriage and Private Hire Vehicles, Freight Standards Association (August 2012)
- Guidance on Determining the Suitability of Applicants and Licensees in the Hackney and Private Hire Trades, Institute of Licensing (April 2018)
- Statutory Taxi and Private Hire Vehicle Standards, Department for Transport, July 2020 (updated November 2023)
- Taxi and Private Hire Vehicle Licensing Best Practice Guidance for Licensing Authorities in England (17 November 2023)

### **1.4 Status**

1.4.1 In exercising its discretion in carrying out its regulatory functions, the Authority shall have regard to this policy document and the objectives set out above in 1.2.

1.4.2 Notwithstanding the existence of this policy, each application or enforcement measure will be considered on its own merits. Where it is necessary for the Authority to depart substantially from its policy - clear and compelling reasons shall be given for doing so.

### **1.5 Implementation**

1.5.1 This revised policy shall take effect from 1 **February 2026** ~~June 2024~~ and the Authority expects new and existing applicants for licences to comply with its terms immediately unless specifically detailed otherwise within this policy. Any amendments to driver licensing requirements will apply to existing applicants at renewal.~~, effective from 1 August 2024.~~

1.5.2 The Authority will keep this policy under review and will consult where appropriate on proposed revisions. Minor amendments to ensure content is up to date but that do not affect the intent of the policy such as contacts, web addresses etc. will be delegated to Officers.

1.5.3 Under delegated authority, minor amendments such as legislative updates, which may become necessary from time to time to ensure its continued accuracy, but do not affect its direction or intent may be authorised by the Chief Executive in consultation with the Portfolio Holder, without the need for reference to Licensing Committee or Full Council.

1.5.4 From the effective date, this policy will override and supersede all existing policies in relation to hackney carriage and private hire licensing.

## **1.6 Licensing Profile**

- 1.6.1 A hackney carriage is a public transport vehicle with no more than 8 passenger seats, which is licensed to ply for hire. This means that it may stand at ranks or be hailed in the street by members of the public. A private hire vehicle can only be licensed if it is constructed or adapted to seat up to 8 passengers. Private hire vehicles must be booked in advance by customers through an operator and may not ply for hire in the street.
- 1.6.2 The Authority, as of ~~November 2025~~ ~~February 2024~~, currently licences approximately ~~246~~ ~~284~~ hackney carriages, ~~44~~ ~~41~~ private hire vehicles and ~~37~~ ~~24~~ private hire operators.
- 1.6.3 There are approximately ~~147~~ ~~203~~ drivers licensed to drive hackney carriages, 38 licensed to drive private hire vehicles and ~~140~~ ~~135~~ licensed to drive both (dual licensed).

## **1.7 Consultation**

- 1.7.1 ~~When consultation is undertaken, the following stakeholders will be contacted: In reviewing this policy the Authority has consulted with the following stakeholders:~~
  - Licence holders;
  - Lincolnshire Police;
  - General public;
  - Other Authority services inc. Community Engagement (for disabled and community groups)

## **1.8 Partnership Working**

- 1.8.1 The Authority will work in partnership with other agencies to promote the policy objectives.

## **1.9 Information Sharing and Data Protection**

- 1.9.1 The Authority works in partnership with other enforcement agencies such as the Police, Defra, HM Revenue and Customs, Home Office, DVSA, Department of Work and Pensions, Benefit Fraud etc. and will share information with other Council departments or regulatory bodies where appropriate.
- 1.9.2 The Authority is legally required to provide information if requested, pursuant to a criminal offence, or to detect fraud, or immigration offences.
- 1.9.3 The Authority has a duty to provide hackney carriage and private hire vehicle licence information to the Department of Environment, Food and Rural Affairs (DEFRA). This is submitted under the Air Quality (taxi and private hire vehicles database) (England and Wales) Regulations 2019 as part of the government's national plan to tackle roadside pollution. The data is held in a database for 7 years and allows licensing authorities to

clearly identify and charge (where appropriate) a taxi/PHV licensed by another authority which has entered or is moving around their Clean Air Zone (CAZ). The data provided is

- vehicle registration number
- vehicle licence plate number
- date the licence is valid from
- date the licence expires
- type of vehicle licence
- whether the vehicle is wheelchair accessible vehicle

- 1.9.4 The legislation requires local authorities to maintain a public register.
- 1.9.5 The Authority will work with neighbouring authorities and report to them any relevant matters that relate to their licence holders.
- 1.9.6 The Authority will utilise the Local Government Association (LGA) register of Hackney Carriage and Private Hire Licence Refusals and Revocations called NR3, which has been introduced within the National Anti-Fraud Network. The register allows Authorities to record and share details of where a hackney carriage or private hire drivers' licence has been refused or revoked and allow Authorities to check new applicants against the register.
- 1.9.7 The Authority complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of information and has a written policy on these matters, which is available to those who wish to see it on request.
- 1.9.8 The Authority complies in full with the Data Barring Service (DBS) Code of Practice for Disclosure and Barring Service Registered Persons. See section 3.7 of this policy.
- 1.9.9 In some circumstances it may be appropriate under the Safeguarding Vulnerable Groups Act 2006 for the Authority to make a “barring” referral to the DBS. A decision to refuse or revoke a licence as the individual is thought to present a risk of harm to a child or vulnerable adult, may be referred to the DBS. The power for the licensing authority to make a referral in this context arises from the undertaking of a safeguarding role.

## 1.10 Whistleblowing

- 1.10.1 The Authority takes wrong-doing very seriously. Hotlines have been established to allow staff, councillors and the public to raise concerns. Though reports can be raised anonymously, individuals are encouraged to leave as much information as possible to assist with the investigation. The Authority's Whistleblowing policy is available at [www.southkesteven.gov.uk/index.aspx?articleid=8137](http://www.southkesteven.gov.uk/index.aspx?articleid=8137) [Whistleblowing Policy.pdf](http://www.southkesteven.gov.uk/Whistleblowing_Policy.pdf) (southkesteven.gov.uk)

## PART 2 VEHICLES

### 2.1 Limitation of Numbers

- 2.1.1 No powers exist for licensing authorities to limit the number of private hire vehicles that they licence.
- 2.1.2 The current legal provision on quantity restrictions for hackney carriages is set out in section 16 of the Transport Act 1985. This provides “that the grant of a (hackney carriage) licence may be refused, for the purpose of limiting the number of hackney carriages in respect of which licences are granted, if, but only if, the person authorised to grant licences is satisfied that there is no significant demand for the services of hackney carriages (within the area to which the licence would apply) which is unmet.”
- 2.1.3 In line with the DfT *Taxi and Private Hire Vehicle Licensing: Best Practice Guidance*, and Competition and Markets Authority Guidance on the Regulation of Taxis and Private Hire Vehicles: understanding the impact on competition the Authority does not impose a quantity restriction on the licences that are issued in respect of hackney carriages.

### 2.2 Specifications and Conditions

- 2.2.1 Local Licensing Authorities have a wide range of discretion over the types of vehicle that they can licence as hackney carriage or private hire vehicles.
- 2.2.2 Government guidance suggests that they should adopt the principle of specifying as many different types of vehicle as possible and are encouraged to make use of the “type approval” rules within any vehicle specifications they adopt.
- 2.2.3 The Authority accepts that there are a wide range of vehicles available that are suitable for use as a hackney carriage or private hire vehicles. In accordance with central Government’s guidance, all vehicles therefore shall have an appropriate ‘type approval’ which is either a:
  - European Whole Vehicle Type approval;
  - British National Type approval; or
  - British Single Vehicle Approval (SVA) or subsequently an Individual Vehicle Approval (IVA).
- 2.2.4 As a guide, most large volume production vehicles produced in the UK and EU States after 1987 will satisfy British and/or European Whole Type Approval. Specialist vehicles or any vehicle that has been structurally modified, converted or imported from a non-EU State since its original manufacture will require separate IVA (SVA) and/or Department for Transport approval and such documentation must be submitted with an application.

- 2.2.5 The Authority shall impose such conditions as it considers reasonably necessary on hackney carriage and private hire vehicle licences. These vehicles provide a service to the public, so it is appropriate to set criteria for the standard of the external and internal conditions of the vehicle, provided that these are not unreasonably onerous.
- 2.2.6 **Appendix A** sets out the specification and minimum standards in respect of hackney carriages and for private hire vehicles.
- 2.2.7 Vehicles shall be licensed for the carriage of not more than 8 passengers. All applications for a licence in relation to vehicles that have a maximum capacity of 3 passengers shall be referred to the Licensing Committee.
- 2.2.8 The driver is always legally responsible for the condition of the vehicle they are using. A driver should undertake a walkaround check before a vehicle is used and retain proof for 12 months as proof the check has been undertaken. Where more than one driver will use the vehicle during the day's running, driver taking charge of the vehicle should make sure it is roadworthy and safe to drive by carrying out their own walkaround check. Failure to retain the evidence that a check has been undertaken will result in penalty points (Appendix J).
- 2.2.9 Drivers are required to retain the vehicle checklist as proof that they ~~are~~ have undertaken the required vehicle check. A model checklist can be accessed here: <https://assets.publishing.service.gov.uk/media/654b99c9e2e16a001242abcb/taxi-driver-vehicle-checklist.pdf>

### **2.3 Accessibility**

- 2.3.1 Hackney carriages and private hire vehicles are an essential mode of transport for many disabled and older people. The combination of the personal service they offer, their wide availability and door to door operations enable them to respond particularly well to the travelling needs of people with disabilities.
- 2.3.2 The Authority is committed to social inclusion and ensuring a wide variety of opportunities is available to those with mobility difficulties in order to enjoy a high quality of life. Encouraging the installation of hearing loops where internal screens are fitted and alternative payment methods making the process more accessible for visually impaired passengers.
- 2.3.3 In addition to the general conditions, accessibility for people with disabilities (including, but not only people, who need to travel in a wheelchair) is, therefore, an important consideration in respect of vehicles licensed as hackney carriages/private hire vehicles.
- 2.3.4 The Authority encourages the provision of wheelchair accessible vehicles. There will be a 20% reduction from the application fee for such vehicles. Current fees are published in the Council's Fees and Charges.

- 2.3.5 The Equality Act 2010 brings together in one Act a number of different pieces of legislation about discrimination, - including disability discrimination. The Authority considers it important that people with disabilities have access to all forms of public transportation, including how they are assisted to access or leave vehicles.
- 2.3.6 The Equality Act 2010 places certain duties on licensed drivers to provide assistance to people in wheelchairs in relation to accessing/leaving the vehicle and to carry them safely. There are similar requirements on drivers in relation to the treatment of passengers with an assistance dog. Neither drivers nor operators of licensed vehicles can make any extra charge or refuse to carry such passengers. It is a criminal offence to breach any of these requirements.
- 2.3.7 Licensed drivers who are unable to carry out the duties imposed upon them under the Equality Act 2010 may apply to the Authority for an exemption certificate from those duties. This Authority must issue an exemption certificate to that licensed driver if they are satisfied that it is appropriate to do so on medical or physical grounds. The application must be supported by a declaration from a medical practitioner who has full knowledge of the applicant's medical history. The cost of obtaining this declaration must be met by the applicant. Even if a medical ground or other physical condition exists, a driver has no defence against the offence of failing to provide assistance to people in wheelchairs contrary to s165 Equality Act, if he has not been issued an exemption certificate.
- 2.3.8 To mitigate communication related barriers in relation to the exemption certificate the Licensing Authority will provide the statutory exemption notice in large print and braille.
- 2.3.9 The Authority publishes a list of wheelchair accessible vehicles designated for the purposes of section 165 of the Equality Act 2010.

## **2.4 Maximum Age of Vehicles**

- 2.4.1 An application for a hackney carriage or private hire vehicle licence (other than a limousine or a prestige vehicle), renewal and change of vehicle will not be accepted if the vehicle does not meet Euro 6 standards at first registration (Registered after 01 September 2015).

## **2.5 Vehicle Testing**

- 2.5.1 The Authority needs to be satisfied that licensed vehicles operating within its area are safe to do so.
- 2.5.2 Hackney carriage and private hire vehicles are granted licences for a maximum period of 12 months. Prior to being granted a licence each vehicle shall be examined and tested at a vehicle testing station approved by the Authority. The compliance test comprises a mechanical examination to current MOT standard and an additional check of items not covered by the MOT test. Once licensed, the vehicle must undergo a further full examination and test at a vehicle testing station approved by the Authority at 6 monthly intervals.

2.5.3 In line with MOT changes from May 2018, where a licenced vehicle is presented for testing and fails an authorised examination and test, being considered “dangerous” in accordance with the MOT testing defect categories, it must not be driven from the date of that test regardless of whether or not the previous certificate has expired. A suspension notice will be issued and will not be lifted until the vehicle has undergone a further test at the proprietors expense, and been passed fit for use by the Authority. If the Authorised Officer is not satisfied that the defect has been repaired within 2 months from the service of the suspension notice, by virtue of the Local Government (Miscellaneous Provisions) Act 1976, the licence will be deemed to have been revoked.

2.5.4. Where a licensed vehicle is presented for testing and fails an authorised examination test and the defect is considered “major” **and** it is deemed unsafe as a passenger vehicle by the vehicle examiner, regardless of whether or not the previous certificate has expired, this may result in the vehicle proprietor being issued with a suspension notice in order to prevent the vehicle being used to carry passengers until the defect(s) is/are remedied. The suspension will not be lifted until the vehicle has undergone a further test, at the proprietor’s expense, and been passed as fit for use by the Authority. If the Authorised Officer is not satisfied that the defect has been repaired within 2 months from the service of the suspension notice, by virtue of the Local Government (Miscellaneous Provisions) Act 1976, the licence will be deemed to have been revoked.

2.5.5 A compliance test must be completed before the expiry date of the current test. The certificate must be received by the Licensing Team within 2 working days of the test taking place. Failure to produce the compliance certificate will result in the issuing of penalty points under the South Kesteven Scheme and may result in other actions, including suspending the licence.

2.5.6 A proprietor/driver shall comply with any request by an Authorised Officer or Police Officer inspecting the vehicle who is not satisfied as to the fitness of the vehicle or the accuracy of any fitted meter. Either Officer may give a written notice to the proprietor/driver of the vehicle to make the hackney carriage and/or taxi meter available for further inspection and testing at such reasonable time and place as may be specified, and the vehicle licence may be suspended until the Officer is satisfied as to the vehicle’s fitness or as to the accuracy of the meter.

## **2.6 Accident Reporting and Insurance Write Offs**

2.6.1 Under Section 50(3) of the 1976 Act, Proprietors of licensed vehicles are required to inform the Authority’s Licensing Team “as soon as reasonably practicable, and in any case within 72 hours of the occurrence of “any accident to such hackney carriage or private hire vehicle causing damage materially affecting the safety, performance or appearance of the hackney carriage or private hire vehicle or the comfort or convenience of persons carried therein”. Failure to inform the authority of an accident within 72 hours will result in penalty points being issued

2.6.2 A driver involved in an accident must provide details of the accident to the Authority's Licensing Team before further use as the damage to the vehicle may be required to be assessed by an officer or vehicle testing station approved by the Authority at the vehicle proprietors' expense. If necessary, the vehicle proprietor will be issued with a suspension notice in order to prevent the vehicle being used to carry passengers until the defect(s) is/are remedied. The suspension will not be lifted until the vehicle has been passed as fit for use by the Authority.

2.6.3 Drivers, proprietors and operators are advised that this Authority may be contacted by insurance companies to verify an accident damage report and details provided.

2.6.4 Where a vehicle has been "written off" by an insurance company the Authority will deal with these vehicles as follows:

<b>Category</b> (from October 2017)	<b>Action</b>
A (scrap only)	Will not be licensed or re-licensed
B (break for parts)	Will not be licensed or re-licensed
S (structurally damaged but repairable)	the Authority will consider licensing, or re-licensing only if it has passed an 'AutoLIGN' inspection (at the cost of the proprietor), and a satisfactory report / certificate produced
N (not structurally damaged, repairable)	the Authority will consider licensing, or re-licensing. However, dependant on the information contained within the report by the insurance assessor, a vehicle may have to pass an 'AutoLIGN' inspection (at the cost of the proprietor), and a satisfactory report / certificate produced.

## **2.7 Signage and Advertising**

2.7.1 It is important that the public should be able to identify and understand the difference between a hackney carriage and a private hire vehicle. Appendix A details the requirements for vehicle identification plates and signage.

2.7.2 Private hire vehicles shall not be permitted to display roof-mounted signs and any signs that include the words "Taxi" or "Cab" or "For Hire" anywhere on the vehicle.

2.7.3 Roof signs fitted to hackney carriage vehicles shall be illuminated at all times when the vehicle is available for hire.

2.7.4 Vehicle identification plates are a key feature in helping to identify vehicles that are properly licensed.

2.7.5 All licensed vehicles, except those private hire vehicles deemed Prestige/Executive Vehicles by the Authority shall display plates externally on the rear of the vehicle. Appendix K.

2.7.6 Vehicles shall not be allowed to display written or other material on any window with the exception of those permitted by the conditions of the licence and those required by law or manufacturer's mark.

2.7.7 Licensed vehicle proprietors will be permitted, subject to prior written approval of the Authority, to display signs, advertisements, notices or other markings on the outside of their vehicle. However, they shall be subject to the following conditions:

- All advertisements shall comply with the Committees of Advertising Practice Codes <https://www.gov.uk/marketing-advertising-law/advertising-codes-of-practice> and shall be in a form acceptable to the Authority.
- No advertisement shall relate to or advertise alcohol, smoking materials or be of a political or religious nature, organization or campaign;
- Advertising will be 2 dimensional in design and limited to the front and rear door panels;
- Any damaged or disfigured advertisement signs shall be immediately removed.

## **2.8 Driver Safety and CCTV**

2.8.1 The hackney carriage and private hire trades provide a valuable service, particularly late at night when other forms of public transport are not available. Security for drivers and passengers is of paramount importance. Licensed drivers deal with strangers, often in isolated places and carry cash and may be at risk of violence and other offences such as non-payment of fares, verbal and racist abuse.

2.8.2 There are a number of ways to reduce the risks such as pre-payment of fares, driver screens, CCTV surveillance systems and radio link schemes.

2.8.3 Measures such as CCTV are not required as part of the licensing regime, as it is considered that they are best left to the judgment of the owners and drivers themselves. The hackney carriage and private hire trades are, however, encouraged to consider the installation of CCTV systems in their vehicles on a voluntary basis.

2.8.4 CCTV security systems for the purpose of assisting driver safety are permitted in vehicles. If such devices are fitted, adequate signage shall be displayed in the passenger compartment advising passengers that they are being monitored/recorded. Any such equipment shall be fitted overtly and in such a way as not to present any danger or hazard to any passenger. It will be the driver/proprietor's responsibility to comply with all aspects of the law regarding such surveillance equipment. A minimum of two warning signs should be displayed prominently inside vehicles so as to be easily seen by passengers. Further information can be found on the following link <https://ico.org.uk/>.

- 2.8.5 Proprietors are required to notify the Authority's Licensing Team if their vehicle is fitted with CCTV (or if it is subsequently removed) within 5 days of installation or removal. Failure to do so will result in the issuing of penalty points by an Authorised Officer.
- 2.8.6 In any licensed vehicle where a CCTV security system is fitted, the proprietor shall ensure that the system does not interfere with other equipment, is properly installed, maintained and serviced to ensure clear images are recorded. Equipment must be available to be inspected and images downloaded by an Authorised Officer or Constable on request.

