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6 November 2007

S U M M O N S

MEETING: Policy and Organisation Board
DATE: 14 November 2007
TIME: 6.00pm
PLACE: Committee Room 1, Town Hall, Gosport
Democratic Services contact: Chris Wrein

LINDA EDWARDS
BOROUGH SOLICITOR

MEMBERS OF THE BOARD

The Mayor (Councillor Gill)(ex-officio)

Councillor Cully (Chairman)
Councillor Wright (Vice-Chairman)

Councillor Burgess	Councillor Hook
Councillor Carter	Councillor Langdon
Councillor Chegwyn	Councillor Smith
Councillor Hicks	Councillor Taylor

FIRE PRECAUTIONS

(To be read from the Chair if members of the public are present)

In the event of the fire alarm (continuous ringing) or controlled evacuation alarm (intermittent ringing) sounding, please leave the room immediately.
Proceed downstairs by way of the main stairs or as directed by GBC staff, follow any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.

IMPORTANT NOTICE:

- If you are in a wheelchair or have difficulty in walking and require access to the Committee Room on the First Floor of the Town Hall for this meeting, assistance can be provided by Town Hall staff on request

If you require any of the services detailed above please ring the Direct Line for the Democratic Services Officer listed on the Summons (first page).

NOTE:

- i. Members are requested to note that if any member wishes to speak at the Board meeting then the Borough Solicitor is required to receive not less than 24 hours prior notice in writing or electronically and such notice shall indicate the agenda item or items on which the member wishes to speak.
- ii. Please note that mobile phones should be switched off for the duration of the meeting.

AGENDA

PART A ITEMS

RECOMMENDED
MINUTE FORMAT

1. APOLOGIES FOR NON-ATTENDANCE

2. DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter, any personal or personal and prejudicial interest in any item(s) being considered at this meeting.

3. MINUTES OF THE MEETING OF THE BOARD HELD ON 19 SEPTEMBER 2007

To approve as a correct record the Minutes of the meeting of the Policy and Organisation Board held on 19 September 2007 (copy herewith).

4. DEPUTATIONS – STANDING ORDER 3.5

(NOTE: The Board is required to receive a deputation(s) on a matter which is before the meeting of the Board provided that notice of the intended deputation and its object shall have been received by the Borough Solicitor by 12 noon on Monday, 12 November 2007. The total time for deputations in favour and against a proposal shall not exceed 10 minutes).

5. PUBLIC QUESTIONS – STANDING ORDER 3.6

(NOTE: The Board is required to allow a total of 15 minutes for questions from members of the public on matters within the terms of reference of the Board provided that notice of such Question(s) shall have been submitted to the Borough Solicitor by 12 noon on Monday, 12 November 2007).

6. ADOPTION OF A REVISED STATEMENT OF LICENSING POLICY UNDER THE LICENSING ACT 2003

To approve adoption of a revised Gosport Borough Council Statement of Licensing Policy.

PART I
Contact Officers:
David Jago/
Russell Bray
Ext 5517/5553

7. CROSS REFERENCES FROM OTHER BOARDS

HOUSING BOARD 7 NOVEMBER 2007: REDEVELOPMENT PROPOSALS FOR THE LEISURE

PART II
Contact Officer:
Oona Hickson
Ext 5292

8. ROWNER NEIGHBOURHOOD MANAGEMENT SCHEME

To seek support for a Proposal to pilot a Neighbourhood Management Scheme in the Rowner area (including Grange Ward) for a period of two years, commencing 1st April 2008, and to agree that monies allocated for neighbourhood management in Rowner be invested in delivery of the Proposal.

PART II
Contact Officer:
Lynda Dine
Ext 5231

9. FERRY LANDING STAGE – DESIGN OF REPLACEMENT FACILITY

To seek approval to proceed with the detailed design and tender stages leading to construction and installation of the new landing stage and to seek authorisation for officers to obtain specific permissions.

PART II
Contact Officer:
David Martin
Ext 5512

10. TREASURY MANAGEMENT ANNUAL REVIEW 2006/07, PROGRESS REPORT 2007/08, & PRUDENTIAL INDICATORS

The annual treasury report is a requirement of the Council's reporting procedures and covers the treasury activity for 2006/07 together with a review of 2007/08 to date.. The report also covers the actual Prudential Indicators for 2006/07 in accordance with the requirements of the Prudential Code.

PART II
Contact Officer:
John Norman
Ext 5316

11. NATIONAL BUS SCHEME 2008 ONWARDS

A report was taken to the last Policy & Organisation Board on 19 September 2007 (Appendix 'A'). Members requested that a further report be submitted to the Board when more financial information could be provided regarding the enhanced scheme option allowing travel before 9.30 a.m. The new statutory scheme specifies that as a minimum free travel should be provided from 9.30 a.m. The report also aims to provide a general update to Members on the current position concerning this key service area.

PART II
Contact Officer:
Julian Bowcher
Ext 5551

12. BANKING ARRANGEMENTS

This report considers and recommends on the future of the Council's banking services for which the current contract expires on 31st March 2008.

PART II
Contact Officer:
Richard Wheeler
Ext 5313

13. CAPITAL PROGRAMME 2007/08 to 2012/13

To consider the Council's draft capital programme for the period 2007/08 to 2012/13 and approve it in principle for further consideration by Housing and Community & Environment Boards during the January cycle.

PART II
Contact Officer:
John Norman
Ext 5316

Policy and Organisation Board
14 November 2007

14. FEES AND CHARGES

To consider the Council's draft fees and charges 2008/09 for approval in principle for further consideration by Housing and Community & Environment Boards during the January cycle.

PART II
Contact Officer:
Julian Bowcher
Ext 5551

15. ANY OTHER ITEMS

which the Chairman determines should be considered, by reason of special circumstances, as a matter of urgency.

16. EXCLUSION OF PUBLIC

To consider the following motion:

That in relation to the following item the public be excluded from the meeting, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during this item there would be disclosure to them of exempt information within Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reason set out.

**PART B ITEMS
FOLLOWING THE EXCLUSION OF PRESS AND PUBLIC**

Item No.	Item	Paragraph no. of Part I of Schedule 12A of the Act	
17.	BUS STATION	Paragraph 3 Reason: The item under discussion includes financial and business information relating to a third party which is not considered appropriate to be released to the public.	Part II Mark Pam Ext: 5563

AN MEETING OF THE POLICY AND ORGANISATION BOARD
WAS HELD ON 19 SEPTEMBER 2007

The Mayor (Councillor Gill) (ex-officio) (P); Chairman of the Policy and Organisation Board (Councillor Cully) (P); Councillors Burgess (P), Carter (P), Chegwyn (P), Hicks (P), Hook (P), Langdon (P), Smith (P), Taylor (P) and Wright (P) .

23. APOLOGIES

No apologies were received for inability to attend the meeting.

24. DECLARATIONS OF INTEREST

There were no declarations of interest.

25. MINUTES OF THE MEETING OF THE BOARD HELD ON 27 JUNE 2007

RESOLVED: That the Minutes of the Board meeting held on 27 June 2007 be approved and signed by the Chairman as a true and correct record.

26. DEPUTATIONS

There were no deputations.

27. PUBLIC QUESTIONS

There were no public questions.

PART I

28. PARTNERSHIP FOR URBAN SOUTH HAMPSHIRE – ESTABLISHMENT OF A JOINT COMMITTEE AND JOINT OVERVIEW AND SCRUTINY COMMITTEE

Consideration was given to a report of the Chief Executive (a copy of which is affixed in the Minute Book as Appendix A) which sought approval for the establishment of a joint committee with East Hampshire District Council, Eastleigh Borough Council, Fareham Borough Council, Gosport Borough Council, Hampshire County Council, Havant District Council, New Forest District Council, Portsmouth City Council, Test Valley Borough Council and Winchester City Council to promote a sub-regional strategy for sustainable economic growth in urban south Hampshire, covering in particular economic development, transport and other infrastructure. Creation of the Joint Committee would formalise the governance of the Partnership for Urban South Hampshire (PUSH).

The report also proposed the establishment of a joint scrutiny committee to undertake scrutiny of the activities of the PUSH joint committee.

RECOMMENDED: That Council be advised that the Board gives approval for:

- a) the establishment of a formal joint committee (Partnership for Urban South Hampshire (PUSH)) to replace the existing voluntary informal arrangements, based on the terms of reference and broad structure described in the Chief Executive's report, with approval of the detailed Memorandum of Understanding and other documents to be delegated to the Chief Executive in consultation with the Leader of the Council; and
- b) the establishment of a joint overview and scrutiny committee to scrutinise the activities of the PUSH joint committee.

PART II

29. CROSS-REFERENCE FROM HOUSING BOARD HELD ON SEPTEMBER 2007: REDEVELOPMENT PROPOSALS FOR THE LEISURE

This item was withdrawn from the agenda.

30. APPROVAL OF STATEMENT OF ACCOUNTS 2006/07

Consideration was given to a report of the Borough Treasurer which set out the main changes necessary to the draft Statement of Accounts following external audit and sought approval of the Statement prior to publication.

Concerns were expressed regarding the low balance on the Housing Revenue Account and a request was made that steps be taken to ensure that such a situation did not arise again.

RESOLVED: That the revised Statement of Accounts for the financial year ending 31 March 2007 be approved.

31. NATIONAL BUS SCHEME 2008 ONWARDS

Consideration was given to a report of the Financial Services Manager which sought the Board's support for the new statutory minimum provisions of free travel anywhere in England after 9.30am. Currently the scheme operated by Gosport Borough Council offered free bus travel in Hampshire to Gosport residents over 60 years of age and certain categories of disabled residents.

Concerns were raised by officers regarding the new scheme. Future costs were unknown but were likely to be much higher than at present, which represented a considerable risk to the Council.

Bus companies had been successful in all appeals lodged to date and in 2006 consultants had suggested a 10% contingency for this purpose. Additional claims this year had exceeded the suggested contingency by four times.

Members decided that the matter should be deferred until more financial information was available and therefore requested that a further report be submitted to the Board once this information was available.

RESOLVED: That a report be submitted to a future meeting of the Board once further financial information is available.

32. GOSPORT FERRY REPLACEMENT PONTOON – BUDGET FOR CONSULTANCY REPORT

Consideration was given to a report of the Leisure and Cultural Services Manager which advised the Board of the latest position in respect of the budget estimate for consultancy support for the design and procurement of the replacement ferry pontoon.

RESOLVED: That the revised 2007/08 budget provision of £150,000 in respect of the consultancy support for the design and procurement of the replacement ferry pontoon be approved.

33. EXCHANGE OF LAND AT TRINITY GREEN AREA: THE COUNCIL AND KELSEY HOUSING ASSOCIATION

By reason of special circumstances, the Chairman determined that this item be considered at this meeting notwithstanding the fact that it had not been available for public inspection in accordance with the provisions of Section 100B(4)(a) of the Local Government Act 1985.

The special circumstances were created by the matter having been outstanding for some time and it becoming critical for the Registered Social Landlord (RSL) regarding use of the land, making it inappropriate to wait until the next Board meeting.

Consideration was given to a cross reference from the meeting of the Housing Board on 12 September 2007 which sought approval for the exchange of land between the Council and Kelsey Housing Association as shown hatched [GBC 1-2] (Kelsey Housing Association to the Council) and as shown double hatched [K1-3] (The Council to Kelsey Housing Association) on Appendix 1 to the report.

RESOLVED: That:

- a) the exchange of land between the Council and Kelsey Housing Association, as detailed in the Housing Services Manager's report, be approved;
- b) the Borough Solicitor enter into such legal documentation as necessary to effect the above decision; and
- c) the transfer of land, as detailed in the Housing Services Manager's report, be progressed.

34. EXCLUSION OF THE PUBLIC

RESOLVED: That in relation to the following item the public be excluded from the meeting, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during this item there would be disclosure to them of exempt information within Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

35. BUS STATION

The report was exempt from publication as the public interest in maintaining the exemption outweighed the public interest in disclosing the information by reason that it contained personal and financial information that was not considered appropriate to be released to the public.

Consideration was given to an exempt report of the Development Services Manager.

RESOLVED: That the recommendations contained in the Development Services Manager's exempt report be not approved.

The meeting ended at 6.50 p.m.

CHAIRMAN

AGENDA ITEM NO. 6

Board/Committee:	POLICY AND ORGANISATION
Date of Meeting:	14 NOVEMBER 2007
Title:	ADOPTION OF A REVISED STATEMENT OF LICENSING POLICY UNDER THE LICENSING ACT 2003
Author:	ENVIRONMENTAL SERVICES MANAGER
Status:	FOR RECOMMENDATION TO FULL COUNCIL

Purpose

To approve adoption of a revised Gosport Borough Council Statement of Licensing Policy.

Recommendation

That the Policy and Organisation Board recommend to Full Council

1. That the revised Statement of Licensing Policy, as set out in Appendix A to this report, is adopted.
2. That the scheme of delegation set out in the original Statement of Licensing Policy, and repeated in the revised policy at Appendix A, continues to be incorporated into the Council's Constitution and authority be delegated to the Borough Solicitor to make any necessary and any consequential amendments to the Constitution.

1 Background

- 1.1 The Licensing Act 2003 ('the Act'), transferred responsibility for the licensing of all premises that sell alcohol and or provide licensable activities to local authorities. The Act requires local authorities when carrying out their functions, known as the Licensing Functions, to have regard to their own Statement of Licensing Policy and any guidance issued by the Secretary of State under the Act. The Licensing Authority is required to review their Statement of Licensing Policy every three years.

2 Report

- 2.1 A revised Statement of Licensing Policy has been prepared incorporating changes in the statutory guidance issued by the Secretary of State. The changes reflect the maturing nature of the licensing regime. Matters relating to the transfer of licences issued under previous legislation (Licensing Act 1964, Local Government (Miscellaneous Provisions) Act 1982) are no longer appropriate. The opportunity has been taken to incorporate matters relating to the Health Act 2006, specifically the Smokefree requirements in public places which include licensed premises, and revised requirements under the Violent Crime Reduction Act 2006.

2.2 The original Statement of Licensing Policy ('the Licensing Statement') for the Council was developed in conjunction with other local authorities in Hampshire. The revised policy incorporates this document with appropriate updates. This policy is attached as Appendix A.

2.3 The Statement of Licensing Policy provides guidance for officers and members when carrying out licensing functions including determining applications that are subject to representations or reviews by relevant authorities or the public.

The Act provides for 4 types of licence:-

- a) Premises licences
- b) Club Premises Certificates
- c) Temporary Event Notices
- d) Personal licences.

2.4 The Act and the Secretary of State's subsequent guidance make it clear that the Council must carry out its licensing functions with a view to promoting the Licensing Objectives contained within the Act.

These are :-

- a) The prevention of crime and disorder
- b) Public safety
- c) The prevention of public nuisance
- d) The protection of children from harm.

2.5 The Statement of Licensing Policy has to be applied in a manner which promotes the Licensing Objectives and must not ignore or be inconsistent with the provisions of the Act.

2.6 As part of the process of revising the Statement of Licensing Policy the Authority has consulted with a number of stakeholders. Details of the consultation process are attached as Appendix B.

2.7 The Statement of Licensing Policy sets out the delegation of functions to the Licensing Sub Committees and officers in accordance with the statute and the guidance issued by the Secretary of State. These delegations will need to continue to be incorporated into the Council's Constitution.

3 Risk Assessment

3.1 The Council must have a Statement of Licensing Policy. The statement must be reviewed every 3 years once adopted to comply with Central Government requirements.

4 Conclusion

4.1 The revised Statement of Licensing Policy attached as Appendix A has been subject to consultation.

- 4.2 The Statement of Licensing Policy is subject to review on a triennial basis, this allows for further modification to the policy as experience in matters relating to the Act develops.
- 4.3 The revised Statement of Licensing Policy has been updated to incorporate revisions to the guidance issued by the Secretary of State under section 182 of the Act, the Health Act 2006 and the Violent Crime Reduction Act 2006. There have only been minor local amendments to the remainder of the original document which is still seen as fit for purpose.

Financial Services comments:	None
Legal Services comments:	Set out in the report and the Licensing Statement.
Service Improvement Plan implications:	The implementation of the policy will be incorporated in the Environmental Health (Commercial) service plan.
Corporate Plan:	Adoption of the Statement of Licensing Policy is fully consistent with and will make a significant contribution to the corporate plan for safer communities.
Risk Assessment:	The Council is required to have a Licensing Policy. The policy is subject to triennial review from the date of original adoption, i.e. 7 January 2005.
Background papers:	Statement of Licensing Policy published 7 January 2005
Appendices/Enclosures:	Appendix A, Gosport Borough Council's Revised Statement of Licensing Policy
	Appendix B, Details of the consultation process for the review of the Statement of Licensing Policy.
Report author/ Lead Officer:	D Jago, Environmental Services Manager



LICENSING ACT 2003

STATEMENT OF LICENSING POLICY

2008 to 2011

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Standard Forms**

**GOSPORT BOROUGH COUNCIL
LICENSING ACT 2003
SECTION 5**

**Statement of Licensing Policy
2008 - 2011**

A licensing policy as determined by the Council in respect of its licensing functions for the three year period commencing 7 January 2008 is set out in this Statement of Licensing Policy. During the three year period the Policy will be kept under review and the Council will make such revisions to it, at such times, as it considers appropriate. Further Statements will be published every three years thereafter.

PART 1: BACKGROUND

- 1.1 Gosport is situated in the County of Hampshire and has a large number of licensed premises. The Council recognises that licensed premises are an important part of the Borough and are major contributors to the local economy, attracting tourists and visitors, and making for vibrant towns and communities, whilst at the same time providing employment.
- 1.2 There are currently 217 premises in the borough that require licensing under the Act. These premises include:
- public houses and nightclubs
 - off licences
 - hot food take aways operating between 23:00 and 05:00
 - hotels, guest houses, restaurants and other places that sell alcohol
 - private members clubs and social clubs
 - theatres and amateur dramatic groups
 - premises where indoor sporting events take place
- 1.3 In addition, any provision of entertainment by way of a cinema will also fall under the licensing requirements.

Other Legislation

- 1.4 Prior to submitting an application to the Licensing Authority the applicant should ensure that there is appropriate current planning permission for the hours and activities for which application is being made.
- 1.5 The Licensing Authority recognises that there should be a clear separation of the planning and licensing systems and licensing applications will be viewed independently of planning applications. Licensing applications are not a re-run of the planning application and should not cut across decisions taken by the Regulatory Board or following appeals against decisions by that Board. The granting Licensing Board, where appropriate, will provide reports to the Regulatory Board on the situation regarding licensed premises in the area including the general impact of alcohol-related crime and disorder.

- 1.6 Furthermore premises must comply with all other relevant legislation, e.g.
- Food Safety Act 1990
 - Health & Safety at Work etc Act 1974
 - Disability Discrimination Act 1995
 - Building Regulations 2000
 - The Anti-Social Behaviour Order 2003
 - The Regulatory Reform (Fire Safety) Order 2005
 - The Violent Crime Reduction Act 2006
 - The Health Act 2006
- 1.7 The Licensing Authority will seek to avoid duplication with other regulatory regimes as far as possible. However, if other statutes do not cover the unique circumstances that arise in connection with, for example, entertainment at specified premises then additional controls may be imposed
- 1.8 The Licensing Authority will work with other Local authorities, particularly those with whom boundaries are shared, to ensure a consistent approach is taken to licensing issues whilst respecting the differing needs of the individual communities.

PART 2: INTRODUCTION

- 2.1 Gosport Borough Council ("the Council") is the Licensing Authority pursuant to the Licensing Act 2003 ("the Act") and is responsible for considering all applications for licensable activities, as defined in Part 1 of the Act. The purpose of licensing is to regulate licensable activities on licensed premises, by qualifying clubs and at temporary events. Licensable activities, identified by the Act are:

- The sale by retail of alcohol,
- Supply of alcohol by or on behalf of a club to, or to the order of, a member of the club,
- Provision of regulated entertainment, and
- The provision of late night refreshment

The following licensable activities are also qualifying club activities:

- The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club,
- The sale by retail of alcohol by or on behalf of a club to a guest of a member of the club for consumption on the premises where the sale takes place, and
- The provision of regulated entertainment where that provision is by or on behalf of a club for members of the club or members of the club and their guests

In the Act, references to the supply of alcohol by or on behalf of a club to, or to the order of, a member of the club do not include a reference to any supply which is a sale by retail of alcohol.

The descriptions of entertainment are:

- a) A performance of a play,
- b) An exhibition of a film,
- c) An indoor sporting event,
- d) A boxing or wrestling entertainment,
- e) A performance of live music,
- f) Any playing of recorded music,
- g) A performance of dance,
- h) Entertainment of a similar description to that falling within paragraph (e), (f) or (g),

where the entertainment takes place in the presence of an audience and is provided for the purpose, or for purposes which include the purpose, of entertaining that audience.

- 2.2 There are a number of exceptions and details of these are set out in Sections 173 to 175 of the Act.
- 2.3 This Statement of Licensing Policy has been prepared in accordance with the provisions of the Act and having regard to the Guidance issued under Section 182 of the Act. Where revisions to the Guidance issued under Section 182 of the Act are issued by the Secretary of State there may be a period of time when this Policy is inconsistent with the Guidance. In these circumstances the Licensing Authority should have regard and give appropriate weight to the Guidance and its own licensing policy statement.
- 2.4 The Policy will be kept under review and where any amendments are considered necessary these will only be made after consultation has taken place in accordance with Section 5(3) of the Act. Appropriate weight shall be given to the views of all those consulted. Those to be consulted will include:
- The Chief Officer of Police for Hampshire
 - The Chief Officer of Hampshire Fire & Rescue Service
 - Bodies representing local holders of premises licences
 - Bodies representing local holders of club premises certificates
 - Bodies representing local holders of personal licences
 - Hampshire Social Services, Area Child Protection Team
 - Bodies representing businesses and residents in the Licensing Authority's area
 - The Crime and Disorder Reduction Partnership (CDRP)
 - Any other bodies the Licensing Authority deems appropriate

The Licensing Authority may hold open meetings as necessary, well publicised amongst the community, at which the community can express how well it feels the licensing objectives are being met.

The Licensing Authority consults widely and follows the Consultation Guidance published by the Cabinet Office to allow all persons sufficient opportunity to comment on and influence local policy. A full list of those consulted is available from the Environmental Health Section, Environmental Services Unit.

- 2.5 The Licensing Authority recognises that the best means of promoting the Licensing Objectives (see 2.6 below) is through the co-operation and partnership of local authorities, the police, local business, performers, local people and those involved in child protection. As such, we will establish a local forum which will include these partners.

Licensing Objectives

- 2.6 When dealing with licensing matters the Licensing Authority will promote and have regard to the four licensing objectives set out in the Act. These are:

The prevention of crime and disorder,
Public safety,
The prevention of public nuisance and
The protection of children from harm.

- 2.7 The Licensing Authority's primary focus is the direct impact of activities taking place at licensed premises on members of the public who are living, working or engaged in normal activity in the vicinity of the premises/place concerned. Licensing law is not a mechanism for the general control of anti-social behaviour by individuals once they are away from the premises/place and, therefore, beyond the direct control of the individual, business or club holding the licence or certificate concerned.

- 2.8 Accordingly, any conditions attached to the licence/certificate will centre on the premises and places being used for licensable activities and the vicinity of those premises and places. Whether or not an instance can be regarded as being in the vicinity of licensed premises or places is a question of fact and will depend on the particular circumstances of the case.

Integration of Strategies

- 2.9 The Licensing Authority will take into consideration the following in so far as they are relevant to the licensing objectives. The Licensing Board will receive, when appropriate, reports on:

- The needs of the local tourist economy
- The cultural strategy for the district and the Licensing Authority's wish to encourage and promote live music, dancing and theatre to the wider cultural benefit of its community
- The employment situation in the district and the need for investment and employment where appropriate.

- 2.10 There are many stakeholders in the leisure industry. Many are involved, directly or indirectly, in the promotion of the Licensing Objectives, particularly those relating to the prevention of crime and disorder and public nuisance.
- 2.11 The Licensing Authority will ensure at all times that it takes into account the views of these stakeholders and ensures proper integration of local crime prevention, planning, transport, tourism and cultural strategies. The Licensing Authority will work closely with the police and Hampshire County Council Trading Standards Service on issues of enforcement. Where appropriate, neighbouring authorities and their parish councils will also be consulted.
- 2.12 Conditions attached to premises licences and club premises certificates will, so far as possible, reflect local crime prevention strategies.

Cumulative Impact of a Number of Licensed Premises in One Area

- 2.13 The Licensing Authority will not take 'need' into account when considering an application, as this is a matter for planning development control and the market. However, it recognises that the cumulative impact of the number, type and density of licensed premises in a given area may lead to serious problems of nuisance and disorder both in the vicinity of and at some distance from the premises.
- 2.14 Representations may be received from a responsible authority/interested party that an area has become saturated with premises making it a focal point for large groups of people to gather and circulate away from the licensed premises themselves. This concentration of premises may be creating exceptional problems of disorder and nuisance over and above the impact from the individual premises.
- 2.15 In these circumstances, the Licensing Authority may consider that the imposition of conditions is unlikely to address these problems and may consider the adoption of a special policy of refusing new premises licences or club premises certificates if it believes that there is a cumulative impact in the area from existing premises and the granting of any more would undermine one of the licensing objectives.
- 2.16 The Licensing Authority does not consider there to be any particular concentrations of licensed premises in any parts of its area considered to be already causing a cumulative impact on one or more of the licensing objectives.

Other Controls on Anti-social Behaviour

- 2.17 Other mechanisms exist to control the anti-social behaviour of a minority of consumers who behave badly and unlawfully after leaving licensed premises etc. These controls include:
- Planning controls

- Positive measures to create a safe and clean town centre environment in partnership with local businesses, transport operators and other departments of the Local Authority.
- The provision of CCTV surveillance in town centres, ample taxi ranks, provisions of public conveniences open late at night, street cleaning and litter patrols.
- Powers of local authorities to designate parts of their area as places where alcohol may not to be consumed publicly.
- Police enforcement of the general law concerning disorder and anti-social behaviour including the issuing of fixed penalty notices.
- The prosecution of any personal licence holder or member of staff at licensed premises who is selling alcohol to people who are drunk.
- The confiscations of alcohol from adults and children in designated areas.
- Police powers to close down instantly for up to 24 hours any licensed premises or temporary events on grounds of disorder, the likelihood of disorder or excessive noise emanating from the premises causing a nuisance.
- The power of the Police and other responsible authorities or a local resident or business to seek a review of the licence or certificate in question.

Drinking on the Streets

- 2.18 Local authorities are empowered under section 13 of the Criminal Justice and Police Act 2001 to make Designated Public Place Orders (DPPOs) to control the consumption of alcohol in a public place outside of licensed premises. Orders made by the Council under the Criminal Justice and Police Act 2001 to control the drinking of alcohol in the streets will be regularly reviewed as part of the licensing policy review. Gosport Borough Council has implemented a Designated Public Place Orders (DPPO) to encompass the entire Borough of Gosport.
- 2.19 The Violent Crime Reduction Act 2006 provides for powers for Local authorities and police to designate Alcohol Disorder Zones (ADZs) as a last resort to tackle alcohol related crime and disorder

Licensing Hours

- 2.20 Consideration will be given to the individual merits of an application when determining licensing hours. Flexible licensing hours relating to the sale of alcohol are important to ensure that concentrations of customers leaving premises simultaneously are avoided. It is hoped that longer hours will also

result in a reduction in binge drinking at the end of an evening. This is necessary to reduce friction leading to problems of disorder and disturbance at late night food outlets, taxi ranks and other sources of transport.

Conditions

- 2.21 Where the responsible authorities and interested parties do not raise any representations about the application made to the Licensing Authority it is the duty of the Licensing Authority to grant the licence or certificate subject only to conditions that are consistent with the operating schedule or club operating schedule and any mandatory conditions prescribed in the 2003 Act itself.
- 2.22 A key concept of the Act is that conditions attached to licences and certificates should be tailored to the individual style and characteristics of the premises and events concerned. Accordingly, conditions will only be imposed to the extent that the Licensing Authority considers them necessary to promote the Licensing Objectives arising out of consideration of representations received. They will focus on matters that are within the control of individual licensees or others in control of relevant activities. The conditions imposed will be drawn from a pool of conditions amended where necessary. These will be based on those matters contained in the Guidance issued under Section 182 of the Act - Appendix D.

Live Music, Dancing and Theatre

- 2.23 The Licensing Authority recognises that as part of implementing any cultural strategy as may from time to time apply, proper account will need to be taken to encourage and promote live music, dancing and theatre for the wider cultural benefit of the community. Conditions to be imposed on relevant licences will not discourage the promotion of such entertainment but will relate solely to the promotion of the licensing objectives.
- 2.24 To ensure that cultural diversity thrives, the Council has been issued a number of premises licences by the Licensing Authority for public spaces in the community in their own name.

Enforcement

- 2.25 The Licensing Authority has established protocols with the local Police, Trading Standards Service and Fire and Rescue Authority on enforcement issues. This will enable the more efficient deployment of local authority staff, Police Officers, Trading Standards Officers and Fire Officers who are commonly engaged in enforcing licensing law and the inspection of licensed premises. The aim of the protocol will be to target agreed problem and high risk premises which require greater attention while providing a lighter touch in respect of low risk premises which are well run.

Closure

- 2.26 The provisions of Part 8 of the Licensing Act 2003 enable a senior police officer to close down instantly for up to 24 hours licensed premises and premises carrying on temporary permitted activities that are causing nuisance resulting from noise emanating from the premises. Guidance to the police powers to close premises can be found on the DCMS website at www.culture.gov.uk.
- 2.27 The Violent Crime Reduction Act 2006 allows a closure notice to be offered as an alternative to prosecution under Section 147A of the 2003 Act for persistently selling alcohol to children. That offence may be committed by the holder of a premises licence if on 3 or more occasions within 3 consecutive months alcohol is sold unlawfully to an individual aged under 18 on the premises to which the licence relates. If he considers on the evidence that there is a realistic prospect of conviction of the licence holder for such an offence a police officer of the rank of Superintendent or an Inspector of Weights and Measures may give a closure notice under the Act proposing that the premises concerned be “closed” (that is alcohol sales be prohibited) for a period of up to 48 hours beginning not less than 14 days after the date of the closure notice is served.
- 2.28 The Anti-Social Behaviour Act 2003 provides that if noise from any licensed premises is causing a public nuisance, an authorised officer will have the power to issue a closure order in respect of the premises effective for up to 24 hours. Under this provision, it is for the Chief Executive of the local authority to delegate their power to Environmental Health Officers within their authority.
- 2.29 The Fire Safety Order 2005 covers general fire precautions and other fire safety duties which are needed to protect relevant persons in case of fire in and around most premises. The local fire and rescue authority will enforce the Order in most premises and have the power to check the responsible person is complying with their duties under the Order. If the enforcing authority is dissatisfied with the outcome of a fire risk assessment or the action taken they may issue, in extreme cases, a prohibition notice that restricts the use of all or part of the premises until improvements are made. Further information and guidance on the Order and fire safety legislation is available from the Communities and Local Government website www.communities.gov.uk/fire.

