



Tuesday, 7 April 2026 at 4.00 pm
Council Chamber - South Kesteven House, St. Peter's Hill,
Grantham. NG31 6PZ

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

Agenda

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

- 1. Public Open Forum**
The Cabinet welcomes engagement from members of the public. To speak at this meeting please register no later than one working day prior to the date of the meeting via democracy@southkesteven.gov.uk
- 2. Apologies for absence**
- 3. Disclosure of Interests**
- 4. Minutes of the previous meeting** (Pages 3 - 16)
Minutes of the meeting held on 10 March 2026.
Items for Cabinet Decision: Key
- 5. Award of Contract for Play Equipment Repairs and Operational Inspections** (Pages 17 - 21)
To approve the award of contract to the preferred supplier for the provision of play equipment repairs, supply of new equipment and monthly operational inspections across South Kesteven for five years.
- 6. Repairs and Voids Materials Contract** (Pages 23 - 27)
To seek approval to enter into a new contract with a supplier of materials for our internal works teams.

Matters Referred to Cabinet by the Council or Overview and Scrutiny Committees

- 7. Street Trading Policy** (Pages 29 - 69)
This report proposes updates to the existing Street Trading Policy; this includes feedback from Licensing Committee and the Joint Environment and Rural & Communities OSC.

- 8. SK Community Fund** (Pages 71 - 92)
To consider the proposed changes to the SK Community Fund which include amendments to grant levels and eligibility criteria. The proposed changes will allow for the Fund to re-launch for the 2026/27 financial year.

Items for information

- 9. Cabinet Forward Plan** (Pages 93 - 99)
This report highlights matters on the Cabinet's Forward Plan.

- 10. Open Questions from Councillors**

Minutes

Cabinet
Tuesday, 10 March 2026



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

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

Cabinet Members present

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

Non-Cabinet Members present

Councillor Tim Harrison
Councillor Ian Selby, Chairman of the Council
Councillor Elvis Stooke

Officers

Karen Bradford, Chief Executive
Richard Wyles, Deputy Chief Executive and Section 151 Officer
Alison Hall-Wright, Director of Housing and Projects (Deputy Monitoring Officer)
Karen Whitfield, Assistant Director (Leisure, Culture and Place)
Emma Whittaker, Assistant Director (Planning & Growth)
Ayeisha Kirkham, Head of Public Protection
Sarah McQueen, Head of Service (Housing Options)
Chris Prime, Communications Manager
James Welbourn, Democratic Services Manager
Gary Andrew, IT Services Manager
Patrick Astill, Communications Officer
Serena Brown, Sustainability and Climate Change Manager
Charles James, Policy Officer
Jessica Morris, Interim Planning Policy Manager
Richard Shaw, Principal Design Officer

111. Public Open Forum

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

112. Apologies for absence

An apology for absence was received from Councillor Philip Knowles.

Councillor Ashley Baxter explained and apologised that he would need to leave midway through the meeting.

113. Disclosure of Interests

There were no disclosures of interests.

114. Minutes of the previous meeting

The minutes of the meeting held on 10 February 2026 were agreed as a correct record.

115. Contract Award for Microsoft Subscription Agreement

Purpose of report

To consider approving the contract award for the Microsoft Subscription Agreement.

Decision

That Cabinet approves the award of the contract for the Microsoft Subscription Agreement at an amount of £540,000 for a period of 3 years commencing on 1 April 2026.

Other options considered

Option 1 - moving to an alternative environment. This option was discounted for a variety of reasons; these reasons included:

- all laptops, servers, and applications would have required full rebuilds or replacement. Many third-party software solutions used by the Council were not compatible with or tested on alternative provider platforms. Migration to a new environment would have required significant external support, meaning periods of significant service downtime. The introduction of such a change would have led to significant operational and security risks.
- Option 2 - Not renewing the contract. This option was also not deemed to be viable as these licences provided critical business systems, including email, teams and file access, meaning officers and councillors would be unable to perform core duties. This option would also introduce a significant security risk as devices would lose security protection, creating unacceptable cyber security threat.

Reasons for the decision

A Microsoft Subscription Agreement was required to ensure the Council can continue to use Microsoft applications, which include Windows Server software, Email, Word and Teams applications. Microsoft Intune and Defender applications provide device management and cyber security on all corporate laptops, tablets and mobile devices.

Changing to another provider would have been a massive undertaking meaning all devices would have needed to be rebuilt, including servers and laptops. Servers would also need rebuilding, and most software suppliers do not test on non-Microsoft environments. Days of downtime and much external support would have been needed to attempt this scale of change.

Note: The order of the agenda was varied in order that the General Fund and Housing Revenue Account reports could be considered earlier in proceedings.

116. General Fund Finance Update Report: Quarter 3 (April to December) 2025

Purpose of report

To present the Council's forecast 2025/26 financial position as at end of December 2025 with specific regard to the General Fund Revenue Budget and the General Fund Capital Programme.

Decision

That Cabinet noted the forecast 2025/26 outturn position for the General Fund Revenue and Capital budgets as at the end of December 2025.

Other options considered

Cabinet should have oversight of Council budgets, therefore, the option of not producing a monitoring report was discounted.

Reasons for the decision

Members should be kept updated on the financial position of the Authority, because effective budget management was critical to ensuring financial resources are targeted towards the Council's priorities. Monitoring enables early identification of variations against the plan and timely corrective action.

The General Fund Revenue Forecast Outturn Position Quarter 3 showed the General Fund in a strong financial position, with an underspend of £361,000. A number of variances could be seen in Table 2 of the report.

Savings were being made on fuel and utilities, and through increases in income for green waste subscriptions, planning fees, and Stamford Cattlemarket car park, amongst others. It was noted that savings on fuel and utilities not guaranteed into the future. Cost challenges in the report could be accommodated in the overall underspend.

The General Fund Capital Forecast Outturn Position showed a £1.261 million underspend. Budget carry forward would be considered by the Council at a later date.

Collection performance for Council Tax was at a good rate.

117. Housing Revenue Account (HRA) Update Report: Quarter 3 (April to December) 2025

Purpose of report

To present the Council's forecast 2025/26 financial position as at the end of December 2025. The report covers the Housing Revenue Account (HRA) Revenue Budget and the Housing Revenue Account (HRA) Capital Programme.

Decision

That Cabinet noted the forecast 2025/2026 outturn position for the HRA Revenue and Capital budgets as at the end of December 2025.

Other options considered

Cabinet should have oversight of Council budgets, therefore, the option of not producing a monitoring report was discounted.

Reasons for the decision

Members should be kept up to date regarding the financial position of the Authority. Effective budget management was critical to ensuring financial resources were targeted towards the Council's priorities. Monitoring enabled early identification of variations against the plan and timely corrective action.

118. MHCLG Statutory Consultation on Proposals for Local Government Reorganisation in Greater Lincolnshire: Response by South Kesteven District Council

Purpose of report

To consider South Kesteven DC's response to the Ministry of Housing, Communities and Local Government (MHCLG) Statutory Consultation on proposals for Local Government Reorganisation in Greater Lincolnshire.

Decision

That Cabinet:

- 1. Delegates authority to the Leader of the Council, in consultation with the Chief Executive, to determine the form and content of, and to submit, South Kesteven District Council's response to the Government's statutory consultation on proposals for Local Government Reorganisation in Greater Lincolnshire.**
- 2. Approves publication of the Council's response to the statutory consultation following the conclusion of the consultation period.**

Other options considered

The Council was under no obligation to submit a consultation response. However, the statutory consultation would be used to inform the final government decision on LGR. Therefore, if the Council did not submit a response, it would lose an opportunity to influence the government on LGR.

The Chairman of Council was content that call-in need not apply to this decision – the call-in waiver notice is available at <https://moderngov.southkesteven.gov.uk/documents/s50103/LGR%20Consultation%20Urgency%20Notice.pdf>

Reasons for the decision

The Government had invited the Council to participate in the statutory consultation for Local Government Reorganisation (LGR) in Greater Lincolnshire. The statutory consultation would be used to inform the final government decision.

SKDC was a consultee and had been invited to participate in the consultation. Cabinet's favoured way forward was the same as the proposal put forward in November 2025 at both Full Council and Cabinet (The Kesteven and South Holland proposal).

MHCLG have reminded authorities to take care through the recommended code of practice for publicity. Local authorities cannot campaign for a preferred proposal.

Consultation responses would be submitted by Executives/Cabinets. SKDC's Constitution contained a delegation to individual Cabinet Members to respond to government consultations. The final wording would be aligned with North Kesteven District Council's response.

The proposal endorsed by Full Council in November 2025 included a full options appraisal, which would be included in the consultation response.

119. Local Plan Grant

Purpose of report

To endorse the acceptance of a Local Plan Grant from the Ministry for Housing, Communities and Local Government (MHCLG) and to approve the creation of the appropriate revenue budget to enable the grant to be allocated and spent.

Decision

That Cabinet:

- 1. Endorses the acceptance of the Local Plan grant funding of £227,962.50 Local Plan Grant from the Ministry of Housing, Communities and Local Government.**

- 2. Delegates authority to the Deputy Chief Executive and s151 Officer to establish the appropriate revenue budgets to enable the Local Plan funding to be allocated in accordance with the grant conditions.**

Other options considered

Whilst the Council could return the funds to government, the additional work still needed to be carried out, and this would have placed additional pressures on the Council's budgets; this option had therefore been discounted.

Reasons for the decision

Work needs to be carried out regardless of whether or not the Council uses the funding. By using the funding and not returning it to government, this would lessen the burden on the Council's own budgets.

A Local Plan review was due by the end of 2026. There have been many changes in recent years to the planning system including a significant increase in the amount of housing growth the Council was expected to plan for. The government, in December 2024, increased housing requirements for Local Authorities across the country. The housing requirements for South Kesteven increased from approximately 650 dwellings per annum to 895 dwellings per annum. As a result, the Council has had to review its local plan housing allocations to ensure that this increased housing need can be properly planned for.

The government had recognised this pressure on local authorities by making additional funding available to support the additional work incurred. This funding would go towards the overall cost of £600,000 needed to deliver the Local Plan.

120. Climate Action Plan for South Kesteven

Purpose of report

To present to Cabinet the finalised Climate Action Plan for South Kesteven.

Decision

That Cabinet:

- 1. Approves the adoption of the Climate Action Plan for South Kesteven.**
- 2. Delegates authority to the Director for Housing and Projects in consultation with the Cabinet Member for Environment and Waste to approve minor amendments to the South Kesteven Climate Action Plan.**

Other options considered

The Council could have chosen not to publish a Climate Action Plan as there was no statutory expectation for public authorities to develop or publish carbon reduction strategies. However, this would not have been in line with the Council's stated ambition for carbon reduction ahead of the government target of 2050.

The Council could have chosen not to publish or report on the projects highlighted within the draft Climate Action Plan. However, publication and regular reporting on the Climate Action Plan would increase the visibility of various projects addressing carbon mitigation and adaptation from across the Council.

Reasons for the decision

Publishing a Climate Action Plan helped to clarify the specific projects the Council intended to implement, whilst continuing towards its ambitions both to meet its own interim net-zero carbon target, but also to contribute to national carbon reduction targets and adaptation strategies.

The following points were highlighted during debate:

- Progress across all political groupings was being made on a previously declared climate emergency. The South Kesteven Climate Action Strategy was already in place; the Climate Action Plan built on this work.
- Work already delivered included solar panels at leisure centres, the upgrade of street lighting to LED bulbs, swimming pool covers and a programme of biodiversity improvements.
- These projects had a tangible financial payback –for LED lighting this was over a period of four years.
- This Plan provided the framework to allow the Council to continue delivering achievements over an extended period.
- Until quotes were received for different projects, it was very difficult to identify costs, in particular, the material costs. The projects that ended up being funded would utilise available funding (for example the Climate Action Fund) and rely on grants made available by government.
- This was not a 'to do' list, but a list of useful projects. Cabinet approved a list of potential projects, rather than committing to a spending programme.
- The Plan had been considered by Environment OSC on two occasions.
- There was no legal requirement to have a Climate Action Plan.
- An update on projects would be provided twice yearly.
- Officers had created an accurate map of trees on SKDC properties and land. There was, however, no way of directing what happened to every tree in the district, landowners can make decisions related to trees that are on their land (subject to any Tree Preservation Orders).

121. Biodiversity Action Plan for South Kesteven

Purpose of report

The South Kesteven Biodiversity Action Plan had been developed in response to the Biodiversity Duty for all public authorities (excluding parish councils). The new Plan would report on the actions South Kesteven District Council would take to conserve and enhance biodiversity across the district as well as deliver Biodiversity Net Gain as the Local Planning Authority.

Decision

That Cabinet:

- 1. Notes the Biodiversity Duty for all public authorities and requirements to report on actions and progress.**
- 2. Approves the adoption of the South Kesteven Biodiversity Action Plan.**
- 3. Delegates to the Director of Housing and Projects, in consultation with the Cabinet Member for Environment and Waste, the approval of minor amendments to the South Kesteven Biodiversity Action Plan as new Government guidance emerges.**

Other options considered

It was a statutory requirement under the Environment Act 2021 that all local authorities (excluding parish councils) and local planning authorities must publish a biodiversity report. Therefore, the option to 'do nothing' has been discounted.

Reasons for the decision

The Environment Act 2021 has strengthened the Biodiversity Duty of local authorities and as a result, it has become the legal obligation of South Kesteven District Council as a both a public authority and local planning authority to develop and implement a Biodiversity Action Plan.

Big steps had been taken to improve South Kesteven's biodiversity, including (but not limited to), the Witham Sleas Blue Green Corridor, the Green Flag status of the three parks in Grantham, and the 'Make Space for Nature' project. The Council had partnered with the Woodland Trust for future projects.

The Action Plan had been considered by Environment OSC, who recommended it forward to Cabinet, with feedback (which had been included within the final report).

122. Tenancy Strategy

Purpose of report

To seek approval of the Tenancy Strategy 2026-2031, which was recommended by the Housing Overview and Scrutiny Committee meeting held on 5 February 2026.

Decision

That Cabinet:

- 1. Approves the adoption of the Tenancy Strategy 2026-2031 subject to the outcome of the consultation with tenants.**
- 2. Delegates authority to the Director of Housing and Projects to make minor alterations and amendments to the Policy post adoption as required by changes to regulations and expectations by the Regulator for Social Housing.**

Other options considered

The option of not reviewing or updating the Tenancy Strategy was considered. This option was discounted as it would have risked non-compliance with statutory requirements and would not reflect current legislation, policy guidance, or local housing pressures.

Reasons for the decision

The Tenancy Strategy provided an up-to-date, legally compliant framework that supported the Council's housing objectives and promoted sustainable, balanced communities. Adopting the Strategy would ensure compliance with the Localism Act 2011, which required all local housing authorities in England to publish a Tenancy Strategy to set the framework for which Registered Providers of social housing should follow when developing their own tenancy related policies.

The following points were highlighted during debate:

- The Strategy balanced security and stability for tenants with the need to make better use of limited housing stock.
- It supported consistency and fairness across providers and reflected current legislation, local housing need and wider corporate priorities.
- Consultation was underway with Council tenants. If this consultation suggested any major changes to the Strategy, then this report would return to Cabinet. The report was being presented to this meeting of Cabinet as the results of the tenants' survey should now have been finalised, but there had been a poor response rate. Therefore, it was decided to circulate the survey to all tenants where an email address was known (which was just over half of Council tenants). No major changes were envisaged.
- The tenants' survey was promoted on the Council's website, as well as via emails and social media. Officers were about to commence a tenant census

with residents with the aim of increasing the number of email addresses held on record.

- Officers would not formally write to tenants inviting them to take part in a survey, but they would ensure it was promoted in Skyline, the magazine produced for tenants.
- A workshop was held with the Housing OSC on 7 January 2026, where this Strategy was presented for comments.

123. Revisions to the Statement of Community Involvement (SCI)

Purpose of report

To recommend that Cabinet reviewed the draft Statement of Community Involvement (SCI) and agrees to carry out a public consultation for a minimum of six weeks.

Decision

That Cabinet:

- 1. Approves the public consultation of the Statement of Community Involvement (SCI) available at Appendix 2 of the report.**
- 2. Delegates authority to the Assistant Director for Planning & Growth, following consultation with the Portfolio Holder for Planning, to make any minor changes to the appearance, format and text of the SCI document, in the interests of clarify and accuracy prior to its publication for consultation.**

Other options considered

To not review and update the SCI and continue to use the existing document was an option. However, the existing SCI did not reflect current requirements set out in legislation or regulations. The Council was also required to review the SCI every five years. The do-nothing option had therefore been discounted.

Reasons for the decision

The Council was required to prepare a SCI and to subsequently review that document every five years. Whilst it was not mandatory to consult on the draft document, it was good practice to do so.

The SCI sets out the Council's commitment to business, residents and stakeholders and provided a framework on how it consulted with the community. The Council was legally required to consult on a range of planning matters.

The SCI sets out this legislative requirement along with additional steps the Council would take. The outgoing document was five years' old.

The SCI provided transparency in the Council's approach and ensured consultation was a two-way process between residents/stakeholders and the Council. The public

consultation would start on 13 March 2026 for a period of six weeks and would be published on the Council's website.

124. Sport and Physical Activity Strategy

Note: *The agenda order was varied; the Design Code Statutory Consultation was to be the penultimate item.*

Purpose of report

To provide a refreshed Sport and Physical Activity Strategy for 2026 - 2031.

Decision

That Cabinet:

- 1. Approves and adopts the Sport and Physical Activity Strategy 2026 – 2031.**
- 2. Delegates authority to the Assistant Director (Leisure, Culture and Place), in consultation with the Cabinet Member for Leisure and Culture to make any minor changes required (such as grammar and layout) once the Policy is implemented.**

Other options considered

The Strategy played a pivotal role in working towards the ambitions set out in the Council's Corporate Plan (2024-27). Therefore, the option to 'do nothing' had been discounted.

