



Tuesday, 21 July 2026 at 4.00 pm
Council Chamber - South Kesteven House, St. Peter's Hill,
Grantham. NG31 6PZ

Committee Members: Councillor Ashley Baxter, Leader of the Council and Cabinet Member for HR and Economic Development (Chairman)
Councillor Paul Stokes, Deputy Leader of the Council and Cabinet Member for Leisure and Culture (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 previous meetings

(Pages 3 - 17)

Minutes of the meetings held on 2 June (ordinary) and 9 June (extraordinary).

Items for Cabinet Decision: Key

5. Warmer Homes Grant

(Pages 19 - 23)

To receive a report outlining the terms of a government grant.

6. Small Unmanned Aircraft (Drone) Policy

(Pages 25 - 43)

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.

7. **2026/2027 Pay Award** (Pages 45 - 52)
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.
8. **Refuse and Recycling Operational Policy Update** (Pages 53 - 79)
To provide an update on the changes to the Waste Policy.
9. **Asylum Dispersal Grant Funding** (Pages 81 - 87)
To seek approval on the spending allocation of the Asylum Dispersal Grant Funding received by the Council.
10. **Local Plan Progress and Updates** (Pages 89 - 101)
To consider the future direction of Local Plan preparation and associated governance arrangements.
11. **Stock Management Policy** (Pages 103 - 111)
A draft Stock Management Policy has been developed for consideration and approval by Cabinet.

Items for Cabinet Decision: Non-Key

12. **Designation of Air Quality Management Area Order 2026** (Pages 113 - 120)
To seek approval for the Air Quality Management Area Order 2026, which will supersede Air Quality Management Area Order 2013. This is required due to improvements in Air Quality resulting in the need to remove the Hourly Nitrogen Dioxide designation from the Air Quality Management Area Order.
13. **Housing Revenue Account Provisional Outturn Report 2025/26** (Pages 121 - 132)
This report provides details of the Housing Revenue Account (HRA) outturn position for the financial year 2025/26. The report covers the Revenue Budget, Capital Programmes and Reserves overview
14. **General Fund Provisional Outturn Report 2025/26** (Pages 133 - 151)
To provide details of the General Fund provisional outturn position for the Financial Year 2025/26. The report covers the Revenue Budget, Capital Programme and a Reserves Overview.

Items for information

15. **Use of Head of Paid Service Emergency Powers** (To Follow)
16. **Key and Non-Key Decisions taken under Delegated Powers** (Pages 153 - 154)
This report provides an overview of decisions taken by individual Cabinet Members since the last ordinary meeting of the Cabinet on 2 June 2026.
17. **Cabinet Forward Plan** (Pages 155 - 165)
This report highlights matters on the Cabinet's Forward Plan.
18. **Open Questions from Councillors**

Minutes

Cabinet
Tuesday, 2 June 2026



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

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

Cabinet Members present

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

Non-Cabinet Members present

Councillor Matthew Bailey
Councillor Tim Harrison
Councillor Elvis Stooke

Officers

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)
Karen Whitfield, Assistant Director (Leisure, Culture and Place)
Emma Whittaker, Assistant Director (Planning & Growth)
Ayeisha Kirkham, Head of Public Protection
Gyles Teasdale, Head of Property and ICT
James Welbourn, Democratic Services Manager
Tom Amblin-Lightowler, Environmental Health Manager – Environmental Protection
& Private Sector Housing
Charles James, Policy Officer

1. Public Open Forum

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

2. Apologies for absence

An apology for absence was received from Councillor Rhys Baker.

3. Disclosures of interests

There were no disclosures of interests.

4. Minutes of the previous meeting

The minutes of the previous meeting held on 5 May 2026 were agreed as a correct record.

5. Review of SKDC Car Parking Arrangements

Decision

That Cabinet:

- 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. Instruct officers to undertake the necessary steps pursuant to the introduction of 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 3 hours
Corn Exchange – up to 3 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.**
- 7. Delegate to the Deputy Chief Executive and Section 151 officer in consultation with the Cabinet Member for Property and Public Engagement the establishment of a new season ticket offer for Cattle Market car park (Stamford) following changes to the daily parking charges.**

Other options considered

Taking no action was not an option due to the ongoing parking pressures and issues identified at specific locations and car parks across the district.

Reasons for the decision

Making greater use of the available capacity meant the Council would better serve the needs of local residents and businesses.

The current disabled parking policy was not consistent with an ambition to ensure that where parking capacity was limited, an equitable offer was established.

Implementation of controlled parking measures in Bourne was 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.

The following points were highlighted during debate:

- The proposals were discussed and recommended to Cabinet at a recent meeting of Finance and Economic Overview and Scrutiny Committee (OSC).
- The Council appointed the consultants (Tetra Tech) who had been previously utilised to provide car parking studies. The detailed report was provided at Appendix A – Car Parking Update 2025.
- Officers were constantly seeking to get the maximum usage out of all the district's car parks. Access to the car park at Bourne Corn Exchange was controlled by a barrier; careful thought would be given to its future usage.
- Tetra Tech have been used previously for similar studies; using them again allowed for continuity as they have experience and existing knowledge of the district's car parks. They also acted as a critical friend. There were other companies that carried out this type of work, but as they started with no prior knowledge of South Kesteven, their costs may be higher.
- A number of these recommendations were subject to further analysis.
- The new parking charge change at the Cattle Market car park, Stamford would have to be advertised for 21 days to give members of the public the required notice.
- The decision taken on blue badge holders (resolution 3) did not introduce a 3 hour parking limit, it was the start of a formal process. As part of this process an Equality Impact Assessment would be completed.
- The success of the car parks would be measured by a change in overall income. A measure of success in Stamford would be more availability of car parking spaces. There was a rich dataset from ticketing figures that was reviewed on a regular basis.
- All were encouraged to promote the use of the parking app as it made life much easier. 50% of car park users in Stamford used the app.

6. Corporate Enforcement Policy Update - Private Sector Housing

Decision

That Cabinet:

- 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: Leisure, Culture and Place, in consultation with the portfolio holder, to reformat Appendix C to ensure it is as user friendly as possible.**

Other options considered

None – statutory guidance had been published alongside new duties under the Renters Rights Act 2025 that the Local Authority must follow and enforce.

Reasons for the decision

To ensure that South Kesteven District Council met its statutory function and was compliant with associated statutory guidance.

A major review of the Corporate Enforcement Policy was carried out by Cabinet, and several Overview and Scrutiny Committees (OSCs). Further amendment to Appendix C of the Policy was required following the introduction of the Renters' Rights Act 2025.

The differences between the current policy and the proposed policy were summarised as follows:

- Item 4 in the table on page 3 of the revised policy had 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.

The Ministry for Housing, Communities and Local Government (MHCLG) had published statutory guidance for Local Authorities in relation to setting penalties. This must be followed when setting a penalty matrix and issuing such penalties.

Statutory guidance meant that the Council's existing penalty matrix needed amending to incorporate the new mandated penalty levels and the new offences included in the Renters Rights Act 2025.

The Association of Chief Environmental Health Officers (England) (ACEHO) have produced a policy that met the requirements set out in the statutory guidance for

Local Authorities to adopt. This policy was developed as part of project “Jigsaw” which was the project funded by MHCLG to help deliver training and associated assistance to Local Authorities to prepare for the Renters’ Rights Act 2025.

The Environmental Health Manager was thanked for his efforts on compiling this report.

7. Crisis and Resilience Fund

Decision

That Cabinet:

- 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 Council’s 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 of the report)**

Other options considered

The ‘do nothing’ option was discounted as the funding had been provided, and the requirement of the funding was to provide residents with support during times of crisis.

Reasons for the decision

The DWP expected authorities to commence delivery of the scheme from 1 April 2026 and submit a delivery plan by 1 July 2026. Joint working had been in place between Lincolnshire County Council, District Councils and support organisations during all stages of the Household Support Fund. It was recognised that a joint approach to this level of support would achieve the desired outcomes as set out in the framework and guidance.

This issue had been presented to Rural and Communities OSC on more than one occasion. 80 pages of the Department for Work and Pensions (DWP) guidance had kept members informed about the design of the scheme. The process had involved all Lincolnshire district councils and Lincolnshire County Council (LCC).

The Fund aimed to provide a safety net for those on low incomes and wanted to invest in people to enable financial resilience, reducing the crisis need. The funding focussed on achieving three main outcomes:

1. Effective crisis support
2. Investment in improving financial resilience.
3. Building a strong support system, creating visible safety nets with pathways between councils and their partners.

It was not ideal that the eligibility criteria for the Fund hadn't yet been confirmed. The government issued initial guidance on 15 January 2026, and a working group was mobilised shortly after. No major changes were anticipated to the delivery approach, eligibility criteria and operating principles attached to the Fund. Any operational changes would be approved under delegation to the Deputy Chief Executive.

£909,278 was granted to SKDC, with £625,086 for the delivery of crisis payments and £284,192 for resilience services. The funding was a significant financial uplift on the Household Support Fund. There was a contingency of funding – SKDC would feed back to LCC if they neared the total spend. If SKDC did not have any funding available, the crisis payments would cease. Resilience support would continue.

8. Housing Revenue Account - Rent Convergence

Decision

That Cabinet approve the inclusion of rent convergence in the Housing Revenue Account (HRA) rent setting proposals from 1 April 2027.

Other options considered

The Council could have chosen to set rent below the levels set out in the rent standard, but this would have had an impact on the resources available to invest in the existing housing stock and the future financial resilience of the HRA.

Reasons for the decision

Cabinet approved the inclusion of rent convergence in the rent setting proposals from 1 April 2027 due to additional income that would be generated, which would support the HRA in meeting the financial challenges it was facing.

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 had 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.

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 would generally be allowed to increase rents for social and affordable rent homes by up to CPI + 1% each year.
- Landlords would be able to further increase the weekly rent on social homes that were 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 was reached.

Formula rent was 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 was increased annually by CPI + 1%; this had resulted in differences between formula and social rent. 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 was to gradually increase rents each year until they aligned with formula rent.

The Council was currently undertaking analysis to calculate the additional income that would be received if rent convergence was included in the rent setting proposals from 1 April 2027. Initial estimates were that rent convergence in year 1 would generate an additional £300,000 for the Council, which was a significant addition to the annual income for the Housing Revenue Account (HRA) which would contribute towards stabilising the revenue account. Once formula rent was established, officers would need to discover how many housing tenants would be impacted.

9. Corporate Plan 2024-27 - End of Year Review 2025/26

Decision

That Cabinet note the review of the delivery of the Corporate Plan 2024-2027.

Other options considered

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 overall. This report provided an accessible and strategic overview of overall delivery for 2024/25. Detailed Key Performance Indicator (KPI) reports for Q4 2025/26 would be presented to the OSCs over the Q2 2025/26 committee cycle.

Reasons for the decision

In January 2024 the council adopted the Corporate Plan until 2027. This summary report delivered a strategic overview of the first year of the Corporate Plan and offered assurance to residents and Members on the ongoing commitment to continuous improvement.

A detailed breakdown of Quarter 4 Key Performance Indicator (KPI) data was due to be considered by the relevant committees. Next week the process started with Housing OSC.

The Corporate Plan contained 58 priorities. 7 have been completed, 41 were on target, and 10 were below target.

Vesting day for SKDC's successor council would coincide with the expiration of the Corporate Plan. In 2027/2028 it was expected that SKDC would be under a Section 24 directive, which could impact the efficient delivery of Council business and may risk a meaningful delivery of the Corporate Plan.

10. Key and Non-Key Decisions taken under Delegated Powers

The decisions taken using delegated powers were noted.

11. Cabinet Forward Plan

The Forward Plan of Key and Non-Key decisions was noted.

12. Open Questions from Councillors

Councillor Elvis Stooke to the Cabinet Member for Planning

Councillor Stooke asked for meeting with the Cabinet Member regarding a ward issue, which the Cabinet Member agreed to.

Councillor Matt Bailey to the Cabinet Member for Leisure and Culture

Councillor Bailey asked why the decision over a lease to Grantham Town Football Club was taken by an officer under delegated authority rather than being considered by an OSC, before arriving at Cabinet for a final decision.

The Cabinet Member and the Deputy Chief Executive informed Councillor Bailey that the Deputy Chief Executive had the correct delegated authority to take this decision. The plan was for Grantham Town Football Club to visit Culture and Leisure OSC in July.

Councillor Tim Harrison to the Cabinet Member for Environment and Waste.

Councillor Harrison was waiting for a response to questions he had regarding green waste tariffs and wanted a promise he would get an answer in the coming week.

Councillor Baxter would make it a priority for Councillor Harrison to have a meeting with the relevant officers and Cabinet Member in the next fortnight.

Councillor Matt Bailey to the Cabinet Member for Planning

Councillor Bailey requested an update on the Poplar Farm development in Grantham, specifically the issues around a proposed bridge.

The Assistant Director (Planning and Growth) outlined that officers were looking at the drafting of the Section 106 agreement tied to the development and were liaising with consultees. There were no plans to bring the issue back to Planning Committee at this time.

Councillor Tim Harrison to the Cabinet Member for Corporate Governance and Licensing

Councillor Harrison asked whether video evidence of aggressive driving in Grantham marketplace could be sought, so that it could be submitted to Lincolnshire Police and LCC.

Councillor Knowles and the Head of Service for Public Protection requested the times and dates of this activity and promised to investigate it. If times and dates were known, it may be possible to plan future Safer Streets patrols to try and dissuade such activity.

Update from Cabinet Member for Leisure and Culture

Councillor Stokes highlighted that it was National Volunteer Week from 1-6 June 2026. He wished to thank all volunteers that gave up their time across the district. Some of these volunteers would be the recipients of honours being awarded at an event in Dysart Park in Grantham between 12-3pm on Saturday 6 July 2026.

The meeting closed at 3:02 pm.

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Minutes

Cabinet
Tuesday, 9 June 2026



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

The Leader: Councillor Ashley Baxter (Chairman)

The Deputy Leader: Councillor Paul Stokes (Vice Chairman)

Cabinet Members present

Councillor Phil Dilks, Cabinet Member for Planning

Councillor Philip Knowles, Cabinet Member for Corporate Governance and Licensing

Councillor Bridget Ley, Cabinet Member for Finance

Councillor Virginia Moran, Cabinet Member for Housing

Non-Cabinet Members present

Councillor Harrish Bisnauthsing

Councillor Lee Steptoe

Officers

Karen Bradford, Chief Executive

Richard Wyles, Deputy Chief Executive and Section 151 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

Patrick Astill, Communications Officer

Charles James, Policy Officer

Joshua Mann, Democratic Services Officer

13. Apologies for absence

Apologies for absence were received from Councillors Rhys Baker and Richard Cleaver.

14. Disclosure of Interests

Dual-hatted district and county Councillors had a general dispensation granted by a previous Monitoring Officer that allowed them to take part in and vote on issues related to Local Government Reorganisation (LGR).

This applied to Councillors Ashley Baxter and Phil Dilks. Councillor Richard Cleaver was not present.

15. Public Open Forum

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

16. Invitation for representations regarding the Structural Changes Order for Local Government Reorganisation in Greater Lincolnshire: Response

Decision

That Cabinet:

- 1. Approve the proposed responses to the MHCLG invitation for representations on the contents of the Structural Changes Order, as set out at Appendix B of this report, and instruct the Chief Executive to submit the responses on behalf of the Council prior to the deadline of 16 June 2026.**
- 2. Delegate authority to the Chief Executive, in consultation with the Leader of the Council, to make minor inconsequential amendments to the content of the response between now and 16 June 2026.**

Other options considered

The Council was under no explicit legal obligation to submit a response. However, the Council understood that representations would inform the Secretary of State's considerations on the detailed contents of the Structural Change Order. Therefore, if the Council does not submit a response, it would lose an opportunity to potentially influence the government on key elements of the future transitional and electoral arrangements.

Reasons for the decision

The Leader of the Council introduced the report.

The Government had invited the Council to make representations on the detailed contents of the Structural Change Order (SCO). These representations would inform the considerations of the Secretary of State and thus represented an opportunity for the Council to attempt to ensure that the SCO was properly tailored to the particular circumstances of Greater Lincolnshire.

On 19 May 2026, MHCLG wrote to all councils in Greater Lincolnshire to seek views on matters that would be necessary for the Secretary of State to consider in any Structural Changes Order (SCO) (Appendix A). A SCO was a statutory instrument (secondary legislation) that would establish a new unitary authority, make provision to abolish predecessor councils, and set out transitional and electoral arrangements.

The matters/questions on which the Council had been invited to make representations were:

1. Whether you prefer a preparing council and implementation executive model (where geographies align) or a new council model with a joint committee?
2. How many members from each relevant council would you prefer to sit on each Joint Committee or on the Implementation Executive, including the balance of members from different councils?
3. Would you prefer for any individuals to be specified for the Chair/Deputy Chair roles, and if so, who?
4. What are your views on any requirement for political balance in the joint committee(s)/ implementation executive?
5. Who should be the returning officer for the first election to each of the new unitary councils, that proposals would see established.
6. What are your preferences for the membership of the Implementation Team and whether roles should be specified?
7. Would you prefer for any parish council elections to be aligned with elections to the new councils?
8. What are the current legal names of the councils and what are your preferred names for new councils?
9. If different to proposals, has there been any further modelling of your preferred councillors for each new councils that you would like the Secretary of State to consider, alongside any information on the rationale for the numbers?
10. What are your suggested wards, that reflect the proposal and councillor numbers decided, and that best meet the LGBCE guidance, for inclusion in the SCO?

Representations for questions one to nine were to be made by no later than 16 June 2026, which gave South Kesteven District Council (SKDC) less than a month to finalise their response to the consultation. Representations on the tenth question regarding ward boundaries were to be made by 17 August 2026.

Political endorsement was requested as part of the Cabinet's representations. One of the questions was the potential name of the new authority; Cabinet suggested the name 'South Lincolnshire Council' for the SKDC Local Government Reorganisation (LGR) proposal.

Most of the planned responses to the consultation were related to the SKDC LGR proposal, which included the district council areas of South Kesteven, North Kesteven and South Holland. These planned responses were included as Appendix B to the report.

Question two related to Joint Committees; for Unitary One (the bid from SKDC and North Kesteven District Council (NKDC)) a 12-seat committee was proposed, with six seats for Lincolnshire County Council (LCC), and two for each of the districts (SKDC, NKDC and South Holland District Council (SHDC)).

For Question three, it was recommended that the Joint Committee Chairman be appointed from a district council.

Political balance would be required for Lincolnshire County Council (LCC) members on both Joint Committees (and on an Implementation Executive in the scenario where the LCC proposal was selected).

The Implementation Team must include directly employed officers from each of the existing Lincolnshire district councils and from the County Council. The proposed Implementation Team Lead was Katherine Marriott, NKDC's Chief Executive.

Karen Bradford, as SKDC's Chief Executive, was proposed as the Returning Officer (RO) for the South Lincolnshire proposal. For Central Lincolnshire, it was suggested that those areas impacted should reach their own decision. If there were to be elections in 2026, the inclusion of parish elections was desired.

Both NKDC and SKDC proposed to retain the existing seventy divisions within the Lincolnshire County Council area, increasing all to dual rather than single member wards in both new unitary councils. This would see thirty-four dual member wards in the new South Lincolnshire Council and thirty-six dual member wards in the new Central Lincolnshire Council.

For Central Lincolnshire, SKDC's proposal was a Joint Committee of sixteen, with eight seats to LCC and two seats each for the other four district councils.

Concerns have been raised about the timelines put forward by MHCLG. The calling of an election in March 2027, even though the new structure would be known, was extremely demanding as the SCO would only just have come into effect.

The following points were highlighted during debate:

- Questions needed to be asked in relation to political balance as Independent Councillors were not recognised in the political balance calculations for joint committees, even if they were in political groups.
- The SKDC proposal (Unitary One) was the best option available, but it still had a democratic deficit attached with the number of councillors reduced by roughly one half. This deficit would be widened if the continuous model (LCC continuation model) was selected.
- The two Joint Committee representatives taken from SKDC would likely be the Leader and Deputy Leader. Lincolnshire County Council would have to consider their political proportionality as they had a greater number of representatives.
- July will bring greater clarity from government on the LGR proposal. However, the Chief Executive would have no legal bearing to enact anything until March 2027, when the Structural Change Order was due to come into force.
- The response from NKDC to the questions outlined within the report looked very similar to the SKDC response. SHDC would be focussing on their proposal (the SELC partnership).
- SKDC was proposing two councillors to be selected per county division in their unitary area. The voting system planned was first past the post (FPTP), however this could be a good opportunity to lobby government for a change of system.

- The SCO would give the legal framework for calling a shadow election. It would also give the framework for the postponement of elections (if applicable). District and parish elections were due to be called in March 2027; however, if the district elections were postponed, the term of office for councillors could be increased accordingly. Hypothetically, there could be a shadow election in July 2027 or beyond, however, this scenario created an extra financial burden on district councils.

17. Close of meeting

The meeting closed at 2:39 pm.

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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Cabinet

Tuesday, 21 July 2026

Councillor Virginia Moran
Cabinet Member for Housing

Warmer Homes Grant

Report Author

Alison Hall-Wright, Director of Housing and Projects (Deputy Monitoring Officer)

✉ Alison.Hall-Wright@southkesteven.gov.uk

Purpose of Report

To seek approval for the acceptance of the additional Warm Homes Social Housing Fund (WH-SHF) grant of £999k which has been awarded to the Council by the Department for Energy Security and Net Zero (DESNZ) and approve the award of an additional £1.998m of works to Equans Buildings Ltd, the Council's approved contractor for the installation of energy efficiency and low carbon measures in Council Owned properties.

Recommendations

Cabinet are asked to:

- 1. Approve the acceptance of the additional £999k Warm Homes Social Housing Fund grant which has been awarded to the Council by the Department for Energy Security and Net Zero**
- 2. Approve the award of an additional £1.998m of works to Equans Buildings Ltd who are the Council's contractor for installing energy efficiency and low carbon measure in Council owned properties.**

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?	Sustainable South Kesteven 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 Subject to approval at the Council meeting on 16 July 2026 the HRA Capital Programme for 2026/27 will be increased by £1.598m to reflect in increased funding requirement to deliver the extended scheme. This amount plus existing eligible match funding of £400k already included within the HRA capital programme will provide sufficient budget to meet the new contract cost of £1.998m.

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

Procurement

- 1.2 It is confirmed that a fully compliant procurement process was completed in 2025 and the Council's Procurement Lead has been consulted throughout the process. On 13 May 2025 Cabinet approved the award of £7.81m to Equans Building Ltd due to the reduced funding award from Government however the signed contract with Equans contains an optional, one year extension to 31/03/2028 valued at £3.7m. The total value of the contract including the optional extension therefore is £11,500,000.
- 1.3 The framework this contract was awarded under was let under Public Contracts Regime 2015.
- 1.4 Regulation 72 (c) of PCR2015 provides that a contract or framework agreement can be modified during their term without a new procurement procedure if:

(c) where all of the following conditions are fulfilled:—
 - (i) the need for modification has been brought about by circumstances which a diligent contracting authority could not have foreseen;
 - (ii) the modification does not alter the overall nature of the contract;
 - (iii) any increase in price does not exceed 50% of the value of the original contract or framework agreement.

The additional value sought would not exceed 50% of the original contract value and is therefore compliant

Completed by: Helen Baldwin, Procurement Lead

Legal and Governance

- 1.5 Grant funding at this level requires approval by Cabinet as it is over the Key Decision threshold.

Completed by: James Welbourn, Democratic Services Manager

Climate Change

- 1.6 The allocation of additional funding via the Warm Homes: Social Housing Fund will allow for additional energy efficiency and heat decarbonisation measures to be installed in Council owned properties. Investment in these properties via grant funding and allocated HRA funding will also help to reduce running costs for tenants, address risk of fuel poverty and promote warm and efficient homes.

Completed by: Serena Brown, Sustainability and Climate Change Manager

2. Background to the Report

- 2.1 The Council submitted a bid to DESNZ for additional grant from the Warm Homes Social Housing Fund of £999k to enable energy efficiency improvement works to be completed on an additional 106 properties in the Council's Housing Stock during 2026/27. Confirmation was received in June 2026 that the Council has been awarded the grant, so this now needs to be formally accepted.
- 2.2 The planned energy efficiency improvement works will increase the EPC ratings on the properties included in the bid from a D, E or F to a C which will support the Council with achieving EPC rating of C by 2030 across the housing stock.
- 2.3 Table 1 provides details of the proposed energy efficiency works that will be installed at each of the properties, these are subject to change following the completion of retrofit surveys and energy modelling at each of the properties as these reports could identify alternative works to achieve an EPC rating of C.

