

Cabinet



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Tuesday, 2 June 2026 at 2.00 pm
Council Chamber - South Kesteven House, St. Peter's Hill,
Grantham. NG31 6PZ

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

Agenda

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

- 1. Public Open Forum**
The Cabinet welcomes engagement from members of the public. To speak at this meeting please register no later than one working day prior to the date of the meeting via democracy@southkesteven.gov.uk
- 2. Apologies for absence**
- 3. Disclosure of Interests**
- 4. Minutes of the previous meeting** (Pages 3 - 9)
Minutes of the meeting held on 5 May 2026.
Items for Cabinet Decision: Key
- 5. Review of SKDC Car Parking Arrangements** (Pages 11 - 64)
Review of car parking across South Kesteven following post implementation changes.

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☎ 01476 406080

Karen Bradford, Chief Executive

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- 6. Corporate Enforcement Policy Update - Private Sector Housing** (Pages 65 - 134)
The report details the amendments to Appendix C - Private Sector Housing Approach to Investigation and Enforcement of the Corporate Enforcement Policy following the introduction of new legislation and associated Government Guidance.
- 7. Crisis and Resilience Fund** (Pages 135 - 146)
This report will provide information regarding the Crisis Resilience Fund and will present the proposed scheme for Cabinet approval.
(Appendix One – to follow)
- 8. Housing Revenue Account - Rent Convergence** (Pages 147 - 151)
This report confirms the opportunity for the Council to incorporate rent convergence into the rent setting formula with effect from 1 April 2027.

Items for Cabinet Decision: Non-Key
- 9. Corporate Plan 2024-27 - End of Year Review 2025/26** (Pages 153 - 174)
To present a review of the Council's performance against the Corporate Plan 2024-27 for 2025/26.

Items for information
- 10. Key and Non-Key Decisions taken under Delegated Powers** (Pages 175 - 176)
This report provides an overview of decisions taken under delegated powers.
- 11. Cabinet Forward Plan** (Pages 177 - 184)
This report highlights matters on the Cabinet's Forward Plan.
- 12. Open Questions from Councillors**

Minutes

Cabinet
Tuesday, 5 May 2026



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Call in expiry: 13 May 2026

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

Cabinet Members present

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

Non-Cabinet Members present

Councillor Tim Harrison
Councillor Anna Kelly
Councillor Bridget Ley
Councillor Elvis Stooke

Officers

Karen Bradford, Chief Executive
Richard Wyles, Deputy Chief Executive and Section 151 Officer
Alison Hall-Wright, Director of Housing and Projects (Deputy Monitoring Officer)
Graham Kitchen, Director of Law and Governance (Monitoring Officer)
David Scott, Assistant Director of Finance and Deputy Section 151 Officer
Karen Whitfield, Assistant Director (Leisure, Culture and Place)
Emma Whittaker, Assistant Director (Planning & Growth)
Chris Prime, Communications Manager
James Welbourn, Democratic Services Manager
Gary Andrew, IT Services Manager
Patrick Astill, Communications Officer
Serena Brown, Sustainability and Climate Change Manager
Alan Houghton, Interim Planning Policy Manager
Andrew Igoea, Tree Project Officer

139. Public Open Forum

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

140. Apologies for absence

Councillor Rhys Baker would not be present at the start of the meeting.

141. Disclosure of Interests

There were no interests disclosed.

142. Minutes of the previous meeting

The minutes of the meeting held on 7 April 2026 were agreed as a correct record.

143. Wharf Road Multi Storey Remedial Works - Phase II

Note: Councillor Rhys Baker arrived.

Purpose of report

- Authority to enter a contract for the resurfacing of Level Four of Wharf Road Multi-Storey Car Park, Grantham. Delegated authority was also sought for the Deputy Chief Executive to award a contract for general repair works to all levels of the car park.

Decision

That Cabinet:

- 1. Approve the award of a contract to Rio Asphalt & Paving Co Ltd for a value of £298,948.12 exclusive of VAT for essential resurfacing of Level Four of Wharf Road Multi-Storey Car Park Grantham.**
- 2. Delegate authority to the Deputy Chief Executive and Section 151 Officer and the Cabinet Member for Property to award a further contract for general repair works to all levels of the Wharf Road Multi-Storey Car Park Grantham.**

Other options considered

Delaying the works further would have meant the car park surface and underlying concrete framed structure would further deteriorate, leading to much higher costs in the future.

Reasons for the decision

The structure of the car park was deteriorating as evidenced by corrosion of the concrete plank structural fixings below Level Three. Resurfacing with mastic asphalt to Level Three would prevent water ingress and the existing corrosion would be treated to prevent further deterioration.

-

Rio Asphalt & Paving had previously provided their services on site, and therefore had some prior knowledge, meaning they were well placed to receive a further contract. However, this contract award was subjected to an open tender, which received many expressions of interest, which resulted in one bid.

South Kesteven District Council (SKDC) entered a 40-year lease on the Wharf Road car park in 1984. Backlog maintenance on the site was still taking place. If SKDC were to walk away from the lease, it would still be responsible for the costs of repairing the car park.

A new lease had been negotiated for 20 years, with a 10-year break clause.

144. Award of Arboricultural Services Contract

Purpose of report

To consider the award of a contract to the preferred supplier for the provision of arboricultural services to the Council for up to 4 years.

Decision

That Cabinet:

- 1. Approves the contract award for the provision of arboricultural services to Crimson Kings (Midlands) Ltd for a two-year term for an estimated annual sum of £150,000, with an option to extend annually for up to a further two years.**
- 2. Delegate authority to the Director of Housing & Projects, in consultation with the Cabinet Member for Environment and Waste, to extend the contract by up to a further two years should this be required.**

Other options considered

Continue to procure arboricultural services by obtaining individual quotations for each piece of work or parcel of activity. This option was discounted both based on the expected value for overall works, and because this approach risked an increased overall cost.

Reasons for the decision

This contract would ensure high-quality, safe and professional tree work in accordance with national standards, with clearly defined quality criteria covering operational practices, health and safety, environmental management, responsiveness, professional competence and customer service. The contract would provide consistency, transparency, and value for money for the Council's ongoing tree management responsibilities.

Crimson Kings (Midlands) Ltd obtained the highest combined score and were therefore the preferred supplier.

Work to trees was commissioned on a 'job by job' basis. However, the overall level of spend required necessitated a formally agreed contract. This was a transparent way of spending larger amounts of money, whilst retaining flexibility for carrying out work where required.

£600,000 was the maximum budget available. If more money was required then a further decision from Cabinet may be necessary.

145. Leisure Improvement Works - Phase One

Purpose of the report

To seek approval for the appointment of a contractor to carry out phase one of the leisure improvement works.

Note: Councillor Philip Knowles declared an 'other registrable interest' as he was a Director at Leisure:SK Limited. He did not take part in the vote on this item.

Decision

That Cabinet:

- 1. Approves the contract award for the leisure improvement works at a cost of £321,222.00 to the preferred supplier Northdown Property Services (NPS) Limited, for a period of up to six months with the option to extend for a further six months if required.**
- 2. Approve the allocation of a revenue budget from the Leisure Investment Reserve to fund the works.**
- 3. Delegate authority to the Section 151 Officer, in consultation with the Cabinet Member for Leisure and Culture to extend the contract by up to a further six months and make any contract variations to the scope of works should this be required.**

Other options considered

The Council could have chosen not to undertake the phase one improvement works; however, this was discounted as the Leisure Investment Reserve has been established with the primary objective of improving the cosmetic appearance of each of the three leisure centres and sports stadium.

Reasons for the decision

The Council needed to invest in each of the district's leisure centres to provide a positive customer experience. Members of the Finance and Economic Overview and Scrutiny Committee (FEOSC) had previously endorsed the spend.

As an underspend was predicted for Phase One of the works, there was a 'carry forward' of £162,778 worth of funding to Phase Two of the project.

The contract with NPS Limited would ensure that the changing rooms were refurbished to a high standard and undertaken in accordance with agreed budgets, thus improving the customer experience across each of the three leisure centres and sports stadium.

The delegation to the Deputy Chief Executive was provided, so that the opportunity to carry out further works identified by the contractor when on site could be taken.

Works would be carried out in a timely manner. No work would be started at Grantham Meres Leisure Centre until the swim school had been closed.

A compliant procurement exercise was undertaken to identify a preferred contractor and following expiry of the appropriate standstill period the contract needed to be formally awarded.

146. South Kesteven Shopfront Design Guide Review

Purpose of the report

To update Cabinet on a review of the South Kesteven Shopfront Design Guide, 18 months after its adoption by SKDC.

Decision

That Cabinet:

- 1. Note the report on the South Kesteven Shop Front Design Guidance following the initial 18-month review period agreed during its adoption by Cabinet on 5 November 2024.**
- 2. Delegate authority to the Assistant Director of Planning & Growth in conjunction with Cabinet Member for Planning to approve 'quick reference guides' produced based on the document for use; and approve minor changes to the document including images and formatting which do not impact the substantive guidance given within the document.**

Other options considered

The 'do nothing' option, to not implement any suggestions raised through the review of the document was considered. However, although this guidance document represented a very recent update in comparison to previous documents, it was important that the guidance be up to date and accessible to ensure that businesses were able to comply with all relevant requirements and legislation. As such the 'do nothing' option was discounted in favour of producing 'quick reference' guides on key topics within the guidance and reviewing Shopfront Design guidance on a pentannual basis.

Reasons for the decision

Clear and accessible shopfront design guidance was important to maintaining the quality of the historic environment within the district's town centres, and thereby their attractiveness to visitors, residents and businesses.

The resolutions made within this report ensured that guidance remains accessible, accurate and relevant, and would support the maintenance of a high-quality environment within South Kesteven's town centres. This guidance was applicable to covers, light fittings, windows, and doors, amongst other items.

There were minor changes to the design of the document and reference guides. It was recommended that the document be updated every five years.

The following points were raised during debate:

- Many business owners would not be aware of relevant shopfront guidance and regulations. Carrying out unauthorised work to listed buildings was an offence that could be prosecuted.
- Shop owners were encouraged to approach officers ahead of any changes they may wish to make to shop fronts. The following consents and permissions may be required:
 - Planning permission. If not gained, officers had various enforcement options.
 - Listed building consent.
 - Advertisement consent.Failure to acquire listed building or advertisement consent could be classed as criminal activity.
- Officers were thanked for their presentation to Stamford Civic Society.
- It was hoped that councillors could pressure government for greater powers in this area.

147. Provisional Outturn 2025/26 – Budget Carry Forwards

Purpose of the report

To seek a delegation to approve the carry forward of budgets from Financial Year 2025/26 to Financial Year 2026/27.

Decision

That Cabinet delegates authority to the Deputy Chief Executive and Section 151 Officer, in consultation with the Cabinet Member for Finance, HR & Economic Development, to finalise the 2025/26 budget carry forwards for Capital and Revenue expenditure in respect of the General Fund and Housing Revenue Account (HRA).

Reasons for the decision

To ensure the efficient transfer of funding allocation between financial years without unnecessary delay.

Other options considered

Budget carry forwards could have been presented to a later meeting of Cabinet, but this would have created a delay in the availability of budgets; there would be a consequent detrimental impact on delivery of projects and services.

'Carry forwards' were budgets allocated for a specific financial year; where the anticipated start date of a project was required to move into the following financial year, the budget attached to it needed to follow. It was also true that some projects did not fall neatly into the financial year. Having to wait for budget carry forwards could cause unnecessary delay to projects.

Once the Outturn for 2025/2026 was completed, there would be an Officer Decision Notice placed in the public domain that would contain the rationale behind the funding.

148. Cabinet Forward Plan

The new Interim Planning Policy Manager, Alan Houghton, was welcomed.

The Forward Plan was noted.

149. Open Questions from Councillors

Councillor Anna Kelly asked the Deputy Leader and Portfolio Holder for Leisure and Culture whether a full list of refurbishments at the district's leisure centres could be provided to her? The Deputy Leader was happy to provide this information to Councillor Kelly.

The meeting closed at 4:39 p.m.

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**SOUTH
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COUNCIL**

Cabinet

Tuesday, 2 June 2026

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

Review of SKDC Car Parking Arrangements

Report Author

Richard Wyles, Deputy Chief Executive and s151 Officer

✉ Richard.wyles@southkesteven.gov.uk

Purpose of Report

This report provides an update following review of car parking use across SKDC following recent tariff changes.

Recommendations

Cabinet is asked to:

- 1. Commission a feasibility study in order to identify additional parking capacity in Stamford.**
- 2. Approve a new single charge of £3 at the Cattlemarket car park Stamford Monday to Thursday to encourage greater usage.**
- 3. Introduce a maximum 3 hour free parking limit at all Council Pay and Display car parks for blue badge holders.**
- 4. Agree to amend the Parking Order to reduce the parking limitation periods at SKDC car parks in Bourne town centre to the following:**
 - **South Street – up to 12 hours**
 - **Burghley Street – up to 2 hours**
 - **Corn Exchange – up to 2 hours (excluding authorised parking)**
- 5. Agree to review and update the current waiting times at all other Council operated car parks across the District to ensure they remain appropriate for the usage requirements.**
- 6. Agree to a review of the controlled parking arrangements across the District following a six month implementation period.**

Decision Information

| | |
|---|--|
| Is this a Key Decision? | Yes |
| Does the report contain any exempt or confidential information not for publication? | No |
| What are the relevant corporate priorities? | Connecting communities Sustainable South Kesteven Enabling economic opportunities Effective council |
| Which wards are impacted? | (All Wards); |

1. Implications

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

Finance and Procurement

- 1.1 The proposed changes to tariffs could have minor financial implications but it is accepted that the proposals are seeking to maximise space occupancy and increase demand and if these objectives are met then there would have a positive financial impact. However there is a financial risk to the Cattlemarket car park income by lowering the charge and removing the time band choice on Mondays to Thursdays. Current analysis of ticket sales confirms that 68% of users purchase parking for only up to 4 hours so removing this choice could have a negative impact on user behaviour. Modelling predicts there could be an income reduction of £60k if no additional demand is stimulated. This will need to be kept under review and other tariff changes may be necessary to offset the income reduction.

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

Legal and Governance

- 1.2 Any governance implications are referred to within the body of the report.

Completed by: James Welbourn, Democratic Services Manager

2. Background to the Report

- 2.1 During 2024 there was a fundamental review of car parking arrangements across the car parking portfolio which culminated in changes to the car parking tariffs in Grantham and Stamford. These changes were introduced on 20 January 2025

and introduced a simplified tariff structure and an element of free parking in Grantham.

- 2.2 It was agreed to undertake a review of the impact of the new tariffs following a period of 6 months to assess: -
- The impact the new charges have had on usage, and any identify any adverse behavioural changes.
 - Parking usage and charges policy at Bourne and the Deepings
 - The impact of the additional capacity at Cattlemarket, Stamford
 - The appropriateness of the council's Blue Badge parking policy
- 2.3 The Council has appointed the consultants (Tetra Tech) who have been previously utilised in order to provide car parking studies. The detailed report is provided at Appendix A – Car Parking Update 2025.
- 2.4 The findings of the Tetra Tech Car Parking Update 2025 were presented to Finance and Economic Overview and Scrutiny Committee on 10th March 2026, where the report findings were discussed and recommendations for the further actions now being proposed to Cabinet were supported.
- 2.5 Feasibility study into the creation of additional capacity in Stamford.
- The study confirms that Stamford parking usage remains high at most locations across the week. The report confirms continued growth in ticket sales of approximately 8% and income generation of approximately 33% since the implementation of the new tariff structures with continuing very high occupancy levels in general, across all short stay car parks.
- 2.6 The changes to the tariff charging structure have had the positive effect of reducing all-day parking in the short stay car parks and promoted use of long stay parking but capacity across the town remains a restricting factor even with the recent extension of 146 additional spaces at the Cattle Market car park. In order to respond to this demand pressure and support the future expansion of Stamford it is recommended that a feasibility study is undertaken to explore and identify potential options for increasing the towns parking capacity further.
- 2.7 Disabled Parking Review and time limitation
- The Tetra Tech survey data (tables 8,10, 16 and 18 of Appendix A) shows that there are adverse impacts on parking associated with the Councils current criteria to disabled parking provision.
- 2.8 Stamford and Grantham's car parks are frequently at 100% occupancy in respect of disabled bays usage resulting in standard bays being used where all disabled parking bays are occupied. The high utilisation is due to the current policy of

unlimited stays for blue badge holders and this has the effect of constraining disabled bay turnover and results in blue badge holders then accessing non disabled bays preventing further bay turnover and income generation.

- 2.9 Taking into consideration other Councils' approach to disabled parking, it is proposed that a review is undertaken in respect of the allocation and distribution of disabled parking bays at all SKDC car parks ensuring the provision meets the demand where possible. Following the review of the Department for Transport (DfT) guidance it is evident there is a slight under provision of the disabled spaces across car parks as a whole in Grantham whilst Stamford overall meets the 6% guidance across all car park sites.
- 2.10 However, it is recognised that the bay allocation for disabled users should be provided in the short stay car parks close to the town centres where practical and conversely a reduction in the provision in the outlying long stay car parks where the distance to town is further. Therefore a review of the current allocation is planned with the objective of realigning the disabled bay provision to ensure the bays are provided at the most suitable locations for the users.
- 2.11 SKDC's short stay car parks tend to be more centrally located to promote ease of access to retail and hospitality venues. By increasing the number of disabled bays in the short stay car parks it is evident that the current disabled parking criteria which enables free unlimited parking will require modifying to control the availability of parking to all users. Therefore, to align with the current rules of 3 hours for on-street parking and other comparable Councils it is recommended that SKDC limit disabled parking to 3-hour free parking in any bay for blue badge holders.
- 2.12 Review of the introduction of controlled parking arrangements outside of Grantham and Stamford
- 2.13 In response to the previous Parking Study report to Cabinet in September 2024, the report reviewed the existing parking utilisation and arrangements in locations where there is currently free unlimited parking. The review observed very high occupancy and congestion in key parts of Bourne, mixed levels of demand at the Halfleet car park in Market Deeping, and persistent under-use at the Council car park in Billingborough. Therefore, the conclusion drawn is there is no business case to consider any form of controlled parking provision at the Market Deeping and Billingborough car parks.
- 2.14 However the findings support the implementation of controlled parking to Bourne particularly for the following reasons:
- Car parks are consistently operating at full capacity throughout the day.
 - Car parks are used by long-stay parkers occupying valuable shopper spaces.

- Overflow outside bays is commonplace.
- Conditions will worsen as the town grows.

2.15 Controlled parking arrangements can take many forms ranging from parking tariffs to limit duration of stay or introducing a Parking Order that places a parking limitation on the duration of stay and can be specific car park. A classification, based on observational use would be:

- South Street – all day parking only (up to 12 hours)
- Burghley Street – shoppers use (up to 2 hours)
- Corn Exchange – shoppers use (up to 2 hours) or by the controlled barrier access

2.16 It is recommended that a Parking Order amendment is implemented in order to control parking duration and enable an improvement in the turnover of spaces in the town. This would complement the arrangements in place at two privately operated car parks (Sainsburys car park and Burghley Centre) which is having a positive impact on these locations. The introduction of this proposal would be supported by clear signage, publicity and patrolling to educate users during a transitional period. It is not possible to determine whether or not charges should be introduced at South Street in order to more effectively manage usage, and so it is recommended that this be reviewed. It is also recommended that other non-chargeable parking locations are reviewed to ensure the current Parking Order waiting times are appropriate based on current uses.

2.17 Changes to Car Parking Tariffs

2.18 The independent study confirms there is currently significant **unused** capacity at two car parks – Cattlemarket in Stamford and Wharf Road multi-storey Grantham. This is most apparent on Mondays to Thursdays. The tariff changes at Wharf Road car park have included the introduction of a free 2 hours parking offer but the car park has also been subject to operational disruption as maintenance works have been carried out. This disruption will continue during 2026 so it not advised to make any tariff changes until the works have been completed. After that period, usage will be reviewed to identify underutilised capacity and how to stimulate demand.

2.19 However in order to stimulate demand at the Cattlemarket car park it is proposed that a simplified payment structure is introduced at a reduced rate of £3 (irrespective of duration of stay). This is shown in the table below:

| Tariff Band | Monday to Thursday | Friday and Saturday |
|--------------|--------------------|---------------------|
| 0-2 hours | £3.00 | £3.00 |
| 2-4 hours | £3.00 | £4.00 |
| Over 4 hours | £3.00 | £5.00 |

- 2.20 Should the new charges be approved by Cabinet then the season ticket charges will be reviewed accordingly.

3. Key Considerations

- 3.1 External consultants were appointed to assess the impact on the changes to the car parking arrangements that were introduced in January 2025. The report also considered further modifications and enhancements to the current car parking offer. This report explores these areas in more detail and makes specific recommendations.

4. Other Options Considered

- 4.1 Taking no action is also an option. However, due to the ongoing parking pressures and issues identified at specific locations and car parks across the district, this is not recommended.

5. Reasons for the Recommendations

- 5.1 Making greater use of the available capacity means we would better serve the needs of local residents and businesses.
- 5.2 The current disabled parking policy is not consistent with an ambition to ensure that where parking capacity is limited an equitable offer is established.
- 5.3 Implementation of controlled parking measures in Bourne is recommended to limit parking periods, support turnover of spaces to increase footfall for local businesses and ensure regular visible enforcement of parking to ensure proper use of space provision.

6. Consultation

- 6.1 The findings of the Tetra Tech Car Parking Update 2025 were presented to the Finance and Economic Overview and Scrutiny Committee on 10th March 2026. The report was considered and supported. Copies of the minutes of this meeting can be found in the Background papers section 7 of this report.

7. Background Papers

- 7.1 Cabinet Report – 24th September 2024:
[Agenda for Cabinet on Tuesday, 24th September, 2024, 10.00 am | South Kesteven District Council](#)

7.2 Finance and Economic Overview and Scrutiny Committee – 10th March 2026:
<https://moderngov.southkesteven.gov.uk/mgCommitteeDetails.aspx?ID=729>

8. Appendices

8.1 Appendix A – Car Parking Update 2025.

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South Kesteven Parking Update

784-B059960

Car Parking Update 2025

Final

South Kesteven District Council

January 2026

Document prepared on behalf of Tetra Tech Limited. Registered in England number: 01959704



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Document Control

If you require this document in an alternative format, such as large print or a coloured background, please request this from the author or your Tetra Tech contact.

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|------------------------|---|
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| Document name: | Car Parking Update 2025 |
| Project: | South Kesteven Parking Update |
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|---------------------------------|-------------------------------|---------------------|-----|--|
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1.0 Introduction

1.1 Background

- 1.1.1 Tetra Tech has been appointed by South Kesteven District Council (SKDC) to undertake a review of public car parking facilities in Grantham, Stamford, Bourne, Market Deeping and Billingborough.
- 1.1.2 Previous work undertaken by Tetra Tech in 2021, provided an evidence base to assess parking issues and consider solutions to best achieve the Council's objectives. This was followed by a study update in 2023 which updated the evidence base to create a new baseline following recovery from the Covid-19 pandemic which had impacted on parking.
- 1.1.3 This current review provides an update to the 2023 study, accounting for changes to car parking charges which were implemented in Grantham and Stamford in January 2025. This review assesses the changes in car parking use pre and post tariff changes based on occupancy levels (through on-site surveys) and by analysing ticketing information provided by the Council.
- 1.1.4 Although no changes have been made to the car park tariffs in Bourne and Market Deeping, this study also investigates the recent usage levels at the car parks in these towns to identify any changes since the 2023 study update. The car park in Billingborough was not surveyed previously and new usage levels for that car park are included as part of this study.
- 1.1.5 The study also compares the provision of disabled parking and the availability of EV charging to similar sized towns in the East Midlands.

1.2 Report Structure

- 1.2.1 The structure of the remainder of this report is as follows.
- Chapter 2 – Car park details
 - Chapter 3 – Ticket sales analysis
 - Chapter 4 – Car park occupancy surveys
 - Chapter 5 – Comparison of changes in car park use
 - Chapter 6 – Disabled parking policy and charges
 - Chapter 7 – Electric vehicle parking
 - Chapter 8 – Summary and conclusions

2.0 Car Park Details

2.1 Introduction

2.1.1 This chapter provides details of the SKDC car parks and their charging tariffs.

2.2 Locations

2.2.1 Locations of the car parks within the five towns covered by the scope of this study are shown in **Figure 1** to **Figure 5** below and on the following pages. These indicate car parks which are available for public use, with those in blue boxes indicating car parks operated by SKDC and those in white boxes indicating car parks which are privately operated.

Figure 1 - Grantham Town Centre Car Parks

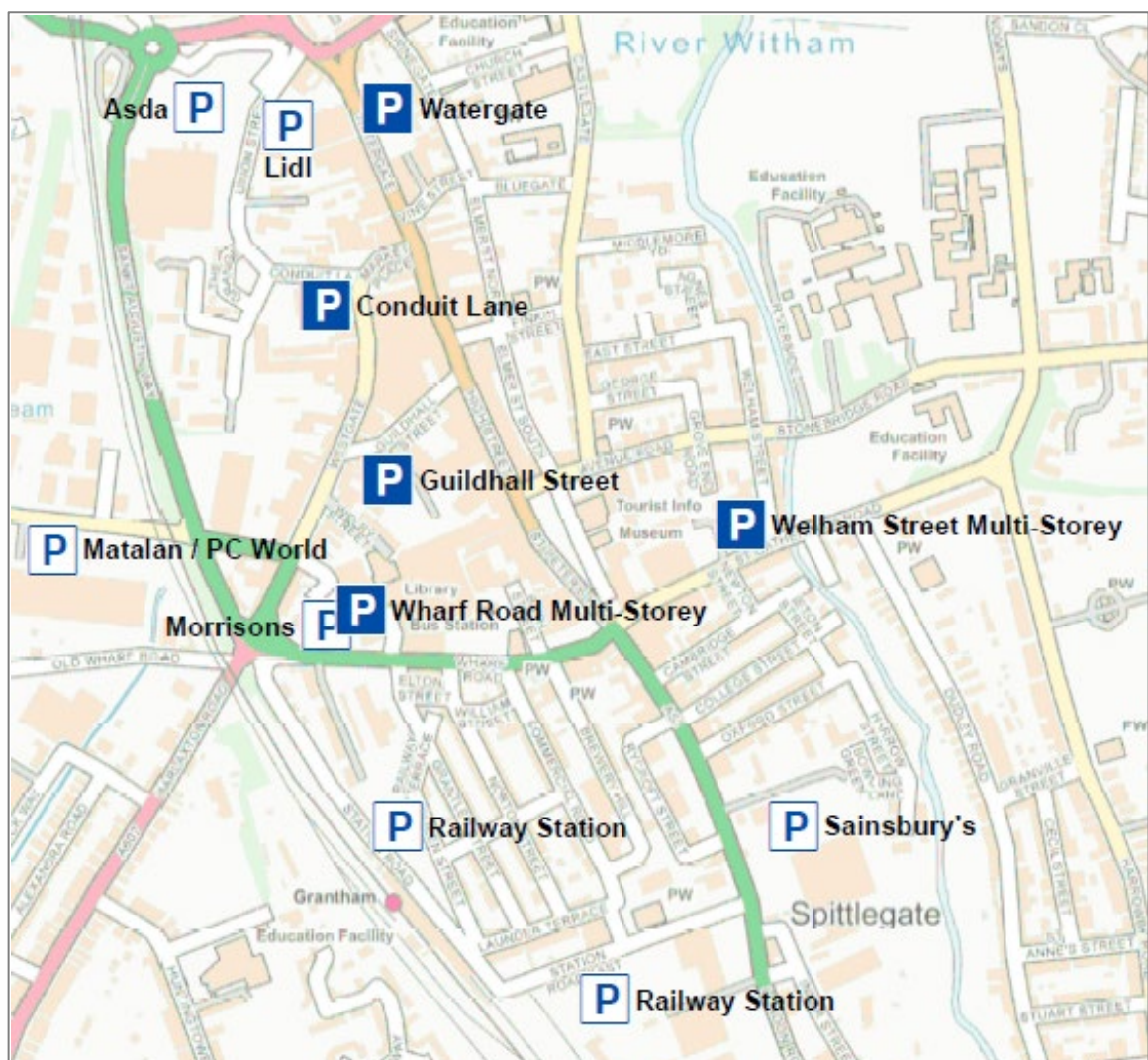


Figure 2 - Stamford Town Centre Car Parks

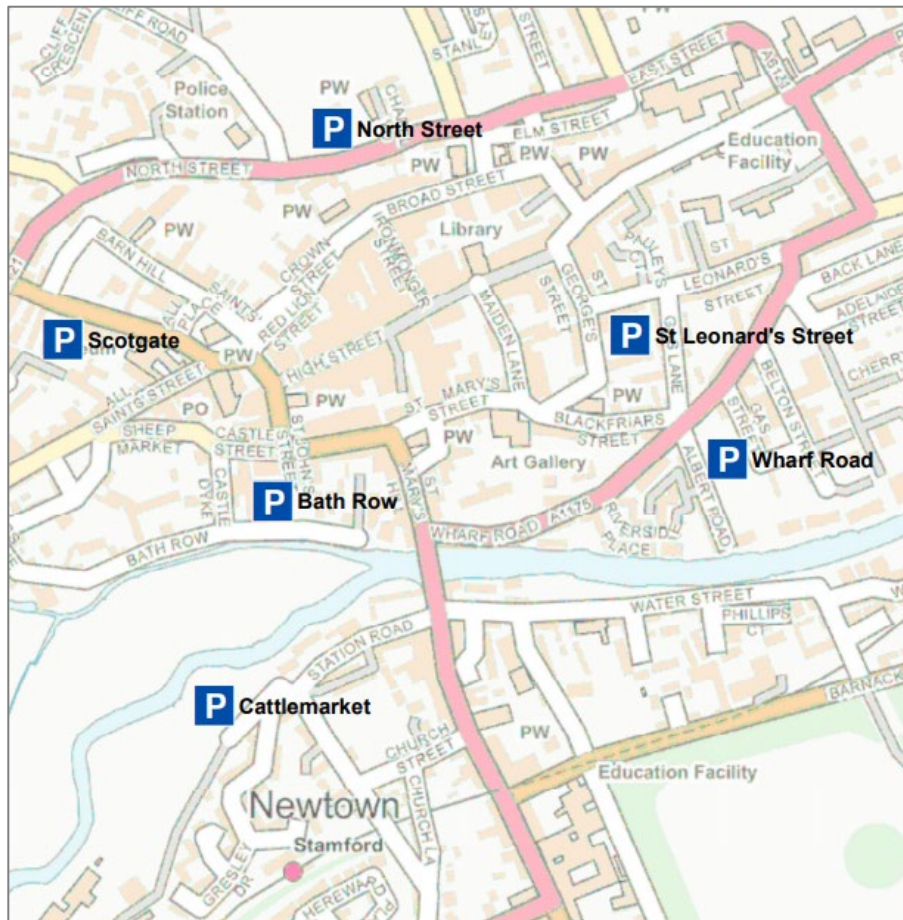


Figure 3 - Bourne Town Centre Car Parks

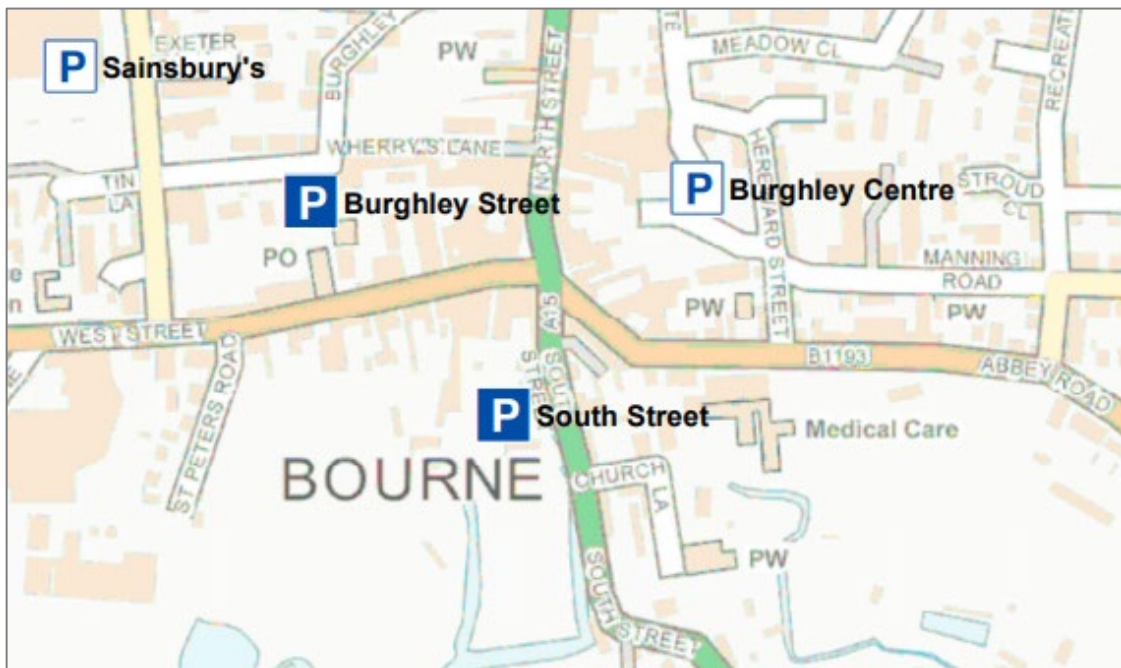


Figure 4 - Market Deeping Town Centre Car Parks

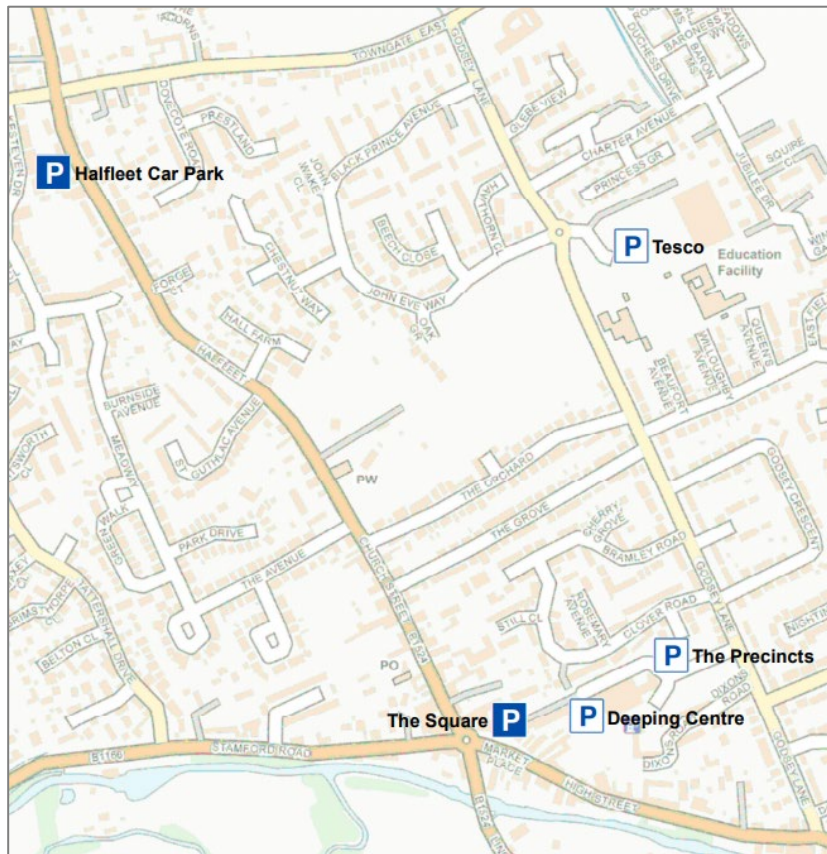
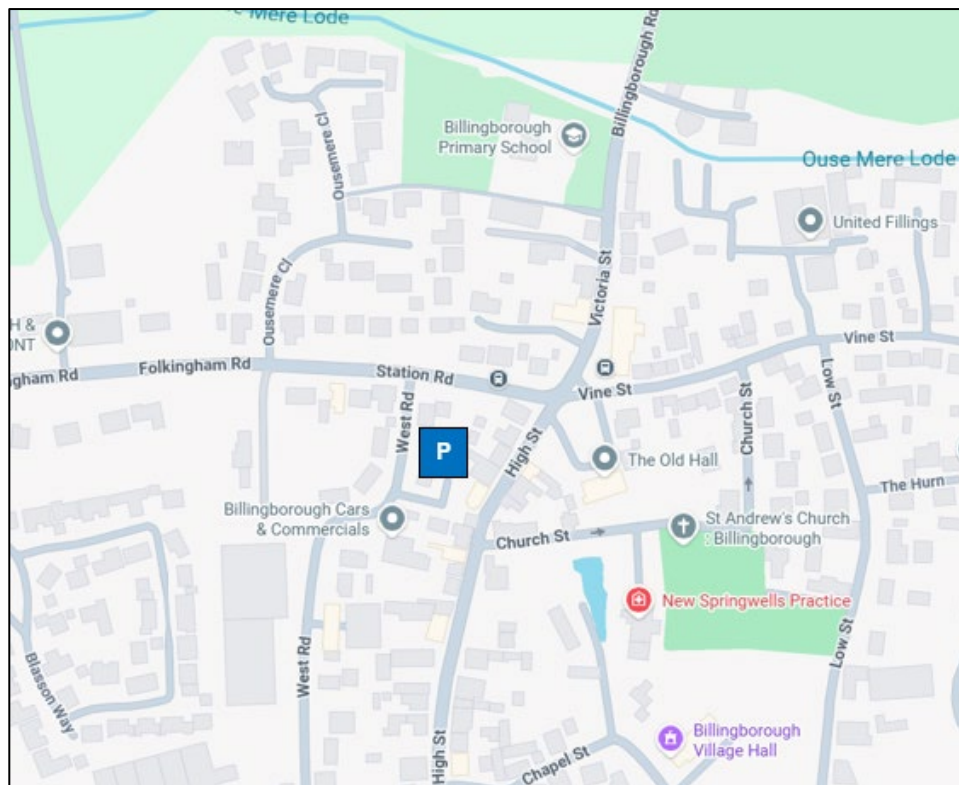


Figure 5 - Billingborough Town Centre Car Parks



2.3 Parking Tariffs

2.3.1 Tariffs for the car parks included as part of this study are detailed in this section alongside previous tariffs (pre-January 2025) for reference. Only car parks in Grantham and Stamford are currently subject to charges; those in Market Deeping, Bourne and Billingborough were and remain free for use.

