



Ref: Agenda/Council-14082018

9 August 2018

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Council Meeting of Biggleswade Town Council** that will take place on **Tuesday 14 August 2018** at the **Offices of Biggleswade Town Council, Saffron Road, Biggleswade** commencing at **7.00 p.m.** to transact the under mentioned items of business.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Rob D McGregor'.

Rob D McGregor
Town Clerk

Distribution: All Town Councillors Bedfordshire Constabulary
 Notice Boards (2) The Editor, Bedfordshire on Sunday
 Central Bedfordshire Council County Library, Biggleswade
 The Editor, Biggleswade Advertiser The Editor, Biggleswade Comet

AGENDA

1. **APOLOGIES FOR ABSENCE**

Cllr Madeline Russell, Cllr Bernard Briars

2. **DECLARATIONS OF INTEREST**

To receive Statutory Declarations of Interests from Members in relation

(a) Disclosable Pecuniary interests in any agenda item.

to:

(b) Non-Pecuniary interests in any agenda item.

3. **TOWN MAYOR'S ANNOUNCEMENTS**

4. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

5. **INVITED SPEAKER**

None.

6. **MEMBERS QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Council Meeting held on Tuesday 24 July 2018 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. **MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on Tuesday 24 July 2018.

9. **PLANNING APPLICATIONS**

a. **CB/18/01684/ADV – Stratton Business Park, London Road, Biggleswade**

Advertisement: Installation of company logo signage on west side of the building facing the A1. The signage will be 4m x 8m halo lit x 2.

b. **CB/18/02458/OUT – Land to the East of Baden Powell Way, Biggleswade**

Hybrid application seeking: Full planning permission for 240 dwellings (Use Class C3), up to 300sqm of community building (Use Classes A1, A2, A3, B1 and D1), associated access and hard and soft infrastructure including site access, internal roads, car parking, footpaths, cycleways, drainage and utilities; and Outline planning permission with all matters reserved for subsequent approval for up to 1,260 dwellings (Use Class C3), up to 2ha of commercial development (Use Classes A1, A2, A3, A4, A5, B1 a, b, c, B2 ,B8), up to 2.5ha of primary school development (Use Class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2), up to 60ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycleways, drainage and utilities and the demolition of existing buildings at the site. This hybrid planning application is for EIA development as defined by the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 and is supported by an Environmental Statement.

c. **CB/18/02809/FULL – 9 Holme Court Avenue, Biggleswade, SG18 8PF**

Single storey rear extension and alterations.

10. **ITEMS FOR CONSIDERATION**

a. **Gambling Act Consultation**

Central Bedfordshire Council is required by law to review its gambling policy on a three yearly basis and would welcome Town Councils views or comments (attached).

b. **Street Trading Consultation**

Central Bedfordshire Councils current street trading policy was published in 2011, they now wish to review the policy along with the consent application form and would welcome the Town Council views or comments (attached).

c. **Farm Estates Consultation**

Central Bedfordshire Council have drafted a policy to shape the way they manage their farm estates over a 10 year period. Members are asked to consider the policy and respond to the consultation (attached).

d. **The 2019 – 20 Local Government Finance Settlement – Technical Consultation**

This Consultation covers proposals for the Local Government finance settlement for 2019 -20, for members consideration (attached).

e. **Leisure Centres Survey**

Central Bedfordshire Council are seeking feedback on their six leisure centres, the main priority is improving the health and wellbeing of residents (see attached).

11. **ITEMS FOR INFORMATION**

a. **Grants 2018**

Thank you letter from Ivel Flix (letter attached).

12. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

13. **EXEMPT ITEMS**

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

14a. Music Festival – Correspondence and Notes

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING
HELD ON TUESDAY 24 JULY 2018
AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL,
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE**

PRESENT:

Cllr M North (Chairman)
Cllr I Bond
Cllr B Briars
Cllr G Fage
Cllr F Foster
Cllr M Foster
Cllr H Ramsay
Cllr M Russell
Cllr D Strachan
Cllr S Watkins

Mr M Thorn – Deputy Town Clerk, Biggleswade Town Council
Mrs J Durn – Administrator, Biggleswade Town Council
Members of Public – 3

B24/0701 1. APOLOGIES FOR ABSENCE

Cllr P Sheldon, Cllr D Albone

ABSENT WITHOUT APOLOGIES

Cllr J Medlock, Cllr S Patel.

B24/0702 2. DECLARATIONS OF INTEREST

- B24/0702.1 a. Disclosable Pecuniary Interests in any agenda item – None
B24/0702.2 Non-pecuniary interests in any agenda item:
Cllr H Ramsay – Item 8d
Cllr I Bond – Item 9d
Cllr S Watkins – Item 11c
Cllr D Strachan – 11b

B24/0703 3. TOWN MAYOR'S ANNOUNCEMENTS

There were no announcements from the Mayor or Deputy Mayor.

B24/0704 4. PUBLIC OPEN SESSION

Mrs S Grayson: The Royal British Legion would like to mark the celebration for the end of the First World War by placing named poppies covering all of the names on our town memorial around the railings in the market square. Mrs Grayson passed round a mock-up of the suggested poppy provided by the Sea Cadets who are working in conjunction with the Royal British Legion on this project. This will be discussed in full by Council under Agenda item 11b.

B24/0705 5. INVITED SPEAKER

There was no invited speaker.

B24/0706 6. MEMBERS QUESTIONS

B24/0706.1 a. There were no Members questions.

B24/0707 7. MINUTES AND RECOMMENDATIONS OF MEETINGS

B24/0707.1 a. Following the correction of a small typing error, Members received and approved the Minutes of the Biggleswade Town Council Meeting held on 10 July 2018.

B24/0708 8. MATTERS ARISING

B24/0708.1 a. From the Minutes of the Biggleswade Town Council Meeting held on 10 July 2018.

Cllr Russell's request at the last Council Meeting for Parking Permits to be discussed at the next Town Council Meeting has not been put forward by the Town Clerk. It was felt more appropriate to place this on the Town Centre Management Agenda for discussion at the next TCM Meeting.

B24/0709 9. PLANNING APPLICATIONS

B24/0709.1 a. **CB/18/02454/ADV – 15 Market Square, Biggleswade SG18 8AS**
Advertisement: Installation of 1 No. Fascia sign and 1 No. hanging sign.

It was **RESOLVED** that the Town Council **OBJECT** to this Planning Application on the grounds that it is against the rules for internally illuminated signage within the Conservation Area. However, the Town Council would welcome the signage being externally illuminated.

B24/0709.2 b. **CB/18/02320/FULL – Saxon Pool and Leisure Centre, Saxon Drive, Biggleswade SG18 8SU**

Provision of 4 No. temporary portacabin buildings and corridor to provide temporary changing and WC facilities whilst the wet-side Changing Village is being refurbished. The temporary changing facilities will be in place for approximately 3 months.

It was **RESOLVED** that the Town Council raise **NO OBJECTION** to this Planning Application.

B24/0709.3 c. **CB/18/02086/FULL – 48 The Baulk, Biggleswade, SG18 0PX**

Replacement of existing outbuilding with new annex.

It was **RESOLVED** that the Town Council raise **NO OBJECTION** to this Planning Application.

B24/0709.4 d. **CB/18/02613/FULL – 52 Holme Court Avenue, Biggleswade SG18 8PE**

Erection of single storey garage, single storey front porch and single storey rear extension following demolition of existing detached garage and demolition of existing rear extension.

It was **RESOLVED** that the Town Council raise **NO OBJECTION** to this Planning Application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents

- B24/0709.5 e. **CB/18/02682/FULL – 2 Sandy View, Biggleswade SG18 0HS**
Proposed garage conversion and rear extension

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application.

B24/0710 **ACCOUNTS**

a. **Financial Administration**

Cllr Ramsay presented the following Accounts:

- i. Detailed Balance Sheet to 30th June 2018
- ii. Summary of Income & Expenditure
- iii. Income and Expenditure by budget heading
- iv. Current Bank Account, receipts and payments to 30 June 2018.

It was **RESOLVED** that the Accounts were approved and adopted.

B24/0711 11. **ITEMS FOR CONSIDERATION**

B24/0711.1 a. **Neighbourhood Plan – Delegated Authority**

It was **RESOLVED** that the Steering Group be granted Delegated Authority.

B24/0711.2 b. **Remembrance Day Parade**

This event is always well supported by the town. It was **RESOLVED** to purchase 56 poppies at a cost of £307.44, and Silhouette £42.00.

B24/0711.3 c. **Community Right to Bid**

A nomination has been received from the current Manager of the Red Lion Public House in Biggleswade to be listed as an “asset of community value” under the Community Right to Bid, which is part of the Localism Act.

Members requested the Town Clerk respond to CBC giving BTC support for this application.

Cllr Bond will also ask the History Society if they would like to add their weight to this application in order to reinforce our interest.

B24/0712 **ITEMS FOR INFORMATION**

B24/0712.1 a. **Planning Application Outcomes**

Members asked that the Minutes record that the Outcomes Record sheet be amended to show that the Application for Land at Bonds Lane & Foundry Lane 18/02353/FULL was called in, and also that the 75 Wilsheres Road revised Application – 18/01874/FULL has been put forward.

B24/0713 13. **PUBLIC OPEN SESSION**

There were no questions from members of the public.

B24/0714 **14. EXEMPT ITEMS**

The following resolution will be moved that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

Item B24/0714.1 – a. Matters Arising from 10 July 2018

Item 15a: Kubota Tractor

Item 15b: Transformation of Growth in Biggleswade

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council resolve to exclude the public and press by reason of the confidential nature of the business about to be transacted.

B24/0714.1 **a.** Matters Arising from the Exempt Meeting on 10 July 2018.

Music Festival:

Members asked if there was any update regarding the Peace and Love Festival.

The Clerk and Deputy Clerk will meet with the organisers of the Festival on Friday 27 July in order to obtain clarification of the situation.

Members requested a written report to be presented to Council

This will be a “without prejudice” meeting and the Clerk and Deputy Clerk will bring the outcome back to the next Council.

Gambling Act consultation

Consultation opens: 25 July 2018

Consultation closes: 5 September 2018

Central Bedfordshire Council (as the Licensing Authority) is required by law to review its gambling policy on a three-yearly basis.

The current policy is due for renewal in January 2019.

We are proposing only minor changes to reflect current legislation and would welcome your views on the amended policy. Any changes to the current policy are highlighted in this document.

You can have your say by emailing licensing@centralbedfordshire.gov.uk.

You can also have your say by writing to:

Licensing
Central Bedfordshire Council
Watling House
High Street North
Dunstable
Bedfordshire
LU6 1LF

CENTRAL BEDFORDSHIRE COUNCIL

THE GAMBLING ACT 2005

STATEMENT OF PRINCIPLES

July 2018

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Part 1

1.0 INTRODUCTION

1.1 The Central Bedfordshire Area

Central Bedfordshire lies in the heart of the county, covering some 712 square kilometres from Leighton Linlade and Dunstable in the west to Sandy and Arlesey in the east, and from Woburn to Whipsnade. The Chiltern Hills, an Area of Outstanding Natural Beauty, form a major feature in the west including chalk scarp and downlands and the Greensand Ridge runs eastwards throughout the area. The Grand Union canal also passes through the area.

The area is diverse with picturesque villages, hamlets and historic market towns whilst, as one of the most rapidly growing unitary councils in England, it is planning for substantial additional development. The largest communities within Central Bedfordshire are Ampthill, Biggleswade, Dunstable, Flitwick, Houghton Regis, Leighton Buzzard, Sandy, and Shefford.

(Map at Appendix A)

1.2 The Licensing Objectives

The Gambling Act 2005 requires that the Council carry out its various licensing functions with a view to promoting the licensing objectives. The licensing objectives are:

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
- Ensuring that gambling is conducted in a fair and open way
- Protecting children and other vulnerable persons from being harmed or exploited by gambling

This licensing authority is aware that, as per Section 153, in making decisions about premises licences and temporary use notices it should aim to permit the use of premises for gambling in so far as it thinks it is:

- In accordance with any relevant code of practice issued by the Gambling Commission
- In accordance with any relevant guidance issued by the Gambling Commission
- Reasonably consistent with the licensing objectives and
- In accordance with the authority's statement of principles

1.3 Consultation

Licensing authorities are required by the Gambling Act 2005 to publish a licensing policy which they propose to apply when exercising their functions. This policy must be published at least every three years. The policy must also be reviewed from time to time, and any amended parts re-consulted upon. The policy must then be re-published.

This policy is the Licensing Authority's statement of licensing principles and will come into force on the 31st January 2019. The next review must be undertaken and the policy published by 31st January 2022. The policy may be reviewed, updated and modified as and when the Licensing Authority considers appropriate to promote one or all of the licensing objectives.

Consultation on this amended policy took place between 25 July 2018 and 05 September 2018

Central Bedfordshire Council has consulted widely upon this policy before finalising and publishing it. A list of persons consulted is provided below.

The Gambling Act requires that the following parties are consulted by Licensing Authorities:

- The Chief Officer of Police
- One or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority's area
- One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Gambling Act 2005

This authority also consulted the following:

- The Gambling Commission
- The Police
- Central Bedfordshire Council Social Care, Health & Housing
- Central Bedfordshire Council Children's Services
- British Casino Association
- The Association of British bookmakers
- The Bingo Association
- Bedfordshire Fire Service
- Holders of existing licences, permits and registrations who are affected by the provisions of the Act
- Central Bedfordshire Council Planning
- Central Bedfordshire Council Environmental Health
- Central Bedfordshire Council Community Safety
- Central Bedfordshire Council Community Intelligence Manager
- Central Bedfordshire Council Elected members
- Central Bedfordshire Trading Standards
- Parish & Town Councils
- HM revenues and customs
- Luton Magistrates Court
- Assistant Director for Safeguarding and Early Help
- Gamcare

- Gamblers Anonymous
- Mencap
- Citizens Advice
- Federation of Licensed Victuallers
- Leisure Link
- Gamestec
- Responsibility in Gambling Trust

This updated policy was approved at a meeting of the Full Council on **date to be inserted** and was published via our website on **date to be inserted**

Any queries regarding this policy statement should be sent via e-mail to -

licensing@centralbedfordshire.gov.uk

or by letter to Licensing, Central Bedfordshire Council, Watling House, High Street North, Dunstable, Beds LU6 1LF

Any amendments to the Policy will be subject to further consultation.

1.4 Declaration

In producing the final policy statement, this authority declares that it has had regard to the licensing objectives of the Gambling Act 2005, the guidance issued by the Gambling Commission, and any responses from those consulted on the statement.

1.5 General Statement of Principles

The Council recognises the wide variety of premises which will require a licence or a permit. These include casinos, betting shops, bingo halls, pubs, clubs and amusement arcades.

In carrying out its licensing functions the Council will act in accordance with the relevant legislation and Guidance from the Commission and will adopt the principles of better regulation. The Council will only depart from the guidance where there are strong and defensible reasons for doing so.

The Council will not seek to use the Act to resolve matters more readily dealt with under other legislation.