Objections/Review Hearings

- 2.30 Responsible authorities or interested parties may make representations to the Licensing Authority on any application for grant, variation or for the review of a Premises Licence. Interested parties are defined as a:
- person living in the vicinity of the premises in question
 - body representing persons living in the vicinity
 - person involved in a business in the vicinity of the premises
 - body representing persons involved in such a business

The Licensing Authority expects that where possible such representations will be made in writing.

- 2.31 The Licensing Authority can only review a licence where it is alleged that the Licensing Objectives are not being kept. The Licensing Authority will hold a review hearing to consider the merits of an application or licence where the representation is considered relevant. In order to be relevant it must relate to the likely effect of the grant of the licence on the promotion of at least one of the Licensing Objectives. Review hearings will be heard by a panel of elected members. Applicants and objectors will be informed of the hearing protocol and invited to attend such hearings to present their arguments.
- 2.32 The Licensing Authority will, however, make every effort to consult with the applicant and objector to resolve any issues as appropriate.
- 2.33 An aggrieved interested party whose representation is not regarded as relevant may challenge the Licensing Authority by way of a judicial review.
- 2.34 Following a review hearing the Licensing Authority may:
- modify the conditions of the licence
 - exclude a licensable activity from the scope of the licence
 - remove the designated premises supervisor
 - suspend the licence for a period (not exceeding three months)
 - revoke the licence
 - take no action

Offences

- 2.35 The Act sets out a number of offences, proceedings for which may be instigated by:
- The Licensing Authority
 - The Director of Public Prosecutions
 - In the case of an offence under section 146, 147 or 147A (sale of alcohol to children and persistently selling alcohol to children) by a local Weights and Measures Authority (within the meaning of section 69 of the Weights and Measures Act 1985 (c.72)).
- 2.36 Any action instigated by the Licensing Authority will be undertaken having regard to the Enforcement Policy of the council.

Appeals

- 2.37 Within the Licensing Act 2003 there is provision for appeals for aggrieved parties in connection with decisions made by the Licensing Authority. Other than in the case of personal licences, an appeal has to be made to the Magistrates Court.
- 2.38 The Licensing Authority will provide all parties concerned with any licensing decision, with the reason for that decision(s) and details of the rights of appeal

under the Act. Any reasons given will address the extent to which the decision was made with regard to the Licensing Authority's statement of licensing policy, statutory guidance, regulations and the Act itself.

- 2.39 The Licensing Authority reserves the right to make comprehensive records of any hearing held in connection with its licensing functions under the Act. This extends to the recording of hearings.

Equal Opportunities & Race Equality

- 2.40 Subject to the general requirements of the Act, the Licensing Authority will promote equality of opportunity. In such respects, nothing within this Statement of Licensing Policy shall undermine the right of any individual to apply for any of the licences and/or authorisations provided for under the terms of the Act.
- 2.41 No applicant and/or licence holder shall receive less or more favourable treatment on the grounds of sex, sexual orientation, age, disability, marital status, colour, religion, race or ethnic origin. No applicant and/or licence holder shall be disadvantaged by conditions or requirements which are not relevant to their application and/or their licence, the promotion of the four Licensing Objectives and this Statement of Licensing Policy.

Disability Discrimination & Human Rights

- 2.42 It is the policy of the Licensing Authority that facilities for people and performers with disabilities should be provided at places for entertainment under the duties imposed by the Disability Discrimination Act 1995.
- 2.43 The Licensing Authority will have particular regard to the following relevant provisions of the European Convention on Human Rights:
- Article 6 that in the determination of civil rights and obligations everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law.
 - Article 8 that everyone has the right to respect for his home and private life.
 - Article 1 of the First Protocol that every person is entitled to the peaceful enjoyment of his or her possessions.
- 2.44 Subject to the general requirements of the Act, nothing within this Statement of Licensing Policy shall undermine the right of any person to make representation(s) on an application, or seek a review of an existing licence or certificate, where provision has been made for them to do so under the Act.

Data Protection

- 2.45 The Licensing Authority may use the information submitted on any application form for any licence(s) and/or permission(s) provided for under the terms of the Act for the purpose of its statutory function(s) in its capacity as the relevant Licensing Authority.

- 2.46 The Licensing Authority may disclose all such information to its agents or service providers. The Licensing Authority may also share this information with other Council Services (departments).
- 2.47 All applicants have the right to ask for a copy of the information that the Licensing Authority holds about them (for which we may charge a fee) and to correct any inaccuracies held.
- 2.48 By making application to the Licensing Authority for any licence and/or permission under the terms of the Act all applicants consent to our processing sensitive personal data about them where this is necessary.
- 2.49 The act requires the Licensing Authority however to keep a register of:
- A record of each Premises Licence, Club Premises Certificate, and Personal Licence issued by it
 - A record of each temporary event Notice received by it
 - The matters mentioned in Schedule 3 and
 - Such other information as may be prescribed.

Any person is permitted to obtain a copy of this information from the Licensing Authority.

Delegation of Functions

- 2.50 In the interests of speed and efficiency the Licensing Authority will, where possible, delegate licensing decisions and functions to officers. However, if the matter to be decided is controversial in any way or the determination of the matter under delegated powers is precluded by law then it will be decided by the Licensing Board or a Sub-Committee of that Board.

See Appendix A for Schedule of Delegation

PART 3: TYPES OF LICENCES, CERTIFICATES AND NOTICES

Personal Licences

- 3.1 A personal licence will be granted to any applicant, aged 18 or over, who possesses a relevant qualification or is a person of a prescribed description as determined by the DCMS. A licence will not be granted to any applicant who has forfeited a personal licence in the five year period ending with the date of the application.
- 3.2 Where an applicant has an unspent conviction for a relevant or foreign offence, the police can object to the application.
- 3.3 Applicants who meet the statutory criteria in terms of age, qualifications and non-forfeiture, as mentioned above, will be granted a licence (subject to any police objections being received). Applications that do not meet those criteria will be rejected.
- 3.4 Where the police have issued an objection notice, refusal of the application should be the normal course unless there are, in the opinion of the Licensing Authority, exceptional and compelling circumstances that justify granting the application. Such circumstances could be that the applicant is able to demonstrate that the offence in question took place so long ago and that there is no longer any likelihood of re-offending. The Licensing Authority may consider that the individual circumstance of the case is so exceptional and compelling that any risk to the community has diminished that it is right to grant the application.
- 3.5 There will be no need for a hearing if the applicant, Licensing Authority and Chief Officer of Police agree that a hearing is not necessary.
- 3.6 The Licensing Authority requires every application for a personal licence to be accompanied with a criminal conviction certificate or a criminal record certificate or the results of a subject access search of the police national computer by the National Identification Service to the Licensing Authority. This will assist the Licensing Authority in determining whether the applicant has any relevant unspent convictions.
- 3.7 Applicants who originate from, or who have lived under, foreign jurisdiction will be required to provide a document from that jurisdiction, equivalent to the criminal records disclosure form, or swear a statutory declaration confirming that they have not been convicted outside of England and Wales of a relevant offence or equivalent offence. Applicants should be warned that the making of a false declaration for the purpose of obtaining a licence is a criminal offence for which they will be prosecuted.

Temporary Event Notices (TEN)

- 3.8 The Temporary Events procedure involves notification of an event to the Licensing Authority and the police, subject to fulfilling certain conditions prescribed in the legislation and regulations. In general only the police may intervene to prevent such an event taking place or to agree a modification of the arrangements for such an event. The most important aspect of the procedure of permitted temporary activities is that no authorisations as such are required for these events from the Licensing Authority. The Licensing Authority encourages persons organising such events to have due regard for the concerns of local residents and to seek advice from the Local Authority regarding other legislative requirements that event organisers should consider.
- 3.9 When a temporary event is proposed, notice of the event, along with the relevant fee, must be served on the Licensing Authority at least 10 working days before the event (although the Licensing Authority hopes that in most cases the premises user will serve notice on the Licensing Authority as far as possible ahead of the proposed event).
- 3.10 Section 193 of the Act defines “working day” as any day other than a Saturday, a Sunday, Christmas Day, Good Friday, or a day which is a bank holiday under the Banking and Financial Dealings Act 1971 in England and Wales. “Ten working days notice” means ten working days exclusive of the day on which the event is to start, and exclusive of the day on which the notice is given.
- 3.11 On receipt of a Temporary Event Notice the Licensing Authority will issue an acknowledgement notice in accordance with the requirements of the Act, unless a counter notice has been served under Section 107 of the Act. Counter notices under this Section relate to circumstances where the limits permitted under the Act for the service of temporary events notices are exceeded. The premises user must also serve a copy of the notice on the local Chief Officer of Police no later than 10 days before the day on which the event specified in the temporary event notice begins.
- 3.12 If the Chief Officer of Police is satisfied that allowing the premises to be used in accordance with the notice will undermine the crime prevention objective he/she must serve an objection notice, stating his/her reasons, on both the Licensing Authority and the premises user within 48 hours of receiving the temporary event notice.
- 3.13 If the Licensing Authority receives an objection notice it will hold a hearing to consider the objections (unless the Licensing Authority, police and premises user agree that a hearing is unnecessary) and will give the premises user a counter notice under Section 105 of the Act if it considers it necessary for the promotion of the crime prevention objective to do so.
- 3.14 The Fire and Rescue Service is not a statutory consultee in the TEN process. However, when a TEN is received by the Licensing Authority it may, where considered necessary, for information purposes only, notify the Fire and Rescue Service at the earliest possible opportunity.

Club Premises Certificates

- 3.15 The Licensing Authority acknowledges that private premises to which public access is restricted and where alcohol is supplied, other than for profit, give rise to different issues for licensing law than those presented by commercial enterprises selling direct to the public. The Licensing Authority encourages clubs to take advantage of the benefits offered to such premises such as the absence of a requirement for a Personal Licence Holder (PLH) or Designated Premises Supervisor (DPS).
- 3.16 The Licensing Authority will consider applications for premises licences if the Club decides that it wishes to offer its facilities commercially for use by the general public but the Applicant should remember that the appropriate planning consent should be sought prior to the application for a premises licence being submitted.
- 3.17 When a premise has the benefit of a Club Premises Certificate, an application may be made to allow those running the premises to supply alcohol for consumption off the premises. Such supply will only be allowed during the hours that the premises are open for supply of alcohol to its members on the premises. Any such permission that is granted will be subject to conditions that any alcohol supplied will be in a sealed container and will only be supplied to members.

Premises Licences

- 3.18 A premises licence is required for any premises which are used for one or more licensable activity as defined in 2.1 above. Those who may apply for licences are defined in Section 16 of the Act.
- 3.19 The requirements in relation to applications for premises licences are set out in Section 17 of the Act and the Licensing Authority will not be able to consider applications which do not comply with those requirements. This Section requires that applications must be accompanied by:
- a) an operating schedule that demonstrates that the licensed premises can comply with the Licensing Authority's licensing policy and promotes the 4 Licensing Objectives. The operating schedule must set out the following details:
- the relevant licensable activities to be conducted on the premises
 - the times during which it is proposed that the relevant licensable activities are to take place, including the times during each day of the week, during particular holiday periods and during particular seasons if it is likely that the times would be different during different parts of the year
 - any other times when the premises will be open to the public
 - where the licence activities include the supply of alcohol, the name and address of the individual to be specified as the Designated Premises Supervisor

- where the licensable activities include the supply of alcohol, whether the alcohol will be supplied for consumption on or off the premises or both
 - the steps which the applicant proposes to take to promote the licensing objectives
- b) a plan of the premises to which the application relates in the prescribed form
- c) an appropriate consent form completed by the relevant Designated Premises Supervisor
- d) the appropriate fee.
- 3.20 Applicants for variations to an existing licence or club registration certificate need only include in their operating schedule those additional steps necessary to promote the Licensing Objectives in respect of the variation applied for.
- 3.21 The Licensing Authority requires that applicants shall provide evidence that they have complied with all relevant statutory procedures. The Licensing Authority requires applicants to submit, with their application, certificates of service and certificates of display of notice on the Licensing Authority's standard forms. The Licensing Authority also requires applicants to submit a copy of the newspaper in which notices of application have been published within 5 working days of the date of publication.

Note: fee levels and prescribed forms may be viewed on the websites of the DCMS and the Council, or can be obtained from the Licensing Authority's licensing team.

PART 4: LICENSING POLICIES & MATTERS FOR CONSIDERATION BY APPLICANTS

Section A: Prevention of Crime and Disorder

Matters to be considered by Applicants.

- 4.1 Applicants should have regard to the following matters when writing their operating schedules and are advised to consult Hampshire Police before submitting their application. If the Licensing Authority receives a representation, additional conditions may be imposed at the hearing that determines the application.
- 4.2 It should be noted in particular that it is unlawful under the 2003 Act:
- To sell or supply alcohol to a person who is drunk
 - To knowingly allow disorderly conduct on licensed premises
 - For the holder of a premises licence or a Designated Premises Supervisor to knowingly keep or to allow to be kept on licensed premises any goods that have been imported without payment of duty or which have otherwise been unlawfully imported
 - To allow the presence of children under 16 who are not accompanied by an adult between midnight and 05:00 hours at any premises licensed for the sale of alcohol for consumption on the premises and at any time in premises used exclusively or primarily for the sale and consumption of alcohol
 - To supply alcohol to those under 18.

Conditions enforcing these arrangements are therefore unnecessary.

- 4.3 When addressing crime and disorder the applicants should initially identify any particular issues (having regard to their particular type of premises and/or activities) which are likely to adversely affect the promotion of the crime and disorder objective. Such steps as are required to deal with these identified issues should be included within the applicant's operating schedule. The measures laid down in **Appendix B** should be considered as practices, which if necessary, may promote the prevention of crime and disorder.
- 4.4 Any adoption of the measures outlined in **Appendix B** will depend on a range of factors including:
- The nature and style of the venue
 - The activities being conducted there
 - The location of the premises
 - The anticipated clientele of the business involved.

It should also be borne in mind that club premises operate under their own codes of discipline to ensure the good order and behaviour of members.

- 4.5 Whether it is necessary to impose conditions on the licence or certificate will also depend on local knowledge of the premises.
- 4.6 Under no circumstances should the following measures be regarded as standard conditions to be automatically imposed in all cases. They are designed to provide a range of conditions drawn from experience relating to differing situations and to offer guidance.
- 4.7 Any individual preparing an operating schedule is at liberty to volunteer any measure, as a step he or she intends to take to promote the Licensing Objectives. When incorporated into the licence or certificate as a condition, they become enforceable under the law and a breach of such a condition could give rise to prosecution.

Summary

- 4.8 The Licensing Authority will expect operating schedules for:
- a) Premises open between 23:00 and 08:00
 - b) Other premises where appropriate to have considered measures such as -
 - Use of CCTV both within and outside the premises in accordance with the code of practice issued by the Information Commissioner from time to time, e.g. warning signs
 - Metal detection and search facilities
 - Procedures for risk assessing promotions and events such as "happy hours" including the potential to cause crime and disorder and plans for minimising such risks
 - Measures to prevent the use or supply of illegal drugs
 - Employment of door supervisors licensed by the Security Industry Authority and other appropriately trained staff
 - Participation in an appropriate Watch Scheme or other body designed to ensure effective liaison with the local community
 - Prevention of fire setting
 - Proof of Age schemes
 - Controls on bottles, glasses and containers
 - Capacity limits
 - Notices and signage, including a prominent sign giving the name of the personal licence holder in charge of the premises.
 - No admissions after a specified time
 - A personal licence holder to be on duty at the premises during opening hours
 - Consideration of design, character and layout

Further guidance is included in **APPENDIX B**

Reason

- 4.9 Prevention of crime and disorder is one of the four licensing objectives of the Licensing Act 2003. It is important that applicants identify measures taken to address this objective in their operating schedule.

Drugs/Alcohol Abuse

Drugs and Drunkenness on Premises.

- 4.10 The Licensing Authority will expect licensees to have adequate management practices in place as well as suitable training for staff to ensure that sales are not made to persons under the age of 18, or to persons who may supply to persons under that age. These practices also need to be in place to ensure that sales are not made to persons who are drunk, or to whom it is believed the sale of alcohol may result in crime and disorder.
- 4.11 The Government has published its updated Alcohol Harm Reduction Strategy document *“Safe. Sensible. Social. The next steps in the National Alcohol Strategy”* in June 2007. It complements local authorities’ licensing strategies and may help to promote one or more of the Licensing Objectives.
- 4.12 The Licensing Authority will also expect licensees to be aware of the potential for the misuse of drugs on their premises. Where such a potential exists they should:
- take all reasonable steps to prevent the entry of drugs into licensed premises
 - take appropriate steps to prevent drugs being supplied within the premises
 - take practical measures to prevent tragedies as a result of drug misuse
- 4.13 In particular, the Licensing Authority will expect licensees of venues likely to be affected by alcohol or drug abuse to be familiar with the contents of Chapter 4 (drug awareness) of the BIIAB Level 2 National Certificate for Entertainment Licensees and to be following the recommendations of that handbook.
- 4.14 The Licensing Authority will also expect the relevant licensees to be following the recommendations of the book *“Safer Clubbing”* issued by the Home Office (ISBN 1840827807).
- 4.15 The Portman Group Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks is recommended by the Licensing Authority to all relevant licensees.
- 4.16 The Drinkaware Trust is an independent UK-wide, public-facing body with the objective of positively changing public behavior and the national drinking culture to help reduce alcohol misuse and minimise alcohol-related harm. The Trust is recommended to all relevant licensees. Further information can be found on the Trust’s website www.drinkawaretrust.org.uk.
- 4.17 Drug and alcohol abuse are problems associated with licensable premises. Conditions are required to assist operators of such premises to meet both the crime and disorder objective and the prevention of public nuisance.

Shops Stores and Supermarkets.

- 4.18 The Licensing Authority will generally consider licensing shops, stores and supermarkets to sell alcohol for consumption off the premises at any times they are open for shopping. Shops must have adequate management practices to ensure that sales are not made to under 18 year olds and persons where there are grounds to believe that the sale will result in crime and disorder. Reference should be made to the *“Responsible Retailing of Alcohol: Guidance for the Off-Trade”* produced by the Association of Convenience Stores, the British Retail Consortium and the Wine & Spirit Association.
- 4.19 However, if there are good reasons for restricting those hours, for example, where police representations made in respect of shops known to be the focus of disorder and disturbance, then restriction of hours will be considered.
- 4.20 Procedures must be in place to ensure that only persons eighteen years or older sell alcohol directly to consumers of eighteen or over. Where sales persons are under eighteen they must be adequately supervised for alcohol sales. Staff training, good procedures and management, a “No ID No Sale” Policy combined with “Challenge/Think 21” Policy and some in store signage, and sensible siting of drinks can all reduce the likelihood of illegal sales.

Reason

- 4.21 The sale of alcohol from premises other than pubs or clubs throughout the day is integral to the Act. It is, however, necessary to ensure that suitable regimes are in place to prevent the sale of alcohol to persons under 18 years of age. Controls will meet the need to address the potential for crime and disorder problems that underage sales represent. In addition, the controls required will also address the requirement under the Act to protect children from harm.

Section B: Public Safety

Matters to be considered by Applicants

- 5.1 The Act covers a wide range of premises that require licensing, including cinemas, concert halls, theatres, nightclubs, public houses, cafes/restaurants and fast food outlets/takeaways. Each of these types of premises presents a mixture of risks with many common to most premises and others unique to specific operations. It is essential that premises are constructed or adapted and operated so as to acknowledge and safeguard occupants against these risks.
- 5.2 The Licensing Authority will not impose standard conditions but will consider attaching conditions to licences and permissions to promote public safety (including fire safety) where appropriate and necessary which may be based on the Pool of Conditions contained within the Guidance issued under Section 182 of the Act - Appendix D.

Reason

- 5.3 The safety of the public at licensed premise is paramount and is one of the four Licensing Objectives.
- 5.4 Licensed premises that provide regulated entertainment for large numbers of people create additional safety hazards that need to be controlled. Operating Schedules must demonstrate how effective fire safety management is being provided and maintained.

Section C: The Prevention of Public Nuisance

Matters to be considered by Applicants

- 6.1 It should be noted that provisions of the Environmental Protection Act 1990 and the Noise Act 1996 provide some protection to the general public from the effects of noise nuisance. In addition, the provisions of Part 8 of the Licensing Act 2003 enable a senior police officer to close down instantly, for up to 24 hours, licensed premises and premises carrying on temporary permitted activities that are causing nuisance resulting from noise emanating from the premises. Further provisions are available to local authorities under the Anti-Social Behaviour Act 2003 that if the noise from any licensed premises is causing a public nuisance an authorised officer has the power to issue a closure order effective up to 24 hours. Under this provision, it is for the Chief Executive of the local authority to delegate their power to Environmental Health Officers within their authority.

These matters should be considered before deciding whether or not conditions are necessary for the prevention of public nuisance as defined in guidance issued under Section 182 of the Licensing Act 2003.

- 6.2 Licensing law is not the primary mechanism for the general control of individuals once they are away from a licensed premises and therefore beyond the direct control of individual licensees or certificate holders. However, licensees and certificate holders should take reasonable steps to prevent the occurrence of crime and disorder and public nuisance immediately outside their premises, for example on the pavement, in a beer garden, or in a smoking shelter, where and to the extent that these matters are within their control.
- 6.3 Public nuisance is given a statutory meaning in many pieces of legislation. It is, however, not narrowly defined in the 2003 Act and retains its broad common law meaning. It is important to remember that the prevention of public nuisance could therefore include low-level nuisance, perhaps affecting a few people living locally, as well as major disturbance affecting the whole community. It may also include in appropriate circumstances the reduction of the living and working amenity and environment of interested parties (as defined in the 2003 Act) in the vicinity of licensed premises.
- 6.4 The 2003 Act requires licensing authorities (following receipt of relevant representations) and responsible authorities, through representations, to make judgements about what constitutes public nuisance and what is necessary to prevent it in terms of conditions attached to specific premises licences and club premises certificates. It is therefore important that in considering the promotion of this licensing objective, licensing authorities and responsible authorities focus on impacts of the licensable activities at the specific premises on persons living and working (including doing business) in the vicinity that are disproportionate and unreasonable. The issues will mainly concern noise nuisance, light pollution, noxious smells and litter.

- 6.5 As with all conditions, it will be clear that conditions relating to noise nuisance may not be necessary in certain circumstances where the provisions of the Environmental Protection Act 1990 or the Noise Act 1996 adequately protect those living in the vicinity of the premises. But as stated earlier in this Guidance, the approach of licensing authorities and responsible authorities should be one of prevention and, when their powers are engaged, the Licensing Authority will be aware of the fact that other legislation may not adequately cover concerns raised in relevant representations and additional conditions may be necessary.
- 6.6 Applicants should have regard to the following matters when writing their operating schedules and are advised to consult the Environmental Health Officers at the Council before submitting their application. Additional matters that may be considered are contained in **Appendix D**. If the Licensing Authority receives a representation at the hearing that determines the application, additional conditions may be imposed.
- 6.7 Licensed premises, especially those operating late at night and in the early hours of the morning, can cause a range of nuisances impacting on people living, working or sleeping in the vicinity of the premises.
- 6.8 When addressing public nuisance the applicant should initially identify any particular issues (having regard to their particular type of premises and/or activities) which are likely to adversely affect the promotion of the objective to prevent public nuisance. Such steps as are required to deal with these identified issues should be included within the applicant's operating schedule.

Noise from Patrons

- 6.9 The Licensing Authority will expect popular venues (including take-aways), that attract queues, to formulate a system to avoid disturbance to residents.
- 6.10 However, excessive noise and/or disorder require more rigorous action. It is important that queues formed later in the evening are supervised to keep noise to a minimum. Door supervisors will generally carry out this role, but they must be given clear instructions as to their duties and responsibilities and where necessary they should be adequately supervised.
- 6.11 In terms of patrons leaving the premises, particularly late at night (after 23:00 hours) or early in the morning, the Licensing Authority will expect the applicant to have included in the operating schedule such practical steps as necessary to avoid noise nuisance to local premises.
- 6.12 It is self evident that the risk of disturbance to local residents is greater when licensable activities continue late at night and into the early hours of the morning.
- 6.13 The policy of the Licensing Authority is to strike a fair balance between the benefits to a community of a licensed venue and the risk of disturbance to local residents. Consequently, in sensitive areas the Licensing Authority may restrict the hours of operation as an alternative to extensive sound insulation and noise control measures.

Street Furniture

- 6.14 The beer gardens and smoking shelters of public houses are an asset to the premises. Similarly, the provision of tables and chairs outside the premises, either on the highway or on private land, can enhance the attractiveness of the venue. It can have the benefit of encouraging a continental style café culture. However, late at night these same tables and chairs and in some cases smoking shelters can contribute to noise problems and in the case of tables and chairs can be used as weapons.
- 6.15 The positioning of tables and chairs on the public highway requires the consent of the Highway Authority. On private land consent may not be required, but the operating schedule must adequately address public nuisance. However, if not volunteered by the applicant in their operating schedule and following relevant representations, conditions may be applied to address the public nuisance.

Reason

- 6.16 A policy is required to balance between providing refreshment and facilities in the open air and avoiding nuisance to others. The need to control street furniture also impacts on the public safety and the crime and disorder requirements as the abuse of street furniture must be considered.

Exterior Lighting

- 6.17 Exterior lighting and security lighting must be positioned to avoid disturbing neighbouring residential property.

Reason

- 6.18 Prevent the potential for nuisance due to bright lights shining into neighbouring properties.

Section D: Protection of Children

Matters to be considered by Applicants

- 7.1 Applicants should have regard to the following matters when writing their operating schedules and are advised to consult the Hampshire County Council, Area Child Protection Team. If the Licensing Authority receives a representation at the hearing, that determines the application, additional conditions may be imposed.
- 7.2 When addressing the protection of children, the applicant should initially identify any particular issues (having regard to their particular type of premises and/or activities) which are likely to cause concern in relation to children. Such steps as are required to deal with these identified concerns should be included within the applicant's operating schedule.
- 7.3 It should be noted that it is unlawful under the Licensing Act 2003 to permit children under the age of 16 unaccompanied by an individual aged 18 or over to be present on premises:
- a) exclusively or primarily used for supply of alcohol for consumption on those premises under the authorisation of a premises licence, club premises certificate or a temporary event notice when open for the purposes of being used for the supply of alcohol for consumption there; or
 - b) between midnight and 05:00 hours at all premises supplying alcohol for consumption on those premises under the authorisation of any premises licence, club premises certificate or temporary event notice.

Conditions duplicating these provisions are therefore unnecessary. However, this does not mean that children should automatically be admitted to such premises.

Adult Entertainment

- 7.4 Where the activities proposed under the licence include those of a sex-related nature (e.g. topless waitresses, striptease, table dancing, etc.) the Licensing Authority would take into account the increased risk to the Licensing Objectives.

Note: For the sake of convenience the term "striptease" in this part of the policy should be taken to refer to any entertainment or service involving nudity or the sexual stimulation of patrons.

- 7.5 Where such entertainment is provided the operating schedule must include controls designed to ensure that children are not admitted to the activity and cannot witness the activity. The area proposed for striptease shall:
- (a) be in a position where the performance cannot be seen from the street
 - (b) be in a designated area of the premises with segregation from the audience and

- (c) be in a position where the performers will have direct access to the dressing room without passing through or in close proximity to the audience.

- 7.6 Whilst striptease entertainment is taking place no person under the age of 18 shall be on the licensed premises and a clear notice shall be displayed at each entrance to the premises in a prominent position, so that it can be easily read by persons entering the premises, in the following terms:

“NO PERSON UNDER 18 WILL BE ADMITTED”

- 7.7 Where a part of the premises can be effectively screened from persons under the age of 18 the requirements of paragraph 7.5 can be applied to that part of the building.
- 7.8 To prevent the possibility of children seeing unsuitable advertisements, unless the advert has been previously agreed by the Licensing Authority, the policy of the Licensing Authority will be to attach a condition to the effect that “Except with the consent of the Licensing Authority there shall be no external advertising of the striptease entertainment either at the premises or in its immediate vicinity.”

Reason

- 7.9 These policies are designed to further the Licensing Objective of protecting children by preventing them being exposed to unsuitable material or acts. They are also designed to further the crime prevention and prevention of nuisance objectives by recognising the increased risk of nuisance or illegal activities such as performers offering “extras” to customers or the plying for trade by prostitutes.

Additional Controls

- 7.10 The Licensing Authority will take strong measures to protect children from harm. Examples of premises where the introduction of additional controls are likely to be necessary are:
- Where there have been convictions for serving alcohol to a minor or with a reputation for under-age drinking
 - With a known association with drug taking or dealing
 - Where there is a strong element of gambling on the premises
 - Where entertainment of an adult or sexual nature is provided
- 7.11 In such circumstances while it may sometimes be necessary to impose a complete prohibition this would be only rarely imposed. The Licensing Authority would normally require:
- Limitations on the hours when children may be present
 - Age limitations below 18
 - Limitations or exclusions when certain activities are taking place
 - Requirements for accompanying adults

- Full exclusion of people under 18 from the premises when any licensable activities are taking place

7.12 Where there is provision of entertainment specifically for children (e.g. a children's disco) the Licensing Authority will require the presence of sufficient adults to control the access and egress of the children and ensure their safety.

Reason

7.13 These policies are designed to allow flexibility for the licensee, to ensure that where appropriate licensed premises are "user friendly" for children but to ensure they are adequately protected.

Children & Cinemas

7.14 The Licensing Authority expects licensees to include in their operating schedule arrangements for restricting children from viewing age restricted films classified according to the recommendations of the British Board of Film Classification.

7.15 Where the exhibition of films is permitted the Licensing Authority will expect the age restrictions of the British Board of Film Classification (BBFC) in respect of the films to be exhibited to be complied with. Only in exceptional cases will variations of this general rule be granted by the Licensing Authority and then only with appropriate safeguards.

7.16 In relation to specialist Film Festivals where it is desired to show films not classified by the BBFC the Licensing Authority will, provided adequate notice has been given, classify the films concerned. To achieve consistency and the protection of children the Licensing Authority will use the guidelines published by the BBFC.

