

## EXECUTIVE

**Monday, 14 December 2020**

**5.00 pm**

**Virtual Meeting via Zoom**

Membership: Councillors Ric Metcalfe (Chair), Donald Nannestad (Vice-Chair), Chris Burke, Bob Bushell, Rosanne Kirk and Neil Murray

Officers attending: Angela Andrews, Democratic Services, Kate Ellis, Jaclyn Gibson, Daren Turner, Simon Walters and Carolyn Wheeler

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### Virtual Meeting

To join this virtual meeting please use the following link:

<https://zoom.us/j/91604719734?pwd=RFdCVURBbzJhREE5cVRzekNrTWZudz09>

It may be necessary to enter the following passcode and meeting ID:

Passcode: **933940**

Meeting ID: **916 0471 9734**

Alternatively, you can join the meeting via telephone by calling **0330 088 5830** and quoting the above password and meeting ID, when instructed.

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## A G E N D A

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Please note that, in accordance with the Members' Code of Conduct, when declaring interests members must disclose the existence and nature of the interest, and whether it is a disclosable pecuniary interest (DPI) or personal and/or pecuniary.	
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You are asked to resolve that the press and public be excluded from the meeting during the consideration of the following items because it is likely that if members of the press or public were present, there would be disclosure to them of 'exempt information'.

In accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, notice is hereby given of items which will be considered in private, for which either 28 days' notice has been given or approval has been granted by the appropriate person specified in the Regulations. For further details please visit our website at <http://www.lincoln.gov.uk> or contact Democratic Services at City Hall, Beaumont Fee, Lincoln.

These items are being considered in private as they are likely to disclose exempt information, as defined in Schedule 12A of the Local Government Act 1972. No representations have been received in relation to the proposal to consider these items in private.

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## SECTION B

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### OUR PEOPLE AND RESOURCES

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### QUALITY HOUSING

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- [Exempt Para(s) 3]**

**Present:** Councillor Ric Metcalfe (*in the Chair*),  
Councillor Donald Nannestad, Councillor Chris Burke,  
Councillor Bob Bushell, Councillor Rosanne Kirk and  
Councillor Neil Murray

**Apologies for Absence:** None.

**38. Confirmation of Minutes - 26 October 2020**

RESOLVED that the minutes of the meeting held on 26 October 2020 be confirmed.

**39. Declarations of Interest**

No declarations of interest were received.

**40. Statement of Accounts 2019/20**

Purpose of Report

To present the Statement of Accounts for the financial year ended 31 March 2020, together with a short summary of the key issues reflected in the statutory financial statements.

**Decision**

That the Statement of Accounts be recommended to Council for approval.

Alternative Options Considered and Rejected

None.

Reason for Decision

The Statement of Accounts for 2019/20 provided a comprehensive picture of the Council's financial circumstances and were compiled to demonstrate probity and stewardship of public funds.

The Council was statutorily required to publish its Statement of Accounts for 2019/20 with an audit opinion and certificate by no later than 31 July 2020. Further to the Covid-19 pandemic, the statutory dates were amended with publication of the accounts required by 31 August 2020 and an audit opinion and certificate required by 30 November 2020. It was noted, due to unforeseen staffing circumstances, some required follow up work had just been completed meaning that presentation of the accounts may be a couple of days beyond the deadline. This follow up work did not incur any material changes to the accounts.

The Council was required to make the Statement of Accounts available for public inspection for 30 working days. Following notification from the Council's external auditors, this ran from 1 September 2020 until 15 September 2020 and the external auditor was available to answer questions during this period. It was reported that no questions had been asked.

The Council was also required to provide a documented annual review of the effectiveness of its governance arrangements which sat alongside the Statement of Accounts, known as the Annual Governance Statement. The overall level of assurance provided in 2018/19 was substantial and was in line with the Council's Code of Corporate Governance. However, there were currently three defined significant issues, noted as follows:

- IT Disaster Recovery – there was one outstanding action from 2018/19;
- Review of the impact of the Coronavirus on the Council's service delivery and embedding new ways of working;
- Vision 2025 and its re-profiling and communication to a wider audience in light of Covid-19.

The Statement of Accounts 2019/20 had been presented to the meeting of the Audit Committee held on 17 November 2020.

#### **41. Financial Reporting - Quarterly Monitoring**

##### Purpose of Report

To present the second quarter performance, up to 30 September 2020, specifically including the financial impact of the Covid-19 pandemic on the Council's General Fund, Housing Revenue Account, Housing Repairs Service and Capital Programmes.

##### **Decision**

That the Executive:

- (1) Notes the financial performance for the period 1 July 2020 to 30 September 2020, the projected outturns for 2020/21 and the impact of Covid-19 on the Council's financial position;
- (2) Notes the underlying impact of the pressures and underspends identified in paragraphs 3.2, 4.3 and 5.2 of the report, together with Appendices B, D and F.
- (3) Approves the proposed contribution to earmarked reserves as set out in paragraph 3.11 of the report.
- (4) Approves the proposed contributions from earmarked reserves as set out in paragraph 3.13 of the report.
- (5) Notes the changes to the General Fund Investment Programme and Housing Investment Programme as approved by the Chief Finance Officer as set out in paragraphs 7.3 and 7.10 of the report respectively.
- (6) Approves the changes to the Housing Investment Programme, as set out in paragraph 7.11 of the report.

##### Alternative Options Considered and Rejected

None.

## Reason for Decision

The report provided updates on the Council's General Fund, Housing Revenue Account, Housing Repairs Service and Capital Programmes for the current financial year and set out the estimated impact on the budget of the Covid-19 pandemic following application of the budget revisions approved at quarter one in order to maintain a balanced budget for 2020/21.

Covid-19 had taken its toll on the financial resilience of the Council as income streams had plummeted and there had been a requirement to incur costs to ensure services were being provided throughout this difficult period and to respond to consequences of the pandemic. The impacts of this were not restricted to the current financial year but would have a significant impact over the period of the current Medium Term Financial Strategy and possibly beyond. The cumulative impact of these challenges had resulted in significant shortfalls on the General Fund and on the Housing Revenue Account prior to the offset of any Government funding.

In response to calls from the sector, the Government had allocated a total of £4.6 billion of general purpose grant funding to support local authorities to cover expenditure related pressures and announced an income compensation scheme to recompense councils for approximately 75p in every £1 of lost sales, fees and charges income. To date, the Council had received funding support of £1.877 million for Covid-19 related pressures and was forecasting to receive approximately £2.980 million through the income compensation scheme. There had, however, been no additional financial support provided to the Housing Revenue Account.

Despite the Government's financial support package, the General Fund and Housing Revenue Account could not absorb the level of budget shortfalls without having to take some measures to reduce some areas of expenditure. The decisive action taken by the Council, as approved at quarter one, had allowed the Council to be able to continue to deliver its critical services in 2020/21 and to ensure its balances remained at an adequate level to provide resilience for future years.

Based on a significant number of planning variables and after offsetting the government funding support package and measures taken to address the budget pressures, as at the end of 30 September 2020, the forecast financial position of the Council for 2020/21 was set out in paragraph 2.5 of the report.

### *General Fund Revenue Account*

The General Fund was currently projecting a forecast budget shortfall of £183,968, resulting in a general balance at the year-end of £2,338,220 subject to any final contributions to earmarked reserves. There were a significant number of forecast year-end variations in income and expenditure against the approved budget, primarily as a result of Covid-19 along with variances arising from measures taken to address the budget pressures. These were set out in paragraph 3.2 of the report and in further detail at Appendix B.

In response to the emergency situation arising in March 2020, the Council had to adjust its service provision to meet the needs of its users and residents, as well as establish new services and response cells and meet increased costs through

contractual arrangements. Increased costs on a range of services had therefore been incurred as follows:

- setting up the Civic Society, including the befriending service and business support cells;
- moving rough sleepers into temporary accommodation;
- provision of PPE and 'Covid Secure' status for Council services and buildings;
- requirements under existing contracts for services;
- increased demand on the Revenues and Benefits Shared Service;
- increased demand on the Licensing and Health and Safety Teams.

In addition, the following key income losses were noted:

- car parking;
- development management, land charges and building control;
- leisure, recreation and tourism;
- the Christmas Market;
- commercial rents;
- treasury management;
- Court cost charges.

Measures taken to address the budget shortfall included:

- a budget review of all of the Council's revenue budgets undertaken to identify one-off budget reductions;
- a coronavirus job retention scheme;
- the Towards Financial Sustainability Programme;
- a review of capital financial through Direct Revenue Finance;
- the establishment of a Covid-19 reserve.

It was proposed that the latest tranche of un-ringfenced Covid-19 grant support was allocated to the Covid Recovery Reserve to support the financial pressures in future years that would arise from the legacy of Covid.

### *Housing Revenue Account*

The Housing Revenue Account was currently projecting an in-year variance of a £479,378 underspend, which would increase the general balances to £1,400,449 at the end of 2020/21.

Although the forecast position was an underspend, there were a number of forecast year-end variations in income and expenditure as a result of Covid-19 along with variances arising from measures taken to address the budget pressures. Full details of the main variances were set out in paragraph 4.3 of the report and Appendix D.

In response to the emergency situation arising in March 2020, the Council had to adjust its service provision in order to meet the needs of its tenants and had increased costs in respect of the establishment of a housing rent hardship fund, together with the required provision of PPE and 'Covid Secure' status for Housing Revenue Account services and buildings. The more significant pressure facing the Housing Revenue Account was in relation to its income streams, primarily its housing rent income, as follows:

- housing voids;
- treasury management;
- Court cost charges.

As with the General Fund, the Housing Revenue Account could not absorb this level of budget shortfall without a range of measures aimed at reducing expenditure in the current year. The measures taken to ensure that the Housing Revenue Account maintained a balanced budget for 2020/21 were similar to those in respect of the General Fund.

### *Housing Repairs Service*

A quarter two the Housing Repairs Service was forecasting a surplus of £169,909 in 2020/21. Full details were set out in Appendix F of the report.

Details relating to the General Investment Programme and Housing Investment Programme were outlined in section 7 of the report.

Councillor Ric Metcalfe put on record his thanks, on behalf of the Executive, to the Chief Finance Officer and her team for their excellent financial management and the work they had done to achieve a balanced budget for the 2020/21 financial year in circumstances which had seen an unprecedented reduction of £6.4 million in income.

Councillor Donald Nannestad referred to the table at paragraph 3.8 of the report which set out in more detail the losses incurred during quarter one and two of 2020/21, together with estimates based on the most likely scenario for the remainder of the financial year. He said that quarters three and four, on that basis, would need to be monitored closely moving forward, particularly as the extent of behavioural change was yet to be known in terms of the impact of Covid 19.

## **42. Treasury Management and Prudential Code Update Report - Half Year Ending 30 September 2020**

### Purpose of Report

To report the Council's treasury management activity and the actual prudential indicators for the period 1 April 2020 to 30 September 2020.

### **Decision**

That the report be noted.

### Alternative Options Considered and Rejected

None.

### Reason for Decision

It was noted that the Council held £33 million in investments at 30 September 2020, with the full investment profile set out at Appendix A. Of this investment portfolio, 100% was held in low risk specified investments, the requirement for the year being a minimum of 25% of the portfolio to be specified investments. During

the 6 months to 30 September on average 92% of the portfolio was held in low risk specified investments and an average of 8% of the portfolio was held in non-specified investments with other local authorities.

The report highlighted changes to the key prudential indicators, setting out an overview of the current status of the authority's capital expenditure plans and provided further information in relation to the Council's Investment Strategy 2020/21 to 2022/23.

**43. Setting the 2021/22 Budget and the Medium Term Financial Strategy 2021/22 – 2025/26**

Purpose of Report

To update the Executive on the latest Medium Term Financial Strategy position for the Council, including the challenges in preparing for the 2021/22 and future years budget, setting out the parameters within which the Council would prepare these budgets and confirm the Council's approach to development of the budget and Medium Term Financial Strategy.

**Decision**

That the Executive:

- (1) Notes the significant financial challenges and risks that the Council faces, primarily as a result of the Covid 19 pandemic.
- (2) Notes the projected budget parameters for 2021/22 and future years and the planning assumptions set out at Appendix A of the report.
- (3) Notes the level of projected budget shortfalls forecasted for the General Fund from 2021/22.
- (4) Notes the budget, strategic and service planning preparation programme, as set out in Appendix B of the report.

Alternative Options Considered and Rejected

None.

Reason for Decision

The Council's Vision 2025 and five strategic priorities drove the medium-term financial planning process, with changes in resource allocation determined in accordance with policies and priorities. The Medium Term Financial Strategy provided the framework for the development of annual budgets in line with the aims of the Council's strategy and priorities.

In March 2020, Council agreed the budget for 2020/21 and Medium Term Financial Strategy 2020-2025, which recognised that there was a funding gap forecast in 2020/21 and across the remaining years of the Strategy. This was refreshed annually and rolled forward one year.

The refreshed Medium Term Financial Strategy would include financial projections for the five-year financial planning period through to 2025/26. It would



set out the financial parameters within which the Council was required to work and the recommended approach to addressing the financial challenges the Council faced to develop a balanced, sustainable budget and set at Council Tax for 2021/22.

The refresh of the Medium Term Financial Strategy needed to be seen in the context of significant inherent uncertainty for the Council against the backdrop of the long term, and in many cases unknown, impact of the Covid 19 pandemic on income and expenditure assumptions, together with a lack of any form of clarity on the funding settlement from Government.

The Covid 19 pandemic was having immediate effects on the Council's budgets as a result of increases in spending on local services and plummeting income from sales, fees and charges and commercial activities. However, there would be longer term implications for the Council to consider such as reductions in council tax and business rates revenues collected this year, which would feed through to budgets over the next three years. Additionally, some Covid 19 related spending pressures and reductions in revenues were likely to persist and could potentially grow in some cases.

It had also been confirmed that the UK had fallen into recession, the impact of which was likely to be exacerbated as the furlough scheme and eviction protections were unwound by Government. This inevitably created an ongoing uncertainty over the future levels of Government funding for local authorities after a long period of cuts and changes to funding. In addition, the lack of clarity about post-Brexit arrangements created further uncertainty. The implications of the Government's future spending plans with regard to local government, and other areas of the public sector from 2021/22 onwards, would be heavily influenced by the Government's response to the significant increase in borrowing that had been undertaken in response to the Covid 19 pandemic.

Against this backdrop of significant uncertainty, the report set out the Council's financial planning assumptions that would form the basis of the Medium Term Financial Strategy refresh. This medium-term financial planning was critical to ensuring that the Council had an understanding of the likely level of available resources and the potential costs of delivering services, identifying budget shortfalls at the earliest opportunity. Financial planning facilitated strategic choices around service delivery, efficiency and service reductions.

Based on the current financial planning assumptions it was estimated that the Council would need to make reductions in the net cost base of the General Fund of approximately £2.75 million by 2022/23 which equated to an increase to the existing target of £1.25 million. This was a significant target for the Council to achieve, particularly in light of the annual revenue reductions of £9 million that had been delivered over the past decade. It was noted that the Council would ultimately have to make some difficult decisions over the next 12 months as it prioritised which services it could afford to continue to deliver.

Councillor Ric Metcalfe thanked the Chief Finance Officer and her team for the work they had done in respect of the Council's financial management, adding that they had done the best possible job alongside so many uncertainties. He said that the Council faced an immensely challenging period and what was suggested within the report as part of a proposed budget and Medium Term Financial Strategy was a sensible way forward to minimise the effect on jobs and services. Councillor Metcalfe added, however, it was inevitable that some pain would be

endured, acknowledging that authorities elsewhere in the country were in the same or worse situations, with some even going through special measures.

#### **44. Strategic Risk Register - Quarterly Review**

##### Purpose of Report

To provide the Executive with an update of the revised Strategic Risk Register as at the end of the second quarter 2020/21.

##### **Decision**

That the Strategic Risk Register be noted.

##### Alternative Options Considered and Rejected

None.

##### Reason for Decision

The Strategic Risk Register consisted of fifteen strategic risks as set out in the report and reflected the significant change in circumstances in which the Council was now operating and the different challenges and opportunities it faced. This took into account the inclusion of two new risks, noted as follows:

- Risk 14 – failure to comply with current safeguarding legislation and procedures;
- Risk 15 – failure to meet the Council’s PREVENT duties.

A number of control actions had been progressed or completed, as outlined at paragraph 3.2 of the report.

#### **45. Operational Performance Report**

##### Purpose of Report

To provide the Executive with a summary of the operational performance position for quarters one and two of the financial year 2020/21, from April 2020 to September 2020.

##### **Decision**

That the report be noted and relevant Portfolio Holders be asked to ensure management had a local focus on those highlighted areas showing deteriorated performance.

##### Alternative Options Considered and Rejected

None.

##### Reason for Decision

The report provided an indication, beyond the usual operational measures, of how the Council had performed in effectively leading its communities during the

emergency response and rising to the challenge of reprioritising workload to meet different needs in respect of Covid-19.

A full report was attached to the report at Appendix A and provided information on performance for quarters one and two. It covered key operational performance measures identified by Portfolio Holders and the Corporate Management Team as being of strategic importance.

It was noted how many staff had gone above and beyond in their service to the Council, city and its residents during the pandemic, which was reflected within the report.

Appendix B of the report outlined the full quarterly measures table for all Directorates for both quarters.

Angela Andrews, Chief Executive, in presenting the report, emphasised that this year had represented the most challenging for local government in her career. She was extremely proud of how all staff had adapted to the challenges presented by the coronavirus and how they had done their best to maintain performance and standards on behalf of the Council. She emphasised that, whilst it was important to measure and monitor the Council's performance, the enormous collective response from staff who had delivered and continued to deliver key services, with many going above and beyond the call of duty, could not be measured or reflected in a performance report but had been so important to the Council's response to the pandemic.

It was agreed that the content of the operational performance report for the first two quarters of 2020/21 had to be taken in the context of the significant challenges the Council had faced in response to the coronavirus pandemic, particularly the establishment and delivery of the following support services on top of delivering its usual services:

- processing and payment of business support grants;
- community support helpline;
- befriending service.

It was noted that there were no surprises in the report with the pandemic having an impact on the following in particular, effecting operational and financial performance:

- Council Tax collection and assessment for Council Tax support;
- returns of investment;
- leisure;
- car parking;
- rent collection;
- void properties.

The Chief Executive gave the Executive an assurance that measures were in place to address the issues highlighted above and that the Corporate Management Team, in light of the circumstances, was content with the Council's performance.

Councillor Ric Metcalfe fully endorsed the comments of the Chief Executive regarding the efforts of staff and took the opportunity to thank her, the Corporate Management Team, Senior Management and all frontline staff who he said had

responded magnificently to the challenges faced by the coronavirus pandemic. He added that it was inevitable that some areas of the Council's performance would take a hit as part of the authority's response and thanked the Chief Executive for an excellent report.

Councillor Chris Burke praised the response of the Council's staff and highlighted, even under such challenges, that the Council had achieved six awards. He also commended the befriending service that had been established by the Council to support the most vulnerable residents of the city throughout the pandemic.

Councillor Donald Nannestad, in respect of housing, reported that rent collection had been excellent taking into account the circumstances. In terms of voids, this had been impacted due to the limited number of people able to move home since March as a result of the coronavirus and lockdown restrictions. He placed on record his thanks to all housing staff who he said had done an excellent job in very difficult circumstances.

#### **46. Equality, Diversity and Human Rights Policy Review**

##### Purpose of Report

To present the Council's updated Equality, Diversity and Human Rights Policy, as recommended by the Equality and Diversity Group.

##### **Decision**

That the proposed changes to the Equality, Diversity and Human Rights Policy be approved.

##### Alternative Options Considered and Rejected

None.

##### Reason for Decision

The current policy was first adopted in September 2012 and had since been reviewed several times to ensure it was up to date reflecting legislation at the time, the structure of the authority and its strategic direction.

The latest version of the policy brought the document in line with the Council's strategic plan, Vision 2025 and the current officer structure of the authority.

The Council's Equality and Diversity Group considered the proposed changes at its meeting on 14 October 2020 and recommended their approval.

#### **47. Safer Lincolnshire Partnership Modern Slavery Charter**

##### Purpose of Report

To inform the Executive of the Council's roles and responsibilities relating to modern slavery and provide an opportunity to adopt the Modern Slavery Charter proposed by the Safer Lincolnshire Partnership.

## **Decision**

That the Modern Slavery Charter be adopted.

### Alternative Options Considered and Rejected

None.

### Reason for Decision

The Charter against modern slavery and human trafficking asked that all partners within the Safer Lincolnshire Partnership committed to having adequately trained staff and procedures in place to ensure that they committed to tackling the issues of modern slavery and human trafficking and also contributed to the wider collective effort to protect communities across Lincolnshire. A copy of the Charter was attached to the report at Appendix A.

The Charter contained seven commitments for partners. It was reported that the Council's Corporate Management Team had already given consideration as to how the Council was currently meeting each commitment or what it could do to ensure each commitment would be met.

## **48. Exclusion of the Press and Public**

RESOLVED that the press and public be excluded from the meeting during consideration of the following items of business because it was likely that if members of the public were present there would be a disclosure to them of 'exempt information' as defined by Section 100I and Schedule 12A to the Local Government Act 1972.

This item was considered in private as it was likely to disclose exempt information, as defined in Schedule 12A of the Local Government Act 1972. No representations had been received in relation to the proposal to consider this item in private.

## **49. Strategic Risk Register - Quarterly Review**

### Purpose of Report

To provide the Executive with an update of the revised Strategic Risk Register as at the end of the second quarter 2020/21.

## **Decision**

That the Strategic Risk Register be noted.

### Alternative Options Considered and Rejected

None.

### Reason for Decision

The reason for the decision was set out at minute number 44 above.

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**SUBJECT: STAFF RECOGNITION – COVID-19**

**DIRECTORATE: CHIEF EXECUTIVE**

**REPORT AUTHOR: CHIEF EXECUTIVE**

## **1. Purpose of Report**

- 1.1 The purpose of this report is to recognise our staff and seek approval to award all employees an additional annual leave day.

## **2. Background**

- 2.1 During the COVID-19 pandemic our priority has been to support our residents and businesses to help keep our City safe and ensure that we continue to deliver essential services.

The Council has dealt with the crisis as a One Council team in a very proactive and innovative way. The way in which our employees have worked together and responded to working differently and flexibly has been incredible.

We would like to thank our employees who have been working extremely hard to keep services going and meet the challenges that we have faced.

## **3. Proposal**

- 3.1 In recognition of these challenging times it is proposed to implement one day's additional annual leave to be awarded to all employees.
- 3.2 This is as a thank you for all of their hard work and commitment in these difficult times.

## **4. Strategic Priorities**

### **4.1 High performing services**

This recommendation supports the health and wellbeing of our employees in line with our People Strategy action plan.

## **5. Organisational Impacts**

### **5.1 Finance**

There are no financial costs identified. Managers would need to consider approval in accordance with service needs.

## 5.2 Legal Implications including Procurement Rules

There are no legal implications arising from this report.

## 5.3 Equality, Diversity and Human Rights

The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

It requires that public bodies have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities

There are no equality issues identified arising from this report.

## 5.4 Human Resources

Human Resources would allocate an additional day's leave to all employee's personal leave years. For part time staff this would be on a pro rata basis based on the number of their contracted hours.

## 6. Risk Implications

6.1 There are no risk implications arising from this report.

## 7. Recommendation

7.1 It is recommended that Executive consider and approve the additional day of annual leave for all employees.

**Is this a key decision?** No

**Do the exempt information categories apply?** No

**Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?** No

**How many appendices does the report contain?** None or insert number

**List of Background Papers:** None

**Lead Officer:** Angela Andrews, Chief Executive  
Telephone (01522) 873301



**SUBJECT: ALLOCATIONS POLICY**

**DIRECTORATE: HOUSING AND INVESTMENT**

**REPORT AUTHOR: YVONNE FOX – ASSISTANT DIRECTOR – HOUSING MANAGEMENT**

**1. Purpose of Report**

- 1.1 To seek member approval for minor amendments to the new Allocations Policy which was approved in March 2020.

**2. Background**

- 2.1 Following an interim review of the Allocations Policy in 2017 in preparation for the introduction of the Homelessness Reduction Act 2018, a full review of the policy was carried out as part of the review of the Allocations and Homelessness teams. In addition, consideration was given to advice and guidance provided by the Ministry of Housing, Communities and Local Government (MHCLG) Specialist Homelessness Advisor; the Codes of Guidance; Case Law and the provisions of the Localism Act 2011. This policy was approved by the Leader in March 2020 after being considered by Policy Scrutiny Committee. The minutes of Policy Scrutiny Committee are attached at Annex A for completeness.
- 2.2 Since that time it has been noted that one section of the policy relating to Armed Forces (5.1.4) did not fully reflect the latest legislation and guidance. The policy has been updated accordingly. In addition, an extra appendix 'Appendix D - Bypass Reasons' has been included to ensure the council is completely transparent in all of its dealings with the allocation of accommodation.
- 2.3 The Policy has been subject to full consultation in line with the legislation.
- 2.4 It is intended that this Policy is implemented in the New Year when the Abrisas Housing Allocations IT System has been updated to accommodate the changes.

**3. Strategic Priorities**

- 3.1 Let's reduce inequality
- 3.2 The successful implementation of the Council's Allocations Policy is key to reducing inequality amongst vulnerable groups.

Key needs met include:

- Prevention and relief of homelessness
- Prevention and relief of street homelessness
- Households adversely affected by welfare reform

- Households whose homes are not suitable for their medical needs or disability
- Move-on from hospitals
- Move-on from Supported housing

#### 4. Organisational Impacts

- 4.1 Finance (including whole life costs where applicable) – None associated with these minor changes to the policy.
- 4.2 Legal Implications including Procurement Rules - There are no direct legal implications arising from this report at this time
- 4.3 Equality, Diversity and Human Rights - The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

It requires that public bodies have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities

The Policy will ensure that anyone will be safeguarded against exposure to the different elements contained in the policy. Those who exhibit a protected characteristic would automatically be covered by this policy, and therefore there is no negative impact on anyone displaying a protected characteristic.

- 4.4 Human Resources - There are no direct HR implications arising from this report at this time

#### 5. Risk Implications

- 5.1 There are no risks identified with implementing this policy.

#### 6. Recommendation

- 6.1 Members are asked to approve the minor amendments to the Allocations Policy.

<b>Is this a key decision?</b>	Yes
<b>Do the exempt information categories apply?</b>	No
<b>Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?</b>	No
<b>How many appendices does the report contain?</b>	5
<b>List of Background Papers:</b>	None

**Lead Officer:** Alison Timmins  
County Homelessness Partnerships Manager  
Telephone (01522) 873402

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# City of Lincoln Council Lettings Policy

Policy Approved	
Policy Implemented	TBC



in partnership with



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## Document control

<b>Organisation</b>	<b>City of Lincoln Council</b>
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<b>Owner - name and title</b>	Yvonne Fox Assistant Director of Housing Management
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## Document Amendment history

<b>Revision</b>	<b>Changed by</b>	<b>Date of change</b>	<b>Change description</b>
V1.1	Alison Timmins	27.11.20	Review of Armed Forces Section

<b>1</b>	<b>Introduction</b>
1.1	<b>The lettings policy</b>
1.1.1	The lettings policy has been agreed by the Council's Executive Committee.
1.1.2	The lettings policy states how: <ul style="list-style-type: none"> <li>• Lincs Homefinder operates</li> <li>• the Council assesses the housing needs of applicants</li> <li>• the Council allocates its properties</li> <li>• the Council nominates applicants to Registered Providers</li> </ul>
1.1.3	All allocations of Council homes and nominations to Registered Providers will be made in accordance with the lettings policy.
1.1.4	The lettings policy also links to the Council's Tenancy Strategy, Tenancy Policy, Housing Strategy and Homelessness Strategy. These documents are available on request.
1.2	<b>Legislative and policy framework</b>
1.2.1	This is the allocation scheme, as required by the Housing Act 1996, as amended by the Homelessness Act 2012, Localism Act 2011 and the Homelessness Reduction Act 2017. It sets out the framework within which the City of Lincoln Council will operate in the assessment of housing need on the housing register and the letting of social and affordable rented properties.
1.2.2	The principles set out in this policy are not absolute rules and all references to statutory legislation are not to be used as substitutes for the detail within the original and any subsequent legislation.
1.2.3	The lettings policy is to be reviewed with the introduction of any new or amended legislation or new working arrangements within the Council. Any such reviews will be subject to the Council's constitution.
1.3	<b>Statement of choice</b>
1.3.1	The Council is fully committed to operating a choice based lettings scheme called Lincs Homefinder which enables applicants to play an active role in choosing where they live, whilst accommodating those in the greatest housing need.
1.4	<b>Equal Opportunities</b>
1.4.1	The Council is committed to the promotion of equality of opportunity for all existing and potential applicants. No one will be treated unfairly due to age, gender, disability, race, religion, sexual orientation, transsexuality,



	marital or partnership status, or being pregnant/on maternity leave. This list is not intended to be exhaustive but indicative of the Council's intention and commitment to ensuring equality.
1.5	<b>Data Protection, Confidentiality and Sharing Information</b>
1.5.1	The Council is what is known as a 'Controller' of the data you provide and is registered with the Information Commissioner's Office. The Council takes your privacy seriously and will not use the information you give for any purposes other than to administer your application, unless the law allows this.
1.5.2	If you provide your personal information on the online application, you are consenting to the Council using this and any other information you provide as proof of your application, to process and consider your application. We will: <ul style="list-style-type: none"> <li>• Keep your information accurate and up to date, with your assistance</li> <li>• Retain your information only for as long as necessary (minimum of 6 years from the end of your tenancy/application and longer in certain circumstances)</li> <li>• Store your information securely in accordance with the Data Protection Act 1998 at a level appropriate for its sensitivity. For further information see the Council's Data Protection Policy.</li> </ul>
1.5.3	We will not share your personal information with third parties without your consent, unless they are processing your information on our behalf or because the law allows this, for example to check the information provided by you or about you. This includes any sensitive personal information you provide for example regarding you or your family's health, although only where it is necessary.
1.5.4	We are also under a duty to protect the public funds we administer, and to this end may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes. The third parties may include but are not limited to, passing your information and receiving information about you, with the agencies/services listed in the Statement and Declaration on the application form.
1.5.5	If after providing consent for us to process your personal information for this purpose, you decide to withdrawn your consent, then you must contact us immediately to confirm this. However, the consequences of this will be that your application will not be considered. We may also have already passed on your information, as the law allows, to other departments within the Council and other organisations.
1.5.6	If you want to know more about the information we hold about you and how we process this or have a complaint regarding the way we have handled your personal information please ask for the Data Protection

	Officer at the Council. If you however remain unhappy, then you have a right to complain to the Information Commissioner at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone: 01625 545 700. Website : <a href="http://www.ico.org.uk">www.ico.org.uk</a>
2.	<b>Lincs Homefinder</b>
2.1	<b>Aims and objectives of the lettings policy</b>
2.1.1	<p>The main objectives of this policy are to:</p> <ul style="list-style-type: none"> <li>• Provide a fair, open and accountable framework with equality of access</li> <li>• Prevent homelessness and reduce the use of temporary accommodation</li> <li>• Ensure freely available and accessible advice and assistance, to ensure applicants' understanding and participation</li> <li>• Take account of the relevant legislation, statutory regulations and guidance</li> <li>• Reflect the Council's tenancy policies and strategies</li> <li>• Have due regard to the Lincolnshire Homelessness Strategy</li> <li>• To assist households with a need to remain in, or move to a particular area of the city</li> <li>• To ensure effective use of social housing stock by reducing under occupation of Council accommodation</li> <li>• Reducing void times by advertising properties while on notice</li> <li>• To increase the supply of properties by advertising and nominating applicants for properties for Registered Providers and Supported Housing providers</li> <li>• To encourage customers to consider a variety of housing options by providing information on alternative solutions</li> <li>• To ensure the lettings process is transparent by making lettings in accordance with this policy</li> <li>• To ensure that customers are not treated unfairly on the basis of their age, gender, disability, race, religion, ethnic origin, sexual orientation, transsexuality, marital or partnership status or being pregnant/on maternity leave.</li> </ul>
2.2	<b>Partnerships with Registered Providers and Private Landlords</b>
2.2.1	<p>Some Registered Providers and Private Landlords that manage accommodation within Lincoln are expected to request nominations for a proportion of the properties that they allocate to their tenants. The following lettings made are considered to be nominations:</p> <ul style="list-style-type: none"> <li>• Customers from any band of Lincs Homefinder</li> <li>• Customers from a direct letting category</li> <li>• Any other groups as agreed between the Council and the Registered Provider or the Private Landlord.</li> </ul>
2.3	<b>Joining the housing register</b>

2.3.1	All customers must be registered on the Lincs Homefinder system before they will be considered for a Council property or a nomination to a Registered Provider. All customers should complete the online application to join the housing register.
2.3.2	The information provided on the application will be used by the Council to determine the size and type of property that the applicant requires and whether any further housing needs assessments are required.
2.3.3	The Council will only usually accept applications from customers and any other people who normally reside with them as a member of their family, or any other person that may be reasonably expected to reside with them.
2.3.4	An applicant can only be registered as the main or a joint applicant or a member of the household to be rehoused on one active housing application. Exceptions to this must be authorised by a senior manager. An example of an exception that will be considered is if there is shared care or access arrangements for children.
2.3.5	Any offer of housing made to City of Lincoln Council staff, elected members or staff working for or board members of a Registered Provider must be approved by a senior manager. This also applies to relatives and household members of these groups.
2.4	<b>Verifying information received on the housing application</b>
2.4.1	Where a housing application is completed with insufficient supporting information to enable the Council to process it, the application will not be accepted. A list of acceptable required documents will be provided (see Appendix B). Without this information an application will not be processed.
2.4.2	For any application which includes someone from abroad, proof of identification, nationality and immigration status will be required. Verification may be sought from the Immigration Services to safeguard the use and allocation of public funds.
2.4.3	Once all information has been received and the assessment of the application is complete the main applicant will be sent an acknowledgement advising them of: <ul style="list-style-type: none"> <li>• Their application reference number</li> <li>• The size of property they are entitled to</li> <li>• The housing need band that their application has been placed in</li> <li>• The band date</li> </ul>
2.5	<b>Keeping the housing register up to date</b>
2.5.1	The Council will update the housing register where appropriate, including <ul style="list-style-type: none"> <li>• When the customer informs the Council of a change in their circumstances</li> <li>• Following periodic reviews</li> </ul>

	<ul style="list-style-type: none"> <li>• As a result of receiving no response to contact, for example to an offer of accommodation</li> <li>• When updating information on the housing register, for example if during a data review it is noted that there are duplicate applications on the system</li> </ul>
2.6	<b>Dating of Application</b>
2.6.1	The initial registration date of an application will be the date the application is fully completed and submitted online. All relevant documentations requested should be provided within 14 days of initial contact. Failure to provide relevant documentation may result in a late registration date or cancellation of an application.
2.6.2	<p>The following explains how effective band dates will be awarded:</p> <ul style="list-style-type: none"> <li>• <b>New application</b> – the effective date will be the same as the applicants registration date. Assuming all required documents are received within 14 days, if not, then the date will be when all required documents are actually received.</li> <li>• <b>Change of circumstances which results in a higher band assessment</b> – the effective date will be the date the applicant provides satisfactory evidence of the change of circumstances.</li> <li>• <b>Change of circumstances which results in a lower band assessment</b> – the effective date will revert back to the registration date in use.</li> <li>• <b>Homelessness applications</b> – the effective date will be the date the homeless duty (prevention duty, relief duty or full duty) has been accepted and notified to the applicant.</li> <li>• <b>Refusal of reasonable offers</b> – the Council reserves the right to amend the effective date to the date of the second refusal of a reasonable offer of accommodation.</li> </ul>
2.6.3	<p>The exceptions to this are:</p> <ul style="list-style-type: none"> <li>• Armed forces personnel leaving the services who will have their priority award backdated to the date on their Cessation of Occupation Certificate</li> <li>• Care leavers – if it is the care leaver’s initial approach for rehousing their date will be backdated to their 18<sup>th</sup> birthday</li> </ul>
2.7	<b>Cancellation of Application</b>
2.7.1	<p>The Council reserves the right to cancel a customer’s application from the register:</p> <ul style="list-style-type: none"> <li>• On the request of the customer</li> <li>• If a customer does not meet the qualification criteria to be a tenant</li> <li>• If the applicant is under 18 years old (unless permission has been granted by a senior manager)</li> <li>• Where the customer has more than one application registered or appears on more than one application</li> <li>• Where a reply to any application reminder or request is not received within the specified time</li> <li>• If any correspondence is returned by the Post Office as undelivered</li> </ul>

	<ul style="list-style-type: none"> <li>• When the customer has been rehoused by the Council or a Registered Provider, including shared ownership schemes</li> <li>• If they complete a mutual exchange</li> <li>• Where a Council tenant completes the purchase of their home through the Council's right to buy scheme</li> <li>• When the Council is notified that a customer is deceased or has moved in to permanent residential care.</li> </ul>
2.8	<b>Suspension and cancellation of applications</b>
2.8.1	<p>We may suspend a housing application if there is good reason to do so, examples of this may be:-</p> <ul style="list-style-type: none"> <li>• The applicant has been asked, in writing, by telephone or by email for key information in relation to their application and we are waiting for an appropriate response</li> <li>• We have asked a support agency or support worker to provide additional key information about a household and are waiting for a reply from them.</li> <li>• If we are unable to contact an applicant following several attempts</li> <li>• Whilst awaiting response to an annual review request</li> <li>• Where required, an applicant refused a home visit</li> </ul>
2.8.2	<p>The Council will contact the customer using the last known contact details they were provided with and inform the applicant that their application has been cancelled. In the event of a customer's death the Council will cancel the application after receiving written confirmation from the Registrar, the deceased applicant's executor, personal representative or next of kin.</p>
2.8.3	<p>Should a customer subsequently wish to re-join the register they will be required to complete a new application which will be processed based on their current circumstances and with the subsequent registration date.</p>
2.8.4	<p>If a customer's housing application was cancelled within 14 days of the date on their application the date will be backdated to that of the original application. Where the housing application was cancelled over 14 days after the date of registration it will not be backdated unless there are exceptional circumstances.</p>
2.9	<b>False statements and withholding information</b>
2.9.1	<p>It is an offence for anyone to knowingly or recklessly make a statement that is materially false, or to deliberately withhold information which the Council reasonably requires them to give, or fails to notify the Council of changes regarding their housing circumstances.</p>
2.9.2	<p>The City of Lincoln Council takes fraud seriously, including cases of people:</p> <ul style="list-style-type: none"> <li>• Applying to the Council as homeless when they already have somewhere to live</li> <li>• Applying for council housing using false information or identity</li> </ul>

	<ul style="list-style-type: none"> <li>• Subletting or not living at their Council property, where this contravenes the tenancy agreement</li> </ul>
2.9.3	The Council will take legal action against customers who give false information or withhold information regarding their housing application which may include criminal prosecution under the Prevention of Social Housing Fraud Act 2013. If the customer has been allocated a property in these circumstances then the Council or other landlord may take court action to evict the customer.
3.	<b>Scope of the lettings policy</b>
3.1	<b>Definition of a let</b>
3.1.1	<p>All lettings within Part 6 of the Housing Act 1996 will be made as one of the following depending upon the applicant's circumstances:</p> <ul style="list-style-type: none"> <li>• An introductory tenancy</li> <li>• A secure tenancy</li> <li>• A fixed term tenancy</li> <li>• A temporary licence</li> <li>• A nomination to a Registered Provider</li> </ul> <p>Lettings will be made in accordance with the relevant legislation.</p>
3.1.2	The Council will normally grant an introductory or a secure tenancy. All new tenants will be introductory tenants unless they have transferred from another secure tenancy held with the City of Lincoln Council, another Local Authority or are a transferring tenant of a Housing Association.
3.1.3	Where more than one adult applies for housing together they can normally apply as joint tenants. Joint tenancies will only be granted where both the main and joint applicants are eligible and qualifying.
3.1.4	<p>The housing register will include customers who may be eligible for:</p> <ul style="list-style-type: none"> <li>• Service tenancies for employees of the Council</li> <li>• Non-secure Council tenancies created by the Housing Act 1985</li> </ul>
3.2	<b>Local lettings policies</b>
3.2.1	The Council may operate local lettings policies to enhance the sustainability of defined communities or to allocate a proportion of new build properties to existing tenants. Where a local lettings policy operates preference for offers of accommodation may be given to particular applicant groups outside of the reasonable preference categories. Local lettings policies will be approved by the Council for particular properties or groups of properties and will be reviewed regularly.
3.2.2	Overall, preference for allocations will be given to applicants using the priority banding system and local lettings policies will not discriminate unjustifiably, directly or indirectly, on equality grounds.

3.2.4	Should a property be subject to a local lettings policy the criteria will be clearly indicated when the property is being advertised through the choice based lettings scheme.
3.3	<b>Council tenancies granted outside of Part 6 of the Housing Act</b>
3.3.1	A customer may take over a tenancy outside of Part 6 of the Housing Act which is other than through the housing register. Reasons for this include succession, assignment, mutual exchange and through tenancy management where a joint tenancy becomes a sole tenancy or a sole tenancy becomes a joint tenancy.
4.	<b>Eligibility for offers of accommodation (under Part 6 of the Housing Act 1996)</b>
4.1	<b>Eligible customers</b>
4.1.1	Applicants should be aged 18 years or over.
4.1.2	Applications from the following groups will normally be considered: <ul style="list-style-type: none"> <li>• Persons not subject to immigration control taking account of nationality and immigration.</li> <li>• British nationals who are habitually resident in the Common Travel Area (CTA) is United Kingdom, Channel Islands, Isle of Man or Republic of Ireland.</li> <li>• Commonwealth citizens who have the right of abode and are habitually resident in the CTA.</li> <li>• European Economic Area (EEA) nationals who have the right to reside in the UK and are habitually resident in the CTA.</li> </ul>
4.1.3	Persons subject to immigration control who have been granted: <ul style="list-style-type: none"> <li>• Refugee status</li> <li>• Humanitarian Protection or Discretionary Protection, provided they are eligible for public funds</li> <li>• Indefinite Leave to Remain, provided that they are habitually resident in the CTA and their Leave to Remain was not granted in the previous five years on the basis of sponsorship given in relation to maintenance and accommodation (or if their sponsor has died)</li> <li>• Persons subject to immigration control who are nationals of a country that has ratified the European Convention on Social and Medical Assistance (ECSMA) or the European Social Charter (ESC) provided that they are habitually resident in the CTA and lawfully present in the UK.</li> </ul>
4.1.4	In addition to European Nationals who are habitually resident in the UK, and can prove they have a current British National Insurance Number, applications from the following groups of people will also be considered: <ul style="list-style-type: none"> <li>• A person granted refugee status when his/her request for asylum is accepted.</li> </ul>

	<ul style="list-style-type: none"> <li>• Persons granted exceptional leave to enter or remain. This will be someone who has failed in the request for asylum, but has been given leave to remain where there are compelling, compassionate circumstances.</li> <li>• Persons granted indefinite leave to remain in the UK who are regarded as having settled status. Applicants still have to establish habitual residence.</li> </ul>
	Under the Housing Act 1996, local authorities must consider whether applicants are eligible for housing assistance. This relates to some people who may have been living abroad or do not have permanent permission to remain in the UK. Any person making an application who is identified as falling under the Asylum and Immigration Act 1996 will be assessed in accordance with the Act. We reserve the right to seek advice and assistance to resolve the issue of eligibility.
4.2	<b>Ineligible applicants</b>
4.2.1	Those who cannot join the choice based lettings scheme are: <ul style="list-style-type: none"> <li>• Persons who are ineligible to reside in the United Kingdom</li> <li>• Persons granted exceptional leave to enter or remain but do not have recourse to public funds.</li> </ul>
4.2.2	There may be cases where an ineligible person forms part of a household with others who are eligible. It is important to note that whilst the ineligible person cannot be granted a tenancy they may be taken into account in the size of accommodation to be offered, but the tenancy will only be granted to the individual who is eligible.
4.3	<b>Qualification criteria to a council tenant</b>
4.3.1	When an application is registered, or while it remains on the housing register, the council may decide the customer is non-qualifying. The council will consider whether the customer or a member of his/her household, should be considered to non-qualifying on the grounds of unacceptable housing-related behaviour.
4.3.2	Each case will be considered on its own merits following an assessment of the circumstances of the case. This will include whether there has been any modification in the behaviour of the applicant or their household and whether there are any extenuating circumstances such as vulnerability or safeguarding issues. This improved behaviour must be demonstrated for a minimum of 12 months.
4.3.3	Customers will be treated as meeting the qualification criteria unless subsequently found to be non-qualifying. If the customer does not meet the criteria to be a tenant their housing application will be cancelled.
4.4	<b>Non-qualifying persons</b>



4.4.1	<p>The following will normally be considered to be non-qualifying persons and therefore unable to join the choice based lettings scheme:</p> <ul style="list-style-type: none"> <li>• Applicants who cannot evidence a local connection – see section below</li> <li>• Existing social housing tenants who have not been in their current home for 12 months</li> <li>• Applicants that have purchased property via a Council’s Right to Buy scheme in the last 5 years</li> <li>• Applicants that have benefited from either a disabled facilities grant/adaption or renovation grant in the last 5 years</li> <li>• Applicants that have demonstrated serious unacceptable behaviour</li> <li>• Applicants with housing related debt</li> <li>• Applicants that have breached a condition of their current or a previous tenancy</li> <li>• Applicants or an applicant with a household member that has a history of causing anti-social behaviour</li> <li>• Applicants that have used their home for illegal or immoral purposes</li> <li>• Applicants that have been convicted of an offence in the locality of their home</li> <li>• Applicants that caused their property condition to deteriorate</li> <li>• Applicants that used false information to obtain a tenancy</li> </ul> <p>A senior manager is able to approve exceptions to the above.</p>
4.5	<b>Residency Qualification</b>
4.5.1	<p>To qualify for a local connection the applicant must:</p> <ul style="list-style-type: none"> <li>• Be a current resident within Lincoln and have been for at least 24 months</li> <li>• Have had their current main place of permanent employment in Lincoln for a continuous period of at least 12 months. This must be the applicant’s main place of employment and not the head office of the company they are employed by.</li> <li>• Be an applicant who has been accepted under homeless duty with the City of Lincoln Council or as a reciprocal arrangement with another housing organisation</li> <li>• Certain members of the Armed Forces community are exempt from any residency requirements, by virtue of regulations made under section 160ZA (8) of the Housing Act 1996 (See section 5.1.4 of this policy)</li> <li>• Be a refugee who have been granted leave to remain and have been dispersed to Lincoln</li> <li>• Be an applicant who has been accepted from outside of the area as part of a Witness Protection recommendation</li> <li>• Be an applicant from outside of Lincoln who is a victim of domestic abuse or fleeing other violence and/or harassment and who cannot return to the area where they were living in fear of harm and a homelessness duty has been accepted</li> <li>• Be a care leaver (who has been in care with Lincolnshire County Council and qualifies for rehousing under the Lincolnshire Care</li> </ul>

	<p>Leavers agreement) applying for their first permanent accommodation following their 18<sup>th</sup> birthday or six months prior to their 18<sup>th</sup> birthday, in preparation for them to be awarded a tenancy on or after their 18<sup>th</sup> birthday.</p> <ul style="list-style-type: none"> <li>• Be awarded a local connection in other exceptional cases and this has been authorised by a senior manager. Examples of exceptional circumstances could include: <ul style="list-style-type: none"> <li>○ Have previously lived in Lincoln for at least 24 months (whilst aged 18 or over) within the last 5 years and are returning for employment or carer obligations</li> <li>○ Be an immediate family member of a current resident of Lincoln (family members are defined as parents or guardians, adult children or brothers or sisters that have lived within the city for at least five years) and wish to live in Lincoln to provide essential care</li> </ul> </li> </ul>
4.5.2	<p>The following do not give an applicant a local connection:</p> <ul style="list-style-type: none"> <li>• Living in bail hostels or approved premises</li> <li>• Occupying a mobile home, caravan or motor caravan which is not placed on an official mobile home or caravan park</li> <li>• Hostel residents from outside of Lincoln who have not otherwise lived in Lincoln for a period of 24 months</li> <li>• Those residing in supported accommodation</li> <li>• Those occupying student accommodation – hall of residence and all other accommodation sourced in connection to education</li> <li>• Those residing in prison within the area</li> <li>• Those residing in hospital, in-patient or residential care settings</li> <li>• Those that cannot evidence a qualifying connection</li> </ul>
4.6	<b>Existing social housing tenants</b>
4.6.1	This policy aims to promote settled and sustainable communities, therefore social housing tenants who have not been in their current home for 12 months will be considered non-qualifying and not accepted on to the scheme.
4.6.2	Any exceptional cases where an applicant's household circumstances have significantly changed and the applicant was not aware or anticipating the change prior to taking their current tenancy can be considered by a senior manager.
4.7	<b>Right to buy</b>
4.7.1	Where an applicant or member of the moving household has benefited from a Right to Buy in the last five years they are not eligible to apply for rehousing on Homefinder.
4.7.2	This will not apply in exceptional circumstances, where it is considered that a household's circumstances or housing needs have changed significantly since the completion of the purchase.