Pre January 2025 Car Park Tariffs

2.3.2 Prior to January 2025, parking charges were as follows.

Table 1 - South Kesteven Car Park Charging Tariff (Prior to January 2025)

| Car Park | | Tariff | | | | | | |
|-----------|--------------|---------|-------|-------|-------|-------|--------|---------|
| | | 30 mins | 1hr | 2hr | 3hr | 4hr | 6hr | All Day |
| Grantham | Short Stay | | | | | | | |
| | Guildhall St | 90p | £1.20 | £1.90 | £2.50 | £4.10 | N/A | £5.30 |
| | Watergate | 90p | £1.20 | £1.90 | £2.50 | £4.10 | N/A | £5.30 |
| | Wharf Rd | 90p | £1.20 | £1.90 | £2.50 | £8.00 | N/A | £10.40 |
| | Long Stay | | | | | | | |
| | Conduit Ln | | £2.50 | | | £3.40 | N/A | £4.10 |
| Welham St | | £1.20 | | | £1.70 | £3.20 | £10.40 | |
| Stamford | Short Stay | | | | | | | |
| | North St | £1.00 | £1.30 | £2.00 | £2.60 | £4.20 | N/A | £5.40 |
| | St Leonards | £1.00 | £1.30 | £2.00 | £2.60 | £4.20 | N/A | £5.40 |
| | Bath Row | £1.00 | £1.30 | £2.00 | £2.60 | £4.20 | N/A | £5.40 |
| | Scotgate | £1.00 | £1.30 | £2.00 | £2.60 | £4.20 | N/A | £5.40 |
| | Long Stay | | | | | | | |
| | Cattlemarket | | £2.60 | | | £3.50 | N/A | £4.20 |
| Wharf Rd | | £2.60 | | | £3.50 | N/A | £4.20 | |

Post January 2025 Car Park Tariffs

2.3.3 Following the tariff amendments in January 2025, the car parking charges are as follows:

Table 2 - South Kesteven Car Park Charging Tariff (Post January 2025)

| Car Park | | Tariff | | | | |
|----------|--------------|-----------|-------|-------|-------|-----------|
| | | Up to 1hr | 2hrs | 3hrs | 4hrs | Over 4hrs |
| Grantham | Guildhall St | Free | £2.00 | £2.50 | | £7.00 |
| | Watergate | Free | £2.00 | £2.50 | | £7.00 |
| | Wharf Rd | Free | | £2.50 | | £5.00 |
| | Conduit Ln | Free | £2.00 | £2.50 | | £7.00 |
| | Welham St | Free | £1.50 | | £1.90 | £5.00 |
| Stamford | North St | £1.50 | £2.50 | £4.50 | | £8.00 |
| | St Leonards | £1.50 | £2.50 | £4.50 | | £8.00 |
| | Bath Row | £1.50 | £2.50 | £4.50 | | £8.00 |
| | Scotgate | £1.50 | £2.50 | £4.50 | | £8.00 |
| | Cattlemarket | £3.00 | | £4.00 | | £5.00 |
| | Wharf Rd | £3.00 | | £4.00 | | £5.00 |

2.3.4 A key change has been that car parks in Grantham now offer 1-hour free parking. Additionally, the Conduit Lane car park in Grantham offers short stay options whereas previously the tariff encouraged long stay.

3.0 Ticket Sales Analysis

3.1 Introduction

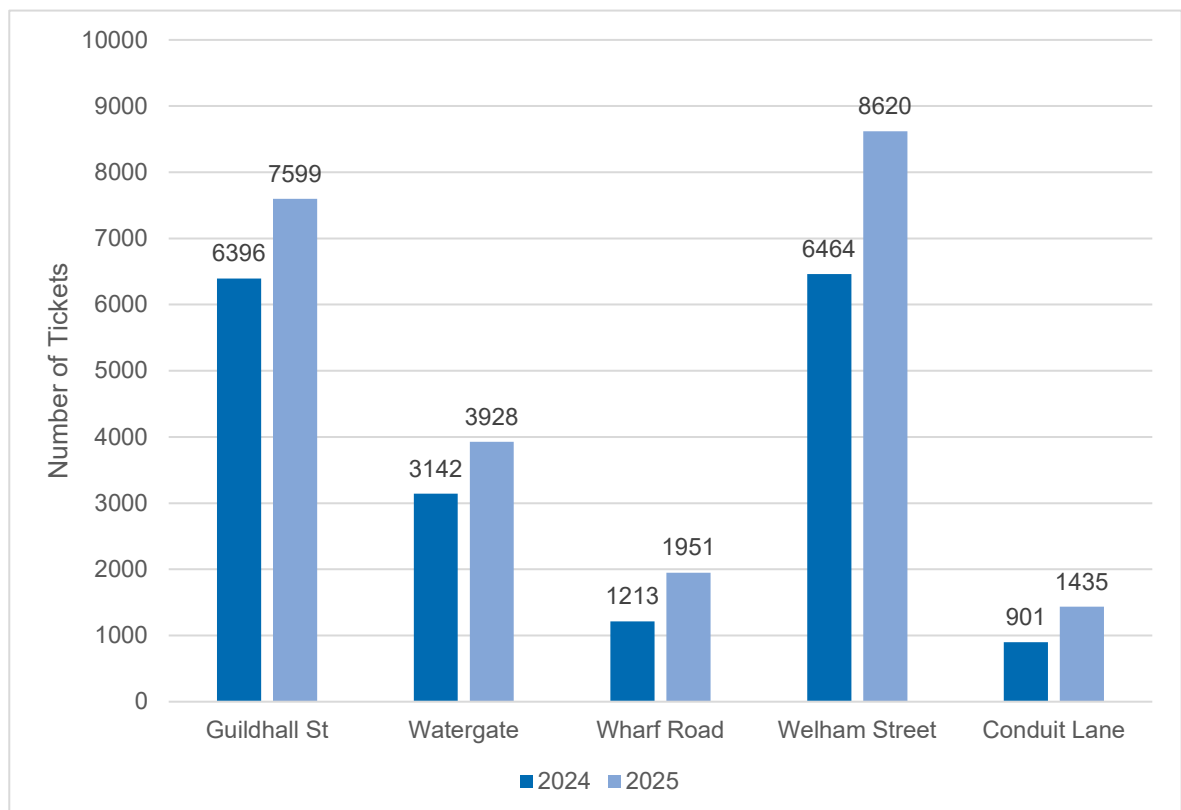
3.1.1 Ticket sales information was provided by SKDC based on tickets sold via the on-site ticket machines and RingGo app data for Grantham and Stamford. Data was provided for the month of September for 2024 and 2025. This data has been used to illustrate and draw comparisons between 2024 prior to the tariff changes and September 2025 post tariff changes. The September 2025 data coincides with the timing of the occupancy surveys which are reported on and analysed in Chapter 4.

3.1.2 No ticket sales analysis has been undertaken for the car parks in Bourne, Market Deeping or Billingborough which are free for use and therefore have no associated data.

3.2 Grantham Ticket Sales

3.2.1 **Figure 6** shows the total in-month ticket sales and provides a comparison for the Grantham car parks between the months of September 2024 and September 2025. It should be noted that the September 2025 ticket sales numbers also account for the one hour free parking as patrons are required to obtain a ticket for this duration.

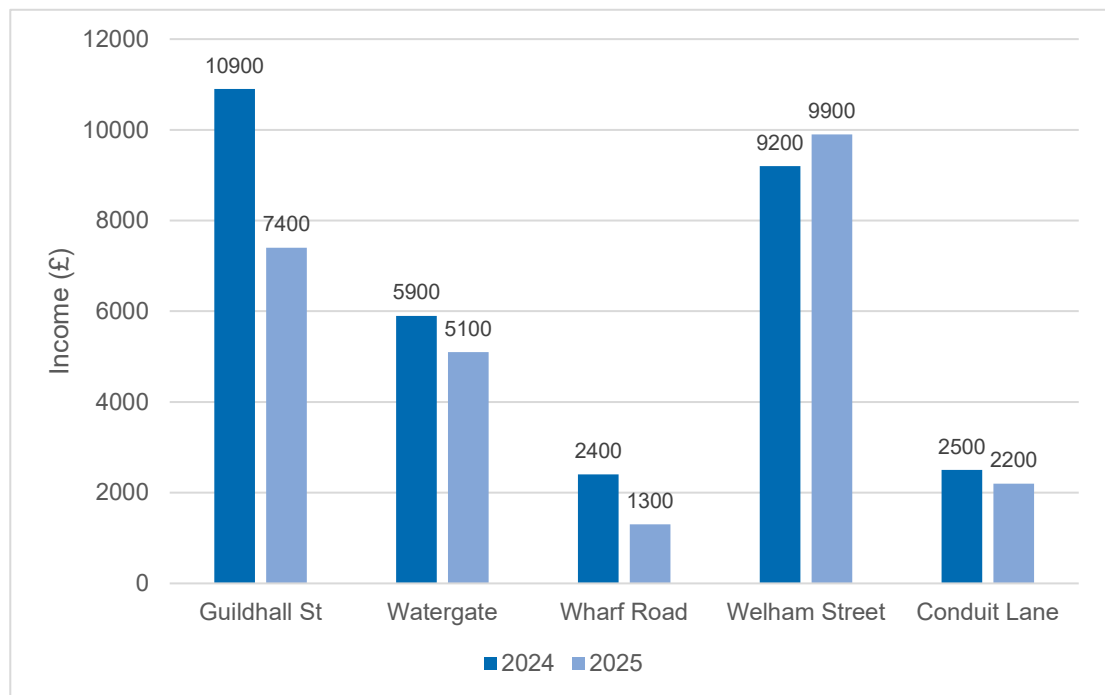
Figure 6 - September Car Park Ticket Sales - Grantham (2024 - 2025)



3.2.2 The total number of tickets sold in Grantham in September 2024 was 18,116. In September 2025 a total of 23,533 tickets were sold, equating to an overall increase of 5,417 tickets (approximately 30%).

3.2.3 **Figure 7** shows a comparison between the total income generated by the Grantham car parks for the same period between September 2024 and September 2025.

Figure 7 - September Income - Grantham (2024 - 2025)

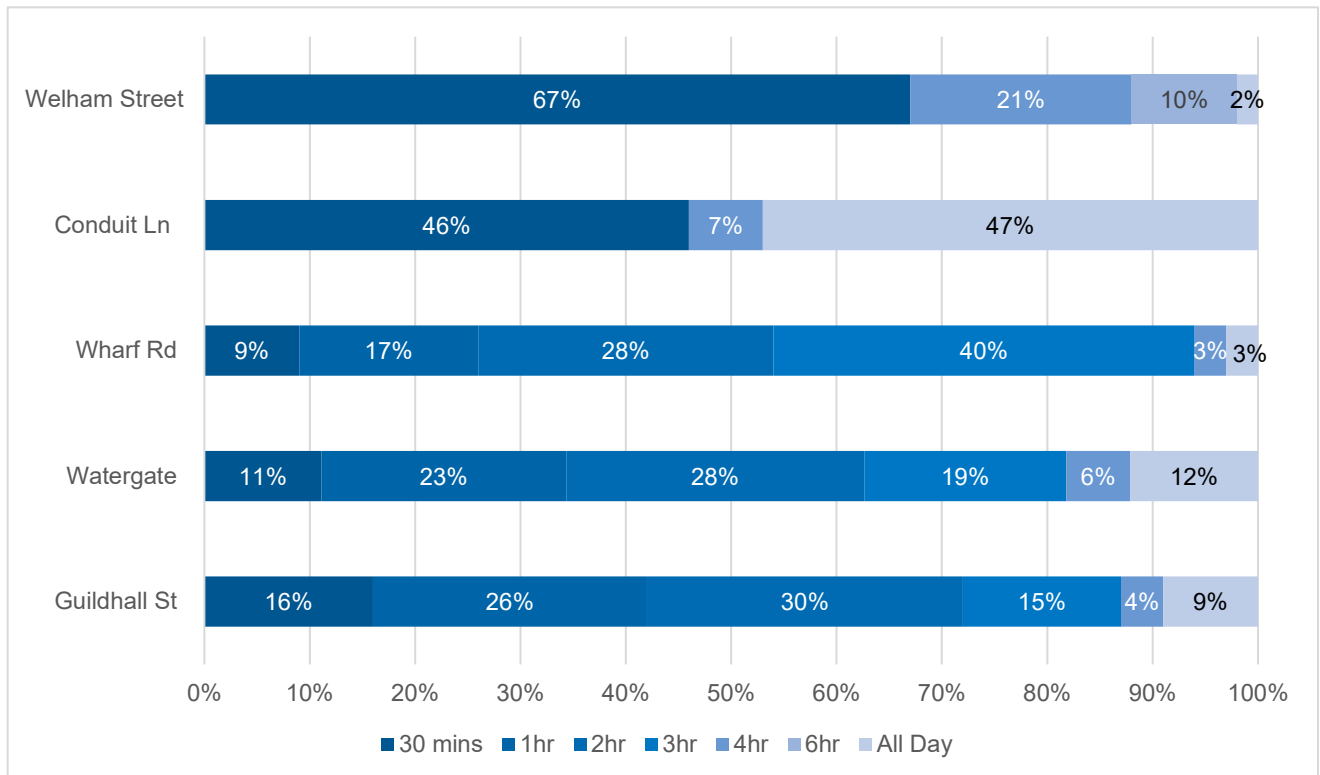


3.2.4 In September 2024 the total income from the Grantham car parks was £30,900, and in September 2025 this was £25,900. This represents a decrease of £5,000 (approximately 16%).

3.2.5 **Figure 6** and **Figure 7** show that although car park usage has increased from September 2024 to September 2025, the level of resultant income has decreased across all of the car parks in Grantham with the exception of Welham Street car park where an increase in revenue has been seen. This is discussed in Chapter 5 in the context of the occupancy surveys.

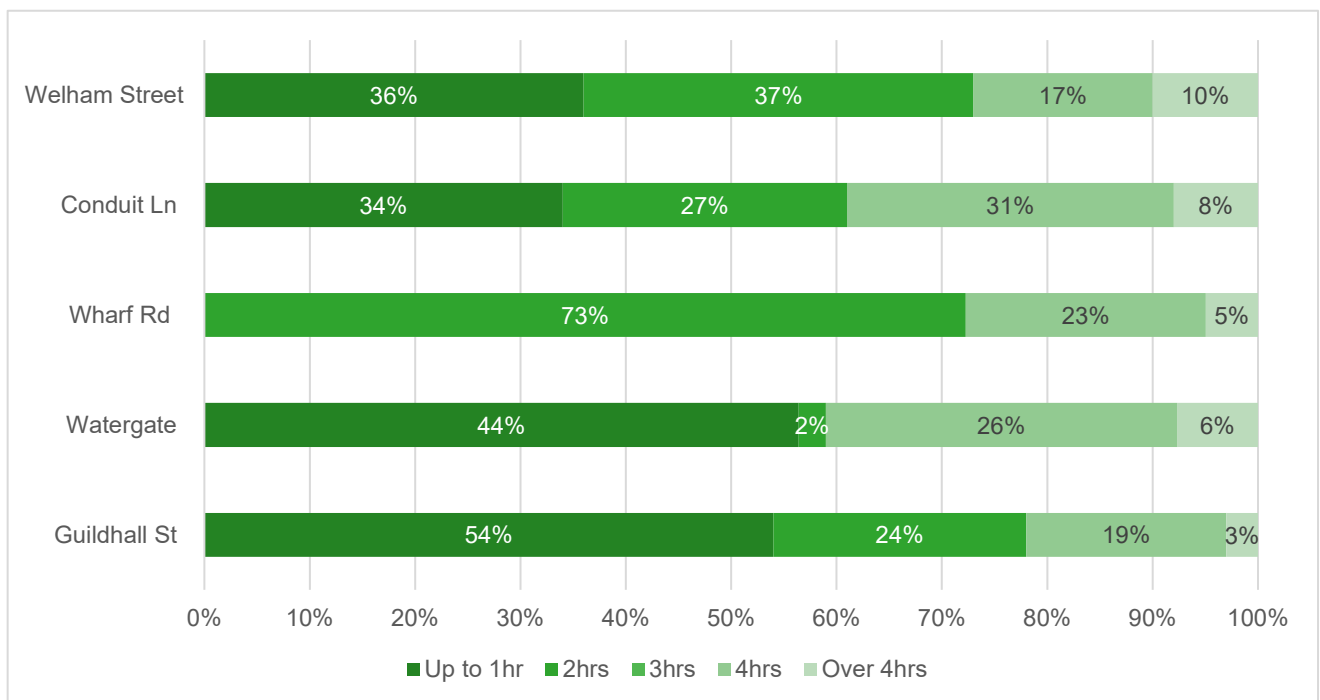
3.2.6 **Figure 8** below shows the tickets sales by tariff in Grantham in September 2024.

Figure 8 - Grantham Ticket Sales Composition 2024



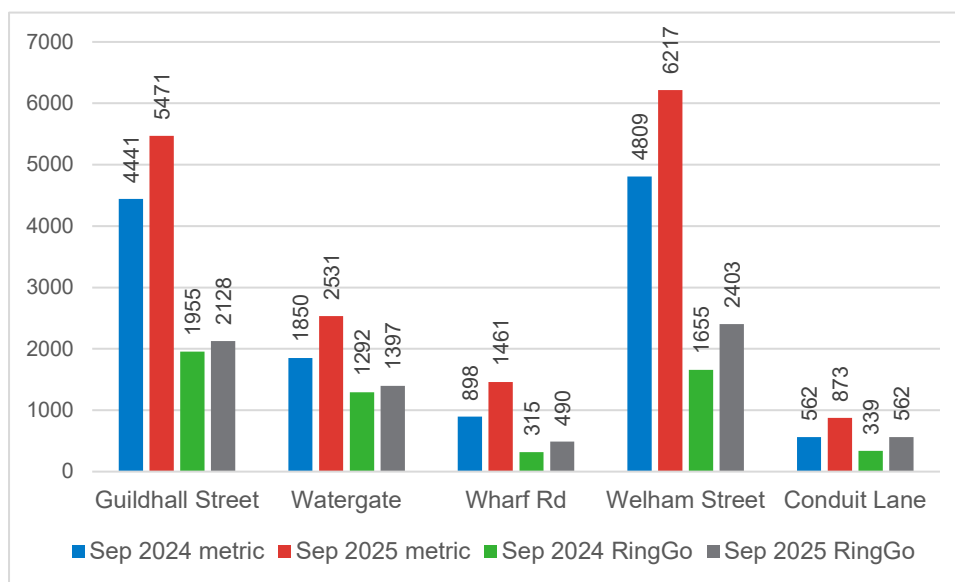
3.2.7 **Figure 9** below shows the tickets sales by tariff in Grantham in September 2025.

Figure 9 - Grantham Ticket Sales Composition 2025



- 3.2.8 Where one-hour tickets were previously offered in September 2024 (i.e. excluding Conduit Lane and Welham Street), this made up approximately 25-40% of stays at the short stay car parks. In 2025, stays of up to one-hour increased across all car parks to approximately 35-55%. At Watergate the proportion of one-hour stays has increased from 34% to 44% and at Guildhall Street, it has increased from 42% to 54%.
- 3.2.9 At Wharf Road, where the free parking period now extends to 2 hours, the proportion of stays of up to 2 hours has increased from 54% to 73%.
- 3.2.10 Longer stays, exceeding 4 hours, make up a smaller proportion of tickets sold. With the exception of Conduit Lane (as described below), stays over 4 hours long made up at most 12% of ticket sales in both September 2024 and 2025, with little change.
- 3.2.11 The use of Conduit Lane in September 2024 was evenly split between those staying less than and those staying more than 4 hours. In September 2025, the proportion of those staying more than 4 hours at Conduit Lane has decreased to less than 8% and the duration of stays now more typically reflects short stay parking patterns.
- 3.2.12 **Figure 10** below shows the ticket sales figures by transaction type (i.e. whether they were purchased using the on site machine or via RingGo).

Figure 10 – Grantham Ticket Sales by Transaction Type

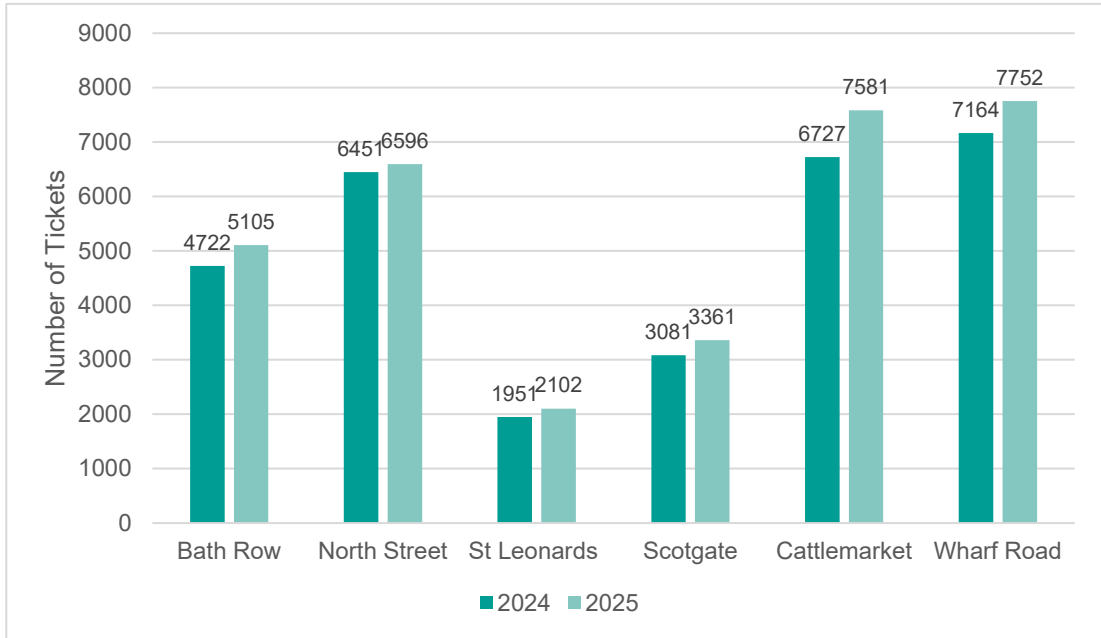


- 3.2.13 This shows that transactions by both car parking machine and RingGo increased between September 2024 and September 2025, corresponding with the general increase in total ticket sales. Overall, the proportion of sales made using the car parking machines in Grantham was relatively consistent at 69% in 2024 and 70% in 2025.

3.3 Stamford Ticket Sales

3.3.1 **Figure 11** shows the in-month ticket sales and provide a comparison in Stamford car parks between the months of September 2024 and September 2025.

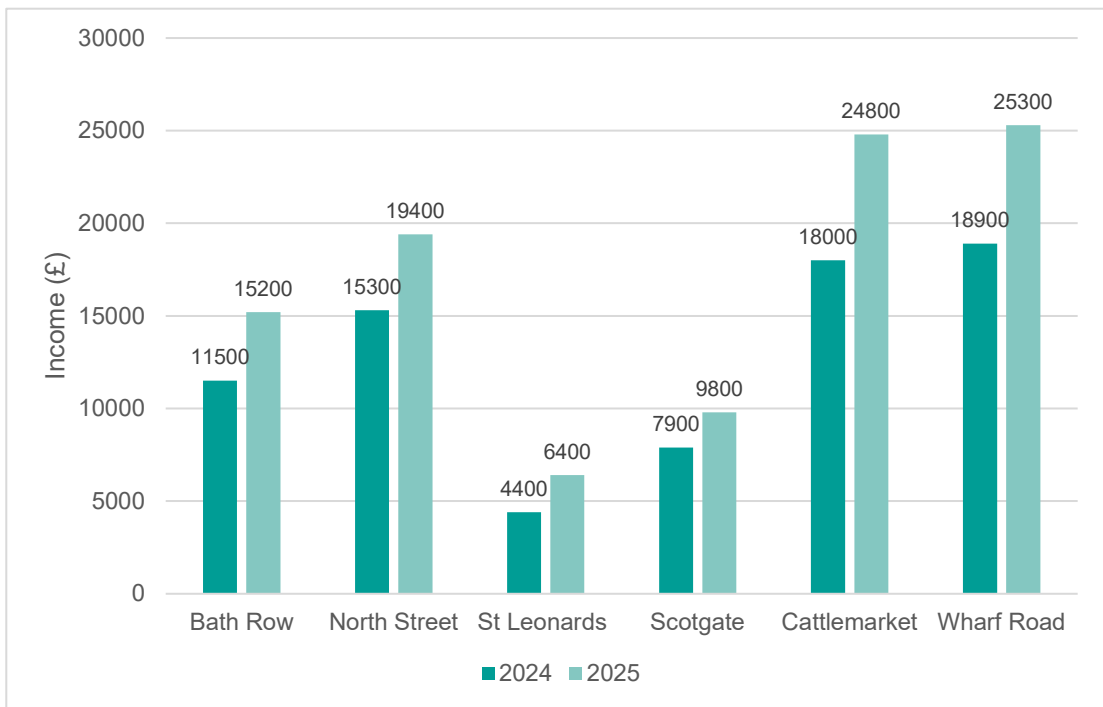
Figure 11 - September Car Park Ticket Sales - Stamford (2024 - 2025)



3.3.2 The total number of tickets sold in Stamford in September 2024 was 30,096. In September 2025 a total of 32,497 tickets were sold, equating to an overall increase of 2,401 tickets (approximately 8%).

3.3.3 **Figure 12** on the next page shows how the total income generated by the Stamford car parks in the month of September has changed between the month of September 2024 and September 2025.

Figure 12 - September Income - Stamford (2024 - 2025)

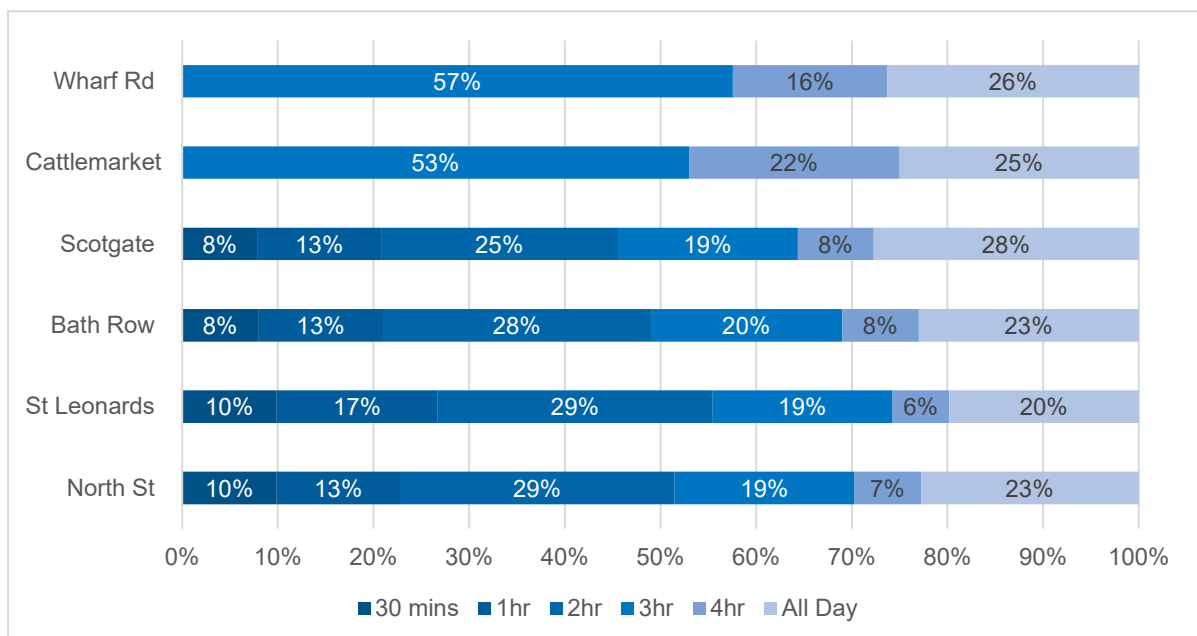


3.3.4 In September 2024 the total income from the Stamford car parks was £76,000, and in September 2025 this was £100,900. This represents an increase of £24,900 (approximately 33%).

3.3.5 **Figure 11** and **Figure 12** show that car park usage and resultant income has increased from September 2024 to September 2025 in all car parks in Stamford.

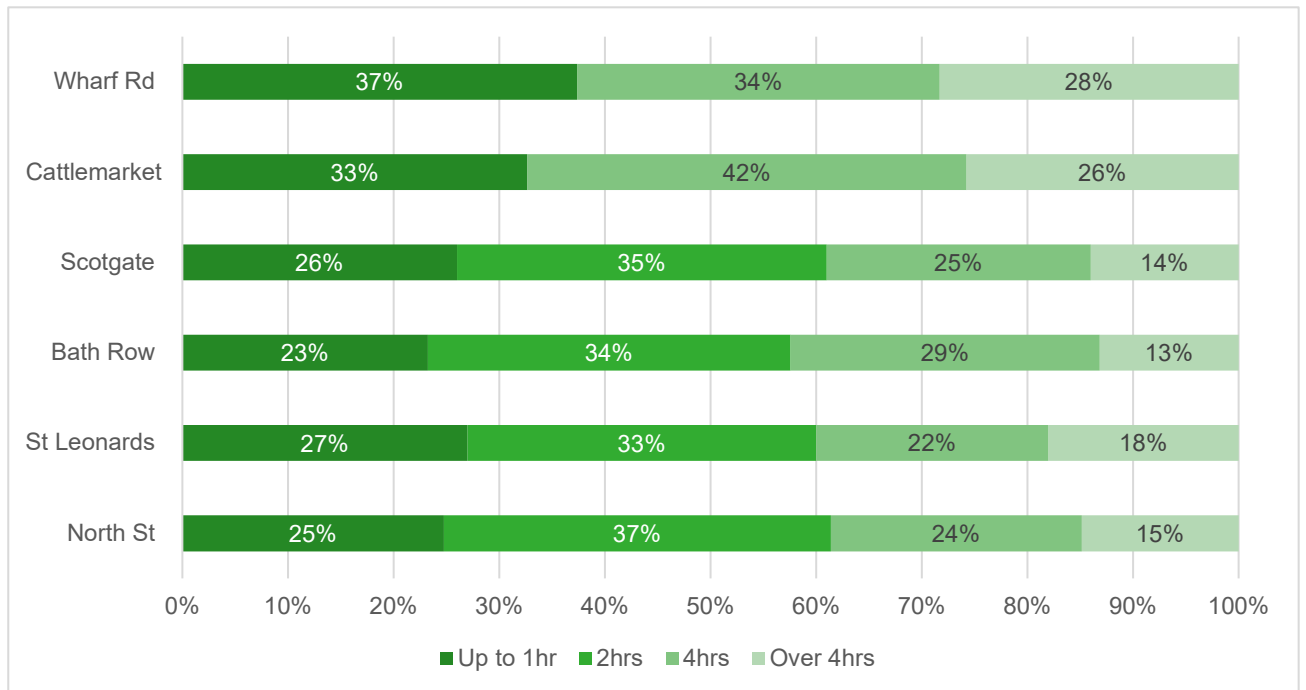
3.3.6 **Figure 13** shows the tickets sales by tariff in Stamford in September 2024.

Figure 13 - Stamford Ticket Sales Composition 2024



3.3.7 **Figure 14** shows the tickets sales by tariff in Stamford in September 2025.