Reasons for the decision

The current Strategy had been in place since 2021 and was due to expire in 2026.

The Sport and Physical Activity Strategy would provide a basis for the Council to deliver on its ambition to increase health and wellbeing outcomes across South Kesteven.

The Strategy had been considered by Culture and Leisure OSC on 3 February 2026; the feedback received had been considered and then included in the Strategy before Cabinet members.

Gratitude was expressed to Beth Goodman for her efforts in producing this Strategy.

125. Body Worn Video Policy

Purpose of report

To consider adopting the Body Worn Video Policy.

Decision

That Cabinet approves and adopts the Body Worn Video (BWV) Policy.

Other options considered

The Council could have decided not to adopt a Policy and continue the current use of BWV, via enforcement officers, mainly for car parking enforcement work only. However, it was decided to reject this option and adopt a bespoke Policy.

Reasons for the decision

This Policy had been developed to ensure the appropriate use of BWV by officers within South Kesteven District Council. The use of BWV aimed to enhance personal safety, reduce incidents of abuse or aggression, provide an accurate record of events, and increase transparency and accountability.

The Council had not had a BWV Policy in previous years. BWV was only used by SKDC Enforcement Officers when necessary, and in line with various legal considerations and requirements. Its aim was to safeguard residents and staff.

126. Cabinet Forward Plan

The Cabinet Forward plan was noted.

127. South Kesteven Design Code Statutory Consultation

Note: *Councillor Ashley Baxter left the Council Chamber and did not return. Councillor Paul Stokes took the Chair for the remainder of the meeting.*

Purpose of report

To seek agreement for a six-week consultation with minor amendments delegated to the Portfolio Holder and Assistant Director.

Decision

That Cabinet:

- 1. Approves the draft South Kesteven Design Code for the purpose of public consultation, available at Appendix 4 of the report.**
- 2. Delegates authority to the Assistant Director for Planning & Growth, following consultation with the Portfolio Holder for Planning, to make any minor changes to the appearance, format and text of the Design Code SPD, in the interests of clarify and accuracy prior to its publication for consultation.**

Other options considered

To not produce a Code and continue to use the existing Guide. However, the existing Guide was not a Code and therefore does not reflect current requirements set out in legislation or regulations (the Levelling-up and Regeneration Act 2023 (LURA) (15F in Schedule 7)).

Reasons for the decision

The Council was part of a pilot Local Planning Authorities Design Code ('the Code') Pathfinder Fund. It is therefore vital to commence a consultation, which will contribute to enabling good quality, well designed developments being permitted within the District.

The following points were highlighted during the introduction of the report, and during debate:

- The Council had been chosen to take part in the Design Code Pathfinder Programme and had received funding which built on and strengthened the Council's design guide.
- The Code was a key tool in sharing future characteristics for new developments within South Kesteven. It outlined the design process and principles which would be encouraged across all sites.
- In compiling the document, there had been extensive engagement with members, developers, officers and parishes. This engagement had taken place in person, through the SK Youth Council, and market stalls.
- Key themes of the Code were nature, climate change, places for people, parking and character. These themes were prioritised throughout the document.
- One piece of feedback from officers and developers was to have fewer 'musts' within the document and make it more concise. A 'must' was something that the Code made mandatory, whereas other suggestions within the Code were desirable design elements.
- The Code highlighted the best examples of suburbs and neighbourhoods within South Kesteven, which helped to define the character of the district.
- It was expected that further amendments would be made following the public consultation. The government had set a deadline of 30 June 2026 for the final submission of the Code.

128. Open Questions from Councillors

Councillor Tim Harrison to members of the Cabinet

Councillor Harrison asked whether Cabinet members would meet with him to discuss and consider:

1. Assessing whether planning tools such as an Article 4 direction (under the Town and Country Planning (General Permitted Development) (England) Order 2025) would be appropriate to Grantham to manage future concentrations of houses of multiple occupancy (HMOs)

2. A mapping exercise so that the Council could properly understand the distribution of shared housing across Grantham.
3. Ensuring there was a clear multi agency process in place to enforce against properties that persistently committed anti-social behaviour.

Councillor Phil Dilks outlined that Cabinet members worked hard to address community cohesion issues, and recognised the concerns raised. Councillor Dilks drew attention to the issue of HMOs being discussed at various meetings of the Council, most recently at Full Council in February 2026.

Council had also agreed to recruit additional staff to ensure that HMOs met the requirements of their licences.

Article 4 directions could be used to remove certain permitted development rights for small HMOs between 3-6 people. Planning permission was not required for an HMO of that size. Authorities that had imposed Article 4 directions have done so for a variety of reasons; the common driver seemed to be where HMOs were concentrated. This was evident in cities such as Brighton and Nottingham, where there were high concentrations of students.

In South Kesteven there were currently 70 licensed HMOs. Councillor Dilks was not convinced that an Article 4 direction was the way forward; the Council would have to demonstrate planning harm.

Currently the Council's Planning team were engaged with preparing the Local Plan, meaning there were no resources in the budget for the considerable work needed to explore whether an Article 4 use was justified. The work may require external consultants, who would take time to collate evidence, which would recommend whether or not to go for an Article 4 direction.

It was worth bearing in mind that if the Secretary of State was not in agreement with an Article 4 direction, they could reject this request (or amend it).

Councillors Dilks and Stokes agreed to discuss this further with Councillor Harrison.

The meeting closed at 5:13pm.



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Cabinet

Tuesday, 7 April 2026

Report of Councillor Paul Stokes
Deputy Leader of the Council, Cabinet
Member for Leisure and Culture

Award of Contract for Play Equipment Repairs and Operational Inspections

Report Author

Michael Chester, Team Leader - Leisure, Parks and Open Spaces

✉ michael.chester@southkesteven.gov.uk

Purpose of Report

To approve the award of contract to the preferred supplier for the provision of play equipment repairs, supply of new equipment and monthly operational inspections across the South Kesteven district for five years.

Recommendations

Cabinet is asked to:

- 1. Approve the contract award for the provision of play equipment repairs, supply of new equipment and monthly operational inspections across the South Kesteven district to KOMPAN Limited at a cost of £50,000 per annum for a period of three years with the option to extend for a further two years.**
- 2. Delegate authority to the Section 151 Officer, in consultation with the Cabinet Member for Leisure and Culture to extend the contract by up to a further two years should this be required.**

Decision Information

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

1. Implications

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

Finance and Procurement

- 1.1 The Council's current contract to provide the monthly operational play equipment inspections comes to an end in March 2026. In line with the Council's Contract Procedure Rules a procurement exercise has been undertaken to identify a preferred supplier. The annual anticipated spend level is in accordance with budgeted levels however the exact expenditure level may vary due to the responsive nature of some of the necessary works.
- 1.2 The award of a contract to the preferred supplier will ensure that there is a formal contract in place for a period of three years with the potential to extend for a further two years.

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

Procurement

- 1.3 A compliant procurement process has been followed by running a further competition under ESPO framework to identify a preferred supplier for the provision of play equipment repairs, supply of new equipment and monthly operational inspections across South Kesteven. This process has been supported by Welland Procurement and conducted in accordance with best practice and the Procurement Act 2023 to ensure that the principles of transparency, equity and fairness have been adhered to.

Completed by: Helen Baldwin (Procurement Lead)

Legal and Governance

- 1.4 A compliant procurement exercise has been undertaken, and the recommended action is in line with the Council's Contract Procedure Rules.

Completed by: James Welbourn, Democratic Services Manager

Risk and Mitigation

- 1.5 To satisfy the requirements of BS EN1176 Zurich Insurance undertake six monthly independent inspections of all the play equipment.

Completed by: Tracey Elliott, Governance & Risk Officer

Health and Safety

- 1.6 The Council has a responsibility to maintain its play areas and to minimise the risk of harm for those using them and has a defined inspection and maintenance regime in place to satisfy the requirements of the Health and Safety Executive and BS EN1176 (the British and European Playground Standard). As part of the inspections all play equipment is risk assessed using an industry standard 5 x 5 severity / likelihood matrix.
- 1.7 The Health and Safety Executive recommend that at least one inspection is undertaken every year by an independent suitably qualified body such as The Royal Society for the Prevention of Accidents (RoSPA), to ensure the long-term safety of the site, equipment and ancillary items. This annual inspection meets the Council's legal and insurance responsibilities, as well as complying with the requirements of BS EN1176. As detailed in paragraph 1.5 Zurich Insurance undertake the inspection on behalf of the Council.
- 1.8 In addition to this the Council through its defined inspection regime, employs qualified staff to undertake weekly visual inspections. The award of contract to KOMPAN will provide a qualified inspector to undertake monthly operational inspections. All inspection findings will be recorded in real time on KOMPAN's play inspection app, which Council Officers will also have access to so they can record the findings of their weekly visual inspections.
- 1.9 Following the installation of any new play equipment an independent post installation inspection is carried out to ensure that the playground meets modern standards and has been installed correctly.

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

2. Background to the Report

- 2.1 The Council's Corporate Plan (2024-27) sets out the Council's ambition to be 'A thriving District to live in, work and visit' with the aim of encouraging physical activity to support healthy lifestyles and reduce health inequalities. Underpinning this are the key priorities for the Council of 'Connecting Communities' and being an 'Effective Council'.

- 2.2 The provision of high-quality play areas supports the Council's corporate ambitions and provides opportunities for improved health and wellbeing outcomes for local communities.
- 2.3 The Council's Play Area Strategy, which was adopted by Cabinet on 9 July 2024, sets out a defined inspection regime for its play areas across the district that it is responsible for. Weekly visual inspections are undertaken by trained Council Officers, and the monthly operational inspections are currently undertaken by a third party company.
- 2.4 Due to the current contract for the monthly operational inspections coming to an end in March 2026, a tender opportunity was launched in January 2026 through the ESPO framework - 'Outdoor Playground, Fitness & Sports Facilities and Equipment – Design, Supply, Delivery, Installation, Maintenance and Inspection'.
- 2.5 The Framework also allowed for the supply and repair of play equipment to be included as part of the tender opportunity. As the Council does not currently have a preferred supplier in place for undertaking these duties the decision was made to include this requirement. The contract tender was for a three-year period with the option to extend for a further two years.
- 2.6 A total of three expressions of interest were received which subsequently resulted in two formal tender submissions.
- 2.7 The tenders were evaluated with 60% of the available score being awarded for quality and 40% relating to price. Welland Procurement supported the evaluation of the tenders and the moderation of scoring.
- 2.8 Following evaluation KOMPAN Limited have been identified as the preferred supplier with an overall score of 98%. The contract will cover the following:
- Monthly operational play area inspections
 - Unlimited user access license to KOMPAN's real time play inspection app and software
 - Annual servicing of Cableways (Zip-wires)
 - Independent post installation inspections for any new equipment installed
 - Repairs and remedial maintenance to play equipment which will be agreed in advance
 - Equipment lifespan information will continue to be monitored to help with the planning and prioritisation of refurbishment and equipment replacement
- 2.9 As part of the new contract arrangement Officers will move across to recording their weekly visual inspections of play equipment onto KOMPAN's real time play inspection app. Officers will also have access to the portal to view all the reports in one place and they will be able to download copies of all inspection reports, allowing the Council to retain full overall control.

3. Key Considerations

- 3.1 A compliant tender exercise has been undertaken to identify a preferred supplier to ensure the continuation of the monthly operational play equipment inspections, as well as providing the Council with a preferred supplier for the supply and repair of equipment. The proposed contract is for a period of three years with the option to extend for a further two years.
- 3.2 The management and oversight of the contract with KOMPAN will help the Council to fulfil both its legal and health and safety obligations, minimising the risks of harm to those using it, and providing well maintained equipment.

4. Other Options Considered

- 4.1 The Council could adopt an in-house model for its monthly operational inspections should a new contract not be pursued. However, this approach would require additional resources to complement the existing team and would not provide the Council with independent assurance.

5. Reasons for the Recommendations

- 5.1 The contract with KOMPAN Limited provides the Council with independent assurance on the condition, suitability and maintenance of play equipment across the district. It will also assist the Council to prioritise investment and replacement of equipment.
- 5.2 A compliant procurement exercise has been undertaken to identify a preferred supplier and following the expiry of the appropriate standstill period the contract needs to be formally awarded.

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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Cabinet

Tuesday, 7 April 2026

Report of Councillor Virginia Moran,
Cabinet Member for Housing

Repairs and Voids Materials Contract

Report Author

Mark Rogers, Head of Service (Technical Services)

✉ mark.rogers@southkesteven.gov.uk

Purpose of Report

To seek approval for the Council to enter into a contract with Huws Gray for the supply of building materials for use by our in-house repairs and voids trades teams.

Recommendations

Cabinet is:

- 1. Recommended to approve the award of contract to Huws Gray for a period of 3 years with the option to extend annually for period of a further 2 years. The value of the contract is up to £1m per year or £5m over the period of 5 years.**
- 2. Recommended to delegate authority to the Director: Housing & Projects, in consultation with the Cabinet Member for Housing to extend the contract by up to a further two years should this be required.**

Decision Information

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

1. Implications

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

Finance and Procurement

- 1.1 The proposals have been undertaken in accordance with the Council's Contract Procedure Rules, and the cost of the works will be met from allocated Repairs and maintenance budget. Any spend will need to be maintained within the budget envelope set for repairs and maintenance and where this might be exceeded appropriate budget approvals will need to be sought.
- 1.2 Benchmarking has been undertaken to ensure best price has been achieved as outlined in paragraph 2.12 of the report.

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

Procurement

- 1.3 It is confirmed that a fully compliant procurement process has been completed by Welland Procurement and the Council's Procurement Lead has been consulted throughout the process.

Supplier Name	Huws Gray
Contract Start Date	1 st May 2026
Initial contract duration	3 years
Optional extensions	1+1 years
Total contract duration including extensions	5 years
Annual contract Value	Up to £1m per year
Total contract value	Up to £5m over 5 years

Completed by: Helen Baldwin (Procurement Lead)

Legal and Governance

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

Completed by: James Welbourn, Democratic Services Manager

2. Background to the Report

- 2.1 The Council has a clear commitment in its Corporate Plan 2024 – 2027 to ensure that all residents can access housing which is safe, good quality, sustainable and suitable for their needs and future generations which this procurement will contribute towards achieving.
- 2.2 The Council is responsible for around 6,000 properties which are let to tenants. As a social housing landlord, the Council is responsible for carrying out reactive repairs and void repairs to its properties. The Council delivers repairs and voids services through a combination of its in-house trades teams and external contractors.
- 2.3 This procurement is to ensure that the Council's in-house maintenance teams are provided with materials to undertake works through a compliant contract.
- 2.4 The Council has worked closely with Welland Procurement, Efficiency East Midlands Procurement Frameworks and Legal Services Lincolnshire to procure a compliant materials contract.
- 2.5 Eight framework providers were reviewed for compliance with project scope, eligibility for local authority use, commission rates, and level of support provided. All frameworks contain the same materials contractors available for selection.
- 2.6 The Efficiency East Midlands Procurement Frameworks was identified as a compliant route to market on a direct award basis. While suppliers are evaluated and ranked, the Efficiency East Midlands Procurement Framework facilitates direct awards to any approved supplier. This allows the Council to carry out further competition to demonstrate value for money and select the supplier offering best value for money.
- 2.7 Efficiency East Midlands Procurement Frameworks offer competitive fees, social value commitments and have a successful track record of working with the Council on other contracts.
- 2.8 Once the framework provider was selected the procurement route included sending out expressions of interest to all suppliers on the framework and asking them to a price a basket of commonly used materials to ensure a competitive process was followed.
- 2.9 The expression of interest was sent to all providers on the Efficiency East Midlands Procurement Framework asking each provider to respond to the following Council requirements:
 - Are your outlets located within South Kesteven District as set out in our requirements?

- Do you offer a one stop shop for the collection of all materials?
- Have you got a mobile van stock solution for managing inventory in vehicles?
- Do you offer a portal or similar for the Council to monitor and audit all materials purchased and ordered?
- Will you offer a delivery service for materials to be delivered to site if required?
- Will you stock items specific to the business requirements of the Council to support our first time fix commitments?

2.10 Huws Gray confirmed they would meet all the Council's requirements. The three remaining bidders on the Efficiency East Midlands Procurement Framework confirmed that they would not be able to fully meet the Council's requirements.

2.11 After the expression of interest was evaluated, Efficiency East Midlands Procurement Frameworks coordinated a benchmarking exercise whereby a basket of the top 50 most used materials for each trade was priced using the rates for each supplier on the framework.

2.12 The table below provides the costs for the four suppliers on the framework. Efficiency East Midlands Procurement Frameworks have benchmarked Huws Gray's pricing against the 1st-ranked General Building, Electrical, Joinery and Plumbing & Heating suppliers.

Trade	Huws Gray	Supplier
General Building items	£6,694.08	£12,651.36
Electrical items	£39,151.50	£40,948.37
Joinery items	£17,988.07	£17,503.44
Plumbing and Heating items	£16,962.36	£12,848.82
	£80,796.01	£83,951.99

2.13 Efficiency East Midlands Procurement Frameworks have confirmed that we have permission to use the figures in 2.12 above stating that the benchmarking was based on a basket of goods relevant to the Council's requirements.

2.14 The only real saving on offer is on Plumbing and Heating items, however as a package, Huws Gray are the lowest cost for the items matched. This confirms that for the Council it provides better value to keep all items together as a package and directly award to Huws Gray.

2.15 If the Council awarded individual contracts to multiple suppliers, this would require further internal resources to manage these contracts offsetting any savings made. In addition, Efficiency East Midlands Procurement Frameworks have advised against pulling spend out of the one stop shop basket contract as it may force Huws Gray to increase rates on other items to compensate for this loss.

2.16 It is therefore recommended that the Council enter into a contract with Huws Gray for the provision of materials supplies subject to approval from Cabinet.

