



23 September 2020

COMMUNITY SERVICES AND LICENSING COMMITTEE

A remote meeting of the Community Services and Licensing Committee will be held on **THURSDAY 1 OCTOBER 2020** at **7.00pm.**

Kathy O'Leary
Chief Executive

This is a remote meeting in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Venue

This meeting will be conducted using Zoom and a separate invitation with the link to access the meeting will be sent to Members, relevant officers and members of the public who have submitted a question.

Public Access

Members of the public, who have not submitted a question, are invited to access the meeting streamed live via Stroud District Council's [YouTube channel](#).

Recording of Proceedings

A recording of the meeting will be published onto the Council's website (www.stroud.gov.uk). The whole of the meeting will be recorded except where there are confidential or exempt items, which may need to be considered in the absence of press and public.

AGENDA

- 1** **APOLOGIES**
To receive apologies for absence.
- 2** **DECLARATIONS OF INTEREST**
To receive declarations of interest.

3 **MINUTES**

To approve the Minutes of the meeting held on 25 June 2020.

4 **PUBLIC QUESTION TIME**

The Chair of the Committee will answer questions from members of the public, submitted in accordance with the Council's procedures.

DEADLINE FOR RECEIPT OF QUESTIONS

Noon on Monday, 28 September 2020

Questions must be submitted to the Chief Executive, Democratic Services, Ebley Mill, Ebley Wharf, Stroud and can be sent by email to democratic.services@stroud.gov.uk

5 **POLICE AND CRIME COMMISSIONER ANNUAL UPDATE**

To receive a verbal update from the Police and Crime Commissioner.

6 **REVIEW OF STROUD DISTRICT COUNCIL'S STATEMENT OF LICENSING POLICY UNDER THE LICENSING ACT 2003 – APPROVAL OF FINAL DRAFT FOLLOWING CONSULTATION**

To consider comments made by consultees during the formal consultation period, to agree a final draft Statement of Licensing Policy and recommend adoption by Council.

7 **EXTENSION OF PUBLIC SPACE PROTECTION ORDER – PROHIBITING ALCOHOL CONSUMPTION IN DESIGNATED PLACES**

To note the decision of the Strategic Director of Communities to extend the existing Public Space Protection Orders for a further 3-year period from 20th October 2020.

8 **COMMISSIONING OF STRATEGY FOR LEISURE AND WELLBEING PROVISION IN STROUD DISTRICT**

To consider and approve the tender process for the commissioning of industry specialists to produce a Strategy for Leisure and Wellbeing in Stroud District addressing the future provision of community leisure and wellbeing provision across the district.

9 **APPOINTMENT TO OUTSIDE BODIES**

To approve appointments to the Committees Outside Bodies.

10 **MEMBER REPORTS**

- a) Gloucestershire Health Overview Scrutiny Committee
- b) Museum in the Park
- c) Police and Crime Panel
- d) GFirst LEP - Visitor Economy/Tourism Business Group
- e) Citizens Advice
- f) Performance Monitoring

11 **WORK PROGRAMME**

To consider the work programme.

12 MEMBERS' QUESTIONS

See Agenda Item 4 for deadline for submission.

Community Services and Licensing Committee 2020/21

Councillor Chris Brine (Chair)

Councillor Jonathan Edmunds (Vice-Chair)

Councillor Gordon Craig

Councillor Jim Dewey

Councillor John Jones

Councillor Darren Loftus

Councillor Gill Oxley

Councillor Nigel Prenter

Councillor Sue Reed

Councillor Steve Robinson

Councillor Brian Tipper

Councillor Ken Tucker



STROUD DISTRICT COUNCIL

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COMMUNITY SERVICES AND LICENSING COMMITTEE

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25 JUNE 2020

7.00 pm – 8.32 pm

Remote Meeting

Minutes

Membership

| | | | |
|---|---|---------------------------|---|
| Councillor Mattie Ross (Chair) | P | Councillor Gill Oxley | P |
| Councillor Jonathan Edmunds (Vice-Chair) | P | Councillor Nigel Prenter | P |
| Councillor Gordon Craig | P | Councillor Sue Reed | A |
| Councillor Jim Dewey | P | Councillor Steve Robinson | P |
| Councillor John Jones | P | Councillor Brian Tipper | P |
| Councillor Darren Loftus | A | Councillor Ken Tucker | P |

P = Present A = Absent

Officers in Attendance

Strategic Director of Communities
Principal Licensing Officer
Democratic Services and Elections Officer

Head of Community Services
Corporate Policy and Governance Manager

Other Member(s) in Attendance

Councillors Cornell and Lydon.

The Chair on behalf of the Committee welcomed the Strategic Director of Communities to his first Community Services and Licensing Committee and Councillor Dewey who has replaced Councillor Kay.

CSLC.001

APOLOGIES

Apologies for absence were received from Councillor Loftus and Reed.

CSLC.002

DECLARATIONS OF INTEREST

There were none.

CSLC.003

MINUTES

RESOLVED

That the Minutes of the meeting held on 23 January 2020 are approved as a correct record.

CSLC.004

PUBLIC QUESTION TIME

There were none.

CSLC.005

MEMBER REPORTS

(a) County Health and Overview Scrutiny Committee

The member report from Councillor Lydon had been circulated prior to Committee. Councillor Lydon provided an overview of his report and highlighted a number of points that would need to be looked at in the future, these included;

- NHS bodies and Gloucestershire County Council looking at the predicted increase in mental health issues and how to deal with this;
- Rectifying issues on the back log and treatment at the outpatients for cancer and committing to reducing this; and
- Dealing with local outbreaks of Covid-19 at a local level and being able to respond to it. Preparations were already being made through the creation of Local Outbreak Management Plans and aims to set up a Local Covid-19 Engagement Board.

Councillor Lydon concluded his report by explaining the community groups deserve recognition of the work they've undertaken and members can contact Democratic Services at Gloucester regarding any questions relating to his report or concerns they may have.

CSLC.006

ADOPTION OF NEW STREET TRADING RESOLUTION AND REVISED POLICY

The Principal Licensing Officer presented the report to Committee and provided an overview of the processes that had occurred within the last 12-18 months. The Principal Licensing Officer advised that the new resolution still requires any private land that the public have access to and all public highways to have street trading consent. Street trading consent was not needed for any street and land owned or managed by any public authorities or any registered charities.

The revised policy introduced two new consent types and accompanying fees; a new market consent with a fee of £1,000 for a year, one day a week and a new light touch event consent with a fee of £15 with the provision to waive the fee if suitable (for light touch events only).

If adopted, additional statutory notices must be advertised in the local newspapers for a further two weeks confirming the adoption and the implementation date (1st August 2020) for both the new resolution and policy.

On being put to the vote, the Motion was carried unanimously.

RESOLVED

- To adopt the new street trading resolution as set out in Appendix A; and**
- To adopt the revised street trading policy as set out in Appendix B; and**
- To Adopt the additional fees as set out in paragraph 4.2 of the report; and**
- Authorise Licensing Officers to make statutory public notices that a new resolution has been adopted and to implement the new resolution, policy and fees from 1st August 2020.**

CSLC.007

STROUD DISTRICT COUNCIL'S STATEMENT OF LICENSING POLICY UNDER THE LICENSING ACT 2003

The Principal Licensing Officer presented the report to Committee explaining the legislation requires that every five years the Council must re-determine and republish the Statement of Licensing Policy and consult on it. The current policy is due to expire on 7th January 2021 and the Principal Licensing Officer has reviewed the policy and highlighted a number of recommended changes.

If approved, a formal consultation will take place and the Principal Licensing Officer will write to the statutory bodies in the act as well as Parish and Town Councils, Elected Members, license holders and any bodies that represent the licensing trade or would be impacted by the act. The Principal Licensing Officer will distribute the details of the consultation and how to make a submission if approved by committee. After the consultation, a report with the final recommendations and consultation responses will come back to Committee in September and then be considered by Full Council to be adopted.

On being put to the vote, the Motion was carried unanimously.

RESOLVED **To approve the Draft Statement of Licensing Policy (Appendix A) and authorise officers to undertake statutory consultation.**

CSLC.008

APPOINTMENT TO OUTSIDE BODIES

Members agreed to continue the appointments for the next civic year however for members who represent outside bodies that do not sit on Community Services and Licensing Committee or who couldn't attend the meeting are to be contacted to check they're happy to continue. Councillor Ross suggested receiving a report or update from those members who sit on the outside bodies but have not reported to Committee recently.

No members came forward to fill the vacant seat on Stroud Citizens Advice following Councillor Craig becoming a trustee in October 2019, therefore Councillor Ross proposed that members before the next meeting consider if they would be the representation for Stroud District Council to this outside body. Councillor Craig advised he was happy to continue reporting back to Committee in the interim.

CSLC.009

PERFORMANCE MONITORING

Councillor Ross asked the Committee if they were happy to continue with the current performance monitors or if there were any changes to make. Councillor Jones advised the Committee that after 6 years he would prefer to step down, however would reconsider if no one came forward. Councillor Prenter expressed his interest and therefore appointed as one of the two performance monitors. Councillor Reed who is the current second appointed performance monitor was not able to attend the meeting, however will be contacted to confirm her intentions.

CSLC.010

WORK PROGRAMME

Councillor Cornell advised Committee that the Recovery Strategy was agreed at Strategy and Resources and therefore subsequent reports following this approval where appropriate may come to Community Services and Licensing Committee in the future.

RESOLVED **To note the above update to the Work Programme.**

CSLC.011**MEMBER REPORTS**(b) Museum in the Park

A member report from Councillor Prenter had been circulated prior to the meeting. Councillor Robinson asked a question regarding the Friends of the Museum and the reason why they were parting with their funds and being transferred to the Cowle Trust. The Head of Community Services advised that he would ask the Museum Manager to provide a response regarding the reason for the charitable status.

(c) Police and Crime Panel

The panel had not met since the last meeting therefore there was nothing to report.

(d) Gfirst LEP – Visitor Economy/Tourism Business Group

The member report from Councillor Craig had been circulated prior to the meeting.

(e) Stroud Citizens Advice

The member report from Councillor Craig had been circulated prior to the meeting. Councillor Robinson asked a question regarding the grant Citizens Advice received from us and whether the 9,077 people who were helped last year were just for Stroud or if the figure included Cirencester too. Councillor Craig advised that it was the total figure however Stroud accounts for two thirds of the total figure.

Councillor Robinson continued and asked if the new administration for Cotswold District Council were now funding their one third towards Citizens Advice. Councillor Craig confirmed that Cotswolds were now back and providing funds again.

CSLC.012**MEMBERS' QUESTIONS**

There were none.

The meeting closed at 8.32pm.

Chair

COMMUNITY SERVICES AND LICENSING COMMITTEE

1 OCTOBER 2020

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| Report Title | REVIEW OF STROUD DISTRICT COUNCIL'S STATEMENT OF LICENSING POLICY UNDER THE LICENSING ACT 2003. APPROVAL OF FINAL DRAFT FOLLOWING CONSULTATION | | | |
| Purpose of Report | Consideration by Committee of comments made by consultees during the formal consultation period. Committee to agree a final draft Statement of Licensing Policy to be adopted by Full Council on 22 nd October 2020. The Statement will outline the principles Stroud District Council will apply when exercising its functions under the Licensing Act 2003 for the period January 2021 to January 2026. | | | |
| Decision(s) | The Committee RESOLVES to Approve the Final Draft Statement of Licensing Policy (Appendix B) and recommend adoption by Council. | | | |
| Consultation and Feedback | Consultation took place between 29th June 2020 and 17th August 2020. Comments made during consultation are shown in a schedule which is Appendix A. | | | |
| Report Author | Rachel Andrew, Principal Licensing Officer Email: rachel.andrew@stroud.gov.uk | | | |
| Options | In accordance with the Licensing Act 2003 the Council must review, consult and readopt its Statement of Licensing Policy every 5 years. | | | |
| Background Papers | Not applicable | | | |
| Appendices | Appendix A – Schedule of Consultation Comments and Working Party Responses Appendix B – Final Draft Statement of Licensing Policy | | | |
| Implications (further details at the end of the report) | Financial | Legal | Equality | Environmental |
| | No | Yes | No | No |

1. INTRODUCTION/BACKGROUND

- 1.1 The Licensing Act 2003 provides a licensing regime for sale of alcohol, regulated entertainment and late night refreshment
- 1.2 Section 5 of the Licensing Act 2003 requires a Licensing Authority to determine and publish a Statement of its Licensing Policy at least once every five years.

- 1.3 The purpose of the Licensing Policy is to give guidance to applicants, licence holders, local residents and local businesses on how the Licensing Authority will make its decisions under the Licensing Act 2003. In particular, it lays out the Licensing Authority's policy for decisions by a hearing panel when there has been representation or objection against an application or a request has been made to review an existing licence.
- 1.4 Before determining its licensing policy, the licensing authority must consult the persons listed in section 5(3) of the Act. These include the Police and representatives of local licence holders, businesses and residents.

2 STROUD DISTRICT COUNCIL'S STATEMENT OF LICENSING POLICY

- 2.1 Stroud District Council's current Statement of Licensing Policy was published in January 2016 and will expire on 7 January 2021.
- 2.2 Stroud District Council's current Statement of Licensing Policy has been reviewed and updated by the Principal Licensing Officer. There have not been any significant changes to the legislation or the Home Office guidance during the past 5 years so only minor changes were made to reflect current best practice. A draft Statement of Licensing Policy was approved by Community Services and Licensing Committee on 25th June 2020.
- 2.3 The draft statement was put out for formal consultation between 29th June 2020 and 17th August 2020. Consultation included the Police and responsible authorities, Town and Parish Councils, Ward Councillors, current licence holders and representatives of the licensed trade.
- 2.4 All comments received during the consultation are shown in a Schedule of Consultation comments which is Appendix A. The comments were considered by a working party made up of Rachel Andrew, Principal Licensing Officer, Roslyn Meenagh, Council Solicitor and Councillors Mattie Ross and John Jones. The working party considered all the consultation comments and agreed responses to the comments and proposed some amendments to the draft Statement of Licensing Policy. The working party responses and proposals are included in the Schedule of Consultation Comments document, Appendix A.
- 2.5 A final draft Statement of Licensing Policy, reflecting the working party's recommended amendments, is Appendix B. The working party amendments are highlighted in pink with a comment box explaining the reasons for the amendment.
- 2.6 In accordance with the Licensing Act 2003 the Statement of Licensing Policy must be adopted by Full Council. Therefore, Committee should agree a final Statement of Licensing Policy and recommend to Council that it is adopted at their meeting on 22nd October 2020.
- 2.7 The final statement will be published in December 2020 and come into force on 7th January 2021.

3 CONCLUSION

- 3.1 The Licensing Act 2003 requires to Council to review and readopt its Statement of Licensing Policy every 5 years. Stroud District Council's current policy expires in January 2021. After considering the consultation comments and the working party's

recommendations, Committee should resolve to approve a final Statement of Licensing Policy and recommend adoption by Council in accordance with the requirements of the Act.

4. IMPLICATIONS

4.1 Financial Implications

There are no direct financial implications as the report is for consideration only.

Adele Rudkin, Accountant

Tel: 01453 754109, Email: adele.rudkin@stroud.gov.uk

4.2 Legal Implications

Adoption of the Statement of Licensing Policy is a Council function which cannot be delegated to a Committee or Sub-Committee.

Section 5 of the Licensing Act 2003 ("the Act") provides that a licensing authority must produce and publish a statement of its licensing policy at least every five years and that this policy must be published before the authority carries out any function in respect of individual applications or notices made under the terms of the Act. As such, the Council cannot fulfil its licensing functions at any time when a licensing policy is not in force. The policy should comply in terms of format and content with the requirements of the Act and the statutory guidance thereto.

The Council should take into account and give appropriate weight to all consultation responses before finalising the Statement of Licensing Policy. The policy must seek to secure the promotion of the licensing objectives throughout the licensing process.

During the five-year period, the policy must be kept under review and the licensing authority may make any revisions to it as it considers appropriate.

Roslyn Meenagh, Solicitor

Tel: 01453 754 387, Email: roslyn.meenagh@stroud.gov.uk

4.3 Equality Implications

There are not any specific changes to service delivery proposed within this decision.

4.4 Environmental Implications

There are no significant implications within this category.

