

# Marchwood Parish Council

Marchwood Village Hall  
Marchwood  
SO40 4SF

Telephone: 023 8086 0273  
Facsimile: 023 8086 5225  
Email: [marchwoodparish@btconnect.com](mailto:marchwoodparish@btconnect.com)



13<sup>th</sup> July 2015

Dear Councillor

A meeting of the Parish Council will be held in the Pine Room, Marchwood Village Hall, on Monday 20<sup>th</sup> July 2015 at 7.30pm, you are summoned to attend.

Yours sincerely

Clerk to the Council

## AGENDA

1. **Apologies for absence**
2. **Public participation** - may speak for up to three minutes.
3. **Declarations of Interest**
4. **Co-option of Parish Councillor & Declaration of acceptance of office** – Appendix A
5. **Chairman's report**
6. **Minutes:** To confirm the minutes of the meeting held on 18<sup>th</sup> May 2015.
7. **Report from New Forest District Councillors**
8. **Report from Hampshire County Councillor**
9. **Reports of Representatives to Outside Bodies**
10. **Committee Minutes:** to receive as follows:
  - Amenities: 18<sup>th</sup> May and 15<sup>th</sup> June 2015
  - Planning: 18<sup>th</sup> May and 6<sup>th</sup> July 2015
  - Policy & Resources: 18<sup>th</sup> May and 22<sup>nd</sup> June
11. **Appointment to the Amenities and Policy & Resources Committee**
12. **Public Liability insurance and events held on Parish Council land** – Report A
13. **Grant application** – Team Fusion Netball – Report B
14. **Replacement railing in the Under 12's play area** – Report C
15. **Falklands Memorial, flag poles** – Report D
16. **Proposed letter to Associated British Ports** – Appendix B
17. **Marchwood Quarry and the Southern Water sewage pipe** – Report E
18. **Internal Audit Report 2014/15 Final** – Appendix C
19. **Armed Forces Covenant Fund** – Appendix D
20. **New Forest District Council:** Gambling Act 2005 – Section 349, Consultation on the review of the Statement of Gambling Policy. Consultation ends 18<sup>th</sup> September 2015. Appendix E
21. **The Local Government Boundary Commission for England:** Electoral review of Hampshire. Consultation ends 3<sup>rd</sup> August 2015. Appendix F
22. **New Forest District Council:** Licencing Act 2003, Statement of Policy. Appendix G
23. **The HANDY Trust:** Tripartite Service Level Agreement. Appendix H

Members of the public are welcome to attend meetings of the Parish Council. Copies of items referred to in the agenda are available from the Parish Council office on request.

**Melanie Wathen**

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**From:** Rich Young [REDACTED]  
**Sent:** 05 June 2015 22:21  
**To:** marchwoodparish@btconnect.com; clerkmpc@btconnect.com;  
deputyclerkmpc@btconnect.com  
**Subject:** 'Application' for co-option onto Marchwood Parish Council

Dear Councillors, Clerk, and Deputy Clerk,

I would like to put myself forward for co-option onto Marchwood Parish Council.

[REDACTED]

[REDACTED]

I am a keen cyclist, walker, and general outdoor enthusiast, I am particularly passionate about the New Forest and the unique identity that Marchwood has as a New Forest Village. I am acutely aware of the pressures that Marchwood and its residents experience with its proximity to the industry on the edge of Southampton water, and I would like to offer my skills and experience to aid the local community in maintaining a fair balance for everyone as a Marchwood Parish Councillor. Through my work in the public sector I have a sound understanding of the current financial pressures and demands that are being placed upon public bodies like Marchwood Parish Council, similarly as a young working family man I can also readily relate to the needs and considerations of a wide cross section of our local residents who are also facing tough times as the UK economy begins to recover.

I firmly believe that I possess the essential attributes to be a committed and valued member of Marchwood Parish Council, and if afforded the opportunity I hope to build long lasting productive and positive working relationships both with yourselves and indeed everyone with an interest in our thriving village community.

I look forward to hearing from you.

Warmest regards,

Richard Young

[REDACTED]  
Southampton  
Hampshire  
SO40 4LE

[REDACTED]  
Sent from my iPad

### **Public Liability insurance and events held on Parish Council land**

Officers recently became aware of a 'mini fete' which had been organised by a resident of the village and was due to be held on Public Open space between Malthouse Gardens and Philpott Drive.

This area of land is owned by the Parish Council. The Parish Council are therefore responsible for any events or activities held on it.

*Eric Pickles Former Secretary of State for Communities and Local Government. Street parties and fetes are a traditional part of community life; they are a simple way for us to get to know our neighbours and meet members of our community. We want to make it easier for you to hold these sorts of local events, without having to plough through mountains of forms and red tape.*

Officer's spoke with the organiser of the 'mini fete' who quoted Mr Pickles above when asked for a copy of their public liability insurance.

Officer's requested that the organiser of the 'mini fete' had £10,000,000 public liability insurance as required for most events / licenses applied for in Hampshire.

Officers also took advice from the Parish Council insurance brokers who said the following:

*Any organised events, whether it is on Parish Council property or not, public liability insurance is strongly recommended to protect the event organiser. Whilst the activities that are proposed may appear to be low risk even an activity like face painting can cause a claim ie a child's skin is very sensitive and even the hypo-allergic paints can cause irritation.*

*They advised that if the event organiser does not have Public Liability insurance in place and an incident occurs that means a claim is made the event organiser may become personally liable and as this event is to raise money for local charities we would not wish you to be placed in this position.*

The insurance brokers went on to say that the minimum public liability insurance cover they would recommend for any event would be £5,000,000.

At present the Lloyd Trustee request a public liability insurance cover of £5,000,000 for any event held on its ground.

The Parish Council need to decide the level of cover required to use any of their land for an organised event.

**Grants 2015/16**Grants requested

	Previous grants paid			Requested
	2012/13	2013/14	2014/15	
	£	£	£	
Team Fusion Netball				570
			<b>Total</b>	<b>570.00</b>

2015/16 funds available

	£
2015/16 budget	2000
Less paid	250
Total unspent @ 20-07-15	1750

2015/16 grants paid to date

	Amount requested	Amount awarded
	£	£
Waterside Arts	250.00	250.00

2015/16 grants refused to date

	Meeting date
Marchwood Red Phone Box	20-04-15

**Marchwood Parish Council - Grant Application Form 2015/2016**  
**A Quality Parish Council**

**Name of Organisation**  
Team Fusion Netball  
(Marchwood Fijian Youths)

**Contact Name:** Alena Burenivalu  
**Address:** 20 Mulberry Road,  
Marchwood. Southampton SO40 4WB

**Tel No:** 07444343834/0238120  
**Email:** alena.burenivalu@uhs.nhs.uk

**Purpose of Grant:**

1. Funding for our Transportation Cost (Need Hiring of two(2) 7seaters) for our 12 member team (have managed to book/pay for one) left with one to pay for £292.00
2. Funding for our Accommodation, House Costs £178 for two nights (Friday to Sunday Morning up North (Catterick Garrison)
3. Funding for Food £100 for three days. (Supermarket bought food and cook in the apartment.

**How do the activities of your organisation benefit the parish of Marchwood? Any further relevant supportive information may be submitted with the application form.**

This team (Fusion Netball Team) was just put together after our Fiji UK Netball Annual Tournament last year that was held in Birmingham whereby we were part of our mothers team (Marchwood Rookies) After seeing that we were overlooked during the tournament and our Talents were never utilised on the day, we asked our mothers if we (youths) can put up a team for ourselves to compete in this years tournament. They agreed and were quite happy with the idea.