4.8	<b>Disabled Facilities/Renovation Grants and Adaptations</b>
4.8.1	Where an applicant or member of the moving household has benefited from the either a disabled facilities grant/adaption or renovation grant they will not normally be accepted onto the housing register within the first five years.
4.8.2	This will not apply in exceptional circumstances, where it is considered that a household's circumstances or housing needs have changed significantly since the completion of the relevant works.
4.9	<b>Serious unacceptable behaviour</b>
4.9.1	This can relate to anti-social behaviour, criminal behaviour, nuisance, property condition and/or any significant housing related debt.
4.9.2	When deciding whether or not to allow an applicant to join the scheme or to be offered a tenancy the council are entitled to take into account relevant current and previous behaviour of the applicant and or/ members of their household.
4.9.3	It is the responsibility of an applicant to provide reasonable information to enable their application to be processed and assessed. Applications will not be registered until the council have received all the required information and are satisfied that an applicant, and their household, is eligible and a qualifying person.
4.9.4	In determining the issue it is not necessary for the applicant to have actually been a tenant of the council when the behaviour occurred. Furthermore, the behaviour is not limited to that caused by the applicant and/or their household, it extends to behaviour caused by visitors to an applicant's home for which they were responsible.
4.9.5	The following contains examples of where we may consider applicants as non-qualifying and therefore not eligible to join the scheme, due to evidence of serious unacceptable behaviour as the council may consider them unsuitable as a tenant. This includes but is not limited to: Drug dealing Serious violent or sexual offences Serious ASB Eviction from a previous council tenancy due to rent arrears or ASB
4.10	<b>Housing related debt</b>
4.10.1	Housing related debt, generally determined, but not limited to the equivalent of 8 weeks rent liability or more. The definition of housing related debt includes rent arrears owed to any landlord, the costs of repairing damage to accommodation, mortgage arrears owed to the council or any other lender, other Registered Provider's debts including Housing Benefit overpayment and rent advance or deposit payments and court costs.

4.10.2	The council expects applicants with housing related debt to either pay the debt in full or reduce the debt to less than the equivalent to 8 weeks rent liability followed by regular payments of an acceptable amount to reduce the debt for a minimum of 13 consecutive weeks and ongoing to reduce the debt. Any exception to this must be authorised by a senior manager.
4.10.3	The qualification criteria will not normally be applied on the basis of rent arrears alone where the council has: <ul style="list-style-type: none"> <li>• Assessed the customer as fleeing violence</li> <li>• Assessed the customer as needing to move urgently due to suffering severe harassment (including racial, sexual or homophobic harassment, any form of hate crime or because of their disability or age)</li> <li>• Accepted the customer for rehousing under the Witness Protection Scheme</li> </ul>
4.11	<b>Breach of tenancy condition</b>
4.11.1	Any breach of tenancy for which possession action has been or is being pursued will result in the applicant not normally qualifying for the choice based lettings scheme. If the council has evidence that the applicant is breaking their tenancy conditions the council may not offer accommodation until the breach has been remedied. This includes, but is not limited to damaging the property, making structural alterations without consent, allowing the garden to become neglected or overgrown, poor internal decoration and cleanliness standard. This also applies to applicants whose landlord is another Local Authority, Registered Provider or Private Landlord. The City of Lincoln Council may visit their tenants to inspect their property before the offer of another tenancy is made.
4.11.2	If the applicant has previously been evicted from a Registered Provider they would normally be ineligible until they have demonstrated for a period of 12 months that their behaviour has improved to a standard that would not constitute a breach of tenancy or for enforcement action to be taken against the applicant.
4.12	<b>Anti-social behaviour</b>
4.12.1	If an applicant has been subject to or is subject to an Anti-Social Behaviour Injunction, a Criminal Behaviour Order, a Community Protection Notice, a Closure of Premises Order, or has been in breach of any of those orders, or a Possession Order or notice has been served for anti-social behaviour. For an applicant to qualify for the scheme they must demonstrate that their behaviour has improved over a period of 12 months and that they are capable of being a responsible tenant before they are able to reapply,
4.13	<b>Use of the home for illegal or immoral purposes</b>

4.13.1	If the applicant or a member of their household has a conviction for using their home for illegal or immoral purposes they will not normally qualify for the scheme until they can demonstrate that their behaviour has improved and that they are capable of being a responsible tenant.
4.14	<b>Convicted of an offence in the locality of their home</b>
4.14.1	If the applicant, or a member of their household has been convicted of an offence that was committed in, or in the locality of, their home, or committed elsewhere against a person with a right to reside in, or occupy housing accommodation in the locality, or was committed elsewhere against the landlord of their home, or a person employed in connection with the exercise of the housing management function and the conduct affects those functions (either directly or indirectly).
4.14.2	For the purposes of this policy the locality is defined as within the city of Lincoln or within a 3 mile radius of the boundary of the city. If the offences were committed against a landlord or member of staff that did not operate within the city of Lincoln the locality is deemed to cover the location at which the offence was committed.
4.15	<b>Property condition</b>
4.15.1	Causing the condition of the property to deteriorate by a deliberate act of by neglect.
4.16	<b>Making a false statement to obtain a tenancy</b>
4.16.1	Should an applicant have been found to obtain their current or a previous tenancy using a false statement they will not normally qualify for the scheme.
4.16.2	Each case will be assessed on its own merits and any exceptions to the qualification criteria must be authorised by a senior manager.
4.16.3	If the council decides that an applicant does not meet the qualification criteria to be a tenant the customer will be notified in writing of the decision and the reasons for it.
4.16.4	The customer may request a review of the decision to find them non-qualifying to be a council tenant.
4.16.5	If the customer considers that they should no longer be regarded as non-qualifying to be a tenant, they have the right make a fresh application for rehousing, providing evidence that this is no longer the case, ie cleared arrears (even if they have not requested a review).
4.17	<b>Reduced preference to be a council tenant</b>
4.17.1	A customer's behaviour, and that of any household member, will be taken into consideration when making an offer of accommodation. If the

	behaviour is not deemed to be serious enough to justify a decision to treat the customer as non-qualifying, a customer in the Bands One or Two may be given less preference in the allocation of a property than a customer in the same band as them without a record of such behaviour.
4.17.2	Each case will be considered on its own merits following an assessment of the circumstances. This assessment will consider whether there has been a modification in their behaviour and whether there are any exceptional circumstances such as vulnerability or safeguarding issues.
4.17.4	Customers who have deliberately worsened their circumstances may also have their priority reduced. For example, if a homeless applicant refuses a suitable offer of accommodation their banding may be reduced to Band Three for a period of 6 months from the date of the most recent unreasonable refusal.
4.17.5	If the council decides to reduce a customer's priority the customer will be notified in writing of the decision and the reasons for it. The customer may request a review of the decision to reduce their preference - see procedure below.
4.17.6	Once the Authority is satisfied that the behaviour is remedied or improved to a satisfactory standard the reduction in preference will be removed. An example would be an applicant reducing their rent arrears to below 8 weeks or demonstrating their behaviour has improved for a 12 month period.  This decision must be authorised by a senior manager.
4.18	<b>Exceptional circumstances</b>
4.18.1	The Authority will consider any request from households with exceptional circumstances who would not normally qualify for housing. Each case will be assessed on an individual basis.
5.	<b>Determining housing need</b>
5.1	<b>Housing needs bands</b>
5.1.1	Customers will have their housing needs categorised into one of the three bands on Lincs Homefinder to reflect the degree of housing need they have; <ul style="list-style-type: none"> <li>• One</li> <li>• Two</li> <li>• Three</li> <li>• Transfer</li> </ul>
5.1.2	The Housing Act 1996, as amended, states that when determining priorities under the lettings policy, the council must give reasonable preference to certain categories of people. This currently includes those: <ul style="list-style-type: none"> <li>• Who are homeless</li> </ul>

	<ul style="list-style-type: none"> <li>• Who the local authority has a duty to accommodate</li> <li>• Occupying insanitary, overcrowded or unsatisfactory housing conditions</li> <li>• Who need to move on medical or welfare grounds</li> <li>• Who need to move to a particular locality to reduce hardship</li> </ul>
5.1.3	The Council normally assesses the customer's housing need based on their usual residence, but where the customer has a legal interest in another property, the council will consider whether the customer could reasonably be expected to move to or return to that property.
5.1.4	<p>The City of Lincoln Council has signed up to the Armed Forces Covenant and fully supports its aims and objectives.</p> <p>Certain members of the Armed Forces community are exempt from any residency requirements, by virtue of regulations made under section 160ZA (8). These are:</p> <p>a. Those who are currently serving in the Regular Armed Forces or who were serving in the Regular Forces at any time in the 5 years preceding their application for an allocation of social housing.</p> <p>b. Bereaved spouses or civil partners of those serving in the Regular Forces where (i) the bereaved spouse or civil partner has recently ceased, or will cease, to be entitled to reside in Ministry of Defence accommodation following the death of their Service spouse or civil partner, and (ii) the death was wholly or partly attributable to their service.</p> <p>c. Serving or former members of the Reserve Armed Forces who are suffering from a serious injury, illness or disability which is wholly or partly attributable to their service.</p> <p>Consideration may also be given to family members resident with a member of the Armed Forces (example; adult children) who may need to leave the family home and also divorced / separated spouses or civil partners of Service personnel who need to move out of accommodation provided by the Ministry of Defence.</p>
5.1.5	Where the Council has assisted a homeless household to obtain a tenancy in the private rented sector to prevent or relieve their homelessness, the applicant is able to remain on the housing register in the band (and with the application date) that they were awarded prior to securing a tenancy. This will be reviewed annually and if the applicant is assessed as having secured adequate accommodation, they may be contacted and advised that their priority is being reduced.
5.2	<b>Summary of bands on Lincs Homefinder</b>
5.3	<b>Band One</b>

	This band consists of customers requiring urgent rehousing where the council has a legal duty to consider them for accommodation.
5.3.1	<b>Homeless</b>
	<p>Where the City of Lincoln Council has accepted a duty in accordance with the Housing Act 1996, Part 7 as amended</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Statutorily homeless customers that have been awarded a full duty ie eligible, homeless, in priority need, unintentionally homeless and with a local connection to Lincoln</li> <li>• Homeless applicants that are in the Relief stage and complying with their Personalised Housing Plan</li> </ul>
5.3.2	<b>Medical</b>
	<p>Where the customer or household member's medical condition is being severely affected or exacerbated by the property they currently reside in and it is not reasonably and practicably capable of being adapted. This must be verified by self-assessment and a medical professional.</p> <p>Examples include where the customer:</p> <ul style="list-style-type: none"> <li>• Is unable to return home from hospital or residential care because the property does not meet their medical needs (hospital discharges) and where a move to temporary accommodation would be inappropriate</li> <li>• Requires rehousing to prevent an admission to hospital, residential care or nursing home</li> <li>• Is unable to access any of the facilities in their current property</li> <li>• Has extreme difficulty mobilising within their current property</li> <li>• Has extreme difficulty accessing the property owing to steps or slopes leading to doorways</li> <li>• Requires an adapted property to meet their needs</li> <li>• Requires extra facilities on health grounds, for example a bedroom or a bathroom (see criteria for an extra bedroom)</li> <li>• Urgently requires older person's housing because of their medical history, vulnerability, being at risk in their current property and requires housing related support</li> <li>• Requires suitable adapted accommodation because of a serious injury, medical condition or disability which he or she, or a member of their household, has sustained as a result of service in the Armed Forces.</li> </ul>
5.3.3	<b>Housing conditions</b>
	<p>Where a customer, or their household, needs to move due to the condition of their property.</p> <p>Examples:</p>



	<ul style="list-style-type: none"> <li>• Customers whose property has been approved for clearance by a Council Executive decision, eg compulsory purchase order, prohibition order or emergency prohibition order (not due to wilful neglect/damage)</li> <li>• On referral from the council's Private Sector or Environmental Health teams where major works are required to a customer's property making it uninhabitable, eg private rented properties where there is no alternative measure to render the property habitable</li> <li>• On assessment of disrepair by the council the property is uninhabitable</li> <li>• Households assessed as being statutorily overcrowded in their last settled address</li> <li>• Households with dependent children who are overcrowded by two or more bedrooms.</li> </ul>
5.3.4	<b>Additional needs: General</b>
	<p>Where a customer, or a member of their household, needs to move on welfare or hardship grounds which do not fall into other categories.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Customers requiring rehousing due to their care or support needs where medical priority is not applicable but there is a demonstrable need to move eg to give or receive support, or to access specialised medical facilities. Approval for this must be given by a Senior Manager. Customers requiring rehousing due to harassment, including racial, sexual or homophobic harassment or abuse, or other hate crimes where a need to move is agreed in conjunction with Police or Social Care eg to assist in the delivery of a care plan, witness protection, safeguarding procedures, or as a result of a Lincoln Multi Agency Risk Assessment Conference</li> <li>• Customers under occupying in their current Lincoln council home where the move will achieve best use of social housing stock, leaving vacant possession</li> <li>• City of Lincoln Council service employees and service occupants required to move from service tenancies or service occupation, for example, due to retirement</li> <li>• Customers with dependent children who have moved into or are living in council high rise accommodation may be awarded this banding but only with the approval of a senior manager and/or the Tenancy Services Manager.</li> <li>• Where a current tenant needs to move using a management transfer with the agreement of a senior manager</li> <li>• Where an applicant is residing in council accommodation under Use &amp; Occupation and the property is not of a suitable size for the applicant to qualify to stay there or they do not wish to stay there</li> </ul>
5.4	<b>Band Two</b>
	This band consists of those customers in non-urgent need that the council has a legal duty to consider for rehousing.

5.4.1	<b>Homeless</b>
	<p>All categories of homeless people who are not statutorily homeless.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Not in priority need</li> <li>• Homeless applicants in the prevention stage and complying with their Personalised Housing Plan</li> <li>• Intentionally homeless with priority need (if eligible for Homefinder)</li> </ul>
5.4.2	<b>Medical</b>
	<p>Where the customer, or household member, is experiencing difficulties in the property they reside in, and their current home is not reasonably and practicably capable of being adapted and this is verified by self-assessment and a medical professional.</p> <p>Examples include where the customer:</p> <ul style="list-style-type: none"> <li>• Has difficulty negotiating the stairs in the property</li> <li>• Has difficulty accessing the property owing to steps or slopes leading to doorways</li> <li>• Needs to move because the property is having a detrimental effect on their physical or mental well-being which could lead to a deterioration in their medical condition</li> <li>• Requires the facilities of older person's housing on age or individual needs for housing related support</li> <li>• Has a medical need for improved heating which cannot be secured in the current property</li> </ul>
5.4.3	<b>Housing Conditions</b>
	<p>Where a customer needs to move due to the condition of their property.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Households with dependent children who are overcrowded by one bedroom in their settled accommodation where they have permanent residency</li> <li>• Customers lacking essential services, for example, no cold running water, no inside WC or no utility connections to heat the house which cannot be rectified</li> <li>• Lacking essential facilities or sharing with a household that are not moving but have permanent residency of dependent children</li> </ul>
5.4.4	<b>Additional needs: general</b>
	<p>Where a customer, or member of the household, needs to move on welfare or hardship grounds which do not fall into the other categories.</p> <p>Example:</p>

	<ul style="list-style-type: none"> <li>• Customers requiring rehousing to recover from the effects or threats of violence or physical, emotional or sexual abuse (with evidence from relevant Agency)</li> <li>• Financial difficulties that could be alleviated by moving, but not due to own deliberate act</li> <li>• Victim of neighbour nuisance with supporting evidence from the Public Protection &amp; Anti-Social Behaviour Team or Tenancy Services</li> </ul>
5.4.5	<b>Additional needs: children</b>
	<p>Where a customer needs to move because of the needs of a child in the household on welfare or hardship grounds which do not fall into the other categories.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>• To facilitate fostering or adoption arrangements on referral from Children's Services</li> <li>• To assist carers to find suitable accommodation</li> <li>• Family living separately who have previously lived together but current housing circumstances do not allow</li> </ul>
5.5	<b>Band Three</b>
5.5.1	<p>This band consists of customers who can demonstrate a local connection to Lincoln and who do not meet the criteria for Bands One and Two.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Customers that have no assessed housing need</li> <li>• Customers whose priority has been removed after they have refused two reasonable offers of accommodation</li> <li>• Customers who have deliberately worsened their circumstances</li> <li>• Homeless applicants that are assessed as being intentionally homeless</li> <li>• Customers that are financially able to resolve their own housing situation (have savings, shares or property or are in receipt of a salary in excess of the national average salary)</li> </ul>
5.6	<b>Transfer Band</b>
5.6.1	<p>This band consists of current City of Lincoln Council tenants that wish to be rehoused into alternative council accommodation.</p> <p>The aim for this banding is to enable the council to facilitate an annually agreed percentage of transfers to aid the movement and flow of households to ensure that the housing stock is being adequately used.</p> <p>Applicants will be prioritised using the same criteria that is applied for all non-transfer applicants. This will ensure that transfer applicants that can demonstrate a higher level of housing need will be given a higher priority for rehousing.</p>

5.7	<b>Change of Circumstances</b>
5.7.1	An applicant will have their housing need reassessed following a change of circumstances but may also request that their housing need be reassessed at any time during the lifespan of their application.
5.8	<b>Deliberate worsening of circumstances and reduced preference</b>
5.8.1	<p>If an applicant has deliberately and knowingly made their housing situation worse so that they are awarded a higher housing needs band than the one that they would otherwise have been awarded, the applicant will be subject to reduced preference which will mean that those applicants will only be considered for offers of accommodation after all other applicants. These applicants will also not usually be considered for a direct offer of accommodation. This can be applied on acts or omissions by the applicant or a member of the household.</p> <p>The decision to reduce preferences will be reviewed if the applicant has a change of circumstances.</p>
5.9	<b>Permanent decants (clearance)</b>
5.9.1	Should an applicant's property be scheduled for demolition or purchase under a Housing related decision or Executive Committee decision, the council will award affected customers Band One: Housing Conditions and encourage the customers to bid for properties and also consider the customers for a direct offer of accommodation made by a direct letting.
5.10	<b>Length of time in a priority band</b>
5.10.1	<p>Applicants in Bands One and Two will normally be given 180 days preference for rehousing through the choice based lettings scheme. If the customer has failed to bid for a property they may lose their priority preference and be placed in Band 3.</p> <p>Where the Council has a duty to secure accommodation for a statutorily homeless applicant they will be considered for a direct offer of accommodation as soon as a suitable property has been identified.</p>
5.11	<b>Priority limit extension</b>
5.11.1	An applicant may request an extension of their priority award. All requests for extensions will be considered after the applicant has been in the priority bands for over 150 days.
5.11.2	<p>The decision on whether to extend the priority award will be determined by:</p> <ul style="list-style-type: none"> <li>• If there has been a change in the customer's circumstances since the priority was awarded</li> <li>• Whether the customer has been bidding for accommodation</li> </ul>

	<ul style="list-style-type: none"> <li>• Whether the customer has any support needs relating to their rehousing</li> <li>• The number of properties being advertised that are suitable for the applicant's needs</li> <li>• The level of demand for suitable properties</li> <li>• The position for properties the applicant has expressed an interest on</li> <li>• If the customer has completed reasonable actions required by them as part of their Personal Housing Plan under the Homelessness Reduction Act 2018.</li> </ul>
5.11.3	Notification of the decision of whether to extend the priority award will be sent to the customer and the customer has a right to request a review of the decision if it is not to extend their priority.
5.12	<b>Bedroom requirements</b>
5.12.1	The Council allocate their properties ensuring that the customers are considered for accommodation that is appropriate to the needs and size of their household. The number of bedrooms required is based on a calculation of how many people are to be rehoused and the ages and gender of any children.
5.12.2	<p>A separate bedroom should be available for:</p> <ul style="list-style-type: none"> <li>• Each adult (age 18 years or over) except when living together as partners</li> <li>• Two children, where they are not the same gender and one is 10 years or over</li> </ul> <p>NOTE: Children under 1 will not normally be taken into consideration for this calculation</p> <p>In normal circumstances no more than two people will be expected to share a bedroom.</p> <p>For further information see Appendix C – Property Eligibility</p>
5.12.3	On receipt of a proof of pregnancy (a MAT B1 form or doctor's or midwife's letter) the pregnancy will be noted. Upon receipt of the birth certificate the child will be included in the bedroom calculation. For the purposes of their calculation, the child is assumed to be able to share a bedroom with adults or children up to their first birthday.
5.12.4	<p>The Council may also consider awarding an extra bedroom in certain circumstances should supporting evidence be provided. Examples are:</p> <ul style="list-style-type: none"> <li>• Where an applicant requires a carer (that is in receipt of Disability Living Allowance or Personal Independence Payment (PIP) and proof has been provided) to live with them or if medical equipment or adaptations require additional space</li> </ul>

	<ul style="list-style-type: none"> <li>• An applicant requiring additional space due to a medical condition</li> <li>• Where an adaptation is required and the property can be adapted</li> <li>• If a request has been submitted by Children's Services or an Occupational Therapist.</li> </ul>
5.12.5	The Council shall make a decision regarding which parent or guardian it deems has the primary care of a child. These decisions will be based on the individual merits of the case and will take into account receipt of the child benefit, court orders, percentage of time spent caring for the child, how regular and permanent the arrangement is and whether the Council already provides any accommodation for the primary carer.
5.12.6	Should a customer not have primary care of dependent children, but shares care, either as a result of an informal arrangement or a court order, the Council will consider the size and type of accommodation that is appropriate on a case by case basis.
5.12.7	In exceptional circumstances consideration may be given to permit customers to under occupy or over occupy a property. The customer must agree to this in writing and approval must be given by a senior manager.
5.12.8	In exceptional circumstances a customer may be considered for a range of property sizes to maximise their opportunity to secure suitable rehousing.
6.	<b>Choice Based Lettings</b>
6.1	<b>Property type</b>
6.1.1	The Council will allocate different property types to particular groups of customers.
6.1.2	Adapted properties are normally offered to customers requiring the adaptations, as assessed by an Occupational Therapist. The Council may advertise such properties as giving preference to applicants that require the adaptations.
6.1.3	Sheltered accommodation and older persons schemes are normally offered according to the following criteria: <ul style="list-style-type: none"> <li>• Applicants in need of supported accommodation who fulfil any determined assessment criteria, this will be determined, where appropriate by a sheltered housing needs assessment, to assess individual needs and independence and the ability of the sheltered service to meet those needs</li> <li>• Applicants or their partner are 60 years or over, taking into account the requirements of the scheme and community.</li> </ul>
6.1.4	Houses and maisonettes with two or more bedrooms will normally be allocated to households with primary care of dependent children ahead of households made up of parents and guardians with access to children or

	<p>households made up of adults only. Parents without primary care will normally be considered for flats. Houses and maisonettes will also be allocated to households with an appropriate medical recommendation if the property is reasonably and practicably capable of being adapted to their needs.</p> <p>Please see Appendix C – Property Eligibility for further information.</p>
6.1.5	<p>There may be occasions when the Council are required to apply a set of criteria when allocating a property and this is known as a sensitive letting. An example of this is bypassing an applicant during the shortlisting process if the applicant is known to be vulnerable to the behaviours of tenants already residing within the locality of the property.</p>
6.2	<p><b>Properties suitable for customers with pets</b></p>
6.2.1	<p>If an applicant or tenant wishes to keep a pet in a Council home they require written permission. The Council's Pet Policy contains further details.</p>
6.3	<p><b>Carers, Prospective/Approved Adopters and Foster Carers</b></p>
6.3.1	<p>Applicants with a disability or other need who require an additional bedroom to accommodate a carer are required to provide an approved and detailed Care Plan. Such Care Plans will need to be shared with all Registered Providers so that appropriate accommodation can be considered. The Council will work closely with the relevant Children's Services departments, on an individual case basis to assist in meeting the needs of prospective and approved adopters and foster carers and duties under s22G of the Children Act 1989.</p>
6.4	<p><b>Advertising Vacancies and Bidding</b></p>
6.4.1	<p><b>Advertising cycle</b></p>
6.4.2	<p>Once applicants are registered they are able to start looking for a suitable vacancy. Vacancies will be advertised on a weekly basis from midnight on Wednesday to midnight on the following Monday (6 days). Adverts will include key property attributes, local facilities and eligibility criteria.</p>
6.4.3	<p>Vacancies will be advertised in the following ways:</p> <ul style="list-style-type: none"> <li>• <b>Lincs Homefinder Website</b> – <a href="http://www.lincshomefinder.co.uk">www.lincshomefinder.co.uk</a> The Council's website directs users to this website to allow applicants to view available properties and apply 'on-line' for properties of their choice. Access to the website is available in some of the Partner's reception areas.</li> <li>• <b>Reception Areas</b> – Registered Providers may advertise vacancies in their reception areas.</li> <li>• <b>Dispersed office locations</b> – the Council and Registered Providers may circulate a list of vacancies to assist with access should any applicant approach them for information.</li> </ul>

6.4.4	<p>There are occasions when properties may not be advertised using the advertising cycle and will be allocated using a direct let process. A direct let is when an officer identifies a property as being suitable for the needs of an applicant that has a specific and urgent need for rehousing.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Current Council tenants requiring a transfer because they are at risk of violence</li> <li>• Current Council tenants whose homes are due to be demolished</li> <li>• Homeless applicants</li> <li>• During periods of exceptional circumstances</li> </ul> <p>See Section 11 for additional information.</p>
6.5	<b>Withdrawing adverts</b>
6.5.1	<p>Occasionally, the Council may be required to withdraw a property advert, for instance:</p> <ul style="list-style-type: none"> <li>• If it becomes apparent that the property may be let through direct lets in accordance with this policy</li> <li>• The current tenant of the property being advertised has withdrawn their notice terminating their tenancy of that property, so the property is no longer available,</li> <li>• Significantly incorrect information had been advertised in respect of the property or the applicants' eligibility for that property.</li> <li>• Where the property is required by the Council in an exceptional circumstance</li> </ul>
6.6	<b>Bidding for a vacancy</b>
6.6.1	<p>Applicants are restricted to making 2 bids in each cycle. Where an applicant meets the property eligibility, bids can only be placed during the bidding cycle, and should be placed through the applicants individual online account by themselves or their advocates.</p>
6.6.2	<p>Where a vacancy has been advertised and no bids have been received, or been successful, the vacancy may be re-advertised and may be allocated on a first come first served basis subject to the usual eligibility criteria.</p>
6.6.3	<p>Bids for individual vacancies are ranked by banding and banding date, firstly those with a local connection to Lincoln.</p>
7.	<b>Shortlisting and Offers</b>
7.1.1	<p>At the end of the advertising cycle, applicants who have bid will be shortlisted according to their eligibility criteria and any local lettings or sensitive lettings criteria. Verification checks will be undertaken at this stage to ensure applicants still qualify and their circumstances have not changed.</p>



7.1.2	Offers of Council accommodation are made on the basis of the information on the applicant's housing application and any associated assessments. It is the customer's responsibility to inform the Council of any changes in their housing circumstances.
7.1.3	Applicants will be made one offer of accommodation at any one time. Should they be made an offer they will not normally be offered other properties in the same bid cycle.
7.1.4	An offer of accommodation may be withdrawn, with the applicant's agreement or if there is a change in the applicant's circumstances that affects their application.
7.1.5	Prior to a formal offer of accommodation being made the Council may require proof of identification, eligibility or qualification to be provided. Applicants will be contacted and asked to provide the supporting evidence within a reasonable timescale.
7.1.6	When signing their tenancy agreement the tenant(s) will be expected to provide proof of their identity, such as: <ul style="list-style-type: none"> <li>• Recognised photographic identification eg passport, driving licence</li> <li>• A photograph of themselves</li> <li>• Agree to have their photograph taken by the member of staff present at the sign up.</li> </ul> <p>Photographs will only be taken with the applicant's consent but if the applicant refuses the reason for refusal will be noted and countersigned by the applicant.</p>
7.2	<b>Bypassing bids</b>
7.2.1	In certain circumstances there may be exceptions to offering the applicant with the highest ranking for a property.  Please see Appendix D for a full list of reasons for bypassing bids.
7.2.2	Bids are updated to reflect the reason for being bypassed, so applicants are aware.
7.3	<b>Failure to respond to an offer</b>
7.3.1	The successful candidate will be contacted by an officer to be offered a tenancy and to arrange an accompanied viewing of the property.
7.3.2	If an applicant cannot be contacted following three attempts over different advertising cycles, their application will be cancelled. If the applicant fails to respond within 24hrs of contact regarding a specific vacancy, the Council reserves the right to move to the next eligible person on the shortlist. It is important that all applicants ensure they are contactable as their bid may be bypassed after reasonable attempts to contact them have been unsuccessful.

7.4	<b>Withdrawal of offers</b>
7.4.1	<p>In exceptional circumstances an offer may not be made or may be withdraw, this may include but is not limited to:</p> <ul style="list-style-type: none"> <li>• it is clear that an applicant is not capable of understanding the responsibilities associated with being a tenant or they do not understand what they are signing</li> <li>• current tenant of the property being advertised has withdrawn their notice terminating their tenancy of that property, so the property is no longer available</li> <li>• applicant has failed to respond to three contact attempts from a Partner</li> <li>• Partner or landlord believes the property is unaffordable from the onset.</li> <li>• Identifying information that affects the application</li> </ul>
7.5	<b>Tenancies</b>
7.5.1	<p>Joint tenancies will normally be offered to:</p> <ul style="list-style-type: none"> <li>• Married couples, civil partnerships, unmarried couples and same sex partnerships, provided that both are named on the application form, unless both parties request the tenancy to be granted in a sole name, stating their reasons</li> <li>• Adults wishing to live together as friends, if both names have been included on the application form</li> <li>• Applicants and their live-in carers, where the Council considers it to be justified.</li> </ul>
7.5.2	<p>Joint tenancies are not usually given to a parent and adult child, unless there are formal caring responsibilities.</p>
7.5.3	<p>In all other circumstances sole tenancies will be offered to the eligible lead applicant. In cases relating to persons from abroad who are subject to immigration restrictions, the tenancy will only be granted to the individual who is eligible, whilst the ineligible person can still be taken into account in respect of size and type of accommodation offered.</p>
8.	<b>Refusals of offers of tenancy</b>
8.1	<p>Generally, if an applicant refuses two offers, they will be contacted to discuss their housing needs and circumstances. With the exception to applications assessed with Band 1 priority (excluding Accepted Homeless housing duty), the application will be reviewed after the refusal of 1 reasonable offer. Once reviewed, if it is deemed the reason for refusing the offer was unreasonable, the Council reserves the right to reduce their banding to Band 3, for a period of 6 months from the date of the most recent unreasonable refusal. Should an applicant in Band 3 refuse an offer and it be considered that the refusal was unreasonable their date of registration may be amended to the date that the offer was refused.</p>

8.2	<p>All decisions will be made on a case by case basis with the Council considering the following factors:</p> <ul style="list-style-type: none"> <li>• Property size – based on the assessed bedroom requirements</li> <li>• Property type – based on the lettings policy criteria, medical housing or Occupational Therapist recommendation</li> <li>• Property condition – whether the property meets the required lettings standard or will meet it following repairs</li> <li>• Whether the property has the potential to meet the applicant’s needs following adaptation</li> <li>• Location of the property – whether the property is within a reasonable distance for support, schools, employment etc</li> <li>• The demand and supply of similar properties in the applicant’s preferred areas</li> <li>• Whether the property was made as a direct offer.</li> </ul>
8.3	<p>Applicants have the right to request a review of the decision to remove their priority or change their date of application following the refusal of an offer of accommodation. Statutorily homeless applicants have an additional right to request a review of the suitability of the accommodation offered to discharge the Council’s duty to them, regardless of whether or not they accept the offer.</p>
8.4	<p>An applicant failing to respond to an offer or a letter being returned as undeliverable will be considered to be a refusal of an offer. In these cases the housing application will normally be cancelled.</p>
9.	<p><b>Non-Bidding</b></p>
9.1	<p>All applicants will be monitored to establish if any suitable properties have been advertised over a 12 month period. If suitable properties have been advertised the applicant may be contacted to establish why they have not bid. This will enable the Council to ascertain if any additional assistance is required to participate in the scheme. The Council reserves the right to review such applications.</p>
10.	<p><b>Vacancies excluded from the scheme</b></p>
10.1	<p>The Council reserves the right to exclude certain properties and housing schemes from this Scheme, but the majority of social housing vacancies in Lincoln will be advertised and let through this scheme. Examples of where this may occur include (but are not limited to) where a property is needed urgently to deal with an emergency. Specialist accommodation may also be let outside this Scheme for example extra care schemes for people with medical or support needs.</p>
10.2	<p>In exceptional circumstances properties may be withdrawn from an advertising cycle and those applicants who may have already expressed an interest in any such property will be notified of the reasons why if the applicant requests the information.</p>

11.	<b>Direct lettings of City of Lincoln Council accommodation</b>
11.1	In some circumstances it may be necessary to directly match an applicant to a suitable property. This means that the applicant may not be able to bid for properties such as homeless applicants. If this applies, we will notify the applicant direct.
11.2	Applicants subject to a direct letting will normally be made one offer of suitable accommodation. If they do not accept the property the Council may decide to make no further offers to them, reduce their banding or discharge their homeless duty to them. They will be able to request a review of any decision on the suitability of a property or a decision not to make a further offer of accommodation.
11.3	Properties let through direct lettings may not be advertised through this scheme, but information will normally be made available to indicate that the letting took place. This may not be done if there is good reason, such as the need to re-house someone threatened with violence.
12.	<b>Allocations to Employees and Relations</b>
12.1	The Scheme's application form requires applicants to declare if they or a member of their household are either a member of staff/Councillor/Board Member or related to a member of staff/Councillor/Board Member of any Partner within the Scheme.
12.2	In such cases there will be stringent procedures and checks in place to ensure the application is processed in accordance with this Policy and other applications. A Team Leader or Senior Manager will check the processing and assessment. Prior to any offer of accommodation being made to such an applicant the Council will gain approval from a Senior Manager.
13.	<b>The Right to Review</b>
13.1	All applicants have the statutory right to request a review on certain Part 6 allocations decision and these include decisions: <ul style="list-style-type: none"> <li>• About the facts of the case</li> <li>• That the customer does not meet qualification thresholds or</li> <li>• That the applicant is ineligible for Council housing because of their immigration status.</li> </ul>
13.2	All correspondence to the applicant relating to their housing need award will advise them of their right to review and how to request a review.
13.3	A review must normally be requested by the applicant within 28 days of being notified of the decision.
13.4	The right to request a review is in addition to the statutory right to review for homelessness decisions (Housing Act 1996, Part 7). Customers must

	<p>request a review under Part 7 within 21 calendar days of being notified of the decision.</p> <p>The review of the applicant's case will be considered and decided by senior managers who were not involved in the original decision.</p>
13.5	The applicant will be notified of the review decision in writing within eight weeks of the request for the review being received (or longer if agreed in writing by both parties).
13.6	The applicant does not have the right to a review of a decision that was reached by an earlier review.
14.	<b>Role of Elected Members</b>
14.1	<p>The Allocation of Housing (Procedure) Regulations 1997 prevent Elected Members from being part of a decision-making body or making an allocation at the time the allocation is made when either:</p> <ul style="list-style-type: none"> <li>• The unit of housing accommodation concerned is situated in their electoral ward or</li> <li>• The person subject to the decision has their sole or main residence in the member's electoral ward.</li> </ul>
14.2	Where the above-mentioned circumstances do not apply the Elected Members involvement in allocation decisions are not prevented, nor do they prevent a Ward Member from seeking or providing information on a constituent's behalf.
14.3	Elected Members are responsible for determining allocation policies and monitoring their implementation.
15.	<b>Compliments and complaints</b>
15.1	The City of Lincoln Council has a compliments and complaints procedure that is accessible for the public to use.
15.2	<p>If an applicant is dissatisfied with how they have deal with, and feel they have been unfairly treated, discriminated against and/or the Council has failed to do something they should have done, then the applicant can make a complaint by contacting:</p> <p>City of Lincoln Council  Post - City Hall, Beaumont Fee, City Hall, Lincoln, LN1 1DD  Email – <a href="mailto:housing@lincoln.gov.uk">housing@lincoln.gov.uk</a>  Telephone – 01522 881188</p> <p>The same contact details can be used for a compliment.</p>
16	<b>Ombudsman</b>
16.1	The Local Government Ombudsman is independent of all government departments, councils and politicians. The Ombudsman examine

complaints without taking sides. In most cases the complainant must have pursued the matter through the Council's own complaints procedure before a complaint can be considered by the Housing Ombudsman.

Contact details for the Housing Ombudsman Service are:

Email – [info@housing-ombudsman.org.uk](mailto:info@housing-ombudsman.org.uk)

Telephone – 0300 111 3000

Post – Housing Ombudsman Service, Exchange Tower, Harbour Exchange Square, London, E14 9GE

## APPENDIX A

### Definitions

The definitions section sets out the meaning of words used in the lettings policy.

**Allocation** – the letting of a property to a customer on the housing register within Part 6 Housing Act 1996.

**Anti-social behaviour** – Behaviour or conduct causing or likely to cause nuisance, annoyance, harassment, alarm or distress to another person.

**Bypass reasons** – Circumstances where the ‘top ranked’ or higher placed customer on the shortlist will not be offered the home.

**Choice based lettings scheme (CBL)** – CBL is a way of giving customers greater choice about where they wish to be rehoused, by enabling them to make expressions of interest in available properties. The CBL scheme is called ‘Lincs Homefinder’.

**The Council** – City of Lincoln Council; also includes officers of the Council and agents or contractors acting on the Council’s behalf.

**Date of registration** – the date at which an application and all supporting evidence has been received.

**Direct lettings** – properties let by making a direct offer without being advertised through Lincs Homefinder.

**Eligibility** – The government prescribes who is ‘eligible’ to be allocated a council property for example, someone who is not subject to immigration control.

**Expression of interest** – when a customer registers an interest in a particular property advertised through Lincs Homefinder.

**Family member** – The definition of family member is that set out in the Housing Act 1985.

**Household** – the applicant’s family and any other people living with them.

**Introductory tenancy** – An introductory tenancy is a periodic weekly tenancy granted under the Housing Act 1996 which usually lasts for 12 months.

**Joint tenancy** – where two or more people are tenants of the same property.

**Lincs Homefinder** – a register of housing applications reflecting the needs of customers in the Lincoln area who need accommodation.

**Lettings criteria** – which groups of customers can be considered for a particular property, for example, according to bedroom requirements and property type.

**Local connection** – as defined in s199 Housing Act 1996

**Local lettings policies (LLPs)** – where a property is let with specific preference criteria for example, giving preference to current tenants for some properties.

**Locality** – For the purposes of locality this would be within the City or within a 3 miles radius of the City boundary

**Joint applicant** – where someone applies for rehousing as a joint customer.

**Main applicant** – where someone applies for rehousing as a sole customer.

**Multi Agency Public Protection Agreement (MAPPA)** – the statutory framework managing potentially dangerous offenders.

**Mutual exchange** – an exchange of properties between social housing tenants with the consent of their landlord.

**Nomination** – the rehousing by a Registered Provider of a customer in Gold or Silver Band of Lincs Homefinder, or a customer eligible for a direct letting.

**Offer bypass** – where the top ranked customer is not offered a property, for example, if a customer has been assessed as requiring ground floor accommodation, they will not be offered a house with stairs.

**Qualification criteria** – the council will consider whether a customer (or a member of his/her household) has been guilty of unacceptable behaviour which is serious enough to make them non-qualifying to be a tenant at that time.

**Reasonable preference** – the Housing Act 1996 (as amended) requires that a local authority gives reasonable preference for categories of customers due to property conditions, medical, social or hardship reasons.

**Reduced preference** – where the degree of preference given to a customer is reduced based on their behaviour such as rent arrears or anti-social behaviour.

**Registered Providers** – a term used to describe housing associations.

**Right to review** – customers can request a review of a decision made on their housing application.

**Secure tenancy** – A secure periodic weekly tenancy granted under the Housing Act 1985.



**Senior Manager** – An officer of Service Manager level or above employed by the City of Lincoln Council.

**Succession** – where a tenancy is passed on someone else living at the property, such as a spouse or family member, following the death of the tenant.

**Tenant transfer quota** – where a proportion of lettings are made giving preference to City of Lincoln Council tenants above other applicants

**Transfers** – customers who are currently tenants of a social landlord wanting to be rehoused into another property of that landlord.

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## **Documents/Evidence Required Checklist**

For all applicants, joint applicants and household members 18+ whom are to be housed with you, we will require:

- ID Proof,
- Address Proof and
- Income Proof

For all children within the household to be housed with you, we will require:

- ID Proof and Confirmation of child benefit

All evidence needs to be dated within the last 3 months excluding photo ID, all applicants will need to provide a current or last tenancy reference and may be required to provide tenancy references for up to 5 years.

Current COLC tenants will not need to provide proof of current address, other supporting docs will still be required.

**ID Proof** (1 item of photo ID or 2 items of non-photo ID).

- Passport / ID Card
- UK Driving Licence
- Bus pass
- HM Forces Identity Card
- Birth Certificate
- Marriage/divorce certificate
- Current DWP benefit confirmation letter
- Current Inland Revenue Tax notification

**Address Proof** (1 item relating to your current address).

- Utility Bill
- Current DWP benefit confirmation letter
- Council Tax Bill, current year
- Local Authority / Housing Association / Private tenancy agreement
- UK Driving Licence, with current address detailed
- Bank / Building Society / Mortgage Statement / Credit Union Statement or pass book
- Pay Slip
- Medical/GP Letter

**Income Proof** (Evidence of all income is required).

- Pay slips – last 3 months
- Bank Statements – last 3 months
- Contract of employment
- Child benefit
- Child/working tax credits
- DWP benefit confirmation letter
- Pension / Pension Credit
- P60

### **Additional Information which may be requested**

- Proof of pregnancy (with estimated due date)
- Name change deed (name changed by Deed Poll)
- Child access arrangements – Court Document or Letter from main carer/guardian
- Medical Form
- Any supporting medical information
- Supporting Information regarding any needs for adaptations or need for an extra bedroom
- Any supporting information or risks assessments from agencies e.g. Probation Service, Drug and Alcohol Rehabilitation Teams, Mental Health Services, Social Services.
- Confirmation of local connection e.g. letter from relative, proof of employment
- Mortgage Statement
- Notice to leave accommodation
- Checks via a credit reference agency

**Property Eligibility Table**

Households / Property Types	Studio	Flat	multi-storey flat	house
<b>number of bedrooms</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Single Person	Y	Y	Y	Y
Couple		Y	Y	Y
Single / Couple pregnant		Y		Y
Single / couple no children but access to children		Y		Y
Household with 1 child under 1		Y		Y
Household with 1 child aged 1 or over				
Household with 2 children same gender; - both under 18				
- one under 18 and one 18 or over				
- Both 18 or over				
Households with 2 children different genders; - both under 10				
- one under 10 and one 10 or over				
- both 10 or over				
Households with 3 children				
Households with 4 children				
Households with 5 children				
Households with 6 children or more				
Sharing adults (not partners) or families with adult children				
2 people (2 adults or single person + adult child)				
3 people (couple + adult child)				
3 people (single person + 2 adult children)				
4 people (couple + 2 adult children)				
4 people (single person + 3 adult children)				

Note: Children under 1 will not normally be considered in the bedroom calculation for the si

Households / Property Types	Bungalow	Ground Floor Flat	Bungalow	Ground Floor Flat
<b>No. Of Bedrooms</b>	<b>1</b>		<b>2</b>	
Single / Couple aged 18-59 with medical need	Y	Y		

Couple with medical need for ground floor and a need for an extra bedroom			Y	Y
Single / Couple aged 18-59 with no medical need				
Single / Couple aged 60+	Y	Y		
Families with medical needs			Y	Y

Flat	multi-storey flat	Maisonette	House	Parlour House	Flat	Maisonette	House	Parlour House
2	2	2	2	2	3	3	3	3
	Y							
Y		Y	Y	Y				
Y		Y	Y	Y				
				Y	Y	Y	Y	Y
					Y	Y		
Y		Y	Y	Y				
				Y	Y	Y	Y	Y
				Y	Y	Y	Y	Y
				Y	Y	Y	Y	Y
					Y	Y	Y	Y
								Y
Y	Y	Y						
Y	Y	Y						
Y	Y	Y						
					Y	Y		
					Y	Y		
					Y	Y		

ze of property required

Adapted House	Bungalow	Ground Floor Flat	Adapted House
		3	

Y	Y	Y	Y





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## Appendix D – Bypass Reasons

Bypass Reason	Circumstances
Adapted property	An adapted property will be offered to the highest ranked applicant on the shortlist who requires the adaptations.
Administrative reasons	An offer will be made to the applicant who has held the highest priority for the longest time or since their date of registration should the shortlist not generate the correct order. This may also be used at the pre-offer stage prior to a formal offer being made.
Area specific	This may be used to bypass an applicant in order to make a sensitive letting. Examples include: <ul style="list-style-type: none"> <li>• where a customer who has previously experienced anti-social behaviour or harassment is at the top of a shortlist for a property or area where the previous tenant moved due to harassment</li> <li>• where an applicant needs to avoid living in a particular locality, for example, if an applicant has completed a drug treatment programme and there is evidence that other drug users or dealers are in the area</li> <li>• if an applicant is prevented from entering an area due to bail conditions, injunctions or other legal restrictions apply</li> <li>• an applicant that is offered a property would result in a known perpetrator of domestic violence, racial abuse, other hate crimes or serious offences being rehoused within the vicinity of the victim of the violence or other potentially vulnerable residents or an applicant that has perpetrated anti-social behaviour or criminal offences being rehoused in the same area as the behaviour took place, even if the applicant now meets the qualification criteria to be rehoused. This also includes consideration of other members of the applicant's household.</li> </ul>
Best use of stock	This enables the offer of a property to be made to an applicant with primary care of dependent children (other than households with a disabled household member where the property would meet their assessed needs in term of their medical housing recommendation). This reason does not apply to applicants that are using part time access to additional children.
Change in customer's circumstances	If there has been a change in the applicant's circumstances that affects their position on the shortlist.
Good tenancy record / home visit	Applicants may be bypassed if they are not able to demonstrate a good tenancy record, for example, if the tenancy agreement has not been adhered to or if their property has not been kept in an acceptable condition.
Incorrect bedroom calculation	Applicants may be bypassed if they would under occupy or over occupy the property.

Ineligible for Part 6 allocation	If an applicant has applied for rehousing but is unable to hold a council tenancy due to their immigration status or if they have failed the habitual residency test.
Local connection not established	Used to bypass an applicant that is unable to demonstrate a local connection.
Local Lettings Policy	Used to bypass an applicant if they are not given preference under an approved local lettings policy
Medical recommendation	Used to bypass an applicant where the property that they will be offered does not meet the recommendations made in a medical assessment. Exceptions to this are if there is a prior formal approval that adaptations can and will be made to the property.
Multi Agency Public Protection	Used to bypass high risk offenders (sexual offenders, violent offenders and other offenders likely to pose a risk of serious harm or exploitation) if they are to be rehoused near their victims or their known associates or if they are rehoused in an area or property type considered to be unsuitable by the Multi Agency Public Protection Panel, the National Probation Service or Police. This would also apply if the letting would breach the applicant's bail or licence conditions.
Offer pending from Registered Provider	If a Registered Provider has already made an offer of accommodation to the applicant and the offer is pending the applicant will be bypassed to ensure that they only have one offer of accommodation at any time.
Proofs not provided in timescale	Where an applicant has failed to provide proof, for example, of their eligibility or local connection within the deadline given they will be bypassed.
Reduced preference	Used to bypass an applicant with reduced preference due to their behaviour.
Refused offer	Where an applicant has refused an offer of the property but their name has remained on the shortlist.
Related to reasons for priority award	Used to bypass an applicant who has been awarded priority and the property they are to be offered does not meet the requirements of the awarded priority, for example, if an applicant needs to live in a specific area of the city to give or receive support but the property they are to be offered is not in that area.
Sensitive let	Used where the property has been advertised as a sensitive let and the applicant does not meet the Council's criteria.
Support package	Used to bypass an applicant the Council believes that they require a support package to manage their tenancy but one cannot be obtained by the date the tenancy is anticipated to begin.
Suspected fraudulent application under investigation	If there is reasonable belief that the application may be fraudulent and it is under current investigation.
Unable to contact applicant	Used to bypass an applicant if the Council or Registered Provider are unable to contact the applicant within 24 hours
Unable to take up offer	Used where an applicant is unable to take up an offer of accommodation within a reasonable time period or if the applicant is unable to afford the full rent or if the property is not considered by the Council to be affordable.