Consultation on Stroud District Council's Statement of Licensing Policy for Alcohol, Entertainment and Late Night Refreshment Licensing 29th June 2020 to 17th August 2020

Schedule of consultation comments with recommended responses and amendments agreed by the working party for consideration by Committee on 1st October 2020

| | Consultee | Comment | Recommended Responses and Amendments agreed by the Working Party |
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| 1 | Christopher Dunn Resident | <p>1. para 5.6 ambiguous, can't follow it, ,yes or no to children controls ?</p> <p>2. para 7.6 late night levy, should be imposed, Every 'cop' show on tv shows the extraordinary costs of policing late night premises.</p> <p>3. Could not find details of necessary controls on the 'take away' situations, ie buying a drink in an open container and consuming it on the street, green, chipping, whatever.</p> <p>4. No reference to any byelaw or law preventing consumption of alcohol in any public place?</p> <p>5. Alcohol is a drug, and the health /policing costs to UK society is enormous.</p> | <p>1. Paragraph 5.6 reworded</p> <p><i>'The Council will not require licensed premises to give access to children at all times. The Council may limit the access of children to licensed premises if necessary for the promotion of the licensing objectives and especially relating to the prevention of harm to children.'</i></p> <p>2. A late night levy is an additional charge which has to be adopted and then will be imposed on premises in addition to their premises licence fee. The monies from this fee can be used to help support management of the late night economy. Stroud district does not have a large night time economy or significant late night crime and disorder. A late night levy has not been requested by the Police who are one the main resource for night time enforcement. It is therefore felt that the burden on premises of an additional fee cannot be justified at this time.</p> <p>3. The legislation does not require off sales to be in a sealed container and the licence holder cannot control where the customer consumes the off sales once they leave the licensed premises.</p> <p>4. Paragraph 7.8 makes reference to Public Spaces Protection Orders in Stroud and Dursley where alcohol may not be consumed publically. Extra wording below added to make it clearer.</p> |

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| | | | <p><i>'This means that customers purchasing alcohol from licensed premises may not drink that alcohol in the street, park or other public areas within the area covered by the Order, unless that area is covered by a temporary event notice, a premises licence or a pavement licence. This is often known as a street drinking ban and is enforced by the Police who can confiscate alcohol from members of the public and dispose of it'</i></p> <p>5. Comment noted</p> |
| 2 | Steve Lindsay Stroud Safe Manager | Do you think SDC could add a little bit into the policy about the Stroud Safe scheme, maybe under the safety section? | <p>Paragraph 2.5 makes reference to Stroud Safe. Extra wording added below to explain how Stroud Safe operates and the benefits.</p> <p><i>'Stroud Safe is a not for profit organisation which enables licensed premises to work together to reduce shoplifting, theft, anti-social behaviour, alcohol related disorder, street drinking and begging. Stroud Safe can provide radios to members to share communications and also operates a yellow card/red card exclusion scheme whereby customers who misbehave can be banned from all premises that are members of Stroud Safe. Members include shops, restaurants, pubs, clubs and transportation services. The Stroud Safe Manager holds regular meetings to share information between members and works closely with the Police and Stroud District Council.'</i></p> |
| 3 | Frampton Parish Council | <p>We ask that you consider additions to the Dispersal / End of Evening Policy 2.8 " Premises that are close to residential properties are expected to consider dispersal or end of evening policies to minimise the potential for disorder and disturbance as customers leave the premises and evidence of such consideration should be detailed in the application form".</p> <p>We ask that you add a sentence about events in marquees which meets the objectives of the following: "Where an event is held in a marquee close to residential properties, no amplified music, or other amplified sounds should be played after midnight and acoustic performance should be limited to 3 players".This addition is recommended by us following comments on our parish survey a couple of years ago, where various residents</p> | <p>Paragraph 2.8 is in the section about crime and disorder. However, the comments by Frampton Parish Council are more relevant to public nuisance as the concern is about late night noise from music in marquees. An additional comment has been added to the bulleted points in the prevention of public nuisance section, paragraph 4.6,</p> <p><i>'preventing noise from marquees and similar structures, which generally have poor soundproofing and can cause disturbance to local residents particularly between the hours of 11.00 pm and 7.00 am. Such measures may include non amplified music only or silent discos after 11.00 pm'</i></p> <p>NB 11.00 pm is in line with timings in other points in the policy.</p> |

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| | | <p>commented on noise after midnight from marquees. Marquees do not have the sound-proofing of buildings. They are often used for events that require a temporary licence and there are limits on the number of events that any one organisation can hold in a year. However, in rural areas such as ours, it can often be the case that several organisations hold events in marquees on the same area of land, so whereas any one organisation has a limit on the number of events, the land it is held on has effectively no limit. For example, our village green is used by the circus, the fair, Frampton Fundraisers, the cricket club and the pub for a variety of marquee events. In addition, the adjacent Wool Barn is used for wedding receptions. Where discos are involved, the end time is often 2 or 3 am and the DJs involved are always keen to increase the volume of music towards the end of the evening, to encourage the party to get up and dance and go home having had a great time. Unfortunately, music blasting out from behind one sheet of canvas at 2 am is not great for adjacent residents who have to get up at 6am or before for shift work. A quieter acoustic alternative would be welcome, though a 12 piece band would not, even if it was not amplified. The owners of the Wool Barn have developed an innovative and successful strategy by requiring wedding parties to use silent discos after midnight. This works extremely well and is much better for adjacent residents. A policy which recommends at the very least that sound amplification in marquees should cease at midnight would be very welcome.</p> | <p>It should be noted that many such occasional events in marquees are covered by temporary event notices which will only come before a hearing panel if the Police or Environmental Protection make objection. Under the Licensing Act 2003 residents and Town and Parish Councils are not included as a consultee for temporary events and so cannot object. Where residents and Town and Parish Councils experience disturbance from events held under a temporary event notice it is advised that they report it to the Council's Environmental Protection Team by emailing environmental.health@stroud.gov.uk. The Team will record the complaint and investigate where appropriate. When considering temporary event notices the Environmental Protection Team check their records every time a notice is submitted. If there is a history of complaint and disturbance they will try to mediate with the applicant or if unsuccessful they will put in an objection to the temporary event notice.</p> |
| 4 | Stroud Town Council | <p>The Council's Statement of Policy under the Licensing Act 2003 was recently considered. It was agreed to request that the following requirement should be added to policy number 3 'operators of high volume premises and events are encouraged to consider sustainable alternatives to glass drinking vessels'.</p> <p>It was also agreed that policy 9.6 should include 'welfare provision'. This would cover disabled access and facilities. It was felt the requirement of a lost children point is also important.</p> | <p>Paragraph Number 3 is incorrectly numbered in the consultation draft. It has been correctly numbered as 2.10. Amended and extra wording has been added to paragraph 2.10.</p> <p>The reference to 'polycarbonate or plastic drinking vessels' changed to '<i>Polycarbonate or other non glass drinking vessels</i>'</p> <p>And the following wording added.</p> |

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| | | | <p><i>'Stroud District Council is working in partnership with Stroud District Action on Plastic and supports the aim of eliminating unnecessary single use plastic. Where alternatives to glassware are used, licence holders are encouraged to consider sustainable alternatives such as biodegradable, compostable, recycled and recyclable drinking vessels'.</i></p> <p>Additional bullet points added to 9.6 under Welfare provisions;</p> <ul style="list-style-type: none"> • <i>'Lost child plan</i> • <i>Accessibility plan including wheelchair access and accessible toilet provisions'</i> |
| 5 | Wotton under Edge Town Council | <p>It was noted that in section 9 Large Scale Events 9.1 needed to be reworded as follows: A large scale event is considered to be one where the capacity is more than 499.</p> <p>It was also noted that in Section 2 Prevention of Crime and Disorder 3.0 Operators of high volume premises and outdoor events are encouraged to consider polycarbonate or plastic drinking vessels. In addition to be more environmentally friendly could the use of recycled and recyclable drinking vessels be considered?</p> | <p>Noted and missing word added to 9.1</p> <p>Extra wording has been added to paragraph 3.0 (now paragraph 2.10) to reflect this comment. See response to consultee 4.</p> |
| 6 | Dursley Town Council | <p>I can confirm that the draft Policy was reviewed, it was noted that the implications of Covid19 had been considered appropriately and no further comments were made.</p> | <p>Noted</p> |
| 7 | Uley Parish Council | <p>Comments received from Uley PC Councillors:</p> <ol style="list-style-type: none"> 1. I have just read the document and it looks like they have made some good additions. There is a winding down time which mentions noise, and the local authority have the same power as the Police to close down a venue for 24 hrs if causing a nuisance. 2. The only thing I disagree with is asking night time venues to use plastic tumblers instead of glass - I thought SDC were meant to be going single use plastic free so I would like to | <ol style="list-style-type: none"> 1. Noted 2. Extra wording has been added to paragraph 3.0 (now paragraph 2.10) to reflect this comment. See response to consultee 4. 3. Extra wording added to 4.6 (ix) <p><i>'Applicants are encouraged to recycle waste wherever possible;'</i></p> |

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| | | <p>comment on that. If people are going to fight they will find something else to do damage with I'm sure.</p> <p>3. It would have been nice to have read something about a requirement to recycle waste wherever possible. I don't believe this was mentioned; save for a requirement to include waste in an Event Management Strategy for large events.</p> | |
| 8 | Owlpen Parish Meeting | <p>Background</p> <p>Owlpen Parish is located in a small valley in the Cotswold AONB. There is one Licensed venue in the Parish which is principally a wedding venue and busiest in the summer. In order to hold larger weddings a marquee can be erected in an adjacent field and in these instances a Temporary Event Notice is applied for.</p> <p>Specific Comments</p> <p>1. At 1.15 The Council's Statement of Licensing Policy under Licensing Act 2003 makes a clear statement that its object is to allow licensed activities in a way which 'is not to the detriment of residents and does not give rise to the loss of amenity'</p> <p>2. At 4.0 when expanding on the Prevention of Public Nuisance the emphasis appears to be mainly on disturbance late at night. This is a dilution of the phrase 'loss of amenity' which should cover the right of a resident to enjoy their property relatively undisturbed 24/7</p> <p>3. At 11.2 the Policy states in relation to 'Each and every application''if no relevant representations are received' the license will be automatically issued.</p> <p>4. The process for application for a Temporary Event Notice within the Stroud District does not allow for notification to, or representation from, the public. The Licensing Act 2003 Section 104 does not specifically exclude public consultation.</p> | <p>1.& 2. It is generally recognised that the more sensitive times are going to be late at night. How it is agreed that sometimes disturbance at other times of day can have impact on residents and the policy does seem to mainly focus on disturbance late at night. New paragraph added 4.3.</p> <p><i>“There may be times where disturbance may have impact at other times and account will be taken of the volume/impact of the disturbance, frequency, the proximity of neighbouring residents and businesses and the general noise levels in the location”.</i></p> <p>3. to 7 and General Comments. The Licensing Act 2003 and Regulations under the Act prescribe the process and the permitted numbers for temporary event notices. The Licensing Act, as amended by the Police Reform and Social Responsibility Act 2011 s112 states objections can only be made by the Police and Environmental Protection.</p> <p>New paragraphs 1.6 and 1.7 added to give clarification</p> <p><i>“New and major variation applications for premises licences and club premises certificates undergo a statutory 28 representation process</i></p> |

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| | <p>5. At 1.22 It is stated that all representations will be given appropriate weighting (without specifically excluding TENs)</p> <p>6. In Appendix A, Determination of an objection to a Temporary Event Notice is listed as a delegated function. It is not clear from whence any objection might come.</p> <p>7. There is nothing in the Stroud Policy nor Licensing Act which dictates how many or how frequently it is appropriate to apply for, or issue, a TEN.</p> <p>General Comments</p> <p>As the process for application and approval of TENs excludes public notification the only form of objection has to be a complaint after the fact. This puts the onus on the sufferer to complain rather than the nuisance generator to comply. Stroud is thus not fulfilling its pledge at 1.15.</p> <p>The Stroud limit of 15 TENs per annum is high for something which is Temporary. When numbers of TENs are applied for on an annual basis it begs the question as to whether the 'temporary' activity has become a permanent commercial offering.</p> <p>A noise management plan is pointless if it does not include an audible noise/distance limitation and or volume limit.</p> <p>Outdoor events are obviously more frequent in the summer and there are only so many weekends which are appropriate. These are also weekends when residents will wish to enjoy their gardens and properties in peace. It would be more in keeping with the prevention of public nuisance objects of the Policy if the actual number of TENs being issued per location was a consideration, as was their sympathetic spacing across the summer months.</p> | <p><i>whereby responsible authorities and any other party can make representation. If there is no representation the licence will be granted as applied for. If there is valid representation the application will be considered by a hearing panel</i></p> <p><i>The general public cannot make representation about temporary event notices. In accordance with the provisions of the Licensing Act 2003, temporary event notices are circulated to the Police and Environmental Protection who may make objection. If they do not make objection the event can go ahead. If an objection is made the temporary event notice will be considered by a hearing panel. The panel can allow the event to proceed or issue counter notice which will prohibit the event. The numbers of temporary event notices permitted per year are prescribed in regulations under the Licensing Act.”</i></p> <p><i>Comment about noise management plan noted. Setting volume limits is a complex process and generally noise management plans would be referred to Environmental Protection Officers for consideration on a case by case basis.</i></p> |
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| | | | |
|----|-------------------------|--|---|
| 9 | Cllr John Jones | Can extra wording be added to highlight the problem of proxy sales where older people buy alcoholic drinks for children? | New paragraph, 5.5, added in Protection of children section <i>'Where appropriate applicants are encouraged to have procedures in place to prevent proxy sales of alcohol. Proxy sales are where persons over the age of 18 purchase alcohol for consumption by younger persons under the age of 18'</i> |
| 10 | Stonehouse Town Council | Stonehouse Town Council supports the proposed revisions to the Statement of Licencing Policy. In particular, it supports the proposal to apply a flexible and creative approach to businesses in relation to Covid 19 measures (1.26). We note and support the various measures in relation to winding down at the end of evening and use of glassware (Section 2, para. 3.0) but suggest that businesses are asked to consider using alternatives to glassware which are reusable rather than disposable. | Extra wording has been added to paragraph 3.0 (now paragraph 2.10) which reflects the comment about using alternatives to glassware which are reusable rather than disposable. See response to consultee 4. |



LICENSING ACT 2003

STATEMENT OF LICENSING POLICY

**Draft with amendments
following consultation**

For Commencement 7 January 2021

Foreword

The geographical area administered by Stroud District Council is mainly rural in nature and based around the market towns of Berkeley, Dursley, Nailsworth, Stonehouse, Stroud and Wotton under Edge. The District covers an area of approximately 175 sq miles; it contains 52 separate parishes and has a population of around 119,000. It is one of six district councils within Gloucestershire.

The authority has approximately 431 current premises licences and 47 current club premises certificates. These include 122 public houses, 2 night clubs, 88 off-licences, 17 late night takeaways, 12 premises offering online sales only and 60 village halls with 24 licensed to sell alcohol. The district receives approximately 78 temporary event notifications per month. (These figures are based on pre Covid19 data).

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1 INTRODUCTION

Scope of the Licensing Act 2003

- 1.1 Stroud District Council (the Council) is the Licensing Authority for Stroud district and is responsible under the Licensing Act 2003 (the Act) for the regulation of 'licensable activities' within its area. The licensable activities that are required to be licensed under the Act are as follows:
- The retail sale of alcohol
 - The supply of alcohol by or on behalf of a club, or to the order of a member of the club
 - The provision of regulated entertainment
 - The provision of late Night Refreshment
- 1.2 The licences and permissions that are administered and enforced by the Council under the Act are:
- Premises Licences
 - Club Premises Certificates
 - Personal Licences
 - Temporary Event Notices

Purposes of Statement of Licensing Policy

- 1.3 The Act imposes a duty on the Council to develop, publish and review a Statement of Licensing Policy that sets out the policies that the Council will generally apply when making decisions under the Act.
- 1.4 The main purpose of this policy is to provide guidance to applicants, licence holders, responsible authorities, local residents and businesses
- 1.5 In particular, it gives guidance on how the Council will make decisions in cases where there has been representation or objection against an application or notice or where application has been made to review an existing licence. In these cases, the Council's discretion becomes engaged and a hearing must be held. The Council can grant, refuse, revoke, amend or add conditions.
- 1.6 New and major variation applications for premises licences and club premises certificates undergo a statutory 28 representation process whereby responsible authorities and any other party can make representation. If there is no representation the licence will be granted as applied for. If there is valid representation the application will be considered by a hearing panel
- 1.7 The general public cannot make representation about temporary event notices. In accordance with the provisions of the Licensing Act 2003, temporary event notices are circulated to the Police and Environmental Protection who may make objection. If they do not make objection the event can go ahead. If an objection is made the temporary event notice will be considered by a hearing panel. The panel can allow the event to proceed or issue a counter notice which will prohibit the event. The numbers of temporary event notices permitted per year are prescribed in regulations under the Licensing Act.

Commented [AR1]: Additional paragraphs added in response to consultation comment to give clarification on the process for representations about premises and club premises applications and the procedure and objection process for temporary event notices

Licensing Objectives and Key Aims

- 1.8 The Council will actively seek to promote the four statutory licensing objectives that are set out in section 4 of the Act, which are as follows:
- The prevention of crime and disorder
 - Public safety
 - The prevention of public nuisance
 - The protection of children from harm
- 1.9 Each objective is of equal importance and the Council's policy relating to each of them is given in this Licensing Policy.
- 1.10 Stroud District Council will also actively seek to promote key aims laid out in the Guidance issued by the Secretary of State including:
- protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises;
 - giving the police and licensing authorities the powers they need to effectively manage and police the night-time economy and take action against those premises that are causing problems;
 - recognising the important role which pubs and other licensed premises play in our local communities by minimising the regulatory burden on business, encouraging innovation and supporting responsible premises;
 - providing a regulatory framework for alcohol which reflects the needs of local communities and empowers local authorities to make and enforce decisions about the most appropriate licensing strategies for their local area; and
 - encouraging greater community involvement in licensing decisions and giving local residents the opportunity to have their say regarding licensing decisions that may affect them.

Review of Statement of Licensing Policy

- 1.10 This Statement of Licensing Policy has been prepared in accordance with the provisions of the Act and the Guidance issued by the Secretary of State under Section 182 of the Act. **This Policy was adopted at Full Council on ??? 2020** and takes effect on 7th January 2021 and will remain in force for a period of not more than five years (or in accordance with any amendments to the legislation). The Statement of Licensing Policy is a live document subject to continuous review to meet changing needs of the community, business circumstances and legislation. Any amendments to the Licensing Policy will be made following consultation with parties that have an interest.
- 1.11 There are a number of groups who have an interest in the licensing of premises under the Act, including, but not limited to the licensed trade, customers, businesses, residents and enforcing agencies. Before publishing the Licensing Policy and any amendments to it, the Council will consult with,
- Gloucestershire Constabulary
 - Gloucestershire Fire and Rescue Service
 - Gloucestershire Public Health
 - Bodies representing local holders of personal licences
 - Bodies representing premises licences and club premises certificates

- Bodies representing local businesses and residents

1.12 In addition, the Council may also consult with other local bodies and agencies as appropriate. See Appendix D for list of bodies and agencies consulted with during consultation for this Policy.

1.13 The Council will give appropriate weight to the views of consultees

1.14 In formulating the licensing policy the Licensing Authority has had regard to Stroud District Council's Health and Wellbeing Plan and Gloucestershire Health and Wellbeing strategy and, where they link into the Licensing Act objectives, seeks to complement the aims of those strategies

General Principles

1.15 The objective of the licensing process is about regulating licensable activities on licensed premises and at qualifying clubs and temporary events within the Act. More particularly, it is about creating a unified system of regulation to allow the sale and supply of alcohol, and the provision of regulated entertainment and late night refreshment, to be carried out in a way that ensures public safety, is not to the detriment of residents and does not give rise to the loss of amenity. The Council's aim is to facilitate well-run and managed premises with licence holders displaying sensitivity to the impact of the premises on local residents.

1.16 The Council recognises that licensing law is not the primary mechanism for the general control of anti-social behaviour by individuals once they are beyond the direct control of the individual, club or business holding the licence, certificate or permission concerned. As such, conditions attached to authorisations will focus on matters which are within the control of individual licence holders and others with relevant authorisations, that is, the premises and its vicinity. However, the Council expects every holder of a licence, certificate or permission to be responsible for minimising the impact of their activities and anti-social behaviour by their patrons within the immediate vicinity of their premises.

1.17 The Council will avoid unnecessary duplication of existing legislation and other regulatory regimes e.g. health & safety legislation, environmental protection legislation etc that already place obligations on employers and operators. Conditions in respect of public safety will only be attached to licences by the Council as appropriate for the promotion of the licensing objectives.