Table 1 – Proposed Energy Efficiency Works

Works	Number of Properties
Air Source Heat Pumps	10
Loft Insulation	32
Replacement Windows	12
Solar PV Panels and Replacement Windows	10
Air Source Heat Pumps, Solar PV Panels and Loft Insulation	42
Total	106

- 2.4 As part of the grant terms and conditions the Council is required to provide match funding of £999k. This can be met by transferring £200k budget from the window and doors programme and £200k budget from the heating programme as properties currently scheduled to receive works under these schemes can be transferred to the Warm Homes programme. A report was presented to Full Council on 16 July 2026 to seek approval for a transfer of £599k from the HRA Priorities Reserve to provide the balance of the match funding should acceptance of the grant be approved by Cabinet.
- 2.5 The report presented to Full Council on 16 July 2026 also requested approval to increase the HRA Capital Programme by £1.598m to reflect the cost of the additional works if acceptance of the grant award is approved by Cabinet. The amendment consists of the £999k grant funding and the £599k transfer from the HRA Priorities Reserve as the balance of £400k is already included in the HRA Capital Programme budget.

Table 2 – Summary Funding

Funding	Amount
Grant Funding	£999k
Match Funding:	
HRA Priorities Reserve	£599k
Existing HRA Capital Programme Budget	£400k

- 2.6 If Cabinet approve the acceptance of the additional £999k DESNZ grant funding there will be a requirement to award an additional £1.998m of works to Equans to enable the installation of the energy efficiency measures detailed in table 1 to commence.

3. Key Considerations

- 3.1 The Council is required to achieve an EPC rating of C across the housing stock by 2030 so approving the acceptance of this grant, will support with the meeting this requirement.

4. Other Options Considered

- 4.1 Cabinet could choose not to accept the additional grant funding, but this would not support the achievement of an EPC rating of C across the Council's housing stock by 2030.

5. Reasons for the Recommendations

- 5.1 Approval of the recommendations in this report will ensure the Council is able to proceed with the proposed energy efficiency improvement works detailed in table 1.

6. Background Papers

6.1 Contract Award for Warm Homes Social Housing Fund works

<https://moderngov.southkesteven.gov.uk/documents/s46587/Contract%20Award%20for%20Warm%20Homes%20Social%20Housing%20Fund%20works.pdf>

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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Cabinet

Tuesday, 21 July 2026

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

Small Unmanned Aircraft (Drone) Policy

Report Author

Phil Swinton, Head of Health, Safety, Emergency Planning and Compliance

✉ phil.swinton@southkesteven.gov.uk

Purpose of Report

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.

Recommendations

Cabinet is asked to approve the policy and the use of Drones for specified works.

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 Housing Effective council
Which wards are impacted?	(All Wards);

1. Implications

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

Finance and Procurement

- 1.1 Whilst there are some minor costs associated with training designated drone operators and the drones themselves it is expected these will be offset by savings from reduced working at height costs such as not incurring scaffolding costs.

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

Legal and Governance

- 1.2 There are no additional legal or governance implications that are not already reflected within the report.

Completed by: James Welbourn, Democratic Services Manager

Risk and Mitigation

- 1.3 The Council will be asking for its Public Liability insurance to be endorsed to include the use of drones. It is important that full risk assessments are completed to ensure the drone is suitable for purpose; full training is provided; and that the drone is **only** used in connection with Council business.

Completed by: Tracey Elliott, Governance & Risk Officer

Health and Safety

- 1.4 This policy has been designed to establish the safe and compliant use of drones. It clearly sets out the requirements necessary to meet the controls required under the CAA guidance and best practices and supports a reduction in risk profile.
- 1.5 The Policy also ensures compliance with the Health and Safety at Work Act 1974 and associated regulations including the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment 1998

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

Climate Change

- 1.6 Implementing the Small Unmanned Aircraft (Drone) policy offers potential for efficiencies for a variety of tasks that South Kesteven District Council complete as a landlord or for other property maintenance duties. These efficiencies could include a reduction for contractors to travel to survey properties, where these tasks could be carried out by appropriately qualified staff, or through issues with a property being identified and resolved more quickly through authorised use of drones.

Completed by: Serena Brown, Sustainability and Climate Change Manager

2. Background to the Report

- 2.1 The use of drones is a rapidly growing area which can provide real time benefits to organisations. The primary benefit being a reduction in risk profile through the removal of work at height requirements.
- 2.2 Drones can be deployed with little preparation or need for scaffolding and mobile towers to be erected to support building inspection and maintenance across the Housing and Corporate Property portfolio. In addition, they have potential applications in planning enforcement, emergency response, waste management and identifying areas of illegal waste tipping.
- 2.3 The use of drones is strictly controlled, and the policy clearly outlines the requirements established to ensure compliance with the Civil Aviation Authority (CAA) guidance on drone usage in the UK.

3. Key Considerations

- 3.1. Introducing a policy which allows for drone use provides several benefits as outlined and supports climate change aspirations with a reduction of the Council's carbon footprint.
- 3.2. The policy is designed to ensure compliance with the CAA guidance and increase the safety of officers, consequently reducing the risk profile of the organisation.

4. Other Options Considered

- 4.1 The Council could continue to utilise scaffolding and mobile towers with current safety mitigations or engage contractors to undertake the works and inspections

5. Reasons for the Recommendations

- 5.1. To ensure the Council has an approved policy in place for the use of Small Unmanned Aircraft (Drones).

6. Consultation

- 6.1 The Policy has received scrutiny and feedback from the Joint Environment and Scrutiny committee and the Rural and Environment committee which met on 24 February 2026.
- 6.2 Feedback was provided on the need to include details of the mechanisms that would be employed to notify residents of drone use and this has been included in the Policy. For planned works it was agreed that tenants would be written to giving the dates of the flights and purpose. For short notice and emergency works the officers will engage in door to door knocking to inform as many residents as possible.

7. Appendices

- 7.1. Appendix 1 Small Unmanned Aircraft (Drone) Policy



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COUNCIL

Small Unmanned Aircraft (SUA)(Drone) Policy Version 4.0



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1. INTRODUCTION

The objective of this policy is to ensure that employees operating SUA/Drones on behalf of South Kesteven District Council have the information they need to ensure that whilst operating their devices, they are not posing a risk to any other aircraft or people and that they are complying with the relevant legislation.

2. POLICY STATEMENT

It is the policy of South Kesteven District Council (SKDC), to, so far as is reasonably practicable, ensure the health, safety, and welfare of all who may be affected by its undertakings, acts or omissions. The Council will:

- Ensure a safe working environment for all employees, contractors, and the public.
- Operate SUA in a safe and responsible manner, in accordance with the legislation and the conditions detailed in the manufacturer's guidance.
- Ensure that all personnel are suitably trained, current and competent to participate in operations.
- Plan, assess and execute all operations in accordance with the procedures outlined within this and supporting operational arrangements.
- Use the drone in conjunction with the relevant flight recording app/ software.
- Manage risk and implement suitable mitigations where required.
- Ensure personnel do not deviate from any documented procedures.
- Report any accident, serious incident, reportable occurrence in a timely manner.
- Conduct equipment maintenance in accordance with the manufacturer's recommendation.
- Keep up to date with changes in legislation by means of the CAA website and SkyWise platform, ensuring this document always remains compliant.
- This Policy allows for the use of drones in relation to SKDC work activities related to inspection, maintenance and fly tipping investigations. Drone use is not permitted for any covert or overt monitoring or surveillance of any kind.

3. OBJECTIVE and PERMITTED USES

The objective of this policy is to set out minimum standards for ensuring the safety of persons using and those affected by SUA/Drone activity undertaken by SKDC and its officers only.

This is designed to reduce the risk of works at height and reduce the time and cost of works of associated works as outlined below.

The use of an SUA/Drone will be permitted for:

- The inspection of housing properties, including private sector housing, new build inspections.
- Property related maintenance/damage.
- The inspection of damaged/ dangerous structures.
- To identify the location of fly tipping in rural locations.
- In Emergency responses, for example flooding.
- Drone use allows accurate ground intelligence to be gathered while providing safety by distance for officers. This information can then be shared with agency and Blue light partners as required, aiding the overall response as required under the Civil Contingencies Act 2004.

For all planned works, residents in the area that the drone will be operated in must be written to in advance and given the date of and reason for the flight. This will be restricted to the affected property and any which may be flown over where images may be captured as part of the drones use.

For short notice and emergency works requiring drone use the officers must attempt to inform the residents by “door knocking” and explaining the purpose of the flight. Where a resident objects, for example a middle property in a terrace then drone works must be halted until approval or alternate means can be obtained.

Any works not within scope must be raised with the Corporate safety team and Data and Governance Officer for review of the proposal. The addition of any workstreams would require an update of Policy and approval from the appropriate scrutiny committee / Cabinet.

4. RESPONSIBILITIES

4.1 Accountable Person / Heads of Services / Responsible Managers

Ensure all SUA use in respect of SKDC related activities is undertaken:

- in compliance with this policy, Civil Aviation Authority (CAA) legislation and guidance Drone Operations Manual and all related procedures.
- on completion of suitable and sufficient risk assessments and safe systems of work.
- by suitably competent persons and,
- with the necessary public liability insurance cover.
- Ensure flight logs detailing the purpose of the flight, location and length of flight are maintained.
- Ensure data is stored in the agreed manner and deleted as soon as is no longer required to support the works which required the data to be recorded.

- All flights must be planned and mapped against an airspace management system, such as Altitude Angel. These provide accurate and up to date information on no-fly zones, airspace with restrictions and Notice to Air Missions (NOTAMS)
-

4.2 Head of Health & Safety Service

- Ensure the SUA/Drone policy is reviewed and updated regularly. Including whenever legislation changes and no longer than every 2 years.
- Provide advice and guidance to SUA/Drone operators and approve, where appropriate, SUA use subject to satisfactory compliance with this policy, CAA regulations, and guidance, including suitable and sufficient risk assessments.
- Ensure the Council's Insurance Officer is informed of the use of drones and the drone policy.
- Audit records of use and compliance with the policy.
- Lead on all incident/accident reviews in relation to drone use and compliance.
- Review flight logs at regular intervals, in conjunction with the Data Protection team, for accuracy and review of data storage and collateral intrusion or capturing of unrelated data.

4.3 SUA/Drone Operations Coordinator "Accountable Person"

- Apply for, and upon issue by the CAA, hold and maintain the Permission for operations (Operators licence) and regularly review and maintain any associated SUA Operations Manual.
- Advise on the appropriate procedures for complying with the relevant legislation and guidance on safe management of SUA.
- Advise SUA Operators as necessary regarding training, flight planning, risk assessment etc.
- Operate SUA in compliance with this policy, CAA legislation, and guidance, on completion of suitable and sufficient risk assessments and having obtained suitable Public Liability insurance.

4.4 SUA/Drone Operators

- All SUA/Drone Operators will be responsible for ensuring that their flights are carried out safely and that all risks are controlled to an acceptable level in accordance with CAA Code of Practice for Drone use.
- All SUA/Drone Operators will be required to have registered their devices with the CAA and to have taken an online training course and test. This will be an annual registration, and a charge will be levied by the CAA.
- Following changes in January 2026 it is a requirement for pilots of any drone over 100 grams in weight complete the online training and register for flyer ID.
- Ensure that the recording function is only used during the portion of the flight that requires information to be gathered. Recording must not be on during transit flight to and from the location being recorded.

- Camera use may be required for continuous use in certain cases, for example if utilised for the locating of fly tipping in rural areas. Where this is the case, it must be noted in the flight log.

5. DEFINITIONS

- Small Unmanned Aircraft (SUA) system; Defined as remotely operated aircraft and all the control, launch and landing systems required for their operation. Sometimes referred to as ‘Drones,’ Unmanned Aerial Vehicles (UAV), and “Remotely Piloted Aircraft Systems” (RPAS). All are covered by the scope of this policy.
- Operator (or pilot) – the person operating the SUA / Drone.

6. BACKGROUND

6.1 Regulation of aviation in the UK

The primary legislation is the Air Navigation Order (ANO) 2016 (as amended). ANO is enforced by the CAA, which has enforcement powers.

The ANO does not distinguish between different types of aircraft. It covers ALL aircraft, of all sizes. The CAA grants “exemptions” from certain provisions of the ANO. If there is no explicit exemption, then the provisions of the ANO apply.

The ANO does not regulate the use of SUA’s/Drones indoors. Workplace health and safety legislation applies to indoor use.

6.2 Commercial Aviation

ANO defines a ‘commercial operation’ as:

“...any operation of an aircraft other than for public transport—

(a) which is available to the public; or

(b) which, when not made available to the public, is performed under a contract between an operator and a customer, where the latter has no control over the operator, in return for re-numeration or other valuable consideration.”

Any commercial operation requires the operator to meet all the legal requirements of a commercial operator that apply to their type of aircraft.

Any SUA use must be risk assessed. This will include the risk to persons who might be affected by malfunction, as well as operators, for example, where there may be manual handling and hazardous substance hazards.

6.3 SUA/Drone Operations around airfields

In March 2019, the Flight Restriction Zone (FRZ) around airports and airfields changed. Boundaries of FRZ around airports are now set at a minimum distance of **5km**. Air Traffic Control (ATC) approval is required for any SUA/Drone flight within the FRZ.

SUA/Drone Operators are required to ask permission from the local airport's Air Traffic Control (ATC) to fly within the Aerodrome Traffic Zone (ATZ). The ATZ is a 4.6km radius circle centred at an Aerodrome Reference Point (ARP). The ARP is the geographical location of the aerodrome and the centre of its traffic zone where an ATZ is established.

In addition, a zone has been introduced, 5km by 1km starting from the point known as the 'threshold', at the end of each of the airfield's runways. Both zones (FRZ and ATZ), extend upwards to a height of 2,000 feet above the airfield.

A map depicting the restricted areas at East Midlands Airport and Heathrow Airport are included as examples at Appendix 1 and are available at <https://dronesafe.uk/restrictions/>.

Where appropriate, Operators must provide written evidence of their permission to operate inside the FRZ / ATZ to the Health & Safety team upon request and in any case, to the local Air Traffic Control prior to any flying in the FRZ / ATZ.

Any drone purchased will include Geofencing. Drone geofencing is a software-based safety feature using GPS to create virtual boundaries, preventing drones from entering restricted areas like airports, government buildings, or crowded events. It acts as a digital, real-time map that alerts pilots to airspace regulations and can automatically stop drones from flying into prohibited zones



7. SAFETY LEGISLATION

The Health and Safety at Work Act 1974 sets out that Employers have a legal obligation to ensure the health, safety, and welfare of all employees and others who may be affected by their work. This includes:

- Ensuring that the workplace is safe and without risks to health, and that employees are adequately trained and supervised.
- Employers are required to assess and control risks in the workplace, including identifying potential hazards and taking steps to eliminate or minimize them.

The Act is an enabling act, and we must also consider additional regulations. SUA/Drones are considered to be work equipment, as defined by the Provision and Use of Work Equipment Regulations 1998. They must therefore be:

- suitable for the intended use.
- safe for use, maintained in a safe condition and inspected to ensure it is correctly constructed and does not subsequently deteriorate.
- used only by people who have received adequate information, instruction, and training.
- accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency devices, adequate means of isolation from sources of energy, clearly visible markings, and warning devices.

The Management of Health and Safety at Work Regulations 1999 places a number of duties on the Council in its undertakings, including:

- identifying what could cause injury or illness in your business (hazards).
- decide how likely it is that someone could be harmed and how seriously (the risk).
- take action to eliminate the hazard, or if this is not possible, control the risk.
- provide information and training for employees.

7.1 Safety Requirements

- SKDC SUA/Drone Policy requires that all SUA/Drone operators must have, before flying, a current registration certificate for the devices they intend to use and their Operators training certificate. (Please refer to the following website for details: [CAA website](#) including exemptions.
- Will only be operated by trained and competent persons as identified in the risk assessment.
- Equipment must be serviced and maintained as identified in manufacturer's guidance, undergo regular (at least twice per year) Portable Appliance (PA) testing.
- Undergo pre and post use flight inspection checklist and suitable safe storage.

Will follow all CAA code of practice guidance including:

- The person responsible for the flight must maintain direct, unaided visual contact. First Person View (FPV camera use) flights must operate with an observer.
- Flights above 400ft (c.120m) are prohibited (unless prior CAA approval is obtained).
- Operators must not fly within 150m (500ft) of crowds and built-up areas. The 400 feet maximum height applies in all cases.
- During landing/take off the SUA/Drone must not fly within 30m (100ft) of any person, except those who oversee the aircraft.
- Always comply with the manufacturer's instructions for your SUA / Drone.
- SKDC operates a zero-tolerance drink and drug policy at work, and this includes the use of drones. The policy can be located at [HR Policies](#)
- Since 30th November 2019, it has been a requirement for SUA/Drone Operators to register their devices with, and undertake an online training course provided by, the CAA. The Police have powers from the same date to deal with offenders. These include powers to enter and search premises under a warrant where there is a reasonable suspicion that there is a SUA/Drone which the Police reasonably believe to have been used in the commission of an offence.
- Police will be able to issue fixed penalties of up to £100 for minor SUA/Drone related offences. Such as failing.
 - to produce registration documents and/or proof of registration for SUA/Drones between 250g and up to and including 20kg in mass.
 - failure to produce evidence of any other relevant permissions required by legislation (e.g. proof of Operators Permission for Commercial Operations (PfCO) or exemption issued by the CAA from the ANO.
 - failing to comply with a Police officer's instruction to land a SUA/Drone.
 - flying a SUA/Drone without a valid acknowledgement of competency or evidence of meeting that competency when requested.

7.2 Permissions required for Commercial Operations

In the UK, commercial drone use can mean using a drone for any business or income-generating purpose, such as aerial photography, surveying, inspections, or delivery services. This requires specific permissions and licensing from the Civil Aviation Authority, including demonstrating sufficient aviation knowledge and passing practical flight assessments.

7.3 The Operations Manual

The Operations Manual document is not required for drones under 250 grams; however, all pilots must undertake the training and obtain flyer and operator ID to operate a drone for SKDC under this policy.

8. DATA STORAGE AND GDPR COMPLIANCE

Drones are likely to collect personal information during their operations. This includes:

- personal information programmed into the drone prior to operational flight.
- audio, video or photos of people, captured either when on the ground or in flight; and
- information that may point to an identifiable person, such as their number plates or address details.

Some of these activities may involve capturing personal information of employees working in the vicinity of the drone, people in public spaces, or people within the boundary of their private property.

The Council has committed to limiting the capture of personal data when operating drones for our purposes. Due to their bird's eye nature and wide aspect, drones also have the potential to collect large volumes of information, some of which may be personal information. This raises concerns about transparency and facilitating people's rights, including the right to be informed if their personal information is being processed. Our guidance on video surveillance clarifies that organisations should consider switching on and off any recording system when appropriate, and unless necessary and proportionate any recording should not be continuous.

The use of optical sensors or any other personal data processing sensor is governed by the UK General Data Protection Regulation (UK GDPR) and as such, the Remote Pilot and Cam-Op must carefully consider the application of any payload in relation to an individual's privacy. Article 5(1) requires that personal data shall be:

- a) processed lawfully, fairly and in a transparent manner in relation to individuals ('lawfulness, fairness and transparency').
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes ('purpose limitation');
- c) adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation').
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy').
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate

technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals ('storage limitation');

- f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality').

When the Council wants to use a drone for any new purpose, a Data Protection Impact Assessment must be undertaken to ensure this purpose complies with Article 5. Any risks will be identified, assessed and mitigated to ensure that the processing is compliant with the UK GDPR and DPA.

Prior to using drones at properties, households should be notified of the use of drones and the purpose of the use/data being collected. As other passing individuals may be affected, officers should also take the following actions where possible:

- Use signage indicating a drone is in use, clearly labelled as belonging to SKDC.
- Wear high visibility clothing or uniform indicating that they are operating a drone and are working on SKDC's behalf.

In addition, all SKDC staff engaged in drone use are responsible for the appropriate handling, storage, transmission, retention, and disposal of personal data. Any data captured must be:

- Appropriately stored using a resilient system; Suitably secured using encryption, or another form of protection.
- Protected against unauthorised or unlawful processing, accidental loss, destruction, or damage.
- Transferred to SKDC systems at the earliest possible opportunity and data wiped from the drone SD card as soon as transferred.
- Deleted in line with the Councils retention policy or, as soon as the purpose for its collection i.e. surveys and damage inspection/ maintenance works are completed, and the information is no longer relevant.

All SUA, and other data storage devices such as MicroSD cards must be securely transported and stored in a manner which prevents unauthorised personnel from access or otherwise interfering with any element of the system.

Drone footage may be subject to access to information rights under the Data Protection Act 2018 (DPA 18) and/or the Freedom of Information Act 2000 (FOIA). All requests received for this information should be directed to the Governance Support Team via the FOI@southkesteven.gov.uk mailbox.

9. INSURANCE

The use of SUA/Drones will be covered under the Council's Public Liability insurance policy for works undertaken on behalf of SKDC as outlined in Section 3 of the document. This is for equipment owned and maintained by SKDC only. The use of drones will only be permitted in connection with Council business.

The **insurer** will indemnify the **insured** in respect of all sums which the **insured** may become legally liable to pay as damages in respect of:

- a) **accidental** injury to any person other than an Employee
- b) **accidental** damage to property

South Kesteven District Councils insurance agreement carries a £25k excess

10. CUSTOMER COMPLAINTS

South Kesteven District Council is committed to improving how it operates and customer complaints and feedback are an important part of that process. The Council operate a Complaints, compliments and comments process which can be accessed online. Complaints can also be raised in person at the Customer service centre or by phone.

[Complaints, compliments and comments | South Kesteven District Council](#)

NOTE 1: "Small Unmanned Aircraft" includes systems (or any part thereof) and radio-controlled helicopters (model aircraft).

NOTE 2: The provision of insurance cover does not remove the obligation to adhere to CAA legislation.

The Insurance Officer and Health and Safety Team must be informed of, and consulted on, any other types of SUA/Drone operations beyond those outlined in this document, prior to any activities or purchasing. Information required will include the activity risk assessment and details of the pilot's training and additional accreditation as required under CAA guidance and the ANO 2016.

11. REFERENCES AND DOCUMENT MANAGEMENT TABLE

1. [Link to the "Drone Assist" App, "Drone Aware" video and other resources](#)
<http://dronesafe.uk/> :
2. Dronesafe Drone Code; <https://dronesafe.uk/drone-code/>

3. For detailed guidance on all unmanned aircraft and specifically SUA / Drone laws, go to: <https://www.caa.co.uk/Consumers/Unmanned-aircraft-and-drones/>

DOCUMENT MANAGEMENT TABLE

Version	Owner	Author	Revised by	Summary of revision	Date of revision
V1	Phil Swinton	Phil Swinton	First draft	N/A	N/A
V2	Phil Swinton	Phil Swinton	Phil Swinton	Review and comments from Insurance, GDPR and qualified drone pilot	01-07-2025
V2.1	Phil Swinton	Phil Swinton	Phil Swinton	Review of insurance/GDPR and authorised flight information	23-12-2025
V3	Phil Swinton	Phil Swinton	Phil Swinton	Inclusion of resident contact	04-03-2026
V4	Phil Swinton	Phil Swinton	Phil Swinton	Inclusion of Geofencing requirement for drone	15-05-2026

Appendix 1

Aerodrome Traffic Zones (ATZ) and Flight Restriction Zones (FRZ)

Permission is required from the local ATC to fly any SUA in the shaded areas. Outside of the FRZ's SUA's must not be flown above 120 meters / 400 feet above ground level.

