



BOROUGH OF RUSHMOOR

To the Mayor and Members of the Council,

YOU ARE HEREBY SUMMONED to attend a Meeting of the Council to be held at the Council Offices, Farnborough on **Thursday, 2nd July, 2026 at 7.00 pm** for the transaction of the business set out on the Agenda given below.

A G E N D A

1. **MINUTES** – (Pages 1 - 22)

To confirm the minutes of the Annual Council Meeting held on 26th May, 2026 and the Extraordinary Meeting of the Council held on 18th June, 2026 (copies attached).

2. **MAYOR'S ANNOUNCEMENTS** –

3. **QUESTIONS** –

(1) To receive any questions by Members submitted in pursuance of Standing Order 8 (3).

Public Questions

(2) To answer any questions from the public submitted under Standing Order 9 in accordance with the Procedure Note.

4. NOTICE OF MOTION - DISCOUNTS FOR ARMED FORCES AND VETERANS –

To consider the following Notice of Motion, which has been submitted by Cllr Gareth Lyon pursuant to Standing Order 10 (1):

“This council recognises the cost-of-living crisis and the severe challenges facing many local businesses.

This council also recognises the particular steps many local businesses and groups make to recognise and honour the service of our Armed Forces and veterans.

In order to help both businesses and our Armed Forces and veterans, this council will invite local businesses to notify us of their discounts and offers for armed forces and will publish a central listing of all local businesses and groups that have notified the Council that they make discounts available to Armed Forces and Veterans.”

5. RECOMMENDATIONS OF THE CABINET AND COMMITTEES –

To consider the recommendations of the Cabinet and Committees in relation to the following items:

1) Statement of Licensing Policy – (Pages 23 - 124)

To receive a report from the Cabinet (copy attached – Annex 1) which sets out the Statement of Licensing Policy in respect of the Licensing Act 2003 for formal adoption by the Council. Cllr Christine Guinness, Portfolio Holder for Pride in Place and Neighbourhood Services, will introduce this item.

2) Champion Roles – (Pages 125 - 132)

To receive a report from the Licensing and Corporate Business Committee (copy attached – Annex 2) which recommends the appointment of Members to Champion Roles and Champion priorities for 2026/27. Cllr Sarah Spall, Chair of the Licensing and Corporate Business Committee, will introduce this item.

3) Designation of Head of Paid Service –

Subject to consideration by the Licensing and Corporate Business Committee at its meeting on 1st July, the Council will be asked to consider a report (copy to follow – Annex 3) which recommends the designation of Head of Paid Service. Cllr Sarah Spall, Chair of the Licensing and Corporate Business Committee, will introduce this item.

6. **QUESTIONS FOR THE CABINET –**

To receive any questions by Members to Cabinet Members submitted in accordance with the Procedure Note.

7. **REPORTS OF CABINET AND COMMITTEES – (Pages 133 - 182)**

To receive and ask questions on the Reports of the following Meetings (copy reports attached):

Cabinet	17th March, 2026
	21st April, 2026
	2nd June, 2026

Committees

Licensing and Corporate Business	5th March, 2026
Development Management	11th March, 2026
Audit and Governance	25th March, 2026
Development Management	15th April, 2026
Development Management	23rd April, 2026
Audit and Governance	10th June, 2026
Licensing and Corporate Business	16th June, 2026
Development Management	17th June, 2026

8. **REPORTS OF OVERVIEW AND SCRUTINY COMMITTEE AND POLICY AND PROJECT ADVISORY BOARD – (Pages 183 - 200)**

To note the Reports of the following meetings (copy reports attached):

Policy and Project Advisory Board	24th March, 2026
Policy and Project Advisory Board	9th June, 2026
Overview and Scrutiny Committee	11th June, 2026

IAN HARRISON
Managing Director

Council Offices
Farnborough
Hampshire GU14 7JU

Wednesday 24 June 2026

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BOROUGH OF RUSHMOOR

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL held at the Council Chamber, Council Offices, Farnborough on Tuesday, 26th May, 2026 at 7.00 pm.

The Worshipful The Mayor (Cllr Calum Stewart (Chairman))
The Deputy Mayor (Cllr P.J. Cullum (Vice-Chair))

Cllr A. Adeola
Cllr Dave Bell
Cllr C.W. Card
Cllr Sue Carter
Cllr Keith Dibble
Cllr Uttar Gurung
Cllr Julie Hall
Cllr Sharon Harvey
Cllr Steve Masterson
Cllr Sally McGuinness
Cllr Sophie Porter
Cllr Dhan Sarki
Cllr Nicky Slater
Cllr Paul Taylor
Cllr Becky Williams

Cllr Jib Belbase
Cllr Kevin Betsworth
Cllr Leola Card
Cllr Thomas Day
Cllr Lisa Greenway
Cllr Christine Guinness
Cllr Steve Harden
Cllr Mara Makunura
Cllr Rob Matthews
Cllr Bill O'Donovan
Cllr Mike Roberts
Cllr Ian Simpson
Cllr Sarah Spall
Cllr Ivan Whitmee
Cllr Gareth Williams

Honorary Alderman Diane Bedford
Honorary Alderman Terry Bridgeman
Honorary Alderman Tony Gardiner

Apologies for absence were submitted on behalf of Cllr Gaynor Austin, Cllr A.H. Crawford, Cllr Rhian Jones, Cllr Halleh Koohestani, Cllr G.B. Lyon, Cllr T.W. Mitchell and Cllr M.J. Tennant.

1. **WELCOME TO NEW COUNCILLORS**

The outgoing Mayor opened the meeting and welcomed all new councillors to the Council following the local elections: Cllrs Kevin Betsworth, Uttar Gurung, Sharon Harvey, Rob Matthews, Sally McGuinness, Ian Simpson and Nicky Slater. The Council also welcomed back Cllrs Dave Bell and Jib Belbase.

Congratulations were also given to those Members who had been re-elected: Cllrs Craig Card, Mara Makunura, Martin Tennant, Sarah Spall and Ade Adeola.

The Mayor also spoke on behalf of the Council to acknowledge those councillors who had not returned to the Council following the elections and thanked former councillors Jules Crossley, Akmal Gani, Clive Grattan, Nadia Martin, Stuart Trussler, Abe Allen, Peace Essien-Igodifo, Mike Smith and Jacqui Vosper for the service they had given to the Council and the Borough of Rushmoor.

2. **ELECTION OF THE MAYOR OF THE BOROUGH 2026/27**

Nominations were invited for the election of the Mayor of the Borough for the Municipal Year 2026/27. It was **MOVED** by Cllr Steve Harden; **SECONDED** by Cllr Bill O'Donovan - That Cllr P.J. Cullum be elected Mayor of the Borough to hold office until the Annual Meeting of the Council in 2027.

RESOLVED: That Councillor **PETER JAMES CULLUM** be elected Mayor of the Borough to hold office until the Annual Meeting of the Council in 2027.

The Mayor then made his Declaration of Acceptance of Office in accordance with Section 83 of the Local Government Act, 1972 and took the Chair.

THE MAYOR (CLLR P.J. CULLUM) IN THE CHAIR

The Mayor thanked his proposer and seconder, and the Council for endorsing his nomination and placing trust in him to represent the Borough, which he accepted with pride. He committed to always representing the Borough and its residents with impartiality and announced that he would be supporting three charities during his Mayoral year: Diabetes UK, Step by Step and Phyllis Tuckwell.

The Mayor then signified the appointment of his wife, Mrs Ann Cullum as his Mayoress and advised that he was in the process of appointing a Chaplain for future meetings.

3. **VOTE OF THANKS**

It was **MOVED** by Cllr Keith Dibble; **SECONDED** by Cllr Gareth Williams and

RESOLVED: That the Council place on record its appreciation of the excellent service rendered by Councillor Calum Stewart as Mayor of the Borough and Mrs Shani Stewart as Mayoress during the Municipal Year 2025/26.