1.18 The Council will work in partnership with other local authorities, the responsible authorities, statutory bodies and agencies, particularly those located in Gloucestershire, as appropriate, to ensure a consistent approach is taken on licensing matters whilst respecting the differing needs of the individual communities.

1.19 Nothing in the Council's Licensing Policy shall undermine any person from applying for any variety of licensable activities under the Act, and every application received will be considered on its own merits.

1.20 The Council when acting as the Licensing Authority will seek to balance the needs of both the wider and local communities and commercial premises and activities, against the needs of those who may be adversely affected by the applicant's activities. The views of vocal minorities will not usually predominate over the general interests of the community.

1.21 Where it is necessary to depart from the Guidance, either in this policy or at any other time, the council will give clear and sound reasons for doing so.

- 1.22 All representations (excepting those representations that are deemed to be frivolous, vexatious or repetitious) will be given appropriate weighting when being considered by the Council. Nothing in this policy shall override the right of any person to make representations on an application or to seek a review of a certificate where provision has been made for them to do so in the Act.

Cultural Events

- 1.23 The performance of live art often associated with cultural events and particularly traditional entertainment such as that performed by street artists as part of street entertainment can be central to the development of cultural diversity and vibrant communities, which if absent could lead to a loss of community awareness. The Council will monitor the impact of licensing on the provision of regulated entertainment and particularly live music and dancing.
- 1.24 The Council will continue to encourage, promote and provide opportunities for such events and entertainment throughout the district by making application for a Premises Licence where appropriate in respect of land and public open spaces that it owns, thereby enabling performers and entertainers who wish to provide regulated entertainment to do so by obtaining the permission of the premises licence holder without needing to either obtain a licence or give a temporary event notice.

Covid19

- 1.26 The Coronavirus Regulations required many licensed premises to be closed for a period of time or to work in different ways such offering a takeaway and/or shop service. Where appropriate the Council will apply some flexibility and creativity in the implementation of application processes to enable businesses to get back running safely and to help the local economy to recover.
- 1.27 During times when the Government is advising that premises must have social distancing measures in place, or there are other similar Government directions, it is expected that new applicants will have undertaken a risk assessment and include in their application the measures they will be implementing.
- 1.28 Where there is evidence that a licence holder is breaching Coronavirus Regulations, or any similar public health direction, in the first instance advice will be given. However, if breaches continue action may be taken under the relevant emergency legislation and/or the licence may be reviewed under the Licensing Act under the prevention of crime and disorder and public safety objectives

2 PREVENTION OF CRIME AND DISORDER

- 2.1 The Council places considerable importance on the prevention of crime and disorder and will fulfil its duty under Section 17 of the Crime and Disorder Act 1998 to do all it reasonably can to prevent crime and disorder in the District.
- 2.2 Licensed premises, especially those offering late night/early morning entertainment, alcohol and refreshment for large numbers of people, can if not properly managed sometimes

become a source of public nuisance generating crime and disorder problems. The Council expects applicants to develop operating schedules that demonstrate their ability to exercise suitable control over licensable activities.

- 2.3 Where appropriate, applicants are recommended to seek advice from Gloucestershire Constabulary when considering prevention of crime and disorder in their operating schedules

Handling of Drugs found on licensed Premises

- 2.4 Where appropriate, applicants are encouraged to agree a protocol with Gloucestershire Constabulary on the handling of illegal drugs found on their premises.

Stroud Safe Scheme

- 2.5 Where appropriate applicants are encouraged to become members of Stroud Safe and to regularly attend any meetings. Stroud Safe is a not for profit organisation which enables licensed premises to work together to reduce shoplifting, theft, anti-social behaviour, alcohol related disorder, street drinking and begging. Stroud Safe can provide radios to members to share communications and also operates a yellow card/red card exclusion scheme whereby customers who misbehave can be banned from all premises that are members of Stroud Safe. Members include shops, restaurants, pubs, clubs and transportation services. The Stroud Safe Manager holds regular meetings to share information between members and works closely with the Police and Stroud District Council

Commented [AR2]: More details about Stroud safe provided in response to consultation comment

CCTV

- 2.6 Where appropriate applicants are encouraged to install a CCTV system that will be maintained and will record at all times the premises are open to the public. All recordings to be stored chronologically in a secure place for a period of not less than 31 days and to be produced to the Police and authorised officers of the Council on request.

Door Supervisors

- 2.7 The prevention of crime and disorder may also be promoted by employing registered door supervisors, ensuring all staff have appropriate training, incorporating a search policy into the entry conditions of the premises.

Dispersal / End of Evening Policy

- 2.8 Premises that are close to residential properties are expected to consider dispersal or end of evening policies to minimise the potential for disorder and disturbance as customers leave the premises and evidence of such consideration should be detailed in the application form.

Winding Down Time

- 2.9 Premises serving alcohol after 11pm should consider giving customers the opportunity to remain on the premises after last orders to encourage a 'wind down' period. The Licensing Authority will normally expect the service of alcohol to cease at least 30 minutes before customers are required to leave the premises. Applicants should consider a strategy of how

they will implement a 'winding down' period and detail this in the application form. This could include slowing down the pace, volume and type of music played, brighter lighting arrangements and serving hot food, coffee and other soft drinks.

Use of Glassware

- 2.10 As a measure to reduce alcohol-related injuries, where it is appropriate to the venue or event, consideration should be given to the use of safer alternatives to traditional glassware. Operators of high volume premises and outdoor events are encouraged to consider polycarbonate or other non glass drinking vessels subject to Weights and Measures marking requirements. Glass related assaults are more likely to occur in pubs, clubs, as well as public spaces, on Friday and Saturday nights in the late night/early hours of the morning between the hours of 22:00 - 03:00.

Commented [AR3]: Changed the word plastic to other non glass

Stroud District Council is working in partnership with Stroud District Action on Plastic and supports the aim of eliminating unnecessary single use plastic. Where alternatives to glassware are used, licence holders are encouraged to consider sustainable alternatives such as biodegradable, compostable, recycled and recyclable drinking vessels'.

Commented [AR4]: Additional wording to in response to consultation comments about use of single use plastic glasses

3 PUBLIC SAFETY

- 3.1 The Act covers a wide range of premises that will present a mixture of risks to public safety, some of which may be common to different premises whilst others will be unique to specific operations.
- 3.2 Where the applicant can demonstrate compliance with statutory requirements (e.g. relating to fire prevention etc), and that suitable and sufficient risk assessments are in place which are relevant to the activities proposed and the Council's discretion has been engaged by the receipt of a relevant representation, the Council will not normally seek to duplicate such controls by the imposition of licensing conditions.

Capacity limits

- 3.3 The Council will not seek to set a capacity limit for premises for fire safety purposes only as this is controlled by the Fire Service under the Regulatory Reform (Fire Safety) Order 2005.
- 3.4 The Council is however committed to ensuring public safety especially in relation to premises providing regulated entertainment and in some cases a capacity limit may be relevant to the Licensing Objectives.
- 3.5 The identification of a safe capacity limit for premises ensures that persons can be evacuated safely from premises in cases of emergency and may be one means of promoting the Act's public safety objective. The design and layout of premises are important factors when determining a safe occupant capacity. Other factors that may influence safe occupancy limits and may need to be considered when assessing the appropriate capacity for premises or events include;
- the nature of the premises or event;
 - the nature of the licensable activities being provided;
 - the provision or removal of such items as temporary structures, such as a stage, or furniture;

- the number of staff available to supervise customers both ordinarily and in the event of an emergency;
- the age spectrum of the customers;
- the level and frequency of attendance by customers with disabilities, or who may be unable to speak or understand English;
- availability of suitable and sufficient sanitary facilities;
- nature and provision of facilities for ventilation.

3.6 The Council encourages applicants for premises licences that provide regulated entertainment (or any other premises providing a licensable activity where occupant capacity may be a fire safety issue) to seek advice regarding safe occupancy levels from the Fire Safety Section of Gloucestershire Fire and Rescue Service.

3.7 Where following receipt of a relevant representation the Council's discretion has been engaged, and it believes it is necessary to impose a condition identifying an occupancy limit on a premises licence, the Council will give due consideration to the guidance on calculating capacity limits for licensed premises on Gloucestershire Fire and Rescue Service's website www.glosfire.gov.uk

4 PREVENTION OF PUBLIC NUISANCE

4.1 Licensed premises, especially those operating late at night and in the early hours of the morning, can sometimes cause a range of nuisances impacting on communities and people living, working or sleeping in the vicinity of the premises.

4.2 In relation to "the prevention of public nuisance" the Council will seek to minimise the extent to which residents are disturbed late at night and seek to protect the amenity of residents and businesses in the vicinity of licensed premises.

4.3 There may be times where disturbance may have impact at other times and account will be taken of the volume/impact of the disturbance, frequency, the proximity of neighbouring residents and businesses and the general noise levels in the location.

Commented [AR5]: New comment to reflect consultation comment that policy appears to focus on disturbance at night

4.4 Where appropriate, applicants are recommended to seek advice from the Council's Environmental Protection Section when considering prevention of public nuisance and developing their operating schedules.

4.5 Where appropriate applicants are recommended to provide a noise management plan with their application. Examples where this might be appropriate are outdoor events or late evening venues.

4.6 Where the Council's discretion has been engaged following the receipt of a relevant representation the Council will take into account the adequacy of measures proposed to deal with the potential for nuisance and/or anti-social behaviour having regard to all the circumstances of the application. In particular, the Council will consider any action that the applicant has taken or is proposing with regard to the following:

- i) prevention of noise and vibration escaping from the premises, including music, noise from ventilation equipment, and human voices. Such measures may include the installation of soundproofing, air conditioning, acoustic lobbies and sound limitation devices;

- ii) preventing noise from marquees and similar structures, which generally have poor soundproofing and can cause disturbance to local residents particularly between the hours of 11.00 pm and 7.00 am. Such measures may include non amplified music only or silent discos after 11.00 pm
- iii) preventing disturbance by customers arriving at or leaving the premises, particularly between the hours of 11.00 pm and 7.00 am;
- iv) preventing queuing by pedestrians or vehicular traffic, or if some queuing is inevitable then ensuring the queues are diverted away from neighbouring premises, or are otherwise managed, to prevent disturbance or obstruction;
- v) the use of gardens and other open-air areas;
- vi) the location of external lighting, including security lighting;
- vii) other appropriate measures to prevent nuisance, such as the employment of registered door supervisors or the use of CCTV;
- viii) preventing the consumption or supply of illegal drugs, including search procedures;
- ix) whether the premises would lead to increased refuse storage or disposal problems, or additional litter (including fly posters and illegal placards) in the vicinity of the premises or that the manner of storage of any other waste materials does not adversely impact on public safety. Applicants are encouraged to recycle waste wherever possible;
- x) any history of previous nuisance complaints proved against the premises, particularly where statutory notices have been served on the present licensees. (Similarly cognisance will be taken of any evidence showing good management and no previous nuisance complaint history);
- xi) to utilise effective means of reducing disorder by communicating with other licensees and the Police in communicating information regarding the potential for anti-social or criminal behaviour. (e.g. radios, pagers, ring rounds, membership of Stroud Safe etc.)

Commented [AR6]: Additional wording about marquees in response to consultation comment that music from marquees causes disturbance

Commented [AR7]: Extra comment added about recycling waste to reflect consultation comment

5 PROTECTION OF CHILDREN FROM HARM

- 5.1 The Council acknowledges the role that the Gloucestershire Safeguarding Children Board can play in promoting the Act's objective relating to the protection of children from harm. The Council recognises this body to be competent to act as the responsible authority in relation to the protection of children from harm and it is this body to which applicants should forward copies of their applications.
- 5.2 The Council recognises that some licensees may wish to hold functions or provide facilities targeted specifically towards children (under 16 Discos, children's parties, supervised crèche/play areas etc.) and expects organisers of such functions or activities associated with licensed premises to take all reasonable steps to ensure that staff employed will not put children at risk from harm e.g. the organiser could request that potential employees provide sufficient information to allow an enhanced DBS check.
- 5.3 The Council expects personal licence holders to contribute to not serving alcohol to persons under the age of 18, except in limited conditions allowed for by law and recommends that the following are preferred ways to verify a person's proof of age: -
- Passport
 - Photo card driving licence issued in a European Union country;
 - PASS (Proof of Age Standards Scheme) accredited card eg Validate UK.
- 5.4 Where appropriate applicants are encouraged to participate in the Challenge 25 age verification scheme

5.5 Where appropriate applicants are encouraged to have procedures in place to prevent proxy sales of alcohol. Proxy sales are where persons over the age of 18 purchase alcohol for consumption by younger persons under the age of 18.

Commented [AR8]: Additional wording to reflect consultation comment about concerns with proxy sales

Children and Internet Sales of Alcohol

5.5 The Council recognises the potential risk to children from mobile, remote, internet and other delivery sales of alcohol being made to or accepted on the doorstep persons under 18. The Council expects applicants for internet and delivery alcohol sales to explain in their application how they will ensure that sales and deliveries are only made to persons over 18. This could include checks whilst taking bookings and ensuring a signature of a responsible adult on delivery.

Access by Children to Licensed Premises

5.6 The Council will not require licensed premises to give access to children at all times. The Council may limit the access of children to licensed premises if necessary for the promotion of the licensing objectives and especially relating to the prevention of harm to children. This includes physical, moral or psychological harm. The following are examples of premises that may raise concerns:

Commented [AR9]: Reworded following comment this paragraph was ambiguous

- 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;
- where there is evidence that underage drinking has gone on at the premises in the past;
- premises 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); and
- where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises.

5.7 When following a relevant representation, the Council's discretion has been engaged the Council may in determining whether it is necessary to limit the access of children to licensed premises consult with Gloucestershire Constabulary, Gloucestershire Social Services and other agencies as appropriate. If having considered the application and the representation the Council believes it is necessary to restrict access to the premises by children through the attachment of conditions the options available to the Authority could include (but are not limited to):

- limitations on the hours when children may be present;
- age limitations for persons under 18;
- limitations or exclusion when certain activities are taking place;
- full exclusion of persons under 18 when certain licensable activities are taking place;
- limitation of access to certain parts of the premises for persons under 18;
- requirement for an accompanying adult to be present.

5.8 The Council will not impose any conditions that specifically require the access of children to the premises.

Children and Films

5.9 Films cover a vast range of subjects, some of which deal with adult themes and/or contain, for example scenes of horror or violence that may be considered unsuitable for children of

certain age ranges. Where premises are used for film exhibitions and the Council's discretion has been engaged following receipt of a relevant representation, the Council will normally seek to impose conditions restricting access only to persons who meet the required age limit in line with any certificate granted by the British Board of Film Classification (BBFC). The Council expects licence holders to ensure that age restrictions for film exhibitions are properly complied with.

- 5.10 The Council does not intend to adopt its own system of film classification but reserves the right to amend the classification imposed by the British Board of Film Classification (BBFC). If the Council attaches an age restriction to any film that differs from the BBFC classification or attaches one to an unclassified film, the information about the Council's classification will be published on the Council's website at www.stroud.gov.uk.

6. PLANNING

- 6.1 As far as is practicably possible, the Council will avoid unnecessary duplication or inefficiencies by properly separating the planning and licensing regimes
- 6.2 Applicants are encouraged to ensure that the proposed activity will constitute lawful planning use and the hours sought do not exceed those authorised by any planning permission.
- 6.3 Where the hours authorised by the relevant planning permission are different to the licensing hours for those premises, the law requires the licence holder to observe the earlier closing time. Premises acting in breach of their planning permission would be liable to enforcement action under the planning legislation.

7 CUMULATIVE IMPACT

- 7.1 The Council recognises that there is a difference between commercial need and the cumulative impact of premises in an area. Commercial need is a matter for the Council's planning committee and for market forces, the cumulative impact of licensed premises on the promotion of the licensing objectives is however a proper matter for the Council acting as the Licensing Authority to consider.
- 7.2 The Council will not take 'need' into account when considering an application for a premises licence or club premises certificate.
- 7.3 However, the Council recognises that the cumulative impact of a significant number of licensed premises concentrated in one area may lead to serious impacts in terms of the licensing objectives and in particular nuisance, crime and disorder.
- 7.4 There is currently insufficient evidence to demonstrate that any particular concentration of licensed premises within the district is causing a cumulative impact on one or more of the licensing objectives requiring the Council to adopt a special policy of refusing new licences or restricting applications to vary the licensable activities of existing licensed premises.

7.5 Similarly there is currently insufficient evidence to demonstrate that an Early Morning restriction order is required in this district.

7.6 The Council has not adopted a Late Night Levy

7.7 The situation will be kept under review throughout the period that the Licensing Policy is in force with a view to collecting suitable evidence and then incorporating a special policy if appropriate.

7.8 The Council will encourage the use of other mechanisms for controlling problems caused by customers behaving badly and unlawfully once away from licensed premises. For example:-

- 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 Council.
- The provision of CCTV surveillance in town centres
- Stroud and Dursley are subject to Public Spaces Protection Orders under Anti-Social Behaviour, Crime and Policing Act 2014) as being places where alcohol may not be consumed publicly except where there is an authorisation in place. This means that customers purchasing alcohol from licensed premises may not drink that alcohol in the street, park or other public areas within the area covered by the Order, unless that area is covered by a temporary event notice, a premises licence or a pavement licence. This is often known as a street drinking ban and is enforced by the Police who can confiscate alcohol from members of the public and dispose of it
- Police enforcement of the general law concerning disorder and anti-social behaviour, including the issuing of fixed penalty notices for relevant offences.
- The prosecution of any personal licence holder or member of staff at such premises who is selling alcohol to people who are drunk.
- The confiscation of alcohol from adults and children in designated areas, within the limits of current legislation.
- Police and Local Authority powers to close down instantly, for up to 24 hours, any licensed premises or temporary event on grounds of disorder, the likelihood of disorder or noise emanating from the premises causing a nuisance.
- The power of the police, other responsible authorities or a local resident or business to seek a review of the licence or certificate in question.

Commented [AR10]: Expanded to give more information about Public Spaces Protection Orders that prohibit drinking alcohol in the street

8 LICENSING HOURS

8.1 The Licensing Act 2003 introduced flexible opening hours for premises, with the potential for 24 hour opening, seven days a week. The Council recognises the variety of premises for which licences will be sought and that fixed and artificially early closing times in certain areas can lead to peaks of disorder and disturbance on the streets when people tend to leave licensed premises at the same time. When dealing with licensing hours, each application will be dealt with on its individual merits.

8.2 The Council will have a flexible approach to opening hours and will deal with the issue of licensing hours having due regard to the individual merits of each application, taking into account requests for terminal hours in the light of the:

- environmental quality;
- residential amenity;

- character or function of a particular area; and
- nature of the proposed activities to be carried on and provided at the premises.