Six of our youths or players to take part in this tournament is playing Club games in Southampton Netball Association (Team Phoenix) and we are quite proud of our team.

Since most of our members are still attending colleges and unemployed, we have come up with ideas of raising funds for our new sets of Uniforms, Ball/kits and few other needed stuff for our preparation including few meets before the main tournament. Now that the tournament is just three weeks away from this day, we are seeking funding for the above.

Please, any donation is big to us and we have been trying to contact New Forest Councillor but our email address have been blocked from her.

**Total Costs: £570.00**  
(Please attach copy estimates, if applicable)

**Amount of Grant Requested: £570.00**

**Details of any applications made to other bodies and amounts**

**Pledged/Received:** Fijistore.co.uk sponsored our T-shirts.

Team members sacrificed and managed to pay for new sets of uniform as receipt attached.

**Details of any fund-raising events planned:** We just have 3 weeks left and since most of our girls were sitting exams, we have been letting them off the loop for the tournament preparations, and for this 3 weeks left for the tournament, I hope you will all understand that we are spending it together preparing for the big tournament and thankfully they are all professionals netballers.

**Please give dates and amounts of any grant received from this Council in the last 3 years:**

For this team, we have never received any grant in the past years.

Marchwood Parish Council will consider grant applications on 27<sup>th</sup> April and 21<sup>st</sup> September 2015. Applications should be submitted for consideration no later than 10 working days before these dates. **All applications must be accompanied by a full set of accounts, including a balance sheet**, plus child protection policies if applicable when applying for a grant. Failure to submit balance sheets or, in their absence, an explanatory declaration will invalidate the application. Please attach a copy of your organisation's constitution if this is either your first application or if your constitution has changed.

Completed applications should be sent to:

Date of meeting:

Marchwood Parish Council

Marchwood Village Hall

Village Centre, AGREED / REFUSED

Marchwood,

SO40 4SF

Tel: 023 8086 0273 Fax: 023 8086 5225

Amount: £.....

Email: marchwoodparish@btconnect.com

**OFFICE USE ONLY** Chairman: .....

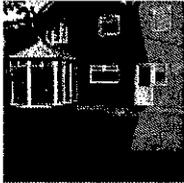
Accounts Child Protection Policy Constitution

**BALANCE SHEET FOR FUSION NETBALL CLUB 2015**

<b>Date</b>	<b>Particulars</b>	<b>Money In (£)</b>	<b>Money Out (£)</b>	<b>Balance (£)</b>
28-Feb-15	Money with treasurer collected from Team Subs	150		
31-Mar-15	Money with treasurer collected from Team Subs	80		
				<b><u>£230.00</u></b>
30-Apr-15	Money with treasurer collected from Team Subs	50		<b><u>£280</u></b>
31-May-15	Money with treasurer collected from Team Subs	180		
	Balance			<b><u>£460</u></b>
02-Jun-15	Payment for New sets of Uniform to Mizuno		£444	
07-Jun-15	Balance left			<b><u>£16.00</u></b>
	Balance			<b><u>£16.00</u></b>

Thanks, Alena! Your reservation is now confirmed.

## Boar Lane



**Address:** 17 Boar Lane  
Thornaby on Tees, TS17 0RX, United Kingdom  
**Phone:** +441642880030  
**Getting there:** [Show directions](#)

 [Manage your booking](#) [Get the print version](#)

Booking number	691896425
PIN Code	3545
Your reservation	2 nights, 1 house <a href="#">Change</a>
Check-in	Friday, July 31, 2015 (from 14:00)
Check-out	Sunday, August 2, 2015 (until 10:00)
Booked by	Alena Burenivalu (alena.burenivalu@uhs.nhs.uk)

Four-Bedroom House £178

**Total Price** **£178**

 [Best Price Guaranteed](#)

Please note: additional supplements (e.g. extra bed) are not added to this total.

The total price shown is the amount you will pay to the property. Booking.com does not charge any reservation, administration or other fees.

## Boar Lane

### Details

This holiday home can accommodate up to 8 guests in 4 twin rooms. Featuring a lounge with sofas and a flat-screen TV, a fully-equipped kitchen and a dining area. It benefits from a large secure garden and conservatory. Free WiFi is included.

**Guest name** Alena Burenivalu [Edit guest name](#)

**Number of guests** max. 8 people. [Edit number of guests](#)



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Reservation Detail: Mrs Alena Burenivalu

**Reservation Summary**

**Vehicle Details**

[Selected Vehicle Manual](#) | [Automatic](#)

**Method of Payment**

**Location Details change**

**Pick Up Location** DOCK  
GATE 8, HERBERT  
WALKER AV  
WESTERN DOCKS  
SOUTHAMPTON SO15  
1HJ  
**Tel.:** +44 02380-248190  
[We'll Pick You Up.™](#)



**Full Size MPV**

Volkswagen Sharan, Ford  
Galaxy or similar  
5 doors  
7 seater  
AM/FM stereo  
Power steering  
Air conditioning

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**Mileage Restrictions**

This vehicle comes with  
unlimited mileage.

**Your  
Dates and  
Times**

Start: 31  
Jul  
2015,10:00  
End: 3  
Aug  
2015,17:30

[Start over](#)



**Pay Now**

**About Pay Now**

4 Day @ £ 73.04 GBP £ 292.16 GBP  
Drop Charge £ 0.00 GBP  
COLLISION DAMAGE  
WAIVER 1 Included  
VALUE ADDED TAX Included  
**\* Total Charges: £ 292.16 GBP**  
Save 29.20 GBP by paying now.



**Pay Later**

4 Day @ £ 80.34 GBP £ 321.36 GBP  
Drop Charge £ 0.00 GBP  
COLLISION DAMAGE  
WAIVER 1 Included  
VALUE ADDED TAX Included  
**\* Total Charges: £ 321.36 GBP**

[Select and Continue](#)

**Renter's Age change**

30 and Up

**Renter's Information**

(not yet entered)

**Method of Payment**

(not yet entered)

## Statement

### From

Bespoke 4 Business Ltd (Promotion & Image)  
10 Albany Business Park  
Cabot Lane  
Poole  
Dorset  
BH17 7BX

### To:

Fusion Netters

A/c Ref. FUSIONNE  
Date 02/06/2015

### Transactions NOTE: All values are shown in Pound Sterling

<u>Date</u>	<u>Ref.</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>
09/03/2015	09.03.15bacs	Payment	£	250.00
01/06/2015	01.06.15bacs	Payment	£	194.00

<u>Current</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Older</u>
£ -194.00	£ 0.00	£ - 250.00	£ 0.00	£ 0.00

Remit payment to:  
Bespoke 4 Business Marketing Ltd  
Lloyds TSB  
Sort code: 30-96-73  
Account number: 41790968

Amount Due £ -444.00

### **Replacement railing in the Under 12's play area**

The Under 12's play area behind the Village Hall has a bow top fence surrounding it.

During weekly safety inspections it was noted that some of these bars are missing.

With the Summer holidays looming and the risk of small children escaping from the play area we have obtained quotes to replace the 13 missing bars.

Stephens & Stuarts Engineering Co. Ltd	£980 + VAT
BDB Engineering Ltd	£600 + VAT
A&A Welding & Fabrication	awaiting quote as on leave at present
Mercury Welding & Fabrication	did not wish to quote

### **Falklands Memorial – flag poles**

At the Amenities Committee meeting held on 15<sup>th</sup> June 2015 Members discussed ways to improve the memorial.

One option was to install a flag pole or two. Officers had obtained information for aluminium or fibreglass poles but it was requested to gather information for a wooden pole.

After internet searching only two companies could be found that produce wooden flag poles.