3. Key Considerations

- 3.1 The Regulator of Social Housing expects landlords to have robust systems for managing repairs and maintenance, ensuring that they are carried out effectively and efficiently. By appointing Huws Gray, the Council will ensure that a compliant contract is in place for the Council's repairs and voids teams to source materials to complete repairs and maintenance works.
- 3.2 The materials contract procurement demonstrates compliance with Council procedures taking into account the operational service requirements of a one stop shop supplier and a competitive process to demonstrate value for money.

4. Other Options Considered

- 4.1 The Council could choose not to procure a new materials contractor, but this is considered not an option due the existing contract expiring. Without a contract in place the Council is not compliant with relevant procurement regulations and Council policies and procedures.

5. Reasons for the Recommendations

- 5.1 The Council is required to ensure that a contract is in place for the procurement of materials for use by the in-house repairs and voids teams. The current contract has expired and requires renewal.
- 5.2 This contract has been procured in accordance with relevant Council policies and procedures to ensure transparency, value for money and compliance with procurement legalisation and Council policies.
- 5.3 Once the recommendation has been approved, the preferred bidder will be notified of the outcome, and the Council intends to execute the Contract at the conclusion of any standstill period with the intention to enter into contract on 1 May 2026.

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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Cabinet

Tuesday 7 April 2026

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

Street Trading Policy

Report Author

Ayeisha Kirkham, Head of Public Protection

✉ ayeisha.kirkham@southkesteven.gov.uk

Purpose of Report

To approve the adoption of the Street Trading Policy for South Kesteven District Council.

Recommendations

Cabinet is asked to approve and adopt the Street Trading Policy.

Decision Information

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

1. Implications

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

Finance and Procurement

- 1.1 There are no direct financial implications associated with the recommendations in this report. The costs associated with delivering the Licensing service are recovered through licensing fees which are reviewed annually by the Council.

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

Legal and Governance

- 1.2 Whilst each individual licensing application or enforcement decision will be judged on its own merits, a Policy ensures a transparent and consistent approach to licensing that will reduce the opportunity for challenge through the Courts.
- 1.3 Advice on the inclusion of a Basic Disclosure and Barring Service (DBS) check has been sought from Legal Services Lincolnshire. They have confirmed a Basic DBS identifies unspent convictions only (as defined by the Rehabilitation of Offenders Act 1974), these being convictions that have not yet reached the rehabilitation period and therefore must still be disclosed. The basic DBS does not include spent convictions; cautions, reprimands or warnings; any barred list information (that is part of Enhanced checks; or Local police intelligence) and is the correct level of disclosure for a person undertaking this role. There are authorities that request a Basic DBS and others that do not.
- 1.4 Legal Services Lincolnshire have confirmed that as the Policy provides protection to traders, consultation should be undertaken to assess and manage the impact should the Council decide to remove this in its entirety.

Completed by: James Welbourn, Democratic Services Manager

Equalities, Diversity and Inclusion

- 1.5 An equality impact assessment has been undertaken for the proposed updated Street Trading policy. No significant negative impacts have been identified. See Appendix 1.

Completed by: Heather Green, Licensing Manager.

2. Background to the Report

- 2.1 Under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982, a Local Authority may regulate street trading in their area. Street trading is the selling or exposing or offering for sale of any article (including a living thing) in any street. The Council adopted these provisions for the whole of the district on 1 September 2006, designating all streets within the district as 'Consent Streets'.
- 2.2 The existing Street Trading Policy was approved by Cabinet in June 2022. It provides a framework upon which the Council delivers its statutory function in relation to street trading activities. Given the size and rural nature of the district the Street Trading Policy has proved difficult to enforce and there has been a reliance on event organisers and traders to apply for a street trading permit. This has resulted in the take up being low.
- 2.3 Feedback was also received that the street trading application process was overly onerous, the application process taking approximately six weeks. In addition, the policy did not provide any provision for a one-off event permit to be issued.
- 2.4 A review has been undertaken to ensure it reflects current guidance and continues to be fit for purpose following receipt of feedback from users of the Policy and from Members. Whilst the review was undertaken the current Policy was suspended, with effect from 25 July 2025.
- 2.5 In October 2025 a consultation exercise was undertaken in relation to the Street Trading Policy. Following this the proposed changes have been discussed at the following meetings:
- The Licensing Committee on the 15 December 2025.
 - The Joint Meeting of the Environment Overview and Scrutiny Committee and the Rural and Communities Overview and Scrutiny Committee held on 10 December 2025.
 - A Street Trading Workshop for Members, held on the 14 January 2026.
 - The Joint Meeting of the Environment Overview and Scrutiny Committee and the Rural and Communities Overview and Scrutiny Committee held on 24 February 2026.
- 2.6 Following the above considerations, the main areas that have been changed in the Policy relate to:
- Designating specific streets as consent areas as opposed to the whole of South Kesteven. This change will ensure that effective patrols and enforcement can be undertaken.

- Removing private land (30m from the centre of a road) from the definition of Street.
- Removing DBS checks as a requirement of the application process.
- Introduction of a one-off event consent to assist and encourage local events, reducing the requirement for every street trader to hold a street trading consent within an event.
- Amending the consultation requirements, to enable more discretion as to when and who are consulted, dependent upon the duration of the consent and location. This will assist with issuing consents in a timely manner.

2.7 The Street Trading Policy proposed for approval and adoption is within Appendix 2 to this report.

3. Key Considerations

3.1 There is no statutory requirement for a local authority to adopt a Street Trading Policy nor to designate any areas or streets as consent locations.

3.2 However, a policy and confirmation of the adopted consent streets provides clarity and a framework which reinforces effective practices, aids transparency and consistent decision making by Officers and Council Members.

4. Other Options Considered

4.1 Cabinet may decide to remove the Street Trading Policy in its entirety. Which would mean no-one within the District of South Kesteven would require consent to trade. However, to do this, a full public consultation should be undertaken to understand the impact of the businesses and residents within the district, and the full impact of this decision would need to be considered.

5. Reasons for the Recommendations

5.1 The Policy and proposed updates support the Council in fulfilling its duties associated with street trading. Reviewing the Policy has provided an opportunity to update the intention and enforceability of the Policy.

6. Consultation

6.1 Public consultation has been undertaken between Wednesday 8 October 2025 and 22 October 2025.

6.2 There is no legal duty placed upon the Council to consult on the Street Trading Policy. Prior to 2022 only relevant stakeholders were consulted, however, as the Policy can impact the public, businesses in the locality and users of the Policy it was considered good practice to continue with wider consultation.

7. Background Papers

- 7.1 [Agenda for Joint Meeting of the Environment Overview and Scrutiny Committee and Rural and Communities Overview and Scrutiny Committee 10th December, 2025](#)
- 7.2 [Agenda for Licensing Committee on 15th December, 2025](#)
- 7.3 [Agenda for Joint Meeting of the Environment Overview and Scrutiny Committee and Rural and Communities Overview and Scrutiny Committee 24th February, 2026](#)

8. Appendices

- 8.1 Appendix 1- Equality and Diversity Impact Assessment
- 8.2 Appendix 2- Street Trading Policy

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Equality Impact Assessment

Question	Response
1. Name of policy/funding activity/event being assessed	Street Trading Policy
2. Summary of aims and objectives of the policy/funding activity/event	<p>05 11 2025: Further update of the existing Street Trading Policy. It was last updated in 2022. Covering the handling of applications, renewals and existing street trading consents.</p> <p>03 02 2026: Following representations regarding the requirement in the draft policy for a Basic DBS at the joint Environment & Rural Overview and Scrutiny Committee and subsequent discussion at a Member workshop, it was recommended that the Basic DBS requirement should be removed.</p>
3. Who is affected by the policy/funding activity/event?	Street Trading applicants, members of the public and businesses in proposed street trading locations.
4. Has there been any consultation with, or input from, customers/service users or other stakeholders? If so, with whom, how were they consulted and what did they say? If you haven't consulted yet and are intending to do so, please complete the consultation table below.	A consultation has taken place between 8th October to 22nd October 2025. Stakeholders including Lincolnshire County Council, Lincolnshire Police & Fire & Rescue, Town and Parish Councils, existing Consent Holders and the public were consulted.
5. What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?	The policy can be reviewed in light of any operational issues found and will be reviewed if there is any guidance or legislative change. It is anticipated that the policy will be reviewed every 5 years in the absence of the above. However, if there are no changes applicable it could be kept in force for longer.

Protected Characteristic	Is there a potential for positive or negative impact?	Please explain and give examples of any evidence/data used	Action to address negative impact e.g. adjustment to the policy <i>(The Action Log below should be completed to provide further detail)</i>
Age	No impact	<p>Date of Birth asked for on the application form.</p> <p>Each application is reviewed.</p>	The policy sets out the application process. Only if someone is under the age of 16 years is age the sole determining factor (to comply with Local Government (Misc Prov) Act 1982 Schedule 4 (3) which states a street trading licence shall not be granted to a person under the age of 17 years) .
Disability	No impact	No disability specific questions on the application.	The policy, whilst not being determined by this individual protected characteristic, is in place to ensure standards are



			met and consents are issued on an equitable basis.
Gender Reassignment	No impact	This protected characteristic does not affect the application or the process.	This policy has general protection levels and terms of operating. The policy, whilst not being determined by this individual protected characteristic has been put in place to ensure standards are met and consents are issued on an equitable basis.
Marriage and Civil Partnership	No impact	This protected characteristic does not affect the application or the process.	This policy has general protection levels and terms of operating. The policy, whilst not being determined by this individual protected characteristic has been put in place to ensure standards are met and consents are issued on an equitable basis.
Pregnancy and Maternity	No impact	This protected characteristic does not affect the application or the process.	This policy has general protection levels and terms of operating. The policy, whilst not being determined by this individual protected characteristic, has been put in place to ensure standards are met and consents are issued on an equitable basis.
Race	No impact	This protected characteristic does not affect the application or the process.	This policy has general protection levels and terms of operating. The policy, whilst not being determined by this individual protected characteristic, has been put in place to ensure standards are met and consents are issued on an equitable basis.
Religion or Belief	No impact	This protected characteristic does not affect the application or the process.	This policy has general protection levels and terms of operating. The policy, whilst not being determined by this individual protected characteristic, has been put in place to ensure standards are met and consents are issued on an equitable basis.
Sex	No impact	This protected characteristic does not affect the application or the process.	This policy has general protection levels and terms of operating. The policy, whilst not being determined by this individual protected characteristic, has been put in place to ensure standards are met and consents are issued on an equitable basis.



Sexual Orientation	No impact	This protected characteristic does not affect the application or the process.	This policy has general protection levels and terms of operating. The policy, whilst not being determined by this individual protected characteristic, has been put in place to ensure standards are met and consents are issued on an equitable basis.
Other Factors requiring consideration			
Socio-Economic Impacts	No impact	Inspections are undertaken	This policy has general protection levels and terms of operating. This policy, whilst not being determined by an individual's socio-economic status, has been put in place to ensure standards are met and consents are issued on an equitable basis.
Carers (those who provide unpaid care to a family member, friend or partner)	No impact	Inspections are undertaken.	This policy, whilst not being determined by this individual characteristic, has been put in place to ensure standards are met and licences are issued on an equitable basis.

Consultation

Negative impacts identified will require the responsible officer to consult with the affected group/s to determine all practicable and proportionate mitigations. Add more rows as required.		
Group/Organisation	Date	Response
Licence Holders	04 11 2025	None identified
Police, Fire & Rescue & other partner agencies	04 11 2025	None identified
Public	04 11 2025	None identified
Grantham, Stamford & Bourne Town Council & all Parish Councils	04 11 2025	None identified

Proposed Mitigation: Action Log

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



Evaluation Decision

Once consultation and practicable and proportionate mitigation has been put in place, the responsible officer should evaluate whether any negative impact remains and, if so, provide justification for any decision to proceed.		
Question	Explanation / justification	
Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?	None identified	
Final Decision	Tick	Include any explanation/justification required
1. No barriers identified, therefore activity will proceed	X	
2. Stop the policy or practice because the data shows bias towards one or more groups		
3. Adapt or change the policy in a way that will eliminate the bias		
4. Barriers and impact identified , however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to proceed with caution with this policy or practice knowing that it may favour some people less than others, providing justification for this decision		

Did you consult with an Equality Ally prior to carrying out this assessment? Yes –
November 2025 and 3 February 2026

Sign off

Name and job title of person completing this EIA	Heather Green Licensing Manager
Officer Responsible for implementing the policy/function etc	Heather Green
Date Completed	05 11 2025 & 03 02 2026
Line Manager	Ayeisha Kirkham
Date Agreed <i>(by line manager)</i>	12 11 2025 reviewed 4/2/26
Date of Review <i>(if required)</i>	

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

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



SOUTH
KESTEVEN
DISTRICT
COUNCIL

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

Street Trading Policy

2026

Version	Stage	Date
V1 (draft)	Licensing Committee	21 October 2021
V2 (draft)	Environment OSC	30 November 2021
V3 approved	Cabinet	21 June 2022
V4 (draft)	Joint Scrutiny Committee	24 February 2026

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Executive Summary

Street Trading is controlled in accordance with the provisions contained in Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982.

In accordance with the Act the Council has designated certain areas as consent streets for the for 4 towns of Grantham, Stamford, Bourne and Market Deeping and Deeping St James. The streets designated as consent streets are shown Appendix 1 and listed. All other streets are not controlled by the District Council under the street trading powers.

This policy will be reviewed every five years. In the interim, minor amendments to the policy, such as legislative updates, which may become necessary from time to time to ensure its continued accuracy, but do not affect its direction or intent may be made in accordance with delegated authority.

This policy is important in ensuring street trading businesses operate safely and supports the priorities in the Councils Corporate Plan.

By promoting

- **Public safety** - to protect public health, the health and safety and welfare of members of the public and to improve food safety standards.
- **Road safety** - to prevent street trading impacting on the safety of public roads and reducing risks to pedestrians and vehicles.
- **The prevention of crime and disorder** - to prevent street trading being a source of crime or anti-social behaviour and ensure traders comply with the law and act fairly in their dealings with the public and promote a positive image of the district.
- **The prevention of public nuisance** - to prevent nuisance, inconvenience, or disturbance to members of the public.

Each application will be determined on its own merits.

This policy covers the licensable activity of Street Trading as specified in the Act as:

- The selling or exposing or offering for sale of any article (including a living thing) in any street.

Decisions will be taken in accordance with the Council's Constitution, this may include, either the Licensing Committee or Officers using delegated powers.

Where relevant, the Council reserves the right to consult with responsible authorities as described in the Act. Local people, businesses, Emergency Services and Members of Parish, Town and the District Council have had their say and their opinion heard through public consultation on this policy.

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

1. Introduction

South Kesteven District Council is one of seven districts in Lincolnshire with a population of around 143,400 (2021 Census). Two thirds of people live in the four main towns of Grantham, Stamford, Bourne and the Deepings with the remaining third living in one of over 80 villages and hamlets. With an area of 365 square miles, it is one of the largest districts in the county.

- 1.2 South Kesteven District Council, (hereinafter referred to as the 'Licensing Authority'), is responsible for the licensing of street trading activities under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 (the Act).
- 1.3 This policy is intended to provide clarity to applicants, the public and Members of the Council as to how the Licensing Authority will determine applications. Street Collections are regulated under separate legislation and subject to a separate policy issued by the Licensing Authority.
- 1.4 The purpose of street trade consenting is to prevent obstruction of the streets of the district within the terms of the Act and to ensure the safety of everyone using them.
- 1.5 Street Trading is defined in the Act as:
 - **The selling or exposing or offering for sale of any article (including a living thing) in any street**

The term "street" defined under the Act has been interpreted widely by the Courts. For this policy, the Licensing Authority consider a street to be defined as the following:

- Any road, footway or other area to which the public have access without payment; or
 - Any part of a street, road, footway or other areas open as a matter of fact to the public without payment; or
- 1.6 The following are not classed as street trading under the Act:
 - Trading by a person acting as a pedlar under the authority of a pedlar's certificate granted by the Police under the Pedlars Act 1871;
 - Anything done in a market or fair the right to hold which was acquired by virtue of a grant (including a presumed grant) or acquired or established by virtue of an enactment or order;
 - Trading in a trunk road picnic area provided by the Secretary of State under section 112 of the Highways Act 1980;

- Trading as a news vendor – where:
 1. The only articles sold or exposed or offered for sale are newspapers or periodicals; and
 2. They are sold or exposed or offered for sale without a stall or receptacle for them or with a stall or receptacle for them which does not –
 - a. Exceed one metre in length or width or two metres in height;
 - b. Occupy a ground area exceeding 0.25 square metres; or
 - c. Stand on the carriageway of a street;
- Trading which –
 1. Is carried on at premises used as a petrol filling station, or
 2. Is carried on at premises used as a shop or in a street adjoining premises so used and as part of the business of the shop;
 3. Selling things, or offering or exposing them for sale, as a roundsman;
- The use for trading under Part VIIA of the Highways Act 1980 of an object or structure placed on, in or over a highway;
- The operation of facilities for recreation or refreshment under Part VIIA of the Highways Act 1980;
- The doing of anything authorised by regulations made under section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916.

1.7 In preparing this policy statement the Licensing Authority has consulted with those listed below and taken in account the views of all the appropriate bodies and organisations who responded:

- The Chief Constable of Lincolnshire Police
- Lincolnshire Police & Crime Commissioner
- Lincolnshire Fire and Rescue Authority
- Lincolnshire County Council - Highways Department
- Town and Parish Councils
- All current consent holders
- General public
- Departments within South Kesteven District Council

1.8 In accordance with the terms of the Act, and subject to any relevant representations, conditions may be attached to a Street Trading Consent, which will focus on matters falling within the control of individual consent as well as general conditions.