The Mayor congratulated Cllr Stewart and presented him with a framed, illuminated scroll, together with a Past Mayor's Badge and a Past Mayoress's Badge for Mrs Shani Stewart.

Cllr Stewart thanked Members and congratulated the Mayor and Mayoress on their appointment. He reflected on his year and the range of experiences he had through the year, from being recognised in Greggs to visiting Buckingham Palace and meeting the King. He described not always feeling instinctively comfortable in the role but that he felt it was an immense privilege and honour to have met so many people who quietly contributed to our community, and that he had the opportunity to experience the Borough in such a unique way. He also acknowledged the hospitality of the Nepali Community and partners in the twin town of Oberursel, which he had been fortunate to visit.

Cllr Stewart announced that £9,000 had been raised for his charity, Step Beyond Alderwood, which would go towards providing support to young people at Alderwood School. He extended a special thanks to Virginia Barrett, Principal - Farnborough

College of Technology, who had supported a dinner at the Galleries earlier in the month, and the local Rotary Clubs and Tamu Dhee Society, who had also supported his fundraising activities.

Cllr Stewart thanked officers for their support, in particular Mrs Amanda Hanson in the Democracy Team who had managed the mayoral diary around his busy schedules. He thanked his Mum, as his Mayoress, for her enormous support and encouragement and extended his thanks to Cllr Cullum, in his role as Deputy Mayor, for his support throughout the year.

In concluding, he remarked that the role of Mayor had reminded him that, despite what we sometimes told ourselves about modern public life, most people were kinder, warmer and more community-minded than we often gave each other credit for. Over the year, he had found himself caring deeply, not just about the role of Mayor, but about what it represented; connection, community, service and belonging.

He thanked all for the enormous privilege and honour of serving the Borough as one of the youngest ever councillors to be elected Mayor of the Borough.

4. **ELECTION OF THE DEPUTY MAYOR**

The Mayor invited nominations for the election of the Deputy Mayor of the Borough. It was **MOVED** by Cllr Mara Makunura; **SECONDED** by Cllr Paul Taylor – That Cllr Jib Belbase be elected Deputy Mayor of the Borough to hold office until the Annual Meeting of the Council in 2027.

RESOLVED: That Councillor **JIB BELBASE** be elected Deputy Mayor of the Borough to hold office until the Annual Meeting of the Council in 2027.

Cllr Jib Belbase then made his Declaration of Acceptance of Office in accordance with Section 83 of the Local Government Act, 1972.

The Deputy Mayor thanked his proposer and seconder for their kind words and the Council for their trust and support in appointing him as Deputy Mayor. He also extended his congratulations to the Mayor and pledged to support him to make his year a success.

The Deputy Mayor signified the appointment of his wife, Mrs Amita Belbase as his Deputy Mayoress.

5. **MINUTES**

It was **MOVED** by Cllr Gareth Williams; **SECONDED** by Cllr Sophie Porter and

RESOLVED: That the Minutes of the Ordinary Meeting of the Council on 19th March 2026 (copy having been circulated previously) be taken as read, approved and signed as a correct record.

6. **RETURNING OFFICER'S REPORT**

The Returning Officer, Mr Ian Harrison, submitted his report on the results of the Borough Council Elections held on Thursday, 7th May 2026 (appended to these minutes).

The Council placed on record its thanks and appreciation for the service and dedication given to the Council and the Borough by Cllrs Jules Crossley, A.H. Gani, C.P. Grattan, Nadia Martin and S. Trussler who had been unsuccessful in being re-elected and Cllrs Abe Allen, Peace Essien-Igodifo, M.D. Smith and Jacqui Vosper who did not seek re-election.

RESOLVED: That the report be noted.

7. **MAYOR'S COMMUNICATIONS**

The Mayor reported on his first engagements as Mayor, which would include:

- Rotary's Kids Day Out on 10th June;
- The Lord Lieutenant's Reception for New Mayors and Council Chairmen at Serles House on 22nd June; and
- National Armed Forces Day Event on 27th and 28th June.

The Mayor also advised that he was planning some charity fundraising events including a Civic Dinner in March 2027.

8. **APPOINTMENT OF THE LEADER OF THE COUNCIL**

It was **MOVED** by Cllr Sophie Porter; **SECONDED** by Cllr Julie Hall - That Cllr Gareth Williams be appointed Leader of the Council to hold office until the Annual Meeting of the Council in 2027.

There voted **FOR:** 18; **AGAINST:** 0; **ABSTAIN:** 14 and the Motion was **DECLARED CARRIED**.

9. **APPOINTMENTS 2026/27**

The Council were advised of a couple of amendments to the committee appointments that had been circulated with the Council Book agenda:

1. Development Management Committee – Cllr Jib Belbase to replace Cllr Mara Makunura and Standing Deputies to be Cllrs Paul Taylor and Mara Makunura,
2. Policy and Project Advisory Board – Cllr Mara Makunura to replace Cllr Jib Belbase, and
3. Audit and Governance Committee – Cllr Steve Masterson to be added as Standing Deputy.

It was MOVED by Cllr Gareth Williams and SECONDED by Cllr Sophie Porter – That

(1) **Cabinet**

It be noted that the following appointments of Cabinet Portfolio Holders and the Deputy Leader of the Council for the Municipal Year 2026/27 had been made by the Leader of the Council:

Cllr Sophie Porter	Deputy Leader and Healthy Community and Active Lives
Cllr Gaynor Austin	Finance and Resources
Cllr Keith Dibble	Housing, Planning and Property
Cllr Christine Guinness	Pride in Place / Neighbourhood Services
Cllr Julie Hall	Economy, Skills and Regeneration

(2) **Committees**

The Appointments to Committees for the Municipal Year 2026/27 be approved as follows in accordance with the allocations to achieve political balance:

DEVELOPMENT MANAGEMENT COMMITTEE

Voting Members

Labour: 4

Cllr Thomas Day
Cllr Dhan Sarki
Cllr Nicky Slater
Cllr Ivan Whitmee

Conservative: 3

Cllr Jib Belbase
Cllr P.J. Cullum
Cllr Steve Masterson

Reform: 2

Cllr Dave Bell
Cllr Kevin Betsworth

Other: 1

Cllr Calum Stewart

Ind: 1

Cllr Becky Williams

Standing Deputies:

Labour:

Cllr A.H. Crawford
Cllr Sarah Spall

Conservative:

Cllr Mara Makunura
Cllr Paul Taylor

Reform:

Cllr Sharon Harvey
Cllr Rob Matthews

Others:

Cllr Craig Card
Cllr Leola Card

NOTE: The Cabinet Member with responsibility for planning matters is to be an ex officio non-voting member of the Development Management Committee.