Wooden Flag poles co uk  
Plymol

£1800 with no VAT (for 1 pole)

#### Maintenance

If the flag pole is painted white this needs to be stripped and repainted every 5 years. A varnished pole needs to be re-varnished every year.

To repaint or varnish a 6m flag pole the Parish Council would need to hire a cherry picker at approximately £250 per week.

#### Planning permission

Officers have now obtain advise from New Forest District Council that planning permission would not be required to install two 6m flag poles and flags at the Falklands Memorial.



## **Planning & Transportation**

Head Of Service: Chris Elliott

Ms Wathen  
Marchwood Parish Council  
Marchwood Village Hall  
Village Centre  
Marchwood  
Hampshire  
SO40 4SX

Our Ref: ENQ/15/20865

Your Ref:

03 July 2015

Dear Ms Wathen

### **Falkland Memorial, Main Road, Marchwood, Southampton, SO40 4AZ**

Thank you for your recent enquiry for informal advice regarding your proposed development at the above site. I set out below the planning framework within which we have considered your proposal and our views and how the Local Planning Authority suggests you proceed.

### **Planning Policies Relevant to your Proposal**

Town and Country Planning (Control of Advertisements) (England) Regulations 2007

Town and Country Planning (Control of Advertisements) (England) (Amendment) Regulations 2012

### **Planning History that refers to your property or is relevant to the proposal**

No relevant history

### **Comments received from Consultee(s) (if applicable)**

Not applicable

### **Consideration of Proposal**

The proposal is to install two 6m flags and flag poles at the Falkland Memorial on Main Road next to St Johns Church. The flag to be flown is the Union Jack and the RFA (Royal Fleet Auxiliary) flag on certain occasions.

The area of land is designated as Public Open Space just outside the curtilage of the church and therefore the impact on this historic building would not be a consideration.

The flags and poles would both be considered as part of the "advertisement" and therefore the only legislation to take into consideration is the Town and Country Planning Regulations 2007, which was amended in 2012.

**[newforest.gov.uk](http://newforest.gov.uk)**

Appletree Court, Beaulieu Road, Lyndhurst, SO43 7PA

As the flags to be flown would be the National and/or a flag of Her Majesty's forces they would not require advertisement consent. The poles would form part of the display of the flags and therefore the poles would not require planning or advertisement consent.

It should be noted that the following standard conditions would apply:-

All flags must be:

- 1 be maintained in a condition that does not impair the overall visual appearance of the site ;
- 2 be kept in a safe condition;
- 3 have the permission of the owner of the site on which they are displayed (this includes the Highway Authority if the sign is to be placed on highway land);
- 4 not obscure, or hinder the interpretation of official road, rail, waterway or aircraft signs, or otherwise make hazardous the use of these types of transport, and
- 5 be removed carefully where so required by the planning authority.

On the site I noticed that there are a couple of trees in close proximity to the memorial and whilst they are not protected with a Tree Preservation Order they do offer amenity value to the area. Therefore I would suggest contacting the Arboricultural Officer at the National Park Authority in respect of how to install the poles without causing any adverse impact on the retention of the trees.

## **Conclusions**

My opinion based on the legislation and guidance provided by the Government is that the flags and flag poles would not require advertisement or planning consent.

The above comments are not binding on the elected Members of the Authority but set out the position of the Officers on the basis of the information you submitted and the research they undertook. You can expect Officers to stand by their advice and for that advice to be specifically referred to if a subsequent application is made and carried forward in decisions or recommendations to Committee. If new information subsequently becomes available that requires proposals to be reconsidered, Officers cannot be held to any earlier advice given. If this becomes the case you will be advised as to the situation and no decision or recommendation will be made until you have been contacted and, when required, further negotiations have taken place. Further information on how to submit an application, the information required and, the fee to be paid can be accessed at [www.newforest.gov.uk/planning](http://www.newforest.gov.uk/planning)

If you do have any queries or are unsure about anything in this letter, please do not hesitate to contact me. However, please note that if you require any further written advice this is likely to incur an additional pre-application fee.

Yours sincerely

Julie Parry  
Planning Technician

Tel: 023 8028 5588  
Email: [dev.control@nfdc.gov.uk](mailto:dev.control@nfdc.gov.uk)

To Chief Executive ABP

Dear Sir

### Marchwood Military Port

We have received information to the effect that the decision to grant the Concession/Lease to Solent Gateway Ltd. by the MOD over Marchwood Military Port has been legally challenged.

Can you confirm that it is Associated British Ports who are party to this legal challenge and the form of the challenge you are mounting.

If you are the applicant can you advise the current position with regard to the appeal? Are you willing to let the Parish Council have details of the grounds for your challenge? Has a date yet been set for the hearing?

### Your Proposals for the Sea Mounting Centre

Previous to the granting of the Concession, and with the permission of the MOD, we wrote to you and all other applicants inviting you all to enter into a dialogue with the community and discuss your plans for Marchwood Military Port. You did not reply. We would invite you again to respond and with this in mind we enclose a copy of the letter previously circulated to you.

We await your replies with interest?

### Oceanic Estates

Previously the owners of Oceanic Estates have consulted with the Parish Council concerning any major developments on site and we have maintained a mutually beneficial relationship. Can you confirm that it is your intention wherever possible to maintain this link with the Community.

What are your long term plans for the estate ?

We would like to invite you to a meeting with Councillors to discuss your plans?

### Marchwood Foreshore

There is a small parcel of land on the Marchwood foreshore facing the DWPS Container Terminal. This is highlighted in white and identified as "PORT DEVELOPMENT LAND"  
Can you provide specific dimensions of the land ?

Can you provide any information as to the proposed development plan if any for the land?

Cllr Fred White  
Chairman  
Marchwood Parish Council.

### **Marchwood Quarry and the Southern Water sewage pipe**

For some time there has been a bad odour on Bury Road outside the Slow Hill Copse treatment plant. This was looked into three or four years ago. The manager of Slow Hill Copse was adamant that the smell was not coming from the site. The environmental health officer of NFDC agreed that there was no smell in the site and that was obvious from the site visit of the councillors at the time.

I enquired if there were any vents between the roundabout by the old incinerator and the entrance to Slow Hill Copse on the various lines coming from different directions. The manager of Slow Hill Copse told me that there were not any vents and the environmental health officer agreed with him. In fact that is not the case. In recent times Hounslow Industrial Estate has been built and a new sewer has been laid from the industrial estate across to Slow Hill Copse. There is a red vent pipe between the roundabout and the entrance to the treatment plant and it is at about the point that the odour hits you when driving past. The red vent pipe is clearly visible in the winter, it is on the fence setback from the road and it is about 5 or 6 feet high. In the summer the hedge grows up around it and it cannot be seen.

I enquired of Simon Barker the agent of Barker Mill what he thought that red pipe was and he told me it is a vent pipe for the sewage line that comes across from the Hounslow Industrial Estate. He told me that they had a difficult job laying it as it had to cross various services laid alongside the road. This would account for the odour as if there are kinks in the line it tends to slow down the flow and causes an anaerobic activity which creates a bad smell.

The reason the smell is intermittent is because it is only when the septic tank at the industrial estate is full that it is released and flows down the line and should be washed through. However it seems that the flow is not clearing the pipe into the treatment plant and is getting stuck causing a smell.

The remedy would appear to be either washing the sewage material through more effectively or setting the vent pipe back from the road.

Request that the clerk writes to Barker Mill estate requesting that they take all necessary steps to eliminate the odour coming from their vent pipe just outside Slow Hill Copse.