1.9 Each application will be treated on its merits, and these may include, but are not limited to:

- the nature of the proposed street trading activity;
- direct competition with other local traders providing a similar service;
- the nature and locality of the street trading;

- the time of day of the proposed street trading activity; and
- the type of goods and units used to street trade from.

1.10 In undertaking its licensing function, the Licensing Authority is also bound by other legislation including, but not exclusively:

- Section 17 of the Crime and Disorder Act 1998 – which imposes a duty on every Local Authority to do all that it reasonably can to prevent crime and disorder in its decision-making process. The duty now extends to anti-social behaviour, substance misuse and behaviour adversely affecting the environment.
- The European Convention on Human Rights, which is given effect by the Human Rights Act 1998, which places a duty on public Authorities to protect the rights of individuals in a variety of circumstances.
- The Provision of Services Regulations 2009 to ensure requirements are:
 - i. Non- discriminatory.
 - ii. Justified by an overriding reason relating to the public interest.
 - iii. Proportionate to that public interest objective.
 - iv. Clear and unambiguous.
 - v. Objective.
 - vi. Made public in advance, and
 - vii. Transparent and accessible.
- Anti-social Behaviour Crime and Policing Act 2014
- Police and Justice Act 2006
- Violent Crime Reduction Act 2006
- The Police Reform and Social Responsibility Act 2011
- Clean Neighbourhoods and Environment Act 2005
- South Kesteven District Council is committed to the implementation and application of this policy in such a manner as to ensure that no applicant or other person is treated less favourably on grounds of sex, marital status, race, nationality, ethnicity, national origin, colour, disability or age; nor is disadvantaged by the application of a rule, condition or requirement which has a discriminatory effect, which cannot be justified either in street trade consent terms or as a requirement of law.

2. Information Sharing and Data Protection

- 2.1 The Licensing Authority works in partnership with other enforcement agencies such as the Police, DEFRA, HM Revenue and Customs, Home Office, DVSA, Department of Work and Pensions etc. and will share information with other Council departments or regulatory bodies where appropriate.
- 2.2 The Licensing Authority is legally required to provide information if requested, pursuant to a criminal offence, or to detect fraud, or immigration offences.
- 2.3 The Licensing Authority will work with neighbouring authorities and report them any relevant matters that relate to their consent holders.
- 2.4 Details of Street Trading Consents may be published on the Licensing Authority's website. This may include name of the business operator, location etc to enable the public to be aware of consented traders
- 2.5 The Licensing Authority complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of information and has a written policy on these matters, which is available to those who wish to see it on request.

3. Whistleblowing

- 3.1 The Licensing Authority takes wrongdoing very seriously. Hotlines have been established to allow staff, councillors and the public to raise concerns. Though reports can be raised anonymously, individuals are encouraged to leave as much information as possible to assist with the investigation. The Licensing Authority's Whistleblowing policy is available at www.southkesteven.gov.uk.

4. Integrating other Guidance, Policies and Strategies

- 4.1 The Licensing Authority may implement other policies, strategies and initiatives that may impact on street trading activity within the remit of this policy statement. Subject to the general principles of this policy statement, the Licensing Committee may have to have regard to them when making licensing decisions.
- 4.2 By consulting widely prior to this policy being published and working with our partners at all levels, it is hoped this will generate an alignment between this policy and any that may be developed by partner agencies.
- 4.3 In reaching a decision, of whether to grant street trading consent, the Licensing Authority will take account of any non-compliance with other statutory requirements brought to its attention. Non-compliance with statutory requirements may demonstrate that the street trading activity proposed, or that the management of such is not appropriate to protect the public from harm or nuisance.

5 Who should apply?

- 5.1 To apply for consent a person must be:
- An individual or business (but will granted to an individual).
 - 17 years of age or over.
 - Legally entitled to live and work in the UK.
- 5.2 Applicants wishing to trade from a specified location and mobile traders (excluding Roundsman) require a street trading consent. A definition of both Mobile Traders and Roundsman is in **Appendix 2**

6. Street Trading Consent Application Process

- 6.1 The functions of the Licensing Authority under the Act may be carried out by the Licensing Committee or by one or more officers acting under delegated authority.
- 6.2 An application for a street trading consent should be made using the Council's application process at www.southkesteven.gov.uk. Alternatively, an application form can be downloaded from the website and submitted by post.
- 6.3 The relevant fee must accompany the application.
- 6.4 Street trading consents are granted to an individual applicant. The consent document may include a business name, but the applicant is the consent holder and is required to be present at the trading site with the vehicle, barrow, cart, van, portable stall or other means from which the consent holder trades at all times during trading hours.
- 6.5 The consent holder may however, within the application form, nominate an assistant to be present in his or her absence. This assistant will be named on the street trading consent document and can only be altered at a later date by an application to amend the consent (a variation charge will be payable).
- 6.6 In addition to a completed application form, the applicant must also submit:
- Proof of right to work in the UK.
 - If applicable, proof of any prospective employee's right to work in the UK.
 - One Passport photograph.
 - At least one photograph showing your unit/stall (vehicle, barrow, cart, van, portable stall or other vehicle) from which you intend to trade.
 - A plan or map of the area from which the applicant intends to trade or the route to be taken. This should clearly identify the position of the proposed trading site.
 - If the proposed trading site is located on private land you will need to gain written permission from the landowner/occupier. This must accompany your application.
 - Evidence of insurance that covers the street trading activity and the consent holder for third party and public liability risks that provides insurance of at least £5,000,000 (five million) and to indemnify the Council against all

claims, liabilities, actions, demands and expenses arising from the grant or renewal of the street trading consent.

- If a vehicle is to be used, a valid MOT certificate for that vehicle or supply the vehicle registration number to enable the licensing authority to check the MOT status of the vehicle with the DVLA online service.
- If the business involves the preparation and sale of food, the vehicle must have been inspected and received a food hygiene rating. Evidence of this must be provided.
- A current valid gas safety certificate for the vehicle or stall if applicable

6.7 Applicants may be liable to pay business rates and should seek advice from the council's Business Rates team They can be contacted via the council's website southkesteven.gov.uk or telephone 01476 406080.

6.8 Newly established food traders are advised to contact the Environmental Health team at the earliest opportunity and **before** applying for a Street Trading Consent. Achieving a minimum food hygiene rating of 3 prior to a street trading consent being issued.

6.9 If the area the applicant wishes to trade in is already occupied, they may be included on the waiting list, a request for this must be made in writing by emailing Licensing@southkesteven.gov.uk. Applicants will remain on the waiting list for 6 months. Should they wish to remain on the waiting list after this time they must notify the Licensing Authority in writing.

6.10 Consent can be issued for any period up to a maximum of 12 months. After this period the consent will expire. If a consent is not renewed, the designated site will become available for other applicants.

6.11 A street trading consent application should be made 6 weeks prior to the date from which you would like to trade. Whilst we will endeavour to issue a consent applied for with a lesser timescale, we cannot guarantee the consent will be available. Under no circumstances must trading take place until the consent is issued.

7. One off event application

7.1 A consent can be obtained by an organiser of an event to cover any street trading that will be undertaken at the event. The applicant will be responsible for the street traders at the event.

7.2 The applicant details outlined in 5.1 above apply.

7.2 A one off event street trading consent application should be made using the Council's application process at www.southkesteven.gov.uk. Alternatively, an application form can be downloaded from the website and submitted by post

7.3 The relevant fee must accompany the application. A 50% fee reduction to this fee will be made if the applicant is a charitable organisation. To qualify for the

charitable rate, the Charity Registration Number must be provided on the application form, otherwise the full fee will be required.

- 7.4 In addition to a completed application form, the applicant must also submit:
- Proof of right to work in the UK.
 - One Passport photograph of themselves.
 - A plan or map of the area from which the event intends to trade. This should clearly identify the position of the proposed trading locations to enable consideration of the suitability of the proposed street trading location.
 - If the proposed trading site is located on private land you will need to gain written permission from the landowner/occupier. This must accompany your application.
 - Evidence of third party and public liability insurance that covers the event and street trading activity for at least £5,000,000 (five million) that would indemnify the Licensing Authority against all claims, liabilities, actions, demands and expenses arising from the grant of the street trading consent.
- 7.6 The Consent authorises the Holder to enable traders to trade only in the goods described on the application form.
- 7.7 That the Consent holder is responsible for ensuring the safety and security of the public and street traders at the event and it is suggested that they should complete an Event Management Plan outlining the checks and considerations being undertaken in relation to the street trading activity and safeguarding.
- 7.8 The street trading consent does not relieve the consent holder, or any event organisers, of any obligation to comply with legislation including Road Traffic Acts and any Orders or Regulations made there under, Town and Country Planning Acts, Control of Pollution Act 1974 and Local Byelaws. This list is not exhaustive; it is the obligation of the Holder to familiarise themselves with any required legislation. The Consent may be revoked upon breach of any such legislation in addition to any penalty which may be incurred there under.
- 7.9 The Consent must be made available for inspection at the request of an Authorised Officer of the Licensing Authority or a Police Officer.

8. Consultation

- 8.1 On a case-by-case basis and when considered appropriate, when an application is received the Licensing Authority, reserves the right to consult with:
- Lincolnshire County Council Highways or Highways England (depending on the area of trading).
 - Lincolnshire Police.
 - Lincolnshire Fire & Rescue Service.
 - Relevant businesses in the location.
 - Town & Parish Councils.

Departments within South Kesteven District Council

- Environmental Health Department.
- Planning Department.

The consultation period is 10 working days (starting the day after receipt of the application).

- 8.2 Following receipt of an application, an officer of the Licensing Authority may visit the applicant to inspect the vehicle, barrow, cart, van, portable stall or other vehicle or other means from which the applicant intends to trade or the proposed site.
- 8.3 Previous grant of a consent at a location does not imply that permission will be granted. The consultees may wish to carry out their own risk assessments and impose conditions or object to the use of a particular site, irrespective of whether a Street Trading Consent has previously been given.
- 8.4 Consultation(s) on renewal or mobile trading applications may be carried out with a selection of the above consultees depending on the merits of the individual circumstances. Where issues or concerns have been raised about an existing Street Trading Consent, a full consultation may be undertaken at renewal.

9. Renewal of an application

- 9.1 Street Trading Consents can be issued for a maximum period of 12 months. There is no automatic right to renewal.
- 9.2 An application to renew a trading consent must be received by the Licensing Authority at least 6 weeks before the expiry of the existing consent and be accompanied by the appropriate fee and relevant documentation.
- 9.3 Consultation will be undertaken as outlined in **Section 8 - Consultation**.
- 9.4 If a renewal application, payment and all required documentation are not provided at least 6 weeks before expiry, leading to a delay in the consent being renewed, the consent holder must cease trading once the consent expires and not begin again until such a time as the consent is renewed.
- 9.5 If a renewal application is not submitted before expiry of the existing consent, it will be treated as a new application and could result in the location being allocated to another trader.
- 9.6 **It is the responsibility of the consent holder to submit their application in good time to enable the necessary consideration and consultation to be undertaken.**
- 9.7 Consents will not normally be granted or renewed where:
- Enforcement action is pending or has previously been undertaken and proved against the applicant.

- The holder is currently in arrears with any charges.
- The location or proposed unit is unsuitable.
- There is a potential risk to public safety.
- The applicant is unsuitable.
- An applicant has failed to appropriately use previous consents.
- The activities are likely to cause a nuisance, disturbance or annoyance to neighbouring properties.
- It may contribute to crime and disorder.

This list is not exhaustive.

9.8 When assessing a new application or renewal of a street trading consent the assessment criteria outlined in **Appendix 3 will be used**.

10. Fees and Charges

10.1 The relevant fees are contained in the approved South Kesteven District Council Fees and Charges which are reviewed annually.

10.2 An application fee (see 10.3 below) must be submitted with all applications.

10.3 The fee is based upon the number of trading days per month, specified by the applicant or a one-off event. The fee equivalent to the first three months must be paid prior to the consent being issued. The following payment options are available:

- Three months payment on application, followed by quarterly payment in advance.
- or
- The full annual fee for the required days.
 - A one-off event consent payment must be paid in full at the time of application

10.4 Mobile traders are required to pay an annual fee prior to the permit being issued, regardless of how many months are traded. There is no entitlement to a refund if a consent is surrendered as the fee set recognises the potentially seasonal nature of this type of trading.

11. Hours of Trading

11.1 Hours of trading will be determined as appropriate on a case-by-case basis dependent upon the location and other relevant factors.

11.2 The trading hours will seek to promote the following:

- I. Preventing crime, disorder and antisocial behaviour.
- II. Avoiding disturbance due to noise, smell or any other matter the Licensing Authority considers appropriate.
- III. Protecting public safety.
- IV. Preventing obstruction of the highway.

- V. Having regard to location and operating hours of business activity in the locality.

12. Markets and Fairs

- 12.1 Where a market or fair is held it must be lawfully created by statute, grant or presumed grant and is exempt from the Street Trading provisions. If such statute, grant or presumed grant does not exist any gathering of buyers and sellers amounts to an informal market regardless of whether the activity is described as a “market”. A definition of Informal or Unofficial Markets is in **Appendix 2**.
- 12.2 The markets and fairs within the district that are granted by Charter, are exempt from requiring a Street Trading Consent.
- 12.3 Street Trading will not be permitted at locations which conflict with market days or during fairs in the district. Full details of the markets and fairs within the district are outlined in **Appendix 2**.

13. Stamford Pedestrian Precinct

- 13.1 The High Street in Stamford is a pedestrianised area, known as Stamford Pedestrian Precinct and is maintained by Lincolnshire County Council. This area is not included in a Charter, and a Street Trading Consent is required for this area between Sunday and Thursdays.
- 13.2 Five pitches have been designated for Street Trading between Ironmonger Street and Maiden Lane. Another pitch is available outside the library. Please see **Appendix 4** for the positions of the pitches.
- 13.3 Pitch Four is designated for Charity Collections only. Please see the separate Street Collection Policy for details.
- 13.4 On Fridays a market (as defined by 12.1 above) is in operation.
- 13.5 On Saturdays Pitches 1, 3 and 5 are currently operated under street trading consent rules. The rest of the allocated pitches are allocated to a market (as defined by 12.1 above). This allocation may change over time.

14. Decisions

- 14.1 Decisions will be made in accordance with the delegations as detailed in authority’s constitution. Each case will be determined on its own merits. This document provides the general principles relating to the determination of applications which shall generally be followed.
- 14.2 The application will either be:
- a. Granted and a Street Trading Consent issued subject to conditions that will be attached;

b. Refused.

14.3 When a consent is granted it will state:

- The street in which (and place in the street as appropriate), days on which and times between which the consent holder is permitted to trade, and
- The description of articles in which they are permitted to trade.

14.4 In instances where the Licensing Authority considers that it can grant a substantially modified version of the application (i.e. for less hours than those applied for), it will notify the applicant of its decision and give the applicant 5 working days from the day after the decision is dated to accept the grant of the consent on those modified terms. If the applicant does not respond the application will be determined as originally submitted.

14.5 Applicants selling hot food or drink between 23:00 hrs and 05:00 hrs will also require a Premises License under the Licensing Act 2003.

15. Standard conditions

15.1 The Licensing Authority applies Standard Conditions to all Street Trading Consents as detailed in **Appendix 4**.

15.2 Additional Conditions not listed in Appendix 4 may be specifically tailored by the Licensing Authority and attached to consents as appropriate.

16. Refusal or withdrawal of street trading consent

16.1 Where the imposition of conditions is not adequate to control potential issues or concerns, applications will be refused.

16.2 The grounds for refusal of a Street Trading consent falls into distinct categories;

- I. **Mandatory Grounds:** Where South Kesteven District Council has no power or discretion to grant a consent. The application must be refused.
- II. **Control Orders:** Where a Control Order is in place under Section 7 of the Local Government Act (Miscellaneous Provisions) Act 1976 is in force.
- III. **General Grounds:** Where South Kesteven District Council is satisfied that the application “ought to be refused”

16.3 Mandatory Grounds

- a) Where there is not enough space in the street for the applicant to engage in the trading in which is proposed without causing undue interference or inconvenience to people using the street;
- b) There are already enough traders (including shops) in the street trading in the sale of goods or services the applicant proposes to trade;

- c) The applicant is unsuitable to hold the consent by reason of having been convicted of an offence or for any other reason.
- d) The applicant has persistently refused or neglected to pay fees due to the Licensing Authority for a previous street trading consent or consent (or other charges due to the Local Authority in connection with it)
- e) The applicant has without reasonable excuse failed to utilise a previous street trading consent to a reasonable extent.

16.4 The Licensing Authority may revoke a street trading consent if it considers;

- a) Circumstances have arisen since the grant or renewal of the consent and there is not enough space in the street for the consent holder to engage in the trading permitted by the consent without causing undue interference or inconvenience to persons using the street.
- b) The consent holder is unsuitable to hold the consent by reason of having been convicted of an offence or for any other reason.
- c) Since the grant or renewal of the consent, the consent holder has persistently refused or neglected to pay fees due to the Licensing Authority for the consent or services associated with the consent
- d) Since the grant or renewal of the consent, the consent holder has, without reasonable excuse, failed to avail themselves of the consent to a reasonable extent.

16.5 If the Licensing Authority considers that it has grounds for revoking a consent, it may, instead of revoking it, vary its conditions:

- a) By reducing the number of days or the period in any one day during which the consent holder is permitted to trade, and/or
- b) By restricting the descriptions of goods in which they are permitted to trade.

16.6 If the consent is revoked consent-holders will not be entitled to a refund for any unused days remaining in the month that the revocation takes effect.

16.7 If a mobile trading consent is revoked licenses will not be entitled to a refund for any unused remaining days within the existing consent.

17. Consent surrender

17.1 A consent holder may at any time surrender their Street Trading Consent. The surrender will not be effective until the Street Trading Consent has been returned to the Licensing Authority. It shall then cease to be valid.