Reason

7.17 To prevent children from viewing unsuitable films.

Children and Regulated Entertainment

7.18 It is expected that adult staff will be at places of public entertainment to control the access and egress of children and to protect them from harm. This requirement also applies to children present at an event as performers, in which case, for every ten children there must be one supervising adult present at all times.

Additional matters which should be considered by applicants are shown in Appendix E of this Policy

APPENDIX A

SCHEDULE OF DELEGATIONS

Matter to be dealt with	Licensing Sub-Committee	Officers
Application for personal licence	If a representation made	If no representation made
Application for personal licence with unspent convictions	All cases	
Application for premises licence/club premises certificate	If a relevant representation made	If no relevant representation made
Application for provisional statement	If a relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate	If a relevant representation made	If no relevant representation made
Application to vary designated premises supervisor	If a Police objection	All other cases
Request to be removed as designated premises supervisor		All cases
Application for transfer of premises licence	If a Police objection	All other cases
Applications for interim Authorities	If a Police objection	All other cases
Application to review premises licence/club premises certificate	All cases	
Decision on whether a complaint is irrelevant frivolous vexatious etc		All cases
Decision to object when Local Authority is a consultee and not the relevant authority considering the application	All cases	
Determination of a Police objection to a temporary event notice	All cases	
In cases where the Magistrates Court has determined the licence on appeal		All cases

The Licensing Committee shall receive regular reports on decisions made by officers so that they maintain an overview of the general situation.

APPENDIX B

Prevention of Crime and Disorder

Measures Which Should Be Considered

Vacating Premises.

- Erecting prominent notices at the exits from premises asking customers to leave quietly and not to slam car doors
- At appropriate times making loudspeaker announcements within the premises to the same effect
- Instructing door staff to ask customers leaving the premises to leave the area quietly
- Reducing the volume of music towards the end of the evening and where appropriate playing quieter, more soothing music as the evening winds down
- Giving free lollipops to customers as they leave
- Where appropriate, considering car jockey schemes
- Availability of licensed taxis or private hire vehicles to take patrons from the premises.

Electronic Communication Devices

Electronic communication devices such as text and radio pagers connecting premises licence holders, Designated Premises Supervisors, and managers of premises and clubs to the local Police can provide for rapid response by the Police to situations of disorder which may be endangering the customers or staff on the premises.

Pagers provide two-way communication, allowing licence holders, managers, designated premises supervisors and clubs to report incidents to the Police, and the Police to warn a large number of other premises of potential trouble-makers or individuals suspected of criminal behaviour who are about in a particular area. Pager systems can also be used by licence holders, door supervisors, managers, designated premises supervisors and clubs to warn each other of the presence in an area of such people.

Door Supervisors

Conditions relating to the provision of door supervisors and security teams may be valuable in:

- Preventing the admission and ensuring the departure from the premises of the drunk and disorderly, without causing further disorder
- Keeping out excluded individuals excluded by court bans or the licence holder
- Searching and excluding those suspected of carrying illegal drugs, or carrying offensive weapons
- Maintaining orderly queuing outside of venues.

Whenever security operatives are employed at licensed premises to carry out any security function they must be licensed by the Security Industry Authority (SIA).

Competent and professional door supervisors are key to public safety at licensed premises and the provision of door supervisors is an action point for the leisure industry to consider in the Home Office Alcohol Harm Reduction Strategy.

Bottle Bans

Bottles may be used as weapons to inflict serious harm during incidents of disorder. A condition can prevent sales of drinks in their bottles for consumption on the premises. However, many women consider that drinking from bottles to be safer as it is easier for them to prevent the spiking of drinks with drugs in bottles the openings of which may be readily covered. These issues, therefore, need to be carefully balanced.

Plastic Containers and Toughened Glass

Glasses containing drinks may be used as weapons and in untoughened form can cause very serious injuries. Where necessary consideration should therefore be given to conditions requiring the use of safer alternatives which inflict less severe injuries. Location and style of the venue and the activities carried on there would be particularly important in assessing whether a condition is necessary. For example, the use of glass containers on the terraces of outdoor sports grounds may obviously be of concern and similar concerns may also apply to indoor sports events such as boxing matches. Similarly, the use of such plastic containers or toughened glass during the televising of live sporting events, such as international football matches, when there may be high states of excitement and emotion fuelled by alcohol.

The use of plastic or paper drinks containers and toughened glass may also be relevant as measures to promote public safety.

CCTV

The presence of CCTV cameras can be an important means of deterring and detecting crime at and immediately outside licensed premises. Operating schedules should state the precise siting of each camera, the requirement to maintain cameras in working order and to retain recordings for an appropriate period of time.

The police should provide individuals conducting risk assessments when preparing operating schedules with advice on the use of CCTV to prevent crime.

Open Containers not to be taken From the Premises

Drinks purchased in licensed premises or clubs may be taken from those premises for consumption elsewhere. This is lawful where premises are licensed for the sale of alcohol for consumption off the premises. However, consideration should be given to a condition preventing the taking of alcoholic and other drinks from the premises in open containers (e.g. glasses and opened bottles) for example, by requiring the use of bottle bins on the premises. This may again be necessary to prevent the use of

these containers as offensive weapons in surrounding streets after individuals have left the premises.

Restrictions on taking open containers from the premises may also be a relevant necessary measure to prevent public nuisance.

Restrictions of Drinking Areas

It may be necessary to restrict the areas where alcoholic drinks may be consumed in premises after they have been purchased from the bar. An example would be at a sports ground where the police consider it necessary to prevent the consumption of alcohol on the terracing of sports grounds during particular sports events. Conditions should not only specify these areas but indicate the circumstances in which the ban would apply and times at which it should be enforced.

Restrictions on drinking areas may also be relevant necessary measures to prevent public nuisance

Capacity Limits

Capacity limits are most commonly made a condition of a licence on public safety grounds, but should also be considered for licensed premises or clubs where overcrowding may lead to disorder and violence. If such a condition is considered necessary, door supervisors may be needed to ensure that the numbers are appropriately controlled.

Proof of Age

It is unlawful for children under 18 to attempt to buy alcohol, just as it is unlawful to sell or supply alcohol to them. To prevent such crimes, it may be necessary for certain licensed premises to require the production of "proof of age" before such sales are made. While conditions may refer directly to PASS accredited proof of age cards, they should also allow for the production of other proof, such as photo driving licences, student cards and passports.

Since many adults in England and Wales do not currently carry any proof of age, the wording of any condition will require careful thought. For example, many premises have adopted the "Challenge 21" or other similar initiatives. Under the "Challenge 21" initiative those premises selling or supplying alcohol require sight of evidence of age from any person appearing to be under the age of 21 and who is attempting to buy alcohol. Making this a licensing condition would ensure that most minors – even those looking older – would need to produce appropriate proof of age before making a purchase.

Proof of age may also be relevant and necessary to protect children from harm.

Crime Prevention Notices

It may be necessary at some premises for notices to be displayed warning customers of the prevalence of crime that may target them. Some premises may be reluctant to volunteer the display of such notices for commercial reasons. For example, in certain areas, a condition attached to a premises licence or club

premises certificate might require the display of notices at the premises which warn customers about the need to be aware of pickpockets or bag snatchers, and to guard their property. Similarly, it may be necessary for notices to be displayed which advise customers not to leave bags unattended because of concerns about terrorism. Consideration could be given to a condition requiring a notice to display the name of a contact for customers if they wish to report concerns.

Signage

It may be necessary for the normal hours under the terms of the premises licence or club premises certificate at which licensable activities are permitted to take place to be displayed on or immediately outside the premises so that it is clear when breaches of the terms of the licence or certificate are taking place.

Similarly, it may be necessary for any restrictions on the admission of children to be displayed on or immediately outside the premises so that the consequences of breaches of these conditions would also be clear and to deter those who might seek admission in breach of those conditions.

Design, Character and Layout

The design, character and lay out of licensed premises will influence how easily a premise is able to meet the four Licensing Objectives.

- **Character.** Applications that include provision for amplified music, dance floors, pool tables, amusement machines indicate a certain character and target audience with consequences for the licensing objectives. A small scale, traditional style, well run community public house with a mixed or older age customer base is likely to fulfil the Licensing Objectives with ease.
- **Design.** Good aspects of traditional pub design including room divisions can help attract a more mixed age and varied range of customers who are unlikely to pose any risk to the licensing objectives.
- **Layout.** The provision of adequate seating and tables is important in encouraging a mixed age customer base and avoiding overcrowding. The absence of seating and tables may also lead to the faster consumption of alcohol. The position of toilets and bars is also important in seeking to avoid congestion that could lead to frayed tempers

Reference: Home office guide – *Design out crime*

APPENDIX C

Public Safety

The attachment of conditions to a premises licence or club premises certificate will not in any way relieve employers of the statutory duty to comply with the requirements of other legislation including the Health and Safety at Work etc Act 1974, associated regulations and especially the requirements under the Management of Health and Safety at Work Regulations 1999, and the Regulatory Reform (Fire Safety) Order 2005 to undertake risk assessments.

Employers should assess the risks, including risks from fire, and take measures necessary to avoid and control them. Conditions enforcing these requirements are therefore unnecessary.

From 1 October 2006 the Regulatory Reform (Fire Safety) Order 2005 replaced previous fire safety legislation. Under article 43 of the Regulatory Reform (Fire Safety) Order 2005 any conditions imposed by the Licensing Authority that relate to any requirements or prohibitions that are or could be imposed by the Order have no effect. Additional assistance on fire safety related matters can be found by visiting Hampshire Fire and Rescue Service web site: www.hantsfire.gov.uk and <http://www.communities.gov.uk/fire/firesafety/firesafetylaw/aboutguides/>

- *Fire Safety Risk Assessment - Small and Medium Places of Assembly*. ISBN 978 1 85112 820 4
- *Fire Safety Risk Assessment - Large Places of Assembly*. ISBN 978 1 85112 821 1
- *Fire Safety Risk Assessment - Theatres, Cinemas and Similar Premises*. ISBN 978 1 85112 822 8
- *Fire Safety Risk Assessment - Open Air Events and Venues*. ISBN 978 1 85112 823 5

General

Additional matters relating to cinemas and theatres are considered in Appendix E. It should also be recognised that special issues may arise in connection with outdoor and large scale events. In addition, to considering the points made in this Appendix, those preparing operating schedules or club operating schedules should consider:

- *Model National and Standard Conditions for Places of Public Entertainment and Associated Guidance*. ISBN 1 904031 11 0 (Entertainment Technology Press – ABTT Publications)
- *The Event Safety Guide – A guide to health, safety and welfare at music and similar events*. (HSE 1999) (“The Purple Book”) ISBN 0 7176 2453 9
- *Managing Crowds Safely*. (HSE 2000) ISBN 0 7176 1834 7
- *Steps to Risk Assessment: Case Studies*. (HSE 1998) ISBN 07176 15804
- *The Guide to Safety at Sports Grounds*. (The Stationery Office, 1997) (“The Green Guide”) ISBN 0 11 300095 2
- *Safety Guidance for Street Arts, Carnival, Processions and Large Scale Performances* published by the Independent Street Arts Network, copies of

which may be obtained through: www.streetartsnetwork.org.uk/pages/publications.htm

- The London District Surveyors Association's *"Technical Standards for Places of Public Entertainment"* ISBN 0 9531229 2 1

The following British Standards should also be considered:

- BS 5588 Part 6 (regarding places of assembly)
- BS 5588 Part 9 (regarding ventilation and air conditioning systems)
- BS 5588 Part 8 (regarding means of escape for disabled people)
- BS 5839 (fire detection, fire alarm systems and buildings)
- BS 5266 (emergency lighting systems)

In most premises existing legislation will provide adequately for the safety of the public or club members and guests. However, where this is not the case, further consideration might be given to the further conditions outlined in the Guidance issued under Section 182 of the Act - Appendix D - Part 2. Conditions Relating to Public Safety.

APPENDIX D

THE PREVENTION OF PUBLIC NUISANCE

Additional matters to be considered

Hours

The hours during which the premises are permitted to be open to the public or to members and their guests can be restricted by the conditions of a premises licence or a club premises certificate for the prevention of public nuisance if there is sufficient evidence. But this must be balanced by the potential impact on disorder which may result from artificially early fixed closing times. However, there is no general presumption in favour of lengthening licensing hours and the four Licensing Objectives should be paramount considerations at all times.

Restrictions could be necessary on the times when certain licensable activities take place even though the premises may be open to the public at such times. For example, the playing of recorded music after a certain time might be prohibited, even though other licensable activities are permitted to continue. Another example, the playing of recorded music might only be permitted after a certain time where conditions have been attached to the licence or certificate to ensure that any potential nuisance is satisfactorily prevented.

Restrictions might be necessary on the parts of premises that might be used for certain licensable activities at certain times. For example, while the provision of regulated entertainment might be permitted while the premises are open to the public or members and their guests, regulated entertainment might not be permitted in a garden area of the premises after a certain time.

Noise and vibration

In certain premises where legislation does not provide adequately for the prevention of public nuisance, consideration might be given to conditions that ensure that:

- Noise or vibration does not emanate from the premises so as to cause a nuisance to the occupants of nearby properties. This might be achieved by a simple requirement to keep doors and windows at the premises closed, or to use noise limiters on amplification equipment used at the premises.
- Prominent, clear and legible notices are displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and the area quietly.
- Prohibiting certain rooms from being used for purposes that create noise.

- Restricting the use of explosives, pyrotechnics and fireworks of a similar nature, which could cause disturbance in the surrounding area.
- Requiring the placing of refuse - such as bottles - into receptacles outside the premises at times that will minimise the disturbance to nearby properties.
- Regular monitoring for excessive noise emanating from the premises and its boundaries.

Noise from Regulated Entertainment

In all cases where regulated entertainment is provided within a building the Licensing Authority will expect the applicant to identify any areas of sound leakage from the premises and include in the operating schedule measures for addressing any areas so identified, such as:

- A simple requirement to keep doors and windows at the premises closed
- Limiting live music to a particular area of the building
- Moving the location and direction of speakers away from external walls or walls that abut private premises
- Installation of acoustic curtains
- Fitting of rubber seals to doorways
- Isolation of speaker mountings
- Requiring the licensee to take measure to ensure that music will not be audible above background level at the nearest noise sensitive location
- Requiring the licensee to undertake routine monitoring to ensure external levels of music are not excessive and take appropriate action where necessary;
- Fitting noise limiters on amplification equipment used at the premises (if other measures have been unsuccessful).

In all cases the Licensing Authority will expect the applicant to propose practical steps to demonstrate how disturbance to local residents will be prevented. The following general issues should be covered in the operating schedule:

- The establishment of an appropriate noise assessment procedure
- The establishment of monitoring systems to demonstrate compliance with noise policies and with any specific noise restrictions
- The establishment of an internal communications procedure for dealing with noise issues
- The establishment of methods for logging and responding to noise complaints within appropriate time limits
- The provision of general advice and training on noise control to employees.

Plant and Machinery

Fixed plant and machinery, such as refrigeration equipment, air conditioning plant and cooking extraction systems, if not properly located designed, constructed and maintained can cause noise disturbance. The noise produced may not be a problem during the early evening but may cause disturbance to local residents later at night when they are trying to sleep, i.e. after 23:00. The total noise energy (L_{Aeq}), background noise (L_{A90}) and tonal content of the noise are important. Where such noise is identified as a potential nuisance, applicants should demonstrate in their operating schedules that airborne and structure-borne noise produced will not cause a nuisance to local residents.

Noxious smells

In certain premises where existing legislation does not provide adequately for the prevention of public nuisance, consideration might be given to conditions that ensure that noxious smells from licensed premises are not permitted so as to cause a nuisance to nearby properties and the premises are properly vented.

Light pollution

Flashing or particularly bright lights on or outside licensed premises should not cause a nuisance to nearby properties. Any such condition needs to be balanced against the benefits to the prevention of crime and disorder of bright lighting in certain places.

Other measures

Other measures previously mentioned in relation to the Prevention of Crime and Disorder may also be relevant as necessary to prevent public nuisance. These might include the provision of door supervisors, open containers not to be taken from the premises, and restrictions on drinking areas.

APPENDIX E

THE PROTECTION OF CHILDREN

Additional Matters to be Considered

An operating schedule or club operating schedule should indicate any decision for the premises to exclude children completely. This would mean there would be no need to detail in the operating schedule steps that the applicant proposes to take to promote the protection of children from harm. Otherwise, where entry is to be permitted, the operating schedule should outline the steps to be taken to promote the protection of children from harm while on the premises.

Access for children to licensed premises – in general

Restrictions on the access of children under 18 to premises where licensable activities are being carried on should be made where it is necessary to protect children from harm. Precise policy and details will be a matter for individual licensing authorities.

The Secretary of State recommends (unless there are circumstances justifying the contrary) that:

- for any premises with known associations (having been presented with evidence) with or likely to give rise to:
 - heavy or binge or underage drinking;
 - drugs;
 - significant gambling; or
 - any activity or entertainment (whether regulated entertainment or not) of a clearly adult or sexual nature,

there should be a strong presumption against permitting any access at all for children under 18 years.

- for any premises, not serving alcohol for consumption on the premises, but where the public are allowed on the premises after 23:00 hours in the evening, there should be a presumption against the presence of children under the age of 12 unaccompanied by adults after that time.

Applicants wishing to allow access under the above circumstances should when preparing new operating schedules or club operating schedules or variations of those schedules:

- explain their reasons; and
- outline in detail the steps that they intend to take to protect children from harm on such premises.

In any other case the Secretary of State recommends that, subject to the premises licence holder's or club's discretion, the expectation would be for unrestricted access for children subject to the terms of the 2003 Act

Age Restrictions – specific

Whilst it may be appropriate to allow children unrestricted access at particular times and when certain activities are not taking place, licensing authorities will need to consider:

- the hours of day during which age restrictions should and should not apply. For example, the fact that adult entertainment may be presented at premises after 20:00 hours does not mean that it would be necessary to impose age restrictions for earlier parts of the day;
- types of event or activity that are unlikely to require age restrictions, for example:
 - family entertainment; or
 - non-alcohol events for young age groups, such as under 18s dances,
- types of event or activity which give rise to a more acute need for age restrictions than normal, for example:
 - during “Happy Hours” or on drinks promotion nights;
 - during activities outlined in the first bullet point in the first paragraph above.

Age Restrictions – Cinemas

The British Board of Film Classification classifies films in accordance with its published Guidelines which are based on extensive research into public opinion and professional advice. The Secretary of State therefore recommends that licensing authorities should not duplicate this effort by choosing to classify films themselves. The classifications recommended by the Board should be those normally applied unless there are very good local reasons for a Licensing Authority to adopt this role. Licensing authorities should note that the provisions of the 2003 Act enable them to specify the Board in the licence or certificate and, in relation to individual films, to notify the holder or club that it will make a recommendation for that particular film. Licensing authorities should be aware that the BBFC currently classifies films in the following way:

- U Universal – suitable for audiences aged four years and over
- PG – Parental Guidance. Some scenes may be unsuitable for young children.
- 12A – Passed only for viewing by persons aged 12 years or older or persons younger than 12 when accompanied by an adult.
- 15 – Passed only for viewing by persons aged 15 years and over.
- 18 – Passed only for viewing by persons aged 18 years and over.

Licensing Authorities should note that these classifications may be subject to occasional change and consult the BBFC’s website at www.bbfc.co.uk before applying relevant conditions.

The Secretary of State considers that, in addition to the mandatory condition imposed by section 20, conditions restricting the admission of children to film exhibitions should include that:

- where the Licensing Authority itself is to make recommendations on the admission of children to films, the cinema or venue operator must submit any film to the Licensing Authority that it intends to exhibit 28 days before it is proposed to show it. This is to allow the Licensing Authority time to classify it so that the premises licence holder is able to adhere to any age restrictions then imposed;
- immediately before each exhibition at the premises of a film passed by the British Board of Film Classification there shall be exhibited on screen for at least five seconds in such a manner as to be easily read by all persons in the auditorium a reproduction of the certificate of the Board or, as regards a trailer advertising a film, of the statement approved by the Board indicating the classification of the film;
- when a Licensing Authority has made a recommendation on the restriction of admission of children to a film, notices are required to be displayed both inside and outside the premises so that persons entering can readily be made aware of the classification attached to any film or trailer. Such a condition might be expressed in the following terms:

“Where a programme includes a film recommended by the Licensing Authority as falling into an age restrictive category no person appearing to be under the age specified shall be admitted to any part of the programme; where a programme includes a film recommended by the Licensing Authority as falling into a category requiring any persons under a specified age to be accompanied by an adult no person appearing to be under the age specified shall be admitted to any part of the programme unaccompanied by an adult, and the licence holder shall display in a conspicuous position a notice clearly stating the relevant age restrictions and requirements. For example:

**PERSONS UNDER THE AGE OF [INSERT APPROPRIATE AGE]
CANNOT BE ADMITTED TO ANY PART OF THE PROGRAMME**

Where films of different categories form part of the same programme, the notice shall refer to the oldest age restriction.

This condition does not apply to members of staff under the relevant age while on-duty provided that the prior written consent of the person's parent or legal guardian has first been obtained.”

Theatres

The admission of children to theatres, as with other licensed premises, is not expected to be restricted normally unless it is necessary to promote the protection of children from harm. However, theatres may be the venue for a wide range of activities. The admission of children to the performance of a play should normally be left to the discretion of the licence holder and no condition restricting the access of children to plays should be attached. However, theatres may also present entertainment including, for example, variety shows, incorporating adult entertainment. A condition restricting the admission of children in such circumstances may be necessary. Entertainment may also be presented at theatres specifically for children (see below).

Licensing authorities are also expected to consider whether a condition should be attached to a premises licence which requires the presence of a sufficient number of adult staff on the premises to ensure the well being of children during any emergency.

See the Guidance issued under Section 182 of the Act - Appendix D Part 3. Theatres, Cinemas, Concert Halls and Similar Places (Promotion of Public Safety).

Performances Especially for Children

Where performances are presented especially for unaccompanied children in theatres and cinemas, licensing authorities will also wish to consider conditions to specify that:

- an attendant to be stationed in the area(s) occupied by the children, in the vicinity of each exit, provided that on each level occupied by children the minimum number of attendants on duty should be one attendant per 50 children or part thereof.

Licensing authorities should also consider whether or not standing should be allowed. For example, there may be reduced risk for children in the stalls than at other levels or areas in the building.

Children in Performances

There are many productions each year that are one-off shows where the cast is made up almost entirely of children. They may be taking part as individuals or as part of a drama club, stage school or school group. The age of those involved may range from 5 to 18. The Children (Performances) Regulations 1968 as amended set out requirements for children performing in a show. Licensing authorities should familiarise themselves with these Regulations and not duplicate any of these requirements. However, if it is necessary to consider imposing conditions, in addition to these requirements, for the promotion of the protection of children from harm then the Licensing Authority should consider the matters outlined below.

- **Venue** – the backstage facilities should be large enough to accommodate safely the number of children taking part in any performance.
- **Special effects** – it may be inappropriate to use certain special effects, including smoke, dry ice, rapid pulsating or flashing lights, which may trigger adverse reactions especially with regard to children.
- **Care of children** – theatres, concert halls and similar places are places of work and may contain a lot of potentially dangerous equipment. It is therefore important that children performing at such premises are kept under adult supervision at all times including transfer from stage to dressing room and anywhere else on the premises. It is also important that the children can be accounted for at all times in case of an evacuation or emergency.

The Portman Group Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks

The Portman Group operates, on behalf of the alcohol industry, a Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks. The Code seeks to ensure that drinks are packaged and promoted in a socially responsible manner and only to those who are 18 years old or older. Complaints about products under the Code are considered by an Independent Complaints Panel and the Panel's decisions are published on the Portman Group's website, in the trade press and in an annual report. If a product's packaging or point-of-sale advertising is found to be in breach of the Code, the Portman Group may issue a Retailer Alert Bulletin to notify retailers of the decision and ask them not to replenish stocks of any such product or to display such point-of-sale material, until the decision has been complied with. The Code is an important mechanism in protecting children from harm because it addresses the naming, marketing and promotion of alcohol products sold in licensed premises in a manner which may appeal to or attract minors.

Consideration can be given to attaching conditions to premises licences and club premises certificates that require compliance with the Portman Group's Retailer Alert Bulletins.

Proof of Age Cards

Proof of age cards are discussed under Appendix B in connection with the prevention of crime and disorder. However, a requirement for the production of proof of age cards before any sale or supply of alcohol is made could be attached to any premises licence or club premises certificate for the protection of children from harm. Proof of age cards can also ensure that appropriate checks are made where the presence of children is restricted by age at certain times, such as 16.

Since many adults in England and Wales do not currently carry any proof of age, the wording of any condition will require careful thought. For example, many premises have adopted the "Challenge 21" or other similar initiatives. Under the "Challenge 21" initiative those premises selling or supplying alcohol require sight of evidence of age from any person appearing to be under the age of 21 and who is attempting to buy alcohol. Making this a licensing condition would ensure that most minors – even those looking older – would need to produce appropriate proof of age before making such a purchase.

APPENDIX F

Responsible Authorities

The Responsible Authorities that must be fully notified of applications and that are entitled to make representations to the Licensing Authority in relation to the application for the grant, variation or review of a premises licence.

For all premises these include:

Police

Chief Officer of Police,
Central OCU Headquarters, Fareham Police Station, Quay Street, Fareham PO16 0NA.

Fire

Correspondence Address:
Chief Fire Officer,
Hampshire Fire and Rescue Service, Technical Fire Safety Group (East), Copnor Fire Station, Copnor Road, Portsmouth PO3 5AE

County Chief Officer H.Q. Address:
Hampshire Fire and Rescue Service Headquarters, Leigh Road, Eastleigh SO50 9JS

Local Agency for Health & Safety at Work etc. Act 1974

Head of Environmental Health
Town Hall, High Street, Gosport PO12 1EB

Local Agency for Environmental Health

Head of Environmental Health
Town Hall, High Street, Gosport PO12 1EB

Local Planning Authority

Head of Development Control
Town Hall, High Street, Gosport PO12 1EB

Local Weights and Measures Authority

Hampshire County Council
Trading Standards Service Manager, Montgomery House, Monarch Way,
Winchester SO22 5PW

Matters Relating to the Protection of Children

The Team Manager, Children's Services, 133 Stoke Road, Gosport PO12 1SD

Matters Relating to Vessels

The Surveyor in Charge, The Maritime and Coastguard Agency
Spring Place, 105 Commercial Road, Southampton SO15 1EG

APPENDIX G

**CERTIFICATE OF DISPLAY OF NOTICE**

I

of,

hereby certify that on theday of,20... the Notice required to be displayed in accordance with the regulations made under, and in accordance with the Licensing Act 2003 was prominently displayed at..... [*state where displayed*], on or near the site of the premises..... [*state where displayed*] to which the application relates where it can conveniently be read by the public on the site of the premises [*state the dates of the period the notice was placed on display*]
from the day of, 20 ,

to the day of, 20 .

Dated the day of, 20 ,

Signature.....



CERTIFICATE OF SERVICE

I

of,

hereby certify that on the day of , 20 , I served each of the persons named in the schedule hereto with the notice, of which the attached copy is a true copy by:

- * Delivering the said notice to him/her personally
- * By sending the said notice by post (or recorded delivery service) to him/her on a prepaid (registered) letter posted by me at the Post Office situated at

at o'clock in the noon and addressed to such persons at the addresses set out in the said schedule under their names being their respective last known (or usual) place of abode (or business)

Dated the day of , 20 ,

Signed.....

- * *Delete as appropriate*

SCHEDULE OF PERSONS NOTIFIED

APPENDIX B**Consultation process undertaken in the formulation of the Gosport Borough Council Revised Statement of Licensing Policy 2008 – 2011**

1. Gosport Borough Council's Licensing Forum has been established with representative members from the Borough's commercial licensing trade, local social clubs in the Borough, the taxi trade, local Councillors and Council officers from Environmental Health, Community Safety, Legal and Democratic Services.
2. The Licensing Forum met on 19 May 2006, 12 June 2007 and 13 August 2007. The Forum deliberated on how effective the current Statement of Licensing Policy has been in fulfilling the purpose of presenting to the public how the Licensing Authority exercises its licensing functions under the Licensing Act 2003.
3. The consensus of opinion of the Licensing Forum was that the current Statement of Licensing Policy adequately fulfilled the purpose it was produced for. However, due to the evolutionary changes in the legislation and the revision of the Secretary of State's Guidance under section 182 of the Licensing Act 2003, the Statement of Licensing Policy needed to be updated to reflect those changes. The Licensing Forum concluded that no wider changes were necessary.
4. For the purpose of determining the licensing policy for a three year period the Licensing Act 2003 names two statutory consultees as the Chief Officer of Police and the Fire Authority. Both have been consulted and their recommendations have been incorporated into the draft revised Statement of Licensing Policy.
5. The draft revised Statement of Licensing Policy which was approved by the Licensing Forum has been published on the Gosport Borough Council website for a three months public consultation period ending on 1st November 2007.
6. An information article has been published in the September 2007 copy of the Gosport Borough Council "Coastline" advising householders and the public that the draft revised Statement of Licensing Policy was available to view on the Council's website and inviting comments to be sent to the Head of Environmental Health.
7. Copies of the draft revised Statement of Licensing Policy have been sent to the British Beer and Pub Association and the Southern Chairman of the British Institute of Inn Keeping for consultation purposes at a national level.

GOSPORT BOROUGH COUNCIL

REFERENCE

**TO: POLICY AND ORGANISATION BOARD –
14 NOVEMBER 2007**

FROM: HOUSING BOARD – 7 NOVEMBER 2007

TITLE: REDEVELOPMENT PROPOSALS FOR THE LEISURE

AUTHOR: HOUSING SERVICES MANAGER

Attached is a copy of the report that was considered by the Housing Board on the 7 November 2007 (Appendix 'B'), together with the Minute extract and Board Resolution (Appendix 'A').

RECOMMENDATION:

To follow

APPENDIX 'A'

EXTRACT FROM THE MINUTES OF THE
HOUSING BOARD MEETING
7 NOVEMBER 2007

Minute No.

REVELOPMENT PROPOSALS FOR THE LEISURE

To follow

APPENDIX B

Board/Committee:	HOUSING BOARD
Date of Meeting:	7 NOVEMBER 2007
Title:	REDEVELOPMENT PROPOSALS FOR THE LEISURE
Author:	HOUSING SERVICES MANAGER/OH
Status:	FOR DECISION

Purpose

The purpose of this report is to outline the progress that has been made in relation to the redevelopment of The Leisure at Cunningham Drive, Bridgemarky. It reports on the consultations that have been taking place with a number of parties in relation to the realisation of a new scheme for the site. The report includes details of the proposed management options as requested by members at the previous meeting of the Housing Board. The report seeks a decision to transfer the land to Hermitage Housing Association who would carry out the redevelopment of The Leisure.