To ensure the licensing objectives are met the Council will establish a close working relationship with the police, the Gambling Commission and, where appropriate, other responsible authorities.

Where children, young persons and other vulnerable people are allowed access to premises where gambling takes place, the Council may take whatever steps are considered necessary to either limit access generally or by introducing measures to prevent under age gambling where it believes it is right to do so for the prevention of their harm, especially where it receives representations to that effect.

Applicants seeking premises licences may be encouraged to propose any prohibitions or restrictions of their own in circumstances where it is felt that the presence of children would be undesirable or inappropriate.

However, the overriding principle is that all applications and the circumstances prevailing at each premises will be considered on their own individual merits.

The licensing authority may consider whether, there is a need for door supervisors in terms of Licensing Objectives of protection of children and vulnerable persons being harmed or exploited by gambling and also in terms of preventing premises becoming a source of crime.

In consultation with the premises licence holder, and where relevant evidence has been produced, the Licensing Authority may decide to place a condition on the Premises Licence requiring door supervisors if they have concerns that a premise may attract disorder or attempts at unauthorised access (e.g. children or young persons).

Where door supervisors are required, they must be licensed by the Security Industry Authority in accordance with the Private Security Industry Act 2001. 'In-house' employees working as door supervisors at casino and bingo premises are exempt from these requirements.

When considering any application the Council will avoid duplication with other regulatory regimes as far as possible. The Council will not attach conditions to a licence unless they are considered necessary, reasonable and proportionate to the use of the premises for gambling consistent with the Licensing Objectives.

1.6 Categories of licence

The Act provides for 3 categories of licence:

- operating licences
- personal licences
- premises licences

The Council will be responsible for issuing premises licences. The Gambling Commission will be responsible for issuing operating and personal licences.

1.7 The Gambling Commission

The Gambling Commission regulates gambling in the public interest. It does so by keeping crime out of gambling; by ensuring that gambling is conducted fairly and openly; and by protecting children and vulnerable people.

The Commission provides independent advice to the government about the manner in which gambling is carried out, the effects of gambling, and the regulation of gambling generally.

The Commission has issued Guidance under Section 25 regarding the manner in which local authorities exercise their licensing functions under the Act and, in particular, the principles to be applied by local authorities.

The Commission will also issue one or more codes of practice under Section 24 of the Act about the manner in which facilities for gambling are provided, which may also include provisions about the advertising gambling facilities.

The Gambling Commission can be contacted at:-

www.gamblingcommission.gov.uk

1.8 Authorised Activities

‘Gambling’ is defined in the Act as either gaming, betting, or taking part in a lottery.

- gaming means playing a game of chance for a prize
- betting means making or accepting a bet on the outcome of a race, competition, or any other event; the likelihood of anything occurring or not occurring; or whether anything is true or not
- A lottery is where persons are required to pay in order to take part in an arrangement, during the course of which one or more prizes are allocated by a process which relies wholly on chance

The main functions of the Council are to:-

- licence premises for gambling activities
- grant permits for gambling and gaming machines in clubs
- regulate gaming and gaming machines in alcohol licensed premises
- grant permits to family entertainment centres for the use of certain lower stake gaming machines
- grant permits for prize gaming
- consider notices given for the temporary use of premises for gaming
- consider occasional use notices for betting at tracks
- register small societies lotteries

Spread betting is regulated by The Financial Services Authority.

Remote Gambling is dealt with by the Gambling Commission.

The National Lottery is regulated by The National Lottery Commission.

1.9 Responsible Authorities

The responsible authorities under the Gambling Act are:

- Central Bedfordshire Council (‘The Council’) (as the Licensing Authority)
- The Gambling Commission
- The Chief of Police for Bedfordshire
- Bedfordshire Fire & Rescue
- The Council’s Planning service
- The Council’s Environmental Health service
- H M Revenue & Customs
- The body designated as competent to advise the authority about the protection of children from harm

(Under Section 157(h) of the Act the following principles have been applied:

- the need for the body to be responsible for an area covering the whole of the licensing authority’s area

- The need for the body to be answerable to democratically elected persons, rather than any particular vested interest group etc
- Having regard to the above principles, the Council designates Central Bedfordshire Council Policy & Strategy, Children, Families & Learning for this purpose).

The contact details of all the responsible authorities under The Gambling Act 2005 are available via the Council's website at:
<http://www.centralbedfordshire.gov.uk>

Any concerns expressed by a responsible authority in relation to their own functions cannot be taken into account unless they are relevant to the application itself and the licensing objectives. In this regard the Council will not generally take into account representations which are deemed to be irrelevant, ie:-

- there are too many gambling premises in the locality
- the premises are likely to be a fire risk
- the location of the premises is likely to lead to traffic congestion
- the premises will cause crowds to congregate in one area causing noise and nuisance

Each representation will, however, be considered on its own individual merits.

1.10 Interested Parties

An interested party is someone who:-

- lives sufficiently close to the premises to be likely to be affected by the authorised activities, or
- has business interests that might be affected by the authorised activities, or
- represents persons in either of the two groups above

In determining whether someone lives sufficiently close to a particular premises so as to be affected the Council will take into account, among other things:-

- the size of the premises
- the nature of the premises
- the distance of the premises from the person making the representation
- the nature of the complainant
- the potential impact of the premises

In determining whether a person has a business interest which could be affected the Council will consider, among other things:-

- the size of the premises
- the catchment area of the premises, and
- whether the person making the representation has business interests in the catchment area that might be affected

The Licensing Authority will also consider the Gambling Commission Guidance to Local Authorities regarding persons that 'have business interests' and will give the

widest possible interpretation (for example, partnerships, charities, faith groups and medical practices etc).

This authority may consider trade associations, trade unions, and residents' and tenants' associations as interested parties, if they have a member who can be classed as an interested person under the terms of the Gambling Act 2005, (i.e. live sufficiently close to the premises to be likely to be affected by the activities being applied for).

Interested parties can be persons who are democratically elected such as councillors and MPs. No specific evidence of being asked to represent an interested person will be required as long as the councillor/MP represents the ward likely to be affected. Likewise, parish councils likely to be affected will be considered interested parties. Other than these persons however, this authority will generally require written evidence that a person/body represents someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities and/or has business interests that might be affected by the authorised activities. A letter from one of these persons, requesting the representation is sufficient.

If individuals wish to approach councillors to ask them to represent their views then care should be taken that the councillors are not part of the Licensing Committee dealing with the licence application.

The Council may, in certain circumstances, consider a representation to be either frivolous or vexatious. This will generally be a matter of fact given the circumstances of each individual case but, before coming to a decision the Council will normally consider:-

- who is making the representation and whether there is a history of making representations that are not relevant,
- whether it raises a 'relevant' issue or not, or
- whether it raises issues specifically to do with the premises which are the subject of the application.

The Council will treat each case on its merits.

1.11 Exchange of Information

Subject to the provisions of the Data Protection Act 1998 the Council will share any information it receives through the application process with the Gambling Commission, and those other persons or bodies listed in Schedule 6(1) to the Act for use in the exercise of functions under the Act. In doing so the Council will have regard to the Act itself, any guidance issued by the Commission from time to time, any Regulations issued by the Secretary of State and any Council Policies for Data Protection and Freedom of Information. Further information can be obtained from the Council.

If there are persistent or serious disorder problems at premises, that an operator could or should do more to prevent, the Licensing Authority will bring this to the attention of the Commission so that it can consider the continuing suitability of the operator to hold a licence.

1.12 Enforcement

The Licensing Authority's main enforcement and compliance role in terms of the Gambling Act 2005 is to ensure compliance with the premises licences and other permissions which it authorises. The Gambling Commission is the enforcement body for operating and personal licences.

All the powers of officers authorised by the Council under the Act will be exercised in accordance with the Enforcement Concordat, the Regulators' Compliance Code, and the Council's enforcement policies.

The Licensing Authority will be guided by the Gambling Commission's Guidance for Local Authorities and will endeavour to be:

- Proportionate: regulators should only intervene when necessary;
- Accountable: regulators must be able to justify decisions, and be subject to public scrutiny;
- Consistent: rules and standards must be joined up and implemented fairly;
- Transparent: regulators should be open, and keep advice simple and user friendly; and
- Targeted: regulation should be focused on the problem, and minimise side effects.

The Licensing Authority will endeavour to avoid duplication with other regulatory regimes so far as possible.

A risk-based inspection programme, based on the licensing objectives, relevant codes of practice, Guidance issued by the Gambling Commission, the principles set out in this Statement of Principles, and any other information provided by the Commission, the police and other enforcing authorities will be used to target agreed problem or high risk premises.

The overall aim is to permit the use of premises for gambling. With that in mind it is intended that action will generally be taken against 'problem' premises (those that are seen to be consistently disregarding the licensing objectives and any licensing conditions that are laid down within their individual premises licence) through the review process.

1.13 Licensing Authority Functions

Licensing authorities are required under the Act to:

- Be responsible for the licensing of premises where gambling activities are to take place by issuing Premises Licences
- Issue Provisional Statements
- Regulate members clubs and miners' welfare institutes who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits
- Issue Club Machine Permits to commercial clubs

- Grant permits for the use of certain lower stake gaming machines at unlicensed Family Entertainment Centres
- Receive notifications from alcohol licensed premises (under the Licensing Act 2003) for the use of two or fewer gaming machines
- Issue Licensed Premises Gaming Machine Permits for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where there are more than two machines
- Register small society lotteries below prescribed thresholds
- Issue Prize Gaming Permits
- Receive and endorse Temporary Use Notices
- Receive Occasional Use Notices
- Provide information to the Gambling Commission regarding details of licences
- Maintain registers of the permits and licences that are issued under these functions

1.14 Local area profile

Having consulted with others, in particular, the police and community safety, no particular areas of concern have been identified in regard to local risks associated with gambling. However this will be kept under review, and if any particular risks are identified, this section of the statement will be amended to reflect changes in the local landscape.

Part 2

2.0 Licences

2.1 Premises Licences

2.1.1 Premises licences are subject to the requirements set out in the Gambling Act 2005 and Regulations, as well as specific mandatory and default conditions. Licensing authorities are able to exclude default conditions and also attach others, where it is believed to be appropriate.

2.1.2 A premises licence is one that authorises premises to be used for:

- The operation of a casino (a casino premises licence)
- The provision of facilities for playing bingo (a bingo premises licence)
- Making category B gaming machines available for use (an adult gaming centre premises licence)
- Making category C gaming machines available for use (a family entertainment centre premises licence), or
- The provision of facilities for betting (a betting premises licence)

Appendix B details the machine provisions by premise type.

2.1.3 In making decisions about premises licences, Central Bedfordshire Council will aim to permit the use of the premises for gambling in so far as it thinks it is:

- In accordance with any relevant code of practice issued by the Gambling Commission
- In accordance with any relevant guidance issued by the Gambling Commission
- Reasonably consistent with the licensing objectives and
- In accordance with the authority's statement of licensing policy

2.1.4 As per the Gambling Commission's Guidance for local authorities we will not take into consideration matters that are not related to gambling and the licensing objectives (For example moral objections, unmet demand -, or the likelihood of the applicant obtaining planning permission or building regulations approval).

2.1.5 Application forms are in the format prescribed by Regulations and will need to contain information that describes the gambling activities to be provided, hours of operation, nature of location, and any other information relevant to the premises.

2.1.6

*Please note that under the Gambling Commission's Code of Practice Provisions, premises licence holders under the Act **are required** to provide risk assessments as follows:*

10.1.1

1 Licensees must assess the local risks to the licensing objectives posed by the provision of gambling facilities at each of their premises, and have policies, procedures and control measures to mitigate those risks. In making risk

assessments, licensees must take into account relevant matters identified in the licensing authority's statement of licensing policy.

2 Licensees must review (and update as necessary) their local risk assessments:

a to take account of significant changes in local circumstances, including those identified in a licensing authority's statement of licensing policy;

b when there are significant changes at a licensee's premises that may affect their mitigation of local risks;

c when applying for a variation of a premises licence; and

d in any case, undertake a local risk assessment when applying for a new premises licence.

10.1.2

1 Licensees should share their risk assessment with licensing authorities when applying for a premises licence or applying for a variation to existing licensed premises, or otherwise on request. **A copy of the local risk assessment must be retained on the premises.**

Any risk assessment submitted should demonstrate the applicant has considered, as a minimum:

- local crime statistics;
- any problems in the area relating to gambling establishments such as anti-social behaviour;
- the location of any nearby sensitive premises, such as hostels and other facilities used by vulnerable persons e.g. drug and alcohol addictions;
- whether there is a prevalence of street drinking in the area, which may increase the risk of vulnerable persons using the premises;
- whether there is any indication of problems in the area with young people attempting to access adult gambling facilities.

2.1.7 Applicants are encouraged to consult the Police and other responsible authorities well in advance of submitting their applications. Application forms and guidance leaflets will be available from the Council's Licensing Department including contact names for each of the responsible authorities that should receive applications. Applications should be submitted with any additional relevant documentation and the prescribed fee.

Incomplete applications will not be considered and will be returned to the applicant.

2.1.8 Where there are no areas of contention it is considered that many of the functions will be largely administrative. Functions will be delegated in accordance with section 4.2 of this Statement of Principles.

2.1.9 Where there are relevant representations in respect of an application the matter will be determined by the Licensing Committee or one of its sub-committees, as will any application for the review of a licence.

2.1.10 Interested parties or responsible authorities can make requests for a review of the premises licence, however it is for the licensing authority to decide whether the review is to be carried out. This will be on the basis of whether the request for review is relevant to the matters listed below:-

- In accordance with any relevant Code of Practice issued by the Gambling Commission
- In accordance with any relevant guidance issued by the Gambling Commission
- Reasonably consistent with the Licensing Objectives
- In accordance with the Authority's Statement of Licensing Policy.

As well as consideration as to whether the request is frivolous or vexatious.

2.1.11 The licensing authority can also initiate a review of the licence on the basis of any reason which it thinks appropriate.

2.1.12 This Statement is not intended to override the right of any person to make an application under the Act, and to have that application considered on its merits. Equally, this Statement of Principles is not intended to undermine the right of any person to make representations about an application or to seek a review of a licence where provision has been made for them to do so

2.2 Definition of “premises”

2.2.1 Premises is defined in the Act as “any place”. Different premises licences cannot apply in respect of a single premise at different times. However, it is possible for a single building to be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. Whether different parts of a building can properly be regarded as being separate premises will always be a question of fact in the circumstances. However, the Gambling Commission does not consider that areas of a building that are artificially or temporarily separate can be properly regarded as different premises.

2.2.2 Central Bedfordshire Council will take particular care in considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular, entrances and exits from parts of a building covered by one or more licences should be separate and identifiable so that the separation of different premises is not compromised and that people do not ‘drift’ into a gambling area. There will be specific issues to consider before granting applications where access to the licensed premises is through other premises (which themselves may be licensed or unlicensed), for example, whether children can gain access; compatibility of the two establishments; and ability to comply with the requirements of the Act. But, in addition an overriding consideration should be whether, taken as whole, the location of the licensed premises with other facilities has the effect of creating an arrangement that otherwise would, or should, be prohibited under the Act.