- 17.2 If a consent is surrendered (or it is revoked) there will be no entitlement to a refund for the month that the surrender (or revocation) takes place. No refund is applicable for mobile traders, as the fee charged recognises the seasonal nature of this trading.

18 Enforcement Policy and Practice

- 18.1 It is the statutory duty of the Licensing Authority to ensure that Street Traders are licensed correctly and carry out their trade in accordance with both the relevant law, byelaws, statutory notices, policies and conditions attached to consents.
- 18.2 Enforcement action will be determined on its own merits.
- 18.3 Enforcement decisions will be made in accordance with this policy and the Licensing Authority's Constitution. Officers have delegated powers to make decisions and may also refer certain matters to the Licensing Committee if appropriate.
- 18.4 Members, when determining enforcement actions will have regard to Local Government (Miscellaneous Provisions) Act 1982 legislation, this Policy and any other relevant legislation, case law, guidance and other relevant policies.
- 18.5 All enforcement will be undertaken in accordance with the Licensing Authority's current enforcement policy.

19. Appeal Procedure

- 19.1 There is no statutory right of appeal in respect of refusal or revocation of street trading consent. A person aggrieved by a decision of the Council may make an application to the High Court for the judicial review of the decision.
- 19.2 Applicants or consent-holders do have recourse to the Council's complaints procedure if the applicant considers that a Council service has not been properly delivered.

20. Policy Review

- 20.1 This policy will be reviewed every five years or as deemed appropriate. In the interim, minor amendments to the policy, such as legislative updates, which may become necessary from time to time to ensure its continued accuracy, but do not affect its direction or intent may be made in accordance with delegated authority. If no significant amendments are required during this period, this policy may remain in force until a review is deemed necessary.

21. Advice and Guidance

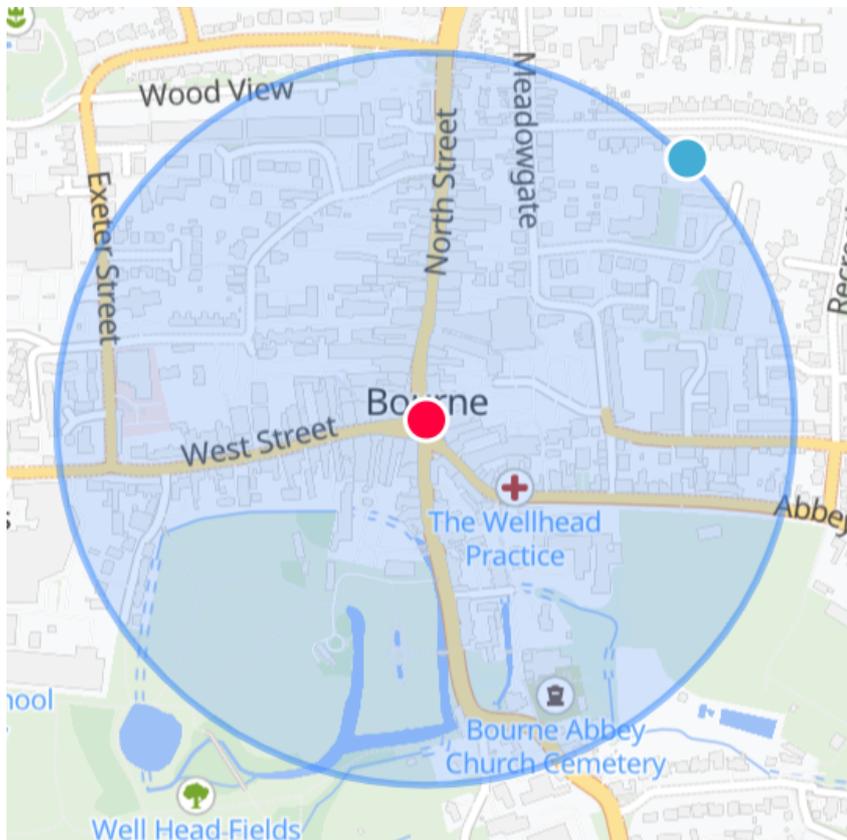
21.1 Further information and advice on the Street Trading Consent process can be obtained by contacting South Kesteven District Council Licensing team by telephoning (01476) 406080, by e-mail at licensing@southkesteven.gov.uk or by visiting the Business and Licensing area of the Council's website www.southkesteven.gov.uk

and

Appendix 1 - Nominated consent streets in Bourne, Grantham, Market Deeping, Deeping St James and Stamford

Please note: The blue circles below give a rough approximation of the area affected – the applicable streets are available in a list below every town map. This Policy is South Kesteven specific and does not impact neighbouring authorities.

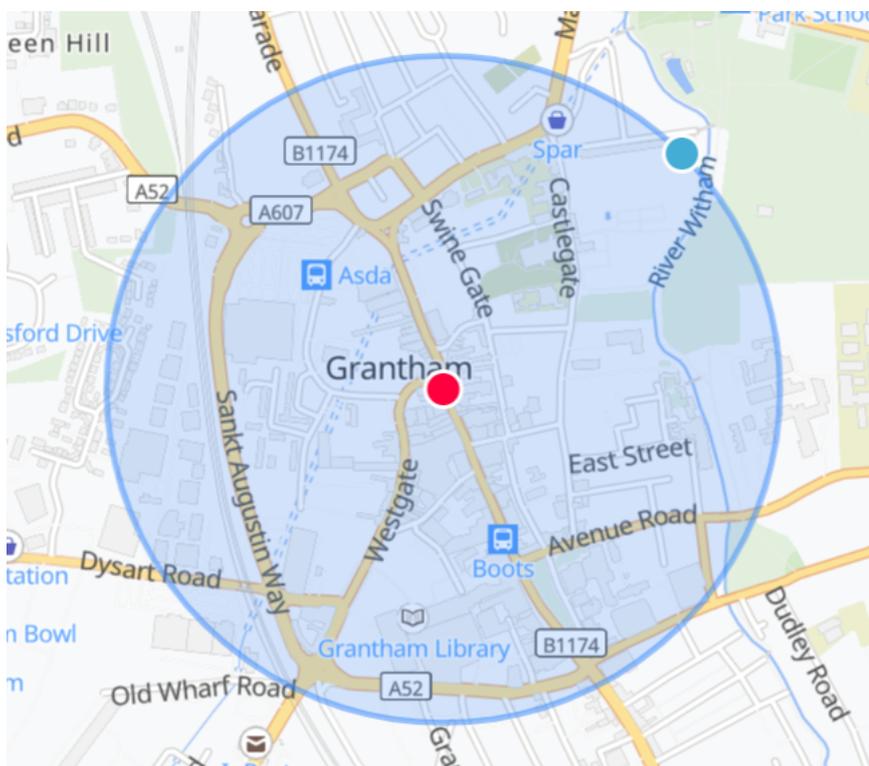
Bourne



Applicable streets:

Abbey Road (up to the junction with Nowells Lane)	North Street
Burghley Street	South Street (up to Baldocks Mill)
Exeter Street	St Peters Road
Hereward Street	West Street (up to Exeter Street)
Meadowgate	Wherrys Lane
Meadow Close	

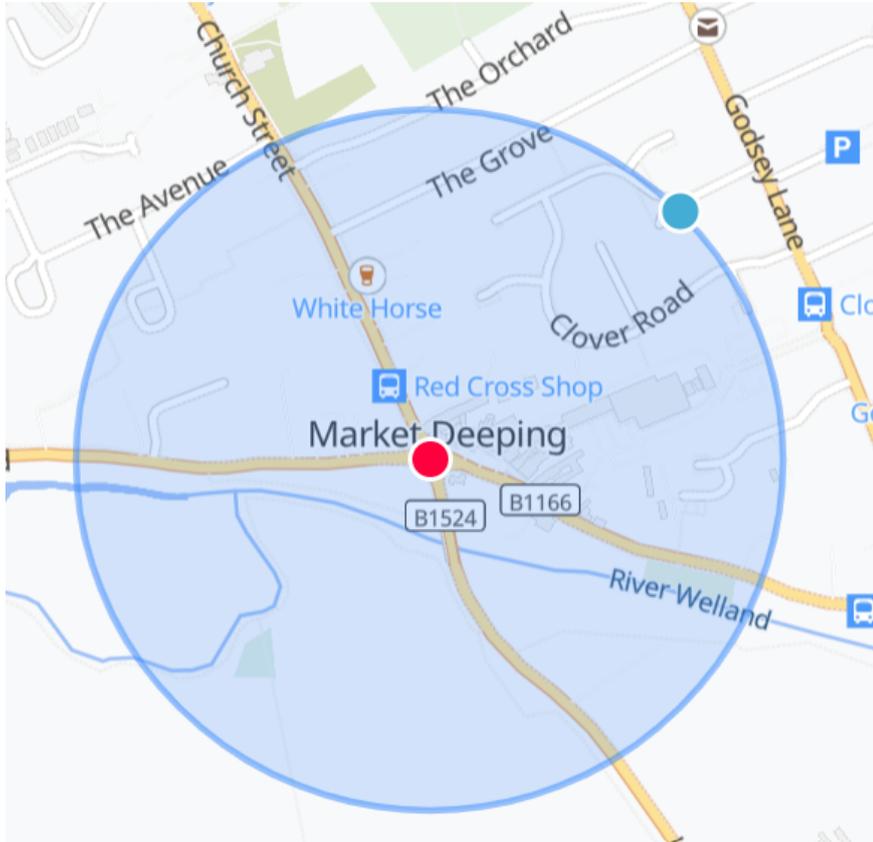
Grantham



Applicable streets:

Avenue Road	Guildhall Street
Barrowby Road - (up to the roundabout leading to Sankt Augustine Way/A52)	Kings Walk
Bath Street	Red Cross Street
Bluegate	Sankt Augustine Way
Broad Street	St Catherines Road
Brook Street - (up to Castlegate)	St Peters Hill
Castlegate	Swinegate
Church Street	Watergate
Dysart road (to Railway line)	Vine Street
East Street	Welby Street
Elmer Street South	Welham Street
Finkin Street	Westgate
George Street	Wharf Road

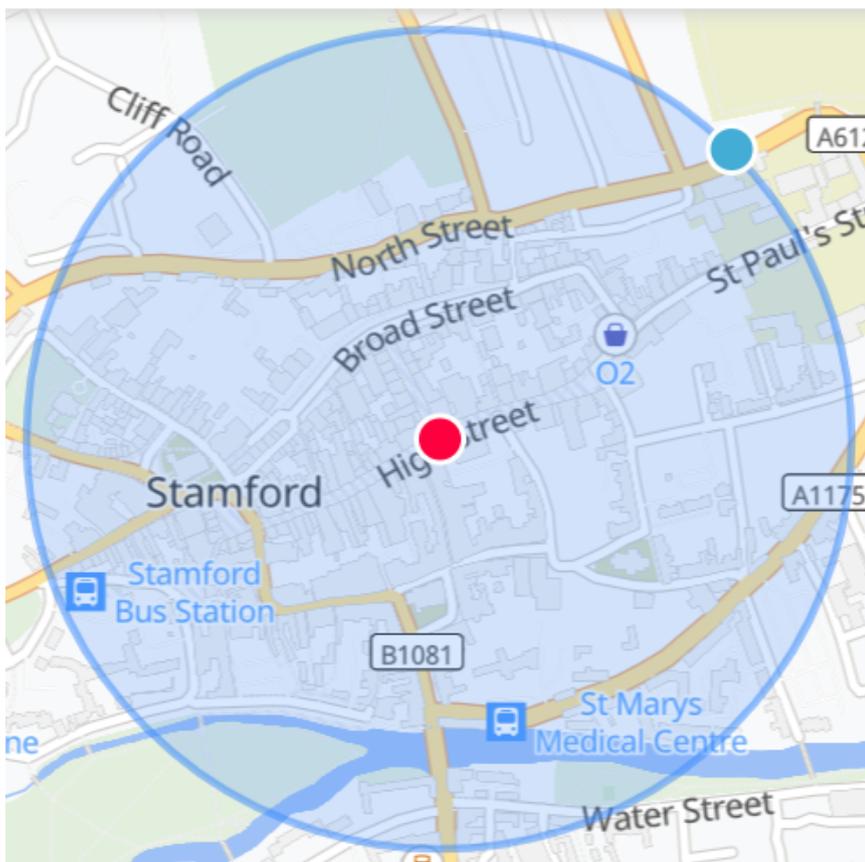
Market Deeping & Deeping St James



Applicable streets:

Church Street (up to The Avenue)	Lincoln Road (up to Mill Road)
High Street (up to Godsey Lane)	Stamford Road (up to Stamford Close)
Deeping St James (Church Street up to Hereward Way)	

Stamford



Applicable Streets:

All Saints Place	North Street
Barn Hill	Pauleys Court
Bath Row	Recreational Ground (up to Bentley Street)
Blackfriars Street	Red Lion Street
Broad Street	Red Lion Square
Castle Dyke	Scotney Place
Castle Street	Sheepmarket
Chapel Yard	St Georges Street
Cheyne Lane	St Georges Square
Cliff Road	St Leonards Street
Crown Street	St Marys Street
Elm Street	St Pauls Street
Gas Lane	St Peters Hill (up to Sheepmarket)
High Street	Stamford Walk

Maiden Lane	Star Lane
Newgates	Wharf Road

Appendix 2 - Definitions

Informal or Unofficial Markets: Any gathering of buyers and sellers amounts to an informal market regardless of whether the activity is described as a “market” if not created by statute, grant or informal grant. This can include certain types of auction, car boot sale or if organisers purport to organise a “club” whereby members are able to buy. Trading at such a market is still ‘street trading’ and a consent must be sought. An unofficial market held on private property and not on the highway will require the trader to seek licenses because “street” is defined to include any place to which the public have access without payment.

Market or fair by virtue of a grant or enactment or order: Within the district of South Kesteven these are:

1. Chartered Markets

Stamford - Weekly Friday (Broad Street and High Street)

Grantham - Weekly Saturday (Wide and Narrow Westgate, Market Place, Conduit Lane, Butchers Row).

Bourne - Weekly Thursday & Saturday (Corn Exchange Car Park).

2. Chartered Fairs

Starting on Mothering Sunday (in Stamford) and Grantham from the following Saturday, as follows for each to

Stamford – Red Lion Square, Crown Street, Broad Street, Bath Row, Castle Dyke, Sheep Market, Star Lane, Castle Street.

(Road closures normally from the Saturday before mothering Sunday until following Sunday morning – 9 days road closure duration).

Grantham – Wide and Narrow Westgate, Market Place, Conduit Lane, Welby Street, Union Street and part of Guildhall Street.

(This fair runs from Saturday to Thursday AM – 6 days road closure duration).

Markets held in Stamford Pedestrian Precinct: on Fridays (Farmer’s market) and Saturdays

Mobile Trader: is defined by the Licensing Authority as someone who moves from location to location to ply their trade. They must:

- Not return to the area within 2 hours.
- Not wait in one location for more than 30 minutes (if they stay for longer in one location, they will not be deemed to be mobile traders and will require a Street Trading Consent for each location they visit).
- Not trade within 100 metres of the entrance to a place of education without being invited by them to do so.

- Ice cream vans, mobile sandwich and hot food sellers (that do not have specific customers to whom they visit on a “round”) are types of mobile trader.

Mobile traders that have a contract in place with customers do not need a mobile trading consent. This may include hot food and sandwich vans. This type of trader is called roundsmen.

Pedlars: Section 3 of the Pedlar’s Act 1871 defines a pedlar as “any hawker, pedlar, petty chapman, tinker, caster of metals, mender of chairs or other persons who without any horse or beast travels and trades on foot and goes from town to town or others men’s houses, carrying or selling or exposing for sale any goods, wares, merchandise immediately to be delivered, or selling or offering his skill in handicraft” and must be certified as a pedlar per Section 4 of the Act.

Removal of obstruction: If the highway is maintained by South Kesteven District Council it and the Highways Authority has a common law power to remove obstructions from the highway. There is no duty to issue or to take proceedings prior to removing the obstruction. If the highway is not maintained by the South Kesteven District Council, the competent authority to undertake removal is the Highways Authority (Lincolnshire County Council).

Roundsman: Milk delivery round, coal delivery rounds and other people who offer or expose goods for sale may lawfully trade without a street trading consent. Evidence of pre-ordering would be expected to differentiate from casual or speculative sales. Ice-cream vans, mobile fish and chip vans/Pizza Ovens (hot food sales) are not considered roundsman.

Street: defined under the Act has been interpreted widely by the Courts. For this policy, South Kesteven District Council consider a street to be defined as the following:

- Any road, footway or other area to which the public have access without payment; or
- Any part of a street, road, footway or other areas open as a matter of fact to the public without payment; or

Street Collections: Collection of money or selling articles for the benefit of charitable or others purposes in any street or public place as regulated by Section 5 of the Police, Factories etc (Miscellaneous Provisions) Act 1916, as amended by Section 251 and Schedule 29 to the Local Government Act 1972.

Street Trading Consent: This grants a consent holder legal permission to sell goods on the street. As outlined in Schedule 4 - Interpretation of Local Government (Miscellaneous Provisions) Act 1982.

Street Trading: The selling or exposing or offering for sale of any article (including a living thing) in any street.

The following are not classed as street trading under the Act:

- Trading by a person acting as a pedlar under the authority of a pedlar's certificate granted under the Pedlars Act 1871;
- Anything done in a market or fair the right to hold which was acquired by virtue of a grant (including a presumed grant) or acquired or established by virtue of an enactment or order;
- Trading in a trunk road picnic area provided by the Secretary of State under section 112 of the Highways Act 1980;
 - Trading as a news vendor – where:
 3. The only articles sold or exposed or offered for sale are newspapers or periodicals; and
 4. They are sold or exposed or offered for sale without a stall or receptacle for them or with a stall or receptacle for them which does not –
 - a. Exceed one metre in length or width or two metres in height;
 - b. Occupy a ground area exceeding 0.25 square metres; or
 - c. Stand on the carriageway of a street;
 - Trading which –
 1. Is carried on at premises used as a petrol filling station, or
 2. Is carried on at premises used as a shop or in a street adjoining premises so used and as part of the business of the shop;
 3. Selling things, or offering or exposing them for sale, as a roundsman;
- The use for trading under Part VIIA of the Highways Act 1980 of an object or structure placed on, in or over a highway;
- The operation of facilities for recreation or refreshment under Part VIIA of the Highways Act 1980;
- The doing of anything authorised by regulations made under section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916.