Cllr Beverley Golden

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# **Marchwood Parish Council**

*Internal Audit Report 2014-15 (Final)*

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*Prepared by Nigel Archer*

*Stuart J Pollard*

*Director  
Auditing Solutions Ltd*

## **Background and Scope**

The Accounts and Audit Arrangements introduced from 1<sup>st</sup> April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council has complied with these requirements appointing us, at Auditing Solutions Ltd, to provide the service since 2010-11.

This report provides detail of the work undertaken during our two visits to the Council for 2014-15, which took place on 16<sup>th</sup> September 2014 and 27<sup>th</sup> April 2015, together with further work at our offices on receipt of revised Accounts for the year from DCK Beavers.

## **Internal Audit Approach**

In concluding our review of the Council's accounting, governance and other records, we have again paid due regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts, also following up issues identified in prior year reports.

As the Council's Internal Auditor and under the revised audit arrangements, we have a duty to complete the internal audit report in the Council's Annual Return, which covers the basic financial systems and requires assurances in ten separate areas. Consequently, our programme of cover is designed to examine the control systems and procedures in place, together with applying selective sample testing to ensure that those controls are operating in the approved manner and thereby give assurance not only to us that they are sound, but also to members and the local electorate.

## **Overall Conclusion**

Overall, we are pleased to conclude that the Council continues to maintain effective control systems that help ensure that transactions are accurately recorded in the financial ledgers and are reported accurately in the Statement of Accounts and Annual Return for the financial year.

No formal recommendations are considered necessary: consequently, we have not been required to append any detailed Action Plan and have duly "signed off" the Internal Audit Report at Section 4 of the Annual Return, leaving the original document with the Finance Officer to complete at such time as the Council's external contractors (DCK Beavers Ltd) had finalised the Statement of Accounts and accompanying data for insertion at Section 1 of the Return.

# Detailed Report

## Maintenance of Accounting Records & Bank Reconciliations

The Council uses the Omega accounting software to maintain the financial and management accounting records with three bank accounts in operation with Lloyds Bank and a separate account at Unity Bank for the Recreation Ground (now excluded as a charity from the Parish accounts). Detail of transactions on those accounts is recorded on three separate cashbooks within the accounting software.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have consequently: -

- Checked the opening Omega trial balance detail with the 2013-14 Statement of Accounts and closing financial ledger Trial Balance for that year, noting previously that the Council's accounting contractors (DCK Beavers) were due to attend the Parish office shortly after the interim visit to ensure that any residual nominal ledger journal entries previously raised in their version of the software for 2013-14 were replicated in the opening position: this was duly completed;
- Ensured that the financial ledger remains "in balance" at the year-end;
- Ensured that the cost and expenditure coding structure remains appropriate for the Council's reporting needs;
- Checked and agreed detail of all cashbook transactions for July & November 2014 and March 2015 to the relevant bank account statements; and
- Checked and agreed detail on all accounts' bank reconciliations as at 31<sup>st</sup> July 2014 and 31<sup>st</sup> March 2015 to ensure that no cheques or deposits remain uncleared at bank for an undue period and that no anomalous entries exist: we noted one duplicate direct debit entry at the interim stage of which officers were already aware: this was duly cleared during September with no formal comment considered necessary; and
- Ensured the accurate disclosure of the combined cash and bank balances in the year's Annual Return.

### *Conclusions*

*We are pleased to record that no significant issues have been identified in this area.*

## Review of Corporate Governance

Our objective is to ensure that the Council has a robust series of corporate governance policies, procedures and documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation that may adversely affect the Council's financial standing or result in a legal challenge. We have:

- Previously noted that a new Code of Conduct and the General Power of Competence have been adopted in line with the Localism Act 2011;
- Noted that Standing Orders have been re-affirmed in January 2014 (Financial Regulations remaining unchanged from their revisions in February 2013): tender limits remain consistent at £40,000, as previously reported with minor revisions subsequently approved in 2014-15 for limited matters such as recording of meetings and fuel card usage; and
- Concluded our review of the Council's minutes for the year to determine whether or not any issues exist that may have an adverse effect, through litigation or other causes, on the Council's current or future financial stability.

### ***Conclusions***

***We are pleased to record that no significant issues have been identified in this area.***

## **Review of Expenditure**

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and approved budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have previously reviewed the controls in place over the placement of orders, receipt and approval of invoices for payment and release of relevant funds to traders, etc. and consider them to be generally sound, with members physically examining and initialling each invoice as and when they sign cheques. We also note that members examine the payroll documentation and verify the accuracy of payments to individuals.

We have concluded our testing in this area for 2014-15 for compliance with the above criteria, examining a sample of non-pay related payments including all individual payments in excess of £1,500, plus every 20<sup>th</sup> payment irrespective of value for the year to March 2015. Our test sample of approximately 25 payments totalled just under £90,000 and represented 70% of all non-pay related expenditure for the year.

We note that the Council has determined that it should now be registered for VAT and, at the time of the interim visit, was in the process of completing this exercise and had yet to submit their first electronic quarterly submission. We now note that submissions are up-to-date and

have verified the March 2015 return to the Omega control account balances and the debtor disclosed in the closing Statement of Accounts.

Finally in this area, we have updated our year-on-year analysis of expenditure across the range of Council activities with no significant, unidentified variances to warrant further explanation or enquiry by officers.

### ***Conclusions***

***We are pleased to record that no significant issues have been identified in this area.***

## **Assessment and Management of Risk**

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition. We have: -

- Examined the Council's current insurance policy schedule (to May 2015), cover continuing to be provided by Aviva, and note that both Employer's and Public Liability stand at £10 million, Fidelity Guarantee remains at £434,000 and there is adequate Loss of Revenue cover at £10,000.
- Noted previously that the Council had undertaken various risk assessments and had acquired and developed the Local Council Risk System (LCRS) software to provide a more formalised financial risk register, which was re-affirmed with some revisions in April 2014 and again in March 2015.

### ***Conclusions***

***We are pleased to record that the level of insurance cover remains appropriate in each area and that a process for consideration of the risk assessment and management documents has been achieved by the Council.***

## **Budgetary Control & Reserves**

Our objective here is to ensure that the Council has robust procedures in place for identifying and approving its future budgetary requirements and the level of precept to be drawn down from the District Council: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We are pleased to note that due and appropriate consideration has been given to the budgetary and precept requirements for 2015-16 resulting in the adoption of a Precept of £209,942, excluding the County Council's Support Grant of £5,458, at the Full Council meeting in January 2015.

We are also pleased to note that appropriate, quarterly management accounts / budget monitoring reports are circulated to members.

Finally in this area, we note that, as at 31<sup>st</sup> March 2015, Total Reserves stood at £327,000 comprising specific Earmarked items of £196,000 and a residual General Fund of £131,000: the latter represents six months expenditure at current levels.

### ***Conclusion***

***There are no significant issues in this area that warrant formal comment.***

## **Review of Income**

The Council receives income from a relatively limited range of sources in addition to the annual precept, primarily by way of newsletter advertising fees, with sports field bookings and casual tennis court hire fees now banked in the name of the Lloyd Trustee into a separate a/c.

Our aim here is to ensure that all income due to the Council is identified and recovered within a reasonable time period and that the Council is receiving value for money from the “investment” of surplus funds.

We note that members have reviewed and agreed revised prices for Newsletter advertising in 2014-15 at the April 2014 meeting to include VAT and have checked a sample of monies arising in the early months of the current year from receipt books to relevant Omega nominal ledger income code transactions with no issues at present.

We have also checked and agreed all bank interest arising for the full year from bank statements to relevant nominal ledger, income code transactions with no issues.

Finally in this area, we have updated our year-on-year analysis of income arising across the range of Council activities with no significant, unidentified variances to warrant further explanation or enquiry by officers.