69. **Allocations Policy**

Yvonne Fox, Assistant Director – Housing Management:

- a. presented the proposed new Allocations Policy for comments prior to referral to Executive.
- b. advised that following an interim review of the Allocations Policy in 2017 in preparation for the introduction of the Homelessness Reduction Act 2018, a full review of the policy was carried out as part of the review of the Allocations and Homelessness Teams.
- c. explained that in addition, consideration had been given to advice and guidance provided by the MHCLG (Ministry of Housing, Communities & Local Government) Specialist Homelessness Advisor; the Codes of Guidance; Case Law and the provisions of the Localism Act 2011.
- d. advised that the proposed policy would ensure that the City would operate a policy that fully complied with legislative requirements whilst ensuring that the Council best used all of the social and affordable housing in the City. The Council would ensure that those in most need were secured accommodation swiftly whilst also recognising that people who lived and worked in the City should be prioritised for housing.
- e. gave the background to the report as detailed at paragraph 3 of the report.
- f. referred to paragraph 4.2 of the report and highlighted the proposed change to introduce a residency qualification to the waiting list and explained that this would prioritise residents with a connection to Lincoln and would reduce homelessness and rough sleeping in the City.
- g. advised that North Kesteven District Council didn't want to introduce the same residency qualification, however, the City of Lincoln Council and North Kesteven District Council would continue to work in partnership as Lincs Homefinder.
- h. highlighted the proposed changes to the policy and changes to procedures as detailed at paragraph 4.4 and 4.5 of the report.
- i. advised that consultation on the policy would take place between 24<sup>th</sup> January 2020 and 24<sup>th</sup> February 2020.
- j. invited members questions and comments.

**Question:** Would this Policy be joint with West Lindsey District Council as well as North Kesteven District Council?

**Response:** No, West Lindsey District Council separated from the partnership in 2018.

**Comment:** The Tenancy Agreement needed to be explained to tenants to ensure that they understood their responsibilities.

**Response:** A simplified summary of the Tenancy Agreement had been introduced and tenants were asked to accept that they understood it when they signed up for a tenancy.

**Question:** Asked for clarification on how the Council worked with other agencies such as Women's Refuge to house vulnerable people?

**Response:** The Council worked very closely with Women's Refuge. The process was that applicants would be directly matched to a property rather than bidding for a property.

**Question:** Asked for clarification on the residency qualification?

**Response:** In law homelessness could override the residency qualification. The residency qualification would apply to everyone else that the Council did not have a statutory duty to house. Exceptional circumstances would be considered to go onto the waiting list.

**Question:** Were there still any groups of people that would not be able to go on the waiting list?

**Response:** It would be those people who wanted to live in the City but did not have a connection to the City. They could still move to Lincoln via a Mutual Exchange.

The committee discussed an individual case of a vulnerable person which was referred to Housing Appeals Panel and asked for the procedures of how cases were dealt with prior to consideration by Housing Appeals Panel.

The Assistant Director of Housing Management advised that the Housing Appeals Panel was the last resort following preventative measures being put in place prior to referral to Housing Appeals Panel. She explained the new eviction procedure which had been put in place to ensure that the Council had worked with the tenant and done everything possible to sustain their tenancy before eviction was considered.

She suggested that following this meeting she would look into this particular case to see where lessons could be learned for future.

Members requested that a report be brought to the next Policy Scrutiny Committee on the procedures that were in place prior to a tenancy being referred to Housing Appeals Panel.

RESOLVED that the report be noted and referred to Executive for approval.

**SUBJECT: FACILITIES STRATEGY**

**DIRECTORATE: COMMUNITIES AND ENVIRONMENT**

**REPORT AUTHOR: SIMON COLBURN, ASSISTANT DIRECTOR**

## **1. Purpose of Report**

- 1.1 To present to members the final draft of the City Councils Built Facilities Strategy (Appendix A) and to seek feedback on its contents.

## **2. Executive Summary**

- 2.1 In light of recent changes to the future growth plans of the City of Lincoln, and in particular, planned urban extensions such as the Western Growth Corridor, a comprehensive Facilities strategy is required to better understand the need for sporting facilities.
- 2.2 The attached Facilities strategy offers a template to better inform future sports facility decisions. The tiered approach will ensure that sports facilities are provided equitably throughout the City.

## **3. Background**

- 3.1 This attached Facilities strategy provides the City Council (CoLC) with a holistic review of the existing provision of grass pitches, artificial pitches (AGP) and ancillary facilities across the City. This review has been conducted by LK2 Associates on behalf of the City Council in order to assist us to make more informed decisions about the future needs and requirements. It also provides us with a detailed, evidence-based document for pitch provision across the City of Lincoln and its boundaries
- 3.2 The facilities assessment has reviewed the existing provision, current usage from sports clubs, predicted population growth and the demographics of the catchment areas that surround the facilities.
- 3.3 Growth projections indicate that the population of Lincoln will rise significantly over the next 20 years. This will lead to increased pressure on the existing sporting infrastructure, with the population expected to rise by over 7000 new residents.
- 3.4 Through evaluating the quantity, community accessibility and availability of the existing playing pitches within Lincoln, we have been able to identify current and future need. Alongside this, we have also provided advice and insight into the existing local and national policies that influence future provision and which policies need to be adhered to within any future rationalisation. This is especially

important when considering the impact of the WGC and future infrastructure changes

- 3.5 It is important to note, that Sport England's role in considering rationalisation of sport venues and in particular playing pitches, is to primarily assess applications against its planning policy objectives to Protect, Enhance and Provide. Therefore, any projects that are developed as a consequence of this review, need to take into account the role which Sport England would play and what we would need to do to prepare for this engagement.
- 3.6 We have summarised the associated local and national sport strategies, which will influence key decisions for the sports being assessed in this review and in particular we have aligned this to the FA national pitch improvement plan (PIP).
- 3.7 The conclusions reached within this study are that a tiered system should be developed for the provision of pitch-based sports in the City.
- Tier 1- Large multi-sport venues with indoor and outdoor sports
  - Tier 2- Single site and single sport venues with multiple pitches and or facilities.
  - Tier 3- Small sites with two separate sport/activity offerings, e.g. cricket pitch with football pitch alongside
  - Tier 4- small single sites with only one sport/activity offering
- 3.8 Within the report we have proposed that each tier will have a discreet strategy to either invest, maintain or dispose in these assets, which will be reviewed on a periodic basis.
- 3.9 It is further believed that the tier one facilities should be strategically located across the City to provide a 'geographical split' based on demand, population density and available associated facilities. The remaining tiered facilities (2,3,4) are then chosen to support the principal site in that sub-region
- 3.10 This approach will enable the City Council to retain control of the budget for sports and leisure facilities and strategically provide venues for sports teams and clubs based on a prescribed priority list. Over the long term, this will bring about cost efficiency (savings) for City Council and a more organised approach to the provision of playing pitches in the City.

#### **4. Strategic Priorities**

##### **4.1 Let's drive economic growth**

There are no specific implications for economic growth within this report.

##### **4.2 Let's reduce inequality**

The tiered approach to sports provision will enable the City Council to provide facilities in areas of greatest strategical need based on population density, need and demand.



#### 4.3 Let's deliver quality housing

There are no specific implications for quality housing in this report

#### 4.4 Let's enhance our remarkable place

The implementation of the tiered system will offer an improved and more robust decision making template in regards to the provision of sports facilities today and in the future.

#### 4.5 High performing services

### 5. **Organisational Impacts**

#### 5.1 Finance (including whole life costs where applicable)

At this stage there are no specific implications arising from the attached strategy.

#### 5.2 Legal Implications including Procurement Rules

There are no specific implications arising from this report

#### 5.3 Equality, Diversity and Human Rights

There is no direct E&D implications arising from this report, however E&D will be considered during the implementation of this Strategy

The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

It requires that public bodies have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities

#### 5.4 Human Resources

There are no specific human resource implications arising from this report

#### 5.5 Land, Property and Accommodation

There are no specific land, property and accommodation implications arising from this report

#### 5.6 Significant Community Impact

There are no specific community impact implications arising from this report

5.7 Corporate Health and Safety implications

There are no specific Health and Safety implications arising from this report

**6. Risk Implications**

6.1 (i) Options Explored

6.2 (ii) Key risks associated with the preferred approach

**7. Recommendation**

7.1 Executive are asked to consider the comments from Policy Scrutiny Committee and accept the report and attached Facilities Strategy found in appendix A.

**Is this a key decision?** No

**Do the exempt information categories apply?** No

**Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?** No

**How many appendices does the report contain?** One

**List of Background Papers:** Appendix 1

**Lead Officer:** Steve Lockwood, Sports Leisure and City Services  
Manager  
Telephone (01522) 873520

LK2

**SPORTS FACILITY ASSESSMENT**  
City of Lincoln Council



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## 1. Executive Summary

City of Lincoln Council (CoLC) has an ambition to have more **strategic influence** over the Sport, Leisure and Recreation provision across the City, including the strategic delivery of the sport and leisure service to the community.

The provision of sporting venues and playing pitches across the City is **currently disparate** and has been developed over the years on the basis of demand rather than strategic thinking. It is hoped that in the future, a coordinated approach to provision could dramatically improve the **participation rates** for sport, physical activity and health and wellbeing activity and maximise efficiencies, particularly in maintenance, programming, and financial sustainability.

CoLC should be at the forefront of this by taking a **different approach** to provision of services and or maintaining assets.

This assessment and report provides CoLC with a **holistic review** of the existing provision of grass pitches, artificial pitches and ancillary facilities across the City. This assessment has been conducted in order to assist CoLC to make **informed decisions** about the future needs and requirements and provides a detailed, **evidence-based** document for sport and leisure provision across the City of Lincoln and its boundaries.

The facilities assessment has reviewed the existing provision, current usage from sports clubs, predicted population growth, supply and demand modelling and aligned the implications of the **western growth corridor** and the demographics of the catchment areas that surround the facilities.

The western growth corridor, which is Lincoln's Sustainable Urban Extension (SUE), will see the Lincoln population rise significantly. This will lead to **increased pressure** on the **existing sporting** infrastructure, with the population expected to rise by over **7000 new residents**, in addition to Lincoln's expected population growth.

Through evaluating the **quantity, community accessibility and availability** of the existing sport and leisure provision within Lincoln, we have been able to identify current and future need. Alongside this, we have also provided advice and insight into the existing local and national policies that influence future provision and which policies need to be adhered to within any future rationalisation. This is especially important when considering the impact of the WGC and future infrastructure changes.

The report summarises the **local and national sport associated strategies**, which will influence key decisions for the sports being assessed in this review and in particular we have aligned to the FA national pitch improvement plan (PIP).

The conclusions reached within this study are that a tiered system should be developed for the provision of pitch-based sports in the City. These tiers are classified as per the graphic below.



**Tier one** – *Large single site with multiple indoor and outdoor sport offerings with full community access.*



**Tier two** – *Single site with multiple sport offerings with managed or agreed community access*



**Tier three** – *Small single site with separate sports / activity offerings*



**Tier four** – *Small single site with only one sport / activity offering.*

*It is proposed within this report that each tier will have a discreet strategy to either ‘invest, maintain or support’ in CoLC assets, which will be reviewed on a periodic basis.*

It is further believed that the tier one facilities should be **strategically located** across the City to provide a **‘geographical split’** based on demand, population density and available associated facilities. The remaining tiered facilities (2,3,4) are then chosen to support the principal site in that **sub-region**. This is particularly important when considering the impact of the western growth corridor.

This approach will enable CoLC to have control of the budget for sports and leisure facilities and strategically provide venues for sports teams and clubs based on a prescribed priority list. Over the long term, this will bring about cost efficiency (savings) for CoLC and a more organised approach to the provision of playing pitches and sports facilities in the City.

## 2. Introduction

City of Lincoln Council (CoLC) are currently reviewing the existing provision of grass pitches, artificial turf pitches and ancillary sports facilities across the City, with a view to making informed decisions about the future needs and requirements.

Accordingly, this report will assess the following:

- Existing facility provision within the Lincoln boundary:
  - Assessment of all Grass Pitch Provision across all Sports,
  - Assessment of all Artificial Turf Pitches across all Sports,
  - Assessment of all Ancillary Sports Facilities.
- Current usage from identified sports clubs,
- Predicted population growth,
- Analysis of the proposed Sustainable Urban Extension - Western Growth Corridor,
- Future demand analysis,
- Recommendations for facility provision to meet future demands within the city boundary.

CoLC has noted the drive to implement a strategic approach in the delivery of its sport and leisure services to the community. The Council acknowledges the important role it plays, but also notes the need for collaboration with its key partners throughout this assessment.

This assessment encompasses a quantitative and qualitative analysis of the existing supply and demand of Football, Rugby Union, Hockey, Tennis and Cricket to provide robust whole pitch use / demand in line with Sport England methodology.

Whilst the assessment is based on the facilities within the City of Lincoln boundary, the report recognises the wider Lincolnshire County and neighbouring district contributions. It is to be noted, given the tight City of Lincoln boundary, a significant proportion of the 'Central Lincolnshire' population extends to adjoining districts of North Kesteven and West Lindsey.

This assessment identifies and notes the 'cross-boundary' catchment and facilities and therefore addresses the impact of these within the report. In addition, the population growth of the Central Lincolnshire area should be considered when making decisions about future supply of facilities and services.

The resident population of Lincoln is currently circa 99,309 and this is set to increase significantly to 104,200 by 2040 as a consequence of a number of key developments across the City including the western growth corridor which will see:

- up to 3200 dwellings, with a local centre comprising of retail and commercial units and a new primary school
- a commercial employment area of up to 20Ha
- a regional sport and leisure complex, comprising a new stadium, health and leisure facilities, a hotel and ancillary facilities.

For the Central Lincolnshire authorities of City of Lincoln, North Kesteven and West Lindsey, a total of 36,960 new homes have been identified, alongside new employment, commercial and leisure developments, as well as supporting infrastructure such as schools, sports pitches and public open space.

As the biggest settlement within Central Lincolnshire, the City of Lincoln and its immediate surrounding area is required to deliver approximately two thirds of this development.

To ensure this development is brought forward in a planned and sustainable manner, the majority of Lincoln's development is to be delivered through a combination of urban regeneration and the creation of four sustainable urban extensions (SUEs). The Western Growth Corridor is one of these four SUEs, and its development is key to meeting the objectives of the Central Lincolnshire Local Plan and ensuring the continued growth and success of the City of Lincoln.

This population growth will lead to increased participation and therefore increased pressure on the existing sporting infrastructure. These developments need to be factored into the strategic thinking to align demand from population growth against the facility provision largely in respect of the main sports.

- Due to the nature of the City of Lincoln boundary, a 10-mile radius has been utilised initially in order to analyse clubs and population that is pertinent to Lincoln residents.
- It is acknowledged that the facilities that are located within the 10 miles will be used by residents from neighbouring districts and therefore the facilities 'import usage'.
- It is also acknowledged that Lincoln residents may choose to use facilities outside of the city boundary and this creates 'export' usage.
- In order to ensure the data is robust in the context of the wider Central Lincolnshire catchment, a 20 minute drive-time analysis (as a snapshot) has been applied.

This sports facility assessment provides a holistic review and assessment of the actual supply and demand for pitch-based sports now and in the future. To achieve this, all relevant sites and full extent of demand, usage and supply across the identified pitch sports will be undertaken to provide the City of Lincoln Council with a clear strategy going forward.



### 3. Project Methodology

To deliver this assessment, LK2 and CoLC set out a robust methodology in response to the project brief.

The methodology used for this assessment follows the key concepts as constructed by Sport England in relation to the production of a playing pitch strategy (as per diagram below). **However, for clarity this assessment is not a full Playing Pitch Strategy.** This assessment has been developed in alignment to Sport England PPS methodology (where possible) in order to support CoLC in future developments of their strategic documentation.

Figure 1: Developing and Delivering a Playing Pitch Strategy – The 10 Step Approach



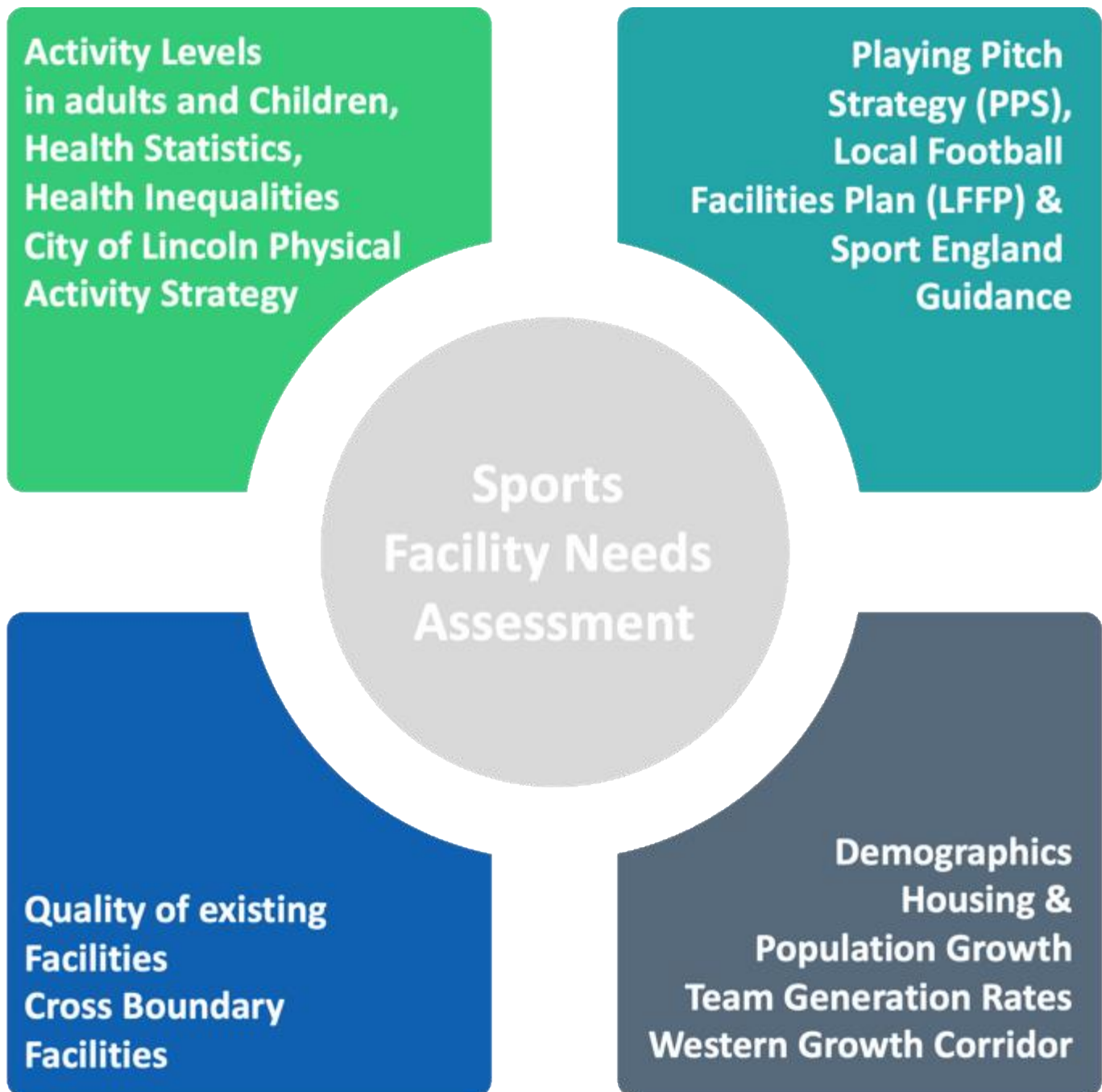
The methodology has been created in a bespoke way in order to maximise the efficiencies and local elements associated with the City of Lincoln and surrounding area. This assessment will focus on the core sports of Football, Rugby Union, Hockey, Tennis and Cricket, whilst incorporating all types of Artificial Turf Pitches to provide robust data.

The purpose of this approach to the development of this assessment is to align the findings from this report into a full playing pitch strategy, if this is deemed necessary.

#### 4. Influencing factors

There are a number of factors which influence strategic decisions which may be made as a consequence of this sports facility assessment. These influences are either direct or indirect. Direct influences are known about and will have an impact on the decision-making process. Indirect influences are not yet known about and may have an impact on future decisions.

Some of these influences are highlighted in the infographic below.



## 4.1 Physical Activity Strategy

This sports facility assessment is intrinsically linked to the strategies for developing physical activity levels across the communities in the City.

CoLC has undertaken a detailed assessment into Physical Activity within the city’s boundaries and as a result has identified two distinct strategies which formally link to the Sports Facility Assessment.

- The City of Lincoln Physical Activity Strategy – Communities & Residents
- The City of Lincoln Physical Activity Strategy – Council Employee’s.

The **City of Lincoln Physical activity** for its residents is guided by the following vision:

*‘To deliver, support facilitate and above all inspire Lincoln residents to be more active, more often and make physical activity part of everyday life’*

The strategy, will run from 2021-2026, will have four strategic objectives and associated guiding principles in order achieve this vision.

- **Strategic Objective 1** - Increased participation through using council owned sports, leisure and community centres
- **Strategic Objective 2** - Increased participation through outreach programmes in the community
- **Strategic Objective 3** - Increased participation through physical activity campaigns
- **Strategic Objective 4** - Increased participation through better use of data, trend analysis and targeted approach to advertising and marketing for specific groups



Lincoln City is part of the multi-agency approach to improving physical levels in Lincolnshire. As such the authority plays a role in the following local and national strategies

- Let's move Lincolnshire – Physical Activity taskforce
- Active Lincolnshire – Strategic Plan for Physical Activity
- Health & Wellbeing: 'Joint Health & Wellbeing Strategy'
- STP: 'Sustainable Transformation Plan'
- Local area plans & the voluntary sector (including infrastructure)
- Sport England – Towards an Active Nation
- DCMS: 'Sporting Futures'
- PHE: 'Everybody active, every day'
- NHS: Five-Year Forward View
- UK Active – More people, more active, more often.



## Current Physical Activity levels

It is fundamental to the City of Lincoln Council that the data within the Physical Activity Strategy and Sports Facility Assessment are intrinsically linked and impacts (positively) upon the supply and demand modelling for the future sports provision across the City of Lincoln catchment.

The total adult population of the City of Lincoln is 55,200 adults (16+). The Sport England Active Lives Survey data demonstrates the levels of activity of adults (16+) in sport and active recreation in each area.

In the City of Lincoln from May 2019 to May 2020 the following statistics were recorded: -

- Inactive (Less than 30 minutes a week)
  - Fairly Active (30–149 minutes a week)
  - Active (150+ minutes a week)
- 28.7% of the resident population in City of Lincoln are inactive. City of Lincoln has a lower inactivity rate when compared to the county (Lincolnshire – 30.6%) and is about the same as the national (England – 25.5%) averages.
  - 8.8% of the resident population of the City of Lincoln are fairly active compared to 12.4% in Lincolnshire and 11.7% across England.
  - 62.5% of the total population are active which compares to 57.0% in Lincolnshire and 62.8% in England.

In December 2018, Sport England’s Active Lives Survey data was extended to Children and Young People (School Years 1 to 11). The data demonstrates levels of activity in sport and active recreation in the City of Lincoln from academic year 2018/19: -

- Less Active (Less than an average of 30 minutes a day)
  - Fairly Active (An average of 30-59 minutes a day)
  - Active Every Day (60+ Minutes or more every day)
- 20.7% of children and young people in the City of Lincoln are less active. City of Lincoln is lower when compared to the county (Lincolnshire – 23.2%) and national (England – 29%) averages.
  - 53% of children and young people the City of Lincoln are active every day. City of Lincoln has a better active everyday participation rate when compared to county (Lincolnshire – 50.6%) and national (England – 46.8%) averages.

Please see Appendix 2 for detailed information on active lives data.

## 4.2 Demographics

Lincoln, a vibrant city is home to just under 100,000 people, has seen extensive infrastructural growth since the 1990's. The City is one of eight British Heritage Cities, principally due to the presence of the Cathedral and the Castle Quarter. The introduction of Lincoln University, several city centre developments and multi-million-pound investments have transformed the City.

Of the 99,038 people, 49,217 are male and 49,822 are female. The most popular age range is 25-29 which is much higher than the England average. In relation to the Sport England demographic segments and Sport England Active Lives surveys which measure the activity levels of people across England, the highest percentage of the Lincoln's population are classified within Jamie 9.9%, Leanne 7.0%, Phillip 7.5% and Kev 8.3%. Of these segments Jamie and Leanne are typically aged between 18- 25 and Jamie, in particular, has the propensity to play team sports. Please see Appendix 3 for more details on Sport England segmentation.

The key demographics of the City are captured in the info graphic below



## 4.3 Population growth

The rate of Lincolnshire’s population growth has increased in recent years, but latest figures show that it is below the national rate of growth. Projections made by the office of national statistics indicate that by 2041 the population growth of Lincolnshire will increase 11 per cent. Whilst this growth rate is below the projected national growth rate of 12 per cent, in real terms the population of Lincolnshire is projected to increase by approximately 79,600 people.

The trend towards an ageing population profile will continue, with the proportion of people over 75 years of age projected to increase by 88% between 2016 and 2041.

The City of Lincoln population is set to increase to 104,200 by 2041, representing a 7% increase from 2016.

The table below shows the summary of the population projections for Lincolnshire when compared to regional and nationwide figures.

	2016	2021	2031	2041	Change (%) 2016-2021	Change (%) 2016-2031	Change (%) 2016-2041
<b>Lincolnshire</b>	744,800	766,300	802,000	824,400	3	8	11
<b>Boston</b>	67,700	69,600	71,800	73,300	3	6	8
<b>East Lindsey</b>	138,700	140,700	144,900	147,700	1	4	6
<b>Lincoln</b>	97,400	98,500	102,400	104,200	1	5	7
<b>North Kesteven</b>	113,600	117,400	123,200	126,900	3	8	12
<b>South Holland</b>	92,500	95,900	101,200	105,200	4	9	14
<b>South Kesteven</b>	140,900	146,500	155,500	161,400	4	10	15
<b>West Lindsey</b>	93,900	97,600	103,000	105,700	4	10	13
<b>East Midlands</b>	4,725,400	4,874,100	5,127,100	5,311,400.00	3	9	12
<b>England</b>	55,268,100	57,030,500	59,789,800	61,952,100.00	3	8	12

Source: Office for National Statistics

This sports facility assessment highlights the need to understand the relationship between population growth and playing pitch / sports facility supply and demand. A higher population growth would mean more teams for particular clubs in certain areas resulting in the potential greater need for pitches and sporting facilities. However, evidential data will need to be evaluated for each site to determine the site carrying capacity.

## 4.4 Sustainable Urban Extensions – The Western Growth Corridor

The Western Growth Corridor is a Sustainable Urban Extension (SUE) to Lincoln, which will deliver approximately 3,200 new homes across 20 hectares. At an average occupancy of 2.2 people per dwelling, this will increase the population of Lincoln by circa 7,000 new residents. This is in addition to the population estimates noted above and would lead to a city population of circa 111,000.

The SUE also includes a range of mixed-use development including commercial, leisure, retail, primary education and open space, which will attract employment and other commercial benefits.

NB: the formal mix of the Western Growth Corridor infrastructure and facilities is still to be agreed.

The developments proposed as part of the western growth corridor will have a positive impact on the City of Lincoln and these need to be taken into account when assessing future need. / demand alongside other significant housing growths within the immediate catchment.





## Position Update – September 2020

Plans which will see Lincoln benefit from a Sustainable Urban Extension (SUE) of 3,200 new homes with improved infrastructure and the creation of thousands of new jobs have moved a step closer to becoming reality.

Revised and additional documents relating to the Western Growth Corridor have been submitted to the city's planning authority in September 2020.

The plans include

- 3,200 new homes (20 per cent of which would be affordable),
- 20 hectares of commercial/employment space,
- a new Leisure Village,
- green space and
- flood mitigation improvements.

The development area is one of four sustainable urban extensions (SUE) areas allocated in the Central Lincolnshire Local Plan.

The majority of Lincoln's development is to be delivered through a combination of urban regeneration and the creation of four sustainable urban extensions (SUEs). The Western Growth Corridor is one of these four SUEs, and its development is key to meeting the objectives of the Central Lincolnshire Local Plan and ensuring the continued growth and success of the City of Lincoln.

It is to be noted the demand from the associated residential developments as noted above, needs to be taken into account, the City of Lincoln council will use this assessment and associated facility works to support and help inform the Western Growth Corridor proposals for Sport, Leisure and Recreation.

## 4.5 Team Generation Rates and the Playing Pitch Calculator

### Team Generation Rate (TGR's)

Team generation rates (TGR's) are a long-standing methodology for calculating the propensity of a population to take part in pitch-based sports within a team structure.

TGR's are a measure of the number of people in a specified age group required to generate one team. The TGR is derived by dividing the appropriate population age band in an area by the number of teams in the area in that age band.

$$\text{TGR} = \text{population in age group} / \text{number of teams}$$

This information is very important to the supply and demand assessment of the existing facilities now and critical for projection of future requirements.

The Team Generation Rate calculation uses the current number of teams and the current population to calculate a proxy measure of the number of total residents per relevant sports team. This measure is therefore applied to the projected population (depending on the length of the strategy) to predict how many additional teams will be required in order to satisfy the demand from the 'new' population.

It is important to note that this calculation assumes that clubs, the Council and the National Governing Bodies do not improve their marketing or participation schemes over the period and are therefore no more successful than they are now in attracting new players to participate in sport in the study area.

In reality, it is expected that there will be improved channels of digital communication and improved maintenance technology, as well as higher quality ancillary provision. The output of this will be a higher quality and an improved ability to generate demand and convert it into participation.

### Playing Pitch Calculator (PPC)

The purpose of the playing pitch calculator is to assist the development and implementation for sport and facility assessments within local authorities. It has been developed to help local authorities with estimating the demand that may be generated for the use of playing pitches by a new population. It looks to provide a consistent 'starting point' to estimating the demand which can then be refined locally as appropriate.

The calculator can be used to inform the development and/or update of a strategy by helping to estimate the demand from:

- overall population growth in an area to feed into the assessment of future demand.
- the population of individual development proposals (e.g. an urban extension, such as the WGC) to feed into any scenario testing at the strategy development stage.

The calculator can also be used to inform the implementation of a strategy by informing discussion, alongside the assessments itself, on the demand that may be generated by a proposed residential development (at the pre-application and planning application stages)

Robust and up to date information enables the use of the Playing Pitch Calculator, the use of the PPC needs to be in conjunction, read and interpreted alongside this Sports Facility Assessment and associated actions plans.

For clarity, Sport England sanction the use of the Playing Pitch Calculator once a formal Playing Pitch Strategy is agreed by all as being robust. CoLC will consider the advancement of this assessment into a Playing Pitch Strategy when applicable.

#### 4.6 Sport England Planning Policy Guidance

To help protect and enhance the provision of playing fields within England, Sport England is a statutory consultee in the planning system. This means that local planning authorities are required to consult Sport England on planning applications, which affect playing fields.

As part of this assessment site by site or sport by sport action plans may lead to planning applications that affect Playing Fields, it is therefore key that the strategic evidence contained within this report is linked to the relevant and further documentation, for example a) Playing Pitch Strategy, 2) National Planning Policy Framework (Para 96).

Subject to these reports proposals, CoLC should continue to engage and consult with Sport England. Sport England should be identified as a project stakeholder, with assessment carried out as a strategic exercise based on robust data rather than ad-hoc planning applications (where possible).

As a statutory consultee, significant weight should be given to Sport England response in the determination of any planning application affecting playing fields and open space.

Sport England will oppose the granting of planning permission for any development which would lead to the loss of, or would prejudice the use of:

- All or any part of a playing field, or
- Land which has been used as a playing field and remains undeveloped, or
- Land allocated for use as a playing field.

Unless, in the judgement of Sport England, the development as a whole meet with one or more of five specific exceptions, which are outlined in full below.

**Exception 1 – Excess of provision** – A carefully quantified and documented assessment of current and future needs has demonstrated to the satisfaction of Sport England that there is an excess of playing field provision in the catchment, and the site has no special significance to the interests of sport.

**Exception 2 – Ancillary development** – The proposed development is ancillary to the principal use of the site as a playing field or playing fields and does not affect the quantity or quality of pitches or adversely affect their use.

**Exception 3 – Land incapable of forming part of a pitch** – The proposed development affects only land incapable of forming, or forming part of, a playing pitch, and does not result in the loss of or inability to make use of any playing pitch (including the maintenance of adequate safety margins), a reduction in the size of the playing areas of any playing pitch or the loss of any other sporting/ancillary facilities on the site.

**Exception 4 – Replacement provision** – The playing field or playing fields, which would be lost because of the proposed development, would be replaced by a playing field or playing fields of an equivalent or better quality and of equivalent or greater quantity, in a suitable location and subject to equivalent or better management arrangements, prior to the commencement of development.

**Exception 5 – Sports facilities** – The proposed development is for an indoor or outdoor sports facility, the provision of which would be of sufficient benefit to the development of sport as to outweigh the detriment caused by the loss of the playing field or playing fields.

A key consideration for an assessment of need to help shape and assess the project proposals, which may affect existing sporting provision, is the need to satisfy Paragraph 97 of the NPPF which states that existing open space, sports and recreational buildings and land, including playing fields, should not be built on unless:

- An assessment has been undertaken which has clearly shown the open space, buildings or land to be surplus to requirements.
- The loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or
- The development is for an alternative sports and recreational provision, the needs for which clearly outweigh the loss.

The evidence contained within this assessment and associated strategies will be used to inform policy and decisions in line with NPPF Paragraph 97.

#### 4.7 Links to Wider Strategies

The following information has been extracted from identified strategies and studies to help lead, inform and support potential future development of sports facilities. Please note information below comprises of verbatim extracts from relevant documentation.

##### The Central Lincolnshire Local Plan

The Central Lincolnshire Local Plan was adopted on 24 April 2017 and provides planning policies for the growth and regeneration of Central Lincolnshire until 2036. Between the Central Lincolnshire authorities (City of Lincoln, North Kesteven and West Lindsey), a total of 36,960 new homes need to be delivered over a 25-year period.

As Lincoln is one of the largest settlements it is required to deliver approximately two-thirds (64%) of the total developments. Approximately 25 per cent have been built or given permission since 2012.

In addition to the new homes there will be new employment, commercial and leisure developments, schools, sports pitches and public open spaces.

This ensures the development of homes, jobs and essential facilities take place in the right areas and are well planned – building for the future while protecting green, open spaces, preserving our heritage and providing habitats for wildlife.

The key findings from the local plan highlight:

Delivery of a large number of new homes with community facilities and services to support these. This increased population will still impact on existing provisions in the region.

## Lincolnshire County Council Joint Health and Wellbeing Strategy

The Joint Health and Wellbeing Strategy (JHWS) is a document that aims to inform and influence decisions about the commissioning and delivery of health and social care services in Lincolnshire, so that they are focused on the needs of the people who use them and tackle the factors that affect everyone's health and wellbeing. Initially created in 2013, the strategy was to cover the period up to 2018. A review process then began in 2016 to create the second phase of the strategy which began from 2018 onwards.

### The key themes of the JHWS strategy are:

#### Aims

Have a strong focus on prevention and early intervention

Ensure a focus on issues and needs which will require partnership and collective action across a range of organisations to deliver

Deliver transformational change through shifting the health and care system towards preventing rather than treating ill health and disability

Focus on tackling inequalities and equitable provision of services that support and promote health and wellbeing

#### Priorities

Mental Health & Emotional Wellbeing (children and young people)

Mental Health (Adults)

Carers

Physical Activity

Housing & Health

Obesity

Dementia

The strategy has identified task force groups for each of the priorities. A 'Physical Activity taskforce' has been created to develop work in this strategic priority area.

## Let's Move – Lincolnshire. A blueprint for creating a more active Lincolnshire.

The let's move blueprint has been produced by the physical activity taskforce, a group which was identified by the JHWS.

The Lincolnshire Physical Activity Taskforce (LPAT) has a shared vision and commitment to tackling low levels of physical activity across the County.

**Vision** – to improve people's lives through habitual physical activity

**Mission** – everyone in Lincolnshire is leading a physically active life regardless of age, wealth, gender, ability or circumstance.

**Goals** – Active Society, Active Place, Active People, Active System

Within each of the goals that have been set for the strategy, a number of targets have been identified. The targets and commitments with 'active places' are particularly pertinent to this sports facility assessment.

**Active Places** – to create and maintain environments that promote and safeguard opportunities for all people, of all ages, to have equitable access to safe places and spaces, in which to engage in regular physical activity, according to ability

We will:

- Create safe, modern and well-maintained facilities and public open spaces that provide opportunities for all to enjoy walking, cycling and other active pastimes
- Promote active travel which will be an embedded feature of all future planning and transport developments
- Create areas where people can relax and enjoy physical activities safely. We will ensure that everyone can access good quality open areas, sports and leisure facilities, green networks and other recreational sites including river and coastal sites

The **Intended outcome** of the strategy is that 'Lincolnshire will become the most active county in England where physical activity is part of everyday life'.



## Central Lincolnshire Playing Pitch Strategy 2013 (PPS) (October 2015 update)

The 2013 assessment work on the Central Lincolnshire PPS was primarily based on 2012 data. It is important to note that this assessment was not taken forward and therefore was never developed into a formal strategy document. It is also noted that the assessment data is now circa 8 years old.

This Sports Facility Assessment is the first work of this nature to take place since the 2013 assessment. As already stated, this assessment is not a comprehensive Playing Pitch Strategy but has been aligned to ensure that where applicable, we have sought to align Sport England methodology. This will allow CoLC to adopt this work in future developments of their strategic documentation.

The Central Lincolnshire Playing Pitch Needs and Evidence assessment work in 2013 included the following:

- Needs and Evidence assessment.
- Indoor and Built Sports Facilities Study.
- Informal Outdoor Sports Needs and Evidence Report.

These studies were commissioned as part of the evidence base to support the Central Lincolnshire Core Strategy and are considered by the Central Lincolnshire Authorities as evidence to support the Central Lincolnshire Local Plan. In addition, an Open Space Provision Standard Review was prepared, which used the Playing Pitch Needs and Evidence study to identify the level of playing pitch provision and future need for playing pitches, considering future population growth, to reflect the Local Plan period up to 2036.

The text below provides a brief review of the Central Lincolnshire Playing Pitch Needs And Evidence assessment findings from 2013. This Sports Facility Assessment will provide a robust and up to date assessment based on the current position in 2020.

The Central Lincolnshire Playing Pitch Needs and Evidence assessment reveals that there is limited spare capacity on existing playing fields in Lincoln and that:

There is a clear and stated need for additional football pitch provision – this primarily relates to a need for additional junior and mini soccer pitches in recognition of the adequate amount of adult pitches that already exist within Lincoln.

There is also an identified requirement for a further 3G pitch.

There is a potential requirement for cricket facilities, given the evidence to suggest that there is a need for at least one more pitch up to 2031 and that this should either be delivered through use of a school site, or alternatively as a satellite facility to a club base (potentially on a SUE).

Rugby in Lincoln is now catered for through the new Lincoln RUFC site following the relocation of Lincoln RUFC shortly after the completion of the assessment and strategy.

The recent provision of a new sand-based hockey pitch at Lindum Sports Association, along with the retention of the sand-based pitch at Yarborough Leisure Centre means that requirement for hockey are current met.

### Natural Grass Playing Pitch – Key Considerations from 2013 Assessment:

- The overall statement that there are enough playing pitches across Central Lincolnshire disguises an imbalance in use of pitches and pockets of unmet demand, particularly for football and cricket.
- The evidence demonstrates that while the ageing population will largely negate the increase in population up to 2022 (meaning that the priority is to address current issues up to 2022), if development goes ahead as proposed between 2022 and 2031, there will be a requirement for additional provision in areas of high population growth.
- This impacts all sports, but it should be noted that there may be a requirement for increased provision in football with the City of Lincoln boundaries.
- It can be demonstrated that a shortfall of -4.9 junior football pitches and -5.0 mini football pitches exists within the City of Lincoln.
- Analysis of the adequacy of pitches indicates that considering just pitches with secured community access, provision on a peak day is sufficient to meet demand, with 14 adult pitches spare. There are however shortfalls of 0.9 junior pitches and 4 mini pitches.

### FTP's – Key Considerations from 2013 Assessment:

- There is a limited direct Council role in the ownership and operation of FTP's, whilst acknowledging the pitches at Yarborough (and NK Sports Centre) are on school sites but the management and operation is controlled by the Council. Overall, there is the need to negotiate with individual site owners to gain or retain public access to pitches.
- Lincoln City has a positive supply and demand balance, which means total supply from the 4 Lincoln pitches exceeds total demand from the Lincoln population. Total supply in Lincoln is 3.6 pitches for public use and access and total demand is for 3.4 pitches, there is a positive balance of 0.2 of one pitch.
- In Lincoln City, the estimate is that 100% of all the pitch time available for public use at peak times is used.
- The Sport England facilities planning model indicates that there is little justification for additional FTPs, although many are at or approaching capacity. Reflecting this, the FA highlight a requirement of one additional pitch in City of Lincoln (to the west side).

### City of Lincoln Council – Local Football Facilities Plan (LFFP)

The FA, in partnership with the Premier League and the DCMS, have made a commitment to make a major investment into local football facilities over the next 10 years.

LFFP's are a key priority in the National Football Facility Strategy, which aims to increase football participation by delivering:

- 1000 new 3G (FTP'S) Artificial Grass Pitches
- 1000 new pavilions (supporting key multi-pitch grass sites)
- 20,000 improved natural turf pitches
- New or improved access to better indoor and outdoor spaces for social and recreational football

CoLC have worked alongside the following key partners to develop the LFFP for the City of Lincoln: -

- Clubs
- Sport England
- Football Foundation
- Lincolnshire Football Association
- Active Lincolnshire

The City of Lincoln LFFP outlines the following key points and priority projects within the city: -

### 3G FTP's

- FA data states that there are currently four 3G FTPs in Lincoln. On this basis, there is sufficient supply relative to affiliated demand. However, two of these; Lincoln Christs Hospital School and Lincoln City Football Club currently offer only limited community use. Taking this into account, there is a shortfall of two full-sized 3G FTPs.
- Further to this, two full-sized 3G FTPs are about to be developed (both are now open); one each at Yarborough and Birchwood leisure centres. These will address the aforementioned shortfalls for affiliated demand.
- Three priority projects for potential investment are identified. (Two of these are now operational).
- Two of the projects proposed (Ruston's Sports & Social Club / Sincil Bank) involve resurfacing existing 3G FTPs. One (West Lincoln) is a potential new build 3G FTP to be considered in the longer term to service potential future demand.

### Improved Grass Pitches

- Pitch finder indicates that there are currently ten grass pitch sites in Lincoln with three or more full-size pitch equivalents. These contain 47 grass pitches.
- In addition to the ten grass pitch sites noted, one site (West Lincoln) is a brand-new site that would also require pitch improvement investment.
- Four priority projects for potential investment are identified. Each has three or more full-size pitch equivalents, with the exception of the new site yet to be developed; however, this is considered to be a site of strategic importance.

### Key sites for investment: -

- Ruston Sports & Social Club
- West of Lincoln
- Priory City of Lincoln Academy
- Skellingthorpe Road

### Changing Room Pavilions / Clubhouses

- Of the ten key sites with three or more full-size pitch equivalents in Lincoln, six have suitable changing room pavilions/clubhouses, three have facilities that need improvement/ replacement, and one requires a new changing pavilion.
- should the 3G FTP be resurfaced at Lincoln City Football Club (works approved 2020), consideration should be given to refurbishment of the existing ancillary facilities to enable it to better accommodate outreach work.

### Key sites for investment: -

- Ruston Sports & Social Club
- Sincil Bank
- West of Lincoln
- Priory City of Lincoln Academy
- Skellingthorpe Road
- Birchwood Leisure Centre

### Small-Sided Facilities

- Local consultation indicates that three indoor facilities require improvement to develop small-sided football. There is also potential to create a new indoor facility.
- Two potential opportunities for MUGAs are identified. In each case the rationale is based on the site being in a well populated area with limited green space, high levels of deprivation and proportions of people from lower social economic groups and corresponding high local demand for informal football.

### Key sites for investment: -

- West of Lincoln – New Indoor Football Facility
- Moorland Community Centre – Small-Sided Informal MUGA / Refurbish Indoor Football Facility
- Sudbrooke Drive Community Centre – Refurbish Indoor Football Facility
- St Giles Community Centre - Small-Sided Informal MUGA / Refurbish Indoor Football Facility

Linked to the LFFP, we are aware that the significant Educational providers in Lincoln including the University of Lincoln are currently conducting internal review of their sports and leisure facilities and that this could impact upon the facility mix within the city. The University has grown substantially over the past few years and the existing sports and leisure facilities are now deemed inadequate for student and community requirements.

The developments could lead to increased sports and leisure facilities that are available to students and to the community within the central area of the city boundary.

Lincoln College and Bishop Grosseteste University have also undertaken their own internal reviews into sports and leisure provision. Whilst these are both at early stages, it is important to continually assess their impact on the recommendations of this report. It is to be noted all 3 educational establishment are stakeholders in the preparation of this report

## 5. Club and National Governing Body Consultations

As part of this facility assessment, it is important to also assess and understand the views of users and their support networks. Accordingly, within the consultation phase of this assessment, we have made contact to key clubs in the City and the relevant local representatives from the National Governing Bodies (NGB's).

Sport	NGB / Club	Contact Name	Role
Football	Lincolnshire FA	Adam Thurston	Football Development Manager
Football	Lincoln City FC	Liam Scully	Chief Executive Officer
Football	Ruston Sports	Roger Woodlock	Chairman
Football	St Helens	Chris Mumford	Chairman
Football	North Lindum Hawks	Tim Edwards	Chairman
Football	Lincoln United	Lee Griffin	Chairman
Football	Birchwood	Cliff Penning	Chairman
Football	Lincoln City Foundation	Charlotte Hornsby	Head of Operations
Rugby	Rugby Football Union	Chloe McMorran	Area Facilities Manager
Rugby	Rugby Football Union	Jason Bowers	Area Facilities Manager
Rugby	Rugby Football Union	Stuart Eades	Rugby Development Officer
Rugby	Lincoln Rugby Club	Ross Tarnowski	Youth Director of Rugby
Rugby	Lincoln Rugby Club	Ady Brodrick	Facilities Lead
Rugby	Hykeham Rugby Club	Adrian France	Club Chairman
Cricket	England & Wales Cricket Board (ECB)	Dan Musson	Head of Facilities Planning
Cricket	Hartsholme Cricket Club	Adrian Bunn Ian Dovey	Adult & Youth Coach Youth Development Manager
Cricket	Lindum Cricket Club	Sally Mundy	Club Representative
Hockey	England Hockey Board (EHB)	Simon Dowdy	Facility Relationship Manager
Hockey	England Hockey Board (EHB)	Gary Johnson	Relationship Manager
Hockey	Lindum Hockey Club	Andy Thorne	Club Chairman

## Summary of Discussions – National Governing Bodies of Sport (NGB's)

This section provides a summary of the consultation held with the NGB's that support each core pitch-based sports (football, rugby, cricket and hockey) in Lincoln. The consultation process was to host a round table with all four NGB's via video conference. The round table conference call was followed up with individual conversations with each NGB representative.

### Summary of the Round Table Discussion

The round table video call was held on 4<sup>th</sup> August 2020 and was attended by Adam Thurston from Lincolnshire FA (LFA) and Simon Dowdy from England Hockey (EH). Apologies were given from Chloe McMorrان, Rugby Football Union (RFU) and from Dan Musson England and Wales Cricket Board (ECB).

LK2 hosted the video conference, which began with an introduction to the project and explanation of the methodology and objectives for the assessment. The key points from the video conference are noted below:

- Adam from LFA noted that the current position for football in Lincoln was that the supply of 3G pitches meets the affiliated demand, but the expectations are that the game are growing meaning that this is likely to not be maintained in the near future. For instance, the Lincoln Sunday league is growing by 13 teams this year and the Saturday Lincolnshire League is also experiencing growth of 5 teams. (It was noted that this growth was Lincolnshire wide and not necessarily Lincoln only). Junior football continues to grow with record numbers of teams joining the Mid-Lincs youth league each year.
- Simon from EH noted that Hockey continues to be dominated by a single large club in Lincoln, Lindum Hockey Club. Simon noted that Lindum have over 500 connected hockey players to the club and over 1000 associated memberships. The club have a wide range of junior teams and offer many new initiatives to entice new players (including back to hockey, walking hockey). The club works in the community through outreach programmes to grow the game. The club has a gender split of 50/50 and has an active policy to get juniors playing within the adult game from the age of 13. Investment was noted as key issue for the sport, with no recognised funding streams directly available and therefore Hockey have a heavy reliance on Sport England. Simon noted that the club have been actively seeking another training and match play pitch to complement the existing pitch. In fact, the club has sufficient interest to warrant 3 pitches. Simon anticipates a 'single year dip' in overall numbers across the sport, but Lindum Hockey should not be affected by this as they are the main club in Lincoln.