Appendix 3 - Assessment Criteria for new or renewal applications

When assessing a new application or renewal of a street trading consent the following considerations and the terms of this policy will be used:

1. Public safety

- The proposed location of the activity should not present a risk to the public in terms of highway safety and obstruction.
- Applications in respect of sites that have previously been the subject of refusal due to the unsuitability of the location are unlikely to be accepted.

2. Prevention of crime and disorder

- The proposed activity should not present a risk of crime and disorder.

3. Prevention of nuisance

- Activities at the pitch must not cause a nuisance, annoyance or disturbance to neighbouring properties, this includes businesses.
- Controls must be in place to ensure that nuisance from noise, light, refuse, vermin, fumes, obstruction, littering, and smells does not occur.
- If complaints that nuisance, annoyance or disturbance is occurring, the Licensing Authority is duty bound to investigate and, if complaints are found to be justified, may decide to take enforcement action, including revocation of the consent.

4. Suitability of the applicant

- Unspent convictions the applicant may have, this information will be requested in the online application.
- When determining whether an applicant is suitable, the Licensing Authority will consider the reliability of the applicant in paying fees and charges based on previous history.
- An applicant's history of street trading will also be taken into consideration e.g. whether previous street trading consents have been used appropriately and whether the Licensing Authorities requirements have been met, including deadlines.
- Enforcement action is pending or has previously been undertaken and proved against the applicant.

5. Suitability of the trading unit

- The vehicle, trailer or unit to be used should be of a high-quality design and comply with the legal requirements for the activity proposed.
- The appearance of the unit must be maintained at the standard approved in the original consent.
- Location of trading may determine the trading unit or type of goods sold, e.g. in conservation areas the use of traditional style barrows/vehicles and traditional wares, crafts, foods etc.
- Diesel generators will be permissible outside when no other power source is available. They shall be positioned to reduce the length of cabling required to an absolute minimum and to minimise disturbance to local residents or businesses from noise or fumes.

6. Advertising

- Advertising must only relate to goods offered for sale on that pitch.
- Third party advertisements are prohibited.
- It is not permitted to illuminate any advertisement on the outside of the stall kiosk without express consent of the Licensing Authority.
- The use of 'A' boards or any other display board/structures are prohibited unless included within the street trading consent approval.

7. Barriers

- Barriers for safety purposes will only be allowed on a consent pitch where they have been specifically included within the street trading consent approval.
- Any barriers proposed shall not constitute a nuisance or danger under the Highways Act 1980, must not impede the free flow of pedestrians or traffic and must not restrict the pavement so as to inhibit social distancing (if it is required).

8. Selling the right goods

- The types of goods allowed to be sold will be considered on a pitch-by-pitch basis and specified on the consent. The quality of goods and innovative approach will be considered.
- Anyone applying for a stall must clearly state the nature of the proposed goods. The goods must not:
 - Cause a nuisance, disturbance or annoyance to nearby properties/people, including cooking smells, smoke, noise, litter and additional cleansing requirements for the Council.
 - Cause or contribute to crime and disorder – including the selling of fake or counterfeit goods.
 - Have a negative public health impact e.g. vaping products, locality of fast food units near schools, gyms etc.

9. Site assessment

- In determining whether street trading in a particular area is appropriate the Licensing Authority will have regard to:
 - Any effect on road safety either arising from the siting of the pitch or from customers visiting or leaving.
 - Any loss of amenity caused by noise, traffic, smell etc.
 - Existing traffic orders e.g. waiting restrictions.
 - Any potential obstruction of pedestrian, vehicular or disabled access.
 - Any nuisance/interruption to pedestrian flow or maintenance of appropriate social distancing.
 - Obstruction of entry to or sight lines to the entrance of retail premises or obstruction of display windows of retail premises.

Appendix 4 – Standard Conditions

The following conditions are attached to all street trading consents:

1. This street trading consent does not convey any other approvals that may be necessary under the Food Hygiene regulations, Planning legislation or other appropriate legislation.
2. Trading is permitted only from the stall or vehicle, details of which has been previously supplied to the Licensing Authority and shall be confined thereto.
3. Trading is permitted only from the position, or the area specified in the consent.
4. Trading is only permitted in the type of goods specified in the consent.
5. The consent holder shall comply with all appropriate statutory provisions e.g. food hygiene, advertisement control and health and safety regulations.
6. Should an applicable trader fail to achieve a minimum food hygiene rating of 3 following an inspection by an Environmental Health, this must be rectified within 12 weeks and a new hygiene inspection undertaken to confirm it has been achieved.
7. No signs or advertisements shall be displayed other than on the stall or vehicle, and in such cases signs that relate to goods specified in the consent (Condition 4). Signs must not be placed on the roadside to avoid distracting drivers.
8. The holder of a street trading consent shall take all reasonable precautions to prevent obstruction of the street or danger to persons using the street and to prevent nuisance or annoyance, to persons using the street, immediate neighbours or otherwise.
9. Street Trading Consent shall be limited to times and days for trading purposes and all vehicles, trailers and equipment, etc. shall be removed at the end of each trading day, unless otherwise agreed.
10. The Street Trading consent holder shall always maintain a valid third-party public liability insurance policy to the value of £5,000,000 and shall produce a valid certificate of insurance at any time.
11. Covered waste bins, to the satisfaction of the Licensing Authority, shall be provided for staff and/or customers. Emptying of the said bins shall be emptied at regular intervals and at the end of each trading day.
12. Wastewater and food is to be collected and removed from the point of trade daily.
13. The holder of a street trading consent shall be required to seek the approval of the Licensing Authority to any proposed change to the mode of trading permitted under the consent.
14. The street trading consent shall be displayed on the vehicle used in connection with the trading.

15. The consent holder shall not at any time cause or permit any goods or produce to be stored or displayed at the side of the unit, or place any table, chair, trestle, box or other structure in the consent street without permission from Lincolnshire County Council, as a pavement café licence may be required.
16. Any major damage caused to the site that can be directly attributed to the presence of a street trader may be taken into account during the consideration of renewal consent.
17. In exceptional circumstances the unit may have to be moved by the operator without prior warning for emergency reasons.
18. This Street Trading Consent does not convey any right to trade on privately owned property unless express written agreement has been provided to the Licensing Authority.
19. Consents are personal to the applicant and are not transferable. Once the consent has been issued to an individual it will only be renewed to that individual. This is to prevent the pitch being sold on for a monetary gain.
20. Consent holders are not permitted to sub-let the pitch they are allocated under any circumstances.
21. Nothing in these conditions shall excuse the consent holder from any legal duty or liability and the consent holder shall indemnify the council in respect of all claims, actions or demands arising from the consent except where due to the Council's own negligence.

General Conduct

22. Should the trader wish to surrender their consent, they must do so formally in writing by emailing licensing@southkesteven.gov.uk and returning their consent. Failure to do so will result in consent fees remaining payable.
23. The consent holder and any employees must notify the Licensing Authority in writing within five working days of any change of address, any changes, police investigations and/or convictions or cautions which arise during the terms of the consent. The Licensing Authority reserves the right to suspend a consent with immediate effect pending a review of the consent by the Assistant Director, Environment or another senior authorised officer should any criminal matter serious enough that there are concerns for public safety.
24. The consent holder shall be clean in his person and shall not exhibit insobriety, incivility, improper language or other misconduct.
25. Serious misconduct will result in an immediate suspension of the consent to enable a review to take place by the Head of Public Protection or other senior authorised officer potentially leading to revocation.

26. Where mobile trading is taking place and upon entering a street another mobile trader of the same type ie ice cream traders is already trading then the mobile trader entering the street must leave without trading in it.

Protection of Young People

27. Street trading will not normally be authorised within 50 metres of any entrance or exit to a school or nursery. (The distance from the entrance to a school or nursery may be extended where issues of public safety are raised during the consultation of the application).
28. No child aged 16 or below shall be engaged in or employed to undertake any street trading under a consent issued by the Licensing Authority

Noise Nuisance

29. The consent holder shall not use any device for the reproduction or amplification of sound; or any device or instrument to attract vendors to the stall/vehicle/trailer by sound.
30. Ice cream vans may use a chime only in accordance with the Code of Practice on Noise from Ice Cream Van Chimes etc. 1982.

Health & Safety

31. The use and storage of LPG will comply with the requirements of the Health and Safety at Work etc. Act 1974 and any Fire Authority requirements.
32. Where any LPG or electricity is used then suitable fire extinguishers must be provided and maintained in a satisfactory condition.
33. The consent holder shall not keep or store explosive materials and flammable liquids on their trading units, other than gas cylinders in compliance with current legislation.

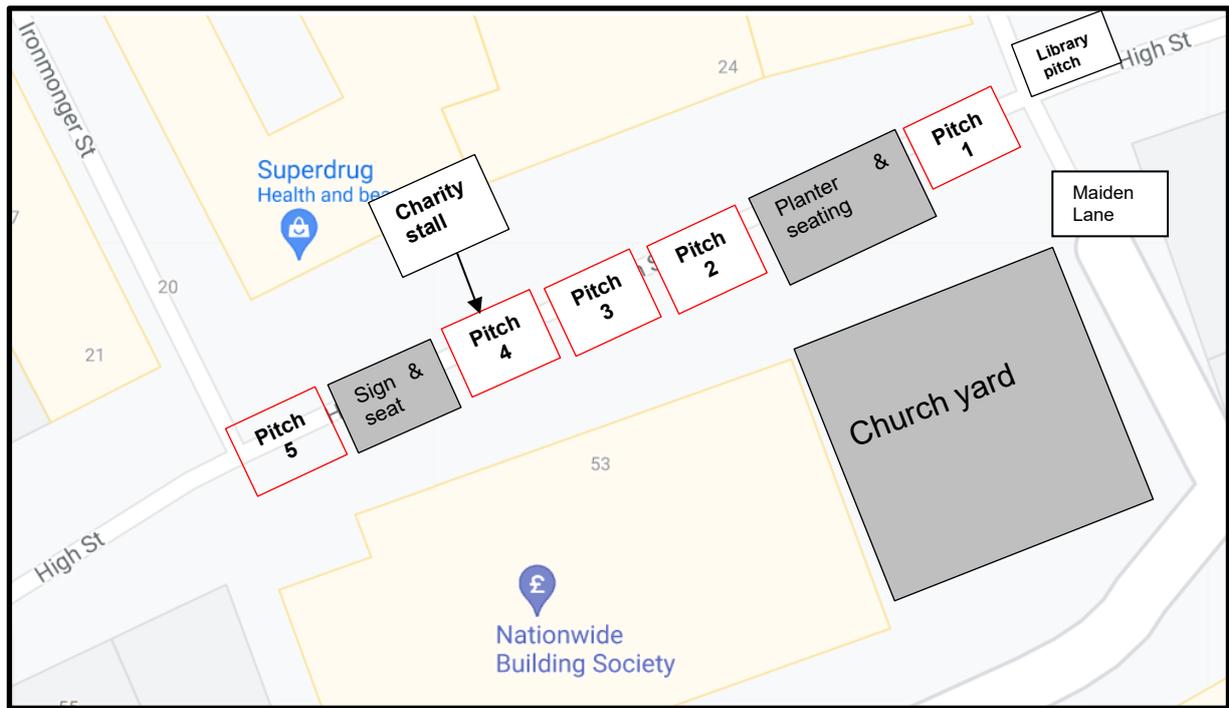
PLEASE NOTE:

Failure to comply with conditions may result in enforcement action, revocation of the consent, and refusal to grant further consents on application.

The Licensing Authority reserve the right to amend these standard conditions at any time and may attach any further reasonable conditions to a consent which appears appropriate to meet particular circumstances.

Do not assume that these rules apply to other districts – some local authorities do not allow any street trading, and in any event, local conditions may vary.

Appendix 5 – Stamford Precinct Street Trading Pitches



Document enhancement for the visually impaired available on request – tel. (01476) 406080 or e-mail customerservices@southkeseteven.gov.uk

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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Cabinet

Tuesday, 7 April 2026

Report of Councillor Paul Stokes
Deputy Leader of the Council, Cabinet
Member for Leisure and Culture

SK Community Fund

Report Author

Carol Drury, Community Engagement Manager

✉ carol.drury@southkesteven.gov.uk

Purpose of Report

To approve the proposed changes to the SK Community Fund which include amendments to grant levels and eligibility criteria. The proposed changes will allow for the Fund to re-launch for the 2026/27 financial year.

Recommendations

The Cabinet is asked to:

- 1. Approve the proposed changes to the SK Community Fund.**
- 2. Delegate decision making in relation to the awarding of grants from the SK Community Fund to the Assistant Director for Leisure, Culture and Place.**

Decision Information

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

1. Implications

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

Finance and Procurement

- 1.1 For 2026/27 the total for the SK Community fund is £200k which includes a growth bid of £100k which was approved as part of the 2026/27 budget report by Council at their meeting on 26th February 2026.
- 1.2 Eligibility and funding criteria for the 2026/27 scheme is outlined in this report and associated appendices

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

Legal and Governance

- 1.3 There are no significant governance implications arising from this report. The SK Community Fund is a discretionary scheme and the Council is able to determine appropriate eligibility criteria for both the Small Grants Fund and the Large Grants Fund.

Completed by: James Welbourn, Democratic Services Manager

Equalities, Diversity and Inclusion

- 1.4 The SK Community Fund has been developed to support the communities of South Kesteven by means of making funding available to civil society groups and organisations within the district. The Fund is accessible to all within the eligibility criteria. It offers opportunity for groups within the community to advance opportunities and foster good relations between people who share a protected

characteristic and those who don't by supporting buildings, events and activities that bring people together.

- 1.5 The SK Community Fund is further supported by LotterySK and it is acknowledged that for some groups, particularly within faith communities, this creates a barrier to application. In such circumstances the Community Engagement Team will work with the group to determine alternative sources of funding and provide any necessary support.

Completed by: Carol Drury, Community Engagement Manager

2. Background to the Report

- 2.1 The SK Community Fund has been in place since 2015. It is distributed, via application, to voluntary and community sector groups across four funding rounds each financial year.
- 2.2 The fund is currently allocated across two schemes:
 - **Small Grants Scheme: £100 - £2,000**
This is available to smaller groups with a maximum financial resource of £10,000. Groups can apply for 100% of project costs to the maximum £2,000
 - **Projects and Events Fund: £500 - £5,000**
Groups can apply for up to 80% of project/event costs to a maximum of £5,000. A minimum of 10% match funding is required, and the remaining 10% contribution can be in-kind contribution and volunteer time if relevant to the project or event.
- 2.3 Presently, the SK Community Fund supports capital expenditure only.
- 2.4 To date £855,651 of grants have been provided to Parish and Town Councils, voluntary, community, faith and sports-related groups across South Kesteven. The SK Community Fund is often used by groups to secure match funding for larger projects.
- 2.5 Decisions to fund applications are recorded and kept in a Decision Note, and details of awarded grants are published annually on the Council's website. This includes detail on the members of the panel present, any conflicts of interest and the reasons that applications are supported or not.

3. Key Considerations

- 3.1 A growth bid of £100k was agreed by Full Council on 26 February 2026 increasing the SK Community Fund to a total of £200,000. As it will be important for the Council

to ensure this amount of money is used to good effect and expended within the financial year, a review has taken place. It is also timely to refresh the governance arrangements around the SK Community Fund given that these have been in place since 2015.

3.2 It is therefore proposed that the Small Grants Fund remains in place, continuing to operate in the same manner save for two changes:

- To be eligible for support the maximum financial resource held by a voluntary or community group should be reduced to £5,000. This would ensure that funding is targeted to those community groups that have a genuine need and that newly established groups can be supported.
- The eligibility criteria be amended to include items requiring revenue funding. Small, newly formed groups often require financial assistance with basic running costs until they are established, e.g. utility bills, venue hire, office supplies, insurance premiums, volunteer training costs etc. Funding provided would be for one-off support and groups would be required to become self-sufficient as they become established.

3.3 Further information relating to the eligibility criteria, funding categories and making an application to the Small Grants Fund can be found at Appendix A and Appendix B.

3.4 It is proposed that a Large Grants Fund is introduced to replace the existing Projects and Events Fund with the maximum grant value being increased. It is further proposed that the groups and organisations eligible to apply should have financial resources of no more than £100,000. The minimum grant available would be £2,000 and the maximum £10,000 for community events and £20,000 for projects which support parish and community assets. Match funding of a minimum of 10% would be required against all large grants and applications could include in-kind contributions and/or volunteer time where appropriate and relevant.