AUDIT AND GOVERNANCE COMMITTEE

Voting Members

Labour: 5

Cllr A.H. Crawford
Cllr Thomas Day
Cllr Bill O'Donovan
Cllr Dhan Sarki
Cllr Sarah Spall
Cllr Sarah Spall

Conservative: 3

Cllr P.J. Cullum
Cllr Paul Taylor
Cllr M.J. Tennant

Reform: 1

Cllr Ian Simpson

Others: 2

Cllr C.W. Card
Cllr T.W. Mitchell

Standing Deputies:

Labour:

Cllr Nicky Slater
Cllr Ivan Whitmee

Conservative:

Cllr Sue Carter
Cllr Steve Masterson

Reform:

Cllr Kevin Betsworth
Cllr Sharon Harvey

Others:

Cllr Leola Card
Cllr Calum Stewart

LICENSING AND CORPORATE BUSINESS COMMITTEE

Voting Members

Labour: 5

Cllr A.H. Crawford
Cllr Lisa Greenway
Cllr Rhian Jones
Cllr Bill O'Donovan
Cllr Sarah Spall

Conservative: 3

Cllr Sue Carter
Cllr P.J. Cullum
Cllr Steve Masterson

Reform: 2

Cllr Dave Bell
Cllr Kevin Betsworth

Others:

Cllr C.W. Card

Standing Deputies:

(not licensing hearings)

Labour:

Cllr Uttar Gurung
Cllr Mike Roberts

Conservative:

Cllr Paul Taylor

Reform:

Cllr Sally McGuinness
Cllr Ian Simpson

Others:

Cllr Leola Card
Cllr Calum Stewart

OVERVIEW AND SCRUTINY COMMITTEE

Voting Members

Labour: 5

Cllr Uttar Gurung
Cllr Bill O'Donovan
Cllr Mike Roberts
Cllr Nicky Slater
Cllr Sarah Spall

Conservative: 3

Cllr A. Adeola
Cllr Steve Harden
Cllr G.B. Lyon

Reform: 2

Cllr Kevin Betsworth
Cllr Sally McGuinness

Others:

Cllr Halleh Koohestani

Standing Deputies:

Labour:

Cllr A. H. Crawford
Cllr Lisa Greenway

Conservative:

Cllr Mara Makunura
Cllr M.J. Tennant

Reform:

Cllr Sharon Harvey
Cllr Rob Matthews

Others:

Cllr C.W Card
Cllr Leola Card

POLICY AND PROJECT ADVISORY BOARD

Voting Members

Labour: 5

Cllr Thomas Day
Cllr Lisa Greenway
Cllr Uttar Gurung
Cllr Rhian Jones
Cllr Mike Roberts

Conservative: 2

Cllr A. Adeola
Cllr Mara Makunura

Reform: 2

Cllr Sharon Harvey
Cllr Rob Matthews

Others:

Cllr Leola Card
Cllr Calum Stewart

Standing Deputies:

Labour:

Cllr Dhan Sarki
Cllr Ivan Whitmee

Conservative:

Cllr Jib Belbase
Cllr Steve Masterson

Reform:

Cllr Dave Bell
Cllr Kevin Betsworth

Others:

Cllr C.W. Card
Cllr Halleh Koohestani

(3) Chairs and Vice-Chairs of the Committees

The appointment of the following Chairs and Vice-Chairs of the Committees, as set out below, be approved:

Development Management

Chair - Cllr Calum Stewart
Vice-Chair - Cllr Steve Masterson

Audit and Governance

Chair - Cllr Bill O'Donovan
Vice-Chair - Cllr Martin Tennant

Licensing and Corporate Business

Chair - Cllr Sarah Spall
Vice-Chair - Cllr Sue Carter

(4) **Chairs of the Overview and Scrutiny Committee and the Policy and Project Advisory Board**

The appointment of the Chairs of the Overview and Scrutiny Committee and the Policy and Project Advisory Board as set out below, be approved:

Overview and Scrutiny Committee

Chair - Cllr Halleh Koohestani

Policy and Project Advisory Board

Chair - Cllr Thomas Day

(5) **Council's Trust Management Boards**

The appointments to the Management Boards for the Municipal Year 2026/27, as follows, be approved:

The Aldershot Recreation Ground Trust

Cllr Jib Belbase Cllr Kevin Betsworth Cllr Keith Dibble

Standing Deputy: Cllr Lisa Greenway

King George's Field, Farnborough Trust

Cllr Calum Stewart Cllr Paul Taylor Cllr Gareth Williams

Standing Deputy: Cllr Rhian Jones

The Alfred Henry Goode Will Trust

Cllr Kevin Betsworth Cllr Sophie Porter Cllr Paul Taylor

Standing Deputy: Cllr Keith Dibble

There voted FOR: 30; AGAINST: 0; ABSTAIN: 2 and the Motion was **DECLARED CARRIED**.

The meeting closed at 8.16 pm.

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ANNUAL COUNCIL MEETING – 26TH MAY 2026

RUSHMOOR BOROUGH COUNCIL ELECTIONS
7TH MAY 2026

AGENDA ITEM NO. 5 - RETURNING OFFICER'S REPORT

ALDERSHOT PARK

No. of Electors	No. of Ballots Completed	Percentage
4978	1776	35.7%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
BRATOSIN	Delian Marius	556
CRERAR	Peter Ian Charles	269
HARVEY	Sharon Jean	678
MORRELL	James Samuel	240
MORTIMER	Thomas	24

Candidate Elected
SHARON JEAN HARVEY

CHERRYWOOD

No. of Electors	No. of Ballots Completed	Percentage
4973	1780	35.8%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
GRATTAN	<i>Clive Patrick</i>	527
HIGGS	Daryl	215
MCGUINNESS	Sally Catherine	557
THAPA	Anil	474

Candidate Elected
SALLY CATHERINE MCGUINNESS

COVE AND SOUTHWOOD

No. of Electors
5524

No. of Ballots Completed
2377

Percentage
43%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
LANEY	Martin Stephen	671
MILES	Rebecca Sarah	481
<i>TENNANT</i>	<i>Martin John</i>	719
WHYMAN	Jill	192
WILSON	Andrew Robert	308

Candidate Elected
MARTIN JOHN TENNANT

EMPRESS

No. of Electors
5079

No. of Ballots Completed
2361

Percentage
46.5%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
O'DOWD-BOOTH	Olive Jane	284
RUDH	Abjeet Rohit	557
SALISBURY	Ryan	229
SHINGADIA	Rohin Pravin	551
SLATER	Nicola Jan	728

Candidate Elected
NICOLA JAN SLATER

FERNHILL

No. of Electors
5077

No. of Ballots Completed
2054

Percentage
40.5%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
BLEWETT	Brian Frederick	338
<i>GANI</i>	<i>Akmal Hussain</i>	714
JABBI	Madi	278
JONES	Barry	287
MATTHEWS	Robert John	798
SIMPSON	Ian Michael Brumwell	723
THAYER	Stephen James	251
WALTERS	Angela Samantha	270

Candidate Elected
ROBERT JOHN MATTHEWS
IAN MICHAEL BRUMWELL SIMPSON*

*Elected to Fernhill by-election seat

KNELLWOOD

No. of Electors
5642

No. of Ballots Completed
2907

Percentage
51.5%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
CRAGG	Tadeusz Osborne	419
CROSSLEY	Julia Elizabeth	315
HILLIAR	Alan Richard	476
<i>MAKUNURA</i>	<i>Mara Martha</i>	918
O'NEILL	Amanda Jane	759

Candidate Elected
MARA MARTHA MAKUNURA

MANOR PARK

No. of Electors
5485

No. of Ballots Completed
2565

Percentage
46.8%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
ANDREWS	Keri Ann	12
BELBASE	Jib Narayan	891
NJENGA	Catherine Wanjiku	572
RAI	Julia	282
TRANTER	Kenneth	623
TROTTER	Mark	171

Candidate Elected
JIB NARAYAN BELBASE

NORTH TOWN

No. of Electors
5116

No. of Ballots Completed
2001

Percentage
39.1%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
RAI	Julan	305
<i>SPALL</i>	<i>Sarah Joanne</i>	903
WELLER	Kenneth Michael	764

Candidate Elected
SARAH JOANNE SPALL

ROWHILL

No. of Electors	No. of Ballots Completed	Percentage
4972	2302	46.3%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
BETSWORTH	Kevin	768
BIRTWISTLE	Simon James	401
CULSHAW	Zack Jake	66
KHAN	Fouzia Tanveer	746
STAMP	Nicholas Paul	301