### Rugby Football Union (RFU) – Chloe McMorrان and Jason Bowers

A separate video call was carried out with the Area Facilities Manager from the RFU. Chloe noted that the contact with both local clubs (Lincoln Rugby Club and Hykeham Rugby Club) is minimal. The main issues raised were for training and in particular evening training under floodlights. Both Clubs have their own venues and utilise these for match play and training. However, there is a lack of sustainable training venues that can accommodate evening training during the winter months.

Further consultation was concluded with NGB officers in regard to the latest playing number data and also the demand & supply club figures within the city. These figures further support the need for additional floodlit grass provision as it was discussed there is an under supply of -2 MES for training within the midweek.

During the time of the report Chloe McMorrان changed roles within the RFU and Jason Bowers has taken over in regard to this and future projects within the City of Lincoln and Central Lincolnshire. An update and agreed sign off call were conducted in early November 2020 to address any issues and keep the RFU up to date on the going report. We agreed that this report was just a snapshot in time in regard to supply and demand data as a result of no match play this season as a result of the ongoing pandemic. As a result, we have used historic data in regard to team numbers and members (2019 / 20), this should be updated following resulting reviews of the strategy and the continued growth of the city with

### England & Wales Cricket Board (EBC) – Dan Musson

The ECB declined the invitation to take part in the consultation phase due to the fact that cricket had only just returned following COVID. It was felt that the pitch assessments could not be completed for 2020, as no play was possible prior to the assessment period and only limited play was possible in the whole of 2020. Therefore, to complete this assessment, the data from 2019 was used for the supply of pitches and discussions were held with the main clubs in Lincoln to establish previous and current demand.

### Summary of Discussions – Educational Establishments

A series of consultation video calls were carried out with the following people from local higher and further educational establishments.

Organisation	Name	Role
Lincoln College	Nick Pettit	Head of Estates Development
University of Lincoln	David Braham	Chief Finance Officer
Bishop Grosseteste University	Suzanne Kane	Director of Estates & Facilities at Bishop Grosseteste University

The purpose of the consultation was to update each organisation as to the purpose of the facility strategy, seek their views on the current provision and to discuss the likely future requirements.



## University of Lincoln

The University has expressed that they do still have ambitions to deliver high quality sport and leisure provision, but the “world” has changed recently, so no immediate plans for significant investment, the university will need to take stock for a period but do acknowledge they must improve their sport and leisure offering to their students in the first instance and then can this impact upon the wider community. The University have welcomed being a part of the discussions and wish to be included in future updates and the process due to the potential WGC and further developments.

## Lincoln College

The College are currently evaluating their existing sports and leisure facilities. The College owns and operates two separate site in the City. The indoor facility (Deans Sports & Leisure Centre) is located within main college campus and the outdoor sports are located at the Ravendale Drive site. The sports facilities are primarily used by students with some community access at the Deans Sports & Leisure Centre. The College are currently looking at future options for the Ravendale Drive site as this is a cost burden due to limited community access.

## Bishop Grosseteste University

The University are currently reviewing their own sports facilities with a view to opening up more opportunities for the community to access their site. This community use would need to compliment the usage requirements from students but is seen as a way of making the sports facilities more sustainable in the future. This project has stalled due to the current pandemic, but it is recognised that investment is required. The University is also currently exploring options to forge a relationship with Yarborough Leisure Centre, to secure a wide variety of additional opportunities for its students.

## Other Organisations - Active Lincolnshire

A separate call was held with Active Lincolnshire to discuss the current and future provision of sports and physical activity venues across the City. Active Lincolnshire is the Counties ‘Active Partnership’ which provides support to City of Lincoln Council in maximising the participation of sports and physical activity through facilities and programmes. Active Lincolnshire are an active member of the Lincolnshire Physical Activity Taskforce and therefore work on common goals with City of Lincoln Council. The consultation call was held with Emma Tatlow, CEO, Active Lincolnshire and Navaz Sutton, Area Lead for Lincoln for Active Lincolnshire.

## Summary of Supply and Demand:

Through our consultation and roundtable discussion with the national governing body officers and major clubs of each core sport we were able to determine the overall supply and demand within the City of Lincoln. This supply and demand is in relation to the overall supply of playing pitches within the study area and associated quality score (poor, standard and good) and also the demand of total team numbers within each respected age group. This demand data is from the latest data from the NGB officers regarding team numbers of the most recent season (2019 / 20) unless otherwise stated. This data should be considered as a ‘**snapshot**’ in time audit for each sport and the relevant factsheets have been created as an appendix item to express this. Please see Appendix 4. Due to the current Covid-19 pandemic the majority of sports have been unable to do conduct matches or training which will have resulted inaccurate data for the quality assessments.

## 6. Facility Assessment - Football

The FA has a multitude of funding schemes across the UK with the intent to increase participation in football. In 2016, the FA launched a significant new strategy for the national game, which identified four key areas. The investment of £260m was to focus on **facilities, coaching, participation and developing the football workforce**. Lincoln has seen the benefit of FA funding through a number of local schemes, including most recently funding for 3G FTP's at Yarborough and Birchwood Leisure Centres.

Alongside the national game strategy is the pitch improvement plan (PIP), which has the target of improving over 20,000 grass pitches nationally. As part of this review, the FA are taking the opportunity to conduct a strategic overview of grass pitch provision. It is reported that there is an oversupply of pitches to the current and future demand. Therefore, this project to review strategy provision of pitches in the City of Lincoln has many synergies with the national FA strategy.

Football remains one of the main sports that is played across the city, with high levels of adult participation. The recent success of Lincoln City Football Club has breathed new life into the area and opportunities now exist to develop the game further over the coming years.

Football is the only one of the six sports in the assessment to register in the most popular sports activities. It is the fourth most popular activity in Lincoln with 8.3% of the adult population participating and this is higher than the East Midlands regional and England wide percentages at 7% and 7.2% respectively.

As a city, in addition to its main professional club, Lincoln has a number of long-standing amateur clubs and a very rich history of successful local league structures. There are several adult weekend leagues, a very large junior league that spans the whole of Lincolnshire, a women and girls county league and an 'Ability Counts' League. (the latter two leagues will have representation from Lincoln based clubs/teams).

The clubs that are based in the city predominantly use facilities that are within the city of Lincoln boundaries. However, it is also important to note that there are communities being served by facilities that are located outside of the city boundary. For instance, North Kesteven Sport Centre has 3 full sized pitches, 2 mini pitches and a 3G FTP and is home to one the largest football clubs in the area, Greenbank. Many residents of the CoLC are members of this club.

Please see Appendix 4 for the full data sheets used in this assessment.

The graphic on page 33 shows the overview of the existing facility structure in the City.

A summary of football within the City of Lincoln.(as at the end of 2019 season)



42 11v11 pitches



1x League One Professional Club



32 adult teams

20 junior pitches



1 Saturday League



60 junior / mini teams



15 mini pitches



5 Sunday Leagues



8 Women's teams

6 full sized FTP'S



1 U21 Leagues



11 Disabilit



1 sand filled AWP



1 Under 18's League



1 centre of excellence

10 pavilions



1 x Junior League



Circa 2000 players



The supply of grass pitches across the City of Lincoln comprises of a mixed economy in terms of ownership and management. There is also a range of pitch type and quality. As there is a multitude of different datasets available for the collation of this information, we have created a master list for all grass pitches in the city boundary. We have utilised a combination of the datasets, including the football foundation's 'Pitch Finder' website and Sport England 'Active Places Power'. The full master list is contained in Appendix 1.

### **Quantity of the pitches – 10 miles radius from Lincoln City.**

There are 77 grass pitches based within the City of Lincoln, the make-up of which is as follows: -

- 42 x full sized 11 v 11 grass pitches.
- 20 x Med sized 11 v 11 grass pitches.
- 2 x 9v9 sized grass pitches.
- 13 x mini-soccer grass pitches.
- City of Lincoln have community use agreements to 28 facilities.

Outside of the city boundary (10-mile radius), there are an additional 87 grass pitches, which are strategically important to CoLC as they serve residents, even though they are located in other local districts. This is also an important consideration for future discussions with Sport England, as any playing pitch assessment will use a 10-mile radius, 25-minute drive or a 30-minute walk time. These locations are broken down as follows: -

- 42 x full sized 11 v 11 grass pitches.
- 32 x Med sized 11 v 11 grass pitches.
- 1 x 9v9 sized grass pitches.
- 12 x mini-soccer grass pitches.

There are several key challenges for the provision of grass pitches, FTP's and ancillary facilities.

- Maintenance of grass pitches is labour intensive and expensive (CoLC currently retain this cost in house).
- Some of the existing ancillary facilities are basic.
- Some of the existing ancillary facilities are in a poor state of repair.
- Access agreements into some facilities is limited.
- Cross over between winter and summer sports within shared venues.
- Extension of playing seasons leads to conflict on shared venues. Conflict over uses of space and also due to different maintenance requirements.

## FTP Ratings and Quality Scores:

The FA and Football Foundation considers high quality 3G pitches as essential in promoting coach and player development across all age groups. These pitches can support intensive use and as such are valuable assets for both playing and training. Primarily, such facilities have been installed for community use and training however they are increasingly used for competition, which the FA wholly supports providing the pitch has been appropriately tested and is on the FA 3G pitch register. The FA's long-term ambition is to provide every affiliated team in England with the opportunity to train once a week on a floodlit 3G surface together with priority access for Charter Standard Community Clubs through a partnership agreement

The FA has adopted the use of 3G pitches across all its competitions and incorporated this into the standard code of rules. This decision was taken due to the significant advances that have been made to the development of 3G Football Turf (FT) and the adoption of these surfaces by professional leagues throughout Europe and by both UEFA and FIFA for major competitions.

The FTP scores were calculated through using the latest guidance from Sport England and by using a combination of desktop research, consultation and historical data from previous studies. It was the objective to conduct detailed site visits but due to the pandemic situation these were unable to take place. The age of the surface was used to determine an element of the overall quality score which was taken from Active Places and consultations with clubs and service providers.

## Summary of Club Consultations

**St Helens Football Club** recorded that they have 9 current teams playing at the Skellingthorpe Road venue. This is made up of 8 junior teams and one open age team. The Club Chairman noted within the survey that the pitches are rated as average to poor and made the following comments:

- The pitch quality is largely governed by the weather conditions - up until this season the pitches have been good on Skellingthorpe Road but the pitches, especially the pitch used by our U13, U14 & U15 teams has been unplayable for a large portion of the season due to flooding. The pitch slopes away on one side and with the high volume of rain during the last season has resulted in waterlogging - this could be solved by moving the pitch up towards the road by 10 yards. The pitch used mainly by our men's team has a watermain running underneath it which has collapsed on occasion during a period of draught but is generally well drained.
- The playing surfaces aren't helped by motorbikes & quadbikes running across them at times. Boundary posts between the carpark and the playing field are quite far apart which allow these vehicles access the site.
- Parking can be a problem when all pitches are in use at the same time.
- Changing facilities are basic but manageable. The portacabins are a little tight on space when two adult teams are trying to change at the same time, but with a bit of thought it's workable. There are separate changing facilities & toilets for juniors.
- The City Council doesn't employ an attendant at this site - the home teams are responsible for opening and closing up the facilities, but this is reflected in the season's pitch fees.

**Birchwood Football Club** recorded that they have 13 current teams, all of which are junior teams. All but one of the teams play their home matches at Birchwood Leisure Centre. The under 15's use Hykeham Memorial Ground. All pitches were noted as being 'good' by the club.

**North Lindum Hawks** are currently in the process of moving from 17 teams to 20 teams and are based at Yarborough Leisure Centre for both training and match play. All teams are junior teams. The Club Chairman noted that whilst they have access to the new 3G pitch and grass pitches at Yarborough Leisure Centre, they are at capacity and require more space. The pitches were noted as being average in terms of playing quality and sadly are damaged by motorised vehicles (quad bikes) driving across them. The length of grass was also noted as being an issue. In the growing season, more frequent cutting is required. One of the 11v11 pitches was noted as having an un-level surface.

**Ruston's Sports** currently have 14 teams ranging from under 7's up to open aged teams. Ruston's have a multi-sport home venue with a grass pitches, a 3G pitch, a large club house, squash courts and outdoor tennis courts.

**Lincoln United** have 20 teams ranging from under 8's to the open aged teams. Included in the open age teams are the first team who play in the Northern Premier League, a development squad and the Ladies first team who play in the East Midlands Women's Regional Football League, Division One North. There is a strong growing junior section, with wildcats and mini-soccer development sessions being held by the club on a weekly basis.

#### **Community Use and Demand:**

It is important for the local authority and clubs within the study area to have access to sites on a secured basis with open and ongoing community use. This can be achieved in a number of ways such as user agreements with schools or long-term leases of land through the local authority that are designated as protected open space. To calculate the overall carrying capacity of all sites within the local authority it is also advised to remove sites that are restricted to community use (typically educational establishments). This will result in a clearer picture as to what is available for local clubs and teams to either dedicate their training or match play demand. From our consultations and analysis, we have concluded that these sites listed below do not have open community use or access. These sites have been highlighted (in yellow) on the table below also for reference.

- Manor Leas Junior Academy
- Bishop Grosseteste University College
- Sobraon Barracks Playing Fields
- Hartsholme Academy
- Ravendale Drive (Lincoln College)
- University of Lincoln

## Site Surveys and Pitch Quality Scores

Name of Facility	Pitch Sub Type	Agreed Pitch Rating	Pitch Capacity Score
Lincoln City FC	FTP - 3G	Standard	3
The Priory Academy, Cross o Cliff	Adult Football	Standard	4
The Priory Academy, Cross o Cliff	Adult Football	Standard	
St Peter & St Paul School	Adult Football	Poor	4
St Peter & St Paul School	Youth Football 11v11	Standard	
St Peter & St Paul School	Youth Football 11v11	Poor	
Moorlands Sports Ground	Adult Football	Poor	2
Moorlands Sports Ground	Youth Football 11v11	Poor	
The Priory Academy, Skellingthorpe	Adult Football	Standard	12
The Priory Academy, Skellingthorpe	Youth Football 11v11	Standard	
The Priory Academy, Skellingthorpe	Youth Football 9v9	Poor	
The Priory Academy, Skellingthorpe	Mini Soccer 5v5	Standard	
The Priory Academy, Skellingthorpe	Mini Soccer 5v5	Standard	
The Priory Academy, Skellingthorpe	FTP - 3G	Good	
Lindum Sports	FTP -Sand Based	Good	3
The Priory Witham Academy	Adult Football	Standard	6
The Priory Witham Academy	Adult Football	Standard	
The Priory Witham Academy	Youth Football 11v11	Standard	
Hartsholme Academy	Mini Soccer 5v5	Standard	2
Christs Hospital School	Adult Football	Standard	9
Christs Hospital School	Adult Football	Standard	
Christs Hospital School	Youth Football 9v9	Standard	
Christs Hospital School	FTP - 3G	Good	
Skellingthorpe Road	Adult Football	Standard	7
Skellingthorpe Road	Adult Football	Poor	
Skellingthorpe Road	Youth Football 11v11	Poor	
Skellingthorpe Road	Youth Football 9v9	Poor	
Skellingthorpe Road	Mini Soccer 7v7	Poor	
Skellingthorpe Road	Mini Soccer 7v7	Poor	
Skellingthorpe Road	Mini Soccer 5v5	Poor	
Morland Community Centre	Adult Football	Standard	2
Yarborough Leisure Centre	Adult Football	Standard	11
Yarborough Leisure Centre	Youth Football 11v11	Poor	
Yarborough Leisure Centre	Youth Football 11v11	Poor	
Yarborough Leisure Centre	Youth Football 9v9	Poor	
Yarborough Leisure Centre	Mini Soccer 7v7	Poor	
Yarborough Leisure Centre	Mini Soccer 5v5	Poor	
Yarborough Leisure Centre	FTP - 3G	Poor	
Yarborough Leisure Centre	FTP -Sand Based	Poor	

Name of Facility	Pitch Sub Type	Agreed Pitch Rating	Pitch Capacity Score
Bishop Grosseteste University	Adult Football	Standard	2
Lincoln St Christopher's School	Mini Soccer 7v7	Standard	2
Lincoln United	Adult Football	Basic	1.5
Manor Leas Junior Academy	Youth Football 9v9	Standard	4
Manor Leas Junior Academy	Youth Football 9v9	Standard	
Ruston's S&S	Adult Football	Poor	8
Ruston's S&S	Youth Football 11v11	Poor	
Ruston's S&S	Youth Football 9v9	Poor	
Ruston's S&S	Mini Soccer 7v7	Standard	
Ruston's S&S	Mini Soccer 5v5	Standard	
Ruston's S&S	FTP - 3G	Poor	
Lincoln College (Ravendale)	Adult Football	Standard	5
Lincoln College (Ravendale)	Adult Football	Standard	
Lincoln College (Ravendale)	Adult Football	Poor	
Lincoln College (Ravendale)	Youth Football 11v11	Poor	
Lincoln College (Ravendale)	Youth Football 11v11	Poor	
St Giles Academy	Adult Football	Standard	2
Sobraon Barracks Playing Fields	Adult Football	Poor	1
Sudbrooke Drive	Adult Football	Standard	4
Sudbrooke Drive	Adult Football	Standard	
King Georges Field ( Macauley Drive)	Adult Football	Standard	4
King Georges Field ( Macauley Drive)	Adult Football	Standard	
Birchwood Leisure Centre	Youth Football 9v9	Poor	7
Birchwood Leisure Centre	Mini Soccer 7v7	Poor	
Birchwood Leisure Centre	Mini Soccer 5v5	Poor	
Birchwood Leisure Centre	Mini Soccer 5v5	Poor	
Birchwood Leisure Centre	FTP - 3G	Good	
University of Lincoln	FTP - 3G	Good	7
University of Lincoln	FTP - 3G	Good	
University of Lincoln	FTP -Sand Based	Poor	
Birchwood Junior School	Youth Football 9v9	Standard	4
Birchwood Junior School	Youth Football 9v9	Standard	



## Overall Supply and Demand:

Provision - Site	Total Number of Pitches	Total Pitch Capacity	Total Demand (Match Equivalents)	Difference Between Capacity & Demand Match Equivalents
Lincoln City FC - 11v11 Full	1	3	0.5	2.5
The Priory Academy, Cross o Cliff - 11v11 Full	1	2	0	2
The Priory Academy, Cross o Cliff - 11v11 Full	1	2	0	2
St Peter & St Paul School - 11v11 Full	1	1	0	1
St Peter & St Paul School - 11v11 Junior	1	2	0	2
St Peter & St Paul School - 11v11 Junior	1	1	0	1
Moorlands Sports Ground - 11v11 Full	1	1	1	0
Moorlands Sports Ground - 11v11 Junior	1	1	1	0
The Priory Academy, Skellingthorpe - 11v11 Full	1	2	3.5	-1.5
The Priory Academy, Skellingthorpe - 11v11 Junior	1	2	1.5	0.5
The Priory Academy, Skellingthorpe - 9v9	1	1	2	-1
The Priory Academy, Skellingthorpe - 5v5	1	4	3	1
The Priory Academy, Skellingthorpe - 5v5	1	4	3	1
The Priory Witham Academy - 11v11 Full	1	2	0	2
The Priory Witham Academy - 11v11 Full	1	2	0	2
The Priory Witham Academy - 11v11 Junior	1	2	0	2
Hartsholme Academy - 5v5	1	4	0	4
Christs Hospital School - 11v11 Full	1	2	0	2
Christs Hospital School - 11v11 Full	1	2	0	2
Christs Hospital School - 9v9	1	2	0	2
Skellingthorpe Road - 11v11 Full	1	2	2	0
Skellingthorpe Road - 11v11 Full	1	1	1.5	-0.5
Skellingthorpe Road - 11v11 Junior	1	2	0	2
Skellingthorpe Road - 9v9	1	2	1	1
Skellingthorpe Road - 7v7	1	4	0.5	3.5
Skellingthorpe Road - 7v7	1	4	0	4
Skellingthorpe Road - 5v5	1	4	1	3
Moorland Community Centre - 11v11 Full	1	2	0.5	1.5
Yarborough Leisure Centre - 11v11 Full	1	2	0.5	1.5
Yarborough Leisure Centre - 11v11 Full	1	1	0	1
Yarborough Leisure Centre - 11v11 Junior	1	2	1	1
Yarborough Leisure Centre - 11v11 Junior	1	2	0.5	1.5
Yarborough Leisure Centre - 9v9	1	2	3.5	-1.5
Yarborough Leisure Centre - 7v7	1	4	2.5	1.5
Yarborough Leisure Centre - 5v5	1	4	1	3
Bishop Grosseteste University 11v11 Full	1	2	2	0
Lincoln St Christopher's School -7v7	1	2	0	2
Lincoln United - 11v11 Full	1	1	1	0
Manor Leas Junior Academy - 9v9	1	2	0	2
Manor Leas Junior Academy - 9v9	1	2	0	2
Ruston Sports & Social - 11v11 Full	1	1	4.5	-3.5

Provision - Site	Total Number of Pitches	Total Pitch Capacity	Total Demand (Match Equivalents)	Difference Between Capacity & Demand Match Equivalents
Ruston Sports & Social - 11v11 Junior	1	1	2.5	-1.5
Ruston Sports & Social - 9v9	1	1	2	-1
Ruston Sports & Social - 7v7	1	2	1	1
Ruston Sports & Social - 5v5	1	2	1	1
Lincoln College (Ravendale) - 11v11 Full	1	2	1	1
Lincoln College (Ravendale) - 11v11 Full	1	2	1	1
Lincoln College (Ravendale) - 11v11 Full	1	2	0	2
Lincoln College (Ravendale) - 11v11 Junior	1	2	0	2
Lincoln College (Ravendale) - 11v11 Junior	1	2	0	2
St Giles Academy	1	1	1	0
Sobraon Barracks Playing Fields	1	1	0	1
Sudbrooke Drive	1	2	1	1
Sudbrooke Drive	1	2	1	1
King Georges Field ( Macauley Drive)	1	2	0.5	1.5
King Georges Field ( Macauley Drive)	1	2	0.5	1.5
Birchwood Leisure Centre	1	2	1.5	0.5
Birchwood Leisure Centre	1	4	1.5	2.5
Birchwood Leisure Centre	1	4	1	3
Birchwood Leisure Centre	1	4	0.5	3.5

## Football Stakeholders

There are 58 unique football clubs and organisations within the City of Lincoln.

Lincoln City are the highest ranked team and are currently playing in Football League one. Lincoln City also has a ladies team and a large junior academy.

Lincoln City are supported by several semi-professional and non-league amateur clubs such as Lincoln United (Northern Premier League South East) and Lincoln Moorlands Railway FC.

There are six adult leagues, including one Saturday league and five Sunday leagues, catering for 53 teams. Further consultation and reference should be addressed in future reviews of the document in terms of league growth due to the ongoing pandemic situation and the stop and start nature of this season.

There is one large Lincolnshire wide junior league called the Mid-Lincs Youth League. There are several large clubs that are based within the Lincoln City boundary that play in this league. The largest clubs are as follows: -

- Ruston Sports
- St Helens
- North Lindum Hawks
- Birchwood
- Lincoln United

In addition, it is worth noting that there are also several junior clubs based on the outskirts of the city of Lincoln boundary, but serve residents in the City.

- Greenbank FC – (North Kesteven)
- Welton JFC – (West Lindsey)

Lincolnshire FA are currently working with clubs and leagues locally to grow the game in line with the FA's National Game Strategy.

## Playing Pitch Calculator Demand - Football

The analysis in table below show the results using the playing pitch calculator for football. It is important that this analysis is used alongside the findings, recommendations and action plan of the assessment for the Lincoln area to help determine the most appropriate way of meeting the demand and justifying any resulting proposals.

## Playing Pitch Calculator Team's Generated - Football:

Sport age groups	Q1. How many people from the new population may fall within the individual sport age groups?		Q2. How many teams may be generated by the new population?		
	Percentage of the total population in the area	A1. Number of people in each sport age group	Team generation rate	Number of teams generated by the new population	A2. Number of teams generated by the new population (with any selected % adjustment in demand applied)
<b>Football</b>					
Men 11v11 (16-45yrs)	23.60%	<b>24588.72</b>	644	38.15	<b>38.15</b>
Women 11v11 (16-45yrs)	22.76%	<b>23716.46</b>	2238	10.60	<b>10.60</b>
Boys 11v11 (12-15yrs)	1.89%	<b>1969.22</b>	133	14.84	<b>14.84</b>
Girls 11v11 (12-15yrs)	1.81%	<b>1890.79</b>	595	3.18	<b>3.18</b>
Boys 9v9 (10-11yrs)	1.09%	<b>1138.29</b>	51	22.26	<b>22.26</b>
Girls 9v9 (10-11yrs)	0.97%	<b>1007.93</b>	476	2.12	<b>2.12</b>
Mixed 7v7 (8-9yrs)	2.13%	<b>2216.16</b>	149	14.84	<b>14.84</b>
Mixed 5v5 (6-7yrs)	2.25%	<b>2346.53</b>	201	11.66	<b>11.66</b>

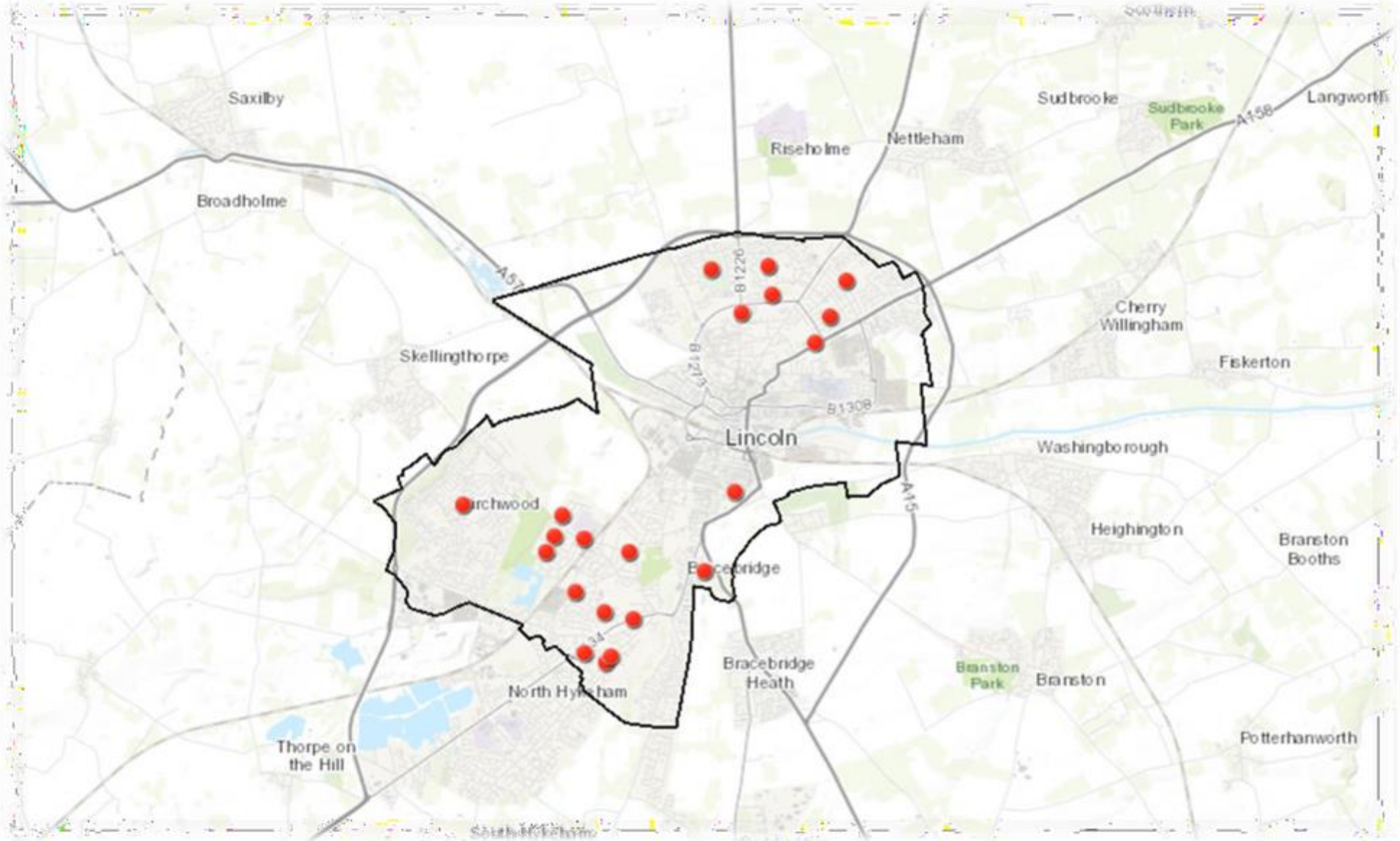
\*Population figures agreed with local authority and team numbers from Lincolnshire FA

## Locations of existing grass pitch provision – (football only)

Site Name	Post Code	Community Use	Security of Community Use	Adult	Youth 11v11	Youth 9v9	Mini Soccer 7v7	Mini Soccer 5v5	AGP – 3G	AGP - Sand Based
Birchwood Junior School	LN6 0NL	No	Unsecured			2				
Birchwood Leisure Centre	LN6 0JE	Yes	Secured			1	1	2	1	
Bishop Grosseteste University	LN1 3DY	Yes	Secured	1						
Christ's Hospital School	LN2 4PN	Yes	Unsecured	2		1			1	
Hartsholme Academy	LN6 0DE	No	Unsecured					1		
King Georges Field (Macauley Drive)	LN2 4ET	Yes	Secured	2						
Lincoln City FC	LN5 8LD	Yes	Unsecured						1	
Lincoln College (Ravendale)	LN2 2JN	No	Unsecured	3	2					
Lincoln St Christopher's School	LN6 8AR	Yes	School (in house)				1			
Lincoln United	LN6 0DY	Yes	Unsecured	1						
Lindum Sports		Yes	Secured							1
Manor Leas Junior Academy	LN6 8BE	Yes	Unsecured			2				
Moorlands Sports Ground	LN6 8RT	Yes	Secured	1	1					
Morland Community Centre	LN6 8RT	Yes	Secured	1						
Ruston's S&S	LN6 8RN	Yes	Secured	1	1	1	1	1	1	
Skellingthorpe Road	LN6 0HF	Yes	Secured	2	1	1	2	1		

Site Name	Post Code	Community Use	Security of Community Use	Adult	Youth 11v11	Youth 9v9	Mini Soccer 7v7	Mini Soccer 5v5	AGP – 3G	AGP - Sand Based
Sobraon Barracks Playing Fields	LN1 3QE	No	Unsecured	1						
St Giles Academy	LN2 4LQ	Yes	Unsecured	1						
St Peter & St Paul School	LN6 7SX	Yes	Unsecured	1	2					
Sudbrooke Drive	LN2 2EF	Yes	Secured	2						
The Priory Academy, Cross o Cliff	LN5 8PW	No	Unsecured	2						
The Priory Academy, Skellingthorpe	LN6 7DT	Yes	Unsecured	1	1	1		2	1	
The Priory Witham Academy	LN6 7DT	No	Unsecured	2	1					
University of Lincoln	LN6 7TS	Yes	Secured						2	1
Yarborough Leisure Centre	LN1 3SP	Yes	Secured	1	2	1	1	1	1	1

Football Sites within the City of Lincoln



## 7. Facility Assessment - Cricket

The supply of cricket wickets across the City of Lincoln is limited but is driven in part by the demand. There are two principle clubs (Hartsholme and Lindum) that accommodate the majority of participation and one further club (Bracebridge Heath), located just outside of the boundary that picks up the remaining demand. In addition, there are several other satellite venues, outside of the city boundary that pick-up demand. However, it should be noted that these locations are typically linked to either school sports facilities or football locations, meaning that they are not dedicated cricket venues.

Whilst we have established the number of cricket clubs, grounds and fine turf wickets within the city, we have not completed a detailed assessment of the quality of these. Ongoing maintenance by skilled grounds staff is an integral part of providing playing pitches and grounds are rated based on this. The level and quality of maintenance also denotes which standard of cricket can be played by clubs. (i.e. how high within the regional and national they can be promoted) This is coupled to the attainment of clubmark status.

The Institute of Groundmanship (IOG) have been working with county cricket boards to develop a RAG rating system for existing wicket provision. The next stage of this process would be to understand the status of the sites in Lincoln in relation to the IOG rating.

Cricket across the county of Lincolnshire has a very comprehensive offer with a multitude of leagues and competitions. There are 195 registered cricket clubs with 38 different competition offers. These range from Saturday county wide leagues, Sunday local leagues, midweek indoor leagues, cup competitions, table cricket, disability cricket and junior leagues. The provision of cricket facilities across the county is mixed ranging from high quality, multi venues to single pitch sites.

Cricket within the City of Lincoln boundary is by comparison relatively limited both in terms of provision and also in terms of clubs. There are two principle venues hosting clubs across the city and two clubs. According to the Central Lincolnshire Playing Pitch Strategy (2015) there are 17 adult male teams, no female teams, 15 junior boys' teams and 2 junior girls' teams. This report also highlights that despite having the least supply of pitches, the overall propensity to participate in cricket is highest within the City of Lincoln. This indicates that demand is not currently met by the supply of pitch provision.

Through additional consultation and developments within the clubs for 2019 there are a total of 24 teams throughout the junior and adult sections, a total of 10 adult teams and 14 junior teams with a full breakdown of teams highlighted in the stakeholder section below.

Please see Appendix 4 for the full data sheets used in this assessment.

### Cricket Stakeholders

There are two key clubs in the City of Lincoln boundary who are stakeholders in this process.

- Hartsholme Cricket Club
- Lindum Cricket Club

It should also be noted that despite Bracebridge Heath Cricket Club being located just outside the city boundary, they are also a stakeholder to any future process. Lincolnshire do have a very large county representative set up. There are squads at each step of a comprehensive pathway including Men's, Ladies, Veterans, Under 11's, 12's, 13's, 14's 15's and 17's (all age groups have male and female sides).



## Club Consultations

**Lindum Cricket Club** is based in the north of the City at Lindum sports ground. The cricket clubhouse is part of the Lindum sports association and was refurbished 18 months ago. Facilities include:-

- Male/Female changing rooms
- Electronic scoreboard
- Grass and artificial wickets / outdoor nets / sight screens / covers

In 2020 the club had 13 teams which comprised of

- 5 Senior Teams (Men's)
- 8 Juniors – U9 – U17 all mixed

Over the last few years, the club have used the Sobraon Barracks on Burton Road as their 2nd ground.

The club have a number of aspirations

- To develop a 2nd ground to alleviate pressure off Sat/Sun fixtures.
- If the above is not possible, the club will seek to play junior games in the week.
- To further develop Junior section and harness their growth into adult cricket.
- To develop the Women & Girls game and introduce a dedicated section for Women's team
- To extend the clubs non-playing memberships to older members / supporters
- Retain the family friendly approach

**Hartsholme Cricket Club** is based in the south of the city at Ashby Avenue sports ground. This is shared with Lincoln United Football Club. The buildings are under a long term lease with City of Lincoln Council (25 years)

- Male/Female changing rooms – linked to social club
- Scoreboard
- Grass wickets / outdoor nets / sight screens / covers.

In 2020 the club had 11 teams which comprised of

- 5 Senior Teams (4 men's and 1 ladies)
- 6 Juniors – U9 – U17 all mixed

The club uses the indoor training facilities at the nearby Priory (City school). The club have a number of aspirations

- To develop a dedicated cricket pavilion.
- Rejuvenate the playing square
- Removal of trees is an ongoing concern and potential large cost to the club. There are many very tall leylandii trees that create a boundary between the club and local housing.

## Locations of existing grass pitch provision – (Cricket only)

Site Name	Community use on site	Security of Community Use	Management	Wickets (Grass)	Wickets (artificial)
Hartsholme Cricket Club	Available	Secured	Sport Club	21	0
Lincoln Christs Hospital School	Available	Unsecured	School / College	11	1
Lindum Sports Association	Available	Secured	Commercial Management	10	1
Sobraon Barracks Playing Fields	Not Available	Unsecured	Local Authority	10	0
St Peter & St Paul Catholic High School	Not Available	Unsecured	School / College	3	1

Cricket Sites within the City of Lincoln

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## Playing Pitch Calculator Demand - Cricket

Cricket provision across the City boundary is catered for at the present time and there appears to be no future change in this requirement. However, the opportunity that is presented by the western growth corridor will have an impact on this assessment and could lead to an increased requirement. The tiered approach will help CoLC to prioritise the cricket provision across the city boundary and quantify the requirement with or without the new homes and population as part of the western growth corridor.

If a new tier one location is developed as a consequence of the western growth corridor, we would recommend that this includes one additional cricket pitch, outdoor nets and linked indoor training facilities.

This facility assessment also recommends that the existing facilities and relationships with clubs be retained. The table below highlights the potential cricket teams that might be generated up to 2041 with the latest population data available, this has been supplied through the local authority.

Sport age groups	Q1. How many people from the new population may fall within the individual sport age groups?		Q2. How many teams may be generated by the new population?		
	Percentage of the total population in the area	A1. Number of people in each sport age group	Team generation rate	Number of teams generated by the new population	A2. Number of teams generated by the new population (with any selected % adjustment in demand applied)
<b>Cricket</b>					
Men (18-55yrs)	28.38%	29574.29	1641	18.02	18.02
Women (18-55yrs)	27.78%	28941.56	0	0.00	0.00
Boys (7-18yrs)	6.25%	6511.77	410	15.90	15.90
Girls (7-18yrs)	5.83%	6075.11	2866	2.12	2.12

## 8. Facility Assessment – Rugby Union

### Introduction and Strategic Context

The Rugby Football Union (RFU) is the national governing body responsible for grassroots and elite rugby in England, with the season operating from September to June. RFU Strategic Plan (2017- 2021). In October 2017, the RFU published its strategic plan, with the overall objective of being England’s strongest sport, underpinned by good governance and regulation, as well as increased investment in the game to drive elite performance and community participation. The following key areas of focus are particularly relevant for this strategy.

- **Protect our clubs:** Support clubs to protect themselves against risks to sustainability in the key areas of leadership, facilities and finances. Support clubs to meet all their statutory and regulatory obligations
- **Expand places to play through Artificial Grass Pitches:** Install and manage strategically placed Artificial Grass Pitches (FTP’s) nationwide, increasing playing opportunities for the 15- a-side game and other variants in communities where natural turf pitches are significantly overused. Improve access to rugby in non-traditional and urban areas
- **Engage new communities in rugby:** Increase female player numbers, with more teams and matches, expansion in the education environment and transitioning more players to clubs
- **Grow the grass-roots game:** Increase the number of active male and female (14+) 15-a-side teams by 10%. Increase the number of 15-a-side matches played by 20%. Increase the number of active rugby union players by 10%.

### Rugby Stakeholders

Lincoln has two rugby clubs, with both being located outside the city boundary. **Lincoln Rugby Club** is based to the east of Nettleham in the West Lindsey district. The club has 3 adult men’s teams, a lady’s team, 11 junior teams ranging from under 6’s to under 16’s, a junior girl’ team and a colt’s team. **North Hykeham RFC** are located to the south east of the city, within North Kesteven local authority. This club currently has two adult teams and two youth teams with approximately 110 members. North Hykeham RFC have more a sporadic junior team base with fluctuating numbers and members.

These team and member numbers are from last season (2019 / 2020) due to the current pandemic there is currently no official sanctioned RFU matches occurring. The University of Lincoln and Lincoln College also have rugby teams as part of their educational offer. It should be noted these numbers should be caveated due to the fact there has currently been no formal matches within England currently (as of November 9<sup>th</sup>).

There are two main venues that provide opportunities for Rugby in Lincoln with all other pitches being based on school facilities. There is little community use availability at educational sites due to a mix of lack of demand and also poor-quality offerings.

- Lincoln Rugby Club (West Lindsey)
- Bishop Grosseteste University
- The Priory Academy
- North Hykeham RFC

## Rugby Club Play Members (2019 / 2020)

Club	Adult Male Players	Adult Female Players	Youth Male	Youth Female
Lincoln RFC	78	37	96	9
North Hykeham RFC	79	0	28	0
<b>Total</b>	<b>157</b>	<b>37</b>	<b>124</b>	<b>9</b>

## Supply and Demand

In order for there to be an adequate number of match and training venue for the quantity and quality of the pitches within the local authority should be considered in order to determine the overall carrying capacity to be calculated. The table below highlights the carrying capacity of both sites and also the match and midweek training demand. Lincoln RFC is currently the only club within the city limits that have on site floodlit training provision due to having floodlights on one and a half of their senior pitches. Due to this fact there is still a midweek training deficit within the local authority creating the need for more floodlights either on or off site. North Hykeham RFC currently have no floodlit training provision and have to used off site locations for their training requirements.

## Supply and Demand Figures / Carrying Capacity (2019 / 2020)

Club/Univ/College	Mini Midi Teams	Youth Teams U13-18	Adult teams	Midweek Match Equivalents	Floodlit	Midweek Training Capacity	Full size Pitches	Match Play Demand (Weekend)	Match Play Capacity (Weekend)	Overall Site Capacity	Pitch Deficit or Surplus
Lincoln RFC	6	6	5	7	2.5	-2	6	7.00	5	3.00	1.50
North Hykeham RFC	0	2	2	2	0	-2	1	2.00	0.00	-2.00	-1.00
<b>Totals</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>-2</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>-2</b>	<b>-1</b>

## Unmet and Latent Demand

In addition to the existing demand, the study also seeks to identify where existing current demand is not being fulfilled. The 2013 Sport England Methodology prescribes that this should be done through the identification of demand that is unmet, or latent. The definitions of these terms can be found below:

- Unmet demand is demand that is known to exist but unable to be accommodated on current supply of pitches. This could be in the form of a team with access to a pitch for matches but nowhere to train or vice versa. This could also be due to the poor quality and therefore limited capacity of pitches in the area and/or a lack of provision and ancillary facilities which meet a certain standard of play/league requirement. League secretaries may be aware of some unmet demand as they may have declined applications from teams wishing to enter their competitions due to a lack of pitch provision which in turn is hindering the growth of the league.
- Latent demand is demanding that evidence suggests may be generated from the current population should they have access to more or better provision. This could include feedback from a sports club who may feel that they could set up and run an additional team if they had access to better provision.

The table below captures the levels of unfulfilled demand in the Study Area

Club Name	Senior		Junior		Mini	Total	Reason(s)
	Men	Women	Boys	Girls			
Lincoln RFC	0	1	0	1	0	2	Floodlit training capacity restricts growth of female sides and further changing room extensions,
North Hykeham RFC	0	0	1	0	0	1	Secured home site with limited flood lit training capacity
<b>Total</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>3</b>	

### Club Consultations:

**Lincoln Rugby Club** are the largest rugby club within the City of Lincoln, located just outside of the city’s boundary to the north east. This club has 17 teams ranging from the mini section to the adult teams. They currently have 4 senior teams with 3 being male and one female side. There is floodlit training provision on site but with this there is an under supply due to the number of teams. As a result of this high demand two of the senior pitches are of poor quality with the increased usage. In total there are 220 playing members within the club with the main improvements highlighted being pitch drainage and car parking improvements.

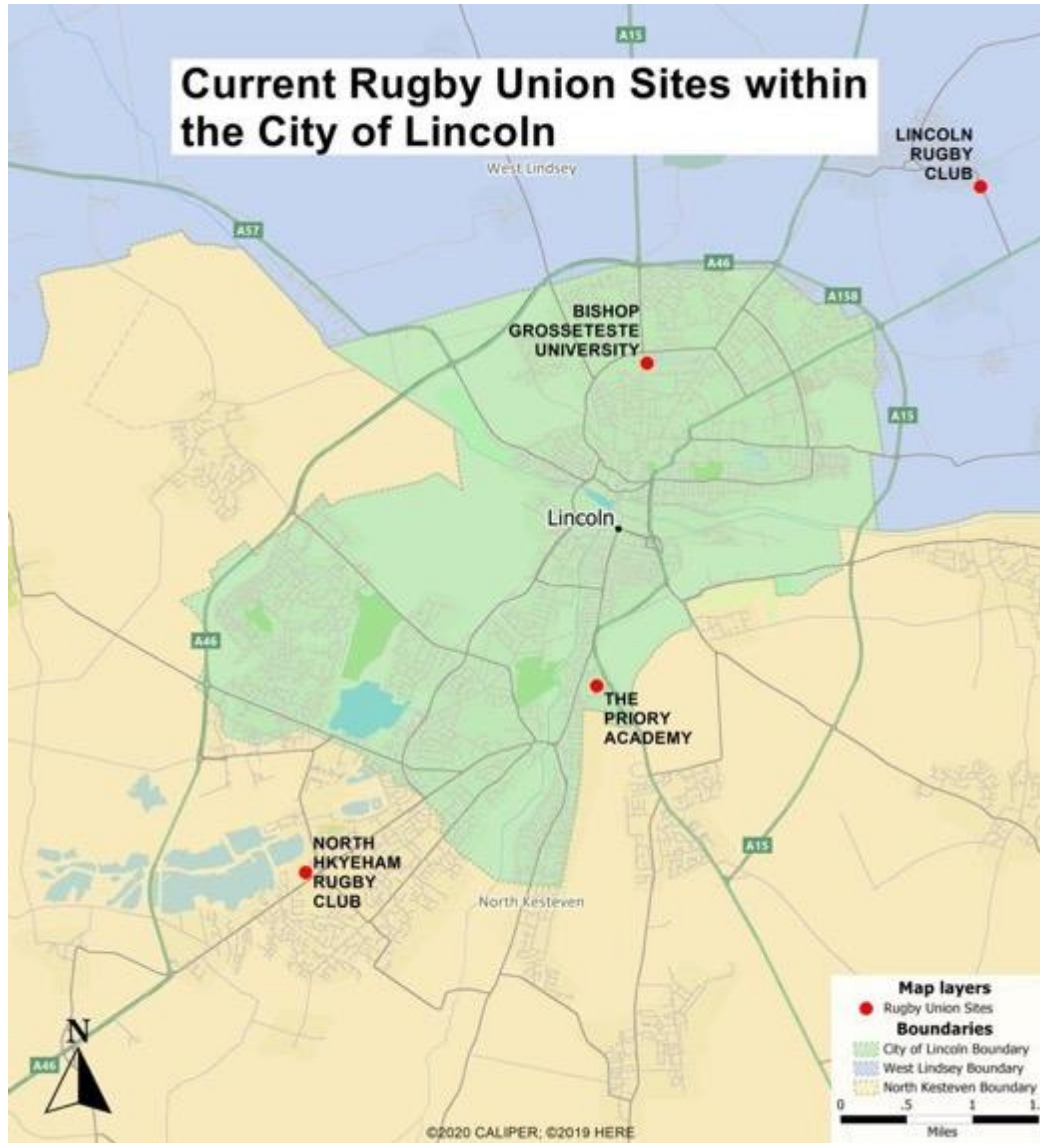
**Hykeham Rugby Club** are located within the south western portion of the study area, just outside of the city’s boundaries, within the wider Hykeham Sports and Social club. They are the smaller of the two teams within the study area with 2 senior teams and 2 youth teams, this encompasses 102 playing members. The current site the club play and train on is available for external community use and public higher. In terms of improvements, they have wished for pitch improvements and changing room extensions. The pitches have been noted as saying they are ‘standard’ by the club, but they wish for additional winter training provision.

## Locations of existing grass pitch provision – (Rugby only)

Site Name	Access Type	Management Type	Year Built
BISHOP GROSSETESTE UNIVERSITY	Sports Club / Community Association	School/College/University (in house)	n/a
THE PRIORY ACADEMY	Sports Club / Community Association	School/College/University (in house)	1955
LINCOLN RUGBY CLUB	Leasehold	Sports Club	n/a
NORTH HYKEHAM RUGBY CLUB	Sports Club / Community Association	Trust	n/a



Rugby Sites within the City of Lincoln



## Playing Pitch Calculator Demand - Rugby

Rugby provision across the City boundary is catered for at the present time in regard to match play provision. Following on from discussions with the clubs and also RFU there is a need for mid-week floodlit provision due to a lack of supply currently. To alleviate this demand of floodlit provision additional supply can be created either on site at the current clubs or at external locations depending on future developments.