Figure 1: East Midlands Airport ATZ and FRZ

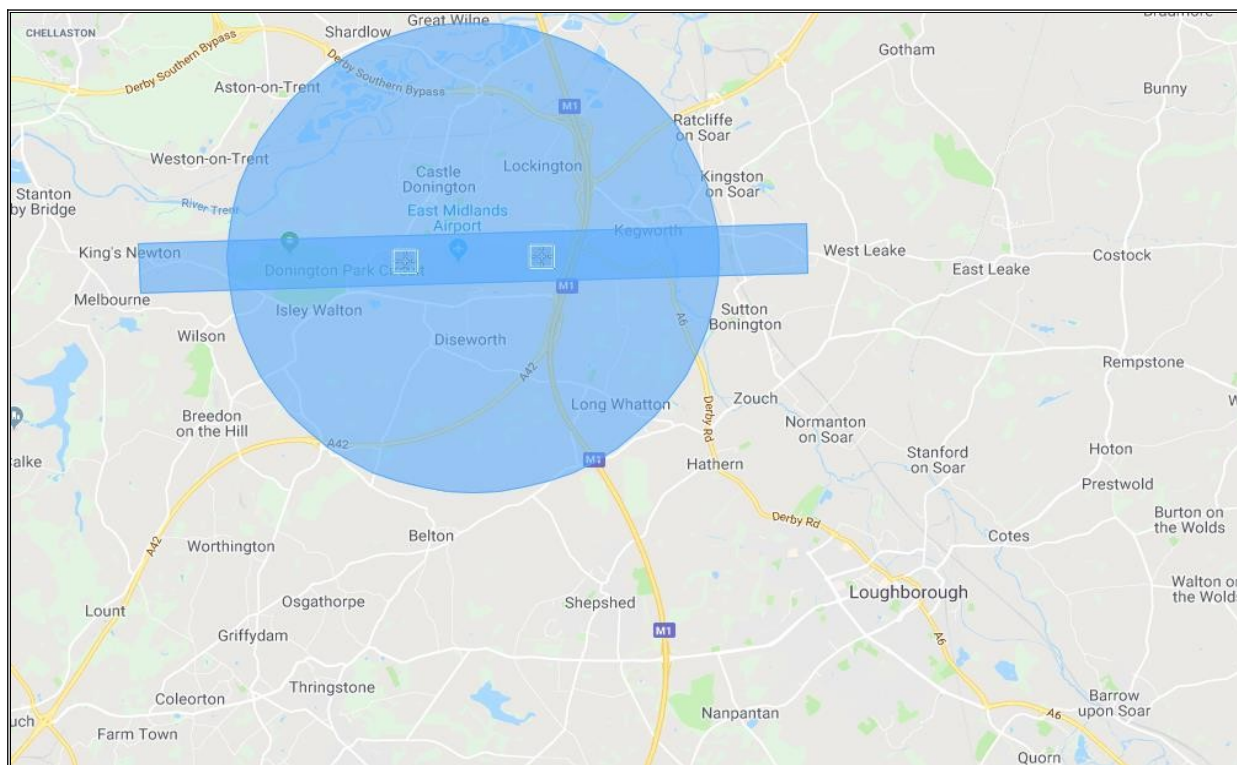
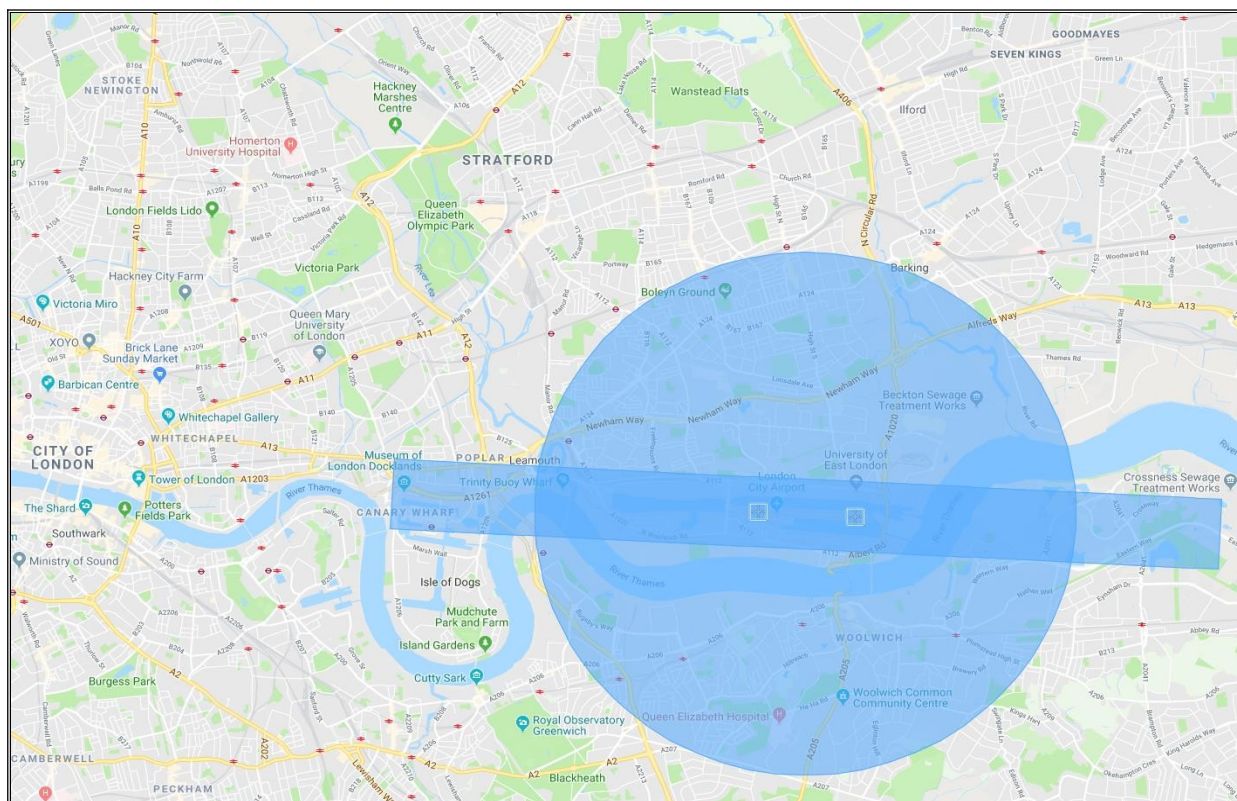


Figure 2: Heathrow Airport ATZ and FRZ



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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Cabinet

21 July 2026

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

2026/27 Pay Award

Report Author

Fran Beckitt, Head of Service – Human Resources and Organisational Development

✉ fran.beckitt@southkesteven.gov.uk

Purpose of Report

To implement a pay award in line with the National Employers' for Local Government Services final offer effective from 1 April 2026.

Recommendations

Cabinet is asked to approve an additional budget of:

- **£214,000 from the Local Priorities Reserve to fund the General Fund impact of the proposed pay award impact for 2026/27.**
- **£37,000 from the Housing Priorities Reserve to fund the HRA Impact of the proposed pay award impact for 2026/27.**

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?	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 As part of the 2026-27 budget process a predicted pay award of 3% was budgeted leaving a 0.3% shortfall against the proposed 3.3% award. This effects both council officers pay and Members allowances.
- 1.2 There is also a financial impact for the Real Living Wage increase required for grades SK3 – SK7 of an additional 1.8%.
- 1.3 The table below summaries the financial impact:

	General Fund	HRA
Pay Award 0.3%	£65,000	£35,000
Real Living Wage 1.8%	£147,000	£2,000
Members allowance 0.3%	£2,000	n/a
Total	£214,000	£37,000

- 1.4 As consequence a total of £214k will be required to meet the General Fund impact and £37k for the HRA which will be funded from the relevant Priorities Reserve accordingly as set out in the recommendations to this report. This will be compound financial impact on future years as these amounts aren't currently in the Medium Term Financial Strategy projections for 2027/28 onwards.

Completed by: David Scott (Assistant Director of Finance and Deputy S151 Officer)

Legal and Governance

- 1.5 The allocation of reserves and approval of supplementary budget provision are matters for Cabinet (and, where required, Full Council) in accordance with the Council's budget and policy framework and constitution.
- 1.6 The proposed use of reserves should be considered having regard to the purpose of the relevant reserve, the Council's overall financial position and the advice of the Section 151 Officer.
- 1.7 Any approved budget provision would support the implementation of the Council's employment obligations arising from the agreed pay award.

- 1.8 The committee's recommendation does not itself authorise expenditure and any release of reserve funding must be approved through the Council's established financial governance arrangements.

Completed by: Graham Kitchen, Director of Law and Governance (Monitoring Officer)

2. Background to the Report

On 22 June 2026, Employment Committee voted to recommend to Cabinet implementation of the pay award outlined in this report.

National Pay Award for 2026/2027

- 2.1 The National Employers for Local Government Services (National Employers) are responsible for negotiating pay, terms and conditions of staff in many local authorities. They consult with councils and propose offers to relevant Trade Unions.
- 2.2 On 24 March 2026, the National Employers announced a full and final offer for Council employees (Appendix 1).
- 2.3 The offer is to pay an increase of **3.3%** across all National Joint Council pay spines, Chief Officers and the Chief Executive for the 2026/27 financial year. Whilst this award has not been formally agreed by the Trade Unions nationally, South Kesteven District Council (SKDC) has historically implemented the full and final offer in order to ensure staff receive the pay award in a timely manner, rather than delaying implementation pending formal agreement.
- 2.4 SKDC is not part of the national consultation process and the Council's pay scales are not on the National Joint Council (NJC) scales. Instead, SKDC consults with local Trade Union Representatives and aligns to local agreements. We have a local agreement to align the pay award to mirror the outcome of national negotiations.
- 2.5 The current budget allocation for the pay award is **3%**. The **0.3%** shortfall equates to a budgetary impact of **£65k** on the general fund and **£35k** on the HRA which will require additional funding from reserves.

Real Living Wage Pay Award

- 2.6 Applying the **3.3%** alone would not raise the Council's lowest pay grades to the Real Living Wage. The lowest grade, SK3, will pay **£13.22** per hour after the **3.3%** rise. The real living wage is **£13.45** and therefore a further **1.8%** is required to bridge this gap resulting in an increase **£147k** for the General Fund and **£2k** for the HRA.
- 2.7 The Real Living Wage increase would need to be applied to grades SK3 – SK7 in order to maintain the sequential grade differentials and ensure all grades are above the Real Living Wage threshold. This would be from 1 April 2026.

Members Allowances

- 2.8 Members allowances currently increase in line with staff pay awards and, therefore, face a **0.3%** shortfall on the budget provision equating to **£2k**.

3. Key Considerations

- 3.1 It is recommended the **3.3%** pay award is applied to all grades, effective from 1 April 2026. This would require **£65k** from the General Fund and **£35k** from the HRA to fund the additional **0.3%**. This would be drawn from the Local Priorities Reserve and HRA Priorities Reserve accordingly or in year underspends should these be sufficient.
- 3.2 It is recommended a Real Living Wage increase is applied to grades SK3 – SK7. This would require **£147k** from the General Fund and **£2k** from the HRA. This proposal supports the Council's previously agreed commitment to paying the Real Living Wage, as endorsed by Full Council.
- 3.3 This would have a potential knock-on impact of **£2k** on the budget for Members allowances which currently increase in line with staff pay awards.
- 3.4 The budget shortfalls would need to be funded for the relevant reserves.

Approval Process

- 3.5 Given the total potential value for the General Fund is **£214k** it will be a key decision but under the new financial regulations Cabinet can approve reserve movements up to **£250k**.
- 3.6 Following approval by Cabinet, the Council would look to implement the increase in August 2026 payroll.
- 3.7 The National Employers pay offer has not been accepted by the Trade Unions and it is therefore subject to possible change. If this were to happen, SKDC would need, once again, to review budgets and consult with Trade Union representatives.

4. Other Options Considered

- 4.1 Not implementing a pay award would have a significant impact on staff morale, employee relations, staff retention and relations with the Trade Unions.

5. Reasons for the Recommendations

- 5.1 The staff award is a recognition of the hard work and dedication of our employees.
- 5.2 It is proposed to back date the pay award to 1 April 2026. A delay in implementation could negatively impact some members of staff.

6. Consultation

- 6.1 The Trade Unions have been consulted and are in agreement with the proposed pay award.

7. Appendices

- 7.1 Appendix A – Letter from the National Employer

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National Employers for local government services

Mike Short, Kevin Brandstatter, Clare Keogh
Trade Union Side Secretaries
NJC for Local Government Services
c/o UNISON Centre
130 Euston Road
London NW1 2AY

24 March 2026

Dear Mike, Kevin and Clare

LOCAL GOVERNMENT PAY 2026

Thank you to you and your colleagues for taking the time today to meet with the National Employers to discuss your pay claim.

As you know, following receipt of your claim last December, the National Employers consulted councils and met initially on 24 February to discuss the key themes to come out of those sessions. They then adjourned for private political discussions before reconvening today.

Having heard the points raised at today's meeting, and recognising the volatility of the economic context, after a lengthy debate they agreed to make a full and final, one year offer. In doing so they hope you can consult your members on it promptly in order to expedite an agreement that mitigates the problems some employees face as a result of receiving back pay when agreement is reached later in the year.

The National Employers wish to make the following full and final, one-year (1 April 2026 to 31 March 2027) offer:

With effect from 1 April 2026:

- **an increase of 3.30 per cent to be paid as a consolidated, permanent addition on all NJC pay points 3 to 43 inclusive, and on all pay points above the maximum of the pay spine but graded below deputy chief officer (*in accordance with Green Book Part 2 Para 5.4*¹)**
- **an increase of 3.30 per cent on all allowances (*as listed in the 2025 NJC pay agreement circular dated 24 July 2025*)**

In response to the other elements of your claim:

- ***A minimum pay rate of £15 an hour for the NJC pay spine***
The Employers reject this element of the claim. In order to achieve this objective would require increasing the bottom pay point by 16.73 per cent from its current

¹ The Green Book Part 2 Para 5.4 provides that posts paid above the maximum of the pay spine but graded below deputy chief officer are within scope of the NJC. The pay levels for such posts are determined locally, but once fixed are increased in line with agreements reached by the NJC.

hourly rate of £12.85. That, plus the subsequent knock-on effect of increases to all subsequent pay points would be prohibitively expensive for councils at any time, not least during the current difficult financial circumstances.

- ***A two-hour reduction in the working week***

The Employers reject this element of the claim in relation to a proposed 35-hour week (34 in London). Such a reduction would be out of line with norms in local government and would result in an increase in costs that would adversely affect local authority services.

- ***An increase of one day annual leave***

The Employers reject this element of the claim. All NJC employees currently receive a minimum of 23 days' leave (with a further three days after five years' service), plus two extra statutory days, plus public holidays. Many councils have a more generous basic leave entitlement.

- ***The ability for school staff to take a day of paid leave during term time***

The Employers reject this element of the claim. With the School Support Staff Negotiating Body (SSSNB) expected to be reinstated later this year, which will have responsibility for considering changes to pay and conditions for this group, we believe school employers in particular would have concerns about the NJC reaching a national agreement that gave all their non-teaching NJC employees the right to take a day of paid leave during term time. The cost of having not only to pay for that day but also for cover, would be significant at a time when schools are struggling financially.

- ***The abolition of Level 1 Teaching Assistant role and instead all Level 1 role holders be moved onto Level 2***

The employers reject this element of the claim. We believe school employers in particular would have concerns about the NJC reaching a national agreement on this issue ahead of the reinstatement of the SSSNB, which is expected later this year.

We have a duty to balance your claim with the interests of local residents, in terms of the level and quality of services provided by local authorities. The proposed increase, greater than last year's, will again be very difficult to fund in a number of local authorities as this offer is at the limits of most councils' levels of affordability.

The National Employers of course respect that each of your unions will have its own processes and procedures to follow, but we hope you will again be able to synchronise the timing and duration of your membership consultations, as you did helpfully last year, in order that a final agreement is reached and employees, who continue to provide such critical support to their communities, can receive this award as soon as is practicable.

Yours sincerely,

Naomi Cooke

**Naomi Cooke
Employers' Secretary**



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Cabinet

Tuesday, 21 July 2026

Report of Councillor Rhys Baker
Cabinet Member for Environment and
Waste

Refuse and Recycling Operational Policy Update

Report Author

Kay Boasman, Head of Waste Management and Market Services

✉ kayleigh.boasman@southkesteven.gov.uk

Purpose of Report

To provide Cabinet with an update on changes to the Refuse and Recycling Operational Policy and seek approval to implement the updated policy. The updates include changes to round start times and Bank Holiday working. Under the Environment Act 2021, South Kesteven District Council (SKDC) is required to improve the efficiency and effectiveness of their waste collection services, and the changes suggested within this report support the improvement of the service.

Recommendations

Cabinet is asked to review and approve the updated Refuse and Recycling Operational Policy.

Decision Information

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

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 updates to the Policy are within existing financial resources and therefore there are no financial implications arising from the report.

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

Legal and Governance

- 1.2 Members are asked to scrutinise the Policy before considering whether to approve the suggested changes.
- 1.3 Relevant legislation is referred to throughout the report.

Completed by: James Welbourn. Democratic Services Manager

Human Resources

- 1.4 The proposals set out in this report have potential to impact employees' working arrangements and working patterns. Formal consultation with affected employees and Trade Unions will take place if Members support the proposals. This will ensure Trade Unions and colleagues are given full opportunity to provide feedback and that any views are fully considered before final decisions are made and changes are implemented.

Completed by: Fran Beckitt (Head of HR)

Climate Change

- 1.5 The proposed changes to earlier start times offer the potential to further rationalise vehicle mileage and associated fuel consumption, as well as the potential to reduce congestion at the morning peak hour.
- 1.6 Additionally, the ability to commence collections earlier will be beneficial to crews during periods of hotter weather.

Completed by: Serena Brown, Sustainability and Climate Change Manager

2. Background to the Report

- 2.1 The Refuse and Recycling Operational Policy document provides the residents of SKDC with an outline of the services provided and helps to manage their expectations regarding service delivery. Furthermore, it acts as a guide to decision-makers on how to handle issues and ensures that any problems are dealt with fairly and transparently.
- 2.2 The current Refuse and Recycling Operational Policy was last updated in February 2026 to include food waste recycling collections. This latest updated draft version includes changes to round start times to reflect the longer length of rounds since the restructure in 2025 together with alternative proposals with respect to collections during Bank Holiday periods. *The proposed changes are highlighted in yellow in Appendix 1 for ease of identification.*

Round Start Times (Refuse and Recycling Operational Policy: Section 1.4)

- 2.3 The current Refuse and Recycling Operational Policy indicates a start time of 07:30am for collections. However, since the rounds were restructured in late 2025, each round can have around two more hours work to cover on residual collection weeks. Due to this increased workload, crews are regularly missing the deadline for final tipping at the Waste Transfer Station (WTS). Discussions with Lincolnshire County Council have been productive and they have agreed to open the WTS for an additional thirty minutes. This change will not mitigate the entire issue and to address this, SKDC have agreed to explore moving the collection start time forward by 30 minutes to 07:00am.
- 2.4. Furthermore, additional reasons which support the introduction of an earlier collection time include:
- During severe hot weather periods it is common practice within the waste industry to bring collections forward during these periods of intense heat.
 - The current start time of 07:30am means that the waste crews experience the commencement of rush hour traffic and if there are accidents/incidents on the A1 then this can cause severe delays which can result in unfinished rounds. Deploying earlier would mitigate against the impact of these traffic incidents can have on deployment, especially now that the crews deploy from the new depot site which is located very close to the A1.
- 2.5. To support the change, a comprehensive communications campaign would be undertaken, and residents would be encouraged to place their bin out for collection the night before collection is due (if this is possible).

Bank Holiday Working (Refuse and Recycling Operational Policy – Section 2.8)

- 2.6. This report seeks to change Bank Holiday working with a commencement date of Easter 2027. The following Bank Holidays will be impacted:
- Easter Monday,
 - Early May Bank Holiday,
 - Spring Bank Holiday, and
 - Summer Bank Holiday.
- 2.7. Currently, collections which fall in the week of one of these Bank Holidays are pushed back by one day and so every resident experiences a change in collection day.
- 2.8. Collections which are scheduled for Fridays are moved to the Saturday. However, it is becoming increasingly difficult to fully staff up a Saturday as it requires volunteers. Therefore, the service regularly runs without a full set of vehicles, and this can result in missed bins. Alongside the inconvenience this causes, it also results in additional work and overtime as the team try to empty the missed bins.
- 2.9. To address this issue, it is recommended that the collections which fall on the Bank Holidays outlined in Section 2.8. take place on the scheduled collection day. Staff would be paid at the same overtime rate as they are for the Saturdays, however, these days would be included within their contract and therefore the risk of service failure would be reduced.
- 2.10. Informal consultation has been undertaken with the team and there is support for this change. However, formal consultation cannot be undertaken until this change is given consideration through the governance process. If this change is agreed, the full HR process will be followed before the suggested changes are taken further.

3. Key Considerations

- 3.1. These changes have been proposed to ensure the services delivered by the Waste Team provide the best possible service standards for residents. They will increase the efficiency and effectiveness of the service.
- 3.2. The change in start time will ensure more consistent collections. It will also ensure that waste is not stored on vehicles in the depot yard overnight, which is a breach of health and safety regulations.
- 3.3. The variations to Bank Holiday working will reduce the impact of Bank Holiday collection changes on residents and will reduce missed bin numbers. It will lessen

the complexity of the collection schedule for residents, resulting in a more consistent collection schedule.

- 3.4. If approved, the changes will be communicated to residents via social media, press releases and SKDC's website. A full Communications Plan will be implemented to ensure maximum effectiveness.

4. Other Options Considered

- 4.1 The alternative option considered is to do nothing and leave the Refuse and Recycling Operational Policy as it currently stands and not make the suggested changes to start times and Bank Holiday working.
- 4.2 This option would not enable the Waste Team to improve the efficiency and effectiveness of the Waste Service which is a key requirement under the Environment Act 2021.

5. Reasons for the Recommendations

- 5.1. This report proposes amendments to the Refuse and Recycling Operational Policy which will impact all residents, and therefore the report recommends that Cabinet:
- Review and approve the updated Refuse and Recycling Operational Policy.
- 5.2. These changes have been proposed to ensure the services delivered by the Waste Team provide the best possible service standards for residents. They will increase the efficiency and effectiveness of the service.
- 5.3. The change in start time will ensure more consistent collections. It will also ensure that waste is not stored on vehicles in the depot yard overnight, which is a breach of health and safety regulations.
- 5.4. The variations to Bank Holiday working will reduce the impact of Bank Holiday collection changes on residents and will reduce missed bin numbers. It will lessen the complexity of the collection schedule for residents, resulting in a more consistent collection schedule.

6. Appendices

- 6.1. Appendix 1 – Updated Refuse and Recycling Operational Policy

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Refuse and Recycling Operational Policy V3

DRAFT

Version	Reason
1	Draft Changes KB/RP October 2024
2	Draft Changes KB/RP January 2026
3	Draft Changes KB/RW June 2026

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Introduction

South Kesteven District Council's Refuse and Recycling Policy aims to ensure that waste and recycling services operate effectively and efficiently.

Under the Environmental Protection Act 1990, South Kesteven District Council is a Waste Collection Authority, and as such, has a statutory duty to collect household waste from all domestic properties within its administrative area. The Council has specific powers to specify:

- Where the receptacle(s) must be placed for the purpose of collection and emptying,
- The materials or items which may or may not be placed within the receptacle(s), and
- The size and type of the collection receptacle(s).

The council acknowledges the environmental and community impact of not following proper waste collection practices. Failing to comply can lower recycling rates and leave waste uncollected, which may attract pests, pose health hazards, and create other nuisances.

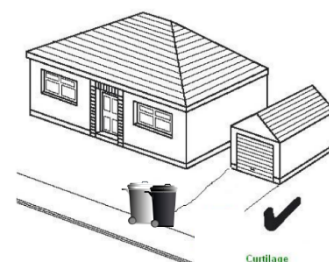
When residents do not comply with the Council's requirements, a proportionate response will be applied in line with the Council's Enforcement Policy. In line with the Section 46 notification, this could involve issuing a fixed penalty notice, taking other legal action, or suspending the collection service which can include removal of waste receptacle.

The council is committed to maintaining a clean, healthy environment and addressing climate change as part of its 'Sustainable South Kesteven' corporate plan. It aligns with the Lincolnshire Waste Partnership's strategic vision: "to pursue the best environmental solutions by providing innovative, customer-focused waste management that delivers value for money for Lincolnshire."

Part 1 – Waste Collection

1 Presentation of Kerbside Waste – Residents' Responsibilities

- 1.1 Householders are responsible for the contents of their waste receptacles until they are collected by the council.
- 1.2 Residents must present their waste in bins or sacks provided by SKDC on the designated collection day.
- 1.3 Residents must only use household bins or sacks to dispose of waste generated from their own domestic property.
- 1.4 **Wheelie bins and sacks should be placed out for collection by 7:00 a.m. on collection day.** Householders can present wheelie bins and sacks from 6:00pm the evening before collection day and should take them back within their property boundary by 6:00pm after their collection. Any bins, sacks, or loose waste left on the street outside of collection days will be investigated.
- 1.5 In some cases, such as extreme weather, it may be necessary to collect bins or sacks before 7:00 a.m. When this happens, the council will make every effort to communicate any changes as widely as possible.
- 1.6 Wheeled bins and sacks must be placed out for collection in a visible location to ensure that collection staff can easily identify them for collection. Please ensure the handles are facing outwards to assist collection staff. Once emptied, bins should be returned to the property boundary as soon as practicable.
- 1.7 For properties located on private roads or shared driveways, bins and sacks must be placed where the private access road or driveway meets the public highway.
- 1.8 Bins should be positioned to prevent obstruction on pavements or walkways, with special consideration for partially sighted pedestrians, wheelchair users, and individuals with pushchairs or prams.
- 1.9 If residents are unable to place wheeled bins or sacks at the edge of the public highway due to access or property location issues, an individual assessment will be conducted to determine an appropriate collection point.



- 1.10 Residents are responsible for the storage, safekeeping, and cleanliness of their waste and recycling receptacles. These receptacles should not be allowed to overflow.