Figure 14 - Stamford Ticket Sales Composition 2025

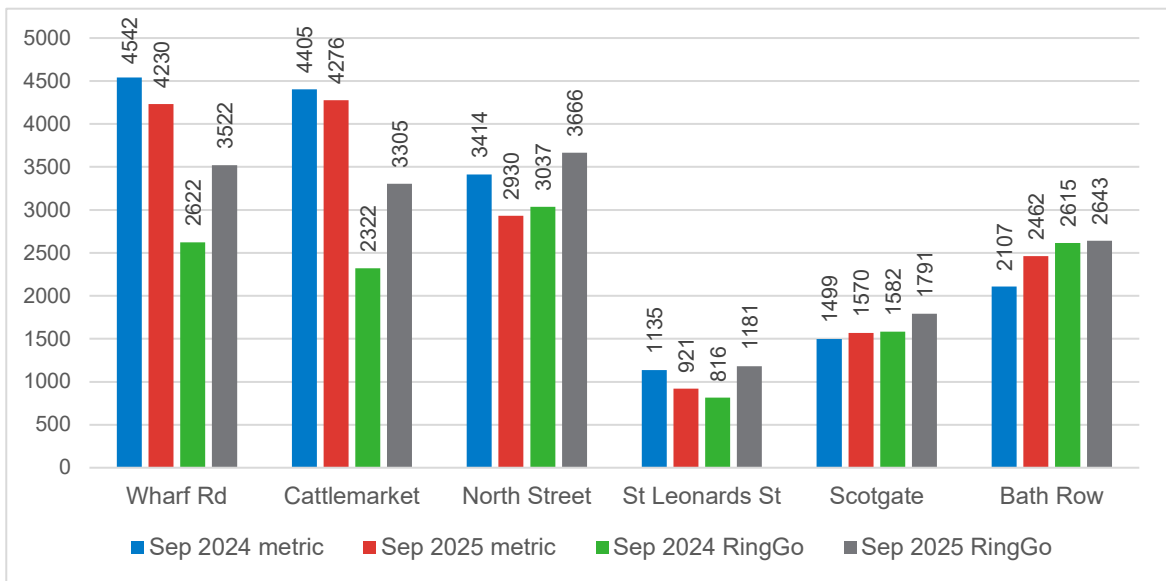


3.3.8 In September 2024, those staying over 4 hours made up approximately a quarter of the stays in Stamford, even in the short stay car parks. In September 2025, the stays exceeding 4 hours made up less than 20% of the car parks which offer shorter stays of 1 hour.

3.3.9 Stays of up to 1 hour have generally increased. At those car parks offering 1-hour tickets in 2024 (i.e. excluding Wharf Road and Cattlemarket) made up approximately 20-25%. In 2025, stays of up to 1 hour increased to approximately 25-35%.

3.3.10 **Figure 15** on the next page shows the ticket sales figures by transaction type (i.e. whether they were purchased using the on site machine or via RingGo).

Figure 15 – Stamford Ticket Sales by Transaction Type



3.3.11 This shows that transactions using the on-site car parking machines fell at Wharf Road, Cattlemarket, North Street and St Leonards car parks between September 2024 and September 2025 whilst they increased at Scotgate and Bath Row car parks. Overall, the proportion of sales made using the car parking machines in Stamford decreased from 57% 2024 to 50% in 2025. Transactions via RingGo increased in all of the Stamford car parks.

4.0 2025 Car Park Occupancy Survey Analysis

4.1 Introduction

4.1.1 This chapter presents the findings of the September 2025 car park occupancy surveys at the Grantham, Stamford, Bourne, Market Deeping and Billingborough car parks.

4.1.2 Surveys were undertaken on the following dates as agreed with the client:

- Grantham: 19 September (Friday) and 20 September (Saturday)
- Stamford: 26 September (Friday) and 27 September (Saturday)
- Bourne: 26 September (Friday)
- Billingborough: 26 September (Friday)
- Market Deeping: 26 September (Friday)

4.1.3 Locations for the car park surveys were agreed in advance with the client and included:

Grantham Car Parks

- Welham Street
- Conduit Lane
- Wharf Road
- Guildhall Street
- Watergate

Bourne Car Parks

- Burghley Street
- Burghley Street (permit)
- South Street
- Bourne CAP (Burghley Centre)

Stamford Car Parks

- Wharf Road
- Cattlemarket
- St Leonards
- Bath Row
- Scotgate
- North Street

Market Deeping Car Parks

- Douglas Road (Deeping Centre)
- Halfleet
- The Square (Market Square)
- The Precincts

Billingborough Car Parks

- West Road

4.1.4 All surveys were undertaken between 10am and 4pm and recorded hourly occupancy at the car parks. Surveys were undertaken on foot, and a snapshot count was taken within each hourly interval. For the car parks in Grantham and Stamford, additional observations were made on the number of disabled permit holders utilising the car park by identifying those displaying a disabled parking permit, irrespective of whether they occupied a marked disabled bay or not.

4.1.5 The results show how many vehicles were parked at hourly intervals and how full the car parks were during the surveys. Occupancy above 85% is considered as being at-capacity because this is recognised by the Chartered Institution of Highways and Transportation and the British Parking Association as the level at which it becomes difficult for drivers to find the remaining spaces and to manoeuvre in, out and around the car park.

4.2 Grantham Car Park Surveys

4.2.1 The results of the Grantham surveys are presented in this section. At the time of the surveys, levels three and four of the Wharf Road multistorey car park were closed for resurfacing works and half of the Watergate car park was closed due to construction works. The following tables have been adjusted to reflect the number of bays available within each car park with the various works.

Table 3 - Grantham Car Park Survey Results: Friday 19th September 2025

| Car Park | Bays | Parked Vehicles | | | | | |
|------------------|------|-----------------|----------------|---------------|-----------|-----------|-----------|
| | | 10am – 11am | 11am – 12 noon | 12 noon – 1pm | 1pm - 2pm | 2pm – 3pm | 3pm – 4pm |
| Conduit Lane | 47 | 23 | 33 | 34 | 32 | 32 | 33 |
| Guildhall Street | 88 | 79 | 84 | 88 | 88 | 87 | 74 |
| Watergate* | 43 | 39 | 42 | 42 | 40 | 41 | 40 |
| Welham Street | 314 | 130 | 161 | 164 | 171 | 198 | 160 |
| Wharf Road* | 127 | 36 | 47 | 40 | 27 | 23 | 15 |
| SKDC Total | 619 | 307 | 367 | 368 | 358 | 381 | 322 |

* Adjusted to reflect the number of bays available at the time of survey. Normal capacity is 100 spaces at Watergate and 240 bays at Wharf Road.

Table 4 - Grantham Car Park Occupancy: Friday 19th September 2025

| Car Park | Car Park Occupancy (%) | | | | | |
|------------------|------------------------|----------------|---------------|-----------|-----------|-----------|
| | 10am – 11am | 11am – 12 noon | 12 noon – 1pm | 1pm - 2pm | 2pm – 3pm | 3pm – 4pm |
| Conduit Lane | 49% | 70% | 72% | 68% | 68% | 70% |
| Guildhall Street | 90% | 95% | 100% | 100% | 99% | 84% |
| Watergate* | 91% | 98% | 98% | 93% | 95% | 93% |
| Welham Street | 41% | 51% | 52% | 54% | 63% | 51% |
| Wharf Road* | 28% | 37% | 31% | 21% | 18% | 12% |
| SKDC Total | 50% | 59% | 59% | 58% | 62% | 52% |

* Adjusted to reflect the number of bays available at the time of survey. Normal capacity is 100 spaces at Watergate and 240 bays at Wharf Road.

4.2.2 The results of the Friday survey show that occupancy was high in the Guildhall Street and Watergate car parks, where occupancy exceeded 85% for most of the day, and low in the Conduit Lane, Welham Street and Wharf Road car parks.

Table 5 - Grantham Car Park Survey Results: Saturday 20th September 2025

| Car Park | Bays | Parked Vehicles | | | | | |
|------------------|------|-----------------|----------------|---------------|-----------|-----------|-----------|
| | | 10am – 11am | 11am – 12 noon | 12 noon – 1pm | 1pm - 2pm | 2pm – 3pm | 3pm – 4pm |
| Conduit Lane | 47 | 29 | 38 | 38 | 34 | 22 | 16 |
| Guildhall Street | 88 | 88 | 87 | 88 | 84 | 80 | 65 |
| Watergate* | 43 | 43 | 38 | 41 | 33 | 41 | 33 |
| Welham Street | 314 | 171 | 164 | 148 | 128 | 122 | 122 |
| Wharf Road* | 127 | 39 | 52 | 63 | 48 | 36 | 19 |
| SKDC Total | 619 | 370 | 379 | 378 | 327 | 301 | 255 |

* Adjusted to reflect the number of bays available at the time of survey. Normal capacity is 100 spaces at Watergate and 240 bays at Wharf Road.

Table 6 - Grantham Car Park Occupancy: Saturday 20th September 2025

| Car Park | Car Park Occupancy (%) | | | | | |
|------------------|------------------------|----------------|---------------|-----------|-----------|-----------|
| | 10am – 11am | 11am – 12 noon | 12 noon – 1pm | 1pm - 2pm | 2pm – 3pm | 3pm – 4pm |
| Conduit Lane | 62% | 81% | 81% | 72% | 47% | 34% |
| Guildhall Street | 100% | 99% | 100% | 95% | 91% | 74% |
| Watergate* | 100% | 88% | 95% | 77% | 95% | 77% |
| Welham Street | 54% | 52% | 47% | 41% | 39% | 39% |
| Wharf Road* | 31% | 41% | 50% | 38% | 28% | 15% |
| SKDC Total | 60% | 61% | 61% | 53% | 49% | 41% |

* Adjusted to reflect the number of bays available at the time of survey. Normal capacity is 100 spaces at Watergate and 240 bays at Wharf Road.

4.2.3 The results of the Saturday survey show that occupancy was high in the Guildhall Street and Watergate car parks, where occupancy exceeded 85% for some part of the day, and low in the Conduit Lane, Welham Street and Wharf Road car parks. Cars were observed to be waiting for spaces to become available at the Guildhall Street car park between 12 noon – 1pm.

Grantham Parking Summary

4.2.4 Car park occupancy overall in Grantham were consistently between 40-60% on both Friday and Saturday with usage dropping in the afternoon.

4.2.5 The high occupancy levels at Watergate were to be expected given the partial car park closure, and the previously recorded car park usage from 2023 was 90% when the car park was fully operational. It is recommended that additional surveys are undertaken to obtain

representative data, once the resurfacing works are complete and the Wharf Road and Watergate car parks are fully open.

4.2.6 The occupancy surveys indicate a potential preference for certain car parks, in particular at Guildhall Street and Watergate. Patron surveys may be beneficial to understand this potential preference and to consider measures to better distribute usage should this be desired.

Grantham Disabled Parking Surveys

4.2.7 The results of the Grantham disabled parking surveys are presented in the following tables. Where occupancy percentages in excess of 100% are shown this indicates that disabled permit holders were occupying undesignated (standard) parking bays.

Table 7 - Grantham Disabled Parking Survey Results: Friday 19th September 2025

| Car Park | Bays | Parked Vehicles | | | | | |
|------------------|------|-----------------|----------------|---------------|-----------|-----------|-----------|
| | | 10am – 11am | 11am – 12 noon | 12 noon – 1pm | 1pm - 2pm | 2pm – 3pm | 3pm – 4pm |
| Conduit Lane | 6 | 6 | 6 | 1 | 1 | 2 | 2 |
| Guildhall Street | 7 | 7 | 7 | 7 | 5 | 7 | 4 |
| Watergate | 6 | 4 | 5 | 6 | 5 | 6 | 3 |
| Welham Street | 10 | 5 | 10 | 9 | 12 | 10 | 8 |
| Wharf Road | 9 | 5 | 8 | 5 | 4 | 4 | 2 |
| SKDC Total | 38 | 27 | 36 | 28 | 27 | 29 | 19 |

Table 8 - Grantham Disabled Parking Occupancy: Friday 19th September 2025

| Car Park | Car Park Occupancy (%) | | | | | |
|------------------|------------------------|----------------|---------------|-----------|-----------|-----------|
| | 10am – 11am | 11am – 12 noon | 12 noon – 1pm | 1pm - 2pm | 2pm – 3pm | 3pm – 4pm |
| Conduit Lane | 100% | 100% | 17% | 17% | 33% | 33% |
| Guildhall Street | 100% | 100% | 100% | 71% | 100% | 57% |
| Watergate | 67% | 83% | 100% | 83% | 100% | 50% |
| Welham Street | 50% | 100% | 90% | 120% | 100% | 80% |
| Wharf Road | 56% | 89% | 56% | 44% | 44% | 22% |
| SKDC Total | 71% | 95% | 74% | 71% | 76% | 50% |

4.2.8 The results of the Friday disabled parking survey show that occupancy was generally higher earlier in the day with a decrease after 3pm. Disabled occupancy was high across the whole day in the Guildhall Street, Watergate and Welham Street car parks. Welham Street

attracted more disabled parking users than the number of disabled parking spaces available. Disabled users were observed parking on the ground floor level where no disabled parking spaces are provided potentially indicating a preference for ground floor access over the use of a marked bay. This can be confirmed through patron surveys.

Table 9 - Grantham Disabled Parking Survey Results: Saturday 20th September 2025

| Car Park | Bays | Parked Vehicles | | | | | |
|------------------|------|-----------------|----------------|---------------|-----------|-----------|-----------|
| | | 10am – 11am | 11am – 12 noon | 12 noon – 1pm | 1pm - 2pm | 2pm – 3pm | 3pm – 4pm |
| Conduit Lane | 6 | 5 | 6 | 5 | 3 | 1 | 1 |
| Guildhall Street | 7 | 11 | 12 | 13 | 8 | 7 | 12 |
| Watergate | 6 | 6 | 3 | 5 | 3 | 7 | 7 |
| Welham Street | 10 | 9 | 9 | 7 | 8 | 7 | 9 |
| Wharf Road | 9 | 4 | 6 | 3 | 3 | 4 | 2 |
| SKDC Total | 38 | 35 | 36 | 33 | 25 | 26 | 31 |

Table 10 - Grantham Disabled Parking Occupancy: Saturday 20th September 2025

| Car Park | Car Park Occupancy (%) | | | | | |
|------------------|------------------------|----------------|---------------|-----------|-----------|-----------|
| | 10am – 11am | 11am – 12 noon | 12 noon – 1pm | 1pm - 2pm | 2pm – 3pm | 3pm – 4pm |
| Conduit Lane | 83% | 100% | 83% | 50% | 17% | 17% |
| Guildhall Street | 157% | 171% | 186% | 114% | 100% | 171% |
| Watergate | 100% | 50% | 83% | 50% | 117% | 117% |
| Welham Street | 90% | 90% | 70% | 80% | 70% | 90% |
| Wharf Road | 44% | 67% | 33% | 33% | 44% | 22% |
| SKDC Total | 92% | 95% | 87% | 66% | 68% | 82% |

- 4.2.9 The results of the Saturday disabled parking survey show that occupancy was high across all car parks in the morning period with the exception of Wharf Road where use by disabled parking permit holders was significantly lower than the provision.
- 4.2.10 Disabled occupancy was high across the whole day in the Guildhall Street, Watergate and Welham Street car parks, where all car parks attracted more disabled parking users than the number of disabled parking spaces provided. Further details are provided in Chapter 6 on the overall provision and potential measures to support and manage disabled parking.

4.3 Stamford Car Park Surveys

- 4.3.1 The results of the Stamford surveys are presented in this section. At Bath Row, there are also time restricted parking spaces (8am – 6pm for permit holders and up to 2 hours for non-permit holders) but these were excluded from the survey. For clarity, only those available for Pay and Display to members of the public were included in the survey.
- 4.3.2 In the Scotgate car park, eight parking bays were unavailable during the survey due to maintenance work.
- 4.3.3 On both the Friday and Saturday surveys, markets were held in the town centre. The Friday market was a much larger market with the Saturday market having approximately a quarter of the number of traders as Friday.
- 4.3.4 During the Saturday survey, a school open day was being held at the neighbouring Stamford School. The school does have its own car park; however, this could have skewed results as visitors may have been using the nearby Cattlemarket car park.

Table 11 - Stamford Car Park Survey Results: Friday 26th September 2025

| Car Park | Bays | Parked Vehicles | | | | | |
|----------------|------|-----------------|----------------|---------------|-----------|-----------|-----------|
| | | 10am – 11am | 11am – 12 noon | 12 noon – 1pm | 1pm - 2pm | 2pm – 3pm | 3pm – 4pm |
| Cattlemarket | 384 | 142 | 190 | 241 | 233 | 166 | 128 |
| Bath Row | 77 | 70 | 77 | 74 | 71 | 61 | 55 |
| North Street | 103 | 103 | 102 | 103 | 97 | 93 | 79 |
| Scotgate* | 54 | 53 | 53 | 52 | 52 | 44 | 42 |
| St Leonards St | 34 | 33 | 31 | 34 | 34 | 25 | 27 |
| Wharf Road | 238 | 205 | 230 | 232 | 231 | 190 | 180 |
| SKDC Total | 890 | 606 | 683 | 736 | 718 | 579 | 511 |

* Adjusted to reflect the number of bays available at the time of survey

Table 12 - Stamford Car Park Occupancy: Friday 26th September 2025

| Car Park | Car Park Occupancy (%) | | | | | |
|----------------|------------------------|----------------|---------------|-----------|-----------|-----------|
| | 10am – 11am | 11am – 12 noon | 12 noon – 1pm | 1pm - 2pm | 2pm – 3pm | 3pm – 4pm |
| Cattlemarket | 37% | 49% | 63% | 61% | 43% | 33% |
| Bath Row | 91% | 100% | 96% | 92% | 79% | 71% |
| North Street | 100% | 99% | 100% | 94% | 90% | 77% |
| Scotgate* | 98% | 98% | 96% | 96% | 81% | 78% |
| St Leonards St | 97% | 91% | 100% | 100% | 74% | 79% |
| Wharf Road | 86% | 97% | 97% | 97% | 80% | 76% |
| SKDC Total | 68% | 77% | 83% | 81% | 65% | 57% |

* Adjusted to reflect the number of bays available at the time of survey

4.3.5 The results of the Friday survey show that occupancy was high in all car parks, where occupancy exceeded 85% for most of the day until it began to fall from 3pm onwards, with the exception of Cattlemarket car park. Cattlemarket car park had low occupancy all day. The occupancy level in Cattlemarket car park as a percentage was low however, there is a higher number of car parking spaces provided, and the number of cars parked exceeded that of most of the other car parks in Stamford.

Table 13 - Stamford Car Park Survey Results: Saturday 27th September 2025

| Car Park | Bays | Parked Vehicles | | | | | |
|----------------|------|-----------------|----------------|---------------|-----------|-----------|-----------|
| | | 10am – 11am | 11am – 12 noon | 12 noon – 1pm | 1pm - 2pm | 2pm – 3pm | 3pm – 4pm |
| Cattlemarket | 384 | 143 | 192 | 284 | 327 | 308 | 258 |
| Bath Row | 77 | 70 | 75 | 76 | 76 | 77 | 76 |
| North Street | 103 | 99 | 100 | 101 | 98 | 100 | 98 |
| Scotgate* | 54 | 49 | 54 | 56 | 56 | 56 | 49 |
| St Leonards St | 34 | 34 | 33 | 34 | 33 | 31 | 28 |
| Wharf Road | 238 | 180 | 227 | 231 | 232 | 230 | 215 |
| SKDC Total | 890 | 575 | 681 | 782 | 822 | 802 | 724 |

* Adjusted to reflect the number of bays available at the time of survey

Table 14 - Stamford Car Park Occupancy: Saturday 27th September 2025

| Car Park | Car Park Occupancy (%) | | | | | |
|----------------|------------------------|----------------|---------------|-----------|-----------|-----------|
| | 10am – 11am | 11am – 12 noon | 12 noon – 1pm | 1pm - 2pm | 2pm – 3pm | 3pm – 4pm |
| Cattlemarket | 37% | 50% | 74% | 85% | 80% | 67% |
| Bath Row | 91% | 97% | 99% | 99% | 100% | 99% |
| North Street | 96% | 97% | 98% | 95% | 97% | 95% |
| Scotgate* | 91% | 100% | 104% | 104% | 104% | 91% |
| St Leonards St | 100% | 97% | 100% | 97% | 91% | 82% |
| Wharf Road | 76% | 95% | 97% | 97% | 97% | 90% |
| SKDC Total | 65% | 77% | 88% | 92% | 90% | 81% |

* Adjusted to reflect the number of bays available at the time of survey

4.3.6 Where occupancy is above 100% (at Scotgate) this indicates cars parked outside designated marked bays.

4.3.7 The results of the Saturday survey show that occupancy was high across the whole day in all car parks where occupancy exceeded 85% for most of the day, with the exception of Cattlemarket car park. Cattlemarket car park had low occupancy until an increase was seen at midday and was then busier in the afternoon. As indicated earlier, the occupancy level in Cattlemarket car park as a percentage was low however, there is a higher number of car parking spaces and the number of cars parked exceeded that of most of the other car parks in Stamford.

Stamford Parking Summary

4.3.8 Occupancy levels in Stamford were very high on both Friday and Saturday in Stamford in the car parks around the town centre, typically exceeding 85%. Although the occupancy percentage at the Cattlemarket car park is low, this is somewhat skewed by the total number of spaces available and the total number of vehicles parked were similar to the larger car parks in Stamford.

4.3.9 The high occupancy levels at Scotgate car park were to be expected given the temporary loss of eight car parking spaces, and the previously recorded car park usage from 2023 was 94% when the car park was fully operational. Additional surveys when works are complete could be undertaken to verify results.

4.3.10 During the Saturday survey, a school open day was being held at the neighbouring Stamford School which could have skewed results. A further Saturday survey could be undertaken to assess how the school open day might have affected the car park usage.

Stamford Disabled Parking Surveys

4.3.11 The results of the Stamford disabled parking bay surveys are presented in the following tables. Where occupancy percentages in excess of 100% are shown this indicates that disabled permit holders were occupying undesignated (standard) parking bays.

Table 15 - Stamford Disabled Parking Survey Results: Friday 26th September 2025

| Car Park | Bays | Parked Vehicles | | | | | |
|----------------|------|-----------------|----------------|---------------|-----------|-----------|-----------|
| | | 10am – 11am | 11am – 12 noon | 12 noon – 1pm | 1pm - 2pm | 2pm – 3pm | 3pm – 4pm |
| Cattlemarket | 26 | 15 | 22 | 21 | 18 | 7 | 2 |
| Bath Row | 7 | 9 | 9 | 10 | 13 | 11 | 12 |
| North Street | 7 | 8 | 10 | 9 | 6 | 9 | 4 |
| Scotgate | 4 | 4 | 3 | 5 | 4 | 5 | 3 |
| St Leonards St | 0 | 2 | 1 | 0 | 0 | 0 | 0 |
| Wharf Road | 10 | 16 | 11 | 12 | 9 | 7 | 6 |
| SKDC Total | 54 | 54 | 56 | 57 | 50 | 39 | 27 |

Table 16 - Stamford Disabled Parking Occupancy: Friday 26th September 2025

| Car Park | Car Park Occupancy (%) | | | | | |
|----------------|------------------------|----------------|---------------|-----------|-----------|-----------|
| | 10am – 11am | 11am – 12 noon | 12 noon – 1pm | 1pm - 2pm | 2pm – 3pm | 3pm – 4pm |
| Cattlemarket | 58% | 85% | 81% | 69% | 27% | 8% |
| Bath Row | 129% | 129% | 143% | 186% | 157% | 171% |
| North Street | 114% | 143% | 129% | 86% | 129% | 57% |
| Scotgate | 100% | 75% | 125% | 100% | 125% | 75% |
| St Leonards St | N/A | N/A | N/A | N/A | N/A | N/A |
| Wharf Road | 160% | 110% | 120% | 90% | 70% | 60% |
| SKDC Total | 100% | 104% | 106% | 93% | 72% | 50% |

4.3.12 The results of the Friday disabled parking survey show that occupancy was high at all car parks (except the Cattlemarket car park). The number of disabled parking users exceeded the number of disabled parking spaces provided at some point in the day. Disabled occupancy at Cattlemarket was high in the morning period and low in the afternoon period from 2pm onwards.

Table 17 - Stamford Disabled Parking Survey Results Saturday 27th September 2025

| Car Park | Bays | Parked Vehicles | | | | | |
|----------------|------|-----------------|----------------|---------------|-----------|-----------|-----------|
| | | 10am – 11am | 11am – 12 noon | 12 noon – 1pm | 1pm - 2pm | 2pm – 3pm | 3pm – 4pm |
| Cattlemarket | 26 | 1 | 2 | 9 | 14 | 15 | 13 |
| Bath Row | 7 | 7 | 5 | 8 | 8 | 8 | 10 |
| North Street | 7 | 7 | 7 | 5 | 4 | 6 | 5 |
| Scotgate | 4 | 3 | 4 | 3 | 2 | 2 | 1 |
| St Leonards St | 0 | 1 | 0 | 0 | 1 | 1 | 0 |
| Wharf Road | 10 | 8 | 10 | 7 | 14 | 10 | 9 |
| SKDC Total | 54 | 27 | 28 | 32 | 43 | 42 | 38 |

Table 18 - Stamford Disabled Parking Occupancy: Saturday 27th September 2025

| Car Park | Car Park Occupancy (%) | | | | | |
|----------------|------------------------|----------------|---------------|-----------|-----------|-----------|
| | 10am – 11am | 11am – 12 noon | 12 noon – 1pm | 1pm - 2pm | 2pm – 3pm | 3pm – 4pm |
| Cattlemarket | 4% | 8% | 35% | 54% | 58% | 50% |
| Bath Row | 100% | 71% | 114% | 114% | 114% | 143% |
| North Street | 100% | 100% | 71% | 57% | 86% | 71% |
| Scotgate | 75% | 100% | 75% | 50% | 50% | 25% |
| St Leonards St | N/A | N/A | N/A | N/A | N/A | N/A |
| Wharf Road | 80% | 100% | 70% | 140% | 100% | 90% |
| SKDC Total | 50% | 52% | 59% | 80% | 78% | 70% |

4.3.13 The results of the Saturday disabled parking survey show that occupancy was high at Bath Row and Wharf Road all day and attracted more disabled parking users than the number of disabled parking spaces provided. Disabled occupancy was high in the morning period at Scotgate and North Street but much lower in the afternoon period. Disabled occupancy at Cattlemarket was low all day, much lower than Friday’s occupancy. The low levels of usage at Cattlemarket compared to Bath Row and Wharf Road where usage exceeded the number of bays available may indicate a locational preference which could be further investigated through patron surveys. Further details are provided in Chapter 6 on the overall provision and potential measures to support and manage disabled parking.

4.4 Bourne Car Park Surveys

4.4.1 The results of the Bourne surveys are presented in the following tables.

Table 19 - Bourne Car Park Survey Results: Friday 26th September 2025

| Car Park | Bays | Parked Vehicles | | | | | |
|-------------------------|------|-----------------|----------------|---------------|-----------|-----------|-----------|
| | | 10am – 11am | 11am – 12 noon | 12 noon – 1pm | 1pm - 2pm | 2pm – 3pm | 3pm – 4pm |
| Burghley Street | 63 | 62 | 59 | 63 | 62 | 57 | 41 |
| Burghley Street Permits | 36 | 35 | 36 | 36 | 34 | 31 | 27 |
| South Street | 67 | 71 | 73 | 68 | 62 | 68 | 61 |
| Burghley Centre | 149 | 103 | 118 | 145 | 130 | 99 | 77 |
| SKDC Total | 315 | 271 | 286 | 312 | 288 | 255 | 206 |

Table 20 - Bourne Car Park Occupancy: Friday 26th September 2025

| Car Park | Car Park Occupancy (%) | | | | | |
|-------------------------|------------------------|----------------|---------------|-----------|-----------|-----------|
| | 10am – 11am | 11am – 12 noon | 12 noon – 1pm | 1pm - 2pm | 2pm – 3pm | 3pm – 4pm |
| Burghley Street | 98% | 94% | 100% | 98% | 90% | 65% |
| Burghley Street Permits | 97% | 100% | 100% | 94% | 86% | 75% |
| South Street | 106% | 109% | 101% | 93% | 101% | 91% |
| Burghley Centre | 69% | 79% | 97% | 87% | 66% | 52% |
| SKDC Total | 86% | 91% | 99% | 91% | 81% | 65% |

4.4.2 The results show that occupancy in the car parks in Bourne was high at the time of the survey, typically being over 85% until 3pm. Occupancy at South Street car park was over capacity for most of the day with vehicles parked outside of designated bays.

4.5 Market Deeping Car Park Surveys

4.5.1 The results of the Market Deeping surveys are presented in the following tables.

Table 21 - Market Deeping Car Park Survey Results: Friday 26th September 2025

| Car Park | Bays | Parked Vehicles | | | | | |
|----------------|------|-----------------|----------------|---------------|-----------|-----------|-----------|
| | | 10am – 11am | 11am – 12 noon | 12 noon – 1pm | 1pm - 2pm | 2pm – 3pm | 3pm – 4pm |
| The Square | 24 | 21 | 20 | 21 | 14 | 19 | 17 |
| Deeping Centre | 139 | 61 | 83 | 83 | 95 | 87 | 64 |
| Halfleet | 24 | 17 | 15 | 22 | 22 | 24 | 24 |
| The Precincts | 107 | 23 | 28 | 28 | 26 | 26 | 33 |
| SKDC Total | 294 | 122 | 146 | 154 | 157 | 156 | 138 |

Table 22 - Market Deeping Car Park Occupancy: Friday 26th September 2025

| Car Park | Car Park Occupancy (%) | | | | | |
|----------------|------------------------|----------------|---------------|-----------|-----------|-----------|
| | 10am – 11am | 11am – 12 noon | 12 noon – 1pm | 1pm - 2pm | 2pm – 3pm | 3pm – 4pm |
| The Square | 88% | 83% | 88% | 58% | 79% | 71% |
| Deeping Centre | 44% | 60% | 60% | 68% | 63% | 46% |
| Halfleet | 71% | 63% | 92% | 92% | 100% | 100% |
| The Precincts | 21% | 26% | 26% | 24% | 24% | 31% |
| SKDC Total | 41% | 50% | 52% | 53% | 53% | 47% |

4.5.2 The results show that occupancy at The Square and Halfleet car parks was high at the time of the survey, with occupancy exceeding 85% at The Square in the morning and at Halfleet in the afternoon. The Deeping Centre and The Precincts car parks were less well used with occupancy in the Precincts being particularly low.

4.5.3 Apart from The Square all car parks had at least one vehicle parked outside designated spaces at some point during the day. This was despite vacant spaces being available and could be a result of no tariff being in place and no car park attendant monitoring the car park.

4.6 Billingborough Car Park Surveys

4.6.1 Presently individual bays at West Road car park are not marked. The results of the Billingborough surveys are presented in the table below.

Table 23 - Billingborough Car Park Survey Results: Friday 26th September 2025

| West Road Car Park | Bays | Parked Vehicles | | | | | |
|--------------------|------|-----------------|----------------|---------------|-----------|-----------|-----------|
| | | 10am – 11am | 11am – 12 noon | 12 noon – 1pm | 1pm - 2pm | 2pm – 3pm | 3pm – 4pm |
| Parking Survey | 26* | 18 | 18 | 16 | 17 | 17 | 15 |
| Occupancy | | 69% | 69% | 62% | 65% | 65% | 58% |

*As bays are not individually marked, this is an approximate estimate of the number of cars which can be accommodated.

4.6.2 The results show that the West Road car park in Billingborough was not well used with just over half the capacity being utilised.

5.0 Comparison of Changes in Car Park Use

5.1 Introduction

5.1.1 To understand if tariff changes have reflected changes in parking behaviour in Grantham and Stamford, analysis has been undertaken on parking trends by comparing both the overall usage (through the occupancy surveys) and the ticket sales data. Whilst no tariff changes have been implemented in Bourne, Market Deepening and Billingborough, a comparison of the usage has also been undertaken. This chapter collectively considers the data presented in the previous chapters to identify changes to how the car parks across South Kesteven are being utilised.

5.1.2 It should be noted that comparisons have only been made where data has been made available by SKDC or collected through recent surveys. Additional information, such as parking availability at other privately operated car parks and patron surveys could be useful in identifying the potential sources of changes to car park use.

5.2 Grantham Car Park Comparisons

5.2.1 Car parks in Grantham experienced a change to the tariff structure overall in January 2025, where most notably a free one-hour parking period was offered across all car parks except Wharf Road, where a free two-hour parking period is now offered. The changes to the charges associated with various durations of stay are shown in **Table 24** below. It should be noted that due to the change in tariff structure the comparisons below are made against what the cost of staying would have previously been.

Table 24 - Difference in Pre and Post January 2025 Grantham Car Park Tariffs

| Car Park | Tariff | | | | | | | |
|-----------|--------------|--------|--------|--------|-------|--------|---------|--------|
| | 30 mins | 1hr | 2hr | 3hr | 4hr | 6hr | All Day | |
| Grantham | Short Stay | | | | | | | |
| | Guildhall St | -£0.90 | -£1.20 | £0.10 | £0.00 | -£1.60 | N/A | £1.70 |
| | Watergate | -£0.90 | -£1.20 | £0.10 | £0.00 | -£1.60 | N/A | £1.70 |
| | Wharf Rd | -£0.90 | -£1.20 | -£1.90 | £0.00 | -£5.50 | N/A | -£5.40 |
| | Long Stay | | | | | | | |
| | Conduit Ln | -£2.50 | -£2.50 | -£0.50 | £0.00 | -£0.90 | N/A | £2.90 |
| Welham St | -£1.20 | -£1.20 | £0.30 | £0.30 | £0.20 | £1.80 | -£5.40 | |

5.2.2 At the time of the 2025 surveys, levels three and four of the Wharf Road multistorey car park were closed for resurfacing works and half of the Watergate car park was closed due to construction works leaving 43 spaces available. The following tables reflect the differences in the number of bays available within each car park in 2023 and 2025 on the surveyed Friday and Saturdays.

Table 25 - Grantham Car Park Comparison in Usage 2023 to 2025: Friday Surveys

| Car Park | 2023 Bays | 2025 Bays | Change in Parked Vehicles | | | | | |
|------------------|-----------|-----------|---------------------------|---------------|--------------|-----------|-----------|-----------|
| | | | 10am – 11am | 11am – 12noon | 12noon – 1pm | 1pm - 2pm | 2pm – 3pm | 3pm – 4pm |
| Conduit Lane | 47 | 47 | -10 | 1 | -3 | -10 | -7 | 2 |
| Guildhall Street | 88 | 88 | -3 | -1 | 2 | 0 | 2 | 8 |
| Watergate* | 100 | 43 | 5 | -35 | -25 | -22 | -20 | -17 |
| Welham Street | 314 | 314 | 46 | 82 | 76 | 95 | 124 | 110 |
| Wharf Road* | 240 | 127 | -30 | 0 | -12 | -32 | -31 | -29 |
| SKDC Total | 789 | 619 | 8 | 47 | 38 | 31 | 68 | 74 |

* Fewer spaces available in 2025 due to works

5.2.3 **Table 25** illustrates that overall, there has been an increase in the car park usage in Grantham on a Friday particularly in the afternoon. The greatest increase in car park usage can be seen at the Welham Street car park where, although the number of car parking spaces has decreased by 14 spaces, usage has increased considerably by up to 124 spaces on a Friday afternoon.

5.2.4 At Watergate and Wharf Road car parks the usage has decreased. Watergate car park has seen a reduction in parking provision from 100 spaces to 43 spaces due to works which accounts for the drop in usage.

5.2.5 The second car park where usage has decreased is the Wharf Road car park. Although half of the car park was closed for resurfacing at the time of the surveys in 2025, the car parking usage has decreased across the whole day when compared to the 2023 data. The 2023 data indicated that the maximum level of usage was 66 spaces (28%) in the early morning period and the 2025 data indicates maximum usage of 63 spaces (37%). The survey data indicates that even with the incentive of a considerably reduced parking tariff, there is further reduction in usage since the previous survey. It is unclear if the knowledge of partial closure may have deterred patrons and a further survey upon completion of the works could provide an opportunity to verify these results.