As highlighted below there will be an increase of teams and therefore training demand as the population increases up to 2041.

Therefore, this assessment recommends that the existing facilities and relationships with clubs be retained. The table below highlights the potential rugby teams that might be generated up to 2041 with the latest population data available, this has been supplied through the local authority

Sport age groups	Q1. How many people from the new population may fall within the individual sport age groups?		Q2. How many teams may be generated by the new population?		
	Percentage of the total population in the area	A1. Number of people in each sport age group	Team generation rate	Number of teams generated by the new population	A2. Number of teams generated by the new population (with any selected % adjustment in demand applied)
<b>Rugby Union</b>					
Men (19-45yrs)	22.10%	<b>23023.31</b>	7241	3.18	<b>3.18</b>
Women (19-45yrs)	21.24%	<b>22134.09</b>	20884	1.06	<b>1.06</b>
Boys (13-18yrs)	2.88%	<b>2997.28</b>	471	6.36	<b>6.36</b>
Girls (13-18yrs)	2.87%	<b>2991.98</b>	2823	1.06	<b>1.06</b>
Mixed (7-12yrs)	6.33%	<b>6598.68</b>	1245	5.30	<b>5.30</b>

Please see Appendix 4 for the full data sheets used in this assessment.

## Rugby Union Summary

### Key Findings for Rugby Union in City of Lincoln

Key Question	Analysis
<p><b>What are the main characteristics of the current supply and demand for provision?</b></p>	<p>There are only two clubs within the City of Lincoln, and both of these are outside of the cities boundary's (Lincoln RFC and North Hykeham RFC) but historically had their home sites within the city. Currently there is adequate match play provision for these clubs but there is a deficit of midweek training demand which has community use and floodlights.</p>
<p><b>Is there enough accessible and secured community use provision to meet current demand?</b></p>	<p>There is enough accessible and secured community use sites within the city with both clubs having secured tenure on site a long-term community agreement.</p>
<p><b>Is the provision that is accessible of sufficient quality and appropriately maintained?</b></p>	<p>Due to the current pandemic current site assessments were unable to be conducted for this season (2020 / 2021). There have also been no formal matches this season so a reflective quality score would of pitches is not available. Following review of the strategy and next stages will incorporate quality site assessments.</p>
<p><b>What are the main characteristics of the future supply and demand for provision?</b></p>	<p>In regard to the future supply and demand there is a lack of midweek floodlit provision which can be counted by increasing on or off-site provision. Lincoln RFC have indicated they wish to have enhanced floodlighting on site and there are also plans for a bespoke WR22 3G FTP pitch at a new development within the city. Lincoln RFC wish to increase their female sides/</p>
<p><b>Is there enough accessible and secured community use provision to meet future demand?</b></p>	<p>Yes – both sites have secured community access for meet future demand.</p>

## 9. Facility Assessment - Hockey

The supply of playing surfaces (sand filled all-weather) across the City of Lincoln for hockey is limited to 3 principle locations. The current provision (supply) meets the demands for the sport, according to the Central Lincolnshire Playing Pitch Strategy (2015).

There is one large hockey club based in the city of Lincoln boundary. Lindum Hockey Club has 11 adult teams and 5 junior teams. Lindum Hockey Club was formed in 2015 and is an amalgamation of Lincoln Hockey Club and Lincoln Roses Hockey Club, both of which have long histories in the sport in Lincoln.

The club plays across a number of different leagues, as there is no nominated Lincoln or Lincolnshire based league anymore. The senior men's team play in the north premier division and the ladies play in the north division 2 (south east).

The University of Lincoln has 5 teams, who utilise the facility based at the main university sports centre within the Brayford campus.

There are 3 main venues that provide opportunities for Hockey in Lincoln as the sport is played on artificial pitches.

- Lindum Sports Association
- Yarborough Leisure Centre
- University of Lincoln

Lincolnshire do have county representative sides at Men's, Ladies, Veterans, Under 12's, 13's, 15's, 17's and 21's (all age groups have male and female sides).

It should be noted, the artificial pitch for hockey at Yarborough Leisure Centre has recently been refurbished in 2019.

Please see Appendix 4 for the full data sheets used in this assessment.

### Hockey Stakeholders

There is one hockey club catering for the needs of the sport within the city boundary. Lindum Hockey Club is based within the boundary and has 16 teams across adults and junior section.

**Club Consultations:**

Lincoln Hockey Club is based at the Lindum Sports Association. The club have a single pitch for training and match site. The pitch is used daily Monday – Friday from 6pm-10pm and 9am – 6pm Saturday and 10am – 4pm Sundays.

To accommodate all club fixtures, the pitches at University of Lincoln and the Lincoln Castle Academy (Yarborough Leisure Centre) on Saturdays and Sundays.

The club has 1517 members based on affiliation data.

- 550 Junior and senior Category A (Match/Training),
- 967 category B (informal training, community programme members).

Lindum HC also have a large schools programme which covers 1957 school children between September – May. The club sees a steady flow of new members from this programme.

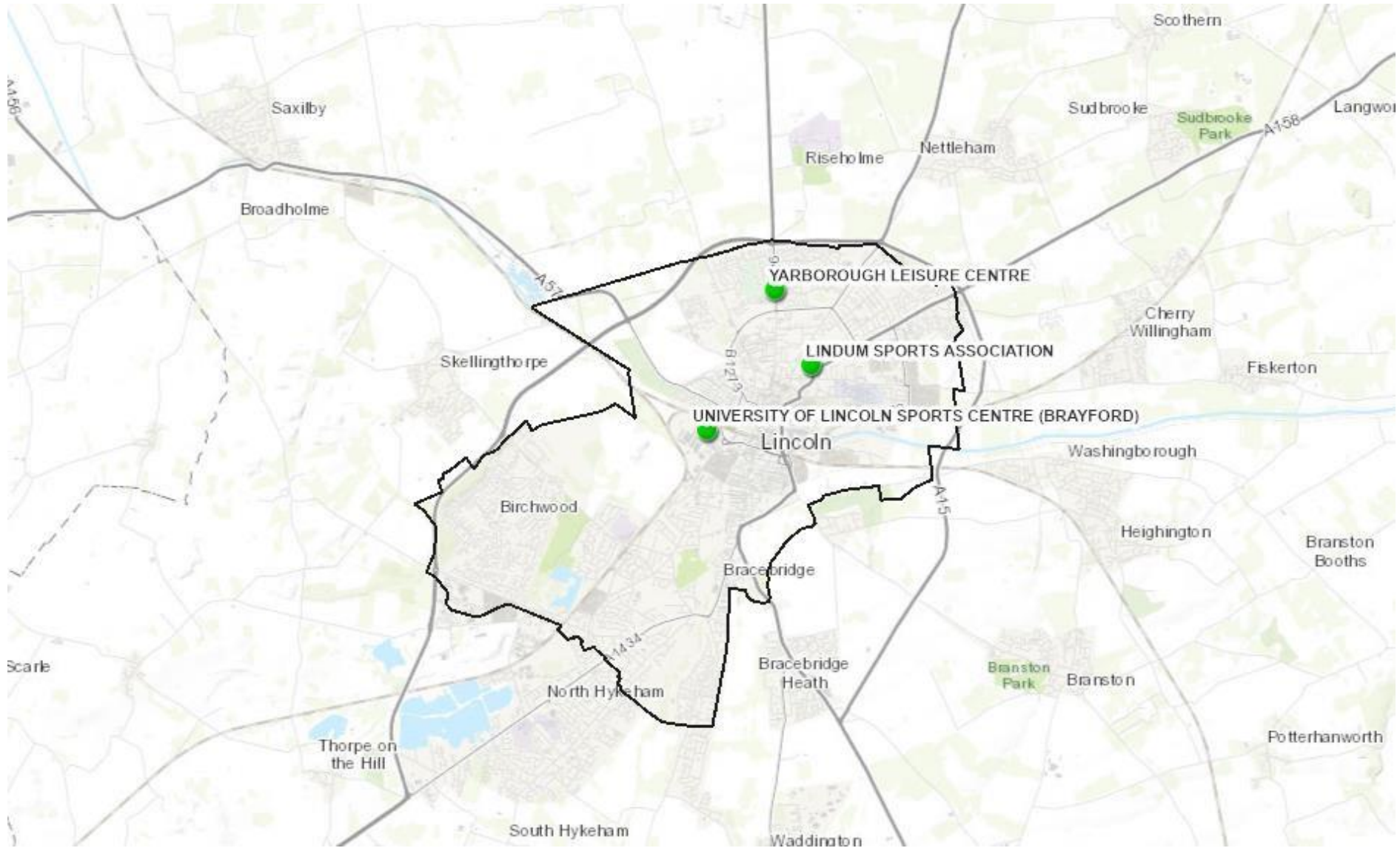
The club expects to see around 7-8% rise in Category A and B members per year subject to the current pandemic. The key aspiration for the club is to secure a 2nd pitch, ideally in the same location, so the club can expand training options and provide a better quality of service to members in the week. The University of Lincoln and Yarborough are not available mid-week for use and at times limit the weekend usage.

## Locations of existing hockey pitch provision – (Sand filled all weather surfaces)

Site Name	Access Type	Management Type	Year Built
LINDUM SPORTS ASSOCIATION	Sports Club / Community Association	Commercial Management	2014
UNIVERSITY OF LINCOLN SPORTS CENTRE (BRAYFORD)	Private Use	School/College/University (in house)	2000
YARBOROUGH LEISURE CENTRE	Pay and Play	Trust	1996

Hockey Sites within the City of Lincoln

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## Playing Pitch Calculator Demand - Hockey

Hockey provision across the City boundary is catered for at the present time and there appears to be no future change in this requirement.

Therefore, this assessment recommends that the existing facilities and relationships with clubs be retained. The table below highlights the potential rugby teams that might be generated up to 2041 with the latest population data available.

Sport age groups	Q1. How many people from the new population may fall within the individual sport age groups?		Q2. How many teams may be generated by the new population?		
	Percentage of the total population in the area	A1. Number of people in each sport age group	Team generation rate	Number of teams generated by the new population	A2. Number of teams generated by the new population (with any selected % adjustment in demand applied)
<b>Hockey</b>					
Men (17-55yrs)	28.85%	30056.53	4727	6.36	6.36
Women (17-55yrs)	28.20%	29380.34	5544	5.30	5.30
Boys (14-16yrs)	1.33%	1387.35	655	2.12	2.12
Girls (14-16yrs)	1.30%	1353.44	1277	1.06	1.06
Boys (11-13yrs)	1.53%	1598.27	1508	1.06	1.06
Girls (11-13yrs)	1.40%	1461.55	1379	1.06	1.06
Mixed U10s (5-10yrs)	6.54%	6814.89	0	0.00	0.00



## 10. Facility Assessment - Tennis

The supply of playing courts for tennis is provided through a mixture of local authority owned (free to use courts) and private member clubs. The supply is provided across four principle locations in the city.

These four locations are as follows

- Eastgate Tennis Club
- Boutham Park
- Ruston's Sports & Social Club
- West Common

In addition to these locations, it is important to also recognise other local facilities that serve Lincoln residents but are not located in the City boundary.

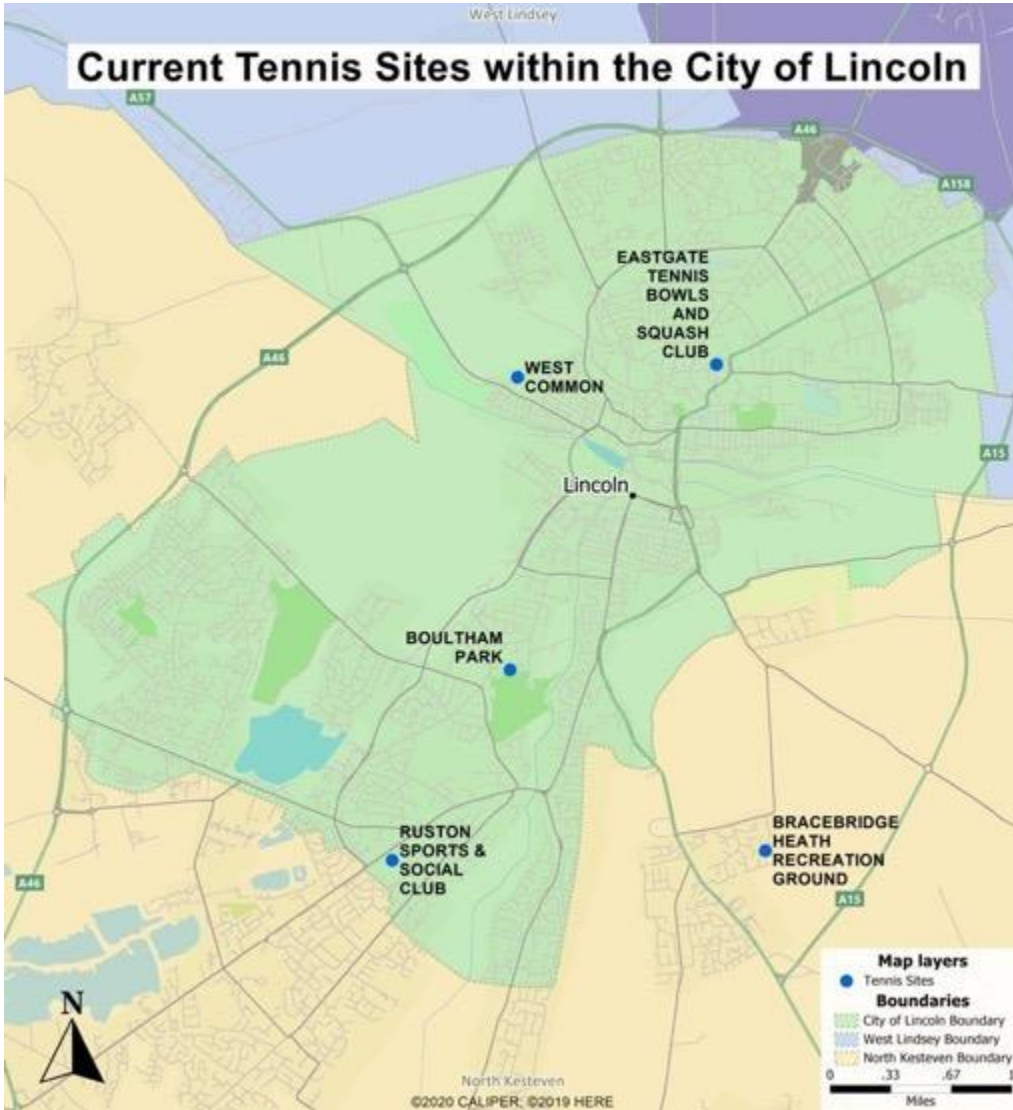
**David Lloyd Lincoln** is located at nearby Burton Waters, which is 3 miles from the centre of Lincoln. This is a significant health and rackets club offering 4 indoor and 4 outdoor courts. A dome covering is used in the winter months to permit all year round play on the outdoor courts. This provision is complimented by 2 squash courts and 4 badminton courts. The health and rackets club is an integral part of a larger offering including fitness suites, studios, children's activities and a large café.

- **Nettleham Tennis Club**, Nettleham, located in the West Lindsey District. 5 outdoor courts (floodlight).
- **Lincoln Tennis Academy**, Dunholme located in the West Lindsey District. 2 courts within a tennis dome.
- **Heighington Tennis Club** located in the North Kesteven District. 2 outdoor courts.
- **Canwick Tennis Club** located in the North Kesteven District. 2 outdoor courts.
- **Washingborough Tennis Club** located in the North Kesteven District. 2 outdoor courts (floodlight).
- **Branston Tennis Club** located in the North Kesteven District. 4 outdoor courts.
- **Reepham & District Tennis Club** located in the West Lindsey District. 2 outdoor courts (floodlight).

Whilst not noted on active places power, there are 3 outdoor courts located at Bracebridge Heath Recreation Ground. These are located in the district of North Kesteven.

The Lawn Tennis Association (LTA) highlighted during the initial consultation phase of this study that the provision of tennis courts is deemed adequate for the current demand although further investigation is required (post pandemic) to re-establish the actual demand levels. The LTA are willing to work with City of Lincoln Council to establish the level of demand in 2021 once tennis returns to pre-pandemic levels. The LTA have established a detailed approach to market segmentation and associated latent demand, which can be used to assess the supply versus demand calculations once the sport returns.

Tennis Sites within the City of Lincoln



Site Name	Access Type	Management Type	Courts	Year Built
Boultham Park	Pay & Play	Local Authority	3	2000
Eastgate Tennis Club	Sports Club	Sports Club	8	1976
Ruston's Sports & Social Club	Sports Club	Sports Club	6	2007
West Common	Free Public Access	Local Authority	3	2000

It is also noted that there are further tennis facilities within schools that are multi-sport / playground spaces. These are not listed for community access.

Summary of Tennis Assessment

Tennis provision across the city and within the immediate surrounding area, provides sufficient courts and associated facilities for the existing demand. However, the CoLC will work with the LTA to understand future demand requirements, once a full return to play has taken place after the current pandemic.

Please see Appendix 4 for the full data sheets used in this assessment.

## 11. Facility Assessment - 3G FTP's

The development of 3G pitches in the past few years has transformed the way in which many leagues function, in particular junior football leagues. Lincoln has benefitted from the increase in usage from 3G FTP's and the Co-op Mid-Lincs league in particular, has been able to grow in terms of clubs and teams. This is principally due to the changing format of the game, including mini-festivals, and also through being able to play more games per week on the 3G FTP.

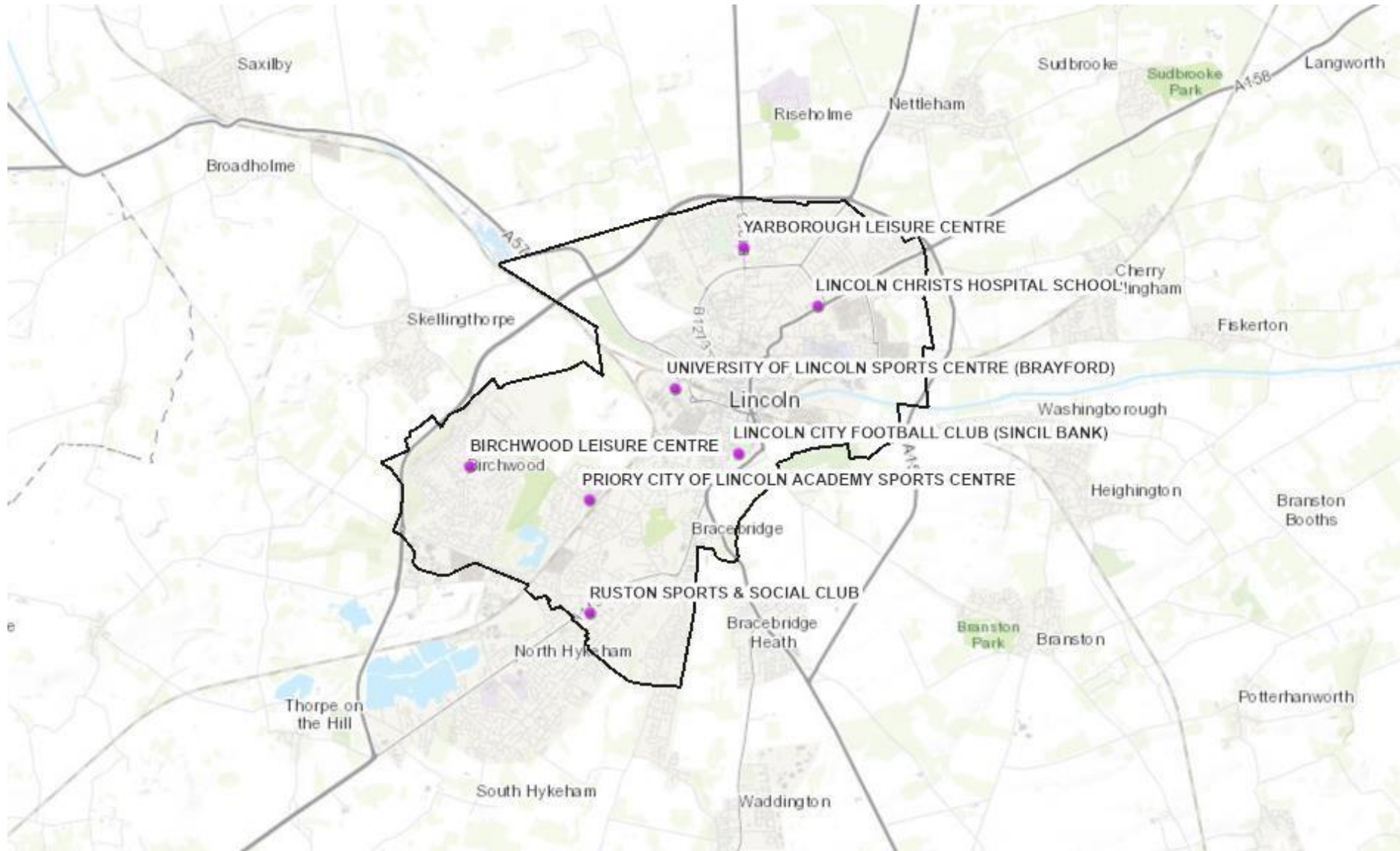
There are currently seven 3G FTP's within the Lincoln city boundary (source - active places power). In addition, there are two further full sized 3G FTP 's that service Lincoln City residents. One of these is with the North Kesteven district at the ONE NK sports centre. The second 3G FTP is based in West Lindsey and is located at the Pembroke Priory School, Cherry Willingham. In addition, and for consideration in this assessment, is a small (7v7) 3G training pitch at Manor Park, Welton.

### Locations of existing artificial grass pitches provision:

Site Name	Address	Size	Ownership Type	Management Type	Year Built
BIRCHWOOD LEISURE CENTRE	BIRCHWOOD AVENUE	Full Sized	Local Authority	Trust	2019
LINCOLN CHRISTS HOSPITAL SCHOOL	WRAGBY ROAD	Full-Sized	Voluntary Aided School	School/College/University (in house)	2009
LINCOLN CITY FOOTBALL CLUB (SINCIL BANK)	SINCIL BANK	Full-Sized	Commercial	Commercial Management	1998
PRIORY CITY OF LINCOLN ACADEMY SPORTS CENTRE	SKELLINGTHORPE ROAD	Full-Sized	Academies	School/College/University (in house)	2014
RUSTON SPORTS & SOCIAL CLUB	NEWARK ROAD	Full-Sized	Sports Club	Sport Club	2007
UNIVERSITY OF LINCOLN SPORTS CENTRE (BRAYFORD)	RUSTON WAY	Small-Sized	Higher Education Institution	School/College/University (in house)	2000
YARBOROUGH LEISURE CENTRE	RISEHOLME ROAD	Full-Sized	Local Authority	Trust	2019

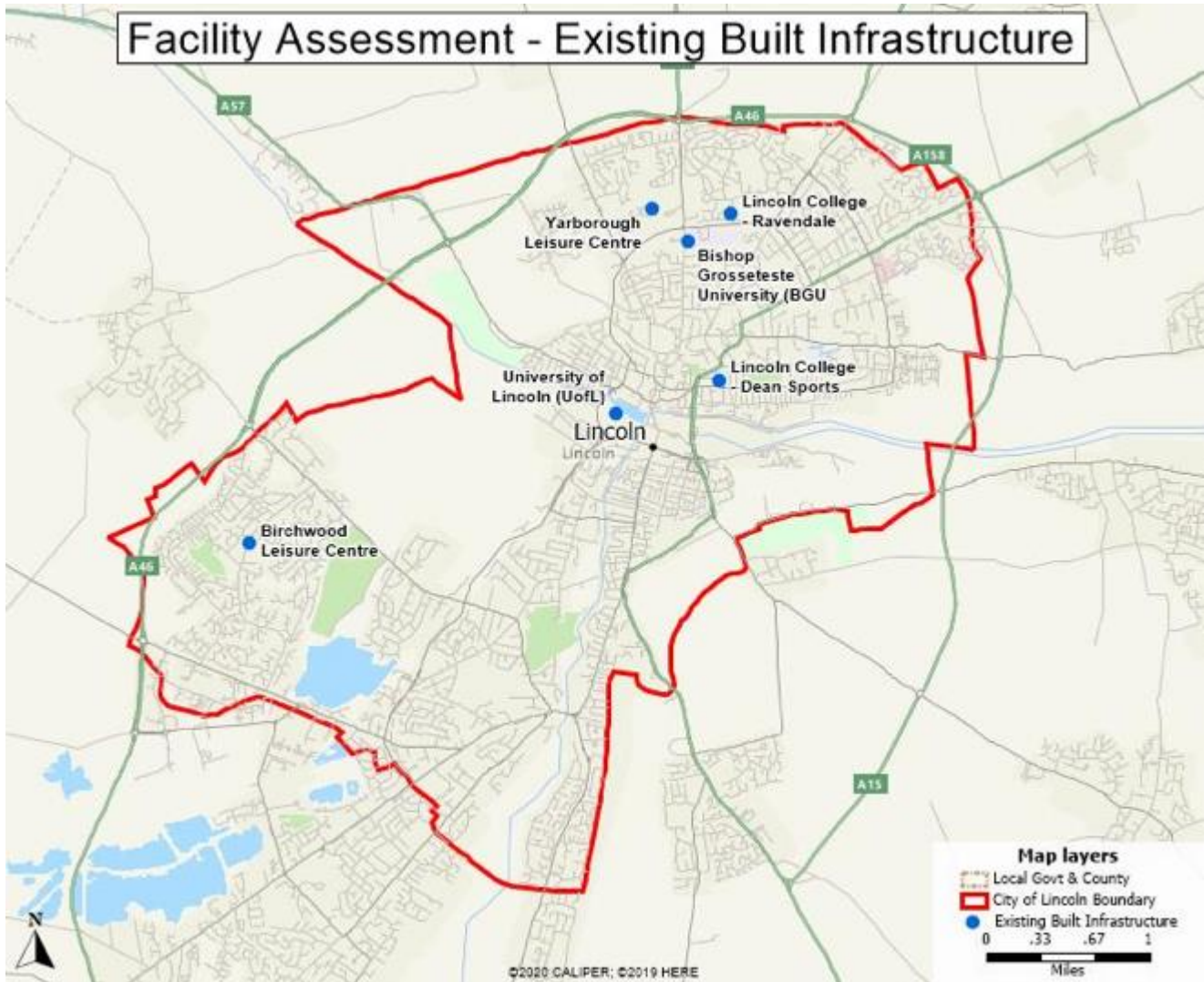
FTP Sites within the City of Lincoln

140

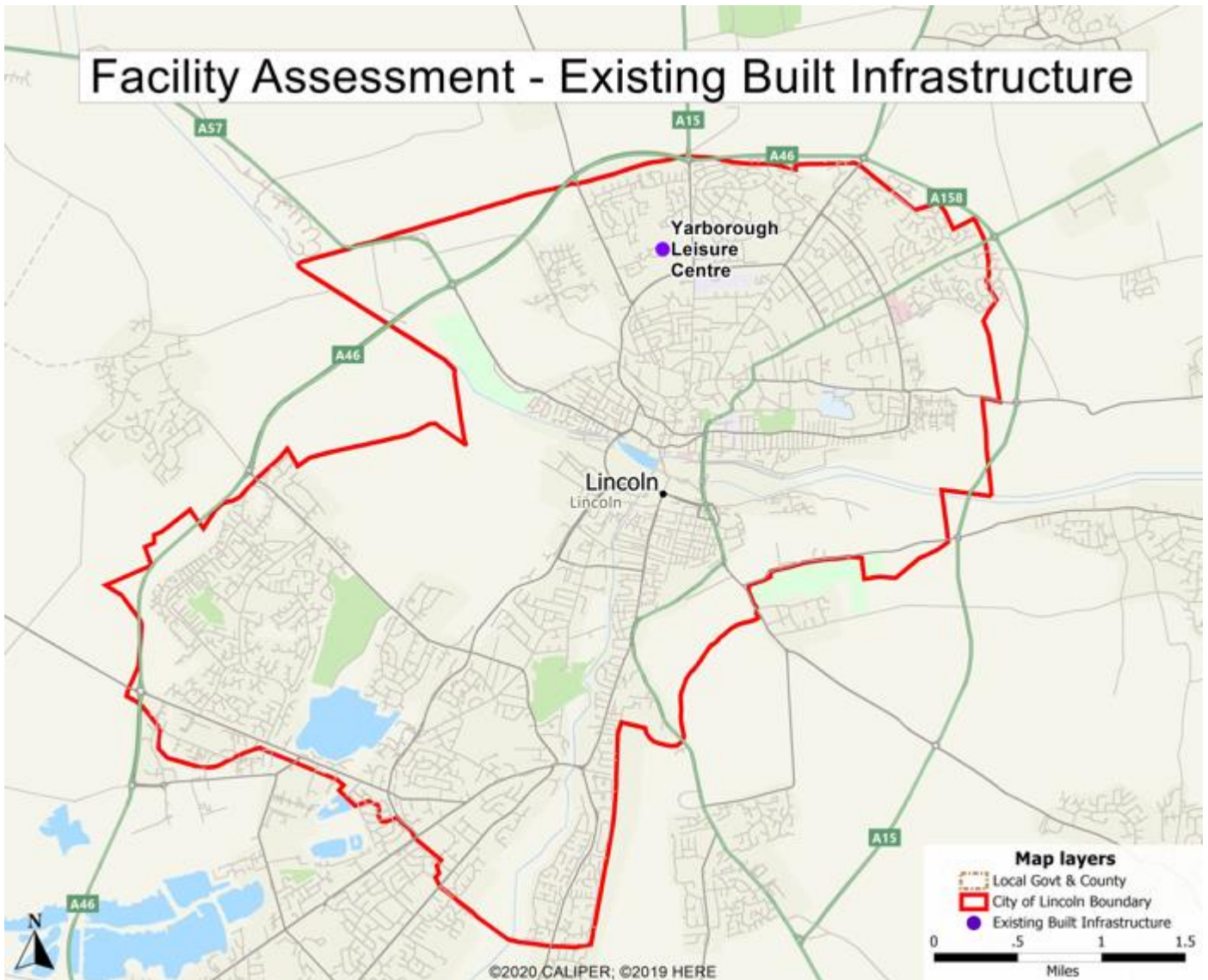


## 12. Facility Assessment - Existing Built Infrastructure

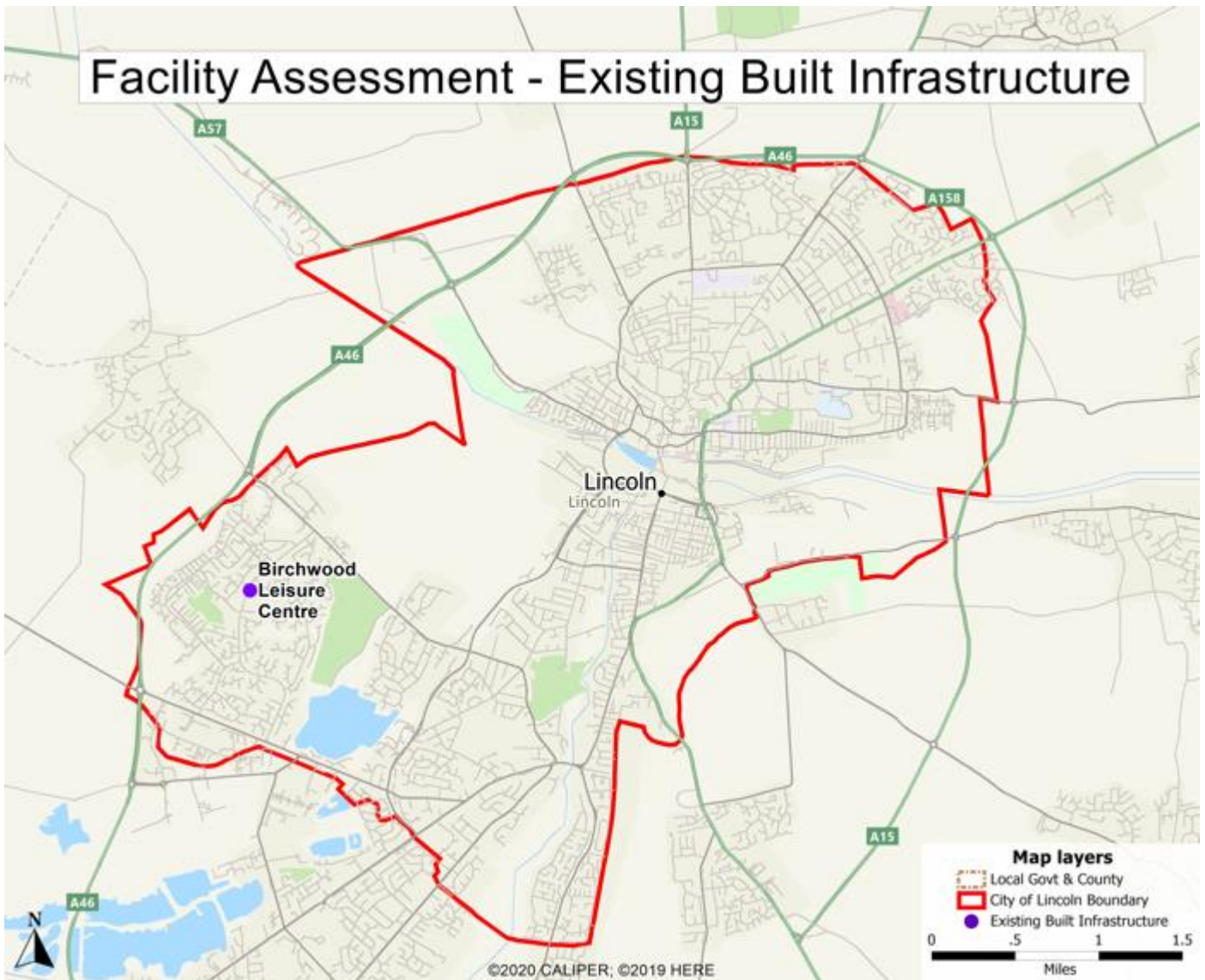
The City of Lincoln has five facilities of significant importance to this strategy in relation to the wider provision of sports and leisure (note: Lincoln College has a split provision over two locations). The map below shows the locations of these centres. The two main sports and leisure centres in the city boundary are owned by CoLC and managed in partnership with Active Nation within a long term contract, which expires in 2033.



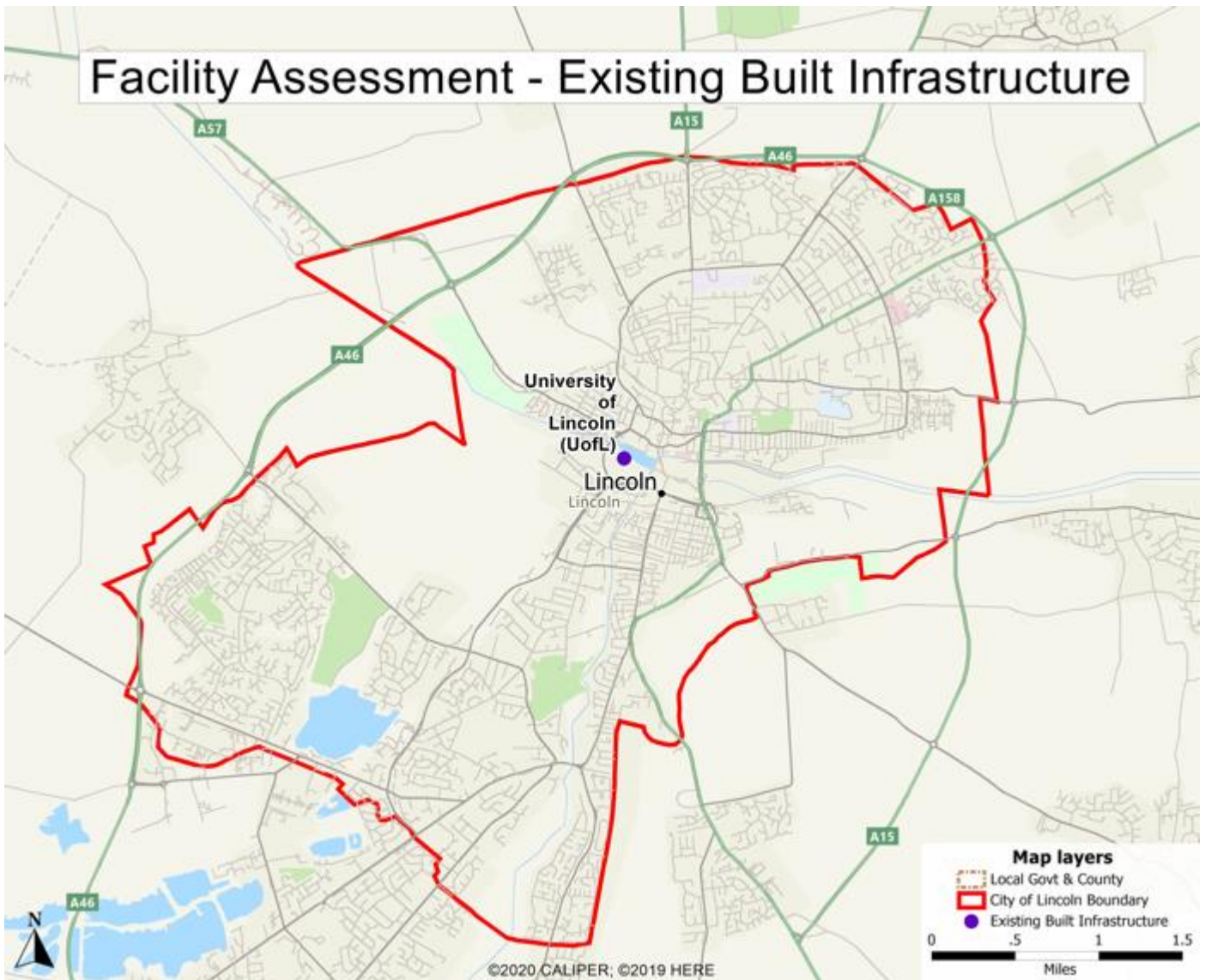
**Yarborough Leisure Centre** is a wet / dry leisure facility with outdoor pitches and a 3G pitch. YLC is classified as a Tier one site as it contains a wide range of sports pitches, has a floodlight training facility and associated ancillary facilities.



**Birchwood Leisure Centre** is a dry leisure facility with outdoor pitches and a 3G pitch. BLC is also classified as a Tier one site as it contains a wide range of sports pitches, has a floodlight training facility and associated ancillary facilities.

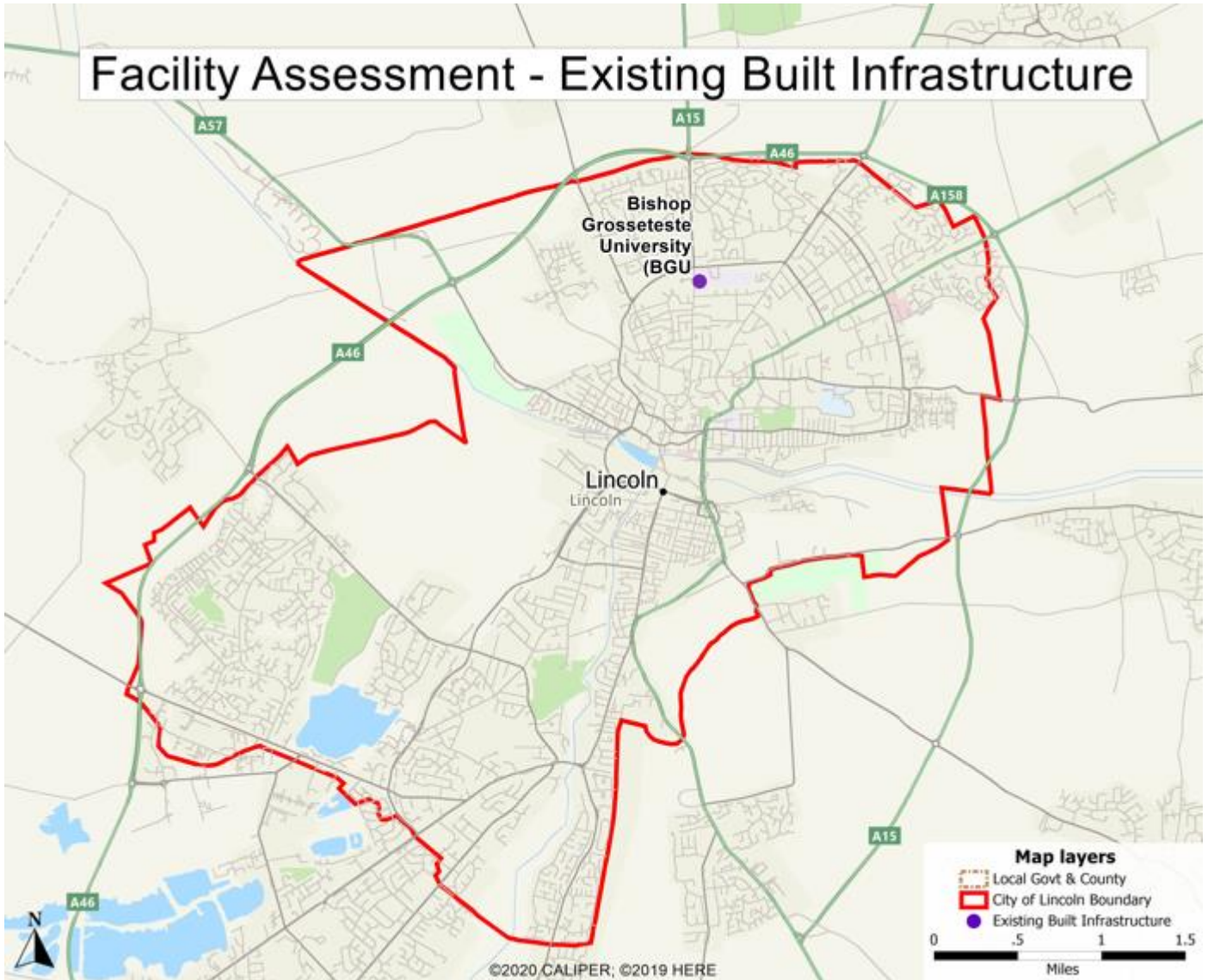


**University of Lincoln (UofL)** has a sports centre within the main university campus, which is in the heart of Lincoln city centre, adjacent to Brayford Pool. The sports centre provides indoor and outdoor facilities for 14,000 students and 1,600 members of staff in the academic community. Facilities include a large sports hall, squash courts, fitness suite and all-weather pitches.

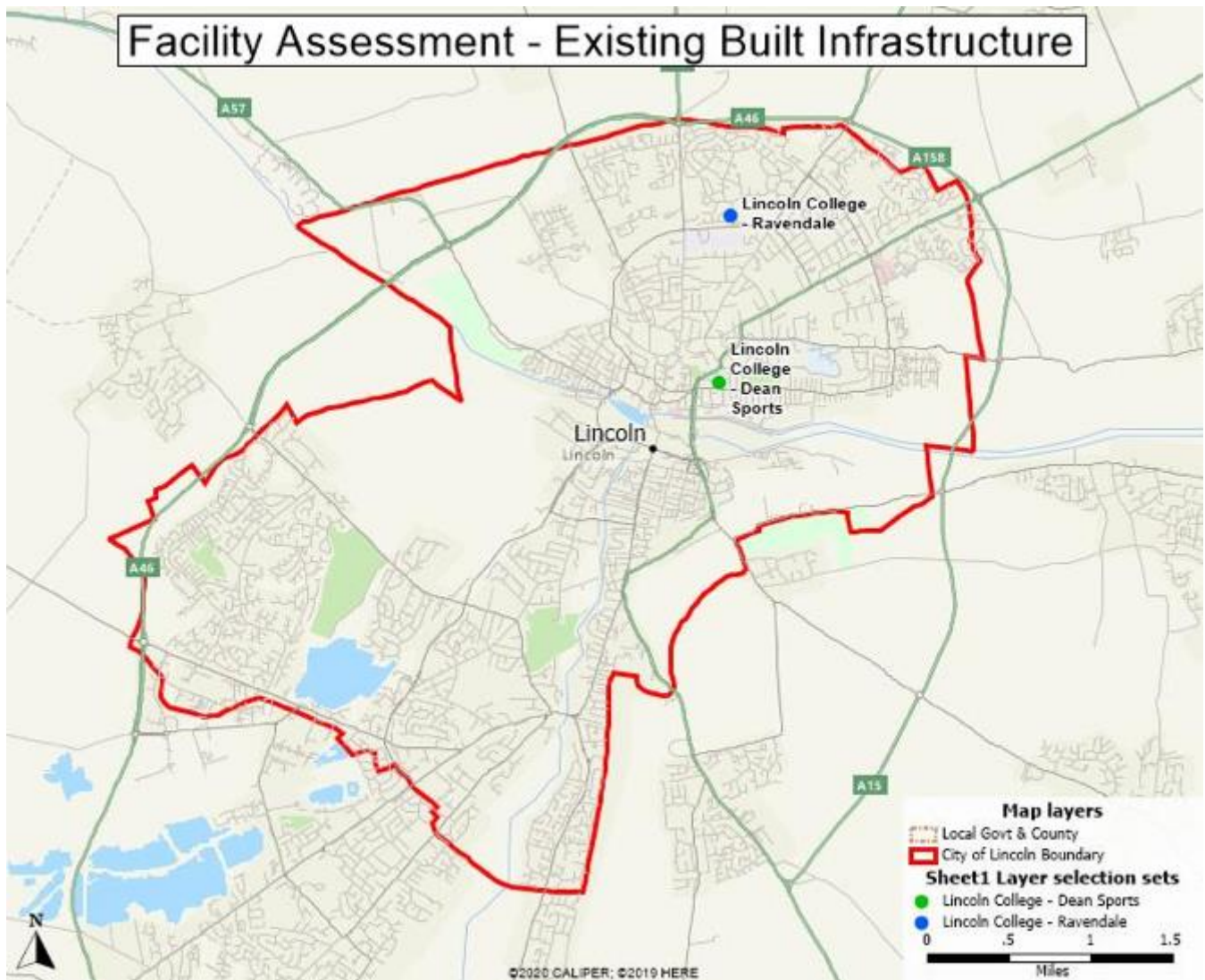




**Bishop Grosseteste University (BGU)** has an indoor sports centre within the main university campus located to the north of Lincoln City Centre. This comprises of a sports hall, fitness suite and studios. In addition to the indoor sports facility, the University has two grass pitches located within the campus and also use nearby Ravendale drive for their sports teams.



**Lincoln College** has a sports centre within its main city centre campus, called Deans Sports & Leisure. The students have access to a fitness suite, studios and a sports hall. The College also owns an extensive grass pitch site at Ravendale Drive, which is located to the north of the city centre. Ravendale hosts the College representative sides, physical education activities and a number of community clubs.



### 13. Facility Assessment - Education Secondary Schools, Colleges and Primary Schools

Within the City of Lincoln there are additional sports pitch provision located at numerous schools located throughout the city, these range from primary to independent secondary schools and colleges. It is important to conduct a thorough review and analysis of the available provision due to many schools currently allowing both formal and informal community use to occur which can help many pitch-based sports with training and match needs. The table below highlights the supply information within the local authority in terms of what is available within the study area. It is important to note that certain schools might have changed their community use provision with the current health situation due to new regulations and restrictions.

#### Pitch provision for Education Establishments within the City of Lincoln

Site Name	Postcode	Pitch Types
BIRCHWOOD JUNIOR SCHOOL	LN6 0NL	2 x Junior football (11v11) and Rounders
BISHOP GROSSETESTE UNIVERSITY	LN1 3DY	1 x Junior Football (11v11)
HARTSHOLME ACADEMY	LN6 0DE	1 x Mini Soccer (7v7)
LINCOLN CARLTON ACADEMY	LN2 4AG	2 x Junior Football (11v11)
LINCOLN CHRISTS HOSPITAL SCHOOL	LN2 4PN	2 X Adult football, 1 x FTP, 1 x Cricket, 1 x Junior Football (9v9), 4 x Rounders
LINCOLN CITY FC (SINCIL BANK)	LN5 8LD	1 x Adult Football
LINCOLN COLLEGE (RAVENDALE DRIVE)	LN2 2JN	3 x Adult Football, 2 x Junior Football (11v11)
MANOR LEAS JUNIOR ACADEMY	LN6 8BE	2 x Junior Football (11v11)
PRIORY CITY OF LINCOLN ACADEMY SPORTS CENTRE	LN6 0EP	1 x Adult Football, 1 x FTP, 1 x Junior Football (11v11), 1 x Junior Football (9v9), 2 x Mini Soccer (7v7), 3 x Rounders
ST GILES ACADEMY	LN2 4LQ	1 x Adult football, 1 Junior Football (11v11)

Site Name	Postcode	Pitch Types
ST PETER & ST PAUL CATHOLIC VOLUNTARY ACADEMY	LN6 7SX	1 x Adult Football, 1 x Cricket Wicket, 2 x Junior Football (11v11),
THE LINCOLN ST CHRISTOPHER'S SCHOOL	LN6 8AR	1 x Junior Football (11v11)
THE PRIORY ACADEMY	LN5 8PW	2 x Adult Football, 2 x Rounders, 1 x Senior Rugby Union
THE PRIORY WITHAM ACADEMY	LN6 7DT	4 x Adult Football, 2 x Junior Football (11v11)
THE SADBROOKE DRIVE COMMUNITY CENTRE	LN2 2DS	2 x Adult Football
UNIVERSITY OF LINCOLN SPORTS CENTRE (BRAYFORD)	LN6 7BP	2 x FTP

### Education Demand:

As part of the demand analysis, it is important to understand the impact of school usage on the capacity of playing pitches and as to whether school demand has an impact on the supply and demand of pitch provision. During the consultation phase with each national governing body and the schools themselves we assessed what pitches were on offer to the community and what teams use each respected site. Numerous school sites are open to the community if the demand is present, some schools do not have community use due to maintenance and safeguarding issues on site.