2 Presentation of Kerbside Waste – The Council’s Responsibilities

- 2.1 The council will supply an appropriate number of bins or sacks based on the property type and access requirements. Residents must not present additional bins or use their own.
- 2.2 The council will return bins to their collection point after emptying, unless doing so would cause an obstruction.
- 2.3 If the council causes a spillage, we will clean it up using brushes and shovels. For substances that are difficult to clear, such as paint or oil, a specialist team will be contacted as soon as possible to handle the situation.
- 2.4 Collection days for each residential address will be listed on South Kesteven’s website at www.southkesteven.gov.uk. Collection calendars will outline scheduled collections including changes to collection days for Bank Holidays. While the council cannot provide a specific time for collection due to factors such as roadworks, vehicle breakdowns, and other uncontrollable circumstances, collections will begin from 7:00 a.m. on the scheduled collection day.
- 2.5 Waste presented for collection may be inspected by an authorised officer, typically a member of the collection crew. These inspections are conducted to verify that the receptacle contains only the waste allowed for collection on that day.
- 2.6 The council will tag and record bins that fail an inspection and will refuse to collect them. It is the householder’s responsibility to ensure that the receptacle is free from any contamination by the next scheduled collection day.
- 2.7 The council will make flexible and alternative arrangements for areas that face issues such as access restrictions or space restrictions to store waste containers on their premises. Local arrangements may be put in place to meet the needs of local areas.
- 2.8 Collections which fall on the following Bank Holidays will take place on the usual collection day and not be re-scheduled to accommodate the Bank Holiday:

- Easter Monday,

- Early May Bank Holiday,
- Spring Bank Holiday, and
- Summer Bank Holiday.

3 Kerbside Waste Collection Services

3.1 The council will supply 240L wheelie bins for the collection of specific waste types. Waste placed in council bins or sacks must correspond to the designated types for each receptacle. Wheelie bins may only be used if there is adequate space within the property boundary to store them. If there is insufficient room for wheelie bins, sacks will be provided (see section 4). The following bins will be provided:

- Black for household/residual waste that cannot be recycled,
- Silver for mixed dry recycling (excluding paper and card),
- Black with purple lid for paper and card,
- Green for garden waste (subject to subscription),
- Black with orange lid for food waste (from 13th April 2026).

3.2 The following materials are to be placed in each wheeled bin. The following lists are a guide. A comprehensive list of which items should be put into each receptacle is on our website and is kept up to date and is the definitive list for the purpose of this document www.southkesteven.gov.uk/whichbin.

3.3 Purple-lidded black bins for paper and card should contain:

All paper and card materials must be clean and dry with no food residue.

- Paper (with no glue or paint),
- Cardboard tubes and boxes,
- Food packaging boxes (with no food),
- Cardboard egg boxes,
- Envelopes with or without plastic windows,
- Junk mail,
- Newspapers and magazines,
- Household packaging, and
- Greeting cards and wrapping paper (with no foil or glitter).

3.4 Silver bins for dry mixed recycling (this should be clean and dry, with no food residue and it excludes paper and card) should contain:

- Glass bottles and jars,
- Metal cans,
- Clean foil,
- Aerosols,
- Waxed cartons, and
- Plastic bottles, pots and tubs.
- ***Soft plastics such as films and crisp packets cannot be recycled in your silver bin.***

3.5 Orange lidded black caddies should be contain:

- Plate scrapings,
- Meat and bones,
- Fish,
- Dairy,
- Tea bags and coffee grounds,
- Rice, pasta and beans,
- Bread and pastries,
- Oils, fats and unused pet food, and
- Fruit and vegetables.

3.6 Black bins for all non-recyclable household waste should contain:

- All non-recyclable household waste that is not in the lists above.
- Hazardous waste.

3.7 The following items are not accepted in any receptacle and should be disposed of at Household Waste Recycling Centres. Details of locations can be found at www.lincolnshire.gov.uk.

- Electrical items (WEEE),
- Rubble,
- Soil, and
- Hazardous waste.

4 Side Waste

- 4.1 The presentation of 'side' waste (extra waste placed next to the black wheeled bin) does not align with waste reduction principles. Any waste left beside a wheeled bin or within bin stores will not be collected.
- 4.2 Paper and card side waste which is not contained within the purple lidded wheeled bin will not be collected. This is because the paper and card must remain clean and dry. Householders must place all wet or dirty paper or card in the residual (black) wheeled bin.
- 4.3 Exceptions to the side waste requirements may occasionally be made, such as during severe weather conditions that affect the service. Any details regarding these exceptions will be posted on the council's website and social media channels.
- 4.4 Householders may dispose of excess waste and recycling at Household Waste Recycling Centers, details of locations can be found at www.Lincolnshire.gov.uk.
- 4.5 If a wheeled bin is deemed overloaded, whether by weight or volume, it will not be emptied. This decision is at the discretion of the operative, taking into account health and safety considerations and the safe working limits of the collection vehicle's lifting equipment.

5 Flats and Communal Bin Stores

- 5.1 There may be occasions where it is not practical to provide 3 x 240 litre wheeled bins for each household. The Council will assess the arrangements for flats/ mixed properties on an individual basis and the council may implement flexible arrangements based on need.
- 5.2 If a developer, builder, or management agent chooses to provide their complexes with 1100-litre bins, the council will empty these bins by arrangement.
- 5.3 Where agreed, wheeled bins will be collected from and returned to the communal bin store.
- 5.4 If bins in a communal storage area are contaminated, they will be rejected and not emptied. It will be the responsibility of the residents or managing agents to arrange for the removal of the contaminated materials before the bins can be emptied on the next scheduled collection day.

- 5.5 If residents of flats or mixed properties do not effectively segregate their waste for recycling, the council will work with them to promote better recycling practices through education and written instruction. If necessary, the council may exercise its enforcement powers to improve recycling performance in multiple occupancy properties. In cases of recurring issues, recycling bins may be removed.
- 5.6 If excess waste, such as bags, loose items, or furniture, obstructs access to a bin store, the operatives will not clear the area, and the wheeled bins will not be emptied. It is the responsibility of the management company or residents to clear the area and dispose of the excess waste. Wheeled bins will be emptied at the next scheduled collection, provided access is available. Landlords and managing agents must dispose of waste in accordance with current legislation
- 5.7 For properties that are part commercial and part residential—such as a flat above a shop—the council will only provide collection for household waste. If there is uncertainty regarding the origins of the waste (e.g., if commercial waste is evident), the waste will not be collected, or a charge may be applied.

6 Sack Collections

- 6.1 In instances where it is not possible to safely store wheeled bins on some properties – usually due to lack of space or poor access – households will be provided with an annual supply of council waste sacks. Sacks will be delivered in October. The number of sacks that are delivered will equal the capacity to a wheeled bin.
- 6.2 Properties that may be provided with council sacks as an alternative to wheelie bins include:
- Flats with limited/no external storage,
 - Properties with no frontage,
 - Properties with no rear access,
 - Properties with a very long drive where it is not efficient for crews to walk to a wheeled bin, and
 - Properties where the council's vehicle fleet cannot access.
- 6.3 Households that require a sack collection will be provided an annual supply of following sacks for the following waste type:
- SKDC pink sack for non-recyclable waste, and
 - SKDC clear sack for dry mixed recycling including paper and card.
- 6.4 A maximum of 4 sacks will be collected from a household on any collection date.

- 6.5 Pink and clear sacks will be collected alternate weekly. Clear sacks for dry mixed recycling can be presented when wheelie bin customers are presenting their purple lidded bin for paper and card only, and these will be collected separately.
- 6.6 When vacating a sack collection property residents should leave the remaining sacks at the property. When moving into a property that requires sacks partway through the annual delivery period (October – September), orders should be ordered on the Council's website and the appropriate number of sacks for the remainder of the year will be delivered.

7 Garden Waste Collection – Green Bin

- 7.1 A chargeable service for the collection of garden waste is available to householders. Information on the service, terms and conditions how to subscribe are available at www.southkesteven.gov.uk/greenbin.
- 7.2 Garden waste is not permitted in the residual waste or recycling wheeled bins/sacks. Bins/sacks containing garden waste will be rejected as contaminated and will not be emptied/collected. The householder will be responsible for removing the waste before the next scheduled collection.
- 7.3 Residents who do not subscribe to the service are encouraged to compost or dispose of garden waste at any of the Lincolnshire Household Waste Recycling Centres <https://www.lincolnshire.gov.uk/recycling-waste/find-recycling-centre>.
- 7.4 Residents who subscribe to the garden waste collection service can purchase the following container/s for the following types of waste. The following list is a guide, the most up to date record of items than can be placed in the green bin can be found on the council's website www.southkesteven.gov.uk/whichbin.
- Hedge trimmings/cuttings,
 - Grass cuttings,
 - Flowers and plants,
 - Leaves and bark, and
 - Twigs and small branches.
- 7.5 Scheduled garden waste collections will take place fortnightly from 1st March – 30th November. Customers will receive one collection in December, January and February.

- 7.6 Subscribing customers will be entitled to have their Christmas tree removed; Christmas tree removal will take place in January alongside their scheduled garden waste bin collection.

8 New, Additional and Replacement Receptacles

- 8.1 A set of three 240 litre bins (silver, black and purple lidded) will be issued to new houses as standard, a charge is made for all new wheeled bins. The council will always request the developers, or the landlord pays for bins at a new property. Where the developer or landlord has failed to make this provision, the resident will be liable for the purchase of the wheeled bins.
- 8.2 Any damage to wheeled bins that occurs during the collection process will be replaced at no cost.
- 8.3 Residents will be charged for replacement wheeled bins if they are damaged due to neglect, intentional harm, or hot ashes. Charges are reviewed annually and can be found in the council's published fees and charges. Payment must be made at the time of ordering. Individual circumstances will be considered on a case by case basis and a manager will decide any flexible payment arrangements.
- 8.4 Replacement wheeled bins will be delivered to householders as soon as practicable after payment is received, typically within 15 working days. If the bin is damaged in a way that makes it unfit for use, alternative arrangements will be made whilst waiting for the replacement bins to be delivered.
- 8.5 The black, silver and purple lidded bins supplied to households remain the property of the council as the council has a statutory duty to collect these wastes. Garden waste bins purchased are the property of the householder.
- 8.6 When moving address, householders must leave the refuse and recycling wheeled bins and any remaining sacks at the property for the new occupant. If you move to another address in South Kesteven, you can take your green bin(s) with you. However, to ensure that your collections continue, you must contact www.gardenwaste@southkesteven.gov.uk to transfer the service to your new address.
- 8.7 Householders are responsible for the storage, safe keeping and cleaning of refuse and recycling receptacles.
- 8.8 Where it is found that additional receptacles have been acquired by householders the Council will take measures to empty and remove additional bins.

- 8.9 New and replacement wheelie bins and sacks should be ordered online using the council's bin and bag services page [Bin and bag services | South Kesteven District Council](#).

9 Assisted Collection

- 9.1 Residents may request an 'assisted collection' at no additional charge if they are unable to transport their wheeled bins or bags to the kerbside for collection due to infirmity, disability, or other health-related reasons, and there are no other household members aged 16 years or older available to assist. Assisted collections can be provided on either a temporary or long-term basis, subject to the council's assessment that the service is warranted.
- 9.2 Residents requesting an assisted collection may need to provide a letter of support from a medical practitioner. They will typically receive either a home visit or a telephone consultation to confirm their eligibility for the service and to determine the collection location.
- 9.3 Wheeled bins/sacks will be collected from the agreed location. Wheeled bins will be returned to the same location.
- 9.4 Residents are responsible for ensuring that bins or sacks are visible to collection crews at the agreed location and that there are no obstructions. **Gates must be unlocked between 7:00 a.m. and 3:00 p.m. on the collection day.** If the operative is unable to gain access, no further collection will be attempted until the next scheduled date.
- 9.5 Residents must notify the council if their circumstances change, and the assisted collection is no longer needed. The register will be reviewed periodically, and users will be contacted to confirm ongoing eligibility. The service will be withdrawn if the household no longer qualifies. Temporary collections will generally have a set end date, after which the service will end automatically. Residents must contact the council to arrange any extension.
- 9.6 An assisted collection should be requested online at [Request an assisted waste collection | South Kesteven District Council](#).

10 Missed Bin/Sack Collections

10.1 There are occasions when bins and sacks will not be emptied at the scheduled time, the following is a list of the most common occurrences:

- Severe weather,
- Blocked access (parked cars), and
- Roadworks.

10.2 Severe Weather

10.21 In the event of severe weather, such as snow, ice, floods, or other conditions disrupting waste and recycling collection services, the council will strive to continue services where it is safe to do so.

10.22 If collections are missed due to severe weather, residents should leave their bins or sacks out for up to one week, including the weekend, as missed collections may occur on Saturdays. If the collection has not been completed within this timeframe, bins or bags should be taken back into the property boundary and re-presented on the next scheduled collection day for that waste type.

10.23 Missed residual waste collections (black bins/pink sacks) will be prioritized. This may require the temporary suspension of the garden waste service during periods of disruption. Depending on the length of the disruption, additional waste may be accepted alongside containers.

10.24 Residents will receive updates through social media, the council's website, and any other appropriate communication channels.

10.3 Blocked Access

10.31 If bins are blocked by a vehicle, the council will try to collect on the same day.

10.32 If access is blocked by roadworks or parked vehicles, the council will attempt collection within three working days, up to three attempts.

10.33 After three unsuccessful attempts, bins will be left until the next scheduled collection.

10.4 Roadworks:

- 10.41 The council coordinates with the Highways Authority to ensure collection crews are aware of planned roadworks and can arrange alternatives.
- 10.42 Waste collection vehicle drivers will evaluate the safety of accessing areas affected by emergency roadworks and coordinate with the Highways Authority to maintain waste collection services. A smaller collection vehicle may be used, potentially altering the collection day. The council will make every effort to inform residents of these changes in advance of the collection.

10.5 Reporting and Returning for missed collections

- 10.51 Residents may report a missed collection on the council's website starting from 3 p.m. on the scheduled collection day. Missed bin and sack reports made more than two working days after the scheduled collection day will not be accepted. Individual cases will be reviewed as needed.
- 10.52 Operatives will return for a missed bin or sacks within five working days if the resident has complied with the presentation requirements (see Section 3) but the bin or sack was missed. Residents should leave their bin or sack at the kerbside during this period. Operatives will not collect missed bins or sacks from within the property boundary unless the resident is enrolled in the assisted collection service.
- 10.53 A missed bin should be reported online at [Reporting a missed refuse collection | South Kesteven District Council](#)

10.6 Rejected Bins

- 10.61 The Council will reject waste presented for collection for the following reasons:
- Overloaded wheeled bins (by weight and volume)
 - Wrong receptacle presented e.g. recycling wheeled bin presented on refuse week
 - Wheeled bin is too heavy to lift, due to containing heavy waste e.g. construction, DIY or soil waste
 - Contamination of recyclable materials
 - Garden waste in residual collection (black wheeled bin or pink sack)
 - Hazardous waste types such as WEEE (waste from electrical and electronic equipment) and asbestos
- 10.62 It is the responsibility of the householder to remove the contamination and dispose of it in the correct manner. The council will not return for rejected bins or sacks.

10.63 Refuse collection vehicles are equipped with an in-cab system to monitor collections. Any bins or sacks not presented according to policy will be recorded in this system. Operatives have no incentive to skip collections or incorrectly report contamination. If a bin or sack is logged as not out, contaminated, or overweight, operatives will not return to collect it, even if the resident later rectifies the issue. The bin or sack must instead be presented on the next scheduled collection day.

10.64 Where a wheeled bin or sack is rejected, a tag or sticker giving the reason for rejection is attached to the wheeled bin or sack. Tagging/stickering will alert the resident to the issue and helps prevent future contamination, ensuring waste is managed efficiently in line with this policy.

11 Additional Capacity for Large families

11.1 Households of five or more people can request additional residual and/or recycling wheeled bins to assist with recycling or disposing of their waste. It should be noted that this policy relates to single family units and not houses in multiple occupancy where other arrangements are in force.

11.2 Where a need is agreed, additional recycling capacity will take precedent. The ongoing need for additional capacity will be reviewed periodically.

11.3 Households who request additional residual and/or recycling bins will need to purchase them from the council. A list of the up-to-date fees and charges can be found on our website www.southkesteven.gov.uk.

11.4 Additional bins should be purchased online at [Bin and bag services | South Kesteven District Council](#)

12 Bulky Household Waste Collection

12.1 The bulky household waste collection service is a chargeable service for the collection of household items such as white goods e.g. fridges, televisions, furniture etc. This does not include the collection of fixtures and fittings such as kitchens, bathrooms, etc. Collections should be booked online at www.southkesteven.gov.uk/bulky. Full terms and conditions of the service are available on the Council's website at www.southkesteven.gov.uk/bulky.

12.2 Only items that can be safely collected and recycled/disposed are available for collection. A full list of items the Council can collect can be found on the website. It is the responsibility of the householder to select the

correct item from the bulky collection list. The council will refuse to collect any items that have not been booked.

- 12.3 Items that are booked for collection should be presented at the edge of the householder's property in a visible location clear from any obstruction. The council will not collect bulky household items from within the property boundary.
- 12.4 The Council may suspend the bulky household waste collection service during Bank Holiday periods and in cases of severe weather.
- 12.5 Fridges and freezers must be completely empty when presented for collection. If any items contain other waste at the time of collection, they will not be accepted.

13 Battery Collections

- 13.1 Some types of used household batteries can be put out for collection on the same day as any of your wheelie bins. They must not go inside the bins.
- 13.2 Batteries can be put out for collection on any wheelie bin collection day. Batteries should be placed in a separate plastic bag, such as a sandwich bag, and fastened to the handle of the wheelie bin. There is no way to dispose of batteries if you are a council sack customer. This must be taken to a supermarket or HWRC for recycling.
- 13.3 The Council will collect batteries separately from other waste types and take them away for recycling. The following is a list of batteries that will be collected:
- All everyday household batteries,
 - Button batteries - e.g. from watches,
 - AA Batteries,
 - AAA Batteries,
 - C Batteries,
 - D Batteries,
 - 9V Batteries,
 - 6LR61 Batteries,
 - N LR1 Batteries, and
 - AAAA Batteries.

- 13.4 An up to date list of batteries that can be collected along with FAQs will be published on our website [Household Battery Recycling | South Kesteven District Council](#)

14 Medical and Clinical Waste

- 14.1 Medical waste includes nappies, stoma bags (must be drained prior to disposal), sanitary products, non-infectious wound dressings and incontinence pads etc. These items should be bagged and placed in the residual black wheeled bin/pink sack for collection.
- 14.2 Residents with large amounts of medical waste that cannot fit within the regular residual bin may request an additional marked black bin, collected alongside the residual (black) bin. Written confirmation from a qualified individual (e.g., medical practitioner, nurse, GP) is required and should describe the type of waste to be collected. These bins are unsuitable for liquid waste, and any containing liquid will be rejected. Residents should arrange alternative collection of liquid waste with their medical practitioner.
- 14.3 The council will collect clinical sharps, which must be securely sealed in a designated sharps bin or container. The council does not supply these containers; they can be obtained on prescription from a GP or pharmacist. Residents can request a sharps bin collection online or by calling the Customer Service Centre at 01476 406080 and asking for “waste”. The council does not provide removal or disposal services for unused pharmaceuticals; these should be returned to a pharmacy.

15 Commercial / Trade Waste Collection

- 15.1 The Council offers a collection service for commercial/trade waste. Details of the service may be found at www.southkesteven.gov.uk/commercialwaste

Part 2 – Education and Enforcement

16 Education

16.1 Everyone providing feedback relating to waste collection can expect the council to:

- Take the matter seriously,
- Clearly explain what can and cannot be done, and
- Deal with the matter according to this policy.

16.2 The council will approach all feedback without bias or preconception. Investigations may involve the sharing of, or access to, partner information relating to the individuals or the feedback.

16.3 All parties will be kept up to date throughout the course of the investigation and will be notified of action being taken.

16.4 To provide us with Feedback on our service please complete our online process [Complaints, compliments and comments | South Kesteven District Council](#)

16.5 Section 58 of the Deregulation Act 2015 amends section 46 of the 1990 Act, through new sections 46A to 46D to de-criminalise offences relating to incorrectly presented domestic waste. These amendments enable waste collection authorities in England to issue a written warning if a person fails to comply with reasonable requirements regarding the storage of household waste. These include (but not limited to) the following:

- Prohibiting the presentation of loose residual waste ,
- Where and when the receptacle is presented for collection,
- Not to overload the receptacle (e.g. the bin lid is up), and
- What is to be placed within the receptacle.

16.6 This penalty is a civil penalty rather than being a criminal offence, and therefore a Fixed Penalty Notice can be issued.

16.7 The education process takes place in 2 stages; these are:

- **Stage 1 – tag placed on bin or advice letter** - The first step in response to any reports regarding waste collection will be to provide education, guidance and support, whether this be in relation to what items can go in each receptacle, when and where to present the waste or where the waste is being stored. For example, when bin contamination is found the details will be recorded and a tag will be attached to the

bin explaining the reason it has not been emptied and that it will be emptied on the next scheduled date (once the contamination has been removed), or when waste is persistently kept on the public pathway/highway an advice letter will be sent to all properties in the area explaining where waste should be stored.

- **Stage 2 – formal instruction** - If education has not been successful, the council will issue formal written instruction on how to comply. This will be done as soon as possible to encourage early compliance. This intervention will serve as a warning that failure to comply in the future may result in the issuing of a Fixed Penalty Notice. The written warning will be issued in accordance with the 1990 Act, clearly outlining specific requirements and providing details on how and by when the recipient can achieve compliance. Advice and guidance will be available throughout this process. Legally, enforcement action may be taken one year from the date of the written warning.

17 Enforcement

17.1 Should the above steps fail to deliver the desired impact, appropriate enforcement powers will be used to bring about a resolution and maintain a clean street scene. In such instances, the Council will seek to use powers contained within the 1990 Act, or part 4 of the Antisocial Behaviour, Crime and Policing Act 2014 as appropriate. Education will continue to be provided at all stages of enforcement. Designated officers are authorised through delegations of the council's constitution, to discharge the legal aspects of this policy.

17.2 Enforcement is only applicable where non-compliance causes a nuisance or is likely to be detrimental to the amenity of the locality and there has been continued or repeated non-compliance.

Examples of non-compliance include but are not limited to:

- Waste receptacles being kept on the public highway/pathway on days that are not the collection day,
- Waste presented for collection not in a council-agreed bin or sack, and
- Presenting the wrong waste, such as waste not from the household or hazardous waste.

17.3 Following education and formal instruction, further non-compliance with waste collection requirements may result in an authorised officer serving the person a 'notice of intent' to serve a Fixed Penalty Notice. A 'notice of intent' will contain information about:

- The grounds for proposing to require payment of a fixed penalty,
- The amount of the penalty that the person would be required to pay, and
- The right to make representations (within 28 days).

17.4 A person on whom a 'notice of intent' is served may make representations to the authorised officer within 28 days as to why payment of a fixed penalty should not be required. If the representations are accepted, no monetary penalty will be imposed.

17.5 If there is still no compliance after this letter a 'final notice' to pay a fixed penalty will be issued as set by our current schedule of fees and charges. If failure to comply continues, further fixed penalties may be issued. A warning will be issued prior to each penalty.

17.6 The Council may refuse to collect waste if notices are not complied with and relevant legal and waste contractual contravention conditions are met. This option will be carefully considered against any potential long-term impacts.

18 Appeals against a notice

18.1 Persons may also appeal to the First-Tier Tribunal against the decision to require payment of a fixed penalty. Payment periods are suspended until the case is determined.

19 Payment of a fixed penalty

19.1 Failure to pay any penalty imposed under this policy will lead to recovery action either summarily, as a civil debt or through a high court or county court order.

20 Continued Non-Compliance

20.1 Should there be continued non-compliance leading to the service of more than one fixed penalty notice within a 12-month period, consideration will be given to further actions other than the use of fixed penalties to include but not limited to:

- Criminal proceedings under the 1990 Act (potentially leading to prosecutions),
- Withdrawal of aspects of the service (for example garden / green waste and / or recycling bins).

20.2 Such measures are as a last resort when all other avenues have expired. Such actions will be decided by the appropriately delegated officer.

20.3 Cases will usually be closed following contact with the complainant or confirmation from officers that the issue no longer exists. We may close cases in circumstances where the complainant refuses to co-operate and/or engage in working with us in providing evidence of the impact of any relevant issues. If an individual remains dissatisfied, they can use the Council's complaints procedure.

20.4 Further Guidance is available at:

- Sections 35 to 54 of the Clean Neighbourhoods and Environment Act,
- DEFRA, Fixed Penalty Notices issuing and enforcement by Councils and Guidance on the legal definition of waste and its application <https://www.gov.uk/environment/waste-and-recycling>.

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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Cabinet

Tuesday, 21 July 2026

Report of Councillor Virginia Moran
Cabinet Member for Housing

Asylum Dispersal Grant Funding

Report Author

Karen Whitfield, Assistant Director (Leisure, Culture and Place)

✉ karen.whitfield@southkesteven.gov.uk

Purpose of Report

To seek approval to accept the Asylum Dispersal Grant funding awarded to South Kesteven District Council and agree a proposed spending allocation framework.