2.2.3 An applicant cannot obtain a full premises licence until the premises in which it is proposed to offer the gambling are constructed. The Gambling Commission has advised that references to “the premises” are to the premises in which gambling may now take place. Thus a licence to use premises for gambling will only be issued in relation to premises that are ready to be used for gambling. This authority agrees with the Gambling Commission that it is a question of fact and degree whether premises are finished to a degree that they can be considered for a premises licence. The Gambling Commission emphasises that requiring the building to be complete

ensures that the authority can, if necessary, inspect it fully, as can other responsible authorities with inspection rights.

2.3 Location

This licensing authority is aware that demand issues cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives can. As per the Gambling Commission's Guidance for local authorities, this authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder. This could include areas where gambling premises should not be located, (for example near a school or in residential areas where there may be a high concentration of families with children). This does not preclude any application being made and each application will be decided on its merits, with the onus upon the applicant showing how the potential concerns can be overcome.

2.4 Duplication with other regulatory regimes

This licensing authority will seek to avoid any duplication with other statutory/regulatory systems where possible, including planning. This authority will not consider whether a licence application is likely to be awarded planning permission or building regulations approval in its consideration of it. It will listen to, and consider carefully, any concerns about conditions which are not able to be met by licensees due to planning restrictions, should such a situation arise.

2.5 Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime

2.5.1 The Gambling Commission plays a leading role in preventing gambling from being a source of crime and will maintain rigorous licensing procedures that aim to prevent criminals from providing facilities for gambling.

2.5.2 Anyone applying to the Council for a premises licence will have to hold an operating licence from the Commission before a licence can be issued. Therefore, the Council will not generally be concerned with the suitability of an applicant and where concerns about a person's suitability arise the Council will bring those concerns to the attention of the Commission.

2.5.3 If an application for a licence or permit is received in relation to premises which are in an area noted for particular problems with organised crime, the Council will, in consultation with the police and other relevant authorities, consider whether specific controls need to be applied to prevent those premises from being a source of crime. This could include a requirement for door supervisors.

2.5.4 As far as disorder is concerned, there are already powers in existing anti-social behaviour and licensing legislation to deal with measures designed to prevent nuisance, whether it arises as a result of noise from a building or from general disturbance once people have left a building. The Council does not therefore intend to use the Act to deal with general nuisance issues, for example, parking problems, which can easily be dealt with using alternative powers.

2.5.5 Issues of disorder would only be dealt with under the Act if the disorder amounts to activity which is more serious and disruptive than mere nuisance, and it

can be shown that gambling is the source of that disorder. A disturbance might be serious enough to constitute disorder if police assistance was required to deal with it. Another factor which could be taken into account is how threatening the behaviour was to those who could see or hear it, and whether those people live sufficiently close to be affected or have business interests that might be affected.

2.5.6 When making decisions in this regard the Council will give due weight to any comments made by the police.

2.6 Ensuring gambling is conducted in a fair and open way

2.6.1 The Gambling Commission does not expect local authorities to become concerned with ensuring that gambling is conducted in a fair and open way as this will either be a matter for the management of the gambling business or will relate to the suitability and actions of an individual. Both issues will be addressed by the Commission through the operating and personal licensing regime.

2.6.2 Because betting track operators do not need an operating licence from the Commission the Council may, in certain circumstances require conditions of licence relating to the suitability of the environment in which betting takes place.

2.7 Protecting children and other vulnerable people from gambling

2.7.1 Apart from one or two limited exceptions, the intention of the Act is that children and young persons should not be allowed to gamble and should therefore be prevented from entering gambling premises which are 'adult-only' environments.

2.7.2 In practice, steps will generally be taken to prevent children from taking part in, or being in close proximity to, gambling especially with regard to premises situated in areas where there may be a high rate of reported truancy. There may also be restrictions on advertising so that gambling products are not aimed at children or advertised in such a way that makes them particularly attractive to children. **The Gambling Commission have issued guidance which is available on [their website](#)**

2.7.3 When considering whether to grant a premises licence or permit the Council will consider whether any measures are necessary to protect children, such as the supervision of entrances, the segregation of gambling from areas frequented by children and the supervision of gaming machines in non-adult gambling specific premises, such as pubs, clubs, betting tracks etc.

2.7.4 With regard to the term "vulnerable persons" the Council will, in line with The Gambling Commission, for regulatory purposes assume that this group includes people who gamble more than they want to, people who gamble beyond their means, and people who may not be able to make informed or balanced decisions about gambling, perhaps due to a mental impairment, alcohol or drugs.

2.7.5 The Council will always treat each case on its own individual merits and when considering whether specific measures are required to protect children and other vulnerable people will balance its considerations against the overall principle of aiming to permit the use of premises for gambling.

2.8 Conditions

2.8.1 Any conditions attached to licences will be proportionate and will be:

- Relevant to the need to make the proposed building suitable as a gambling facility
- Directly related to the premises and the type of licence applied for
- Fairly and reasonably related to the scale and type of premises and
- Reasonable in all other respects

2.8.2 Decisions upon individual conditions will be made on a case by case basis, although there will be a number of measures considered should there be evidence that these are necessary, such as the use of door supervisors, appropriate signage for adult only areas etc. There are specific comments made in this regard under some of the licence types below. Any applicant will also be expected to offer his/her own suggestions as to ways in which the licensing objectives can be met effectively.

2.8.3 Specific measures may also be appropriate for buildings which are subject to multiple premises licences. Such measures may include the supervision of entrances, segregation of gambling from non-gambling areas frequented by children, and the supervision of gaming machines in non-adult gambling specific premises in order to pursue the licensing objectives. These matters are in accordance with the Gambling Commission's Guidance.

2.8.4 The Council will also ensure that where category C or above machines are on offer in premises to which children are admitted:

- All such machines are located in area of the premises which is separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance
- Only adults are admitted to the area where these machines are located
- Access to the area where the machines are located is supervised
- The area where these machines are located is arranged so that it can be observed by the staff or the licence holder and
- At the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons under 18

2.8.5 These considerations will apply to premises including buildings where multiple premises licences are applicable.

2.8.6 Tracks may be subject to one or more premises licence, provided each licence relates to a specified area of the track. This authority will consider the impact upon the third licensing objective and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

2.8.7 There are conditions that the licensing authority cannot attach to premises licences which are:

- Any condition on the premises licence which makes it impossible to comply with an operating licence condition

- Conditions relating to gaming machine categories, numbers, or methods of operation
- Conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casinos and bingo clubs and this provision prevents it being reinstated) and
- Conditions in relation to stakes, fees, winning or prizes

2.9 Door Supervisors

2.9.1

If a licensing authority is concerned that a premises may attract disorder or be subject to attempts at unauthorised access, for example, by children and young persons, then it may require that the entrances to the premises are controlled by a door supervisor. The licensing authority is able to impose a condition on the premises licence to this effect. .

2.9.2. The Security Industry Authority (SIA) regulates the private security industry in England, Wales and Scotland, and is responsible for licensing individuals working within the various industry sectors. The majority of persons employed to work as door supervisors at premises licensed for gambling will need to be licensed by the SIA. There are, however, exceptions to this requirement.

2.9.2 Where contract staff are employed as door supervisors at casino or bingo premises, such staff will need to be licensed by the SIA. However, in-house employees working as door supervisors at casino and bingo premises are exempt from these requirements.

2.10 Adult Gaming Centres

The Council will have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling. Applicants will be expected to satisfy the authority that there will be sufficient measures to meet the licensing objectives, for example, ensure that under 18 year olds do not have access to the premises. However appropriate measures/licence conditions may cover issues such as:

- Proof of age schemes
- Supervision of entrances/machine areas
- Physical separation of areas

2.11 Family Entertainment Centres

The Council will have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling. Applicants will be expected to satisfy the authority that there will be sufficient measures to meet the licensing objectives, for example, ensure that under 18 year olds do not have access to the adult only gaming machine areas. However appropriate measures/licence conditions may cover issues such as:

- CCTV
- Supervision of entrances/machine areas
- Physical separation of areas
- Location of entry

- Notices/signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets/helpline numbers for organisations such as GamCare
- Measures/training for staff on how to deal with suspected truant school children on the premises

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

2.12 Casinos

At present there are no casinos within the Central Bedfordshire Council area.

There is currently no resolution to prohibit casinos in the area. However, the Council reserves the right to review this situation and, may, at some time in the future, resolve not to permit casinos. Any such decision will be made by the full Council, and details included in a revision of this document.

2.13 Bingo Premises

2.13.1 The holder of a bingo operating licence will be able to provide any type of bingo game including cash and prize bingo.

2.13.2 Commercial bingo halls will require a bingo premises licence from the Council

2.13.3 Amusement arcades providing prize bingo will require a prize gaming permit from the Council.

2.13.4 In each of the above cases it is important that where children are allowed to enter premises licensed for bingo, in whatever form, they are not allowed to participate in any bingo game. When considering applications of this type the Council will therefore take into account, among other things, the location of the games or machines, access to those areas, general supervision of the premises and the display of appropriate notices.

2.13.5 A limited number of gaming machines may also be made available at bingo licensed premises.

2.13.6 Bingo is a class of equal chance gaming and will be permitted in alcohol licensed premises and in clubs provided it remains below a certain threshold, otherwise it will be subject to a bingo operating licence which will have to be obtained from the Gambling Commission.

2.14 Tracks

2.14.1 Section 353 of the Act defines a track as a horse racecourse, greyhound track or other premises on any part of which a race or other sporting event takes place or is intended to take place.

2.14.2 Tracks may be subject to one or more premises licence, provided each licence relates to a specified area of the track. The Council will especially consider the impact upon the third licensing objective (the protection of children and vulnerable persons from being harmed or exploited by gambling) and the need to ensure that entrances to each type of premises are distinct and that children are excluded from the gambling areas where they are not permitted to enter.

2.14.3 The Council will therefore expect the premises licence applicant to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities. Although children and young persons will be permitted to enter track areas where facilities for betting are provided on days when dog racing and/or horse racing takes place, they are still prevented from entering areas where gaming machines (other than category D machines) are provided.

2.14.4 Applicants will be expected to offer their own measures to meet the licensing objectives; however appropriate measures/licence conditions may cover such issues as:

- Proof of age schemes
- CCTV
- Supervision of entrances/machine areas
- Physical separation of areas
- Location of entry
- Notices/signage
- Specific opening hours
- Self-barring schemes
- Provision of information leaflets/helpline numbers for organisations such as GamCare

2.14.5 Gaming machines – The Council will consider the location of machines at tracks and applications for track premises licences will need to demonstrate that, where the applicant holds a pool betting operating licence and is going to use his/her entitlement to 4 gaming machines, these machines are located in areas from which children are excluded. Children and young persons are not prohibited from playing category D gaming machines on a track.

2.14.6 Betting machines – The size of the premises and the ability of staff to monitor the use of machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people will be taken into account when considering the number/nature/circumstances of the betting machines an operator wants to offer. It will also consider restricting the number and location of such machines in respect of applications for track betting premises licences.

2.14.7 Conditions on rules being displayed – Gambling Commission Guidance advises that licensing authorities should attach a condition to track premises licences requiring the track operator to ensure that the rules are prominently displayed in or near the betting areas, or that other measures are taken to ensure that they are made available to the public. For example, the rules could be printed in the race card or made available in leaflet form from the track office.

2.14.8 Plans that accompany applications should make clear what is being sought for authorisation under the track betting premises licence and what, if any, other areas are to be subject to a separate application for a different type of premises licence.

It would be preferable for all self-contained premises operated by off-course betting operators on track to be the subject of separate premises licences, to ensure that there is clarity between the respective responsibilities of the track operator and the off-course betting operator running a self-contained unit on the premises.

2.15 Travelling Fairs

2.15.1 This licensing authority will determine whether, where category D machines and/or equal chance prize gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.

2.15.2 Whether the applicant falls within the statutory definition of a travelling fair will also be considered.

2.15.3 The 27 day statutory maximum for the land being used as a fair is per calendar year, and it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. We will work with neighbouring authorities to ensure that land which crosses our boundaries is monitored so that the statutory limits are not exceeded.

2.16 Gaming

2.16.1 A gaming machine can cover all types of gambling activity which can take place on a machine, including betting on 'virtual' events.

2.16.2 The Act itself prescribes the number and category of gaming machines that are permitted in each type of gambling premises.

2.16.3 Subject to the provisions of the Act, gaming machines can be made available in a wide variety of premises, including:-

- casinos
- bingo premises
- betting premises, (including tracks)
- adult gaming centres
- family entertainment centres
- clubs
- pubs and other alcohol licensed premises
- travelling fairs

2.16.4 A machine is not a gaming machine if the winning of a prize is determined purely by the player's skill. However, any element of 'chance' (where the element of skill is not involved) imparted by the action of the machine would cause it to be a gaming machine.

2.16.5 The Council will, where appropriate, seek to encourage permit and premises licence holders to adopt any codes of practice which may be introduced by the amusement industry from time to time.

2.17 Lotteries

2.17.1 All lotteries are unlawful unless they are run in accordance with an operating licence issued by the Gambling Commission or it is an 'exempt' lottery as defined by the Act.

2.17.2 One of those exemptions is in respect of what are termed “small societies lotteries” and the Council is responsible for registering these ‘small’ lotteries.

2.17.3 A society will be allowed to register with the Council if it is a ‘non-commercial’ lottery, in other words, it is established and conducted:-

- for charitable purposes;
- for the purpose of enabling participation in, or of supporting, sport, athletic or a cultural activity; or
- for any other non-commercial purpose other than for private gain.

2.17.4 The Council will maintain a register of small society lotteries which it has registered.

2.18 Provisional Statements

A provisional statement is a statement of intent. A provisional statement does not require the applicant to have an operator’s licence and/or the right to occupy the premises. This enables the applicant to carry out all the other aspects of applying for a Premises Licence whilst awaiting confirmation of these issues. An application for a Premises Licence can only be made when the applicant has, or has applied for, an operators licence issued by the Gambling Commission and has the right to occupy the premises.

2.18.1 A person may apply for a provisional statement in respect of premises:

- They expect to be constructed
- They expect to be altered, or
- They expect to acquire a right to occupy

2.18.2 Applications will be dealt with in the same manner as applications for premises licences. Once premises are constructed, altered or acquired the holder of a provisional statement may apply for a full premises licence.

2.18.3 The Gambling Commission’s Guidance states that “it is a question of fact and degree whether premises are finished to a degree that they can be considered for a premises licence” and that “Requiring the building to be complete ensures that the authority could, if necessary inspect it fully”.

2.18.4 In terms of representations about premises licence applications, following the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless they concern matters which could not have been addressed at the provisional statement stage, or they reflect a change in the applicant’s circumstances. In addition, the authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:

- Which could not have been raised by objectors at the provisional licence stage; or
- Which in the authority’s opinion reflect a change in the operator’s circumstances.

2.18.5 Gambling Commission Guidance states that “A licensing authority should not take into account irrelevant matters, such as the likelihood of the applicant obtaining planning permission or building regulations approval for the purpose”.