## **2.9 Application Procedures**

- 2.9.1 The application procedures for a hackney carriage or private hire vehicle licence are not prescribed in law, but shall be made on the specified application form produced by South Kesteven District Council and be accompanied by the appropriate fee in accordance with the application procedure set out in **Appendix C**.

## **2.10 Consideration of Applications**

- 2.10.1 The Authority shall consider all applications on their own merits once it is satisfied that the appropriate criteria have been met and the application form and supporting documents are complete.
- 2.10.2 The Authority does not allow dual plating of vehicles due to the difficulty in enforcing such practice and the confusion it can cause customers.
- 2.10.3 Pursuant to section 57 of the Local Government (Miscellaneous Provisions) Act 1976, the Authority can ask applicants whether they intend to use the vehicle in the district of South Kesteven or outside of the district.
- 2.10.4 Applicants will need to be able to show what proportion of their business they propose to carry out in South Kesteven and what business will be carried out elsewhere, including the geographical location.
- 2.10.5 If there are concerns that the hackney carriage is being used primarily outside of this area then the decision on whether to grant or renew a licence will be made by the Licensing Committee.
- 2.10.6 The above is in accordance with the decision in *R (App Newcastle City Council) v Berwick-upon-Tweed Borough Council [2008] EWHC 2369*.

## **2.11 Renewal of Licences**

- 2.11.1 Existing vehicle licence holders shall be reminded prior to their expiry date that their licences are due to be renewed. Notwithstanding this, it is the licence holder's responsibility to ensure that licences are renewed prior to their expiry.

2.11.2 It is recommended that vehicles should be examined and tested at one of the Authority's approved testing stations at least 7 days prior to submitting the application. This is to allow time for a vehicle to be repaired and then re-tested, should the vehicle examination identify the need, prior to the expiry of the licence.

## **2.12 Environmental Considerations**

2.12.1 Hackney carriages and private hire vehicles are an essential form of transport in the South Kesteven area. Many people depend on hackney carriages and private hire vehicles for trips when other forms of transport are unsuitable. However, the Authority is committed to reducing the environmental impacts of vehicles licensed to operate in the district by reducing the emissions of pollutants such as Nitrous Oxides (NOx), Particulate Matter (PM), Carbon Dioxide (CO2) and Carbon Monoxide (CO).

2.12.2 The Authority has declared an Air Quality Management Area (for Nitrogen Dioxide) in the centre of Grantham. Improving the fuel types of vehicles that are used within the district can form a part of a wider strategy to assist with improving air quality for residents and visitors.

2.12.3 To support this, an application for a new hackney carriage or private hire vehicle licence, renewal and change of vehicle will not be accepted unless it is Euro 6 compliant. The vehicle licence can continue to be renewed until it reaches the age of 15 years.

2.12.4 Liquid petroleum gas (LPG) conversions are acceptable. Any conversion to LPG must be undertaken by an approved converter and the conversion certificate produced to the Authority for inspection.

2.12.5 To incentivise investment in zero emission, lower emission vehicles the Authority will discount the annual vehicle licence fees. Reductions will be reviewed annually and published in the Council's Fees and Charges. From 1 April 2021 the reductions are:

- Fully electric vehicles - 50% discount
- Plug in hybrid, hydrogen fuel cell and LPG vehicles - 20% discount

2.12.6 The Authority supports initiatives which would be beneficial to the environment and makes travelling more accessible to those requiring to use hackney carriage and private hire vehicles, such as taxi sharing schemes and taxi and private hire vehicle buses.

- Taxi sharing: The private hire and hackney carriage vehicles can provide a service at separate fares for passengers sharing the vehicle. The operator or person taking the booking, takes the initiative to match up passengers who book in advance and agree to share the vehicle at separate fares (lower than for a single hiring).
- Taxi and private hire vehicle buses: Owners of hackney carriages and private hire vehicles can apply to the Traffic Commissioner for a 'restricted public service (PSV) operator licence. The vehicle owner can then use it to provide a bus service for up to 8 passengers. The route must be registered with the Traffic Commissioner and

must have at least one stopping place in the area of the authority that licensed the vehicle.

## **2.13 Engine Idling**

2.13.1 Drivers are reminded that the highway code states that ‘you must not leave a parked vehicle unattended with the engine running or leave a vehicle engine running unnecessarily while the vehicle is stationary on a public road’.

2.13.2 Drivers must not idle a vehicle’s engine unnecessarily when stationary on a Hackney Carriage Rank or Stand. The following exemptions will apply;

- a) Where the driver cannot prevent a motor vehicle from idling because of a mechanical difficulty over which he/she has no control
- b) Where a passenger is in the act of boarding or alighting from the vehicle
- c) A driver of a vehicle clearing snow or ice from the windscreen of the vehicle
- d) A driver is in the vehicle and operating air conditioning or heating on exceptionally hot/cold days
- e) While there is a passenger on board
- f) Electric or plug-in hybrid vehicles
- g) Anything done with the permission or at the direction of a Police Officer

2.13.3 The Authorised Officer may issue penalty points where a driver has previously been warned about engine idling on a rank and is found to be doing so on a subsequent occasion.

## **2.14 Stretched Limousines**

2.14.1 Stretched limousines are elongated vehicles that have been increasingly used for mainstream private hire work. The number of stretched limousines being imported, particularly from the United States of America, has been increasing. Their use generally includes all private hire work plus special occasions such as days at the races, stag and hen parties and children’s birthday parties.

2.14.2 Licensing authorities have, in the past, considered there to be some problems preventing stretched limousines from being licensed including:

- some of the vehicles are capable of carrying more than eight passengers;
- many of the vehicles are left hand drive;
- many of the vehicles are fitted with all around darkened glass;
- many of the vehicles have been converted or modified after manufacture;
- seating space per passenger is 460mm and could give a greater capacity than eight persons;

- due to their origin - many parts may not be available, making adequate maintenance difficult.

2.14.3 Most limousines are imported for commercial purposes and were historically required to take a Single Vehicle Type Approval (SVA) test - this is now the Individual Vehicle Approval (IVA) scheme. The IVA Scheme is an inspection scheme for vehicles that are not approved to British and European Standards, and its purpose is to ensure that these vehicles meet modern safety standards and environmental standards before being used on public roads. When presented for IVA, the vehicle is produced with a declaration that it will never carry more than eight passengers. The importer must inform any person who may use it of this restriction. Any subsequent purchasers must also be informed of the restriction.

2.14.4 Any stretched limousines, which are offered for private hire, require a licence. Before licensing for private hire a full insurance policy for private hire purposes will be required.

2.14.5 Applications to licence stretched limousines as private hire vehicles will be treated on their merits. However, imported stretched limousine type vehicles will be:

- authorised as prestige type private hire vehicles; and
- approved for licensing as private hire vehicles, subject to the additional conditions detailed in **Appendix B**.

## **2.15 Contract Vehicles**

2.15.1 The Road Safety Act 2006 requires vehicles used under a contract with an organisation or company, for carrying passengers for hire or reward be licensed as private hire vehicles. As a general guide this shall include executive hire, chauffeur services including recovery from hot air balloon rides, park and ride for private car parks, airport travel, stretch limousines and novelty vehicles.

## **2.16 Prestige Type Vehicles - Exemption from displaying plate**

2.16.1 The 1976 Act gives a district council the discretion to grant a proprietor a dispensation from displaying the licence plate on their licensed private hire vehicle. Each application for a dispensation will be considered by the Authorised Officer on its own merits. The overriding consideration will be public safety.

2.16.2 The granting of any dispensation by the Authority will be confirmed in writing by the Authorised Officer and a copy of the dispensation shall be carried in the vehicle at all times and shall be produced to an Authorised Officer on request.

2.16.3 Dispensation will not be granted as a matter of course. The case for dispensation will have to be made by the proprietor. In determining an application, it will normally be the status of the passenger and the executive nature of the work that will indicate whether or not the dispensation should be granted. The high quality of the vehicle being used will be

supportive of an application but will not be the sole determining factor. Please see **Appendix K** for full details.

## **2.17 Exempt Vehicles**

2.17.1 Vehicles that are used solely in connection with a funeral or are being wholly or mainly used by a person carrying on the business of a Funeral Director for the purpose of funerals, do not need to be licensed.

2.17.2 Vehicles that are used solely in connection with a wedding do not require a licence.

## **2.18 Smoking and the Use of Vaping Devices etc.**

2.18.1 Drivers are reminded that it is an offence to smoke or allow someone to smoke in a licenced vehicle at any time, including when the vehicle is being used for social, domestic and pleasure purposes. For the avoidance of doubt, the Authority also forbids the use of electronic cigarettes, vaping devices or any other kind of smoking substitute in licensed vehicles at all times whether by drivers or passengers.

2.18.2 All licensed vehicles must comply with the requirements for the Health Act 2006 and display 'No Smoking' signs.

2.18.3 Drivers and Proprietors may be issued with penalty points under the South Kesteven District Council penalty point scheme. See **Appendix J**.

# **PART 3 DRIVERS**

## **3.1 General**

3.1.1 The statutory and practical criteria and qualifications for a private hire driver are similar to those for a hackney carriage driver. The sections below, therefore, apply equally to private hire and hackney carriage drivers unless indicated.

3.1.2 The Authority will not licence anyone to drive a hackney carriage or private hire vehicle unless it is satisfied that they are a "fit and proper" person to hold that licence.

3.1.3 The term "fit and proper" is not legally defined. It is for the Authority to determine the information is necessary to enable it to determine whether a person is fit and proper. This includes a range of documentary evidence, practical criteria and assessments as detailed in this policy.

## **3.2 Licences**

3.2.1 Separate driver's licences shall be held in respect of driving hackney carriage and private hire vehicles. Where a licensed private hire driver wishes to drive a hackney carriage, he

will be required to hold a dual licence. Licences shall be issued for a maximum period of 3 years or for such a lesser period, as the Authority consider appropriate in the circumstances.

(a) This can include a one year licence for a new driver entering the profession but must revert to a 3 year licence upon the 1 year licence expiry.

- 3.2.2 Applicants shall be over 18 years of age and shall have held a full driving licence issued in the UK, the European Community (EC) or one of the other countries in the European Economic Area (EEA) for at least 12 months.
- 3.2.3 Holders of EC or EEA driving licences must register their non GB driving licence with the DVLA. Alternatively, they may elect to exchange the licence for a GB licence.
- 3.2.4 All driving licences will be checked annually with the DVLA. Failure to produce the necessary documents by each anniversary of the licence may result in penalty points under the South Kesteven Penalty Point Scheme, see Appendix J or may be referred to the Licensing Committee.

### **3.3 Eligibility to Live and Work in the UK**

- 3.3.1 Licensing authorities are under a duty not to issue licences to people who are disqualified by their immigration status from holding them. In determining whether someone is disqualified, the Authority will have regard to the statutory guidance issued by the Home Office.
- 3.3.2 Proof of the right to live and work in the UK must be provided by driver and operator applicants in accordance with the Immigration Act 2016.
- 3.3.3 Where a person's immigration permission to be in the UK is time-limited to less than the statutory length for a driver or operator licence, the licence will be issued for a duration which does not exceed the applicant's period of permission to be in the UK and work.
- 3.3.4 In the event that the Home Office cuts short or ends a person's immigration permission (referred to as curtailment or revocation), any licence issued as a consequence of an application which was made on or after 1 December 2016, that the person holds will automatically lapse.

### **3.4 Topographical Knowledge (Driver Knowledge Tests)**

~~3.4.1 Hackney carriage drivers need a good working knowledge of the area for which they are licensed, because vehicles can be hired directly at ranks or on the street. The Authority also considers it necessary for private hire drivers to know the area. In addition, it is expected that drivers should be able to communicate with their customers, convey important safety information and be able to carry out the basic arithmetic associated with the paying of fares.~~

3.4.2 In order to assist the Authority in determining the fitness of an applicant to hold a hackney carriage or private hire driver's licence, applicants are required to demonstrate an understanding of this policy, pass an arithmetic test and a practical test (the practical test is applicable to hackney applicants only) aimed at challenging their knowledge of the district. Applicants who cannot demonstrate that they hold a qualification taught and examined in English (the subject of the qualification does not matter as long as it was taught in English) will also be required to undertake an English language skills test. Additional fees are payable.

3.4.3. The tests must be taken within one month of the Authority receiving the DBS disclosure result. If this test is not taken within one month, the applicant will be required to re-apply as a new applicant.

3.4.4 There is no limit on the number of times the test can be taken, however, the applicant must pay the appropriate fee on each occasion so is advised to consider whether they require any form of training to improve their language skills before taking the test.

3.4.5 The practical test will be undertaken in the area of the district where the driver expects to primarily operate. Should substantiated complaints relating to the driver's knowledge of the area be received, they may be required to undertake a re-test.

3.4.6 Existing drivers will need to undertake the English language skills test does not automatically apply to existing drivers at their next renewal date with effect from 1 August 2024. Once this has been passed there will be no need to undertake the assessment again, unless there are reasonable grounds, which would include instances where Authorised Officers have identified through enforcement activity or substantiated complaint that a driver may have insufficient English language proficiency.

#### **3.4 Driving Proficiency**

3.4.1 The Authority requires all new applicants and existing drivers at 1<sup>st</sup> renewal after 1 August 2024 (or every 3 years) are required to pass the driving proficiency assessment prior to the granting of the licence. This assessment must be attended by the applicant and be designed to assess applicants' driving skills, follow a managed approach to the safe use of vehicles including a practical drive with a driver trainer assessment. The assessments can be undertaken by Lincolnshire Road Safety Partnership (LRSP), Green Penny or the Blue Lamp Trust.

3.5.2 The requirement for existing drivers at renewal to undertake the driver assessment training will take effect from 1 August 2024

3.4.2 Existing drivers who accrue 8 or more points on their DVLA Driving Licence whilst licenced to hold a hackney carriage or private hire drivers licence are required to re-sit and pass the LRSP test within 3 months from the time of accruing the points or their licence will be suspended until such time as the test has been passed.

### **3.5 Driver Qualification**

- 3.5.1 In addition, the Authority requires all new applicants and existing drivers at renewal (or every 3 years) of a hackney carriage and private hire drivers to undertake disability awareness training and supply a certificate of completion. The training will provide knowledge and understanding of disabilities, their responsibilities and best practice protocols to provide safe and secure transport to all passengers. This can be provided by Disability.co.uk or the Blue Lamp Trust.
- 3.5.2 The requirement for existing drivers at renewal to undertake the disability awareness training will take effect from 1 August 2024.

### **3.6 Medical Examination**

- 3.6.1 The DfT recognises that it is good practice for medical checks to be made on each driver before grant of a licence and thereafter at each renewal. There is general recognition that it is appropriate for hackney carriage and private hire vehicle drivers to have more stringent medical standards than those applied to normal car drivers.
- 3.6.2 The Authority requires Group 2 Standards of Medical Fitness, as applied by the DVLA to the licensing of lorry and bus drivers, as the appropriate standard for licensed hackney carriage and private hire drivers.
- 3.6.3 Applicants shall provide the Authority with the prescribed medical examination form completed by their own General Practitioner (GP), or a Doctor who has access to the applicant's medical history, on first application and every 3 years thereafter until aged 65 years. Once the driver has reached the age of 65 years or if they have a relevant medical condition, an annual medical will be required thereafter. The applicant will be responsible for paying the fee for the examination to the relevant surgery and for ensuring all sections are completed in full by their GP. The certification must be less than three months old. Application procedures are detailed in Appendix C.
- 3.6.4 Holders of Public Service Vehicle (PSV) and/or Heavy Goods Vehicle (HGV) licences, where the holder is able to produce proof of current medical examination less than 3 months old, shall not be required to undergo a medical examination on first application.
- 3.6.5 If, once licensed, the driver's medical circumstances change they must advise the Authority by the next working day.
- 3.6.6 Where there is any doubt as to the medical fitness of an applicant or a licensed driver, the Authority will require them to undergo a further medical examination or review by a GP or other approved practitioner. They will be expected to give an opinion on the applicant/driver's ability to meet the Group 2 standard.

3.6.7 Where there remains any doubt about the fitness of any applicant, the Licensing Committee will review the medical and any other evidence and make any final decision in light of the evidence available.

3.6.8 No licence shall be issued until medical fitness has been established. Where a medical is due for an existing driver they will be required to submit the medical certificate before their renewal licence can be granted.

### **3.7 Safeguarding, Child Exploitation and Disability Awareness Test**

3.7.1 All new drivers must complete and pass a Child Sexual Exploitation, and Safeguarding and Disability Awareness tests prior to being issued with a Hackney Carriage or Private hire driver's licence.

3.7.2 Existing drivers will be required to complete and pass a refresher course in relation to Child Sexual Exploitation, Safeguarding and Disability Awareness every three years as part of the licence renewal process. See **Appendix C**.

3.7.3 All drivers must follow the Code of Good Conduct at **Appendix G**.

### **3.8 Disclosure & Barring Service (DBS)**

3.8.1 As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, the Authority complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

3.8.2 The Authority also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

3.8.3 In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. Certificate information is only used for the specific purposes for this it was requested and for which the applicant's full consent has been given.

3.8.4 A DBS Certificate is seen as an important safety measure by the Authority to ascertain whether or not an applicant is fit to hold a licence. An Enhanced DBS Certificate is required.

3.8.5 The Rehabilitation of Offenders Act 1974 does not apply to applicants for both hackney and private hire drivers licences. They are required to disclose all convictions, including those that would normally be regarded as spent.

3.8.6 South Kesteven District Council uses a third party to undertake its DBS checks; the applicant is responsible for paying the appropriate fee (including any Administrative fee they may be levied). ~~is an approved DBS Registered Body and new driver applicants must apply for a DBS certificate through the Authority's Licensing Team and pay the appropriate fee.~~ The Authority will not accept portability of a DBS unless all relevant checks, including the Adult and Child Barred List checks have been obtained. In this case, Certificates must be less than 3 months old.

3.8.7 An Enhanced DBS is required with all new applications and every 6 months for existing drivers. At initial application and at renewal for existing licensees (following the implementation of this policy), the applicant will be required to subscribe to the DBS Update Service throughout the currency of their licence.

3.8.8 Every 6 months, the Authorised officer, will undertake an online check of the DBS Update Service to check the driver's current status. Depending on what is revealed in the check, the Authority may require an additional DBS check to be undertaken at the applicant's expense.

3.8.9 All existing licenced drivers must subscribe to the DBS update service when their next DBS certificate becomes due and will be required to renew their subscription on an annual basis, before their current subscription ends.

3.8.10 Where a driver fails to maintain and/or renew their subscription before it ends they will be required to apply for a new Enhanced DBS check and register for the update service again at their own expense.

3.8.11 The Authority does not receive the DBS disclosure certificate directly from the DBS. It is the responsibility of the applicant to ensure the Licensing Team has sight of the disclosure before a decision can be made as to whether or not a licence can be renewed/issued. Licences will not be issued without a valid DBS certificate.

### **3.9 Certificate of Good Conduct (residency outside the UK)**

3.9.1 A new licence applicant who has, from the age of 10 years, spent 6 continuous months or more living outside the United Kingdom will be required to provide a Certificate of Good Conduct from the Embassy of every country where they have lived other than the UK (after the age of 10 years old). This must be no older than 3 months at time of presentation. The Certificate of Good Conduct must be obtained and translated into English at the applicants own expense.