Recommendations

Cabinet is asked to:

- 1. Approve the allocation of proposed asylum dispersal funding as detailed within Table Two in this report.**
- 2. Provide delegated authority to the Section 151 Officer in consultation with the Cabinet Member for Housing to allocate the remaining funding, or reallocate any elements of the funding in Table Two which are not required or under-utilised to other permitted activity, subject to the relevant financial thresholds.**
- 3. Approve the adoption of the SK Community Fund process to award any elements of available funding to community organisations as detailed in paragraph 3.2 of this report.**

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 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 As outlined in table 1 of this report the Council has formally received funding of £666,000 up to the end of 2025/26, with a further £321,600 forecast for 2026/27 resulting in a total grant allocation of £987,600.
- 1.2 The grant award notices stipulate the areas this grant can be spent on which is outlined in para 2.5 and based on the proposals summarised in Table 2 totals £854,060.
- 1.3 As a result, £133,540 would remain unallocated at this time for future use and consideration.

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

Legal and Governance

- 1.4 The forecasted funding for 2026/2027 is over £200,000 and therefore this is a Key Decision.
- 1.5 If any funding is under-utilised or subsequently not needed for the purpose set out in Table 2 the Section 151 Officer could re-allocate the funds through delegated authority; however, this would be subject to the relevant financial thresholds, depending on the level of underspend.

Completed by: James Welbourn, Democratic Services Manager

Equalities, Diversity and Inclusion

- 1.6 Asylum seekers in England are protected by the Equality Act 2010 under the protected characteristic of **race** (which legally covers nationality, colour, and ethnic or national origins). The law makes it illegal for service providers, employers, and public authorities to discriminate against individuals based on these grounds.
- 1.7 While individuals are protected from unfair treatment like harassment or discrimination, immigration status itself is not a protected characteristic. Schedule 3 of the Equality Act 2010 outlines exceptions which allow direct or indirect nationality discrimination, or indirect discrimination based on place of residence/length of residence, when it is done to comply with another law i.e. where

the public authority has no choice other than to act in a certain way. For example, when making decisions about placing people on housing registers.

- 1.8 Specific immigration laws mean that asylum seekers do not automatically have the same rights to work, housing, or mainstream social security benefits as UK citizens or recognised refugees while their claim is being processed. The denial of these services under immigration laws does not count as unlawful discrimination under the Equality Act. However, the Public Sector Equality Duty states that public bodies are required to consider how their immigration and support policies affect asylum seekers.
- 1.9 In providing the services and grant opportunities outlined within this report the Council is meeting its duties under the Equality Act and also promoting integration and community cohesion.

Completed by: Carol Drury, Community Engagement Manager

Community Safety

- 1.10 This proposed use of the Asylum Dispersal Grant funding is a positive step to support community cohesion and protect community safety. Anti-Social Behaviour Officers and increased Safer Streets Patrols will provide a visible presence, and alongside working with our Police Partners, will support the prevention and detection of crime. The proposed use of the funding will provide resources to enhance safety for all members of the community, particularly within Grantham.

Completed by: Ayeisha Kirkham Head of Service-Public Protection

2. Background to the Report

- 2.1 The Asylum Dispersal Scheme is a UK government policy managed by the Home Office to distribute asylum seekers across local authorities throughout England, Scotland, and Wales while their asylum applications are being processed and considered. Asylum seekers, who are referred to as service users by the Home Office, are provided accommodation which typically consists of self-contained flats or shared houses.
- 2.2 The Home Office contracts regional service delivery partners to source and maintain dispersal properties. For South Kesteven, Serco is the delivery partner.
- 2.3 To mitigate the impact on local services, the Home Office provides participating Councils with financial grants based on an annual funding amount per asylum seeker being housed alongside additional bed space funding.
- 2.4 The amount of funding already received by the Council and an estimated total amount of funding to be received in the current financial year is detailed in **Table One** below:

Table One – Asylum Dispersal Funding		
Financial Year	Amount	
2023/24	£190,500	Received and in reserves
2024/25	£280,500	Received and in reserves
2025/26	£195,000	Received and in reserves
2026/27	£321,600	Forecasted amount to be received
TOTAL	£987,600	

- 2.5 The funding allocated cannot be used for any other purposes. Examples of what the funding can be used for include, but are not limited to, the following:

The provision of statutory services:

- Education services
- Children and adults social care
- Waste collection
- Public Health services
- Planning and housing services
- Library services

The provision of non-statutory services:

- Leisure services
- Community initiatives
- Wellbeing services
- Interpreting provision
- Intervention services
- Signposting/orientation services.

- 2.6 Currently the majority of Serco maintained properties are concentrated in Grantham. In consideration of this the Council has made representations to the Home Office and Serco that no further properties should be sourced in Grantham. Subsequently the Council has received confirmation that no further properties will be procured in Grantham, however the potential remains for properties elsewhere within the district to be secured for asylum accommodation.

- 2.7 **Table Two** below contains some proposed uses for the grant funding with indicative costs for consideration and approval.

Table Two – Proposed Use of Asylum Dispersal Funding		
Activity	Cost	
Additional Safer Streets patrols	£25,000	This will provide an additional 10 hours of patrols on a Friday and Saturday in key locations where there is a concentration of asylum dispersal accommodation or incidents of anti-social behaviour.

Anti-Social Behaviour Officers	£100,000	This would provide two Officers on a fixed term contract for one year. The roles could be extended if future funding is received from Central Government.
50% contribution to the additional Environmental Health Officer	£27,720	This is the remaining 50% of the additional post agreed by Council when setting the revised House of Multiple Occupation licence fee structure for 2026/27 which cannot be recovered by the income received.
Environmental Health Officer for HMO inspections	£55,440	Additional Officer to cover HMO/private rented housing inspections.
Homelessness Officer	£45,000	Additional Officer to cover housing requirements once asylum seekers have been processed and allowed to remain.
Moveable CCTV cameras	£33,000	Provides 5 moveable cameras to be mounted on lampposts in key areas. (NB. permission would be required from Lincolnshire County Council).
Mobile CCTV	£11,000	To be hired in as and when necessary.
Article 4 Direction	£50,000	To cover the cost of evidence gathering and formal process if the evidence supports this.
Investment in Infrastructure	£50,000	To address any enhancements in green open spaces or parks to support increased use.
Voluntary Sector	£100,000	To provide community-based support for organisations facing increased demand, eg. Foodbanks.
English language lessons	£10,000	To be delivered within the community.
Rent Deposit Scheme	£25,000	To provide initial deposits for private rented sector houses should asylum seekers wish to settle in the district after they have been processed and allowed to remain.
Management of waste	£25,000	Additional resources and educational material required to tackle problem areas.
Leisure activity	£25,000	To provide a fund for community organisations to bid into to provide diversionary leisure activities. Activity could be in Council facilities or community settings.
Activity	Cost	
Arts and cultural activity	£25,000	To provide a fund for community organisations to bid into to provide diversionary cultural activities. Activity could be in Council facilities or community settings.

Contribution to SKDC Officer time	£246,900	25% of total amount of grant funding received to cover additional duties or administration costs to be assessed retrospectively and looking forward.
TOTAL	£854,060	

3. Key Considerations

- 3.1 The proposals above contain some elements of support that will not be delivered by the Council directly. Therefore, it is proposed that the community elements of funding, namely the voluntary sector funding and leisure and cultural activities are established as funding pots for interested community organisations to bid into.
- 3.2 As Cabinet recently approved the maximum grants available and the application process for the SK Community Fund, it is proposed that these arrangements are mirrored to administer any element of community funding (See **Background Papers**). Furthermore, it is proposed that the responsibility for administering community elements of funding is assigned to the Community Development Team.
- 3.3 This will ensure that funding bids are evaluated in a transparent manner and that the proposed outcomes and activity are eligible for funding. As the Council already supports community activity through the SK Community Fund it will also ensure that there is no possibility of organisations receiving double funding.
- 3.4 For the proposed £25,000 pots of funding available for leisure and cultural activity it is proposed that the application process should follow the SK Community Small Grants Fund. This would make grants available up to £5,000 to constituted community groups, charities, community interest companies and charitable incorporated organisations. Whilst any application should focus on providing activity for asylum seekers, priority will be given to those applications which promote cohesion with wider communities and help reduce social isolation and help improve community cohesion.
- 3.5 It is proposed that for the £100,000 pot of funding available for voluntary groups the application process should mirror the SK Community Large Grants Fund. Grants would therefore be available for up to £10,000 and follow a two-stage application process including an initial expression of interest, with eligible submissions being able to progress to an application. Again, the funding would be available to constituted community groups, charities, community interest companies and charitable incorporated organisations.
- 3.6 All applications would be managed on the grant register to minimise any risk and be reviewed by the existing Award Panel for the SK Community Fund.

4. Other Options Considered

- 4.1 The Council has received funding specifically to support asylum seekers and the wider community in relation to the Government's Asylum Dispersal Scheme. It will be necessary to report on how the funding has been allocated and spent. Therefore the 'do nothing' option has been discounted.

5. Reasons for the Recommendations

- 5.1 The Council has been awarded £666,000 of Government funding and is projected to receive a further amount of £321,600 in financial year 2026/27. The funding can only be utilised to mitigate the impact of asylum seekers in dispersal accommodation within the district of South Kesteven. Therefore, it is necessary to determine how the funding can be best utilised to support asylum seekers and the wider community.
- 5.2 The amounts allocated in **Table Two** are estimated amounts and may be subject to change. Therefore, it is recommended that delegated authority be provided to reallocate any elements of the funding which are under-utilised or not required.
- 5.3 As the proposals include elements which will be delivered by community organisations (Voluntary Sector fund, and leisure and cultural activities) it will be important that the Council establishes a clear and transparent process for community groups to bid for the monies available.

6. Background Papers

- 6.1 Community Fund - [Report to Cabinet 7 April 2026](#)

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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Cabinet

Tuesday, 21 July 2026

Report of Councillor Phil Dilks
Cabinet Member for Planning

Local Plan Progress and Updates

Report Author

Alan Houghton, Interim Head of Planning Policy

✉ Alan.houghton@southkesteven.gov.uk

Purpose of Report

To consider the future direction of Local Plan preparation and associated governance arrangements

Recommendations

Cabinet is asked to:

- 1. Agree that the Council ceases work on the existing 'legacy' Local Plan.**
- 2. Agree that plan-making activities under the new Local Plan-making system are initiated.**
- 3. Delegate authority to the Assistant Director of Planning and Growth, following consultation with the portfolio holder for Planning to:**
 - a) Authorise publication of a Notice of Commencement at the earliest appropriate opportunity to start the plan-making process;**
 - b) Authorise publication of a Local Plan Timetable (based on the indicative timetable attached at Appendix A, or any variation of) to provide full details of the programme for production of the Local Plan on the Council's website;**
 - c) Authorise the carrying out of a Scoping Consultation exercise with stakeholders and publish a summary of the scoping consultation; and;**
 - d) Prepare and approve the documents and actions that are required to support the self-assessment requirements for passing Gateway 1.**

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 Housing Effective council
Which wards are impacted?	(All Wards);

1. Implications

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

Finance and Procurement

- 1.1 The preparation of a new style Local Plan will likely require additional funding. Officers are assessing the draft evidence already prepared for the legacy Local Plan to understand what additional work will be required for the preparation of a Local Plan under the new system. It is understood that there will be additional evidence/information required however the evidence already prepared can be updated rather than the process starting again.
- 1.2 Grant funding has been provided from MHCLG during 2025/26 to support the preparation of the local plan under the new system. MHCLG has been asked to confirm that the Grant Funding can be carried forward and used for the preparation of a new system Local Plan; informally it has been indicated that this will be acceptable. Subject to the agreement of carry forward, the grant funding is expected to be sufficient for the 2026/27 financial year. There has also been an underspend on a previous revenue carry forward which has been returned to the Council reserves as part of the closedown process for 2025/26. A more detailed budget plan for the long-term delivery of the local plan will be developed as part of the 2027/28 budget setting process.

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

Legal and Governance

- 1.3 The Planning and Compulsory Purchase Act 2004 (as amended) (the “Act”). Section 15 (1) of the Act requires local authorities to prepare and maintain a development plan, which includes the Local Plan.
- 1.4 There is a risk of external intervention in the Local Plan, as the Secretary of State has legal powers to intervene. The Secretary of State can intervene if a local planning authority are failing or omitting to do anything it is necessary for them to do in connection with the preparation, revision or adoption of a development plan document (Planning and Compulsory Purchase Act 2004, Section 27). The Secretary of State may:
 - a) Prepare or revise (as the case may be) the document, or
 - b) Give directions to the authority in relation to the preparation or revision of the document.

Completed by: James Welbourn, Democratic Services Manager

Risk and Mitigation

- 1.5 There are a number of risks to the Council should it proceed with the preparation of a Local Plan under the legacy system. These include both financial risk and reputational risk should the plan be found unsound. There is a significant likelihood that the legacy Local Plan would be found unsound meaning further delays to the adoption of an up-to-date Local Plan.
- 1.6 Without an up-to-date Local Plan, the Council would likely be subject to speculative planning applications and there is less opportunity to delivery comprehensive infrastructure solutions.
- 1.7 There is a risk of Ministerial Intervention in the Plan-Making process if the Secretary of State considers that a Local Planning Authority is failing to make progress on the preparation of a Local Plan.

Completed by: Tracey Elliott, Governance & Risk Officer

2. Background to the Report

The Emerging Local Plan (Legacy Local Plan)

- 2.1 The Council has been preparing the Local Plan in accordance with the Local Development Scheme timetable, most recently updated in January 2026. Under the Ministry of Housing, Communities and Local Government’s (MHCLG) transitional arrangements, any Local Plan continuing under the legacy system must be submitted by the end of December 2026.

- 2.2 Since the timetable was agreed, national planning reforms and local site issues have materially changed the context for the emerging Local Plan. These changes are outside the Council's control but have significant implications for the plan's deliverability and soundness.
- 2.3 The current Local Plan programme leaves little flexibility to meet the December 2026 submission deadline. The Council would need to consult on the Regulation 19 Pre-Submission Local Plan in September and October 2026. This would be the Council's proposed final plan that would be submitted for examination.,
- 2.4 A sound Local Plan must identify enough deliverable land to meet housing need, calculated using the Government's Standard Method. If submitted for examination in its current form, there is a high risk that the Local Plan would be found unsound.
- 2.5 The main reasons for this conclusion are set out below.
- 2.6 *Poplar Farm development*
The planning permission for Poplar Farm has expired. As a result, no further reserved matters applications can be submitted under that permission. One reserved matters application for 75 dwellings was submitted before expiry. Even if that application is approved, the site would deliver more than 1,000 fewer homes than the original permission allowed. It is not yet known whether a further application will be submitted for the remaining undeveloped land, or how many homes it would propose.
- 2.7 *Housing completion rates*
Housing completions over the last five years have averaged 566 dwellings per annum. This is significantly below the Standard Method requirement of 899 dwellings per annum (as of May 2026). Unless delivery increases substantially, the cumulative shortfall against the housing requirement will continue to increase.
- 2.8 *Housing land supply against target*
The table below shows the May 2026 housing requirement, including a 10% buffer. The buffer is intended to provide choice of sites and manage the risk that some sites may not come forward as expected over the plan period. A review of the supply /deliverability of sites indicates that there will be a significant shortfall against the 10% buffer.

Housing requirement

Standard Method (as of May 2026)	899 dwellings per annum
Total housing need 2023 - 2043	17,980
10% buffer	1,798
Total housing need + 10% buffer	19,778

2.9 There are concerns about whether key sites will be delivered as assumed:

- The proposed allocation at Prince William of Gloucester Barracks could provide around 1,890 homes within the plan period. However, there are deliverability concerns about this site especially as the pre-application discussions have been delayed. If the site does not come forward, or is built out more slowly than assumed, the Council's housing land supply would reduce further.
- Anglian Water and Lincolnshire County Council have lodged holding objections relating to several development sites. Whilst it is possible that these concerns are expected to be capable of mitigation, further evidence, discussion and negotiation may be needed. If deliverability remains uncertain, objectors are likely to argue that the plan is unsound.

2.10 Officers have considered the following ways to address the housing shortfall:

- Identifying additional sites. There is currently no readily available supply of alternative sites that have already been assessed that could close the identified gap.
- Increasing assumed build-out rates. Current assumptions are already optimistic, and recent delivery in South Kesteven is below the level needed to meet housing need. There is limited evidence to justify higher build-out rates.
- Applying higher densities to existing allocations. Opportunities to increase densities significantly are limited, so this would have only a modest effect on overall housing supply.

2.11 To identify further potential sites, the Council would need to carry out a new call for sites. Any new or additional sites would then need to be assessed through the evidence base; this poses a significant risk to the timetable.

2.12 If the Regulation 19 Pre-Submission Local Plan is not ready for consultation in September and October 2026, there will be no realistic opportunity to recover the programme and submit the final plan by the December 2026 deadline.

2.13 In summary, the legacy timetable leaves little or no scope to identify additional land and ensure confidence of submission of the Local Plan by December 2026. There is also a significant risk that housing supply will reduce further if key sites do not come forward as expected. In its current form, the Local Plan does not demonstrate enough housing supply to meet projected demand and is therefore highly likely to be found unsound at examination. Failure to submit a robust Local Plan and supporting evidence base leaves the Council vulnerable to the Examiner finding the plan unsound.

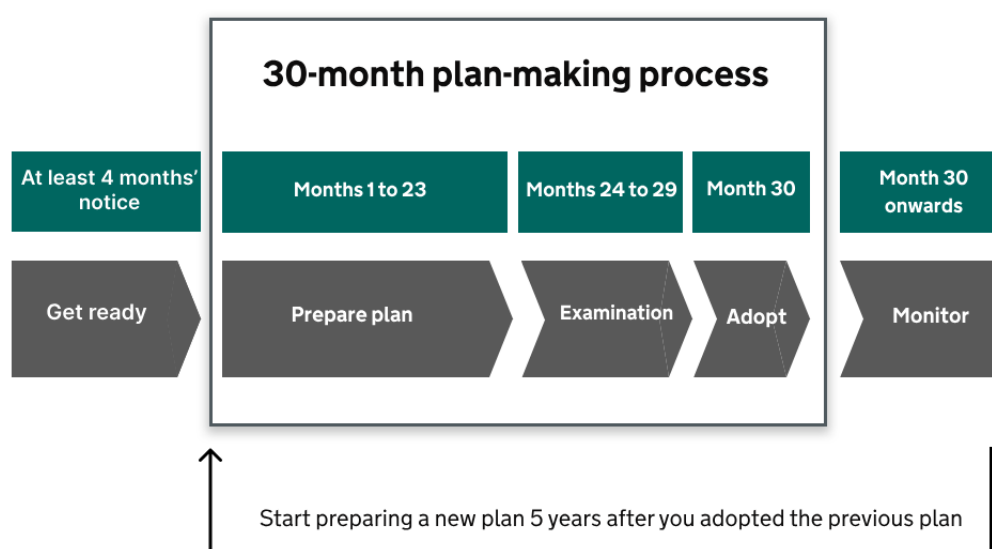
2.14 Officers have therefore considered whether the Council should cease work on the legacy Local Plan and move to the new Local Plan system.

The New Local Plan System

- 2.15 Since 2022, the Government has been progressing major reforms to the plan-making system through the Levelling-up and Regeneration Act 2023. These reforms have been supported by revised Planning Practice Guidance and a draft National Planning Policy Framework (NPPF), which was published for consultation in December 2025. The revised NPPF is expected to be published in summer 2026. It is expected that the revised NPPF will contain detailed Development Management Policies meaning that a new style Local Plan can focus on where growth should go.
- 2.16 The reforms are the most significant change to plan-making in England since the Localism Act 2011. They change how Local Plans are prepared, assessed, examined and kept up to date.

Gateway-Based Plan Making

- 2.17 Under the new system, Local Plan preparation is intended to be faster and more structured, with a defined 30-month timetable. It replaces the previous Issues and Options, Preferred Options, Draft Plan and Submission stages, which had no fixed timeframe. The new gateway approach introduces three statutory checkpoints that plans must pass to progress.



This diagram illustrates the main stages and timings in the 30-month process.

Minimum preparatory period (Gateway 1 – readiness confirmation)

- 2.18 If the Council does not submit under the legacy system, it must give notice of commencement by December 2026 and publish the Gateway 1 Self-Assessment by 30 April 2027. Publication starts the 30-month plan-making period and confirms that the necessary processes and early activity are in place.

2.19 MHCLG has advised on certain tasks that the Council must complete as well as some that are recommended to have start early. These include:

- Confirm if the Council needs to carry out a Strategic Environmental Assessment (SEA)
- Publish a local plan timetable setting out the key stages, consultation points and is realistic and deliverable within 30 months.
- Decide on the project management arrangements. To do this, MHCLG has provided a template for a Project Initiation Document (PID)
- Run an early scoping consultation to invite early engagement. This includes initial engagement to inform the emerging vision, identify key issues, and support early thinking on development needs, site opportunities and constraints, rather than consultation on fixed proposals.
- Gather Baseline information. This will involve reviewing the existing draft evidence base for the legacy local plan establishing what additional information will be required to move to the new system. It is anticipated that there will be a need to update evidence e.g. if new sites are identified however it is not expected that evidence will need to be collected from scratch.
- Carry out the self-assessment for Gateway 1 to confirm that the Council is ready to start the 30-month plan-making process.

2.20 As part of this process, the Council could address housing land supply concerns by undertaking a fresh call for sites before passing Gateway 1. The outcome would inform the evidence base and the spatial options for future development.

2.21 Gateway 1 confirms that the authority is ready to begin formal plan making, with the right foundations in place to make effective use of the 30-month timetable. It is a checkpoint on preparedness and direction, not a decision-making stage on the substance of the plan.

Months 1–23: Prepare the Plan

2.22 After Gateway 1, the 30-month timetable begins. Months 1–23 form the main plan preparation period. During this stage, the authority develops the plan's vision and outcomes, prepares and refines the spatial strategy, and drafts strategic and non-strategic policies and allocations. This work is iterative and is informed by evidence, engagement and environmental assessment.

During the initial period the following are the main activities:

- Publish the summary of the scoping consultation. This will include a summary of the main issues raised in any responses received and how we have taken these responses into account.

- Continue to develop and refine the plan's vision including looking ahead at longer term goals and aspirations for the community and local area.
 - A proportionate evidence base is prepared and refined throughout this period, covering development needs, land availability, infrastructure, deliverability and viability.
 - SEA work is integrated alongside plan development to assess environmental effects as choices are made.
 - Work with stakeholders to address issues including any cross-boundary issues
 - Prepare draft planning policies.
- 2.23 During months 1–23, it is advised that the Council completes **Gateway 2**; this is an early checkpoint with the Planning Inspectorate. The exact timing is still to be determined. It should take place once enough work has been completed for the assessor to provide meaningful advice on soundness and progress against the prescribed requirements, but early enough for that advice to be reflected in the final draft plan. There is a requirement to consult on the draft local plan during the initial 23-month period.
- 2.24 Gateway 2 is advisory and does not prevent the plan from progressing. Its purpose is to identify potential soundness issues early and help the authority address them before submission.
- 2.25 A Planning Inspectorate assessor reviews the emerging plan, discusses key issues with the authority, and provides written observations and advice, which must be published. The authority must then take this advice into account when refining the draft Local Plan before consultation and progression to Gateway 3.
- 2.26 **Gateway 3** is the final checkpoint and confirms whether the Local Plan is ready for independent examination. At this stage, the authority submits the finalised plan and supporting documents to the Planning Inspectorate. The Inspectorate considers whether the plan has been prepared in line with the new system, including whether Gateway 2 issues have been addressed and consultation has been effective.
- 2.27 A successful Gateway 3 outcome authorises submission of the plan for examination and provides confidence that it is sound, deliverable and legally compliant enough to proceed. However, Gateway 3 is also a review point. If further work is needed before submission, this could extend the 30-month programme.

Months 24–29: Submission and examination

- 2.28 Months 24–29 cover submission of the Local Plan, following Gateway 3, and the examination itself. The examination will consider whether the plan is sound, meaning that it meets the tests of soundness set out in the National Planning Policy Framework.
- 2.29 If the Inspector concludes that further work is needed to make the plan sound, the examination could be paused for up to six months. The Inspector may also recommend modifications, which may require consultation and extend the timetable. These risks also exist under the current system. The gateway process is intended to reduce them by identifying issues earlier, so they can be addressed before examination.

Month 30 – Adopt Plan

- 2.30 Once the Inspector's conclusions are received, the authority may adopt the plan, including any modifications needed to make it sound. Full Council approval is required for adoption.