2.19 Reviews

2.19.1 Requests for a review of a premises licence can be made by interested parties or responsible authorities. However, the licensing authority will decide whether the review is to be carried out. This will be on the basis of whether the request for the review is:

- In accordance with any relevant code of practice issued by the Gambling Commission
- In accordance with any relevant guidance issued by the Gambling Commission
- Reasonably consistent with the licensing objectives and
- In accordance with the authority's statement of licensing policy

2.19.2 In addition consideration will be given as to whether the request is frivolous, vexatious, will certainly not cause this authority to wish to alter/revoke/suspend the licence, or whether it is substantially the same as previous representations or requests for review. The licensing authority can also initiate a review of a licence on the basis of any reason that it thinks appropriate.

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Part 3

3.0 Permits/Temporary & Occasional Use Notices

3.1 Unlicensed Family Entertainment Centre (FEC) Gaming Machine Permits

3.1.1 Where a premise does not hold a premises licence but wishes to provide gaming machines, it may apply to this authority for a permit. The applicant must show that the premises will be wholly or mainly used for making gaming machines available for use. (Section 238 GA05)

3.1.2 A licensing authority cannot attach conditions to this type of permit.

3.1.3 An application for a permit may only be granted if the licensing authority is satisfied that the premises will be used as an unlicensed FEC, and if the chief officer of police has been consulted on the application.

3.1.4 Applicants will also be expected to demonstrate:

- A full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs
- That the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act and
- That staff are trained to have a full understanding of the maximum stakes and prizes and
- That there are policies and procedures in place to protect children from harm (Harm in this context is not limited to harm from gambling, but includes wider child protection considerations). The efficiency of such policies and procedures will each be considered on their merits. However they may include appropriate measures/training for staff as regards suspected truant school children on the premises, measures/training covering how staff would deal with unsupervised very young children on the premises, or children causing perceived problems on/around the premises.

3.2 (Alcohol) Licensed Premises Gaming Machine Permits

3.2.1 There is provision in the Act for premises licensed to sell alcohol for consumption on the premises, to automatically have 2 gaming machines, of categories C and/or D. The premises merely need to notify the licensing authority. The licensing authority can remove the automatic authorisation in respect of any particular premises if:

- Provision of the machines is not reasonably consistent with the pursuit of the licensing objectives
- Gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act (i.e. that written notice has been provided to the licensing authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with)
- The premises are mainly used for gambling or
- An offence under the Gambling Act has been committed on the premises.

3.2.2 If a premises wishes to have more than 2 machines, then it needs to apply for a permit. The licensing authority must consider the application based upon the licensing objectives, any guidance issued by the Gambling Commission under Section 25 of the Gambling Act 2005, and such matters as they think relevant.

3.2.3 This licensing authority considers that such matters will be decided on a case by case basis, but generally there will be regard to the need to protect children and vulnerable persons from being harmed or exploited by gambling. We will expect the applicant to demonstrate that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines.

3.2.4 Measures may include:

- Adult machines being in sight of the bar or in the sight of staff who will monitor the machines to ensure they are not being used by under 18's
- Notices and signage
- Provision of information leaflets/helpline numbers for organisations such as GamCare.

3.2.5 It is recognised that some alcohol licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would most likely need to be applied for, and dealt with as an Adult Gaming Centre premises licence.

3.2.6 The licensing authority can decide to grant the application with a smaller number of machines and/or a different category of machines than those applied for, but other conditions cannot be attached.

3.2.7 The holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine.

3.3 Prize Gaming Permits

3.3.1 A prize gaming permit is a permit issued by the licensing authority to authorise the provision of facilities for gaming with prizes on specified premises.

3.3.2 The principles applied by this authority are that the applicant should set out the types of gaming that he or she is intending to offer and that the applicant should be able to demonstrate that they understand the limits to stakes and prizes that are set out in Regulations, and also that the gaming offered is within the law.

3.3.3 In making its decision on an application for this permit the licensing authority does not need to have regard to the licensing objectives but must have regard to any Gambling Commission guidance.

3.3.4 There are conditions in the Gambling Act 2005 with which the permit holder must comply, but the licensing authority cannot attach conditions.

3.3.5 The conditions in the Act are:

- The limits on participation fees, as set out in regulations, must be complied with
- All chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played
- The prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize) and
- Participation in the gaming must not entitle the player to take part in any other gambling

3.4 Club Gaming and Club Gaming Machines Permits

3.4.1 Members Clubs and Miners' welfare institutes (but not Commercial Clubs) may apply for a Club Gaming Permit or a Club Gaming Machine Permit. The Club Gaming Permit will enable the premises to provide gaming machines (3 machines of categories B3A, B4, C or D), equal chance gaming and games of chance as set out in forthcoming regulations. A Club Gaming Machine Permit will enable the premises to provide gaming machines (3 machines of categories B3A, B4, C or D).

3.4.2 Gambling Commission Guidance states "Members Clubs must have at least 25 members and be established and conducted wholly or mainly for purposes other than gaming, unless the gaming is permitted by separate regulations.

It is anticipated that this will cover bridge and whist clubs, which will replicate the position under the gaming Act 1968. A members club must be permanent in nature, not established to make a commercial profit, and controlled by its members equally. Examples include working men's clubs, branches of Royal British Legion and clubs with political affiliations".

3.4.3 The Commission Guidance also states that the licensing authority may only refuse an application on the grounds that:

- The applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied
- The applicant's premises are used wholly or mainly by children and/or young persons
- An offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities
- A permit held by the applicant has been cancelled in the previous ten years or
- An objection has been lodged by the Commission or the police

3.4.4 There is also a fast track procedure available under the Act for premises which hold a Club Premises certificate under the Licensing Act 2003. As the Gambling Commission's Guidance states, "Under the fast track procedure there is no opportunity for objections to be made by the Commission or the police, and the grounds upon which an authority can refuse a permit are reduced".

3.4.5 The grounds on which an application under the process may be refused are:

- That the club is established primarily for gaming, other than gaming prescribed under schedule 12;
- That in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- That a Club Gaming Permit or Club Gaming Machines Permit issued to the applicant in the last ten years has been cancelled.

3.4.6 There are statutory conditions on Club Gaming Machines Permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

3.5 Temporary Use Notices

3.5.1 Temporary Use Notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. A temporary use notice may only be granted to a person or company holding a relevant operating licence.

3.5.2 There are a number of statutory limits as regards Temporary Use Notices. The licensing authority must decide what constitutes a "set of premises" where Temporary Use Notices are received relating to the same building, and must consider, amongst other things, the ownership/occupation and control of the premises. In relation to other "covered areas" (e.g. shopping centres) the licensing authority will consider whether different units are in fact different "sets of premises".

3.6 Occasional Use Notices

3.6.1 The intention behind Occasional Use Notices is to permit licensed betting operators (with appropriate permission from the Gambling Commission) to use tracks for short periods for conducting betting, where the event upon which the betting is to take place is of a temporary, infrequent nature.

3.6.2 The meaning of 'track' in the Act covers not just a horse or dog track, but also any other premises on any part of which a race or other sporting event takes place or is intended to take place.

3.6.3 The licensing authority has very little discretion as regards these Notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. This licensing authority will though consider the definition of a 'track' and whether the applicant is permitted to avail him/herself of the notice.

Part 4

4.0 Other Information

4.1 Application Process

4.1.1 Central Bedfordshire Council will accept applications for Premises Licences on the statutory prescribed application form, accompanied by the prescribed fee and supporting documentation.

4.1.2 Applications will be considered in accordance with the delegation of functions table below.

4.1.3 It is considered that many of the licensing functions will be largely administrative and where there are no areas of contention, the responsibility for processing any such application will be delegated to officers.

4.2 Delegation of Functions

4.2.1 Decisions under the Act will be made by the Central Bedfordshire Council Licensing Committee, which consists of 12 councillors. The Licensing Committee has delegated its functions to a Licensing Sub-Committee consisting of 3 councillors or to an officer. The licensing authority intends to delegate functions under the Gambling Act in the following way in the interests of speed, efficiency and cost-effectiveness.

Matter to be dealt with	Full Council	Sub-committee of Licensing Committee	Officers
Final approval of three year licensing policy	X		
Policy not to permit casinos	X		
Fee setting (when appropriate)		X (if delegated by full council)	
Application for premises licences		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Application for a variation to a licence		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Application for a transfer of		Where representations	Where no

a licence		have been received from the Commission	representations have been received from the Commission
Application for a provisional statement		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Review of a premises licence		X	
Application for club gaming/ Club machine permits		Where objections have been made and not withdrawn	Where no objections made/objections have been withdrawn
Cancellation of club gaming/club machine permits		X	
Applications for other permits			X
Cancellation of licensed premises gaming machine permits			X
Consideration of temporary use notice			X
Decision to give a counter notice to a temporary use notice		X	

4.2.2 Members who sit on the Licensing Committee or Sub-Committee, or who make representations, will do so in accordance with Central Bedfordshire Council's constitution and any other relevant Central Bedfordshire Policies and Procedures.

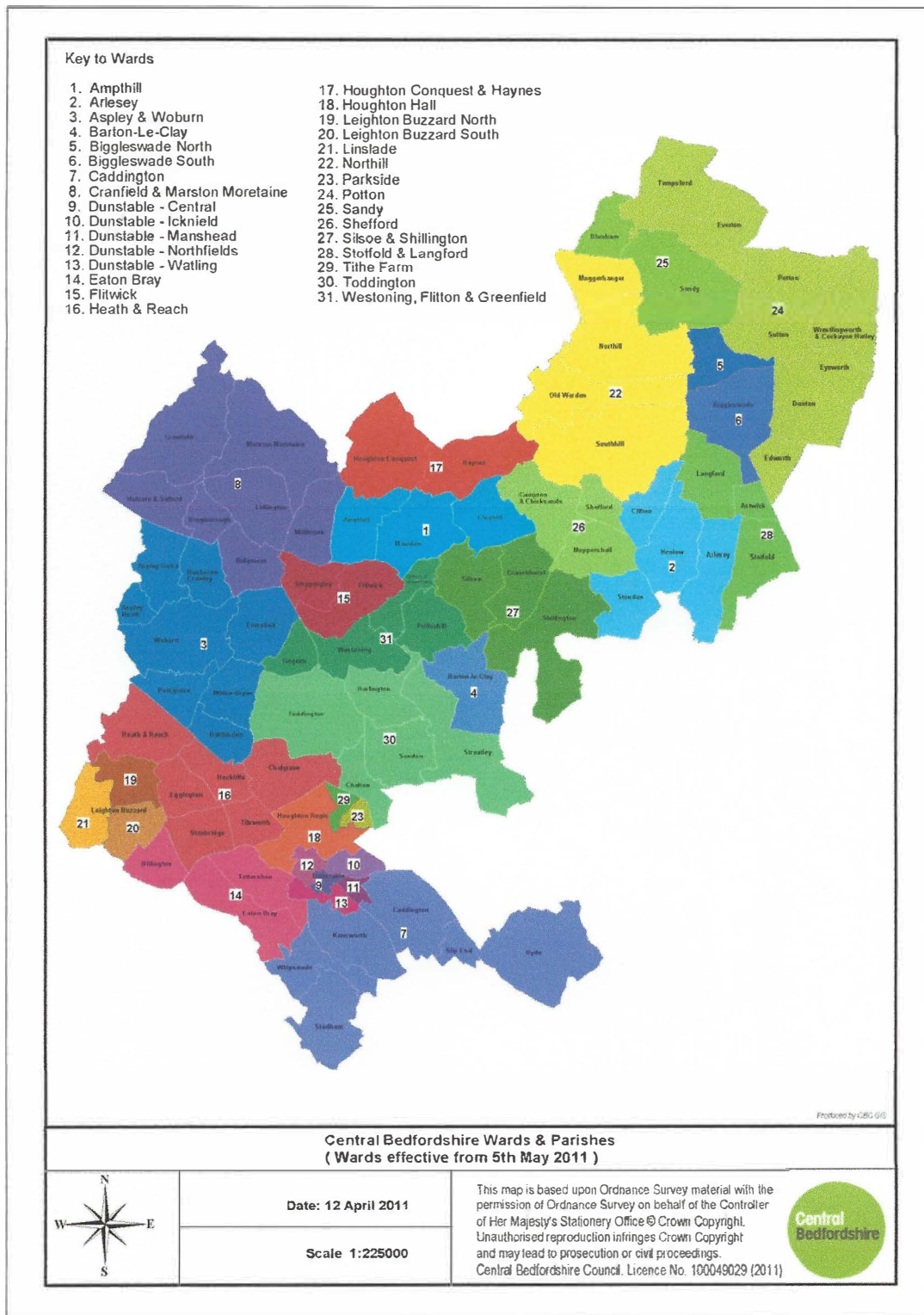
4.2.3 Every determination of a licensing decision by the Licensing Committee or a Licensing Sub-Committee shall be accompanied by clear reasons for the decision. The applicant, and/or responsible authorities and/or interested parties shall be informed of the decision in writing.

4.3 Useful Information

Central Bedfordshire Council
e-mail: info@centralbedfordshire.gov.uk
Website: www.centralbedfordshire.gov.uk

A copy of the Gambling Act 2005 is available from
www.legislation.gov.uk

Appendix A Map of Central Bedfordshire



Appendix B

Summary of machine provisions by premises

Premises type	Machine category						
	A	B1	B2	B3	B4	C	D
Large casino (machine/table ratio of 5-1 up to maximum)		Maximum of 150 machines Any combination of machines in categories B to D (except B3A machines), within the total limit of 150 (subject to machine/table ratio)					
Small casino (machine/table ratio of 2-1 up to maximum)		Maximum of 80 machines Any combination of machines in categories B to D (except B3A machines), within the total limit of 80 (subject to machine/table ratio)					
Pre-2005 Act casino (no machine/table ratio)		Maximum of 20 machines categories B to D (except B3A machines), or any number of C or D machines instead					
Betting premises and tracks occupied by pool betting		Maximum of 4 machines categories B2 to D (except B3A machines)					
Bingo premises or Adult Gaming Centre				Maximum of 20% of the total number of gaming machines which are available for use on the premises categories B3 or B4		No limit on category C or D machines	
Family entertainment centre (with premises licence)						No limit on category C or D machines	
Family entertainment centre (with permit)						No limit on category D machines	
Clubs or miners' welfare institute (with permit)					Maximum of 3 machines in categories B3A or B4 to D*		
Qualifying alcohol licensed premises						1 or 2 machines of category C or D automatic upon notification	
Qualifying alcohol licensed premises (with gaming machine permit)						Number of category C-D machines as specified on permit	
Travelling Fair						No limit on category D machines	

* It should be noted that members clubs and miners' welfare institutes are entitled to site a total of three machines in categories B3A to D but only one B3A machine can

be sited as part of this entitlement. Commercial clubs are entitled to a total of three machines in categories B4 to D.

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Street trading consultation

Consultation opens: 25 July 2018

Consultation closes: 5 September 2018

Our current Street Trading Policy was published in 2011. We now wish to review the Street Trading Policy, together with our Street Trading Consent application form and we would welcome your views on the amendments.