### ***Conclusions***

***No issues have been identified in this area to warrant formal comment.***

## **Petty Cash Account**

A petty cash account is in use within the parish office on an imprest basis with a cash imprest of £200 with actual expenditure reimbursed periodically during the course of the year to return the holding to £200.

Whilst no material sums are involved in this respect, the IA Report in the Annual Return requires us to form an opinion on the soundness, or otherwise, of controls in this area. Consequently, we aim to ensure that all payments are appropriately supported by either a trade invoice or appropriate till receipt; that VAT is identified for recovery and that reimbursement payments are made accurately.

We have examined detail of the expenditure incurred and reimbursed in August 2014 for compliance with the above criteria and are pleased to record that no issues arise.

### ***Conclusions***

***No issues warranting formal comment or recommendation arise in this area and we are pleased to note that the physical cash-in-hand is being routinely checked and verified periodically as and when cheque re-imbursments are requisitioned.***

## **Review of Salaries**

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation, the deduction and payment over of income tax and NI contributions, and meeting the requirements of the local government pension scheme, most recently significantly amended with effect from 1<sup>st</sup> April 2014 in relation to employee contributions. To meet that objective, we have: -

- Noted previously that the Council had not yet been required to approve payment of any nationally agreed pay award as at the time of the interim visit: subsequently, the NJC award for the two years 2014 to 2016 was published and implemented with effect from December 2014;
- Noted that the RFO continues to prepare the monthly payroll "in-house" using bespoke Sage software;
- Checked and agreed detail of the August 2014 payroll to the RFO's schedule of approved salaries;
- Verified that deductions for those individuals contributing to the pension scheme have been accurately computed in line with the revised national procedures across the annual salary bandings;
- Ensured that tax and NI deductions have been made applying the appropriate tax code and NI Table;
- Examined the supporting time records verifying that, where variable hours arise, they are subject to independent certification and approval;
- Checked and agreed the physical payment of net salaries and payments to external agents (HMRC and the County Pension Fund) from summary reports through the Telepay system and cheque payments respectively; and
- Noted that monthly, electronic submissions of payroll detail to HMRC under extant legislation (aka Real Time Initiative) continue to be made in a timely manner.

### ***Conclusions***

***We are pleased to record that no issues have been identified in our review of the payroll procedures: we are also pleased to note the formal adoption of an appropriate "Discretions Policy" in accord with 2014 revisions to the LGPS.***

## Asset Register

The Annual Return requires disclosure of the value of assets retained by the Council as at 31<sup>st</sup> March annually. The Governance and Accountability Manual also requires councils to develop and maintain a register of all assets. We aim in this area of review to ensure the accurate reporting of asset values and compliance with the relevant Regulations.

The Clerk has continued to maintain a detailed inventory of the Council's assets and equipment, detail being subject to annual update and revision to record detail of any new acquisitions and disposals.

We are pleased to note that the value of assets to be disclosed in the Annual Return have been recorded at purchase cost, whilst, in line with best practice, the replacement costs are also identified: we consider that this way of recording asset values will assist the Council in the financial planning of future acquisitions and replacements.

### *Conclusions*

*No issues arise in this area this year.*

## Investments and Loans

*The Council currently holds no "surplus" funds in period Term deposits, nor does it have any loans either repayable by, or to, it.*

## Statement of Accounts and Annual Return

The 1996 Accounts and Audit Regulations require all Councils to prepare annually a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council's financial affairs.

The Omega software generates the Accounts and is used by the contract accountants to prepare more detailed financial statements, which feed into the Annual Return. At the time of our final visit these were not available for review: however, we have subsequently been provided with electronic versions and, on review, needed to return the Accounts to the contractors for amendment to ensure that the Recreation Ground's charitable transactions were removed from the detail as required by extant Regulations. We have now been provided with revised documentation and have agreed the detail therein to the underlying Omega Trial Balance and other documentation.

### *Conclusions*

*Notwithstanding the above, and, on the basis of the satisfactory conclusion of our programme of cover, we have duly "signed off" the Internal Audit Certificate at Section 4 of the Annual Return assigning positive assurances in each relevant category, leaving the original document with the RFO for his completion and submission to members for approval subsequent to his receipt of the revised data from DCK Beavers.*

## Melanie Wathen

---

**From:** Petty, Keith <Keith.Petty@southampton.gov.uk>  
**Sent:** 24 June 2015 10:07  
**To:** Melanie Wathen  
**Cc:** Fred and Carol  
**Subject:** FW: Armed Forces Covenant Fund

FYI

Keith Petty  
Principal Accountant  
**Southampton City Council**  
Tel 023 8083 3429

[keith.petty@southampton.gov.uk](mailto:keith.petty@southampton.gov.uk) [@SouthamptonCC](https://www.facebook.com/SotonCC) [facebook.com/SotonCC](https://www.facebook.com/SotonCC)

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**From:** Khan, Irfan  
**Sent:** 24 June 2015 10:03  
**To:** Petty, Keith  
**Cc:** Cuerden, David; Whitear, Adele  
**Subject:** Armed Forces Covenant Fund

## Armed Forces Covenant Fund

Ministry of Defence, 24/06/15

The Ministry of Defence has published some initial information about the Armed Forces Covenant Fund it is introducing, which will be worth £10m annually.

The Covenant Fund will have 4 broad funding themes now and in future years. They are: removing barriers to family life; extra support after service for those that need help; measures to integrate military and civilian communities and allow the armed forces community to participate as citizens; and non-core healthcare services for veterans.

The themes will shape the fund, and annual priorities will ensure that it stays focused and current. For 2015/16 these priorities will be projects that support:

- local armed forces community integration projects
- the coordination and delivery of support to the armed forces community
- veterans in the criminal justice system.

To address the priorities, the Fund will make available:

1. small grants up to £20,000, primarily for community integration projects, which will be launched and open to applications in mid August, with a deadline in mid September. The deadline for the second round will be before the end of 2015

2. large grants up to £500,000, for more strategic, higher impact projects (one round this year) which will launch in mid August with a deadline in late September

More information on criteria and eligibility will be published in late July.

Information:

<https://www.gov.uk/government/publications/covenant-fund/the-covenant-fund-is-coming>

More information on criteria and eligibility will be publicised in late July, ahead of the launch of the formal application process in mid-August.

## Public Health and Community Safety

Head of Service: Annie Righton

Enter name and address here

My Ref:  
Your Ref:

Date: 03 July 2015

Dear Enter salutation here

### **GAMBLING ACT 2005 – SECTION 349 CONSULTATION ON THE REVIEW OF THE STATEMENT OF GAMBLING POLICY**

In accordance with the above legislation, notice is given that a 12 week consultation on the current statement of gambling policy for the New Forest District Council will begin on the 3 July 2015 and end on the 18 September 2015.

The policy provides transparency for all those involved in the gambling regime including local residents, responsible authorities and applicants.

I therefore invite your comments regarding the current policy and any other relevant matters that you would like to raise especially any of the following considerations that are detailed below:

- A new 'general guidance' section intended to make clear the breadth of discretion available to licensing authorities in exercising their powers, the underpinning statutory aim to 'permit gambling subject to it being reasonably consistent with the licensing objectives' and the benefits of partnership working;
- The extent to which the policy should reflect the concerns, risks and features of the local gambling landscape;
- What other expectations the licensing authority has of both its existing gambling operators and those who may apply for gambling permissions in the future.

The policy can be viewed on the Council's website at:

<http://www.newforest.gov.uk/gamblingpolicy>

Paper copies are available from the licensing office upon request.

All comments received will be assessed by the Council's General Purpose & Licensing Committee before a revised policy is published by the Council.

If you require any additional information please contact this office.