To understand the long-term trends and potential development aims of playing pitch provision within the city it is important to understand the 'security' that is afforded to each community access on provision across the city. Decision on security of tenure should be taken on a case by case basis using industry knowledge.

As a starting point, one of the following elements typically constitutes a secure site.

- A formal community use agreement
- A leasing or management agreement requiring pitches to be available to the community
- A formal policy for community use adopted by the owner and or educational establishment
- Written confirmation from the owner and/or educational establishment

## 14. Strategic Direction – A way forward

The provision of sporting venues across the City is currently disparate and has been developed over the years on the basis of demand rather than strategic thinking. CoLC have always been involved in this provision, either through owning and managing buildings, or through letting service contracts with operators.

In the future, a coordinated approach to provision could dramatically improve the participation rates for sport, physical activity and health and wellbeing and maximise efficiencies particularly in maintenance, programming and financial sustainability. CoLC should be at the forefront of this by taking a different approach to provision of services and or maintaining assets.

This study has identified across the various sports the differing levels of facilities currently available in the city boundary. The study also highlights the levels of inactivity (as defined by Sport England Active Lives survey information), the level of uptake into sporting activity and the problems caused by being sport led rather than being strategic about facility provision. In order to change this approach, it is recommended that the focus is switched.

It is recommended that a tiered approach is taken across City of Lincoln's sports provision. The tiered approach would inform how to best provide multi-sport venues with high levels of throughput and how small single sites are positioned within this structure.

The tiered approach is best visualised in the table on page 77 in section 12.1. The detailed approach for each sport follows the table. However, in short, we believe, as do the organisations we have consulted with, that the sporting venues in the future should be classified as follows:



**Tier one** – *Large single site with multiple indoor and outdoor sport offerings with full community access.*



**Tier two** – *Single site with multiple sport offerings with managed or agreed community access*



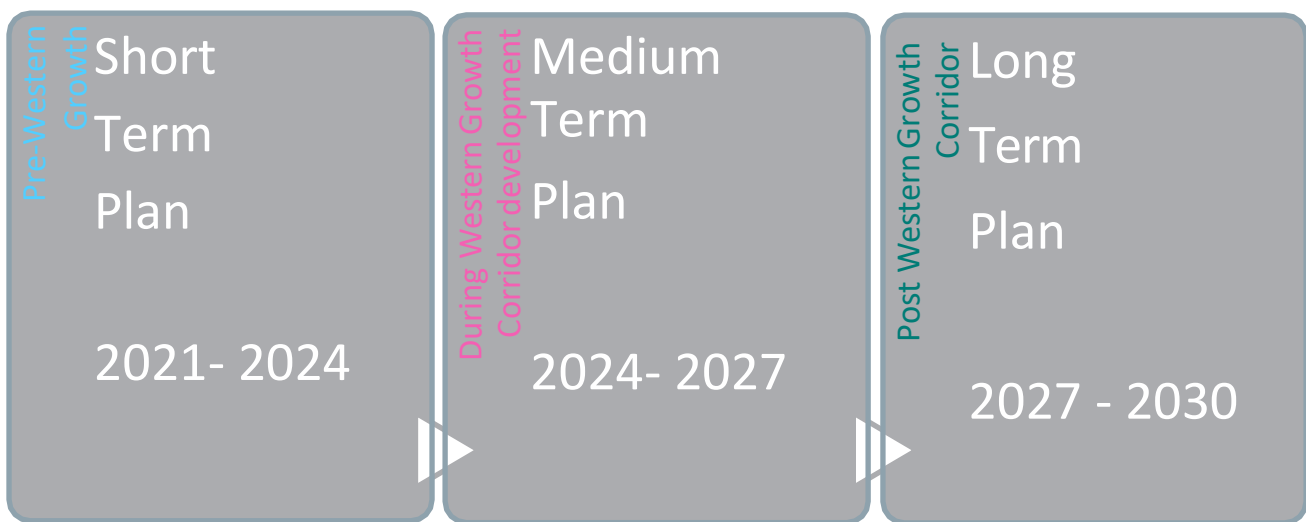
**Tier three** – *Small single site with separate sports / activity offerings*



**Tier four** – *Small single site with only one sport / activity offering.*

It is recommended that a phased approach is taken to the development of each tier and a contingency plan should be in place, should the western growth corridor not come to fruition. As part of a master planning exercise, and once the list of facilities is finalised within each tier, a detailed timeline for investment can be established.

This timeline will show immediate investment required and maintenance responsibilities in years one to three (2021-2024) and then a medium-term plan over next three years (2024-2027). The short-term plan will inform which facilities are to be closed as part of the rationalisation. The medium and long term plans will contain objectives which will be developed during and after the impact of the western growth corridor. A high level summary of the timeline is shown below.



It is recommended that a **yearly ‘snapshot’ review of facilities** and pitches is undertaken for City of Lincoln Council, to ascertain the movements of clubs and teams.

A **full detailed, strategic review** should be carried out **every 3 years**. The 3 year review points would be carried out in line with the timeline above.

It is important that the City of Lincoln Council review is considered as part of a wider Lincolnshire review, especially as has been noted in this document, that provision overlaps the CoLC boundaries, most noticeably West Lindsey and North Kesteven. It is noted that both these authorities are currently carrying out an assessment of facilities and therefore there is a need to combine this joint evidence in future works

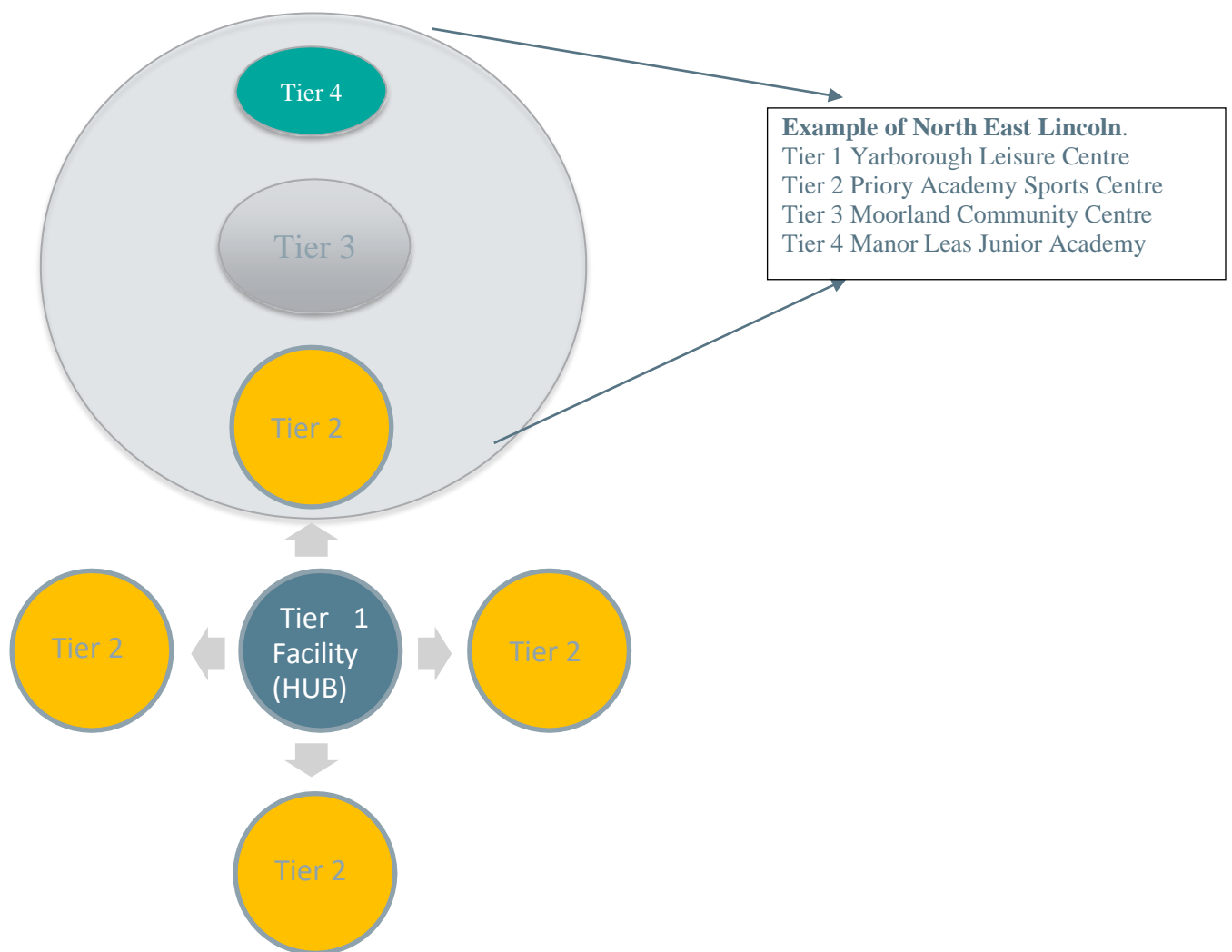
The table (over the page) highlights the proposed strategy for CoLC to adopt within each tier of facilities.

14.1 Example of a Strategic Plan for sports provision for City of Lincoln

Tier	Facility Mix	Lincoln examples	Proposed strategy
<b>Tier One</b>	<p><b>Large single site with multiple indoor and outdoor sport offerings, with full community access</b></p> <p>Significant indoor provision which will likely include wet &amp; dry                      3G pitch with floodlights                      Outdoor sports provision                      Grass pitches                      Full daytime / evening / weekend community                      Full management / operational structure                      Classified high quality provision</p>	YARBOROUGH LEISURE CENTRE	Own, manage (sub-contract), Invest, maintain and develop these facilities. Look to develop one new Tier one facility alongside western growth corridor.
<b>Tier Two</b>	<p><b>Single site with multiple sport offerings with managed / agreed community access</b></p> <p>Indoor / Outdoor - but small or limited offer                      3G pitch with floodlights                      Grass pitch provision                      Facilities may be managed via a community use agreement                      Classified as 'average' quality provision</p>	PRIORY CITY OF LINCOLN ACADEMY SPORTS CENTRE	<p>Support via community use agreements to clubs/facilities.</p> <p>Invest and maintain if owned by CoLC. Are there opportunities to invest into other sports on site?</p>
<b>Tier Three</b>	<p><b>Small single site with separate sports / activity offerings</b></p> <p>Grass pitches                      Outdoor training - non-floodlight                      Facility is not managed or operated, often managed by volunteers                      Facilities are predominately for the use of a single club but spread over summer and winter seasons (i.e. Cricket and Football)</p>	MOORLAND COMMUNITY CENTRE	<p>Support via community use agreement</p> <p>Maintain if owned by CoLC</p>
<b>Tier Four</b>	<p><b>Single site with a single sport</b></p> <p>Single grass pitch                      Outdoor training - non-floodlight                      Facility is not managed or operated, often managed by volunteers                      Facilities are predominately for the use of a single club</p>	MANOR LEAS JUNIOR ACADEMY	<p>Support via community use agreement</p> <p>Maintain if owned by CoLC</p> <p>Consider closure if not financially viable following a detailed feasibility study</p>

The rationale for creating a tiered approach to facility provision is to allow the City Council to consider investment and their support to Tier one facilities, consider support to Tier 2 facilities, consider how best to manage, maintain other facilities and to establish which facilities they may no longer require in the future.

The image below shows a typical example of how the tiered system could be developed. Yarborough Leisure Centre would be a Tier 1 facility serving the north of the City. This would be the principle training and match play venue for all clubs and teams, in this part of the City. Yarborough LC would be supported by a Tier 2 facility, Priory City of Lincoln Academy Sports Centre. These venues would pick up the majority of match play for the larger clubs with multiple teams. The remaining smaller clubs or single teams would then use Tier 3 and 4 facilities for match play requirements.



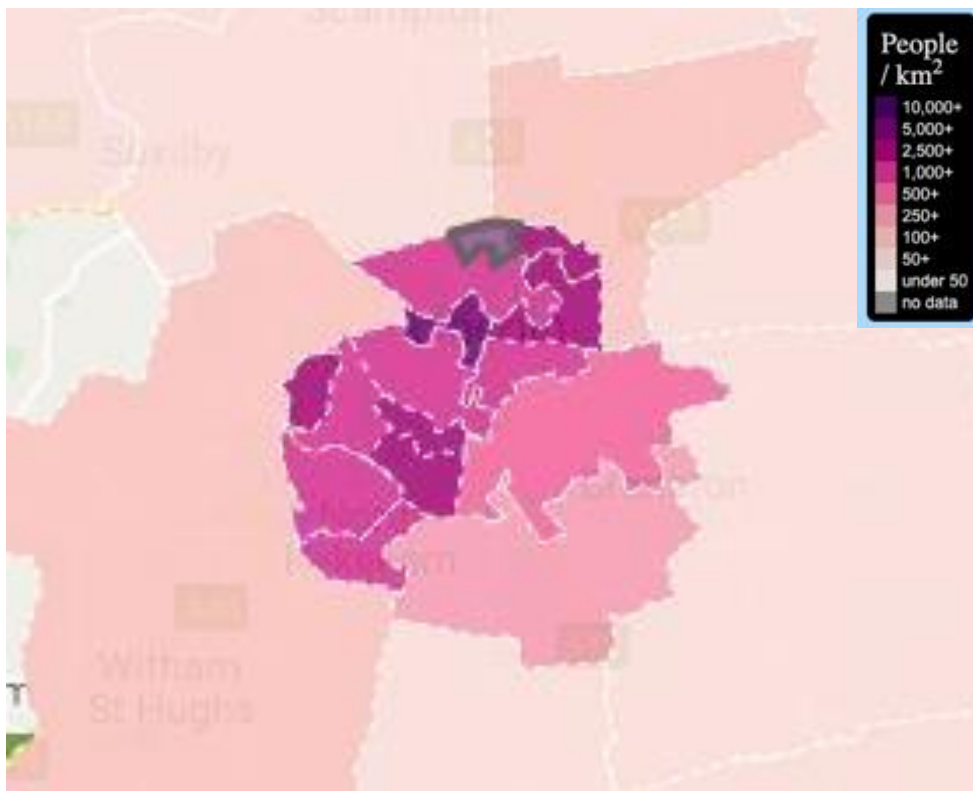


## Establishing the location of Tier One Facilities

Tier one facilities should be strategically located across the City to provide a 'geographic split', for the community.

One method to establish the need for strategically located Tier one facilities is to look at population density. The greater the population density of the area, the greater need for facilities based on typical penetration rates for sport. The population density map should also be overlaid with the existing facilities in the local area. This would allow for an assessment to be made about existing infrastructure and the need to link to Tier 2, 3 and 4 provision.

The map below shows the population density of the different wards in City of Lincoln. On the basis of this, there is a clear need to have facilities located in the North, Centrally and South West.



The growth potential from the Western Growth corridor (WGC) will inevitably change the strategic plan for the city, especially given the size of population change and how the local infrastructure will be affected. At this stage, it is not known the exact nature of how the WGC will change the demographic profile of the west of Lincoln, so we have developed initial facility options with and without the influence of the WGC.

There are currently three Tier one facilities that are already in existence in City of Lincoln. These facilities will require a combination of support and continued investment.

## Travel / Drive Times from Tier 1 and 2 sites within City of Lincoln

An important consideration when classifying the facilities and recommending future investment, is the consideration of current and future usage. The uptake of a facilities is influenced by the time it takes a person to get to the location. As per Sport England guidelines the drive time for a full size FTP site or leisure facility is very much dependent on the demographics of the area. (local factors and other influencing elements such as urban or rural areas). At this stage, we have utilised a 20 minute drive time analysis, as a snapshot, but recognise further scenario testing would be required within future works. The map on page 81 shows the tier 1 sites in this 20 minute drivetime area.

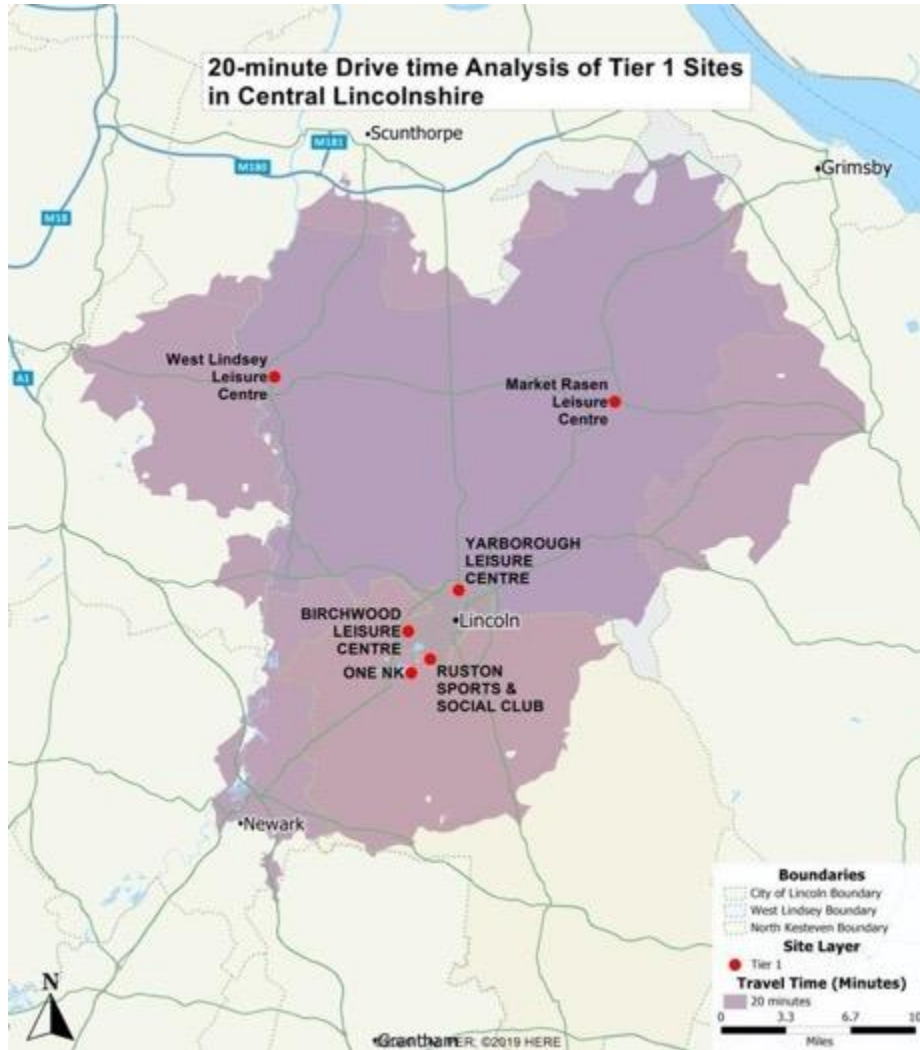
The drive time analysis of sites is important as it illustrates the potential catchment of a facility that will use a specific site for which forecasting can be made for financial information and a program of use. This analysis is typically used on sites that are strategically important within a local authority or study, such as a swimming pool, leisure centre or artificial grass pitch. Due to the nature of the remote modelling of the area they typically cross local authority boundaries, with one site typically being used by communities from a variety of areas.

Within the City of Lincoln and surrounding local authorities of North Kesteven and West Lindsey, there are a total of 6 Tier one sites that are currently used by the community, 3 within the City and one located in North Kesteven (One NK) and two in West Lindsey (West Lindsey LC and Market Rasen LC).

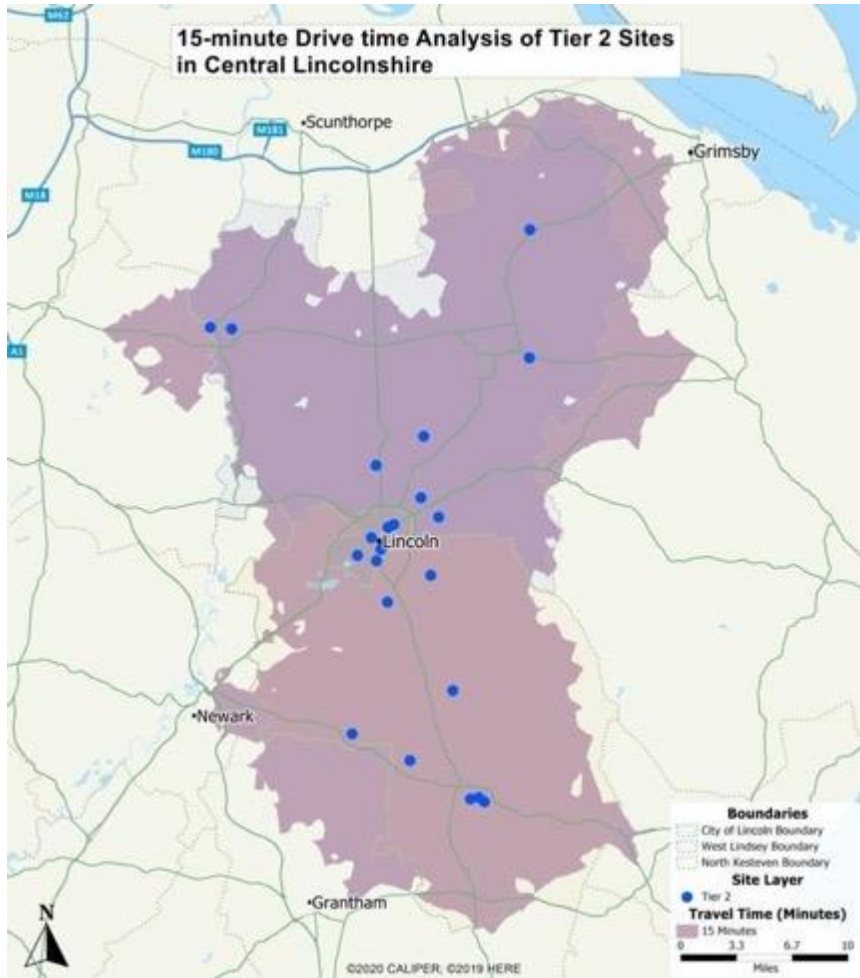
Due to the road network within the immediate area these Tier 1 sites have a catchment area that stretches towards North Kesteven to the South West and also all the area within the City of Lincoln. North Kesteven also has a limited supply of Tier 1 facilities within the local authority, as a result sections of the population in the north of the local authority might use sites located in the City of Lincoln, especially if its located close to work.

There are a greater number of Tier 2 facilities within the City of Lincoln and surrounding local authorities. This catchment area stretches from central parts of North Kesteven to central West Lindsey and also touches the Eastern part of Nottinghamshire. The map on page 82 shows a 15 minute drive time analysis for tier 2 sites.

## Tier 1 Sites within the City of Lincoln and Central Lincolnshire - 20 Minute Drive Time Analysis



Tier 2 Sites within the City of Lincoln - 15 Minute Drive Time Analysis

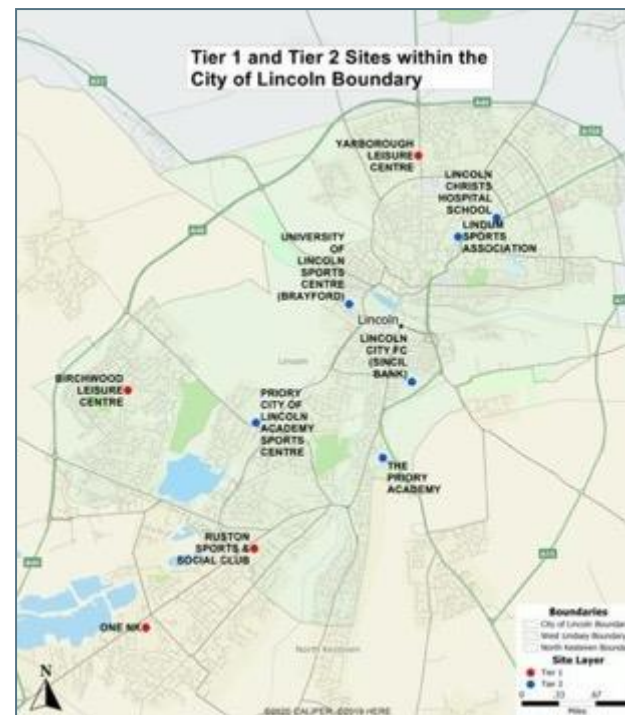


## Existing Facilities

The existing facilities are geographically spread across the city boundary but there is an emphasis on sites to the North, South and South West of the city.

There are a number of strategic and therefore important sites across the city. (See map) We have ranked these sites in relation to the proposed tiered system.

In addition, we have noted the sites that are located outside of the city boundary but are still strategically important within the catchment.



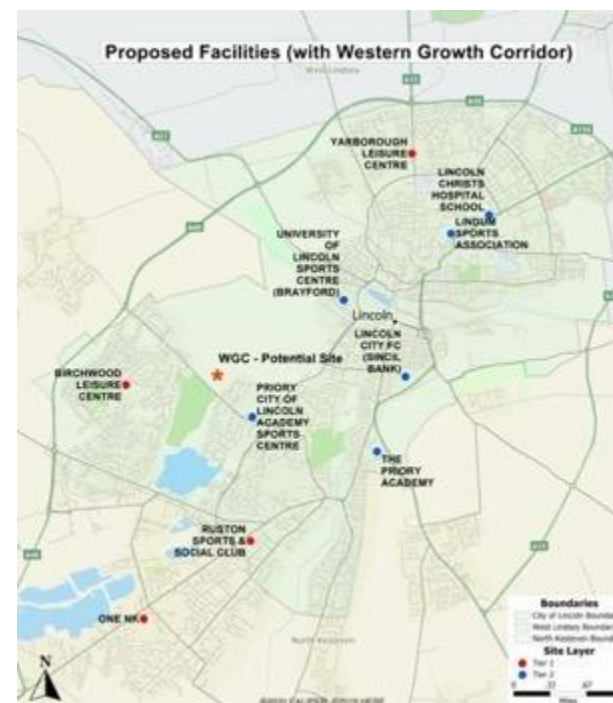
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Location	Tier One	Tier Two
North	Yarborough Leisure Centre	Lincoln Christs Hospital School Lindum Sports Association
South West	Birchwood Leisure Centre	
South	Roston Sports	The Priory City of Lincoln Academy Sports Centre
Central		Lincoln University Lincoln City FC (Sincil Bank)
Out of COLC Boundary	NK Sports Centre Market Rasen Leisure Centre West Lindsey Leisure Centre	Manor Park, Welton Mulsanne Park, Nettleham Priory Academy, Cherry Willingham

## Proposed Facilities (with Western Growth Corridor)

The influence of the western growth corridor will change the emphasis of the provision in the central and western region of the city boundary.

At this stage, we have not identified a specific location within the growth area (as this will require further detailed work in line with Sport England), but we believe that a new community hub should be developed. This is due to the population increase that is expected within the local authority due to the WGC. This, partnered with the playing pitch calculator, is showing expected growth across all sports not only for match play pitches but also training demand. This training demand for football and rugby should be directed towards FTP pitches with floodlighting due to the additional supply these pitches create and the current lack of availability within the study area.



Location	Tier One	Tier Two
<b>North</b>	Yarborough Leisure Centre	Lincoln Christs Hospital School Lindum Sports Association
<b>South West</b>	Birchwood Leisure Centre	Skellingthorpe Road Pitches
<b>South</b>	Ruston Sports	The Priory City of Lincoln Academy Sports Centre
<b>Central</b>	New Tier 1 Community Hub	Lincoln University Lincoln City FC (Sincil Bank)
<b>Out of COLC Boundary</b>	NK Sports Centre	Manor Park, Welton Mulsanne Park, Nettleham Priory Academy, Cherry Willingham

## 14.2 A worked example of the application of the proposed tiering system.

In order to highlight how the tiered structure could be used, the following worked example shows how football could use the tiering to help strategically coordinate the sport provision across the City.

### Worked Example – Football

Following the analysis of the playing pitches, clubs/teams and the associated provision of ancillary facilities, such as training pitches and changing pavilions we have developed a definition of how football could fit into the proposed facility tier structure.

In order to achieve this, there would be a need to categorise the current portfolio of facilities in line with the proposed tiered structure. This will help CoLC establish an appropriate strategy for each level of provision. To this end, the four distinct tiers of provision could be classified in football terms, as follows: -

Tier 1 – Football Development Hub sites

Tier 2 – Multi pitch locations including FTP and Pavilion or linked to other sports provision

Tier 3 - Multi pitch locations without FTP or pavilions

Tier 4 - Single Pitch location



## Potential Segmentation of Tier One Facilities for Football

Furthermore, in relation to football, there would be a need to develop the Lincoln facilities in accordance with the growth of the game objectives. Accordingly, it is proposed that the specialisms are identified with each of the Tier one facilities. This could lead to a situation where each programme of use for a Tier one venue and associated ancillary facilities is responsible for producing new players for a particular segment of the game. This links to a shared FA and Lincolnshire FA vision to grow the game with particular emphasis on target groups.

The following segments have been identified (in the graphic below), within the tiered approach to categorising the facilities.

Facility One	Facility Two	Facility Three	Facility Four	Facility Five
<ul style="list-style-type: none"> <li>• Multi-sport hub sites</li> <li>• Key Focus <b>Coach Education and Training</b></li> </ul>	<ul style="list-style-type: none"> <li>• Multi-sport hub sites</li> <li>• Key Focus <b>Matchplay</b></li> </ul>	<ul style="list-style-type: none"> <li>• Multi-sport hub sites</li> <li>• Key Focus <b>Women and girls</b></li> </ul>	<ul style="list-style-type: none"> <li>• Multi-sport hub sites</li> <li>• Key Focus <b>Disability football</b></li> </ul>	<ul style="list-style-type: none"> <li>• Multi-sport hub sites</li> <li>• Key Focus <b>Older age football</b></li> </ul>

The rationalisation of football facilities and strategic alignment for refurbishment and new builds in the City of Lincoln presents a further opportunity for sports participation through initiatives and programmes such as: -

- Recreational / Pay & Play football
- Walking football / Veterans / Over 35 football
- Commercial 5v5 football leagues

The facilities would all offer a balance of opportunity for clubs, recreational football and commercial.



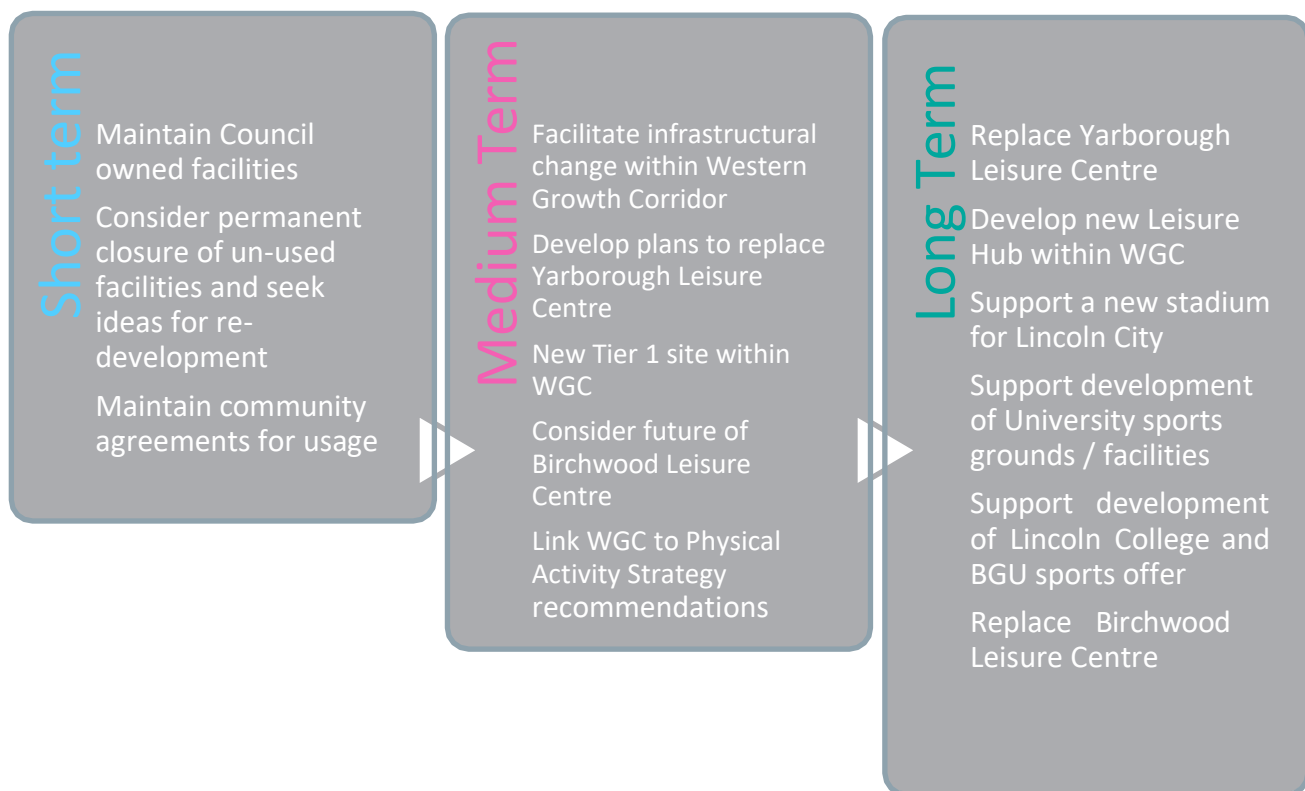
## 15. Assessment Recommendations

This sports facility assessment for CoLC has highlighted the evidence base for future works. It is recommended that in order to develop the findings from this report, the following objectives are considered over the short, medium and long term.

**Short Term** – this phase is mainly about maintaining the existing stock of facilities whilst considering the new tiered system and the completing the necessary detailed site by site feasibility assessments.

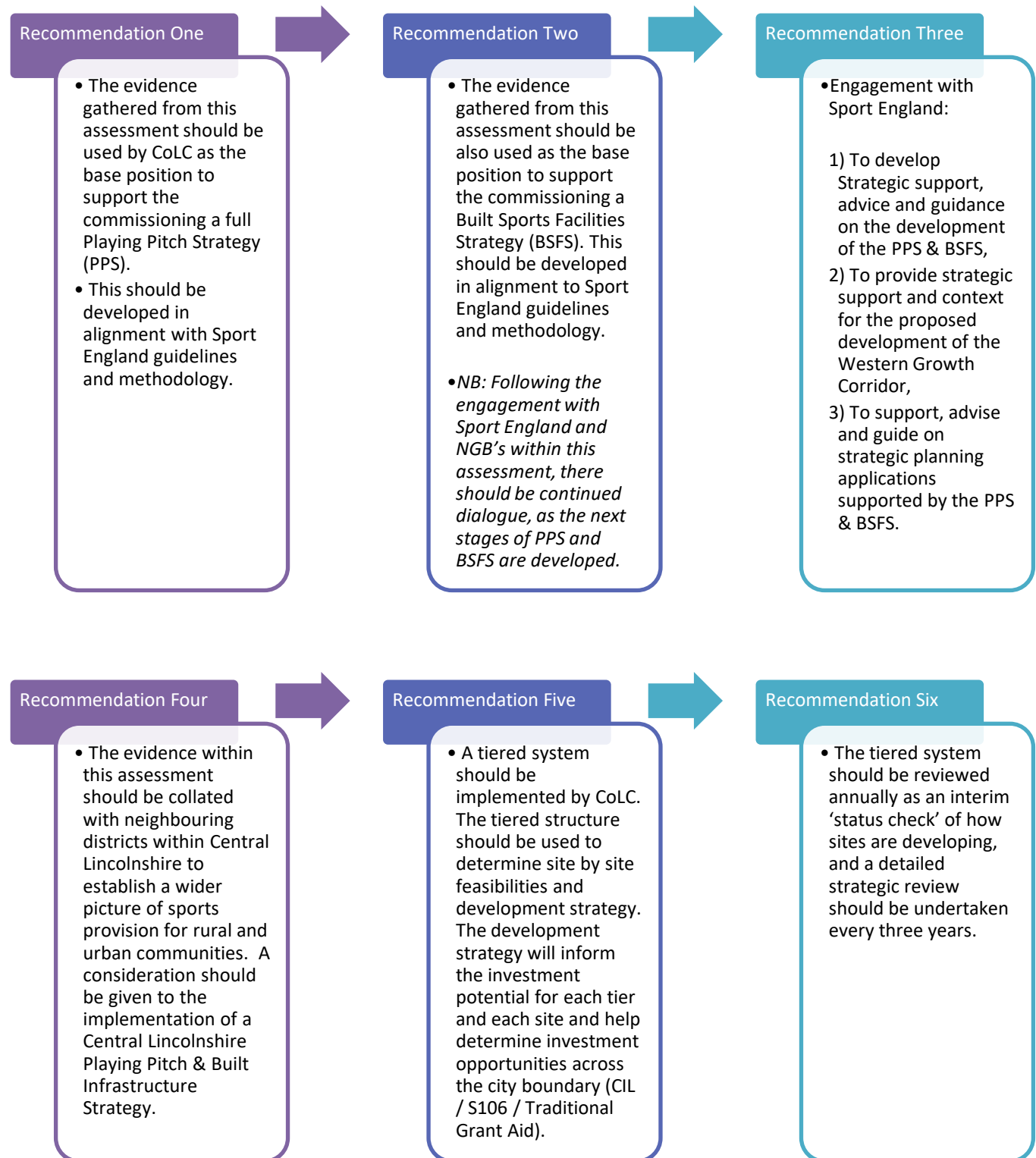
**Medium Term** – once the tiered system has been established, individual plans by local areas and or sites can be developed. For instance, consideration for the replacement of Yarborough Leisure Centre in the north of Lincoln should include how this might impact on other sites such as Ravendale sports ground, BGU, Sudbrooke drive and Sobraon barracks. The medium-term recommendations will be impacted by the decisions made over the western growth corridor.

**Long Term** – Ultimately, the long-term plan for the sports provision across the City is to replace ageing stock and provide modern sports and leisure offerings that attract high levels of participation. It is recommended that early feasibility studies are completed to understand what is possible, before selecting which plan is right for CoLC and its partners. The exact developments within western growth corridor will have a significant impact on the thinking in this phase.



## Overarching Recommendations

As a consequence of considering the short, medium and long term objectives, there are a number of recommendations that will shape the nature of the actions and future works required. These should be considered alongside the development of other strategic work within the City.



## 16. Appendix items

Contained in separate documents.

**Appendix 1** – Master List of Facilities, pitches and clubs

**Appendix 2** – Active Lives data.

**Appendix 3** – Market Segmentation.

**Appendix 4** – Data sheets for each sport

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<b>SUBJECT:</b>	<b>PHYSICAL ACTIVITY STRATEGY</b>
<b>DIRECTORATE:</b>	<b>COMMUNITIES AND ENVIRONMENT</b>
<b>REPORT AUTHOR:</b>	<b>SIMON COLBURN, ASSISTANT DIRECTOR</b>

## 1. Purpose of Report

- 1.1 To present to members the final draft of the City Councils Physical Activity Strategy (Appendix A) and to seek approval on its content.

## 2. Executive Summary

- 2.1 Historically, and in line with national trends, Lincoln has experienced generational improvements to the life expectancy of its residents. Over this same period, quality of these life indices have also improved. These improvements are understood to be closely linked to medical advances and improvements to our understanding of wider health issues.
- 2.2 More recently, (especially over the past ten years) many of the more deprived areas of Lincoln have seen life expectancy measurements, along with various other quality of life indices beginning to stall or in some cases, decline. Although the reason for this decline cannot be put down to one single cause, Health experts agree this disappointing trend is closely related to the decline in the numbers taking part in regular physical exercise.
- 2.3 Certain health issues, including some heart and pulmonary conditions, type 2 diabetes, obesity levels, physical mobility and mental health issues have been closely linked to declining physical activity levels. By increasing the current levels of physical activity in the target population, we will be actively promoting the physical health of individual residents, as well as having a positive impact on the wider community in regards to improving community cohesion and engagement, mental health, educational attainment and reduction in anti-social behaviour.
- 2.4 In Lincoln 37.5% of adults and 47% of children do not meet the recommended levels of physical activity a week.
- 2.5 The attached Physical Activity Strategy (Appendix A) includes a 5 year action plan designed to improve the numbers taking part in physical activity, especially those from specifically targeted hard to reach groups. Interventions and programmes will also target specific deprived regions of Lincoln with challenging health and socio economic indices.
- 2.6 The City Council will work with various other organisations including our own Leisure provider, Active Nation to deliver a number of programmes and interventions to improve these activity levels.

2.7 In the longer term, the Physical Activity Strategy has the aspiration to develop and imbed a longer term 'Active City' Plan for the City Council. Work leading to this award will include at its core, the setting up of a city wide management group to further develop our approach to becoming an 'Active City'. It will also include the necessity for the City Council to consider physical activity in all its processes and decisions made in the future.

### 3. Background

3.1 In this unprecedented period in the world's history in which we find ourselves battling a global pandemic, the power of maintaining a physically active lifestyle has been highlighted as an increasingly important protective factor in reducing the negative impact of living with this virus.

3.2 Notwithstanding the impact of the Covid virus, there is increasing evidence that an active life-style in line with the recommendations of the World Health Organisation and Public Health England will positively impact on many other outcomes in the longer term. These include mental health, Improved self-image and self-esteem, improved educational attainment, community engagement and greater cohesion, increased life expectancy and improved experience of general health and wellbeing.

3.3 Currently, 37.5% of adult residents in Lincoln do not meet the recommended 150 minutes of activity per week and even more alarming, 47% of children in Lincoln do not meet the recommended target of 60 minutes physical activity per day

3.4 The City Council cannot change these national trends of increasing inactivity and obesity alone. The physical Activity Strategy therefore recommends a four point strategic plan.

- Strategic Objective 1 - Increased participation through using council owned sports, leisure and community centres
- Strategic Objective 2 - Increased participation through outreach programmes in the community
- Strategic Objective 3 - Increased participation through physical activity campaigns
- Strategic Objective 4 - Increased participation through better use of data, trend analysis and targeted approach to advertising and marketing for specific groups

3.5 The City Council will deliver these strategic objectives by **delivering** some of the improvements through its own activities and interventions. The Council will **facilitate** other physical activity interventions through contracts and/or partnerships with other local providers and will also **support** national and local campaigns promoting increased physical activity.

3.6 The Council will work with a multitude of agencies and organisations to bring about change across the City. For instance, the Council will continue to be an

active member of the Lincolnshire Physical Activity Taskforce (LPAT) and share ideas and work programmes to entice residents to be active. In addition, we will campaign for change through supporting National awareness schemes, such as Sport England's 'This Girl Can' programme.

- 3.7 The long term aspiration is that the Council will be classified as an Active City by 2030. To achieve this a leadership group will be established who will develop an inter-departmental action plan that has physical activity at its heart. This physical activity strategy is very much the foundation and the start of the journey towards this aspiration
- 3.8 This physical activity strategy will be used alongside other key Council documents to encourage 'healthy place making' within development schemes that adopt the 'Active Design' principles laid out by Sport England. It is recognised that in order to achieve the level of change required to significantly improve activity levels in Lincoln, this strategy is only one component and that substantial infrastructural and attitudinal change is required
- 3.9 The action plan within the physical activity strategy will be monitored and reviewed on an ongoing basis to ensure that progress is frequently measured. Included in this annual monitoring process will be the assessment of overall activity levels, which will be captured via Sport England's Active Lives survey.

#### **4. Strategic Priorities**

##### **4.1 Let's drive economic growth**

There are no specific implications for economic growth within this report

##### **4.2 Let's reduce inequality**

The physical Activity action plan will target areas of Lincoln with low physical activity levels, in Lincoln these are primarily found in areas of deprivation. Boundaries (such as the cost of participation and lack of time to exercise) to taking part in physical activity have been analysed to ensure any new organised activities will attract the maximum numbers from these targeted areas. The action plan for 2020 to 2025 includes new activities to attract women, the disabled and those with mental health issues.

##### **4.3 Let's deliver quality housing**

There are no specific implications for quality housing in this report

##### **4.4 Let's enhance our remarkable place**

The implementation of the Physical Activity Action plan will offer improved and affordable activities to residents and visitors to the City.

##### **4.5 High performing services**

There are no specific implications to high performing services.

## 5. Organisational Impacts

### 5.1 Finance (including whole life costs where applicable)

There are no direct funding implications arising from the attached strategy. There will be a requirement for some smaller existing revenue budgets to be used slightly differently to improve the impact of our plans. It will be necessary to dedicate more officer time to the development of the attached action plan

### 5.2 Legal Implications including Procurement Rules

There are no legal implications arising from this report

### 5.3 Equality, Diversity and Human Rights

There is no direct E&D implications arising from this report, however E&D will be considered during the implementation of this Strategy.

The Strategy highlights the variance in life expectancy between different areas of wider Lincoln. The difference between the best and worse has been measured at 12 years.

The short and longer term proposals of the Physical Activity Strategy will target improvements to levels of physical activity in these areas of deprivation and will also target particular resident groups considered to be at the lower end of participation. These include amongst others; women and girls, the disabled, minority groups and certain age groups.

All actions will be developed after carefully considering the many barriers residents have to participation to ensure we maximise participation.

The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

It requires that public bodies have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities

### 5.4 Human Resources

There are no implications arising from this report

### 5.5 Land, Property and Accommodation

There are no specific implications arising from this report

### 5.6 Significant Community Impact



Collectively, the priorities and aspirations included in this Strategy will have a significant impact on improving the day to day lives of our residents

The Physical Activity plan will develop and implement a plan to improve and increase the number of outreach projects in areas of highest deprivation in Lincoln. This will improve the opportunities and positive interactions for residents within these areas.

#### 5.7 Corporate Health and Safety implications

There are no cooperate health and safety implications arising from this report..

### 6. Risk Implications

#### 6.1 (i) Options Explored

Do Nothing- This would result in no improvements to physical activity levels in Lincoln and contribute to the increasing trend in health issues for residents.

#### 6.2 (ii) Key risks associated with the preferred approach

The preferred approach will require staffing time to implement the strategy.

### 7. Recommendation

#### 7.1 Executive are asked to consider the comments from Policy Scrutiny Committee and accept the report and Physical Activity Strategy found in Appendix A

**Is this a key decision?** No

**Do the exempt information categories apply?** No

**Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?** No

**How many appendices does the report contain?** None or insert number

**List of Background Papers:** None

**Lead Officer:** Steve Lockwood- Service Manager  
Telephone (01522) 873520

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# Physical Activity Strategy 2021 - 2026



## Our Vision

'To deliver, support, facilitate and above all inspire Lincoln residents to be more active, more often and make physical activity part of everyday life'

### Forward

The City of Lincoln Physical Activity Strategy has been endorsed by the Council's leadership teams and will receive cross departmental support in its implementation.

*"This document has been developed to capture the Council's approach to supporting our residents to lead active and healthier lives in Lincoln. The physical activity strategy will play an important role in the future in persuading our communities in Lincoln to be active everyday."*

**Portfolio Holder, Bob Bushell**



*The introduction of a new physical activity strategy is a 'very important milestone for the Council and comes at a time of utmost importance for the residents of Lincoln'. The impact of a global pandemic is deep rooted for everyone and this year has heightened the importance of just how crucial an active lifestyle is, in order to stay healthy.*

**Ric Metcalfe, Leader of City of Lincoln Council**



The introduction of the new Physical Activity Strategy is another important step towards the Council's Vision 2025. The health of our residents now and in the future is critically important and we must work collaboratively to provide opportunities for people to be active everyday, as this is recognised as a significant contributory factor to maintaining good health.