You can have your say by emailing licensing@centralbedfordshire.gov.uk.

You can also have your say by writing to:

Licensing
Central Bedfordshire Council
Watling House
High Street North
Dunstable
Bedfordshire
LU6 1LF



CENTRAL BEDFORDSHIRE COUNCIL

STREET TRADING POLICY

DRAFT

V1. July 2018

Preface

Central Bedfordshire Council [The Council] resolved to adopt Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 with regard to Street Trading on 24th February 2011.

Central Bedfordshire Council has not imposed any restriction on the number of licences/consents to be issued. The standard conditions adopted by Central Bedfordshire Council are attached as Appendix A to this policy

The Council consulted on this policy between 18th October 2010 and 9th January 2011 and it was approved by the Regulation Committee on 13th April 2011.

Consultation was conducted with existing / future potential holders of street trading licences/consents within Central Bedfordshire, the statutory responsible authorities as named under the Licensing Act 2003, Central Bedfordshire Council Highways and with members.

In developing this policy, the legal requirements of the 1982 Act and duties under the following provisions were taken into account;

- (a) The Provision of Services Regulations 2009 to ensure requirements are;
 - (i) non-discriminatory
 - (ii) justified by an overriding reason relating to public interest
 - (iii) proportionate to that public interest objective
 - (iv) clear and unambiguous
 - (v) objective
 - (vi) made public in advance, and
 - (vii) transparent and accessible

Adoption of Schedule 4 also allows the council to set terms, conditions and fees for the grant or renewal of such licences/consents, and set the number of licences that may be issued in the area, including nil.

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1. Purpose of Policy

1.1 The purpose of the Council's street trading policy is to create a street trading environment within Central Bedfordshire which:

- complements premises-based trading establishments;
- provides diversity and consumer choice;
- enhances the character, ambience and safety of local environments;
- will complement and inform other Council initiatives;
- is sensitive to the needs and concerns of residents;
- highlights the requirements and standards expected of street traders;
- is fairly, appropriately and proportionately controlled;
- supports community cohesion and equalities
- provides clear guidance to the officers who will administer the scheme.

1.2 **Central Bedfordshire Council has designated all streets within its authority as Consent Streets, and each application will be considered on its merits. Consent will normally only be refused if it is not safe to allow a vehicle or stall to trade in the proposed location.**

2. Equal Opportunities Statement

2.1 Central Bedfordshire Council is committed to promoting equality for all by removing direct and indirect indiscriminate on the grounds of:

- Age
- Gender or transgender identity
- Race, colour, national or ethnic origin
- Disability
- Religious belief, non belief, or other belief
- Sexual orientation

3. The Legislation

3.1 Schedule 4 of the Local Government (Miscellaneous provisions) Act 1982 (the Act) gives Councils the power (but no duty) to designate specific areas within their administrative boundaries as either:

A prohibited street – A street in which street trading is prohibited.

A licence street – A street in which street trading is prohibited without a licence granted by the council.

A consent street – A street in which street trading is prohibited without the consent of the council.

3.2 Street trading is defined as 'selling, exposing or offering for sale any article (including a living thing) in a street.

3.3 The term 'street' includes 'any road, footway, beach or other area to which the public have access without payment'. Any person street trading without a valid Consent commits a criminal offence.

- 3.4 The courts have held that the definition of a 'street' does not depend upon the area of land in question being in public ownership and private land may be classified as 'a street' too if it meets the definition in the Act and the precise circumstances of the trading indicate that it amounts to street trading.
- 3.5 The fact that a trader has a licence or lease to occupy the land, or has some other form of consent e.g. planning consent or a licence under the Licensing Act 2003, will not override the requirement to obtain a Consent where the trading amounts to street trading. Similarly, holding a Consent for street trading will not remove the obligation, on the trader, to comply with any other legal requirements e.g. holding a current food hygiene certificates nor override the duty to comply with the general law concerning e.g. trespass (the landowner's permission to occupy the land must be obtained), highways, planning, licensing, health and safety, nuisance, waste disposal requirements etc.
- 3.6 The requirement to obtain a Consent for any street trading is wide-ranging and would include, for example, all hot and cold food vendors selling burgers, kebabs, doughnuts, ice cream etc., and all vendors of non-food products from any vehicle, stall, barrow, trailer, or any other moveable or static structure.
- 3.7 Advice should be sought from the Licensing Team on the proposed activity/location to see if a Consent is required before starting to trade – see Appendix B for contact details.

4. Exemptions

4.1 The following are not street trading for the purposes of this policy:

- a) Trading by a person acting as a pedlar under the authority of a pedlar's certificate granted under the Pedlars Act 1871.
- b) Anything done in a market or fair the right to hold which was acquired by virtue of a grant (including a presumed grant) or acquired or established by virtue of an enactment or order.
- c) Trading in a trunk road picnic area provided by the Secretary of State under section 112 of the Highways Act 1980.
- d) Trading as a news vendor.
- e) Trading which is carried on at a premises used as a petrol filling station.
- f) Trading which is carried on at premises used as a shop or in a street adjoining premises so used and as part of the business of the shop.
- g) Selling things or offering or exposing them for sale as a roundsman.
- h) The use for trading under Part VIIA of the Highways Act 1980 of an object or structure placed on, in or over a highway.
- i) The operation of facilities for recreation or refreshment under Part VIIA of the Highways Act 1980.
- j) The doing of anything authorised by regulations made under section 5 of the Police, factories, etc. (Miscellaneous Provisions) Act 1916.

Central Bedfordshire Council Exemptions from Street Trading Consents

The following activities will not require a street trading consent:

- fetes, carnivals or similar community based and run events
- non-commercial or charitable events
- farmers markets (producer-managed marketplace for local producers to sell their own produce direct to local people)
- sales of articles by householders on land contiguous with their homes

5. Applications

5.1 All applications must be made on the Council's prescribed application form.

5.2 Each completed application must be accompanied by:

- The fee.
- If the proposed activity is from a fixed position, a copy of a map of at least 1:125 scale, clearly marked in red to identify the proposed site boundary.
- Confirmation that adequate levels of third party and public liability insurance (minimum £5 million) is, or will be, in place during the street trading activity.
- One colour photograph of the vehicle, barrow, cart, van, portable stall etc. that will be used for street trading.

5.3 On receipt of the completed application form, an acknowledgement will be sent to the applicant.

5.4 An officer may visit the applicant and inspect the vehicle, barrow, cart, van, portable stall or other vehicle or premises which the applicant intends to trade from.

5.5 The council will consult with the following bodies before deciding an application:

Central Bedfordshire Council – Highways

Central Bedfordshire Council –Planning

Central Bedfordshire Council – Public Protection Service (in respect of food hygiene, health and safety and nuisance matters where applicable)

Bedfordshire Fire & Rescue Service

Bedfordshire Police

The Relevant Parish Council

and a period of 21 days will be allowed for those consulted to respond and for any comments to be taken into consideration before deciding the application.

5.6 The Council will normally seek to grant a street trading consent, unless in its opinion:

- There would be a significant effect on road safety from the siting of the trading activity, or from customers visiting and leaving the site.
- There are concerns over the recorded level of personal injury accidents in the vicinity of the street trading activity.
- There would be a significant loss of amenity caused by traffic, noise, rubbish, possible vermin infestation, odour or fumes.
- There is already adequate similar provision in the vicinity of the site to be used for street trading purposes.
- There is a conflict with Traffic Orders such as waiting restrictions.
- The site or pitch obstructs either pedestrian or vehicular access or traffic flows, or places pedestrians in danger when in use for street trading purposes.
- The trading unit obstructs the safe passage of users of the footway or carriageway.

- The pitch interferes with sight lines for any road users such as at road junctions or pedestrian crossings.
 - The site does not allow the consent holder, staff and customers to park safely.
 - The street trading activity is carried out after dusk and the site is not adequately lit to allow safe access and egress from the site.
- 5.7 In all cases where the applicant has been convicted of an offence in the preceding ten years, the application will be determined by the Assistant Director for Public Protection and Transport in accordance with the following:
- The details of any convictions will be treated in strict confidence.
 - The relevance of the offence will be taken into consideration, in particular offences for dishonesty, violence, drugs or indecency.
 - In general a street trading consent is unlikely to be granted where an application is made within 3 to 5 years of the date of conviction.
 - Any explanation as to the circumstances surrounding the offence will be taken into account.
- 5.8 Every application will be assessed on its merits and individual circumstances, and the licence if granted will be subject to the standard conditions in Appendix A, as well as any specific conditions considered by the licensing officer to be relevant and appropriate to the application in question.
- 5.9 Where an application is refused, full reasons will be given in writing to the applicant. The Act does not provide for an appeal where a consent is refused, but the Council's complaints procedure will apply should the applicant be dissatisfied. The applicant may also be able to seek judicial review of the decision through the courts.
- 5.10 A street trading consent may be granted for any period not exceeding 12 months but may be revoked at any time.
- 5.11 The holder of a consent may at any time surrender the consent and it will then cease to be valid.
- 5.12 Where a consent is surrendered or revoked, no refund will be granted.
- 5.13 The Council reserves the right to deviate from the policy where there are clear and compelling reasons to do so.

6. Offences

6.1 Under the Local Government (Miscellaneous Provisions) Act 1982, a person who;

- Engages in street trading in a prohibited street;
- Engages in street trading in a consent street without being authorised to do so;
- Being authorised by a street trading consent to trade in a consent street, trades in that street-
 - i) from a stationary van, cart, barrow or other vehicle, or
 - ii) from a portable stall,without first having been granted permission to do so;
- Contravenes a condition imposed on a consent

Shall be guilty of an offence

6.2 It shall be a defence for a person charged to prove that they took all reasonable precautions and exercised all due diligence to avoid committing the offence.

6.3 Any person who makes a false statement regarding a street trading application, which they know to be false in any material respect, or which they do not believe to be true, shall be guilty of an offence.

6.4 Any action taken by the authority with regard to the above offences will have regard to the appropriate enforcement policy.

6.5 A person found guilty of an offence shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

7. Fees

- 7.1 The application process involves paying an application fee, including costs for inspections of the premises and processing the application.
- 7.2 Please see application form for current fees.
- 7.3 The fees are reviewed annually against any change in council costs of administering the regime.

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APPENDIX A

STANDARD CONDITIONS APPLICABLE TO STREET TRADING CONSENTS

These Standard Conditions will apply to all consents unless disapplied or varied by the Head of Public Protection.

1. The Consent granted by the Council is not transferable and the holder shall not permit any person to exercise the Consent in his/her absence unless that person is employed by the consent holder and is at least seventeen years of age.
2. The Consent may only be transferred to another person or body with the prior written approval of the Head of Public Protection.
3. Any van, vehicle, barrow, cart or stall must be maintained in a neat, tidy and safe condition.
4. The holder shall not use the street for any trading purposes other than that permitted in the Consent, and then only during the permitted hours.
5. The holder shall not trade in any street designated by the Council as a prohibited street.
6. At all times the Consent Holder shall comply with all statutes, statutory instruments and byelaws currently in force. Particularly in relation to Food Hygiene, Health & Safety at Work and Environmental Protection.
7. The holder shall not cause any obstruction of the street or cause any danger to any persons using it and shall not do anything, or permit anything to be done, that in the opinion of the Head of Public Protection may be a nuisance, annoyance or danger to any member of the public.
8. The holder shall maintain the area in the vicinity of any van, vehicle, barrow, cart or stall specified within the Consent in a clean and tidy condition, and shall ensure that all rubbish and litter is removed from the area at the end of each day of trading.
9. The holder shall not place on the street any furniture or equipment or advertisement other than as specified in the Consent.
10. The trader shall be insured against any claim in respect of third party liability whilst trading under a consent. No consent will be issued until a current policy has been produced to the Head of Public Protection and the trader shall produce evidence of such insurance to an authorised officer of the Council within seven days of the officer's request.
11. The holder, or any employee of the holder, shall display a copy of the Consent on the premises whilst trading.

12. Where there is a potential ignition source present, including cooking facilities, a 2kg dry powder extinguisher which complies with the standard set out in BS5423:1987 shall be provided.
13. Where hot fat cooking facilities are used, a fire blanket should be provided and so positioned as to allow the blanket to be accessed easily and quickly.
14. The Council may revoke the Consent at any time.
15. The holder will return the Consent to the Council immediately upon revocation or surrender.
16. In the event of the Consent being surrendered or revoked before the expiry date no refunds will be given.
17. Where a street trader wishes to make a change to the hours of business or the type of goods they sell they must put such a request in writing to Licensing@centralbedfordshire.gov.uk or using details in Appendix B
18. Such requests will ordinarily be granted, on payment of an administration fee and subject to paragraph 5.8 of this policy.
19. If a consent holder or his or her employee is requested to move his vehicle, van, stall, barrow or cart by an authorised Council Officer, a Police Officer, an Officer of the Bedfordshire Fire and Rescue Service or an Ambulance Service Officer he/she shall immediately comply with that request.
20. When on occasion access is required to a lay-by on a public highway by Central Bedfordshire Council or other authorised agency then a trader who has consent to trade from that lay-by will effectively have that consent withdrawn until further notice. Consent sought for trading in lay-bys on a public highway is done on this understanding.
21. The Council may at any time vary these conditions without notice.

APPENDIX B
CONTACT DETAILS

E-mail: licensing.section@centralbedfordshire.gov.uk

Tel: 0300 300 8647

The Licensing Team
Public Protection
Central Bedfordshire Council
Watling House
High Street North
Dunstable
Beds
LU6 1LF

Website: www.centralbedfordshire.gov.uk



CENTRAL BEDFORDSHIRE COUNCIL

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

APPLICATION FOR STREET TRADING CONSENT

TO: The Licensing Team, Public Protection, Central Bedfordshire Council, Watling House, High Street North, Dunstable, Beds LU6 1LF

I/We apply under the provisions of the above Act for a street trading consent.