3.5 The Large Grants Fund for projects which support parish and community assets would be open to applications from:

- Constituted voluntary or community groups or clubs
- Registered charities
- Charitable incorporated organisations (CIO)
- Community interest companies (CIC) and companies limited by guarantee
- Schools or PTFAs (but only for projects that benefit communities beyond the school and not for education costs or projects that only benefit the school itself)
- Scout, Guides, Cadet groups (but only for projects that are open to the wider community and not solely for the benefit of the group)

- Sports clubs (but only for projects that are open to the wider community and not solely for the benefit of the club)
 - Town and parish councils
- 3.6 Grants would be for projects with an expected lifespan of at least five years and would be available under the headings of:
- New buildings and repairs/refurbishment to existing buildings
 - Land, outdoor space, playgrounds, sports grounds, sports equipment
 - Indoor space
 - Community events and activities
- 3.7 Further information relating to the eligibility criteria, funding categories and making an application to the Small Grants Fund can be found at Appendix C and Appendix D.
- 3.8 It is further proposed that this element of the SK Community Fund also be opened to cover both revenue and capital costs. Whilst it is proposed that staffing costs remain excluded, allowing fees for sessional workers would enable the Fund to continue to support event costs.
- 3.9 Applications for recurring projects and events would be required to have a significantly new or different aspect and applicants must also be able to evidence how events will become self-sustaining.
- 3.10 As detailed within this report it is proposed that the Community Fund covers the provision of revenue and capital funding.
- 3.11 Revenue funding would be provided for activities where there is no lasting asset including events, performances and activities, or to cover the set-up costs of an organisation for example. Applicants would be expected to demonstrate the benefit that such activity supports the Council's priority of 'Connecting Communities'.
- 3.12 Costs would also be considered for activities such as fun days, coaching sessions, fetes, carnivals and festivals. Similarly, running costs for a group that puts on positive activities, e.g. venue hire, office/printing costs, volunteer expenses could be covered. Groups would however need to become self-supporting as the SK Community Fund does not support costs year after year.
- 3.13 Other activities could include the creation of social opportunities that help to prevent isolation and loneliness, therapeutic sessions such as community and dementia choirs, movement classes for older people, and the costs of training volunteers in topics such as safeguarding, data protection, first aid and food hygiene. All would help the voluntary and community sector to become self-sufficient.

- 3.14 The SK Community Fund currently has an Awarding Panel made up of the Chairs of the Council's Overview and Scrutiny Committees. In the absence of a Scrutiny Chair, the relevant Vice-Chair is invited to attend Panel meetings.
- 3.15 No changes are proposed to the make-up of the Awarding Panel, but an appropriate delegation to an officer or Cabinet Member will need to be established and agreed by Cabinet, as it should not delegate decision making powers to non-executive members.
- 3.16 In support of the proposed changes to the SK Community Fund, the Community Engagement Team will continue to host funding workshops and will also offer support through funding surgeries to take groups through the process of application.

4. Other Options Considered

- 4.1 The Fund's criteria could remain unchanged. The proposed amendments, however, allow for increased opportunities which would greatly benefit civil society within South Kesteven.
- 4.2 UK Shared Prosperity funding has proven a need for grants which support larger projects hence the reasoning provided around the proposed introduction of the Large Grants Fund. Statistical information from the existing SK Community shows that, in the last two years, 69% of awards have been for grants of £2,000 and less, therefore providing evidence of need to continue the Small Grants Fund as proposed.

5. Reasons for the Recommendations

- 5.1 The recommended changes will improve opportunities offered by the SK Community Fund.
- 5.2 Establishing an appropriate delegation to allow for the decision-making authority of the Assistant Director will ensure suitable governance.
- 5.3 The proposals for change were fully supported by the Rural and Communities Overview and Scrutiny Committee at its meeting of 24th March 2026.

6. Appendices

- 6.1 Appendix A – Small Grants Scheme – Eligibility Criteria (draft)
- 6.2 Appendix B – Small Grants Scheme – Making an Application (draft)
- 6.3 Appendix C – Large Grants Scheme – Eligibility Criteria (draft)
- 6.4 Appendix D – Large Grants Scheme – Making an Application (draft)

SK Community Fund

Small Grants Fund – Eligibility Criteria

The SK Community Fund Small Grants fund is open to small or new groups that are involved in community projects and events that benefit the residents of communities in the district. Groups and organisations must demonstrate how their project or event will deliver wide benefit, contributing to the sustainability, vitality and well-being of the communities of South Kesteven and the Council's priority of Connecting Communities. Decisions on funding will take up to 12 weeks.

Who can we fund?

- constituted voluntary or community groups or clubs
- registered charities
- charitable incorporated organisation (CIO)
- community interest companies (CIC) and companies limited by guarantee
- schools or PTFAs (but only for projects that benefit communities beyond the school and not for education costs or projects that only benefit the school itself)
- Scout, Guides, Cadet groups (but only for projects that are open to the wider community and not solely for the benefit of the group)
- sports clubs (but only for projects that are open to the wider community and not solely for the benefit of the club).

To apply to the SK Community Fund your group or organisation must have:

- a written governing document or constitution
- a bank or building society account in the name of your group or organisation with at least two signatories who are unrelated and do not live at the same address
- relevant policies and procedures
- written endorsement from the [District Councillor](#) in whose Ward the project/event will take place.
- where possible, photographic evidence should be supplied with your application.

What we can fund

All projects must take place within South Kesteven and provide public benefit, which could be targeted at a specific demographic, or the community as a whole.

Grants are available to groups requiring funding of between £100 to £2,000 for community events and community projects through the Small Grants Fund. Groups and organisations eligible to apply should have financial resources which do not exceed £5,000.

Capital and Revenue funding is available through the Large Grants Fund.

Revenue funding is available for activities where there is no lasting asset including events, performances and activities or to cover the set-up costs of an organisation for example. Activities must be open to community participation. Revenue funding is provided as one-off support. Groups therefore need to evidence how they will become self-supporting as the SK Community Fund will not support costs year after year.

SK Community Fund

Small Grants Fund – Eligibility Criteria

The programme will fund across four categories:

<p>New buildings and repairs/refurbishment to existing buildings.</p> <p>Building of new village halls, community halls, sports pavilions, Scout/Guide huts, etc and include the purchase of land (sports/Scout buildings must also be open to use by the wider community). Significant repairs to community buildings (must be owned or have a lease agreement with a minimum of 5 years remaining)</p>	<ul style="list-style-type: none"> • Roofing, windows, doors, floors • Rewiring, insulation, solar panels, heat-pumps and associated professional, planning and installation costs especially where this improves the energy efficiency of the building • Re-tarmacking a community building car park or the development of new/additional car parking, that will benefit the building users • Refurbishment of toilets and changing rooms, especially to improve accessibility for all • New kitchen facilities to a venue, especially where this is to provide a community service such as lunch clubs, community cafes, etc.
<p>Land, outside space, playgrounds, sports grounds, sports equipment</p> <p>Projects must be for community spaces and community driven. Equipment cannot be funded for closed groups that have no access to facilities and equipment for communities wider than their own membership/setting.</p>	<ul style="list-style-type: none"> • Community gardens and orchards, storage sheds • Water systems, water butts, composters • Mowers and other gardening equipment (not consumables such as plants, seeds, sharpening, repairs, etc) – for community activity only • New/replacement play equipment - swings, roundabouts, skate ramps, climbing walls, slides, climbing frames • New or replacement safety surfacing e.g. under play equipment. • Outdoor gym, MUGA, etc. (but not simple repairs to existing equipment). • Acquisition of land and buildings for community use • Repairs to monuments and heritage assets • Access improvements to buildings and open spaces, riverbank enhancements • picnic tables, benches for community use.
<p>Indoor space</p> <p>Projects must be for the benefit of community spaces or for groups that provide community activity within such spaces.</p>	<ul style="list-style-type: none"> • PA and audio/visual systems, sound systems and their installation. • New hearing loop systems • New seating and/or tables for halls • Desks, chairs and physical items of office equipment (laptops, printers etc) that support set-up costs of new groups • Indoor leisure equipment such as bowls mats, new-age curling equipment etc.
<p>Community Events and Activities</p> <p>Recurring events and activities are required to have a significantly new or different aspect in order to be eligible beyond initial funding and applicants must also be able to evidence how such events will become self-sustaining.</p>	<ul style="list-style-type: none"> • Community celebrations • Open-to-all sports events • Street festivals and community street markets • Arts and cultural events etc • Fun days • Fetes, carnivals and festivals

SK Community Fund

Small Grants Fund – Eligibility Criteria

Eligible applicants must have permission (where required) before applying to undertake any work on the buildings or on land not owned by them. If required, planning permission must be sought before applying.

We will require that, for funding sought for refurbishment projects applicants will need to:

- own the land or building, or
- have a lease on the building or land for a minimum of five years, or
- have an official letter from the land owner or landlord that states that you have their permission to carry out work on the building where the premises is secured on a long-term rental agreement (minimum 5 years).

Whilst match funding is not a specific requirement, South Kesteven District Council welcomes applications which include match funding, as this offers greater opportunity for the SK Community Fund to positively impact more of South Kesteven's residents and communities.

What cannot be funded

The SK Community Fund is not open to applications from parish and town councils, individuals, or to closed groups e.g. residents' associations, patient participation groups etc. (set up costs for new groups may be eligible). Applications from groups which require participants to pay a membership fee will only be considered if the project/event is open to the wider community.

Whilst the SK Community Fund can support some revenue costings – examples listed under What We Can Fund above - funding **cannot** be sought for staffing costs or project coordination costs. Fees for sessional workers brought in to support events (artists, writers, performers etc) will be considered under the Community Events and Activities category. Sessional worker fees do not include fees for existing or regular employees or owners of the commissioning agency.

Other projects, events and activities that will not be supported include:

- projects, events and activities that have already taken place or that are underway at the time of the application
- projects or events that are for private gain
- projects or events that are deemed to be within the 'business as usual' of groups and organisations.
- projects or events that have already received South Kesteven District Council funding (e.g. Coronation Community Orchard Fund, Food Support Fund, Section 106 etc).
- General appeals or sponsorship
- activities of a mainly political or religious nature, improvements to the fabric of church buildings, and their fixtures and fittings etc (**non-religious community activities**, held within a place of worship, may be eligible).
- carpeting and soft furnishings as part of building refurbishment.
- contingency funds, income deficits, bridging loans or security against a loan
- events primarily intended to pass on surplus income to other organisations, e.g. charity concerts, fund raising events and activities, costs of prizes/gifts etc
- mobile phones, tablets (e.g. iPads), defibrillators, public footpaths and roadways or projects related to highways (including village signs or speed signage/cameras etc) or any other County Council areas of responsibility.
- Event costs incurred for catering/refreshments/alcohol.

SK Community Fund

Small Grants Fund – Eligibility Criteria

DRAFT

SK Community Fund

Small Grants Fund – Application Process

Please read this document prior to completing the application form.

Application is open on a rolling basis therefore groups and organisations are able to submit an application at any time. Application forms are available by contacting the Community Engagement Team on communityfund@southkesteven.gov.uk. When requesting an application form, please provide information relating to the project or event for which you are seeking funding.

The time period for decisions can be up to 12 weeks. Applicants should allow for this time frame when planning their project as grants will not be awarded retrospectively (i.e. for work or equipment already underway, purchased or completed or for events which have already taken place).

South Kesteven District Council (SKDC) has grant funding for community based and community led projects and events. This funding will be allocated by application to constituted community groups, charities and Community Interest Companies, within South Kesteven through the SK Community Fund.

Applications will be assessed based on how the project or event responds to a local need, the benefits for the community and on how the project or event contributes to SKDC's priority of Connecting Communities. Projects and events must demonstrate equality of opportunity and the elimination of discrimination and must evidence wide community support and participation.

It is important that all applicants note - **eligibility does not guarantee funding – the pot is finite and decisions of the Awarding Panel are final.**

We will not make more than one award in a financial year to the same organisation or group.

Previously funded projects must have been completed, all required completion documents received and closed off by SKDC prior to the submission of any subsequent application. If a project is not completed within the financial year the award is made (1st April - 31st March), no application for further funding can be made until the financial year after the project is completed and closed off.

SK Community Fund

Small Grants Fund – Application Process

Making an application

1. Applicants are required to provide all necessary documentation to support their application. This includes:
 - a completed application form
 - a copy of the governing document of the group (e.g. constitution, standing orders, community interest statement, memorandum and articles of association, operating rules etc)
 - copies of up-to-date bank statements for accounts held by the group (including accounts which hold reserves etc)
 - evidence of community need and support for the project/event (letters of support, surveys etc)
 - a copy of any lease or rental agreement held (minimum of 5 years remaining)
 - copies of two written quotes for each item of expenditure of £50 and above. The written quotes and estimates must display the relevant company names and addresses and be less than six months old. Your chosen quotation should be highlighted and should **exactly match the amount on your application form**. We will not accept invoices as a substitute for any required quotation
 - relevant policies and procedures
 - written endorsement of the [District Councillor](#) in whose Ward the project/event will take place
 - photographic evidence (where applicable)
2. Financial information provided along with any application is open to question by the Awarding Panel. The Panel reserves the right to question an applicant's non-commitment of funds if a bank statement shows sufficient funds are available to support a project without a grant being given. The Panel will also question a stated commitment of funds when there is insufficient evidence to show such funds are available to the applicant.
3. Applications for events at which performers or artists are commissioned must include evidence of performers/artists being at least provisionally booked along with costings of their participation in the event. This can be in the form of an email confirmation from the performer/artist. **No application will be considered without this evidence.**
4. It is unlikely that the Small Grants Fund will be able to provide grants for all potentially eligible applications. Therefore, we reserve the right to prioritise applications to achieve best value for money. We also reserve the right to decline applications that do not meet the stated criteria.

SK Community Fund

Small Grants Fund – Application Process

Once your application is received

5. On receipt of your application the Community Engagement Team will make an initial assessment to check its eligibility and that all the required information and documentation has been provided. A member of the Team may contact you to obtain missing information, documentation or to seek clarification regarding your application. The responsibility is on the applying organisation to ensure the application is complete and accurate.
6. The Community Engagement Team will aim to acknowledge receipt of your application within five working days of receiving it. This will be by email where you have provided an email address but will otherwise be by letter.
7. Eligible applications that are accompanied by the required supporting documentation will be put before the Awarding Panel for consideration. The Panel is a forum of elected members capable of decision making for community bids. Projects and events must provide wide community benefit and contribute to the sustainability, vitality and well-being of communities in the South Kesteven district.
8. The Awarding Panel will meet quarterly to review applications.
9. Failure to provide any of the required documentation and quotations will render the application ineligible.
10. Applications will not be considered without the endorsement of the relevant District Councillor(s).
11. We will not accept hand-written applications or applications made by a group on behalf of an individual or other, un-constituted group.
12. Applicants will be informed (usually by email) within five working days of the meeting taking place whether or not the Panel has recommended their project or event to receive a grant.
13. South Kesteven District Council's Awarding Panel's decision is final and cannot be changed (no appeals or discussions will be entered into).
14. Successful applicants will receive grant payments in two stages, with 75% of the grant being paid prior to commencement of the project or event and 25% following completion.

SK Community Fund

Small Grants Fund – Application Process

General conditions of funding

15. Grants awarded must be spent on the purpose stated in the application. If, for any reason, your circumstances change, there is any slippage in the stated timeline or you wish to vary the way in which you spend your grant, you are required to contact the Community Engagement Team to request written permission to do so.
16. Groups will only be able to draw down awards from the SK Community Fund when evidence of the success of any supporting grants from other funders has been provided.
17. Grants must be spent within a maximum of one year of an award being made (from the date on the grant offer letter).
18. In the event of a group or organisation ceasing to operate or failing to undertake or complete the project or event for which the grant was offered, South Kesteven District Council reserves the right to withhold payment or to seek its recovery.
19. Groups or organisations must ensure that the project or event operates within the requirements of all legislation and should ensure equality of opportunity and the elimination of discrimination in the delivery of the project or event.
20. Financial support provided by South Kesteven District Council should be acknowledged on all relevant printed publicity, on websites and in information given to the press. Relevant guidance will be provided to applicants at the time of a grant offer being made.

On completion of your project

21. A Project Completion Form must be completed and submitted by the applicant **within three months** of the project/event completion date (as stated in the application) in order to draw down the final 25% payment.
22. You will also need to provide relevant invoices and bank statements showing payments made.
23. Groups or organisations that do not complete and return a satisfactory Project Completion Form and provide the required documentation within the agreed timetable will not be eligible to draw down the final 25% of any grant awarded and may be required to return the funding paid to them at the outset of the project. **Groups that do not fulfil this obligation will not be considered for future funding** (no appeals or discussions will be entered into).

SK Community Fund

Large Grants Fund – Eligibility Criteria

The SK Community Fund Large Grants fund is open to rolling Expressions of Interest. Eligible submissions will be invited to make full application. Decisions on funding will take up to 12 weeks.

Who can we fund?

- constituted voluntary or community groups or clubs
- registered charities
- charitable incorporated organisation (CIO)
- community interest companies (CIC) and companies limited by guarantee
- schools or PTFAs (but only for projects that benefit communities beyond the school and not for education costs or projects that only benefit the school itself)
- Scout, Guides, Cadet groups (but only for projects that are open to the wider community and not solely for the benefit of the group)
- sports clubs (but only for projects that are open to the wider community and not solely for the benefit of the club)
- town and parish councils.

To apply to the SK Community Fund your group or organisation must have completed an eligible **Expression of Interest** form and have:

- a written governing document or constitution
- a bank or building society account in the name of your group or organisation with at least two signatories who are unrelated and do not live at the same address
- relevant policies and procedures
- written endorsement from the [District Councillor](#) in whose Ward the project/event will take place.
- where possible, photographic evidence should be supplied with your application.

What we can fund

To apply to the SK Community Fund – Large Grants Fund groups must have submitted an initial Expression of Interest Form and have been invited to apply. All projects must take place within South Kesteven and provide public benefit, which could be targeted at a specific demographic, or the community as a whole.

Grants are available to groups requiring funding of between £2,000 to £10,000 for community events and up to £20,000 for community projects through this Fund. Groups and organisations eligible to apply should have financial resources which do not exceed £100,000.

Capital and Revenue funding is available through the Large Grants Fund.

Revenue funding is available for activities where there is no lasting asset including events, performances and activities or to cover the set-up costs of an organisation for example. Activities must be open to community participation. Revenue funding is provided as one-off support. Groups therefore need to evidence how they will become self-supporting as the SK Community Fund will not support costs year after year.