3. Key Considerations

- 3.1 The new plan-making system is being introduced alongside transitional arrangements. The key issue for SKDC is to choose the route that gives the Council the best chance of producing a sound, up-to-date and durable Local Plan, while managing risk and complying with emerging national requirements.
- 3.2 The transitional arrangements allow advanced Local Plans prepared under the existing system to continue only if they are submitted by December 2026. This deadline cannot be extended.
- 3.3 As set out in this report, the Council is unlikely to be able to submit a sound Local Plan with confidence by that deadline. The deadline has been set nationally to support the transition to the new system and does not align with South Kesteven's current plan-making programme. There is therefore no realistic route to continue the legacy plan beyond December 2026.
- 3.4 Not preparing a Local Plan is not a viable option and could lead to Ministerial intervention. The practical and lower-risk option is therefore to stop work on the legacy Local Plan and begin preparing a new Local Plan under the new statutory system.
- 3.5 In accordance with the most recent Local Development Scheme (LDS), it was anticipated that if a legacy Local Plan was submitted by the December 2026 deadline that, if found sound, it would be adopted by the end 2027 at the earliest. This would assume that the examination took a year to complete and that there were no significant modifications required in order to find the Plan sound. An

indicative timeline for the preparation of a new style Local Plan has been provided in **Appendix 1** to this report. This timeline requires finessing and upon review of the existing evidence may be shortened. Whilst moving to the new system would extend the timeline for adopting a New Local Plan, it reduces the risk of the plan being found unsound.

- 3.6 Cabinet is therefore asked to agree that work on the existing legacy Local Plan ceases and that the Council starts preparing a new plan under the new system.
- 3.7 The work needed before Gateway 1 is set out earlier in this report. Cabinet is asked to delegate authority for this preparatory work so that Gateway 1 can be completed after the minimum four-month preparation period following formal notification of commencement. This would allow the 30-month plan-making timetable to begin as soon as possible.
- 3.8 The reputational risk of progressing a Local Plan that is likely to be found unsound would be significant. An orderly transition to the new Local Plan system would reduce that risk and provide a clearer route to adoption.

4. Other Options Considered

- 4.1 As outlined above, potential to apply faster build out rates, higher densities to achieve higher overall numbers has been considered and rejected.
- 4.2 Officers have in confidence consulted with MHCLG, Planning Advisory Service and the Planning Inspectorate. The common response has been to be understanding of our position and open to our proposed change in Local Plan approach. MHCLG officers have asked to be kept advised of Cabinet's decision.
- 4.3 Officers have reviewed how the Council should respond to the new plan-making system and draft guidance. Two options have been considered:

Option 1 - Continue under current regulations and submit by December 2026

- If the submission deadline is missed, or the plan is found unsound, the Council would need to restart plan preparation under the new system. This would make much of the work already undertaken abortive and create reputational risk for SKDC.
- It is no longer realistic to complete the evidence base and draft Regulation 19 Local Plan in time for consultation in September 2026. This option is therefore not feasible.

Option 2 - Transition now to the new plan-making system (Recommended)

- This would provide clarity and certainty. A single statutory pathway, with defined gateways, would reduce risk and establish clear expectations.

- It would make best use of existing work. Existing options, plan content and evidence could be developed further and redirected to address the need for additional sites to support the Council's housing supply.
- At the time of writing, the shape of Local Government Reorganisation and its implications for the Local Plan process are unknown. The indicative Local Plan timetable therefore reflects the need to consult neighbouring authorities to maximise alignment on timescales and boundaries before final timelines are confirmed.

5. Reasons for the Recommendations

- 5.1 Continuing work on the existing legacy Local Plan to its current timetable would involve abortive work and most likely fail to deliver a Local Plan capable of meeting tests of soundness. Option 1 has therefore been discounted as it carries the greatest risk to the Council.
- 5.2 Option 2 is the preferred option.

6. Consultation

- 6.1 Officers have in confidence consulted with MHCLG, Planning Advisory Service and the Planning Inspectorate. The common response has been to be understanding of our position and open to our proposed change in Local Plan approach. MHCLG officers have asked to be kept advised of Cabinet's decision.

7. Appendices

- 7.1 Indicative New Local Plan Timetable

8. Background Documents

- 8.1 Local Development Scheme 2026-2029 ([Local Development Scheme 2026 - 2029.pdf](#))

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Local Plan Indicative Timetable

July 2026

Milestone / Activity	Indicative Date
Report to Cabinet	21 July 2026
Preparation of Local Plan Timetable	21 July 2026
Notice of Commencement	September 2026
Consultation on Scope of Plan	November–December 2026
Document Preparation – Preparation for Stage 1 Self-assessment • Undertake a call for sites • Prepare Project Initiation Document • Prepare Project Plan • Prepare Resource Plan • Prepare Consultation and Engagement Plan • Prepare Risk Register • Prepare Budget Plan	To support Gateway 1 preparation
Complete Gateway 1 self-assessment	February 2027
Pass through Gateway 1	March 2027
Consultation on proposed plan content and evidence	January–February 2028
Gateway 2 Assessor	June 2028
Pass through Gateway 2	July 2028
Consultation on proposed Local Plan submission documents	October–November 2028
Gateway 3 Assessor	February 2029
Submit for Examination	February 2029
Pass through Gateway 3	February 2029
Examination Process	February–August 2029
Adopt	August 2029

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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Cabinet

Tuesday, 21 July 2026

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

Stock Management Policy

Report Author

Richard Wyles, Deputy Chief Executive and Section 151 Officer

✉ richard.wyles@southkesteven.gov.uk

Purpose of Report

A draft Stock Management Policy has been developed for consideration and approval by Cabinet.

Recommendations

Cabinet is asked to approve the Stock Management Policy, as shown at Appendix A.

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?	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 Financial Regulations set out the roles and responsibilities in respect of stock controls in section 21.11 and following a recent stocks audit, it has been highlighted that there is an absence of formal procedures for the controlling of various areas of stock.
- 1.2 Therefore, in order to maintain effective internal controls and reduce the potential for theft and loss an overarching Stock Management Policy has been developed.
- 1.3 The Policy will act as an overarching guide, but services will be required to develop specific stock procedures that are specific to the stocks they hold of which work has already commenced on developing draft controls within service areas.

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

Legal and Governance

- 1.4 Formal policies and procedures are approved by the Cabinet. This Policy has been reviewed and recommended by the Governance and Audit Committee.

Completed by: James Welbourn, Democratic Services Manager

Risk and Mitigation

- 1.5 It is essential that the Council has a Stock Control Policy to ensure that Council assets are protected thereby reducing the risk of theft. It is also important that the Council is aware of its stock levels in the event of an insured peril where it would need to be evidenced as part of any claim.

Completed by: Tracey Elliott, Governance & Risk Officer

2. Background to the Report

- 2.1 The Council approved Financial Regulations set out the roles and responsibilities in respect of stock controls. This is referenced at section 21.11 of the Financial Regulations and is set out below:

Stocks & Stores

Responsibilities of Directors

- *To make arrangements for the maintenance of reasonable levels of stocks and stores in their control.*
 - *To ensure that appropriate up to date records of the level and value of stocks and stores held are maintained.*
 - *To ensure periodical physical examinations of stocks and stores held, against the stock records, should be carried out at a frequency based on the value and vulnerability of the stock.*
 - *To ensure proper security is maintained at all times for all stocks & stores.*
- 2.2 A recent stocks audit undertaken has highlighted an absence of formal procedures for the controlling of various areas of stock and the findings of this report are presented by the Council's internal audit elsewhere on this agenda.
- 2.3 Therefore in order to strengthen the formal arrangements, an overarching Stock Management Policy has been developed, and this is shown at Appendix A. The formation of this Policy is to:
- Ensure stock is available to support service delivery (waste services, grounds maintenance, housing repairs and ICT equipment)
 - Maintain strong financial and audit controls over all stock items
 - Reduce waste, loss, theft, and unnecessary disposal
 - Support compliance with the Council's Contract Procedure Rules and Financial Regulations
 - Provide clear responsibilities and procedures for staff handling stock
 - Ensure accurate, timely stock records for operational and financial reporting
- 2.4 The Policy will act as an overarching guide, but services will be required to develop specific stock procedures that are specific to the stocks they hold. These will provide operational details of how stock is held, the stock access controls, reconciliation procedures and the movement of stock received and being booked out.

3. Key Considerations

- 3.1 It has been identified following an internal audit report there is a requirement to develop a Stock Management Policy which has been developed and is presented at Appendix A.

4. Other Options Considered

- 4.1 The alternative option is not to be approve a Stock Management Policy, but this has been discounted as there is a clear recommendation from Internal Audit supported by Section 151 officer to put in place a formal Stock Management Policy in place.

5. Reasons for the Recommendations

- 5.1 The reasons for the proposals are set out in the report.

6. Consultation

- 6.1 The draft Stock Management Policy was presented and recommended for approval by the Governance and Audit Committee at their meeting on 25th June 2026.

7. Appendices

- 7.1 Appendix A – Draft Stock Management Policy

Appendix A – Stock Management Policy – South Kesteven District Council

1. Policy Statement

This policy sets out the principles and procedures for the effective management of stock held by the Council. For the purposes of this policy stock is defined as fuel, materials, and equipment held by the Council. As a public body, the Council must ensure that all stock is procured, stored, issued, and monitored in a manner that is transparent, auditable and compliant with statutory and regulatory requirements.

The Council is committed to safeguarding public assets, preventing waste, and ensuring that operational services have the resources they need to deliver high-quality services to residents.

2. Purpose

The purpose of this Policy is to:

- Ensure stock is available to support service delivery (waste services, grounds maintenance, housing repairs, and ICT equipment).
- Maintain strong financial and audit controls over all stock items.
- Reduce waste, loss, theft, and unnecessary disposal.
- Support compliance with the Council's Contract Procedure Rules and Financial Regulations.
- Provide clear responsibilities and procedures for staff handling stock.
- Ensure accurate, timely stock records for operational and financial reporting.

3. Scope

This policy applies to all Council services that purchase, store, issue, or dispose of stock, including but not limited to:

- Fuel (vehicle and equipment)
- Vehicle Parts replacements
- Grounds Maintenance equipment
- Housing and property maintenance materials
- Operational equipment (PPE, tools, consumables).
- ICT equipment (hardware)

4. Definitions

- **Stock:** Any item purchased, stored, and used to support Council operations.
- **Fuel Stock:** Any fuel held in tanks, bowzers, or containers for fleet or equipment use.
- **Equipment:** Tools, plant, PPE, and operational assets not individually asset-registered.
- **Minimum Stock Level:** The lowest acceptable quantity before replenishment is required.

- **Reorder Level:** The point at which a new order must be placed.
- **Stocktake:** A physical count of stock to verify system records.
- **FIFO:** First In, First Out stock rotation method.

5. Roles and Responsibilities

5.1 Directors, Assistant Directors and Heads of Service

- Ensure compliance with this policy across their service areas.
- Provide resources for secure storage, systems, and staff training.
- Review stock performance and audit findings.

5.2 Procurement & Commissioning

- Ensure all stock purchases comply with Contract Procedure Rules and Financial Regulations.
- Maintain approved supplier lists and framework agreements.

5.3 Appointed Stock Controller (per Service)

- Maintain accurate stock records and oversee stock systems.
- Set and review stock levels for all items.
- Ensure safe, secure, and compliant storage.
- Oversee stocktakes and investigate any discrepancies.

5.4 Operational Managers/Supervisors

- Authorise stock requisitions and usage.
- Ensure staff follow correct issuing and recording procedures.
- Report losses, damage, or irregularities.

5.5 Finance

- Reconcile stock values with financial systems in accordance with materiality thresholds.
- Review stock adjustments and investigate anomalies.
- Ensure compliance with audit requirements.

5.6 All Staff Handling Stock

- Follow procedures for receiving, storing, issuing, and recording stock.
- Report any concerns regarding stock security or accuracy.

6. Procurement of Stock

- All stock purchases must comply with the Council's Contract Procedure Rules.
- Only authorised officers may place orders.
- Reorder levels must be monitored to avoid service disruption.
- Emergency purchases require approval from a designated manager.
- Fuel procurement must follow environmental and safety regulations and only purchased from the approved supplier.

7. Receiving and Inspection

Upon delivery:

- Quantities must be checked against purchase orders.
- Damaged or incorrect items must be rejected or reported immediately.
- All accepted stock must be recorded in the stock management system before use.
- Hazardous materials must be handled in accordance with COSHH and safety procedures.

8. Storage and Handling

8.1 General Stock

- Must be stored in secure, designated areas with restricted access.
- FIFO (first in, first out) must be used unless otherwise required.
- Storage areas must be kept clean, organised, and safe.

8.2 Fuel Storage

- Fuel tanks and bowsers must comply with environmental and fire regulations.
- Access must be restricted to authorised staff.
- Fuel pumps must be calibrated and monitored for irregularities.
- Fuel logs must be maintained for all withdrawals.

8.3 Equipment and Tools

- High-value or portable equipment must be stored in locked areas.
- Issue of tools and plant must be logged to named individuals.
- Damaged equipment must be removed from use and reported.

9. Issuing Stock

- Stock may only be issued upon receipt of an authorised request or job ticket.
- All issues must be recorded immediately.
- Fuel withdrawals must record vehicle, mileage, driver, and quantity.
- Restricted items (eg chemicals, PPE, power tools) require supervisor approval.

10. Stock Levels and Replenishment

- Minimum and maximum stock levels must be set for all items. These levels are set at the discretion of the service area based on consumption and usage.
- High-risk items require tighter controls.
- Slow-moving or obsolete items must be flagged for review.

11. Stocktaking and Audit

- Full stocktakes must be conducted at least annually.
- Cyclical counts must be carried out monthly or quarterly depending on risk.
- Fuel tanks must be reconciled weekly or via automated telemetry.
- Discrepancies must be investigated and reported to Finance.
- Internal Audit may conduct unannounced inspections.

12. Damaged, Obsolete, or Surplus Stock

- Damaged or expired items must be quarantined and assessed.
- Obsolete stock must be reviewed for disposal, recycling, or return to supplier.
- Disposal must follow environmental regulations and be authorised by a manager.
- All disposals must be documented for audit purposes.

13. Security and Loss Prevention

- Access to stock areas must be restricted.
- CCTV may be used where appropriate.
- Fuel stores must be locked and monitored.
- Any suspected theft, fraud, or misuse must be reported immediately and investigated.

14. Record Keeping

- All stock movements must be recorded in the approved stock management system.
- Fuel logs must be retained for a minimum of **six years**.
- Records must be accurate, complete, and auditable.

15. Performance Monitoring

KPIs may include:

- Stock accuracy percentage
- Fuel variance levels
- Value of obsolete stock
- Stock turnover rate
- Number of stockouts

16. Policy Review

This policy will be reviewed every **three years**, or sooner if required by changes in legislation, audit recommendations, or operational needs.

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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Cabinet

Tuesday, 21 July 2026

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

Designation of Air Quality Management Area Order 2026

Report Author

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

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

Purpose of Report

To seek approval for the Air Quality Management Area Order 2026, which will supersede the Air Quality Management Area Order 2013. This is required due to improvements in Air Quality resulting in the need to remove the Hourly Nitrogen Dioxide designation from the Air Quality Management Area Order.

Recommendations

The Cabinet is asked to approve the designation of an Air Quality Management Area Order 2026 to replace any previous Orders under Environment Act 1995 Part IV Section 83(1) to ensure South Kesteven District Council meets its statutory requirements in relation to Air Quality.

Decision Information

Is this a Key Decision?	No
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Sustainable South Kesteven
Which wards are impacted?	Grantham St. Wulframs;

1. Implications

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

Finance

- 1.1 There are no costs associated with this declaration, the ongoing annual air quality monitoring is funded through existing budgets.

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

Legal and Governance

- 1.2 Relevant legislation is referred to throughout this report.

Completed by: *James Welbourn - Democratic Services Manager*

Climate Change

- 1.3 The proposed revocation of the NO₂ 1 hour mean represents an improvement in air quality for the designated Air Quality Management Area in Grantham town centre. This is part of a continuing trend that has been observed in the area since 2021.

Completed by: *Serena Brown – Sustainability and Climate Change Officer*

2. Background to the Report

- 2.1 Under the Environment Act 1995 and the associated Local Air Quality Management Framework, Local Authorities have a duty to review and assess air quality against National Air Quality Standards. When a pollutant fails to comply with an objective and there is relevant public exposure, an Air Quality Management Area (AQMA) must be declared and an Air Quality Action Plan (AQAP) prepared, detailing measures which will be implemented to improve air quality in the designated area.
- 2.2 South Kesteven District Council declared an AQMA in 2013 encompassing the main roads in the town centre of Grantham (see Appendix 2). The main pollutant of concern is Nitrogen Dioxide (NO₂), which is largely attributable to road transport emissions, with cars being the dominant source within the AQMA.

- 2.3 This AQMA requires variation as annual monitoring indicates that there have been no breaches of the NO₂ 1 hourly mean objective of 200µg/m³ for the last 8 years. To vary an AQMA Order the Local Authority is required to declare a new designation which will replace any previous designation order. The Air Quality Management Area Order 2026 contained in Appendix 1 is intended to replace the existing designation and remove the Hourly mean as it is no longer required.
- 2.4 South Kesteven District Council is required on an annual basis to produce and publish an Annual Status Report on the pollutants monitored in the District via diffusion tubes. This data including the results for 2025 support this and the Department for Environment, Food & Rural Affairs (DEFRA) recommends that the current AQMA be varied. It is also worth noting that if the data for 2026 (which will be published in 2027) continues in line with the previous year's trend of improving air quality, then DEFRA may recommend that the AQMA be removed in its entirety.

3. Key Considerations

- 3.1 Option 1 – Approve the designation of an Air Quality Management Area Order 2026 to replace any previous Orders under Environment Act 1995 Part IV Section 83(1) to ensure South Kesteven District Council meets its statutory requirements in relation to Air Quality.
- 3.2 Option 2 – To not approve the designation and the existing Order contained within Appendix 2 will remain in force against Statutory guidance.

4. Other Options Considered

- 4.1 The preferred option is option 1, as the current designation is no longer meeting the statutory requirements and requires varying by way of a new designation to remedy this.

5. Reasons for the Recommendations

- 5.1 There has been no reported exceedances of the National Air Quality Objectives for the NO₂ 1 hourly mean objective of 200µg/m³ for the last 8 years. Air quality continues to improve in respect of NO₂ within the district; the AQMA Statutory guidance requires the reviewing and removal of the hourly mean from the AQMA as it is no longer required.

6. Appendices

- 6.1 Appendix 1 – Air Quality Management Area Order 2026
- 6.2 Appendix 2 – Air Quality Management Area Order 2013

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Air Quality Management Area Order 2026

Environment Act 1995 Part IV Section 83(1)

South Kesteven District Council Air Quality Management Order No 7 Grantham, Lincolnshire.

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

This Order may be cited to as the South Kesteven District Council Air Quality Management Order No 7 and shall come into effect on [date].

This Order replaces the previous Air Quality Management Order No 6.

The area shown on the attached map in red marked “South Kesteven District Council Air Quality Management Area 2025” is to be designated as an air quality management area (the designated area).

The designated area incorporates the following streets, Broad Street, North Street, Brownlow Street, Brook Street, High Street, St Peter’s Hill, Wharf Road, London Road, Watergate and Parts of Barrowby Road, Manthorpe Road, Westgate, Dysart Road and Bridge End Road.

One duplicate of the map may be viewed at the Council Offices St Catherine’s Road, Grantham, NG31 6TT during working hours.

This Area is designated in relation to a likely breach of the Nitrogen Dioxide Annual objective as specified in the Air Quality Regulations 2000.

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

Executed as a deed by affixing

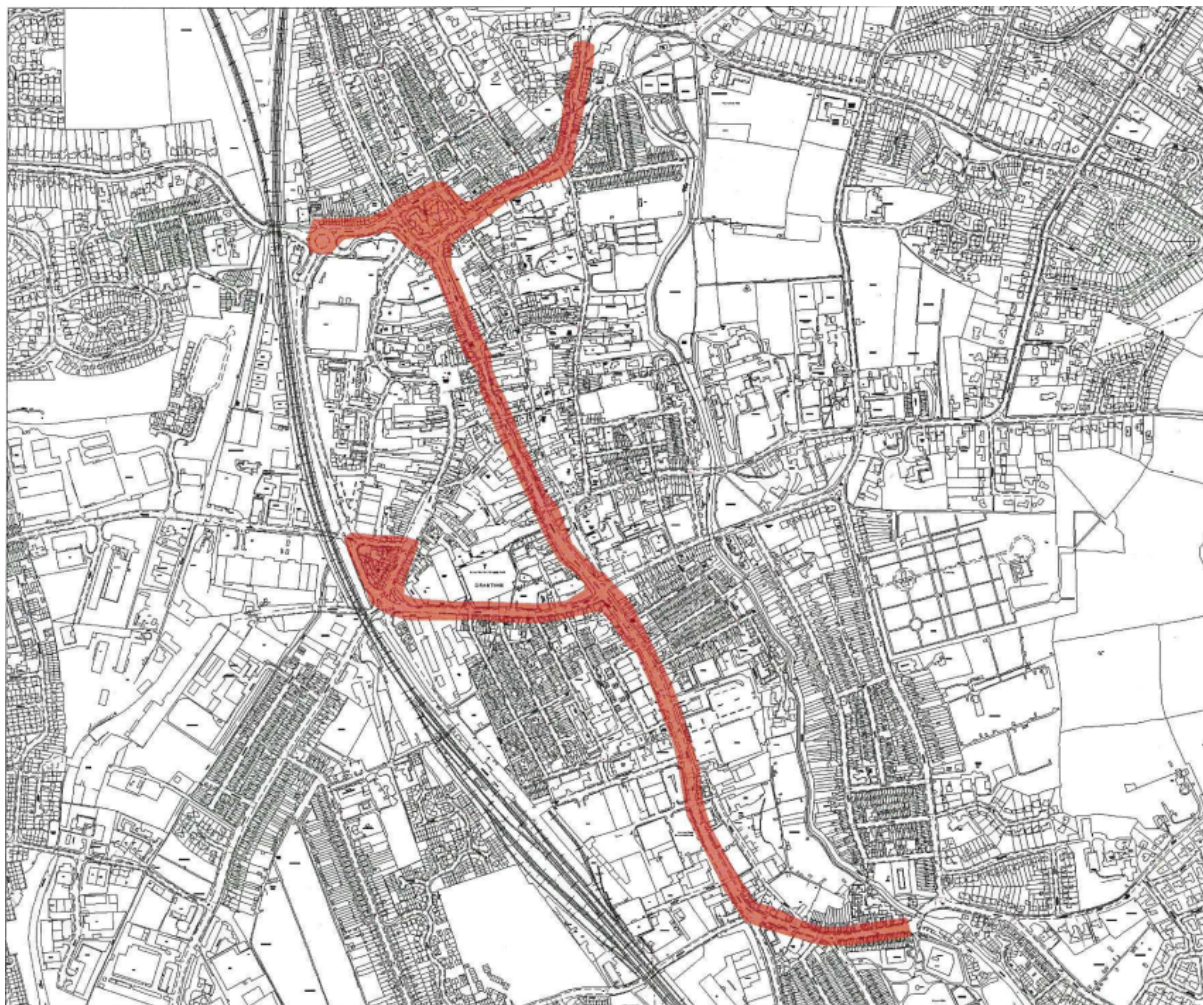
The common seal of SOUTH KESTEVEN
DISTRICT COUNCIL

In the presence of

Authorised Officer:

South Kesteven District Council Air Quality Management Area 2026
South Kesteven District Council Air Quality Management Order No 7

South Kesteven DC Licence Number 100018662





Air Quality Management Area Order 2013

Environment Act 1995 Part IV Section 83(1)

South Kesteven District Council No 6 Grantham, Lincolnshire

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

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

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

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

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

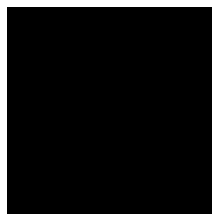
One duplicate of the map is deposited at Council offices, St Peters Hill, Grantham, NG31 6PZ and is available for viewing during normal working hours.