I/We submit the following particulars:

1. a) Full name (Block capitals) b) Date of Birth c) Trading name	
2. a) Home address b) Telephone number	
3. Will you be the sole operator of the stall/vehicle? If 'no' how often will you operate the stall/vehicle?	Yes / No
PLEASE NOTE All applicants and nominated assistants are required to submit 2 passport type photographs.	
If the answer to 3 is 'no', please give details below: 4. Full names, addresses, dates of birth of all other people working on your stall are required. 1 st person a) Full Name (Block capitals) b) Date of Birth c) Address	

<p>2nd person</p> <p>a) Full Name (Block capitals)</p> <p>b) Date of Birth</p> <p>c) Address</p>			
<p>5. Have you, or any person associated with this application, been convicted of any offence in the last 10 years?</p> <p>If 'Yes' please give details of name and offence(s)</p>	Yes / No		
	<p>Court Code and date of conviction</p>	<p>Offence code and date of offence</p>	<p>Fine, penalty or sentence</p>
<p>6. Are there any prosecutions pending against you or any person associated with this application?</p> <p>If 'Yes' please give details of name and offence(s)</p>	Yes / No		
	<p>Alleged offence</p>	<p>Date of court hearing</p>	
<p>7. Description of articles to be sold (Please note, a separate application must be completed for each stall, van, barrow etc)</p>			
<p>8. Trading site (If this is a fixed position please give details and enclose a map)</p>			
<p>9. Evidence you have obtained any necessary permissions to trade at your chosen site (e.g. if private property, the permission of the owner)</p>			
<p>10. How long a period of consent are you applying for - 12 months or one off (up to 2 months)</p>			
<p>11. Proposed days and times of trading</p>			

<p>12. a) Type of stall/vehicle and size .</p> <p>b) Brief description of your proposed stall/vehicle (please include a colour photograph of the stall)</p> <p>c) Vehicle registration number (if applicable)</p>	
13. Would you like to provide any tables or chairs for customers, please show details on the map you provide	
14. Address of premises used for storage/accommodation of stall/vehicle and, if appropriate food.	
<p>15. Do you have Public Liability Insurance in the sum of £5 million?</p> <p>If 'Yes' please enclose a copy of the policy.</p> <p>If 'No' give details of any Public Liability Insurance you presently have and indicate whether you would be willing to obtain £5 million Public Liability Insurance.</p>	Yes / No
16. Will you be using any equipment that may give rise to complaints (e.g. generators)?	
17. What arrangements are there for the disposal of waste?	
FOOD CONSENTS	
18. Please give details about your food handling experience to date (if applicable)	
19. a) Have you ever attended a food hygiene course offered by the local authority?	Yes / No

b) If 'yes' when and where?	
20. Are you at present registered with Central Bedfordshire Council as a food premises? If 'yes' please give date of registration	Yes / No
BUSINESS INTERESTS	
21. a) Have you traded in Central Bedfordshire before? b) If the answer to 21a is yes, please give details (Where, how long etc)	Yes / No
22. a) Have you traded in any other town/city? b) If 'yes' please give details	Yes / No
OTHER INFORMATION	
23. Please give any other details that you wish to be considered when dealing with your application.	

I/We declare that I/We are not under 18 years of age and I/We certify that, to the best of my/our knowledge and belief, the above particulars are correct.

Any person who, in connection with an application for a street trading consent, makes a false statement which he knows to be false in any material respect, or which he does not believe to be true, shall be guilty of an offence.

Dated

Signed

I have paid the relevant fee online reference No-
Or a fee of £ accompanies this application. (Cheques to be made payable to Central Bedfordshire Council).

Checklist:

- I have completed the application
- I have enclosed evidence of the landowner's permission
- I have enclosed any relevant plans
- I have enclosed a photograph of the stall/vehicle
- I have enclosed evidence of Public Liability Insurance
- I have enclosed the fee or made payment online
- I have enclosed 2 passport type photographs of myself and others associated with this application.

Please quote reference number for online payment

Background to our farms estate consultation

A policy has been drafted to shape the way we, as a local authority, manage our farms estate over a 10-year period, and we are consulting the public on that.

We manage around 1,900 hectares (4,700 acres) of public farmland. The farms are rented to 58 tenants across the Central Bedfordshire area, with many close to Flitwick, Maulden and Ampthill; to the east and south of Biggleswade and Sandy; and around Arlesey and Stotfold.



Benefits of the farms estate: farms estate consultation

Employment

Under the Agriculture Act 1970, we have to provide chances for people with agricultural experience to farm. Collaboration between our farms, neighbours and national countryside and environmental bodies can also provide opportunities for more rural businesses and employment.

Countryside

The farms we own, especially those near villages and towns, can help ensure that the public has access to the countryside. We aim to make countryside as accessible as possible, and we have created 'Green Wheel' walking, riding and cycling routes around villages and towns to encourage exercise and healthy living. Residents tell us they visit these sites to walk and exercise, relax, for children to play, to walk the dog and for peace and tranquillity.

Environment

We have responsibilities under the Natural Environment and Rural Communities Act (2006). Our farmland enables us to meet our environmental objectives and we can encourage tenants to:

- control and improve ecological activity and biodiversity, protect key landscapes or reduce potential flooding
- encourage wildlife by creating or restoring natural habitats
- take actions that will reduce flooding and climate change, and improve air quality
- or protect the traditional look and feel of the countryside (e.g. hedge laying etc.)

In the future, these types of activities may also be given grants and finance by the government's proposed 25-year environmental policy when the UK formally leaves the European Union in March 2019.

Influence over development

Our current farms are spread throughout the Central Bedfordshire area, with significant farmland around our major towns. This gives us extra influence over the development in these areas, and the pace and type of new housing and employment in the region.

Income

The estate is currently valued at £62 million and has generated £50 million in land sales over the last 5 years. This money is used to help fund other refurbishments or new community facilities, such as leisure centres and independent living schemes.

Farms generate income (i.e. rent) to us of around £700,000 a year, with an additional £150-£250,000 a year expected from minerals for the next two years. There is an ongoing budgeted annual maintenance of these farms (including the farm buildings) of £50,000 and £70,000, and this is in addition to a sum of £300,000 to cover specific maintenance projects during 2018/19.

Proposed strategy: farms estate consultation

We want to continue to maintain a farms estate. We need a plan to set out the ambitions and overarching principles of how the farms estate will be managed over the next 10 years. We propose to:

- increase our overall farms estate to at least 2,000 hectares (5,000 acres). This may include purchasing more farmland in the future
- consolidate and merge farms to reduce the number of farms but increase the size of farms to make them more financially viable, when the current

tenancies come up. We have been advised that the option size is to have around 30 well-equipped and well-maintained farms

- ensure farms are available on modern tenancy agreements set at market rents
- enable the farms to create increased income from farm diversification. Diversification means encouraging other rural businesses alongside traditional farming, such as income from horse livery yards, open farms, farm shops and rural retail, and leisure accommodation etc.
- ensure best environmental practice, in line with the government's new 25-year environmental policy. This could include permissive rights of ways on our farmland; creating or restoring wildlife habitats; and maintaining the traditional look of the countryside (with laid hedges etc.)
- maintain a network of farms in the area that enhances the environment; improves residents' enjoyment of the countryside, recreation, health and wellbeing; and encourages visitors
- sell, retain and acquire farmland that meets our objectives



Farms Estate Plan

Central Bedfordshire

Find us online www.centralbedfordshire.gov.uk/consultations www.facebook.com/letstalkcentral [@letstalkcentral](https://twitter.com/letstalkcentral)

Central Bedfordshire Council has set out its ambitions and approach to managing and maintaining its farms over the next 10 years in a draft Farms Estate Plan. The council wants to hear your views about the proposed approach.

Please send us your response by Sunday 19 August 2018.

Q1 The Council wants to continue to maintain a network of farms across Central Bedfordshire for the following reasons, please prioritise the below where 1 is most important and 4 is least important.

	1	2	3	4
Enable people to get into farming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain an income from the estate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promote access to the countryside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biodiversity and environmental benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q2 The proposed Farms Estate Plan sets out the following approach, please tell us how far you agree or disagree with each objective:

	Strongly agree	Agree	Neither	Disagree	Strongly disagree
Maintain a farms estate of no less than 2,000ha	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consolidate and merge farms when tenancy arrangements end to approximately 30 well-equipped and financially attractive farms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encourage farm diversification (eg encouraging other rural businesses alongside traditional farming)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support farmers to promote biodiversity (to have a variety of wildlife and/or plant life on farms)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support farmers to encourage access to the countryside for health and wellbeing (via rights of way, access to Green Wheels, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sell, retain and acquire land that meets the council's objectives, such as influencing the pace of development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q3 Do you have any comments about the Council's Farms Estate Plan?

About You

This section is about you. The following information will help us when considering your opinions and to make sure that we're getting views of all members of the community. The answers will not be used to identify any individual. You can read more about why we ask these questions on our website.

Q4 Are you responding as: (please select one)

- A resident
- A tenant farmer
- A farm employee
- Town or Parish Council
- Local Business
- Voluntary or Community Organisation
- Other

Please specify:

Q5 Are you: (please select one)

- Male
- Female

Q6 What is your age? (please select one)

- Under 16 yrs
- 16-19 yrs
- 20-29 yrs
- 30-44 yrs
- 45-59 yrs
- 60- 64 yrs
- 65-74 yrs
- 75+ yrs

Q7 Do you consider yourself disabled? (please select one)

Under the Equality Act 2010 a person is considered to have a disability if they have a physical or mental impairment which has a sustained and long-term adverse effect on their ability to carry out normal day to day activities.

- Yes
- No

Q8 To which of these groups do you consider you belong? (please select one)

White British

Mixed ethnicity

Black or Black British

Other ethnic group

Asian or Asian British

If other, please specify:

Q9 What is your home or organisation's postcode?

This will only be used for analysis purposes and will not be used to identify you in any way.

Q10 If you would like to receive alerts for any new consultations, please provide your email address below to be added our database, this will not be used or shared in any other capacity:

Thank you.

**Please return your completed form by 19 August 2018 to:
Freepost RSJS GBBZ SRZT (you do not need a stamp)**

**Farms Estate Consultation
Central Bedfordshire Council
Priory House, Monks Walk
Chicksands, Shefford
SG17 5TQ**

Data Protection Act 2018

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Ministry of Housing,
Communities &
Local Government

The 2019-20 Local Government Finance Settlement

Technical Consultation

24 July 2018

Ministry of Housing, Communities and Local Government



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Scope of the consultation

Topic of this consultation:	This consultation covers proposals for the local government finance settlement for 2019-20.
Scope of this consultation:	This consultation seeks views on proposals for the local government finance settlement for 2019-20, in particular from representatives of local government.
Geographical scope:	These proposals relate to England only.
Impact Assessment:	Since the Government does not envisage that the proposals within this consultation document will have an impact on business, no impact assessment has been produced.

Basic Information

To:	The consultation will be of particular interest to local authorities, and representative bodies for local authorities.
Body/bodies responsible for the consultation:	Local Government Finance Directorate within the Ministry of Housing, Communities and Local Government.
Duration:	This consultation will last for 8 weeks from 24 July 2018 to 18 September 2018.
Enquiries:	For any enquiries about the consultation please contact James Whitehouse: James.Whitehouse@communities.gsi.gov.uk
How to respond:	You can respond to the questions in this consultation via a pro-forma found at: https://www.gov.uk/government/consultations/local-government-finance-settlement-2019-to-2020-technical-consultation If the link is inoperable, the pro-forma can also be found as an Annex to this consultation document. Email details and an address for written responses can be found in the pro-forma.

About this consultation

This consultation document and consultation process have been planned to adhere to the Consultation Principles issued by the Cabinet Office.

Representative groups are asked to give a summary of the people and organisations they represent, and where relevant who else they have consulted in reaching their conclusions when they respond.

Information provided in response to this consultation, including personal data, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 2018 (DPA), the EU General Data Protection Regulation, and the Environmental Information Regulations 2004).

If you want the information that you provide to be treated as confidential, please be aware that, as a public authority, the Department is bound by the Freedom of Information Act and may therefore be obliged to disclose all or some of the information you provide. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.

The Ministry of Housing, Communities and Local Government will process your personal data in accordance with the law and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties. A full privacy notice is included at Annex C.

Individual responses will not be acknowledged unless specifically requested.

Your opinions are valuable to us. Thank you for taking the time to read this document and respond.

Are you satisfied that this consultation has followed the Consultation Principles? If not or you have any other observations about how we can improve the process please contact us via the [complaints procedure](#).

1 Summary of proposals

1.1 Background

- 1.1.1 Proposals for the 2019-20 Local Government Finance Settlement have been designed in the context of the overall Spending Review package, announced in 2015.
- 1.1.2 The Government's current intention is that the 2019-20 settlement will confirm the final year of the multi-year settlement that has provided certainty for 4 years. The 2019 Spending Review will confirm overall local government resourcing from 2020-21, and the Government is working towards significant reform in the local government finance system in 2020-21, including an updated, more robust and transparent distribution methodology to set baseline funding levels, and resetting business rates baselines.
- 1.1.3 Prior to these reforms in 2020-21, the Government is committed to testing aspects of the new system, and will be implementing a further round of Business Rates Retention pilots in 2019-20.
- 1.1.4 The 2016-17 multi-year settlement offered local authorities greater certainty over elements of their funding across the spending period and was accepted by 97% of local authorities. The Government proposes to allocate funding in 2019-20 in accordance with the agreed methodology announced by the Secretary of State in 2016-17, which ensures that local councils delivering similar services receive a similar percentage change in settlement core funding for those services¹.

1.2 Summary of proposals

- 1.2.1 The remaining sections of this document set out the Government's proposed approach to the 2019-20 settlement. It:
- outlines the fourth year of the multi-year settlement offer for those councils that accepted the offer, and arrangements for those that did not.
 - outlines the Government's position on the New Homes Bonus threshold.
 - outlines the Government's proposals for council tax referendum principles for 2019-20.
 - outlines the Government's proposals for dealing with the issue known as 'Negative Revenue Support Grant'.

¹ Please note that the exact percentage change in 'Settlement Core Funding' will be influenced by the Government's decision on the issue of 'Negative RSG'. An explanation of, and consultation on, the issue of Negative RSG can be found at Section 5.

2 The multi-year settlement offer

2.1 Certainty of funding

2.1.1 The 2016-17 settlement offered councils a four-year settlement, giving greater certainty of funding until the end of the spending period. The offer included:

- Revenue Support Grant
- Business rates tariff and top-up payments²
- Rural Services Delivery Grant, and
- Transition Grant

2.1.2 97% of councils accepted the multi-year offer in return for publishing efficiency plans, allowing councils the confidence to plan ahead and implement reforms.

2.1.3 The Government will need to take account of any structural and functional changes, such as transfers of responsibility for functions between local authorities, mergers between authorities and any other relevant events. However, barring exceptional circumstances and subject to the normal statutory consultation process for the Local Government Finance settlement³, the Government intends to present these figures to Parliament as part of the 2019-20 Provisional Local Government Finance Settlement following Autumn Budget.

2.1.4 Those councils that did not accept the original offer made in 2016-17 will be subject to the existing annual process for determining the level of central funding that they will receive.

2.1.5 The Government has previously published individual local authority allocations for the improved Better Care Fund which total £1.8 billion in 2019-20⁴.

Question 1: Do you agree that the Government should confirm the final year of the 4-year offer as set out in 2016-17?

² Business rates tariff and top-up payments will not change for reasons relating to the relative needs of local authorities.

³ As described in sections 78 and 78A of the Local Government Finance Act 1988.