Candidate Elected
KEVIN BETSWORTH

ST JOHN'S

No. of Electors	No. of Ballots Completed	Percentage
4997	2204	44.1%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
BELL	David Martin Thomas	719
MORRIS	Alfred Thomas	264
TRUSSLER	<i>Stuart</i>	656
WARNER	Julia Louise	558

Candidate Elected
DAVID MARTIN THOMAS BELL

ST MARK'S

No. of Electors	No. of Ballots Completed	Percentage
5552	2160	38.9%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
BARTLETT	Edward Samuel Charles	405
CARD	<i>Craig William</i>	603
DAY	Matthew John	236
KHAN	Mohammad Zakaria	296
NOYCE	Joseph Matthew	591

Candidate Elected
CRAIG WILLIAM CARD

WELLINGTON

No. of Electors
5264

No. of Ballots Completed
1667

Percentage
31.7%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
GURUNG	Bishal	389
GURUNG	Uttar Bahadur	551
<i>MARTIN</i>	<i>Nadia Noelle</i>	256
PATTERSON	Lisa Heidi	459

Candidate Elected
UTTAR BAHADUR GURUNG

WEST HEATH

No. of Electors
4733

No. of Ballots Completed
2133

Percentage
45.1%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
<i>ADEOLA</i>	<i>Adedamola</i>	661
FIROZ	Jahangir	435
HARDING	Christopher John	649
NEVILLE	Edward John	244
READ	James Arnold	132

Candidates Elected
ADEDAMOLA ADEOLA

BOROUGH OF RUSHMOOR

EXTRAORDINARY MEETING OF THE BOROUGH COUNCIL held at the Council Chamber, Council Offices, Farnborough on Thursday, 18th June, 2026 at 7.00 pm.

The Worshipful The Mayor (Cllr P.J. Cullum (Chair))
The Deputy Mayor (Cllr Jib Belbase (Vice-Chair))

Cllr Gaynor Austin
Cllr Kevin Betsworth
Cllr Leola Card
Cllr Thomas Day
Cllr Uttar Gurung
Cllr Julie Hall
Cllr Sharon Harvey
Cllr Halleh Koohestani
Cllr Mara Makunura
Cllr Rob Matthews
Cllr Thomas Mitchell
Cllr Sophie Porter
Cllr Dhan Sarki
Cllr Nicky Slater
Cllr Calum Stewart
Cllr M.J. Tennant
Cllr Gareth Williams

Cllr Dave Bell
Cllr Craig Card
Cllr Sue Carter
Cllr Lisa Greenway
Cllr Christine Guinness
Cllr Steve Harden
Cllr Rhian Jones
Cllr G.B. Lyon
Cllr Steve Masterson
Cllr Sally McGuinness
Cllr Bill O'Donovan
Cllr Mike Roberts
Cllr Ian Simpson
Cllr Sarah Spall
Cllr Paul Taylor
Cllr Ivan Whitmee

Honorary Alderman Tony Gardiner

Apologies for absence were submitted on behalf of Cllr A. Adeola, Cllr Keith Dibble and Cllr Becky Williams.

Before the meeting was opened, the Mayor had invited his Chaplain, Stephen Mourant, to say prayers.

9. **LOCAL GOVERNMENT REORGANISATION**

a) **Local Government Reorganisation Interim Warding Arrangements**

Cllr Sarah Spall introduced the Report of the Licensing and Corporate Business Committee held on 16th June, 2026, as set out in Updated Annex 1. The Committee had considered the distribution of councillors across the proposed North Hampshire Council and options for interim warding arrangements in response to the Government and preparations for local government reorganisation.

It was **MOVED** by Cllr Sarah Spall; **SECONDED** by Cllr Bill O'Donovan – That the Council:

- 1) submit a proposal based on a 108-councillor interim warding arrangement and agree the proposed number of councillors for each North Hampshire district as follows:
 - Basingstoke and Deane Borough Council – 53 councillors
 - Hart District Council – 29 councillors
 - Rushmoor Borough Council – 26 councillors
- 2) Agree the proposed interim warding arrangements as set out in Table 1 of the Report in updated Annex 1.

In presenting the recommendation it was emphasised that the strong view of the Committee was to maintain the existing ward boundaries in Rushmoor until a review could be carried out by the Boundary Commission, and that this was a key principle on which the 108-councillor option had been proposed, together with fair electoral representation across the whole area based on elector numbers.

In considering the proposal, it was highlighted that maintaining the existing ward boundaries would help provide continuity and trust in the process for residents until the Boundary Commission could carry out an independent and full boundary review of the new authority area once the new Council had formed.

During debate, it was **MOVED** by Cllr Gareth Williams and **SECONDED** by Cllr Sophie Porter that the Recommendation be amended to insert the following words (text in bold):

- 1) Submit a proposal based on a 108-councillor interim warding arrangement and agree the **preferred** proposed number of councillors for each North Hampshire district as follows:
 - Basingstoke and Deane - 53 councillors.
 - Hart - 29 councillors.
 - Rushmoor - 26 councillors.
- 2) Agree the **preferred** proposed interim warding arrangements as set out in Table 1
- 3) **Agree as a second preference, an 88-councillor distribution and interim warding arrangements, as per option 88c in Appendix 1**
- 4) **Agree as a third preference, an 85-councillor distribution and interim warding arrangements, as per option 85c in Appendix 1**

In proposing the amendment, Cllr Williams advised that he was fully supportive of the proposal for 108 councillors, but felt that backstop options needed to be identified, from within the 85 and 88 councillor options, as set out in the report, should the Minister not approve the higher number of councillors. In seconding the amendment, Cllr Porter advised that options 85c and 88c had been identified because these options brought together West Heath and Cherrywood wards as

communities with a link and interest in the Pride in Place Government funding programme for Cherrywood.

During debate on the amendment, an oppositional view was expressed that by putting forward a backstop option the Council was weakening its position on the 108-councillor proposal as recommended by the Licensing and Corporate Business Committee.

The Leader advised that he had spoken with the Leaders at both Hart District Council and Basingstoke and Deane Borough Council about the backstop options and confirmed that they would both be submitting responses based on 88 councillors.

In a recorded vote on the amendment, there voted FOR: Cllrs Gaynor Austin, Thomas Day, Lisa Greenway, Christine Guinness, Uttar Gurung, Julie Hall, Rhian Jones, Halleh Koohestani, Bill O'Donovan, Sophie Porter, Mike Roberts, Dhan Sarki, Nicky Slater, Sarah Spall, Calum Stewart, Ivan Whitmee and Gareth Williams (17); AGAINST: Cllrs Dave Bell, Kevin Betsworth, Craig Card, Leola Card, Sue Carter, Steve Harden, Sharon Harvey, G.B. Lyon, Mara Makunura, Steve Masterson, Rob Matthews, Sally McGuinness, Thomas Mitchell, Ian Simpson, Paul Taylor and M.J. Tennant (16); ABSTAIN: Cllrs Jib Belbase and P.J. Cullum (2), and therefore the amendment was **DECLARED CARRIED** and the recommendation as amended became the Substantive Motion.

During debate on the Substantive Motion, it was MOVED by Cllr G.B. Lyon; SECONDED by Cllr Steve Harden that an amendment be made to replace the second preference with option 88d in Appendix 1, and the third preference with option 85d in Appendix 1.

In proposing the amendment, Cllr G.B. Lyon stated that West Heath was not the same as Cherrywood ward and that there was a stronger connection of communities between Fernhill and West Heath wards, the northern section of which sat within the existing county boundary. In SECONDDING, Cllr Harden referred to the partnership work between schools and councillors in Fernhill and West Heath wards and that options 85d and 88d should be the preferred backstops options.

During debate, the point was raised by some councillors that that differing opinions on backstop options may weaken the Council's position. For clarification, the Leader of the Council advised that only the 108-councillor option would be submitted to the Minister for consideration, and that the backstop options were for the purpose of working together with the other councils including Hampshire, should the 108-councillor submission not be accepted by the Minister.