**newforest.gov.uk**

Appletree Court, Beaulieu Road, LYNDHURST, SO43 7PA

Kind regards

Paul Weston  
Licensing Officer  
Licensing Services  
023 8028 5505  
[paul.weston@nfdc.gov.uk](mailto:paul.weston@nfdc.gov.uk)

RECEIVED  
- 1 JUN 2015

BY:.....

The  
Local Government  
Boundary Commission  
for England

Mrs Melanie Wathen  
Marchwood Parish Council  
Marchwood Village Hall  
Village Centre  
Marchwood  
SO40 4SX

26 May 2015

Dear Parish or Town Clerk,

## **ELECTORAL REVIEW OF HAMPSHIRE**

The Local Government Boundary Commission for England has formally commenced an electoral review of Hampshire County Council. The purpose of this letter is to inform you of the review and seek your views on future electoral division boundaries for the council. I am also enclosing a copy of the letter sent to the Chief Executive of Hampshire County Council.

The Commission is carrying out a review to deliver electoral equality for voters across the county. At present, some county councillors represent many more, or many fewer, electors than their colleagues elsewhere in the county. The review aims to correct those imbalances.

### **What is an electoral review?**

The electoral review will recommend new electoral arrangements for Hampshire County Council. In particular, it will propose:

1. The total number of councillors elected to the council in the future.
2. The number of electoral divisions.
3. The number of councillors representing each division.
4. Division boundaries.
5. Names of divisions.

For parishes, the review can recommend changes to the electoral arrangements of parish and town councils i.e. the number, names and boundaries of parish wards and the number of parish councillors for each parish ward. However, this is only in circumstances where the parished area is to be divided between wards. Even in

Local Government Boundary Commission for England, 14<sup>th</sup> Floor Millbank Tower, Millbank, London, SW1P 4QP

Tel: 0330 500 1525; reviews@lgbce.org.uk; www.lgbce.org.uk

these circumstances, the Commission will not normally recommend any change to the number of councillors to be elected to a parish or town council. The Commission has no power to consider changes to the external boundaries of a parish or the creation of new parishes.

### **When?**

Today 26 May 2015 is the start of a ten week public consultation during which the Commission is inviting proposals for new warding arrangements. The consultation will close on 3 August 2015. After considering all representations made during this consultation, the Commission intends to publish draft recommendations in Hampshire. There will then be a further period of consultation on the draft recommendations. Final recommendations are expected to be published in April 2016. The new electoral arrangements will come into effect at the local elections in 2017.

### **How to get involved?**

This is a public consultation and we welcome views from individuals and organisations across the county on where they think new division patterns should be drawn.

The Commission is minded to recommend that 78 councillors should be elected to Hampshire County Council in the future. It is now inviting proposals to help it draw up a pattern of divisions to accommodate 78 county councillors.

In drawing up a pattern of electoral divisions, the Commission must balance three criteria, which are set out in law, namely:

- To deliver electoral equality where each county councillor represents roughly the same number of electors as others across the county.
- That the pattern of divisions should, as far as possible, reflect the interests and identities of local communities.
- That the electoral arrangements should provide for effective and convenient local government.

We are asking local people and organisations for their views as to the best pattern of divisions for the county which meet the requirements set out above.

The Commission will treat all submissions equally and will judge each case on its merits and against the statutory criteria. If you wish to put forward a view, we would also urge you to ensure that your submission is supported by evidence. For example, if you wish to argue that two parishes should be included in the same electoral division, make sure you tell the Commission why they should be together,

providing evidence about community facilities, ties, organisations and amenities, rather than simply asserting that they belong together.

There is plenty more advice on our website about how you can get involved in the consultation and put your views forward. Log on to [www.lgbce.org.uk](http://www.lgbce.org.uk) to find out more. The website includes the technical guidance that explains the process and our policies as well as guidance on how to take part in each part of the process. We have set up a page on our site which is dedicated to the review of Hampshire where you can find all the relevant information.

You can also access interactive maps of the current division boundaries across the county on our specialist consultation portal. The portal also allows you to draw your own boundaries, mark areas of interest on the map and upload documents directly to the site. Log on to <https://consultation.lgbce.org.uk/node/5188> to access the portal or find it via our main website.

### **Get in touch**

We encourage as many people and organisations as possible to get involved with the consultation and we encourage local organisations and parish councils to engage their local networks and communities in the review.

View interactive maps of the county, draw your own boundaries and have your say at our specialist consultation portal at: <https://consultation.lgbce.org.uk/node/5188>.

Find out more about the review at: <http://www.lgbce.org.uk/current-reviews/south-east/hampshire/hampshire-county-council>.

Email your views to: [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk).

Follow us on Twitter at: [@lgbce](https://twitter.com/lgbce).

Write to:       Review Officer (Hampshire)  
                  Local Government Boundary Commission for England  
                  14<sup>th</sup> Floor  
                  Millbank Tower  
                  21-24 Millbank  
                  London  
                  SW1P 4QP

This phase consultation closes on 3 August 2015. We will write to you again when we open our consultation on draft recommendations.

Local Government Boundary Commission for England, 14<sup>th</sup> Floor Millbank Tower, Millbank, London, SW1P 4QP

Tel: 0330 500 1525; [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk); [www.lgbce.org.uk](http://www.lgbce.org.uk)

Please note that the interests of transparency, copies of the all representations we receive during this review will be placed on our website. We remove any personal identifying information such as signatures and private residential addresses prior to placing any submissions in the public domain.

Yours sincerely



**Alex Hinds**  
**Review Officer**  
Reviews@lgbce.org.uk  
0330 500 1274

**Please note as of 27 April we have new contact details. Our new address is LGBCE, 14th Floor, Millbank Tower, Millbank, London, SW1P 4QP. Our new telephone number is 0330 500 1525.**



**New Forest**  
DISTRICT COUNCIL

**LICENSING ACT 2003**

**STATEMENT OF POLICY**

This Statement of Policy will remain in force from 7 January  
2011 until 6 January 2016

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The contents of this document are provided as information on the policy and principles of New Forest District Council in carrying out its functions in relation to the Licensing Act 2003. The document is not a full and authoritative statement of the law or statutory guidance and does not constitute professional or legal advice.

A statement of licensing policy as determined by New Forest District Council in respect of its licensing functions for the five year period commencing 7 January 2011 is set out in this document. During the five year period the policy will be kept under regular review and, following a full consultation process the Council will make such revisions to it, at such times, as it considers appropriate.

Further licensing statements will be published every five years thereafter.

When using this document, reference should be made to:

- The Licensing Act 2003 and associated regulations;
- Guidance issued under Section 182 of the LA2003;
- Information contained on the Councils website [www.nfdc.gov.uk](http://www.nfdc.gov.uk)

All references to the Guidance refer to the Home Office Amended Guidance issued under section 182 of the Licensing Act 2003 published March 2015.

**NEW FOREST DISTRICT COUNCIL  
LICENSING ACT 2003  
SECTION 5**

**STATEMENT OF LICENSING POLICY**

**1. Executive Summary**

- 1.1 This Statement of Licensing Policy has been prepared in accordance with the provisions of the Act and the Guidance issued under Section 182 of the Act.
- 1.2 New Forest District is situated in the County of Hampshire and has a large number of licensed premises. The Council recognises that these premises are an important part of the District 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.
- 1.3 New Forest District 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 Section 1 of the Act. The purpose of licensing is to regulate the carrying on of licensable activities on licensed premises, by qualifying clubs and at permitted temporary activities.
- 1.4 Licensable activities, identified by the Act, include:
- Retail sale of alcohol
  - Supply of alcohol to club members
  - Supply of hot food or drink from premises between 23:00 and 05:00 hours (known as “late night refreshment”)
  - Provision of entertainment listed below (known as “regulated entertainment”) to the public or club members or with a view to profit:
    - Film exhibitions
    - Performance of a play
    - Indoor sporting events
    - Boxing or wrestling entertainment
    - Live music performance
    - Playing of recorded music
    - Dance performance
    - Anything of a similar nature (as described above)
- 1.5 There are a number of exemptions set out in Section 173 to 175 of the Act and certain exceptions as contained within; the Live Music Act 2012, Amendment Orders and the Deregulation Act 2015.