⁴ <https://www.gov.uk/government/publications/the-allocations-of-the-additional-funding-for-adult-social-care>

2.2 Business Rates Retention Pilots

- 2.2.1 The Government is committed to working with local government to consider how best to implement our manifesto commitment to give local government greater control over the money they raise and address concerns about the fairness of current funding distributions.
- 2.2.2 Giving local government greater control of the money that they raise is a commitment in the Government's Industrial Strategy, which sets out a long term plan to boost productivity throughout the UK.
- 2.2.3 We have recently launched a prospectus that invites local authorities to submit proposals to pilot 75% business rates retention in 2019-20. This can be found at: <https://www.gov.uk/government/publications/75-business-rates-retention-pilots-2019-to-2020-prospectus>.
- 2.2.4 These pilots will help us test increased business rates retention and aid our understanding of the retention system at this level.
- 2.2.5 The one-year 2018-19 pilots will end on 31 March 2019, with participants invited to reapply for the 2019-20 75% pilots. The Department will continue to negotiate separately with London about the potential continuation of a business rates retention pilot in 2019-20.
- 2.2.6 Existing pilots in devolution deal areas will continue in 2019-20. This includes Cornwall, Liverpool City Region, Greater Manchester Combined Authority, West Midlands Combined Authority and the West of England.
- 2.2.7 As in previous years, the methodology for calculating the agreed changes in the local share of retained business rates and the level of tariff and top-ups for local authorities piloting business rates retention will be confirmed at provisional settlement. This methodology will be designed to ensure that no authorities anywhere in the country are adversely affected by these pilots.

2.3 Business Rates Revaluation

- 2.3.1 The most recent business rates revaluation took effect from 1 April 2017. This created change in business rates revenues outside the control of local authorities. When the Government introduced the 50% business rate retention scheme it signalled that it would adjust each authority's tariff or top-up following a revaluation to ensure, as far as is practicable, that their retained income is the same after revaluation as immediately before.

2.3.2 In the 2016-17 Local Government Finance Settlement technical consultation the Government detailed the method by which the impact of the 2017 business rates revaluation would be neutralised in the rates retention scheme. The Government committed to making the revaluation adjustment in three stages. The final stage of adjustment will occur in 2019-20 where we will cancel the one-off reconciliation adjustment for 2018-19 adjustments to tariffs and top-ups.

3 New Homes Bonus

3.1 Background

3.1.1 The New Homes Bonus (the 'Bonus') was introduced in 2011 to provide an incentive for local authorities to encourage housing growth in their areas. Over £7 billion has been allocated to local authorities through the scheme to reward additional housing supply.

3.1.2 Although the Bonus was successful in encouraging authorities to welcome housing growth, it did not reward those authorities who are the most open to growth. In December 2016, following consultation, the government announced reforms to the Bonus as follows:

- reduction of the number of years New Homes Bonus payments are made from 6 to 5 years in 2017-18 and to 4 years from 2018-19; and
- introduction of a national baseline for housing growth of 0.4% of council tax base (weighted by band) from 2017-18, below which the Bonus will not be paid.

3.2 New Homes Bonus baseline 2019-20

3.2.1 The Government has retained the option of making adjustments to the baseline in future years to reflect significant additional housing growth and to remain within spending limits set at Spending Review 2015.

3.2.2 In 2018-19 the baseline remained at 0.4%. Due to the continued upward trend for house building, the Government expects to increase the baseline in 2019-20.

3.2.3 New Homes Bonus calculations are based on additional housing stock reported through the council tax base and decisions on the baseline for 2019-20 will be made following a review of the data when it is published in November. Any changes intended for the baseline in 2019-20 will be detailed at the time of the provisional settlement. Any funding intended for New Homes Bonus payments that is not used for this purpose will be returned to local government.

3.3 New Homes Bonus 2020 Onward

3.3.1 2019-20 represents the final year of funding agreed through the Spending Review 2015. In light of this, it is the Government's intention to explore how to incentivise housing growth most effectively, for example by using the Housing Delivery Test results to reward delivery or incentivising plans that meet or exceed local housing need. Government will consult widely on any changes prior to implementation.

4 Council tax referendum principles

4.1 Council tax referendum principles for local authorities

4.1.1 The 2018-19 Settlement struck a balance on council tax, giving local authorities the flexibility to address pressures on services while also recognising that many households face their own pressures. It also set out the Government's intention to maintain the same core principle and package of flexibilities in 2019-20.

4.1.2 The Government remains minded to do this. This would mean:

- a core principle of up to 3%. This would apply to shire county councils, unitary authorities, London borough councils, the Common Council of the City of London, the Council of the Isles of Scilly, the general precept of the Greater London Authority, and fire and rescue authorities.
- a continuation of the Adult Social Care precept, with an additional 2% flexibility available for shire county councils, unitary authorities, London borough councils, the Common Council of the City of London and the Council of the Isles of Scilly. This is subject to total increases for the Adult Social Care precept not exceeding 6% between 2017-18 and 2019-20, and consideration of authorities' use of the Adult Social Care precept in the previous years.
- shire district councils in two-tier areas will be allowed increases of up to 3%, or up to and including £5, whichever is higher.
- police and crime commissioners (PCCs) will be allowed increases of up to £12 in 2019-20 (including the Greater London Authority charge for the Metropolitan Police, and the PCC component of the Greater Manchester Combined Authority precept) subject to the delivery of clear and substantial progress on productivity and efficiency which will be assessed in advance of the provisional settlement.

4.2 Following consideration of responses, the Government intends to provide an update on its proposals for council tax referendum principles including the Adult Social Care precept, alongside the provisional Local Government Finance Settlement later in the year.

Council tax referendum principles for Mayoral Combined Authorities

4.2.1 Devolution Deals have led to the creation of 6 Mayoral Combined Authorities (MCAs) with powers such as transport and planning.

- 4.2.2 From 2018-19 five Combined Authority mayors had powers to raise additional resources to meet the costs of their functions through a precept (or additional charge) on local council tax bills. The precept may only be set with the agreement of the Combined Authority.
- 4.2.3 In May 2018, a mayor was elected to the Sheffield City Region and will also have powers to raise additional resources through a precept (or additional charge) on local council tax bills in 2019-20.
- 4.2.4 In 2018-19 the Government concluded that it should be for each mayor to balance their ambitions and other resources and to decide the level of the first precept they set, with the expectation that mayors would exercise restraint and set a precept proportionate to their needs and not burdensome to their residents. Only the Greater Manchester Combined Authority charged council tax for mayoral functions, a large proportion of which was to fund the fire service previously operated by the Greater Manchester Fire and Rescue Authority.
- 4.2.5 Given the restraint shown by Mayors in the setting of their precepts, the Government is minded not to set referendum principles for Mayoral Combined Authorities in 2019-20.

4.3 Council tax referendum principles for town and parish councils

- 4.3.1 In 2018-19 the Government decided to defer the setting of referendum principles for town and parish councils for three years. However, this was conditional upon:
- the sector taking all available steps to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for other uses or for “invest to save” projects which will lower on-going costs; and
 - the Government seeing clear evidence of restraint in the increases set by the sector.
- 4.3.2 In 2018-19, the average band D parish precept increased by 4.9% (£3.02). This compares to a 6.3% increase (£3.63) in 2017-18, and is the lowest year-on-year increase in parish precepts since 2015-16.
- 4.3.3 In view of this, the Government intends to continue the deferral of setting referendum principles for town and parish councils, but encourages parish councils to continue this downward trend, and will keep this area under active review.

Question 2: Do you agree with the council tax referendum principles proposed by the Government for 2019-20?

5 Negative Revenue Support Grant

5.1 Background

5.1.1 Negative Revenue Support Grant is the name given to a downward adjustment of a local authority's business rates top-up or tariff. This occurs as a consequence of changes to the distribution methodology adopted at the 2016-17 settlement, which formed the basis of the multi-year settlement.

5.1.2 The 2016-17 methodology allocated central resources in a way that ensures local authorities delivering similar services receive a similar percentage change in 'Settlement Core Funding' for those services. Core Funding takes account of the main resources available to councils comprising:

- council tax income in 2015-16 (including any Council Tax Freeze Grant)
- estimated business rates income (baseline funding level under the business rates retention scheme)
- Revenue Support Grant

5.1.3 Under this methodology, for many authorities, the required reduction of Core Funding exceeded their available Revenue Support Grant. To deal with this, it was proposed that business rates tariffs and top-ups would be adjusted so that an increased amount of business rates were redistributed away from the authority and towards other authorities. This adjustment has since become colloquially known as 'Negative RSG'.

5.1.4 This adjustment was consulted on as part of the 2016-17 provisional settlement. In addition, reductions in Revenue Support Grant in 2019-20 were displayed in figures published at the 2016-17 settlement⁵.

⁵ Negative RSG figures for the years 2016-17 to 2019-20 can be seen in Tariff/Top-up adjustment column in tables contained within the Publication "[Key information for local authorities: final local government finance settlement 2016 to 2017](#)". Please note that the same documents published at Settlement 2017-18 and 2018-19 only refers to the Tariff/ Top-up adjustment in relation to 2019-20 as the Government allocated additional resources to negate the occurrence of Negative RSG in both 2017-18 and 2018-19.

- 5.1.5 During the 2016-17 provisional settlement consultation there was strong opposition to Negative RSG. In addition, a number of authorities commented that the Negative RSG adjustment failed to recognise a commitment made during the implementation of the business rate retention scheme in 2013-14, that authorities' retained business rates baselines, which are used to determine their tariff and top-ups, would be fixed in real terms until the system was reset. This commitment was made so that local authorities would benefit directly from supporting local business growth as they would be able to keep half of any increases in business rates revenue until the reset⁶.
- 5.1.6 Following this consultation, the Government allocated additional resources to negate the occurrence of Negative RSG in both 2017-18 and 2018-19. No decision was taken over whether to remove Negative RSG in 2019-20.
- 5.1.7 At provisional settlement 2018-19, the Secretary of State committed to explore all fair and affordable options for dealing with Negative RSG in 2019-20 and consult on options ahead of the 2019-20 settlement. A number of authorities who responded to the 2018-19 settlement consultation referred to Negative RSG, and welcomed the decision to consult, whilst a minority of authorities made representations opposing this step.

5.2 Negative RSG in 2019-20

- 5.2.1 In 2019-20 Negative RSG totals £152.9m and affects 168 authorities.
- 5.2.2 The Secretary of State's commitment to explore all fair and affordable options for dealing with Negative RSG recognises both the Government's commitment not to adjust top-ups and tariffs until the system is reset in 2020-21, but also the significant strength of feeling in the sector around this issue.
- 5.2.3 MHCLG has explored a number of possible options for addressing the issue of Negative RSG, and has formed an initial preference to eliminate the issue via forgone business rate receipts as the alternative options are either unaffordable or fail to resolve the issue.

⁶<http://webarchive.nationalarchives.gov.uk/20140505105839/http://www.local.communities.gov.uk/finance/1314/practitionersguides.pdf>

5.3 Options

5.3.1 *Directly “eliminating” Negative RSG via forgone business⁷ rates receipts*

- In 2017-18 and 2018-19, Negative RSG was negated via forgone business rates, by not reflecting the downward Negative RSG adjustment of an authority’s business rates tariffs and top-ups. This targeted approach could be continued in 2019-20.
- This recognises the Government’s commitment not to adjust top-ups and tariffs until the system is reset in 2020-21. This Government believes that remaining consistent with its prior commitments is the fairest approach for the sector. This option would remove Negative RSG for all the authorities affected at a cost to the Government of £152.9m in forgone business rates receipts. In addition to being the only option which is both affordable and fair, dealing with Negative RSG in its entirety, this approach represents the most direct and simple solution to the problem.
- This funding would be met from the Government’s share of business rates.

5.3.2 *Altering the Core Funding methodology*

- The Government considered altering the funding allocation methodology to reduce Negative RSG - changing the approach taken in accounting for council tax in the Core Funding formula, and adjusting each local authority’s needs baseline assessment.
- The 2016-17 funding methodology considered full and actual amounts of council tax each authority raised in 2015-16, when it set the multi-year settlement allocations.
- Some local authorities have commented that taking actual council tax into account unfairly disadvantages certain councils due to historic differences in council tax levels.
- There could be an argument for changing the weighting of council tax in 2019-20 temporarily, until wider system reform in 2020-21. This approach would redistribute RSG across England and reduce overall Negative RSG.

⁷ Under the current business rates retention scheme, non-business rate retention pilot local authorities retain 50% of the business rates they collect. The remaining 50% is passed to central government as the central share. By forgoing business rates receipts, central government chooses to receive a smaller central share and the revenue is instead retained locally.

- However, the impact of this approach is limited. No approach to council tax weighting would completely eliminate Negative RSG. This Government believes that meeting its prior commitments, as discussed in paragraph 5.1.5, is the fairest approach for the sector, and this option fails to achieve this. Even removing council tax entirely from Core Spending Power calculations would cost in excess of £170 million and leave significant residual Negative RSG, failing to resolve the issue fairly and thus representing a poor use of resources. The cost of this approach results from meeting commitments guaranteeing all authorities at least as much RSG as agreed in the multi-year settlement.
- A second funding allocation approach considered was the adjustment of local authorities' needs baseline assessment.
- This method would alter the existing formulas to distribute funding as determined by authorities' net current expenditure on relevant services in 2015-16. The allocations would be a new, separate step in the RSG calculations, with a guarantee to authorities of at least as much RSG as agreed in the multi-year settlement.
- The Government has discounted this approach. Firstly, it goes against the Government's commitment to a multi-year settlement, providing funding certainty over the four year period. Furthermore, this would pre-empt on-going work on the review of local authorities' relative needs and resources, which will provide a new and far more robust distribution methodology to set baseline funding levels.
- In addition, this option is of limited effect, leaving significant residual Negative RSG. Finally, the cost imposed by this option as a result of guaranteeing all authorities at least as much RSG as agreed in the multi-year settlement is very substantial, in excess of £500 million, representing poor value for money and is not affordable.
- Both these options fail to fully deal with Negative RSG, and impose significant costs on the Government. In addition, authorities with residual Negative RSG would still be subject to a downward adjustment of business rates tariffs and top-up, leaving the Government in a position of being unable to meet its prior commitment to not adjust tariffs and top-ups until the system is reset in 2020-21.

5.3.3 Moving existing funding, or injecting additional funds into Core Funding

- The third policy avenue for resolving Negative RSG is by injecting resource into Revenue Support Grant. The Government considered multiple ways in which this could be achieved.

- This first option is that of allocating new funding on the basis of existing relative needs formulas, via population based metrics or through the existing RSG allocation methodology.
- However, even when modelling for significant additional funding (£500 million), these options similarly prove themselves of limited effectiveness in addressing Negative RSG. The quantum of funding needed to completely eliminate Negative RSG through this methodology is excessive totalling over £2 billion. This level of funding is not affordable.
- The second option considered is the consolidation of existing grants, outside of Core Spending power, such as Business Rates Reimbursement Grant and Indexation Grant into Revenue Support Grant.
- However, the distribution of these grants has limited correlation with Negative RSG distribution, and would still leave significant residual Negative RSG. In addition, this is primarily a technical movement of funding – that merely serves to disguise the movement in tariffs and top-ups.
- In addition, there are significant technical challenges present to the rolling in of the major grants identified. This would require the use of estimated figures for the 2019-20 settlement, and potentially lead to revised allocations in the future.