3.9.2 Where an individual is aware that they have committed an offence overseas which may be equivalent to those listed in the **Appendix D** to this document, the applicant should seek independent expert or legal advice to ensure that they provide information that is truthful and accurate.

3.9.3 A licence will not be granted in the absence of a current Certificate of

Good Conduct.

3.9.4 At renewal, if during the currency of their previous licence the applicant has spent 6 continuous months or more living outside the United Kingdom, they will be required to provide a Certificate of Good Conduct from the Embassy of every country where they have lived other than the United Kingdom during this period. This must be no older than 3 months at time of presentation. The Certificate of Good Conduct must be obtained and translated into English at the applicants own expense.

### **3.10 Relevance of Convictions and Cautions**

3.10.1 In relation to the consideration of convictions and police cautions recorded against persons, the Authority has adopted the policy set out in **Appendix D** under Relevance of Convictions.

3.10.2 In assessing whether the applicant is a fit and proper person to hold a licence, the Authority shall consider each case on its merit. It will take account of cautions and convictions, whether spent or unspent, but only in so far as they are relevant to an application for a licence. Upon receipt of a disclosure from the DBS, an Authorised Officer will assess whether any or all of the convictions, and any additional information received, is capable of having real relevance to the issue of whether or not the applicant is a fit and proper person to hold a licence in line with the policy at **Appendix D**. Where the Authorised Officer's assessment results in any doubt, the application will be referred to the Licensing Committee.

### **3.11 Application Procedure**

3.11.1 An application for a hackney carriage or private hire driver's licence shall be made on the specified application form. The application procedure is set out in **Appendix C**.

3.11.2 Any dishonesty by an applicant or other person on the applicant's behalf which is discovered to have occurred in any part of the application process e.g. failure to declare convictions, false names or addresses etc will result in the application being referred to the Licensing Committee. This could result in the licence being refused, or if already granted, revoked and may result in prosecution.

### **3.12 Renewal of Licences**

3.12.1 The Authority aims to send a reminder to licence holders in the month preceding the expiry date of their licence. However, it remains the responsibility of the driver to renew in good time. Completed application forms, appropriate fees, and supporting documentation, as set out in **Appendix C**, must be submitted at the time of application.

### **3.13 Conditions of Licence**

- 3.13.1 The Authority is not permitted to attach conditions to a hackney carriage driver's licence; however, they are subject to the Council's Hackney Carriage Byelaws. See **Appendix F**
- 3.13.2 The Authority considers that the conditions of licence as set out in **Appendix E** are reasonable, necessary and appropriate for all licensed private hire drivers.

#### **3.14 Convictions – Licence Holders**

- 3.14.1 Once a licence has been granted, there is a continuing requirement on the licence holder to maintain their safety and suitability. Any conviction or other actions on the part of the licence holder which would have prevented them from being granted a licence on initial application will result in referral of the licensee to the Licensing Committee and may result in the licence being revoked.
- 3.14.2 Where offences, leading to conviction or police caution, are committed by licensed drivers, it is important - in the interests of consistency and transparency - that a procedure is in place to consider what effect this should have on their licence.
- 3.14.3 Licence holders must notify the Authority's Licensing team in writing within 48 hours of an arrest and release, charge or conviction of any sexual offence, any offence involving dishonesty or violence, any motoring offence or fixed penalty.
- 3.14.4 If a licensed driver ceases to have a valid DVLA driving licence then their hackney carriage or private hire driver's licence issued by this Authority shall be deemed invalid.
- 3.14.5 Convictions, police caution and breaches of legislation, licence conditions, byelaws and of this policy, by licence holders, shall be dealt with in accordance with this Authority's enforcement policy as set out at **Appendix I**.

#### **3.15 Driver's Conduct**

- 3.15.1 The standards expected of licensed hackney drivers are set out in sections 5 to 13 of the byelaws made under the Town Police Clauses Act 1847 and the Public Health Act 1875, which should be read in conjunction with the other statutory and policy requirements set out in this document. The byelaws are attached as **Appendix F**. Failure to comply with the requirements of the byelaws may result in action being taken which may affect the licence.

#### **3.16 Dress Code**

- 3.16.1 Drivers are a front line transport service for visitors and residents and as such, all drivers are required to be respectably dressed, clean and tidy in appearance. Drivers are expected to dress in smart/casual clothing. "Unsatisfactory appearance" is part of the South Kesteven District Council Penalty Points Scheme. See **Appendix J**.

## **PART 4 PRIVATE HIRE OPERATORS**

### **4.1 Requirements and Obligations**

- 4.1.1 Any person who operates a private hire service (who is not also a hackney carriage proprietor who permits hackney carriages to be used for private hire) must apply to the Authority for a Private Hire Operator's licence. The objective in licensing private hire operators is the safety of the public, who will be using operator's premises, and vehicles and drivers, arranged through them. Best practice, in respect of the controls required over private hire operators, is to ensure that the costs of any licence requirements are commensurate with benefits that they seek to achieve.
- 4.1.2 A private hire vehicle shall only be dispatched to a customer by a private hire operator who holds a Private Hire Operator's licence. Such a licence permits the operator to make provision for the invitation or acceptance of bookings for a private hire vehicle. A private hire operator shall ensure that every private hire vehicle is driven by a person who holds a private hire driver's licence.
- 4.1.3 An application for a Private Hire Operator's licence and renewal shall be made on the prescribed form, together with the appropriate fee and confirmation (by way of certification of completion) that all customer facing roles and people managing service delivery have undertaken Disability Awareness training. The Authority will then decide whether the applicant is a fit and proper person to hold a Private Hire Operator's licence.
- 4.1.4 All three licences (Private Hire Operator's Licence, Private Hire Driver's Licence and Private Hire Vehicle Licence) must be granted by the same Authority.
- 4.1.5 Proof of the right to live and work in the UK must be provided by the applicant in accordance with the Immigration Act 2016.

### **4.2 Criminal Record Checks**

- 4.2.1 Spent convictions can be taken into account when determining the suitability for a licence and the applicant must produce a Basic Disclosure Certificate from the DBS as part of the application (or if they have lived outside of the UK for a period of six months or more in the last 5 years a certificate of good conduct from the relevant embassy).
- 4.2.2 Before an application for a private hire operator's licence will be considered, the applicant shall provide a current (less than 1 month old) Basic Disclosure Certificate.
- 4.2.3 Licensed Operators must submit a Basic Disclosure Certificate to the Licensing Team annually on the anniversary date of their licence. Where the Operator is also a licenced driver and a 6 monthly enhanced DBS check is undertaken it is not necessary to submit a Basic Disclosure Certificate.

#### **4.3 Conditions**

4.3.1 The Authority has power to impose such conditions on a private hire operator's licence as it considers reasonably necessary and these are set out in **Appendix H**.

#### **4.4 Insurance**

4.4.1 Before an application for a private hire operator's licence is granted, the applicant shall produce evidence that they have taken out appropriate public liability insurance for the premises to be licensed.

4.4.2 The Private Hire Operator Licence Conditions (Appendix H), requires the operator to ensure that a certificate of motor insurance which covers every private hire vehicle operated by him/her under the licence is held. This must be produced to the Authorised officer on request.

#### **4.5 Licence Duration**

4.5.1 Section 10 of the Deregulation Act 2015 amends the 1976 Act, such that the licence shall remain in force for 5 years or such lesser period as the Authority considers appropriate. In line with DfT Best Practice Guidance. This Authority shall grant private hire operator licences for a period of 5 years from the date of grant, subject to the power to grant a licence for a shorter period should this be appropriate in the circumstances.

4.5.2 Holders of existing private hire operator licences shall be reminded, in the month preceding their expiry, when their licences are due to be renewed. Notwithstanding this, the responsibility to apply to renew a licence and produce the necessary documentation rests solely with the licence holder.

#### **4.6 Record Keeping**

4.6.1 The 1976 Act requires Operators to keep records of each booking. Records must be kept in a suitable form that does not permit backdating. Records must be available for inspection by or be provided to the Authorised Officer in a suitable format, on request, at all reasonable times. See **Appendix H**.

4.6.2 The Operator must maintain a register of all staff that will take bookings or dispatch vehicles. This must be available for inspection by or be provided to the Authorised Officer in a suitable format, on request, at all reasonable times. See Appendix H.

4.6.3 Operators must evidence that they have had sight of a Basic DBS check on all individuals listed on their register of booking and dispatch staff and to ensure that Basic DBS checks are conducted on any individuals added to the register.

4.6.4 Operators must have a policy on employing ex-offenders in roles that would be on the staff register detailed in 4.6.2. As with the threshold to obtaining a private hire vehicle

operators' licence, those with a conviction for offences provided in Appendix D, other than those relating to driving, may not be suitable to decide who is sent to carry a child or vulnerable adult unaccompanied in a car. Operators must provide a copy of the policy to an Authorised Officer/Police Officer on request.

- 4.6.5 Private hire vehicle operators have a duty under data protection legislation to protect the information they record. The Information Commissioner's Office provides comprehensive on-line guidance on registering as a data controller and how to meet their obligations.

#### **4.7 Sub-Contracting**

- 4.7.1 The Deregulation Act 2015 amended section 55 of the Local Government (Miscellaneous Provisions) Act 1976 to permit private hire operators licensed by the Authority to sub-contract a private hire booking to another operator licenced by the Authority or any other local authority.
- 4.7.2 Regardless of which operator fulfils the booking, the operator may only dispatch a vehicle licensed by the same Authority that licences the operator and driven by a driver licenced by that same Authority
- 4.7.3 Operators that accept a booking remain legally responsible for that booking even if they subcontract that booking to another operator. They should record that booking as usual, noting the fact that it was sub-contracted.

### **PART 5 DISCIPLINARY AND ENFORCEMENT MEASURES**

#### **5.1 Enforcement**

- 5.1.1 The Government believes that regulators should have access to effective sanctions that are flexible and proportionate and that ensure the protection of workers, consumers, and the environment when tackling non-compliance by businesses.
- 5.1.2 It is recognised that a risk-based approach to enforcement by the Authority benefits not only the public, but also the responsible members of the hackney carriage and private hire trades.
- 5.1.3 In pursuance of its objective to encourage responsible hackney carriage/private hire businesses, the Authority shall operate a firm but fair disciplinary and enforcement regime. With a view to balancing the promotion of public safety with the need to permit individuals to safeguard their livelihood without undue interference, the Authority will only intervene where it is necessary and proportionate to do so, having regard to the objectives outlined in section 1.2 of this document. Where defects are such that vehicles need to be immediately prohibited, livelihood interference is inevitable.

5.1.4 The Enforcement Policy as set out at **Appendix I** will ensure that the Authority's enforcement effort is reasonable, transparent and well directed.

## **5.2 Disciplinary Hearings**

5.2.1 Disciplinary matters are considered by the Authority's Licensing Committee.

## **5.3 Penalty Points Scheme and Warnings**

5.3.1 In respect of minor breaches of licence conditions, Authorised Officers shall issue penalty points and warnings in accordance with the approved scheme. The Penalty points' scheme is included at **Appendix J**.

5.3.2 A licence holder issued with penalty points may appeal against such a decision to the Head of Service in the first instance. If a satisfactory resolution cannot be found, then the appeal will be referred to a manager from an independent business area for review. If the recipient still does not agree the appeal will be heard by the Licensing Committee.

## **5.4 Suspension of Vehicle Licences**

5.4.1 Licensed vehicles shall be kept at all times in a safe, tidy and clean condition. Compliance with the vehicle specifications and conditions of licence is essential and will be enforced by periodic, random vehicle inspections by the Authority. Where it is found that any vehicle is not being properly maintained a Vehicle Defect Notice will be served on the vehicle proprietor setting out the defect(s) that need to be rectified, and arrangements for the vehicle to be further inspected to check compliance. This notice will be used by Authorised Officers where the defects are not deemed serious. Failure to comply with the requirements of the notice may result in the vehicle licence being suspended automatically.

5.4.2 Where public safety is likely to be put at risk by the defect(s) a Suspension Notice shall be served on the vehicle proprietor who must have the vehicle repaired. The suspension will not be lifted until the vehicle has undergone a further test, at the proprietor's expense, and been passed as fit for use by the Authority. If the defect is not repaired within 2 months from the service of the suspension notice, the vehicle licence shall be revoked by the Authorised Officer.

## **5.5 Revocation and Suspension of Licences**

5.5.1 Where a licence holder has been referred to the Licensing Committee, the Committee may order the revocation or suspension of the licence.

5.5.2 Where any licence is revoked or suspended it must be returned to the Licensing Team immediately, and in any case within no more than 48 hours of notification of the decision.

## **5.6 Prosecution**

5.6.1 The Authority shall prosecute licence holders for relevant offences in accordance with the statutory Regulator's Code and the Authority's Enforcement Policy.

## **5.7 Complaints**

5.7.1 Complaints regarding licensed drivers, operators and vehicles can be reported to the Authority Licensing Team. All complaints will be investigated by an Authorised Officer in accordance with our service standards and enforcement policy.

## **PART 6 OFFENCES**

6.1.1 The Authority has had regard to the Department for Transport Statutory Taxi & Private Hire Vehicle Standards (July 2020) and the Institute of Licensing "Guidance on determining the suitability of applicants and licensees in the hackney and private hire trades" in formulating its policy. The Authority's Convictions Policy is detailed in **Appendix D**.

6.1.2 The Convictions Policy will apply to new and renewal applications and where applicable; transfers for drivers and operators, when reviewing an existing licence and decisions to suspend or revoke a licence.

## **PART 7 DELEGATED POWERS**

### **7.1 Licensing Committee**

7.1.1 The Licensing Committee of the Authority is responsible for the management of the Hackney Carriage and Private Hire Licensing regime in the district, along with the formulation and review of its policy in this regard.

7.1.2 The Licensing Committee of the Authority has delegated its authority to act as authorised officer and authorise officers to act for the purposes of licensing hackney carriage and private hire vehicles under the provisions of the 1976 Act and the Town Police Clauses Act 1847 and exercise the powers of the Authority in respect of specific offences. The full details of the delegated powers can be found in the Authority's Constitution.

7.1.3 Minor amendments to the policy, such as legislative updates, which may become necessary from time to time to ensure its continued accuracy, but do not affect its direction or intent may be authorised by the Chief Executive in consultation with the Portfolio Holder, without the need for reference to Licensing Committee or Full Council.

## **PART 8 FARES**

## 8.1 General

- 8.1.1 The Authority has partially deregulated fares, in that proprietors may set their own rates. Prior to charging the deregulated fare, a copy is to be deposited with the Authority.
- 8.1.2 A Hackney Carriage Default Table of Fares (“the tariff”) is set by the Authority for those proprietors that do not wish to set their own fees. A copy of the default table of fares will be provided to each applicant.
- 8.1.3 The Authority is able to review the Default Table of Fares annually. Any changes shall be advertised by the Authority in a paper circulating in the district in accordance with legislation.
- 8.1.4 The Authority is not able to set fares for private hire vehicles.
- 8.1.5 When a journey ends outside the district boundaries of the Authority a fare greater than that would have been shown on the meter may be charged **but only if an agreement has been made with the hirer in advance.**

## 8.2 Table of Fares

- 8.2.1 A table of fares that has been registered with the Authority, or the Authority’s Default Table of Fares, must be displayed in each vehicle so that it is easily visible to all hirers.
- 8.2.2 Private Hire Operators that use licensed vehicles fitted with a fare meter shall provide the Authority with a current table of fares. This table must also be displayed in each private hire vehicle so that it is easily visible to all hirers.

## 8.3 Receipts

- 8.3.1 Drivers shall, if requested by the passenger, provide written receipts for fares paid.

# PART 9 FEES

## 9.1 Fee Structure

- 9.1.1 The legislation provides that fees charged to applicants should be sufficient to cover the costs of inspecting the vehicles, providing hackney carriage stands (taxi ranks) and administering the regulation of the hackney carriages and private hire trades.
- 9.1.2 The Authority shall review the fee structure annually. Any changes shall be advertised by the Authority in a paper circulating in the district in accordance with legislation.
- 9.1.3 All applications must be accompanied by the appropriate fee.

## **9.2 Payment Refunds and Transfers**

- 9.2.1 Proprietors who change their vehicle part way through the licensing period will be eligible for a credit towards their new vehicle's licence. This will be at a proportion of the annual fee, based on each full day remaining on the licence.
- 9.2.2 Except under exceptional circumstances, drivers or vehicle licences surrendered prior to their expiry shall not be eligible for a refund of the unexpired portion of the licence.

## **PART 10 HACKNEY CARRIAGE STANDS**

- 10.1.1 The purpose of hackney carriage stands is to provide the public with a set location where they can hire a licensed hackney carriage. The stand is the only situation where a hackney carriage may ply for hire in a stationary position and shall be situated in locations where the public most need hackney carriages, for example - adjacent to transport facilities, retail areas and places of employment, entertainment and leisure facilities. Stands are sited so that passengers can board or alight from the vehicle safely. Stands can be for continual or part time use.
- 10.1.2 The provision of hackney carriage stands is not a legal requirement and may be removed or relocated at the discretion of the Authority.
- 10.1.3 Please see the council's website for the current location of the taxi ranks in the South Kesteven area.

## **APPENDIX A**

### **VEHICLE SPECIFICATION AND CONDITIONS OF LICENCE FOR HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES**

Only those vehicles which comply with the specification detailed below can be granted a hackney carriage or private hire vehicle licence by South Kesteven District Council.

#### **Vehicle Age**

An application for a hackney carriage or private hire vehicle licence (other than a limousine or a prestige vehicle), renewal and change of vehicle will not be accepted if the vehicle does not meet Euro 6 standards from first registration (Registered after 01 September 2015).

All vehicles will continue to be licensed until it reaches 15 years of age.

### **THE SPECIFICATION**

#### **1 General**

- 1.1 Where vehicles have not been manufactured in the UK or imported by the manufacturer, they shall have an appropriate “Type Approval” which is either an EC Whole Vehicle Type Approval (ECWVTA) or British National Type approval. Vehicles shall not have been altered since that approval was granted. An Individual Vehicle Approval (IVA) may be accepted for wheelchair accessible vehicles. Vehicles presented for approval, and while in use, shall comply with the Road Vehicles (Construction and Use) Regulations 1986 and any subsequent amendment or re-enactment thereof.
- 1.2 No fittings, other than those approved in this policy or required in the twice yearly examination and test by the authorised testing station, may be attached to or carried on the inside or outside of the vehicle.

#### **2 Dimensions**

- 2.1 The vehicle shall be of such a size as to enable easy access to the interior of the vehicle by an adult.

#### **3 Body**

- 3.1 The vehicle shall have no signs of previous significant accident damage.
- 3.2 The paintwork shall be of a professional finish and be one consistent colour over the whole of the vehicle’s bodywork.
- 3.3 The bodywork shall have no untreated or unrepaired body defect or significant signs of corrosion. Corrosion includes visible rust and signs of rust by virtue of the paintwork being

blistered. All rust spots and repairs in excess of 100 millimetres diameter are to have been prepared and repainted with matching colour up to insurance finishing standard.