Recommendation

That the Housing Board recommends to the P & O Board;

- a) That the land at the Leisure, excluding that occupied by the bungalows, be transferred to Hermitage Housing Association for no financial consideration, and authority be delegated to the Housing Services Manager in consultation with the Borough Solicitor to finalise the terms of the transfer.
- b) That the Housing Services Manager, in liaison with Ward Councillors continues working on the detailed proposals, including financial, management and development discussions, for the redevelopment of the Leisure Sheltered Housing Scheme
- c) Future management arrangements for the new scheme will be as follows:
 - The establishment of a local management panel to monitor and review performance of both the management and care at the new scheme. The management panel would consist of representatives of all partners to the scheme including local residents' representatives, a local ward councillor and representatives from the voluntary sector.

- The establishment of a nominations panel to assess applications for the scheme and to ensure that both the housing and care needs are assessed jointly. This would consist of representatives from GBC, HCC and Hermitage Housing Association. Vacancies to the scheme would be advertised through the Gosport CBL scheme with agreed housing and care criteria attached.
- Access in perpetuity for residents of 26-45 Cunningham Drive to the new facilities at the redeveloped Leisure scheme, with costs pegged to GBC prices for guest rooms etc for a period of five years from the opening of the new scheme.

1 Background

- 1.1 At the Housing Board meeting on 13 June 2007 a report from the Member Working Group, which had met during 2006 to consider the Council's Sheltered Housing Stock, was considered and its recommendations discussed and agreed. Members will recall that a major recommendation was to bring forward redevelopment proposals for 3 schemes, The Leisure, Rogers House and Agnew House, in conjunction with our Housing Association partners.
- 1.2 Hermitage Housing Association, now part of the Guinness Group, and one of our Housing Association partners had previously worked on a proposal for The Leisure which had not been successful in receiving financial support from the Department of Health. It was agreed with the Chairman of Housing that they and Parnell Design (architects of the original scheme) be approached again to work on a new proposal. This was mainly because it was felt that with a Housing Corporation bid round approaching this autumn it was important to develop a scheme with the potential of attracting Corporation funding.
- 1.3 Hermitage HA is a local housing provider who, as well as being one of our established partners, has significant experience in the management and provision of sheltered and frail elderly housing. One third of the stock that they own in Havant is accommodation for the elderly including a large scheme for the frail elderly on Hayling Island. Hermitage HA and Guinness also have a specialist care and support provider within their group which we have accessed to give further advice on design management and revenue issues in relation to this proposed scheme.
- 1.4 The new development would be owned by Hermitage HA as the grant to deliver the scheme would come from the Housing Corporation. However, since this report was considered by the Housing Board at its meeting on 12 September 2007, the Council has

been able to negotiate details of the proposed management arrangements which are now contained in this report.

2 Report

- 2.1 Since the adoption of the Housing Board report and the decision to work up a bid for The Leisure a project team has met to develop plans for the new scheme and to begin to resolve all the issues that arise with a proposal of this scale.
- 2.2 What is proposed is the rehousing of the existing tenants from the 24 bedsit scheme, of which 15 bedsits are occupied. All existing residents have been consulted about the proposal so far and their housing requirements, including any domiciliary care needs, are now being collated. All existing residents will be sensitively decanted and will be offered home loss and disturbance payments as compensation. All existing residents of The Leisure understand that they have the right to return to the new scheme should they so wish.

The bungalows surrounding the Leisure sheltered block are not part of the redevelopment proposal and would remain within the ownership and management of the Council.

- 2.3 The proposed new scheme by Hermitage HA would involve the demolition of the existing scheme and the provision in its place of a 50 property development of one and two bedroom flats, all of which will be wheel chair accessible and four of which will be specifically adapted for wheelchair users. The scheme would include a communal lounge and a separate residents' lounge, a dining room and a catering kitchen. Additional elements would include smaller rooms for residents' activities or treatments e.g. hairdressing, assisted bathing facilities, a laundry, reception and offices for scheme manager and staff, as well as a guest room and ancillary space for plant and buggy storage.
- 2.4 This will create a scheme capable of flexible use to provide a much wider range of facilities for use by older residents in the Gosport community. The proposal has been built on good practice from other areas of the country in relation to the development of "very sheltered housing" otherwise known as "extra care housing" and is a model which is supported by Hampshire County Council.

All of the 50 new flats would be available to rent from Hermitage HA by local older people with a range of housing and care needs.

Additionally there would be a service charge for the use of communal and other facilities.

2.5 Future management arrangements for the new scheme have been discussed with Hermitage HA and these are proposed as follows:-

- The establishment of a local management panel to monitor and review performance of both the management and care at the new scheme. The management panel would consist of representatives of all partners to the scheme including local residents' representatives, a local ward councillor and representatives from the voluntary sector.
- The establishment of a nominations panel to assess applications for the scheme and to ensure that both the housing and care needs are assessed jointly. This would consist of representatives from GBC, HCC and Hermitage Housing Association. Vacancies to the scheme would be advertised through the Gosport CBL scheme with agreed housing and care criteria attached.
- Access in perpetuity for existing residents of 26-45 Cunningham Drive to the new facilities at the redeveloped Leisure scheme, with costs pegged to GBC prices for guest rooms etc for a period of five years from the opening of the new scheme. After this period, residents will continue to have access to the scheme and will pay the charge levied for the facilities; such as the Guest Room and Launderette that may apply at this time.

2.6 Hampshire County Council (HCC) support is important to enable the delivery of this scheme and their supported housing expertise is represented on the project group. Hampshire County Council has established a capital fund of £5 Million to develop, with other partners, at least 400 new very sheltered housing places across the county, including making available up to £750,000 of capital for the development of this scheme. The report seeking this was approved by HCC's Cabinet on 24 September 2007.

Commitment to the revenue required for the development of very sheltered housing places has already been given in principle by the Hampshire Supporting People County Core Group in June 2007.

2.7 The financial contribution from Gosport Borough Council to the scheme would be the land that the new scheme will occupy. This is vital to the success of the scheme and its bid for Housing Corporation funding and is currently estimated to be worth between £700,000 and £800,000. This would be a similar to the redevelopment of the 'Orlit' and 'Steane' properties, whereby the land was transferred from the council with the new homes owned and managed by the Housing Association, although the management scheme as outlined in this report will be used at The Leisure. Gosport Borough Council would

be acting in an enabling capacity to provide new affordable homes for rent to older local people.

- 2.8 The total costs for the realisation of the scheme, including notional land and on costs, is currently £7.95m. Of this it is anticipated that £3.7m will be sought in grant from the Housing Corporation, £2.7m raised as a long term loan by Hermitage HA and the other capital costs supported by GBC in the form of land and HCC via a capital contribution.
- 2.9 There is a strong demand for affordable sheltered accommodation in Gosport with current demand far greater than available supply. The Best Value Sheltered Housing Review calculated that there will be a demand for an extra 400 units of sheltered accommodation to be met by 2011. Gosport currently has no very sheltered housing provision but demographic trends of the area indicate that there is an urgent need for this type of provision to be developed; this also assists in the funding case for such a scheme with both the Housing Corporation and HCC.
- 2.10 Typically, such a scheme will cater for a range of older persons' needs and ensure that for as long as possible older citizens are able to live independently in good quality accommodation which is designed to allow for a variety of mobility and sensory impairments which may come with age. Schemes typically have a Warden and other care staff and also offer on-site facilities such as an optional cooked midday meal other activities include a social club and access to facilities that may be required including assisted bathing and hairdressing. Any housing care provided to the residents is via an individual housing care and support package. The housing care and support package would be tendered under the standard Supporting People arrangements.
- 2.11 The timescale for the new scheme, once all the current residents have been sensitively rehoused and the existing building demolished is for it to take 18 months to build. It is therefore anticipated that the redevelopment would commence in 2008 and the new scheme would open in 2010.
- 2.12 In order to maximise the chances of obtaining Housing Corporation support the scheme will be submitted for planning approval shortly after detailed consultation with the residents of The Leisure, properties adjacent to the scheme, and the wider community. The Housing Corporation focus is on deliverable schemes, and schemes have little chance of funding if they are unlikely to receive planning approval. The costs of designing the scheme, employing Consultants and Architects and making the planning application, which are considerable, is being born by Hermitage HA and will be absorbed by them if the scheme is unsuccessful.

3 Risk Assessment

- 3.1 The major risks to this scheme are securing planning permission and financial in terms of the grant required to realise the scheme. The scheme cannot proceed if either of these are not forthcoming. However, the partnership approach to the scheme delivery offers the best option for scheme realisation and the role of the Local Authority in supporting such an initiative is a major consideration when the Housing Corporation is considering funding opportunities.

4 Conclusion

- 4.1 The report describes the progress so far in developing proposals for the redevelopment of The Leisure sheltered scheme, and details the rehousing, consultation, management and redevelopment discussions that have taken place to date. The final detailed arrangements for the redevelopment are to be reported to a future Housing Board meeting.

Financial Services comments:	As outlined in the report. It is unlikely that an affordable solution could be developed involving retaining ownership of all of the units without significantly jeopardising the ability to achieve Decent Homes Standard with our housing stock.
Legal Services comments:	The Council has the power to enter into these arrangements although it must ensure that the proposal falls within one of the General Consents ,under Section 25 of the Local Government Act 1988, otherwise a specific consent from the Secretary of State will be required for the disposal The Council must decant the existing tenants before the transfer is completed and this transaction together with others where financial assistance or a gratuitous benefit is provided to an RSL in the same financial year must not exceed £10 Million.
Service Improvement Plan implications:	Meeting the Decent Homes Standard is a key objective of the Housing Services SIP (Service Improvement Plan)
Corporate Plan:	Meets objectives in relation to the Strategic Priority of Prosperity by improving access to decent housing
Risk Assessment:	See paragraph 3.1
Background papers:	None
Appendices/Enclosures:	None
Report author/ Lead Officer:	Oona Hickson Head of Housing Strategy and Enabling

AGENDA NO. 8

Board/Committee	Policy & Organisation Board
Date of Meeting	14 November 2007
Title	Rowner Neighbourhood Management Scheme
Author	Head of Economic Prosperity
Status	For decision

Purpose

To seek support for a Proposal to pilot a Neighbourhood Management Scheme in the Rowner area (including Grange Ward) for a period of two years, commencing 1st April 2008, and to agree that monies allocated for neighbourhood management in Rowner be invested in delivery of the Proposal.

Recommendation

- 1) That Policy and Organisation Board supports the Proposal to pilot a Neighbourhood Management Scheme in the Rowner area (including Grange Ward) for a period of two years, commencing 1st April 2008.
- 2) That Policy and Organisation Board agree that funds allocated for neighbourhood management in Rowner be used to support delivery of this Neighbourhood Management Proposal.

1 Background

- 1.1 Over the last seven years the Rowner area, and Grange Ward in particular, has benefited from the delivery of a number of regeneration programmes. These include Surestart and the Single Regeneration Budget Round 6 (SRB6) Connecting Communities Programme.
- 1.2 The SRB6 programme, which ended in March 2007, helped fund a number of initiatives that have improved provision for young people, contributed to the reduction of crime and anti-social behaviour and developed the skills and confidence of local residents. The programme's support for community development activities and events, such as the Rowner Carnival and Christmas in the Square, has also improved community cohesion and increased resident participation.
- 1.3 The end of the SRB6 programme has, however, also meant the loss of funding to continue and develop many of these initiatives. There is a real concern that unless socio-economic issues are addressed in a more sustainable way, previous progress will be undermined and the potential benefit provided by the planned physical regeneration of the estate will not be realised.

2 Neighbourhood Management

- 2.1 In March 2007, discussions were held with representatives from the organisations and agencies responsible for delivering services in Rowner, with a view to introducing a Neighbourhood Management Scheme for the area. (Neighbourhood Management is an area based approach to improving existing and future service delivery, by ensuring that services are responsive to the needs and aspirations of the local community and delivered in the most effective way. It is a process that creates a partnership between the community, statutory authorities and delivery agencies at a local level, improving outcomes for residents and helping to achieve efficiencies for service providers).
- 2.2 Discussions at the March meeting were informed by a review of the current and emerging social and economic issues affecting the local population, with attention being particularly drawn to the disproportionately high percentages of young people and young working age adults living in Grange Ward. There are approximately 2300 young people under the age of 18 years living in Grange Ward, equivalent to 37.9% of its population, and approximately 3000 adults between the ages of 18-44 years, equivalent to 50% of the Ward's population. The percentage averages for Gosport are 23.3% and 38.5% respectively.
(Source: Census 2001)
- 2.3 A presentation was also made by Leigh Rampton, Director of Social Inclusion at The Partnership. This included a summary of the findings of a 'Community Change Analysis' of Rowner, commissioned by the former SRB6 Management Board, and an insight into the benefits and relevance of a Neighbourhood Management approach for Rowner, as outlined in the report 'Becoming Normal', a copy of which is attached as Appendix B of this report.
- 2.4 With the support of service providers, a Working Group was established to develop a Neighbourhood Management proposal for Rowner, focusing on the three identified priority areas of: youth, environment/image and working age adults. The Working Group, which has been led by the Council's Economic Prosperity team, included representatives from: Hampshire County Council, the Youth Service, St Mary's Church (Rowner) and Portsmouth Housing Association. The Working Group also included Jacky Charman (Community Development Worker for Rowner) and Leigh Rampton, Director of Social Inclusion.
- 2.5 A copy of the draft Proposal prepared by the Working Group is attached to this report as Appendix A. It provides an introduction to the concept of Neighbourhood Management and proposes a structure for the delivery and implementation of a Neighbourhood Management Scheme in Rowner. It outlines work undertaken to develop the three priority areas to date,

including possible actions. It also details suggested staffing and partnership arrangements to take the Scheme forward.

- 2.6 The draft Proposal was presented to Rowner service providers at a meeting in October 2007. A number of minor modifications were suggested and these have been incorporated.
- 2.7 Subject to the support of Members of Policy and Organisation Board, the Scheme will be presented to the Rowner Renewal Partnership and Gosport Partnership, prior to a community launch in January 2008 and planned start date of 1st April 2008.

3. Funding Implications

- 3.1 The aim of Neighbourhood Management is to improve services by using mainstream funding; thus increasing the potential for sustainability and reducing dependency on short term external funding streams. However, Neighbourhood Management requires new ways of working and it will take time and effort to develop these, as well as ensuring that they are complementary to other regeneration activities on the estate. There is also a recognised need to streamline existing partnership arrangements and meetings to create an effective structure that can deliver the change and actions required.
- 3.2 The Proposal therefore provides for a part time coordination role for the two-year period of the pilot Scheme. This, together with an allowance for running costs, amounts to a total of approximately £26,000 per annum (please see Table 3, Page 9 of Appendix A for more details). Contributions are now actively being sought from partner organisations towards meeting these costs.
- 3.4 At a meeting of the Policy and Organisation Board on 27 June 2007, approval was given to the allocation of funding to support the development of a Neighbourhood Management Scheme in Rowner. This provided for £12,000 per annum for a period of three years, utilising monies awarded to the Council under the Local Authority Business Growth Incentive scheme.
- 3.5 The proposed Neighbourhood Management Scheme for Rowner offers an important opportunity to realise sustainable improvement in the delivery of services to an area suffering from multiple disadvantage. It is therefore recommended that the funding allocated for Neighbourhood Management in Rowner (as detailed at Paragraph 3.4 above) should form the Council's contribution to the establishment, coordination and delivery of the attached Proposal.

4 Risk Assessment

- 4.1 This Proposal potentially reduces the risk to the long term successful regeneration of Rowner by addressing existing and emerging socio-economic issues affecting local residents.
- 4.2 Successful delivery of this Scheme depends on the support and participation of service providers and local residents. The staffing and partnership arrangements contained within the Proposal are designed to facilitate this.
- 4.3 A limited amount of funding is required to help establish the Scheme. The Council has already allocated funding which, subject to Members' approval, can be used in support of this initiative and other partners are actively being approached for contributions. If insufficient funding is available to deliver the draft Proposal in its current form, then the Proposal will need to be reviewed and modified accordingly.

5 Conclusion

- 5.1 The Proposal for a Neighbourhood Management Scheme is intended to complement and support both the work of the Rowner Renewal Partnership and the community engagement activities undertaken by the Rowner Access Point and other community groups. All three elements are necessary and must be mutually reinforcing if regeneration is to be achieved and sustained in the future.
- 5.2 The Council is already contributing to the physical regeneration and development of community engagement in Rowner. In supporting the piloting of a Neighbourhood Management approach, the Council will enhance its community leadership role and provide improved opportunities and outcomes for the residents of Rowner.

Financial Services comments:	See paragraph 3.4
Legal Services comments:	None
Service Improvement Plan Implications	See CXU/EP/001 and CXU/EP/002
Corporate Plan	Contributes to PR1/01/001 and PR1/01/002
Risk Assessment	See Section 4
Background Papers	P&O Report 27.6.07 (LABGI)
Appendices/Enclosures	Appendix A – Draft Delivery Proposal Appendix B – Becoming Normal
Report Author/Lead Officer	Lynda Dine Tel: 023 9254 5231

Rowner Neighbourhood Management Scheme Draft Proposal

1. Introduction
2. Objectives of Neighbourhood Management
3. Priority Issues for Rowner
 - 3.1 Youth Provision and establishing positive Youth Norms
 - 3.2 Physical Environment and Image
4. Proposed Partnership and Implementation Structure
5. Proposed Staffing Structure
6. Funding
7. Costs and funding
8. Future Neighbourhood Management Schemes

1. Introduction

This document proposes a structure for the delivery and implementation of a Neighbourhood Management Scheme for the Rowner area, focusing in particular on the Grange Ward. The proposal outlines the key objectives of the scheme and suggested partnership and staffing structures.

Neighbourhood Management is an area based approach to service improvement, making services more responsive to the needs and aspirations of the residents and more effective in their delivery. It is a process that creates a partnership between the community, statutory authorities and delivery agencies at a localised level, creating a better environment for residents and helping to achieve efficiencies for service providers.

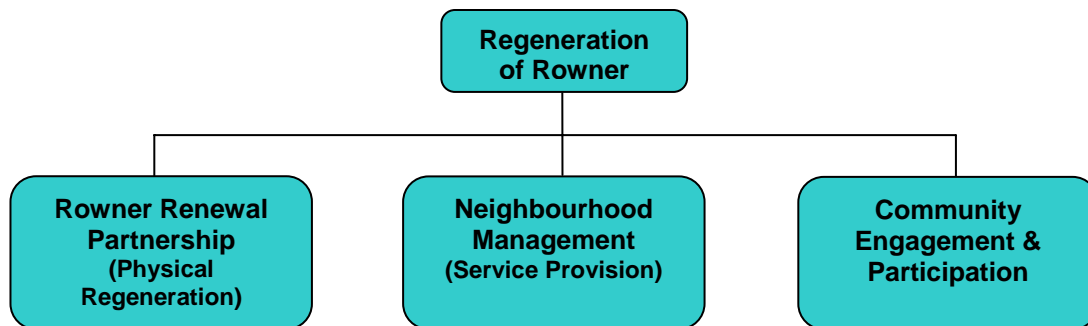
Rowner has been chosen as a pilot scheme for Gosport. (If successful, there is potential for the principles to inform the development of similar schemes in other areas of multiple deprivation.) There are several key reasons for piloting the scheme in Rowner, in particular:

- Grange Ward has an extremely young population with 41% aged under 18 years and recognised child poverty issues (Indices of Multiple Deprivation, 2004);
- There are historical issues of multiple land ownership, poor management and design issues that affect the delivery of environmental improvements and services;
- A major physical regeneration scheme is planned for part of Grange Ward.

Through the intervention and delivery of programmes such as the Single Regeneration Budget Round 6 (SRB6) Connecting Communities Programme and Surestart, the Rowner area has improved considerably over the last 10 years. New employment opportunities have been created and crime rates have fallen. A sense of community has developed, largely resulting from events such as the Rowner Carnival and Christmas in the Square, which have also become a focus for increased community engagement and resident participation. There is a risk, however, that with the end of the SRB6 Programme, the issues that previously affected the area will return. The Rowner Neighbourhood Management Scheme therefore seeks to capitalise on the successes of previous interventions in the area and streamline the many community structures into a more effective working model.

Whilst the proposed Neighbourhood Management Scheme is focused on improving and enhancing service delivered in Rowner, it is only one of three strands that must be integrated and mutually supportive if the regeneration of the estate is to succeed. The Neighbourhood Management Scheme must complement, and be complemented by, the physical regeneration proposals of the Rowner Renewal Partnership and the continuation and development of community engagement (see Figure 1 overleaf).

Figure 1 – Regeneration of Rowner



For further information on the rationale behind Neighbourhood Management in Rowner, please see the report attached at Appendix B 'Becoming Normal' by Leigh Rampton, Director of Social Inclusion at Portsmouth and South Hampshire Partnership.

2. Objectives of Neighbourhood Management

The primary objective of the proposed Rowner Neighbourhood Management Scheme is to improve the quality of life and wellbeing of local residents through the provision and/or realignment of services. For this to happen, the following steps must be taken:

- a) Review current service delivery to establish whether it is fit for purpose, identify any areas where service delivery has failed or is underperforming and the reasons for failure;
- b) Plan and deliver a bespoke programme of service improvements and partnership activities to address priority issues;
- c) Evaluate the success of service improvements and activities, including identification of further change required and/or other services where improvements could be made.

It is important that this is an iterative process and the results and outputs are reviewed on a regular basis.

3. Priority Issues for Rowner

Following a review of socio-economic indicators for Grange Ward and qualitative evidence, it was agreed at a meeting of service providers in March 2007 that the three priority areas to be addressed through the introduction of a Rowner Neighbourhood Management Scheme were:

- Youth provision and establishing positive youth norms
- Physical environment and the image of Rowner
- Opportunities for working age adults

It was also agreed that a small working group should be formed to further explore these priority areas and identify possible actions.

Two workshops were held with service providers to address the themes of youth and physical environment. The outcomes from these are summarised below. (It is proposed that key issues and actions to improve opportunities for working age adults be taken forward in partnership with the relevant agencies, as the Neighbourhood Management Scheme develops.)

3.1 Youth Provision and establishing Positive Youth Norms

The key issues identified by the review of socio-economic data for Grange Ward and the youth workshop can be summarised as follows:

- Rowner, particularly Grange Ward, has a significantly higher population of young people when compared to local, regional and national averages (*Census 2001*);
- The primary and secondary education in the area is generally underperforming (*DfES*);
- Whilst Grange Ward has benefited from investment through programmes such as Surestart and Single Regeneration Budget Round 6, the existing youth provision will still be inadequate for the emerging generation of young people – there are over 2,000 children and young people under the age of 15 years in Grange Ward alone (*Census 2001*);
- There is a high proportion of lone parent families and claimants (*JobCentrePlus*);
- There is a lack of older people and older adults to provide stable role models – only 12% of Grange Ward residents are over the age of 45 years and 2% over 65 years (*Census 2001*);
- The area has a poor image, leading to the stigmatisation of young people and limiting of social and economic opportunities;
- A perception of a high rate of crime and anti-social behaviour, even though improvements have been achieved.

The cumulative effect of the above increases the potential of an excluded and stigmatised generation. Enhancement and alignment of service provision could have a substantial impact on creating a productive and well balanced population in Rowner. If successful, the scheme would offer significant cost savings by reducing the need for interventions from agencies such as Children's' Services, Hampshire Police, the Primary Care Trust and many others.

3.2 Physical Environment and Image

The key issues identified by the environmental workshop can be summarised as follows:

- Poor quality ex-Ministry of Defence (MOD) housing stock;
- Private housing estates and areas divided into small individual resident-led management companies;
- Uncertainty of land ownership;
- Poor design leading to blind spots and opportunities for fly tipping and abandoning cars;
- Poor physical and social image of the area.

The multiple ownership issues have put a heavy strain on environmental services in the area. Many of the individual resident management companies have a responsibility for

maintenance and upkeep of not only common areas but roads and car parks. In some circumstances it is unclear of where responsibility lies. These individual estates vary in size (in terms of the number of properties) and the capacity to provide governance. They employ commercial managing agents such as Countrywide and Labyrinth who are funded by resident contributions. This can lead to a disparity of maintenance offered to individual estates and leads to confusion amongst residents who wish to report issues. Whilst there have been some substantial service improvements over the last few years, there is still plenty of room for improvement.

The physical regeneration scheme led by the Rowner Renewal partnership will enhance and re-develop certain parts of the estate but this only heightens the need to rectify issues in other areas.

The workshops and subsequent discussions have given rise to the objectives and actions proposed in the Outline Action Plan at Table 1 overleaf.

4. Proposed Partnership and Implementation Structure

If the proposed Rowner Neighbourhood Management Scheme is to succeed, a robust and effective management and delivery structure needs to be in place. As highlighted above, the Scheme must complement the physical regeneration and community engagement strands of the Rowner regeneration.

Adopting the model outlined at the meeting of service providers in March 2007, Figure 2 below illustrates a proposed structure. This is intended to help ensure that service improvements react to the current and future needs of the community by involving residents in identifying service problems and enabling them to contribute to their design and/or redesign through action planning. It will also help ensure that the Scheme is accountable to the community it serves.

Table 1 – Outline Action Plan

Objective	Actions
To increase youth provision to meet the needs of the emerging cohort of young people	Increase the opening hours of key youth facilities by: <ul style="list-style-type: none"> - maximising investment through the Play Strategy; - increasing the use of the Youthy; - address barriers to community use of the Rowner Sports Park
	Ensure housing and environmental improvements include a net increase of space for young people
	Build the cohesion of the community campus at the Siskin School site
To establish positive norms for young people	Involve young people in actively planning local improvements and enable them to lead on developing and delivering initiatives through: <ul style="list-style-type: none"> - targeted engagement work with young people, including citizenship activities in local schools; - involvement in the planning of the physical regeneration of Rowner and the Alver Valley; - provision of supplementary educational activities which increase the capabilities and aspirations of local young people; - the development of a locally devolved small grants scheme to support youth-led initiatives; - supporting the development of funding applications for proactive community action programmes
To significantly improve resident satisfaction with environmental services and the quality of the environment	Explore opportunities for Section 106 monies to match fund strategic environmental improvements, particularly adoption of infrastructure
	Ensure all stakeholders have the opportunity to participate in the planning activities for physical regeneration in Rowner
	Ensure new Streetscene contracts result in improved environmental quality and satisfaction
	Reduce the number of unadopted streets
	Establish Recycling facilities on an appropriate site
	Investigate the possible introduction of more effective management models with resident-led management companies
To improve the internal and external image of Rowner	Develop a programme for co-ordinating and increasing positive media messages about the area of Rowner and the achievements of the community, individuals etc. Target audiences would include residents, local media and employers
	Develop a high profile creative and multi-media based youth initiative to market Rowner

Figure 2 – Proposed Structure

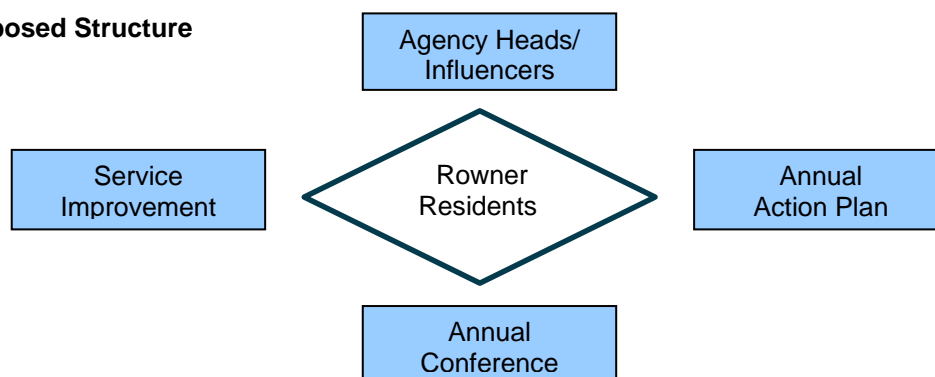


Table 2 below provides a brief explanation of each element of the proposed structure:

Table 2 – Key Elements of Proposed Structure

Rowner Residents	The residents lie at the heart of this Scheme, with the success of improved and/or new services being measured by the extent to which they meet the needs of the local community. Resident views must inform the decisions and actions taken at each stage of the improvement process and regular communication, consultation and participation will be actively encouraged.
Agency Heads/ Influencers	These are community leaders and service budget holders from partner organisations who would have an important strategic role, directing and allocating resources, and able to influence funding and investment in Rowner. The Agency Heads/Influencers would meet once a year, six months after the Annual Conference (and before the next one). They would have strategic control of the programme and be able to raise awareness of pertinent issues at regional or national level.
Annual Conference	This provides a mechanism for bringing together senior stakeholders, frontline workers and local residents to demonstrate accountability and support future planning. It would support a review and dissemination of progress to date, with workshops to explore issues and areas for future action.
Annual Action Plan	This will be a concise document, outlining objectives, actions and delivery milestones over a 2-3 year period. The Action Plan would be subject to an annual review.
Service Improvement	<p>There are three strands which form the Service Improvement element of the structure:</p> <p>Implementation Group – this comprises managers and key workers who would meet bi-monthly and be responsible for the implementation of the Scheme and development of the Action Plan. Representatives would be nominated by the Agency Heads and should be those with expertise and responsibility for service provision relevant to the Scheme's objectives. The Group should include representation from local community and voluntary organisations.</p> <p>Scheme Coordination – for at least the first two years of the Scheme a coordinator will be needed to help establish an effective structure, liaise and develop linkages with the physical and community regeneration partnerships, and facilitate the development and delivery of the initial action plan. It is important that the coordinator does not become directly involved in service delivery but rather supports the development of sustainable approaches to service improvements.</p> <p>Task and Finish Groups – these would be time limited and focused on addressing the action(s) identified under each objective. For year one it would be the responsibility of the coordinator to assist in establishing appropriate Groups. All Groups would need to include Rowner residents.</p>

Other key points that will require resourcing include:

- the supply and capture of relevant up-to-date information;
- organising and leading meetings;
- monitoring and progress chasing;
- production of regular updates or news bulletins to maintain communication flows with all stakeholders and supplement outcomes from the Annual Conference and Agency Heads meeting;
- reporting to, and wider consultation with, residents at local community meetings.