8.3 Generally the Council will consider licensing shops, stores and supermarkets to sell alcohol for consumption off the premises during the normal hours they are open for shopping purposes. There may, however, be instances where it is considered that there are good reasons for restricting those hours, for example, where police representations are made in respect of isolated shops known to be the focus of disorder and public nuisance.

8.4 Where following a relevant representation the Council's discretion has been engaged, consideration will be given to imposing stricter controls on noise and disturbance from particular licensed premises, such as those in mainly residential areas.

9 LARGE SCALE OUTDOOR EVENTS

9.1 A large scale event is considered to be one where the capacity is more than 499

9.2 Where there is no premises licence in place, it is recommended that a premises licence application should be submitted to the Licensing Service ideally 6 months before the event, but not less than 3 months.

9.3 The primary responsibility for safety of attendees at events rests with the event organisers.

9.4 Applicants are expected to have reference to The Event Safety Guide - A Guide to Health, Safety and Welfare at Music and Similar Events, commonly referred to as 'The Purple Guide'.

9.5 Applicants for large outdoor events are recommended to provide an Event Management Plan (EMP) with their application for a premises licence. For an ongoing premises licence The EMP should be reviewed, updated and submitted to the Council at least 3 months before the event.

9.6 The EMP should cover as a minimum the following area (this list is not exhaustive and will vary by event type):

- Site plan including site management, exits, entrances and the structural integrity of all temporary structures
- Crowd management, stewarding and security plan
- Use of SIA registered door supervisors
- Intended activities and entertainment
- Capacities
- Alcohol management plan
- Production details
- Medical and first aid provision
- Fire safety and control
- Noise Management Plan
- Car-parking arrangements
- Sanitary provisions
- Concessionary activities
- Drug Policy

- Emergency Evacuation Plan
- Counter terrorism measures
- Welfare provisions
- Lost child plan
- Accessibility plan including wheelchair access and accessible toilet provisions
- Traffic management plan
- Refuse and recycling plan
- Where appropriate measures in place to prevent spread of Covid19 or similar

Commented [AR11]: Additional points added to reflect consultation comment that these points should be included

Safety Advisory Group and large outdoor events

- 9.7 In most cases large events will engage the Safety Advisory Group (SAG). The SAG is a group established to provide specialist advice and guidance in relation to safety at, concerts, festivals and other events.
- 9.8 Applicants for a premises licence for a large event are encouraged to submit a SAG notification. Where a premises licence has been granted for on-going events the licence holder is encouraged to submit a SAG notification annually. The notification should be submitted ideally at least 6 months before each event but not less than 3 months.

10 PROMOTION OF EQUALITY

- 10.1 The Council recognises that the Equality Act 2010 places a legal obligation on public authorities to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation; to advance equality of opportunity; and to foster good relations, between persons with different protected characteristics. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- 10.2 Public authorities are required to publish information at least annually to demonstrate their compliance with the equality duty. Stroud District Council is firmly committed to providing and promoting equality for all its employees, service users and the wider community. Further information and data is provided on Stroud District Council's website www.stroud.gov.uk

Access And Evacuation For Persons With Disabilities

- 10.3 Disabled people have the right to access services. There are clear legal responsibilities under the Equality Act 2010, requiring all service providers to make reasonable adjustments to enable disabled persons to access the service thereby ensuring that disabled people are not discriminated against.

11 THE LICENSING PROCESS

- 11.1 When dealing with applications made under the Act the Council will take account of and give appropriate consideration to:

- The Act together with regulations made thereunder;
 - Guidance issued under the Act and
 - Its own licensing policy and appendices attached thereto, considering each application on its individual merits.
- 11.2 Each and every application received whether for the issue of a personal or premises licence or club premises certificate will be treated fairly and will be considered on its own merits. If no relevant representations are received, then the licence will be issued automatically with such conditions attached as are;
- Relevant mandatory conditions under the Act, or,
 - Consistent with the operating schedule accompanying the application. (Except where an application is made for a minor variation in which case conditions cannot be imposed)
- 11.3 One of the major principles underlying the Licensing Act 2003 is that the licensing functions contained within the Act should be delegated to an appropriate level so as to ensure speedy, efficient and cost effective service delivery.
- 11.4 Appendix A to this policy is a Table of Delegated Functions setting out the Council's scheme of delegations for the discharge of functions under the Act. However, it should be noted that these delegations will not prevent Officers from referring an application to a Sub-Committee of/or the Committee that deals with licensing if it is considered appropriate to the individual circumstances of the case.
- 11.5 Applications for new premises licences and major variations must be accompanied by a proposed Operating Schedule. The Council expects such applicants to address the licensing objectives in their Operating Schedule by having regard to the type of licensable activities to be provided, the premises, their operational procedures, the nature of the location and the needs of the local community.
- 11.6 The Council encourages all applicants to undertake a thorough and appropriate risk assessment relevant to their business, particularly with regard to how they will promote the licensing objectives relevant to that business. When considering those steps that may be necessary in promoting the licensing objectives applicants should give consideration to the guidance issued under Section 182 of the Licensing Act 2003 and this Statement of Licensing Policy.
- 11.7 Some regulations do not cover the unique circumstances relating to some forms of entertainment. Where the Council's discretion has been engaged and it is necessary to impose conditions to promote the Act's objectives such conditions will be tailored to the individual style and characteristics of the premises and events concerned.
- 11.8 Minor variation applications are restricted to changes that will not undermine the licensing objectives. Other Parties may make representations and the Council is entitled to seek the views of any of the responsible authorities when determining such applications. There is no right to a hearing and officers have delegated powers to determine applications under this process. The overall test for officers will be to decide whether or not the proposed minor variation would impact adversely on any of the four licensing objectives.
- 11.9 An application can be made by a community premises to remove the mandatory condition, with regard to sale of alcohol, requiring a designated premises supervisor to be named on the licence. Instead the management committee itself will authorise the sale of alcohol. The Council must be satisfied that the premises are operating as a community premises and that the management committee can ensure that alcohol sales are properly supervised

particularly if hired for a private event. The Council would normally expect to see evidence of the management structure and a hiring agreement.

12 ENFORCEMENT AND COMPLAINTS

- 12.1 The Council recognises the contribution that can be made by developing effective working practices with our partner agencies. The Council will investigate complaints made to it regarding licensed premises of any description and recognises the contribution that can be made by developing effective working practices with our partner agencies. The Authority has established an enforcement protocol with Gloucestershire Constabulary, and will liaise with the Constabulary when appropriate in an effort to avoid duplication of inspection or enforcement visits.
- 12.2 Where appropriate the Licensing Authority may also undertake joint enforcement investigations and/or share information with other services within Stroud District Council such as Planning, Environmental Protection, Health and Safety and Food Safety
- 12.3 Once licensed, it is essential that premises are maintained and operated so as to ensure the continued promotion of the licensing objectives and compliance with the specific requirements of the Licensing Act 2003. The Council will monitor premises and take any appropriate enforcement action to ensure compliance.
- 12.4 All decisions and enforcement actions taken by the Council will be in accordance with the Council's Enforcement Policy and the principles of consistency, transparency and proportionality.
- 12.5 The Council will continue to work with its partner agencies in enforcing the licensing laws and in the inspection of premises to ensure the licensing objectives and licence conditions are met. In particular, the Council will target its inspection process toward those premises that are considered as 'problematic' and 'high risk' premises requiring greater attention, while providing the 'lighter touch' in respect of low risk premises that are run well.
- 12.6 In undertaking the inspection of licensed premises the Council will promote the 'lighter touch' of enforcement through initially designating the following categories of risk weighting:
- i) Public Houses and Night Clubs in Stroud, Dursley town centres – Medium to High Risk (dependant on capacity of the premises and/or history)
 - ii) Public Houses in all other town centres – Low to Medium Risk (dependant on history)
 - iii) All other existing sites, urban or rural within the district – Low Risk (subject to history)
 - iv) Any site where the primary purpose is serving food, where the sale or supply of alcohol is ancillary – Low Risk (subject to history)
 - v) New sites not in (a) or (b) above – to be assessed dependant on location and style of operation or operators.

Reviews of Licences

- 12.7 The Council recognises that the ability of any other party, the Police and other responsible Authorities to apply for a review of a premises licence is also an incentive to effective self-regulation.

12.8 Where the Council's discretion has been engaged following receipt of a relevant request to carry out a review the Council has a range of options available to it under the Act including:

- To reject the representation
- Consider the representation and require no action to be taken
- Make modifications to the conditions of the licence including imposing new conditions, altering existing conditions or removing conditions (permanently or temporarily)
- To exclude a licensable activity from the scope of the licence (permanently or temporarily)
- To remove the Designated Premises Supervisor
- To suspend the licence for a period not exceeding three months
- To revoke the licence

12.9 In determining such reviews the Council will seek to establish the cause or causes of concern and any remedial action will be proportionate to and targeted at such causes. In making its determination the Council will only impose conditions that are appropriate and proportionate for the promotion of the Act's licensing objectives.

Matters to be considered

12.10 When considering the possibility of enforcement action or a request for review the Council will take into account all relevant circumstances and will view evidence of the following matters particularly seriously:

- Use of the premises for the use or supply of drugs;
- Use of the premises for laundering the proceeds of crime;
- Use of the premises for the sale or distribution of illegal firearms;
- Use of the premises for the sale or supply of stolen or counterfeit goods;
- Underage purchase and consumption of alcohol;
- Use of the premises for prostitution or sale/distribution of unlawful pornography;
- Use of the premises for unlawful gaming;
- Use of the premises for the organisation of racist, homophobic or sexual abuse or attacks;
- Nuisance from noise or smell caused by a failure to install any or inadequate equipment and/or failure to maintain such equipment;
- Failure of the licence holder to implement an effective policy to prevent fly posting and to contain or collect litter from flyers or other advertising materials discarded in the vicinity of the premises;
- Failure by the licence holder to implement an effective policy to contain or collect litter associated with the premises that is discarded in the vicinity of the premises;
- Failure to promptly respond to a warning properly given by the Fire Authority or other competent authority on a matter of public safety at premises;
- Failure to avoid easily avoidable but critical risks, including any obstruction of an escape route to, and if necessary beyond a fire exit. The locking or fastening of fire exit doors during times that premises are open for trade, will be considered an extremely serious failure;
- Any convictions for licensing offences;
- Immigration Offences such as employment of persons who do not have the right to work in the UK
- Previous failure to comply with licence conditions.

Underage drinking

- 12.11 In seeking to encourage efforts to reduce alcohol-induced problematic behaviour by under 18 year olds the Council acknowledges and commends the Portman Group code of practice on the naming, packaging and promotion of alcoholic drinks.
- 12.12 The Council will support the enforcement of underage purchase of alcohol and drinking laws when appropriate by encouraging partner agencies in the use of their enforcement powers, for example:
- i) Police exercise of powers (Confiscation of Alcohol (Young Persons) Act 1997) to remove alcohol from young people on the street.
 - ii) Police and trading standards implementing test purchasing to reduce off licence sales to under 18 year olds and carrying out age challenges to reduce underage drinking in pubs and licensed venues.

FURTHER INFORMATION

Information relating to the licensing process and application forms may be obtained from Stroud District Council's Licensing Section

Address: The Licensing Section, Stroud District Council, Council Offices, Ebley Mill, Ebley Wharf, Stroud, Glos. GL5 4UB

Email: licensing@stroud.gov.uk

Web: www.stroud.gov.uk

APPENDIX A - TABLE OF DELEGATED FUNCTIONS

| Matter to be dealt with | Full Committee | Sub Committee of Committee that deals with Licensing matters (Hearing Panel) | Officers |
|--|----------------|--|---|
| Application for personal licence with no unspent relevant convictions | | | All cases |
| Application for personal licence with unspent relevant convictions | | If a Police Objection | If no objection |
| Application for premises licence/club premises certificate | | If a relevant representation is made | If no representation is made |
| Application for provisional statement | | If a relevant representation is made | If no representation is made |
| Application to vary premises licence/club premises certificate | | If a relevant representation is made | If no representation is made |
| Application to vary designated premises supervisor | | If a police representation is made | All other cases |
| Request to be removed as designated premises supervisor | | | All cases |
| Application for transfer of premises licence | | If a police representation is made | All other cases |
| Application for interim authority | | If a police representation is made | All other cases |
| Application to review premises licence/club premises certificate | | All cases | |
| Decision on whether a complaint or objection is irrelevant, frivolous, vexatious etc | | | All cases |
| Decision to object when Local Authority is a consultee and not the lead authority | | | All cases |
| Determination of an objection to a temporary event notice | | All cases | |
| Application for minor variation to premises licence/club premises certificate | | | All cases including if representation is made |
| Application by community premises to disapply the mandatory conditions for alcohol on a premises licence | | If police objection is made | All other cases |

APPENDIX B - GLOSSARY

| | |
|--------------------------------|---|
| Club Premises Certificate | A certificate granted to a qualifying club under the Act. Alcohol must not be supplied other than to members and guests by or on behalf of the club. |
| Designated Premises Supervisor | A person named on a premises licence who has overall responsibility for sales of a alcohol. This person must be a personal licence holder and is normally the person that has day to day control of the premises |
| Hearing | A meeting of a panel of three Councillors (Sub Committee) from the Committee that deals with licensing matters who will consider an application where there has been relevant representation, objection or a request for a review |
| Late Night Refreshment | Provision of hot food or hot drink to members of the public, for consumption on or off the premises, between 11 pm and 5 am |
| Other Person | Any person, business or organisation. An 'Other Person' can make representation about premises licence and club premises certificate applications and can request a review of a premises licence or club premises certificate |
| Personal Licence | Licence issued to a person that authorises them to sell alcohol in, or to authorise another person to sell alcohol, in accordance with a premises licence. A personal licence is issued to a individual's home address and has effect indefinitely (has no end date). |
| Premises | Means any place and includes a building, outdoor area, vehicle, vessel moveable structure |
| Premises licence | Licence that authorises the premises to be used for one or more licensable activity |
| Representation | Comment made against, or in support, of an application for a new premises licence or club premises certificate or a variation to a premises licence or club premises certificate or a review of a premises licence or club premises certificate. A representation can be made by a responsible authority or other persons. The representation must be made during the representation period |
| Temporary Event Notice | A notice given to the Council of intention to hold a temporary event where licensable activities will take place. The person submitting the notice must do so at least 10 clear working days before the event. A late temporary event notice is one given with 5 to 9 clear working days. |

APPENDIX C - RESPONSIBLE AUTHORITIES – CONTACT DETAILS

| | |
|---|---|
| 1 Stroud District Council | Licensing Section, Stroud District Council, Ebley Mill, Ebley Wharf, Stroud, GL5 4UB Telephone: 01453 754440 Email: licensing@stroud.gov.uk |
| 2 Gloucestershire Constabulary | Harm Reduction, Police Headquarters, No 1 Waterwells, Quedgeley, Gloucester, GL2 2AN Telephone: 01452 754482 Email: Licensing@Gloucestershire.pnn.police.uk |
| 3 Gloucestershire Fire & Rescue Service | Chief Fire Officer Fire Service HQ, Waterwells Drive, Quedgeley Gloucester GL2 2AX Telephone: 01452/753333 Email; fire@glosfire.gov.uk |
| 4 Local department with responsibility for Planning | Head of Planning Development Services, Stroud District Council, Ebley Mill, Ebley Wharf, Stroud, Glos, GL5 4UB, Telephone: 01453 754518 E-mail: planning.enquiries@stroud.gov.uk |
| 5 Local department with responsibility for Environmental Pollution | Environmental Protection Manager Environmental Health, Stroud District Council, Ebley Mill, Ebley Wharf, Stroud, Glos, GL5 4UB Telephone: 01453 754478 Fax: 01453 754963 E-mail: environmental.health@stroud.gov.uk |
| 6 Local department with responsibility for Health & Safety | Commercial Services Manager Environmental Health, Stroud District Council, Ebley Mill, Ebley Wharf, Stroud, Glos, GL5 4UB Telephone: 01453 754478 Fax: 01453 754963 E-mail: environmental.health@stroud.gov.uk |
| 7 Gloucestershire Safeguarding Children Board | Gloucestershire Safeguarding Children Board Block 4, 1 st Floor, Room 133B, Shire Hall, Westgate Street Gloucester, GL1 2TH Telephone : 01452 583636 E.mail: gscb@gloucestershire.gov.uk |
| 8 Trading Standards | Gloucestershire Trading Standards Service, The Tri-Service Centre, Waterwells Drive, Quedgeley, Gloucester GL2 2AX Telephone: 01452 426201 E-mail: tradstds@gloucestershire.gov.uk |
| 9 Local health body representative | Public Health Department, Block 4, 2nd Floor Gloucestershire County Council Shire Hall, Westgate Street, Gloucester, GL1 2TG Telephone: 01452 328607 E-mail: Publichealth@gloucestershire.gov.uk |

APPENDIX D - LIST OF CONSULTEES FOR REVIEW OF STATEMENT OF LICENSING POLICY

This Statement of Policy has been developed by the Council in consultation with the following stakeholder groups, agencies and organisations

| |
|---|
| Responsible Authorities |
| Chief Officer of Police |
| Fire and Rescue |
| Gloucestershire Safeguarding Children Board |
| Environmental Health |
| Gloucestershire Trading Standards |
| Gloucestershire Public Health |
| The Local Planning Authority |
| Licence Holders and Representative of the trade |
| Email to all Licensed Premises |
| Stroud Safe |
| Association of Licensed Multiple Retailers (ALMR) |
| British Beer and Pub Association (BBPA) |
| Tesco Stores Ltd Licensing Department |
| The Midcounties Co-operative Limited |
| EI Group and Punch Taverns |
| Winckworth Sherwood LLP (rep Sainsburys) |
| Melrose Associates |
| Persons/bodies representative of businesses and residents |
| Stroud District Council Councillors |
| Parish Councils/Town Councils |
| Stroud and District Citizens Advice Bureau |
| The Wotton-under-Edge and District Chamber of Trade and Commerce |
| Stroud and District Chamber of Trade and Commerce |
| Nailsworth Chamber of Trade |
| Gloucestershire Safeguarding vulnerable adults board |
| Gloucestershire Health and Wellbeing Board GHWB |
| Other |
| Stroud District Council - Heads of Service |
| Stroud District Council - Legal Section |
| Other Licensing Authorities – Gloucestershire Licensing Officers Group (GLOG) |
| Stroud District Council's Web Site |
| Notice on Notice Board Reception Stroud District Council Offices, Ebley Mill |

COMMUNITY SERVICES AND LICENSING COMMITTEE

1 OCTOBER 2020

7

| | | | | |
|--|---|-------|----------|---------------|
| Report Title | EXTENSION OF PUBLIC SPACE PROTECTION ORDER – PROHIBITING ALCOHOL CONSUMPTION IN DESIGNATED PLACES | | | |
| Purpose of Report | To note the decision of the Strategic Director Communities to extend the existing Public Space Protection Orders for a further 3 year period from 20 th October 2020. | | | |
| Decision(s) | The Committee RESOLVES to note the extension to the existing Public Space Protection Orders relating to prohibiting alcohol consumption in designated places in Stroud and Dursley for an extension of 3 years – 20th October 2023. | | | |
| Consultation and Feedback | Consultation through Community Safety Partnership which includes key partner agencies including Gloucestershire Constabulary, Stroud Town Council and Dursley Town Council. The consultation has been carried out from 21 st August - 18 th September 2020. The results are included in Appendix 3. | | | |
| Report Author | Rachel Pratt, Senior Community Services Officer Tel: 01453 754866 Email: rachel.pratt@stroud.gov.uk | | | |
| Options | None | | | |
| Background Papers | None | | | |
| Appendices | Appendix 1 Dursley PSPO Area Map Appendix 2 Stroud PSPO Area Map Appendix 3 Consultation results | | | |
| Implications (further details at the end of the report) | Financial | Legal | Equality | Environmental |
| | No | Yes | Yes | No |

1. INTRODUCTION / BACKGROUND

- 1.1** The Prohibition of Alcohol Consumption in Designated Places Order 2002 for Stroud Town Centre and Dursley, automatically transitioned to a Public Space Protection Order (PSPO) on 20th October 2017 *via* a mechanism introduced by the Anti Social Behaviour, Crime and Policing Act 2014. ('the Act') The PSPOs prohibits alcohol consumption in designated places in Stroud and Dursley and expires in October 2020.
- 1.2** The extension of the restrictions will continue to impact positively on people who are affected by the anti social behaviour the order is designed to address. PSPOs are

designed to ensure the law-abiding majority can use and enjoy public spaces, safe from anti-social behaviour. The aim is for the PSPO to continue to deter people from engaging in the restricted activities.