#### **4      Wheels**

- 4.1 The vehicle shall have four road wheels unless agreed by the Licensing Committee.
- 4.2 Space-saver spare tyres, where supplied as standard equipment to the vehicle, will be accepted. Provision shall be made for a standard road wheel to be secured in the vehicle should a space saver tyre be used in an emergency. A vehicle presented for examination and test with a space saver spare tyre in use as a road wheel will fail the test.
- 4.3 Any spare wheel shall conform to construction and use regulations.
- 4.4 A wheel brace and jack to enable the effective change of a tyre and wheel shall be carried, except where Paragraph 4.5 applies.
- 4.5 Where an aerosol inflation and sealant device is supplied with the vehicle as standard by the manufacturer, a spare tyre need not be carried.
- 4.6 If a vehicle is fitted with 'run flat' tyres, the vehicle shall be fitted with a tyre pressure sensor / warning device.

#### **5      Steering**

- 5.1 It is recommended that all vehicles should be right hand drive but left hand drive vehicles will be considered.

#### **6      Interior**

- 6.1 The interior of the vehicle is to be kept in a clean and tidy condition at all times.

#### **7      Doors**

- 7.1 The vehicle shall have a minimum of 4 opening doors that are easily accessible to passengers unless agreed by the Licensing Committee.
- 7.2 All vehicles shall have doors that open sufficiently wide to allow easy access and egress from the vehicle.
- 7.3 All doors shall be capable of being readily opened from the inside and outside of the vehicle by one operation of the latch mechanism.
- 7.4 The interior door handle shall be clearly visible and easily accessible to passengers.

#### **8      Seats**

- 8.1 Vehicles shall have a passenger seating capacity of not less than 3 persons unless agreed by the Licensing Committee.
- 8.2 Children aged 3 years and over will count towards the licensed capacity of the vehicle.
- 8.3 Each seat shall be fitted with fully operational seat belts, compliant with British Standards, except where the law specifically provides an exemption.
8. Where seat covers are used, they shall be properly affixed to the seat so as not to become loose during use. They shall be clean and devoid of damage of any kind.

## **9 Windows**

- 9.1 Opening windows shall be provided in the rear of the vehicle capable of being opened by the rear seat passengers.
- 9.2 Vehicle windows shall have visual transmission of light of not less than 70% in respect of windscreens and windows to either side of the driver.
- 9.3 No vehicle shall be fitted with any form of additional film to darken or tint the glass on any part of the vehicle.

## **10 Heating and ventilation**

- 10.1 Vehicles shall have an efficient heating and ventilation system.

## **11 Wheelchair carrying facilities**

- 11.1 Any vehicle that has the facility for the carriage of wheelchair(s) and wheelchair passengers shall be fitted with:-
  - Approved anchorages that shall be either chassis or floor linked and capable of withstanding approved dynamic or static tests. Restraints for wheelchair and passengers shall be independent of each other. Anchorages shall also be provided for the safe storage of a wheelchair, whether folded or otherwise, if carried within the passenger compartment. All anchorages and restraints shall be so designed that they do not cause any danger to other passengers.
  - A ramp or ramps for the loading of a wheelchair and passenger shall be available at all times. An adequate locking device shall be fitted to ensure that the ramp(s) do not slip or tilt when in use. Provision shall be made for the ramps to be stored safely in the vehicle when not in use.
- 11.2 The vehicle shall be equipped with a manufacturer's user manual/guide on the safe loading and unloading and security of wheelchair passengers.

- 11.3 Any equipment fitted to the vehicle for the purpose of lifting a wheelchair into the vehicle shall have been tested in accordance with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) immediately prior to being first licensed and at each subsequent twice yearly test and be so certified and submitted at the time of renewal.
- 11.4 The Authority has published a list of vehicles designated for the purposes of section 165 of the Equality Act 2010.

## **12 CCTV Systems**

- 12.1 CCTV surveillance systems to assist driver safety are permitted in vehicles. If such devices are fitted, adequate signage shall be displayed in the passenger compartment advising passengers that they are being monitored / recorded. Any such equipment shall be fitted overtly and in such a way as not to present any danger or hazard to any passenger. It will be the driver / proprietor's responsibility to comply with all aspects of the law regarding such surveillance equipment.

## **13 Tyres**

- 13.1 All tyres, including the spare tyre, shall comply with the vehicle manufacturer's specification.
- 13.2 Re-cut tyres are not acceptable for vehicles that are internationally classified as M1 passenger vehicles and remould tyres shall only be acceptable if they carry a recognised approval marking (BSAU144e) and display:-
  - Nominal size;
  - Construction type (e.g. radial ply);
  - Load capacity; and
  - Speed capability.

## **14 Electrical Equipment**

- 14.1 Any additional electrical installation to the original equipment shall be adequately insulated and be protected by suitable fuses.

# **HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE CONDITIONS OF LICENCE**

## **15 Examination and test**

- 15.1 Before a licence is granted for the use of a vehicle as a hackney carriage or private hire vehicle, the vehicle shall be examined and tested by an Authority approved testing station.

Once licensed, the vehicle undergoes a further full examination and test at a vehicle testing station approved by the Authority at 6 monthly intervals.

- 15.2 All vehicles should be routinely serviced to ensure safety. The Authority expects all vehicle proprietors and drivers to undertake planned, preventative maintenance. The purpose of the 6 monthly compliance test carried out by an Authorised garage is to confirm the safety and quality of the vehicle rather than highlight what maintenance needs to be undertaken. The Authorised Officer may issue penalty points under the South Kesteven District Council Scheme for failure to maintain a vehicle in a satisfactory condition. See Appendix J.
- 15.3 Where a licenced vehicle is presented for testing and fails an authorised examination and test, being considered “dangerous” in accordance with the MOT testing defect categories, it must not be driven from the date of that test regardless of whether or not the previous certificate has expired. A suspension notice will be issued and will not be lifted until the vehicle has undergone a further test at the proprietors expense and been passed fit for use by the Authority. If the defect is not repaired within 2 months from the service of the suspension notice, the vehicle licence maybe revoked by the Licensing Committee.
- 15.4. Where a licensed vehicle is presented for testing and fails an authorised examination test and the defect is considered “major” **and** it is deemed unsafe as a passenger vehicle by the vehicle examiner, regardless of whether or not the previous certificate has expired, this may result in the vehicle proprietor being issued with a suspension notice in order to prevent the vehicle being used to carry passengers until the defect(s) is/are remedied. The suspension will not be lifted until the vehicle has undergone a further test, at the proprietor’s expense, and been passed as fit for use by the Authority. If the defect is not repaired within 2 months from the service of the suspension notice, the vehicle licence maybe revoked by the Licensing Committee.

## **16 Licence Identification Plates**

- 16.1 The proprietor of a hackney carriage or private hire vehicle shall fix, to the vehicle, licence identification plates of the size, colour, design and type supplied by the Authority.
- 16.2 The proprietor shall ensure that the licence identification plate is securely fixed to the rear exterior of the hackney carriage or private hire vehicle in such a position as the vehicle registration plate is not obscured, with the particulars thereon facing outwards and in such a manner and place that the licence is clearly visible from the highway and by other road users. The plate must not be placed on or in the rear window of the vehicle.
- 16.3 Prestige/Executive vehicle operators who have applied for and been granted a dispensation by the Authority to display a licence identification plate on the rear of the vehicle, shall carry a copy of the dispensation in the vehicle at all times and this shall be produced to an Authorised Officer/Police Officer on request.

- 16.4 The proprietor shall ensure that an approved holder displaying a hackney carriage or private hire driver badge and a vehicle licence identification card, as supplied by the Authority, is displayed in a position for all passengers to clearly see.
- 16.5 The proprietor shall ensure that no licence identification plate be displayed other than the plates issued by the Authority, and the said plate shall be displayed only on the vehicle to which it relates.
- 16.6 The licence plate(s) shall remain the property of the Authority and shall be returned to them within seven days, following the service on the proprietor of an appropriate notice by the Authority and in the event of the hackney carriage or private hire vehicle licence ceasing to be in force in respect of the vehicle.

## **17 Signs and Notices**

- 17.1 Vehicles shall not display roof signs or allow any other signs or advertising below roof height without the prior approval of the Authority.
- 17.2 On the dashboard of the vehicle or on the windscreen, in a position for passengers to clearly see, there shall be displayed an internal licence identifying the vehicle licence details as provided by the Authority.
- 17.3 The vehicle shall display “no smoking” signage which complies with the requirements of the Health Act 2006.

## **18. Receipts**

- 18.1 The proprietor of a hackney carriage or private hire vehicle shall ensure that a receipt is given if requested and each receipt shall show as a minimum the following particulars:-
  - Date of journey;
  - Details of journey (i.e. where from/to);
  - Badge number of driver; and
  - Amount paid.

## **19 Luggage**

- 19.1 The proprietor shall at all times provide facilities for the conveyance of luggage safely and protected from inclement weather.
- 19.2 Where luggage is stored other than in a boot (e.g. in an MPV), it shall be properly secured.

## **20 Property**

20.1 Any property left accidentally in the vehicle by passengers, if not claimed by or on behalf of its owner, shall be taken to a local Police station within 48 hours and reported as 'found property'.

## **21 Furnishing and maintenance of vehicle**

21.1 The proprietor shall ensure that the vehicle, all its fittings and equipment at all times when the vehicle is in use or available for hire as a hackney carriage or private hire, is kept in an efficient, safe, tidy and clean condition and all relevant statutory requirements (including in particular those contained in the Road Vehicles (Construction and Use) Regulations 1986) shall be fully complied with. It is not sufficient to wait until a compliance test to find out if the vehicle is still roadworthy.

21.2 Where a separate compartment is provided for passengers, the proprietor shall provide sufficient means by which any person in the compartment may communicate with the driver.

21.3 The proprietor shall at all times provide adequate lighting and heating for the interior of the vehicle.

## **22 Advertisements**

22.1 Licensed vehicle proprietors will be permitted, subject to prior approval of the Authority, to display signs, advertisements, notices or other markings on the outside of their vehicle. However they shall be subject to the following conditions:

- All advertisements shall comply with the Committee of Advertising Practice Codes or successor body;
- No advertisement shall relate to or advertise alcohol, smoking materials or be of a political or religious nature, organization or campaign;
- Advertising will be 2 dimensional in design and limited to the front and rear door panels;
- Any damaged or disfigured advertisement signs shall be immediately removed.

## **23 Communication Devices**

23.1 Where apparatus for the operation of a two-way radio system is fitted to a vehicle, no part of the apparatus shall be fixed in the passenger compartment or in the rear boot compartment if LPG or CNG tanks or equipment are in use.

23.2 Any radio apparatus shall be so positioned and properly secured so as not to interfere with the safe operation of the vehicle.

23.3 No other radio equipment, either in the driver or the passenger compartment, is permitted without the prior approval of the Authority.

## **24 Auxiliary equipment**

24.1 Any auxiliary equipment that is fitted to a vehicle shall not impede the driver in any way or hinder his/her view, impede or cause hazard to passengers or other road users.

## **25 Convictions including cautions and fixed penalties**

25.1 Proprietors shall notify the Authority's Licensing team in writing within 48 hours of an arrest and release, charge or conviction of any sexual offence, any offence involving dishonesty or violence, any motoring offence or fixed penalty.

## **26 Change of Address**

26.1 The proprietor and drivers of vehicles shall notify the Authority, in writing, of any change in name and address within seven days of such a change taking place.

## **Additional requirements for Hackney Carriage Vehicles**

### **27 Taxi Signs**

27.1 Licensed hackney carriages must carry a roof sign capable of internal illumination with lettering not exceeding 76mm in height on the forward and/or rear faces only. The sign may bear the name of the proprietor and/or the word 'TAXI' and/or the telephone number of the firm and shall be illuminated at all times that the vehicle is available for hire.

### **28 Taximeters**

28.1 A licensed hackney carriage vehicle shall be fitted with a taximeter.

28.2 The taximeter shall be positioned so that all letters and figures on its face shall be at all times illuminated and plainly visible to any passenger.

28.3 The taximeter when standing at a rank or plying for hire shall be kept locked in a position in which no fare is recorded on its face.

28.4 When the taximeter is operating there shall be recorded on the face of the meter in clearly legible figures a fare not exceeding the maximum fare that shall be charged for a journey.

28.5 If the taximeter has been altered for whatever reason, the proprietor of the vehicle shall forthwith make arrangements for resetting with the approved meter agent.

28.6 The vehicle taximeter shall be brought into operation at the commencement of **all** hires and the fare demanded by the driver shall not be greater than that shown on the meter and agreed by this Authority. In the event of a hire ending outside the Authority's boundary, the fare that may be charged for the journey is such fare or rate of fare, if any, as was agreed before the hiring was effected. If no such agreement was made at the start

of the journey, then the fare to be charged should be no greater than that that would have been shown on the taximeter.

28.7 Other than a taximeter, there shall be no other device which displays the fare. This is to avoid confusion with customers. Only the meter is to be used to calculate the fare.

## **29. Table of fares**

29.1 The proprietor shall ensure that the current table of fares for that vehicle is on display inside the vehicle at all times and is not concealed from view or rendered illegible.

## **Additional requirements for Private Hire Vehicles**

## **30. Meters**

30.1 If the vehicle is fitted with a meter for recording the fare it shall display and maintain the statement of fares inside the vehicle in such a position as to be clearly visible at all times to the hirer. The statement of fares shall include the following information:

- The minimum hire charge;
- The rate charged per mile;
- Any additional charges.

30.2 The meter shall:-

- be fitted in a position where it is not easily visible from outside the vehicle;
- be checked by an authorized meter agent before it is used;
- not display a “For Hire” sign at any time;
- be fitted in such a position that its figures are clearly visible to passengers and that it is sufficiently illuminated; and
- be fitted to the vehicle so as not to be practicable for any person to tamper with them.

30.3 If a meter is fitted, the fare charged shall not exceed that stated in the statement of fares as displayed in the vehicle unless a rate has been separately agreed between the hirer and the licensed private hire operator at the time of booking and prior to the journey commencing.

30.4 If a meter is installed, there shall be no other device which displays the fare. This is to avoid confusion with customers. Only the meter is to be used to calculate the fare.

## **31 Trailers and Roof Carriers**

31.1 The vehicle may tow a trailer but shall:

- comply with the towing weights specified by the vehicle’s manufacturer;

- provide secure and weatherproof storage for luggage;
- display the licence plate on a platform kit at the rear.

31.2 If a roof carrier is to be used for luggage or goods, in addition to normal luggage, it shall be of a type fitted to the guttering or to the roof rails provided by the vehicle's manufacturer.

**32 Taxi Signs**

32.1 The proprietor of a private hire vehicle shall not display, or suffer or permit to be displayed on a private hire vehicle, any sign or notice which consists of or includes the word TAXI or CAB whether in the singular or plural or FOR HIRE or any word or words of similar meaning or appearances to any one of those words, whether alone or as part of another word.

## APPENDIX B

### ADDITIONAL CONDITIONS FOR PRIVATE HIRE LIMOUSINES

#### 1. DEFINITION OF A LIMOUSINE

- 1.1 For the purposes of this policy and licence conditions, a stretched limousine is defined as follows: -
- 1.2 A stretched limousine is a motor vehicle that has undertaken a Ford Motor Company Qualified Vehicle Modifier (QVM) or Cadillac Master Coachbuilder (CMC) or an equivalent conversion programme resulting in its lengthening by an additional body section that is:-
  - Capable of carrying up to but not exceeding 8 passengers.

#### 2. PRE-LICENSING REQUIREMENTS AND LICENSING CONDITIONS

	<b>Issue</b>	<b>Licence Condition</b>	<b>Justification</b>
1.	Left hand drive vehicles	Permit left hand drive limousines to be licensed.	The majority of stretched limousines are imported from the United States of America and are left hand drive. The Department for Transport has recommended that Authorities should not refuse to licence limousines simply because they have characteristics which contravene their existing policy, i.e. left hand drive.
2.	Sideways Seating	Permit limousines with sideways facing seating to be considered for private hire vehicle licensing, but no seat must be positioned so that it permanently obstructs any door.	A main characteristic of stretched limousines is their sideways facing bench seats. In line with the Department for Transport guidance the Authority will consider the suitability of limousines with sideways seating for licensing.
3.	Signage	Provided that they have received written consent from the Authority - limousines may, in certain circumstances, not be required to display identification signs required by other private hire vehicles.	Signage serves to distinguish private hire vehicles from ordinary saloon cars and to make them clearly identifiable to the public. However, the naturally distinctive appearance of stretched limousines means that they are very unlikely to be confused with a private road user's vehicle or a hackney carriage vehicle.

4.	Tinted Glass	Be no restriction to the level of tint for the glass windows in the passenger compartment. However, tinted glass in the windscreens and front doors shall be restricted to the requirements of the SVA Standards.	It is recognised that the privacy provided by tinted glass in the passenger compartment is a central characteristic of a limousine.
5.	Fare Table/Taximeter	Limousines are not required to display a fare table or contain a taximeter. Any taximeter fitted must be in accordance with the Authority's private hire requirements detailed at item 31 of the policy.	Stretched limousines often do not operate under a fare system as journeys are generally pre-paid in advance based on the length of time they are hired for.
6.	Roadworthiness	Shall hold a valid Single Vehicle Approval (SVA) Certificate or equivalent.	SVA test comprises of a visual examination of a vehicle and certifies its safety and roadworthiness.
7.	Insurance	An appropriate insurance policy must be in place, which covers use of the vehicle for hire and reward.	Some limousines may be operating under insurance policies which do not cover use for hire and reward and take into account that the vehicle has been stretched.
8.	Tyres	The limousine must be fitted with tyres that meet the size, rating and weight specification.	Given the increased weight of the vehicle - tyres of the correct weight and size rating must be used at all times.
9.	Vehicle Testing	The limousine shall be examined twice a year to the appropriate Class MOT standard.	To ensure that limousines licensed by the Authority are maintained to high standards and remain safe.

10.	Maximum Passengers	The limousine's seating capacity must be reduced where necessary to a maximum of 8 passengers.	Authorities can only licence vehicles with a maximum seating capacity of up to 8 passengers.
		Any seats in the driver's compartment, other than the driver's seat, shall not be used to carry passengers.	This is to ensure that passengers are not carried in the front of the vehicle to improve driver and passenger safety.
		The vehicle must not carry more than 8 passengers at any time.	This condition shall be enforced by Authorised Officers performing random inspections of licensed vehicles.
		In any advertisement publicising their limousine service, the operator must state that the vehicle is only licensed to carry 8 passengers.	To inform customers of the maximum carrying capacity of the vehicle.
11.	Seat Belts	Seatbelts must be fitted to all seats and must be worn at all times by passengers whilst the vehicle is in motion.	In accordance with Road Vehicles (Construction & Use) Regulations 1986.
12.	Alcohol	Alcoholic drinks provided in the vehicle shall be under the terms of an appropriate licence relating to the retail sale and supply of alcohol.	To comply with alcohol licensing requirements and to safeguard public safety.
		Alcohol shall only be served while the vehicle is stationary. Whilst the vehicle is in motion the receptacle shall be placed in a secure holder.	Public safety

		If the passengers are below the age of 18 years, then no alcohol shall be permitted in the vehicle for consumption in the vehicle.	Protection of children from harm
		Any glassware in the vehicle must be made of strengthened glass. Use of polycarbonate vessels should be considered.	Public safety
13.	Entertainment	The driver shall not play or permit the performance of any media that, given its age classification or content, is unsuitable for the age of any of the passengers in the vehicle.	To safeguard children and vulnerable adult passengers from viewing unsuitable material.
13.	Entertainment (cont.)	The limousine operator shall ensure that a Performing Rights Society licence is held (if appropriate).	Many limousines have the capability of playing recorded media for the entertainment of customers and so the operator must ensure the appropriate royalties are paid.
		If the limousine parks to provide some form of entertainment to its passengers then a Premises Licence must be in place in accordance with the Licensing Act 2003.	Entertainment regulated under the Act includes recorded TV, video, video games, loudspeakers, or any other activity provided for the passenger's enjoyment.
14.	Authority Notices	The proprietor shall when directed by the Authority, display and maintain any notices in a conspicuous position.	To convey information to passengers where appropriate.