5. Proposed Staffing Structure

Whilst the proposed service improvements would need to be led by the relevant partner organisations, a significant amount of additional work would be required to fulfil the Scheme Coordination role. It is considered unrealistic for one partner organisation to be able to allocate existing staff resource to meet this requirement, particularly during the set-up phase and first years of the Neighbourhood Management Scheme.

It is therefore proposed that a Neighbourhood Coordinator be appointed for a minimum of two years to:

- help establish an effective management structure;
- liaise and develop appropriate linkages with the Rowner Renewal Partnership and Community groups;
- facilitate the development and delivery of the initial action plan, including the setting up of appropriate task groups and interfacing with service providers.

Based on the above, and guided by the actions outlined in the plan at Table 1, it is estimated that the coordination role would equate to half a full time post. Ideally, subject to funding and the agreement of partners being secured, recruitment should commence in early 2008 with a view to commencement from 1st April 2008.

Agreement would also need to be reached as to the most appropriate employing body and the work location(s) of the coordinator. The post would need to be of a sufficiently senior grade to be able to secure the cooperation of partner organisations and ensure the Scheme is delivered effectively.

It is envisaged that administrative support for meetings and event organisation could be provided by partner organisations, with a view to involving volunteers from the local community over the longer term. This could help support projects such as Sure Start and Rowner Access Point by providing opportunities for residents to gain confidence and experience in administrative tasks.

6. Funding

There are two aspects to funding the proposed Neighbourhood Management Scheme – the core costs associated with employing a coordinator; and the project costs attached to delivery of the action plan.

Table 3 below gives a breakdown of estimated core costs for a two-year coordination post commencing on 1st April 2008. The assumptions made in estimating recruitment and salary costs are provided as footnotes. All other costs are based on current experience of employing staff on externally funded projects.

As the Neighbourhood Management Scheme in Rowner is a pilot, it should be independently evaluated, to help establish a baseline and assess the effectiveness and efficiencies derived from subsequent actions and service improvements. A sum of £15,000 has therefore been added to the core costs. The evaluation will also be of benefit to partner organisations involved in implementing service improvements and it may be that funding can be drawn together from a number of providers to support this element of work. Alternatively, it may be worth considering a joint evaluation project in partnership with the Rowner Renewal Partnership and community development aspects of Rowner's regeneration.

Table 3 – Core Costs

Financial Years (commencing April)				
Expenditure	07/08	08/09	09/10	TOTAL
Recruitment	1,500.00	-	-	1,500.00
Neighbourhood Co-ordinator (in oncosts)		19,454.00	21,000.00	40,454.00
Office space / desk rental @ £50 week		2,700.00	2,700.00	5,400.00
Furniture		200.00	100.00	300.00
Computer / Printer / Software / Anti Virus		1,000.00	150.00	1,150.00
Telephone, Mileage & Subsistence		500.00	500.00	1,000.00
Stationery, photocopying, postage etc		1,000.00	1,000.00	2,000.00
Annual Conference	300.00	750.00	750.00	1,800.00
Evaluation				15,000.00
Total	1,800.00	25,604.00	26,200.00	68,604.00
Funded by				
Gosport Borough Council - Economic Prosperity	2,000.00	12,000.00	12,000.00	26,000.00
				-
				-
Funding gap	200.00	- 13,604.00	- 14,200.00	- 42,604.00

The recruitment costs are based on the average recruitment cost for an Officer of that grade at Gosport Borough Council.

The cost for the Neighbourhood Co-ordinator post is based on a starting salary of scale point 34 on the Local Government Pay scale. This would represent a basic salary £30,636.67 pro rata and includes an additional 27% for on costs. The pay will increase by a scale point per year. 3% has been allowed for inflation each year.

The core costs represent the minimum amount required for the Scheme to be coordinated and for the momentum achieved through programmes such as SRB6 to be maintained in a reasonable timeframe. If funding for a coordinator cannot be secured, then the Scheme would need to be reviewed.

Table 4 overleaf provides some examples of the costs that might be associated with the delivery of projects outlined in the draft action plan. Whilst it is intended that the majority of activities will be centred on improving existing services or identifying new ways of delivering services that are already funded, a number of value-adding activities have been identified that will require extra resource.

Table 4 – Project Costs (examples)

Expenditure	08/09	09/10
Development of Siskin Campus	3,000.00	23,000.00
Targeted youth engagement and citizenship	15,000.00	15,000.00
Supplementary educational activities	10,000.00	10,000.00
Innovative models for service provision		25,000.00
Increasing positive media messages	2,000.00	
High profile multimedia youth initiative	5,000.00	5,000.00

7. Future Neighbourhood Management Schemes

If successful, there is interest in replicating this pilot scheme in other areas of multiple deprivation in Gosport. This is particularly important and should inform the development of structures and the allocation of resources in support of this proposal.

Future schemes, in other areas, will have to be designed to the specific needs of that area and will have focus on different issues and targets. There will, however, be commonalities with the Rowner pilot and combined resources could be utilised. For example:

- the Agency Heads/Influencers could form an overarching strategic group to oversee all Neighbourhood Management Schemes in Gosport;
- the Implementation Panel set up for each area is likely to have elements of common membership. Once schemes are established it may be possible to have a combined Implementation Panel overseeing task groups and service improvements in the different areas;
- the Neighbourhood Co-ordinator's remit could be extended to co-ordinate Neighbourhood Management Schemes in other areas;
- lessons learnt from the evaluation and delivery of the Rowner scheme will help inform the development of schemes and individual initiatives.

Becoming Normal?

Neighbourhood Management in Rowner

Leigh Rampton
Director of Social Inclusion



1. Introduction

This short report for Gosport Borough Council outlines the results of a rapid piece of work to identify the potential for a neighbourhood management programme for Rowner. It builds on earlier work of community change analysis that was undertaken for the SRB Board. It is intended to provide an overview of issues for the development of a neighbourhood management programme for Rowner.

The main focus here will be on those issues that a neighbourhood management programme would have to prioritise potential activities to ensure that the currently emerging positive regeneration impacts and dynamics are sustained, and the potential positive impacts from current and future developments are realised.

1.1 Objectives

This piece of work has two main objectives

1. Provide a brief overview of neighbourhood management.
2. Inform the development of any proposed neighbourhood management programme and other related future plans/interventions for the regeneration of the Rowner area.

This report is relatively short. Firstly it sets out to provide an overview of neighbourhood management and a brief discussion of the rationale for a neighbourhood management programme on Rowner. This is followed by a brief discussion of some of the potential features that might be contained in a neighbourhood management programme, an initial outline of potential activities and several recommendations that would aid its successful initiation and development.

2. Neighbourhood Management

Neighbourhood management is essentially an area based approach to service improvement. The aim is to make services and public sector services in particular, more responsive to the needs and aspirations of residents and more effective in their delivery.

All communities have problems, issues, needs, hopes and aspirations. There are strong commonalities in the expressed desires of residents in most communities, in particular:

- A good place to bring up kids.
- A nice place to live with a clean environment.
- Somewhere that is safe and friendly.

Some key resources are required in any locality for its residents to realise their potential and aspirations, these are summarised in figure one below.

Figure one: Key resources for community development.



Achieving this good service provision is the core aim of neighbourhood management. The neighbourhood management approach is premised on several factors that allow it to realise value for residents, including:

- Actions are coordinated at a small area (neighbourhood) level which can be more effective through shared costs and the synergy of activities.
- Investment is made on a “invest to save” basis e.g. through better demand management and/or service design up front savings can be realised and invested in further innovation.
- The alignment of investments can save costs and speed up the realisation of strategic developments.
- Investment in service models and developments which are tailored to local needs and aspirations, improving the ‘match’ of investment and impact, where better designed investments have higher rate of return.

- Through mechanisms such as profiling and champions, increasing advocacy and absorption capacity will increase the level and effectiveness of investment.

Several factors have been identified for the successful implementation of neighbourhood management programmes, to allow their potential value to be realised. These include:

- A clear focus on (a few) key market and policy failures which effect the trajectory of performance in service delivery in a given area.
- A neighbourhood management capacity is put in place to be able to coordinate investment and service improvement activities.
- Buy-in from the key relevant services and support from senior managers and players.
- Focused community engagement and involvement that assists in improving the design and responsiveness of services.

It is worth reminding ourselves that neighbourhood management is but one of the 'tools' available for the regeneration of a particular area. Other mechanisms are available such as community development, housing improvement and economic development. In areas of longer term neglect with a concentration of challenges there is likely to be a need to utilise a wide portfolio of interventions. However, as this next section seeks to make clear given the current situation in Rowner neighbourhood management is likely to be a central element in an effective regeneration strategy over the next few years.

3. Rowner Context

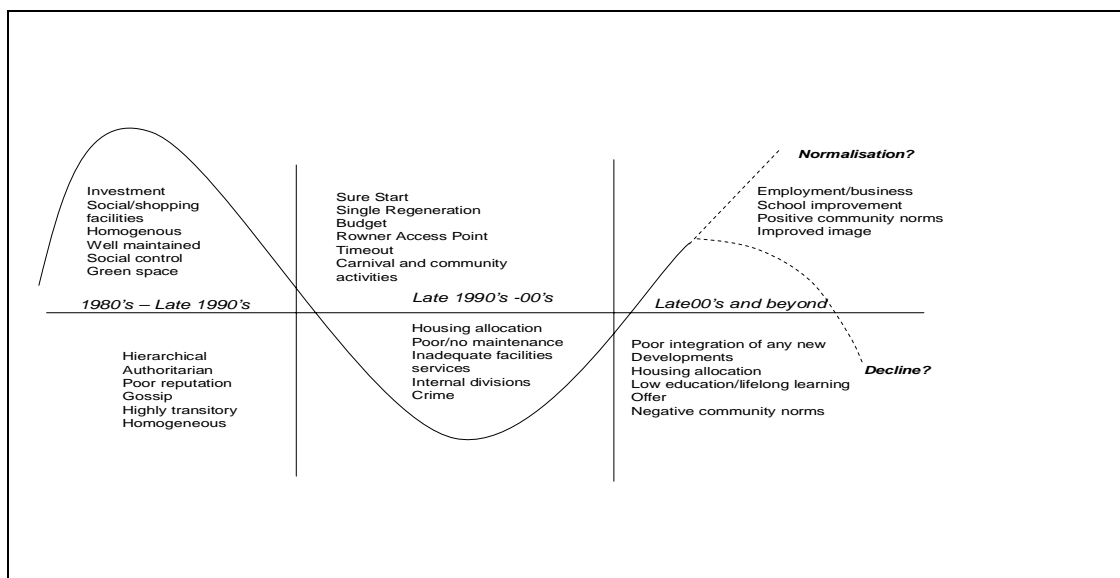
In a number of ways Rowner is unique. Across several domains Rowner has a number of features that mark it out from the broader scales it is located within, notable features include:

- A much younger population than local, regional or even national norms with very high numbers of children.
- A large cohort of working age adults particularly in their twenties and thirties.
- A greater proportion of the population in rental housing either from local authorities, social landlords and private rental.

While there is still a significant excess in poor labour market outcomes, longer term trends in the labour market have been largely positive. The most recently accessed (April 2007) labour market (NOMIS) data highlights significant improvement in labour market outcomes over recent years including amongst particular and often more vulnerable groups such as single parents.

Given Rowner's particular history over recent decades it has perhaps been more directly affected by 'outside' events than many other communities. A range of dynamics, interventions and features have contributed to the development of Rowner over recent decades. These were the subject of the community change analysis report to the SRB Board. In that report they were periodised schematically over four stages covering the period from the mid 1970's through until 2006 (see figure two below).

Figure 2: Rowner community dynamics over time



It was made clear in the community change analysis report, that in reviewing the recent history of Rowner, the problems experienced had largely been the legacy from a range of substantive policy and market failures. In particular the significant under-provision of public services in response to key demographic trends, a poor quality environment and high level of crime which contributed to a poorer wider image.

While a range of externally funded investment programmes have helped stabilise the area several key challenges remain, including:

- A very young population coupled with weak or failing primary and secondary education provision.
- Completely inadequate youth provision given the size of the cohort moving into their teens.
- A poorly designed and maintained physical environment.
- Poor external image (incl. employers?), particularly crime (now obsolete?) derived from previous problems in the area.

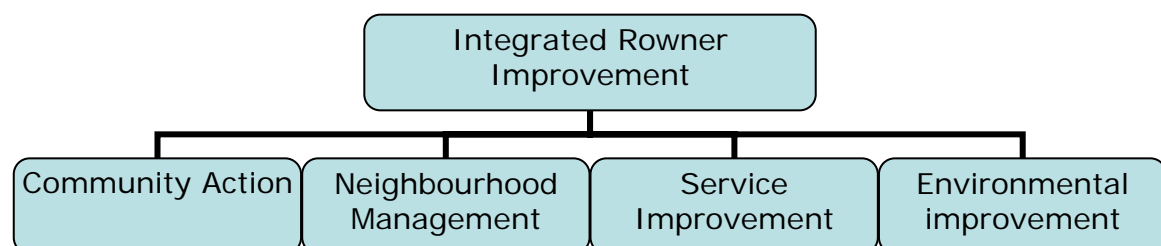
If we want to achieve the equitable investment based on needs and aspirations that is required then the specific needs and aspirations of Rowner (as with any other community) need to be recognised and responded to on a sustainable and integrated basis. Rowner does continue to require additional investment on a regeneration basis. But this investment must be on the basis of clear priorities for realising its potential, rather than compensating for policy and market failures.

We need to differentiate between various interventions. We need a coordinated improvement programme specifically this should take the form of:

- Community action
- Neighbourhood Management
- Service Improvement
- Environmental improvement

This is outlined in figure three below:

Figure three: Integrated improvement for Rowner.



With the current programmes of service improvement, potential investment in housing and wider developments (e.g. HMS Sultan, Daedulas and Alver Valley) there is a real window of opportunity for a substantive and sustainable change to occur for Rowner. Coordination of the responses from service providers will be a key element in realising the return from these opportunities.

4. Neighbourhood management in Rowner

Rowner needs leadership, advocacy, and good quality information and over the coming year it needs improved coordination. If we accept as this report and the previous report argues that many of the problems identified in Rowner were preventable and significantly determined by the past failure of services. Addressing the leadership, coordination and the service provision deficit will be essential for providing the basis for the development of a sustainable community in Rowner. Neighbourhood management will be a key element in taking the area forward especially over the rest of this decade. It would be an essential mechanism for realising the benefits of the currently converging range of strategic developments, which could underpin the sustainable development of Rowner.

A neighbourhood management programme would have the following strategic objectives.

- Improving the image of the area both to internal and external audiences including employers.
- Ensuring adequate and proactive formal and informal youth provision is available with the emphasis given to facilitating positive youth norms enabling local young people to achieve their aspirations.
- Leveraging the positive impact of a range of local strategic developments (i.e. Alver Valley, HMS Sultan and Housing Renewal Programme) to achieve a shift in the environmental quality, amenity value and image of Rowner.
- Coordinating significant service improvements and realise the potential synergies to achieve an equitable and responsive level of provision of services for Rowner.

The resources available for a neighbourhood management are likely to be limited. This could be an asset for the programme. It will reinforce the need to be realistic and focused on the coordination of a more sustainable and spread investment portfolio from a range of services, rather than a time limited dedicated 'pot'.

Given the limited resource available it is recommended that a neighbourhood management *lite* approach be adopted. It would include four key elements (see figure four below):

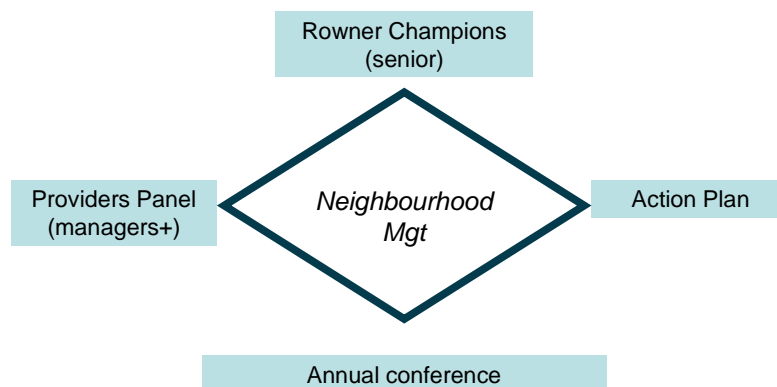
Rowner champions; senior managers who are able to influence funding and investment decisions, who need to be kept informed of progress on Rowner and be able to champion its needs and aspirations in external forums.

Providers Panel; managers and key workers who provide services to Rowner that relate to the objectives of the programme. Who are able to shape and lead on the delivery of an action plan for the area.

Action Plan; a concise action focused document that outlines proposed strategic objectives and related service developments and actions over an 18 month cycle.

Annual Conference; a planning and accountability mechanism to involve residents, frontline workers in priority setting, action planning, reporting on progress achieved, identifying weaknesses and gaps for addressing.

Figure four: Neighbourhood Management in Rowner



There are a number of risks in this suggested neighbourhood management approach:

- Managing expectations in a post-SRB era. Again it is worth restating, neighbourhood management should not be seen as the only programme that needs to happen on Rowner. If it was, it would not be able to bare the weight of current challenges and opportunities.
- The absence of a well resourced community engagement and action programme. There is an urgent need for dynamic and coordinated community action in Rowner. Ways need to be found to resource an independent and dynamic programme of community development and action.
- The need to secure meaningful buy in from key service providers. This is a fortuitous time to be developing such a programme, so as to provide cohesion, engagement and realise the potential synergies from the individual service improvements. We will need senior Rowner Champions to achieve and sustain meaningful buy-in.

There is a significant match between the opportunities that currently exist on Rowner and for Rowner and the neighbourhood management approach. A set of suggested actions, covering the initial 2007-2009 period, to implement the neighbourhood management programme are outlined in appendix one and two.

There will need to be a serious commitment to realising the potential of this approach. Several initial recommendations are made below to assist in this.

5. Recommendations

1. Establish a neighbourhood management programme for Rowner. This programme should have only a limited number of objectives and themes.
2. There should be demonstrable senior buy-in from key agencies for the programme and action plan.
3. A focused action plan for the coming 18 months is developed that recognises the particular needs and aspirations of Rowner with tailored service improvement interventions that are responsive to these needs and aspirations.
4. There is a serious attempt to coordinate service improvement and major physical development over the coming years to maximise synergies and benefits for Rowner.
5. Develop a coordinated communication programme for Rowner to maximise positive impacts of investment on image and residents commitment to change.
6. Investigate urgently potential to establish community mechanism to capture part of the value of any improvements for the sustained direct benefit for residents.
7. Initiatives and funding proposals for an independent community action programme should be supported.
8. Produce an updated neighbourhood profile for Rowner, including a breakdown of IMD 2004 to identify priorities for future interventions.
9. Further work utilising the annual borough wide MORI survey should also be undertaken to identify resident satisfaction and priorities and establish a baseline. If possible this latter work should also include a retrospective element to identify secular trends.
10. The neighbourhood management programme should include a formative evaluation at 12 months.

Appendix 1: Identified Key Gaps

Priority	Need	Current position and initiatives	Key gaps
Youth: Provision	<p>41% of Rowner's population is under 18. It has significant child and youth poverty issues.</p> <p>There is a real danger of repeating the mistake of last decade with young people where inadequate provision for children led to a range of acute and chronic problems which are still working through the area over the life course.</p> <p>Attainment levels in local schools are unacceptably low. Some children and young people are not attending school and some of the most in need families are not being reached by social services.</p>	<ul style="list-style-type: none"> • Positive SRB legacy • New Youth Facility • Sure Start work with young parents • Informal use of some sites • Young wardens • School improvement • Extended schools • 12 Schools Project 	<p>Current and planned provision will be inadequate to meet needs and aspirations of the current cohort which will at peak at 1,000. School, formal and informal provision needs to increase significantly to provide positive options and choices for young people.</p> <p>Local services such as schools and social services need to improve their performance in relation to both aggregate outcomes (e.g. attainment) and for those young people most at risk.</p>
Youth: Positive norms	<p>There is concern expressed about the level of opportunities and aspirations of local young people.</p>	<ul style="list-style-type: none"> • Positive SRB legacy • Community development activities • New Youth Facility • Sure Start parents work • School improvement • Young wardens • Extended schools • Community based policing • 12 Schools Project 	<p>Revenue based work is at risk with end of SRB. Focus needs to be on prevention over the coming period.</p> <p>Along with increased provision 'softer' initiatives are also needed. Emphasis needs to be given to young people playing leadership and delivery roles.</p> <p>Supplementary schools and activities would assist in improving attainment and increasing aspirations.</p>
Environment	<p>Along with poor quality housing in several areas there are significant gaps in standards in core infrastructure. Many larger and poor public</p>	<ul style="list-style-type: none"> • Positive SRB legacy • Young wardens • Extended schools 	<p>Several service innovations and reengineering are coming to fruition over the coming year or so – there is a window of opportunity for</p>

	<p>spaces are neglected.</p> <p>Several facilities are in a poor state of repair. Proximity to large and high quality green spaces is under utilised.</p>	<ul style="list-style-type: none"> • Community based policing • New abandoned cars service • Renegotiation of streetscene contract 	<p>improving coordination, impact and satisfaction with services.</p> <p>Service improvement and major renewal programmes need to leverage softer outcomes in term of community efficacy, labour market other socio-economic and image impacts.</p>
Communications and image	<p>While there is poor performance across several indicators there are several obsolete or exaggerated features to both the internal and external image of the estate.</p> <p>There is concern that association with Rowner may label school leavers, those seeking employment etc. Also that it provides a negative incentive for engagement in community and/or personal development.</p> <p>Along with these improvements and major renewal programmes and a significant shift in local outcomes there is a window of opportunity to communicate change to both external and internal audiences.</p>	<ul style="list-style-type: none"> • Positive SRB legacy • Community development activities • Community based policing • Alver Valley • Housing Renewal 	<p>A key realistic message of change, engagement and responsibility needs to be communicated to residents.</p> <p>External audiences that hold an obsolete view of the estate and stakeholders need to hear new Rowner message. In particular local media and employers need to be targeted.</p> <p>A proactive, locally owned and coordinated “story” needs to be told to key media audiences and stakeholders including residents.</p>

Appendix 2: Possible Activity

Priority	Planned and potential initiatives	Rationale	Objectives	Potential activity
Youth: Provision	<ul style="list-style-type: none"> Community campus Alver Valley HMS Sultan development Play strategy Open MUGA facility for community use Extended Schools Youth Opportunity Fund Housing renewal 12 Schools Project 	<p>We will need to see a substantial increase of provision to meet the proportionate needs of the current cohort taking maximum advantage of new youth centre, planned environmental improvements and developments, MUGA facilities and the play strategy.</p>	<p>Increase opening hours of key facilities for youth in the Rowner area.</p> <p>Ensure there is a net increase in local amenity value for youth.</p> <p>e.g. baseline: 3 sessions per week n=approx 90.</p>	<p>Ensure Play Strategy provides for equitable (per capita) and increases investment in the Rowner area.</p> <p>Ensure housing renewal and environmental improvements include a net increase in space available for use by young people.</p> <p>Finalise agreement on out-of-hours access to MUGA facilities.</p> <p>Build the cohesion of the community campus identity and offer.</p>
Youth: Positive norms	<ul style="list-style-type: none"> Play strategy Open MUGA facility for community use Alver Valley Youth Opportunity Fund Youth Forum Junior Wardens Gosport Youth Council Community Safety programme Sure Start 12 Schools Project 	<p>Establishing positive norms for young people will cement in programmes made over recent years and assist in realising the socio-economic comparative advantage of such a young population profile.</p> <p>There is an historic opportunity to establish a norm of direct community engagement and ownership in planning and delivery of improvement and community renewal.</p>	<p>Ensure young people are actively involved in planning and local improvements and lead on developing and delivering initiatives.</p> <p>e.g. baseline: £3,500 is available for small grants.</p>	<p>Encourage targeted work with young people, incl. citizenship work in local schools to plans for Rowner + Alver Valley.</p> <p>Explore possibility of a programme of supplementary educational activities which increase the capabilities and aspirations of local youth.</p> <p>Increase the availability of small grant activity on the estate, with 50% allocated for specific youth initiatives.</p> <p>Support development of funding application for proactive community action programme.</p>

Environment	<ul style="list-style-type: none"> Community campus Alver Valley HMS Sultan development Play strategy Open MUGA facility for community use Housing renewal programme Daedulus New streetscene contract Community policing and warden schemes 	<p>Three major environmental improvements are planned across the housing renewal programme, Daedulus, HMS Sultan and Alver Valley if properly planned and coordinated both could significantly improve the environmental quality, amenities and image for Rowner.</p> <p>Current reengineering services for removal of abandoned cars, streetscene and community based policing have the potential to deliver substantial and sustainable improvements.</p>	<p>Secure significant improvements in the environmental quality of Rowner.</p> <p>Increase satisfaction with environmental services in Rowner.</p>	<p>Explore opportunities for section 106 to match fund strategic environmental improvements particularly adoption of infrastructure and improvements across the public realm.</p> <p>Ensure all stakeholders participate in renewal planning activities.</p> <p>Ensure new streetscene contract results in improved environmental quality and satisfaction.</p> <p>Reduce number of unadopted streets.</p> <p>Establish recycling facilities on an appropriate site.</p> <p>Utilise lighting money to increase security on key sites on Rowner.</p> <p>Investigate possible innovative models for service provision c.f. Alver Valley Management Co.</p>
Image and branding	<ul style="list-style-type: none"> New's coverage Express FM 	<p>We need to maximise the wider impacts of the renewal programme utilising and amplifying realistic change messages both to internal residents and key external stakeholders.</p>	<p>Improve the image of Rowner held internally and externally particularly with key audiences.</p>	<p>Lead in developing a programme for coordinating and increasing the positive media message about Rowner. This would target local media and employers.</p> <p>Develop high profile creative/multi-media based youth initiative to market Rowner</p>

AGENDA ITEM NO. 9

Board/Committee:	POLICY & ORGANISATION BOARD
Date of meeting:	WEDNESDAY 14 NOVEMBER 2007
Title:	FERRY LANDING STAGE – DESIGN OF REPLACEMENT FACILITY
Author:	LEISURE & CULTURAL SERVICES MANAGER
Status:	FOR DECISION

Purpose

The purpose of this report is:

- (i) to seek approval of the Board to proceed with the detailed design and tender stages leading to construction and installation of the new landing stage and
- (ii) for the Board to authorise the officers to obtain specific permissions.

Recommendation

The Board is recommended to approve the following recommendations:

- (i) approve the outline design for the replacement landing stage and shore based accommodation;
- (ii) authorise the officers to proceed with the detailed design work and tender leading to construction and installation of the new structures;
- (iii) authorise the Borough Solicitor to apply for a Harbour Empowerment Order and to complete the legal documentation required for the exchange with the Crown.

1. Background

- 1.1 The Board has considered previous reports in September 2006 and June 2007 relating to the project to procure a replacement landing stage.
- 1.2 The Council commissioned WS Atkins Limited as consulting engineers for the project and they have been working with officers in the early preparation stages e.g. gathering essential background data, initial consultation with statutory and other organisations, outline designs.
- 1.3 Discussions have also taken place with the Gosport Ferry Company to ensure that the proposed layout and design will meet their operational requirements.

2. Report

Design

- 2.1 The Board was advised that some key issues were to be addressed in the design of the replacement landing stage. These were:
- lengthening the linkspan by 17 metres to reduce gradients for the convenience of the elderly and disabled, especially at low water;
 - a slightly longer pontoon to accommodate existing boats safely;
 - a wider pontoon to achieve adequate stability;
 - construction of 1 large rigid pontoon to replace the 3 hinged section pontoon to improve dynamic response to the complex spectrum of waves within the harbour, including addressing the present issue of passenger comfort during rough weather;
- 2.2 To achieve the objectives, the footprint of the replacement pontoon will need to be located in a different position. This is necessary due to the needs for a longer linkspan because it is not viable to utilise any of the existing structures, and the need to utilise new seabed away from the existing dolphins.
- 2.3 The outline design has accommodated these issues, and images attached at Appendix A show how these have been incorporated.
- 2.4 In terms of the existing and proposed pontoon designs, the following table lists the comparative data for each issue.

ISSUE	CURRENT	PROPOSED
Gradient (max. at low tide)	1 in 6 (Nominal)	1 in 12 (normal) 1 in 10 (extreme)
Pontoon Length	60 metres	70 metres
Pontoon width	9 metres	12 metres
Construction	3 hinged structures	1 single structure
Linkspan Length	31 metres	48 metres
Canopy	Profiled metal sheeting with windows	Extensive vertical glazing to provide light and an open aspect to the whole facility.

- 2.5 Work on the detailed design is underway and a revised programme is attached to indicate the anticipated rate of progress (see Appendix B). This may, of course, be subject to variation depending upon some issues that may arise during the project. The draft programme schedules the new pontoon being operational in late 2008 / early 2009.

- 2.6 Tenders for construction are programmed for receipt in Spring 2008. A further report will be brought to the Board at the relevant time for acceptance and approval to proceed.

Permissions

- 2.7 The Borough Solicitor has engaged the services of external solicitors to assist the Council with the specialist legal aspects of the project. These costs may be capitalised as part of the overall project cost.
- 2.8 As the Pontoon is being extended it is necessary to seek a Harbour Empowerment Order from the Department of Transport's Ports Division. The process may take at least 12 months. In addition planning permission will need to be sought.
- 2.9 Formal consultations will be sought from all the relevant bodies and a planning application will be submitted within the next few weeks. The project requires an Environmental Impact Assessment to be undertaken and this will form part of the supporting documentation to the planning application.

Related Construction

- 2.10 The Council has identified that the Bus Station site will be considered for redevelopment at some future stage. Currently, the Tourist Information Centre (TIC) is located within the Bus Station complex and provides a useful source of information, both for residents and visitors.
- 2.11 The current Ferry Ticket Office is located on the approach to the pontoon in Falkland Gardens; the Ticket Office and the TIC play a vital service to the travelling public.
- 2.12 From the design images, Members will see that it is proposed to incorporate the TIC and Ticket Office, subject to negotiating satisfactory terms with the Ferry Company, in a new facility that will be located at the entrance to the linkspan (the approach to the pontoon). This ensures that design elements are sympathetically linked but, in effect, form part of the shore based works. It is considered necessary to construct this at the same time as the pontoon works, due to piling requirements and avoidance of any disruption to the service at a future time, when any Bus Station redevelopment is underway.

3. Financial Implications

- 3.1 The outline design phase has indicated an estimated cost of £3.25m. However, this may need to be revised once detailed design work is completed prior to invitation of tenders.