- 1.3 Whilst the PSPO is designed to prohibit certain activities, it is also designed to enable people to feel that the place where they live, work or visit, is a safe and welcoming place. This links to the vision stated within the Council's Corporate Delivery Plan 2019-2020 of 'Leading a community that is making Stroud district a better place to live, work and visit for everyone'.
- 1.4 The Stroud District Community Safety Partnership Plan 2017 – 2021 identify local issues but also links with The Office of the Police and Crime Commissioner priorities one of its themes is 'Safer days and nights for all'. Two of the priorities under this theme are 'To better manage the Gloucestershire night-time economy, reducing alcohol related crime and disorder' and 'Everyone should be able to go out to our parks, pubs and streets without fear'. The extension of the PSPO contributes to the resources available to the police to deal with these issues.

2. MAIN POINTS

- 2.1 The aim of these powers is to reduce the incidence of alcohol related nuisance and antisocial behaviour by giving the Police the power to intervene at an early stage where there is a risk of antisocial behaviour. Importantly with the intention of preventing problems escalating and dealing with incidents before any criminal offences are committed. Under this legislation the Police are empowered to seize and dispose of alcohol which is in an open or closed container within the specified areas. Failure to comply with such a request made by a police officer is an arrestable offence punishable by a fixed penalty or prosecution.
- 2.2 The PSPO in Stroud specifically, helps the police manage events where there is the possibility of alcohol related anti social behaviour and large gatherings that may grow out of control such as the Fringe Festival, Goodwill Evening and other local events that may have alcohol present.
- 2.3 The Public Space Protection Orders with no variation will be extended for the maximum period of 3 years, to prevent the reoccurrence of anti social street drinking within Stroud Town Centre and Dursley. There is no limit on the number of times that a PSPO may be extended if certain criteria under section 60 of the Act are met. This includes that an extension is necessary to prevent activity recurring, or there has been an increase in frequency or seriousness of the activity. Extensions can be repeated, with each lasting for a maximum of three years.
- 2.4 Consultation has been carried out with key partner agencies through our Community Safety Partnership. This includes Gloucestershire Constabulary, Stroud Neighbourhood Policing team, various departments within the District Council, Change Grow Live (CGL) who provide addiction services throughout the District, Stroud Town Council, Dursley Town Council and other agencies that participate in the Community Safety Partnership. The Office of the Police & Crime Commissioner, Gloucestershire County Council and Five Valleys Shopping Centre have also being included in the consultation.

- 2.5** There is sufficient existing street signage in Stroud and Dursley the locations of which will not be altered. The signs will be updated with the most recent legislation details and the correct service contact details within the council. The signs will be pictorial with minimal wording to ensure those whose first language is not English or who cannot read will be able to understand the notice.

3. CONCLUSION

- 3.1** If the Order is not extended then the existing PSPOs in their current form will cease to exist from late October 2020. This is likely to prevent the Council from achieving its Corporate commitments and the Council and Police will have greater difficulty preventing or stopping Anti Social Behaviour associated with the consumption of alcohol in designated areas.
- 3.2** The consumption of alcohol in public places can lead to nuisance, violence and disorder. The proposed Orders, restricting the consumption of alcohol within the town centres will help to prevent alcohol related Anti Social Behaviour. The renewal of PSPOs is designed to make public spaces more welcoming to the majority of law-abiding citizens and communities and not simply restrict activities.
- 3.3** Consultation feedback from the Community Safety Partnership and key partner's was unanimous that the PSPOs should be extended in Stroud and Dursley. The response rate to the consultation was 32% and responses were received from a range of organisations.

4. IMPLICATIONS

4.1 Financial Implications

There are no Financial implications directly related to this report.

Adele Rudkin, Accountant

Tel: 01453 754109 Email: adele.rudkin@stroud.gov.uk

4.2 Legal Implications

Some legal implications have been set out in the report, but in general, by virtue of Section 60 of the Anti Social Behaviour Crime and Policing Act 2014, a public spaces protection order may not have effect for a period of more than 3 years, unless extended under that section.

- 4.2.1** Before the date when a PSPO is due to expire, the Council may extend the order if it is satisfied on reasonable grounds that it is necessary to do so to prevent;

(a) occurrence or recurrence after that time of the activities identified in the order, or

(b) an increase in the frequency or seriousness of those activities after that time

- 4.2.2** Any extension may not be for more than 3 years and must be published in accordance with statutory guidance as set out below.

4.2.3 “Before making, varying, extending or discharging a PSPO, the council must carry out the necessary publicity and necessary notification (if any) in accordance with section 72(3) of the Act – this includes publishing the text of a proposed order or variation and publishing the proposal for an extension or variation. The council must also publish information about the order in accordance with regulations made by the Secretary of State - this includes publishing the order as made, extended or varied on its website, and, where an order is discharged, publishing a notice on its website identifying the order which has been discharged and the date on which it ceases to have effect”

4.2.4 The Strategic Director Communities has delegated authority under Paragraph C4.1 of the Scheme of Delegation to take all actions and make decisions relating to the Council’s regulatory and permissive functions under relevant legislation and associated regulations in respect of (for these purposes):

(b) Anti-social behaviour;

Patrick Arran, Interim Head of Legal Services & Monitoring Officer

Tel: 01453 754369 Email: patrick.arran@stroud.gov.uk

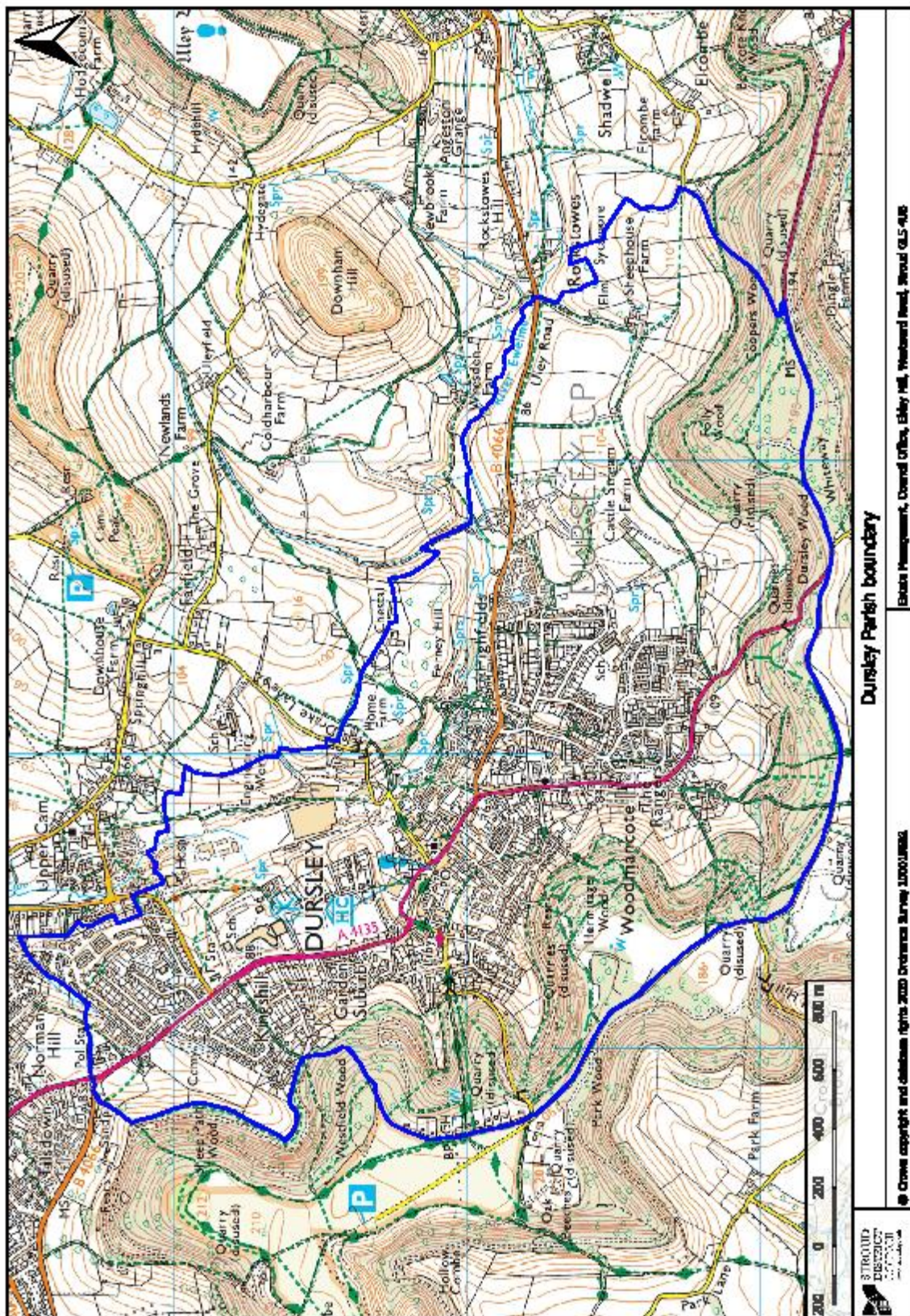
4.3 Equality Implications

There are not any specific changes to service delivery proposed within this decision.

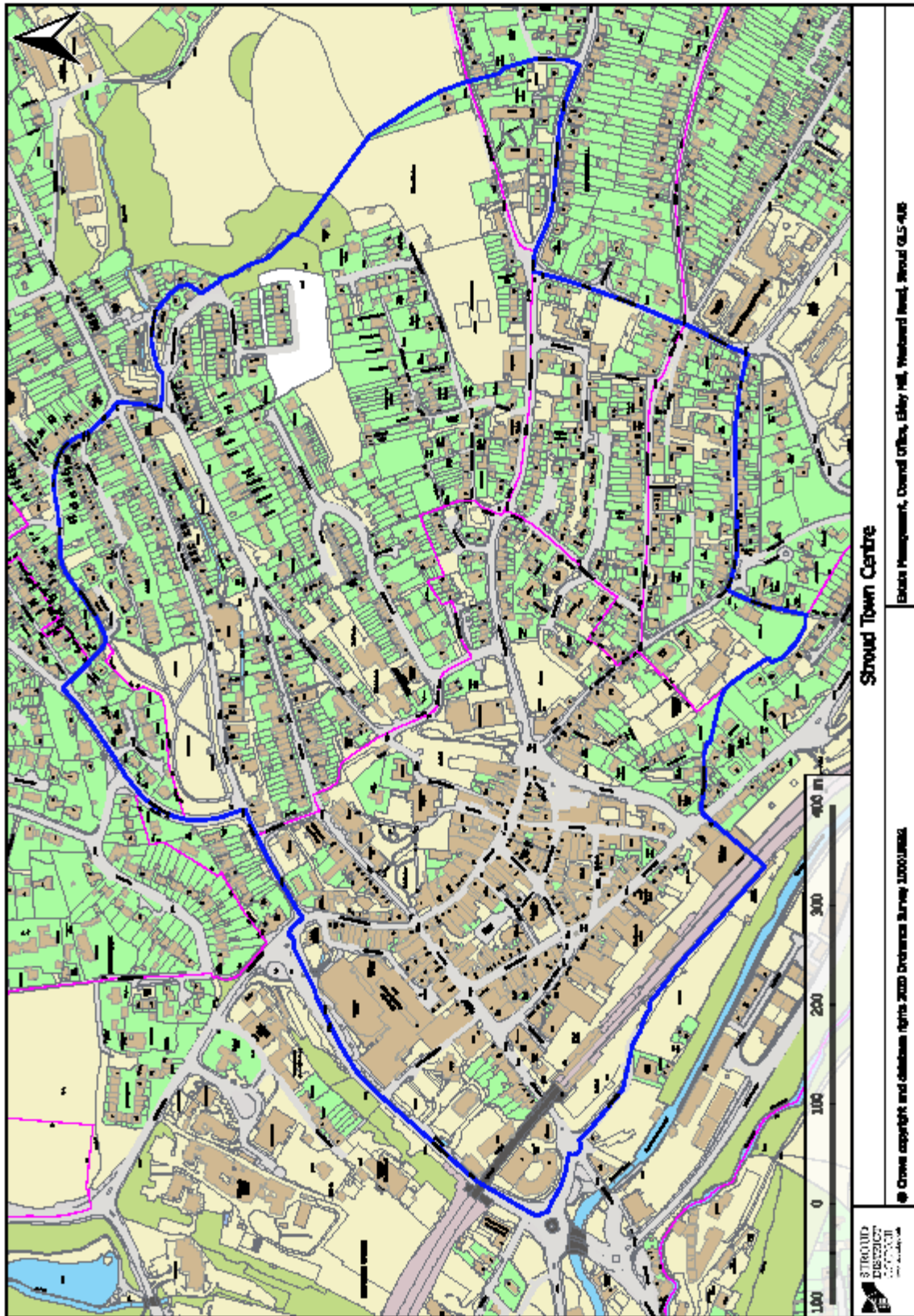
4.4 Environmental Implications

There are no significant implications within this category.

Appendix 1 – Dursley PSPO Area Map



Appendix 2 – Stroud PSPO Area Map

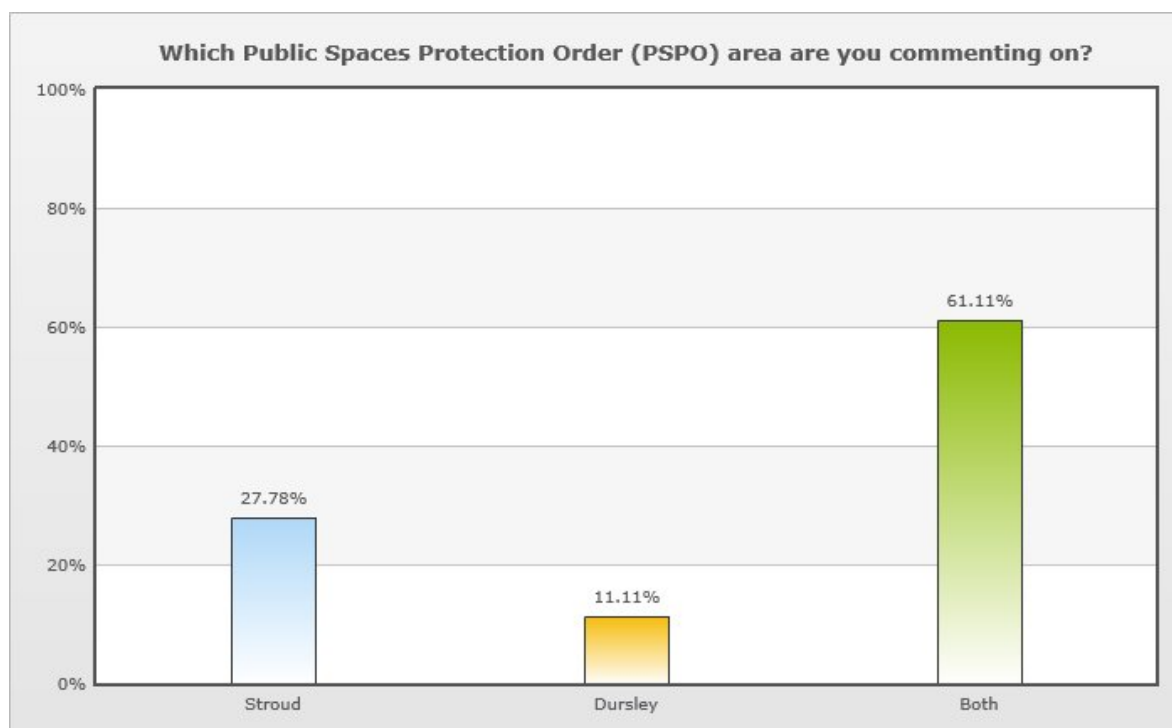


Appendix 3 – Consultation results

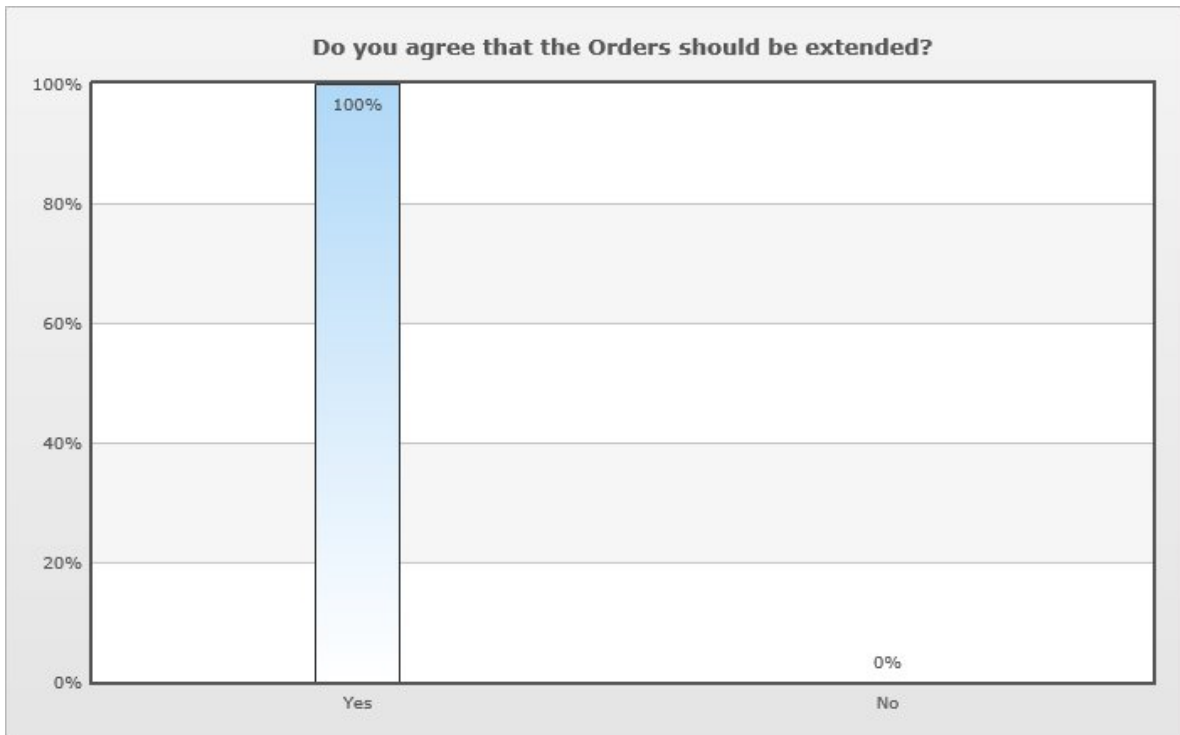
Consultation has been carried out with key partner agencies through our Community Safety Partnership between 21st August - 18th September 2020. The survey received a response rate of 32% from the following organisations:

| Name of Organisation | Role |
|--|---|
| Sovereign Housing Association | Anti-social Behaviour Officer |
| Gloucestershire County Council - Highways | Local Highways Manager Local Highways Manager |
| P3 Charity | Service Coordinator |
| Gloucestershire Police | Headquarters CCTV Supervisor Stroud Police Sergeant Stroud Neighbourhood Inspector |
| Stroud District Council | Environmental Protection Manager Principal Licensing Officer Senior Neighbourhood Warden Senior Community Services Officer Senior Youth Officer Principal Environmental Health Officer |
| Stroud Town Council | Deputy Town Clerk |
| Dursley Town Council | Town Clerk |
| Barnardos | Team Manager |
| The Door | Director of Service Delivery |
| Street Pastors Stroud | Coordinator |

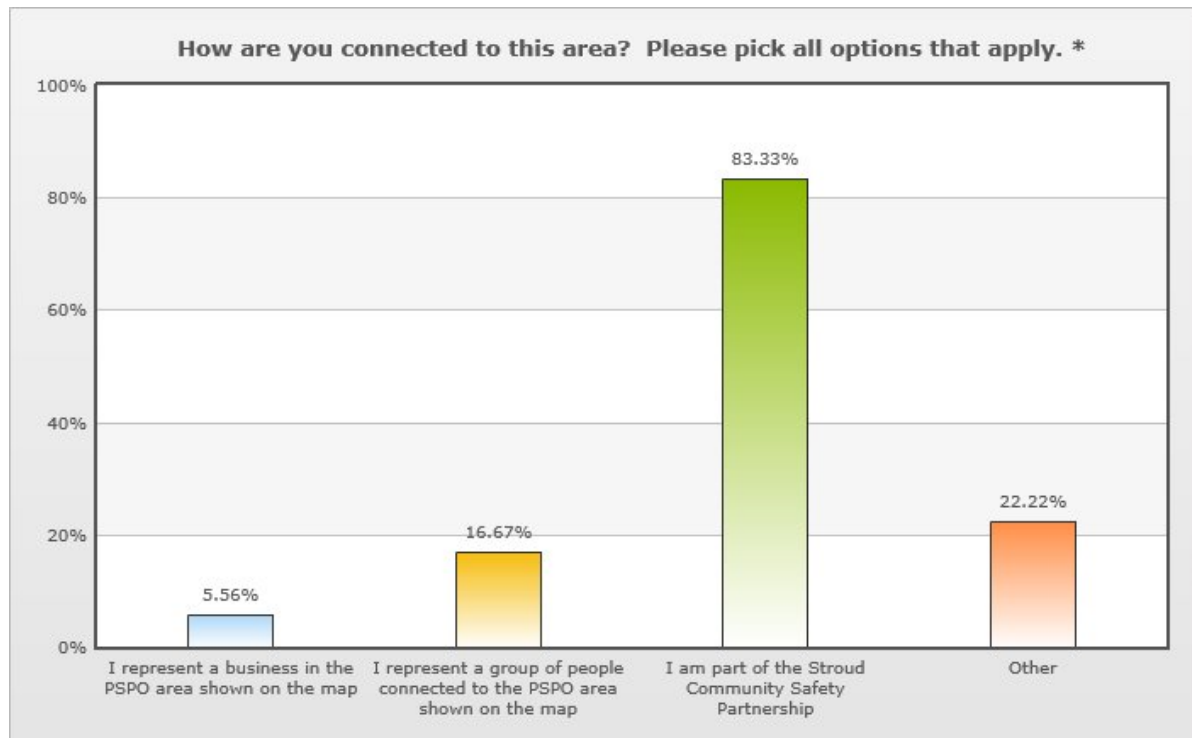
The consultation covered Stroud and Dursley PSPO, the survey could be answered for an individual area or both. The responses were as follows:



The consultation feedback was unanimous that the PSPOs should be extended.



The consultation also asked about connections to the area. The responses were as follows:



COMMUNITY SERVICES AND LICENSING COMMITTEE

1 OCTOBER 2020

8

| | | | | |
|--|--|-------|----------|---------------|
| Report Title | COMMISSIONING OF STRATEGY FOR LEISURE AND WELLBEING PROVISION IN STROUD DISTRICT | | | |
| Purpose of Report | To consider and approve the tender process for the commissioning of industry specialists to produce a Strategy for Leisure and Wellbeing in Stroud District addressing the future provision of community leisure and wellbeing provision across the district. | | | |
| Decision(s) | <p>The Committee RESOLVES:</p> <p>a) To approve the tender brief to commission industry experts to carry out a review, make recommendations and produce a draft Strategy for Leisure in Stroud District.</p> <p>b) To DELEGATE authority to the Strategic Director of Communities in consultation with the Chair of Community Services and Licensing Committee, to oversee the commissioning of suitably qualified expertise to undertake the works and report back to this committee on progress and bring the final draft strategy to this committee.</p> | | | |
| Consultation and Feedback | Strategic Leadership Team Group Leaders Benchmarking with other Local Authorities | | | |
| Report Author | Keith Gerrard, Strategic Director of Communities Email: Keith.gerrard@stroud.gov.uk | | | |
| Options | The preparation of studies on the future of leisure provision in the district and more specifically, the future of Stratford Park, is optional. However, a better understanding of the wider context will allow better-informed decision-making, and in particular, agreeing a long term investment and management plan for Stratford Park with partners and contractors is a Corporate Delivery Plan action. | | | |
| Background Papers | None | | | |
| Appendices | Appendix A – Leisure Review Tender Document | | | |
| Implications (further details at the end of the report) | Financial | Legal | Equality | Environmental |
| | Yes | No | No | No |

1. INTRODUCTION

- 1.1** In January 2020 Community Services and Licencing Committee approved the use of reserves for the commissioning of industry experts to undertake a study to advise on the future provision of community leisure centre facilities in the District, create an overarching vision and plan for the future of the leisure, recreation, cultural, health and wellbeing uses in Stratford Park and advise on options for the future of the current Stratford Park Leisure Centre;
- 1.2** The Committee agreed to delegate authority to the Strategic Director of Communities and/or Head of Community Services, in consultation with the Chair of Community Services and Licensing, to oversee the preparation of a brief for the above studies and bring it to Committee for approval.
- 1.3** At the same meeting it was agreed to allow time for the above studies to be completed and action plans formulated, to approve an extension to Sports and Leisure Management (SLM) to continue running Stratford Park Leisure Centre for the specified additional period of 3 years up to 31 October 2024.

2. THE FUTURE OF LEISURE PROVISION IN THE DISTRICT: STRATEGY FOR LEISURE IN STROUD

- 2.1** In accordance with the decision of this committee in January 2020, this report presents the brief to undertake the review to address the future leisure provision in the District through the production of a draft Strategy for Leisure in Stroud. It is attached at Appendix 1. It recognises the issues considered by the committee and those raised as a consequence of the Covid-19 pandemic and the future delivery of leisure provision. It seeks to commission appropriately experienced expertise to undertake this work including recommendations which provide:
 1. A clear overarching framework for the future provision of community leisure in the district to meet the needs of the population for the next twenty years; a modern offer reflecting the changing health and wellbeing and expectations of our growing and developing population.
 2. Options for the future of the current Stratford Park Leisure Centre and The Pulse Leisure Centre, including whether provision is fit for purpose to include its physical condition and serviceability, options for new or refurbished facilities and potential locations. This should include consideration of funding and investment options.
 3. The creation of a vision for the future of leisure, recreation, culture and health and wellbeing in Stratford Park as a whole. Within a detailed delivery plan this needs to take into account the historical context, environmental value and its range of use including the contribution of Stratford Park Leisure Centre, The Museum in the Park and the wider park environment.
 4. Management arrangements for leisure service delivery at the District's two principal leisure facilities, including an options appraisal with cost benefit analysis.

- 2.2 The tender brief places an emphasis on the importance of providing specific recommendations for work and supporting these with costed actions plans for delivery. This is to ensure that the draft strategy, as well as presenting a strong and coherent vision also provides the structure and direction for its delivery.
- 2.3 The District Council has a vital role as an enabler and facilitator as well as a deliverer of provision. The importance of partnership and cross sector collaboration needs to be reflected in the approach adopted to research, consultation and development of the strategy.
- 2.4 Taking a whole district approach, the review must recognise the importance of interdisciplinary delivery now and into the future. It should consider the social and financial value of preventative investment to support people for longer in good health. This will include alignment with, for example, public health, adult social care and local community health and wellbeing programmes.
- 2.5 Over the next two decades the importance of a holistic approach to whole life wellbeing is likely to become more important. The Stroud District needs to be able to position itself as a leader in this work; building it into our vision, and our partnership with health and social care providers.
- 2.6 This will also have an impact on the design and management of community facilities. Co design, location and funding based on community need can also yield financial benefit to primary care providers. Their potential contribution to developing health, wellbeing and leisure provision in the District is significant.
- 2.7 It will be important that recent related assessment work is properly recognised and built on. The Open Space, Green Infrastructure, Sport and Recreation Study (2019) provides a comprehensive and robust facility and leisure needs assessment. This should now be built on with specific recommendations to meet this need with well specified and managed provision.

3. TIMETABLE

- 3.1 Following consideration of tenders and contract award, it is anticipated that the commission will begin in November 2020. The committee will be provided with updates of the work at its next and subsequent meetings and opportunity to consider and contribute to it throughout the drafting process. It is scheduled for completion in July 2021.

4. IMPLICATIONS

4.1 Financial Implications

The Council has committed the Culture, Arts and Leisure Reserve to fund the Strategy for Leisure and Wellbeing. The costs of commissioning experts will therefore be met from this reserve.

Andrew Cummings, Strategic Director of Resources
Email: Andrew.cummings@stroud.gov.uk

4.2 Legal Implications

There are no specific legal implications arising from the recommendation in this report. The tender document has been prepared in consultation with a procurement colleague and any tender process will need to be carried out in accordance with the law and council procedures.

Patrick Arran, Interim Head of Legal Services & Monitoring Officer

Email: patrick.arran@stroud.gov.uk

4.3 Equality Implications

There are no specific equality implications arising from the recommendation in this report though any review of this kind will necessarily need to take account of the requirements of residents with protected characteristics with the District

4.4 Environmental Implications

There are no specific environmental implications arising from the recommendation in this report though any review of this kind will necessarily need to take account of the requirements of the council's environmental priorities and in particular CN2030.



STROUD DISTRICT COUNCIL

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**A brief to produce a
Draft Strategy for Leisure and
Wellbeing Provision in Stroud
District**

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1. INTRODUCTION

Stroud District Council is seeking to commission suitably qualified expertise to undertake a review and produce a draft Strategy for Leisure and Wellbeing in Stroud District 2021 – 2040.

2. THE COMMISSION – A STRATEGY FOR LEISURE AND WELLBEING IN STROUD DISTRICT 2021 – 2040.

The draft strategy should present recommendations for:

1. A clear overarching framework for the future provision of community leisure in the district to meet the needs of the population to 2021; a modern offer reflecting the changing health and wellbeing needs and expectations of our growing and developing population.
2. Options for the future of the current Stratford Park Leisure Centre and The Pulse Leisure Centre, including whether provision is fit for purpose, physical condition and options for refurbished and/or replacement. This should include consideration of funding and investment options.
3. The creation of a vision for the future of the leisure, recreation, culture and health and wellbeing in Stratford Park as a whole. Within a detailed delivery plan this needs to take into account the historical context, environmental value and its range of use including the contribution of Stratford Park Leisure Centre, The Museum in the Park and other built facilities.
4. Management arrangements for leisure service delivery at the district's principal leisure facilities including an options appraisal with cost benefit analysis.

It should take into account the district's geographic and anticipated social economic profile to 2040. This will include referencing local, regional and national trends and the development framework presented by the Local Plan.

The study area will cover the entire district. It will recognise main settlements and market towns, the district's location adjacent to the M5 transport corridor and relationship to settlements such as Gloucester, Cheltenham and Bristol. It must also consider cross boundary supply and demand; therefore, consultation with neighbouring local authorities and service providers is vital.

3. SCOPE OF THE REVIEW

The draft strategy should present the council with a plan for delivering and facilitating leisure provision. It should be based on a well evidenced and research review of provision now and into the future. It must have clear recommendations and to support its recommendations, it must provide a delivery framework, full costings and action plans with appropriate timescales.

The review and the associated delivery framework needs to have genuine involvement and ownership from key stakeholders. The successful consultants will be expected to lead the consultation process and be responsible for its thoroughness and integrity.

It is important that time is allowed for consultation on emerging issues and on preliminary drafts. Consultants are asked to advise on the presentation of findings throughout this process.

It is critically important that a holistic approach is adopted which recognises the importance of collaborative service organisation and delivery, for example where health and wellbeing, leisure and community support services may be integrated.

It should complement and develop other recent studies, with particularly reference to the Open Space, Green Infrastructure, Sport and Recreation Study (2019).

In this context it is required to address a number of interrelated issues as follows:

3.1 Provision reflecting the needs of the population of the district for the next 20 years

Leisure trends and demands change, and so too should local leisure provision if the 'offer' is to be sufficiently attractive to get more people into beneficial activity. Looking forward we need to understand the role of traditional leisure centres and the services and activities which are available at them. These will extend beyond purely sport and recreation, often emphasising physical and mental wellbeing.

This means properly understanding the needs of communities and re-setting relationships with communities who wish access the right services at an appropriate time and location. This can have fundamental implications on management, design, co-location and programming.

The character of the local authority's population continues to change, and will affect the types of sport, play and leisure activity appealing to local people. The natural ageing of the district's population will to some extent be offset in some areas that are subject to significant new housing growth.

The council's current and emerging new local plans advocate the importance of sustainable provision of sports and recreational opportunities, for the benefit both of people and the environment. Outside the principal settlements, the district's rural areas will present

challenges in providing sustainable opportunities. Each of its identified local clusters will experience unique issues due to their varying geographic and demographic characteristics.

Detailed work undertaken as part of the Open Space, Green Infrastructure, Sport and Recreation Study (2019) identifies current and future leisure trends alongside both indoor and outdoor recreations needs assessment. The strategy should develop this, providing the district council with the framework to lead and facilitate change. To properly understand this the research should build on previous work and assess the context and contribution of all leisure facilities and their operating models including:

- Swimming pools, sports halls, indoor courts
- Health and fitness facilities
- Community halls and other similar venues serving small settlements
- Outdoor sports facilities/outdoor gyms/trim trails etc./

The district supports a range of voluntary sector sports clubs. The strategy must consider the most appropriate way of supporting and enabling this sector across the sports development continuum. Within this, the relationships between voluntary sector sports clubs and school sports is an important area for assessment.

With the exception of Stratford Park, it is not required that the commission consider in detail playgrounds, parks, country parks, commons or open spaces although they do need to be referenced as and evaluated as important to the general recreation context.

3.2 Options for the future of the current Stratford Park Leisure Centre and The Pulse Leisure Centre

The Stroud District Council currently owns two leisure centres. Stratford Park in Stroud, which is managed by Sport Leisure Management (SLM) on behalf of the council, and The Pulse in Dursley, which it manages directly.

Stratford Park Leisure Centre was built in 1974 and is now approaching fifty years old. The Pulse in Dursley is based around its original 1980s swimming pool, which was extended through a major refurbishment in 2017 to include a fitness gym and studios.

The council needs to establish:

- Whether the whole Stratford Park Leisure Centre or elements of it are approaching end of life and need to be replaced. To this end a conditions appraisal is required which assesses the whole life maintenance serviceability. This should include an assessment of whether it is fit for purpose taking into account its location and its mix of facilities.
- How far The Pulse contributes to the leisure and wellbeing needs of the district's growing population and what appropriate investment could be made to ensure it meets future requirements. A conditions appraisal of the facility is required, recognising the original build and its recent extension.

This assessment should consider the cost of any recommended building and/or refurbishment works and potential partnering opportunities.

The future of these facilities need to be considered in the context of a modern interagency approach to community wellbeing and leisure. Self-evidently these must facilitate the delivery of an overarching framework for the district and include where appropriate examples of good practice.

3.3 Stratford Park

The council's Corporate Delivery Plan includes an action to agree a long term investment and management plan for Stratford Park with partners and contractors. Provision needs to be made for the plan's preparation within the context of the wider leisure, culture, health and wellbeing needs of the district.