SK Community Fund

Large Grants Fund – Eligibility Criteria

The programme will fund across four categories:

<p>New buildings and repairs/refurbishment to existing buildings.</p> <p>Building of new village halls, community halls, sports pavilions, Scout/Guide huts, etc and include the purchase of land (sports/Scout buildings must also be open to use by the wider community). Significant repairs to community buildings (must be owned or have a lease agreement with a minimum of 5 years remaining)</p>	<ul style="list-style-type: none"> • Roofing, windows, doors, floors • Rewiring, insulation, solar panels, heat-pumps and associated professional, planning and installation costs especially where this improves the energy efficiency of the building • Re-tarmacking a community building car park or the development of new/additional car parking, that will benefit the building users • Refurbishment of toilets and changing rooms, especially to improve accessibility for all • New kitchen facilities to a venue, especially where this is to provide a community service such as lunch clubs, community cafes, etc.
<p>Land, outside space, playgrounds, sports grounds, sports equipment</p> <p>Projects must be for community spaces and community driven. Equipment cannot be funded for closed groups that have no access to facilities and equipment for communities wider than their own membership/setting.</p>	<ul style="list-style-type: none"> • Community gardens and orchards, storage sheds • Water systems, water butts, composters • Mowers and other gardening equipment (not consumables such as plants, seeds, sharpening, repairs, etc) – for community activity only • New/replacement play equipment - swings, roundabouts, skate ramps, climbing walls, slides, climbing frames • New or replacement safety surfacing e.g. under play equipment. • Outdoor gym, MUGA, etc. (but not simple repairs to existing equipment). • Acquisition of land and buildings for community use • Repairs to monuments and heritage assets • Access improvements to buildings and open spaces, riverbank enhancements • picnic tables, benches for community use.
<p>Indoor space</p> <p>Projects must be for the benefit of community spaces or for groups that provide community activity within such spaces.</p>	<ul style="list-style-type: none"> • PA and audio/visual systems, sound systems and their installation. • New hearing loop systems • New seating and/or tables for halls • Desks, chairs and physical items of office equipment (laptops, printers etc) that support set-up costs of new groups • Indoor leisure equipment such as bowls mats, new-age curling equipment etc.
<p>Community Events and Activities</p> <p>Recurring events and activities are required to have a significantly new or different aspect in order to be eligible beyond initial funding and applicants must also be able to evidence how such events will become self-sustaining.</p>	<ul style="list-style-type: none"> • Community celebrations • Open-to-all sports events • Street festivals and community street markets • Arts and cultural events etc • Fun days • Fetes, carnivals and festivals

SK Community Fund

Large Grants Fund – Eligibility Criteria

Eligible applicants must have permission (where required) before applying to undertake any work on the buildings or on land not owned by them. If required, planning permission must be sought before applying.

We will require that, for funding sought for refurbishment projects applicants will need to:

- own the land or building, or
- have a lease on the building or land for a minimum of five years, or
- have an official letter from the land owner or landlord that states that you have their permission to carry out work on the building where the premises is secured on a long-term rental agreement (minimum 5 years).

A minimum of 10% match funding must be provided for all applications made to this Fund.

What cannot be funded

The SK Community Fund is not open to applications from individuals, or to closed groups e.g. residents' associations, patient participation groups etc. (set up costs for new groups may be eligible). Applications from groups which require participants to pay a membership fee will only be considered if the project/event is open to the wider community.

Whilst the SK Community Fund can support some revenue costings – examples listed under What We Can Fund above - funding **cannot** be sought for staffing costs or project coordination costs. Fees for sessional workers brought in to support events (artists, writers, performers etc) will be considered under the Community Events and Activities category. Sessional worker fees do not include fees for existing or regular employees or owners of the commissioning agency.

Other projects, events and activities that will not be supported include:

- projects, events and activities that have already taken place or that are underway at the time of the application
- projects or events that are for private gain
- projects or events that are deemed to be within the 'business as usual' of groups and organisations.
- projects or events that have already received South Kesteven District Council funding (e.g. Coronation Community Orchard Fund, Food Support Fund, Section 106 etc).
- General appeals or sponsorship
- activities of a mainly political or religious nature, improvements to the fabric of church buildings, and their fixtures and fittings etc (**non-religious community activities**, held within a place of worship, may be eligible).
- carpeting and soft furnishings as part of building refurbishment.
- contingency funds, income deficits, bridging loans or security against a loan
- events primarily intended to pass on surplus income to other organisations, e.g. charity concerts, fund raising events and activities, costs of prizes/gifts etc
- mobile phones, tablets (e.g. iPads), defibrillators, public footpaths and roadways or projects related to highways (including village signs or speed signage/cameras etc) or any other County Council areas of responsibility.
- Event costs incurred for catering/refreshments/alcohol
- Parish and town councils must demonstrate that all other funding mechanisms have been fully explored and exhausted prior to consideration of an application for the Community Fund. The Fund will not consider projects or events from parish councils, parish meetings or town councils that are parish-specific and should be supported through the Precept process.

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SK Community Fund

Large Grants Fund – Application Process

APPLICATION TO THIS FUND IS BY INVITATION ONLY. Applicants must have submitted a successful expression of interest prior to making an application.

Application is open on a rolling basis. The time period for decisions can be up to 12 weeks. Applicants should allow for this time frame when planning their project as grants will not be awarded retrospectively (i.e. for work or equipment already underway, purchased or completed or for events which have already taken place).

If you have been invited to apply to this fund, please read this document prior to completing the application form.

South Kesteven District Council (SKDC) has grant funding for community based and community led projects and events. This funding will be allocated by application to constituted community groups, charities, Community Interest Companies, town and parish councils, parish meetings within South Kesteven through the SK Community Fund.

Applications will be assessed based on how the project or event responds to a local need, the benefits for the community and on how the project or event contributes to SKDC's priority of Connecting Communities. Projects and events must demonstrate equality of opportunity and the elimination of discrimination and must evidence wide community support and participation.

All applications to the Large Grants Fund must be supported by a minimum of 10% match funding.

Applications from groups or organisations that are either exempt from or registered for VAT will only be eligible to request the net cost of their project or event.

Re-claimable VAT will not be accepted as a means of match funding.

It is important that all applicants note - **eligibility does not guarantee funding – the pot is finite and decisions of the Awarding Panel are final.**

We will not make more than one award in a financial year to the same organisation or group.

Previously funded projects must have been completed, all required completion documents received and closed off by SKDC prior to the submission of any subsequent application. If a project is not completed within the financial year the award is made (1st April - 31st March), no application for further funding can be made until the financial year after the project is completed and closed off.

SK Community Fund

Large Grants Fund – Application Process

Making an application

1. Applicants are required to provide all necessary documentation to support their application. This includes:
 - a completed application form
 - a copy of the governing document of the group (e.g. constitution, standing orders, community interest statement, memorandum and articles of association, operating rules etc)
 - copies of up-to-date bank statements for accounts held by the group (including accounts which hold reserves etc)
 - annual accounts where applicable
 - evidence of community need and support for the project/event (letters of support, surveys etc)
 - a copy of any lease or rental agreement held (minimum of 5 years remaining)
 - copies of two written quotes for each item of expenditure of £2,000 and above. The written quotes and estimates must display the relevant company names and addresses and be less than six months old. Your chosen quotation should be highlighted and should **exactly match the amount on your application form**. We will not accept invoices as a substitute for any required quotation
 - relevant policies and procedures
 - written endorsement of the [District Councillor](#) in whose Ward the project/event will take place
 - photographic evidence (where applicable)
2. Financial information provided along with any application is open to question by the Awarding Panel. The Panel reserves the right to question an applicant's non-commitment of funds if a bank statement shows sufficient funds are available to support a project without a grant being given. The Panel will also question a stated commitment of funds when there is insufficient evidence to show such funds are available to the applicant.
3. Applications for events at which performers or artists are commissioned must include evidence of performers/artists being at least provisionally booked along with costings of their participation in the event. This can be in the form of an email confirmation from the performer/artist. **No application will be considered without this evidence.**
4. It is unlikely that the Large Grants Fund will be able to provide grants for all potentially eligible applications. Therefore, we reserve the right to prioritise applications to achieve best value for money. We also reserve the right to decline applications that do not meet the stated criteria.

SK Community Fund

Large Grants Fund – Application Process

Once your application is received

5. On receipt of your application the Community Engagement Team will make an initial assessment to check that all the required information and documentation has been provided. A member of the Team may contact you to obtain missing information, documentation or to seek clarification regarding your application. The responsibility is on the applying organisation to ensure the application is complete and accurate.
6. The Community Engagement Team will aim to acknowledge receipt of your application within five working days of receiving it. This will be by email where you have provided an email address but will otherwise be by letter.
7. Eligible applications that are accompanied by the required supporting documentation will be put before the Awarding Panel for consideration. The Panel is a forum of elected members capable of decision making for community bids. Projects and events must provide wide community benefit and contribute to the sustainability, vitality and well-being of communities in the South Kesteven district.
8. The Awarding Panel will meet quarterly to review applications.
9. Failure to provide any of the required documentation and quotations will render the application ineligible.
10. Applications will not be considered without the endorsement of the relevant District Councillor(s).
11. We will not accept hand-written applications or applications made by a group on behalf of an individual or other, un-constituted group.
12. Applicants will be informed (usually by email) within five working days of the meeting taking place whether or not the Panel has recommended their project or event to receive a grant.
13. South Kesteven District Council's Awarding Panel's decision is final and cannot be changed (no appeals or discussions will be entered into).
14. Successful applicants will receive grant payments in two stages, with 75% of the grant being paid prior to commencement of the project or event and 25% following completion.

SK Community Fund

Large Grants Fund – Application Process

General conditions of funding

15. Grants awarded must be spent on the purpose stated in the application. If, for any reason, your circumstances change, there is any slippage in the stated timeline or you wish to vary the way in which you spend your grant, you are required to contact the Community Engagement Team to request written permission to do so.
16. Groups will only be able to draw down awards from the SK Community Fund when evidence of the success of any supporting grants from other funders has been provided.
17. Grants must be spent within a maximum of one year of an award being made (from the date on the grant offer letter).
18. In the event of a group or organisation ceasing to operate or failing to undertake or complete the project or event for which the grant was offered, South Kesteven District Council reserves the right to withhold payment or to seek its recovery.
19. Groups or organisations must ensure that the project or event operates within the requirements of all legislation and should ensure equality of opportunity and the elimination of discrimination in the delivery of the project or event.
20. Financial support provided by South Kesteven District Council should be acknowledged on all relevant printed publicity, on websites and in information given to the press. Relevant guidance will be provided to applicants at the time of a grant offer being made.

On completion of your project

21. A Project Completion Form must be completed and submitted by the applicant **within three months** of the project/event completion date (as stated in the application) in order to draw down the final 25% payment.
22. You will also need to provide relevant invoices and bank statements showing payments made.
23. Groups or organisations that do not complete and return a satisfactory Project Completion Form and provide the required documentation within the agreed timetable will not be eligible to draw down the final 25% of any grant awarded and may be required to return the funding paid to them at the outset of the project. **Groups that do not fulfil this obligation will not be considered for future funding** (no appeals or discussions will be entered into).



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Cabinet

7 April 2026

Report of the Chief Executive

Cabinet Forward Plan

Report Author

Lucy Bonshor, Democratic Officer

 l.bonshor@southkesteven.gov.uk

Purpose of Report

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

Recommendations

That Cabinet:

1. Notes the content of this report.

Decision Information

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

1. Cabinet's Forward Plan

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

2. Appendices

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



SOUTH
KESTEVEN
DISTRICT
COUNCIL

CABINET FORWARD PLAN
Notice of decisions to be made by Cabinet
19 March 2026 to 18 March 2027

At its meetings, the Cabinet may make Key Decisions and Non-Key Decisions. It may also make recommendations to Council on matters relating to the Council's budget or its policy framework.

A Key Decision is a Cabinet decision that is likely:

1. To result in the District Council incurring expenditure which is, or the making of savings which are, significant having regard to the District Council's budget for the service or function to which the decision relates (for these purposes, South Kesteven District Council has agreed £200,000 as the threshold at which a decision will be considered significant); or
2. To be significant in terms of its effects on communities that live or work in an area comprising two or more wards.

The Forward Plan

The Cabinet Forward Plan is a rolling, 12-month plan that will be updated on a regular basis. It includes those Key Decisions and Non-Key Decisions that are scheduled to be considered by Cabinet during the plan period.

Notice of future Cabinet decisions and recommendations to Council

Summary	Date	Action	Contact
Street Trading Policy -			
<p>This report proposes updates to the existing Street Trading Policy which includes feedback from Licensing Committee and the Environment and Rural & Communities OSC following consideration of the proposed updates</p>	<p>7 Apr 2026</p>	<ol style="list-style-type: none"> 1. Cabinet considers the draft South Kesteven District Council Street Trading Policy and agrees it, with or without amendments 2. Cabinet confirm which streets are to be considered consent streets <ol style="list-style-type: none"> (a) Specific streets as outlined in the proposed draft Street Trading Policy (b) To mirror the Public Space Protection Orders (Alcohol Control) areas 	<p>Cabinet Member for Corporate Governance and Licensing (Councillor Philip Knowles)</p> <p>Ayeisha Kirkham, Head of Public Protection E-mail: ayeisha.kirkham@southkesteven.gov.uk</p>
Repairs and Voids Materials Contract - Key Decision			
<p>To seek approval to enter into a new contract with a supplier of materials for our internal works teams.</p>	<p>7 Apr 2026</p>	<p>To seek approval to enter into a new contract with a supplier of materials for our internal works teams.</p>	<p>Cabinet Member for Housing (Councillor Virginia Moran)</p> <p>Mark Rogers, Head of Service (Technical Services) E-mail: mark.rogers@southkesteven.gov.uk</p>

Summary	Date	Action	Contact
Award of Contract for Play Equipment Repairs and Operational Inspections - Key Decision			
To approve the award of contract to the preferred supplier for the provision of play equipment repairs, supply of new equipment and monthly operational inspections across South Kesteven for five years.	7 Apr 2026	To consider awarding the contract.	Deputy Leader of the Council, Cabinet Member for Leisure and Culture (Councillor Paul Stokes) Michael Chester, Leisure, Parks and Open Spaces Team Leader E-mail: michael.chester@southkesteven.gov.uk
SK Community Fund - Key Decision			
To consider the proposed changes to the SK Community Fund which include amendments to grant levels and eligibility criteria. The proposed changes will allow for the Fund to re-launch for the 2026/27 financial year.	7 Apr 2026	To seek approval of the proposed changes to the SK Community Fund	Deputy Leader of the Council, Cabinet Member for Leisure and Culture (Councillor Paul Stokes) Carol Drury, Community Engagement & Manager E-mail: carol.drury@southkesteven.gov.uk
Lease of Grantham Stadium to Grantham Town Football Club - Key Decision			
The disposal of a property via a lease arrangement.	Not before 17th Apr 2026	To enter a 25 year lease with Grantham Town Football Club	Deputy Chief Executive and Section 151 Officer (Richard Wyles) Karen Whitfield, Assistant Director (Leisure, Culture and Place) E-mail: karen.whitfield@southkesteven.gov.uk
Award of Arboricultural Services Contract - Key Decision			
To approve the award of a contract to the preferred supplier for the provision of arboricultural services to the Council for up to 4 years.	5 May 2026	To consider awarding the contract.	Cabinet Member for Environment and Waste (Councillor Rhys Baker) Andrew Igoea, Tree Project Officer E-mail: andrew.igoea@southkesteven.gov.uk

Summary	Date	Action	Contact
Leisure Improvement Works – Phase One - Key Decision			
To seek approval for the appointment of a contractor to carry out the leisure improvement works – phase one	5 May 2026	To confirm the contractor for phase one of the leisure improvement works	Deputy Leader of the Council, Cabinet Member for Leisure and Culture (Councillor Paul Stokes) Michael Chester, Leisure, Parks and Open Spaces Team Leader E-mail: michael.chester@southkesteven.gov.uk
Review of SKDC Car Parking Arrangements - Key Decision			
Review of car parking across South Kesteven following post implementation changes.	5 May 2026	Approval to implement progression of proposed car parking changes following report to FEOSC on the 24th February 2026	Cabinet Member for Property and Public Engagement (Councillor Richard Cleaver) Gyles Teasdale, Head of Property and ICT E-mail: gyles.teasdale@southkesteven.gov.uk
Corporate Enforcement Policy -- Private Sector Housing Amendment – Non Key Decision			
For Cabinet to consider approving the amendments to Appendix C - <i>Private Sector Housing Approach to Investigation and Enforcement</i> of the Corporate Enforcement Policy	5 May 2026	To approve the amendments	Cabinet Member for Corporate Governance and Licensing (Councillor Philip Knowles) Tom Amblin-Lightowler, Environmental Health Manager – Environmental Protection & Private Sector Housing E-mail: tom.amblin-lightowler@southkesteven.gov.uk
Crisis and Resilience Fund - Key Decision			
This report will provide information regarding the Crisis Resilience Fund and will present the proposed scheme for Cabinet approval.	2 Jun 2026	Approval of the proposed scheme	Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter) Claire Moses, Head of Service (Revenues, Benefits, Customer Services and Community) E-mail: claire.moses@southkesteven.gov.uk

Summary	Date	Action	Contact
Small Unmanned Aircraft (Drone) Policy – Non Key Decision			
<p>Small Unmanned Aircraft (SUA) / Drone use is growing at a rapid rate in the UK. Drone usage will provide a safer option for certain work streams, and this Policy sets out the controls required to implement Drones and their use for Council activities.</p>	<p>21 Jul 2026</p>	<p>We are seeking approval of the Policy and use of drones for the works specified in the Policy</p>	<p>Cabinet Member for Corporate Governance and Licensing (Councillor Philip Knowles)</p> <p>Phil Swinton, Emergency Planning and Health & Safety Lead E-mail: phil.swinton@southkesteven.gov.uk</p>

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