- 3.2 Hampshire County Council had been requested to contribute to the overall cost of the project as the pontoon provides a vital transportation link between Gosport and Portsmouth; their reply has confirmed that funding is not available. However, the County Council has indicated .../ that they are prepared to offer a guarantee for the long term viability of the pontoon – see Risk Assessment.
- 3.3 The Borough Council is unable to fund any contribution towards the project from prudential borrowing unless the revenue implications of both the costs of financing the debt and any major repair liabilities can be resourced from income arising from the operation of the landing stage.

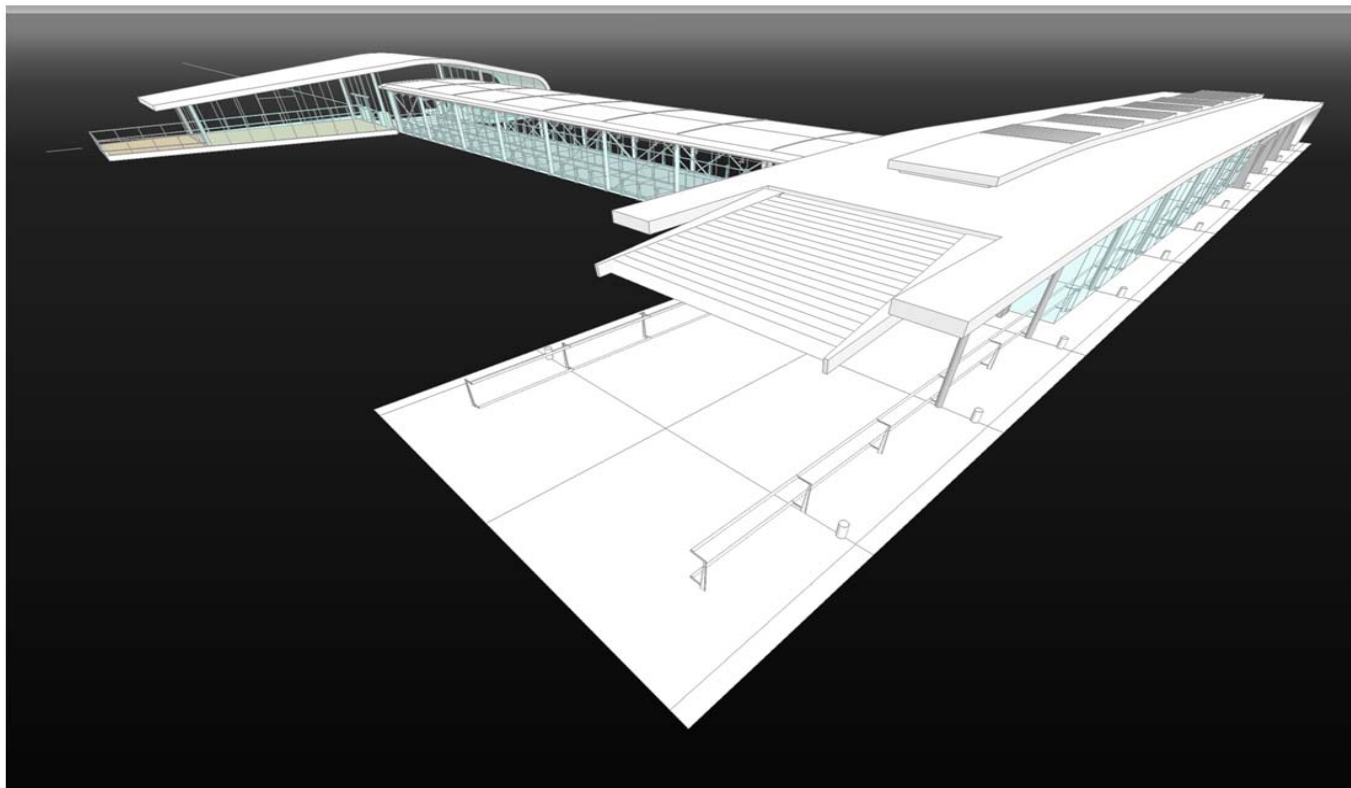
4. Risk Assessment

- 4.1 The risk implications remain as originally identified in the report to the Board in September 2006.
- 4.2 There is a significant risk that, should the Light Rapid Transit Scheme be re-introduced and include the tunnel under the harbour, or a car/bus ferry across the harbour come to fruition, the current passenger ferry would either cease to operate or do so with considerably reduced passenger numbers. In either case this Council would not then recover adequate income to fund the borrowing for the replacement pontoon.
- 4.3 Hampshire County Council has indicated that, to assist this Council manage this risk, should either the LRT scheme, including the tunnel or the bus/vehicle ferry be introduced, the County Council would meet the shortfall on the annualised cost incurred. The County Council also has committed to using their best endeavours to secure 'through ticketing' across to Portsmouth on any bus-based rapid transit scheme (no tunnel) in order to maximise patronage.
- 4.4 The pontoon is in need of replacement for a number of reasons and the Council's action, in implementing the project, is taking the necessary steps to achieve that replacement within the next twelve to eighteen months. In the interim, the Council has implemented various prudent management arrangements; principally a heightened inspection/monitoring regime and implementation of measures to provide additional support for the hinged sections.
- 4.5 Whilst the work to procure the replacement facility is being progressed, the Council has been developing a contingency plan to be activated in the event of the current pontoon not being fully available for use.
- 4.6 The Council's Insurers have confirmed that they are satisfied with the actions of the Council.

- 4.7 Given the timescale to procure and install the new pontoon it is necessary to undertake this work in parallel to the application for the Harbour Empowerment Order. This does carry a risk that the Order is not granted and yet the Council is committed to a new pontoon. However this risk is thought to be small as Atkins has advised that they do not know of a case where an order has been refused.

Financial Services comments:	See Section 3 of the report.
Legal Services comments:	In addition to the HEO, as the pontoon is being extended, it will be necessary to obtain the consent of the Crown to the placement of the pontoon on the seabed. It is understood that discussions have already begun.
Service Improvement Plan implications:	The proposed action is included within the Leisure & Cultural Services Plan
Corporate Plan:	The project is referred to within the Corporate Plan
Risk Assessment:	See Section 4 of the report.
Background papers:	n/a
Appendices / Enclosures:	
Appendix 'A'	Appendix A - Proposed Design
Appendix 'B'	Appendix B - Proposed Timetable
Report Author / Lead Officer:	Leisure & Cultural Services Manager

APPENDIX A



3D Model: Landside, Link Span Bridge and Pontoon

APPENDIX B

[illegible]

AGENDA NO. 10

Board / Committee	POLICY AND ORGANISATION BOARD
Date of meeting:	14th NOVEMBER 2007
Title:	TREASURY MANAGEMENT ANNUAL REVIEW 2006/07, PROGRESS REPORT 2007/08, & PRUDENTIAL INDICATORS
Author:	DEPUTY CHIEF EXECUTIVE & BOROUGH TREASURER
Status:	FOR APPROVAL

Purpose

The annual treasury report is a requirement of the Council's reporting procedures and covers the treasury activity for 2006/07 together with a review of 2007/08 to date.. The report also covers the actual Prudential Indicators for 2006/07 in accordance with the requirements of the Prudential Code.

Recommendations

The Board is recommended to

1. Note the Treasury Management report for 2006/07
2. Approve the 2006/07 prudential indicators

1.0 BACKGROUND**1.1 Purpose of Report**

- 1.1 The Council's treasury management activities are regulated by a variety of professional codes, statutes and guidance. These are summarised in Appendix A.

The Council has adopted the CIPFA Code of Practice for Treasury Management in the Public Sector and operates its treasury management service in compliance with this Code and the requirements set out in Appendix A. These require that the prime objective of the treasury management activity is the effective management of risk, and that its borrowing activities are undertaken in a prudent, affordable and sustainable basis.

The Code requires as a minimum the regular reporting of treasury management activities to:

- Forecast the likely activity for the forthcoming year (in the Annual Treasury Strategy Report); and
- Review actual activity for the preceding year (this report).

1.2 Prudential Indicators

The purpose of the indicators is to provide a framework for capital expenditure decision-making. The indicators highlight the level of capital expenditure, the impact on borrowing and investment levels and the overall controls in place to ensure the activity remains affordable, prudent and sustainable. The report also contains treasury prudential indicators.

1.3 Money Laundering

Anti money laundering is now a key issue for all organisations that deal with large amounts of money and although Councils fall outside the scope of the Money Laundering Regulations 2003 they are not immune to the risks surrounding money laundering. The Council has accepted the CIPFA Treasury Management Code of Practice, which includes TMP9. TMP9 states that the Council is alert to the possibility that it may become the subject of an attempt to involve it in a transaction involving the laundering of money. The Council has a very restricted list of counter parties for treasury activities who are contacted mainly through the approved Brokers. Knowing who is being dealt with reduces the risk of crime. The Head of Audit is the Council's Money Laundering Reporting Officer to whom officers may report any suspicious transactions.

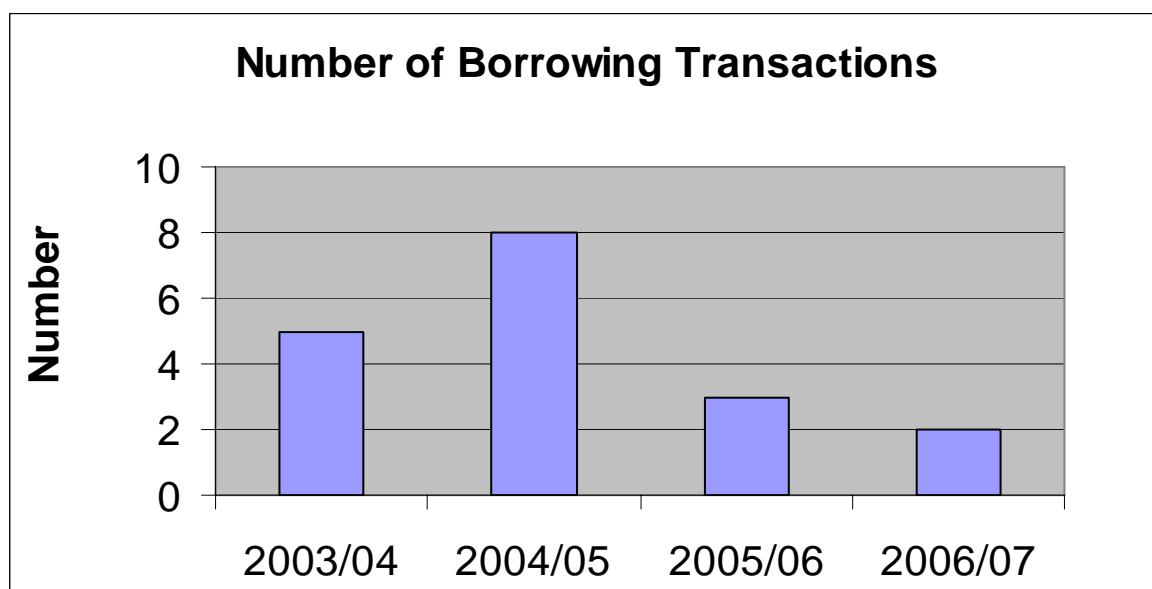
2.0 ANNUAL REVIEW 2006/2007

2.1 Treasury Management

2.1.1 Treasury management activities are defined as the management of the Council's cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks. Activities are strictly regulated by statutory requirements and the CIPFA code of practice. It is an important part of the overall financial management of the Council's affairs. Its importance has increased as a result of the freedoms provided by the Prudential Code

2.1.2 Short Term Borrowing

During 2006/07 there were two new short-term transactions – each for £1million and a fourteen day duration. The chart below shows a comparison of the number of short term borrowing transactions over the past four years. There was no short term debt outstanding at 31st March 2007



2.1.3 Long Term Borrowing

No long term borrowing was undertaken in 2006/07. Long term borrowing remains at £8 million comprising four long term loans taken from the Public Works Loans Board in January 2006 at favourable rates of interest.

2.1.4 Investments

The Council maintains two broad types of investments.

Funds that do not warrant by size or need to be invested in short or long term investments are generally placed in either the Global Treasury Fund (a money market fund operated by the Royal Bank of Scotland) or the Corporate Deposit Account (a high interest account operated by the Bank of Scotland). Money Market Fund interest rates may vary with both the amount placed and economic conditions.

Investments placed outside of these accord with the criteria contained in the Treasury Management policy (approved by P&O Board in January 2007) and have fixed interest rates. Thirteen new investments of varying amounts, durations and interest rates were placed in 2006/07. The Council maintained an average investment balance of £10.57m and received an average return of 4.87%. A comparable indicator is the average 3 month LIBID rate of 4.96%.

2.1.5 The Treasury Position at the Year End

The treasury position at 31 March 2007 compared with the previous year was:

	31 March 2006		31 March 2007	
	Principal	Average Rate	Principal	Average Rate
Short Term Borrowing	-	-	-	-
Long Term Borrowing	£8.000m	3.89%	£8.000m	3.89%
Total Debt	£8.000m	3.89%	£8.000m	3.89%
Fixed Interest Investments	£7.000m	4.53%	£9.000m	5.33%
Variable Interest Investments	£1.477m	4.44%	£2.309m	5.20%
Total Investments	£8.477m	4.52%	£11.309m	5.30%

2.2 Prudential Indicators

2.2.1 Treasury Position and Prudential Indicators

The Council is required by the Prudential Code to report the estimated and actual prudential indicators after the year-end. Appendix A provides a schedule of all the mandatory prudential indicators.

Certain of these indicators provide either an overview or a limit on treasury activity, and these are shown below:

2.2.2 Net External Borrowing

	2005/06	2006/07	2006/07
	Actual	Revised	Actual
	£'000	£'000	£'000
Net borrowing position	(477.0)	896.0	(3,309.0)
Capital Financing Requirement	5,982.2	8,004.8	3,871.4

The Capital Financing Requirement (CFR) shows the Council's underlying need to borrow for a capital purpose, and this is an indication for the Council's net borrowing position shown above

At year end, £3.7 million of capital receipts were 'set-aside' to reduce the level of the Council's capital financing requirement. This will yield revenue savings of £148,000 in 2007/08 by reducing the statutory charge to revenue (the Minimum Revenue Provision) for the repayment of capital debt. This is a temporary saving which will continue until capital funding is needed to progress the capital programme at which point further financing will be necessary through use of the Prudential Code for borrowing.

In order to ensure that over the medium term borrowing net of investments will only be for a capital purpose, net borrowing should not, except in the

The table above shows that the Council has complied with this requirement.

2.2.3 Borrowing Limits

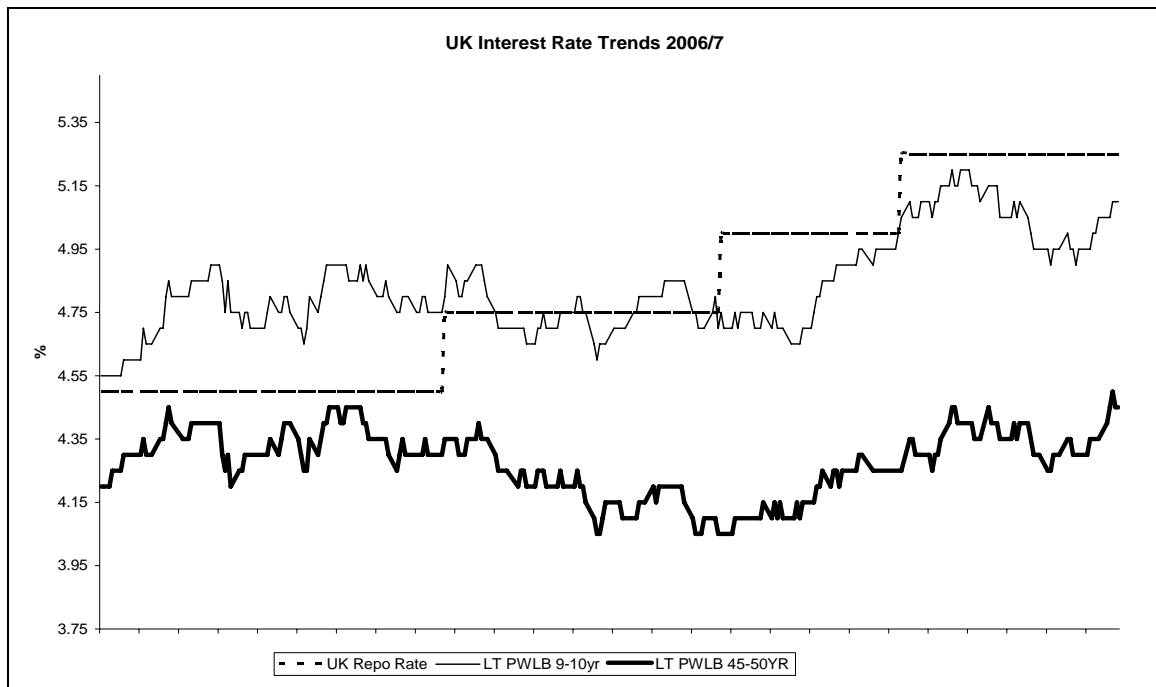
	2006/07
	Actual
	£'000
Original Indicator – Authorised Limit	10,861.7
Original Indicator – Operational Boundary	10,004.8
Maximum gross borrowing position during the year	10,000.0
Minimum gross borrowing position during the year	8,000.0

The Authorised Limit is the “Affordable Borrowing Limit” required by s3 of the Local Government Act 2003. This must not be exceeded and the table demonstrates that during 2006/07 the Council has maintained gross borrowing within its Authorised Limit.

The Operational Boundary is not a limit but it is an indicator of probable external debt during the year. Actual borrowing may vary above or below this boundary for short periods of time providing the Authorised Limit is not breached.

2.3 Economic Background for 2006/07

All treasury activity is directed by both the current market interest rates and expectations of future movements, for instance longer term investment rates for one and two years will reflect anticipated movements in the MPC Bank Rate (UK Repo Rate). Longer term borrowing rates are influenced by inflation and demand and supply considerations.



The 2006/07 financial year featured a rising trend in short term Interest rates as policy makers and financial markets responded to the twin effects of strengthening economic activity and rising inflation.

The first hike in the Bank Rate from 4.5% to 4.75% was announced in August 2006 as the Bank of England responded to the deteriorating inflation outlook. The economy's slow response to monetary policy tightening, a less than favourable international backdrop and concerns that deteriorating inflation expectations at home would drive prices higher prompted additional rate hikes. Two quarter point increases in Bank Rate were announced in November 2006 to 5% and January 2007 to 5.25%. Further tightening measures were anticipated by the market, and attractive investment opportunities prevailed to year end.

Long-term interest (PWLB) rates charted an erratic course but the overall trend was towards higher levels. Deteriorating inflation expectations on the domestic and international fronts, in reaction to strong growth on a global basis, was the principal force driving yields higher. Strong technical demand for bonds, courtesy of the rebalancing of pension fund portfolios in favour of fixed income assets, was insufficiently strong to counter the rise in yields. Occasional rallies in the gilt-edged market caused dips in rates and presented favourable borrowing opportunities. But these were short-lived and by the close of the year, yields were trading close to the highest levels seen since early 2005.

3.0 PROGRESS IN 2007/08

- 3.1 The table below summarises the Council's treasury position at 25th August as compared to the end of the previous financial year.

	31 March 2007	30 Sept 2007
Short Term Borrowing	-	-
Long Term Borrowing	£8.000m	£8.000m
Total Debt	£8.000m	£8.000m
Fixed Interest Investments	£9.000m	£11.500m
Variable Interest Investments	£2.309m	£0.734m
Total Investments	£11.309m	£12.234m

The Council's net investment position is expected to continue during 2007/08 and investment income for the year is expected to exceed the original budget of £624,500 by approximately £50,000.

During 2007/08 there have been two changes in the base rate. From 5.25% to 5.50% on 10th May and then to 5.75% on 5th July.

- 3.2 As part of the 2008/09 budget process, the revised capital programme will include forward projections of funding implications and these will be integrated into the Treasury Management Policy report in January 2008.

4.0 RISK AND PERFORMANCE

- 4.1 The Council has complied with all of the relevant statutory and regulatory requirements, which limit the levels of risk associated with its treasury management activities. In particular its adoption and implementation of both the Prudential Code and the Code of Practice for Treasury Management means both that its capital expenditure is prudent, affordable and sustainable, and its treasury practices demonstrate a low risk approach.
- 4.2 The Council is aware of the risks of passive management of the treasury portfolio and, with the support of Butlers, the Council's advisers, has proactively managed the debt and investments over the year.
- 4.3 Shorter-term variable rates and likely future movements in these rates predominantly determine the Council's investment return. These returns can therefore be volatile and, while the risk of loss of principal is minimised through the annual investment strategy, accurately forecasting future returns can be difficult.

Financial implications:	As contained in the report.
Legal implications:	It is a legal requirement that an annual Treasury Management report is considered by a representative body of the Council.
Service Improvement Plan implications:	This report is required in order that to fulfil statutory requirements associated with the achievement of both service improvement plan and corporate plan targets.
Corporate Plan	
Risk Assessment	As contained in the report
Background papers:	Budget and Final Accounts working papers
Appendices/Enclosures:	Appendix A – Treasury Management Codes & Guidance Appendix B – Estimated and Actual Treasury position and Prudential Indicators
Report Author / Lead Officer	John Norman

Treasury Management - codes and guidance

- The Local Government Act 2003, which provides the powers to borrow and invest as well as providing controls and limits on this activity;
- The Act permits the Secretary of State to set limits either on the Council or nationally on all local authorities restricting the amount of borrowing, which may be undertaken. No restrictions were made in 2004/05;
- Statutory Instrument (SI) 3146 2003, as amended, develops the controls and powers within the Act;
- The SI requires the Council to undertake any borrowing activity with regard to the CIPFA Prudential Code for Capital Finance in Local Authorities;
- The SI also requires the Council to operate the overall treasury function with regard to the CIPFA Code of Practice for Treasury Management in the Public Sector;
- Under the Act the ODPM has issued Investment Guidance to structure and regulate the Council's investment activities.

		2005/06 Actual £'000	2006/07 Revised £'000	2006/07 Actual £'000
1	Capital Expenditure	6,815.8	7,704.0	6,707.4
	Financed by:			
	Capital receipts	2,928.9	1,399.0	1,413.2
	Capital grants	2,239.7	2,410.0	2,398.0
	Other contributions	774.2	1,599.0	839.3
	Revenue	51.0	400.0	400.0
	Total financing	5,993.8	5,808.0	5,050.5
	Net financing need	822.0	1,896.0	1,656.9
2	Capital Financing Requirement (CFR) at 31st March			
	Housing	(1,231.4)	(431.4)	(115.0)
	Non - Housing	7,213.7	8,436.2	3,986.4
	Total	5,982.3	8,004.8	3,871.4
3	Treasury Position at 31st March			
	Borrowing	8,000.0	9,896.0	8,000.0
	Other long term liabilities	0.0	0.0	0.0
	Total debt	8,000.0	9,896.0	8,000.0
	Investments	(8,477.0)	(9,000.0)	(11,309.0)
	Net borrowing (investments)	(477.0)	896.0	(3,309.0)
4	Authorised Limit (against maximum position)	8,000.0	10,861.7	10,000.0
5	Operational Boundary	8,000.0	10,004.8	10,000.0
6	Ratio of financing costs to net revenue stream			
	Non - Housing	-1.4%	-2.6%	-2.1%
	Housing	-1.4%	-1.2%	-1.3%
7	Incremental impact of Capital investments decisions on			
	Band D Council Tax	£1.98	£3.99	£4.02
	Housing rent levels	£0.26	£0.25	£0.58

		2006/07 Revised		2006/07 Actual	
8	Limits on Activity	Upper		Upper	
		Investments	Borrowing	Investments	Borrowing
	£'000	£'000	£'000	£'000	
	Limits on fixed interest rates	(15,000.0)	11,896.0	(13,000.0)	8,000.0
	Limits on variable interest rates	(8,000.0)	0.0	(6,197.0)	0.0
9	Maturity Structure (limits & actual) of fixed borrowing	Lower	Upper	Lower	Upper
		%	%	%	%
	Under 12 months	0%	30%	0%	0%
	12 months to 2 years	0%	0%	0%	0%
	2 years to 5 years	0%	0%	0%	0%
	5 years to 10 years	0%	30%	0%	0%
	10 years and above	0%	100%	0%	100%
10	Maximum percentage of principal sums invested for over 364 days	70%		62%	
11	Compliance with CIPFA Code of Practice for Treasury Management in the Public Services			Yes	

AGENDA ITEM NO. 11

Board/Committee:	POLICY & ORGANISATION BOARD
Date of Meeting:	14 NOVEMBER 2007
Title:	NATIONAL BUS SCHEME 2008 ONWARDS
Author:	FINANCIAL SERVICES MANAGER
Status:	FOR DECISION

Purpose

A report was taken to the last Policy & Organisation Board on 19 September 2007 (Appendix 'A'). Members requested that a further report be submitted to the Board when more financial information could be provided regarding the enhanced scheme option allowing travel before 9.30 a.m. The new statutory scheme specifies that as a minimum free travel should be provided from 9.30 a.m. The report also aims to provide a general update to Members on the current position concerning this key service area.

Recommendation

To consider whether the Council wish to adopt the new statutory provisions of free travel for eligible persons anywhere in England after 9.30 am on normal workdays from 1 April 2008 or to extend the scheme to allow free travel to eligible persons before 9.30am.

1 Background

- 1.1 From 1 April 2008 a new England-wide scheme will be introduced to provide free travel to all eligible persons after 9.30am on normal weekdays with all day travel at weekends.
- 1.2 The Council has to make a decision either to adopt the statutory provisions of the new scheme or use its discretionary powers to provide an enhanced scheme to allow free travel at anytime.

2 Current Scheme Costs

- 2.1 The cost of the Farepass Scheme in the current year is currently being projected to increase to a level significantly above the original estimate. The operator of the scheme (MCL) has indicated their latest estimate of the costs in the current year is £827,607, well in excess of the budgeted sum of £482,810. This budget has been prepared by projecting the 1st quarter actual usage figures to an annual basis and the primary reason for the increase is a large increase in journeys undertaken which is now projected to total 957,932 journeys in the year.

- 2.2 Most of the other Hampshire Authorities have also experienced significant increases above their original estimates although the affect on this Council in terms of percentage increase has been particularly pronounced. MCL have carried out a number of customer surveys, 'footfall' checks and output checks to help validate the information supplied by the bus operators but no major discrepancies have been discovered and it is accepted the increased usage is a result of the general success of the scheme.
- 2.3 The estimate for the current year is still seen as particularly volatile and can be affected by a wide range of factors including increased uptake of bus passes throughout the year above the anticipated level, seasonal usage changes which are themselves influenced by prevailing weather conditions and the outstanding appeals relating to this and the previous years payments by the bus operators. Notwithstanding the above issues the main difficulty in predicting the expenditure in this area has been the change of the scheme from Half Fare to Free travel from 1st April 2007 and the affect this is having on usage.

3.0 Concessionary Travel Scheme 2008/09

- 3.1 The statutory Concessionary Travel Scheme is to be extended from the existing countywide scheme to the new England wide scheme from 1 April 2008. The statutory scheme specifies that free travel should be provided from 9.30 a.m. on normal weekdays with all day travel at weekends.
- 3.2 Central government grant is currently provided to help support the scheme although the estimates for the current years expenditure have highlighted this support will fall well short of the actual costs incurred by the Council. It is recognised by Central Government that the cost of the new scheme will be higher and an additional sum of £212m has been made available nationally to Travel Concession Authorities. The Government have stated that any additional enhancements to the scheme such as concessionary travel during the morning peak must be funded locally.
- 3.3 The actual distribution formula for the additional grant has yet to be determined with four possible allocation options currently being considered. Depending on which distribution option is agreed the additional grant payable to this Council will range from £140,000 to £466,000. Based on the current year estimates it is likely that the real cost to this Council as a result of the move from local to national free travel will only be substantially met if the option giving the highest grant (£466,000) is selected.
- 3.4 A further uncertainty relating to the costs to this Council of the Scheme from 01/04/08 relates to the changes in the method for

calculating the sum due from each authority. The current year's scheme takes into account the costs associated with free travel made solely by Gosport Borough residents for any journeys undertaken in Hampshire. The new scheme covers the costs of any journeys originating in the Borough by any eligible person irrespective of residency. The affect of this change is impossible to quantify at this stage and brings further difficulty into the process of estimating costs in 2007/08.

4.0 Enhancing The Scheme To Allow Travel During the Morning Peak

- 4.1 It is estimated that for the existing all day countywide scheme, 11.9% of all journeys undertaken are made before 9.30am. MCL believe the majority of these would be deferred and undertaken after 9.30 a.m. if the free travel was only available after that time with an actual saving anticipated of only 3.3%.
- 4.2 Using these figures and basing them on the current costs of the existing scheme (i.e. countywide travel) the following savings may be achieved by restricting travel to after 9.30am on normal weekdays.

Total cost of scheme	£854,000
Less 3.3% reduction	<u>£28,182</u>
Balance	£825,818

- 4.3 From these figure you can see that a saving of £28,182 could be realised and also that many journeys may simply transfer until after 9.30am. It must be recognised however, that the cost of enhancing the England wide scheme could be significantly greater due to the increase in the cost of the overall scheme and people wishing to begin journeys earlier and travel further.
- 4.4 The majority of Council's within the Hampshire Farepass scheme have indicated that they will be adopting the Statutory Scheme with only a minority likely to approve the enhanced option of Free travel before 9.30a.m.

5.0 Risk Assessment

- 5.1 The report details a significant number of factors affecting both the current years and next years Concessionary Travel schemes which highlight why this remains a high risk area for this Council and indeed many other Councils nationally.
- 5.2 Most of the risks identified relate to the financial cost of the scheme and the ability of this Council to afford the significant increases in expenditure which could arise even above those already highlighted within the report. This is particularly a concern at the current time taking into account the pressures identified on the Council Budget in

the Medium Term Financial Strategy.

- 5.3 Mitigating and controlling the risks associated with the scheme is particularly difficult as most are outside the direct control of this Council such as the demand for travel and the determination of the level of Central Government grant payable.