The strategy should establish a vision for the future of the leisure, recreation, culture and health and wellbeing in park as a whole supported by a detailed plan for delivery. It should reflect current usage, the park's environmental value and its heritage. It must take into account its range of facilities including Stratford Park Leisure Centre, The Museum in the Park, the lido, the skate park, bowling green, outdoor sports courts, playground, bandstand and informal open space within the wider park environment.

The Museum in the Park

The award winning Stroud District (Cowle) Museum Service ('The Museum in the Park') is a discretionary public service provided by means of a partnership between Stroud District Council and the Stroud District (Cowle) Museum Trust (a registered charity). The council provide the management and operational funding for the service and the Trust are the legal guardians of the collections.

The collections comprise about 55,000 objects or groups of related objects concerning the human & natural history of the Stroud District. The Museum has three off-site stores and has ambition to bring the collections on to one site, which ideally would be at the Museum in the Park.

The Museum's forward plan and annual report can be found here:

<https://museuminthepark.org.uk/about-us> The park has a current Management Plan, a copy of which can be found on the council's website. <https://www.stroud.gov.uk/sport-leisure-parks/parks-and-green-spaces/stratford-park>

3.4 Current Leisure Contract

The council's contract with Sport and Leisure Management (SLM) was agreed on 1 November 2011 for the 10-year period to 31 October 2021, and included the option to extend it for a further period of 3 years to 31 October 2024, subject to further approval.

To allow time for proper consideration to be given to the future of leisure in the district, including management arrangements for its facilities, this 3-year extension option was enacted. Sports and Leisure Management (SLM) will continue running Stratford Park Leisure Centre for the specified additional period of 3 years up to 31 October 2024.

The review should fully explore options for future management arrangements such as in-house delivery, arm's length trust and external contract. It needs to also take into account opportunities for collaboration with community health and wellbeing and primary care providers. It should assess strengths and weakness and delivery implications.

4. KEY CONSIDERATIONS

4.1 Our Vision

Stroud District Council's Corporate Delivery Plan (CDP) sets out our vision - *to lead a community that is making Stroud district a better place to live, work and visit for everyone* and we will work positively and proactively with our communities and partners across all sectors to achieve this.

The CDP identifies five key themes; economy, affordable housing, environment, health and wellbeing and delivery. These impact on and are influenced by our communities' health. The CDP specifically commits to:

- Work with partners to help deliver the public health agenda including exercise and healthy lifestyles, dementia-friendly and child-friendly Stroud district.
- work with and influence health providers to ensure the delivery of locally accountable services.
- Reduce poverty and inequality and help vulnerable people cope with welfare reform.
- Support leisure services, arts and culture across the district.

The district's Health and Wellbeing Plan has five priorities which provide a platform for delivering this commitment:

- Supporting Healthy Lifestyles
- Developing Stronger Communities
- Improving Housing
- Protecting the Public and the Environment
- Partnering with the Statutory, Voluntary and Community Sectors

4.2 Covid-19 and Recovery

It is vitally important that this study, in all its aspects, understands and is developed in the context of the Covid-19 environment.

The council believes that, as we move out of the immediate Covid-19 emergency, effectively shaping the sport and leisure offer can have a positive impact on preventive health care and health inequalities.

The council sees sport and leisure provision as an important piece of its wider recovery programme, playing a key role in delivering more sustainable and healthy communities in the post Covid-19 environment. This will be a focus of work with providers and other health and community partners over coming months.

Our current providers are clearly facing a challenging future. While working with some uncertainty, both are delivering amended programmes while they consider longer term plans.

During the Covid-19 emergency, we have seen a groundswell of activity from both well-established and newly formed community groups across our district. There have been many examples of cross-sector and cross-boundary co-operation. The council has been proud to support and facilitate a lot of this work. It is something we want to carry forward, maintaining its momentum and building on good practice. This includes how we develop our sport and leisure offer in the future.

The council is working hard to model a new relationship with providers, our communities and partners, including town and parish councils and the third sector.

4.3 The Open Space, Green Infrastructure, Sport and Recreation Study (2019)

This commission needs to fully recognise and develop the finding in the Open Space Green Infrastructure Sport and recreation Study (2019)

The study provides part of the evidence base to inform the Local Plan Review, which seeks to deliver at least 638 new homes per year in the period to 2040.

The study looks at the current and projected needs for open space, green infrastructure, sport and recreation in the district, in the context of understanding that healthy environments and communities require open space and associated facilities to be of an appropriate quantity, quality and location.

It presents a number of key findings and recommendations in respect of general leisure and leisure centres. The report observes that leisure trends and demands change which should be reflected in local authority-controlled leisure provision, so that the total district offer remains relevant and is sufficiently attractive to increase the take-up of physical activity.

The study sets out that the scale of growth anticipated by 2040 will generate substantial demands for new leisure centre facilities, and that major funding opportunities arising out of

developer contributions should allow for a review of the way in which leisure centres are provided and run in the district.

The report for the Open Space, Green Infrastructure and Sport & Recreation Study as part of the Local Plan Review can be found on our website:

<https://www.stroud.gov.uk/environment/planning-and-building-control/planning-strategy/evidence-base/environmental-evidence/green-infrastructure-sport-and-recreation-study>

4.4 Consultation

Appropriate and wide consultation is required with users, stakeholders and communities. It should include town and parish councils, the voluntary, community and education sectors and statutory and advisory authorities at a county and regional level (such as Gloucestershire CCG, Public Health England, Sport England and English Heritage, governing bodies of sports and representative groups clubs and societies.

4.5 Equality and Diversity

Stroud District Council is wholly committed to ensuring genuine equality of access and opportunity. This unambiguous commitment must be evident as it scopes its plans for leisure and recreation over the next 20 years; the design and scope of the research and consultation and the resulting recommendations of this commission must demonstrate this commitment.

It is vitally important that the review fully recognises the issues facing those who are traditionally underserved and in practice are disadvantaged in access to opportunity. This may, for example, be by virtue of their age, sexuality, ethnic back, income and/or where they live. Addressing these varied and interrelated issues is a high priority for this work.

The district has a proportionately small BAME population (2.1%). The issues faced by the BAME community are recognised by the council and it is committed to recognising this in its plans and policies. This is reflected in its Equality and Diversity Policy. Reinforcing the council's Equality and Diversity Policy, at its Strategy and Resources Committee on 28 June the council leader said

"We condemn all racism against BAME people in our district. We condemn all the ways it appears on brick walls, on social media and above all in the way BAME people are treated.

We need to all we do as a council to ensure we are an inclusive and anti-racist organisation. We must commit to reviewing existing anti-racist and anti-discrimination policies and practices including training for our members and staff and take action to strengthen these if required.

We will work with everyone in our community to amplify minority ethnic voices across our district and hear from them as to how best we can focus our efforts."

4.6 Recognition of working in partnership

The study needs to recognise that the district council is not the only provider of leisure provision but it does have an important role as a leader, influencer and facilitator including with statutory health service providers, community voluntary sector delivers and as well as the education and private sector.

5. STROUD DISTRICT PROFILE AND STATISTICS

Stroud is one of six districts that makes up the county of Gloucestershire. These districts can be divided into smaller geographies including electoral divisions, district council wards and parishes. The district has a population of 119,000 and covers an area of approximately 175 square miles in the south of Gloucestershire. Part of the district sits in the Cotswolds National Landscape and the importance of the tourism and visitor economy should be noted.

The ward with the largest population is Stonehouse, representing 6.85% of the total resident population of the area. The district's population has increased by 4,881 people, or 4.5% since 2001. This increase was lower than the Gloucestershire average of 5.7%. The proportion of people aged under 18 and 65 and over was higher in Stroud than the county as a whole. The district has an under representation of working age residents compared to the county average.

The largest settlement in the district is Stroud, and the district has other distinct and well established market towns, principally Dursley, Nailsworth, Stonehouse and Wotton and many smaller villages and parishes including Amberley, Bisley, Bussage, Chalford, Dursley, Eastcombe, Eastington, King's Stanley, Leonard Stanley, Minchinhampton, Nailsworth, Oakridge, Painswick, Randwick, Selsley, Sheepscombe, Slad, Stonehouse, Brimscombe & Thrupp and Woodchester.

There are 10 electoral divisions in Stroud district. These are

- Bisley and Painswick;
- Cam Valley;
- Dursley;
- Hardwicke and Severn;
- Minchinhampton;
- Nailsworth;
- Rodborough;
- Stonehouse;
- Stroud Central;
- Wotton-under-Edge.

The total area of Stroud is 47,604.57 hectares. The ward with the largest area is Severn, representing 12.10% of the total area of the council.

2.1% of residents in Stroud were from Black and Minority Ethnic Groups (BME). This represented 2,353 people. The proportion of BME residents was lower than the countywide average of 4.6%.

There were 47,794 households in Stroud in 2011. The number of households has increased by 7.1% since 2001, representing an additional 3,177 households. This increase was the same as the Gloucestershire average of 7.1%. In Stroud households occupied by married couples with dependent children were the most common household type, representing 16.8% of total households.

The Indices of Deprivation are a national measure of deprivation and provide a means of comparing areas relative to one another.

There are 69 Lower Super Output Area (LSOA) in the district area. According to the overall Index of Multiple Deprivation, 24 of Stroud's LSOAs are amongst the least deprived 20% in England, none are in the most deprived 20% in England.

The indices of deprivation also provide a measure of deprivation for various themes including Income Deprivation Affecting Children and Income Deprivation Affecting Older People. 24 of Stroud's LSOAs are amongst the least deprived 20% in England in terms of Income Deprivation Affecting Children, none are in the most deprived 20% in England. 19 of Stroud's LSOAs are amongst the least deprived 20% in England in terms of Income Deprivation Affecting Older People, none are in the most deprived 20% in England.

In 2016, 59% of the predominantly rural population was of working age, 16 to 64 (65% for predominantly urban). In 2039, it is expected that only 52% of the population of predominantly rural areas will be of working age (61% for predominantly urban). Clearly for predominantly rural areas the availability of people who are within the working age group (aged 16 to 64) is both a current issue, and one that will become more significant in the future with the proportion of total population within this age bracket diminishing each year. Naturally the age bracket that is considered to be of working age is likely to be extended in the future as people work into older age, yet it is important to understand the age demographic from which employers will be recruiting.

In 2011 there were 93,490 people in the district who described their general health as good or very good, this equates to 82.9% of the total population. This was similar to the county average of 82.7% of the total population. There were 18,852 people in Stroud with a long term health problem or disability that limited their day to day activities, this equates to 16.8% of the total population. This was similar to the county average of 16.7%. The number of residents with a long term limiting illness or disability has increased by 10.3% since 2001.

There were 4,588 crimes in the district in 2012/2013, this equates to a rate of 40.6 crimes per 1,000 people. This was lower than the county average of 50.6 crimes per 1,000 people. The number of crimes has decreased by 6.6% since the previous year. In 2012/2013 there were

4,332 police recorded incidents of anti-social behaviour, this equates to a rate of 38.3 incidents per 1,000 people. This was lower than the county average of 41.4 incidents per 1,000 people.

6. PROCUREMENT PROCESS

The procurement will be conducted through the South West Procurement Portal <https://www.supplyingthesouthwest.org.uk> – see the Instructions to Bidders section of this project brief.

6.1 Contract Term and Price

It is anticipated that the contract with the appointed supplier or contractor will commence on **9 November 2020**

The appointed supplier or contractor will be contracted up to **31 July 2021** (with the possibility of a **two months'** extension at the sole option of the council subject to the satisfactory achievement or completion of any published or agreed performance indicators or milestones*)

Tenders will not be considered in excess of £50,000

6.2 Timetable

The table below sets out the timetable for the procurement from the date of the Request for Quotation Project Brief, the contract start date and key delivery milestones.

The council reserves the right to vary the timetable.

| ACTIVITY | DATE |
|---|--|
| Issue of Brief /Publish on Contracts Finder | Monday 5 October 2020 |
| Clarification period for questions may be submitted up to | 5.00pm on Wednesday 21 October 2020 |
| Deadline for RFQ submission | Monday 26 October 2020 12:00 midday |
| Evaluation (including presentations) | Tuesday 27 October to Friday 13 November 2020 |
| Notification of successful and unsuccessful bidders | Monday 16th November 2020 |
| Contract Award | Monday 16th November 2020 |

| | |
|-------------------------------------|--------------------------------|
| Contract start | Monday 23 November 2020 |
| Consultants produce emerging issues | Monday 15 March 2021 |
| Draft strategy report and option | Monday 7 June 2021 |
| Final Draft | Monday 19 July 2021 |

6.3 Council's Rights

The council reserves the right to:

Not to award nor to enter into a contract with any party;
 Seek clarification or documents in respect of a submission made by a bidder;
 Disqualify any bidder who does not submit a compliant bid in accordance with the instructions in this invitation to bid

6.4 Instructions to Bidder

All bid response submissions must be made through the South West Procurement Portal and drafted in English at <https://www.supplyingthesouthwest.org.uk>.

Please ensure all bid submissions are in the correct format and uploaded correctly in accordance with the South West Procurement Portal. Registration is at:

<https://procontract.due-north.com/Register>

and help is available at

<http://proactis.kayako.com/procontractv3/Core/Default/Index>

The council will disregard any bid responses which are submitted incomplete or received after the timetable deadline. The bidder is entirely responsible for ensuring due and complete submissions.

The deadline for the submission of a bid through the South West Procurement Portal (including all supporting papers etc.) is 12.00 midday Monday 26 October 2020

The council reserves the right to modify the provisions of this Request for Quotation Project Brief at any time prior to the scheduled date for bid submissions. Additional scope and requirements may be added. Notification of such changes will be provided to all bidders.

The submitted bid must confirm the use of any third party contractors to deliver the contracted service or works. The appointed supplier or contractor will be fully responsible as the prime supplier or contractor for all third party sub-contractors.

The submitted bid response should remain valid for acceptance for a minimum of 90 days from the date it is submitted.

All clarifications, enquiries and communications must be through the South West Procurement Portal and will be dealt with by **Rob Griffiths, Community Services Officer**

6.5 Confidentiality and Freedom of Information

The council is subject to the provisions of the Freedom of Information Act 2000 and related legislation in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.

The council shall treat all potential bidders' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of the Freedom of Information Act and other related information.

While the council aims to consult with third-party providers of information before it is disclosed, it cannot guarantee that this will be done. Therefore, potential bidders are responsible for ensuring that any confidential or commercially sensitive information is clearly identified to the council.

Bidders should be aware that, in compliance with its transparency obligations under the Public Contracts Regulations 2015, the council routinely publishes details of its contract(s), including the contract values and the identities of its consultants on its website.

6.6 Data Protection

Both parties will comply with all applicable requirements of the Data Protection Legislation.

6.7 Publicity

No publicity regarding the services or goods supplied to the council nor the award of any contract by the council will be permitted unless and until the council has given express written consent. No statements may be made to the media regarding the nature of any bid, its contents or any proposals relating to it without the prior written consent of the Council.

6.8 Bid Costs

The council will not be liable for any bid costs or professional fees, expenditure, work or effort incurred by a bidder in proceeding with or participating in this procurement, including if the procurement process is abandoned or amended by the council.

6.9 Evaluation Methodology

The Evaluation Team will be;

| | |
|-------------------|-----------------------------------|
| Keith Gerrard | Strategic Director of Communities |
| Mike Hammond | Head of Communities |
| Kevin Ward | Museum Development Manger |
| Angela Gillingham | General Manager The Pulse |
| Robert Griffiths | Community Services Officer |

Bids will be checked initially for compliance with these instructions and for completeness. Clarification may be sought by the council from Bidders in order to determine if a bid is complete and compliant. Bids that are not substantially complete and/or compliant with this Request for Quotation Project Brief may be rejected.

The bids will be evaluated on price/quality and as detailed below.

We shall assess submissions based on quality and price (% scores shown):

Quality (60%).

This will take into account the approach, research and delivery of the requirements of the brief as set out in sections 3 and 4 above. It will recognise the understanding and explanation of the structure and resources applied to the review and the development of the strategy itself in the areas

- Provision reflection the needs of the population of the district over the next 20 years.
- Assessment and options of the current Stratford Park and The Pulse Leisure Centre
- The future provision of Stafford Park as a whole.
- Assessment of the current leisure contract and options for the future.
- Recognition of recent previous research.
- The impact of the Covid-19 pandemic and its likely implications.
- Quality consultation with communities, partners and service providers.
- A holist approach investigating collaborative opportunities for future delivery
- Understanding of the importance of equality of access and opportunity across all communities.

The quality criteria will be evaluated against the following scoring system, with the scores adjusted for the weighting of each criterion

| Performance | Judgement | Score |
|---|----------------|-------|
| Meets the standard and exceeds the standard in | Excellent | 9-10 |
| Meets the standard in all aspects but does not | Good | 7-8 |
| Meets the standard in majority of aspects but fails | Satisfactory | 5-6 |
| Fails to meet the standards in the majority of | Unsatisfactory | 3-4 |
| Significantly fails to meet the standard | Poor | 1-2 |
| Completely fails to meet the standard | Failed | 0 |

Tenders should include two appropriate references and relevant examples of work similar in content and scale to this commission.

Price (40%)

The price criteria will be scored by awarding the full percentage available to the bidder offering the lowest price. Other offers will be scored by dividing the lowest price by each bidder's price and multiplying by the available percentage. The following figures show worked examples of this scoring:

| | | |
|----------|----------|--|
| Bidder A | £100,000 | score = 30% |
| Bidder B | £125,000 | $\frac{£100}{£125} = 0.8 \times 30 = 24\%$ |
| Bidder C | £150,000 | $\frac{£100}{£150} = 0.667 \times 30 = 20\%$ |

After the initial evaluation the leading candidates may be invited to interview.

The initial scoring of the criteria may then be revised based on additional information gained during the interviews.

6.10 How to apply

If your consultancy is interested in working with us on this project, please submit your approach and proposal for delivery; a template has been included below to assist with your submission.