Table 26 - Grantham Car Park Comparison in Usage 2023 to 2025: Saturday Surveys

| Car Park | 2023 Bays | 2025 Bays | Change in Parked Vehicles | | | | | |
|------------------|-----------|-----------|---------------------------|---------------|--------------|-----------|-----------|-----------|
| | | | 10am – 11am | 11am – 12noon | 12noon – 1pm | 1pm - 2pm | 2pm – 3pm | 3pm – 4pm |
| Conduit Lane | 47 | 47 | 16 | 20 | 15 | 17 | 11 | 7 |
| Guildhall Street | 88 | 88 | 2 | -1 | 9 | 8 | 8 | -4 |
| Watergate | 100 | 43 | -47 | -52 | -49 | -52 | -26 | -23 |
| Welham Street | 314 | 314 | 103 | 94 | 79 | 60 | 56 | 69 |
| Wharf Road* | 240 | 127 | -27 | -10 | -2 | 2 | -2 | -15 |
| SKDC Total | 789 | 619 | 47 | 51 | 52 | 35 | 47 | 34 |

* Fewer spaces available in 2025 due to works

5.2.6 **Table 26** illustrates that overall, there has been an increase in usage of car parks in Grantham on a Saturday. The greatest increase for car parking usage can be seen at the Welham Street car park where, although the number of car parking spaces has reduced, the usage has increased considerably by up to 103 spaces on a Saturday morning. This may be potentially driven by the reduction in spaces available at Watergate and Wharf Road at the time of the 2025 surveys. A repeat of the surveys once these car parks are fully operational will assist in understanding if the increase at Welham Street is linked to the availability at other car parks, or if there has been a genuine increase.

5.2.7 As seen in Friday’s surveys, Wharf Road car park has seen car park usage decrease on a Saturday morning.

5.2.8 In Grantham there has been an increase in the number of ticket sales when compared to 2024. However, the reduction in long stay patrons and the amendments to car parking charges has resulted in a decrease in revenue as presented in Chapter 3. It seems likely that the free short term car parking tariff resulted in these parking trends and reduction in revenue. These changes to behaviours could be verified through patron surveys.

5.2.9 Overall, the percentage increase in number of tickets sold (+33%) is greater than the reduction in income (-16%).

5.2.10 In Grantham there have been reductions in the number of car park users staying all day (over 4 hours). Car parks have seen reductions as follows: Guildhall Street -6%, Watergate -6%, Conduit Lane -39%. It is likely that the appeal of free short term parking following the tariff amendments in January 2025 has shifted these parking trends and this can be verified through patron surveys. There have been slight increases in long stay parking at Welham Street. This change in behaviour will likely have been incentivised by the considerable reduction in tariffs for long stay car parking at the car park.

- 5.2.11 In Grantham, the largest increases have been seen in the number of car park users staying up to an hour. Car parks have seen increases as follows: Guildhall Street +12%, Watergate +10%. It is likely that the free one hour car parking tariff has resulted in the changes in parking trends.
- 5.2.12 Prior to the tariff changes, Conduit Lane car park was a long stay car park with no option to purchase short stay parking ticket. 46% of users were parking for up to three hours in 2024 and following the tariff changes 34% take advantage of free parking for up to one hour and a further 27% of patrons now park for up to 2 hours. This has resulted in a considerable loss in revenue considering the 59.3% increase in car park usage, from 901 monthly (September 2024 data) ticket sales prior to the tariff change to 1,435 following the tariff changes (September 2025 data).
- 5.2.13 These changes in car park usage, in addition to the increase in the number of car park users, indicates that the user dwell time has decreased and parking space turnover has increased at the majority of car parks in Grantham.

5.3 Stamford Car Park Usage and Ticket Sales Comparisons

5.3.1 Car parks in Stamford experienced a change to the tariff structure overall in January 2025, where most notably the 30min band was removed. The changes to the charges associated with various durations of stay are shown in **Table 27** below. It should be noted that due to the change in tariff structure the comparisons below are made against what the cost of staying would have previously been.

Table 27 - Difference in Pre and Post January 2025 Stamford Car Park Tariffs

| Car Park | | Tariff | | | | | | |
|----------|--------------|---------|-------|-------|-------|-------|-------|---------|
| | | 30 mins | 1hr | 2hr | 3hr | 4hr | 6hr | All Day |
| Stamford | Short Stay | | | | | | | |
| | North St | £0.50 | £0.20 | £0.50 | £1.90 | £0.30 | N/A | £2.60 |
| | St Leonards | £0.50 | £0.20 | £0.50 | £1.90 | £0.30 | N/A | £2.60 |
| | Bath Row | £0.50 | £0.20 | £0.50 | £1.90 | £0.30 | N/A | £2.60 |
| | Scotgate | £0.50 | £0.20 | £0.50 | £1.90 | £0.30 | N/A | £2.60 |
| | Long Stay | | | | | | | |
| | Cattlemarket | £0.40 | £0.40 | £0.40 | £1.40 | £0.50 | N/A | £0.80 |
| Wharf Rd | £0.40 | £0.40 | £0.40 | £1.40 | £0.50 | N/A | £0.80 | |

5.3.2 The table below illustrates the difference in car park usage between the previous car parking surveys undertaken in 2023, with the most recent car parking surveys undertaken in 2025.

5.3.3 In the Scotgate car park, eight parking bays were unavailable during the 2025 survey due to maintenance work. The following tables reflect the differences in the number of bays available within each car park in 2023 and 2025.

Table 28 - Stamford Car Park Comparison 2023 to 2025: Friday Surveys

| Car Park | 2023 Bays | 2025 Bays | Change in Parked Vehicles | | | | | |
|----------------|-----------|-----------|---------------------------|---------------|--------------|-----------|-----------|-----------|
| | | | 10am – 11am | 11am – 12noon | 12noon – 1pm | 1pm - 2pm | 2pm – 3pm | 3pm – 4pm |
| Cattlemarket | 288 | 384 | 73 | -43 | -20 | -55 | 8 | 3 |
| Bath Row | 84 | 77 | -11 | -8 | -10 | -11 | -15 | -25 |
| North Street | 103 | 103 | 2 | 0 | 3 | 0 | 1 | -14 |
| Scotgate* | 67 | 54 | -2 | -12 | -12 | -6 | -10 | -13 |
| St Leonards St | 34 | 34 | 1 | -3 | 0 | 0 | -2 | 6 |
| Wharf Road | 238 | 238 | 31 | 0 | 1 | 3 | 21 | 64 |
| SKDC Total | 814 | 890 | 94 | -66 | -38 | -69 | 3 | 21 |

* Fewer spaces available in 2025 due to works

5.3.4 **Table 28** illustrates that on a Friday there has been an increase car park usage in the morning and a decrease over the midday period in Stamford.

5.3.5 There have been reductions in usage at Bath Row and Scotgate across the whole day. However, these reflect reductions in the number of car parking spaces available for use such that the occupancy remains at or very near capacity throughout the day.

Table 29 - Stamford Car Park Comparison 2023 to 2025: Saturday Surveys

| Car Park | 2023 Bays | 2025 Bays | Change in Parked Vehicles | | | | | |
|----------------|-----------|-----------|---------------------------|---------------|--------------|-----------|-----------|-----------|
| | | | 10am – 11am | 11am – 12noon | 12noon – 1pm | 1pm - 2pm | 2pm – 3pm | 3pm – 4pm |
| Cattlemarket | 288 | 384 | 101 | 104 | 162 | 160 | 139 | 125 |
| Bath Row | 84 | 77 | 8 | -3 | -7 | -7 | -4 | -4 |
| North Street | 103 | 103 | 15 | 0 | -1 | 0 | 6 | 4 |
| Scotgate* | 67 | 54 | 8 | 6 | -7 | -7 | -6 | -10 |
| St Leonards St | 34 | 34 | 10 | 1 | 4 | 2 | -1 | 5 |
| Wharf Road | 238 | 238 | 51 | 74 | 58 | 40 | 19 | 43 |
| SKDC Total | 814 | 890 | 193 | 182 | 209 | 188 | 153 | 163 |

* Fewer spaces available in 2025 due to works

5.3.6 **Table 29** illustrates that on a Saturday there has been an increase in car parking usage across the whole day in Stamford.

- 5.3.7 There has been a considerable increase in usage across the whole day at Cattlemarket and Wharf Road car parks with car parking demand relatively unchanged at the other car parks.
- 5.3.8 Although the parking provision has increased by 96 spaces at the Cattlemarket, from 288 in 2023 to 384 in 2025, the increase in usage has exceeded this figure with the highest increase of 162 spaces seen at lunchtime on a Saturday. This indicates that the expansion of the car park has assisted in accommodating visitors which may previously not have been able to park given the high levels of occupancy observed in 2023.
- 5.3.9 There have been reductions in usage for parking at Bath Row and Scotgate across the whole day however, there have been reductions in the number of car parking spaces available for use at both car parks. Both car parks were used to full capacity in both 2023 and 2025 therefore the reduction in the number of car parking spaces is most likely to account for the reduction in usage.
- 5.3.10 In Stamford there has been an increase in the number of ticket sales and an increase in revenue when compared to 2024. The percentage increase in income (+33%) significantly exceeds the increase in the number of tickets sold (+8%). This is likely to be a two-fold effect as a result of the overall increase in prices alongside the restructuring of the tariff removing 30 minute stays which previously made up to 10% of the short stay car park tickets sold in 2024. It also indicates that the increase in price has not deterred car park users.
- 5.3.11 In similar trend to that seen in Grantham, in Stamford there have been reductions in the number of car park users staying all day. Car parks have seen reductions as follows: North Street -8%, St Leonards -2%, Bath Row -10%, Scotgate -14%. This reduction could be related to the considerable increase in tariff of £2.60 (48% increase) for all day parking.
- 5.3.12 These changes in car park usage, in addition to the increase in the number of car park users, indicates that the user dwell time has decreased and parking space turnover has increased at the majority of car parks in Stamford.

5.4 Bourne Car Park Usage Comparisons

5.4.1 The table below illustrates the difference in car park usage between the previous lunchtime snapshot car parking surveys undertaken in 2023, with the most recent car parking surveys undertaken in 2025.

Table 30 - Bourne Car Park Comparison 2023 to 2025: Friday Snapshot Surveys

| Car Park | 2023 Bays | 2025 Bays | Change in Parked Vehicles | | |
|------------------------|-----------|-----------|---------------------------|-----------------------|--------|
| | | | 2023 12 noon – 1pm | 2025 12 noon – 1pm | Change |
| Burghley Street | 62 | 63 | 60 | 63 | 3 |
| Burghley Street Permit | 38 | 36 | 32 | 36 | 4 |
| South Street | 75 | 67 | 72 | 68 | -4 |
| Burghley Centre | 145 | 149 | 118 | 145 | 27 |
| SKDC Total | 320 | 315 | 282 | 312 | 30 |

5.4.2 **Table 30** illustrates that on a Friday there has been an increase in car park usage in Bourne. The greatest increase has been seen in the Burghley Centre car park. During the previous surveys in 2023, the car parking was at capacity with 88% of available parking being used. In the 2025 surveys, car parking was over capacity with 99% of available parking being used.

5.4.3 It should be noted that Sainsburys has a 2-hour time limit for free customer parking and there are signs in the car park showing that it is only for customer use. It is not clear if there is enforcement in place to deter customers from parking at Sainsburys and leaving site for other destinations in the town.

5.4.4 There is no current data available on the duration of stay and without imposing a ticketing system this can only be captured through patron surveys to understand if the duration of stay influences visitors' decision to park in the town centre car parks.

5.5 Market Deeping Car Park Usage Comparisons

5.5.1 The table below illustrates the difference in car park usage between the previous lunchtime snapshot car parking surveys undertaken in 2023, with the most recent car parking surveys undertaken in 2025.

Table 31 - Market Deeping Car Park Comparison 2023 to 2025: Friday Snapshot Surveys

| Car Park | 2023 Bays | 2025 Bays | Change in Parked Vehicles | | |
|----------------|-----------|-----------|---------------------------|-----------------------|--------|
| | | | 2023 12 noon – 1pm | 2025 12 noon – 1pm | Change |
| The Square | 24 | 24 | 24 | 21 | -3 |
| Deeping Centre | 143 | 139 | 119 | 83 | -36 |
| Halfleet | 24 | 24 | 16 | 22 | 6 |
| The Precincts | 107 | 107 | 20 | 28 | 8 |
| SKDC Total | 274 | 294 | 179 | 154 | -25 |

5.5.2 **Table 31** illustrates that on a Friday there has been a decrease in car park usage in Market Deeping. The greatest decrease has been seen in the Deeping Centre car park.

6.0 Disabled Parking Policy and Charges

6.1 Introduction

6.1.1 This chapter investigates the existing approach to disabled parking provision within Grantham and Stamford and similar locations from across the East Midlands to illustrate the difference in tariffs and number of spaces. It goes on to explore possible changes to disabled parking in SKDC car parks.

6.2 Disabled Parking Tariffs

6.2.1 At present, South Kesteven District Council permits disabled badge holders to park their vehicles for free in either designated disabled bays or standard bays for an unlimited period of time, with the display of a blue badge.

6.2.2 Comparisons were made against the policies and charging policy for other comparative locations. The town centres of Oakham, Newark-on-Trent and Melton Mowbray were agreed as comparative with the client for their locality and town centre facilities.

Oakham Disabled Parking Tariff

6.2.3 The town of Oakham is under the Local Authority of Rutland County Council. Rutland County Council permits up to three hours free parking in disabled bays and standard parking bays for blue badge holders. Parking is chargeable at the standard tariff for a parking duration of over three hours.

Newark on Trent Disabled Parking Tariff

6.2.4 Newark on Trent is under the Local Authority of Newark & Sherwood District Council. Newark & Sherwood District Council also permits up to three hours free parking in disabled bays for blue badge holders who must display a blue badge and parking clock. Blue badge users must pay and display for all parking in standard parking bays even with a blue badge and parking clock on display.

Melton Mowbray Disabled Parking Tariff

6.2.5 Melton Mowbray is under the Local Authority of Melton Borough Council. Melton Borough Council permits all disabled users who display a blue badge and parking clock to park for free parking in their car parks for up to three hours.

SKDC Disabled Parking Tariff

6.2.6 When comparing disabled parking provision in similar locations, it can be seen that SKDC are generous in permitting free parking for all disabled users in either designated disabled bays or standard bays for an unlimited period of time. If SKDC were to amend the disabled parking policy to reflect that of the similar comparative locations above, amendments would include:

- Limiting the duration for free disabled parking
- Limiting disabled parking only to designated bays.

6.2.7 The proposals above could lead to a better distribution of disabled bay use across all the car parks and encourage better turn over.

6.2.8 In the case of Stamford, as seen from the occupancy surveys, the number of disabled permit users regularly exceeds the number of bays available other than at the Cattlemarket car park. This means that standard bays are being occupied by disabled permit users particularly in car parks which are in high demand. A patron survey would reveal whether the location of the Cattlemarket car park is a deterrent to disabled users despite the availability of marked disabled spaces which offer easier access to vehicles.

6.3 Disabled Parking Provision Guidance

6.3.1 The surveys reveal that the current disabled parking provision does not meet the demand as both Stamford and Grantham car parks are at capacity in all car parks with the exception of Cattlemarket. Many of the car parks are at well over 100% for disabled users.

6.3.2 The Department for Transport (DfT) guidance document ‘Inclusive Mobility – A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure’ states that the recommended proportion of designated accessible parking spaces for Blue Badge holders is as follows:

‘For car parks associated with shopping areas, leisure or recreational facilities, and places open to the general public: a minimum of one space for each employee who is a disabled motorist, plus 6% of the total capacity for visiting disabled motorists.’

6.3.3 There are also guidance and standards for proposed developments which provide a reasonable proxy in publicly accessible places.

6.3.4 **Table 32** shows the different disabled parking design guidance for the percentage of disabled car parking to be provided in car parks for proposed shopping, recreation and leisure developments.

Table 32 - Disabled Parking Design Guidance

| Local Authority | % of total Car Parking Spaces | |
|--------------------|-------------------------------|-----------------|
| | Under 200 Spaces | Over 200 spaces |
| Leicestershire | 6% | 4% |
| Nottinghamshire | 6% | |
| North Lincolnshire | 5% | |

6.3.5 Based on the above a guidance and standards, a 6% provision of disabled spaces is considered to be a reasonable proxy, although some adjustments may be appropriate at a local level to reflect nearby facilities.

Grantham Disabled Parking Provision

6.3.6 **Table 33** below shows how much disabled parking is currently provided in Grantham car parks, and how much parking would be provided if the figure of 6% of total car parking provision was applied.

Table 33 - Disabled Parking Provision in Grantham

| Car Park | Total Bays available | Disabled Bays available | Current % Provision | 6% disabled provision | Difference |
|------------------|----------------------|-------------------------|---------------------|-----------------------|------------|
| Conduit Lane | 47 | 6 | 13% | 3 | 3 |
| Guildhall Street | 88 | 7 | 8% | 5 | 2 |
| Watergate | 100 | 6 | 6% | 6 | 0 |
| Welham Street | 314 | 10 | 3% | 19 | -9 |
| Wharf Road | 260 | 9 | 3% | 16 | -7 |
| Grantham Total | 809 | 38 | 5% | 49 | -11 |

6.3.7 The table above illustrates that the disabled parking provision in Grantham as a whole does not meet the 6% proxy level of disabled parking. Welham Street and Wharf Road currently provide disabled parking at 3% of the overall parking provision and the car parks have a shortfall of nine and seven disabled parking spaces respectively. The higher percentage provision at Conduit Lane and Guildhall Street do not offset the shortfall at Welham Street and Conduit Lane.

6.3.8 The surveys found that the maximum number of disabled users in the Welham Street and Wharf Road car parks were 12 and 8 users respectively on a Friday. If disabled parking provision was increased to the 6% proxy level, there would be sufficient disabled parking provision to accommodate disabled users in Grantham.

6.3.9 The survey results in **Table 8** and **Table 10** reveal that the existing disabled parking provision does not meet the current demand as all Grantham car parks are at capacity, with Guildhall Street, Watergate and Welham Street car parks over 100% capacity. Additional spaces could be provided across the town which would offer an overall 6% of spaces. However, the distribution of spaces across the town could also be influenced by the relative location and the quality of routes to key facilities, and whether certain locations are more attractive to disabled users. Patron surveys and route quality reviews can be useful in understanding and responding to the demand and appropriate distribution of facilities.

Stamford Disabled Parking Provision

6.3.10 **Table 34** below shows how much disabled parking is currently provided in Stamford car parks, and how much parking would be provided if the figure of 6% of total car parking provision was applied.

Table 34 - Disabled Parking Provision in Stamford

| Car Park | Total Bays available | Disabled Bays available | Current % | 6% disabled provision | Difference |
|----------------|----------------------|-------------------------|-----------|-----------------------|------------|
| Cattlemarket | 384 | 26 | 7% | 23 | 3 |
| Bath Row | 77 | 7 | 9% | 5 | 2 |
| North Street | 103 | 7 | 7% | 6 | 1 |
| Scotgate | 62 | 4 | 6% | 4 | 0 |
| St Leonards St | 34 | 0 | 0% | 2 | -2 |
| Wharf Road | 238 | 10 | 4% | 14 | -4 |
| Stamford Total | 898 | 54 | 6% | 54 | 0 |

6.3.11 The table above illustrates that St Leonards Street and Wharf Road car park provides disabled parking at less than 6% of the total car parking provision. St Leonards Street currently provides no disabled parking and has a shortfall of two disabled parking spaces. Wharf Road provides disabled parking at 4% of the overall parking provision and has a shortfall of four disabled parking spaces compared to the 6% proxy level of provision.

6.3.12 The surveys found that the maximum number of disabled users in the St Leonards Street and Wharf Road car parks were 2 and 16 users respectively, on a Friday. If disabled parking provision was increased to the 6% proxy level, there would still be a surplus of disabled users compared to the number of spaces provided, although the provision would be sufficient at St Leonards.

6.3.13 The survey results in **Table 16** and **Table 18** reveal that there are often more disabled permit holders utilising the car park than the disabled bays available at all except the Cattlemarket car park. At the same time, **Table 34** shows that the disabled parking provision at Cattlemarket meets the recommended 6% proxy level. It also shows that that the provision at Bath Row exceeds the 6% level although the surveys identified that the number of disabled users regularly exceeded the number of marked bays available. Some demand management, as described in Paragraph 6.2.6, could help to ensure that disabled car parking users can access disabled bays, as well as ensure that standard parking spaces remain available for those without a disabled parking permit.

7.0 Electric Vehicle Parking

7.1 Introduction

- 7.1.1 At present, there are several facilities for electric vehicle charging in local authority owned public car parks in Grantham, Stamford, Market Deeping and Bourne.
- 7.1.2 Six dual charge points, each supplying two parking bays, were installed in 2020. These charge points were installed in Welham Street car park in Grantham, North Street car park in Stamford, Community Centre car park in Market Deeping and Burghley car park in Bourne. In August 2025, four additional dual chargers were installed in Cattlemarket car park in Stamford.
- 7.1.3 The total electric vehicle charging provision in SKDC public car parks are listed below:
- Welham Street par park, Grantham - 4 chargers (7kW AC)
 - North Street car park, Stamford – 4 chargers (14kW AC)
 - Cattle Market car park, Stamford – 8 chargers (22kW AC)
 - Community Centre car park, Market Deeping – 2 chargers (22kW AC)
 - Burghley Community car park, Bourne – 2 chargers (22kW AC)
- 7.1.4 As with disabled parking in chapter 6, comparisons were made against electric vehicle charging provisions for other comparative locations. The town centres of Oakham, Newark-on-Trent and Melton Mowbray were agreed as comparative with the client for their locality and town centre facilities.

7.2 Oakham Electric Vehicle Parking

- 7.2.1 Rutland County Council has committed to provide 30 charging points (15 sites with 2 bays per charger) across Rutland, with the first being installed in Autumn of 2025 and the remaining charging points being installed over the following 12 months. At present, there is one device with two connectors at their Church Street car park in Oakham.

7.3 Newark on Trent Electric Vehicle Parking

- 7.3.1 Newark & Sherwood District Council provides 19 electric vehicle charging points in their car parks across the district.

7.4 Melton Mowbray Electric Vehicle Parking

- 7.4.1 Melton Borough Council only provides one electric charging point at its Burton Street car park.

7.5 SKDC Electric Vehicle Parking

- 7.5.1 SKDC electric parking provision is very generous when compared to other similar locations. With the increase in electric vehicle sales and the government's zero emission vehicle (ZEV)

mandate, all new cars and vans will now be zero emission vehicles by 2035, it should be recognised that the need for electric vehicle charge points will increase over time.

- 7.5.2 At this time, the provision of EV parking across the SKDC car parks appears to be sufficient although patron surveys would be able to identify if there is an unmet need. It should be noted that although there is likely to be an increase in electric vehicle charging point, many EV owners are able to charge at home, often more cost effectively, and therefore the increased ownership may not necessarily result in a proportionate increase to the number of charging spaces which are required in public car parks.
- 7.5.3 At present there are no widespread industry standards for public car parks and the ability to provide EV charging is often driven by infrastructure and space availability. The requirement also varies depending on the type of charging facility. Those with fast charge often apply penalties for overstaying and therefore experience a higher turnover, which in turn reduces the demand for the number of spaces to be made available.
- 7.5.4 Periodic surveys for the use of EV spaces can help to identify the trend and rate at which the demand for EV spaces is increasing. This can then be used and compared against the 85% capacity indicator to forecast when additional spaces may be become beneficial until such time that wider industry standards are adopted for public car parks.

8.0 Summary

8.1 Summary

8.1.1 This report presents an update to the previous Strategic Parking Plan produced in 2023. New data collection has been carried out that quantifies the changes in parking patterns in Grantham, Stamford, Bourne and Market Deeping town centres since parking tariff changes were applied in January 2025.

Grantham

8.1.2 In Grantham there has been an increase in ticket sales of approximately 30% however, income has decreased by £5,000 which equates to approximately -16%. In Grantham there has been an increase of one-hour ticket sales by approximately 10-15%. The number of ticket sales for long stay parking has decreased at Conduit Lane car park. It seems likely that the free short term car parking tariff resulted in these parking trends and reduction in revenue. These changes to behaviours could be verified through patron surveys. The proportion of tickets sold at the on-site parking machines has stayed relatively constant at 70%.

8.1.3 Grantham usage has increased at Welham Street Car park and decreased at Watergate and Wharf Road car parks. Further surveys are recommended at the latter two car parks to verify results as maintenance works were ongoing at the time of surveys.

8.1.4 Car park occupancy overall in Grantham was consistently between 40-60% on both Friday and Saturday with usage dropping in the afternoon. The occupancy surveys indicate a potential preference for Guildhall Street and Watergate car parks.

8.1.5 Patron surveys may be beneficial to understand this potential preference and to consider measures to better distribute usage.

8.1.6 Disabled occupancy was high across both days in the Guildhall Street, Watergate and Welham Street car parks. Welham Street attracted more disabled parking users than the number of disabled parking spaces. Disabled users were observed parking on the ground floor level where no disabled parking spaces are provided potentially indicating a preference for ground floor access over the use of a marked bay. This could be confirmed through patron surveys.

Stamford

8.1.7 In Stamford there has been an increase in ticket sales of approximately 8% and income has increased by £24,900 which is approximately 33%. In Stamford there has been an increase in the number of one-hour ticket sales by approximately 5-10%. There has been a decrease

in the number of ticket sales for long stay parking across Stamford. The proportion of tickets sold via the on-site parking machines has reduced overall from 57% to 50%.

- 8.1.8 There have been reductions in usage at Bath Row and Scotgate across the whole day. However, these reflect reductions in the number of car parking spaces available for use such that the occupancy remains at or very near capacity throughout the day. There has been a considerable increase in usage across the whole day at Cattlemarket and Wharf Road car parks which exceeded the number of spaces added as a result of the expansion. Across Stamford there have been reductions in the number of car park users staying all day.
- 8.1.9 During the Saturday survey, a school open day was being held at the neighbouring Stamford School which could have skewed results. It is recommended that additional surveys are undertaken at the Cattlemarket car park to verify the data.
- 8.1.10 It is recommended that additional surveys should be undertaken at the Scotgate car park to obtain representative data, once the eight car parking spaces that were unavailable during the surveys have been reinstated.
- 8.1.11 The results of the Friday disabled parking survey show that occupancy level was high at all car parks (except the Cattlemarket car park where the occupancy level was lower due to the total capacity available, but the number of cars parked was comparable to the larger car parks). The number of disabled parking users exceeded the number of disabled parking spaces provided. Bath Row and Wharf Road had high occupancy all day on Saturday. Disabled parking on Saturdays was recorded to be lower in the afternoons. Disabled occupancy at Cattlemarket was high in the morning period and low in the afternoon period from 2pm onwards. Cattlemarket disabled occupancy was low all day Saturday.

Bourne

- 8.1.12 There has been an increase in car park usage in Bourne. The greatest increase has been seen in the Burghley Centre car park. During the previous surveys in 2023, the car parking was at capacity with 88% of available parking being used. In the 2025 surveys, car parking was over capacity with 99% of available parking being used. South Street car park being over capacity for most of the day. Occupancy in all car parks was high at the time of the 2025 survey.

Market Deeping

- 8.1.13 In Market Deeping use of The Square and Halfleet car parks was high at the time of the survey. The Deeping Centre and The Precincts car parks were less well used with occupancy in the Precincts being particularly low. There has been an overall decrease in the use of car parks at Market Deeping, with the greatest decrease seen at the Deeping Centre car park.

Billingborough

- 8.1.14 The results show that the West Road car park in Billingborough was not well used with just over half the capacity being utilised.

Disabled Parking

- 8.1.15 SKDC disabled parking provision does not meet the current demand in Stamford and Grantham car parks as surveys have shown that the majority are at or over 100% capacity with the exception of Cattlemarket car park. When compared against a 6% provision, overall, there is an under provision, although there is a combination of car parks providing over or below the 6% level.
- 8.1.16 When compared with other towns across the East Midlands, the offer for disabled car parking is generous and therefore may be leading to the high levels of disabled parking observed during the surveys. An approach to reviewing the disabled provision, alongside other demand management measures such as restricting the free parking period or only allowing marked bays to be used by disabled permit holders, may be beneficial.
- 8.1.17 There were some noticeable preferences for specific car parks and patron surveys could be used to verify these preferences and to consider a combination of redistributing the disabled spaces and/or introducing demand management.

Electric Vehicle Parking

- 8.1.18 SKDC provision for electric vehicle charging is generous in comparison to other towns across the East Midlands.
- 8.1.19 Although there are no industry standards at present for the level of electric vehicle provision at public car parks recent government mandates and policies are likely to increase the ownership of EVs, which in turn could lead to an increase in demand for EV spaces. Consideration should be given to the installation of additional electric vehicle charging points within existing car parks across the district to accommodate the rising number of electric vehicles on the local road network, utilising periodic monitoring to forecast the rate of demand increase until such time industry standards are implemented.



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Cabinet

Tuesday, 2 June 2026

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

Corporate Enforcement Policy Update - Private Sector Housing

Report Author

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Purpose of Report

The report details the amendments to Appendix C - Private Sector Housing Approach to Investigation and Enforcement of the Corporate Enforcement Policy following the introduction of new legislation and associated Government Guidance.

Recommendations

The Cabinet is asked to:

- 1. Approve the amendments to Appendix C - Private Sector Housing Approach to Investigation and Enforcement of the Corporate Enforcement**
- 2. Delegate authority to the Assistant Director of Leisure and Cultural Services, in consultation with the portfolio holder, to reformat Appendix C to ensure it is as user friendly as possible.**

Decision Information

| | |
|---|------------------------------|
| Does the report contain any exempt or confidential information not for publication? | No |
| What are the relevant corporate priorities? | Housing Effective Council |
| Which wards are impacted? | All Wards |
| Is this a Key Decision? | Yes |

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 arising from this report.

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

Legal and Governance

1.2 Relevant legal and governance information is referred to throughout the report.

Completed by: James Welbourn, Democratic Services Manager

2. Background to the Report

2.1 On the 1 May 2026 the Renters Rights Act 2025 came into force. Alongside the existing penalty regime for offences under existing housing legislation, the Renters Rights Act provides additional civil penalties that can be imposed by the Local Housing Authority. To impose such penalties, this authority is required to have a policy or matrix setting out how it will calculate the penalties for various offences.

2.2 The Ministry for Housing, Communities and Local Government (MHCLG) have published statutory guidance for Local Authorities in relation to setting penalties. This must be followed when setting a penalty matrix and issuing such penalties. The link to this guidance is contained within the background papers section of this report.

2.3 This statutory guidance means that the Council's existing penalty matrix needs amending to incorporate the new mandated penalty levels and the new offences included in the Renters Rights Act 2025.

2.4 The Association of Chief Environmental Health Officers (England) (ACEHO) have produced a policy that meets the requirements set out in the statutory guidance for Local Authorities to adopt. This policy was developed as part of project "Jigsaw" which is the project funded by MHCLG to help deliver training and associated assistance to Local Authorities to prepare for the Renters Rights Act 2025.

- 2.5 It is proposed that South Kesteven District Council adopt this policy and therefore it has been incorporated into the Private Sector Housing section of the Corporate Enforcement Policy set out in Appendix 2 of this report. This updated appendix is to replace the existing Appendix C - Private Sector Housing Approach to Investigation and Enforcement which is contained in Appendix 1 of this report.
- 2.6 The differences between the current policy and the proposed policy are summarised as follows:
- Item 4 in the table on page 3 of the revised policy has been amended from the current policy to include reference to the Renters' Rights Act 2025 and the wording in the action column amended to include the revised maximum penalty amount from £30,000 to £40,000.
 - The penalty matrix and associated guidance on the current policy in Appendix 1 on pages 22 to 28 have been completely replaced to incorporate the new changes as set out on pages 5 to 25 of the revised policy in Appendix 2.
- 2.7 This report has been presented to the Housing Overview and Scrutiny Committee on 31st March 2026 where it was supported without amendment.

3. Key Considerations

- 3.1 The Renters Rights Act 2025 introduced new offences that are not within the existing Corporate Enforcement Policy. The recently published guidance is statutory and therefore must be followed, this has necessitated the need for the updating of Appendix C - Private Sector Housing Approach to Investigation and Enforcement of the Corporate Enforcement Policy. This is to ensure that South Kesteven District Council remains compliant with its statutory obligations in addition to ensuring that this local authority is able to issue civil penalties for breaches of relevant housing legislation.

4. Other Options Considered

- 4.1 None – Statutory guidance has been published alongside new duties under the Renters Rights Act 2025 that the Local Authority must follow and enforce.

5. Reasons for the Recommendations

- 5.1 To ensure that South Kesteven District Council meets its statutory function and is compliant with associated statutory guidance.

6. Background Papers

- 6.1 Statutory Guidance - [Civil penalties under the Renters' Rights Act 2025 and other housing legislation - GOV.UK](#)

7. Appendices

Appendix 1 – Existing Corporate Enforcement Policy including Appendix C - Private Sector Housing Approach to Investigation and Enforcement.

Appendix 2 – Proposed replacement Appendix C - Private Sector Housing Approach to Investigation and Enforcement.

Corporate Enforcement Policy



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1. Introduction

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

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

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

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

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

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

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



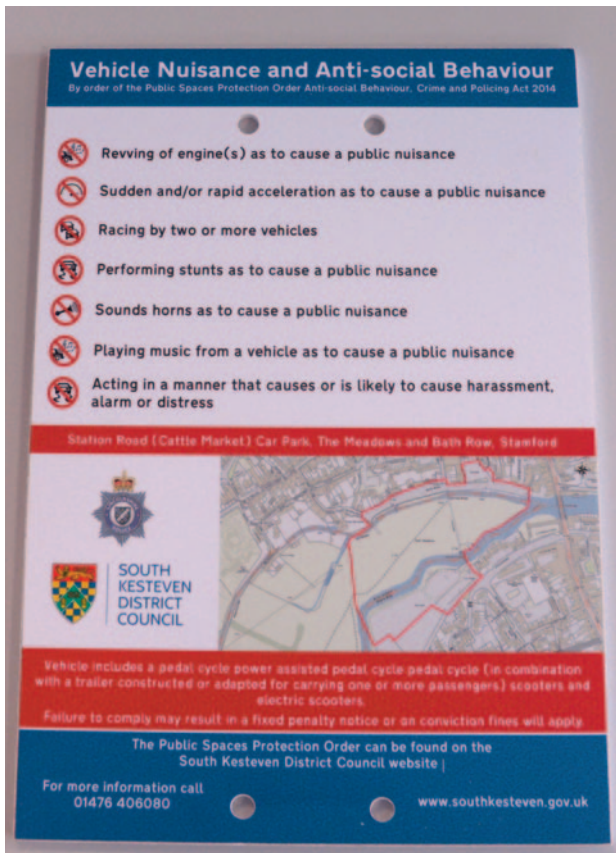
2. Approach to Enforcement

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

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

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

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



3. Regulators' Code

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

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

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

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

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

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

4. The Code for Crown Prosecutors

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

4.1 Evidential Test

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

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

4.2 Public Interest Test

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

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

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

5. Regulatory Enforcement and Sanctions Act 2008

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

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

6. Principles of Good Regulation

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

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

7. Conduct of Investigations

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

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

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

All investigations will be conducted in accordance with:

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

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

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

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

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





8. Officer's Powers of Entry

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

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

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

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

9. Appointment of Officers and Identification

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

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

10. Liaison with Other Regulatory Bodies and Enforcement Agencies

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

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

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

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

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

11. Enforcement Actions

The enforcement options available include the following:

11.1 No Action

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

11.2 Informal Action and Advice

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

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

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

We may take informal action when:

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

This can include compliance advice, guidance and support

11.3 Fixed Penalty Notices

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

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

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

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

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

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

11.4 Forfeiture Proceedings

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

11.5 Seizure

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

11.6 Administrative Penalties

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

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

And

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

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

11.7 Injunctive Actions

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

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

11.8 Formal Notices

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

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

11.9 Criminal Behavior Orders (CBO)

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

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



11.10 Simple Caution

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

A caution will be issued to:

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

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

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

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

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

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

11.11 Work in Default

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

11.12 Demand for Payment

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

11.13 Prohibition/ Stop Notices and Injunctions

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

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

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

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

11.14 Refusal / Suspension / Revocation of Licences

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

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

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

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

11.15 Closure Orders

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



11.16 Power to Charge for Enforcement

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

11.17 Proceeds of Crime applications

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

11.18 Prosecution

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

The criteria for the issue of proceedings are:

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

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

Section 222 of the Local Government Miscellaneous

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

11.19 Appeals

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

12. Complaints

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

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

13. Review

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

14. Appendix

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

Appendix A

Environmental Crime and Antisocial Behaviour- Fixed Penalty Notices.