In a recorded vote on the amendment, there voted FOR: Cllrs Dave Bell, Kevin Betsworth, Jib Belbase, Sue Carter, Steve Harden, Sharon Harvey, G.B. Lyon, Mara Makunura, Steve Masterson, Rob Matthews, Sally McGuinness, Ian Simpson, Paul Taylor and M.J. Tennant (14); AGAINST: Cllrs Gaynor Austin, Craig Card, Leola Card, Thomas Day, Lisa Greenway, Christine Guinness, Uttar Gurung, Julie Hall, Rhian Jones, Halleh Koohestani, Thomas Mitchell, Bill O'Donovan, Sophie Porter, Mike Roberts, Dhan Sarki, Nicky Slater, Sarah Spall, Calum Stewart, Ivan Whitmee

and Gareth Williams (20); ABSTAIN: Cllr P.J. Cullum (1), and therefore the amendment was **DECLARED LOST**.

With reference to Table 1 in the Report, it was acknowledged that the Rushmoor area would have less than a quarter of the seats in a new authority with a membership of 108 councillors, but that aligned with the electorate distribution across the area.

The Substantive Motion was then put to the Council for a final vote.

That the Council:

- 1) Submit a proposal based on a 108-councillor interim warding arrangement and agree the preferred proposed number of councillors for each North Hampshire district as follows:
 - Basingstoke and Deane - 53 councillors.
 - Hart - 29 councillors.
 - Rushmoor - 26 councillors.
- 2) Agree the preferred proposed interim warding arrangements as set out in Table 1
- 3) Agree as a second preference, an 88-councillor distribution and interim warding arrangements, as per option 88c in Appendix 1
- 4) Agree as a third preference, an 85-councillor distribution and interim warding arrangements, as per option 85c in Appendix 1

In a recorded vote, there voted FOR: Cllrs Gaynor Austin, Dave Bell, Kevin Betsworth, Thomas Day, Lisa Greenway, Christine Guinness, Uttar Gurung, Julie Hall, Sharon Harvey, Rhian Jones, Halleh Koohestani, Rob Matthews, Sally McGuinness, Bill O'Donovan, Sophie Porter, Mike Roberts, Dhan Sarki, Ian Simpson, Nicky Slater, Sarah Spall, Calum Stewart, Ivan Whitmee and Gareth Williams (23); AGAINST: Cllrs Craig Card, Leola Card, Sue Carter, Steve Harden, G.B. Lyon, Mara Makunura, Steve Masterson, Thomas Mitchell, Paul Taylor and M.J. Tennant (10); ABSTAIN: Cllrs Jib Belbase and P.J. Cullum (2), and the Substantive Motion was **DECLARED CARRIED**.

b) **Appointments to the North Hampshire Joint Committee**

The Leader of the Council, Cllr Gareth Williams, introduced a report which asked the Council to appoint two councillor representatives to the North Hampshire Joint Committee. Two sets of nominations had been received, and the Council was asked to vote on its preferred option.

Option 1 - It was MOVED by Cllr Gareth Williams; SECONDED by Cllr Sophie Porter – That approval be given to the appointment of Cllrs Gareth Williams and Calum Stewart with Cllr Keith Dibble or another Member appointed by the Leader of the Council to act as standing deputy as required.

Option 2 – It was MOVED by Cllr Steve Harden, SECONDED by Cllr Paul Taylor – That approval be given to the appointment of Cllrs Gareth Williams and M.J. Tennant with Cllr G.B. Lyon as standing deputy for Cllr M.J. Tennant, and Cllr Keith Dibble or another Member appointed by the Leader to act as standing deputy.

Option 1- There voted FOR: 20

Option 2 – There voted FOR: 13

and Option 1 was **DECLARED CARRIED**.

The meeting closed at 8.37 pm.

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COUNCIL MEETING – 2ND JULY 2026

AGENDA ITEM NO. 5 (1)

STATEMENT OF LICENSING POLICY

A report from the meeting of the Cabinet held on 17th March 2026

SUMMARY

The Cabinet considered [Report No. OS2607](#) (copy attached as an Appendix) setting out the recommended changes to the Council's Statement of Licensing Policy in respect of The Licensing Act 2003 following review and public consultation as required by the legislation.

At its meeting, the Cabinet agreed the revised Statement of Licensing Policy as set out in Appendix C to the attached Cabinet Report, which had been updated to reflect the consultation comments as set out in Appendix B to the attached Report.

The Cabinet also agreed the proposals for the introduction of a cumulative impact policy for Aldershot town centre and that the overall revised Policy would enable the Licensing Objectives to be upheld effectively.

RECOMMENDATION

The Council is recommended to adopt the proposed Statement of Licensing Policy, as set out in **Appendix C** to the attached Cabinet Report, and agree the proposed policy and cumulative impact assessment be implemented with immediate effect.

CLLR CHRISTINE GUINNESS
PORTFOLIO HOLDER FOR PRIDE IN PLACE/
NEIGHBOURHOOD SERVICES

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17th MARCH 2026

Key Decision? No

REPORT NO. OS2607

**REVIEW OF THE COUNCIL'S STATEMENT OF LICENSING POLICY IN
RESPECT OF THE LICENSING ACT 2003**

SUMMARY AND RECOMMENDATIONS:

This report sets out recommended changes to the Council's Statement of Licensing Policy in respect of The Licensing Act 2003 following review and public consultation as required by the legislation.

Cabinet is requested to –

- 1) Recommend to the Council that the proposed policy and cumulative impact assessment be implemented with immediate effect.

1. INTRODUCTION

- 1.1. There is a legal requirement for review of the Council's Statement of Licensing Policy in respect of The Licensing Act 2003. Due to resource issues in the wider Place Protection Service, and the need to prioritise work across the service, accordingly, including other policy reviews, this commenced later than planned. The review itself took a significant amount of time to ensure that it was comprehensive and that appropriate consultation took place. As such this is now overdue.
- 1.2. A review of the policy has taken place, taking account of changes to the legislation and guidance, and public consultation has been carried out as required. This includes a cumulative impact assessment and the implementation of a cumulative impact policy in Aldershot Town Centre
- 1.3. The comments received during the consultation have been considered, and where appropriate amendments made to the proposed policy
- 1.4. Cabinet is requested to recommend to the Council that the proposed policy and cumulative impact assessment be implemented with immediate effect.

2. BACKGROUND

- 2.1. A full review of the Council's Statement of Licensing Policy in respect of The Licensing Act 2003 is overdue and has therefore been carried out. Consultation has been carried out in accordance with the legislation.
- 2.2. Two responses suggesting amendments to the draft policy, and two responses specifically in support of the implementation of a cumulative impact policy in Aldershot Town Centre were received. These are given as **Appendix A**. All other responses provided no comment.

3. DETAILS OF THE PROPOSALS

- 3.1. The draft statement of licensing policy has been reviewed taking account of the comments a table providing each comment received which suggested a change to the draft policy and any proposed changes made as a result is given as **Appendix B**.
- 3.2. The proposed Statement of Licensing Policy which includes the cumulative impact assessment is given as **Appendix C**.

4. IMPLICATIONS (of proposed course of action)

Risks

- 4.1. There are no risks associated with this report, the policy is overdue for review, and therefore it is necessary for an updated policy to be implemented as soon as possible. Consultation has been carried out in accordance with the legislation, and consideration given to all comments received.