6.0 Conclusion

- 6.1 The cost of the current Concessionary Travel Scheme is currently projected to be significantly higher than was originally estimated although there is still a great deal of uncertainty relating to this budget. The likely cost from 1/04/08 is even more difficult to estimate as the scheme changes to an England wide travel concession and the calculation of the contribution due from each authority is based on a different method i.e. all journeys made by all eligible persons (not just residents) starting within the Borough. In addition there remains significant uncertainty on the additional grant levels due from Central Government to support these changes.
- 6.2 The new statutory scheme from 1/04/08 provides for all eligible persons to travel on local buses anywhere in England after 9.30am on normal weekdays and the Council is required to inform the bus operators it intends to operate on this basis or enhance the scheme to allow travel during the morning peak. Based on guidance from MCL it would appear the saving that would result from the current scheme if free travel was not allowed before 9.30 a.m. would be approximately £28,000. The affect on this saving of the overall increase in the scheme as a result of the change to an England wide scheme and any associated change in journey patterns is impossible to predict accurately.
- 6.3 This is considered to be one of the highest risk areas within the Council's Budget although significant increases in the current years actual expenditure compared to the original budget is already certain to occur due to the large increase in the number of journeys made under the scheme. It is therefore considered prudent to adopt the minimum statutory scheme from 01/04/08 although this decision could be reviewed during next year once the costs of the new scheme become clearer.

Financial Services comments:	As contained in report.
Legal Services comments:	The Council has the power to enhance the statutory scheme and if they decide to do this they should ensure that any enhancement is proportionate.
Service Improvement Plan implications:	Report helps achieve SIP action 'Review the Concessionary Travel Scheme' (FIN/P & A/001)
Corporate Plan:	Improved access and reduce congestion on the Gosport Peninsula.
Risk Assessment:	See paragraph 5.
Background papers:	
Appendices/Enclosures:	
Appendix 'A'	National Bus Scheme 2008 onwards
Report author/ Lead Officer:	Julian Bowcher

APPENDIX A.

Board/Committee:	POLICY AND ORGANISATION BOARD
Date of Meeting:	19 SEPTEMBER 2007
Title:	NATIONAL BUS SCHEME 2008 ONWARDS
Author:	FINANCIAL SERVICES MANAGER
Status:	FOR DECISION

Purpose

The new England-wide national bus concession will be introduced in April 2008. It is a statutory scheme allowing free travel anywhere in the country after 9.30am. It is necessary to consider how the scheme should be implemented locally.

Recommendation

It is recommended that we support the new statutory minimum provisions of free travel anywhere in England after 9.30am.

1 Background

- 1.1 From 1 April 2006 free local travel in Hampshire has been available to residents age 60 and over and to certain categories of disabled people (i.e. the blind).

In Gosport we have allowed those eligible to travel at anytime of the day without restriction, in common with most other Hampshire districts.

- 1.2 With the introduction of a new England-wide scheme from 1 April 2008 a decision has to be made whether the Council wishes to support the statutory minimum provisions of the new scheme or to offer free travel at anytime.

2 Report

- 2.1 The new England-wide national bus pass is a statutory concession effective from 1 April 2008.

- 2.2 Discretionary concessions (including the issue of travel tokens) are covered by the Transport Act 1985 which allows local authorities to extend the scope of the national concession.

- 2.3 Currently in Gosport we extend the concession in two ways:-

1. Giving our residents a choice between a free bus pass or £40

of travel tokens.

2. By extending the national scheme from free travel in Hampshire after 9.30am to free travel anytime.

- 2.4 The cost of extending the scheme has to be met by the Council. The current scheme costs £409,000 in travel tokens and £496,000 in bus passes.
- 2.5 For administrative purposes, we are part of the Hampshire Countywide Scheme. The intention is to remain part of this Group and indications at this stage are that most authorities in Hampshire will be supporting the basic statutory scheme from 1 April 2008.
- 2.6 Operation of the Bus Token option is being considered by Scrutiny and is not affected by this report.

3 Risk Assessment

- 3.1 Although the Government has pledged additional money to fund the new England wide scheme to pay for the additional generated travel, it is unlikely this will fully meet the extra expenditure. It is therefore, likely that a significant additional increase on the Concessionary Travel budget will result in complying with the Statutory Scheme.
- 3.2 Should the scheme be extended to all day travel the affect on the budget will be even more pronounced particularly as Central Government will make no allowance within their grant contribution for this enhancement. Such an enhancement would therefore further increase the budgetary pressures facing this Council over the next three years.

4 Conclusion

- 4.1 The new countrywide travel scheme will be introduced on 1 April 2008.
- 4.2 The statutory scheme provides for all eligible persons to travel on local buses anywhere in England after 9.30am
- 4.3 Because of the financial risks involved in extending the scheme to all day travel, it is recommended that the Council support the statutory scheme only.

Financial Services comments:	It is not possible to accurately quantify the costs to Gosport of this new statutory scheme.
Legal Services comments:	Currently the Council has a discretion over certain elements of the concessionary travel scheme, but from April 2008 will be subject to a new statutory scheme. A choice will need to be made as to whether to support only the new scheme (which it will be obliged to do) or offer free travel at anytime outside of the scheme. In reaching this decision the Council must have regard to the need to set a robust, balanced budget.
Service Improvement Plan implications:	Report helps achieve SIP action 'Review the Concessionary Travel Scheme' (FIN/P & A/001)
Corporate Plan:	Improved access and reduce congestion on the Gosport Peninsula.
Risk Assessment:	See paragraph 3
Background papers:	
Appendices/Enclosures:	
Report author/ Lead Officer:	Julian Bowcher

AGENDA ITEM NO. 12

Board/Committee:	POLICY & ORGANISATION BOARD
Date of Meeting:	14th November 2007
Title:	BANKING ARRANGEMENTS
Author:	FINANCIAL SERVICES MANAGER
Status:	FOR DECISION

Purpose

This report considers and recommends on the future of the Council's banking services for which the current contract expires on 31st March 2008.

Recommendation

The Council enters into a 5 year contract with the National Westminster Bank plc for the supply of banking services and the requirements of standing order 8 are waived.

1 Background

- 1.1 The council's present banking services contract is with the National Westminster Bank plc.
- 1.2 This initial contract commenced on the 1st April 1998 and was initially for a 5 plus 2 years period. Policy and Organisation Board agreed on the 21st September 2004 to extend the contract for a 3 year period which will expire on 31st March 2008.
- 1.3 This report considers the steps that have been taken to secure the most cost effective option for the Council and recommends thereon.

2 Banking Services

- 2.1 Financial Regulations (C.34) state that: 'arrangements and terms for banking shall be in accordance with a contract that shall from time to time be subject to competitive tender'.
- 2.2 Contract Standing Orders section 8 provides for the invitation of three tenders for contracts with an estimated value of greater than £50,000 and less than £100,000, and standing order 1.4.9 states 'where a Manager considers it is in the best interests of the Council to

negotiate an extension to a contract previously let in accordance with these Standing Orders, the requirement to obtain more than one tender shall be waived but all other provisions shall apply'.

- 2.3 Authority was delegated to the Borough Treasurer to negotiate and engage consultants in order to obtain the most cost effective contract for the council. (Policy and Organisation Board 27th June 2007).
- 2.4 The main factors that have been considered in undertaking this exercise are:-
- Ensuring value for money for Council Tax Payers
 - Ensuring a responsive and supportive banker
 - Future changes to the way banking matters are conducted (e.g. the continuing expansion of electronic payments)
 - The time and cost involved in a re-tendering exercise
 - The logistics and additional costs caused by changing banking arrangements (e.g. re-arranging direct debits and reprinting stationary).
 - Adherence to Financial Regulations.
- 2.5 Representatives of the National Westminster Bank met with Council officers on 12th July and discussed the general background and operation of the banking services contract and following this a schedule of proposed tariffs for both three and five years after the end of the contract were submitted.
- 2.6 Focus on Banking, independent consultants, were engaged to undertake a benchmarking exercise to consider the National Westminster's proposed tariffs against those generally obtainable in the wider banking services market. The results of the benchmarking exercise confirmed that the proposed tariff was competitive with the exception of one of the processing fees. A reduced charge was subsequently negotiated with the bank for this fee.
- 2.7 Based on the transaction volumes supplied by the National Westminster and used in the benchmarking exercise, the proposed tariffs yield an annual cost of £17,500 (five year period £87,500) compared to a benchmark of £19,700 (five year period £98,500). The Council is promoting electronic transactions as much as possible which will yield further savings as a result of the reduced processing costs for these types of transaction. The Council's total bank charges will include not only these banking charges but also other charges such as those from credit card operators for payments made to the Council using credit cards.

3 Risk Assessment

- 3.1 The tariffs are contractually binding and therefore constitute a low risk.

4 Conclusion

- 4.1 Taking into consideration the factors at 2.4 above and the results of the benchmarking exercise in 2.7 above, the proposed tariffs offered by The National Westminster Bank offer the most cost effective option for the Council.

Financial Implications:	The proposed extension to the banking services contract is the most cost effective option. Paragraph 2.7 refers to projected costs based on 2006/07 volumes - the actual cost will depend on changing volumes, transaction patterns and bank balances.
Legal Implications:	
Service Improvement Plan Implications:	By securing the most cost effective option this report is consistent with the general aim of maximising the use of scarce resources
Corporate Plan:	
Risk Assessment:	Paragraph 3.1. Low Risk
Background Papers:	1. National Westminster proposed tariffs 2. Focus on Banking benchmarking exercise
Appendices / Enclosures:	None
Report Author / Lead Officer:	Richard Wheeler

Board:	POLICY AND ORGANISATION BOARD
Date of meeting:	14th NOVEMBER 2007
Title:	CAPITAL PROGRAMME 2007/08 to 2012/13
Author:	FINANCIAL SERVICES MANAGER
Status:	FOR RECOMMENDATION

Purpose

To consider the Council's draft capital programme for the period 2007/08 to 2012/13 and approve it in principle for further consideration by Housing and Community & Environment Boards during the January cycle.

Recommendation

The Board is requested to approve the capital programme in principle for detailed consideration by Housing and C&E Board during the January cycle

1.0 BACKGROUND

- 1.1 The budget strategy report to P&O Board on 27th June 2007 included for the reporting of the draft capital programme to the November cycle This report is for P&O Board to consider the draft capital programme prior to consideration by Housing and C&E Board during the January cycle.
- 1.2 The Council's budget report for 2008/09 to P&O Board on 29th January 2008 will include the capital programme and associated revenue costs

2.0 CAPITAL PROGRAMME 2007/08 TO 2012/13

- 2.1 Capital expenditure is closely defined and controlled by the government.
- 2.2 Where capital expenditure is not supported by external funding (government grant, developer contributions, commuted sums etc), the Council provides funding from its own local resources (capital receipts and/or prudential borrowing)

- 2.3 Use of the Council's local resources causes a direct and material impact on the revenue budget by way of interest and borrowing costs. Interest costs may be lost interest that was previously earned on balances that now have to be utilised and also interest on new borrowing. Borrowing costs are charged through the minimum revenue provision (mrp) which is the statutory charge to revenue to reduce notional capital debt.
- 2.4 The figures in the columns headed 'Local Resources' at the right hand side of the capital programme pages show those schemes that do not benefit from external funding and therefore either draw on the Council's capital receipts and/or require borrowing. It is possible to more easily influence the use of local resources by discretionary capital schemes.
- 2.5 Borrowing is undertaken within the mandatory guidance of the Prudential Code which aims to confirm that borrowing is prudent and affordable and that it complies with professional guidance
- 2.6 Prudential borrowing does not necessarily mean that the council will have to physically take out loans for the sums involved because it is the nature of the treasury management function that daily cash balances for all uses are aggregated to maximise returns and minimise the overall need to borrow. The capital accounts must however reflect the notional capital borrowing upon which the mrp is based
- 2.7 Specific attention is drawn to the following material items
- C&E Item 8 : Landing Stage replacement
The costs of financing the scheme will be included in the revenue budget and these will have to be met by a separate income stream from the operation of the landing stage.
 - C&E Item 47 : Holbrook Recreation Centre – proposed replacement
The costs and external contribution are tentative at this stage. The balance of expenditure after any external funding and the use of capital receipts will be met by the use of capital cash in accordance with the prudential code.

3.0 RISK ASSESSMENT

- 3.1 The capital programme involves estimating material expenditure and income budgets for five years beyond the present financial year. This time horizon coupled with the nature of the schemes means that scheme estimates can be subject to refinement as they become closer.
- 3.2 The confirmation of external funding streams that are included in the approved capital programme (or approval of any variations to this) is important to ensure that the capital programme remains affordable as any shortfalls in anticipated external funding will impact on the revenue budget through increased use of capital receipts or borrowing. Schemes within the approved capital programme should not progress without having secured assumed external funding.

4.0 CONCLUSION

- 4.1 This report seeks P&O Board approval in principle for the draft capital programme prior to its consideration in January by Housing & C&E Boards.

Financial implications:	As contained in the report.
Legal implications:	The Council has to set a balanced and robust budget and is also under an obligation to carry out its functions effectively, efficiently and economically
Service Improvement Plan implications:	The budget submissions reflect both service improvement plans and the corporate plan.
Corporate Plan	
Risk Assessment	As contained in section 3 of the report
Background papers:	Budget working papers
Appendices/Enclosures:	Draft Capital programme 2007/08 to 2012/13
Report Author	John Norman 023 9254 5316

CAPITAL PROGRAMME 2007/2008 TO 2012/2013
HOUSING BOARD (HRA)

Capital Item Details			Scheme Expenditure							Local Resources			
Item No	SCHEME	Category	Project total (where appropriate) £,000	Revised 2007 /2008 £,000	2008 /2009 £,000	2009 /2010 £,000	2010 /2011 £,000	2011 /2012 £,000	2012 /2013 £,000	Revised 2007 /2008 £,000	2008 /2009 £,000	2009 /2010 £,000	2010 /2011 £,000
1	L.A. Tenants Disabled Persons Grant	E	-	50	50	50	50	50	50				
2	Improvements to Housing Stock (including Decent Homes Standard, Central Heating, Windows and Doors and Disabled Aids)	E	-	4,256	3,626	2,250	2,124	2,124	2,124				
	Board Total			4,306	3,676	2,300	2,174	2,174	2,174	2,035	1,410	40	

CAPITAL PROGRAMME 2007/2008 TO 2012/2013
HOUSING BOARD (GENERAL FUND)

Capital Item Details			Scheme Expenditure							Local Resources			
Item No	SCHEME	Category	Project total (where appropriate) £,000	Revised 2007 /2008 £,000	2008 /2009 £,000	2009 /2010 £,000	2010 /2011 £,000	2011 /2012 £,000	2012 /2013 £,000	Revised 2007 /2008 £,000	2008 /2009 £,000	2009 /2010 £,000	2010 /2011 £,000
1	Social Housing	E *	-	140	500								
	Specific Schemes	E	-	300	300	300	300	300					
	Steane contribution to PHA	E	-	30	30	30	30	30	30	30	30	30	30
	Future Schemes (undecided)												
2	Disabled Facilities	E	-	220	210	210	210	210	210	88	84	84	84
3	Housing Renewal	E	-	192	162	162	162	162	162	132	102	102	102
	Board Total			882	1,202	702	702	702	402	250	666	216	216

KEY TO CATEGORIES

E. Exempt from category system

CAPITAL PROGRAMME 2007/2008 TO 2012/2013
COMMUNITY AND ENVIRONMENT BOARD

Capital Item Details			Scheme Expenditure							Local Resources			
Item No	SCHEME	Category	Project total (where appropriate) £,000	Revised 2007 /2008 £,000	2008 /2009 £,000	2009 /2010 £,000	2010 /2011 £,000	2011 /2012 £,000	2012 /2013 £,000	Revised 2007 /2008 £,000	2008 /2009 £,000	2009 /2010 £,000	2010 /2011 £,000
1	Aid to Voluntary Organisations	E	-	60	25	25	25	25		60	25	25	25
2	Haslar Lake Sea Wall	3	600				600						
3	Town Centre Historic Parks	1	972	11									
4	Alver Valley - GBC contribution	1	116		27						27		
		3	342		341					0			
5	- Habitat Creation & Access Works Bastion No 1	1	153	1	5					1	5		
6	St Vincent - Artificial Turf Pitch	1	581	18									
7	High Street Refurbishment	2	589	203	78	92				203	78	92	
8	Landing Stage - replacement	3	3266	250	3000					250	3000		
9	Alverstoke Flood Protection	3	358	18	18	300							
10	Forton Flood Protection	3	236	12	12	200							
11	Solent Strategy Study	E	90			90						45	
12	Portsmouth Harbour (North & West) Shoreline Defence Study	E	15			15						15	
13	L-O-S Embankment Regrading	E	-	10	10	10	10	10	10	10	10	10	10
14	Open Space Security Measures - Parks	1	17	5						5			
15	New Cemetery	3	500	78	100	100	160			78	100	100	160
16	Amenity Lighting - Contribution to HCC Schemes	E	-	5	5	5	5	5	5	5	5	5	5
17	Waste Recycling - Project Integra Contribution	E	-	7	10	10	10	10	10	7	10	10	10

Capital Item Details			Scheme Expenditure							Local Resources			
Item No	SCHEME	Category	Project total (where appropriate) £,000	Revised 2007 /2008 £,000	2008 /2009 £,000	2009 /2010 £,000	2010 /2011 £,000	2011 /2012 £,000	2012 /2013 £,000	Revised 2007 /2008 £,000	2008 /2009 £,000	2009 /2010 £,000	2010 /2011 £,000
18	Tukes Avenue Playing Field - Facility Upgrade	1	5	5						3			
19	Elson Recreation Ground - Football Pavilion, Pavings	1	14	5									
20	Elson Recreation Ground, Football Fields, Footways	1	7	7									
21	Nobes Avenue - Play Area, Equipment Renewal	1	10	10						6			
22	Bow Top Railings, Equipment Upgrade & Skate Park extension - Various Locations	1	9	9						1			
23	Walpole Park South - Green Bow Top Railings	1	14	3						3			
24	Falklands Gardens - New Public Convenience	1	86	8						8			
25	Brookers Field - drainage to 4 football pitches	2	120		120						60		
26	Privett Park Pavilion	1	393	352						90			
27	Improvement Works to Solent Gardens	E	15	15						15			
28	Stokes Bay Paddling Pool - Increased Height Railings	E	8	7						7			
29	Allotments - Fencing Upgrades & Security Provision	1	64	16						16			
30	Waste Performance & Efficiency Grant	1	134	106									
31	Leesland Road Play Area Equipment	1	4	4									
32	Fairway Play Area Equipment	1	4	4									
33	G&FRFC - Sewer Pump Main Upgrade	E	16	16						16			
34	Falklands Gardens Taxi Rank	1	14	14						14			
35	LOS Rec Play Area - upgrade play equipment	1	18	18									
36	Leesland Park - install Bow Top railings	1	15	15						1			

Capital Item Details			Scheme Expenditure							Local Resources			
Item No	SCHEME	Category	Project total (where appropriate) £,000	Revised 2007 /2008 £,000	2008 /2009 £,000	2009 /2010 £,000	2010 /2011 £,000	2011 /2012 £,000	2012 /2013 £,000	Revised 2007 /2008 £,000	2008 /2009 £,000	2009 /2010 £,000	2010 /2011 £,000
37	Rowner Bowling Club - install Bow Top railings	1	16	16									
38	Forton Recreation Ground - facility upgrade	1	22	11									
39	Harbour Waterfront - illumination improvements	3	50	0	50					0	50		
40	Hardway Sailing Club - replace public slipway	3	40		40						8		
41	Tukes & Nobes Aveue - Play Equipment Upgrades	1	24	24						24			
42	Ham Lane Play Area - Equipment & Surfacing Upgrade	1	21	21						21			
43	Stokes Bay & Lee Promenade - renew shelters	1	25	25						25			
44	Esplanade - renew seating	1	13	13						13			
45	Maintenance of Seawalls at Stokesbay	3	15		15						15		
46	Car Park resurfacing & upgrading	E	345	25	80	80	80	80		25	80	80	80
47	Holbrook Recreation Centre - replacement	3	6000	15	135	5000	850			15	135	4000	650
48	Bridgemary Bowling Club - fencing upgrade	1	17	17									
49	Rowner Cricket Club - fencing upgrade	1	29	29						5			
50	Privett Park Tennis Courts - surface upgrade	1	25	25									
51	Cherque Farm - provision of play areas	1	188	100	88								
52	Privett Park Enclosure - improvements to safety barriers & disabled access	1	12	12									
53	Disabled Toilets refurbishment	3	50		50						50		
54	Two New Noise Nuisance Recorders	3	10		10						10		
55	Elson Rec - Skate Board & BMX Facility	3	11		11								
56	Provide lighting to pathways within Leisure Parks, Gardens & Open Spaces	3	73		73						73		
57	Pirates Cove Play Area - New Play Equipment	3	12		12								

Capital Item Details			Scheme Expenditure							Local Resources			
Item No	SCHEME	Category	Project total (where appropriate) £,000	Revised 2007 /2008 £,000	2008 /2009 £,000	2009 /2010 £,000	2010 /2011 £,000	2011 /2012 £,000	2012 /2013 £,000	Revised 2007 /2008 £,000	2008 /2009 £,000	2009 /2010 £,000	2010 /2011 £,000
58	Tukes Avenue & Noves Avenue Play Areas - Upgrade Play Equipment & Surfacing & provide Teen Shelter	3	69		69								
59	Walpole Park Cocklepond - rolling programme of renewal of perimeter concrete footways	3	150		40	40	40	30			40	40	40
60	Walpole Park Skatepark - Provide extension to existing skate park facility	3	6		6								
61	Wilmott Lane Depot - install four temporary holding pens for stray dogs	3	12		12						12		
62	Grange Farm Nursery - plugging out machine	3	30		30						30		
63	Grange Farm Nursery - 3 bay multi-span polyhouse	3	35		35						35		
64	Stokes Bay Central Car Park - repairs, resurfacing & move & reinstate shrub bed	3	80		80						80		
65	Privett Park 2 - Replacement Pavilion	3	700		700						350		
	Board Total			1,622	5,287	5,967	1,780	160	25	926	4,288	4,422	980

KEY TO CATEGORIES

1. Tender Sum
2. Estimated cost of an approved scheme
3. Notional Cost of an unapproved scheme
- E. Exempt from category system

CAPITAL PROGRAMME 2007/2008 TO 2012/2013
POLICY & ORGANISATION BOARD

Capital Item Details			Scheme Expenditure							Local Resources			
Item No	SCHEME	Category	Project total (where appropriate) £,000	Revised 2007 /2008 £,000	2008 /2009 £,000	2009 /2010 £,000	2010 /2011 £,000	2011 /2012 £,000	2012 /2013 £,000	Revised 2007 /2008 £,000	2008 /2009 £,000	2009 /2010 £,000	2010 /2011 £,000
1	Millennium Bridge - Repairs	1	2	2						2			
2	Millennium Bridge - Lighting Improvements	3	10	10						10			
3	CCTV - General Replacement	E	384	84	60	60	60	60	60	84	60	60	60
4	Priddys Hard	3	1,000		1,000						1,000		
5	Priddys Hard - Ramparts, Fencing	1	65	65						65			
6	Priddys Hard - Ramparts	1	250	20	225								
7	Priddys Hard - Camber Repairs & Restoration	E	450	20	430					20	280		
	Tenanted Buildings - Major Repairs												
8	Mobile Home Park	E	77	34	12	30				34	12	30	
9	Westfield Road Depot	E	146	24	40					24	40		
10	Alverbank Hotel	E	47	27	20					27	20		
11	Bus Station	E	211	97	114					97	114		
12	Toronto Place - fit out as central archive store	3	35		10	10	10	5			10	10	10
	Central Services & Accommodation												
13	IT Equipment	E	-	174	395	110	110	110	110	174	395	110	110
14	IT - Financelink upgrade & contract extension	E	-		40						40		
15	IEG	E	-	79									
16	Town Hall Major Repairs	E	1,134						100				
	Windows Replacement				262	300					262	300	
	Shower Facilities			19						19			
	Electrical Re-Wire			45	45	45	30	70		45	45	45	30
	Flat Roof Recovering & Insulation			77	73					77	73		
	Replacement Air Conditioning			10	13	18	6	6		10	13	18	6
	New Air Conditioning Units				5						5		
	Upgrade of Committee Rooms			10						10			
	Lift Refurbishment			30	30					30	30		
	Heating Replacement					25	25	25				25	25
	Replacement Floor Coverings					35	35					35	35
	Fire Alarm System Upgrade			30						30			
	Board Total			856	2,774	633	276	276	270	757	2,399	633	276

Capital Item Details			Scheme Expenditure							Local Resources			
Item No	SCHEME	Category	Project total (where appropriate) £,000	Revised 2007 /2008 £,000	2008 /2009 £,000	2009 /2010 £,000	2010 /2011 £,000	2011 /2012 £,000	2012 /2013 £,000	Revised 2007 /2008 £,000	2008 /2009 £,000	2009 /2010 £,000	2010 /2011 £,000
	Total Capital Programme			7,667	12,939	9,602	4,932	3,312	2,871	3,968	8,763	5,311	1,472

KEY TO CATEGORIES

1. Tender Sum
2. Estimated cost of an approved scheme
3. Notional Cost of an unapproved scheme
- E. Exempt from category system

SUMMARY FINANCING STATEMENT

	2007 /2008 £,000	2008 /2009 £,000	2009 /2010 £,000	2010 /2011 £,000	2011 /2012 £,000	2012 /2013 £,000
Supported Capital Expenditure (R) - Housing	6	6				
Major Repairs Allowance - HRA	2,165	2,160	2,160	2,160	2,160	2,160
Specific Capital Grants - GF	192	186	186	186	186	186
Revenue Contributions - HRA	100	100	100	14	14	14
Commuted Sums - GF	167	29				
Developer's Contributions - Social Housing - GF	440	350	300	300	300	
Other Grants and Contributions - GF	628	1,345	1,545	800		
Earmarked Capital Receipts - GF	101	1,280	2,000			
Earmarked Capital Receipts - HRA	150		40			
Local Resources - General Capital Receipts - GF	465					
Local Resources - Prudential Borrowing - GF	1,367	6,073	3,271	1,472	652	511
Local Resources - Prudential Borrowing - HRA	1,885	1,410				
Total Funding	7,667	12,939	9,602	4,932	3,312	2,871

Agenda item no 14

Board:	POLICY AND ORGANISATION BOARD
Date of meeting:	14 NOVEMBER 2007
Title:	FEES AND CHARGES
Author:	FINANCIAL SERVICES MANAGER
Status:	FOR RECOMMENDATION

Purpose

To consider the Council's draft fees and charges 2008/09 for approval in principle for further consideration by Housing and Community & Environment Boards during the January cycle.

Recommendation

The Board is requested to approve the Fees and Charges as detailed in Appendix A in principle for detailed consideration by Housing and C&E Board during the January cycle.

1.0 BACKGROUND

- 1.1 The budget strategy report to P&O Board on 27 June 2007 approved the budget process for 2008/09, which determined that proposals for fees and charges should be reported to P & O Board in the November Cycle. This report is for P&O Board to consider the proposed fees and charges prior to consideration by Housing and C&E Board during the January cycle.
- 1.2 The Council's budget report for 2008/09 to P&O Board on 29 January 2008 will include the proposed fees and charges and the associated fee income.

2.0 FEES AND CHARGES 2008/09

- 2.1 The budget strategy report explained that in order to minimise the Council Tax increase for 2008/09, it is important that fees and charges are increased so that service users are not increasingly subsidised via local taxation. As a result of this concern it was stated that the proposals for fees and charges to apply in 2008/09 would be examined with a view to increases of at least 4%. This principle has generally been applied with the main exceptions being:-

- car park-charges for car parking are currently being investigated by the Council's Overview and Scrutiny Committee and have therefore not been included at this stage.
- licensing Act 2005 and planning fees where the charge level is set by Central Government.
- Gosport Market pitch fees not been increased from 2007/08 levels although a recommendation may be made for change to the January Board as a result of discussions with the market operators to be held shortly.
- land Charges -the Government is shortly to issue a consultation paper on costing and charging for property search related data. Proposals for this area will therefore be submitted to the January's P & O Board.

3.0 FINANCIAL IMPLICATIONS

- 3.1 Although as stated above it has not been possible for various reasons to include charge proposals for a number of key areas. The increases proposed are nevertheless, estimated to raise approximately £10,000.
- 3.2 The budget strategy report highlighted that to achieve a 4% council tax increase and comply with Council policy, the forecast General Fund Budget needed to deliver existing service commitments in 2008/09 must be reduced by more than £0.5M. Since the budgetary strategy report was considered in June 2007 the risk associated with next year's budgetary position has increased due to further uncertainty in key budgets such as the concessionary travel scheme. This therefore places even more importance on achieving additional income arising from fees and charge.

4.0 RISK ASSESSMENT

- 4.1 The risk to the Council's overall budget and the ability to achieve a Council Tax increase in accordance with Council policy is greater if the fees and charges are not increased in accordance with the agreed budget strategy of at least 4%.
- 4.2 It must be recognised that the fee income received can be affected by a number of factors in addition to the charge level, such as the economy and climate.

5.0 CONCLUSION

- 5.1 This report seeks P&O Board approval in principle for the proposed fees and charges as detailed in Appendix A prior to consideration in January by Housing & C&E Boards.

Financial implications:	As contained in the report.
Legal implications:	The Council has to set a balanced and robust budget and is also under an obligation to carry out its functions effectively, efficiently and economically
Service Improvement Plan implications:	n/a
Corporate Plan	n/a
Risk Assessment	As contained in section 4 of the report
Background papers:	Budget working papers
Appendices/Enclosures:	Draft Fees and Charges 2008/09
Report Author	Julian Bowcher 02392 545551

RECREATION CENTRES

Charges
£

2007/2008

2008/2009

HOLBROOK CENTRE

These charges are the maximum that can be charged by the contractor Arena Group Ltd..

CASUAL

Swim - Adult	(1.65)	2.35	(1.75)	2.45
Swim - Junior	(1.20)	1.60	(1.25)	1.65
Spectator		0.50		0.50
Sauna	(3.25)	4.80	(3.40)	5.00
Fitness Suite Casual Use	(2.70)	4.15	(2.85)	4.35
Fitness Suite Induction		9.25		9.70
Squash	(3.55)	5.20	(3.70)	5.45
Squash - Hire of Equipment		1.80		1.90
Gold Card	Annual	343.00		360.00
	Six Monthly	177.00		185.00
	Monthly Payments	32.25		33.85
Joint Gold Card	Annual	578.00		607.00
	Six Monthly	300.00		315.00
	Monthly Payments	52.00		54.60
Silver Card	Annual	213.00		223.00
	Six Monthly	109.00		114.00
	Monthly Payments	20.80		21.80
Joint Silver Card	Annual	374.00		393.00
	Six Monthly	192.40		202.00
	Monthly Payments	35.35		37.00

GENERAL HIRE

Main Pool Hire:	Gosport Clubs	55.60	58.30
	Other Clubs	76.70	80.50
Small Pool Hire:		22.15	23.25
Galas: *	Gosport Clubs	82.50	86.60
	Other Clubs	95.70	100.50
Room Hire (Brockhurst/Solent)		18.70	19.60
Meeting Room		13.10	13.75
Functions/Commercial		POA	

* All gala costs will incur additional costs for qualified lifeguard cover.