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

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

An FPN will only be issued when:

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

Offences

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

Dogs on Leads By direction of officer

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



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

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

Alcohol Control Area

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



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

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

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

Age

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

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

Fee and Payment

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

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

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

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

Appeals

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

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

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

Flytipping and littering - Fixed Penalty Matrix

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

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

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

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

Court Action

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

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

Appendix B- Environmental Health Approach to Investigation and Enforcement

General Principles

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

Inspections and Visits

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

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

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

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

by force if necessary.

Liaison with other Enforcement Agencies and Regulatory Bodies

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

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

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

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

Appendix C- Private Sector Housing Approach to Investigation and Enforcement

Introduction

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

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

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

Approach to Enforcement

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

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

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

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

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

Housing Health and Safety Rating System (HHSRS)

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

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

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

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

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

Overcrowding

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

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

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

Summary of Enforcement Options

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

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

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

Housing Act 2004 offences Financial Penalty Matrix.

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

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

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

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

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

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

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

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

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

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

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

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

The full wording of the regulations can be found online and at the time of draft are located here: www.legislation.gov.uk/uksi/2020/312/contents/made.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Note 1 Determining the starting value of a financial penalty.

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

Note 2 Aggravating factors.

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

Note 3 Mitigating factors.

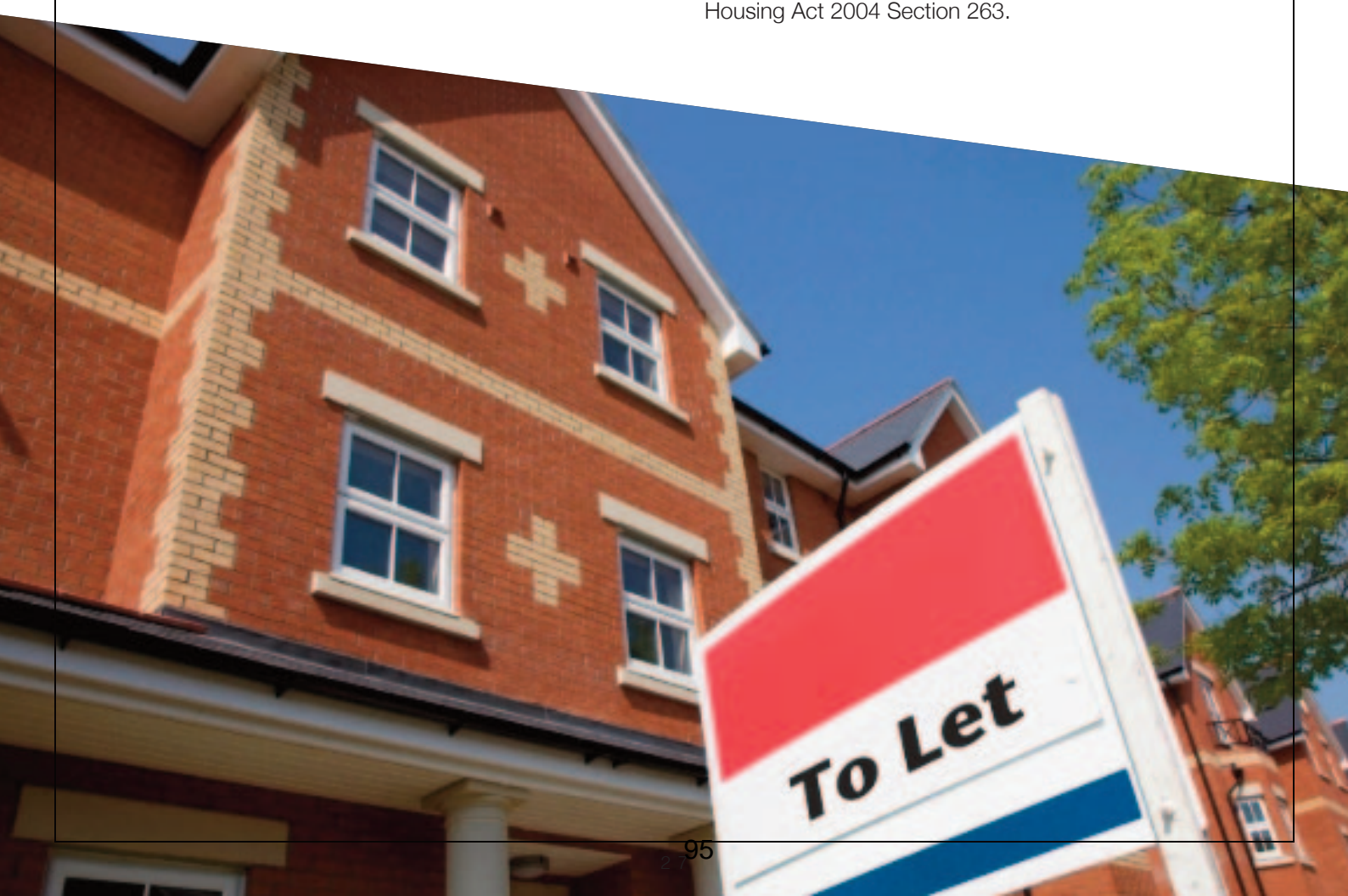
After aggravating factors are considered and applied where appropriate, mitigating factors are considered and where there is sufficient and compelling evidence the relevant value will be discounted from the Financial Penalty. In considering whether it is appropriate to include a mitigating factor, evidence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

Note 4 Acts or omissions demonstrating high culpability.

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

Note 5 Large housing portfolio.

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



Note 6 Multiple failings.

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

Note 7 Vulnerable persons and/or serious harm.

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

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

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

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

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

Note 8 Low culpability.

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

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

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

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

Note 9 Rapid action taken to remedy failings.

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

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

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

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

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

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

Statement of Principles under the Smoke and Carbon Monoxide Alarm (England) Regulations 2015

This statement sets out the principles that South Kesteven District Council will apply in exercising its powers to require a relevant landlord to pay a financial penalty.

The Regulations require the Council to prepare and publish a statement of principles which it proposes to follow in determining the amount of a penalty charge.

In determining the amount of a penalty charge, the Council must have regard to the statement of principles which was most recently prepared and published at the time when the breach in question occurred.

Legislative background

The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 came into force on 1 October 2015 and introduced the following duties (amended by the Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022) for “relevant landlords” when premises are occupied under a “specified tenancy”:

- A smoke alarm is equipped on each storey of the premises on which there is a room used wholly or partly as living accommodation; and
- A carbon monoxide alarm is equipped in any room of the premises which is used wholly or partly as living accommodation and contains a fixed combustion appliance other than a gas cooker.
- Checks are made by or on behalf of the landlord to ensure that each prescribed alarm is in proper working order on the day the tenancy begins if it is a new tenancy, and
- Where, following a report made on or after 1st October 2022 by a tenant or by their nominated representative to the landlord, a prescribed alarm is found not to be in proper working order, the alarm is repaired or replaced.

Where the Council has “reasonable grounds” to believe that a relevant landlord is in breach of one or more of the duties the authority must serve a remedial notice on the landlord.

Reasonable grounds include evidence from a Private Sector Housing Officer or other relevant professional such as an Officer of the Council, Fire service, Police etc.

In line with the Council’s Corporate Enforcement Policy, a staged approach will be used, giving the landlord 7 days to comply where there is no history of non-compliance. If there is a history of non-compliance or compliance is not achieved within 7 days a remedial notice will be served.

Where a remedial notice has been served and the Council is satisfied on the balance of probabilities that the landlord on whom a remedial notice was served has failed to take the remedial action specified in the notice within the specified period the Council must (where the occupier consents) arrange for the remedial action to be taken and may require the landlord to pay a penalty charge.

Principles followed in determining the amount of Penalty Charge

The purpose is to protect the safety of residents in rented accommodation. Where legislation is not complied with the financial penalty aims to:

- Change the behaviour of the landlord and deter future non-compliance.
- Eliminate any financial gain associated with non-compliance.
- Be proportionate; giving consideration to seriousness, past performance, risk, and Government guidance.
- Reimburse the Council for costs incurred in enforcement.



Penalty Charge

The Regulations allow a civil penalty of up to £5,000 to be imposed on landlords who fail to comply with a remedial notice.

The level of penalty covers the cost of all works in default, officer costs, inspections, and administration on a cost recovery basis. In addition to this, an appropriate and proportionate penalty fine is levied.

The level of Penalty Charge is set on a scale with a minimum penalty of £700.

Where there is a history of noncompliance or unspent convictions relating to housing, or where there are increased risk factors such as vulnerable occupiers, or the property presents a high risk, additional charges will apply to a maximum of £4,500.

Level of Penalty Charge

A fee of £700 will be charged in all cases. This covers the cost of works in default, officer costs, inspections, administration, and a penalty for non-compliance with the notice.

In addition to the £700 charge, additional penalties will be levied as follows:

- Previous spent or unspent conviction or works in default. undertaken relating to the owner's role as a landlord. £1,000
- Previous remedial action taken under this legislation. £1,000
- Per additional storey above or below ground level (e.g. Two storey house is £100; Three storey house is £200) £100
- No clear or direct means of escape £500
- Increased risk of ignition or spread of fire. (e.g. poor electrics, open fires etc.) £500
- Vulnerable occupants (e.g. elderly or disabled persons, children or others considered vulnerable due to their circumstances) £500

Energy Efficiency – Private Rented Property Minimum Standard

The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 set out the

minimum level of energy efficiency for private rented property. The minimum is currently set at an Energy Performance Certificate (EPC) rating of band E.

The Council will have regard to the Guidance for landlords and local authorities on the minimum level of energy efficiency required to let domestic property issued by the Department for Business, Energy, and Industrial Strategy in the application of this legislation.

The minimum standard applies to domestic privately rented properties which are let under certain types of tenancy, and which are legally required to have an EPC as described in the Regulations.

Subject to certain exclusions and exemptions the prohibition on letting sub-standard property takes effect as follows:

- From 1 April 2018, landlords of relevant domestic private rented properties may not grant a tenancy to new or existing tenants if their property has an EPC rating of Band F or G (as shown on a valid Energy Performance Certificate for the property).
- From 1 April 2020, landlords must not continue letting a relevant domestic property which is already let if that property has an EPC rating of band F or G (as shown on a valid Energy Performance Certificate for the property)

Where a landlord wishes to continue letting property which is currently sub-standard, they will need to ensure that energy efficiency improvements are made which raise the EPC rating to a minimum of E.

In certain circumstances as defined in the Regulations, landlords may be able to claim an exemption from the prohibition on letting sub-standard property. Where a valid exemption applies, landlords must register the exemption on the national PRS Exemptions Register.

Most exemptions last for 5 years, but do not pass to a new owner or landlord on sale or transfer of the property. The new owner will need to either improve the property to the minimum standard, or register an exemption themselves, where one applies, if they wish to continue to let the property.

The Council will use the information contained in the PRS Exemptions Register to check compliance with the Regulations. Where it is suspected that a landlord may be in breach of the prohibition on letting sub-standard property, the Council may serve a Compliance Notice requesting information from the

landlord to decide whether that landlord has in fact breached the prohibition.

The Council will impose a financial penalty at the maximum level permitted by the Regulations and will also impose the publication penalty, where satisfied that the landlord is, or has been in the last 18 months:

- in breach of the prohibition on letting sub-standard property (which may include continuing to let the property after April 2020), or
- in breach of the requirement to comply with a Compliance Notice, or
- has uploaded false or misleading information to the Exemptions Register.

The maximum penalties are currently as follows:

- £2,000 for renting out a sub-standard property for less than 3 months.
- £4,000 for renting out a sub-standard property for 3 months or more.

- £1,000 for providing false or misleading information on the PRS Exemptions Register
- £2,000 for failing to comply with a compliance notice.

Where penalties are imposed under more than one of the above, the total penalty may not exceed £5,000. This applies per property and per breach.

The Council will impose the maximum penalty for each of the breaches.

A publication penalty means that some details of the landlord's breach will be published on a publicly accessible part of the PRS Exemptions Register, where it will be available to view for 12 months.

As a penalty may be served up to 18 months after the suspected breach, a person may be served with a penalty notice after they have ceased to be the landlord of a property.



Appendix D:

Example of a Decision Log & Action Plan

| | | | | | |
|---|----------|----------|--|----------|----------|
| Decision Reference: | | | | | |
| Alleged offender | | | Offence and Legislation | | |
| Name: | | | | | |
| Address: | | | | | |
| Corporate Priority: | | | | | |
| Priority Evaluation | Y | N | | Y | N |
| Public safety – protecting our community/removing dangers to life | | | Immediate & significant environmental harm or nuisance | | |
| Significant financial loss to council | | | Significant impact on delivery of overall priorities | | |
| Statutory duty/national enforcement priority | | | Significant reputational loss | | |
| Outline of Circumstances and Decision / Advice Sought | | | | | |
| | | | | | |

| Evidential / Public Interest Criteria | Y | N | | Y | N |
|--|----------------------|---|--|---|---|
| Sufficient evidence to prosecute | | | Offer of caution rejected by offender | | |
| Previous advice / warning given | | | Court likely to impose nominal penalty | | |
| Any previous conviction(s) / caution(s) | | | Evidence of recklessness or negligence | | |
| Was there risk to public health & safety | | | Long (unjustifiable) delay since offence | | |
| Was there risk or danger to environment | | | Other sanctions available | | |
| (Actual / potential) financial loss incurred | | | Previous suggestion of no prosecution | | |
| Oversight/ignorance of the law | | | Victim content for no prosecution | | |
| Has offender been co-operative | | | Officer obstructed | | |
| Is offender young, elderly, or vulnerable | | | (Actual/potential) gain to the offender | | |
| Is there a 'vulnerable' victim | | | Failure to comply with a statutory notice | | |
| A 'technical' offence | | | Evidence of 'intent' or 'guilty knowledge' | | |
| Widespread publicity about type of offence | | | Long term/recurrent offending | | |
| Investigating Officer: | Team Leader/ Manager | | Consulted Y / N | | |
| Signed: | Date: | | | | |

Decision / Advice

Large empty area for decision details.

Decision Summary:

| | | | |
|-----------------------------|--|-------------------------------------|--|
| Prosecution | | Further investigation needed | |
| Injunction | | No Further Action – Public Interest | |
| Simple Caution | | No Further Action – Priority Area | |
| Bankruptcy | | No Further Action - Evidential | |
| Eviction | | Other (specify) | |
| Reprimand/Final Warning | | | |
| Further legal advice needed | | | |

Action Plan

| Further Action Agreed | Action Date By | Officer |
|-----------------------|----------------|---------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

Service Manager: _____ Signed _____ Date _____

Amendments to the Corporate Enforcement Policy

Future minor amendments such as typographical corrections to the Corporate Enforcement Policy are delegated to the Head of Service – Public Protection, in consultation with the Cabinet Member for Corporate Governance and Licensing.

| Amendment number | Amendment description | Date amended | Comments |
|------------------|-----------------------|--------------|----------|
| | | | |

Contact Details

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

**South Kesteven District Council
01476 40 60 80**

 **www.southkesteven.gov.uk**



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Appendix C- Private Sector Housing Approach to Investigation and Enforcement

Introduction

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

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

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

Approach to Enforcement

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

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

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

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

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

Housing Health and Safety Rating System (HHSRS)

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

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

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

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

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

Overcrowding

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

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

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

Summary of Enforcement Options

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

| Action | Circumstances |
|---|---|
| 1. No Action | <ul style="list-style-type: none"> ■ Complaints or allegations of housing legislation breaches or statutory nuisances are of minor or low risk to health and the landlord has not been informed by the complainant, or allegations are unsubstantiated and unwitnessed. ■ Formal action is inappropriate in the circumstances. |
| 2. Advisory notices and letters | <ul style="list-style-type: none"> ■ Where conditions are evidenced to justify action and investigation and it is appropriate to give the opportunity to landlords and tenants to make representations, provide information or effect change to meet compliance. ■ No health impacts are present which pose a risk to health or nuisance |
| 2. Formal notices or Orders | <ul style="list-style-type: none"> ■ The defect/conditions present a risk to health and/or a nuisance. ■ There are previous failures of statutory requirements. ■ Previous advisory notices/letters were ignored, or action was not taken in a timely manner or to the correct standard. ■ There is a lack of confidence in the individual or management i.e. the willingness to respond to an informal approach. ■ The Council is legally required to serve a statutory notice |
| 4. Financial Penalties (up to £30,000 if under the Housing and Planning Act 2016, The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 or Tenant Fees Act 2019. Up to £40,000 if under the Renters' Rights Act 2025. Up to £5000 under other legislation) | <ul style="list-style-type: none"> ■ Non-compliance with an improvement or overcrowding notice. ■ Failure to obtain a property licence (Both parts 2 and 3 Housing Act 2004). ■ Significant and/or repeated breaches of HMO management regulations. ■ Breaches of the conditions of the property licence. ■ Used as an alternative to a prosecution. ■ Other financial penalty powers are within breaches of the following legislation: <ul style="list-style-type: none"> ■ The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020. ■ Renters' Rights Act 2025 ■ The amount of penalty decided by Financial Penalty Matrix for breaches of the afore-mentioned legislation is detailed below. ■ The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 ■ Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014 and ■ The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 and subsequent amendments. |

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

Civil penalties under the Renters' Rights Act 2025 and other housing legislation

This policy applies once the Council has made a decision to commence civil penalty proceedings.

In this policy, the term 'landlord' should be read as including letting agents, managing agents, licensors, property owners, corporate landlords, directors of corporate landlords, registered providers of social housing and any other person involved in the letting or management of accommodation.

In this policy, the term 'corporate landlord' should be read as referring to a body corporate that meets the definition of 'landlord' above.

In this policy, the terms 'House in Multiple Occupation' or 'HMO' are defined by the Housing Act 2004.

The following breaches are subject to a civil penalty with a statutory maximum of £7,000:

Failure to give a written statement of terms and any other prescribed information under section 16D of the Housing Act 1988.

- Attempting to let a property for a fixed term under section 16E of the Housing Act 1988.
- Attempting to end a tenancy by service of a notice to quit under section 16E of the Housing Act 1988.
- Attempting to end a tenancy orally or requiring that it is ended orally under section 16E of the Housing Act 1988.
- Serving an eviction notice that attempts to end a tenancy outside the prescribed section 8 process under section 16E of the Housing Act 1988.
- Relying on a ground where the landlord does not reasonably believe that the landlord is/will be able to obtain possession under section 16E of the Housing Act 1988.
- Failing to provide a tenant with prior notice that a ground which requires it may be used under section 16E of the Housing Act 1988.
- Failure to give an existing tenant prescribed information about changes made by the Renters' Rights Act 2025 in the prescribed form and timeframe under paragraph 7(2) of schedule 6 to the Renters' Rights Act 2025.
- Discrimination relating to children in the lettings process under section 33 of the Renters' Rights Act 2025.
- Discrimination relating to benefits in the lettings process under section 34 of the Renters' Rights Act 2025.
- Failure to specify proposed rent within a written advertisement or offer under section 56 of the Renters' Rights Act 2025.
- Inviting, encouraging or accepting any offer of rent greater than the stated rate under section 56 of the Renters' Rights Act 2025.

The following breaches are subject to a civil penalty with a statutory maximum of £40,000:

- Breach of duty under Regulation 3, 3B, 3C, and 3D of The Electrical Safety Standards in the Private Rented Sector and Social Rented Sector (England) Regulations 2020.

The following offences are subject to a civil penalty with a statutory maximum of £40,000:

- Unlawful eviction and harassment of occupier under section 1 of the Protection from Eviction Act 1977.
- Continuation of conduct subject to a relevant penalty (under s.16I or s.16K Housing Act 1988) after the 28-day period (or, if appealed, after conclusion of the appeal) where the final notice has not been withdrawn under section 16J of the Housing Act 1988
- Conduct giving rise to liability under s.16I, where within the preceding five years the landlord has either (i) had a relevant penalty (under s.16I or s.16K Housing Act 1988) imposed for different conduct and the final notice has not been withdrawn, or (ii) been convicted under s.16J for different conduct under section 16(J) of the Housing Act 1988.
- Relying on a ground knowing the landlord would not be able to obtain possession or being

reckless as to whether they would under section 16J of the Housing Act 1988.

- Breach of restrictions relating to reletting (s16(E)(2) Housing Act 1988) or remarketing(s16(E)(3) Housing Act 1988) a property within restricted period after using Grounds 1 or 1A of Schedule 2 Housing Act 1988 under section 16J of the Housing Act 1988.
- Breach of a banning order under section 21 of the Housing and Planning Act 2016.
- Failure to comply with an Improvement Notice under section 30 of the Housing Act 2004.
- Contravention of an overcrowding notice under section 139 of the Housing Act 2004.
- Failure to obtain a selective licence under section 95 of the Housing Act 2004.
- Failure to obtain an HMO licence under section 72 of the Housing Act 2004.
- Knowingly permitting over-occupation of an HMO under section 72 of the Housing Act 2004.
- Failure to comply with management regulations in respect of HMOs under section 234 of the Housing Act 2004.
- Failure to comply with HMO licence conditions under section 72 of the Housing Act 2004.
- Failure to comply with selective licence conditions under section 95 of the Housing Act 2004.

If a landlord has committed multiple breaches or offences, a separate civil penalty can, and usually will, be imposed for each breach and offence. In each case, the level of any civil penalty imposed will be determined in accordance with this policy.

If multiple landlords have committed the same breach or offence at the same property, a separate civil penalty can, and usually will, be imposed on each offender. In each case, the level of civil penalty imposed on each offender will be in accordance with this policy.

This policy outlines the Council's methodology and mechanism for assessing and setting the level of a civil penalty at all stages where a civil penalty is under consideration, including the preparation of a notice of intent, and where a final decision has been made to impose a civil penalty.

When applying the civil penalties matrix, interim calculations at individual stages may result in figures that exceed the statutory maximum. Where the final amount reached following application of all relevant steps exceeds the statutory maximum, the civil penalty will be reduced to the applicable statutory maximum.

The Council considers the need for transparency and consistency to be of primary importance to ensure fairness in the discharge of its functions. The general objective of this policy is, therefore, to promote both transparency and consistency in the imposition of financial penalties so that those involved in the letting or management of accommodation (a) know how the Council will generally penalise relevant breaches and offences and (b) are assured that, generally, like cases will be penalised similarly, and different cases penalised differently.

The Council recognises that, despite its best efforts, landlords may operate unlawfully for a significant period without detection, and that only a proportion of those committing relevant breaches and offences will be identified. Accordingly, the Council seeks to ensure that civil penalties are set at a level that makes it clear to the landlord concerned and to others that operating unlawfully as a landlord is financially disadvantageous when compared to operating lawfully.

The Council has a duty to act fairly, transparently and consistently when assessing civil penalties. To maintain fairness between all landlords, the Council will not give weight to claims advanced as factors that might reduce the amount of a civil penalty unless those claims are supported by evidence that the Council reasonably considers to be relevant, reliable, credible, and sufficient in scope and detail to enable proper assessment of the claim, having regard to the nature of the claim, the information ordinarily available to the landlord, and the need for consistent and fair decision-making. Allowing inadequately evidenced assertions to influence outcomes would risk rewarding those who provide incomplete or misleading information and would create an unfair advantage over

landlords who provide a full and properly evidenced account. Accordingly, the Council expects landlords against whom a civil penalty is being considered to provide all documents and records that would ordinarily exist if their account were accurate. Where such evidence is not provided, and no explanation that the Council considers adequate is given, the Council may draw an adverse inference.

Where claims are advanced without sufficient supporting evidence, the Council may request specified supporting material before determining whether to issue a final notice or whether any mitigation has been sufficiently evidenced so as to justify a lower civil penalty.

The further objectives of using financial penalties in particular as a means of enforcing the above breaches and offences are explained below.

Statutory Guidance

The Government has issued statutory guidance entitled “Civil penalties under the Renters' Rights Act 2025 and other housing legislation”. The Council has regard to this guidance in the exercise of their functions in respect of civil penalties.

The Council has considered the following factors in developing this civil penalty policy to help ensure that the civil penalty is set at an appropriate level.

Severity of the breach or offence. The more serious the breach or offence, the higher the penalty should be.

Culpability and track record of the offender. A higher penalty will be appropriate where the offender has a history of failing to comply with their obligations and/or their actions were deliberate and/or they knew, or ought to have known, that they were in breach of their legal responsibilities.

The harm caused to the tenant. This is a very important factor when determining the level of penalty. The greater the actual harm or the potential for harm, principally to the tenant but also potentially the local community, the higher the penalty should be.

Punishment of the offender. The penalty should, in a way that is fair, both punish the offender and demonstrate the consequences of not complying with their responsibilities.

Deter the offender from repeating breaches or offences. The ultimate goal is to prevent any further offending and help ensure that the offender fully complies with all of their legal responsibilities in future. The level of the penalty should therefore be set at a level that it is likely to have a very significant deterrent effect.

Deter others from committing similar breaches or offences. While the fact that someone has received a civil penalty may not be in the public domain, the civil penalty policy itself will be and local authorities should consider how their formal enforcement activity can be effectively publicised.

An important part of deterrence is the realisation on the part of landlords that the local housing authority is proactive in levying civil penalties where the need to do so exists and the civil penalty will be set at a high enough level such that operating lawfully will be the sensible financial choice.

Remove any financial benefit the offender may have obtained as a result of committing the breach or offence. The principle here is that it should not be in the offender's financial interest to commit a breach or offence rather than comply, for example that the penalty for breaching licensing conditions in respect of occupancy of a property is less than the additional rent received as a result of the over-crowding. The absence of any financial benefit to the landlord does not mean though that the penalty should be reduced.

Civil Penalties Matrix

In determining the level of a civil penalty, officers will have regard to the matrix set out below. The matrix consists of the following sequential steps:

1. Determining the starting point based on the seriousness of the breach or offence.
2. Adjustment for factors relating to the type of landlord; size and type of portfolio controlled, owned or managed; experience of the landlord ("Landlord Type")
3. Mitigating and aggravating factors the Council deems significant including, but not limited to, factors relating to the track record and culpability of the landlord and the actual or potential harm to the occupants.
4. Financial considerations.
5. Applying the totality principle.

Starting point based of seriousness of the breach or offence

The Ministry of Housing, Communities & Local Government has provided statutory guidance that prescribes starting points for all breaches and offences based on the seriousness of the breach or offence. The exception to this prescription is for breaches of licensing conditions under sections 72(3) and 95(2) of the Housing Act 2004, where the Council has determined its own starting levels based on the seriousness of the specific licence condition or type of licence condition that has not be complied with.

Adjustment for factors relating to the type of landlord; size and type of portfolio controlled, owned or managed; experience of the landlord ("Landlord Type")

While all landlords are expected to comply fully with their legal obligations, the Council considers that a higher standard of professionalism and regulatory awareness is reasonably expected of landlords who operate at greater scale, who have greater experience, or who are involved in more complex forms of letting. Where such landlords fail to comply with their obligations, this will ordinarily justify a higher civil penalty.

In particular, a higher degree of professionalism is expected of landlords who:

- Control, own, or manage a significant portfolio of properties;
- Have significant experience in the letting or management of property;
- Are or have been involved in the letting or management of Houses in Multiple Occupation (HMOs);
- Are corporate landlords; or
- Are or have been directors of corporate landlords.

An upward adjustment of 20% of the applicable starting point will be applied where the landlord meets any one or more of the following criteria:

- The landlord has, at any point in time, controlled, owned, or managed six or more properties. These properties need not have been held concurrently or at the time civil penalty proceedings are brought.
- The landlord has, at any point in time, controlled, owned, or managed three or more properties that operated as HMOs, whether or not concurrently.
- The landlord is, or has previously been, a director of a corporate landlord.
- The landlord is a corporate landlord.
- The landlord has, in the Council's assessment and by reference to the available evidence, significant experience in the letting or management of property.

A downward adjustment of 20% of the applicable starting point will be applied only where all of the following criteria are met:

- The landlord has, at any point in time, controlled, owned, or managed no more than two properties.

- The landlord has controlled, owned, or managed no more than one property that has operated as an HMO, at any point in time.
- The landlord has, in the Council's assessment and by reference to the available evidence, very limited experience in the letting or management of property.

Mitigating and aggravating factors the Council deems significant including, but not limited to, factors relating to the track record and culpability of the landlord and the actual or potential harm to the occupants

To promote fairness and consistency in the administration of civil penalties, the Council will apply a structured and consistent framework when determining the extent to which mitigating and aggravating factors affect the quantum of any civil penalty.

General approach

Each breach or offence may have offence-specific mitigating and/or aggravating factors, which will be considered alongside the generic factors set out below.

Where multiple civil penalties are issued under this policy against the same landlord at the same time, and except where expressly stated otherwise, mitigating and aggravating factors will be considered and applied separately to each civil penalty when determining the quantum of each penalty.

Mitigating factors

The Council may reduce the level of a civil penalty by up to 20% of the applicable starting point to reflect the presence of mitigating factors.

Only in exceptional circumstances may the Council depart from the application of this policy in respect of mitigating factors and apply a reduction in excess of 20%. Exceptional circumstances are rare and unusual and are not established merely by the presence of multiple mitigating factors.

Within the framework of this policy, the Council has not sought to provide an exhaustive list of mitigating factors, recognising that a wide range of circumstances may potentially give rise to mitigation. However, the following generic mitigating factors will be considered in respect of each breach or offence:

Steps taken to remedy the basis of the breach or offence

Non-exhaustive examples include:

- Promptly remedying all elements of the breach or offence after receiving communication from the Council.
- Promptly remedying all the significant elements of the breach or offence leaving only less significant elements of the breach or offence.

A high level of cooperation

Non-exhaustive examples include:

- Proactive provision of significant information the Council reasonably considers relevant beyond that required by statutory notice.

Acceptance of liability

Non-exhaustive examples include:

- Accepting liability before or within the period for representations.

Where a landlord relies on a reasonable excuse defence or otherwise contests liability, this mitigating factor will not usually apply.

Health circumstances

Non-exhaustive examples include:

- A serious health condition or medical incident experienced by the landlord during, or in the period immediately preceding, the breach or offence, where there is clear and reliable evidence that the condition had a direct and material impact on the landlord's ability to comply with the relevant legal obligation. Examples may include, but are not limited to, a heart attack, stroke, cancer diagnosis, or other acute or serious medical event causing significant incapacity or impairment.

Diminished culpability (limited responsibility)

Non-exhaustive examples include:

- A joint landlord who has evidenced that compliance arrangements for the subject property were directed and controlled by another joint landlord, and not by them.
- A landlord who became involved only after an unforeseen change in circumstances (such as the death of the previous landlord) and who committed the breach or offence only for a limited period while putting their affairs in order.

The instruction of a managing or letting agent, or reliance on an agent's actions or omissions, will not of itself constitute diminished culpability.

Aggravating factors

The Council may increase the level of a civil penalty by up to 20% of the applicable starting point to reflect the presence of aggravating factors.

Only in exceptional circumstances may the Council depart from the application of this policy in respect of aggravating factors and apply an increase in excess of 20%. Exceptional circumstances are rare and unusual and are not established merely by the presence of multiple aggravating factors.

The following generic aggravating factors will be considered in respect of each breach or offence:

Previous history of non-compliance.

Non-exhaustive examples include:

- Previous successful prosecutions (including relevant spent convictions), previous civil penalties, previous rent repayment orders, previous works in default, previous simple cautions.

Concurrent investigations or proceedings relating to other civil penalties, prosecutions, or rent repayment orders will not be treated as previous non-compliance.

Non-cooperation with the Council.

Non-exhaustive examples include:

- Failure to comply with notices issued under section 16 of the Local Government (Miscellaneous Provisions) Act 1976, section 235 of the Housing Act 2004, or section 114 of the Renters' Rights Act 2025.
- Failing to provide a substantive response to a letter of alleged offence.
- Failing to attend previously agreed meetings.

Where the Council has prosecuted, or is pursuing a prosecution, in respect of the same act or omission involving failure to provide legally required information (including failure to comply with a statutory notice), that conduct will not also be treated as an aggravating factor for the purposes of setting the civil penalty, in order to avoid double counting.

Where multiple civil penalties are imposed against the same landlord at the same time, this aggravating factor will be applied only to the civil penalty with the highest starting point, unless there is a clear and reasoned basis for applying it differently.

Deliberate intent or negligence when committing the offence.

Non-exhaustive examples include:

- Knowledge that the breach or offence was occurring.
- Continuation of offending after communication from the Council.
- Premeditation or planning, including steps taken to prevent detection or effective investigation.
- Providing false or misleading information to the Council.
- Applying pressure to occupants to deter cooperation with the Council.

The number of occupants affected.

Non-exhaustive examples include:

- 3-5 occupants affected.

Duration of non-compliance.

Non-exhaustive examples include:

- The offence or breach occurred over a 3–6 month period.

Vulnerability of occupants

Non-exhaustive examples include children and young adults, persons vulnerable by reason of age, disability or sensory impairment, persons with drug or alcohol dependency, victims of domestic abuse, children in care, persons with complex health needs, persons who do not speak English as a first language, victims of trafficking or sexual exploitation, refugees, asylum seekers, and pregnant women.

Financial considerations

The Council will review the quantum of the civil penalty and consider whether it is sufficient to act as an effective deterrent to future non-compliance. Where the Council has evidence that it considers to be sufficiently reliable regarding rental income and/or asset value from the landlord's, it may determine that an increase in the level of the penalty is appropriate in order to achieve effective deterrence.

It is essential that, as an absolute minimum, landlords do not financially benefit from their offending behaviour.

Financial circumstances will ordinarily be considered after any written representations have been received and as part of the determination of any final notice.

Where a landlord seeks to rely on a strained or limited financial position as a basis for reducing the level of a civil penalty, that position must be supported by appropriate and verifiable evidence sufficient to enable the Council to assess the landlord's financial position consistently, objectively, and transparently. Unsupported assertions, partial disclosure, or selective provision of information will not be given weight.