Legal Implications

- 4.2. Section 5 of the Licensing Act 2003 requires the Statement of Licensing Policy to be determined by the Council (as Licensing Authority) every five years. This function cannot be delegated to the Council's Licensing Committee. Any amendments to that Statement are required to be formally considered and approved by full Council following a consultation exercise.
- 4.3. Section 5A requires the licensing authority to review any Cumulative Impact Assessment every three years.
- 4.4. A failure to review the policy in accordance with the statutory timescales and consult properly could result in any decisions and the policy being challenged in the Courts. The Licensing Authority must have regard to the statutory guidance issued under section 182 of the act in preparation of the statement.
- 4.5. The Council's Legal Team were consulted on the proposed policy as part of the wider consultation and raised no concerns.

Financial Implications

- 4.6. There are no financial implications associated with this report, all recommended policy amendments can be borne by existing budgets.

Resource Implications

- 4.4 There are no resource implications associated with this report.

Equalities Impact Implications

- 4.5 An equality impact check found that this proposal would have a positive or neutral impact on people with protected characteristics. Therefore, a full assessment is not required.

Community Safety Implications

- 4.6 The Council's Community Safety Team have been consulted on this policy and have submitted comments in support of the implementation of a cumulative impact policy in Aldershot Town Centre. As such, the only community safety implications are positive.

5 CONCLUSIONS

- 5.1 Review of the Council's Statement of Licensing Policy in respect of the Licensing Act 2003 is overdue. The document has been reviewed taking account of changes in legislation and guidance, consultation has been carried out, and comments received considered accordingly.
- 5.2 Cabinet is asked to recommend to the Council that the proposed policy including the cumulative impact assessment be implemented with immediate effect.

LIST OF APPENDICES/ANNEXES:

Appendix A – Consultation Responses

Appendix B – Consultation Comments and proposed changes

Appendix C – Proposed Statement of Licensing Policy

BACKGROUND DOCUMENTS:

None

CONTACT DETAILS:

Report Author – Shelley Bowman, shelley.bowman@rushmoor.gov.uk, 01252 398162

Head of Service – James Duggin, james.duggin@rushmoor.gov.uk, 01252 398543

CONSULTATION RESPONSES

FROM HAMPSHIRE CONSTABULARY LICENSING TEAM

From: Philip Dennett (3715) [REDACTED]
Sent: 10 December 2025 10:06
To: Shelley Bowman [REDACTED]
Cc: Rushmoor Council Licensing <Licensing@rushmoor.gov.uk>; Ruth Kerr (27325) [REDACTED]
Subject: RE: Licensing Act Policy Review

CAUTION: This email originated from outside of Rushmoor Borough Council. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good Morning

I do believe there is a cumulative impact of premise selling alcohol for consumption off the premises. Victoria Road is an area within Aldershot town centre. This area suffers from street drinking and associated crime including public order and related thefts. From my experience the issues are not time specific as ASB continues throughout the day leading into the NTE.

Northern Hampshire Licensing Team suggest that a CIA would benefit the Aldershot town centre area due to the following reasons:

- CIZs are proven to help reduce crime and disorder
- Prevents further saturation of licensed premises which supports key licensing objective of crime prevention.
- Limits pressure on emergency services within the area
- Reduces to risk in regards to over intoxication and over crowding
- Reduces public nuisance for residents – public urination etc.
- The clear requirement for more detailed and higher quality premise licence applications because of the presumption of refusal. The potential of increased transparency in licensing decisions and enables the police to support the local authority in reaching satisfactory conclusions. It is all data driven and therefore leads to less chance of appeals / challenges in regards to licensing decisions.
- This filters out poorer operators and raises standards
- Prevents out of control growth of alcohol led venues
- Encourages operators with strong track records
- Increases co-operation with the local community / police / health bodies.
- Helps meet all 4 licensing objectives.

Further to the above

- A CIZ gives police a stronger footing to make representations to a potential applications when an area is already suffering from saturation and related harm.
- Helps assist in police demand and resource allocation.
- Safer operating models tend to exist within a CIZ.
- Supports early intervention and proactive policing along with problem solving potential.
- Police representations are less personal and can be directed related to the CIZ leading to negotiated conditions at an early stage.

All of the above would directly support the local area and the police interaction with venues and the community leading to a safer and more prosperous DTE and NTE.

Kind Regards

Phil / Ruth

PC 3715 PHIL DENNETT
Force Licensing & Alcohol Harm Reduction Team
Email – [REDACTED]

FROM RUSHMOOR COMMUNITY SAFETY TEAM

From: David Lipscombe [REDACTED]
Sent: 30 December 2025 10:51
To: Rushmoor Council Licensing <Licensing@rushmoor.gov.uk>
Cc: David Lipscombe [REDACTED]
Subject: RE: Consultation - Statement of Licensing Policy

Dear Licensing,

Thank you for the below copy of the revised Statement of Licensing Policy.

Whilst I have no comments on the minor changes to the document, I would like to express my full support for the Cumulative Impact Assessment contained within. I agree with the view that the granting of further licences to sell alcohol for consumption off premises would be inconsistent with our responsibility to promote the licensing objectives and further exacerbate an evidenced street drinking and antisocial behaviour issue in the area. These issues are also having a clear impact on feelings of safety in the area and further granting of licences would impact our ability to tackle this in any meaningful way.

Kind regards,

David Lipscombe
Community Safety Manager
Rushmoor Borough Council

Mobile: [REDACTED]
Email: [REDACTED]

www.rushmoor.gov.uk

FROM RUSHMOOR ENVIRONMENTAL HEALTH TEAM

From: Helen Payne [REDACTED]
Sent: 16 February 2026 08:44
To: Rushmoor Council Licensing <Licensing@rushmoor.gov.uk>
Cc: Helen Payne [REDACTED]; Sandy Muirden [REDACTED]
Subject: RE: Consultation - Statement of Licensing Policy

Hello Shelley

Thank you for consulting the ECP team on the draft statement of licensing policy produced following review.

I have the following comments to make:

- Page 28 Part G. Explanation of what a provisional statement is would be beneficial
- Page 37 Part K. Typographical error in section 11 title. Should read Disapply rather than Diasapply.
- Page 56 Part P. Para 16.38 – can conditions be attached to a TEN without a hearing, if the licensing authority, responsible authority and applicant agree that a hearing is not necessary and the applicant agrees to conditions (from the premises licence?) being attached?
- Page 58 Part Q. Is it only the Police that can object to personal licences, or can other responsible authorities or interested parties also object on other grounds?
- Page 76 Appendix B. Reference in para 2.2 to Rushmoor including a number of outlying villages is inaccurate and does not reflect the urban nature of the borough. Should just say includes the towns of Farnborough and Aldershot.
- Other – no reference to the Live Music Act 2012 in policy.
- Other - The introduction of Appendix B about Rushmoor, has meant that references to the original appendices are now incorrect in the main text body of the policy. E.g. appendix B, is now appendix C re TENS (see Part P), and appendix C is now appendix D (page 12, Part D cumulative impact), Appendix D re relevant considerations is now Appendix E (page 22 and 69) etc
- Page 77 Appendix C. Given the reference to consideration to local residents and adjacent occupiers in para 16.47 re TENS, could the table re temporary events in Appendix C be expanded to include recommendation that the premises uses take appropriate measures to control noise from the temporary licensable activities. The reason for this is to prevent noise disturbance to local residents. The local authority may also take action under other legislation for statutory nuisance under Environmental Protection Act 1990.
- Page 84 Appendix E. section 12 noise, please can you add in the following:
 - Add: Noise management plans
 - Replace 'The employment of a competent noise control consultant' with: The employment of a competent and suitably qualified noise control consultant
 - Replace 'soundproofing, dampening or other anti-vibration measures' with: Installation of soundproofing, air conditioning, acoustic lobbies, acoustic curtains, door seals and closers, dampening or other anti-vibration measures
 - Add: Management of external garden areas and smoking areas including closing times.
 - Add: Management of customers, staff and vehicles when arriving and leaving the premises, including arrangements for home deliveries
 - Add: Signage requesting customers leave premises quickly and quietly, informing of time of external area closure etc
- Section 16 waste and litter:
 - Replace 'Cleaning of the area & emptying of waste receptacles (during opening hours and on closure)' with: Cleaning of the area, including in the vicinity of the premises & emptying of waste receptacles (during opening hours and on closure)

Given the increasing number of outdoor music events being held in the borough, ECP are looking to produce some guidance for operators on controlling noise, light etc to prevent public nuisance.