**Chief Executive of City of Lincoln Council, Angela Andrews.**



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# Executive Summary

Physical activity levels in Lincoln are currently falling below the recommended levels, as set out by the World Health Organisation and UK Public Health Guidelines. The latest Sport England Active Lives survey reports that **37.5%** of adults do not meet the recommended 150 minutes of activity per week. Perhaps even more alarming is that **47%** of children do not meet the recommended 60 minutes of physical activity per day.

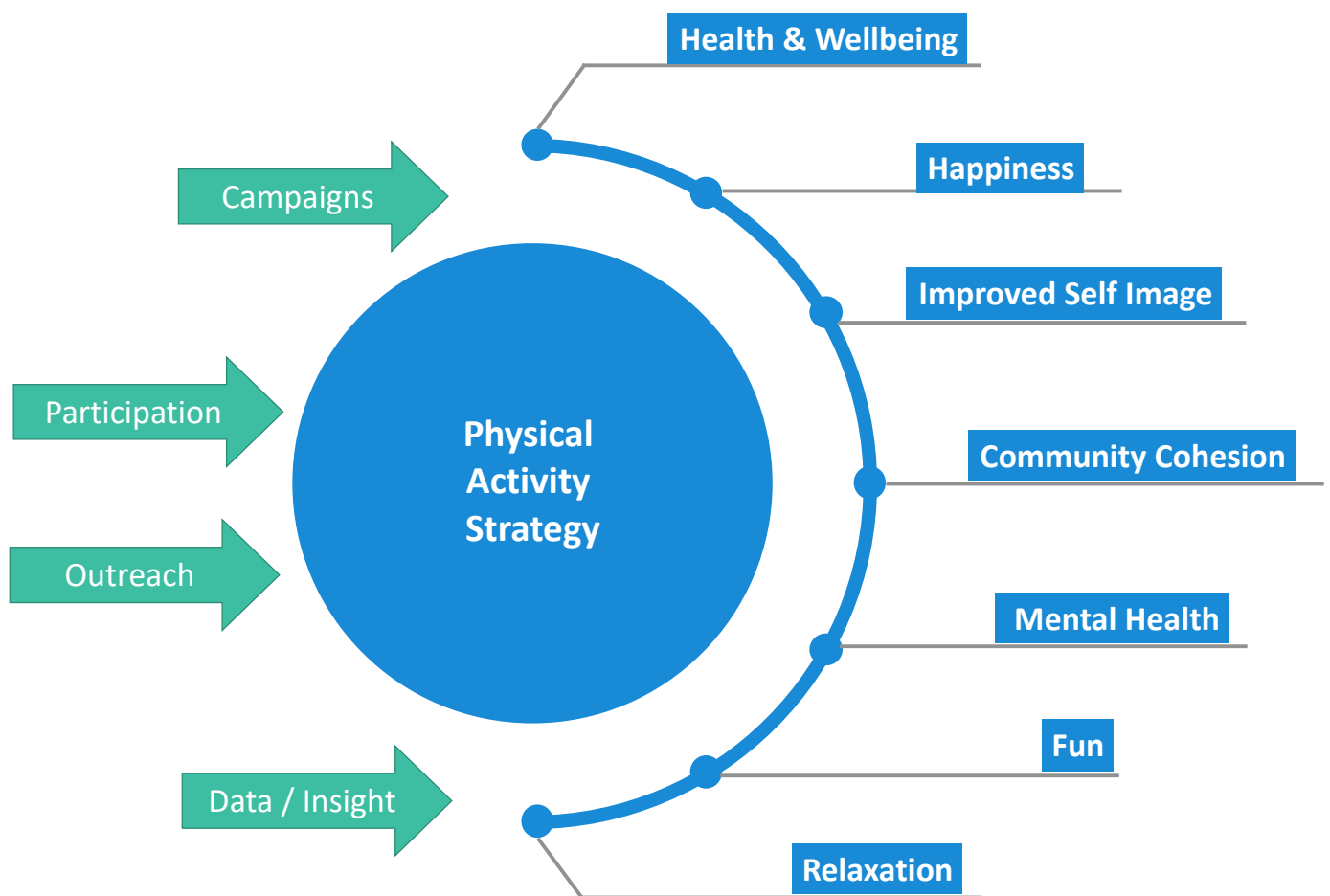


These low physical activity levels have direct and indirect impacts on the health of the residents living in the City of Lincoln and should this trend continue the most obvious outcome will be an increased cost to the local health service. At a time when the world is battling against a global pandemic, it is essential that we take steps to mitigate this additional pressure on the health service. The implementation of a **new physical activity strategy** for the residents of Lincoln is one way to support this and will contribute to reducing the health service burden through having more active and therefore healthier residents.

Whilst the strategic and over-arching outcome from this strategy is 'to reduce the burden on the local health service', there are also a number of other outcomes that will be derived from the action plans.

The outcomes (captured in the graphic below) are ‘the reasons why this strategy is being implemented’ and will all positively impact on the lives of residents in Lincoln. As a consequence of delivering this strategy, activity levels will increase across the City, which in turn will have a positive impact on the residents.

**How the achievement of objectives within the Physical Activity Strategy will positively impact the residents of Lincoln.**



As the City continues to implement change amidst the long lasting impact of the current pandemic, the importance of physical activity has never been so high on the agenda. Therefore, this strategy is a **call to action** to ensure that our residents take action now and that they make activity part of their everyday lives. This will ensure that residents are best placed to fight against the current pandemic and any future health challenges that occur.

The objectives of the strategy, which will be in place from 2021 until 2026, are all linked to increasing participation or increased activity levels whether this be through offering something new, providing new outreach services or through campaigning for change. The City Council will utilise data and insight to inform how these interventions should be introduced and maximise the use of resources whilst still achieving the vision. The strategy will have FOUR key strategic objectives which are as follows:

- **Strategic Objective 1** - Increased participation through using council owned sports, leisure and community centres
- **Strategic Objective 2** - Increased participation through outreach programmes in the community
- **Strategic Objective 3** - Increased participation through physical activity campaigns
- **Strategic Objective 4** - Increased participation through better use of data, trend analysis and targeted approach to advertising and marketing for specific groups

A defined action plan will be put into place to achieve these objectives. The initial action plan will cover the immediate interventions to taken in 2021. Recognising that the outcomes from this action plan cannot achieve this alone, the Council will either **deliver, support or facilitate** the interventions with or without the support of its partners.





The Council already provides services and opportunities for its residents in relation to physical activity and this needs to be built into future plans. This strategy will be considered by the Council when making decisions or setting policy to ensure that, at all levels, there is a clear message about getting the residents of Lincoln **to be more active as part of their everyday lives**. This strategy will be used alongside other key Council documents to encourage **‘healthy place-making’** within development schemes that adopt the **‘Active Design’** principles laid out by Sport England. It is recognised that in order to achieve the level of change required to significantly improve activity levels in Lincoln, this strategy is only one component and that substantial infrastructural and attitudinal change is required.

Accordingly, a clear vision statement has been established for this strategy.

**STRATEGIC VISION ‘TO DELIVER, SUPPORT, FACILITATE AND ABOVE ALL INSPIRE RESIDENTS TO BE MORE ACTIVE, MORE OFTEN AND MAKE PHYSICAL ACTIVITY PART OF EVERYDAY LIFE’**

The Council will work with a multitude of agencies and organisations to bring about change across the City. For instance, the Council will continue to be an active member of the Lincolnshire Physical Activity Taskforce (LPAT) and share ideas and work programmes to entice residents to be active. In addition, we will campaign for change through supporting National awareness schemes, such as Sport England’s This Girl Can programme.

The long term aspiration is that the Council will be classified as an active city by 2030. To achieve this a leadership group will be established who will develop an inter-departmental action plan that has physical activity at its heart. This physical activity strategy is very much the foundations and the start of the journey towards this aspiration.

The action plan within the physical activity strategy **will be monitored and reviewed** on an ongoing basis to ensure that progress is frequently measured. Included in this annual monitoring process will be the assessment of overall activity levels, which will be captured via Sport England’s Active Lives survey.

# Introduction

The City of Lincoln, based in the East Midlands region, is one of eight British Heritage Cities; principally due to the presence of the Cathedral and the Castle Quarter.

Lincoln has seen extensive infrastructural growth since the 1990's, through the introduction and growth of Lincoln University, several city centre developments and multi-million-pound investments into the cities infrastructure.

Of the 98,438 people currently living in Lincoln, 49.6% are male and 50.4% are female. Lincoln is considered a relatively young City with the most highly populated age range being between 25-29, which is much higher than the England average. The City of Lincoln population is set to increase to 104,200 by 2041,

One of the reasons for this projected increase is the western growth corridor development, which is a sustainable urban extension to Lincoln. The western growth corridor will deliver approximately 3,200 new homes across 20 hectares. At an average occupancy of 2.2 people per dwelling, this will increase the population of Lincoln by circa 7,000 new residents. This is in addition to the population estimates noted above and would lead to a city population of circa 111,000.

City of Lincoln Council is passionate about sport, physical activity and exercise and is committed to improving the wellbeing of its residents. The COVID-19 pandemic has had a profound impact on local residents and this has increased the awareness and importance of taking part in regular physical activity. As we learn to adapt as a consequence of the pandemic, the Council's future vision is to include physical activity as part of the city wide solution to health and wellbeing challenges.



This physical activity strategy will shape the way in which City of Lincoln Council will help residents to engage with physical activity by providing opportunities to make it part of their everyday life.

City of Lincoln Council has a shared belief that increased participation in sport, physical activity and exercise, will positively contribute towards our wider ambitions for Lincoln City - Vision 2025. The 'health of residents' is a pillar of the 2025 vision and this physical activity strategy will offer ways to ensure that the core, shared objectives are achieved .

Historically, City of Lincoln Council has consistently invested into sport, leisure and physical activity provision, including recent facility developments at Yarborough and Birchwood Leisure Centres. The Council recognises that there is a continual need to invest into providing spaces, places and programmes for residents to engage in physical activity.

It is further recognised that physical activity needs to be considered during wider discussions about the development of the City, in particular the western growth corridor. To this end, physical activity is a standing agenda point for all departments within the City Council and specifically the planning and development committees.

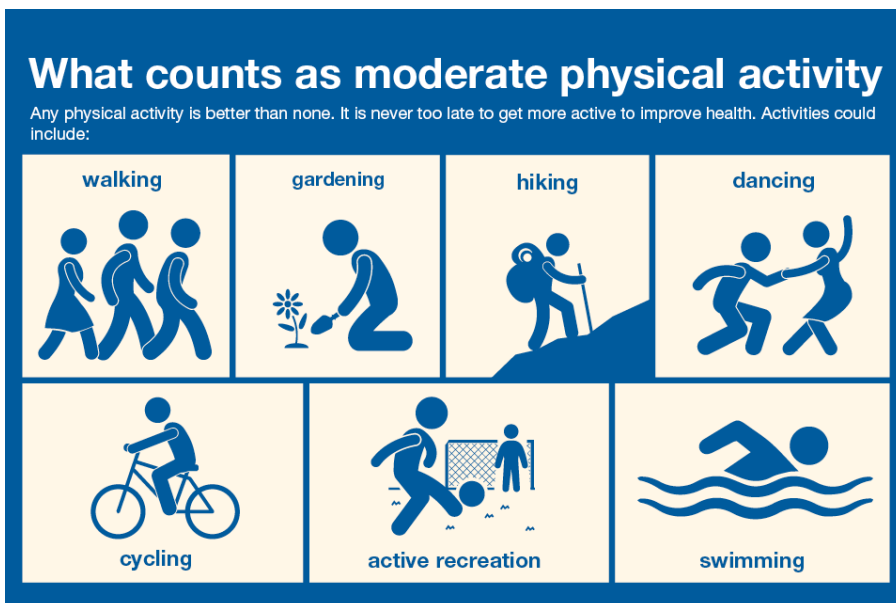
'When planning decisions are being taken, give careful consideration to and encourage schemes which support physical health and well-being'

The ultimate target is to make physical activity a key part within all aspects of life for all residents living within the city boundaries. To this end, the Council will implement a programme of systemic change within its own organisation and its set about transformational work within the communities of Lincoln, with the long term aspiration and vision of the city being classified as an **ACTIVE CITY by 2030**. A major part of this vision is to set the foundations required to build physical activity into everyday routines. This requires the City of Lincoln Council to set the agenda and infrastructure in order to influence the way in which residents go about their everyday lives in Lincoln.

Physical activity is an essential part of a healthy lifestyle and can have many other benefits to individuals and communities. Tackling physical inactivity is a priority for national bodies such as Public Health England (PHE) and Sport England, due to the associated benefits of exercise to people of all ages. PHE has also recognised the financial return that a shift to a ‘prevention rather than cure’ model can bring due to the reduction in demand for the National Health Service.

PHE emphasises the detrimental impact physical inactivity can have on health, which in turn leads to additional strain on the health and social care services. Due to this, tackling physical inactivity is deemed a high national priority.

PHE defines physical activity as movement of the body that increases heart rate and expends energy; this could include everyday activities (house work, active travel), active recreation (recreational walking, dance) or sport (organised sports such as tennis). PHE advice centres around getting people to do a range of activities, as depicted in their infographic below.



According to the World Health Organisation (WHO), physical activity is defined as:

*‘any bodily movement produced by skeletal muscles that requires energy expenditure – including activities undertaken while working, playing, carrying out household chores, travelling, and engaging in recreational pursuits’.*

The CMO recommends that adults (19-64 years) should complete 150 minutes of moderate intensity physical activity a week and should minimise the amount of time spent sitting. This could be completed in 30 minute slots over five days. To count towards this target, activities should be completed for at least 10 minutes. Activities that strengthen muscles should be included on two days per week.

Adults over 65 years should also complete 150 minutes of moderate intensity physical activity a week but should include activities that improve muscle strength, balance and coordination on at least two occasions a week.

For children and young people aged 5-18 years the CMO recommends at least 60 minutes of vigorous intensity activity every day; including activities that strengthen bone and muscle three times a week.

Any proposed strategic approach to achieving these targets in Lincoln must therefore be focused on

- Increasing the number of people participating in physical activity on a daily basis and by reducing the number of people who are classed as ‘inactive’
- It is also important to recognise the role that physical activity plays towards the Council’s wider strategies (e.g. health and wellbeing, anti-social behaviour, reducing health inequalities in key wards)

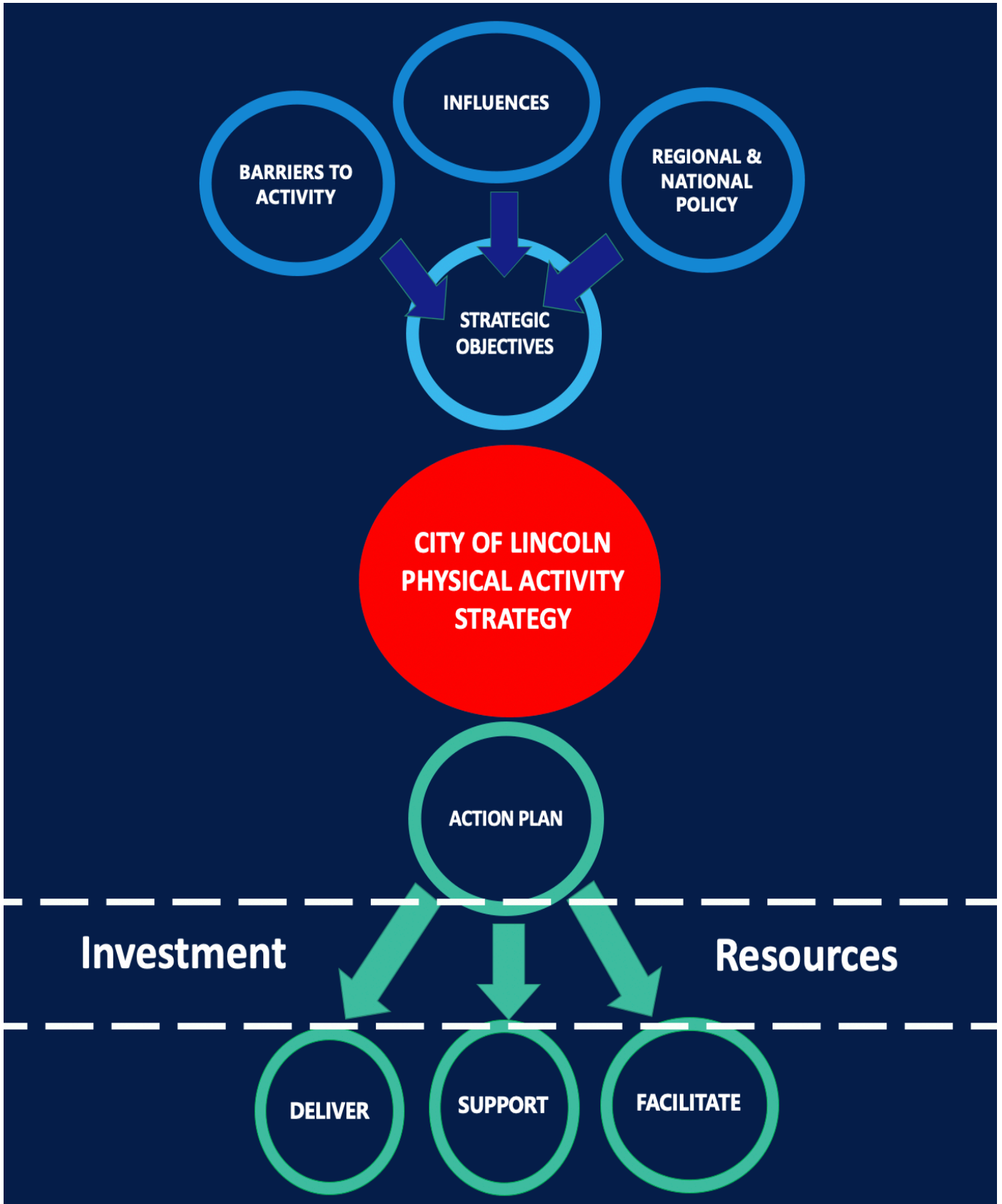
The vision for the **City of Lincoln Physical Activity Strategy** will be achieved through delivering an action plan set against key objectives. The **strategic objectives** will be guided by a series of principles and will have an associated methodology as to how each objectives is expected to be achieved.

There are multiple **influences** on an individual when they consider taking part in any form of physical activity. The City Council can control some of these and cannot control others. The City of Lincoln Physical Activity **action plan**, which is an outcome from this strategy, will take into account the many influences and **barriers to engagement** and offer ways to overcome these for the residents of Lincoln. Consideration of the **stages of behavioural change** is required to understand the barriers to activity, to ensure that new ideas are appropriate for the individuals who are being targeted to get involved.

The strategy will be influenced by **national and regional policies** for physical activity. Sport England, UK Active, British Heart Foundation and Public Health England all have a defined influence through their campaign work. City of Lincoln Council is also influenced by Active Lincolnshire and the Lincolnshire Physical Activity Taskforce (LPAT). This physical activity strategy will be synergistic with national and regional policy with a common goal of increasing participation levels.

The action plan from this strategy will capture how the City Council will **deliver, facilitate or support** physical activity programmes and interventions. The strategy recognises that the City Council cannot achieve the objectives and vision alone and requires support from its partners. The action plan can be viewed on pages 44-50 of this document.

The strategy is a five year plan commencing in 2021 and will be reviewed on an annual basis. The review process will assess the success of the various activity programmes and interventions across the whole City. A series of measurements will be used to check activity levels and direct outcomes from the interventions. The strategy will also be measured through indirect indicators such as related health statistics. An overview of the City of Lincoln Physical Activity Strategy is highlighted on the infographic below



# Why a Strategy is needed?

## An overview of the current situation in Lincoln

The health and wellbeing of the population has **never been so important** as it is now in 2020, as we come out of the impact of a global viral pandemic. It has been well documented, national and internationally, that one of the main ways in which individuals can fight against **the current pandemic** is to be physically active. The more physically active a person is, the more capable they are in controlling their body weight, improving respiratory fitness and consequently boosting their immune system.

Therefore, the introduction of **a new physical activity strategy for the City of Lincoln** is very timely and will help our residents return to the new normal, stronger and more able to combat the potential threat of the virus.

This physical activity strategy will collate the approach to ensure that residents are more physically active in the future by providing **a wide range of opportunities** through our facilities, programmes and services.

Whilst the physical landscape of Lincoln has changed dramatically over the past fifteen to twenty years, the physical activity rates and health statistics have not significantly changed. There are many reasons for this, which will be explored within this strategy. Above all, the **culture of inactivity** is rife not just in Lincoln but across the region and the nation. This has a long-lasting impact on the health and wellbeing on the population and bold steps need to be taken to arrest this culture.

City of Lincoln Council believe that it is a **great time to set a new path** for the next stage of the City's future and to re-set our ambitions with a bold new vision. A culture of physical activity can be built into the future infrastructure of the City. Physical activity will be engrained into all of the Council's outputs, including but not limited to, all investment and planning decisions. This new strategy will guide us for the next five years ensuring we place the health and wellbeing of our residents at the heart of everything we do.



The over arching vision 2025 of City of Lincoln Council is **‘together, let’s deliver Lincoln’s ambitious future’**.

Vision 2025 is underpinned by five principle aspirations. The aspirations of the City of Lincoln physical activity strategy are synergetic and will contribute towards these aspirations (words in italics denote how the physical activity strategy will contribute to the 2025 vision).

**Let’s drive inclusive economic growth.** *Through people being active, the local economy is boosted, via payment for sports and exercise and through people being out and about in the community.*

**Let’s reduce all kinds of inequality.** *Sport, exercise and physical activity allows people from all parts of the community to take part without boundaries. For instance, many of the activities proposed in this strategy are free or have low entry costs, which removes one of the largest barriers to participation.*

**Let’s enhance our remarkable place.** *Through being more physically active, the communities of Lincoln will be able to enjoy living in the City more and bring out the best of the City’s assets.*

**Let’s address the challenge of climate change.** *This strategy will encourage residents to walk and cycle on a more frequent basis, not only as this is better for them but as this is better for the environment.*

## CITY OF LINCOLN COUNCIL- VISION 2025

**‘Together, let’s deliver Lincoln’s ambitious future’.**

The total adult population of the City of Lincoln is 55,200 adults (16+). The Sport England Active Lives Survey data demonstrates the levels of activity of adults (16+) in sport and active recreation in each area. In the City of Lincoln from May 2019 to May 2020 the following statistics were recorded:

	Fairly Active	In-Active
<p>Active (150+ minutes a week)</p> <p>62.5% of the total population are active which compares to 57.0% in Lincolnshire and 62.8% in England.</p>	<p>Fairly Active (30-149 minutes a week)</p> <p>8.8% of the resident population of the City of Lincoln are fairly active compared to 12.4% in Lincolnshire and 11.7% across England.</p>	<p>Inactive (Less than 30 minutes a week)</p> <p>28.7% of the resident population in City of Lincoln are inactive.</p> <p>City of Lincoln has a lower inactivity rate when compared to the county (Lincolnshire – 30.6%) and is about the same as the national (England – 25.5%) averages.</p>

The over arching summary of the above active lives statistics is that over 37.5% of Lincoln’s adult population do not meet world health guidelines of 150 minutes of physical activity per week. This means that 20,700 adults are not doing enough activity each week and therefore increasing their chances of developing health problems caused by inactivity.

In December 2018, Sport England’s Active Lives Survey data was extended to include Children and Young People (School Years 1 to 11) as a separate study area. The data below demonstrates levels of activity in sport and active recreation in the City of Lincoln from academic year 2018/19. The school age population between Year 1-11 in City of Lincoln is 11,100

Active	Fairly Active	Less Active
<p>Active Every Day (60+ Minutes or more every day)</p> <p>53% of children and young people the City of Lincoln are active every day.</p> <p>City of Lincoln has a better active everyday participation rate when compared to county (Lincolnshire – 50.6%) and national (England – 46.8%) averages.</p>	<p>Fairly Active ( an average of 30-59 minutes a day)</p> <p>26.4% of children and young people in the City of Lincoln are fairly active.</p> <p>This is about the same compared to the county average of 26.2%) but above the national average of 24.2%.</p>	<p>Less Active (Less than an average of 30 minutes a day)</p> <p>20.7% of children and young people in the City of Lincoln are less active.</p> <p>City of Lincoln is lower when compared to the county (Lincolnshire – 23.2%) and national (England – 29%) averages.</p>

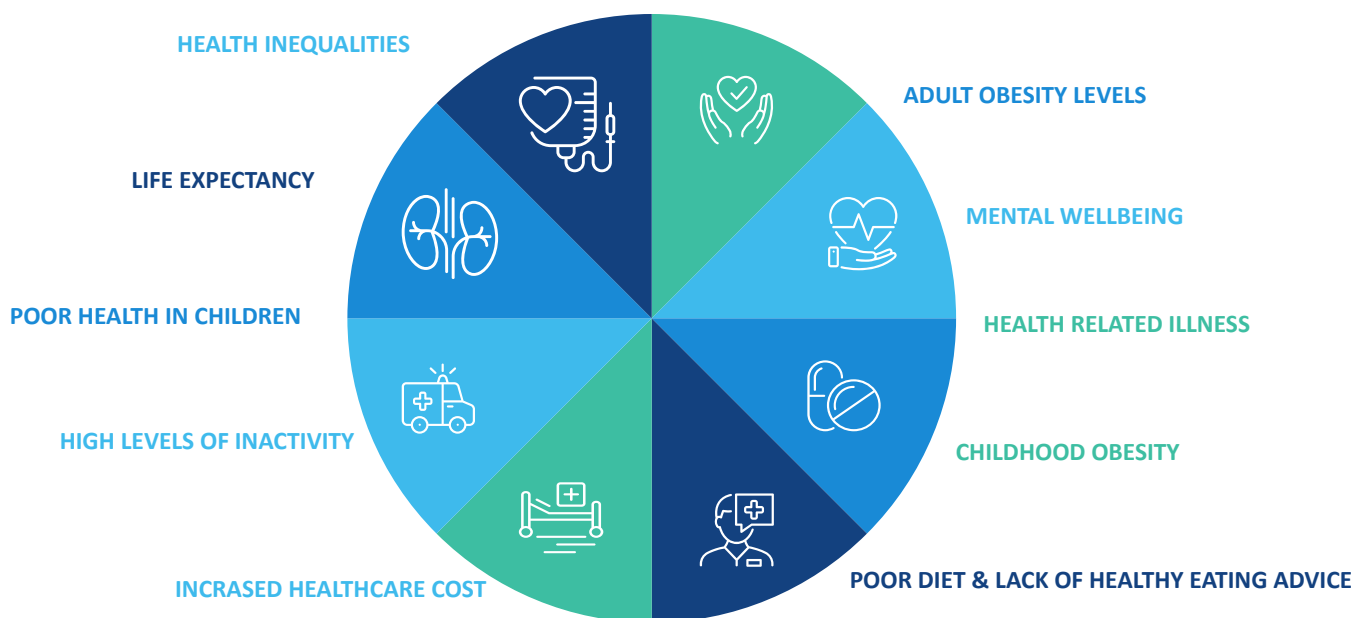
This means that 47% (5,217) of all children do not meet the recommended world health guidelines. When these statistics are considered alongside the adult rates, the problem of high levels of inactivity are clear to see for City of Lincoln.

Irrespective of how these statistics compare to Lincolnshire or National averages, to have 34.3% of adults not reaching the recommended amount and 47% of children are worrying and action needs to be taken.

These statistics have not changed substantially in the past five years and therefore this strategy has the opportunity to arrest the trend.

According to the health profile 2019, Public Health England classify the City as being ‘generally worse’ than the England average in relation to overall health stats and linked to this Lincoln is in the top 20% of most deprived authorities.

The graphic below highlights the key areas that influence the public health assessment of the City.



Through understanding the current situation in relation to these key areas, the physical activity strategy can be positioned to ensure that the proposed interventions influence the future public health profiles. It is hoped that this strategy sparks a ‘groundswell of support’ from our partners and other local providers, to help contribute towards these key problem areas and that the combined effort drives the necessary change.

The health related challenges (in addition to inactivity rates) we face in Lincoln are as follows:

**Life Expectancy** – In 2019, the average life expectancy is 10.4 years lower in males and 7.2 years lower in females between Lincoln’s most and least deprived areas.

**Poor Health in Children** – In 2019, 22.8% of children are classified as obese, which is worse than the England average of 20.2% and the Lincolnshire regional average of 19.7%. This is linked to low activity and inactivity levels among children. Both indicators are worse than national and regional averages.

**High levels of Inactivity** – both child and adult activity levels in the City are worse than Lincolnshire and nationwide averages.

**Adult Obesity levels** – In 2019, 65.8% of the Lincoln adult population (18+) are classified as overweight or obese. This is above the national average of 62.3% and slightly below the Lincolnshire regional average of 66.5%.

**Poor Diet and lack of healthy advice** – In Lincoln, and across the Lincolnshire region, there are pockets of good work being carried out but in general terms, as is the case across England, there are gaps in diet and healthy eating advice for key population groups.

**Health Related illness** – levels of smoking prevalence in adults is 24.8% compared to a national average of 13.9% and a Lincolnshire regional average of 15.3%. In fact, Lincoln has the second highest prevalence level across the East Midlands region.

**Health in-equalities** – Lincoln has an average IMD score of 28.9 compared to a national average of 21.8. This is coupled with the statistic of obesity levels, life expectancy levels and smoking prevalence. The gap between key areas of the City in these indicators is stark.

**Mental Wellbeing** – physical activity is considered to be one way to help treat a number of mental health problems.

**Increase costs of healthcare** – there is a direct link between the physical activity rate and the cost of providing healthcare for the community. For instance, patients who require medical treatment for key health problems caused by obesity can be attributed to lower levels of physical activity.

# Why a Strategy is needed?

## Synergies with National and Regional Policies

The City of Lincoln Council plays a role within a multi-agency approach to improving physical levels in Lincolnshire. As such, the authority currently works towards or supports the following local and national strategies. This strategy will embody these synergies and partnership working will be continued:

- **Let's Move Lincolnshire** – Physical Activity taskforce
- Active Lincolnshire – **Strategic Plan for Physical Activity**
- Health & Wellbeing: '**Joint Health & Wellbeing Strategy**'
- **STP**: 'Sustainable Transformation Plan'
- Sport England – '**Towards an Active Nation**'
- DCMS: '**Sporting Futures**'
- PHE: '**Everybody active, every day**'
- NHS: **Five-Year Forward View**
- UK Active – **More people, more active, more often.**

It has been well documented that partaking in regular bouts of physical activity is important for everyone irrespective of age, gender or ability. Physical activity is the cornerstone of maintaining good health and this has a profound impact on a person's state of wellbeing. It is now accepted, across a multitude of activity and health organisations that;

- Playing sport regularly & meeting physical activity guidelines each week helps maintain a person's fitness levels, including maintaining a consistent body weight.
- Physical activity levels in children and young people are linked to academic success.
- Sport participation brings communities and generations together.
- Active workplaces are considered more productive.
- Participation in sport and physical activity has a positive impact on employability.
- Sport & physical activity drives a stronger economy.
- Sport can reduce anti-social behaviour amongst young people.
- People who play sport and take part in regular activity are considered healthier both physically and mentally.
- Our modern day life has changed significantly and it is very important that we react quickly and efficiently to meet the needs of where we work, live and play.
- We should embrace lifestyle changes to encourage people to be more active, as a vital tool for improving physical and mental wellbeing and to build stronger and more diverse communities.
- When designing new spaces to live, work and play, this planning process should consider physical activity into the design from the start, so that people movement is expected not desired.
- All future policies should support the ten active design principles developed by Sport England (coupled with Active England). These principles will enable improved accessibility and encourage activity in our everyday lives and help us be more active as our first choice where possible.

# Why a Strategy is needed?

## Synergies with National and Regional Policies

The cost of inactivity is increasing at an alarmingly rapid rate and according to Sport England's latest assessment, now costs the UK £7.4 billion per year.

The health costs in Lincolnshire are estimated at between £15-20 million per year.

### THE 5 OUTCOMES: PHYSICAL WELLBEING







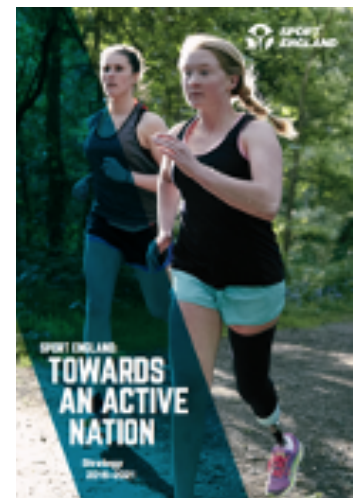
## Sport England (SE)

In response to this, Sport England have recently captured the need for physical activity in their vision document 'Towards an Active Nation', which offers a very different approach than previously.

Sport England has moved substantially towards dealing with participation at grass-roots level and across the whole population rather than focusing on the elite level only.

'Towards an Active Nation' commenced in 2016 and runs until 2021. It clearly outlines how work is completed and where public monies are being spent. The combination of these efforts are all focused on contributing to the following outcomes outlined by government.

- Physical wellbeing.
- Mental wellbeing.
- Individual development.
- Social and community development.
- Economic development.



The City of Lincoln physical activity strategy will embody these nationwide outcomes within our proposed action plan and vision for the future. Our strategic objectives will have synergy and alignment with each of the Sport England outcomes, especially as some of the opportunities or new ideas this strategy may seek to introduce may require funding applications to support their implementation.

# Why a Strategy is needed?

## Synergies with National and Regional Policies

### British Heart Foundation (BHF)

According to the BHF in their most recent report (2017), 39% of adults in the UK (circa 20 million people) do not meet the recommended guidelines of 150 minutes of moderate intensity activity per week.



### Public Health England (PHE)

In 2014, PHE outlined the detrimental impact that inactivity was having on the nation in a document called 'Everybody Active, Everyday, an evidence based approach to physical activity'. This document highlighted the Chief Medical Officers (CMO) recommendation and the wider impact that physical activity has on health and wellbeing.



Public Health England - 'Everybody Active, Every Day' (2014) PHE's 'Everybody Active, Every Day' report highlights inactivity as the fourth largest cause of disability and disease in the UK, putting huge financial cost and capacity pressure on primary, secondary and tertiary health and social care services. The strategy emphasises how physical activity can reduce the likelihood of developing certain health conditions including heart disease, obesity and type II diabetes. Tackling physical inactivity can help increase quality of life for individuals as well as increase productivity as a nation. In order to tackle inactivity, work is required across the following areas at a local and national level:

Protecting and improving  
the nation's health

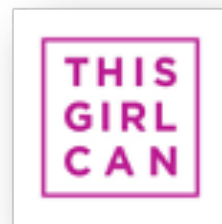
- Active Society: "creating a social movement"
- Moving Professionals: "activating networks of expertise"
- Moving at Scale – interventions: "scaling up interventions that make us active"
- Active Environments: "creating the right spaces"

## UK Active

Sport England's Towards an active nation strategy is now much more aligned to delivering a shift change in attitudes within communities and is complimented by UK ACTIVE's long standing mission to get more people, more active, more often. UK Active continue to lobby government for infrastructure change and support for the sports and leisure sector across the country.



The combination of effort at a national and local level in the past few years has heightened awareness across the board and never has the importance of sport and physical activity been so high up on the nation-wide agenda. This has been evidenced recently by Sport England's very successful 'This Girl Can' campaign.



**“We Are Undefeatable”** is a movement supporting people with a range of long term health conditions, developed by 15 leading health and social care charities and backed by expertise, insight and significant National Lottery funding from Sport England. The purpose of this movement is to support and encourage finding ways to be active that work with each person's conditions, not against them.



The campaign brings together partners who reach people living with: Arthritis, some long-term limiting mobility conditions, Alzheimer's, Asthma, Back pain, Cancer, Chronic Obstructive Pulmonary Disease/Lung Condition, Dementia, Heart Disease, Stroke, hypertension (or other heart related condition), Long-term depression or anxiety, MS, Parkinson's, Type 1 Diabetes and Type 2 Diabetes.

# Why a Strategy is needed?

## Synergies with National and Regional Policies

Active Lincolnshire have an important role to play in the delivery and support of this strategy. Active Lincolnshire is one of England's Active Partnerships that are working to make physical activity and sport a part of everyone's life, regardless of age or background. Accordingly, the vision of Active Lincolnshire is '**for everyone in Lincolnshire to be active everyday**'. Active Lincolnshire are mainly funded by Sport England to help to deliver their strategy, Towards an Active Nation, across Lincolnshire. In Lincoln this specifically focuses on groups that traditionally are more likely to be inactive, such as women and girls, people living with a disability or health condition or those from less affluent backgrounds.



Locally, Active Lincolnshire and the Lincolnshire Physical Activity Taskforce (LPAT) set regional policy for Lincolnshire. To date, City of Lincoln Council have played an integral part in the LPAT and are an executive group member. This physical activity strategy will mirror the ambitions and objectives of the 'Let's move Lincolnshire' strategy, which is a current blueprint document for the County and driven by LPAT. This strategy will consider how to get and keep people active through **societies, places and systems**.



This physical activity strategy will embrace the LPAT blueprint strategy, 'Lets Move Lincolnshire'. The LPAT blueprint outlines four strategic goals, all of which share a common theme and recognises that to resolve 'physical inactivity' takes a whole system based approach. To that end, this strategy will also consider how a physical activity culture can be created within **society**, how the **place / location** affects engagement, how **people** can work together to drive change and how **systems** and technology can improve to entice more people to be active. This strategy considers the following for the City:

- **Active Society** – how this strategy influences the culture of the City.
- **Active Place** – how this strategy influences the identity of the City. How is the City perceived by its residents and visitors?
- **Active People** – how does the Council work with other agencies and organisations to provide opportunities for people to be active.
- **Active Systems** – How does the Council support the wider network and provide resource to ensure good governance of the physical activity network.

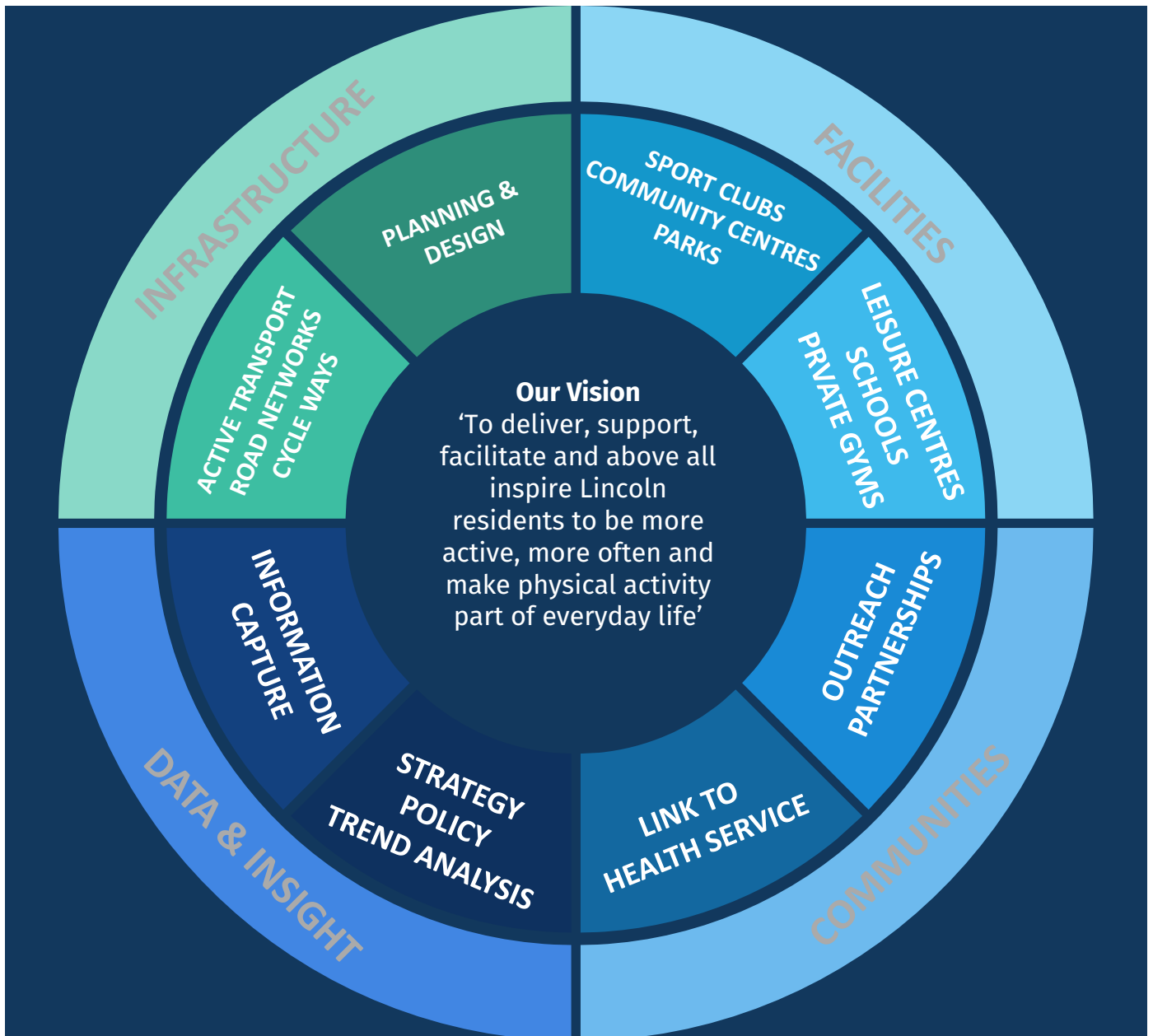


The LPAT blueprint explains how the whole system approach is taken across a range of settings and the influence each ‘enabler’ has over physical activity. The infographic below highlights the synergies between settings and enablers.



The action plan for this strategy (page 44-50) considers the setting and enablers for each intervention. The nature of each setting will determine the type and scale of physical activity that is possible and appropriate for the population.

The City of Lincoln contribution towards LPAT’s blue print is highlighted in the infographic below. This shows the settings and enablers that are possible from a Lincoln perspective, that can be used to bring about changes to physical activity levels.



The strategic vision of ‘making physical activity part of everyday life’ will only be achieved through a combination of these inputs and working in partnership with multiple organisations who understand our thoughts and share our common goal.

# Why a Strategy is needed?

## Understanding influences and barriers to taking part

When considering the action plan for this physical activity strategy, it is important to recognise that there are a multitude of reasons and influences over a person's reasoning for taking up any form of exercise or activity. Equally, there are many reasons, influences and barriers as to why people do not take part.

These reasons and influences are classified into those that **can be controlled** by City of Lincoln Council and **those that cannot**. It is critical for this physical activity strategy that the areas that can be controlled are identified, as these can be actioned, resourced or invested into in order to achieve the objectives and ultimately the vision to get more people active, more often.

The list below is a summary of these controllable influences and the aim of the action plan, within this strategy, is to focus the Council's efforts on the areas that have the greatest potential to bring about change across the City.

Our delivery partners will be encouraged to do the same and where possible we will take a synergistic approach to marketing, messaging and campaigning.

The key messages from this physical activity strategy will be echoed within other departments across the Council, to ensure that consideration is given to improving activity rates when taking other wider Council decisions. For instance, the Western Growth Corridor project has a significant opportunity to build physical activity into the infrastructure of this important City development.

### Controllable Influences on Physical Activity

The areas that City of Lincoln Council can control directly through its actions.

- The Council's culture, ethos, mission and vision.
- Affordability levels for activities across the City
- The way in which activity programmes are marketed
- How the Council communicates with residents
- How the Council behaves (practice what we preach).
- How the Council motivates or incentivizes the residents
- How the Council works with its partners.



The areas that are noted in the table below are those that the City Council cannot easily control. The importance of recognising these influences is two fold. Firstly, by recognising that certain influencing factors cannot be controlled, the action plan for this physical activity strategy can predict how these influences will impact residents and mitigate them. For instance, if one of the actions is to introduce a new walking group, it would be advantageous to select a safe location, away from planned roadworks and potential traffic problems, to host the walk.

Secondly, it is important that the identified areas that cannot be easily influenced are not used as excuses as to why we cannot make something happen, especially when the benefits are to a person's activity levels. For instance, bad weather should not be a reason not to try launching a new walking group.

When working with partners through supporting or facilitating physical activity programmes, it is equally as important to not use these uncontrollable areas as excuses not to try something new.

These influences should be discussed during the planning of any new activity programme or initiative, with a plan of action put in place to mitigate their impact where possible.

### Uncontrollable influences on Physical Activity

The areas that City of Lincoln Council cannot control directly through its actions.

- Demographics of the communities we operate within.
- Politics, religion and wider society issues.
- Other cost burdens for our residents - fuel, transport, rent/mortgage.
- TV / Internet.
- Weather.
- Work related time pressures for non-council employees.
- Habits of residents away from the time they spend doing physical activity.
- The confidence levels of individuals (linked to self esteem and fear of making a change)

# Why a Strategy is needed?

## Understanding influences and barriers to taking part

The psychology of exercise adherence and physical activity penetration rates are both pivotal to arresting the trends in inactivity and health related problems in Lincoln. Through obtaining a better understanding of the reasons why people do not exercise regularly (to achieve health benefits), we are better equipped to provide the right opportunities to the communities in the City.

This physical activity strategy is underpinned by a multitude of new ideas to get people active. These ideas have been proposed with the intention that a wide range of the population can get involved. Some ideas are focused on new people who are being active for the first time, while other ideas are focused on keeping people active.

Accordingly, all of the new physical activity ideas take into account the stages of behavioural change that influence an individual's decision making process as to whether they will or will not engage in new activity.

The stages of behavioural change cycle is explained within the infographic below.

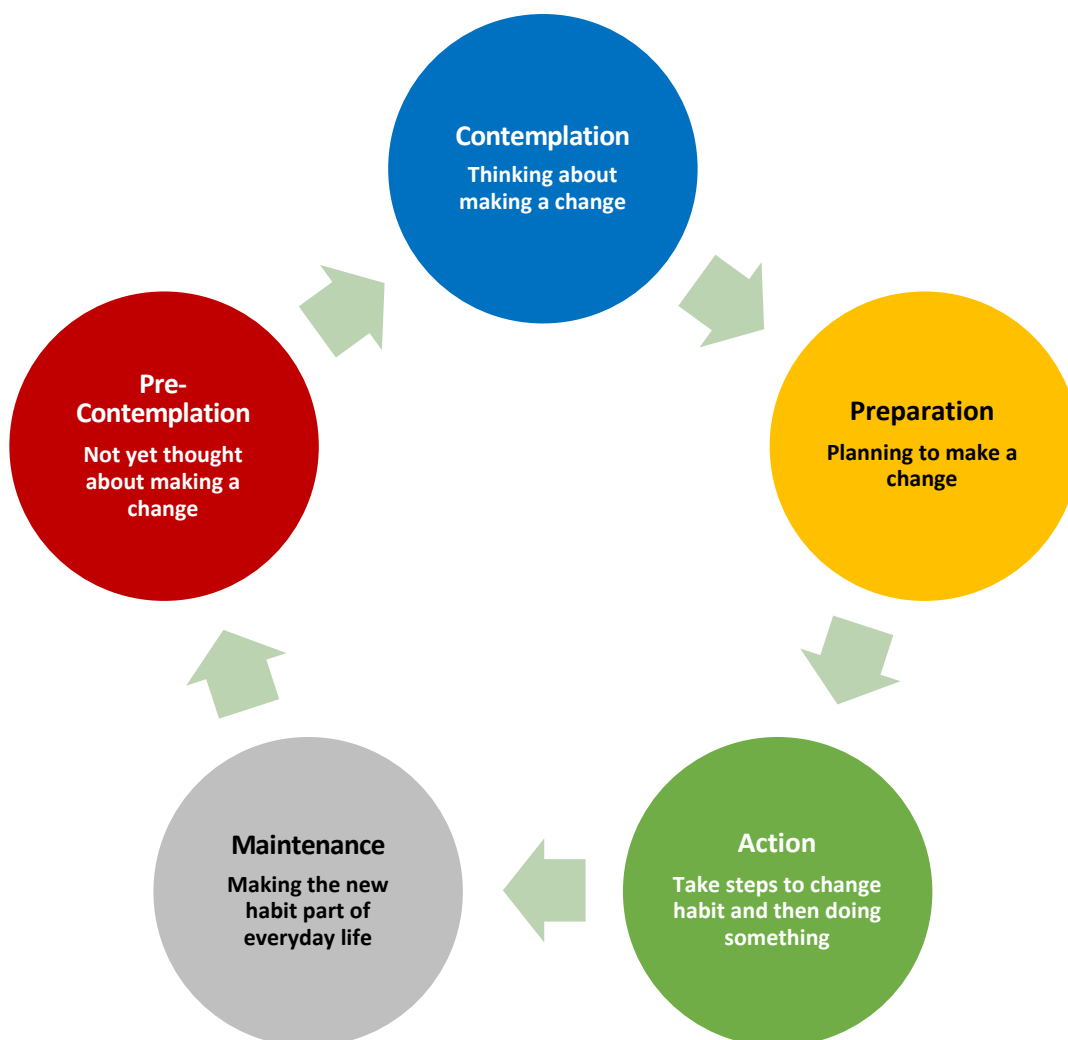
The success rate of enticing people to be active is linked to the way in which activity is sold, especially for people who have never or rarely exercised. For instance, physical activity initiatives and programmes must be advertised very differently for residents at '**contemplation**' and '**preparation**' stages to those at '**action**' or '**maintenance**' stages.