At a minimum, and where such information exists, the following should be provided as part of any written representations:

- The last three full tax years full self-assessment tax returns filed with HMRC, including all additional and supplemental pages;
- The last three full tax years' SA302 documents & tax year overviews;
- The last three months' payslips;
- The last three years P60 certificates;
- The last twelve months' Universal Credit payment statements;
- A list of all property assets owned or jointly owned (not limited to rental properties), together with corresponding Land Registry title documents;

- A list of all property assets owned, or held on a long lease, by any corporate entity in which the landlord has a beneficial interest, together with corresponding Land Registry documentation;
- The most recent annual mortgage statement for each property, or the last twelve months' mortgage statements where the mortgage has been in place for less than twelve months;
- Valuation statements for all ISAs held;
- Statements from any cryptoasset exchange accounts showing balances and valuations;
- A list of all shareholdings;
- Recent bank statements for any account holding a balance in excess of £5,000;
- Recent statements for all secured and unsecured loans;
- Bankruptcy orders and official notifications of bankruptcy.

Where the Council is not satisfied that it has been provided with sufficiently reliable, complete, and accurate information to assess the landlord's financial position, the Council may draw the inference that the landlord is able to pay the civil penalty as imposed.

A claimed inability to pay will not, of itself, outweigh the need to ensure effective deterrence or to remove any financial benefit obtained as a result of the breach or offence.

The totality principle

The Council will have regard to the totality principle to ensure that the overall outcome of its enforcement action is just and proportionate. In exceptional cases, and having regard to the particular circumstances of the case, the Council may take account of totality at an earlier stage by deciding not to pursue a civil penalty in respect of a specific breach or offence where doing so would render the overall outcome disproportionate.

In general, however, the application of the totality principle will form the final step in the Council's decision-making process, undertaken after any written representations have been considered and before final notices are issued, once the level of each individual civil penalty has been assessed in accordance with this policy.

As a final step before issuing final notices, the Council will consider whether multiple civil penalties being imposed under this policy against the same landlord at the same time result in an aggregate amount that is just and proportionate. Where the Council concludes that the aggregate amount would not be just and proportionate, it will consider whether a proportionate reduction of the penalties is appropriate.

The totality principle does not operate across different legal persons who are separately liable in law, nor does it operate across civil penalties imposed at different times. In general, it applies only to multiple civil penalties imposed under this policy on the same person at the same time. Where, however, legislation provides that an officer of a body corporate, or a person concerned in its management, may be separately liable in relation to the same conduct as the body corporate, and that officer also holds a shareholding interest in the body corporate, the Council will, where civil penalties are imposed at the same time on both the body corporate and the officer arising from that same conduct, consider whether the combined outcome results in punitive duplication and is therefore not just and proportionate.

Where a reduction is applied under the totality principle, the Council will ordinarily do so by applying a uniform percentage reduction across all relevant civil penalties being issued at the same time, being those civil penalties that form part of the same totality assessment. Where, however, the application of the totality principle is required to address punitive duplication arising from a shared economic interest between a body corporate and an officer, the Council may apply a differential adjustment to ensure that the overall outcome is just and proportionate.

This approach reflects the statutory guidance on the application of the totality principle and is intended to promote consistency, transparency, and proportionality, while avoiding arbitrary or selective adjustment of individual penalties. In accordance with the statutory guidance, any rent repayment orders made in respect of the same breach or offence will be disregarded for the purposes

of assessing the totality of civil penalties under this policy.

Offences and breaches where a civil penalty may be levied and relevant considerations as to the level of that penalty

Protection from Eviction Act 1977 offences

Unlawful eviction and harassment of occupier - section 1 of the Protection from Eviction Act 1977

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| £35,000 | £40,000 | £28,000 | £35,000 | £42,000 |

Offence-specific mitigating factors:

- None.

Offence-specific aggravating factors:

- Violence or threats of violence.
- Disposal of possessions or threats to dispose of possessions.
- Breach or evasion of an injunction or undertaking.
- Loss of home.

Housing Act 1988 breaches and offences

Failure to give a written statement of terms and any other prescribed information - section 16D of the Housing Act 1988

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| £4,000 | £7,000 | £3,200 | £4,000 | £4,800 |

Offence-specific mitigating factors:

- Provision of some of the required terms and prescribed information within the required period.

Offence-specific aggravating factors:

- None.

Attempting to let a property for a fixed term - section 16E(1)(a) of the Housing Act 1988

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| £4,000 | £7,000 | £3,200 | £4,000 | £4,800 |

Offence-specific mitigating factors:

- None.

Offence-specific aggravating factors: None.

Attempting to end a tenancy by service of a notice to quit - section 16E(1)(b) of the Housing Act 1988

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| £6,000 | £7,000 | £4,800 | £6,000 | £7,200 |

Offence-specific mitigating factors:

- None.

Offence-specific aggravating factors:

- Tenant vacates property within four months of the date of vacation or equivalent specified in the notice to quit.

Attempting to end a tenancy orally or requiring that it is ended orally - section 16E(1)(c) of the Housing Act 1988

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| £6,000 | £7,000 | £4,800 | £6,000 | £7,200 |

Offence-specific mitigating factors:

- None.

Offence-specific aggravating factors:

- Tenant vacates property within four months of the date of vacation or equivalent specified in the notice to quit.

Serving a possession notice that attempts to end a tenancy outside the prescribed section 8 process - section 16E(1)(d) of the Housing Act 1988

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| £6,000 | £7,000 | £4,800 | £6,000 | £7,200 |

Offence-specific mitigating factors:

- None.

Offence-specific aggravating factors:

- Tenant vacates property within four months of the date of vacation or equivalent specified in the notice to quit.

Relying on a ground where the person does not reasonably believe that the landlord is, will, or may be able to obtain possession on that ground and the tenant(s) surrendered the tenancy within the period of four months beginning with the date of the contravention, without an order for possession of the dwelling-house being made - section 16E(1)(e) of the Housing Act 1988

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| £6,000 | £7,000 | £4,800 | £6,000 | £7,200 |

Offence-specific mitigating factors:

- None.

Offence-specific aggravating factors:

- None.

Failing to provide a tenant with prior notice that a ground which requires it may be used - section 16E(1)(f) of the Housing Act 1988

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| £3,000 | £7,000 | £2,400 | £3,000 | £3,600 |

Offence-specific mitigating factors:

- None.

Offence-specific aggravating factors:

- None.

Failure to give an existing tenant prescribed information about changes made by the Renters' Rights Act 2025 in the prescribed form and timeframe - paragraph 7(2) of schedule 6 to the Renters' Rights Act 2025

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| £4,000 | £7,000 | £3,200 | £4,000 | £4,800 |

Offence-specific mitigating factors:

- Provision of some of the required prescribed information within the required period.
- Provision of prescribed information but not in the prescribed form.

Offence-specific aggravating factors:

- None.

Continuation of conduct subject to a relevant penalty (under s.16I or s.16K Housing Act 1988) after the 28-day period (or, if appealed, after conclusion of the appeal) where the final notice has not been withdrawn — section 16J(3) of the Housing Act 1988

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|---|--|---------------------------------------|---------------------------------------|---------------------------------------|
| Double the starting level for the two constituent breaches added together | £40,000 | Dependent on the constituent breaches | Dependent on the constituent breaches | Dependent on the constituent breaches |

Offence-specific mitigating factors:

- None.

Offence-specific aggravating factors:

- None.

Conduct giving rise to liability under s.16I, where within the preceding five years the person has either (i) had a relevant penalty (under s.16I or s.16K Housing Act 1988) imposed for different conduct and the final notice has not been withdrawn, or (ii) been convicted under s.16J for different conduct – section 16(J)(4) of the Housing Act 1988

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|---|--|---------------------------------------|---------------------------------------|---------------------------------------|
| Double the starting level for the two constituent breaches added together | £40,000 | Dependent on the constituent breaches | Dependent on the constituent breaches | Dependent on the constituent breaches |

Offence-specific mitigating factors:

- Dependent on the most recent conduct giving rise to liability to a civil penalty under section

16I of the Housing Act 1988.

Offence-specific aggravating factors:

- Dependent on the most recent conduct giving rise to liability to a civil penalty under section 16I of the Housing Act 1988.

Relying on a ground where the person knows that the landlord would not be able to obtain an order for possession on that ground, or being reckless as to whether the landlord would be able to do so and the tenant(s) surrendered the tenancy within the period of four months beginning with the date the ground was relied on, without an order for possession of the dwelling-house being made – section 16J(1) of the Housing Act 1988

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| £30,000 | £40,000 | £24,000 | £30,000 | £36,000 |

Offence-specific mitigating factors:

- None.

Offence-specific aggravating factors:

- None.

Breach of restrictions relating to reletting (s16(E)(2) Housing Act 1988) or remarketing (s16(E)(3) Housing Act 1988) a property within restricted period after using Grounds 1 or 1A of Schedule 2 Housing Act 1988 - section 16J(2) of the Housing Act 1988

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| £25,000 | £40,000 | £20,000 | £25,000 | £30,000 |

Offence-specific mitigating factors:

- None.

Offence-specific aggravating factors:

- None.

Housing and Planning Act 2016 offences

Breach of a banning order - section 21(1) of the Housing and Planning Act 2016

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| £35,000 | £40,000 | £28,000 | £35,000 | £42,000 |

Offence-specific mitigating factors:

- A single, isolated incident.

Offence-specific aggravating factors:

- Concealment or evasion.

Renters Rights Act 2025 breaches

Discrimination relating to children in the lettings process – section 33(1) of the Renters' Rights Act 2025

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| £6,000 | £7,000 | £4,800 | £6,000 | £7,200 |

Offence-specific mitigating factors:

- None.

Offence-specific aggravating factors:

- None.

Discrimination relating to benefits in the lettings process – section 34(1) of the Renters' Rights Act 2025

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| £6,000 | £7,000 | £4,800 | £6,000 | £7,200 |

Offence-specific mitigating factors:

- None.

Offence-specific aggravating factors:

- None.

Failure to specify proposed rent within a written advertisement or offer – section 56(2) of the Renters' Rights Act 2025

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| £3,000 | £7,000 | £2,400 | £3,000 | £3,600 |

Offence-specific mitigating factors:

- None.

Offence-specific aggravating factors:

Inviting, encouraging or accepting any offer of rent greater than the stated rate – section 56(3) of the Renters' Rights Act 2025

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| £4,000 | £7,000 | £3,200 | £4,000 | £4,800 |

Offence-specific mitigating factors:

- None.

Offence-specific aggravating factors:

- None.

The Electrical Safety Standards in the Private Rented Sector and Social Rented Sector (England) Regulations 2020 breach of duties

Failure to comply with The Electrical Safety Standards in the Private Rented Sector and Social Rented Sector (England) Regulations 2020 Regulation 3: (3)(b), (3)(d), (3)(e). Regulation 3D: (a), (b), (c), (f)

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| £5,000 | £40,000 | £4,000 | £5,000 | £6,000 |

Offence-specific mitigating factors:

- The report or record evidences that the electrical installations were compliant at all points.

Offence-specific aggravating factors:

- The number or nature or severity of the issues observed on the report or record.

Failure to comply with The Electrical Safety Standards in the Private Rented Sector and Social Rented Sector (England) Regulations 2020 Regulation 3: (1)(a), (1)(b), (1)(c), (3)(a), (3)(c), (3)(ca),

(5)(b), (5)(c). Regulation 3B: (1)(a), (1)(b), (1)(c). Regulation 3C: (1), (2)(a). Regulation 3D: (d), (e)

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| £12,500 | £40,000 | £10,000 | £12,500 | £15,000 |

Offence-specific mitigating factors:

- The report or record evidences that the electrical installations were compliant at all points.

Offence-specific aggravating factors:

- The number or nature or severity of the issues observed on the report or record.

Failure to comply with The Electrical Safety Standards in the Private Rented Sector and Social Rented Sector (England) Regulations 2020 Regulation 3: (4), (5a), (6). Regulation 3C: (2)(b), (4)

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| £20,000 | £40,000 | £16,000 | £20,000 | £24,000 |

Offence-specific mitigating factors:

Offence-specific aggravating factors:

- The number or nature or severity of the issues observed on the report or record.

Housing Act 2004 offences

Failure to comply with an improvement notice - section 30(1) of the Housing Act 2004

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| £25,000 | £40,000 | £20,000 | £25,000 | £30,000 |

Offence-specific mitigating factors:

- The nature and extent of hazard(s) that are present once the deadline for compliance has passed.
- Whether the property is unoccupied once the deadline for compliance has passed.
- Access to the property was prevented by the actions or refusal of the occupant(s) and a landlord can evidence that they took steps to obtain access to the property for the purpose of carrying out the required works, but those steps fell short of establishing a reasonable excuse for non-compliance.

Offence-specific aggravating factors:

- The nature and extent of hazard(s) that are present once the deadline for compliance has passed.

Failure to comply with an overcrowding notice - section 139(7) of the Housing Act 2004

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| £20,000 | £40,000 | £16,000 | £20,000 | £24,000 |

Offence-specific mitigating factors:

- None.

Offence-specific aggravating factors:

- The level of overcrowding present.

Failure to obtain an HMO licence - section 72(1) of the Housing Act 2004

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| £17,000 | £40,000 | £13,600 | £17,000 | £20,400 |

Offence-specific mitigating factors:

- None.

Offence-specific aggravating factors:

- The landlord has knowledge or experience of licensing requirements.
- The condition of the unlicensed property.

Knowingly permitting over-occupation of an HMO - section 72(2) of the Housing Act 2004

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| £20,000 | £40,000 | £16,000 | £20,000 | £24,000 |

Offence-specific mitigating factors:

- There are suitable amenity and space provisions in the HMO.

Offence-specific aggravating factors:

- The level of over-occupation present.

Failure to Comply with The Management of Houses in Multiple Occupation [England] Regulations 2006 and The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007 – section 234(3) of the Housing Act 2004

The Management of Houses in Multiple Occupation (England) Regulations 2006 impose duties on the persons managing HMOs in respect of:

- Providing information to occupiers [Regulation 3]
- Taking safety measures, including fire safety measures [Regulation 4]
- Maintaining the water supply and drainage [Regulation 5]
- Supplying and maintaining gas and electricity, including having these services/appliances regularly inspected [Regulation 6]
- Maintaining common parts [Regulation 7]
- Maintaining living accommodation [Regulation 8]
- Providing sufficient waste disposal facilities [Regulation 9]

The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007 impose duties on the persons managing HMOs as defined by Section 257 Housing Act 2004 in respect of:

- Providing information to occupiers [regulation 4]

- Taking safety measures, including fire safety measures [regulation 5]
- Maintaining the water supply and drainage [regulation 6]
- Supplying and maintaining gas and electricity, including having these services/appliances regularly inspected [regulation 7]
- Maintaining common parts [regulation 8]
- Maintaining living accommodation [regulation 9]
- Providing sufficient waste disposal facilities [regulation 10]

Where there are multiple breaches of a single Management Regulation at a single HMO, a single civil penalty will be imposed which will cover all the breaches of that Management Regulation.

Where multiple Management Regulations have been breached at a single HMO, a separate civil penalty will be imposed for each Management Regulation that has been breached.

| Name of Management Regulation | Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|--|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| Duty of manager to provide information to occupier | £3,000 | £40,000 | £2,400 | £3,000 | £3,600 |

Offence-specific mitigating factors:

- The nature and extent of offences within the specific regulation

Offence-specific aggravating factors:

- The nature and extent of offences within the specific regulation
- The landlord has refused to provide any outstanding contact information more than 48 hours after it has been requested by an occupant or on behalf of an occupant.

| Name of Management Regulation | Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|---|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| Duty of manager to take safety measures | £20,000 | £40,000 | £16,000 | £20,000 | £24,000 |

Offence-specific mitigating factors:

- The number, nature and extent of offences within the specific regulation

Offence-specific aggravating factors:

- The number, nature and extent of offences within the specific regulation

| Name of Management Regulation | Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|---|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| Duty of manager to maintain water supply and drainage | £10,000 | £40,000 | £8,000 | £10,000 | £12,000 |

Offence-specific mitigating factors:

- The number, nature and extent of offences within the specific regulation

Offence-specific aggravating factors:

- The number, nature and extent of offences within the specific regulation

| Name of Management Regulation | Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|--|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| Duty of manager to supply and maintain gas and electricity | £12,000 | £40,000 | £9,600 | £12,000 | £14,400 |

Offence-specific mitigating factors:

- The number, nature and extent of offences within the specific regulation

Offence-specific aggravating factors:

- The number, nature and extent of offences within the specific regulation

| Name of Management Regulation | Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|---|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| Duty of manager to maintain common parts, fixtures, fittings and appliances | £7,000 | £40,000 | £5,600 | £7,000 | £8,400 |

Offence-specific mitigating factors:

- The number, nature and extent of offences within the specific regulation

Offence-specific aggravating factors:

- The number, nature and extent of offences within the specific regulation

| Name of Management Regulation | Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|--|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| Duty of manager to maintain living accommodation | £7,000 | £40,000 | £5,600 | £7,000 | £8,400 |

Offence-specific mitigating factors:

- The number, nature and extent of offences within the specific regulation

Offence-specific aggravating factors:

- The number, nature and extent of offences within the specific regulation

| Name of Management Regulation | Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|---|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| Duty to provide waste disposal facilities | £7,000 | £40,000 | £5,600 | £7,000 | £8,400 |

Offence-specific mitigating factors:

- The nature and extent of offences within the specific regulation

Offence-specific aggravating factors:

- The nature and extent of offences within the specific regulation
- The lack of sufficient refuse and/or litter containers either inside and/or outside the property has been previously reported
- The refuse and/or litter that requires disposal includes hazardous materials

Breach of licence conditions – Section 72(3) Housing Act 2004

All granted HMO licences impose a set of conditions on the licence holder. It is important that the licence holder of a licensed property complies with all imposed conditions, but the Council recognises that a failure to comply with certain licence conditions is likely to have a much bigger impact on the safety and comfort of residents than others.

The starting levels for each different type of licence condition breach is set out below based on the seriousness of the offence. Where a licence condition could be interpreted to fall within two different potential starting levels, the higher starting level will be chosen.

Where multiple licence conditions have been breached at a single property, a separate civil penalty will be imposed for each licence condition that has been breached.

Failure to comply with licence conditions related to:

- ***Signage or the provision of information for tenants***
- ***Provision of written terms of occupancy for tenants***

- **Procedures regarding complaints**
- **Procedures regarding veFng of incoming tenants**
- **Compliance with deposit protection legislation**
- **The recording and provision of information regarding rent payments**
- **Procedures relating to rent collection**
- **The provision of information regarding occupancy of the property**
- **The provision of information regarding change of managers or licence holder details**
- **The provision of information related to changes in the property**
- **Requirements relating to the sale of the property**
- **Attending training courses**
- **Requirements to hold insurance**
- **The provision of insurance documentation**
- **The provision of or obtaining of suitable references**
- **The provision of keys and alarm codes**
- **Security provisions for access to the property**
- **The provision of suitable means for occupiers to regulate temperature**
- **Carrying out items on a schedule of works not otherwise mentioned in the HMO licence conditions section of this policy, relating to non-compliance with items on a schedule of works**

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| £4,000 | £40,000 | £3,200 | £4,000 | £4,800 |

Offence-specific mitigating factors:

- The nature and extent of the licence condition breach

Offence-specific aggravating factors:

- The nature and extent of the licence condition breach

Failure to comply with licence conditions related to:

- **Procedures and actions regarding Inspections**
- **Procedures regarding Repair issues**
- **Maintenance and use of common parts (including gardens, outbuildings and property exterior) and living areas**
- **Safeguarding occupiers and minimising disruption during works**
- **The provision of information regarding alterations and construction works**
- **Procedures regarding emergency issues**
- **Waste and waste receptacles, pests, minor repairs, alterations or decoration.**
- **Giving written notice prior to entry**
- **Allowing access for inspections**
- **Minimising risk of water contamination**
- **The compliance of furnishings or furniture with fire safety regulations**
- **Carrying out items on a schedule of works in relation to provision of mechanical extraction or electrical sockets**

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| £7,000 | £40,000 | £5,600 | £7,000 | £8,400 |

Offence-specific mitigating factors:

- The nature and extent of the licence condition breach

Offence-specific aggravating factors:

- The nature and extent of the licence condition breach

Failure to comply with licence conditions related to:

- **The provision of documentation regarding energy performance certificates, fire detection and prevention, emergency lighting, carbon monoxide detection, fire risk assessments, gas installations, electric installations and appliances**
- **Notification of legal proceedings, contraventions and other relevant information that may affect a fit and proper person status**
- **Procedures and actions regarding ASB**
- **Carrying out items on a schedule of works in relation to the provision of personal hygiene facilities, kitchen facilities or heating**

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| £12,500 | £40,000 | £10,000 | £12,500 | £15,000 |

Offence-specific mitigating factors:

- The nature and extent of the licence condition breach

Offence-specific aggravating factors:

- The nature and extent of the licence condition breach

Failure to comply with licence conditions related to:

- **Minimum floor areas**
- **Occupancy rates**
- **Occupancy of rooms or areas that are not to be used as sleeping accommodation**
- **Limits on number of households allowed to occupy the property or part of the property**

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| £20,000 | £40,000 | £16,000 | £20,000 | £24,000 |

Offence-specific mitigating factors:

- The nature and extent of the licence condition breach

Offence-specific aggravating factors:

- The nature and extent of the licence condition breach

Failure to comply with licence conditions related to:

- **The condition or existence of smoke alarms, carbon monoxide alarms, emergency lighting, gas installations, electric installations and appliances, fire detection or other fire safety features or requirements**
- **The provision and maintenance of safe means of escape, including requirements to keep escape routes and exits free from obstruction**
- **Carrying out items on a schedule of works in relation to fire safety or the provision of a Carbon Monoxide detector**

| Starting point | Statutory maximum civil penalty amount | Landlord Type downward adjustment | No Landlord Type adjustment | Landlord Type upward adjustment |
|----------------|--|-----------------------------------|-----------------------------|---------------------------------|
| £25,000 | £40,000 | £20,000 | £25,000 | £30,000 |

Offence-specific mitigating factors:

- The nature and extent of the licence condition breach

Offence-specific aggravating factors:

- The nature and extent of the licence condition breach

Process for imposing a civil penalty and the right to make written representations

Notice of intent

Before imposing a civil penalty on a landlord, the Council will give the landlord a notice of intent. The notice of intent will set out:

- The amount of the proposed civil penalty
- The reasons for proposing to impose the civil penalty
- Information about their right to make written representations

Right to make written representations

A landlord who is given a notice of intent may make written representations to the Council about the proposal to impose a civil penalty. Any representations must be made within a period of 28 days beginning with the day after the date on which the notice of intent was given.

Decision after the representations period

After the end of the period for representations the Council will:

- Decide whether to impose a civil penalty on the landlord; and
- If it decides to impose a civil penalty, decide the amount of the penalty. This amount can be higher or lower than the amount stated in the notice of intent.

A landlord's rectification of the identified breach or offence during the representations period will rarely, of itself, lead the Council to conclude that the imposition of a civil penalty is inappropriate. However, compliance at that stage will usually be relevant to the assessment of mitigating factors that may reduce the level of any civil penalty imposed.

Similarly, an admission of liability will rarely, of itself, lead the Council to conclude that the imposition of a civil penalty is inappropriate. An admission of liability will, however, usually be relevant to the assessment of mitigating factors that may reduce the level of any civil penalty imposed.

Final notice

If, following the receipt of written representations and/or the expiry of the time period to make written representations, the Council decides to impose a civil penalty on the landlord, it will give the landlord a final notice imposing that penalty.

The final notice will set out:

- The amount of the civil penalty
- The reasons for imposing the penalty
- Information about how to pay the penalty
- The period for payment of the penalty
- Information about rights of appeal
- The consequences of failure to comply with the notice

Discount for prompt payment

Where a civil penalty imposed by a final notice is paid in full within the period specified in that notice (normally 28 days beginning with the day after the final notice is given), the Council will apply a discount of 15% to the amount of the civil penalty.

The availability of the discount is conditional upon full payment being received within the specified period.

The discount period will not be extended or suspended by the bringing of an appeal. A landlord who chooses to appeal may still benefit from the discount by paying the civil penalty in full within the specified period; however, where payment is not made within that period, the discount will not apply.

Illustrative example of the application of the discount

The landlord of an HMO property fails to obtain a licence. They only operate two HMO properties and there are no other relevant factors or aggravating features. The starting point for the offence under the Council's civil penalties matrix is £17,000.

Following the issue of a notice of intent proposing a civil penalty of £17,000, the landlord makes written representations. Having considered those representations, the Council determines to impose a civil penalty of £16,000, as set out in the final notice.

If the landlord pays the civil penalty in full within the payment period specified in the final notice, a 15% prompt payment discount is applied, resulting in a discounted payment of £13,600.

Appeals

A landlord who is given a final notice may appeal to the First-tier Tribunal (Property Chamber) against the decision to impose a civil penalty and/or the amount of the civil penalty. Any appeal must be made within 28 days beginning with the day after the date on which the final notice was given.

Where an appeal is brought, the final notice is suspended until the appeal is finally determined or withdrawn.

An appeal to the First-tier Tribunal is by way of a re-hearing of the Council's decision. In determining an appeal, the Tribunal may have regard to matters of which the Council was unaware at the time the decision to impose the civil penalty was made.

The Tribunal may dismiss an appeal if it is satisfied that the appeal is frivolous, vexatious, an abuse of process, or has no reasonable prospect of success.

The First-tier Tribunal may invite the parties to consider mediation or another form of alternative dispute resolution. The Council will not generally agree to mediation in relation to the level of a civil penalty, as civil penalties are determined by reference to this Policy to promote fair, consistent, and proportionate outcomes. Agreeing reductions outside the Policy framework would risk undermining consistency and the Council's enforcement objectives.

On determination of an appeal, the Tribunal may:

- Confirm the civil penalty
- Vary the amount of the civil penalty (whether by increase or reduction)
- Cancel the civil penalty

Where the Tribunal varies a civil penalty by increasing its amount, it may do so only up to the applicable statutory maximum for the relevant breach or offence (£7,000 or £40,000, as applicable).

A party to the appeal may apply for permission to appeal the decision of the First-tier Tribunal to the Upper Tribunal (Lands Chamber).

Statement of Principles under the Smoke and Carbon Monoxide Alarm (England) Regulations 2015

This statement sets out the principles that South Kesteven District Council will apply in exercising its powers to require a relevant landlord to pay a financial penalty.

The Regulations require the Council to prepare and publish a statement of principles which it proposes to follow in determining the amount of a penalty charge.

In determining the amount of a penalty charge, the Council must have regard to the statement of principles which was most recently prepared and published at the time when the breach in question occurred.

Legislative background

The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 came into force on 1 October 2015 and introduced the following duties (amended by the Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022) for “relevant landlords” when premises are occupied under a “specified tenancy”:

- A smoke alarm is equipped on each storey of the premises on which there is a room used wholly or partly as living accommodation; and
- A carbon monoxide alarm is equipped in any room of the premises which is used wholly or partly as living accommodation and contains a fixed combustion appliance other than a gas cooker.
- Checks are made by or on behalf of the landlord to ensure that each prescribed alarm is in proper working order on the day the tenancy begins if it is a new tenancy, and
- Where, following a report made on or after 1st October 2022 by a tenant or by their nominated representative to the landlord, a prescribed alarm is found not to be in proper working order, the alarm is repaired or replaced.

Where the Council has “reasonable grounds” to believe that a relevant landlord is in breach of one or more of the duties the authority must serve a remedial notice on the landlord.

Reasonable grounds include evidence from a Private Sector Housing Officer or other relevant professional such as an Officer of the Council, Fire service, Police etc.

In line with the Council’s Corporate Enforcement Policy, a staged approach will be used, giving the landlord 7 days to comply where there is no history of non-compliance. If there is a history of non-compliance or compliance is not achieved within 7 days a remedial notice will be served.

Where a remedial notice has been served and the Council is satisfied on the balance of probabilities that the landlord on whom a remedial notice was served has failed to take the remedial action specified in the notice within the specified period the Council must (where the occupier consents) arrange for the remedial action to be taken and may require the landlord to pay a penalty charge.

Principles followed in determining the amount of Penalty Charge

The purpose is to protect the safety of residents in rented accommodation. Where legislation is not complied with the financial penalty aims to:

- Change the behaviour of the landlord and deter future non-compliance.
- Eliminate any financial gain associated with non-compliance.
- Be proportionate; giving consideration to seriousness, past performance, risk, and Government guidance.
- Reimburse the Council for costs incurred in enforcement.



Penalty Charge

The Regulations allow a civil penalty of up to £5,000 to be imposed on landlords who fail to comply with a remedial notice.

The level of penalty covers the cost of all works in default, officer costs, inspections, and administration on a cost recovery basis. In addition to this, an appropriate and proportionate penalty fine is levied.

The level of Penalty Charge is set on a scale with a minimum penalty of £700.

Where there is a history of noncompliance or unspent convictions relating to housing, or where there are increased risk factors such as vulnerable occupiers, or the property presents a high risk, additional charges will apply to a maximum of £4,500.

Level of Penalty Charge

A fee of £700 will be charged in all cases. This covers the cost of works in default, officer costs, inspections, administration, and a penalty for non-compliance with the notice.

In addition to the £700 charge, additional penalties will be levied as follows:

- Previous spent or unspent conviction or works in default undertaken relating to the owner's role as a landlord. £1,000
- Previous remedial action taken under this legislation. £1,000
- Per additional storey above or below ground level (e.g. Two storey house is £100; Three storey house is £200) £100
- No clear or direct means of escape £500
- Increased risk of ignition or spread of fire. (e.g. poor electrics, open fires etc.) £500
- Vulnerable occupants (e.g. elderly or disabled persons, children or others considered vulnerable due to their circumstances) £500

Energy Efficiency – Private Rented Property Minimum Standard

The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 set out the

minimum level of energy efficiency for private rented property. The minimum is currently set at an Energy Performance Certificate (EPC) rating of band E.

The Council will have regard to the Guidance for landlords and local authorities on the minimum level of energy efficiency required to let domestic property issued by the Department for Business, Energy, and Industrial Strategy in the application of this legislation.

The minimum standard applies to domestic privately rented properties which are let under certain types of tenancy, and which are legally required to have an EPC as described in the Regulations.

Subject to certain exclusions and exemptions the prohibition on letting sub-standard property takes effect as follows:

- From 1 April 2018, landlords of relevant domestic private rented properties may not grant a tenancy to new or existing tenants if their property has an EPC rating of Band F or G (as shown on a valid Energy Performance Certificate for the property).
- From 1 April 2020, landlords must not continue letting a relevant domestic property which is already let if that property has an EPC rating of band F or G (as shown on a valid Energy Performance Certificate for the property)

Where a landlord wishes to continue letting property which is currently sub-standard, they will need to ensure that energy efficiency improvements are made which raise the EPC rating to a minimum of E.

In certain circumstances as defined in the Regulations, landlords may be able to claim an exemption from the prohibition on letting sub-standard property. Where a valid exemption applies, landlords must register the exemption on the national PRS Exemptions Register.

Most exemptions last for 5 years, but do not pass to a new owner or landlord on sale or transfer of the property. The new owner will need to either improve the property to the minimum standard, or register an exemption themselves, where one applies, if they wish to continue to let the property.

The Council will use the information contained in the PRS Exemptions Register to check compliance with the Regulations. Where it is suspected that a landlord may be in breach of the prohibition on letting sub-standard property, the Council may serve a Compliance Notice requesting information from the

landlord to decide whether that landlord has in fact breached the prohibition.

The Council will impose a financial penalty at the maximum level permitted by the Regulations and will also impose the publication penalty, where satisfied that the landlord is, or has been in the last 18 months:

- in breach of the prohibition on letting sub-standard property (which may include continuing to let the property after April 2020), or
- in breach of the requirement to comply with a Compliance Notice, or
- has uploaded false or misleading information to the Exemptions Register.

The maximum penalties are currently as follows:

- £2,000 for renting out a sub-standard property for less than 3 months.
- £4,000 for renting out a sub-standard property for 3 months or more.

- £1,000 for providing false or misleading information on the PRS Exemptions Register
- £2,000 for failing to comply with a compliance notice.

Where penalties are imposed under more than one of the above, the total penalty may not exceed £5,000. This applies per property and per breach.

The Council will impose the maximum penalty for each of the breaches.

A publication penalty means that some details of the landlord's breach will be published on a publicly accessible part of the PRS Exemptions Register, where it will be available to view for 12 months.

As a penalty may be served up to 18 months after the suspected breach, a person may be served with a penalty notice after they have ceased to be the landlord of a property





**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Cabinet

Tuesday, 2 June 2026

Report of Councillor Virginia Moran,
Cabinet Member for Housing

Crisis and Resilience Fund (CRF) 2026/27

Report Author

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

✉ claire.moses@southkesteven.gov.uk

Purpose of Report

This report sets out the Council's approach to delivering the Governments Crisis Resilience Fund (CRF).

Recommendations

Cabinet is asked to:

- 1. Approve the acceptance of the grant award of £909,278 for the delivery of the Crisis and Resilience Fund (CRF) 2026/27.**
- 2. Approve the Councils proposed delivery approach for the Crisis and Resilience Fund (CRF) for 2026/27 as set out in this report.**
- 3. Approve the proposed eligibility criteria and operating principles for crisis payments.**
- 4. Approve the delegation to the Deputy Chief Executive and Section 151 Officer in consultation with the Cabinet Member for Housing of any operational decisions and associated expenditure required to deliver the CRF scheme in accordance with the approved scheme framework, government guidance and allocated budget (as detailed in paragraph 2.17)**

Decision Information

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

1. Implications

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

Finance and Procurement

- 1.1 Lincolnshire County Council (LCC) has confirmed the allocation of £625,086 to South Kesteven District Council for the delivery of Crisis Payment and £284,192) for Resilience Services.

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

Procurement

- 1.2 Where services are specified and delivered in return for payment (including any commissioned districtwide resilience service), the arrangement is likely to constitute a public services contract and must comply with the Procurement Act 2023 and the Council's Contract Procedure Rules.
- 1.3 The crisis payment scheme will be delivered through a third party organisation, which will be county-wide. Procurement is currently being led by Lincolnshire County Councils Legal Team.

Completed by: Helen Baldwin (Procurement Lead)

Legal and Governance

- 1.4 Legal and governance implications are currently under review by Lincolnshire County Council and the District Councils as part of the preparatory work being undertaken, utilising the framework and guidance from the Department for Work and Pensions. The CRF is a government funded scheme and must be administered in accordance with grant conditions and guidance with funding lawfully applied for its intended purpose.
- 1.5 Proportionate due diligence and eligibility checks, together with appropriate verification processes, audit trails, and data-sharing arrangements, should be implemented to safeguard public funds and ensure compliance with grant conditions.

- 1.6 The Council has the power to administer externally funded support schemes under its general power of competence (section 1, Localism Act 2011).
- 1.7 Implementation of the final CRF scheme must comply with the Council's financial regulations, grant conditions, constitution and relevant legal requirements, including equality and data protection obligations where applicable.
- 1.8 The delegation proposed should be limited to operational delivery and implementation matters. Any substantive changes to policy, eligibility criteria or overall budget allocation may require further member approval.
- 1.9 Appropriate records of decisions and expenditure should be maintained to ensure transparency, auditability and compliance with the Council's financial governance arrangements.
- 1.10 Officers should ensure that appropriate fraud prevention and verification measures are in place given the nature of the scheme and the distribution of public funds.

Graham Kitchen, Director of Law & Governance (Monitoring Officer)

Equalities, Diversity and Inclusion

- 1.11 The funding directly supports a range of people experiencing financial crisis and includes a resilience component as a key mechanism to prevent future hardship. It is anticipated that the scheme will have a positive impact on a range of protected characteristic groups. An Equality Impact Assessment is being undertaken by LCC, with support from District Councils as the scheme is developed and will be reviewed and updated as the delivery plan is also developed.