5.3.4 Remaining with the status quo of the current settlement methodology, such that authorities will have tariffs and top-ups adjusted

- In addition to exploring options for the resolution of Negative RSG, the Government has considered whether it is feasible to leave Negative RSG in place and adjust tariffs and top-ups in 2019-20 as detailed in the 2016-17 multi-year settlement.
- However, the Government does not favour the status quo option due to the following reasons:
 - In 2013 the Government made a commitment during the implementation of the business rates retention scheme, that tariff and top-ups would be fixed until the system is reset⁸. In advance of the system reset in 2020-21 and the implementation of 75% retention, the Government believes that the fairest deal for the sector is to honour this commitment.

⁸A guide to the Local Government Finance Settlement 2013, Annex A - Business Rates Retention Scheme, Paragraph 26.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/266886/LGFS_Guide.pdf

- There has been strong sector opposition to the issue of Negative RSG as demonstrated in responses to the 2016-17 provisional settlement consultation and subsequent consultations.

5.4 Preferred Option

5.4.1 The Government considers direct elimination of Negative RSG via forgone business rates receipts the preferred approach to resolve Negative RSG, meeting the key criteria of being both fair and affordable. This option also benefits from being both simple and direct. Alternative options add additional layers of complexity to the Local Government Finance system, and are either excessively expensive or fail to fully resolve the issue. Not resolving Negative RSG in its entirety would mean the Government would fail to meet its commitment not to adjust tariffs and top-ups and undermine the incentive for local government to invest in local growth.

5.4.2 Despite having made significant progress in improving the health of the public finances, we still face a challenging fiscal position in the UK and the scale of additional funding required to resolve Negative RSG via alternative routes, is not practicable.

Question 3: Do you agree with the Government's preferred approach that Negative RSG is eliminated in full via forgone business rates receipts in 2019-20?

Question 4: If you disagree with the Government's preferred approach to Negative RSG please express your preference for an alternative option. If you believe there is an alternative mechanism for dealing with Negative RSG not explored here please provide further detail.

6 Equalities impacts of these proposals

- 6.1 Equality statements have been published for every year of the multi-year settlement this far, including 2018-19. Any representations made in response to this consultation will be used to inform the equalities statement to be published at the time of the 2019-20 provisional settlement.

Question 5: Do you have any comments on the impact of the proposals for the 2019-20 settlement outlined in this consultation document on persons who share a protected characteristic? Please provide evidence to support your comments.

Annex A: Summary of consultation questions

- Question 1: Do you agree that the Government should confirm the final year of the 4-year offer as set out in 2016-17?
- Question 2: Do you agree with the council tax referendum principles proposed by the Government for 2019-20?
- Question 3: Do you agree with the Government's preferred approach that Negative RSG is eliminated in full via forgone business rates receipts in 2019-20?
- Question 4: If you disagree with the Government's preferred approach to Negative RSG please express your preference for an alternative option. If you believe there is an alternative mechanism for dealing with Negative RSG not explored in the consultation document please provide further detail.
- Question 5: Do you have any comments on the impact of the proposals for the 2019-20 settlement outlined in this consultation document on persons who share a protected characteristic? Please provide evidence to support your comments.

Annex B: Glossary of technical terms

Revenue Support Grant

Billing and most major precepting authorities receive Revenue Support Grant from central government in addition to their local share of Business Rates Aggregate. An authority's Revenue Support Grant amount plus the local share of the Estimated Business Rates Aggregate will together comprise its Settlement Funding Assessment.

Tariffs and top-ups

These are calculated by comparing at the outset of the business rates retention scheme an individual authority's business rates baseline against its baseline funding level. Tariffs and top-ups are self-funding, fixed at the start of the scheme and index linked to RPI in future years.

Local share

The percentage share of locally collected business rates that is retained by local government. This is set at 50% in non-pilot areas.

Baseline funding level

The amount of an individual local authority's Start-Up Funding Assessment for 2013-14 provided through the *local share* of the Estimated Business Rates Aggregate updated each year by the change to the small business multiplier (in line with RPI).

Annex C: Privacy Notice

Personal data

The following is to explain your rights and give you the information you are be entitled to under the Data Protection Act 2018.

Note that this section only refers to your personal data (your name address and anything that could be used to identify you personally) not the content of your response to the consultation.

1. The identity of the data controller and contact details of our Data Protection Officer

The Ministry of Housing, Communities and Local Government (MHCLG) is the data controller. The Data Protection Officer can be contacted at dataprotection@communities.gsi.gov.uk

2. Why we are collecting your personal data

Your personal data is being collected as an essential part of the consultation process, so that we can contact you regarding your response and for statistical purposes. We may also use it to contact you about related matters.

3. Our legal basis for processing your personal data

The Data Protection Act 2018 states that, as a government department, MHCLG may process personal data as necessary for the effective performance of a task carried out in the public interest. i.e. a consultation.

4. With whom we will be sharing your personal data

- Other Government Departments including:
 - Attorney General's Office
 - Cabinet Office
 - Department for Business, Energy and Industrial Strategy
 - Department for Digital, Culture, Media and Sport
 - Department for Education Department for Environment
 - Food and Rural Affairs
 - Department for Exiting the European Union
 - Department for International Development
 - Department for International Trade
 - Department for Transport
 - Department for Work and Pensions
 - Department of Health and Social Care
 - Foreign and Commonwealth Office
 - Her Majesty's Treasury

- Home Office
- Ministry of Defence
- Ministry of Justice
- Northern Ireland Office
- Office of the Advocate General for Scotland
- Office of the Leader of the House of Commons
- Office of the Leader of the House of Lords
- Scotland Office UK
- Export Finance
- Wales Office

5. For how long we will keep your personal data, or criteria used to determine the retention period.

Your personal data will be held for two years from the closure of the consultation.

6. Your rights, e.g. access, rectification, erasure

The data we are collecting is your personal data, and you have considerable say over what happens to it. You have the right:

- a. to see what data we have about you
- b. to ask us to stop using your data, but keep it on record
- c. to ask to have all or some of your data deleted or corrected
- d. to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law. You can contact the ICO at <https://ico.org.uk/>, or telephone 0303 123 1113.

7. Your personal data will not be sent overseas.

8. Your personal data will not be used for any automated decision making.

9. Your personal data will be stored in a secure government IT system.

Annex D: Local Government Finance Settlement 2019-20: **Technical Consultation**

If you are responding to this consultation by email or in writing, please reply using this questionnaire pro-forma, which should be read alongside the consultation document.

You should save the pro-forma on your own device, from which you can complete the survey at your own pace, and submit when you are ready.

There are 5 questions in this survey. You do not have to answer every question should you not wish to.

Should you wish to attach further evidence or supporting information, you may attach and send this with the pro-forma.

Please **email responses to:**

LGFsettlement@communities.gsi.gov.uk

Alternatively, **written responses should be sent to:**

Local Government Finance Settlement Team
Ministry of Housing, Communities and Local Government
2nd floor, Fry Building
2 Marsham Street
London
SW1P 4DF

Your opinions are valuable to us. Thank you for taking the time to read the consultation document and respond.

Your Details (Required details are marked with an asterisk (*))

Full Name*	<input type="text"/>
Organisation*	<input type="text"/>
Address*	<input type="text"/>
Address 2	<input type="text"/>
Town/City*	<input type="text"/>
Postcode*	<input type="text"/>
Country	<input type="text"/>
Email address*	<input type="text"/>
Phone Number	<input type="text"/>

Are the views Expressed on this form an official response from a:

- London Borough
- Metropolitan District
- Unitary Authority
- Shire County
- Shire District
- Fire and Rescue Authority
- Greater London Authority
- Combined Authority
- Parish or Town Council
- Local Authority Association or Special Interest Group
- Other Local Authority Grouping
- Local Authority Officer
- Local Authority Councillor
- Member of Parliament
- Other Representative Group
- Business
- Business Organisation
- Valuation Organisation
- Voluntary Organisation
- Member of the Public

Question 1

Do you agree that the Government should confirm the final year of the 4-year offer as set out in 2016-17?

- Yes
- No
- No comment

Additional comments

Question 2

Do you agree with the council tax referendum principles proposed by the Government for 2019-20?

- Yes
- No
- No comment

Additional comments

Question 3

Do you agree with the Government's preferred approach that Negative RSG is eliminated in full via forgone business rates receipts in 2019-20?

- Yes
- No
- No comment

Additional comments

Question 4

If you disagree with the Government's preferred approach to Negative RSG please express your preference for an alternative option. If you believe there is an alternative mechanism for dealing with Negative RSG not explored in the consultation document please provide further detail.

No Comment

Please Specify

Question 5

Do you have any comments on the impact of the proposals for the 2019-20 settlement outlined in this consultation document on persons who share a protected characteristic? Please provide evidence to support your comments.

- Yes
- No
- No comment

Additional comments

Have your say on our leisure centres

Dear Chairman and Clerk,

We're seeking public feedback on our six leisure centres, including finding out what would encourage those who don't currently use them. The feedback will help us to improve our future services.

One of our main priorities is improving the health and wellbeing of our residents. Activity can improve health and reduce the risk of major illnesses. Research also shows that physical activity can also boost self-esteem, mood, sleep quality and energy, as well as reducing the risk of stress, depression, dementia and Alzheimer's disease.

At a time when public services across the country are being squeezed, we have invested in new and improved leisure facilities. Back in January 2013, we adopted a new leisure strategy which provided £40million worth of investment to support active lifestyles and help improve public health.

As a result, we've seen the numbers of people using our leisure centres increase, but we want to know what else we can do to encourage more people to use them. We want both users and non-users of our leisure centres to give us their views.

The survey runs to 16 September 2018, and can be accessed at www.centralbedfordshire.gov.uk/consultations, with paper copies available from local libraries and leisure centres.

Yours,

Jill Dickinson
Assistant Director Leisure, Libraries and Countryside



Leisure and Swimming



Find us online www.centralbedfordshire.gov.uk/consultations www.facebook.com/letstalkcentral [@letstalkcentral](https://twitter.com/letstalkcentral)

Central Bedfordshire Council would like to hear your views on our leisure centres and the facilities that we provide at them.

You can have your say by completing this questionnaire and posting to our freepost address at the bottom of this form, or by going to www.centralbedfordshire.gov.uk/consultations and completing the online version.

Please send us your response by Sunday 16 September 2018.

Q1 Which services have you accessed at any leisure centres within Central Bedfordshire in the last year (either for yourself or accompanying someone else)? (please select all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Gym | <input type="checkbox"/> Classes |
| <input type="checkbox"/> Swimming pool | <input type="checkbox"/> GP Referral scheme |
| <input type="checkbox"/> Indoor Sports | <input type="checkbox"/> Climbing Wall |
| <input type="checkbox"/> Outdoor Sports | <input type="checkbox"/> Active Life Club |
| <input type="checkbox"/> Crèche | <input type="checkbox"/> Holiday Activity club |
| <input type="checkbox"/> Café | <input type="checkbox"/> I don't use the leisure centres |

Q2 If you haven't accessed a leisure centre in the last year, why not?

If you haven't used a leisure centre in the last year, please go to Q8

Q3 Which centre(s) have you used in the last year? (please select all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Saxon (Biggleswade) | <input type="checkbox"/> Sandy |
| <input type="checkbox"/> Flitwick | <input type="checkbox"/> Tiddenfoot (Leighton Buzzard) |
| <input type="checkbox"/> Houghton Regis | |

Q4 Are you a member of any of our leisure centres (Flitwick, Houghton Regis, Sandy, Saxon, Tiddenfoot)? (please select one)

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

Q5 If yes, which of the below types of memberships do you have? (please select one)

- | | |
|---|--|
| <input type="checkbox"/> Centre membership - discounts off centre activities. | <input type="checkbox"/> Gym/Swim/lifestyles/xtra/workout membership – unlimited use of activities |
|---|--|

Q6 If you have used a leisure centre in Central Bedfordshire in the last year, please rate the following elements of the leisure centre: (please select one per row)

	Excellent	Good	Average	Poor	Very Poor
Quality of the changing rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleanliness of the changing rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of the showers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleanliness of the showers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of activity areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Variety of programmes in the sports hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Variety of programmes for classes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Variety of programmes in the swimming pool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleanliness of pool area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helpfulness of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q7 And how would you rate the centre for:

	Excellent	Good	Average	Poor	Very Poor
Value for money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accessibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall satisfaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q8 Is there any service that you would like to see the leisure centres provide?

Q9 How likely or unlikely are you to use male or female only swimming sessions (we currently provide female-only sessions at Saxon and Tiddenfoot)? (please select one)

- I already use
- Very likely
- Likely
- Unsure
- Unlikely
- Very unlikely

Q10 If already use, very likely or likely at Q9, please tell us why you do/would attend a male or female only swimming session? (please select all that apply)

- Cultural / religious reasons
- Body conscious reasons
- Convenience
- Social reasons
- Time convenience
- Other (please specify)

If other, please specify:

Q11 Do you have any other comments about our leisure centres?

About You

This section is about you. The following information will help us when considering your opinions and to make sure that we're getting views of all members of the community. The answers will not be used to identify any individual. You can read more about why we ask these questions on our website

Q12 Are you: (please select one)

Male

Female

Q13 What is your age? (please select one)

Under 16 yrs

45-59 yrs

16-19 yrs

60- 64 yrs

20-29 yrs

65-74 yrs

30-44 yrs

75+ yrs

Q14 Do you consider yourself disabled? (please select one)

Under the Equality Act 2010 a person is considered to have a disability if they have a physical or mental impairment which has a sustained and long-term adverse effect on their ability to carry out normal day to day activities.

Yes

No

Q15 To which of these groups do you consider you belong? (please select one)

White British

Mixed ethnicity

Black or Black British

Other ethnic group

Asian or Asian British

If other, please specify: _____

Q16 What is your home postcode?

This will only be used for analysis purposes and will not be used to identify you in any way.

Q17 If you would like to receive alerts for any new consultations, please provide your email address below to be added our database, this will not be used or shared in any other capacity:

Thank you.

**Please return your completed form by Sunday 16 September to:
Freepost RSJS GBBZ SRZT (you do not need a stamp)**

**Leisure and Swimming survey
Central Bedfordshire Council
Priory House, Monks Walk
Chicksands, Shefford
SG17 5TQ**

Data Protection Act 2018

Please note that your personal details supplied on this form will be held and/or computerised by Central Bedfordshire Council for the purpose of this survey. The information collected may be disclosed to officers and members of the Council and its' partners involved in this survey.

Summarised information from the forms may be published, but no individual details will be disclosed under these circumstances.

Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes. If you do not wish to have your personal details retained for the purposes given, please contact consultations@centralbedfordshire.gov.uk who will arrange for their removal and deletion. We will only be able to locate your data for removal if you have provided us with a personal identifier, such as your email address.



26 ST JOHNS STREET
BIGGLESWADE
BEDS
SG18 0BT

Dear Mr McGregor
on behalf of Inel Flix I would like to
say a very big thank you to the Town Council
for the £250 grant you gave us this year.
This has enabled us to complete the 2017/18
season and to look forward to doing a
2018/19 season starting in September.



Thank you also for allowing us
to put a banner on the fence
at Dan Albans car park as it
reminds residents that we
are still making the films
and encourages them to come.

Thank you from all the
volunteers and the choir and Treasurer
Regards, Mary Arnold.