In order to maximise the overall success of this strategy, new physical activity ideas, programmes, initiatives must be introduced to widen the scope of the opportunities people have to choose from. The menu of options must capture all types of activities to ensure that there is something for everyone.

It should also be noted that people do not stay at one stage of this cycle for the whole of their life. They will continually move. For instance, following child birth, women who have previously exercised will re-enter the decision making process at pre-contemplation stage, as they have other priorities and influences.

The advertisement of a new activity idea may spark enthusiasm, which could lead a new mum to move to contemplation phase. In order to get this person active, the activity programme needs to be considered alongside other influences (who looks after the new baby, push chairs, access, affordability). Once these influences have been resolved, the new mum will be able to take action.

**Stages of behavioural change influencing a persons decision making process.**



# The City of Lincoln Physical Activity Strategy

## Strategic Overview and Vision

Physical activity already plays an integral role within the City of Lincoln and the Council recognises a '**social responsibility**' towards its residents and the need to promote all aspects of a healthy, happy and active life.

The physical activity strategy is underpinned by a broad and bold vision, has shared guiding principles at its core and has very clear objectives. However, it is recognised that to achieve this broad and bold vision, the Council cannot do this alone.

The achievement of the vision will take a multi-agency, coordinated approach to reach the 98,000 residents of Lincoln. It is therefore anticipated that the approach to delivering this strategy will see the Council take on three different roles a direct **deliverer, a facilitator and a supporter**. The Council will continue to deliver directly (and introduce new, if appropriate) programmes, initiatives and services.

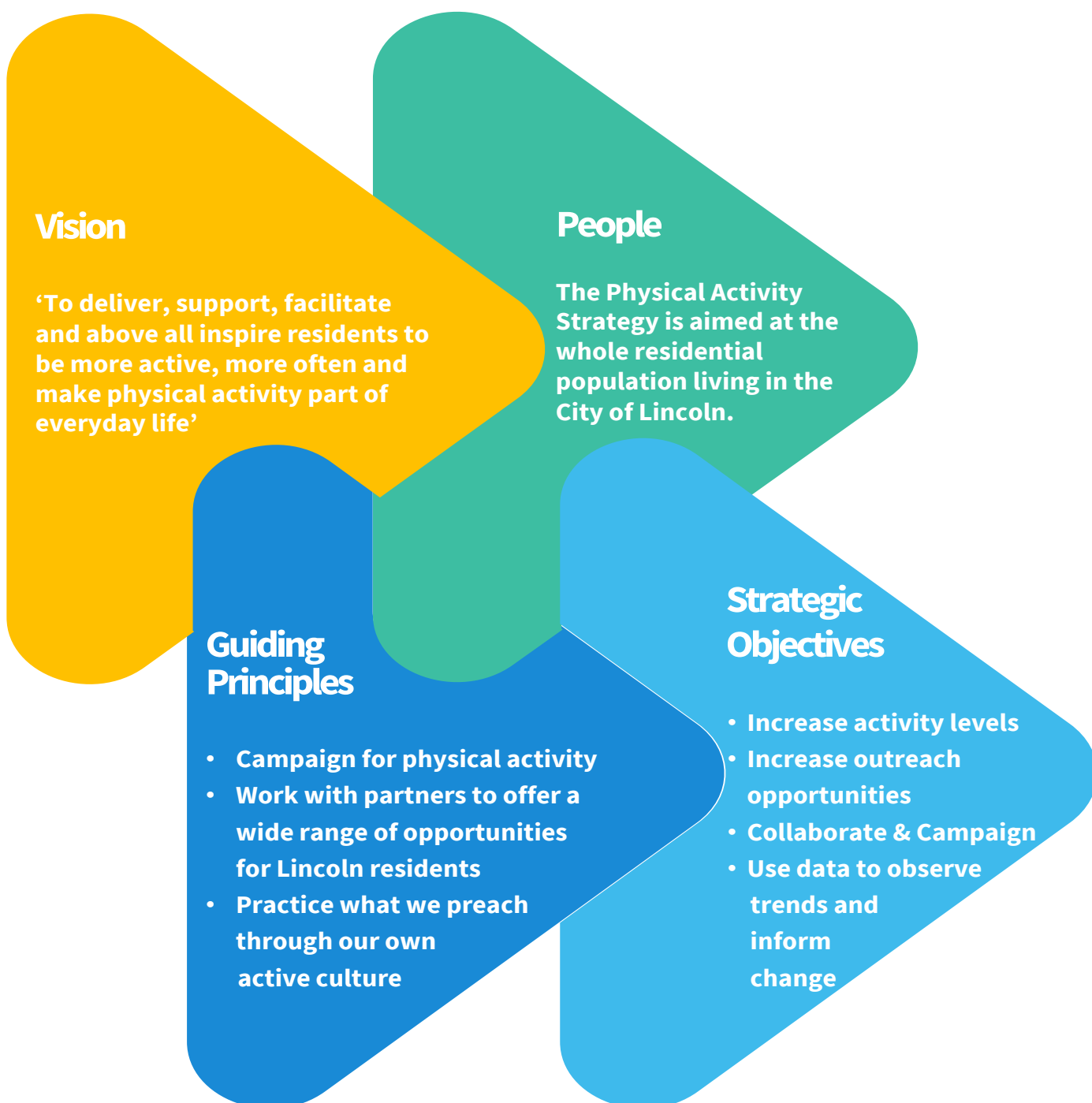
Through its partnerships, the Council will continue to facilitate activity programmes and the delivery of sports and leisure services. Through its network and associations, most noticeably with LPAT and Active Lincolnshire, the Council will support the campaign for physical activity through its marketing, awareness and promotion efforts.

A **clear action plan** has been set in order to achieve the strategy's objectives in the first year (2021), and the strategy will be reviewed annually to re-set objectives.

The action plan will define the Council's role - deliverer, facilitator or supporter for each of the initiatives.

The action plan is outlined between pages 44-50 of this document.

The graphic below captures a high-level overview of the physical activity strategy and defines **who the strategy is for**, its **vision**, the **guiding principles** and the **strategies objectives**.



# People

The Physical Activity Strategy is aimed at the whole residential population living in the City of Lincoln.



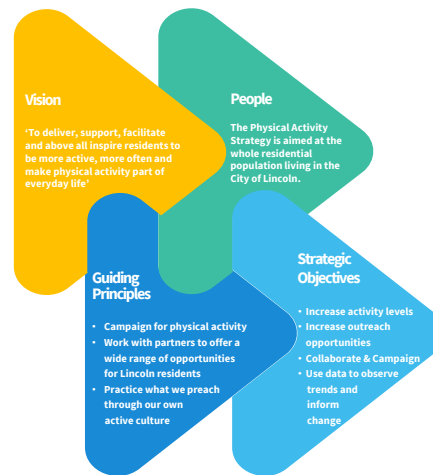
The strategy has been established for the whole population of Lincoln, which is currently home to 98,000 residents. The communities of Lincoln do vary in relation to their appetite and uptake of physical activity. The strategy will embrace this through having a wide range of interventions that appeal to all sections of the Lincoln community.

All residents across the whole City should be encouraged to take part in activity irrespective of age, gender or ability. The strategy will also not discriminate in terms of access or affordability and encourage activity participation for all, irrespective of commercial influences.



## Vision

**‘To deliver, support, facilitate and above all inspire residents to be more active, more often and make physical activity part of everyday life’**



The vision of the physical activity strategy has been established to help the City Council and its partners to focus its attention to the health and well-being of the residents.

The vision will be used in a variety of different ways and we will encourage our partners to embrace the sentiments of the vision through the work they do for the communities.

The vision is **bold** as it aims to inspire all people irrespective of age, gender and ability.

The vision is **broad** as it will contain an action plan containing a multitude of ideas for the whole community. The strategy will focus on the quantity of people being active rather than any ranking or hierarchy of ability. i.e. the strategy will not discriminate anyone if they do 30 minutes or 150 minutes of activity. An overriding principle is that **‘any activity is better than none’**



the LOCKER

ACTIVE NATION

## Guiding Principles

- Campaign for physical activity
- Work with partners to offer a wide range of opportunities for Lincoln residents
- Practice what we preach through our own active culture



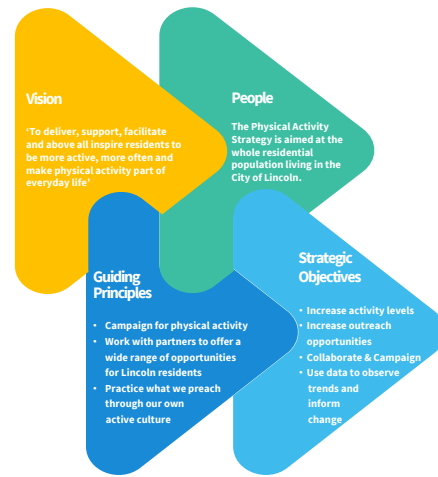
To achieve the physical activity vision for our residents, the Council will follow the guiding principles:

- Take a ‘**Campaign Approach**’ to influencing our communities to lead healthier and active lifestyles.
- Listen to our residents.
- Provide a disruptive spark across the physical activity network in the City.
- Continually try to introduce or facilitate new programmes and be open to new ideas.
- Challenge our partners to think and work differently.
- Recognise the important influence we have on communities.
- Be proactive, agile and forward thinking.
- Work collaboratively and in a multitude of ways with our partners.
- Offer opportunities for our residents to improve their physical, mental and social wellbeing.
- Offer very specific programmes to local target groups, in particular to attract under-represented social groups.
- Remove barriers to entry, especially by offering price incentives to target groups to remove affordability as a barrier.
- Play our role in local social prescribing schemes through working with local health organisations.
- Influence organisations who are responsible for making changes to local infrastructure, especially modes of transport.



## Strategic Objectives

- Increase activity levels
- Increase outreach opportunities
- Collaborate & Campaign
- Use data to observe trends and inform change



To ensure that the vision of the strategy is realised, the following **strategic objectives** have been set. These objectives will only be achieved if City of Lincoln Council follow the guiding principles, most importantly working collaboratively with our partners.

**Objective 1 – Increased participation in centres.** Through our long standing, contractual partnership, we will ensure that the **sports and leisure centres and the community centres** in the City are operated to a very high quality, ensuring that residents wish to return to the centres on a frequent basis.

**Objective 2 – Increased participation** through our **outreach work**, we will be agile and proactive in seeking out new ideas, disrupting normal physical activity patterns and setting new trends. We will also challenge and disrupt the way in which local health partnerships and key influencers work together to ‘broaden the offer’ to communities.

**Objective 3 –** We will **campaign** for increased physical activity levels across the City through all sectors. This will require collaborative work to challenge existing policies, planning advice, infrastructure and culture of residents to make better choices in relation to being physically active.

**Objective 4 - Use information from data** collected (trend analysis) to highlight areas of further need and make future decisions based on impact analysis.

# The City of Lincoln Physical Activity Strategy

## Our approach to delivering the strategy

This physical activity strategy has been produced with the intention that it supports the wider health and wellbeing strategies of various other local and regional strategic plans. City of Lincoln Council strongly believe that in order to tackle the epidemic issues of inactivity and poor health, all agencies need to work collaboratively with a common over arching goal.

The Council believes that in order to truly make a difference to people's lives, we need to think big, we need to be at the top table with other 'like-minded' organisations and we need to set bold targets for the future. This means that we will be discussing physical activity with the following organisations, on a regular basis. (Note this is not an exhaustive list)

- Clinical Commissioning Group – CCG
- Health and Wellbeing board
- GP's and healthcare providers
- Other Local Authorities
- UK Active
- Sport England
- Active Lincolnshire
- Lincolnshire Physical Activity Taskforce
- The Activity Alliance
- Local Charities
- Housing Associations
- Sporting National Governing Bodies (NGB's)

- Local Social Enterprises
- Local Sports Clubs

The Council fully recognises that there are significant barriers standing in the way of getting people active on a regular basis. We further recognise that we have several locations within the City boundary that offer significantly different challenges, and all have discreet issues to resolve.

These communities are ethnically and culturally diverse and all have, to varying degrees, issues of poverty, which has a direct impact on physical activity levels and health and wellbeing. These challenges cannot all be met by the Council alone and require a multi-agency approach.

Our approach and organisational culture will see us reach out to many other organisations in the City and wider Lincolnshire region, to seek out opportunities to work collaboratively. Accordingly, it is envisaged that to execute this strategy, the Council will work in different ways and perform different roles depending on the setting. These different roles are captured below:

- The Council is a **delivery partner** for activity programmes and will take a ‘campaign approach’ in influencing communities to lead a healthier and more physically active lifestyle.
- The Council is a **facilitator** for existing and new schemes, by opening the doors of community venues, to allow others to deliver physical activity sessions to local groups.
- The Council is a **support organisation** for activity schemes through joint advertisement, sign-posting and promotion. Through working with the local health and wellbeing networks and LPAT, the Council will also bring partners together that will contribute towards wider objectives.

# The City of Lincoln Physical Activity Strategy

## Current Capabilities

The City of Lincoln has five facilities of significant importance to this strategy in relation to the wider provision of sports and leisure. The two leisure centres in the city boundary are owned by City of Lincoln Council and managed in partnership with Active Nation within a long-term contract.

**Yarborough Leisure Centre** – a wet / dry leisure facility with outdoor pitches and a 3G pitch. YLC contains a wide range of sports pitches, has a floodlight training facility and associated ancillary facilities.



**Birchwood Leisure Centre** – a dry leisure facility with outdoor pitches and a 3G pitch. BLC contains a wide range of sports pitches, has a floodlight training facility and associated ancillary facilities.



The other three sporting locations offering sport and leisure opportunities to the residents are based at the following educational establishments:

- University of Lincoln
- Bishop Grosseteste University
- Lincoln College

The residents of Lincoln are able to access the sports facilities in these locations, albeit during limited times.

In addition, there are:

- 77 grass football pitches which host 58 football clubs and organisations
- 5 venues with cricket pitches, two of which host the two main clubs in Lincoln
- 3 venues with Rugby pitches
- 3 sand filled all weather pitches which host hockey clubs
- 6 full sized 3G Football Training Pitches (FTP's) and one small sided offer
- Over 70 Parks and Open Spaces
- 5 Community Centres



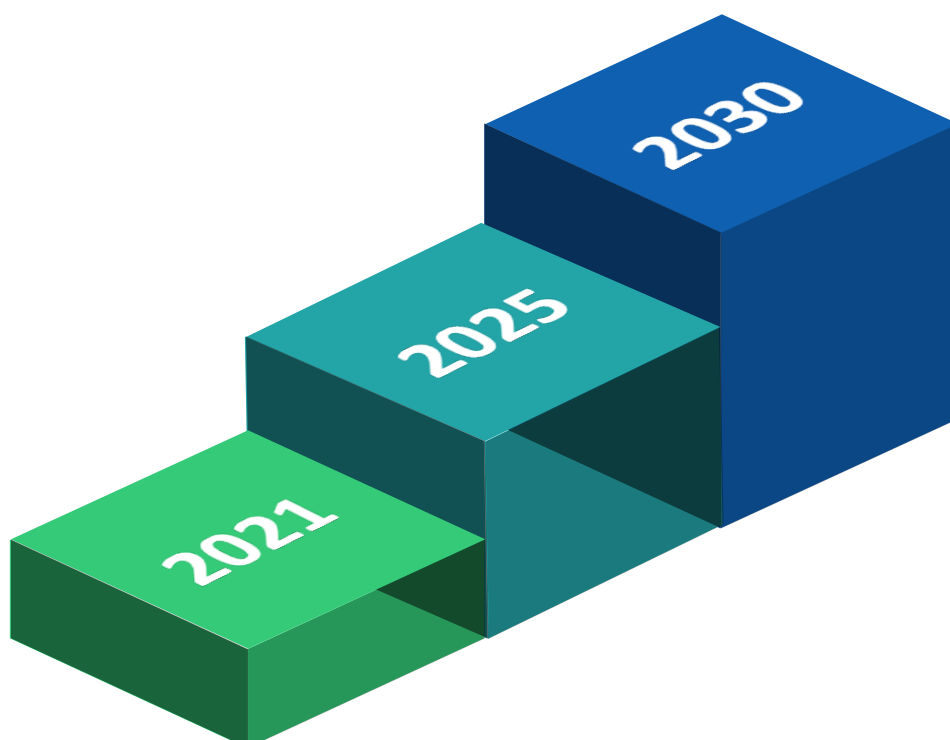
# Action Plan

## Implementation of programmes, partnerships and support

It is imperative that as we come out of the current pandemic, the physical activity offer to the community across the City is vibrant, inviting and inclusive. Accordingly, a clear action plan is required for 2021, which will provide clarity over the **short term priorities** and which interventions will be introduced (or continued) within the community from day one of the strategy. These interventions will be used to help shape thinking for the longer term plan and vision. **This is step one** of the action plan.

The **medium term plan** highlights interventions that will be introduced over the course of the 5 year plan. Whilst some of these offerings will be delivered within the sports and leisure centres, via our partnership with our leisure management contractor, Active Nation, it is recognised that in order to broaden the offer the council needs to offer support, collaboration and new ideas to all aspects of physical activity initiatives across the City. **This is step two** of the action plan.

The **longer term aspiration** is for Lincoln to become classified as an ACTIVE CITY. This is a whole Council process that requires cross departmental support and leadership support. **This is step three** of the action plan.



The table(s) below highlights how the Council will be involved in each intervention. For each intervention, the Council will either be the direct **deliverer**, a **facilitator** or a **supporter**.

The **first table** highlights how the Council will directly deliver programmes within community centres or through outreach work.

The **second table** highlights the work to be carried out by partners, which the Council will facilitate through contractual or service level agreements.

The **third and final** table shows where the Council will support the campaigns for increased levels of physical activity. This will be achieved through supporting other organisations in marketing and promotion, social media presence or sponsorship of events.

The tables also highlight if the proposed intervention is new or ongoing and which strategic objective it is designed to support.

- **Strategic Objective 1** - Increased participation through using sports, leisure and community centres
- **Strategic Objective 2** - Increased participation through outreach programmes in the community
- **Strategic Objective 3** - Increased participation through physical activity campaigns
- **Strategic Objective 4** - Increased participation through better use of data, trend analysis and targeted approach to advertising and marketing for specific groups

**Table 1** below highlights the programmes, schemes, interventions that will be directly delivered and resourced from City of Lincoln Council.

<b>INTERVENTIONS TO BE DELIVERED BY CITY OF LINCOLN</b>			
<b>TARGET GROUP</b>	<b>INTERVENTION</b>	<b>NEW PROGRAMME OR EXISTING</b>	<b>LINK TO STRATEGIC OBJECTIVE</b>
FAMILIES	INTRODUCE A FAMILY LIFESTYLE CLUB AT THE COMMUNITY CENTRES  A PROGRAMME OF PHYSICAL ACTIVITY SESSIONS AND NUTRITION ADVICE FOR FAMILIES.	NEW	STRATEGIC OBJECTIVE 1
	FAMILY PRICING DISCOUNTS  A RANGE OF PRICING INCENTIVES FOR ALL THE FAMILY TO TAKE PART IN ACTIVITIES (RATHER THAN PARENTS WATCHING).	NEW	STRATEGIC OBJECTIVE 1
DISABLED PERSONS	COUNCIL TO APPOINT A PHYSICAL ACTIVITY DISABILITY CHAMPION TO LEAD ALL PROGRAMMING AND NEW IDEAS	NEW POST	STRATEGIC OBJECTIVES 1 & 2
YOUNG PERSONS	OFFER SPACES FOR YOUNG PEOPLE TO COME TOGETHER AND BE ACTIVE WITHOUT COST BEING A BARRIER TO TAKING PART	ON-GOING	STRATEGIC OBJECTIVES 1 & 2
OLDER ADULTS	OFFER COMMUNITY BASED GP REFERRAL SCHEMES WITHIN COMMUNITY CENTRES / HALLS	NEW	STRATEGIC OBJECTIVES 1 & 2
ALL	PROVIDE SPACES TO PLAY PITCH BASED SPORTS (E.G. FOOTBALL, CRICKET, HOCKEY, RUGBY)	ONGOING	STRATEGIC OBJECTIVES 1 & 2



**Table 2** below highlights the programmes, schemes, interventions that will be delivered by others but City of Lincoln Council will facilitate and support them through using space or sharing of resources.

<b>INTERVENTIONS TO BE FACILITATED BY CITY OF LINCOLN</b>			
<b>TARGET GROUP</b>	<b>INTERVENTION</b>	<b>NEW PROGRAMME OR EXISTING</b>	<b>LINK TO STRATEGIC OBJECTIVE</b>
OLDER ADULTS (AGED 65+)	ACCESS TO WORKSHOPS OR SEMINARS ABOUT LINKED HEALTH AND WELLBEING TOPICS. FOR INSTANCE, DIABETES, OSTEOPOROSIS, DEMENTIA, HEALTHY HEART (IN PARTNERSHIP WITH BRITISH HEART FOUNDATION) AND ACTIVE NUTRITION.	NEW	STRATEGIC OBJECTIVES 1 & 2
CHALLENGED SOCIO ECONOMIC GROUPS	OFFER FREE OR HEAVILY DISCOUNTED USAGE AND TASTER SESSIONS TO INITIALLY GET PEOPLE INVOLVED.	NEW	STRATEGIC OBJECTIVES 1 & 2
CHILDREN	INTRODUCE THE DAILY BOOST WHICH AIMS TO ENCOURAGE CHILDREN AND YOUNG PEOPLE TO DO [15] MINUTES OF ORGANISED ACTIVITY AT SCHOOL EVERY DAY.	NEW	STRATEGIC OBJECTIVES 1 & 2
CHILDREN	THE DAILY MILE AIMS TO GET SCHOOL CHILDREN DOING A WALK/RUN FOR ONE MILE PER DAY.  THIS COULD BE MADE POLICY ACROSS ALL SCHOOLS IN THE CITY.	NEW	STRATEGIC OBJECTIVES 1 & 2

## INTERVENTIONS TO BE FACILITATED BY CITY OF LINCOLN

<b>ADULTS</b>	<p>IMPROVE THE PHYSICAL ACTIVITY LEVELS OF RESIDENTS BY HOSTING SPECIALIST CONDITION PROGRAMMES AS PART OF A SOCIAL PRESCRIBING SCHEME.</p> <p>(EXERCISE REFERRAL, CARDIAC REHAB, FALLS PREVENTION, CANCER, MENTAL HEALTH, DIABETES, OBESITY, STROKES, HIGH BLOOD PRESSURE).</p>	<b>ONGOING</b>	<b>STRATEGIC OBJECTIVES 1 &amp; 2</b>
<b>WOMEN &amp; GIRLS</b>	<p>HOST WOMEN ONLY SESSIONS AS PART OF THE 'THIS GIRL CAN' CAMPAIGN.</p>	<b>ONGOING</b>	<b>STRATEGIC OBJECTIVES 1 &amp; 2</b>
<b>WOMEN &amp; GIRLS</b>	<p>HOST ACTIVITIES AS PART OF INTERNATIONAL WOMEN'S DAY</p>	<b>NEW / ONGOING</b>	<b>STRATEGIC OBJECTIVES 1 &amp; 2</b>
<b>ADULTS</b>	<p>INTRODUCE A WIDER RANGE OF OUTDOOR CLASSES INCLUDING - BUDDY UP SCHEMES AND MORE BOOT CAMPS.</p>	<b>NEW / ONGOING</b>	<b>STRATEGIC OBJECTIVES 1 &amp; 2</b>
<b>CHILDREN</b>	<p>ACTIVE TEEN MEMBERSHIP - DISCOUNTED MEMBERSHIP FOR [11-17] YEAR OLD THAT PROVIDES SUPERVISED FITNESS GYM SESSIONS.</p>	<b>NEW / ONGOING</b>	<b>STRATEGIC OBJECTIVES 1 &amp; 2</b>
<b>FAMILIES</b>	<p>OFFER 'JUST TRY IT' OPEN DAYS AND DISCOVERY WEEKENDS FOR FAMILIES TO COME AND TRY A RANGE OF NEW ACTIVITIES FREE AT THE SPORTS &amp; LEISURE AND THE COMMUNITY CENTRES</p>	<b>NEW / ONGOING</b>	<b>STRATEGIC OBJECTIVES 1 &amp; 2</b>
<b>ALL</b>	<p>APPOINT A NEW 'ACTIVE COMMUNITIES OFFICER' TO LEAD ALL OUTREACH FUNDING AND PROGRAMMING. (JOINTLY FUNDED WITH ACTIVE NATION)</p>	<b>NEW</b>	<b>ALL</b>

**Table 3** below highlights the campaigns and programmes that will be delivered by other organisations but City of Lincoln will support through internal and external advertisement and marketing.

<b>INTERVENTIONS TO BE SUPPORTED BY CITY OF LINCOLN</b>			
<b>TARGET GROUP</b>	<b>INTERVENTION</b>	<b>NEW PROGRAMME OR EXISTING</b>	<b>LINK TO STRATEGIC OBJECTIVE</b>
ALL	CAPTURE DATA FROM USERS OF THE SPORTS & LEISURE CENTRES AND COMMUNITY CENTRES - USAGE, FREQUENCY AND ALSO SOME HEALTH DATA. FOR INSTANCE THE TOTAL COMBINED STEPS PER FACILITY	ONGOING	STRATEGIC OBJECTIVES 1, 2 & 4
ALL	ALL MARKETING MATERIAL WILL BE 'BESPOKE' AND WILL CONTAIN IMAGES OF LOCAL PEOPLE WITHIN IT TO ENSURE COLC IDENTIFIES WITH LOCAL DEMOGRAPHICS.	ONGOING	STRATEGIC OBJECTIVE 3
ALL	SUPPORT REGIONAL AND NATIONAL CAMPAIGNS.	ONGOING	STRATEGIC OBJECTIVE 3
ADULTS	SUPPORT PHE CAMPAIGNS - CHANGE 4 LIFE - EAT WELL, MOVE MORE, LIVE LONGER. THIS INCLUDES ACTIVITY IDEAS AND RECIPES AS WELL IN ORDER TO LEAD HEALTHY LIFESTYLES.	ONGOING	STRATEGIC OBJECTIVE 3
ADULTS	SUPPORT PHE CAMPAIGNS - ONE YOU CAMPAIGN WHICH SUPPORTS ADULTS TO IMPROVE LIFESTYLE BEHAVIOUR AND CONTAINS ADVICE FOR ENCOURAGING PHYSICAL ACTIVITY AT A LOCAL LEVEL.	ONGOING	STRATEGIC OBJECTIVE 3
ALL	ALL MARKETING EFFORTS WILL CARRY MESSAGES THAT SUPPORTS A HEALTHY AND HAPPY LIFESTYLE AND THE BENEFITS OF PHYSICAL ACTIVITY.	ONGOING	STRATEGIC OBJECTIVE 3

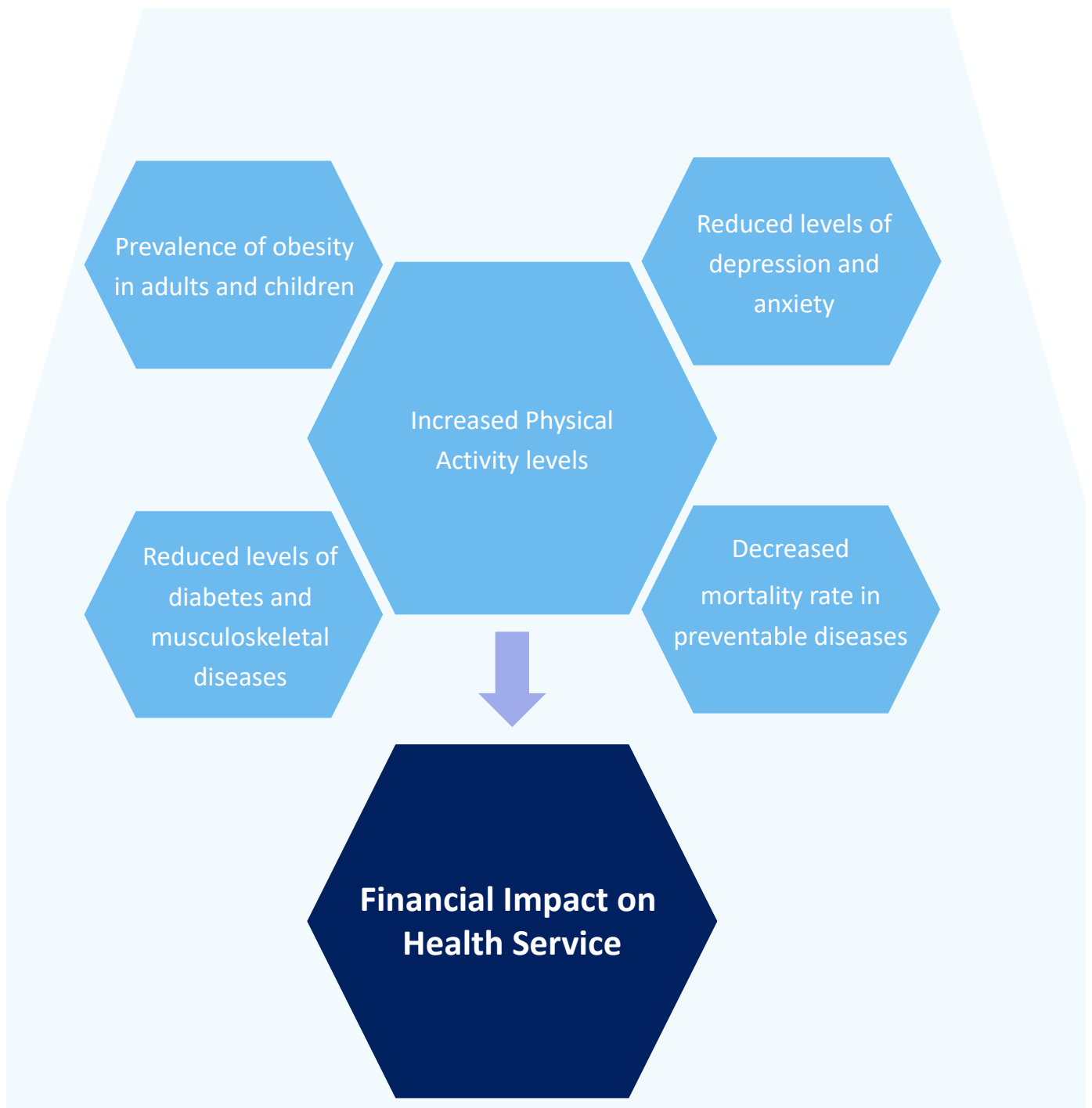
## INTERVENTIONS TO BE SUPPORTED BY CITY OF LINCOLN

ALL	LOCALISED MARKETING STRATEGY RECOGNISES THAT MANY DIFFERENT COMMUNICATION CHANNELS ARE REQUIRED, AS WE UNDERSTAND THAT NO ONE METHOD IS APPROPRIATE FOR ALL CUSTOMER GROUPS. WE USE A WIDE RANGE OF PHYSICAL AND DIGITAL MARKETING METHODS.	NEW	STRATEGIC OBJECTIVE 3
DISABLED PERSONS	SUPPORT NATIONAL DISABILITY AWARENESS DAY	NEW	STRATEGIC OBJECTIVE 3
ALL	MASS PARTICIPATION EVENTS LINCOLN 10K PARK RUN CYCLE GRAND PRIX RACE FOR LIFE	ONGOING	STRATEGIC OBJECTIVE 3
YOUNG ADULTS	SUPPORT LOCAL EDUCATION ESTABLISHMENTS (UNIVERSITY OF LINCOLN, BGU, LINCOLN COLLEGE) TO OFFER TARGETED ACTIVITY PROGRAMMES FOR STUDENTS	ONGOING	ALL
ALL	SUPPORT THE ANNUAL PHYSICAL ACTIVITY AWARDS	NEW	ALL

# How success will be measured

## Direct and indirect measurement tools

The anticipated **outcomes** of the strategy, captured in the graphic below, will be realised through the implementation of the action plan and collation of the efforts from the Council's partners. Ultimately, the reduction in the **financial impact to the health service** will be used to judge the degree of success across the city of all the physical activity interventions.



The outcomes of the proposed physical activity strategy will be monitored principally through participation levels, wearable technology, usage levels of the sports and leisure centres and uptake to outreach schemes across the City. The actual usage or participation rates are classified as direct measurements of physical activity and these will be accompanied by indirect measurements. Indirect measurements are health indicators that are influenced by increased physical activity levels.

**Direct - *monitoring actual physical activity levels***

- Active Lives data from Sport England.
- Increase in overall throughput for the Sports and Leisure Centres.
- Increase in visits from key target groups to community centres and sports and leisure centres.
- Increase in number of sporting clubs and teams.
- Delivery of outreach activities in community settings.
- Increase in uptake within mass participation events.

**Indirect - *monitoring where increased physical activity is a contributory factor to other health related indicators.***

- Obesity levels in adults and children
- Smoking levels
- Life expectancy
- Employment rate
- Excessive weight in adults
- Diabetes levels
- Levels of Coronary heart disease (CHD)
- Trips and falls
- Mental Health indicators
- Reduction of juvenile crime and anti-social behaviour, levels of attainment and achievement raised

# Appendices

<b>APPENDIX 1</b>	<b>ACTIVE LIVES DATA - SPORT ENGLAND</b>
<b>APPENDIX 2</b>	<b>HEALTH PROFILES - PUBLIC HEALTH ENGLAND</b>
<b>APPENDIX 3</b>	<b>LET'S MOVE LINCOLNSHIRE - SEPARATE DOCUMENT</b>
<b>APPENDIX 4</b>	<b>ACTIVE CITY INDICATIVE PLAN</b>

# Appendix 1 - Active Lives Data



## Active Lives Adult Survey May 2019/20 Report

Published October 2020

sportengland.org

### Local level data

Data for local areas (regions, Active Partnerships, local authorities) are available for the following measures:

- Levels of activity
- Volunteering at least twice in the last 12 months.

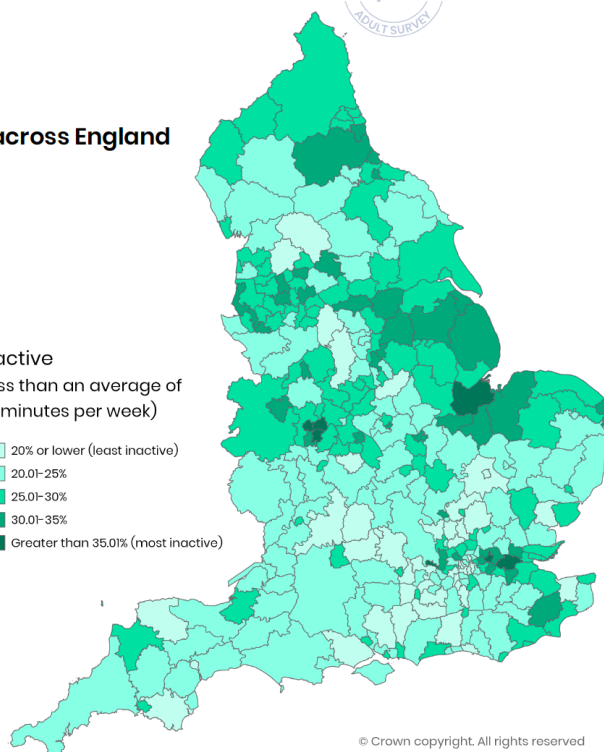
[Link to data tables](#)



### Inactivity across England

Inactive  
(less than an average of  
30 minutes per week)

- 20% or lower (least inactive)
- 20.01-25%
- 25.01-30%
- 30.01-35%
- Greater than 35.01% (most inactive)



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Sport England 100033111 2020.

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# Appendix 1 - Active Lives Data

## ACTIVE LIVES DATA - ADULTS MAY 2019 TO MAY 2020

	<b>Active</b> <i>(150+ minutes a week)</i>	<b>Fairly Active</b> <i>(30-149 minutes a week)</i>	<b>Inactive</b> <i>(&lt;30 minutes a week)</i>
<b>England</b>	<b>62.81%</b>	<b>11.74%</b>	<b>25.45%</b>
<b>Lincolnshire</b>	<b>56.99%</b>	<b>12.39%</b>	<b>30.62%</b>
<b>City of Lincoln</b>	<b>62.53%</b>	<b>8.82%</b>	<b>28.65%</b>

## ACTIVE LIVES DATA - CHILDREN - ACADEMIC YEAR 2018-2019

	<b>Active</b> <i>(an average of 60 minutes or more a day)</i>	<b>Fairly active</b> <i>(an average of 30-59 minutes a day)</i>	<b>Less active</b> <i>(less than an average of 30 minutes a day)</i>
<b>England</b>	<b>46.8%</b>	<b>24.2%</b>	<b>29.0%</b>
<b>Lincolnshire</b>	<b>50.6%</b>	<b>26.2%</b>	<b>23.2%</b>
<b>City of Lincoln</b>	<b>53.0%</b>	<b>26.4%</b>	<b>20.7%</b>

# Appendix 2 Health Profiles



Public Health  
England



## Lincoln

Published on 03/03/2020

Area type: District  
Region: East Midlands

### Local Authority Health Profile 2019

This profile gives a picture of people's health in Lincoln. It is designed to act as a 'conversation starter', to help local government and health services understand their community's needs, so that they can work together to improve people's health and reduce health inequalities.

Visit <https://fingertips.phe.org.uk/profile/health-profiles> for more area profiles, more information and interactive maps and tools.

#### Health in summary

The health of people in Lincoln is generally worse than the England average. Lincoln is one of the 20% most deprived districts/unitary authorities in England and about 21.2% (3,640) children live in low income families. Life expectancy for both men and women is lower than the England average.

#### Health inequalities

Life expectancy is 10.4 years lower for men and 7.2 years lower for women in the most deprived areas of Lincoln than in the least deprived areas.

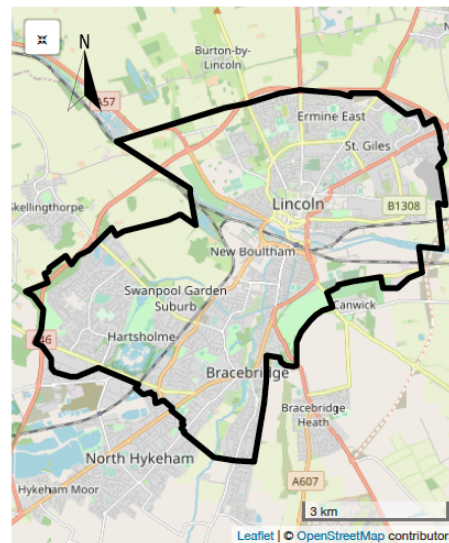
#### Child health

In Year 6, 22.8% (219) of children are classified as obese, worse than the average for England. The rate for alcohol-specific hospital admissions among those under 18 is 18\*. This represents 3 admissions per year. Levels of teenage pregnancy, GCSE attainment (average attainment 8 score), breastfeeding and smoking in pregnancy are worse than the England average.

#### Adult health

The rate for alcohol-related harm hospital admissions is 713\*. This represents 607 admissions per year. The rate for self-harm hospital admissions is 187\*. This represents 195 admissions per year. Estimated levels of smoking prevalence in adults (aged 18+) are worse than the England average. The rates of new sexually transmitted infections and new cases of tuberculosis are better than the England average. The rate of hip fractures in older people (aged 65+) is worse than the England average. The rate of statutory homelessness is better than the England average. The rates of under 75 mortality rate from cardiovascular diseases, under 75 mortality rate from cancer and employment (aged 16-64) are worse than the England average.

\* rate per 100,000 population



### Health summary for Lincoln

#### Key

Significance compared to goal / England average:

<b>Significantly worse</b>	<b>Significantly lower</b>	<b>↑ Increasing / Getting worse</b>	<b>↑ Increasing / Getting better</b>
<b>Not significantly different</b>	<b>Significantly higher</b>	<b>↓ Decreasing / Getting worse</b>	<b>↓ Decreasing / Getting better</b>
<b>Significantly better</b>	<b>Significance not tested</b>	<b>↑ Increasing</b>	<b>↓ Decreasing</b>
		<b>↑ Increasing (not significant)</b>	<b>↓ Decreasing (not significant)</b>
		<b>— Could not be calculated</b>	<b>→ No significant change</b>

# Appendix 2 Health Profiles

## Life expectancy and causes of death

Indicator	Age	Period	Count	Value (Local)	Value (Region)	Value (England)	Change from previous
1 Life expectancy at birth (male)	All ages	2016 - 18	n/a	77.3	79.4	79.6	↑
2 Life expectancy at birth (female)	All ages	2016 - 18	n/a	80.5	82.9	83.2	↓
3 Under 75 mortality rate from all causes	<75 yrs	2016 - 18	979	447.4	334.4	330.5	↑
4 Mortality rate from all cardiovascular diseases	<75 yrs	2016 - 18	218	109.8	73.5	71.7	↓
5 Mortality rate from cancer	<75 yrs	2016 - 18	364	170.0	133.4	132.3	↑
6 Suicide rate	10+ yrs	2016 - 18	39	15.1	8.73	9.64	↑

## Injuries and ill health

Indicator	Age	Period	Count	Value (Local)	Value (Region)	Value (England)	Change from previous
7 Killed and seriously injured (KSI) rate on England's roads	All ages	2016 - 18	124	42.0	41.6	42.6	—
8 Emergency hospital admission rate for intentional self-harm	All ages	2018/19	195	187.1	200.8	193.4	↑
9 Emergency hospital admission rate for hip fractures	65+ yrs	2018/19	120	758.1	614.1	558.4	↑
10 Percentage of cancer diagnosed at early stage	All ages	2017	157	44.2	49.1	52.2	↓
11 Estimated diabetes diagnosis rate	17+ yrs	2018	n/a	80.2	84.6	78.0	↓
12 Estimated dementia diagnosis rate	65+ yrs	2019	866	79.6 *	72.3 *	68.7 *	↑

## Behavioural risk factors

Indicator	Age	Period	Count	Value (Local)	Value (Region)	Value (England)	Change from previous
13 Hospital admission rate for alcohol-specific conditions	<18 yrs	2016/17 - 18/19	10	18.3	26.3 ~	31.6	↑
14 Hospital admission rate for alcohol-related conditions	All ages	2018/19	607	713.3	699.5	663.7	↑
15 Smoking prevalence in adults	18+ yrs	2018	21138	26.1	15.6	14.4	↑
16 Percentage of physically active adults	19+ yrs	2017/18	n/a	69.7	65.7	66.3	↑
17 Percentage of adults classified as overweight or obese	16+ yrs	2017/18	n/a	61.4	64.4	62.0	↑

## Child health

Indicator	Age	Period	Count	Value (Local)	Value (Region)	Value (England)	Change from previous
18 Teenage conception rate	<18 yrs	2017	33	26.8	17.5	17.8	↑
19 Percentage of smoking during pregnancy	All ages	2018/19	152	15.4	14.0	10.6	↓
20 Percentage of breastfeeding initiation	All ages	2016/17	654	59.8	69.7	74.5	↑
21 Infant mortality rate	<1 yr	2016 - 18	12	3.51	4.04	3.33	↑
22 Year 6: Prevalence of obesity (including severe obesity)	10-11 yrs	2018/19	219	22.8	19.7	20.2	↑

## Inequalities

Indicator	Age	Period	Count	Value (Local)	Value (Region)	Value (England)	Change from previous
23 Deprivation score (IMD 2015)	All ages	2015	n/a	28.9	-	21.8	—
24 Smoking prevalence in adults in routine and manual occupations	16-64 yrs	2018	n/a	34.9	26.2	25.4	↑

## Wider determinants of health

Indicator	Age	Period	Count	Value (Local)	Value (Region)	Value (England)	Change from previous
25 Percentage of children in low income families	<16 yrs	2016	3640	21.2	16.6	17.0	↑
26 Average GCSE attainment (average attainment 8 score)	15-16 yrs	2018/19	34883	40.1	45.8	46.9	↓
27 Percentage of people in employment	16-64 yrs	2018/19	43900	67.7	75.2	75.6	↓
28 Statutory homelessness rate - eligible homeless people not in priority need	Not applicable	2017/18	17	0.41	0.43	0.79	↑
29 Violent crime - hospital admission rate for violence (including sexual violence)	All ages	2016/17 - 18/19	120	38.5	37.2 ~	44.9	↓

## Health protection

Indicator	Age	Period	Count	Value (Local)	Value (Region)	Value (England)	Change from previous
30 Excess winter deaths index	All ages	Aug 2017 - Jul 2018	85	30.4	30.4	30.1	↓
31 New STI diagnoses rate (exc chlamydia aged <25)	15-64 yrs	2018	521	766.4	606.6	850.6	↑
32 TB incidence rate	All ages	2016 - 18	14	4.75	7.19	9.19	↑

LET'S MOVE LINCOLNSHIRE IS ATTACHED AS A SEPARATE DOCUMENT.



## **A Blueprint** **for Creating** **a More Active** **Lincolnshire**



# Appendix 4 - Active City Plan

## City of Lincoln - Vision to become an Active City

### Years 1&2 – Establishing the City Vision

- Formation of a leadership group
- Begin to gather commitment and support (internally and externally)
- Create a vision for the citywide approach
- Complete the profile the city, neighbourhoods and target groups
- Consult with residents and stakeholders
- Identify opportunities and constraints
- Set realistic goals and specific objectives

### Years 3-5 – Developing the Plan

- Develop key interventions
- Develop policies, programmes, plans, infrastructure and communication strategy.
- Set priorities for intervention options in the built environment
- Set priorities for intervention options in the social environment
- Set priorities for intervention options in specific settings
- Strengthen individual intentions

### Year 5 – Implementation & Measurement

- Implementation of the 'Active City' Plan
- Evaluation of progress made to date
- Share your results with the community
- Review and update the plan on an annual basis

### 2030 - Active City Status achieved

***Lincoln City will be awarded Active City Status in 2030 following the successful implementation of a long-term commitment to getting people active as part of their everyday lives.***

# Glossary of Terms

**Physical Activity** - defined by the world health organisation as 'any bodily movement produced by skeletal muscles that requires energy expenditure – including activities undertaken while working, playing, carrying out household chores, travelling, and engaging in recreational pursuits'.

**Active design** - Sport England's principles of how sport and physical activity should be incorporated into decisions about infrastructure changes to ensure the population are encouraged to be active everyday.

**Healthy place-making** - is by Public Health England as "Place-making that takes into consideration neighbourhood design (such as increasing walking and cycling), improved quality of housing, access to healthier food, conservation of, and access to natural and sustainable environments, and improved transport and connectivity"

**Active Lives** - Sport England surveys of participation in England, which are carried out each year to monitor adult and children's adherence to activity.

**PHE** - Public Health England

**CMO** - Chief Medical Officer

**LPAT** - Lincolnshire Physical Activity Taskforce. LPAT has a shared vision and commitment to tackling low levels of physical activity across the county. It's a partnership of more than 60 partners from the public, private and voluntary sectors that came together to help to deliver the Physical Activity strand of Lincolnshire's Joint Health and Wellbeing Strategy in June 2018. It was set up to oversee a new physical activity strategy – A Blueprint for a More Active Lincolnshire – and the partners have set ambitious goals to transform how we live, work, play and travel in Lincolnshire.

**Active Lincolnshire** - one of 43 Active Partnerships across England that are working to make physical activity and sport a part of everyone's life, regardless of age or background. Mainly funded by Sport England, we are helping to deliver their strategy, Towards an Active Nation, across Lincolnshire. This strategy focuses on groups that traditionally are more likely to be inactive, such as women and girls, people living with a disability or health condition or those from less affluent backgrounds.



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<b>SUBJECT:</b>	<b>EXCLUSION OF THE PRESS &amp; PUBLIC</b>
<b>DIRECTORATE:</b>	<b>CHIEF EXECUTIVE &amp; TOWN CLERK</b>
<b>REPORT AUTHOR:</b>	<b>CAROLYN WHEATER, MONITORING OFFICER</b>

**1. Purpose of Report**

1.1 To advise members that any agenda items following this report are considered to contain exempt or confidential information for the reasons specified on the front page of the agenda for this meeting.

**2. Recommendation**

2.1 It is recommended that the press and public be excluded from the meeting at this point as it is likely that if members of the press or public were present there would be disclosure to them of exempt or confidential information.

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