NOTES

1. The above are maximum charges for the specific activity/area shown. These may be lowered at certain times as part of special promotional features.
2. Children under 5 years admitted free with Adult Swim.
3. The Activity Room hire rate is a recommended minimum net charge, charges to commercial and other organisations are to be agreed between the Centre Manager and the hirer.
4. Concessionary rates applicable at specific times are shown in brackets.

		<u>Charges</u>	
		£	
		<u>2007/2008</u>	<u>2008/2009</u>
<u>STOKES BAY PADDLING POOL</u>			
These charges are the maximum that can be charged by the contractor Arena Group Ltd..			
Family Ticket	(2 Adults & up to 3 children)	3.75	3.90
Extra Toddler		1.00	1.05
Extra Adult		1.20	1.25
Chair Hire		1.20	1.25
Season Tickets:			
	Adult & Toddler Resident	17.70	18.55
	Family Resident	32.45	34.00
	Adult & Toddler Non Resident	25.80	27.00
	Family Non Resident	48.25	50.65

CASUAL LETTINGS OF LAND

USE OF WALPOLE PARK & SEA FRONT LAND

Commercial Fairs etc. - per day (see note 1)	462.00	485.00
Overnight Parking (setting up)	80.00	84.00
Charitable Organisation Functions (see note 2)	72.00	75.00

NOTES

- 1 . Price includes water, fencing and reinstatement.
- 2 . Fees for certain Charitable Organisations may be waived at the Committee's discretion.
- 3 . Other relevant sites by negotiation with Leisure and Amenities Services Manager.

PUBLIC CONVENIENCES

Radar key (for disabled public conveniences)	5.00	5.00
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ALLOTMENTS

	Jan 2008 - Dec 2008	Jan 2009 - Dec 2009
Cost per rod inclusive of water	3.30	3.45

DAY HUTS

		<u>Charges</u>	
		£	
<u>DAY HUTS</u>		<u>2007/2008</u>	<u>2008/2009</u>
Annual Charge:-	Residents	540.00	565.00
	Concessions	410.00	430.00
Weekly Charge (Disabled Residents only) *		14.50	15.00

* One hut available for weekly hire at Stokes Bay and one hut at Lee on the Solent.

DAY HUT SITES

Annual Charge:-	Residents	185.00	195.00
	Concessions	125.00	130.00

NOTES

1 Concessionary (Disabled, over 60's & under 18's)

WILDGROUNDS NATURE RESERVE**PERMIT ACCESS**

Day Ticket	Adult	1.20	1.25
	Concessions (Disabled, 60+ & under 18's)	1.00	1.05
Monthly Permit *	Adult	3.50	3.65
	Concessions (Disabled, 60+ & under 18's)	2.30	2.40

* 150 permits per month March to October
300 permits per month July to August

NB Children under the age of 5 are admitted free

WILDGROUNDS NATURE RESERVE

School Parties	Non-Gosport	20.00	21.00
	Gosport	No Charge	No Charge
Guided Walks Weekly (May - July)	Adult	2.80	2.80
	Concessions (Disabled, 60+ & under 18's)	1.65	1.65
	Family - 2 Adults & up to 3 children	6.80	6.80
	Groups & Organisations (Groups up to 20 people)	22.00	23.00

OUTDOOR SPORTS

			<u>Charges</u>		
			<u>2007/2008</u>	£	<u>2008/2009</u>
<u>Bowls</u>					
Per player per hour	Adult (Concessions)	(2.60)	3.10	(2.60)	3.20
Bowls and slip Hire			2.20		2.30
<u>Cricket</u>					
Privett No 1	Adults (Concessions)	(32.20)	53.50	(33.80)	56.15
	Weekdays after 6 pm (Concessions)	(24.40)	40.50	(25.60)	42.50
Other Sites	Adults (Concessions)	(27.00)	44.90	(29.00)	48.00
	Weekdays after 6 pm (Concessions)	(20.30)	33.30	(22.00)	36.00
Synthetic Wicket (Gosport Park)	Adults (Concessions)	(21.30)	35.30	(22.35)	37.00
	Weekdays after 6pm (Concessions)	(15.60)	26.50	(16.40)	27.80
<u>Football</u>					
Privett Park	Gosport Clubs (Concessions)	(57.20)	95.70	(60.00)	100.50
	Outside Users (Concessions)	(84.30)	140.40	(88.50)	147.40
	Use of Floodlights (Concessions)	(27.90)	45.70	(29.30)	48.00
All Other Sites (Concessions)		(23.90)	39.50	(26.00)	43.00
Training Pitch / Dressing Rooms			15.60		16.40
Net Pins			0.50		0.50
<u>Mini Soccer</u>					
per match			12.50		13.00
half day per pitch			26.50		28.00
<u>Rugby</u>					
Gosport Park	Adult (under 18)	(23.90)	39.50	(26.00)	43.00
Dressing Rooms (separate use)			16.40		17.20
Refreshment Rooms (separate use)			8.30		8.70

NOTE

- 1 The above hire charges include use of dressing rooms where these are available.
- 2 Double Banked football hire will be 150% of the normal hire charge.
- 3 VAT exemption for Seasonal Hires complying with Customs & Excise conditions.
- 4 Concessionary rates apply for the disabled, over 60's and under 18's.
- 5 Charges for tournaments to be by negotiation with the Leisure & Cultural Services Manager.

CEMETERY

		<u>Charges</u>	
		£	
		<u>2007/2008</u>	<u>2008/2009</u>
<u>ANN'S HILL CEMETERY</u>			
<u>FEES, PAYMENTS AND SUMS FIXED AND SETTLED IN ACCORDANCE WITH THE PROVISIONS OF THE LOCAL GOVERNMENT ACT 1972</u>			
<u>* EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES **</u>			
<u>Gosport Resident</u>			
	Provision of new grave (Post 01.04.1992) Obligatory	335.00	350.00
	Interment into Existing Site (Pre 01.04.1992) Obligatory	62.00	65.00
	Provision of a Cremated Remains Plot (Post 01.04.1992) Obligatory	62.00	65.00
	Provision of Grave for child	No Charge	No Charge
<u>* INTERMENTS</u>			
The fees for interment include the digging of the grave to a depth sufficient for two interments and the re-turfing of the grave after burial.			
1 .	For the Interment (i) of the body of a still born child, or of a child whose age at the time of death did not exceed 12 years	No Charge	No Charge
	(ii) of the body of a person whose age at the time of death exceeded 12 years	365.00	385.00
2 .	For any interment in a walled grave or vault	At Cost	At Cost
3 .	Interment - Cremated Remains (subject to depth not exceeding 3' otherwise normal interment charge will apply, no charge for child)	112.00	118.00
4 .	For extra depth of grave, to take three interments	55.00	58.00

** The fees indicated above include the Deed of Grant
and all the expenses thereof
* VAT Not Applicable

		<u>Charges</u>	
		<u>£</u>	
		<u>2007/2008</u>	<u>2008/2009</u>
<u>* MONUMENTS, GRAVESTONES, TABLETS</u>			
<u>AND MONUMENTAL INSCRIPTIONS</u>			
(i)	for the right to erect or place on a grave or vault a headstone not exceeding 3ft in height by 3ft in width by 1ft in depth or 2ft 6in x 2ft x 1ft	- Adult 102.00 - Child No Charge	107.00 No Charge
(ii)	for the right to erect or place on a grave or vault in respect of which the exclusive right of burial has been granted - kerbstones or flatstones		
	(a) enclosing a space not exceeding 7ft by 3ft	112.00	118.00
	(b) enclosing a space not exceeding 7ft by 6ft	225.00	235.00
	(c) tablets not exceeding 350mm x 450mm x 25mm	28.00	29.00
The fees indicated in this section include the first inscription. For each inscription after the first a fee is payable (VAT inclusive)		19.00	20.00
<u>Annual Maintenance</u>			
(a)	Trimming Grass	40.00	42.00
(b)	Planting and Trimming Grass	55.00	58.00
(c)	Planting (Spring and Summer only)	45.00	47.00
<u>Miscellaneous Items</u>			
* Search in Burial Register (per burial entry)		4.00	5.00
* Certificate of Burial		6.50	7.00
* Use of Chapel		50.00	53.00
* Exhumations		At Cost	At Cost

* VAT Not Applicable

CONTROL OF STRAY DOGS

	<u>Charges</u>	
	£	
	<u>2007/2008</u>	<u>2008/2009</u>
Amount payable by the owner of a seized dog prior to it being returned *	25.00	25.00
Kennelling fees per day or part day (plus administration costs)	26.00	28.00
Microchipping of dogs (fee per dog)	15.00	16.00
* Statutory charge		
<u>Dog Bags</u>		
per packet of 50	1.00	1.00

REFUSE COLLECTIONS

Special Collections

Collection, loading and disposal (per hour)

**

** To be negotiated by the Council with the contractor (plus administration costs)

Clinical Waste Collection - Domestic Property

Provide and disposal of yellow bags

No charge

Provide 'Sharps' and disposal

(4 litre capacity)

No charge

No charge

(7 litre capacity)

No charge

No charge

Removal of Bulk Refuse *

1 Item

18.50

19.50

2 Items

33.00

35.00

3 to 5 Items

48.50

51.00

Over 5 items

By Arrangement

By Arrangement

Residents receiving benefit

50% of above charges

50% of above charges

Amenity Skips

No Charge

No Charge

Garden Refuse

per green sack

1.30

1.40

per green sack-OAP

0.95

1.00

* VAT Not Applicable

ABANDONED / UNWANTED VEHICLES

	<u>2007/2008</u>	<u>2008/2009</u>
	<u>Charge</u>	
	£	
Removal of Unwanted Vehicles	71.75	75.00
Removal of Commercial Vehicles *	At Cost	At Cost
Removal of Caravans and Trailers *	133.25	140.00
Storage of abandoned vehicle - per day *	12.00	13.00
<u>Statutory Charges</u>		
Removal of Unwanted Vehicles	105.00	110.00
Storage of Unwanted Vehicles - per day	12.00	13.00
Fee type: Statutory - Removal, Storage & Disposal of Vehicle (Prescribed Sums & Charges) Regulations 1989 as amended.		

* VAT Not Applicable

CAR PARKS

Car park charges are currently being considered by the Council's Overview and Scrut

***LICENCES AND REGISTRATIONS**

		<u>Charges</u>	
		<u>£</u>	
		<u>2007/2008</u>	<u>2008/2009</u>
Sex Establishment:	New	5665.00	5,948.00
	Renewal	2987.00	3,200.00
	Transfer	2987.00	3,200.00
Motor Salvage Operator	New	62.00	65.00
	Renewal	62.00	65.00
	Certified Copy	10.00	11.00
Tattooing, Acupuncture, Ear/Body Piercing, Electrolysis - Premises		59.00	62.00
Tattooing, Acupuncture, Ear/Body Piercing, Electrolysis - Person		50.00	53.00
Riding Establishments per Horse (+ vet fees)		96.00	101.00
Pet Shop		96.00	101.00
Animal Boarding Establishment		96.00	101.00
Dangerous Wild Animals		96.00	101.00
Dog Breeding Establishments		96.00	101.00
Private Hire Drivers / Hackney Carriage Drivers Test			
Hackney Carriage Geography Test		15.00	16.00
Private Hire	: Operator	212.00	223.00
	: Vehicle	212.00	223.00
	: Driver	75.00	79.00
Hackney Carriage	: Vehicle	212.00	223.00
	: Driver	75.00	79.00
Private Hire & Hackney carriage driver (both licences)		103.00	108.00
Hackney Carriage/Private Hire Driver's 2nd Licence		28.00	29.00
Criminal record check - Paid to GBC		36.00	36.00
Charitable Lotteries	: New	35.00	20.00
(Statutory charges)	: Renewal	17.50	40.00
Tables and Chairs	: New	265.00	275.00
	: Renewal	159.00	165.00

LICENSING ACT 2003 AND GAMING ACT 2005 PUBLIC REGISTERS

Single Entry copy of a Premises Licence	5.00	5.00
Single Copy of an Application Form for a Premises Licence	10.00	11.00
Single Premises Category (eg Takeaways)	52.00	55.00
Whole Register of each single Act, e.g. Licensing Act 2003	170.00	179.00

LICENSING ACT 2005 (STATUTORY FEES)

Main Fee Levels

Band

	A	B	C	D	E
Non domestic rateable value	None to £4,300	£4301 to £33,000	£33001 to £87,000	£87001to £125,000	125001 plus

Premises licences

New application & variation	100.00	190.00	315.00	450.00	635.00
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (Bands D & E only)	N/A	N/A	N/A	X2 (£900)	X3 (£1905)
Annual charge #	70.00	180.00	295.00	320.00	350.00
Annual charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (Band D&E only)	N/A	N/A	N/A	x2 £640	X3 £1050
Club premises certificates					
New application and variations	100	190	315	450	635
Annual Charge	70	180	295	320	350

*There are additional fees for premises licence applications, and the annual fee for exceptionally large scale events (5,000+), unless certain conditions apply. Consult the Licensing department

2007/2008

2008/2009

Other fees

Application for the grant or renewal of a personal licence	37.00	37.00
Temporary event notice	21.00	21.00
Theft, loss, etc.of premises licence or summary	10.50	10.50
Application for a provisional statement where premises being built etc.	315.00	315.00
Notification of change of name or address	10.50	10.50
Application to vary licence to specify individual as premises supervisor	23.00	23.00
Application for transfer of premises licence	23.00	23.00
Interim authority notice following death etc.of licence holder	23.00	23.00
Theft, loss etc.of certificate or summary	10.50	10.50
Notification of change of name or alteration of rules of club	10.50	10.50
Change of relevant registered address of club	10.50	10.50
Theft, loss etc.of temporary event notice	10.50	10.50
Theft, loss etc.of personal licence	10.50	10.50
Duty to notify change of name or address	10.50	10.50
Right of freeholder etc.to be notified of licensing matters	21.00	21.00

Gaming Act 2005 - Government guidance indicates a January 2007 implementation. Charges to be notified.

Gaming Fees (Statutory Fees currently operated by Local Authorities)

* VAT Not Applicable

GAMBLING ACT 2005

<u>Premises Licences</u>	New Application	Annual Fee	Application to Vary	Application to Transfer	Application for Re-Instatement
Existing Casinos	N/A	N/A	£2,000	£1,350	£1,350
New Small Casino	£8,000	£5,000	£4,000	£1,800	£1,800
New Large Casino	£10,000	£10,000	£5,000	£2,150	£2,150
Regional Casino	£15,000	£15,000	£7,500	£6,500	£6,500
Bingo Club	£3,500	£1,000	£1,750	£1,200	£1,200
Betting Premises (excluding tracks)	£3,000	£600	£1,500	£1,200	£1,200
Tracks	£2,500	£1,000	£1,250	£950	£950
Family Entertainment Centres	£2,000	£750	£1,000	£950	£950
Adult Gaming Centres	£2,000	£1,000	£1,000	£1,200	£1,200

<u>Premises Licences</u>	Application for Provisional Statement	Licence Application (provisional Statement holders)	Copy Licence	Notification of Change
Existing Casinos	N/A	N/A	£25	£50
New Small Casino	£8,000	£3,000	£25	£50
New Large Casino	£10,000	£5,000	£25	£50
Regional Casino	£15,000	£8,000	£25	£50
Bingo Club	£3,500	£1,200	£25	£50
Betting Premises (excluding tracks)	£3,000	£1,200	£25	£50
Tracks	£2,500	£950	£25	£50
Family Entertainment Centres	£2,000	£950	£25	£50
Adult Gaming Centres	£2,000	£1,200	£25	£50

<u>Permits</u>	Application Fee	Annual Fee	Renewal Fee	Transitional Application Fee
FEC Gaming Machine	£300	N/A	£300	£100
Prize Gaming	£300	N/A	£300	£100
Alcohol Licensed Premises - Notification of 2 or less machines	£50	N/A	N/A	N/A
Alcohol Licensed Premises - Notification of more than 2 machines	£150	£50	N/A	£100
Club Gaming Permit	£200	£50	£200	£100
Club Gaming Machine Permit	£200	£50	£200	£100
Club Fast-Track for Gaming Permit or Gaming Machine Permit	£100	£50	£100	£100
Small Society Lottery Registration	£40	£20	N/A	N/A

<u>Miscellaneous Permit Fees</u>	Change of Name	Copy of Permit	Variation	Transfer
FEC Permits	£25	£15	N/A	N/A
Prize Gaming Permits	£25	£15	N/A	N/A
Alcohol Licensed Premises - Notification of 2 or less machines	N/A	N/A	N/A	N/A
Alcohol Licensed Premises - Notification of more than 2 machines	£25	£15	£100	£25
Club Gaming Permit	N/A	£15	£100	N/A
Club Gaming Machine Permit	N/A	£15	£100	N/A
Small Society Lottery Registration	N/A	N/A	N/A	N/A

STREET TRADING CONSENT

	<u>Charges</u>	
	<u>£</u>	
	<u>2007/2008</u>	<u>2008/2009</u>
<u>Markets</u>		
Gosport Market Tuesday per pitch	24.50	24.50
Gosport Market Saturday per pitch	26.00	26.00
Markets (excluding Gosport)	2.10	2.10
Gosport Christmas Market	No Charge	No Charge
French Market	No Charge	No Charge
Charitable Stalls/Markets	No Charge	No Charge
<u>Annual Consent - 7 Days</u>		
Food Stalls	858.00	901.00
Non-Food Stalls	613.00	644.00
<u>Annual Consent - up to 3 Days per week</u>		
Food Stalls	430.00	452.00
Non-Food Stalls	308.00	323.00
<u>Annual Consent - 1 Day per week</u>		
Food Stalls	255.00	268.00
Non-Food Stalls	222.00	233.00
<u>Six Month Consent</u>		
Food Stalls	446.00	468.00
Non-Food Stalls	313.00	329.00
<u>Daily Consent</u>		
Food Stalls	39.00	41.00
Non-Food Stalls	26.00	27.00

RODENT AND PEST CONTROL

		<u>Charges</u> £	
	<u>2007/2008</u>		<u>2008/2009</u>
<u>DOMESTIC PREMISES</u>			
Fleas :			
1, 2 or 3-bedroomed property	£48.00		£54
4-bedroomed property	£48.00		£60
5-bedroomed property	£48.00		£68
over 5 bedrooms	£48.00		quote on request
All Other Insects (including wasps)	£48.00		£50.00
Household in receipt of Disability Allowance, Pension Credit, Income Support, Disability or Attendance Allowance or Jobseeker's Allowance or State Retirement Pension <i>NB - officers must be shown documentary evidence of entitlement by at least one member of household</i>	26.00		38.00
Rodent control treatment	No Charge		No Charge
All advice	No Charge		No Charge

PEST CONTROL: COMMERCIAL PREMISES

Rodents and insects for up to 15 minutes	£57.00	60.00
Charge for each additional 15 minutes or part thereof	£11.00	12.00

POLLUTION CONTROL

LAPC Register enquiries (authorised industrial processes)	£31.00	£33.00
Contaminated land - Solicitor's and Commercial enquiries	£62.00	£65.00

PLEASE NOTE:

- Charges include cost of materials.
- Charges are subject to payment being made to the pest control officer prior to treatment.
If paying by cheque, cheque card number required.
- That no responsibility can be accepted for any loss or damage, however caused, through treatment being carried out.
- All rates quoted include VAT.
- Invoices are not as a general rule issued, but when issued there is a 15% administrative charge in addition to the above charges.
- Contracts available on request.

OTHER ENVIRONMENTAL HEALTH SERVICES**FOOD PREMISES REGISTER**

Single Entry	2.00	2.00
Single Premises category, e.g. butchers	41.00	43.00
Whole Register	175.00	184.00
Export Certificate Fee	36.00	38.00

COURSES

Basic Health and Safety Course	47.25	50.00
Basic Food Hygiene Course	47.25	50.00
Health and Safety Training (short training sessions)	15.00	16.00
In-house/on-site Level 2 Award in Health and Safety in the Workplace	400.00	425.00
In-house/on-site Level 2 Award in Health and Safety in Catering	400.00	425.00

LAPC/IPPC Register enquiries (authorised industrial processes)	31.00	16.00
Contaminated Land - Solicitor's and Commercial enquiries	62.00	65.00

DEVELOPER CONTRIBUTIONS

<u>DEVELOPER CONTRIBUTIONS</u>			<u>Charge</u>
			£
			<u>2007/2008</u>
			<u>2008/2009</u>
<u>Outdoor Playing Space Commuted Payments</u>			
Dwelling Size	1 Bedroom	985.00	Awaiting Information from HCC to enable Calculation to be made
	2 Bedroom	1,325.00	
	3+ Bedroom	1,892.00	
<u>Elderly Open Space Commuted Payments</u>			
Dwelling Size	1 Bedroom	188.00	Awaiting Information from HCC to enable Calculation to be made
	2 Bedroom	253.00	
	3+ Bedroom	362.00	

PROVISION OF COPIES OF ORDNANCE SURVEY PLANS

Standard charge (Including 6 copies)	30.00
Additional Copies	0.50

BUILDING REGULATIONS APPLICATIONS

Gosport Building Control, operating in partnership with Fareham Building Control under the name Building Control Partnership' have prepared a scheme of charges in accordance with The Building (Local Authority Charges) Regulations 1998

For full details of charges applicable for the Building Regulations control functions please contact the Building Control Partnership on 01329 824823

FEES FOR PLANNING APPLICATIONS

The Town and Country Planning (Fees for Applications and Deemed Applications) Regulations 1981, require that fees should be paid in respect of processing of planning and advertisement applications are made to the local planning authority. These fees are set by Central Government.

For an upto date guide of prices please log onto www.gosport.gov.uk/gbcplanning

A guide to the fees payable from 1 April 2005 is set out below. If any doubt arises as to the fee payable, reference should be made to the Regulations.

TYPE OF APPLICATION

Householder Development

FEE

a)	Alteration/addition to existing dwelling	£	135
b)	Alteration/addition to two or more existing dwellings	£	265
c)	Erection of outbuildings, fences, etc within curtilage of a dwelling	£	135

Outline Applications

d)	Erection of dwellings	For each 0.1 ha (or part thereof)	£	265
		for each additional 0.1 hectare over 2.5 Ha	£	80
		To a maximum of	£	25,000
e)	Erection of other buildings	For each 0.1 ha (or part thereof)	£	265
		for each additional 0.1 hectare over 2.5 Ha	£	80
		To a maximum of	£	25,000

Full or Reserved Matter Applications for Operational Development

f)	Erection of Dwellings	For each dwelling	£	265
		for each additional dwelling over 50	£	80
		To a maximum of	£	50,000
g)	Erection of other buildings	No New floorspace 40 sq.m	£	135
		40 - 75 sq.m	£	265
		75 - 3750 sq.m per 75 sq.m	£	265
		over 3750 sq.m + £80 per 75 sq.m	£	13,250
		To a maximum of	£	50,000
h)	Erection, alteration or replacement of plant or machinery	For each 0.1 ha (or part thereof)	£	265
		for each additional 0.1 hectare over 5 Ha	£	80
		To a maximum of	£	50,000

i)	Car parks, service roads and accesses incidental to an existing use of land for a single undertaking	£	135
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Applications for changes of Use

j)	Change of use of a building to use as one or more separate Dwellings	For each dwelling for each additional dwelling over 50 To a maximum of	£ £ £	265 80 50,000
k)	Other uses of land or buildings		£	265

Other Applications

l)	Variations/removal of a condition previously imposed		£	135
m)	Renewal of temporary consent where time limit not expired		£	135
n)	TCP (General Permitted Development) Order applications: - Prior approval notices (including Demolition notices and telecommunication notices)		£	50
o)	Telecommunication Planning Applications		£	265

Lawful Development Certificates

p)	Existing (section 191)	dwelling House Householder Non-domestic building Change of use	£ £ £	265 135 As parts f -i 132.50
Q)	Proposed buildings or uses not yet carried out (section 192)	The fee is half of that shown for existing cases above		

Advertisements

s)	Relating to business on the premises		£	75
t)	Advance signs directing the public to a business		£	75
u)	All other advertisements		£	265

CALCULATION OF FEES

1. Where an application involves the erection of residential and non residential floorspace the fee payable will be the sum of the fees for the two constituent parts.
2. Where an application fee could be calculated from more than one of the categories (f) to (q) above, the fee payable will be the highest figure produced when each relevant category is calculated separately.
3. Where an application for approval of reserved matters is made and the applicant has previously applied for such approval and paid fees equivalent to what would be payable if now seeking approval of all the matters reserved in respect of the whole of the outline application site, the fee payable in respect of the current application shall be £190
4. "Floorspace" in these notes denotes Gross Floorspace in accordance with the 'Code of Measuring Practice' prepared by the RICS and ISVA and includes covered floorspace with a headroom of more than 1.50 Metres and all perimeter and internal walls, columns, chimney breasts, stairwells lift and plant rooms, open sided covered areas and car parks.
5. Applications made by or on behalf of Parish Councils- attract a fee of 50% of that otherwise payable
6. Applicants making applications for alternative proposals for the same site on the same day shall pay a single fee calculated as follows:-

Calculate the fees for each separate proposal, take the highest fee and add to it half of the sum the other alternative fees.
7. Certain applications are Exempt from Planning Fees. See below for details

Exemptions from fees

No fees payable for:

1. Applications required because of an article 4 direction or Regulation 7 direction (Advertisement).
2. Applications required because permitted development has been restricted by a condition attached to a previous permission.
3. Applications for extension or alteration to a dwellinghouse or in the curtilage of a dwellinghouse where such works are solely to improve the access, safety, health or comfort of a resident or proposed resident to whom Section 29 of the National Assistance Act 1948 applies (a disabled resident)
4. i) A revised application for planning permission for development of the same character or description relating to the same site or part thereof, by the same applicant, within 12 Months of:-
 - a) the date of grant of permission of an earlier application
 - b) the date of refusal of an earlier application (including dismissal at appeal)
 - c) the date of submission of an earlier application which was withdrawn before a decision notice was issued;
 - d) the expiration of the prescribed period of determining an earlier application where an appeal has been submitted to the Secretary of State against the failure of the Local Planning Authority to determine that application.
- ii) One revised application for approval of one or more reserved matters relating to the same site or part thereof and to no other land by the same applicant for approval of the same reserved matters of the same outline planning permission with 12 months of :-

- a) the date of grant of permission of an earlier application
- b) the date of refusal of an earlier application (including dismissal at appeal)
- c) the date of submission of an earlier application which was withdrawn before a decision notice was issued;
- d) the expiration of the prescribed period of determining an earlier application where an appeal has been submitted to the Secretary of State against the failure of the Local Planning Authority to determine that application.

iii) A revised application for display of advertisement relating to the same site and description by the same application within 12 months of:-

the date of refusal of an earlier application;

the date of submission of an earlier application which was withdrawn before a notice of decision was issued.

Provided that;

the correct fee was paid in respect of the earlier application:

if the earlier application was in outline then the revised application is also in outline;

the revised application includes no additional land (other than may be necessary to provide access and;

any applicant may only take advantage of exemption once under (a),(b),(c) or (d) in respect of any one site.

EXPLOSION MUSEUM

		<u>Charge</u>	
		£	
		<u>2007/2008</u>	<u>2008/2009</u>
Adult		5.70	6.00
Senior		4.70	5.00
Child / Concession		3.60	3.80
Family (2 adult + 4 children)		15.60	16.40
Family (1 adult + 3 children)		13.00	13.60
<u>Groups</u>			
Adult		4.60	4.80
Senior		3.70	3.90
Child		2.90	3.00
<u>Schools</u>			
Admission to museum		No Charge	No Charge
Education Service	Gosport Schools	No Charge	No Charge
	Hampshire Schools	20.00	21.00
	Others	20.00	21.00
<u>VENUE HIRE CHARGES</u>			
<u>Boardroom</u>			
	Boardroom - Day	187.00	196.00
	Boardroom - Half Day	104.00	109.00
	Boardroom - Evening	166.00	174.00
	Boardroom - Midnight	52.00	54.00
<u>Conference Hall</u>			
	Conference A - Day	416.00	437.00
	Conference B/C - Day	208.00	218.00
	Conference A - Half Day	270.00	283.00
	Conference B - Half Day	156.00	164.00
	Conference - Evening	312.00	328.00
	Conference - Midnight	52.00	54.00
<u>Grand Magazine</u>			
	Day	1,040.00	1,090.00
	Evening	1,300.00	1,365.00
	Grand Magazine - Midnight	390.00	410.00
<u>Coffee Shop</u>			
	Coffee Shop (Evening)	104.00	109.00
<u>Note</u>			
Day	Between 8am - 6pm		
Half Day	Maximum 5 hours		
Evening	6pm - Midnight		
Midnight	Additional per hour after 12		

* Reduced rate hire is available to approved organisations in negotiation with the Leisure & Cultural Services Manager.

	<u>Charge</u> £	
<u>PUBLICATIONS</u>	<u>2007/2008</u>	<u>2008/2009</u>
Statement of Accounts	6.00	6.00
Budget Book	10.00	10.00

<u>LAND CHARGES*</u>		
Per search		
Submitted through NLIS	118.00	
Not submitted through NLIS	140.00	
There may be an additional charge equal to that imposed on the Council by Hampshire County Council for dealing with Highway questions		Awaiting Government guidance on on Fee Setting
Part 2 optional questions	7.00	
Additional enquiries	7.00	
Personal Searches	11.00	

* VAT not applicable

MOBILE HOME/CARAVAN SITES

STOKES BAY CARAVAN PARK

* Rents (Exclusive of rates and water charges) - 48 weeks (per week)

All Caravans	26.63	28.78
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GARAGES/PARKING SPACES

Garages

* Rent - Council letting - 52 weeks (per week)	6.08	6.38
Rent - Private letting - 52 weeks (per week)	7.15	7.50

Parking Spaces

* Rent - Council letting - 52 weeks (per week)	1.94	2.04
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IMPROVEMENT LOANS

Council Costs - Improvement loans - 1.50% of amount advanced

PREMISES ASSESSMENT

Immigration Service Assessment of Premises Fitness	60.00	60.00
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EXHIBITION TRAILER

Hire of exhibition trailer (daily rate; excludes towing & additional Labour)		
Other GBC Business Unit: single day	80.00	84.00
Other local authority: single day	110.00	115.00
2+ days	Negotiable	Negotiable

* VAT not applicable