15	Advertisements	No other signs, notices or any other marking will be displayed on or in the vehicle without the written consent of the Authority.	To ensure that any material displayed in the limousine is suitable for public viewing.
16.	Luggage	Ensure that loose luggage is not carried within the passenger compartment of the vehicle.	Passenger safety.
17.	Safety Hammer	Vehicles must be supplied with a safety hammer, capable of being used to break the glass windows of the vehicle and shall be securely located in the driver's compartment but in view and accessible to passengers in an emergency.	Passenger safety.
18.	Identification Badges	An approved holder displaying the private hire vehicle licence, as supplied by the Authority, must be displayed on the dashboard of the vehicle or on the windscreen, in a position for all the passengers to clearly see.	To show that both the driver and vehicle are licensed.
		The licence identification plate, as supplied by the Authority, must be securely fixed to the rear exterior boot lid of the vehicle.	To ensure that driver and vehicle is licensed, however the distinctive appearance of the vehicle will ensure that it will not be confused with a private road vehicle.

19.	CCTV	CCTV is not required, as part of the licensing regime, as it is considered that they are best left to the judgment of the owners and drivers themselves. The trades are, however, encouraged to consider the installation of CCTV in their vehicles on a voluntary basis.	Driver and passenger safety.
20.	Sunroof/Ceiling	If fitted - any sunroof switch to be isolated so that it cannot be operated by passengers. Any mirrored or glass ceiling or fixtures shall be made of strengthened glass.	Driver and passenger safety.
21.	Interior	Adequate illumination shall be provided in the passenger compartment.	Passenger safety.
22.	Doors	All doors shall be capable of being opened from inside as well as from outside the vehicle.	To enable access/egress.
23.	Communication	A means of two way communication between the driver and passengers shall be installed to the satisfaction of the Authority.	Passenger and driver safety.

### 3 DRIVER AND OPERATOR LICENSING REQUIREMENTS

3.1 In addition to the limousine being licensed as a private hire vehicle with the Authority, the limousine operator is required to hold a Private Hire Operators' Licence with the Authority.

- 3.2 All bookings for a limousine licensed as a private hire vehicle must be booked through the licensed Private Hire Operator.
- 3.3 Once licensed as a private hire vehicle the limousine can only be driven by a licensed private hire driver (this licence must also be issued by the Authority).

## APPENDIX C

### APPLICATION PROCEDURES

#### 1. Application Procedures – Vehicles

- 1.1 Vehicle proprietors shall make arrangements directly with the Authority approved vehicle testing stations to have vehicles examined and tested.
- 1.2 Prior to submitting the vehicle for examination, proprietors shall ensure that the vehicle is in good condition, i.e. mechanically sound; bodywork satisfactory.
- 1.3 In respect of renewal applications, vehicles shall not be examined more than 4 weeks before their licence is due to expire. However, it is recommended the examination and test is arranged at least 7 days prior to the application appointment in case the vehicle examination identifies the need for repair work and re-testing which can then be undertaken prior to the expiry of the licence.
- 1.4 Vehicle proprietors may be subject to a recharge fee by the vehicle testing station in respect of vehicles that fail the vehicle test and undergo a second examination and test.
- 1.5 If the 6 monthly compliance test is not carried out on or before the expiry date, the licence will be deemed to have expired. This means that it will be treated as a new application subject to it still meeting the age specification.
- 1.6 When submitting an application the following documents **MUST** accompany the completed application form:-
  - (i) **DVLA Vehicle Registration Certificate** (which must show the applicant is the registered keeper of the vehicle) or a bill of sale identifying the vehicle, seller and purchaser as long as this is accompanied by the part of registration certificate showing the year of registration of the vehicle;
  - (ii) **Valid Certificate of Insurance;**
  - (iii) **Compliance Certificate;**

and additionally for stretched limousines:

  - (iv) **Individual Vehicle Approval Certificate (IVA) or Single Vehicle Approval Certificate (SVA).**

#### 2. Application Procedures – Drivers

- 2.1 Applications for hackney carriage or private hire driver licences may be made at any time of the year. Applicants shall hold a full driving licence issued in the UK, the European Community (EC) or one of the other countries in the European Economic Area (EEA).

- 2.2 Applicants shall have held a full UK, EC or EEA driving licence for at least 12 months and be aged 18 years or over.
- 2.3 Holders of EC or EEA driving licences must register their non GB driving licence with the DVLA. Alternatively, they may elect to exchange the licence for a GB licence.
- 2.4 All driving licences will be checked annually with the DVLA. Licenses are required to provide the necessary “check code” to the Licensing Team.
- 2.5 An Enhanced DBS is required with all new applications and a check made by licensing officers every 6 months for existing drivers. Following the implementation of this policy, all existing drivers will be required to subscribe to the DBS Update Service at their next scheduled DBS certificate check and maintain the subscription throughout the currency of their licence.
- 2.6 The applicant will be required to provide a range of original documents to prove their identify for the Enhanced DBS certificate application. Details of acceptable identification are detailed on the Government website: <https://www.gov.uk/guidance/documents-the-applicant-must-provide>
- 2.7 Where an applicant who has, from the age of 10 years, spent 6 continuous months or more living outside the United Kingdom, they will be required to provide a Certificate of Good Conduct from the Embassy of every country where they have lived other than the UK (after the age of 10 years old). This must be no older than 3 months at time of presentation. The Certificate of Good Conduct must be obtained and translated into English at the applicants own expense.
- 2.8 Applicants shall make a declaration that they have a statutory right to work in the UK and any applicant that has a limited right to work shall not be issued a driver licence for a period longer than that limited period.
- 2.9 Applicants shall provide the Authority with the prescribed medical examination form completed by their own General Practitioner (GP), or a Doctor who has access to the applicant's medical history, on first application and every 3 years thereafter until aged 65 years. Once the driver has reached the age of 65 years or if they have a relevant medical condition, and annual medical will be required thereafter. The applicant will be responsible for paying the fee for the examination to the relevant surgery and for ensuring all sections are completed in full by their GP. The certification must be less than three months old
- 2.10 Applicants who are required to undertake annual medical examinations will only be issued a licence for a 1 year period.
- 2.11 The application will not be accepted unless it is complete and with all the relevant documentation.

2.12 All applications must be submitted **IN PERSON** at one of the Authority's offices. This is to enable the applicants identify to be verified and a photograph to be taken for the driver identification badge.

### **3. Driver Qualifications**

#### **3.1 Introduction**

3.1.1 ~~All new driver applicants and existing drivers at first renewal after 1 August 2024 New driver applicants must demonstrate an understanding of this policy and~~ must successfully pass all the following elements before a licence can be granted:

- ~~• A basic arithmetic test based on calculating change~~
- ~~• A local knowledge test of the area the district, focused on the area they propose to work in (Hackney Carriage only)~~
- An English language skills test if required (where unable to produce evidence of previous qualifications, see section 3.2)
- Disability Awareness training
- Driver proficiency training

~~3.1.2 Existing drivers at renewal will need to re-confirm their understanding of the policy and must successfully pass the following elements before a licence can be granted:~~

- ~~• An English language skills test if required (where unable to produce evidence of previous qualifications, see section 3.2)~~
- ~~• Disability Awareness training~~
- ~~• Driver proficiency training~~

3.1.2 All drivers at renewal are required to complete as refresher training

- Safeguarding
- Child Sexual Exploitation training
- Disability Awareness training

3.1.3 Driver proficiency and English language skills testing will not usually be required to be completed again unless reasonable grounds arise. This could include instances where Authorised Officers have identified through enforcement activity or a substantiated complaint that a driver may have insufficient English language, or displayed a lack of driving proficiency. Where an existing licensed driver fails the assessment, they will be referred to the Licensing Committee, this may result in a licence being suspended or revoked

#### **3.2 Driver Competency Tests**

3.2.1 ~~All new drivers will be required to pass a basic arithmetic test aimed at challenging their ability to calculate change. The pass mark is 100%.~~

3.2.2 ~~Applicants for Hackney Carriage or Dual Licences will be required to undertake a practical local knowledge test aimed at testing their knowledge of the local area including locations of interest e.g. railway station etc and main routes. The pass mark is 80%.~~

3.2.1 Applicants who can demonstrate (by producing the original certificate and/or examination transcript) that they have previously passed a relevant qualification taught and examined in English will not be required to undertake the English-language skills test.

3.2.2 It is not possible to provide an exhaustive list of all the qualifications that will be accepted - however, typical examples may include:

- GCSE or GCE O-level (grade C or higher) or Scottish Intermediate 2
- GCE A-level or Scottish Higher
- NVQ, BTEC, City and Guilds or similar vocational qualification (level 2 or higher)
- Higher education award (for example a degree, HND or HNC) qualification equivalent to any of the above, issued by a recognised examining body in an English-speaking country other than the UK a TOEFL, IELTS or ESOL qualification at CEFR level B2 or higher

3.2.3 The Authority requires qualifications which include a significant amount of verbal or written content in the English language. In all cases, the Authorised Officer's decision as to whether to accept a qualification not listed above will be final. If a candidate does not hold one of these qualifications, or cannot produce acceptable evidence of the qualification, they will be required to undertake the speaking and listening assessment.

3.2.4 The assessment involves a speaking and listening assessment provided by a specialist external company which must be undertaken over the telephone at the Council offices. At the end of the test, a report will be produced (a copy of which will be provided to the applicant), with a score indicating overall ability. The applicant will also be graded separately on sentence usage, vocabulary, fluency and pronunciation, all of which will contribute to the overall score.

3.2.5 The Authority requires applicants to score at least 47 out of 80. This indicates that the candidate can speak English to an Independent User standard (equivalent to level B1 on The Common European Framework of Reference for Languages (CEFR) scale). Being able to deal with most situations that are likely to arise whilst travelling, understanding familiar matters regularly encountered.

3.2.6 The applicant must have attempted all relevant elements of the competency test within one month of the Authority receiving the Enhanced DBS Disclosure Certificate.

3.2.7 There is no limit on the number of times the test can be taken. ~~The first English language skills test is free of charge~~, however, the applicant must pay the appropriate fee on each

occasion (for re-tests) so is advised to consider whether they require any form of training to improve their skills before taking or re-taking the test.

3.2.8 ~~The practical local knowledge test will be undertaken in the area of the district where the expects to primarily operate.~~ Where authorised officers have identified through enforcement activity or a substantiated complaint that an existing licensed driver may not have adequate knowledge of the area, they will be required to ~~re-~~take a knowledge ~~the~~ test ~~at their own expense~~. Where an existing licensed driver fails the assessment, they will be referred to the Licensing Committee, this may result in a licence being suspended or revoked.

## 4 Existing Drivers

### 4.1 Driver renewals

4.1.1 Drivers who allow their licence to lapse for a period of less than 28 days, will be considered as a returning driver but will not be able to drive until the licence has been issued. They will also accrue penalty points.

4.1.2 All previously licensed drivers whose licences have expired for more than 28 days shall be treated as a new driver and may be required to undertake all the tests and other requirements applicable to a new driver.

4.1.3 Existing drivers who accrue 8 or more points on their DVLA Driving Licence whilst licenced to hold a hackney carriage or private hire drivers licence will be required to pass the LRSP hackney carriage or private hire vehicle practical driver's test within 3 months of acquiring the points or have their licence automatically suspended. In accordance with the DVLA guidelines and for the purposes of the 'fit and proper' test (sec 51, 1976 Act in respect of private hire drivers and sec 59, 1976 Act in respect of hackney carriage drivers), the points remain accountable for four years.

4.1.4 The Authority will carry out an annual check of DVLA licence records. Drivers must provide the relevant check code to enable this.

4.1.5 The applicant is required to be subscribed to the DBS Update Service throughout the currency of their licence. Where an individual fails to renew their subscription they will be required to apply for a new Enhanced DBS check and register for the update service again, ~~paying the fees appropriate to enable the re-application.~~

## 5 The Consideration of Applications

5.1 The Authority must receive sight of the Enhanced Disclosure from the DBS. This must be submitted in a sealed envelope, marked private and confidential, for the attention of the Licensing Team. This will be viewed by an Authorised Officer who is a Counter Signatory or Lead Signatory for the DBS.

- 5.2 The Authority will not accept portability of DBS certificates that have been obtained through a different authority unless all relevant checks e.g. the **Adult and Child Barred List** checks have been obtained.
- 5.3 If satisfied from the information available that the applicant is a fit and proper person to hold a licence, the Authorised Officer has delegated power to grant the application and issue a licence.
- 5.4 A driver badge will be issued which shall remain the property of the Authority and must be surrendered if the driver licence is suspended or revoked by the Authority.
- 5.5 The badge shall be displayed on the driver's person at all times they are acting as a licensed driver.
- 5.6 If the Authority is not satisfied from the information available that the applicant should be granted a licence, the matter will be referred to the Licensing Committee for a hearing.

## **APPENDIX D**

### **CONVICTIONS POLICY**

#### **1. Introduction**

- 1.1 The key consideration of the Authority and the overriding objective in the licensing of hackney carriage and private hire vehicles, drivers, and operators is the safety of the travelling public. The Authority therefore considers its robust approach to convictions and motoring convictions to be fully justified.
- 1.2 This policy provides a baseline for consideration of the impact of convictions, cautions or other matters of conduct on whether a person may be considered fit and proper to hold a licence. This policy relates to applications for Hackney Carriage and Private Hire driver's licenses, Vehicle Proprietors licences and Private Hire Operator licences.
- 1.3 Hackney carriage and private hire drivers are exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means there are no "spent" convictions and any and all criminal convictions can be taken into account by the Authority in assessing an applicant as fit and proper. Spent convictions can also be taken into account when determining suitability of vehicle proprietors and private hire operators.
- 1.4 The Authority has had regard to the Department for Transport, Statutory Taxi and Private Hire Vehicle Standards, July 2020 in preparing this policy

#### **2. General Policy**

- 2.1 Matters that have not resulted in a criminal conviction can be taken into account by the Authority. Within this document, any reference to "conviction" will also include matters that amount to criminal behaviour, but which have not resulted in conviction.
- 2.2 Convictions for attempt or conspiracy will be regarded as convictions for the substantive crime. A caution is regard in exactly the same way as a conviction (because a caution can only be issued following an admission of guilt and is equivalent to a guilty plea on prosecution).
- 2.3 In the case of any new applicant who has been charged with any offence and is awaiting trial, the determination of the licence will be deferred until the trial has been completed or the charges withdrawn. Where an existing licensee is charged the Authority will decide what action to take on a case by case basis in the light of this document.
- 2.4 In all cases, the Authority will consider the conviction or behaviour in question and what weight should be attached to it, and each and every case will be determined on its own merit, in the light of this document.

- 2.5 For the avoidance of doubt, whether a driver was driving a licensed vehicle or not at the time of an offence is not relevant.
- 2.6 Any offences committed, or unacceptable behaviour reported whilst driving a hackney carriage or private hire vehicle, concerning the use of a hackney carriage or private hire vehicle, or in connection with an operator of a private hire vehicle will be viewed as aggravating features, and the fact that any other offences were not connected with the hackney carriage and private hire trades will not be seen as mitigating factors.
- 2.7 There is no evidence which can provide precise periods of time which must elapse after a crime before a person can no longer be considered to be at risk of reoffending, but the risk reduces over time. In light of that, the suggested timescales in this document are intended to reduce the risk to the public to an acceptable level. Time periods are relevant and weighty considerations but are not the only determining factor.
- 2.8 Generally, where a person has more than one conviction, this will raise serious questions about their safety and suitability. Patterns of repeated unacceptable or criminal behaviour are likely to give greater concern than isolated occurrences as such patterns can demonstrate a propensity for such behaviour or offending.
- 2.9 Most applicants or licensees will have no convictions and that is clearly the ideal situation. It is accepted that human beings do make mistakes and lapse in their conduct for various reasons, and it is further accepted that many learn from experience and do not go on to commit further offences. Accordingly, in many cases an isolated conviction, especially if committed some time ago, may not prevent the grant or renewal of a licence.
- 2.10 Driving a taxi or private hire vehicle is not, in itself, a regulated activity for the purposes of the barred list. This means that an individual subject to barring would not be legally prevented from being a taxi or private hire vehicle driver but the licensing authority will take an individual's barred status into account alongside other information available. In the interests of public safety, the Authority will not usually issue a licence to any individual that appears on either the children or adult barred list. Should the Authority consider there to be exceptional circumstances which means that, based on the balance of probabilities they consider an individual named on a barred list to be 'fit and proper', the reasons for reaching this conclusion will be recorded.
- 2.11 Once a licence has been granted there is a continuing requirement on the licensee to maintain their fit and proper person status. Any convictions or other actions which would have prevented them from being granted a licence on initial application will lead to that licence being revoked by the Licensing Committee.
- 2.12 Where an applicant/licensee is convicted of an offence which is not detailed in this guidance, the Authority will take that conviction into account and use this document as an indication of the approach that should be taken.

- 2.13 This document does not replace the duty of the Authority to refuse to grant a licence where they are not satisfied that the applicant or licensee is a fit and proper person. Where a situation is not covered by these guidelines, the Authority will consider the matter from first principles and determine the fitness and propriety of the individual.
- 2.14 Each case will be determined on its own merits. This document provides the general principles relating to the determination of cases which shall generally be followed where convictions are disclosed.
- 2.15 Where an applicant or existing licensee has declared or committed any other offence not listed in this document or the circumstances of the case justify it, an Authorised Officer may refer it to the Licensing Committee for determination.