## 2. Purpose and Scope of the Licensing Policy

- 2.1 There are approximately 660 venues in the District where licensable activities occur. These premises include:
- Public Houses & nightclubs
  - Off licences
  - Business offering late night refreshment
  - Hotels, guest house & restaurants
  - Private members' clubs, social & sporting clubs
  - Theatres & amateur dramatic groups
  - Cinemas
  - Community centres & village halls
  - Premises where indoor sporting events take place
  - Open spaces
- 2.2 When dealing with licensing matters the Licensing Authority will promote and have regard to the four licensing objectives when carrying out its licensing functions. These objectives are:
- The prevention of crime and disorder
  - Public safety
  - The prevention of public nuisance
  - The protection of children from harm
- 2.3 Each licence application will be considered on its own merits in the context of the four licensing objectives. Unless relevant representations are received from responsible authorities or other persons, there is no provision for a licensing authority to impose conditions on a licence other than according to the voluntary steps which the applicant proposes to undertake in their application. Furthermore, there is no provision for a licensing authority itself to make representations. If no representations are made in respect of an application, the authority is obliged to issue the licence on the terms sought.
- 2.4 Any statement in this licensing policy will be relevant to all licensed premises unless otherwise stated. This Licensing Policy will apply equally to all types of premises.
- 2.5 The Council'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 concerned. The licensing process can only seek to control those measures within the control of the licensee and 'in the vicinity' of a premises. Licensing law is not a mechanism for the general control of anti-social behaviour by individuals once they are away from that premises and, therefore, beyond the direct control of the premises management.
- 2.6 Accordingly, any conditions attached to the licence or certificate will centre on the premises and places being used for licensable activities and the vicinity of those premises. Whether or not an instance can be regarded as being in the vicinity of licensed premises is a question of fact and will depend on the particular circumstances of the case.

### **3. Duplication**

3.1 This policy is not intended to duplicate existing legislation and other regulatory regimes. Furthermore, it will not seek to duplicate obligations on employers and operators i.e. The Health & Safety at Work Act 1974 and the Regulatory Reform (Fire Safety) Order 2005, or the requirement for premises to comply with all other relevant legislation, e.g.

- The Gambling Act 2005
- The Environmental Protection Act 1990
- The Noise Act 1996
- The Clean Neighbourhoods & Environmental Act 2005
- The Regulatory Reform (Fire Safety) Order 2005
- Health & Safety at Work etc. 1974
- Food Safety Act 1990 (Food Hygiene)
- The Equality Act 2010

3.2 However, if other regulations do not cover the unique circumstances that arise in connection with, for example, entertainment at specified premises then additional controls will be imposed.

### **4. Crime Prevention**

4.1 Conditions attached to premises licences and club premises certificates will, so far as possible, reflect local crime prevention strategies.

### **5. Other Controls on Anti-Social Behaviour**

5.1 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, taxi ranks, provision of public conveniences open late at night, street cleaning and litter patrols;
- Power of local authorities to designate parts of the local authority area as places where alcohol may not be consumed publicly;
- The confiscation of alcohol from persons in designated areas;
- Police enforcement of the general law concerning disorder and anti-social behaviour, including the issuing of fixed penalty notices;
- Prosecution for the offence of selling alcohol to a person who is drunk (or allowing such a sale);
- Police powers to close down instantly for up to 24 hours (extendable to 48) any licensed premises in respect of which a temporary events notice (TEN) has effect on grounds of disorder, the likelihood of disorder, or noise emanating from the premises causing a nuisance;
- The power of the responsible authorities or other persons to seek a review of a licence or certificate;

- Power of the local authority to close down instantly for up to 24 hours any licensed premises or permitted temporary activity due to public nuisance caused by excessive noise.

## 6. Public Nuisance

- 6.1 Stricter conditions with regard to noise control will be expected in areas of the District, which have denser residential accommodation or low levels of background noise but this will not limit opening hours without regard to the individual merits of any application.
- 6.2 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.
- 6.3 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.
- 6.4 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, to use noise limiters on amplification equipment used at the premises and/or to undertake works of sound insulation;
  - 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;
  - Prohibit certain rooms from being used for purposes that create noise;
  - The use of explosives, pyrotechnics and fireworks of a similar nature which could cause disturbance in surrounding areas are restricted;
  - The placing of refuse, such as bottles, into receptacles outside the premises takes place at times that will minimise the disturbance to nearby properties;
  - Prohibit alcohol from certain areas at specific times to reduce noise emanating from that area e.g. beer gardens;
  - Noxious smells from licensed premises are not permitted so as to cause a nuisance to nearby properties and the premises are properly vented. This might be achieved by the inclusion of additional filtration within the extraction system or increasing the height or direction of the final point of discharge.
- 6.5 Flashing or particularly bright lights on or outside licensed premises may cause a nuisance to nearby properties and may distract road users, especially in unlit areas. Any such condition needs to be balanced against the benefits to the prevention of crime and disorder, and having regard for the Lighting Policy published by Hampshire County Council where appropriate.

- 6.6 The availability of taxi ranks outside licensed premises can reduce nuisance and antisocial behaviour, and local highways authorities can designate parts of the public highway as evening taxi ranks.

## **7. Cultural Strategies**

- 7.1 The Council will monitor the impact of licensing on regulated entertainment, particularly live music and dancing. Where there is any indication that such events are being deterred by licensing requirements, the policy will be revisited with a view to investigating how the situation might be reversed. Only necessary, proportionate and reasonable conditions should be imposed on such events.
- 7.2 The Council will take into consideration the following in so far as they are relevant to the licensing objectives:
- The need of the local tourist economy;
  - Any cultural strategy for the District;
  - The employment situation in the District, and the need for investment and employment where appropriate.
- 7.3 There are many stakeholders in the leisure industry. Many are involved, directly or indirectly, in the promotion of the licensing objectives.
- 7.4 The Council 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 Council will work closely with the police on issues of enforcement. Whenever appropriate, neighbouring authorities and parish councils will also be consulted.

## **8. Live Music, Dancing and Theatre**

- 8.1 This policy recognises that as part of implementing local authority cultural strategies, proper account should be taken of the need to encourage and promote live music, dancing and theatre for the wider cultural benefit of communities generally.
- 8.2 To encourage more performance of live music, the Live Music Act 2012 has amended the Licensing Act by deregulating aspects of the performance of live music so that, in certain circumstances, it is not a licensable activity.
- 8.3 Only conditions strictly necessary for the promotion of the licensing objectives should be attached to licences for activities of this nature as appropriate. The Council is aware of the need to avoid measures which deter live music, dancing and theatre by imposing indirect costs of a substantial nature.

## **9. Cumulative Impact and Special Policies**

- 9.1 The Council will not take 'need' into account when considering an application, as this is a matter for planning development control and the market. Currently this council does not have a special policy relating to the cumulative impact of licensed premises. 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.