With the assistance of the template below, your submission should clearly demonstrate:

- An outline to show how you would approach this piece of work
- A project plan showing timescales
- The experience you will bring to this work, including clear information on the resources you will use for this project
- Work profiles of your employees who will undertake the different elements of the work

- Any expectations you will require of us in terms of resources we need to provide
- A fully costed outline for your proposal, including payment milestones on delivery of key stages

Appointments to Outside Bodies

| Organisation | Representatives 2020/21 |
|--|---|
| Cowle Trust (Museum in the Park) | Councillor Nigel Prenter |
| Kingshill House Charitable Trust | Councillor Trevor Hall |
| Stroud & Rodborough Educational Charity* | Cllr Nigel Cooper (4 yearly term) Cllr Nigel Prenter (4 yearly term) |
| Stroud Citizens Advice ** | VACANT SEAT Substitute - Councillor Jonathan Edmunds |
| Stroud Festival Limited | VACANT SEAT |
| Stroud Road Safety Liaison Group | Councillors John Jones and Ken Tucker |
| Woodchester Park Mansion | Shared between Councillors Sue Reed and Steve Robinson |
| Community Safety Partnership | Councillor Chris Brine |
| Older Peoples Forum | Councillor Steve Robinson |
| Youth Council | Councillor Nigel Prenter |
| Stroud District Council Health and Wellbeing Partnership | Councillor Sue Reed and substitute Councillor Norman Kay |
| Homestart | Councillor Sue Reed |
| Gfirst LEP – Visitor Economy/Tourism Business Group | Councillor Gordon Craig |

* Councillor Nigel Cooper term until May 2021

* Councillor Nigel Prenter term until October 2022

****Councillor Craig became a trustee in October 2019 (3 year term ending October 2022) with possible extension thereafter**

Performance Monitoring Report:

Community Services & Licensing Committee

| | |
|--|--|
| Date of meeting | 19 August 2020 |
| Prepared by | <p>Mike Hammond, Head of Community Services (MH) Simon Killen, Revenue and Benefit Manager (SK) Councillor Nigel Prenter (NP) Angela Gillingham, General manager, The Pulse (AG) Kevin Ward, Museum Development Manager (KW) Emma Keating-Clarke, Health & Wellbeing Development Coordinator (EKC) Jemma Grieve (JG)</p> |
| Apologies | <p>Councillor Sue Reed (SR) Steve Miles (SM)</p> |
| Attach CDP Action Plans and Risk Report from Excelsis | <p>CDP. 14 – In partnership with Stroud Town Council and Friends of the Lido submit a bid to National Lottery Heritage Fund for additional funding to refurbish Stratford Park Lido by 30 April 2020 – On Target.</p> <p>The preparatory work has been done, but the Consultants have recommended that SDC seek smaller amounts of funding before submitting it to the NLHF to show levels of achievement within the project. This will be done post-Covid and is an important part of the Stratford Park Management Plan (CPD.18).</p> <p>CDP. 17 – Make a decision extending the contract for the provision of leisure services at Stratford Park and consider option for future provision by 31 January 2020 – On Target.</p> <p>Just before lockdown this went to CS&L Committee, the decision was taken to extend SLM's contract for a further 3 years.</p> <p>CDP. 18 – Agree a long-term investment and management plan for Stratford Park partners and contractors by 31 March 2020</p> <p>The Strategic Director of Communities will be submitting a report to the CS&L Committee with a tender document for the use of consultants to undertake the Stratford Park review.</p> |
| PROJECTS / CAPITAL PROGRAMME (if not covered in CDP) | <p>Museum</p> <p>Work continues to seek funding to create a free-to-join supporter scheme. Friends of the Museum have funded 50% of this. Arts Council England require the museum to seek more match-funding; otherwise they have a strong bid.</p> <p>The Museum was successful in getting a SW Museum Development, Small Grant Big Improvement, funding of £904 (towards £1,205) towards a review of its interpretation and planning for a redisplay, a mechanism which will also increase community involvement through the supporters' scheme.</p> |

| STRATEGIC RISKS (see <i>Excelsis</i>) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|-------------------------|---------|---------|-------------|--------|--------|----------------|--------|--------|---------------------|-------|------------|---------|-------|-----------|---------|-------|-----------|------------------------|-------|------------|---------|-----|---------|---------|-----|---------|
| PERFORMANCE MEASURES (see <i>Excelsis where applicable</i>) | <p>Museum</p> <p>During the same period last year there were about 17,000 visitors to the museum. Clearly, they have not been able to meet targets for visits in person, usage, volunteer hours or income due to Covid-19. However, whilst they are not performance measured, the museum deserves to be congratulated on its substantial online engagement campaign during the crisis. The elements of this for which it collates data (Twitter and Facebook (not Instagram) show they had over 10,500 engagements and over 220,000 impressions/views.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PERFORMANCE MEASURES (see <i>Excelsis where applicable</i>) | <p>Revenues and Benefits</p> <p>Covid-19 has had a huge impact on collection. There has been an increase in Council Tax arrears of approximately £800,000 and over 2,000 more cases than last year. SDC has started sending residents a gentle reminder signposting to help, advice and support. All enforcement and Court work is suspended</p> <table border="1" data-bbox="371 835 1505 1039"> <thead> <tr> <th>Current year collection</th> <th>2019/20</th> <th>2020/21</th> </tr> </thead> <tbody> <tr> <td>Council Tax</td> <td>38.78%</td> <td>37.43%</td> </tr> <tr> <td>Business Rates</td> <td>38.87%</td> <td>32.43%</td> </tr> </tbody> </table> <table border="1" data-bbox="371 1077 1505 1281"> <thead> <tr> <th>Council Tax arrears</th> <th>Cases</th> <th>Amount o/s</th> </tr> </thead> <tbody> <tr> <td>2019/20</td> <td>4,373</td> <td>1,353,862</td> </tr> <tr> <td>2020/21</td> <td>6,283</td> <td>2,006,912</td> </tr> </tbody> </table> <table border="1" data-bbox="371 1319 1505 1523"> <thead> <tr> <th>Business Rates arrears</th> <th>Cases</th> <th>Amount o/s</th> </tr> </thead> <tbody> <tr> <td>2019/20</td> <td>146</td> <td>321,934</td> </tr> <tr> <td>2020/21</td> <td>223</td> <td>721,343</td> </tr> </tbody> </table> <p>The Benefits workload has increased dramatically due to changes of circumstance and new claims and is likely to spike further in October with the end of furlough and redundancies. However, working from home and a more centralised Customer Service delivery has shielded the team and allowed them to get through the work undistracted.</p> <p>SDC successfully contacted small businesses eligible for a £10,000 Business Support Grant and most applied successfully. The Discretionary Grant Scheme has also been successful. The Revenues and Benefits team deserve congratulating on coping with a very demanding situation.</p> <p>Health and Wellbeing</p> <p>Throughout lockdown SDC were the only authority in Glos offering exercise classes to special populations such as those recovering from cancer, cardiac, respiratory and balance. From 18 May to 6 July, 56 online Healthy Lifestyle classes had 377 attendees, all free for existing attendees. From 6 July to 5 August, charging 156 attendees £2 per class has generated £292 of income. Face-to-face classes are due to restart on 7 September subject to risk assessment approval and venues being open. Lots of work is</p> | Current year collection | 2019/20 | 2020/21 | Council Tax | 38.78% | 37.43% | Business Rates | 38.87% | 32.43% | Council Tax arrears | Cases | Amount o/s | 2019/20 | 4,373 | 1,353,862 | 2020/21 | 6,283 | 2,006,912 | Business Rates arrears | Cases | Amount o/s | 2019/20 | 146 | 321,934 | 2020/21 | 223 | 721,343 |
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going on to keep everyone safe but Zoom classes will continue for those shielding or who do not wish to attend in person.

SDC has also been involved in Community Recovery, Mental Health Recovery and how to respond to Covid-19. It has been working with other health providers such as CCG, has promoted Stroud-based VCSs to the influential Enabling Active Communities Board and has fed the District perspective weekly into the County Mental Health Cell. In particular, SDC has been supporting the voluntary sector network and developing new support for volunteers (particularly in dealing with the increase in mental health problems brought about by lockdown) through the District Wellbeing Forum 'Know Your Patch'. 59 grants totalling £48,254 have been given by SDC to VCS organisations supporting communities. SDC has also been working closely with the Pulse and funding online classes. The Health and wellbeing team deserve congratulating on adapting to a difficult situation so well and working with others to make a real difference.

Youth

In the run up to and during Covid-19, the Youth Team were reduced to one Officer due to one leaving and another having an operation. Steve Miles was therefore working on his own as well as being involved in the Community Response Cell. A SDYC representative was unable to attend this monitoring meeting but, in accordance with the Task & Finish Group Recommendation, they will do so in future.

During lockdown all face-to-face work with young people in the usual way stopped. Keeping up contact in other ways has been the priority, and staff deserve congratulating on this. EKC pointed out that this contact has been vital for young people, many of whom have found lockdown difficult, lost friends and confidence, not been able to leave their homes and those that have left their homes, have been subject to negativity from the public. There have been some other challenges around connecting with young people due to some not liking video calls, others experiencing problems with wifi so contacting them in different platforms has been crucial. Staff reverted to phone calls, texts, emails, social media and video group calls.

Seb Williams, the new Youth Officer, was introduced to young people in video chats and SDYCs presence on social media such as Instagram and Twitter has been increased.

General wellbeing checks were regularly carried out by youth work staff. A new online annual evaluation of the service was completed and is now being collated.

During the lockdown period, 7 young people were recruited as youth voice representatives for Stroud District Youth Council from 3 secondary schools.

Partnership working has continued where possible, including work with the British Youth Council.

The Pulse

The centre was closed April – June so in one way there is nothing to report in this financial quarter. However, in other ways there is a lot to report. During lockdown there was a lot going on. Staff were 'upskilled' and took online courses in swimming and RLSS virtual training. Trainers put on sessions for staff. The fitness team kept the public engaged 7 days a week with 3 classes a day, some accessed internationally from the USA and Spain. The Pulse invested in a new app delivering an on-demand library which will become live in September. It has been creative in changing to online classes and membership, a way of mitigating losses and another way of bringing income in.

Since lockdown there has been reduced capacity of 40%. This can be mitigated by online activity. Amazingly, 1,000 children are back on the swimming programme, a real success story; however, through schools staggering start and finish times, this will cause a challenge in September. Since opening end of July, the gym has been slow; however. It is unclear whether this is due to the time of year or Covid-19. It should be possible to report more accurately in the next quarter.

| | The Pulse will be doing more community activities with the Health and Wellbeing Team. | | | | | | | | | | | | |
|--|---|---------------------|-------------|-------------|--------|---------|-------|-------|-----------|---------|-------|-------|-----------|
| RELEVANT FINANCE ISSUES | <p>Museum</p> <p>The Museum is reporting an overspend of around £50k. This is due to not being able to generate income through the shop, café and room hire. Also, many costs have continued, including paying casual staff during the crisis. Last year, £28,000 was generated in the 3-month equivalent of lockdown, but much of that went out to artists.</p> <p>The Pulse</p> <p>The centre is reporting a deficit of approximately 850K during this financial year.</p> <p>Once it can start to increase the number of participants in all areas, it will put in place new marketing initiatives.</p> <p>The centre has purchased an app in order to improve the customer journey. This is due to be launched in September 2020 along with a new on demand library of classes. This will be used to attract online memberships in the future, which will go towards mitigating costs.</p> <p>Revenues and Benefits</p> <p>Clearly, the end of furloughing and the likely increase in unemployment in the worst recession for 300 years will be a challenge, to say the least, and that is before factoring in the potentially dramatic economic hit of Brexit.</p> <p>Summary</p> <p>Both the Pulse and the Museum have reported a deficit within the coming year and whilst measures will be put in place to mitigate the effects of reduced numbers accessing these services, these are not likely to make up for revenues lost. Much will depend on what help SDC is given.</p> | | | | | | | | | | | | |
| What are the key challenges facing service areas? | <p>Museum</p> <p>The Museum is adjusting service delivery in response to a Covid-19 world. Visitor confidence and trust in safety will be paramount. Exclusive use of the walled garden has been very popular. The next phase, a temporary exhibition garden, is promising but numbers must comply with safety requirements. It is looking at how it can deliver some service functions differently and maintain bridges with audiences while building new ones. These will maintain engagement with audiences (as it did with online engagement during lockdown) and provide longer term opportunities as well as supporting recovery. The Supporter Scheme plays an important part of this. External fundraising will be a key enabling factor.</p> <p>Revenues and Benefits</p> <p>The Benefits Team have seen a significant increase in workload and have been working tirelessly to ensure we provide valuable help and support to our residents most in need. It has been an extremely busy and demanding period working in a different environment but performance has improved and workloads and work queues have reduced.</p> <table border="1" data-bbox="371 1843 1289 2085"> <thead> <tr> <th>Council Tax Support</th> <th>Working age</th> <th>Pension Age</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>2019/20</td> <td>2,852</td> <td>2,842</td> <td>5,776,892</td> </tr> <tr> <td>2020/21</td> <td>3,339</td> <td>2,819</td> <td>6,697,916</td> </tr> </tbody> </table> | Council Tax Support | Working age | Pension Age | Amount | 2019/20 | 2,852 | 2,842 | 5,776,892 | 2020/21 | 3,339 | 2,819 | 6,697,916 |
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| 2019/20 | 2,852 | 2,842 | 5,776,892 | | | | | | | | | | |
| 2020/21 | 3,339 | 2,819 | 6,697,916 | | | | | | | | | | |

Universal Credit continues to rise and is a huge drain on resource processing monthly changes:

| | New | COC | Term | HBSTOP |
|---------|-----|-------|------|--------|
| 2020 Q1 | 871 | 4,480 | 99 | 82 |
| 2019 Q1 | 356 | 2,318 | 124 | 200 |

As SDC move forward digitally, it will shortly aim to roll out an online change of circumstances and new claim form. This will help enhance the customer experience as well as support automation and processing times.

Youth

The continuity of young people’s active involvement is the main challenge. The support of SDC’s communications team, local secondary schools and local youth organisations / services will be important going forward. There have been a small amount of face to face meetings; however, the Officers and Youth are working together on a joint risk assessment to aid participation of larger groups in the near future.

The Pulse

COVID 19 legislation and guidance is a key factor for the business.

Due to the restriction in numbers and the increase in demand to increase cleaning in all areas of the business when open, the Pulse will not meet its operational targets this year.

BENCHMARKING
eg Peer Reviews;
External Audits;
LG Inform.gov.uk

How are we doing compared to others?

Youth

SDC continues to be an example of good practice in demonstrating a well-developed service for young people. SDYC is highly regarded in the southwest and nationally and it should be a source of pride that in these difficult times youth voice is being further incorporated into the work of SDC.

The Pulse

All centres closed during April – June 2020. Through cross-service collaboration, the Pulse’s staff were actively engaged with the Community Response Cell in a variety of ways and it deserves real credit for its excellent work. It is noted that the gym users are returning slowly; however, the Pulse already has approximately 1,000 young people back on their Learn to Swim programme.

Health and Wellbeing

SDC were the only Council in Gloucestershire running wellbeing “Healthy Lifestyle” classes for special populations throughout Covid-19. These have been online exercise classes for rehab for Cancer, Cardiac, Respiratory and Balance. SDC have also fed the Districts perspective into the weekly County Mental Health Cell that has reviewed the impact of Covid-19 on mental health.

Progress on any recommendations / actions from the last Committee meeting

COMMUNITY SERVICES AND LICENSING COMMITTEE

1 OCTOBER 2020

11

WORK PROGRAMME

| Date of meeting | Matter to be considered (i.e. insert report/project title) | Notes (e.g. lead member & officer) |
|----------------------------|---|---|
| 26.11.2020 (Budget) | Budget monitoring report Q2 2020/2021 | Accountant |
| | Community Services and Licensing Committee Revenues Estimates Revised 2020/2021 and Original 2021/2022 | Accountant |
| | Draft Leisure Review tender document | Strategic Director of Communities |
| | Climate Strategy | Strategic Director of Place |
| | Work Programme | Chair/Strategic Director |
| | Member Reports: a) Gloucestershire Health and Overview Scrutiny Committee b) Museum in the Park (Cowle Trust) c) Police and Crime Panel d) GFirst LEP – Visitor Economy/Tourism Business Group e) Citizens Advice f) Performance Monitoring | TBC following appointment |
| 21.01.2021 | Director of Public Health Annual Update | Director of Public Health |
| | Youth Service Update | Senior Youth Officer |
| | Work Programme | Chair/Strategic Director |
| | Member Reports: a) Gloucestershire Health and Overview Scrutiny Committee b) Museum in the Park (Cowle Trust) c) Police and Crime Panel d) GFirst LEP – Visitor Economy/Tourism Business Group e) Citizens Advice f) Performance Monitoring | TBC following appointment |
| 25.03.2021 | Budget monitoring report Q3 2020/2021 | Accountant |
| | The Pulse, Dursley Update | General Manager |
| | Neighbourhood Warden & Careline Service Update | Senior Community Service Officers & Senior Neighbourhood Warden |
| | Museum in the Park Update | Museum Manager |
| | Health and Wellbeing Plan Update | Community Health and Wellbeing Manager |
| | Health and Wellbeing Plan 2022 – Draft for Consultation | Community Health and Wellbeing Manager |

| | | |
|--|---|---------------------------|
| | Work Programme | Chair/Strategic Director |
| | Member Reports: a) Gloucestershire Health and Overview Scrutiny Committee b) Museum in the Park (Cowle Trust) c) Police and Crime Panel d) GFirst LEP – Visitor Economy/Tourism Business Group e) Citizens Advice f) Performance Monitoring | TBC following appointment |

| Date | Topic |
|------------------------------|---|
| TBC – by the end of the year | Arts and Culture Strategy (proposed by Cllr Kay) |
| TBC | Future of Community Grants Scheme |
| TBC | Brief on the Culture and Leisure review |
| TBC | Leisure Provision - Preparations for Easing of Restrictions |
| TBC | Museum - Preparations for Easing of Restrictions |
| TBC | Taxi Policy Review – National Standards |

| Future Members' Information Sheets | | |
|--|--|---|
| | Topic | Notes (e.g. responsible officer) |
| Annual Members' Information Sheets from Officers | October/November 2020 - Safeguarding - Abandoned Vehicles | - Senior Community Services Officer - Senior Community Services Officer |
| | Dec/Jan 2021 - Customer Services - Youth Service | - Customer Services Manager - Senior Youth Officer |
| | March 2021 - Safeguarding - Museum - Community Services – Careline/Neighbourhood Wardens - Health and Wellbeing | - Senior Community Services Officer - Museum Manager - Senior Community Service Officer - Community Health and Wellbeing Manager |

| Published Members' Information Sheets | | |
|---------------------------------------|------------------------------|-----------------------------------|
| Date sent (& ref no) | Topic | Notes (eg responsible officer) |
| C-2019/20-009 | Stratford Park Lido | Senior Community Services Officer |
| C-2019/20-010 | Careline | Senior Community Services Officer |
| C-2019/20-011 | Community Safety Partnership | Senior Community Services Officer |
| C-2019/20-012 | Grants Scheme | Director of Resources |