### **3. Hackney Carriage and Private Hire Drivers**

- 3.1 A driver has direct responsibility for the safety of their passengers and the safety of other road users. They also have significant control over passengers who are in the vehicle. As those passengers may be alone, and may also be vulnerable, any previous convictions or unacceptable behaviour will weigh heavily against a licence being granted or retained.
- 3.2 Where an applicant has more than one conviction showing a pattern or tendency irrespective of time since the convictions, serious consideration will need to be given as to whether they are fit and proper.
- 3.3 In relation to single convictions, the following minimum time periods should elapse following completion of the sentence (or the date of conviction if a fine was imposed) before a licence will be granted

<b>Type of Offence</b>	<b>Minimum Time Period Since Completion of Sentence</b>
Crimes resulting in death or was intending to cause death or serious injury to another person	A licence will not normally be granted
Crime involving, relating to or having any connection with abuse, exploitation, slavery, child sexual exploitation, grooming, psychological, emotional or financial abuse etc. irrespective of whether the victim was an adult or child	A licence will not normally be granted
Illegal sexual activity or any form of indecency*	A licence will not normally be granted
Violence or any offence connected with violence	10 years
Possession of a weapon or other weapon related offence	7 years
Crimes involving or connected with discrimination in any form	7 years

Dishonesty, or any offence where dishonesty is an element of the offence	7 years
The supply of drugs, or possession with intent to supply or connected with intent to supply	10 years
Possession of drugs, or related to the possession of drugs	5 years and may have to undergo testing at own expense to demonstrate not using controlled drugs
Drink driving or driving under the influence of drugs	7 years and may have to undergo testing at own expense to demonstrate not using controlled drugs
Using a hand-held mobile phone or hand-held device while driving	5 years since completion of sentence or driving ban imposed whichever is the later
Minor traffic or vehicle related offences (see 3.4.1 and 3.4.2)	Where an applicant has 7 or more points on their DVLA licence, a licence will not normally be granted until at least 5 years
Major traffic or vehicle related offences (see 3.4.3)	7 years
Convictions concerned or connected to hackney carriage or private hire activity (excluding vehicle use)	7 years
Convictions for any offence which involved the use of a vehicle (including hackney carriages and private hire vehicles)	7 years

\*in addition to this, a licence will not normally be granted to any applicant currently on the Sex Offenders Register or any 'barred' list

### 3.4 Other Motoring Convictions and Offences

3.4.1 Hackney carriage and private hire drivers are professional drivers charged with the responsibility of carrying the public. Any motoring conviction demonstrates a lack of professionalism and will be considered seriously. It is accepted that offences can be committed unintentionally, and a single occurrence of a minor traffic offence would not prohibit the grant of a licence or may not result in action against an existing licence. Subsequent convictions reinforce the fact that the licensee does not take their professional responsibilities seriously and is therefore not a safe and suitable person to be granted or retain a licence.

3.4.2 A minor traffic or vehicle related offence is one which does not involve loss of life, driving under the influence of drink or drugs, driving whilst using a mobile phone, and has not resulted in injury to any person or damage to any property (including vehicles). Where

an applicant has 7 or more points on their DVLA licence for minor traffic or similar offences, a licence will not normally be granted until at least 5 years have elapsed since the completion of any sentence imposed.

3.4.3 A major traffic or vehicle related offence is one which is not covered above and also any offence which resulted in injury to any person or damage to any property (including vehicles). It also includes driving without insurance or any offence connected with motor insurance. Where an applicant has a conviction for a major traffic offence or similar offence, a licence will not be granted until at least 7 years have elapsed since the completion of any sentence imposed.

#### **4. Private Hire Operators**

4.1 A private hire operator (“an operator”) does not have direct responsibility for the safety of passengers, other road users or direct contact with passengers who are in the private hire vehicle (except where they are also licensed as a private hire driver). However, in performing their duties they obtain and hold considerable amounts of personal and private information about their passengers which must be treated in confidence and not revealed to others or used by the operator or their staff for criminal or other unacceptable purposes.

4.2 As with drivers, where an applicant has more than one conviction, serious consideration will need to be given as to whether they are a safe and suitable person.

4.3 As public trust and confidence in the overall safety and integrity of the private hire system is vital, the same standards will be applied to operators as those applied to drivers, which are outlined above.

#### **5 Vehicle Proprietors**

5.1 Vehicle proprietors (both hackney carriage and private hire) have two principal responsibilities. Firstly, they must ensure that the vehicle is maintained to an acceptable standard at all times and; they must ensure the vehicle is not used for illegal or illicit purposes.

5.2 As with drivers, where an applicant has more than one conviction, serious consideration will need to be given as to whether they are a safe and suitable person to be granted or retain a vehicle licence

5.3 As public trust and confidence in the overall safety and integrity of the private hire system is vital, the same standards will be applied to proprietors as those applied to drivers, which are outlined above.

## **APPENDIX E**

### **PRIVATE HIRE DRIVER LICENCE CONDITIONS**

#### **1. Conduct of Driver**

1.1 The holder of a Private Hire Driver's Licence ("the driver") shall comply with the following conditions:

- a) The driver shall be respectably dressed and clean and tidy in appearance.
- b) The driver shall, at all times when acting in accordance with the driver's Licence granted to them, wear such badge as supplied by the Authority in such position and manner as to be plainly and distinctly visible at all times. The driver shall not allow the badge to be used by any other person or cause or permit any other person to wear it. On termination or surrender of the driver's Licence, the badge must be returned to the Authority immediately.
- c) The driver shall behave in a civil, polite and orderly manner at all times in the course of carrying out their duties as a licensed driver and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.
- d) The driver shall not wilfully or negligently cause or permit the vehicle licence plates to be concealed from public view.
- e) The driver who has agreed or has been hired to be in attendance with the vehicle at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such vehicle at such appointed time and place.
- f) The driver, when hired to drive to a particular destination shall, subject to any directions given by the hirer, proceed to that destination by the shortest route.
- g) The driver shall not convey, or permit to be conveyed, in such vehicle any number of persons greater than the number of persons specified in the licence and also referred to on the vehicle licence plate.
- h) The driver shall convey a reasonable amount of luggage and provide reasonable assistance in loading and unloading luggage.
- i) The driver shall not solicit, by calling out, or otherwise importune any person to hire or be carried for hire and shall not accept an offer for the hire of the vehicle except where that is first communicated to the driver by the Operator.
- j) The vehicle shall be presented in a clean and tidy condition for each journey.

- k) The private hire vehicle shall only be driven by a licensed private hire driver who has the consent of the proprietor of the vehicle.
- l) The driver shall comply with any hirer's request not to drink or eat in the vehicle or play any radio or sound equipment which is not connected with the operation of the business.
- m) The driver shall not operate the horn as a means of signalling that the vehicle has arrived for a hire.

## **2. Fares and journeys**

- 2.1 The operator of a private hire vehicle may make their own agreement with the hirer as to the fare for a particular journey.
- 2.2 The driver shall, if requested by the hirer, provide a written receipt for the fare paid. Each receipt should show the date of journey, driver badge number and amount paid.
- 2.3 If the private hire vehicle is fitted with a taximeter, then the driver of the vehicle shall, unless the hirer expresses at the commencement of the journey their desire to engage by time, bring the meter into operation at the commencement of the journey:
  - I. Bring the machinery of the taximeter into action by moving the said key, flag or other device, so that the word 'HIRED' is legible on the face of the taximeter before beginning a journey for which a fare is charged for distance and time, and keep the machinery of the taximeter in action until the termination of the hiring;
  - II. cause the dial of the taximeter to be kept properly illuminated throughout any part of a hiring which is during the hours of darkness as defined for the purposes of the Road Traffic Act 1972, and also at any other time at the request of the hirer; and
  - III. not demand from any hirer of a private hire vehicle a fare in excess of any previously agreed for that hiring between the hirer and the operator or, if the vehicle is fitted with a fare meter, the fare shown on the face of the meter.

## **3. Duties of Licence Holder**

- 3.1 The driver's licence must be made available for inspection, on request, by an Authorised Officer/Police Officer.
- 3.2 The Private Hire Driver's Licence or copy thereof must be presented to the proprietor/operator at the beginning of employment.

- 3.3 All licences and badges issued remain the property of the Authority at all times. They must be returned forthwith when employment as a licensed driver ceases, or if the licence expires and is not renewed, or where the licence is suspended or revoked.
- 3.4 The driver must notify the Authority in writing, within 7 days of any change of name or address.
- 3.5 The driver must notify the Authority, in writing, within a period of 48 hours of any conviction for a criminal offence, motoring offence or receipt of a police caution or fixed penalty imposed whilst the licence is in force.
- 3.6 The driver shall report an accident in a private hire vehicle within 72 hours of the occurrence, where damage materially affects the safety, performance and appearance of the licensed vehicle, or the comfort or convenience of persons carried.
- 3.7 The driver shall keep a copy of these driver conditions in the licensed vehicle being used by that driver.
- 3.8 The driver shall inform the Authority, in writing, immediately, of any deterioration in health or injury that would affect their ability to drive a private hire vehicle.

#### **4. Found Property**

- 4.1 A driver shall, after the termination of each hiring or as soon as practicable thereafter, carefully search the vehicle for any property which may have been accidentally left therein. Any item(s) found should be handed in as soon as possible, and in any event within 48 hours, to the nearest Police Station and left in the custody of an Authorised Officer on their giving a receipt for it.

#### **5. The Carriage of Animals**

- 5.1 A driver shall not carry, in a private hire vehicle whilst being hired, any animal which belongs to or is being looked after by themselves, the proprietor or operator of the vehicle.
- 5.2 Animals in the custody of passengers may be carried, at the driver's discretion, provided they are restrained in a safe manner.
- 5.3 A driver shall, however, carry assistance dogs. Assistance dogs include guide dogs for the blind or partially sighted, hearing dogs for the hard of hearing, and other assistance dogs which assist disabled people with a physical impairment.
- 5.4 Any driver with a medical condition, which may be exacerbated by such dogs, may apply to the Authority for exemption from the condition in paragraph 5.3. A certificate of exemption will be supplied on production of suitable medical evidence.

#### **6. Wheelchair Accessible Vehicles**

6.1 All drivers of wheelchair accessible vehicles must:

- Be fully conversant with the correct method to operate ramps, lifts and wheelchair restraints that can be fitted to the vehicle;
- ensure that all wheelchairs are firmly secured to the vehicle using an approved restraining system and that the brakes of the wheelchair have been applied prior to the vehicle setting off; and
- ensure that any wheelchairs, equipment and passengers are carried in such a way that no danger is likely to be caused to any passenger, in accordance with the Road Vehicles (Construction & Use) Regulations 1986.

## APPENDIX F

### HACKNEY CARRIAGE BYELAWS

Made under section 68 of the Town Police Clauses Act 1847, and section 17l of the Public Health Act 1875, by the South Kesteven District Council with respect to hackney carriages in that district.

#### Interpretation

1. Throughout these byelaws "the Council" means the South Kesteven District Council and "the district" means South Kesteven.

Provisions regulating the manner in which the number of each hackney carriage corresponding with the number of its licence, shall be displayed

2. (a) The proprietor of a hackney carriage shall cause the number of the licence granted to him in respect of the carriage to be marked on the outside and inside of the carriage, on plates affixed thereto supplied by the Council.  
(b) A proprietor or driver of a hackney carriage shall:-
  - (i) not wilfully or negligently cause or suffer any such number to be concealed from public view while the carriage is standing or plying for hire;
  - (ii) not cause or permit the carriage to stand or ply for hire with any such plate so defaced that any figure or material particular is illegible.

Provisions regulating how hackney carriages are to be furnished or provided

3. The proprietor of a hackney carriage shall:
  - (a) provide sufficient means by which any person in the carriage may communicate with the driver;
  - (b) cause the roof or covering to be kept water-tight;
  - (c) provide any necessary windows and a means of opening and closing not less than one window on each side;
  - (d) cause the seats to be properly cushioned or covered;
  - (e) cause the floor to be provided with a proper carpet, mat or other suitable covering;
  - (f) cause the fittings and furniture generally to be kept in a clean condition, well maintained and in every way fit for public service;

- (g) provide means for securing luggage if the carriage is so constructed as to carry luggage;
- (h) provide an efficient fire extinguisher which shall be carried in such a position as to be readily available for use; and
- (i) provide at least two doors for the use of persons conveyed in such carriage and a separate means of ingress and egress for the driver.

4. The proprietor of a hackney carriage shall cause any taximeter with which the carriage is provided to be so constructed, attached, and maintained as to comply with the following requirements, that is to say:-

- (a) the taximeter shall be fitted with a device the operation of which will bring the taximeter into action and cause the word "HIRED" to appear on the face of the taximeter;
- (b) such device shall be capable of being locked in such a position that the taximeter is not in action and that no fare is recorded on the face of the taximeter;
- (c) when the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate of fare which the proprietor or driver is entitled to demand and take for the hire of the carriage by time as well as for distance in pursuance of the tariff fixed by the Council;
- (d) the word "FARE" shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon;
- (e) the taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring; and
- (f) the taximeter and all the fittings thereof shall be so affixed to the carriage with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances.

Provisions regulating the conduct of the proprietors and drivers of hackney carriages plying within the district in their several employments, and determining whether such drivers shall wear any and what badges

5. The driver of a hackney carriage provided with a taximeter shall:

- (a) when standing or plying for hire, keep the device fitted in pursuance of the byelaw in that behalf locked in the position in which no fare is recorded on the face of the taximeter;

- (b) before beginning a journey for which a fare is charged for distance and time, bring the taximeter into action by operating the device, so that the word "HIRED" is legible on the face of the taximeter and keep the taximeter in action until termination of the hiring; and
- (c) cause the dial of the taximeter to be kept properly illuminated throughout any part of a hiring which is between half-an-hour after sunset and half-an-hour before sunrise, and also any other time at the request of the hirer.

6. A proprietor or driver of a hackney carriage shall not tamper with or permit any person to tamper with any taximeter with which the carriage is provided, with the fittings thereof, or with the seals affixed thereto.
7. The driver of a hackney carriage shall, when plying for hire in any street and not actually hired:
  - (a) proceed with reasonable speed to one of the stands appointed by the Council;
  - (b) if a stand, at the time of his arrival, is occupied by the full number of carriages authorised to occupy it, proceed to another stand;
  - (c) on arriving at a stand not already occupied by the full number of carriages authorised to occupy it, station the carriage immediately behind the carriage or carriages on the stand and so as to face in the same direction; and
  - (d) from time to time when any other carriage immediately in front is driven off or moved forward cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward.
8. A proprietor or driver of a hackney carriage, when standing or plying for hire shall not make use of the services of any other person for the purpose of importuning any person to hire such carriage.
9. The driver of a hackney carriage shall behave in a civil and orderly manner and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.
10. The proprietor or driver of a hackney carriage who has agreed or has been hired to be in attendance with the carriage at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such carriage at such appointed time and place.
11. A proprietor or driver of a hackney carriage shall not convey or permit to be conveyed in such carriage any greater number of persons than the number of persons specified on the plate affixed to the outside of the carriage.

12. If a badge has been provided by the Council and delivered to the driver of a hackney carriage he shall, when standing or plying for hire, and when hired, wear that badge in such position and manner as to be plainly visible.
13. The driver of a hackney carriage so constructed as to carry luggage shall, when requested by any person hiring or seeking to hire the carriage:
  - (a) convey a reasonable quantity of luggage;
  - (b) afford reasonable assistance in loading and unloading; and
  - (c) afford reasonable assistance in removing it to or from the entrance of any building, station, or place at which he may take up or set down such person.

Provisions fixing the rates or fares to be paid for hackney carriages within the district, and securing the due publication of such fares

14. The proprietor or driver of a hackney carriage shall be entitled to demand and take for the hire of the carriage the rate of fare prescribed by the council, the rate or fare being calculated by distance and time unless the hirer express at the commencement of the hiring his desire to engage by time.
15. Provided always that where a hackney carriage furnished with a taximeter shall be hired by distance and time, the proprietor or driver thereof shall not be entitled to demand and take a fare greater than that recorded on the face of the taximeter, save for any extra charges authorised by the Authority which it may not be possible to record on the face of the taximeter.
  - (a) The proprietor of a hackney carriage shall cause a statement of the fares fixed by Council resolution to be exhibited inside the carriage, in clearly distinguishable letters and figures
  - (b) The proprietor or driver of a hackney carriage bearing a statement of fares in accordance with this byelaw shall not wilfully or negligently cause or suffer the letters or figures in the statement to be concealed or rendered illegible at any time while the carriage is plying or being used for hire.

Provisions securing the safe custody and re-delivery of any property accidentally left in hackney carriages, and fixing the charges to be made in respect thereof

16. The proprietor or driver of a hackney carriage shall immediately after the termination of any hiring or as soon as practicable thereafter carefully search the carriage for any property which may have been accidentally left therein.
17. The proprietor or driver of a hackney carriage shall, if any property accidentally left therein by any person who may have been conveyed in the carriage be found by or handed to him:

- (a) carry it as soon as possible and in any event within 48 hours, if not sooner claimed by or on behalf of its owner, to a police station in the district and leave it in the custody of the officer in charge on his giving a receipt for it; and
- (b) be entitled to receive from any person to whom the property shall be re-delivered an amount equal to five pence in the pound of its estimated value (or the fare for the distance from the place of finding to the police station, whichever be the greater) but not more than five pounds.

## Penalties

18. Every person who shall offend against any of these byelaws shall be liable on summary conviction to a fine not exceeding level 2 on the standard scale and in the case of a continuing offence to a further fine not exceeding two pounds each day during which the offence continues after conviction therefore.

## Repeal of Byelaws

19. The byelaws relating to hackney carriages which were made by the Grantham Borough Council on the 1st day of September 1953 and which were confirmed by one of Her Majesty's Principal Secretaries of State on the 16th day of February 1954 are hereby repealed.

Given under the Common Seal of the South Kesteven District Council this eighth day of June 2000.

The Common Seal of the  
SOUTH KESTEVEN DISTRICT COUNCIL  
was hereunto affixed in the presence of:-

J G Bishop, Head of Administration (SEAL)

The foregoing byelaws are hereby confirmed by the Secretary of State and shall come into force on the 1st day of January 2001.

E C Neve

Signed by authority of the Secretary of State



## APPENDIX G

### **CODE OF GOOD CONDUCT – This code of conduct will be issued as a separate document to all drivers on application or renewal.**

This Code should be read in conjunction with the other statutory and policy requirements set out in this document. By accepting their licence, the holder is deemed to have accepted the terms and conditions.

#### **1 SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

Hackney carriage and private hire drivers (“drivers”) are in a position of trust in respect of the safety and welfare of their passengers. The Authority, through its licensing team and committees, have to ensure that all drivers are ‘fit and proper’ to undertake their work as drivers and they are also ambassadors for the South Kesteven District. It is essential that the council and drivers work together to ensure members of the public are treated with dignity and respect and any concerns are reported.

On occasions, drivers may become aware of or have suspicions that their passengers may be the victim of abuse, neglect or exploitation either sexual or otherwise, or at risk of becoming a victim. In addition, drivers themselves can be accused of misconduct or inappropriate behaviour through the misinterpretation of the driver’s action or conversation.

South Kesteven District Council has introduced this **Code of Conduct** which is aimed at providing the best possible service by protecting both passengers and drivers, ensuring that concerns, suspicions of abuse, neglect or exploitation can be reported and therefore minimise the risk of misunderstandings.

Drivers are expected to comply with this Code of Conduct. Failure to do so may result in the driver being referred to Committee to explain to Councillors the circumstances surrounding any incident. Where there is a repeated and/or serious failure to comply drivers can expect to have their licence suspended or revoked.

It should be noted that the code does not over-ride any obligations that are enshrined in legislation, licence conditions or contractual obligations, such as County Council contracts under the Green Badge scheme.

#### **Drivers should:**

- Place the safety and well-being of passengers before any personal or commercial goals and before loyalty to friends;
- Respect all individuals, regardless of age, developmental stage, disability, gender, sexual orientation, gender reassignment religion/belief, language spoken, race or ethnicity.

**Be aware of:**

- The importance of the use of appropriate language;
- Be aware of the vulnerability of children and some adults, and of passengers with additional needs, be they adults or children;
- Any instruction given about the care or first aid requirements of a passenger
- The caution necessary in dealing with passengers in distress;
- Personal beliefs and standards, including dress and religion;
- Passengers misreading situations;
- The use of social networking sites such as Facebook and Twitter. These are public websites and therefore passengers conveyed may access a driver's site. Ensure you use the appropriate privacy settings to avoid passengers viewing your social media sites.