## **10. Planning**

- 10.1 Planning and licensing regimes will be properly separated to avoid duplication and inefficiency. Licensing applications will not be a re-run of the planning application and licensing decisions will not cut across decisions taken by the planning committee or permissions granted on appeal. To achieve this, close liaison will be maintained between the General Purposes & Licensing and Planning Development Control Committees (“GPLC” and “PDCC”). The GPLC, where appropriate, will provide reports to the PDCC and any appropriate review panels on the situation regarding licensed premises in the area including the general impact of alcohol related crime and disorder.
- 10.2 Prior to submitting an application to the Council the applicant should ensure that there is appropriate planning permission for the hours and activities for sought. It should be noted however that there is no legal basis for the licensing authority to refuse a licence application because it does not have the required planning permission.

## **11. Permitted Temporary Activities**

- 11.1 A temporary event notice (“TEN”) is required to hold an event, involving less than 500 people, at which one or more licensable activities will take place that are not authorised by an existing premises licence or club premises certificate.
- 11.2 Notices should be submitted to the Licensing Authority and Police at least 10 clear working days before the proposed event, although there is provision for a limited number of late TENs to be served up to 5 working days.
- 11.3 As the statutory time periods give very little time for the licensing authority to process an application and for the police to respond it is recommended that notices are served at least one month before the proposed event whenever possible. This preferred time frame is not stipulated by the legislation and is only an expectation of the Council.

## **12. Licensing Hours**

- 12.1 Consideration will be given to the individual merits of an application but the presumption will be to grant the hours requested unless there are specific objections to those hours raised by responsible authorities or other persons on the basis of the licensing objectives.
- 12.2 This policy recognises that, in some circumstances, flexible licensing hours for the sale of alcohol can help to ensure that concentrations of customers leaving premises simultaneously are avoided.
- 12.3 With regards to shops, stores and supermarkets the normal scenario will be for such premises to provide sales of alcohol for consumption off the premises at any time when the retail outlet is open for shopping unless representations raise good reasons, based on the licensing objectives, for restricting those hours.

### 13. Children

- 13.1 The Council will not seek to limit the access of children to any premises unless it is necessary for the prevention of physical, moral or psychological harm. In all other cases it will be left to the discretion of the licensee within the constraints of legislation.
- 13.2 This licensing authority recognises the county Safeguarding Unit as being competent to give advice on matters relating to the protection of children from harm.
- 13.3 This policy commends the Portman Group Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks.
- 13.4 This policy cannot attempt to anticipate every issue that could arise in respect of children, general rules are therefore avoided and each application will be considered on its merits.
- 13.5 This policy, however, highlights particular areas that will give rise to concern in respect of children, e.g.:
- Where entertainment or services of an adult or sexual nature are commonly provided;
  - Where there have been convictions of members of the current staff at the premises for serving alcohol to minors or with a reputation for underage drinking;
  - With a known association with drug taking or dealing;
  - Where there is a strong element of gambling on the premises (but not for example, the simple presence of a small number of cash prize gaming machines);
  - Where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises.
- 13.6 The following measures may be considered for limiting access of children where necessary:
- Limitations on the hours when children may be present;
  - Limitations excluding the presence of children under certain ages when particular specified activities are taking place;
  - Limitations on the parts of premises to which children might be given access;
  - Age limitations (below 18);
  - Requirements for accompanying adults;
  - Full exclusion of under 18's from the premises when any licensable activities are taking place.
- 13.7 In relation to film exhibition premises, a mandatory condition will be applied requiring access to be restricted to those who meet the required age limit in accordance with any certificate granted by the British Board of Film Classification or, in specific cases, the Council.
- 13.8 It may be necessary to impose a condition to restrict the admission of children to theatres which are incorporating adult entertainment in their productions. It may also be necessary, in the case of theatrical entertainment specifically for

children, to consider whether a condition should be attached requiring the presence of a sufficient number of adult staff to ensure the well being of children during an emergency.

#### **14. Conditions**

- 14.1 Conditions may only be attached to a licence or club premises certificate if relevant representations are received (except for conditions drawn from the applicant's operating schedule). Any such conditions should be tailored to the individual style and characteristic of the premises and events concerned.

#### **15. Licence Reviews**

- 15.1 This authority is committed to working in partnership with responsible authorities to achieve the promotion of licensing objectives.
- 15.2 The authority is empowered to take the following steps if it considers them appropriate to promote the licensing objectives; and for this purpose the conditions of the licence are modified if any of them is altered or omitted or any new condition is added:
- To modify the conditions of the licence;
  - To exclude a licensable activity from the scope of the licence;
  - To remove the designated premises supervisor;
  - To suspend the licence for a period not exceeding three months;
  - To revoke the licence.
- 15.3 In cases where the crime prevention objective is being undermined it is expected that revocation of the licence, even in the first instance, will be seriously considered.

#### **16. Enforcement**

- 16.1 The Council will establish protocols with the local police on enforcement issues. This will enable the more efficient deployment of local authority staff and Police 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.

#### **17. Administration, Exercise and Delegation of Functions**

- 17.1 In the interests of speed and efficiency the Council 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 GPLC or, normally, a Licensing Sub-Committee.
- # 17.2 A full list of delegated functions set out in the Act is detailed in **Appendix A**.

## 18. Equal Opportunities

- 18.1 This policy can be reproduced into large type, audio and foreign languages should this be required. In this way, specific needs can be dealt with on an individual basis.

## 19. Contact Details, Advice and Guidance

- 19.1 The licensing authority, police and fire authority will be willing to give advice and guidance to applicants. Applicants are encouraged to undertake informal discussions before the application process in order to resolve potential problems and avoid unnecessary hearings and appeals.

- # 19.2 A full list of other policies and guidance documents is detailed in **Appendix B**.

## 20. Review of the Policy

- 20.1 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. Proper 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 and Rescue Service;
- The Local Health Board for the district;
- The Local Safeguarding Unit (children welfare) for the district;
- Bodies representing local holders of premises licences;
- Bodies representing local holders of club premises certificates;
- Bodies representing local holders of personal licences;
- Bodies representing local businesses and residents;
- All other bodies the Council deems appropriate.

- 20.2 The Council welcomes all comments and observations on this policy, which should be sent to:

Licensing Services  
New Forest District Council  
Appletree Court  
Beaulieu Road  
Lyndhurst  
Hampshire  
SO43 7PA

Tel: 023 8028 5505  
Email: [licensing@nfdc.gov.uk](mailto:licensing@nfdc.gov.uk)

## APPENDIX A

SCHEDULE OF DELEGATIONS

<b>Matter to be dealt with</b>	<b>GPLC or Sub-Committee</b>	<b>Officers</b>
Application for personal licence	If a Police objection	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	

## **Other Policies, Objectives and Guidance**

There are a number of other policies, strategies, responsibilities, and guidance documents which should be taken into account in order to complement the authority's licensing policy.

### **Strategies and Policies**

Alcohol Harm Reduction Strategy  
Best Bar None  
British Beer and Pub Association Partnerships Initiative  
Compliance Code  
Community Safety Strategy  
Crime & Disorder Reduction Strategy  
Cultural and Tourism Strategies  
Drugs and Alcohol Strategy  
National and Local Pub-watch schemes

### **Related Legislation**

Crime and Disorder Act 1998  
Criminal Justice and Police Act 2001  
Private Security Industry Act 2001  
Anti Social Behaviour Act 2003  
The Clean Neighbourhoods and Environment Act 2005  
The Health Act 2006  
Violent Crime Reduction Act 2006  
Policing and Crime Act 2009  
The Equality Act 2010  
Police Reform and Social Responsibility Act 2011  
Live Music Act 2012  
The Deregulation Act 2015

### **Guidance Documents**

Home Office - alcohol licensing policy  
Health & Safety Executive – guidance on running events safely  
Local Government Regulation – guidance on test purchasing