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

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

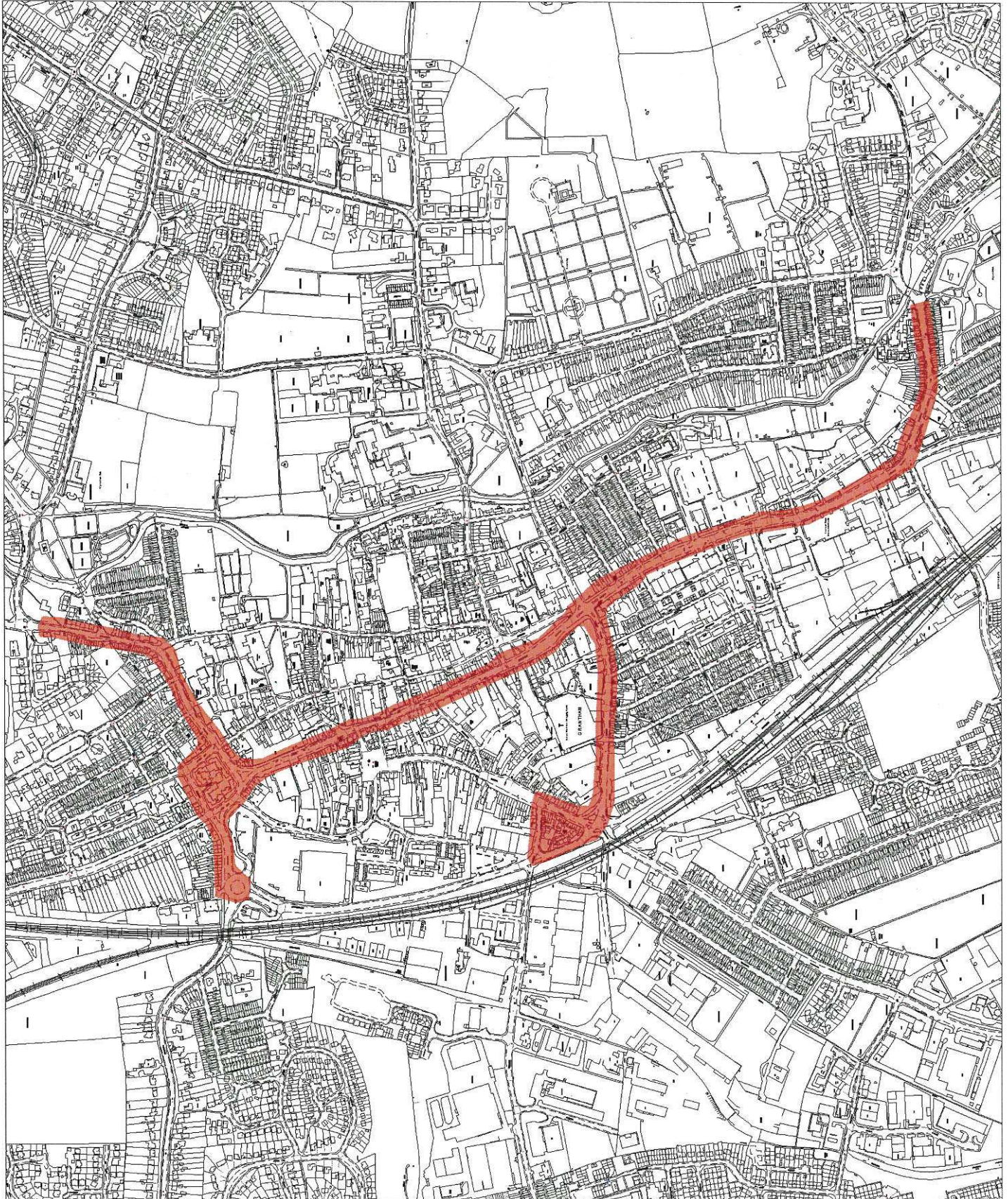
Executed as a deed by affixing
The common seal of SOUTH
KESTEVEN DISTRICT COUNCIL
In the presence of:

Authorised Officer:



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

South Kesteven DC Licence Number 100018662





**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Cabinet

Tuesday, 21 July 2026

Report of Councillor Bridget Ley,
Cabinet Member for Finance

Housing Revenue Account Provisional Outturn Report 2025/26

Report Author

Richard Wyles, Deputy Chief Executive and s151 Officer

✉ Richard.wyles@southkesteven.gov.uk

Purpose of Report

This report provides details of the Housing Revenue Account (HRA) outturn position for the financial year 2025/26. The report covers the Revenue Budget, Capital Programmes and Reserves overview.

Recommendations:

Cabinet is asked to:

1. **Review the provisional Housing Revenue Account Revenue and Capital Outturn position and the supporting appendices for the financial year 2025/26.**
2. **Note the revenue and capital budget carry forwards in para 3.5 and para 4.8 respectively.**

Decision Information

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

1. Implications

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

Finance

1.1 The financial implications are included within the report.

Completed by: David Scott, Assistant Director of Finance and Deputy s151 Officer.

Legal and Governance

1.2 As part of good governance, it is important members are kept updated in respect of the financial position of Council expenditure during the year.

Completed by: James Welbourn, Democratic Services Manager

2. Background to the Report

2.1 This report provides Cabinet with detail of the Council's provisional outturn position for the financial year 2025/26. Throughout Cabinet have been provided with regular and comprehensive budget monitoring reports that has enabled members to be kept updated. The budget was set in the context of providing further investment in key service areas whilst being mindful of the need to maintain a sustainable 30-year financial business plan.

2.2 During the course of the financial year, the HRA budgets have continued to focus on:

- Meeting the housing needs of tenants
- Facilitating the delivery of new housing across a range of tenures
- Enabling those whose independence may be at risk to access housing (including their current home) that meets their needs
- Supporting investment in homes for affordable warmth for our tenants
- Meeting compliance requirements and ensuring resources are allocated appropriately.

- 2.3 Cabinet will be aware the HRA has faced financial challenges during the year specifically the repairs and maintenance budgets which required an additional £2.7m revenue budget increase in-year.
- 2.4 The HRA has encountered and continues to face financial challenges caused by a combination of:
- Changes to legislation;
 - Increasing landlord responsibilities;
 - Improving a range of local performance targets including backlog repairs, repair times, and void times.

3. HRA Revenue Budget 2025/26

- 3.1 The budget set by Council on 27 February 2025 resulted in a surplus of £8.059m. This surplus is used to provide funding for the external loan and to enable reserve levels to be maintained that subsequently fund the capital programme and service improvements. For the purposes of the outturn variance analysis the budget carry forwards have been removed and the actual surplus for the year is £4.476m, resulting in a net overspend of £554k as part of the continued investment in addressing the backlog of repairs and ensuring statutory compliance.
- 3.2 Table 1 shows the HRA revenue outturn position for 2025/26 and shows the variance comparison between budget and provisional outturn. However, it should be noted that the repairs and maintenance line has seen a significant increase in the original budget set for 2025/26.

Table 1 – HRA Revenue Outturn Position 2025/26

Description	2025/26 Original Budget	2025/26 Current Budget	2025/26 Current Budget (less proposed budget c/f) (a)	2025/26 Provisional Outturn (b)	2025/26 Variance (b-a)
	£'000	£'000	£'000	£'000	£'000
Expenditure					
Repairs and Maintenance	10,617	13,600	13,585	13,681	96
Supervision and Management	4,737	4,836	4,701	4,906	205
Depreciation and Impairment of Fixed Assets *	4,181	4,181	4,181	4,181	0
Debt Management Expenses	36	36	36	36	0
Provision for bad debts*	206	206	206	(155)	(361)
Support recharge to the General Fund	3,031	3,031	3,031	3,031	0
Total Expenditure	22,808	25,890	25,740	25,680	(60)

Income					
Dwelling Rents	(29,856)	(29,856)	(29,856)	(29,562)	294
Non-Dwelling Rents	(322)	(322)	(322)	(295)	27
Charges for Services and Facilities	(916)	(916)	(916)	(994)	(78)
Other Income	(18)	(18)	(18)	(38)	(20)
Total Income	(31,112)	(31,112)	(31,112)	(30,889)	223
Net Cost of HRA Services	(8,304)	(5,222)	(5,372)	(5,209)	163
Interest Payable and Similar Charges	2,043	2,140	2,140	2,140	0
Interest and Investment Income*	(1,798)	(1,798)	(1,798)	(1,414)	384
Accumulated Absences	0	0	0	7	7
HRA (Surplus)/Deficit	(8,059)	(4,880)	(5,030)	(4,476)	554

*Provisional outturn pending completion of year end accounting entries

- 3.3 Appendix A provides details of the significant variances which impact across the HRA with supporting information explaining the main variances across the Expenditure and Income headings that result in a net cost overspend of £163k.
- 3.4 There has also been some further movement below the net cost service in relation to reduced investment income returns of £384k due to the average balances across the HRA reserves being lower than anticipated with the draw on reserves as part of the outturn in 2024/25 then the additional funding drawn down in year.
- 3.5 A budget carry-forward of £150k is required for the continued use of the remaining House Building Support grant received during 2025/26. This funding has been earmarked for expenditure relating to feasibility work and surveys relating to our new build programme.
- 3.6 Overall, the HRA surplus has reduced by £554k from the current budgeted figure of £5.030m, resulting in a provisional outturn surplus of £4.476m. This reduction will result in reduced funding being available to support the working balance. The movement between the original and current budget reflects the additional draw down from reserves which outlined in table 5 below.

4. HRA Capital Programme 2025/26

- 4.1 The budget approved on 27 February 2025 for the 2025/26 HRA Capital programme was £31.771m. Budgets have been amended as projects have commenced and these changes increased the 2025/26 budget to £31.966m. For the purposes of the outturn variance analysis, the budget carry forwards have been removed from this which reduces the budget for comparative purposes to £21.229m as summarised in Table 2 below.

Table 2 – HRA Capital Outturn Position

Capital Scheme	2025/26 Current Budget	2025/26 Budget (less C/F approved by Council February 2026 and less proposed Budget C/F)	2025/26 Provisional Outturn	2025/26 Outturn Variance
	£'000	£'000	£'000	£'000
Energy Efficiency Initiatives	4,734	4,734	5,311	577
ICT	0	0	117	117
Repair Vehicles	765	0	0	0
New Build Programme	15,134	6,262	6,262	0
Compliance Works	635	135	60	(75)
Physical Adaptations	448	448	482	34
Refurbishment & Improvement	10,250	9,650	8,752	(898)
Total Expenditure	31,966	21,229	20,984	(245)
Financed By:				
HRA Capital Receipts Reserve	14,134	5,262	5,274	12
Grants & Contributions	1,871	1,871	1,871	0
Major Repairs Reserve	14,961	13,096	12,957	(245)
S106	1,000	1,000	988	(12)
Total Financing	31,966	21,229	20,984	(245)

- 4.2 As it can be seen from the table above the overall capital programme for the HRA has resulted in a net underspend of £245k.
- 4.3 There have been a number of challenges especially within the Refurbishment and Improvement area which overlaps with the Repairs and Maintenance programmes within the revenue budget. Work has been ongoing within the service, closely support by finance to ensure spend has remained within the capital budget allocations, which has been achieved with an underspend of £898k.
- 4.4 Through the capital programme a total of 2,049 component replacements or upgrades to Council homes were completed in year against a target of 2,340 which has led to the underspend. A summary of the key workstreams completions is as follows:

Table 3 – Capital Component Analysis

Workstream	Planned Amount	Actual	Variance
Kitchens	282	235	(47)
Bathrooms	258	179	(79)

Boilers	323	286	(37)
Roofs	90	90	0
Windows and Doors	292	283	(9)
External Refurbishments	968	849	(119)
Decarbonisation Improvements	127	127	0
Total	2,340	2,049	(291)

- 4.5 In respect of the variance above, prior to any works being undertaken a check is made against each component planned works to ascertain if there is any useful life remaining. This has then resulted in works being delayed to a later date. The council has prioritised component renewals and capital expenditure where decent homes standards is not currently being met, components coming to the end of their useful life and renewals arising from reactive repairs and voids.
- 4.6 Works are undertaken to ensure that we meet regulatory requirements and contribute to improving tenant satisfaction in order to meet our objective of maintaining good quality homes in accordance with our asset management strategy.
- 4.7 As regards some of the other significant overspend variances there were two other main areas:
- Decarbonisation Works (Energy efficiency) £655k – there was an opportunity to bid for additional funding in year as part of the ongoing decarbonisation works at an additional cost of £329k (this was partly off-set by grant funding of £166k). The remaining element of the overspend (£326k) relates to the retention payments due for the previous phase of the programme.
 - ICT £117k – additional capital software costs related to the ongoing development of the QL housing system.
- 4.8 There is one capital carry forward that will be moved into 2026/27 which is summarised below:

Table 4 – Capital Budget Carry Forward 2026/27

Project	Budget Carry Forward £'000	Funding	Commentary
Housing Development Investment Programme	321	Usable Capital Receipts	Continuation of programme into 2026/27

HRA Reserves 2025/26

- 5.1 An integral element of the closedown procedure is to undertake a review of the usage and levels of the Council's reserves and balances. The financial statements reflect the proposed use of these, and specific details of the HRA balances and reserves are set out below.

Table 5 – HRA Reserves Position

Description	Actual Balance as at 31 March 2025	Net Provisional Movement	Provisional Balance as at 31 March 2026
	£'000	£'000	£'000
Revenue Reserve			
HRA Climate Reserve	500	(43)	457
HRA Priorities Reserve	5,761	(2,014)	3,747
Reactive Repairs Reserve	1,000	(1,000)	0
Working Balance*	1,573	604	2,177
Total HRA Revenue Reserves	8,834	(2,453)	6,381
HRA Capital Reserve			
HRA Capital Receipts Reserve	11,573	(73)	11,500
Major Repairs Reserve *	15,316	(4,957)	10,359
Total HRA Capital Reserves	26,889	(5,030)	21,859
Total HRA Reserves	35,723	(7,483)	28,240

* this is an estimated position and will be finalised when the statement of accounts are produced.

- 5.2 HRA Priorities Reserve movements
- £100k for new build feasibility works
 - £57k for additional revenue funding to support regulatory works to address damp and mould improvements plus TPAS (Tenant Engagement) accreditation.
 - £76k to cover the 2025/26 pay award.
 - £1.781m to part fund the revised increased revenue budget taken to Council on 4th November 2025 to fund reactive and urgent works.
- 5.3 Reactive Repairs Reserve movements – additional £1m to fund the remaining element of the revised increased revenue budget taken to Council in year to fund the increase in repairs and maintenance works.
- 5.4 HRA Climate Reserve - £43k to fund energy and decarbonisation surveys of sheltered housing schemes.

- 5.5 HRA Capital Receipts Reserve – The Council has established a capital receipts reserve where the ‘Right to Buy’ (RTB) sale receipts are allocated. During the year £5.2m receipts have been received with 51 RTB sales and 3 non RTB sales (compared to 31 RTB sales in 2024/25 and 2 non RTB sales). During the year £5.3m of the reserve has been used to contribute towards the financing of the capital programme. This reserve will continue to be utilised to contribute to the provision of affordable housing and the provision of additional Council housing stock.
- 5.6 Major Repairs Reserve – This reserve has been decreased by £4.957m. This net movement includes financing of the capital expenditure on housing improvement of £12.852m. In accordance with the HRA business plan an annual allocation is required in order to provide sustainable funding for the HRA capital programme. £7.895m has been transferred to this reserve from the Housing Revenue Account to this effect. This reserve will continue to be the primary financing for the housing improvement elements of the Capital Programme.

6. 2025/26 Rent Collection Performance

- 6.1 Table 5 details the rent collection rates performance against target for 2025/26

6.2 Table 5 - Collection Rates

Target Rates	Rents
Target annual collection rate	97.35%
Actual collection rate to end of March 2025	97.30%
Variance	(0.05%)

- 6.3 The key points to note on rent collection performance are:
- As shown in the table above, the collection rate was 0.05% below target (2024/25 outturn). However, this is within 2025/26 tolerance target of <1%.
 - There are several factors affecting collection during 2025/26; in previous years, there is a reduction in collection during the months of August and September, Universal Credit migration has reduced direct payments to the rent account – previously, Housing Benefit would be paid direct to the rent account, however, for some of those tenants who have migrated to Universal Credit, their Housing Costs are paid direct to them. The final week of the collection year fell over the Easter Bank Holiday which will have impacted on collection.

7. Reasons for the Recommendations

- 7.1 It is important that Cabinet are aware of the financial position of the Housing Revenue Account to ensure they can make informed decisions that are affordable and financially sustainable for the Council. Effective budget management is critical to ensuring financial resources are spent in line with the budget and are targeted towards the Council's priorities.
- 7.2 This report provides an overview of the provisional Housing Revenue Account outturn financial position for 2025/26.

8. Other Options Considered

- 8.1 Cabinet in their role should have oversight of the Council's budgets and therefore, the option of not producing a provisional outturn report was discounted.

9. Consultation

- 9.1 The Outturn report has also been presented to FEOSC on 21st July 2025 in order to provide opportunity for feedback to Cabinet at this meeting. Governance & Audit Committee will also review the outturn position at their meeting on 23 July 2026.

10. Appendices

- 10.1 Appendix A – 2025/26 HRA Significant Variance Analysis

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APPENDIX A – HRA 2025/26 PROVISIONAL REVENUE OUTTURN ANALYSIS

Service Area	2025/26 Current Budget	2025/26 Current Budget (less Budget Carry Forwards)	2025/26 Provisional Outturn (less Accounting Adjustments)	Variance to Current Budget	2025/26 Outturn Variance
Expenditure	25,890	25,740	25,680	(210)	(60)
Income	(31,112)	(31,112)	(30,889)	223	223
Net Cost	(5,222)	(5,372)	(5,209)	13	163

Explanation of Significant Variances	£'000
Repairs & Maintenance - Significant progress was made during the year to reduce the number of overdue repairs, from 2,337 in April 2025 to 1,208 by March 2026. As it is a priority of the council to improve the repairs service by ensuring repairs are completed within policy timescales and in accordance with the Housing Regulators expectations. - As a result of the above, there was an agreed increase in revenue budget of £2.7m in year. The budgets have been closely monitored to keep within the revised budget with a minor overspend of £96k at year end which is 0.60% of the current budget.	96
Supervision & Management - Council Tax on empty homes was overspent by £97K. This was largely due to the decants required in response to the introduction of Awaab's Law, relating to the treatment of damp and mould. The legislation was introduced post budget setting for 2025/26 but we have addressed the increased requirement in the 2026/27 budget. - An overspend of £65k on agency costs was incurred due to the need for additional support requirements on QL. - During the year a new tree policy was introduced along with a review of tenancy agreements. This resulted in additional works being required and an overspend of £45k.	207
Bad Debts Following pro-active debt management reviews in year, alongside appropriate write-off actions undertaken in year, the overall level of arrears has reduced resulting in a reduction in the bad debt provision level required rather than the budgeted increase.	(361)
Income - Budget setting assumptions allowed a higher volume of rents from new build properties. Delays in the new build programme reduced the number of rent collectable weeks on these. - Following significant reforms to the right to buy scheme, tightening eligibility and reducing discounts, a significant increase to applications was received to beat the deadline before the changes were introduced. This resulted in a higher loss of stock to right to buy	216

than forecast in the budget assumptions, therefore reducing the collectable rent by £294k • This has been partly offset by an increased income of £78k from charges to services and facilities due to the budget being set prior to the review of warden and communal charges. Under recovery on utilities has started to be addressed in year which has seen an increase in charges. The 2027/28 budgets will be rebased accordingly.	
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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Cabinet

Tuesday, 21 July 2026

Report of Councillor Bridget Ley,
Cabinet Member for Finance

General Fund Provisional Outturn Report 2025/2026

Report Author

Richard Wyles, Deputy Chief Executive and s151 Officer

✉ Richard.wyles@southkesteven.gov.uk

Purpose of Report

To provide details of the General Fund provisional outturn position for the Financial Year 2025/26. The report covers the Revenue Budget, Capital Programme and a Reserves Overview.

Recommendations

Cabinet is asked to:

- 1. Review the provisional General Fund Revenue and Capital Outturn position including the supporting appendices for the financial year 2025/26.**
- 2. Note the revenue and capital budget carry forwards in Appendix B and C.**
- 3. Endorse the proposed reserve movements in table 3 in readiness for presentation to Governance and Audit Committee.**

Decision Information

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

1. Implications

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

Finance

1.1 The financial implications are included within the report.

Completed by: David Scott, Assistant Director of Finance and Deputy s151 Officer.

Legal and Governance

1.2 As part of good governance, it is important members are kept updated in respect of the financial position of Council expenditure during the year.

Completed by: James Welbourn, Democratic Services Manager

2. Background to the Report

2.1 This report provides Cabinet with details of the Council's provisional outturn position for the Financial Year (FY) 2025/26. Throughout the year, Cabinet have been updated via regular and comprehensive budget monitoring reports.

2.2 A balanced budget was set for FY2025/26 which provided a solid foundation for the delivery of Council services over the year.

2.3 During the financial year, the Council has managed budgets prudently and has been able to redirect funding where necessary to support the objectives set out in the Corporate Plan. A combination of savings and the generation of additional income have enabled the Council to boost its financial resilience. This is particularly important in the context of the recent Local Government funding review including a reset of the Business Rate system. This reset is not favourable towards district councils, and the medium-term financial outlook remains difficult. The Council must also prepare for the financial structural changes of Local Government Reorganisation (LGR) (although at the time of compiling this report no announcement has been made). Therefore, it will be necessary to present a future financial proposal as the Council will be required to provide funding in order to transition towards the new arrangements.

3. General Fund Revenue Budget 2025/26

- 3.1 The net cost budget (including investments) set by Council on 27 February 2025 was £23.227m. Budgets have been amended for any additional approvals in year to increase the budget including carry forwards from the previous year. This has resulted in an increase to the 2025/26 budget to £25.607m. For the purposes of the outturn variance analysis, the budget carry forwards and accounting adjustments such as depreciation have been removed which reduces the budget for comparative purposes to £16.968m as shown in Table 1 below.
- 3.2 The forecast outturn position has been presented to Cabinet throughout the financial year. The Quarter 3 (Q3) report was presented on 10th March 2026. This report is the final report for FY2025/26 and represents a summary of the outturn compared to the approved budgets.

Table 1 – General Fund Revenue Outturn Positions (excluding accounting adjustments within Net cost of Service)

Description	2025/26 Current Budget	2025/26 Current Budget (less proposed Budget C/F and accounting adjustments) (a)	2025/26 Provisional Outturn (b)	Variance to Current Budget (b-a)	2025/26 Outturn Variance
	£'000	£'000	£'000	£'000	%
Corporate, Governance & Public Protection	4,431	4,329	4,387	58	1.3
Finance, Property & Waste Services	12,583	8,127	7,906	(221)	(2.7)
Growth & Culture	9,273	5,204	4,206	(998)	(19.2)
Housing & Projects	2,033	2,023	1,961	(62)	(3.1)
HRA Recharge	(2,960)	(2,960)	(2,960)	0	0
Drainage Rates	1,026	1,026	1,014	(12)	(1.2)
Net Cost of Service	26,388	17,749	16,514	(1,235)	(6.3)
Investment Income	(781)	(781)	(1,304)	(523)	67.0
(Surplus) / Deficit	25,607	16,968	15,210	(1,758)	(10.4)

- 3.3 A summary of the key variances are provided in table 2 below:

Table 2 – General Fund Revenue Outturn significant variances

CROSS DIRECTORATE	£'000
Fuel A reduction in inflationary price increases prior to March 2026 has resulted in an underspend of (£266k). The budget was set using a price of 141p but actual prices have been as much as 28% below this for the majority of last financial year and remained relatively stable. It is proposed that this surplus is allocated to the waste reserve in order to provide resilience for future volatility in fuel prices	(266)
Utilities The Council continues to financially benefit from energy prices secured via the ESPO utility procurement framework which are currently being purchased at a unit rate lower than the budgeted rate.	(482)
Salaries A pay award in line with the national award for 2025/26 of 3.2% was implemented during the year. This award was higher than the 2% budgeted but it has been possible to contain the increase during the year and achieve the salary vacancy factor of 3%.	58
Investment Income Higher average interest has been achieved on investments which averaged 4.30% return compared to 3.25% budget as well as higher investment balances for the General Fund compared to budgeted levels.	(523)

- 3.4 Appendix A provides details of the significant variances which impacts all Directorates along with supporting information explaining the main variances per service area.
- 3.5 As part of the outturn process a number of carry forwards have been taken into 2026/27 to support ongoing projects and support potential budget pressures that have been identified. These total £929k split across corporate underspends (£231k) and Grants received in year (£698k), with Appendix B providing a breakdown of these for information.
- 3.6 As work continues on preparation of the statement of accounts and a decision regarding the future local government arrangements across Greater Lincolnshire expected the appropriation to non-service specific reserves will be considered at the Governance and Audit meeting on the 29 September 2026. However, for service specific reserves the following allocations are proposed in table 3 below, which would reduce the provisional underspend to circa **£0.699m** for further consideration and allocation:

Table 3 – Proposed Reserve Allocations 2025/26

Reserve	Amount	Rationale
Property maintenance Reserve	£280k	Funded from property management underspend to support ongoing programme of asset maintenance
Leisure Investment	£132k	Surplus generated from LeisureSK Ltd is used for ongoing leisure investment
ICT Investment	£200k	Replenishment of reserve following in year and support ongoing investment in ICT projects
Climate Change	£447k	Top up of reserve to £500k to support future climate change projects
Total	£1.059m	

These service specific reserve movements will be presented to Governance and Audit at their meeting on 23 July 2026.