I am on leave this week, but if you have any queries in the meantime, please speak to Sandy.

Kind regards

Helen

Helen Payne
Principal Environmental Health Officer
Operational Services
Rushmoor Borough Council
[REDACTED]

FROM RUSHMOOR LICENSING TEAM AS A RESPONSIBLE AUTHORITY

From: Rushmoor Council Licensing
Sent: 06 February 2026 12:43
To: Shelley Bowman [REDACTED]
Subject: Response to LA03 Consultation

Hi Shelley,

I have reviewed the policy as a responsible authority for licensing and I believe it would be beneficially to add, that when plans are received via applications, the licensing authority will visit the premises to check the plans are accurate and if they do not reflect the true layout of the premises, the application will be deemed invalid.

We have recently dealt with applications where the plans have not been accurate, and it has had a knock on effect on the work and processes with the applications.

Thank you

Aimee

Aimee Carpenter (Nee Vosser)
Licensing Officer
Rushmoor Borough Council
[REDACTED]

CONSULTATION COMMENTS & PROPOSED CHANGES

Comment	Consideration
<p>It would be beneficially to add, that when plans are received via applications, the licensing authority will visit the premises to check the plans are accurate and if they do not reflect the true layout of the premises, the application will be deemed invalid.</p>	<p>At 5.16 added “This includes applications where a premises plan is required, and the plan is not an accurate reflection of the premises and / or it’s layout.”</p>
<p>Page 28 Part G. Explanation of what a provisional statement is would be beneficial</p>	<p>The policy does not explain in any other section what the authorisation is, this is specified in the legislation. This comment is likely due to the fact that applications for provisional statements are rare, but a business would be aware of the licence required, or would seek guidance. The purpose of the policy to provide information about how we administer the regime rather than to repeat the legislation. As such, no change has been made.</p>
<p>Page 37 Part K. Typographical error in section 11 title. Should read Disapply rather than Diasapply.</p>	<p>This has been corrected.</p>
<p>Page 56 Part P. Para 16.38 – can conditions be attached to a TEN without a hearing, if the licensing authority, responsible authority and applicant agree that a hearing is not necessary and the applicant agrees to conditions (from the premises licence?) being attached?</p>	<p>The answer to this question is no – therefore no change made to policy, but a response has been sent to the responsible authority making the comments to advise.</p>
<p>Page 58 Part Q. Is it only the Police that can object to personal licences, or can other responsible authorities or interested parties also object on other grounds?</p>	<p>The answer to this question is yes only Police can object – therefore no change made to policy, but a response has been sent to the responsible authority making the comments to advise.</p>
<p>Page 76 Appendix B. Reference in para 2.2 to Rushmoor including a number of outlying villages is inaccurate and does not reflect the urban nature of the borough. Should just say includes the towns of Farnborough and Aldershot.</p>	<p>Reference to outlying villages removed.</p>

<p>Other – no reference to the Live Music Act 2012 in policy.</p>	<p>The policy is not intended to be a repeat of legislation. The Live Music Act exempts the need for licensing of Live Music in specific circumstances. There are a number of other exemptions in legislation for lots of different types of entertainment. To cover all of these in the policy would be repetitive and make the policy document excessively long. There is guidance on our website in respect of this. The purpose of the policy is to provide information about how we administer the regime rather than to repeat the legislation. As such, no change has been made.</p>
<p>Other - The introduction of Appendix B about Rushmoor, has meant that references to the original appendices are now incorrect in the main text body of the policy. E.g. appendix B, is now appendix C re TENS (see Part P), and appendix C is now appendix D (page 12, Part D cumulative impact), Appendix D re relevant considerations is now Appendix E (page 22 and 69) etc</p>	<p>The references have been corrected.</p>
<p>Page 77 Appendix C. Given the reference to consideration to local residents and adjacent occupiers in para 16.47 re TENS, could the table re temporary events in Appendix C be expanded to include recommendation that the premises users take appropriate measures to control noise from the temporary licensable activities. The reason for this is to prevent noise disturbance to local residents. The local authority may also take action under other legislation for statutory nuisance under Environmental Protection Act 1990.</p>	<p>Addition of this as recommended.</p>
<p>Page 84 Appendix E. section 12 noise, please can you add in the following:</p> <ul style="list-style-type: none"> ○ Add: Noise management plans ○ Replace 'The employment of a competent noise control consultant' with: The employment of a competent and suitably qualified noise control consultant 	<p>Changes made as recommended</p>

<ul style="list-style-type: none"> ○ Replace 'soundproofing, dampening or other anti-vibration measures' with: Installation of soundproofing, air conditioning, acoustic lobbies, acoustic curtains, door seals and closers, dampening or other anti-vibration measures ○ Add: Management of external garden areas and smoking areas including closing times. ○ Add: Management of customers, staff and vehicles when arriving and leaving the premises, including arrangements for home deliveries ○ Add: Signage requesting customers leave premises quickly and quietly, informing of time of external area closure etc 	
<p>Section 16 waste and litter:</p> <ul style="list-style-type: none"> ○ Replace 'Cleaning of the area & emptying of waste receptacles (during opening hours and on closure)' with: Cleaning of the area, including in the vicinity of the premises & emptying of waste receptacles (during opening hours and on closure) 	<p>Change made as per recommendation</p>



RUSHMOOR
BOROUGH COUNCIL

LICENSING ACT 2003

**STATEMENT OF
LICENSING POLICY
& GUIDANCE**

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PART A

1. FOREWORD

FOREWORD

- 1.1 The Council believes that licensed premises and events are an integral part of society and of our area. There are few people who have not used licensed premises or partaken in some kind of licensable activity at some time, whether it be for business or social purposes.
- 1.2 Society takes the provision of such services largely for granted and expects them to be provided responsibly. We believe that this is exactly as it should be and that residents and visitors to Rushmoor simply want a diverse range of activities delivered in a responsible and safe manner.
- 1.3 However, while we recognise that there are many hardworking licence holders within the industry, who are rightly proud of the service they provide, any service to the public may be subject to abuse or be a target for the less scrupulous in society. This may include those who might use their position to exploit the public, for example by supplying illicit alcohol or taking advantage of vulnerable individuals such as children, those under the influence of alcohol and others.
- 1.4 In view of these concerns, we believe that the provision of alcohol, entertainment and late-night refreshment needs to be appropriately regulated to prevent the less than honest or responsible persons from undertaking such activities. We believe only those individuals and premises that are responsible, safe and suitable to undertake such activities should be permitted to do so.
- 1.5 However, we also recognise, that while regulation of licensable activities seeks to protect the public, a too restrictive approach can work against the public interest by, for example creating barriers of entry to the trade, restricting the day and night time economy and range of social activities available to our communities. We therefore want to ensure that our licensing approach is suitably justified and proportionate to the risks we seek to address and that the costs incurred are commensurate to the benefits.
- 1.6 In summary, we want to enable good business for all concerned by providing quality, timely and value for money licensing services that reasonably ensures the safety and protection of the public and provides for a suitable, varied day and night-time economy for all. This document sets out how we intend to do this within the existing legislative framework and other constraints.

PART B

2. INTRODUCTION & SCOPE

2.1 SUMMARY

2.2 This document sets out Rushmoor Borough Council's statement of licensing policy pursuant to the requirements of Section 5 of the Licensing Act 2003.