**Should never:**

- Become over-friendly in any way with passengers or engage in any form of relationship, infatuation, crush or show favouritism;
- Touch a passenger, unless in an emergency situation, or if required to do so because of the additional needs of the passenger.
- Administer medication unless a specific request has been made by the hirer;
- Photograph or video passengers in your care unless used in compliance with data protection legislation and any relevant codes of practice issued by the Home Office or Information Commissioner's Office;
- Engage with passengers through social networking sites (such as Facebook and Twitter), instant messengers (such as MSN) or any other online communication software such as mobile phone applications or video games;
- Phone or send text messages to passengers other than directly concerning the hiring of your vehicle;
- Swear, make personal or humiliating comments, or tell inappropriate jokes;
- Offer or accept sweets, cigarettes or gifts of any sort;
- Stop anywhere other than the specified pick up/drop off points other than at the request of the hirer;
- Show passengers videos or pictures on your mobile phone or any other electronic device;
- Refuse to carry any passenger without reasonable excuse.

**Safeguarding:**

If a driver has concerns or suspect abuse, neglect or exploitation of a passenger then these should not be ignored. If there are any doubts or concerns about the way someone is being

treated, it is important to report this. The safeguarding of children and vulnerable adults is everybody's business. Remember that information could help a vulnerable child or adult.

If a driver is working under a Lincolnshire County Council contract then those procedures set out in the Driver and Passenger Assistant Pack should be followed alongside any training received by the driver.

Otherwise, the following procedures should be complied with in reporting any information or suspicions you may have of anyone being subject to abuse, neglect or exploitation:

### **Action to be taken if you have concerns**

- If your concerns are of an urgent matter or you believe that a crime has been committed and there is an immediate risk of danger, telephone the police on **999 or 112** (from a mobile).
- If you are suspicious or are concerned that a child or an adult is suffering or is likely to suffer significant harm, including any form of mistreatment, abuse, neglect or exploitation but is not of an urgent matter, please call the Lincolnshire Safeguarding Customer Service Centre on **01522 782111 for children or 01522 782155 for adults**.
- If you would prefer to speak to the police on a non-urgent matter, then call them on **101** and follow directions for the Lincolnshire Police.

## **2 Responsibility to the Trade**

Licence holders shall endeavour to promote the image of the hackney carriage and private hire trades by:

- complying with this Code of Good Conduct;
- complying with all the conditions of their licence, byelaws and the Authority's Hackney Carriage and Private Hire Licensing Policy;
- behaving in a civil, orderly and responsible manner at all times.

## **3 Responsibility to Clients**

Licence holders shall:

- maintain their vehicle(s) in a safe and satisfactory condition at all times;
- keep their vehicle(s) clean and suitable for hire to the public at all times;
- attend punctually when undertaking pre-booked hires;
- assist, where necessary, passenger into and out of the vehicle;
- provide reasonable assistance to passengers with their luggage.

## **4 Responsibility to Residents**

To avoid nuisance to residents when picking up or waiting for a fare, a driver shall:

- not sound the vehicle's horn illegally between 11.30pm and 7.00am or from a stationary vehicle, except when another road user poses a danger);
- keep the volume of music media player media systems and VHF radios to a minimum;
- switch off the engine if required to wait; and
- take whatever additional action is necessary to avoid disturbance to residents of the neighbourhood, which might arise from the conduct of their business.

## **5 Responsibilities at Ranks and Offices**

Licence holders shall:

- rank in an orderly manner and proceed along the rank in order and promptly;
- remain in attendance of their vehicle;
- not allow their music media players or VHF radios to cause disturbance to residents of the neighbourhood; and
- take whatever additional action is necessary to avoid disturbance to residents of the neighbourhood which might arise from the conduct of their business.

## **6 General**

Drivers shall:

- pay attention to personal hygiene and dress so as to present a professional image to the public;
- be polite, helpful and fair to passengers;
- drive with care and due consideration for other road users and pedestrians;
- obey all Traffic Regulation Orders and directions at all times;
- not consume alcohol immediately before or at any time whilst driving or being in charge of a hackney carriage or private hire vehicle;
- not drive while having misused legal or taken illegal drugs;
- fulfil their responsibility to ensure that adequate rest periods are taken during and after the working day;
- not eat in the vehicle in the presence of customers; and
- respect officers at authority offices and elsewhere during the normal course of their duties.



## **APPENDIX H**

### **PRIVATE HIRE OPERATOR LICENCE CONDITIONS**

#### **1 Standards of Service**

The Operator shall:

- 1.1 Provide a prompt, efficient and reliable service to members of the public at all reasonable times;
- 1.2 Ensure that, their office staff behave in a civil and orderly manner at all times;
- 1.3 Ensure that, when a vehicle has been hired, it arrives punctually at the appointed place unless delayed by unforeseen circumstances;
- 1.4 Ensure that premises provided for the purpose of hiring or waiting are kept clean, adequately lit, heated and ventilated;
- 1.5 Ensure that any waiting area provided has adequate seating facilities and, if provided, any telephone facilities are in good working order.
- 1.6 Ensure that any sanitary conveniences and washing facilities provided for customers and/or licensed drivers and vehicle proprietors are placed at readily accessible areas in the building. They and the rooms containing them should be kept clean, be adequately ventilated and lit. Washing facilities should have running hot and cold water, soap and clean towels or other means of cleaning or drying. Men and women should have separate facilities unless each facility is in a separate room with a lockable door and is for use by only one person at a time.

#### **2 Records**

- 2.1 Records shall be kept by operators in a suitable form that does not permit backdating and in a format easily able to be inspected by an Authorised Officer/Police Officer.
- 2.2 Extracts of the records shall be provided to or made available to be taken away by Authorised Officers/Police Officers.
- 2.3 All booking records maintained by the operator shall be kept for at least 12 months after entry and shall be produced for inspection, on request, by Authorised Officers/Police Officers.
- 2.4 Operators must evidence that they have had sight of a Basic DBS check on all booking and despatch staff. The record must be retained for the duration that the individual remains on the staff register. Should an employee cease to be on the register and later re-entered, a new basic DBS certificate must be requested and sight of this recorded.

### **3 Bookings**

3.1 Prior to each journey, the operator shall enter the following particulars of every booking in the above records (2):

- the date of the booking;
- the name of the hirer;
- the time and date of pick-up;
- the address of the point of pick-up;
- the destination;
- any fare quoted at the time of booking;
- the plate number of the vehicle allocated;
- the badge number (or other identification) of the driver allocated; and
- the details of any booking subcontracted to another South Kesteven District Council licensed operator or hackney carriage in the district.

### **4 Vehicles**

4.1 The operator shall keep a copy of licences issued by the Authority, for private hire vehicles it operates.

### **5 Drivers**

5.1 The operator shall keep a copy of licences issued by the Authority, for drivers it operates.

5.2 The operator shall keep records of the following:-

- driver call signs;
- date of when a new driver begins service; and
- date when a driver ceases service.

5.3 If the operator becomes aware that any driver is suffering from any illness, disability or condition which may affect the driver's ability to drive then they shall inform the Authority immediately.

5.4 The use of a driver who holds a PCV licence and the use of a public service vehicle (PSV) such as a minibus to undertake a private hire vehicle booking is not permitted without the informed consent of the booker.

### **6 Change of Address**

6.1 The operator shall notify the Authority in writing of any change affecting this licence, including change of address (including any address from which they operate or otherwise

conduct their business), which takes place during the currency of the licence. Such notice shall be given within 7 days of the change to the Licensing Team.

## **7 Disclosure of Convictions**

- 7.1 The operator shall, notify the Authority's Licensing Team within 48 hours of an arrest and release, charge or conviction of any sexual offence, any offence involving dishonesty or violence, any motoring offence or fixed penalty notice. imposed on him/her during the currency of his/her operator's licence. If the operator is a company or partnership, this requirement shall apply if any of the directors or partners receives a conviction or fixed penalty notice.
- 7.2 The provisions of the Immigration Act 2016 add immigration offences to the list of grounds on which operator and private hire hackney carriage driver offences may be suspended or revoked by the Authority. Where licences expire or are revoked or suspended on immigration grounds they must be returned to the Authority's Licensing Team of the Authority within 7 days. Failure to return the licence is a criminal offence.

## **8 Insurance**

- 8.1 The operator shall ensure that a certificate of motor insurance covers every private hire vehicle operated by him under the licence, which is compliant with the Road Traffic Act 1988 as regards the carriage of passengers for hire or reward. This must be produced to the Authorised Officer on request.
- 8.2 If the operator has premises to which the public have access, in connection with the hiring of vehicles, he/she shall ensure that there is public liability insurance in force, which indemnifies him/her against any claim for loss, damage or personal injury by any person using those premises.

## **9 Display of Terms and Conditions**

- 9.1 The operator shall keep a copy of these conditions at all premises used for a private hire business and shall make the same available for inspection by customers and on request by Authorised Officers and the Police.

## **10. Policy on Employing Ex-Offenders**

- 10.1 The Operator must have a policy on employing ex-offenders in roles that would be involved in the booking and despatch of vehicles and held on the staff register. As with the threshold to obtaining a private hire vehicle operators' licence, those with a conviction for offences provided in Appendix D, other than those relating to driving, may not be suitable to decide who is sent to carry a child or vulnerable adult unaccompanied in a car.

### **Note: Planning Consent**

To operate a private hire business from a residential dwelling, planning permission for such business use may be required. All applications for an Operator's Licence are forwarded to the Planning Department for their approval. It is the applicant's responsibility to ensure that any necessary planning permissions are in place.

## **APPENDIX I**

### **ENFORCEMENT POLICY & PRACTICE**

#### **1 Enforcement Policy Statement**

- 1.1 It is the statutory duty of the Authority to ensure that licensed drivers and operators are licensed correctly and carry out their trade in accordance with both the relevant law, byelaws, statutory notices, policies and conditions attached to licences.
- 1.2 Each application and enforcement action will be determined on its own merits.
- 1.3 Determination of applications and enforcement decisions will be made in accordance with this policy and this Authority's constitution. Officers have delegated powers to make decisions and may also refer certain matters to the Licensing Committee if appropriate.
- 1.4 Members, when determining applications for a licence, renewals or reviews of a licence, will have regard to Hackney Carriage and Private Hire legislation, this Policy and any other relevant legislation, case law, guidance and other relevant South Kesteven District Council policies.
- 1.5 All enforcement will be undertaken in accordance with the Authority's current enforcement policy.

## **APPENDIX J**

### **PENALTY POINTS SCHEME**

#### **The Scheme**

##### **1. Introduction**

- 1.1 Hackney carriage and private hire operators, drivers and vehicles are principally governed by the Local Government (Miscellaneous Provisions) Act 1976, Town Police Clauses Act 1847, Authority's Byelaws and the Rules, Regulations and Conditions set by the Licensing Committee.
- 1.2 Should operators, drivers or proprietors of vehicles commit an offence or breach of those rules, regulations or conditions of licence, notices will be given detailing the offence/breaches and the number of points allocated.
- 1.3 The aim of a penalty point's scheme is to work in conjunction with other enforcement options. It provides a formalised, stepped enforcement plan. The purpose of the scheme is to record misdemeanours and to act as a record of driver's behaviour and conduct, so as to ascertain whether they are a fit and proper person. It does not prejudice the Authority's ability to take other actions.
- 1.4 The primary objective of the penalty point's scheme is to improve the levels of compliance and help improve the standards, safety and protection of the travelling public.
- 1.5 Penalty points remain for a rolling 3 years for drivers and vehicle licence holders and 5 year period for operators so as to allow any older points to be considered as spent and therefore excluded from the running total recorded against any individual licence holder. However, spent points may still be considered if a pattern of misdemeanours emerge ie regularly being late for renewals and submissions of compliance tests.

##### **2. Issue of Penalty Points**

- 2.1 The Authorised Officer shall investigate alleged offences or breaches of the rules or conditions. When substantiated this may result in the issue of penalty points as detailed.
- 2.2 Complaints concerning significant breaches of conduct, conditions of licence or policy, or a pattern of poor behaviour/repeated breaches of similar offences, will be subject to investigation by Authorised Officers and may be referred to the Licensing Committee for consideration.

- 2.3 Where a licence holder accumulates 12 or more penalty points in any 12 month period, the matter will be referred to the Licensing Committee for the Committee to decide whether the driver remains a 'fit and proper' person. The Committee may then suspend or revoke a licence, or issue a warning to the licence holder, depending on the circumstances. Periods of suspension of a licence by the Committee will be dependent on the nature of the breaches of the legislation/conditions and the compliance history of the individual. Suspension periods will normally vary between 7 to 31 days.
- 2.4 Points issued to either the proprietor of a vehicle or a driver will be confirmed in writing within 10 working days from the discovery of the contravention.
- 2.5 The system will operate without prejudice to the Authority's ability to take other action that it is entitled to take under legislation, byelaws and regulations.
- 2.6 A licence holder issued with penalty points may appeal against such a decision to the Head of Service in the first instance within seven days of the receipt of the notice. If a satisfactory resolution cannot be found then the appeal will be reviewed by a manager from an independent business area for a decision. If the recipient still does not agree with the decision the appeal will be heard by the Licensing Committee.
- 2.7 If a decision is made to issue points to a proprietor/driver rather than prosecute, for a matter which is also a criminal offence e.g. bald tyres; no badge etc., those person(s) will not then be the subject of a prosecution by the Authority in respect of the same matter for which the points were issued, but is not exempt from action by other authorities e.g. The Police.

**SOUTH KESTEVEN DISTRICT COUNCIL**  
**PENALTY POINT SCHEME**

	<b>Offence/Breach of Condition</b>	<b>Maximum Points Awarded by Authorised Officers</b>	<b>Driver</b>	<b>Vehicle Proprietor or Operator</b>
1	Providing false or misleading information on licence application form / failing to provide relevant information or the relevant fee (including dishonoured cheques).	6	✓	✓
2	Failure to notify, in writing, the Authority of change of address within 7 calendar days.	3	✓	✓
3	Refusal to accept hiring without reasonable cause e.g. drunk or rude customer.	6	✓	
4	Unreasonable prolongation of journeys or any misconduct regarding the charging of fares.	6	✓	
5	Plying for hire by private hire drivers.	9	✓	✓
6	Using a mobile phone whilst driving as witnessed by an officer of the Authority.	6	✓	
7	Using unlicensed vehicle for carrying passengers for hire or reward or vehicle without insurance.	12	✓	✓
8	Failure to produce relevant documents within timescale, when requested by an Authorised Officer/Police Officer.	4	✓	✓
9	Failure to maintain vehicle in a satisfactory condition – including interior or exterior.	4	✓	✓
10	Failure to provide proof of insurance cover when requested.	6	✓	
11	Failure to produce hackney carriage or private hire vehicle for testing when required.	6	✓	✓
12	Using a vehicle whilst subject to a suspension order issued by an Authorised Officer/Police Officer.	12	✓	✓
13	Using a vehicle for which the licence has been revoked.	12	✓	✓
14	Failure to report, in writing, within 72 hours, accident or damage to licensed vehicle, which would cause the vehicle to breach licence condition.	4	✓	✓

	<b>Offence/Breach of Condition</b>	<b>Maximum Points Awarded by Authorised Officers</b>	<b>Driver</b>	<b>Vehicle Proprietor or Operator</b>
15	Carrying more passengers than stated on the vehicle licence.	6	✓	
16	Failure to display external/internal licence plate as required.	4	✓	✓
17	Carrying an offensive weapon in the vehicle.	12	✓	
18	Failure to notify transfer of private hire or hackney carriage vehicle licence.	4		✓
19	Failure to undertake a walkaround vehicle check before a vehicle is used and/or retain proof the check(s) have been undertaken or for the 12 month required timescale.	3	✓	✓
20	Failure to apply for prior approval for advertising signage on the outside of the vehicle.	3	✓	✓
21	Displaying unsuitable or inappropriately sited signs or advertisements in or on the vehicle.	3	✓	✓
22	Failure to use authorised roof light.	4	✓	
23	Displaying unauthorised written or other material on any window.	4	✓	✓
24	Failure to comply with a requirement, provide information or assistance to an Authorised Officer/Police Officer.	6	✓	✓
25	Using a non-approved or non-calibrated taximeter.	6	✓	✓
26	Obstruction of Authorised Officer/Police Officer wishing to examine a licensed vehicle.	12	✓	✓
27	Evidence of smoking/vaping or using e-cigarettes or other similar devices vehicle.	3	✓	✓
28	Evidence of food or drink in vehicle. *see below	3	✓	✓
29	Displaying any feature on a private hire vehicle that may suggest that it is a taxi.	6	✓	✓
30	Using a vehicle the appearance of which suggests that it is a taxi.	6	✓	✓
31	Failure to carry an assistance dog without requisite exemption.	12	✓	
32	Driver not holding a current DVLA Driving licence.	12	✓	✓
33	Failure to wear driver's badge.	4	✓	
34	Failure to notify, in writing, a change in medical circumstances.	6	✓	
35	Unsatisfactory appearance of driver.	3	✓	

36	Failure to observe rank discipline (hackney carriage only).	4	✓	
	<b>Offence/Breach of Condition</b>	<b>Maximum Points Awarded by Authorised Officers</b>	<b>Driver</b>	<b>Vehicle Proprietor or Operator</b>
37	Failure to maintain proper records of private hire vehicle.	3		✓
38	Failure to keep or produce records of private hire bookings or other documents required to be kept or produced.	6		✓
39	Misleading use of the words 'Taxi' or 'Cab' on advertising materials.	3		✓
40	Failure to issue receipt on request.	3	✓	
41	Failure to return vehicle licence plate within 7 days after due notice following expiry, revocation or suspension of such licence.	4	✓	✓
42	Unsatisfactory behaviour or conduct of driver.	4	✓	
43	Failure to notify the Authority, in writing, of any motoring or criminal convictions within 48 hours days of said conviction or cautions during period of current licence.	6	✓	
44	Failure to behave in a civil and orderly manner.	4	✓	
45	Failure to give assistance with loading/unloading luggage to or from any building or place.	3	✓	
46	Failure to display table of fares.	4	✓	✓
47	Failure to carry legal spare wheel or authorised suitable alternative and tools.	4	✓	✓
48	Failure to attend punctually at appointed time and place without sufficient cause.	4	✓	
49	Using a licensed vehicle with defective tyre(s).	4 per tyre	✓	✓
50	Failure to submit Certificate of Compliance to the Authority within 2 working days of the expiry of the certificate following the intermediate 6 monthly inspection.	4	✓	✓
51	Failure to display a current licence plate.	4	✓	✓
52	Waiting or stopping in any area where parking is prohibited unless requested by a paying customer present in the vehicle.	3	✓	
53	Failure to comply with any other licence condition not detailed in the table.	3	✓	✓

	<b>Offence/Breach of Condition</b>	<b>Maximum Points Awarded by Authorised Officers</b>	<b>Driver</b>	<b>Vehicle Proprietor or Operator</b>
54	Failure to renew driver, vehicle or operator licence before expiry.	4	✓	✓
55	Leaving a taxi unattended on a taxi rank	4	✓	✓
56	Idling a vehicle's engine unnecessarily when stationary on a Hackney Carriage Rank or Stand	4	✓	✓
57	Failure to notify of installation or removal of CCTV system	4	✓	✓

\* Drivers shall not leave evidence of food or drink in their vehicle whilst working

Ticks indicate potential recipients of penalty points for infringements.

N.B. Certain infringements may result in drivers, proprietors or operators receiving penalty points. Points may be awarded to one or several persons depending upon the nature of the infringement, however each case must be determined on its own merits.