4. General Fund Capital Programme 2025/26

- 4.1 The budget set by Council on 27 February 2025 for the 2025/26 General Fund Capital Programme was £15.179m. Budgets have been amended for any additional approvals in year to increase the budget including carry forwards from the previous year resulting in an increase to the 2025/26 budget to £19.807m. For the purposes of the outturn variance analysis, the proposed budget carry forwards have been removed from this which reduces the budget for comparative purposes to £17.394m.
- 4.2 Table 4 below provides a summary provisional outturn of £16.565m resulting in a £0.829m underspend on the General Fund Capital Programme for 2025/26.

Table 4 – General Fund Capital Outturn Position

Directorate	2025/26 Current Budget	2025/26 Budget (less C/F approved by Council February 2025 and proposed Budget C/F)	2025/26 Provisional Outturn	2025/26 Outturn Variance
	£'000	£'000	£'000	£'000
Corporate, Governance & Public Protection	1,455	1,403	1,513	110
Finance, Property & Waste Services	12,217	11,037	10,863	(174)
Growth & Culture	2,493	2,130	1,416	(714)
Housing & Property	2,922	2,824	2,773	(51)
Total Expenditure	19,087	17,394	16,565	(829)
Financed By:				

Capital Grants & Contributions	7,168	7,141	6,711	(430)
Reserves	3,317	2,852	2,880	28
Useable Capital Receipts	2,414	1,225	865	(360)
Borrowing	6,188	6,176	6,109	(67)
Total Financing	19,087	17,394	16,565	(829)

4.3 A summary of the significant variances is provided in Table 5 below.

Table 5 – General Fund Capital Outturn significant variances

	£'000
Corporate, Governance & Public Protection	
Disabled Facilities Grant (DFG) – Additional works have been undertaken over the course of the year with 161 adaptations completed. The additional costs will be funded from previous years DFG underspends currently held in reserves.	96
Finance, Property & Waste Services	
Food Waste – This budget was set prior to the round review being undertaken and confirmation of the number of waste vehicles being required to deliver the service. This combination led to an underspend as fewer vehicles were required that anticipated.	(124)

4.4 The Government share of the Future High Streets Fund has been fully allocated, and the Committee were provided with a report at their meeting on 7th May 2026. The funding was used to financially support specific projects of works at the Guildhall Arts Centre and the Wharf Road car park and this use of the funding has resulted in Council reserves not been required.

4.5 Appendix C provides a summary of the carry forwards totalling £0.631m alongside some adjustments to the budget carry forwards (£339k) that were approved by Council on 26th February 2026.

5. Reserves

5.1 An integral element of the closedown procedure is to undertake a review of the usage and levels of the Council's reserves and balances. Whilst the final balances and allocations are being worked through as part of the Statement of Accounts process, table 6 below provides a provisional summary position.

Table 6 – General Fund Reserves Outturn Position

Description	Actual Balance as at 31 March 2025 £'000	Provisional Movement £'000	Provisional Balance as at 31 March 2026 £'000
Revenue Reserve			
Discretionary Reserves	15,511	(2,713)	12,798
Governance Reserves	5,053	243	5,296
Grants	3,527	(1,164)	2,363
Working Balance *	2,535	0	2,535
Total Revenue Reserves	26,626	(3,634)	22,992
Capital Reserves			
Capital Reserves	4,589	(865)	3,724
Total Reserves	31,215	(4,499)	26,716

*Provisional outturn pending completion of year end accounting entries

- 5.2 As highlighted in section 3.6 in the report there are a number of proposals for allocating part of the underspend into specific reserves which are not referred to at table 6. Once allocated this will increase the General Fund reserve balance to £28.474m.
- 5.3 Discretionary Reserves – Some of the key movements included are:
- **£5.564m** net decrease on the Local Priorities Reserve following a £2.0m transfer to the Property Maintenance Reserve, £796k in-year funding for property maintenance, depot fit out of £354k and £2.136m to provide a contribution for capital financing.
 - **£1.919m** net increase in Property Maintenance Reserve following the £2.0m allocation from the Local Priorities Reserve net of in-year expenditure.
 - **£255k** use of ICT reserve to fund ICT projects.
 - **£1.290m** added into the new Waste Services Reserve from pEPR grant funding received in year.
- 5.4 Governance reserves increase is mainly due to a number of revenue government grants received in year and carried forward for future use once spending plans have been agreed.
- 5.5 The main Grants reserve has reduced in year following the use of £1.127m Food Waste grant funding to support the rollout of the new collection requirements.
- 5.6 £0.865m has been used from Useable Capital Receipts to fund the General Fund Capital Programme

6. 2025/26 Collection Performance

6.1 Table 6 details the collection rates performance against target for 2025/26

6.2 Table 6 - Collection Rates

Target Rates	Council Tax	Business Rates
Target annual collection rate	98.33%	98.68%
Actual collection rate to end of March 2026	98.31%	98.74%
Variance	(0.02%)	0.06%

6.3 Council Tax:

- Collection of £108.723m as of 31 March 2026 against an annual debit of £110.590m. As shown in the table above, the collection rate is below target (2024/25 collection) by 0.02% or £22,118 (SKDC share being £1,991).
- Nationally South Kesteven ranked 16th out of 296 local authorities in 2025/26 in respect of collection rates, an improvement from 27th in 2024/25.

6.4 Business Rates:

- Collection of £45.295m as of 31 March 2026 against an annual debt of £45.874m. As shown in the table above, the collection rate was 0.06% or £27,524 above target.
- Nationally South Kesteven ranked 34th out of 296 local authorities in 2025/26 in respect of collection rate, an improvement from 54th in 2024/25.

7. Reasons for the Recommendations

- 7.1 It is important that members are aware of the financial position of the General Fund to ensure they can make informed decisions that are affordable and financially sustainable for the Council. Effective budget management is critical to ensuring financial resources are spent in line with the budget and are targeted towards the Council's priorities.
- 7.2 This report provides an overview of the provisional General Fund outturn financial position for 2025/26.

8. Other Options Considered

- 8.1 Cabinet in their role should have oversight of the Council's budgets and therefore, the option of not producing a provisional outturn report was discounted.

9. Consultation

- 9.1 The Outturn report will also be presented to Finance and Economic Overview and Scrutiny Committee (FEOSC) on 21 July 2026 in order for them to provide feedback to Cabinet. Governance & Audit Committee will also review the outturn position at their meeting on 23 July 2026.

10. Appendices

- 10.1 Appendix A – 2025/26 General Fund Outturn Significant Variance Analysis
- 10.2 Appendix B – 2025/26 Revenue Carry Forwards
- 10.3 Appendix C – 2025/26 Capital Carry Forwards

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Appendix A

APPENDIX A - 2025/26 General Fund Revenue Significant Variance Analysis

Corporate, Governance & Public Protection					
Service Area	2025/26 Current Budget	2025/26 Current Budget (less proposed Budget C/F and accounting adjustments	2025/26 Provisional Outturn	Variance to Current Budget	2025/26 Outturn Variance
	£'000	£'000	£'000	£'000	%
Corporate Management	723	722	775	3	0.4
Legal & Democratic	1,719	1,633	1,681	48	2.9
Human Resources & Organisational Development	483	495	494	(1)	(0.2)
Public Protection	1,506	1,429	1,437	8	0.6
Total	4,431	4,329	4,387	58	1.3

Explanation of Significant Variances	£'000
Legal & Democratic Legal fees £70k – additional costs required for legal support across services (£50k) and costs associated with member complaints and code of conduct cases (£20k).	70

Service Area	2025/26 Current Budget	2025/26 Current Budget (less proposed Budget C/F and accounting adjustments	2025/26 Provisional Outturn	Variance to Current Budget	2025/26 Outturn Variance
	£	£	£	£	%
Finance	1,828	1,789	1,925	136	7.6
ICT Services	1,905	1,702	1,914	212	12.5
Finance Management	269	269	299	30	11.2
Revenues, Benefits, Customer & Community Services	972	837	1,102	175	20.9
Waste & Markets	4,449	1,237	1,099	(138)	(11.2)
Property Services	3,160	2,293	1,657	(636)	(27.7)
Total	12,583	8,127	7,906	(100)	2.7

Explanation of Significant Variances	£'000
Finance £99k on staffing costs relating to agency support required to cover a number of in-year vacancies, delivery of statement of accounts and implementation of the new finance system £26k software accountancy for upgrades to the income receipting and procurement system.	136
ICT Services There have been some budgetary pressures incurred during 2025/26 as a result of: higher than anticipated increases in annual licences and licence cost due to the deferral of the go live for the new finance system. However, the unexpected costs will be met from the ICT reserve.	212
Revenues, Benefits, Customer & Community Services The Local Council Tax Support Administration Grant is no longer received as a specific grant. This is now incorporated into the Revenue Support Grant.	195
Waste & Markets - Additional income of £124k has been received for green waste income due to higher than budgeted take-up of the scheme. Over 31,000 households participated in the green waste service during 2025/26. Any revenue surplus from this service will be allocated to reserves and utilised to contribute towards vehicle and the purchasing of green bins. - Bulky waste income shortfall of £73k due to a delay in the additional vehicle being delivered which was required to increase the bulky waste service	(129)

capacity. The income reduction is offset by vacancy savings as the required driver and loader are not yet recruited. • Additional spend of £30k on repairs and parts during the course of the year for vehicle maintenance. • Due to turnover in staff in year additional staffing costs of £30k were required to maintain service delivery. • Fuel savings of £168k were achieved in year due to the lower purchase price per litre than budgeted for. • Trade waste customer retention rates are at 95% although there has been a loss of two major customers cancelling the service during the year resulting in an income shortfall of £30k overall	
Property Services • Car Parking Income – overall income is up by £58k, which is mainly due to the extension to the Cattlemarket car park Stamford, with the increased capacity by 146 spaces (a 53% capacity increase). • Additional £100k income achieved from commercial investment portfolio due to an underestimation of the budget levels for 2025/26 against an overall portfolio budget of approximately £900k. • There has also been an underspend of £280k from the property maintenance budget regarding a previous year carry forward for works not required in year. It is proposed this underspend will be moved into the Property Maintenance Reserve to support ongoing programme of asset maintenance • Utilities savings of £325k as a result of the financial benefits secured from the energy prices via the ESPO utility framework • Overspend of £35k in year related to Car Park administration costs linked to the installation of new car park machines in year. • Additional costs of £80k has been incurred on external survey works across the asset portfolio including some back dated historic invoices	(648)

Growth & Culture					
Service Area	2025/26 Current Budget	2025/26 Current Budget (less proposed Budget C/F and accounting adjustments	2025/26 Provisional Outturn	Variance to Current Budget	2025/26 Outturn Variance
	£	£	£	£	%
Communications	291	291	272	(19)	(6.5)
Arts & Culture	1,751	812	699	(113)	(13.9)
Culture & Leisure Management	172	172	186	14	8.1
Leisure	2,249	138	11	(127)	(92)
Parks & Open Spaces	607	501	560	59	11.8
Street Scene	2,055	1,879	1,710	(169)	(9.0)
Growth Management	371	298	255	(43)	(14.4)
Economic Development	574	495	453	(42)	(8.5)
Building Control	106	105	97	(8)	(7.6)
Development & Policy	723	159	(347)	(506)	(318.2)
Community Engagement	376	354	310	(44)	(12.4)
Total	9,275	5,204	4,206	(998)	(19.2)

Explanation of Significant Variances	£'000
Arts & Culture - Increases in room hire, lettings and theatre hire along with increases in admissions income across the arts centres. This relates in the main to the Guildhall Arts Centre (£50k) and Stamford Arts Centre (£38k) - In addition to this there has also be £43k savings on utility costs	(131)
Leisure Under the new agency model a surplus has been achieved in the current financial year of £132k. it is proposed to allocate the surplus to the leisure investment reserve.	(132)
Street Scene - Fuel savings of £70k were achieved in year due to the lower purchase price per litre than budgeted for. - Savings of £50k were achieved in year due to vacant posts and delays in recruitment and temporary staffing arrangements.	(120)

Development & Policy - Planning Fee Income has increased in year to due a higher level of applications received in year than anticipated, including a number of major of planning applications of which 7 alone were received in Q4 alone. - Alongside this, the national increase in fee prices which wasn't known at budget setting time, resulting in income above budget of £486k	(486k)

Housing & Projects					
Service Area	2025/26 Current Budget	2025/26 Current Budget (less proposed Budget C/F and accounting adjustments	2025/26 Provisional Outturn	Variance to Current Budget	2025/26 Outturn Variance
	£	£	£	£	%
Health & Safety	129	129	81	(48)	(37.2)
Housing Services	855	855	872	17	2.0
Centralised & Business Support	536	536	566	30	5.6
Corporate Projects & Performance and climate change	513	503	442	(61)	(12.1)
Total	2,033	2,023	1,961	(62)	(3.1)

Explanation of Significant Variances	£'000
Corporate Projects & Performance and climate change - Underspend on salaries due to vacant post in year £40k - Additional income received from electrical charging points £28k due to under budgeting which has been corrected for 2026/27.	(68)

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APPENDIX B

General Fund Revenue Budget Carry Forwards from 2025/26

Project	Budget Carry Forward £'000	Funding	Commentary
Corporate underspends			
SK Lottery	12	Income contributions	SK Lottery surplus transferred to Community Fund Budget
Locum cover for Democratic Services Manager	24	Underspend in year	Funding for committed expenditure in 26/27
Luminarium – Future High Street Fund	73	Regeneration reserve	Project to be carried out in 2026/27
Public Protection staffing costs	15	Underspend in year	Underspend on vacant post to cover one-off staffing costs in year
Grantham Canal	62	Local Priorities Reserve	Funding for agreed expenditure in 2026/27 as part of the preparatory works before the capital programme is undertaken
Tree maintenance	15	Waste & Recycling Initiatives – underspend against previously agreed budget	Funding for ongoing committed expenditure in 2026/27
Food Waste	30	pEPR grant received in year	Temporary vehicle costs to ensure delivery of food caddies as part of the new food waste roll out requirements
Sub-total	231		
Grant Funding			
Funding of the Elections Act 2022 requirements	62	New burdens grants received in previous years underspend in year	Funding for ongoing expenditure. Individual voter registration
UKSPF	252	Grant received in year	Approved schemes payable in 2026/27
Cyber Security	200	Grant received in year	Funding for expenditure in 2026/27
Renters Rights Act	43	Grant received in year	Funding for committed expenditure on compliance role
Household Support Fund	131	Grant received in year	Enable support fund scheme to be delivered
Efficiency East Midlands Grant	10	Grant received in year	Grant received to fund specific items of expenditure in 2026/27 in conjunction with the Financial and Welfare advice team as support for those in need.
Sub-total	698		
TOTAL	929		

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APPENDIX C

General Fund Capital Budget Carry Forwards from 2025/26

Project	Budget Carry Forward £'000	Funding	Commentary
CCTV Infrastructure Improvements	52	Local Priorities Reserve	Completion of works committed in 2025/26
Bulky Waste vehicles	48	Useable capital Receipts	Delayed delivery of vehicles which are now arriving in 2026/27
Mechanical and Engineering programme	30	Useable capital Receipts	Completion of works committed in 2025/26
Guildhall Art Centre Roof	63	Property Maintenance	Completion of works in the early part of 2026/27 financial year.
Deepings 3G Pitch	200	Local Priorities Reserve / Leisure	Project is ongoing pending agreement to progress
Future High Street Fund	136	Property Maintenance	Continuation of the approved projects in Market Place
Coronation Orchards	4	Grant	Grant awards continuing into 2026/27
Decarbonisation Project	98	Property Maintenance	Completion of project for Pool Pumps
TOTAL	631		

The 2026/27 capital programme needs reducing for the following schemes

Project	Budget Carry Forward £'000	Funding	Commentary
Street Scene Vehicles	(215)	Useable capital Receipts	Vehicles delivered before the year end, therefore carry forward agreed at budget setting in Feb26 needs to be adjusted accordingly
Vehicle Replacement Programme	(124)	Local Priorities Reserve	Additional vehicle procured in 2025/26 from the 2026/27 programme at a lower price so 2026/27 can be reduced.
TOTAL	(339)		

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SOUTH
KESTEVEN
DISTRICT
COUNCIL

Cabinet

21 July 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 9 June 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 9 June 2026, the following Key and Non-Key decisions have been taken under delegated authority:

1.1.1 All Level Repair Works to Wharf Road Multi Storey Car Park, Wharf Road, Grantham

Key decision taken by the Deputy Chief Executive, Section 151 Officer on 12 June 2026.

Date decision effective: 20 June 2026.

The accompanying report can be viewed online at:

<https://moderngov.southkesteven.gov.uk/ieDecisionDetails.aspx?Id=1739>

1.1.2 New Lease at Former Waste Depot, Mowbeck Way, Grantham NG31 7AH

Key decision taken by the Deputy Chief Executive, Section 151 Officer on 19 June 2026.

Date decision effective: 19 June 2026.

The accompanying report can be viewed online at:

<https://moderngov.southkesteven.gov.uk/ieDecisionDetails.aspx?ID=1736>

1.1.3 Proposed sale of Council's freehold interest in Mowbeck House, Mowbeck Way, Grantham

Key decision taken by the Deputy Chief Executive, Section 151 Officer on 26 June 2026.

Date decision effective: 4 July 2026.

The accompanying report can be viewed online at:

<https://moderngov.southkesteven.gov.uk/ieDecisionDetails.aspx?ID=1743>

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

21 July 2026

Report of the Chief Executive

Cabinet Forward Plan

Report Author

Lucy Bonshor, Democratic Officer



l.bonshor@southkesteven.gov.uk

Purpose of Report

This report highlights matters on the Cabinet's Forward Plan.

Recommendations

That Cabinet:

1. Notes the content of this report.

Decision Information

Is this a Key Decision?	No
Does the report contain any exempt or confidential information not for publication?	No
Which wards are impacted?	All

1. Cabinet's Forward Plan

- 1.1** The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 set out the minimum requirements for publicity in connection with Key Decisions. The Council meets these legislative requirements through the monthly publication of its Forward Plan.
- 1.2** Cabinet may also receive reports on which it is asked to make recommendations to Council or review the contents and take necessary action. These items are also listed on the Forward Plan.
- 1.3** Non-Key Decisions made by Cabinet are also included within the Forward Plan.

2. Appendices

- 2.1** Appendix A – Cabinet's Forward Plan



SOUTH
KESTEVEN
DISTRICT
COUNCIL

CABINET FORWARD PLAN
Notice of decisions to be made by Cabinet
10 July 2026 to 9 July 2027

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
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.	Cabinet Member for Housing (Councillor Virginia Moran) Karen Whitfield, Assistant Director (Leisure, Culture and Place) E-mail: karen.whitfield@southkesteven.gov.uk
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	Cabinet Member for Corporate Governance and Licensing (Councillor Philip Knowles) Phil Swinton, Emergency Planning and Health & Safety Lead E-mail: phil.swinton@southkesteven.gov.uk
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	Leader of the Council, Cabinet Member for HR and Economic Development (Councillor Ashley Baxter) Fran Beckitt, Head of Service – Human Resources and Organisational Development E-mail: fran.beckitt@southkesteven.gov.uk

Summary	Date	Action	Contact
Designation of Air Quality Management Area Order 2026 – Non Key Decision			
To seek approval for the Air Quality Management Area Order 2026, which will supersede Air Quality Management Area Order 2013. This is required due to improvements in Air Quality resulting in the need to remove the Hourly Nitrogen Dioxide designation from the Air Quality Management Area Order.	21 Jul 2026	That Cabinet Approves the Air Quality Management Area Order 2026 by way of a new Declaration.	Cabinet Member for Property and Public Engagement (Councillor Richard Cleaver), Councillor Phil Dilks Tom Amblin-Lightowler, Environmental Health Manager – Environmental Protection & Private Sector Housing E-mail: tom.amblin-lightowler@southkesteven.gov.uk
Housing Revenue Account Provisional Outturn Report 2025/26 - Non Key Decision			
This report provides details of the Housing Revenue Account (HRA) outturn position for the financial year 2025/26. The report covers the Revenue Budget, Capital Programmes and Reserves overview	21 Jul 2026	Review and comment	Cabinet Member for Finance (Councillor Bridget Ley) David Scott, Assistant Director of Finance and Deputy Section 151 Officer E-mail: david.scott@southkesteven.gov.uk
General Fund Provisional Outturn Report 2025/26 - Non Key Decision			
To provide details of the General Fund provisional outturn position for the Financial Year 2025/26. The report covers the following areas Revenue Budget, Capital Programme and Reserves Overview	21 Jul 2026	Review and comment	Cabinet Member for Finance (Councillor Bridget Ley) David Scott, Assistant Director of Finance and Deputy Section 151 Officer E-mail: david.scott@southkesteven.gov.uk

Summary	Date	Action	Contact
Local Plan - Key Decision			
To consider the future direction of Local Plan preparation and associated governance arrangements	21 Jul 2026	To approve the future direction of Local Plan preparation and associated governance arrangements	Cabinet Member for Planning (Councillor Phil Dilks) Emma Whittaker, Assistant Director (Planning & Growth) E-mail: emma.whittaker@southkesteven.gov.uk
Warmer Homes Grant - Key Decision			
To receive a report outlining the terms of a government grant.	21 Jul 2026	To consider accepting the additional funding and the associated budget amendment.	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
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
Stock Management Policy - Key Decision			
A draft Stock Management Policy has been developed for consideration and approval by the Governance and Audit Committee.	21 Jul 2026	To consider approving the Policy	Cabinet Member for Corporate Governance and Licensing (Councillor Philip Knowles) Richard Wyles, Deputy Chief Executive and Section 151 Officer E-mail: richard.wyles@southkesteven.gov.uk

Summary	Date	Action	Contact
HRA Aids and Adaptations Policy - Key Decision			
Cabinet to review and approve the Aids and Adaptations Policy	8 Sep 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
Economic Development Strategy 2026-29 - Key Decision			
To provide Members with a Refreshed Economic Development Strategy 2026-29 for their consideration.	8 Sep 2026	Approval is being sought for the Refreshed Economic Development Strategy 2026-29	Leader of the Council, Cabinet Member for HR and Economic Development (Councillor Ashley Baxter) Simon Jackson, Economic Development and Inward Investment Manager E-mail: Simon.Jackson@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
Contract Award for Revenues and Benefits system with NEC Software Solutions Ltd. - Key Decision			
To approve the contract award for the Revenues and Benefits system with NEC Software Solutions for £365,654 over 3 years commencing 1 January 2027 (with an option to extend for 1 year, plus 1 year).	8 Sep 2026	To consider approving the contract award.	Cabinet Member for Finance (Councillor Bridget Ley) Claire Moses, Head of Service (Revenues, Benefits, Customer Services and Community) E-mail: claire.moses@southkesteven.gov.uk

Summary	Date	Action	Contact
Acquisition of Affordable Housing - Key Decision			
To seek Cabinet approval to acquire rented dwellings for incorporation into the Council's Housing Revenue Account (HRA).	8 Sep 2026	Approval and delegation of authority to S151 Officer.	Cabinet Member for Housing (Councillor Virginia Moran) Suniel Pillai, New Build Project Officer E-mail: suniel.pillai@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
The South Kesteven Design Code - 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

Summary	Date	Action	Contact
Tenant Engagement Strategy - Key Decision			
To review and approve the Tenant Engagement Strategy	6 Oct 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
Corporate Property Estates Management Contract - Key Decision			
Authority to enter into contract for the management of SKDC's Corporate Property portfolio.	6 Oct 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
Grantham Conservation Area Appraisal and Management Plan Review – Non Key Decision			
Section 71 of the Planning and Conservation Area act (1990) required local planning authorities to formulate and publish proposals for the preservation and enhancement of any parts of their area that are designated as Conservation Areas. As such, this Cabinet Report is seeking approval of consultation on the Grantham Conservation Area boundary amendment, appraisal and management plan.	6 Oct 2026	Cabinet to approve to open public consultation on the Grantham Conservation Area Appraisal and Management Plan	Cabinet Member for Planning (Councillor Phil Dilks) Ariane Buschmann, Conservation Officer, Claire Saunders, High Street Heritage Action Zone Project E-mail: ariane.buschmann@southkesteven.gov.uk, claire.saunders@southkesteven.gov.uk

Summary	Date	Action	Contact
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	Approve the Housing Payment Policy 2027/28	Leader of the Council, Cabinet Member for 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	Approve the Discretionary Council Tax Payment (DCTP) Policy 2027/28	Leader of the Council, Cabinet Member for 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	Approve the Localised Council Tax Support Scheme 2027/28	Leader of the Council, Cabinet Member for 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
Council Tax Base 2027/28 - Key Decision			
To explain the Council Tax Base for the financial year 2027/28.	14 Jan 2027	That Cabinet recommends to Council the Council Tax Base for 2027/28 in accordance with the relevant legislation.	Cabinet Member for Finance (Councillor Bridget Ley) Claire Moses, Head of Service (Revenues, Benefits, Customer Services and Community) E-mail: claire.moses@southkesteven.gov.uk

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