Completed by: Carol Drury, Community Engagement Manager

2. Background to the Report

- 2.1 Government introduced the Crisis and Resilience Fund (CRF) for the period 2026 to 2029, replacing national welfare assistance-style provision previously delivered through a combination of local arrangements. The CRF is intended to provide support to residents facing immediate financial crisis and to invest in wider services that build resilience and reduce future demand.
- 2.2 The cost of living continues to place pressure on households, with some residents experiencing acute and immediate crisis (e.g., inability to meet food, energy, housing-related costs) and others needing earlier help to prevent escalation.

- 2.3 Local welfare assistance-style provision has historically been delivered through a combination of:
- discretionary crisis payments (cashless and/or cash in exceptional cases), and
 - commissioned or partnered “resilience” services such as debt advice, income maximisation, and holistic support.
- 2.4 The CRF is intended to provide a clearer national framework, with funding distributed to upper-tier authorities with expectations around local partnership delivery, robust assurance, and measurable outcomes
- 2.5 South Kesteven District Council (SKDC) is well placed to deliver elements of the CRF locally, given existing links with communities, housing and homelessness services, and established relationships with voluntary and community sector (VCS) partners.

Outline of grant and conditions

- 2.6 For the content of this report and delivery in Year 1 (2026/27), the CRF is a ring-fenced grant to support **crisis support (£4.5m funding countywide)**: time-limited assistance for residents facing immediate hardship, typically delivered through awards for essential needs and **Resilience support (£3.2m funding countywide)**: services/interventions that strengthen financial resilience and reduce repeat crisis.
- 2.7 Key grant conditions (to be reflected in local policies, procedures and partnership agreements) are expected to include:
- **Use of funds** must align to crisis and resilience purposes and be evidenced
 - **Eligibility and prioritisation** should focus on vulnerability and financial hardship, with safeguards against repeat or inappropriate claims
 - **Cash-first where appropriate**, but with controls to prevent misuse and to ensure funds meet intended essential needs
 - **Data and reporting** requirements including outputs, outcomes, equalities considerations, and spend by category
 - **Assurance and audit** expectations, including retention of records, fraud prevention, and compliance with subsidy/control rules (where applicable)
 - **Partnership delivery** requirements, including clear governance and routes for escalation
 - **Communications** requirements to ensure residents can access support and understand how decisions are made.

2.8 The Council will operate the CRF in line with the grant determination letter and any accompanying guidance, the Council's Constitution and Financial Procedure Rules, relevant safeguarding and data protection requirements, and equalities duties and the Council's approach to vulnerable residents.

Funding allocations

2.9 The Government has made an allocation of £9.9 million available to Lincolnshire, to be utilised between 1 April 2026 and 31 March 2027. The guidance and grant determination be viewed at: <https://www.gov.uk/government/publications/crisis-and-resilience-fund-guidance-for-local-authorities-in-england-1-april-2026-to-31-march-2029>.

2.10 Following the formal decision-making process by LCC, the Lincolnshire approach to utilise the available funding in 2026/27 is as follows (any funding not spent during 206/27 can be rolled into 2027/28):

| Proposed Funding Allocation | County funding amount (£) | SKDC funding amount (£) |
|---|---------------------------|-------------------------|
| Retained for allocation to any of the individual strands of the CRF as required throughout the year and to cover increased costs in future years. This may include additional Resilience Services being explored in liaison with Children's Services through Education, Children's Centres, Family Hubs, and the Holidays Activities and Food (HAF) programme. LCC administrative costs will also be taken from this retention. | £2.0 million (20%) | N/A |
| Crisis Payments District councils to provide application-based schemes individually or working in partnership with each other, in-house or through a third-party 3 organisation(s). Schemes are to be as consistent as possible across the county, with districts having local discretion where an individual's need and circumstances do not meet agreed eligibility criteria. | £4.5 million (45%) | £625,086 |
| Resilience Services £2.0m (20%) will be made available to the | £3.2 million (32%) | £284,192 |

| Proposed Funding Allocation | County funding amount (£) | SKDC funding amount (£) |
|---|---------------------------|-------------------------|
| <p>seven district councils to continue or develop local Resilience Services and crisis support under local arrangements, providing broad support across the county.</p> <p>£1.2m to be retained by LCC to deliver this strand:</p> <ul style="list-style-type: none"> • LCC to deliver or commission countywide Resilience Services and to cover Community Coordination costs and schemes. • Core Resilience Services are being developed with Citizen's Advice Lincolnshire and the Lincolnshire Wellbeing Service. • Financial advice through the CRF on an outreach and peripatetic basis is in place through Citizen's Advice branches now and is designed to scale to align with district council launches of Crisis Payment schemes. £93,000 is being directed to support care experienced young people in supported living accommodation. | | |
| <p>Community Coordination including £25,000 per annum to resource the Lincolnshire Financial Inclusion Partnership (LFIP). Potential for a community micro-grant scheme and a community financial resilience training package are being explored.</p> | <p>£297,660 (3%)</p> | <p>N/A</p> |
| <p>Total funding</p> | <p>£9,997,600</p> | <p>£909,278</p> |

Lincolnshire County Council (LCC) Delivery Plan

2.11 LCC will act as the accountable body for the CRF and will receive the grant and confirm conditions. They will set a countywide framework and will oversee performance and compliance of the scheme.

Partnership Agreement – County and District Council

2.12 Delivery of the scheme at county and district level requires clear agreements that define:

- roles and responsibilities for decision-making and payments
- accountability for compliance with grant conditions
- financial controls, reconciliation and reimbursement
- information governance (data sharing agreements where needed)
- safeguarding expectations
- performance management and reporting
- dispute resolution and escalation

2.13 A formal **Partnership Agreement / Memorandum of Understanding (MoU)** is entered into between the County Council (as grant recipient) and district councils (as delivery partners). This will include allocation amount for each district, permitted spend categories and any local flexibilities, minimum documentation requirements for awards, reporting templates, frequency and deadlines, audit rights and retention periods; and Process for underspends/overspends and year-end reconciliation. The agreement will also prescribe the interface between district crisis support delivery, county and district wide commissioned resilience services and VCS partners delivering on behalf of either tier.

South Kesteven District Council delivery plan (2026/27) and management of the Crisis Payments and Resilience Services scheme

2.14 The Council has discretion on exactly how this funding is used within the scope set out in the guidance and the Grant Determination Letter (“the Grant Determination”). This is detailed further in paragraphs 2.18 to 2.32

2.15 Management of the CRF will be undertaken by the Head of Service (Revenues, Benefits and Customer Service), which will be overseen by the following:

- Rural & Communities Overview and Scrutiny Committee
- Deputy Chief Executive & s151 Officer
- Cabinet Member for Housing

2.16 A quarterly update will be presented to Rural & Communities Overview and Scrutiny Committee which will include progress against the CRF action plan (this is currently being developed, in line with the objectives of the DWP guidance and will be presented at the next committee), management information, including details of funding awarded (value and number of residents support) and activities undertaken by resilience support organisations.

- 2.17 The Deputy Chief Executive & s151 Officer, in consultation with the Cabinet Member for Housing, is seeking delegated authority for any operational and financial decisions regarding CRF scheme delivery. This is likely to include:
- finalising and entering into the required partnership agreement(s) with the County Council and other partners
 - agreeing variations required during the year to ensure compliance with the grant determination
 - implementing reporting, audit and assurance requirements.

Eligibility criteria for CRF Lincolnshire

- 2.18 The Department for Work and Pensions (DWP) FAQs and main scheme guidance leave it to councils to determine how best to distribute the funding to those most effected, however, the scheme is neither intended to be universal nor limited to those in receipt of means tested benefits.
- 2.19 The introduction of the heating oil support resulted in local criteria being developed in conjunction with Lincolnshire district councils and the LCC Overview and Scrutiny Committee during a workshop on 17 March 2026, having regard to financial criteria in other established government schemes (e.g. Warm Homes Local Grant and minimum allowable savings levels for means tested benefits).
- 2.20 The Council has been issued **£625,056 funding for Crisis Payments**. Eligibility criteria for the Lincolnshire CRF continues to be developed jointly, utilising the approach to the heating oil support. This ensures a consistent approach, while still allowing districts to use discretion where needed. The proposed eligibility is included in **Appendix 1**, and if approved by Cabinet, will be published from 1 July 2026.

Resilience Services

- 2.21 Financial resilience refers to the ability of individuals to withstand and recover from financial shocks – such as sudden income loss or unexpected expenses. The purpose of building financial resilience is to enable individuals to better manage future financial shocks and reduce the need for crisis support. with proposals to provide **grant funding to local resilience services** to help people better manage their finances.
- 2.22 As well as responding to the immediate crisis, the Council can also offer some longer-term support to help avoid similar crisis in the future by offering a variety of resilience support as well as, or instead of, a crisis payment. In some cases, the Council may ask the resident to engage with this support as a condition of making a crisis payment.

- 2.23 Integration with crisis support is vital, and as such, every crisis payment award will include a 'next steps' plan and signposting to a resilience service. Where indicators suggest higher risk or repeat crisis, a warm handover to resilience services will be offered / arranged.
- 2.24 During the period Household Support Funding was available, the Welfare & Financial Advice Team and a partnership of voluntary and community sector organisations established local community support that offered a range of services, most commonly emergency food, furniture, basic white goods and energy support. It is intended to continue to work with these partners as well as formalise grant agreements to develop the support provided.
- 2.25 These organisations are trusted by residents and can provide a level of pastoral support that public sector services are often not able to achieve. As such, they can offer early identification of issues and provide low level advice or signposting to services.
- 2.26 The Council has been issued **£284,192 funding for Resilience Service**. An officer group has been developed to identify where there are gaps in support and those community providers who may be able to help delivery resilience support to our residents – this can be in the form of:
- Being a 'trusted partner' to review application forms and process financial support (vouchers, direct ordering of goods etc)
 - Providing access to food & essentials
 - Providing access to furniture & white goods
 - Bespoke support delivered by that particular organisation
 - Outreach services across the district
- 2.27 Once the appropriate community providers have been identified, these will be mapped across the district – locality, type of support provided, and where there are existing gaps for need. Consideration will be given to ensure rural communities can be supported by resilience service providers – whether directly through CRF or signposted for other support.
- 2.28 Discussions will be undertaken with the organisation as to the aim and outcome of the support from the provide, alongside the level of support which can be provided:
- Crisis payment only – trusted partner to receive and assess applications
 - Resilience service only
 - Mix of both
- 2.29 Grant funding discussions will take place, and agreements will be produced in accordance with the aims, objectives and outcomes of the 'Resilience Strand' of the Crisis Resilience guidance as issued by the DWP.

2.30 Funding can be used to provide new services, supplement or expand existing provision, but cannot be used to deliver or maintain existing government funded activity. Given the emphasis on building financial resilience, the DWP have stated SKDC are expected to use a significant amount of their total allocation on this strand. Activity is expected to positively impact on one or more of the following:

- Increased savings
- Reduced priority debt
- Reduced need for emergency food parcels
- Reduced material deprivation (inability to afford essentials)
- Maximised income
- Fewer repeat Crisis Payment applications
- Increased access to appropriate and quality advice services

2.31 Due to the increased level of funding to be distributed and activity relating to the crisis payments and resilience services, agreement has been sought from LCC for additional resource to be recruited into Welfare & Financial Advice Team. As a result, a full time, fixed term (to 31 March 2028) role has been advertised, and successful recruitment has taken place. This post will be fully funded from the Resilience Fund.

3. Key Considerations

3.1 LCC and Districts will be required to agree a three-year delivery plan. This will be reviewed on an annual basis to ensure the correct support is being provided, as well as a review of the delivery model and funding allocations. LCC will be responsible for providing the delivery plan to DWP.

3.2 The proposed key dates for delivery are:

- 1 July 2026: Crisis Payment applications are live
- 1 July 2026: Services identified and grant agreement discussions taking place / signed
- During 2026/27 – Community co-ordination gap analysis activity will be throughout Year 1 and will shape any changes to delivery in years 2 and 3

4. Other Options Considered

4.1 Do nothing has been discounted as the funding has been provided, and the requirement of the funding is to provide residents with support during times of crisis.

5. Reasons for the Recommendations

- 5.1 The DWP expect authorities to commence delivery of the scheme from 1 April 2026 and submit a delivery plan by 1 July 2026. Joint working has been in place between Lincolnshire County Council, District Councils and Support organisations during all stages of Household Support Fund. It is recognised a joint approach to this level of support will achieve the desired outcomes as set out in the framework and guidance.

6. Background Papers

- 6.1 Crisis and Resilience Fund: Guidance for Local Authorities in England 1 April 2026 – 31 March 2029: <https://www.gov.uk/government/publications/crisis-and-resilience-fund-guidance-for-local-authorities-in-england-1-april-2026-to-31-march-2029>
- 6.2 Lincolnshire County Council Executive meeting – 3 March 2026 (item 6): [Agenda for Executive on Tuesday, 3rd March, 2026, 10.30 am](#)
- 6.3 Rural and Communities OSC – 24 March 2025 (item 62): [Agenda for Rural and Communities Overview and Scrutiny Committee on Tuesday, 24th March, 2026, 2.00 pm | South Kesteven District Council](#)
- 6.4 Rural and Communities OSC – 6 May 2026 (item 8): [Agenda for Rural and Communities Overview and Scrutiny Committee on Wednesday, 6th May, 2026, 2.00 pm | South Kesteven District Council](#)

7. Appendix

- 7.1 Appendix 1: Crisis Payments – Proposed eligibility criteria

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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Cabinet

Tuesday, 2 June 2026

Report of Councillor Ashley Baxter,
Cabinet Member for Finance

Housing Revenue Account - Rent Convergence

Report Author

Richard Wyles, Deputy Chief Executive and s151 Officer

✉ richard.wyles@southkesteven.gov.uk

Purpose of Report

To consider the opportunity for the Council to incorporate rent convergence into the rent setting formula with effect from 1 April 2027.

Recommendations

- 1. Cabinet is asked to approve the inclusion of rent convergence in the Housing Revenue Account rent setting proposals from 1 April 2027.**

Decision Information

| | |
|---|-----------|
| Is this a Key Decision? | Yes |
| Does the report contain any exempt or confidential information not for publication? | No |
| What are the relevant corporate priorities? <i>(delete as appropriate)</i> | Housing |
| Which wards are impacted? | All Wards |

1. Implications

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

Finance and Procurement

- 1.1 This proposal if taken forward will enable the HRA to generate additional income receipts that will positively contribute towards the financial sustainability of the HRA financial business plan. At this stage only outline modelling has been undertaken and therefore it is not yet possible to accurately determine how much additional income will be generated although an initial estimation is contained in the report.

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

Legal and Governance

- 1.2 The proposal forms part of the Council's Housing Revenue Account rent setting and business planning arrangements.
- 1.3 Cabinet must have regard to the relevant legislative and regulatory framework governing social housing rents, including applicable Government policy and the requirements of the regulator.
- 1.4 Cabinet should be satisfied that the proposed approach is reasonable, evidence based and supports the long-term financial sustainability of the HRA, whilst having regard to the potential impact on tenants.
- 1.5 Regard must be had to the Council's duties under the Equality Act 2010.
- 1.6 The inclusion of rent convergence within the HRA assumption does not remove the requirement for annual approval of rent levels through the Council's budget and rent setting process.

Completed by: Graham Kitchen, Director of Law and Governance (Monitoring Officer)

2. Background to the Report

- 2.1 Following a consultation in 2025 on Social Rent Convergence the Government published its policy statement on rents for social housing in January 2026 confirming that rent convergence would be implemented from April 2027. This combined with the announcement in 2025 that social landlords would be permitted to increase rents by the Consumer Price Index (CPI) + 1% every year for 10 years from April 2026 to March 2036 has provided more certainty to the sector in being able to plan for investment to continue to improve the quality of existing homes alongside investment in housebuilding.
- 2.2 The Government directed The Regulator of Social Housing to set a rent standard from 1 April 2026 which reflected the Government's 10-year rent settlement. Social landlords must comply with the requirements and expectations set out in the rent standard and the rent policy statement. The standard sets out that:
- Social landlords will generally be allowed to increase rents for social and affordable rent homes by up to CPI + 1% each year.
 - Landlords will be able to further increase the weekly rent on social homes that are currently below 'formula rent' by an additional £1 per week from 1 April 2027 and an additional £2 per week from 1 April 2028 until formula rent is reached.
- 2.3 Formula rent is a method set by the Government for calculating social housing rents in England which was introduced to ensure a consistent approach across the sector in calculating rents. Formula rent is increased annually by CPI + 1%, this has resulted in differences between formula and social rent as for example, the increase in social rent in 2023/24 was capped at 7% due to the cost-of-living crisis whereas formula rent increased by 11.1%. The aim of rent convergence is to gradually increase rents each year until they align with formula rent.
- 2.4 The Council is currently undertaking analysis to calculate the additional income that will be received if rent convergence is approved to be included in the rent setting proposals from 1 April 2027. Initial estimates are that rent convergence in year 1 will generate an additional £300k for the Council which is a significant addition to the annual income for the HRA which will contribute towards stabilising the revenue account.
- 2.5 As members are aware the HRA is facing financial challenges in meeting the costs of repairs and maintenance as this has been reported to the Financial and Economic Overview and Scrutiny Committee throughout 2025/26. The Council is also required to meet the costs associated with changes to legislation, for example, Awaabs Law, the updated Decent Homes Standard and the Minimum Energy Efficiency Standard. All of these additional requirements are required to be met from existing financial resources as there is no additional funding allocated

from Government. The potential additional rent income generated through rent convergence will contribute towards meeting these costs.

3. Key Considerations

- 3.1 The implementation of rent convergence will result in an additional rent charge to a tenant in year 1 (2027/28) of £52. The cost of this increase should be met for those tenants who are in receipt of either Housing Benefit or Universal Credit (assuming no other changes in financial circumstances).
- 3.2 When setting the 10-year rent policy the Government has taken into consideration the need for increased investment in both new and existing homes, the interests of those whose disposable income will be affected by rent increases and the consequences for public spending. It also takes account of the cost-of-living pressures that households have been facing and the fact that the overall financial position of Registered Provider's has weakened over recent years, which has resulted in a scaling back of their development plans.

4. Other Options Considered

- 4.1 The Council could choose to set rent below the levels set out in the rent standard but this will have an impact on the resources available to invest in the existing housing stock and the future financial resilience of the HRA.

5. Reasons for the Recommendations

- 5.1 It is recommended that Cabinet approve the inclusion of rent convergence in the rent setting proposals from 1 April 2027 due to additional income that will be generated which will support the HRA in meeting the financial challenges it is facing.

6. Background Papers

- 6.1 Outcome to consultations on future social housing rent policy and Social Rent convergence

<https://www.gov.uk/government/consultations/how-to-implement-social-rent-convergence/outcome/outcome-to-consultations-on-future-social-housing-rent-policy-and-social-rent-convergence>

- 6.2 Regulator of Social Housing – Rent Standard April 2026

https://assets.publishing.service.gov.uk/media/69821ddb19d3abdb495f37bc/20260130_Rent_Standard_2026_FINAL.pdf

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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Cabinet

Tuesday, 2 June 2025

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

Corporate Plan 2024-2027 - End of Year Review 2025/2026

Report Author

Charles James, Policy Officer

✉ charles.james@southkesteven.gov.uk

Purpose of Report

To present a review of the Council's performance against the Corporate Plan 2024-2027 for 2025/2026.

Recommendations

The Cabinet is recommended to note the review of the delivery of the Corporate Plan 2024-2027.

Decision Information

| | |
|---|-------------------|
| Is this a Key Decision? | No |
| Does the report contain any exempt or confidential information not for publication? | No |
| What are the relevant corporate priorities? | Effective Council |
| Which wards are impacted? | All |

1. Implications

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

Finance and Procurement

- 1.1 There are no significant financial implications arising from this report, which is for noting.

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

Legal and Governance

- 1.2 Regular monitoring of service area performance is to be welcomed and represents good governance. This report is for noting and there are no significant legal or governance implications arising from the report.

Completed by: James Welbourn, Democratic Services Manager

2. Background to the Report

- 2.1 The Corporate Plan 2024-27 was adopted on 25 January 2024. The Plan sets out the Council's strategic priorities and workstreams up until the end of the 2027/28 financial year.
- 2.2 Responsibility for the development and monitoring of the Corporate Plan KPI suite was delegated to the Overview & Scrutiny Committees (OSCs). Bi-annual KPI reports (Q2 & Q4 data) are presented to the OSCs for scrutiny. This report presents a high level review of the delivery of the Corporate Plan's contents for 2025/26. Detailed KPI reports for Q4 2025/26 will be presented to the OSCs during Q2 of 2026/27.

Corporate Plan 2024/25

- 2.3 The Corporate Plan is founded on a 'golden thread' principle. This is the link that connects all work, at all levels of the organisation, directly to the overarching vision, priorities and ambitions of the Plan.
- 2.4 The five priorities represent the key spheres of activity for the Council. Each Priority is accompanied by a Mission, a succinct statement that encapsulates the Priority and defines its scope. Each Priority contains a series of Ambitions. The Ambitions are broad in scope to set the agenda for this planning cycle. Each Ambition will stimulate a range of programmes and projects.

- 2.5 The Actions detail specific workstreams the Council will be undertaking over this Corporate Plan cycle. These do not represent the full scope of the Council’s activity, but are key workstreams which are identified as essential to the delivery of the Council’s ambitions.
- 2.6 It is anticipated that over the course of the Plan, the headline policy direction of the Council as represented by the Plan’s Priorities and Ambitions will remain largely unchanged. However, there is scope for new Actions to be added to the Plan in response to the evolving operating environment, new opportunities (for example new sources of funding), or as existing Actions are delivered. Adding an Action to the Corporate Plan would enshrine the workstream as core to the delivery of the Council’s ambitions.
- 2.7 A summary of the progress of the Corporate Plan Actions is set out below, an overall summary is in Appendix A.

| Delivery Summary of Corporate Plan 2024-27 as of Q4 2025/26 | | | |
|--|--|---|--------------------------------|
| Priority | Total On-Target Ongoing Actions | Total Below-Target Ongoing Actions | Total Completed Actions |
| Connecting Communities | 10 | 0 | 1 |
| Enabling Economic Opportunity | 3 | 5 | 0 |
| Effective Council | 9 | 3 | 2 |
| Sustainable South Kesteven | 8 | 1 | 4 |
| Housing | 11 | 1 | 0 |

Impact of Local Government Reorganisation

- 2.8 The Government has embarked on a policy of local government reorganisation (LGR). The Council submitted a full LGR proposal in November 2025. The Government is expected to make a final decision on LGR for Lincolnshire by July 2026.
- 2.9 If LGR is delivered on the government’s current implementation timeline, vesting day for Lincolnshire will be April 2028, which will coincide with the expiration of the Corporate Plan 2024-27.
- 2.10 It is expected that during 2027/28 (the final year of the Corporate Plan), the Council will be under a Section 24 direction, which will require the council to seek and gain consent from the Shadow Authority/Preparing Authority for all financial transactions over a defined threshold. This could significantly impact delivery of the Council’s business and may risk meaningful delivery of the Corporate Plan during 2027/28.

- 2.11 In previous reorganisations, for example, Cumbria, North Yorkshire and Somerset, a scheme of General Consents was introduced to effectively balance the need to prevent financial decisions that would unfairly burden the new unitary, whilst enabling the current authorities to deliver their services. The key test to utilise the General Consents was whether the expenditure was to fulfil the approved actions of the Council's Corporate Plan. If similar is applied in this reorganisation round, then the Council may be able to meaningfully deliver on the Corporate Plan during 2027/28.
- 2.12 The first Section 24 direction of the current reorganisation round will come into effect for Surrey in June 2026. The situation will be closely monitored as to whether a scheme of General Consents is implemented.

3. Key Considerations

- 3.1. The report presents a strategic overview of the delivery of the Corporate Plan 2024-27 for 2025/26. Detailed presentation of the Q4 KPI data for scrutiny will be undertaken by the responsible Committees over the course of Q2 2026/27.
- 3.2. Since the adoption of the Corporate Plan in January 2024, the Government has embarked upon a policy of local government reorganisation. As of the current LGR timeline, vesting day for the successor authority of South Kesteven DC will coincide with the expiration of the Corporate Plan 2024-27.

4. Other Options Considered

- 4.1 The Overview & Scrutiny Committees (OSCs) lead on performance monitoring and scrutiny. Therefore, performance could purely be reported to the respective OSC. Whilst offering focused scrutiny in line with the Committee remits, the individual OSCs would be unable to assess the Council's performance in the whole. This report provides an accessible and strategic overview of overall delivery for 2024/25. Detailed KPI reports for Q4 2025/26 will be presented to the OSCs over the Q2 2025/26 committee cycle.

5. Reasons for the Recommendations

- 5.1. This summary report is presented to deliver a strategic overview of the first year of the Corporate Plan and to offer assurance to residents and Members on our ongoing commitment to continuous improvement.

6. Appendices

Appendix A: Corporate Plan 2024-2027 2025/2026 Delivery Summary

Corporate Plan 2024-27 End of Year Review 2025/26 - Appendix A: Corporate Plan 2024-27 2025/26 Delivery Summary

| Index | Plan priority | Action | Q4 2025/26 Delivery Status | 2025/26 Delivery Summary |
|-------|------------------------|--|----------------------------|---|
| COM1 | Connecting Communities | Deliver the Local Health and Wellbeing Action Plan | On Target - Ongoing | There has been significant progress of actions being completed or underway. Many actions are considered as being continuously ongoing and therefore will be difficult to show as 'completed' by the end of the plan. The majority of time limited actions are complete. Work has continued throughout the year on the Ageing Better programme. The Age Friendly Communities survey: 'The Future of Growing Older in South Kesteven' was launched in February 2026. The findings will inform the baseline report on the experience of older residents, which will be the foundation for further work. |
| COM2 | Connecting Communities | Deliver the Sport and Physical Activity Strategy and accompanying action plan. | On Target - Ongoing | The Sport and Physical Activity Strategy 2021-2026 came to a close at the end of March 2026. A refreshed Physical Activity Strategy 2026-2031 was adopted in March 2026. |
| COM3 | Connecting Communities | Deliver the Cultural Strategy and accompanying action plan | On Target - Ongoing | <p>Good progress continues to be made in delivering the Council's Cultural Strategy. Events delivered during 2025/26 included 'Bike Night', 'Skate SKillz', 'Spring Skillz', 'Wassail Lantern Making', 'Covid Memorial Tree' sculpture installations and 'Thatcher Fest'. The latter attracted international media attention.</p> <p>A new events programme for 2026/27 was agreed by the Culture and Leisure Overview and Scrutiny Committee in February 2026. The proposed programme has been specifically designed to take cultural opportunities to rural areas, reach audiences that would not usually attend the Council's arts venues, and to engage with Deepings and Bourne residents where consultation has identified there are gaps in provision.</p> |

Corporate Plan 2024-27 End of Year Review 2025/26 - Appendix A: Corporate Plan 2024-27 2025/26 Delivery Summary

| Index | Plan priority | Action | Q4 2025/26 Delivery Status | 2025/26 Delivery Summary |
|-------|------------------------|---|----------------------------|--|
| COM4 | Connecting Communities | Invest in a sustainable leisure and cultural offer. | On Target - Ongoing | <p>The ten year agency agreement commenced between the Council and LeisureSK Ltd in Q1 with the aim of providing a sustainable leisure offering. Since the payment of a £150,000 cashflow stabilisation payment in Q1 2025/26, the Council has not provided a subsidy to LeisureSK. The council is now benefiting from the positive performance of the company with a surplus returned at the end of the 2025/26 financial year.</p> <p>All centres continue to benefit from the energy conservation measures introduced over the past 18 months. The SALIX funded decarbonisation project at Grantham Meres was completed in March 2026.</p> |
| COM5 | Connecting Communities | Ensure that our leisure facilities and arts venues are sustainable and meet future needs. | On Target - Ongoing | <p>All centres have been audited by Right Directions for Quest accreditation, the UK quality assessment for sport and leisure. Grantham was assessed as ‘Very Good’ – an improved rating on the 2024/25 audit. Bourne and Stamford were assessed as ‘Good’. The overall satisfaction of users for LeisureSK that completed the annual customer experience survey was 76.49%. A refreshed monitoring visit process was introduced at the start of Q1 with the implementation of the new agency model contract between the Council and LeisureSK Ltd. A £240,000 gym refurbishment project at Grantham Meres was completed in December 2025. A £500k Leisure Investment Reserve has been established to improve the cosmetic appearance of each of the centres and stadium with the changing room areas being identified as the area of focus. Decoration works have been completed at Grantham Meres Leisure Centre, along with external decorations work to the SK Stadium. Procurement of a contract for the £500k leisure investment programme has been completed during Q4 with the contract due to be awarded in Q1 2026/27.</p> |
| COM6 | Connecting Communities | Enable and support a flourishing and vibrant artistic and cultural scene | On Target - Ongoing | <p>Ticket sales are above target for each venue. Venue Managers are using fees and charges as a basis for hire, with discounts offered for bookings in line with the Cultural Strategy, or that complement any programming gaps. Total ticket sales: Stamford total 45,344 (annual target 37,000 – Stamford Arts Centre Events 16,879 & Stamford Arts Centre Film 28,465), Grantham Guildhall 32,150 (annual target 28,000).</p> |

Corporate Plan 2024-27 End of Year Review 2025/26 - Appendix A: Corporate Plan 2024-27 2025/26 Delivery Summary

| Index | Plan priority | Action | Q4 2025/26 Delivery Status | 2025/26 Delivery Summary |
|-------|------------------------|--|----------------------------|--|
| COM7 | Connecting Communities | Deliver the Community Engagement and Development Strategy and accompanying action plan. | On Target - Ongoing | <p>The effectiveness of Community Engagement relies on interventions, support and projects that are ongoing. The Action Plan covers a four year period, all discrete non-ongoing actions have been completed. The Strategy & Action Plan will be reviewed and updated in 2026/27.</p> <p>A total of £42,583 was awarded by the SK Community Fund in 2025/26. This exceeds the annual target of £37,000 but is substantially down on the 2024/25 figure of £71,933. It recognised that variable volume and value of the projects brought forward will dictate total value of projects delivered through the provision of community funding. During quarters 1-3, the UK Shared Prosperity Fund (UKSPF) provided funding for many projects that would have otherwise sought funding through the SK Community Fund.</p> |
| COM8 | Connecting Communities | Continue to deliver an accredited, effective and legislatively compliant CCTV service in partnership with Lincolnshire Police. | On Target - Ongoing | <p>The target for public realm cameras working for 90% of the time is being achieved and is above the target (average 98.45%). An audit by the Security Systems and Alarms Inspection Board (SSAIB) was undertaken in December 2025 and SKDC were found to be compliant and received a Certificate of Registration.</p> <p>2025/26 is the first full year operating from the state-of-the-art, full-fibre digital CCTV control room in collocated in Grantham Police Station. The partnership is highly regarded by Lincolnshire Police and has enhanced the Districts ability to prevent crime, support high-level police investigations, and drive operational efficiency. In April 2026, the CCTV team was nationally recognised at the National CCTV Conference 2026 winning the CCTV Control Room Award.</p> |
| COM10 | Connecting Communities | Maintain and enhance our green areas across the District. | On Target - Ongoing | <p>All three Grantham parks have retained their Green Flag status and Wyndham Park has retained its Green Heritage accreditation also. Opportunity for the development of a community hub in Dysart Park is being explored with the Inspire+ charity, following Inspire+ receiving a £70,000 grant from UKSPF. A programme of facility improvements has been delivered in Dysart and Wyndham parks:</p> <p>Dysart Park: additional fitness & older children’s play equipment, drainage works, refurbishment of the tennis courts and the installation of multi-use games area (MUGA) court suitable for football, basketball and netball.</p> <p>Wyndham Park: a new biodiversity & dog paddock, and a new skate park funded by a £125,000 UK Shared Prosperity (UKSPF) grant.</p> |

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| Index | Plan priority | Action | Q4 2025/26 Delivery Status | 2025/26 Delivery Summary |
|-------|-------------------------------|--|----------------------------|--|
| COM11 | Connecting Communities | Continue to support our Armed Forces Community and, as a Defence Employer Recognition Scheme (DERS) Gold Award holder, advocate for the Armed Forces Community Covenant. | On Target - Ongoing | The Action Plan covers a four year period, all discrete non-ongoing actions have been completed. The Soldiers from the Sky project funded by the UK National Lottery Heritage Fund has shone light on the history and activities of the Airborne Forces of the United Kingdom, United States and Poland, who were based in and flew from South Kesteven during World War II. The 18-month project has included commemorative events, development of a smartphone app and website, visitor-friendly information for Airborne-related sites on a visitor trail of national and international significance, the planting of 2,400 maroon Airborne Tulip Memorial bulbs at sites across the district, including Grantham’s Heroes Commemorative Orchard, Wyndham Park and village churchyards, and new information boards. |
| ECON1 | Enabling Economic Opportunity | Deliver the Economic Development Strategy and accompanying action plan. | Under Review - Ongoing | <p>A new Economic Development and Inward Investment Manager was appointed in September 2026 who undertook a strategic review of the Economic Development Strategy & Action Plan to reflect a reduction in the level of resource the council has available to support economic development and the new operating context following the establishment of the Greater Lincolnshire Combined County Authority (GLCCA). The review focused on aligning the Council’s strategy with the growth strategies of GLCCA. The revised strategy will be presented to Finance & Economic OSC and Cabinet.</p> <p>Whilst the strategic review was undertaken, the team has focused on operational delivery. Key deliverables included:</p> <p>Working with Grantham Museum in the successful application for £243,800 grant from National Heritage Lottery Fund.</p> <p>Supporting Stamford and Grantham in submitting expressions of interest for the UK Town of Culture competition. Facilitating a large skills summit at the Grantham Meres leisure centre on 4 March 2026, attended by over 40 exhibitors and 1,000 Year 10 students from across the District.</p> |

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| Index | Plan priority | Action | Q4 2025/26 Delivery Status | 2025/26 Delivery Summary |
|-------|-------------------------------|--|----------------------------|---|
| ECON2 | Enabling Economic Opportunity | Deliver initiatives to expand and deepen engagement with business. | On Target - Ongoing | The Economic Development service have developed a CRM system to support business engagement and service work programmes. Relationships with businesses are maintained through attendance of local business clubs and other networking events, as well as an active social media presence. |
| ECON3 | Enabling Economic Opportunity | Continue to distribute the UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF) and explore opportunities to develop a legacy beyond the funding period. | On Target - Ongoing | UKSPF 25/26 is progressing well with funds fully allocated and projects working to target. MHCLG have extended the deadline for full expenditure of the fund to September 2026 which has allowed officers to offer some discretion in completion timelines to ongoing projects where needed, however the majority of projects were completed by the end of March 2026. |
| ECON4 | Enabling Economic Opportunity | Embed and strengthen the Local Economic Forum (LEF) as a key institution for local stakeholders to shape the district's approach to skills, business support and investment. | Below Target - Ongoing | <p>Following the end of UKSPF 24/25, the LEF has not met given challenges around stakeholder engagement. With the arrival of the GLCCA, new panels and boards exist countywide which include stakeholders from the SKDC LEF. Consideration of the value and interaction between a local strategic stakeholder group and the Greater Lincolnshire agenda will be included in the revised Economic Development Strategy.</p> <p>Regular attendance at business clubs and other networking or business events across the district is maintained and strengthened. The Economic Development team have delivered events for businesses to provide support in line with changing regulations.</p> |