Certain matters are specific to hackney carriages, private hire drivers or private hire operators.

## APPENDIX K

### EXEMPTION FROM REQUIREMENT TO DISPLAY AN EXTERNAL VEHICLE IDENTIFICATION PLATE

#### 1. Statement of Intent

- 1.1 The aim of this guidance is to ensure public safety whilst taking a balanced approach to licensing requirements. Its objective is the provision of an exemption to allow “executive type vehicles” to operate without displaying external identification plates.

#### 2. Introduction

- 2.1 The displaying of the external identification plate on a licensed vehicle and a driver’s badge is important in terms of public safety and reassurance. They indicate to the travelling public that prior to being licensed both the vehicle and the driver have been subjected to checks to ensure their (the public’s) safety.
- 2.2 However, there are occasions when the requirement to display an external identification plate may have the opposite effect in terms of customer safety and could have commercial implications for the operating business. The display of Local Authority licence plates externally may also deter some corporate customers from using the service; and in some circumstances the identification of the vehicle as a licensed vehicle may allow “high risk” passengers to be more readily targeted putting both them and the driver at risk.
- 2.3 The Local Government (Miscellaneous Provisions) Act 1976 requires that private hire vehicles display an identification plate (licence plate) and drivers of those vehicles wear a driver’s badge. The same legislation also allows South Kesteven District Council to exempt vehicles from the need to display an identification plate and, where that exemption applies, the requirement to wear a private hire driver’s badge.
- 2.4 It is not intended that all private hire vehicles licensed by South Kesteven District Council should be exempt from the Authority’s requirement to display an external identification plate, however the Authority recognises that there may be circumstances when it would be appropriate for vehicles operating this type of service, to be considered suitable for such an exemption.
- 2.5 In creating its policy, South Kesteven District Council does not seek to provide a definitive list of vehicles it considers to be suitable (subject to use) for exemption from the requirement to display external identification plates.
- 2.6 This guidance provides information to potential applicants on the standards of vehicle comfort and equipment that the Authority considers should be the minimum standard of comfort and vehicle type before the Authority would consider such an application. This guidance should be read in conjunction with the Authority’s existing policy relating to private

hire vehicles as it establishes additional criteria that the Authority (and its officers) will take into account when determining applications for a private hire vehicle to be exempt from displaying external identification plates.

### **3 The Policy**

- 3.1 Exemptions from displaying external identification plates (vehicle licence plates) may be in respect of individual vehicles only. Applications for exemptions relating to a fleet of vehicles will not be allowed.
- 3.2 Each application will be assessed on its own merit and each vehicle will be inspected by an authorised officer to ensure that it is fit for purpose.
- 3.3 Applications for exemption from the requirement to display an external identification plate on the rear of a private hire vehicle may be considered where the following requirements are met;
  - a) Vehicle models must be either four door saloons, or five door estates or five door hatchbacks. Applications will not normally be accepted in respect of people carrier type vehicles.
  - b) Vehicles must be of a high standard of comfort and equipped to a level equal to or above luxury brands of vehicles such as "S" and "E" Class Mercedes Benz, 7 Series BMW, Lexus "GS" or "LS" models, Audi A8 series, Jaguar, Rolls Royce and Bentley saloons. (The highest specification executive type cars from other manufacturers may also be considered).
  - c) The vehicle will be in pristine condition with no visible defects, dents or blemishes to the external bodywork or internal trim and seating.
  - d) The type of work undertaken is "executive" in nature. This means that the vehicle is used specifically to provide transport under a contract to a company or person, or by the type of clients who for security or personal safety reasons would not want the vehicle to be identifiable.
- 3.4 Applications may only be made by a person holding a private hire operator's licence issued by South Kesteven District Council.
- 3.5 Where a proprietor wishes to make an application for a vehicle to be exempt from displaying an external identification plate they will be required to complete the appropriate application form. The application form will be accompanied by documentation that supports the application and the application fee; which will be non-refundable.
- 3.6 The Council may require applicants to provide any additional documentation as reasonably necessary to allow the Council to make an informed decision. Where such documentation is not provided to the satisfaction of the Council the application will be refused.

- 3.7 South Kesteven District Council is entitled to recover its costs relating to the administration of applications for an exemption notice and the issue of the exemption notice where applications are granted and may charge such fees as it believes are appropriate to recover all or part of those costs.
- 3.8 The fee to accompany an application for an exemption notice is detailed in the Council's fees and charges which is reviewed annually and is non-refundable.
- 3.9 Where an application is granted and a vehicle is exempted from displaying its external identification plate an exemption notice will be issued as soon as practical after the decision is made.
- 3.10 Where a vehicle is exempted from the requirement to display an external identification plate the vehicle will also be exempted from the need to display the internal identification plate.
- 3.11 Irrespective of when an exemption notice is granted the initial exemption notice will expire on the same day as the expiration of the vehicle's current private hire licence, unless it is otherwise surrendered or revoked. Thereafter any renewed exemption notice will last for a period of time that is coterminous with that vehicle's private hire licence unless either the licence or notice is otherwise surrendered or revoked.
- 3.12 Exemption notices may be renewed annually subject to the vehicle undergoing a re-inspection by an Authorised Officer to ensure that it continues to be fit for purpose. The annual renewal fee for an exemption notice is detailed in the Council's fees and charges which is reviewed annually and is non-refundable.
- 3.13 The Authority to determine any application for an exemption notice is by virtue of this guidance delegated by the Council to Authorised Officers.
- 3.14 In the event of an applicant being dissatisfied with the decision of the officer, the applicant may make a written application for a review of the decision by the Licensing Committee.
- 3.15 Other than where to do so would conflict with the requirements of this guidance, all vehicles granted an exemption notice must, in addition to the requirements of this guidance, comply with the requirements for private hire vehicles contained within the Authority's Information – Taxi and Private Hire Licensing document and the Council's Bye Laws.
- 3.16 **THE BELOW CONDITIONS APPLY TO ALL PRIVATE HIRE VEHICLES GRANTED AN EXEMPTION BY SOUTH KESTEVEN DISTRICT COUNCIL FROM THE REQUIREMENT TO DISPLAY AN EXTERNAL IDENTIFICATION PLATE AND ARE IN ADDITION TO THE CRITERIA AND CONDITIONS SET OUT IN SOUTH KESTEVEN DISTRICT COUNCIL'S INFORMATION – TAXI AND PRIVATE HIRE LICENSING POLICY AND THE COUNCIL'S BYE LAWS.**

The identification plate and exemption notice provided by the Authority pursuant to requirements of the Local Government (Miscellaneous Provisions) Act 1976 shall remain the property of the Authority.

- a) Any vehicle granted an exemption from displaying an external identification plate will be required to have the identification plate normally displayed on the rear of the vehicle, affixed to the inside of the boot lid. The plate when so affixed **must** be readily visible when that boot lid is raised.
- b) In the event of loss or damage rendering such plate or notice unserviceable the proprietor shall make immediate application for a replacement for which a fee is payable.
- c) The exemption notice issued by the Authority will be carried in the vehicle at all times and will be produced upon request to an authorised officer of the Authority or any Police Officer.
- d) When issued with an exemption notice, the vehicle will not be required to display any other signs (including the internal identification plate) which the Authority may at any time require private hire vehicles to display.
- e) The proprietor will not display in on or from the vehicle any advertisement, signage, logos or insignia advertising the operating company or the vehicles status as a private hire vehicle.
- f) During the period of the exemption notice, the driver shall not be required to wear the private hire driver's identification badge but will have it available for immediate inspection by the authorised officer of the Authority or any Police Officer on request.
- g) During the period of the exemption notice the driver of the vehicle whilst engaged on private hire work will be smartly dressed in for example, a formal chauffeur or business suit with collar and tie.
- h) The proprietor shall within 1 working day notify the Authority of any change in the use of the vehicle.
- i) The proprietor shall not use the vehicle for private hire purposes other than for executive use (ie normal daily private hire use).
- j) The driver and passenger front side window glass and the front windscreen must be clear. However, tinted windows can be fitted to the side and rear window glass of the vehicle provided that they comply with current legislation.
- k) The exemption will cease to have effect on selling or transferring the vehicle to another party. The person to whom the exemption is granted must inform the Authority of the sale/transfer of ownership immediately and in writing and provide details of the new owner. The exemption notice must be returned to the Authority along with the private hire vehicle identification plate unless being sold to another private hire operator licensed by the Authority; in which case, only the exemption notice has to be returned.
- m) A taximeter will not be installed in the vehicle.

## **APPENDIX L**

### **PEDICABS AND RICKSHAWS REQUIREMENT TO BE LICENSED**

#### **1. Statement of Intent**

- 1.1 The aim of this guidance is to ensure public safety whilst taking a balanced approach to licensing requirements. Pedicabs or rickshaws, provide transport for passengers on short journeys.
- 1.2 Within this policy we are referring to pedicabs and rickshaws as transport propelled by the pedalling of the operator, and capable of carrying passengers with the destination being directed by those passengers. The design can be a hooded or unhooded and multi-wheeled.
- 1.3 Pedicabs and rickshaws are licensed as Hackney Carriages under the Town Police Clauses Act 1847 (outside of London) as was confirmed by the Court of Appeal in the case of *R v Cambridge City Council ex parte Lane* (1999). Fares are charged at a flat rate regardless of how many passengers are carried.
- 1.4 This guidance covers the licensing of both drivers and their pedicabs and rickshaws.

#### **2 Requirements**

- 2.1 All hackney carriage vehicle and driver licence requirements (as detailed in this policy and most specifically Appendix C – vehicles and drivers) are applicable. In addition Public Liability Insurance of not less than £5million must be in force to ensure that any losses sustained in the event of an accident can be recovered, either by passengers or by the other third parties. Evidence of Public Liability Insurance will be required to be submitted with any application.
- 2.2 Prior to a licence being granted the intended pedicab or rickshaw must be inspected by a suitably qualified technician. Thereafter they must be checked every 6 months to ensure that the pedicab or rickshaw remains in a roadworthy condition throughout the validity of the licence.
- 2.3 All pedicabs or rickshaws shall comply with the following safety standards
  - a) Pedal Cycle (Construction and Use) Regulations 1983 and 2015; and
  - b) Pedal Cycle (Safety) Regulations 2010; and
  - c) the Road Vehicles Lighting Regulations 1989; and
  - d) BS EN 14766 Mountain Bicycles – Safety Requirements; and
  - e) any other legislation which affects the construction/lighting or use of a bicycle.
- 2.4 In order to pass inspection, the pedicab or rickshaw must have:

- a) 3 point seatbelts or lap belts for each passenger which will be adequate to retain the passenger in the pedicab or rickshaw and must bear an EC or BSI mark;
- b) Ascertain and pass (as working correctly) the condition of the following:
  - i) Front and rear brakes
  - ii) Front and rear lights
  - iii) Operation of seats belts
  - iv) Condition of tyres and wheels
  - v) Reflectors
  - vi) Tyres must comply with the following requirements:-
    - Tread pattern clearly visible over the whole tread area;
    - Properly inflated;
    - No exposed cords;
    - The load ratings of all tyres must be suitable when fully loaded
- b) The pedicab or rickshaw must be fitted with a minimum of one front position light and a minimum of two rear position lamps and two rear retro reflectors.
- c) The handlebars when turned to full lock will not affect the stability of the pedicab when turning.
- d) There must be at least one mirror fitted to the offside of the pedicab in order to monitor other road users. A nearside mirror is also recommended.
- e) The floor covering of the passenger compartment must be of a non-slip material which can be easily cleaned. Any holds or handles to aid passenger access or egress should be clearly identified with high visibility markings.
- f) Any canopy or roof, when fitted to the pedicab must remain in a fixed position, achieved by means of a locking mechanism to secure the canopy or roof when raised or lowered, when conveying passengers.
- g) The pedicab must be fitted with adequate guards or other fittings so as to prevent loose garments or other material being caught in the pedicab's chain, spokes or other moving parts. If any alterations are made to the pedicab or rickshaw a new test will need to be passed once the alterations are completed.
- h) All pedicabs and rickshaws shall be required to be fitted with an audible warning instrument i.e.  
bell.
- i) The drivers' controls and the surrounding area of the controls must be designed that the driver has adequate room. The driver must be able to easily reach and quickly operate the controls and give hand signals when required.

- j) The materials used to form the passenger seats should be waterproof so that they will not absorb or retain water and should be constructed of a suitable fire resistant material to BS 5852 Part 1, 1979 or equivalent.
- k) The position of the drivers' seat must not be such that it restricts access or egress to the passenger compartment.

2.5 Each pedicab and rickshaw shall be licensed to carry a driver and no more than 3 passengers at any one time. All children must occupy a seat and no person under the age of 16 shall ride in the pedicab or rickshaw unaccompanied without an adult.

2.6 Each pedicab and rickshaw shall be fitted at the rear of the vehicle with an identification plate supplied by the Licensing Authority so that it may be easily visible to members of the public.

2.7 Advertising material may only be displayed on a licensed pedicab with prior approval by the Licensing Team. Subject to the following criteria:

- Advertisements should not contain political, ethnic, religious, sexual or controversial texts;
- advertise tobacco products;
- Display nude or semi-nude figures;
- Advertisements likely to offend public taste;
- Depict direct and immediate violence to anyone shown in the advertisement or anyone looking at it;
- Advertise any racist group or organisation which intends to promote the group/organisation and/or any of its activities.

2.8 The presence of a licensed pedicab on the road should not cause an obstruction nor shall it compromise the safety of its passengers or other road users and must comply with Traffic Regulation Orders and the Highway Code.

2.9 The licence holder and pedicab shall not stand or loiter in a street or use a bell or any other equipment for the purpose of attracting potential customers. However, as a licensed hackney carriage they are able to use taxi ranks.

### **3. Fares**

3.1 The Council can set maximum fares in accordance with section 65 of the Local Government (Miscellaneous Provisions) Act 1976. A maximum fare scale is not currently in operation for pedicabs or rickshaw and therefore a fare scale should be submitted with the application and/or renewal for approval prior to use.

3.2 However, under the aforementioned section of the 1976 Act the Council reserves the right to introduce a formal fare structure for rickshaws at anytime.

	Detail	Effective
		Date
	LICENCES	
1	Hackney Carriage and Private Hire *	
	<b>Driver requirements - 3year licence &amp; 1year licence</b>	
	Driver's licence - 3 Year - Standard Licence Period	01/04/26
	Driver's licence - Annual (aged 65yrs or above and/or medical condition)	01/04/26
	Driver's licence - One-off annual badge (up to 65yrs without medical condition)	01/04/26
	English Language Skills Test - Retest (initial test free)	01/04/26
	Enhanced DBS disclosure fee (paid to third party - Care Check)	01/04/26
	Medical (completed and to be paid to Doctor)	01/04/26
	<b>Operator Licences</b>	
	Private Hire Operator Licence - 5 Year	01/04/26
	<b>Changes and Replacements</b>	
	Change to dual licence (mid year)	01/04/26
	Replacement drivers badge (sent by Royal Mail)	01/04/26
	Replacement drivers badge (collected from Customer Services)	01/04/26
	Replacement vehicle plate	01/04/26
	Replacement licence certificate	01/04/26
	Replacement vehicle bracket	01/04/26
	Replacement internal vehicle plate (sent by royal mail)	01/04/26
	Replacement internal vehicle plates (collected from Customer Services)	01/04/26
	Transfer of vehicle ownership	01/04/26
	Change of registration number ie cherished number plates	01/04/26
2	Annual vehicle licence	
	Private Hire	01/04/26
	Hackney Carriage	01/04/26
	20% reduction for LPG/Hybrid/Wheelchair vehicles: Private Hire	01/04/26
	20% reduction for LPG/Hybrid/Wheelchair vehicles: Hackney	01/04/26
	50% reduction for electric/zero emissions vehicles: Private Hire	01/04/26
	50% reduction for electric/zero emissions vehicles: Hackney	01/04/26
	Exemption from displaying Private Hire plate	01/04/26
	Exemption from displaying Private Hire plate (renewal fee)	01/04/26
3	Credit for unexpired days due to change of vehicle	
	Private Hire	01/04/26
	Hackney Carriage	01/04/26

\* Subject to approval

2025/26	2026/27	VAT
£	£	
310.25	220.00	O/Scope
125.00	80.00	O/Scope
0.00	80.00	O/Scope
46.50	47.50	O/Scope
38.00	0.00	O/Scope
0.00	0.00	O/Scope
191.00	202.50	O/Scope
48.00	50.00	O/Scope
29.00	26.00	O/Scope
35.75	31.50	O/Scope
69.30	67.50	Included
23.00	21.00	O/Scope
16.80	16.80	Included
30.50	28.00	O/Scope
37.25	33.00	O/Scope
47.00	43.50	O/Scope
106.00	98.00	O/Scope
272.00	231.50	O/Scope
298.50	212.00	O/Scope
217.50	169.50	O/Scope
238.75	185.00	O/Scope
136.00	106.00	O/Scope
149.25	116.00	O/Scope
102.00	91.50	O/Scope
64.00	57.00	O/Scope
0.75	0.58	O/Scope
0.82	0.63	O/Scope

# Environment Overview and Scrutiny Committee 2025/26

## WORK PROGRAMME

REPORT TITLE	LEAD OFFICER	PURPOSE	ORIGINATED/COMMITTEE HISTORY DATE(S)	CORPORATE/PRIORITY
3 March 2026				
Update on tree planting strategy for Council land	Andrew Igoea (Tree Officer)	To update the committee on assessments of tree canopy cover in settlements within the district (action within the agreed Trees and Woodland Strategy) and agree strategy to inform future tree planting on Council land		Sustainable SK
LED Streetlight Update	Serena Brown (Sustainability & Climate Change Manager)	To update the committee on the £1m programme to upgrade SKDC owned streetlights to energy efficient LED lamps	10 November 2025	Sustainable SK
Climate Change Reserve Fund	Serena Brown (Sustainability & Climate Change Manager)	To provide the committee with an update on the use and remit of the Climate Change Reserve Fund		Sustainable SK
Unscheduled future items				
Skip Project Scoping	Kay Boasman (Head of Waste Management and Market Services)		10 November 2025	

REPORT TITLE	LEAD OFFICER	PURPOSE	ORIGINATED/COMMITTEE HISTORY DATE(S)	CORPORATE/PRIORITY
Feasibility of drinking water stations across SKDC facilities	Serena Brown (Sustainability & Climate Change Manager)		10 November 2025	Effective SK
Electric Vehicle Charging Infrastructure review and strategy for Council assets	Serena Brown, Sustainability and Climate Change Manager	To update the committee on our existing chargers and operating model more generally		Effective Council Sustainable SK
Role of the District's Rivers and Drainage Board				
National Hedge Laying Association				

## The Committee's Remit

The remit of the Environment Overview and Scrutiny Committee will be to work alongside Cabinet Members to assist with the development of policy and to scrutinise decisions in respect of, but not limited to:

- Air quality
- Animal welfare licensing (Policy)
- Commercial, industrial, and clinical waste collection and management
- Dog breeding and control orders
- Domestic waste and recycling management
- Energy efficiency
- Environment SK Ltd
- Environment SK Commercial Services Ltd
- Estate and grounds maintenance
- Flooding
- Food hygiene and safety
- Health and safety

- Noise
- Renewable energy
- Scrap metal dealers
- Green open space management

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