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| Index | Plan priority | Action | Q4 2025/26 Delivery Status | 2025/26 Delivery Summary |
|-------|-------------------------------|--|----------------------------|---|
| ECON5 | Enabling Economic Opportunity | Work with the Lincolnshire Growth Hub to support businesses start, succeed and grow. | On Target - Ongoing | <p>From 1 April 2025, 151 business have been supported by Business Lincolnshire through their programmes and advisers at the Growth Hub and NBV Enterprise Solutions Ltd (a not for profit provider of business support and advice for pre-start individuals and small businesses). Feedback (from quarterly reports and directly received by the Business & Skills Officer) from businesses utilising support from Business Lincolnshire is positive, with South Kesteven business engagement remaining high.</p> <p>Proactive offer of support is delivered through regular networking at business clubs and other events around the district or within Greater Lincolnshire. Testimonials received from local businesses demonstrate the strength of relationships and connections made, though improvements are needed to support the breadth of support.</p> |
| ECON6 | Enabling Economic Opportunity | Strategically leverage the Council's procurement spend to maximise social value. | Below Target – Ongoing | Development of a Social Value policy is progressing now and a draft is expected to be presented in Q2 2026. |
| ECON7 | Enabling Economic Opportunity | Consider targeted interventions – planning powers and schemes, to achieve high-quality regeneration across the district and explore options to unlock stalled sites. | Below Target – Ongoing | <p>The Economic Development team has supported the Planning Team in respect of the Local Plan Review to support the inclusion of strategic employment and residential land allocations.</p> <p>Development of an Investment Prospectus is progressing now the Economic Development and Inward Investment Manager is in post.</p> |
| ECON9 | Enabling Economic Opportunity | Develop a long-term approach to regeneration and be prepared for investment and funding opportunities. | Below Target – Ongoing | Development of a Regeneration Plan is now progressing. The revised Economic Development Strategy will align activity with the strategies of the Greater Lincolnshire Combined County Authority (GLCCA). |

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| Index | Plan priority | Action | Q4 2025/26 Delivery Status | 2025/26 Delivery Summary |
|--------------|-------------------------------|---|-----------------------------------|--|
| ECON10 | Enabling Economic Opportunity | Continue to promote and develop South Kesteven as an attractive visitor destination, focusing on our cultural and heritage strengths | Below Target – Ongoing | Development of a Visitor Economy Strategy is now progressing. The revised Economic Development Strategy will align activity with the strategies of the Greater Lincolnshire Combined County Authority (GLCCA). |
| COUN1 | Effective Council | Continue to work in partnership with relevant partners to deliver and support targeted initiatives across the district to help communities. | On Target - Ongoing | Partnership working is prioritised by the Public Protection Service. The service provided a South Kesteven representative for 97% of partnership meetings in 2025/26. This is essential to maintain strong relationships with partners. An example is the continued success of the Lincolnshire Environmental Crime Partnership (ECP), a 25-organisation collaboration chaired by an officer from SKDC delivering an innovative, intelligence-led approach to tackling waste crime. The model is recognised as best practice, was shortlisted for a national award at the LGC Awards 2026, and is being adopted elsewhere. |
| COUN2 | Effective Council | Ensure the administration of licenses and approvals relating to both national legislation and discretionary, are effective, efficient, timely and consistent. | Below Target - Ongoing | Performance is assessed by the percentage of services requests with initial response within five working days. The target is 95%. The Public Protection Service operated at 94.2% over 2025/26. |
| COUN4 | Effective Council | Produce and deliver a Councillor Development Strategy and accompanying programme to achieve accredited Councillor | Below Target - Ongoing | The programme has been on hold since April 2025. The new Monitoring Officer was appointed in January 2026. The Development Charter project is being reviewed by the new Monitoring Officer and Cabinet member. |

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| Index | Plan priority | Action | Q4 2025/26 Delivery Status | 2025/26 Delivery Summary |
|-------|-------------------|---|----------------------------|--|
| | | Development Charter status. | | |
| COUN5 | Effective Council | Deliver the refreshed Customer Experience Strategy and accompanying action plan. | On Target - Ongoing | The new Customer Experience Strategy 2025-29 and Action Plan was adopted in October 2025. |
| COUN6 | Effective Council | Ensure the tax collection process is always effective, efficient, timely and fair. | On Target - Ongoing | The amount collected in 2025/26 is compared to the amount collected at the same time in 2024/25. Collection continues to be on target for all 3 areas. Council Tax - 98.31% collected, Business Rates - 98.74% collected, SKDC rental income - 97.30% collected. SKDC continue to have the highest collectable debt for Council Tax in the county, with the second highest for Business Rates. |
| COUN7 | Effective Council | Deliver a balanced, sustainable financial plan over the medium term. | On Target - Ongoing | The Budget for 2025/26 was approved by Council in February 2025 with a sustainable medium term forecast. The Government have concluded their Fair Funding Review alongside the Business Rates Reset. The adopted budget for 2026/27 is balanced, before falling into potential deficits from 2027/28. |
| COUN8 | Effective Council | Implement and embed the new finance system. | COMPLETED | Unit 4 went live in August 2025. The system has been embedded to Business as Usual (BAU). Focus has shifted to further development and consideration of Phase 2 enhancements. Overall the new system has been well received. |
| COUN9 | Effective Council | Deliver the IT Roadmap, ensuring all systems meet the needs of internal and external customers, and explore opportunities for new | On Target - Ongoing | The team have successfully exceeded KPI targets for service support, and system availability and security throughout 2025/26. An updated ICT Strategy 2025 – 2028 and a new Cyber Security Strategy 2025 – 2028 were adopted in October 2025. |

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| Index | Plan priority | Action | Q4 2025/26 Delivery Status | 2025/26 Delivery Summary |
|--------|-------------------|--|----------------------------|--|
| | | technologies and innovation. | | |
| COUN11 | Effective Council | Deliver the Internal Audit Plan and drive continuous organisational improvement. | On Target - Ongoing | Internal Audit plan for 2025/26 has been completed. Audits were undertaken of the Climate Plan, Payroll, Voids Management, Performance Management, Treasury Management, ICT Strategy, Building Control, Accounts Payable, Main Financial Systems and Market Services. An audit of the Stock Control processes was also undertaken and is currently being finalised. |
| COUN12 | Effective Council | Ensure procurement is always compliant, fair and delivers value for money. | On Target - Ongoing | The new finance system (Unit 4) has been successfully embedded to enable reporting around procurement spend. Compliance and SME spend remains strong. 97% compliance for awards over £25k and 54% of spend is with SME/Micro sized companies. |
| COUN13 | Effective Council | Continue to embed the People Strategy and accompanying action plan. | On Target - Ongoing | The 2025 Engagement Survey was conducted in May/June 2025: Engagement Index target score for a year-on-year improvement was achieved with an engagement index of 75 (2024 72) and a response rate of 87%. A new People Strategy 2025-2028 was adopted in July 2025. |
| COUN14 | Effective Council | Develop and deliver Planned Maintenance Strategy and accompanying action plan. | On Target - Ongoing | For the financial year 2025/26, a varied programme of maintenance works for the corporate property estate was deployed to deliver the Maintenance Strategy Action Plan. Completed items include: roof and clock tower repairs to the Guildhall Arts Centre, extension to the Stamford Cattlemarket Car Park and resurfacing across the other operated car parks with additional structural works at Wharf Road, refurbishments to the Deepings Community Centre, SK House, the Grantham, Bourne and Stamford leisure centres, Stamford Arts Centre, Langtoft Pavilion and SK Stadium. An updated Corporate Asset Management Strategy 2025-2030 was adopted in October 2025. |

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| Index | Plan priority | Action | Q4 2025/26 Delivery Status | 2025/26 Delivery Summary |
|---------|----------------------------|---|----------------------------|---|
| COUN15 | Effective Council | Complaints, Freedom of Information (FOI) and Subject Access Request (SAR) reporting. | Below Target - Ongoing | The Council has continued to achieve an acceptable response rate to FOIs in the 2025/26. An influx in Subject Access Requests resulted in a dip in performance in Q1 and Q2. 23.08% of SAR's were dealt with within the target time in Q2 2025/26, a decrease from 100% in Q4 2024/25. This has been acknowledged by the team and work has been undertaken in Q3 to complete all outstanding SAR's and improve the turnaround time for those received. In Q4 response times have returned to an acceptable level of 81.82%. |
| ENVIRO1 | Sustainable South Kesteven | Deliver the Climate Change Action Strategy programme. | On Target - Ongoing | The Climate Action Plan was presented to Environment OSC in November 2025 and adopted by Cabinet in March 2026. |
| ENVIRO2 | Sustainable South Kesteven | Continue to reduce operational emissions to achieve the target of a 30% reduction on 2019 by 2030 and develop modelling to set a target of achieving Net Zero operations as soon as viable. | On Target - Ongoing | A downward trend in emissions can be observed since the carbon baseline of 2018/19. SKDC is on track to meet the target of reduction of at least 30% by 2030. Emission reporting has a one year lag. 2024/25 saw a reduction of 29.24% that was reported in 2025/26. It is anticipated that the 2030 emissions target will have been achieved in 2025/26, to be confirmed and reported in 2026/27. This is due in part to the reduction in energy use from specific projects, including the upgrade of SKDC owned streetlights to LED and investment in leisure centres including LED lighting upgrades, installation of pool covers, and installation of additional solar PV on key buildings. The SALIX funded decarbonisation project at Grantham Meres leisure centre was completed in March 2026 and will deliver a significant carbon reduction for the 2026/27 year onwards. |
| ENVIRO3 | Sustainable South Kesteven | Review and implement energy efficiency and renewable energy opportunities across the corporate estate, | On Target - Ongoing | Usage of chargers is steadily increasing, particularly in Stamford. As part of the new Stamford, Cattlemarket car park project four new chargers were installed in Q2 2025/26. |

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| Index | Plan priority | Action | Q4 2025/26 Delivery Status | 2025/26 Delivery Summary |
|---------|----------------------------|--|----------------------------|--|
| | | such as solar panels and EV chargers. | | |
| ENVIRO4 | Sustainable South Kesteven | Improve the energy efficiency of the leisure estate and review further renewable energy opportunities. | On Target - Ongoing | <p>The decarbonisation project at Grantham Meres was successfully completed during Q4 2025/26 ahead of the deadline set by Salix finance. It has now been fully commissioned and is operational with adjustments being made to settings where necessary during the early stages of operation. As part of this project not only were the gas boilers and the Combined Heat and Power unit CHP removed from site, being replaced with Air Source Heat Pumps, but improvements also included replacement pool air handling units, heating valves, air handling coils, calorifier, reception heating , pool circulation pumps, pool heat exchangers, high voltage transformer, and a new substation.</p> <p>During the initial 12 months of the additional Solar PV being installed a total of 237,568 kWh of solar electricity has been generated providing a grid electricity saving of £36,492.</p> <p>The floodlights at the SK Stadium were upgraded to LED lighting in Q1 2025/26.</p> |
| ENVIRO7 | Sustainable South Kesteven | Adopt a Tree and Woodland Strategy and deliver the accompanying action plan. | On Target - Ongoing | A number of Tree Management Policies, outlining how the Council will manage trees under our management, were approved by Cabinet in January 2026. 139 trees were planted in the winter 2025/26 planting season, including a number provided via Lincolnshire County Council, as well as 30 metres of new hedging. |

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| Index | Plan priority | Action | Q4 2025/26 Delivery Status | 2025/26 Delivery Summary |
|--------------|----------------------------|---|-----------------------------------|---|
| ENVIRO8 | Sustainable South Kesteven | Ensure that biodiversity net gain is embedded through corporate projects and operations | On Target - Ongoing | The Biodiversity Action Plan was presented to Environment OSC in November 2025 and adopted by Cabinet in March 2026. |
| ENVIRO9 | Sustainable South Kesteven | Continue to tackle waste related crimes, including fly tipping with support from the Environmental Crime Partnership | On Target - Ongoing | A new environmental crime process and mechanism for data capture has been embedded. In 2025/26, the cumulative number of fly tipping incidents where evidence has been found is 90. Over that period there have been 47 positive enforcement outcomes. Open investigations are continuing and some cases are being prepared for prosecution. It is important to note that an investigation can take a considerable amount of time. Further while evidence is obtained from fly tips it does not always lead to the perpetrator, which would mean the case would not have a positive outcome in terms of enforcement action. |
| ENVIRO11 | Sustainable South Kesteven | Develop and implement an effective process for the collection of food waste. (Food waste collection mandatory from 31st March 2026) | COMPLETED | Mandatory weekly food waste collections commenced on 13 April 2026. Over the first five weeks of collection a total of 452,333 kg of food waste has been collected. Average presentation across the first five weeks is 65.2%. Presentation has steadily risen from 57.2% in the first week of the scheme, to 67.9% in the week commencing 11 May 2026. |
| ENVIRO12 | Sustainable South Kesteven | Deliver a range of schemes to improve the recycling rate. | COMPLETED | The introduction of twin stream recycling in February 2024 and the contamination reduction campaign have resulted in improved recycling quality across the district. The Department for Environment, Food & Rural Affairs (DEFRA) released local authority waste statistics for 2024/25 on 31 March 2026. The contamination rate for South Kesteven DC in 2024/25 was 8.94%, in line with the Lincolnshire median of 8.32% and below the Lincolnshire average of 10.05%. |

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| Index | Plan priority | Action | Q4 2025/26 Delivery Status | 2025/26 Delivery Summary |
|--------------|----------------------------|---|-----------------------------------|---|
| ENVIRO13 | Sustainable South Kesteven | Manage the construction and transition to a new depot, that is fit for purpose, and explore options for the old depot | COMPLETED | The new waste depot at Turnpike Close went live in December 2025. More than 200 council staff involved in waste collections, health & safety, street cleaning, park maintenance and housing repair are based at the site. The former Turnpike repairs building has been assigned to a new tenant and the former Mowbeck Way buildings are currently being marketed for lease. |
| ENVIRO14 | Sustainable South Kesteven | Develop and deliver the Fleet Management strategy and accompanying action plan. | Below Target - Ongoing | The Green Fleet Strategy 2025-28 Action Plan was adopted in November 2025. |
| ENVIRO15 | Sustainable South Kesteven | Review and implement energy efficiency and renewable energy opportunities within private properties in the district. | On Target - Ongoing | Overall, 214 properties were upgraded using HUG2 funding across the Lincolnshire partnership, including 40 from South Kesteven. In total, 496 energy efficiency measures were installed in properties, resulting in a total annual carbon emissions saving of 1,721 tonnes, and an annual energy saving for residents of £854.33. Mobilisation has commenced for the follow on scheme, Warm Homes Local Grant, with 2 properties upgraded in SKDC for Year 1 of the scheme. 15 properties were upgraded across the Lincolnshire consortium. Delivery is expected to significantly ramp up in Year 2. Across the consortium of 4 districts, over 500 properties have applied to the scheme, compared to expected delivery of 330 properties for Year 2 and Year 3 of the scheme. |
| HOUS1 | Housing | Review the quality of existing properties across all tenures and seek to reduce the | On Target - Ongoing | The Council has a rolling programme of stock condition surveys which identify Housing Health and Safety Rating System (HHSRS) actions which are passed to the Housing Repairs team to complete. As of Q4 2025/26 95% of properties had a stock condition survey, 93% of which were completed within the last 5 years |

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| Index | Plan priority | Action | Q4 2025/26 Delivery Status | 2025/26 Delivery Summary |
|-------|---------------|--|----------------------------|---|
| | | impacts of poor housing on residents and communities. | | 1,868 stock condition surveys had been completed, Of the properties with a stock condition survey, 100% of Council owned properties met the Decent Standard up from 94.62% in Q4 2024/25. There were 0 properties with HHSRS fails as of the end of Q4. |
| HOUS2 | Housing | Ensure services to support residents to remain living in their community with as much independence as possible, ideally within their own home, with the right support. | On Target - Ongoing | The Housing service aims to complete 100 adaptations annually which was achieved, the cumulative number of adaptations for 2025/26 is 161 adaptations. |
| HOUS4 | Housing | Deliver the Warm Homes Social Housing Fund (Wave 3) project | On Target - Ongoing | The Social Housing Decarbonisation Fund programme was completed in May 2025. Delivery of the Warm Homes Social Housing Fund (Wave 3) has mobilised. 114 of the 127 properties programmed for year 1 were delivered by the end of Q4. Programme numbers and spend are on track. Expected all 127 properties to be completed by Q1 2026/27. |
| HOUS5 | Housing | Ensure the Council's housing stock is high quality and suitable for the needs of tenants now and into the future. Seek to dispose of properties which are economically unviable. | On Target- Ongoing | EICR (Electrical Installation Condition Reports) compliance data has maintained at 95%+ throughout the year. Access and completion rates continue to see steady rises, as of the end of Q4 EICR coverage stands at 97.23%. Gas compliance has been maintained at 99%+ throughout the year, peaking at 99.52% in Q2 2025/26. |

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Corporate Plan 2024-27 End of Year Review 2025/26 - Appendix A: Corporate Plan 2024-27 2025/26 Delivery Summary

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| HOUS6 | Housing | Continue to improve the turnaround period and standard of properties. | On Target-Ongoing | Void relet time continued to significantly improve during 2025/26. In Q4 2024/25 the average void period was 91 days. In March 2026, the average void time was 61 days. Over the course of 2025/26 the average void time was 71 days, ahead of the set target of 80 days. Major voids have the biggest impact on turnaround time. By the end of Q4 2025/26, the major void turnaround time was 86 days whereas for standard voids the turnaround time was 39 days. The average figures in 2024/25 were 193 and 75 days respectively. A target of 60 days is set for 2026/27. |
| HOUS7 | Housing | Deliver a high quality, planned and responsive repairs service. | On Target-Ongoing | Significant progress has been made to improve the repairs service during 2025/26 with the overall work in progress jobs reducing from 4,065 in April 2025 to 2,814 at the end of March 2026. The number of overdue jobs has reduced from 2,337 in April 2025 to 1,208 March 2026. The average time taken to complete non-emergency repairs has reduced from 54 days in April 2025 to 34 days in March 2026. The Tenant Satisfaction Measures (TSM) tenant survey shows an improvement from 50% in 2024/25 to 70% in 2025/26. As of Q4 2024/25, 97% of emergency repairs were completed on time (target 75%), 68% of non-emergency repairs were completed on time (target 70%), satisfaction with the repairs service was 85% (target 75%). 86% of planned works programme against the backlog is complete. |

Corporate Plan 2024-27 End of Year Review 2025/26 - Appendix A: Corporate Plan 2024-27 2025/26 Delivery Summary

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|-------|---------------|---|----------------------------|--|
| HOUS8 | Housing | Deliver a pipeline of new build housing following a hybrid approach of construction and acquisition when appropriate to maximise funding streams. | On Target - Ongoing | <p>Over the life of the Corporate Plan 2024-27 so far, the Council has delivered (built and acquired) 57 properties (excluding the 29 units yet to be handed over in Corby Glen).</p> <p>The Council delivered 23 units in 2025/26:</p> <ul style="list-style-type: none"> -Swinegate, Grantham (20 units) – completed in September 2025. The scheme won the Best Development – up to £5m award at the Inside Housing Development Awards 2025. -3 units have been handed over in the second phase of the acquisition of 36 units in Corby Glen. Further handovers will take place in 2026/27. <p>35 units were progressed and are now under construction scheduled for completion during 2026/27:</p> <ul style="list-style-type: none"> -Larch Court Grantham (21 units) – contractor on site expected completion December 2026/January 2027 -Wellington Way, Market Deeping (11 units) – contractor on site expected completion December 2026 -Toller Court, Horbling (3 bungalows) – contractor due to start on site in May 2026. Expected completion December 2026. <p>There is a pipeline of 22 units in early planning stages to be progressed in 2026/27:</p> <ul style="list-style-type: none"> -Kesteven Road, Stamford (13 units) – planning application to be submitted in May/June 2026 -Bourne Road, Colsterworth (9 units) – public consultation to inform planning application to take place in summer 2026. <p>- 29 units are under construction in Corby Glen. Further handovers will take place in 2026/27.</p> |
| HOUS9 | Housing | Develop a joint approach to bringing Empty Homes back into use. | On Target- Ongoing | <p>The team has undertaken work contacting the owners of empty homes throughout 2025/26. As the year progressed it became clear that the identified KPI for bringing homes back into use has not aligned with the practice of delivery, due to challenges in confirming that properties have been brought into use post contact. Therefore, new KPI metrics measuring contacts and enforcement actions are proposed for the consideration of Housing OSC in June 2026.</p> |

Corporate Plan 2024-27 End of Year Review 2025/26 - Appendix A: Corporate Plan 2024-27 2025/26 Delivery Summary

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|--------|---------------|---|----------------------------|--|
| HOUS10 | Housing | Ensure the Local Plan continues to facilitate sustainable growth across the district and the Local Plan Review is successfully completed in 2026. | Below Target - Ongoing | <p>The Local Development Strategy (LDS) was last updated in January 2026. The Government has moved the final deadline for submission of the Local Plan from 12th December to 31st December 2026 and it is unlikely that this deadline will move again. The Council has adopted a detailed project management approach to the evidence commissions and Local Plan following the advice of the Planning Advisory Service. Work has been progressing towards the Regulation 19 Consultation Draft Local Plan, which is planned for the Summer 2026.</p> <p>The 5 year housing land supply was published in March 2026, which concluded that the Council cannot demonstrate a five year housing land supply. Consequently, the National Planning Policy Framework's 'presumption in favour of sustainable development' and the tilted balance now apply. The five year housing land supply will be reviewed by the end of the year. The new housing need for South Kesteven per annum is 886, however the need is set to increase again in May, when MHCLG releases the updated dwelling stock data. The Council has adopted a detailed project management approach to the evidence commissions and Local Plan following the advice of the Planning Advisory Service. Local Plan timetable with consultation on a further Regulation 19 Local Plan in Summer 2026.</p> |
| HOUS11 | Housing | Ensure the planning process is effective, efficient, high quality and timely. | On Target- Ongoing | <p>Over the year, the service has determined 38 major planning applications, of which 100% were determined in time. This achieves the KPI target for majors (80%) and is a significant improvement on 2024/25, which achieved a timeliness rate of 80%. Overall volume fell slightly from 45 major applications in 2024/25. 86% of non-major applications were determined on time throughout the year, an improvement on the figure of 76% for 2024/25, and achieving the KPI target of 80%. Performance on both metrics are above national performance indicators that are set by MHCLG.</p> |
| HOUS12 | Housing | Deliver an effective Housing Options Service | On Target- Ongoing | <p>In 2025/26 the team dealt with 1,668 homelessness approaches, which resulted in 487 full homelessness decisions, which means the Council has accepted a main homeless duty and therefore must provide accommodation to discharge this duty. The total homelessness approaches decreased from 2024/25 (2,098 approaches).</p> |

Corporate Plan 2024-27 End of Year Review 2025/26 - Appendix A: Corporate Plan 2024-27 2025/26 Delivery Summary

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|--------|---------------|---|----------------------------|--|
| HOUS13 | Housing | Protect our most vulnerable residents with robust safeguarding processes. | On Target - Ongoing | The Council has a strong safeguarding team in place, who continue to promote awareness of safeguarding across the organisation. Safeguarding training is delivered to employees and elected members. Contractors are required to comply with the Council safeguarding policy and work with the council to report observed concerns. Reminders are issued in relation to the processes for escalating concerns. |



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Cabinet


2 June 2026

Report of the Chief Executive

Key and Non-Key Decisions taken under delegated powers

Report Author

Lucy Bonshor, Democratic Officer

 l.bonshor@southkesteven.gov.uk

Purpose of Report

This report provides an overview of decisions taken by individuals since the last meeting of the Cabinet on 5 May 2026.

Recommendations

That Cabinet:

Notes the content of this report.

Decision Information

| | |
|---|-------------------------|
| Is this a Key Decision? | No |
| Does the report contain any exempt or confidential information not for publication? | No |
| What are the relevant corporate priorities? | High performing Council |
| Which wards are impacted? | All |

Since the Cabinet last met on 5 May 2026, the following Key and Non-Key decisions have been taken under delegated authority:

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

Key decision taken by the Deputy Chief Executive, Section 151 Officer on 12 May 2026.

Date decision effective: 20 May 2026.

The accompanying report can be viewed online at:

<https://moderngov.southkesteven.gov.uk/mgIssueHistoryHome.aspx?Id=38589>

1.2 Any decision made after the publication of the agenda will be reported at the next meeting of the Cabinet.



SOUTH
KESTEVEN
DISTRICT
COUNCIL

CABINET FORWARD PLAN
Notice of decisions to be made by Cabinet
22 May 2026 to 21 May 2026

At its meetings, the Cabinet may make Key Decisions and Non-Key Decisions. It may also make recommendations to Council on matters relating to the Council's budget or its policy framework.

A Key Decision is a Cabinet decision that is likely:

1. To result in the District Council incurring expenditure which is, or the making of savings which are, significant having regard to the District Council's budget for the service or function to which the decision relates (for these purposes, South Kesteven District Council has agreed £200,000 as the threshold at which a decision will be considered significant); or
2. To be significant in terms of its effects on communities that live or work in an area comprising two or more wards.

The Forward Plan

The Cabinet Forward Plan is a rolling, 12-month plan that will be updated on a regular basis. It includes those Key Decisions and Non-Key Decisions that are scheduled to be considered by Cabinet during the plan period.

Notice of future Cabinet decisions and recommendations to Council

| Summary | Date | Action | Contact |
|---|------------|---|---|
| Review of SKDC Car Parking Arrangements - Key Decision | | | |
| Review of car parking across South Kesteven following post implementation changes. | 2 Jun 2026 | Approval to implement progression of proposed car parking changes following report to FEOSC on the 24th February 2026 | Cabinet Member for Property and Public Engagement (Councillor Richard Cleaver) Gyles Teasdale, Head of Property and ICT E-mail: gyles.teasdale@southkesteven.gov.uk |
| Corporate Enforcement Policy -- Private Sector Housing Amendment - Key Decision | | | |
| For Cabinet to consider approving the amendments to Appendix C - Private Sector Housing Approach to Investigation and Enforcement of the Corporate Enforcement Policy | 2 Jun 2026 | To approve the amendments | Cabinet Member for Corporate Governance and Licensing (Councillor Philip Knowles) Tom Amblin-Lightowler, Environmental Health Manager – Environmental Protection & Private Sector Housing E-mail: tom.amblin-lightowler@southkesteven.gov.uk |
| Crisis and Resilience Fund - Key Decision | | | |
| This report will provide information regarding the Crisis Resilience Fund and will present the proposed scheme for Cabinet approval. | 2 Jun 2026 | Approval of the proposed scheme | Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter) Claire Moses, Head of Service (Revenues, Benefits, Customer Services and Community) E-mail: claire.moses@southkesteven.gov.uk |

| Summary | Date | Action | Contact |
|---|--------------------------|--|---|
| Corporate Plan 2024-27 - End of Year Review 2025/26 – Non-Key Decision | | | |
| To present a review of the Council's performance against the Corporate Plan 2024-27 for 2025/26. | 2 Jun 2026 | To note. | <p>Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)</p> <p>Charles James, Policy Officer, Hannah Vivian, Performance Analyst E-mail: charles.james@southkesteven.gov.uk, hannah.vivian@southkesteven.gov.uk</p> |
| Housing Revenue Account - Rent Convergence - Key Decision | | | |
| This report confirms the opportunity for the Council to incorporate rent convergence into the rent setting formula with effect from 1 April 2027. | 2 Jun 2026 | To consider approving the proposal. | <p>Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)</p> <p>Richard Wyles, Deputy Chief Executive and Section 151 Officer, Alison Hall-Wright, Director of Housing and Projects (Deputy Monitoring Officer) E-mail: richard.wyles@southkesteven.gov.uk, Alison.Hall-Wright@southkesteven.gov.uk</p> |
| Award of contract for Wharf Road car park, Grantham for remedial repair works - Key Decision | | | |
| Intention for the Council to enter into a contract with Kilnbridge Ltd for All Level Repairs to Wharf Road Multistorey Car Park, Grantham. | Not before 12th Jun 2026 | To consider approving the award of the contract. | <p>Gyles Teasdale, Head of Property and ICT E-mail: gyles.teasdale@southkesteven.gov.uk</p> |

| Summary | Date | Action | Contact |
|--|-------------|---|--|
| Economic Development Strategy 2026-29 - Key Decision | | | |
| To provide Members with a Refreshed Economic Development Strategy 2026-29 for their consideration. | 21 Jul 2026 | Approval is being sought for the Refreshed Economic Development Strategy 2026-29 | <p>Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)</p> <p>Simon Jackson, Economic Development and Inward Investment Manager E-mail: Simon.Jackson@southkesteven.gov.uk</p> |
| The South Kesteven Design Code – Non-Key Decision | | | |
| To improve the design quality of new development in South Kesteven. | 21 Jul 2026 | To recommend approval to adopt the South Kesteven Design Code as a technical note. | <p>Cabinet Member for Planning (Councillor Phil Dilks)</p> <p>Richard Shaw, Principal Design Officer E-mail: richard.shaw@southkesteven.gov.uk</p> |
| Asylum Dispersal Grant Funding - Key Decision | | | |
| To seek approval on the spending allocation of the Asylum Dispersal Grant Funding received by the Council | 21 Jul 2026 | To approve the allocation of the grant funding. | <p>Cabinet Member for Housing (Councillor Virginia Moran)</p> <p>Karen Whitfield, Assistant Director (Leisure, Culture and Place) E-mail: karen.whitfield@southkesteven.gov.uk</p> |
| Small Unmanned Aircraft (Drone) Policy - Key Decision | | | |
| Small Unmanned Aircraft (SUA) / Drone use is growing at a rapid rate in the UK. Drone usage will provide a safer option for certain work streams, and this Policy sets out the controls required to implement Drones and their use for Council activities. | 21 Jul 2026 | We are seeking approval of the Policy and use of drones for the works specified in the Policy | <p>Cabinet Member for Corporate Governance and Licensing (Councillor Philip Knowles)</p> <p>Phil Swinton, Emergency Planning and Health & Safety Lead E-mail: phil.swinton@southkesteven.gov.uk</p> |

| Summary | Date | Action | Contact |
|--|-------------|--|---|
| 2026/27 Pay Award - Key Decision | | | |
| To explain the reasons for a recommendation to implement a pay award in line with the National Employers' for Local Government Services final offer effective from 1st April 2026. | 21 Jul 2026 | Recommendation to Cabinet | Councillor Ashley Baxter Fran Beckitt, Head of Service – Human Resources and Organisational Development E-mail: fran.beckitt@southkesteven.gov.uk |
| Tenant Engagement Strategy - Key Decision | | | |
| To review and approve the Tenant Engagement Strategy | 21 Jul 2026 | To consider approving the report | Cabinet Member for Housing (Councillor Virginia Moran) Sarah McQueen, Head of Service (Housing Options) E-mail: sarah.mcqueen@southkesteven.gov.uk |
| HRA Aids and Adaptations Policy - Key Decision | | | |
| Cabinet to review and approve the Aids and Adaptations Policy | 21 Jul 2026 | To consider approving the report | Cabinet Member for Housing (Councillor Virginia Moran) Mark Rogers, Head of Service (Technical Services) E-mail: mark.rogers@southkesteven.gov.uk |
| Waste Policy Update - Key Decision | | | |
| To provide an update on the changes to the Waste Policy. | 21 Jul 2026 | Approve the updated Waste Policy and recommend the amended policy to Council for approval. | Cabinet Member for Environment and Waste (Councillor Rhys Baker) Kay Boasman, Head of Waste Management and Market Services E-mail: kayleigh.boasman@southkesteven.gov.uk |

| Summary | Date | Action | Contact |
|--|------------|--|--|
| Corporate Property Estates Management Contract - Key Decision | | | |
| Authority to enter into contract for the management of SKDC's Corporate Property portfolio. | 8 Sep 2026 | Authority to enter into contract for the management of SKDC's Corporate Property portfolio. | Cabinet Member for Property and Public Engagement (Councillor Richard Cleaver) Gyles Teasdale, Head of Property and ICT E-mail: gyles.teasdale@southkesteven.gov.uk |
| SKDC Gas Energy Services contract - Key Decision | | | |
| To provide authority to enter into a new gas energy contract for the corporate and HRA properties in the Councils Control. | 8 Sep 2026 | To provide authority to enter into a new gas energy contract for the corporate and HRA properties in the Councils Control. | Cabinet Member for Property and Public Engagement (Councillor Richard Cleaver) Gyles Teasdale, Head of Property and ICT E-mail: gyles.teasdale@southkesteven.gov.uk |
| Annual Complaint Performance and Service Improvement Report 2025/26 - Key Decision | | | |
| To present the annual complaint information and service improvement plan to cabinet | 8 Sep 2026 | Provide feedback | Cabinet Member for Housing (Councillor Virginia Moran) Alison Hall-Wright, Director of Housing and Projects (Deputy Monitoring Officer) E-mail: Alison.Hall-Wright@southkesteven.gov.uk |
| SKDC Street Lighting maintenance contract - Key Decision | | | |
| To seek authority to enter into contract for the award of maintenance services relating to SKDC street lighting. | 8 Sep 2026 | Authority to enter into contract for the award of maintenance services relating to SKDC street lighting. | Cabinet Member for Property and Public Engagement (Councillor Richard Cleaver) Gyles Teasdale, Head of Property and ICT E-mail: gyles.teasdale@southkesteven.gov.uk |

| Summary | Date | Action | Contact |
|--|-------------|---|--|
| The South Kesteven Design Code – Non-Key Decision | | | |
| To propose the adoption at Council of the South Kesteven Design Code as a technical note. | 8 Sep 2026 | Recommendation to Council to adopt the South Kesteven Design Code | Cabinet Member for Planning (Councillor Phil Dilks) Richard Shaw, Principal Design Officer E-mail: richard.shaw@southkesteven.gov.uk |
| Housing Payment Policy 2027/28 - Key Decision | | | |
| To provide an update on expenditure and to review responses to public consultation of the proposed Housing Payment Policy 2027/28. | 1 Dec 2026 | To consider approving the Housing Payment Policy 2027/28 | Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter) Claire Moses, Head of Service (Revenues, Benefits, Customer Services and Community) E-mail: claire.moses@southkesteven.gov.uk |
| Discretionary Council Tax Payment Policy 2027/28 - Key Decision | | | |
| This report provides an update on Discretionary Council Tax Payment (DCTP) expenditure and to review the scheme ahead of the Financial Year 2026/27, to seek comments from the Committee regarding proposed scheme for public consultation | 1 Dec 2026 | To consider approving the Discretionary Council Tax Payment (DCTP) Policy 2027/28 | Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter) Claire Moses, Head of Service (Revenues, Benefits, Customer Services and Community) E-mail: claire.moses@southkesteven.gov.uk |
| Localised Council Tax Support Scheme 2027/28 - Key Decision | | | |
| To review the responses to the public consultation of the Council's Local Council Tax Support Scheme 2027/28. | 14 Jan 2027 | To consider approving the Localised Council Tax Support Scheme 2027/28 | Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter) Claire Moses, Head of Service (Revenues, Benefits, Customer Services and Community) E-mail: claire.moses@southkesteven.gov.uk |

| Summary | Date | Action | Contact |
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