2.3 In preparing this document, Rushmoor Borough Council (RBC) has considered the licensing objectives of the Act, together with the Secretary of State's guidance issued under section 182 of the Act. It has also consulted with and considered the responses made by the individuals, agencies and organisations set out in **appendix A**.

2.4 This policy document was approved and adopted by the Council's executive (Cabinet), meeting on the XXXXXXXX and, ratified by Full Council on XXXXXXXX. While subject to review by XXXXXXXX in accordance with the act, this document shall constitute RBC's statement of licensing policy.

2.5 INTRODUCTION & SCOPE

2.6 Background

2.7 The Licensing Act 2003 (the 'Act') provides the legislative framework throughout England & Wales for regulating the supply and retail sale of alcohol, the provision of various entertainments and late night refreshment (collectively known as 'licensable activities').

2.8 Under the Act, RBC along with other authorities is responsible for the licensing of pubs, clubs and other premises in its area where licensable activities take place, together with the licensing of individuals who sell or authorise the sale of alcohol. Councils are also responsible for authorisations permitting temporary licensable activities.

2.9 As a Licensing Authority, the Council is required to prepare and publish a statement of licensing policy in accordance with Section 5 of the Act. This document has been prepared for this purpose and sets out the licensing policies and arrangements the Licensing Authority will normally apply and consider in exercise of its functions under the Act.

2.10 This document will therefore be used to inform our decision making, particularly when making decisions on relevant licence applications, authorisations and/or our general enforcement approach. It acts as a guide to the considerations and standards to be applied in our licensing work together with the roles and responsibilities of those to which it may apply. However, on occasion where it is deemed appropriate, the licensing authority may divert from this policy. In all cases where a

LICENSING ACT 2003
- Statement of Licensing Policy & Guidance -

decision is made that differs from this policy, clear reasons will be given.

2.11 The document is not intended to be a full and / or authoritative statement of the law or its associated guidance and does not in any way constitute legal advice. The policy does not override the legal requirements embodied in any legislation in force at the time of adoption or as may be enacted thereafter. The relevant statutory provisions together with any subordinate legislation will take precedence.

2.12 Applicability

2.13 This document applies to the functions of RBC as a Licensing Authority under the Licensing Act 2003 (and related legislation) and to any licensable activities within the Borough of Rushmoor as defined in **appendix B**.

2.14 Other documents and references

Where appropriate, this policy should be read in conjunction with the following documents -

- (a) RBC Corporate sanctions and enforcement policy;
- (b) RBC Guidance notes for applicants (various);
- (c) RBC Hearing procedures;
- (d) RBC Hearings protocol; and
- (e) RBC Pool of model conditions;

2.15 IMPLEMENTATION

2.16 This policy shall take effect from XXXXXX and will override and supersede all existing Council policy and guidance in relation to The Licensing Act 2003.

2.17 The policy will remain effective for a maximum period of 5 years but will be kept under review. Where appropriate, the Council will consult on any proposed revisions, to reflect changes in the law and best practice.

PART C

3. LICENSING PRINCIPLES, OBJECTIVES & GENERAL CONSIDERATIONS

3.1. GENERAL

3.2. A number of authorisations and administrative procedures may be sought, held or applied for under the Act. The policies and considerations to be applied will generally depend on the nature of the authorisation sought / held and/or the circumstances of the case.

3.3. General application of policies, objectives and considerations

3.4. Paragraphs 3.7 to 3.47 below are of general applicability and will normally be applied in respect of any function of the Licensing Authority under the Act.

3.5. Guidance, policies and considerations for specific authorisations

3.6. In addition, the specific sections set out in Table 1 below will normally be applied in respect of the specific authorisations to which it refers.

Table 1
Guidance, policies and considerations for specific authorisations

Premises Licence	See Part F	From page 19
Provisional Statement	See Part G	From page 28
Variation (various)	See Part H	From page 29
Transfer of a premises licence	See Part L	From page 41
Interim authority notice	See Part M	From page 43
Review	See Part N	From page 45
Club premises certificate	See Part O	From page 49
Temporary event notice	See Part P	From page 53
Personal licence	See Part Q	From page 58

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3.7. FUNDAMENTAL PRINCIPLES & OBJECTIVES

3.8. Guiding Principle

3.9. In carrying out its functions under the Act, the Licensing Authority will seek to regulate licensable activities in the public interest and will, where appropriate, seek to enable good business for all concerned. We will endeavour to do this by providing quality, timely and value for money licensing and regulatory services with a view to promoting the following licensing objectives -

- (a) To prevent crime & disorder;
- (b) To ensure public safety;
- (c) To prevent public nuisance; and
- (d) To protect children from harm.

NB: The Licensing Authority shall give paramount consideration to the licensing objectives and consider each objective to be of equal importance, giving them their widest possible interpretation and meaning.

3.10. Designated body for protection of children from harm

3.11. The licensing authority recognises the child protection team, the safeguarding unit, Hampshire County Council as the body competent to advise it on the protection of children from harm, and therefore as a responsible authority in respect of the Act.

3.12. GENERAL LICENSING PRINCIPLES

3.13. General principles

3.14. Where entitled to do so, the Licensing Authority will normally -

- (a) consider any matter for its determination objectively and on its own individual merits;
- (b) consider the nature, type and extent of any effect on the promotion of the licensing objectives; and
- (c) focus on matters that are within the control of individual applicants and others in possession of relevant authorisations, the premises where licensable activities are to be provided and the area in the vicinity of the premises concerned.

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3.15. Promotion of Equality

3.16. The Equality Act 2010 places a legal obligation on public authorities to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation; to advance equality of opportunity and to foster good relations between persons with different protected characteristics. The licensing authority will have due regard to these aims in exercising its functions.

3.17. Control of third parties

3.18. Licensing laws will not normally be used as a mechanism for the general control of individuals once they leave the vicinity of licensable activities and/or premises and therefore, beyond the direct control of the individual, club or business concerned. However, this does not negate the need for suitable dispersal, cleansing and other management arrangements in the vicinity of the premises concerned that may be appropriate to promote the licensing objectives.

3.19. OTHER RELEVANT CONSIDERATIONS

3.20. Integration of policies, strategies and objectives

3.21. The Licensing Authority may, where it is entitled to do so and, in so far as they are relevant to the promotion of the licensing objectives and the particular circumstances of the case, have regard to, but not be bound by, the aims, objectives and findings of any published governmental strategies and plans.

3.22. For these purposes, governmental strategies and plans are taken to mean those prepared and published by or on behalf of HM Government, Rushmoor Borough Council and / or any other statutory authority with responsibilities within the area concerned.

3.23. In exercising its functions, the Licensing Authority will, where appropriate and, without compromising the licensing objectives, take account of the need to encourage and promote all forms of entertainment for the wider cultural benefit of its communities.

3.24. The licensing authority will also consider the prevalence of crime types e.g. violence against women & girls, spiking, sexual harassment etc. and other issues in exercising its functions.

3.25. Licensing Hours

3.26. The Licensing Authority may, where it is entitled to do so and, in so far as they are relevant to the promotion of the licensing objectives and the particular circumstances of the case, take account of the impact that licensing hours may have -

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- (a) on the development of a thriving and safe day-time, evening and night-time economy;
 - (b) in providing consumers with greater choice and flexibility; and
 - (c) in helping to ensure that concentrations of customers leaving premises simultaneously are avoided; helping to reduce friction and other problems of disturbance, crime and disorder at late night food outlets, taxi ranks and other sources of transport etc.
- 3.27. Through (and subject to) the promotion of the licensing objectives, the Licensing Authority will, where it is entitled to do so, normally seek to reduce the potential for concentrations and/or achieve a gradual dispersal of people from licensed premises through flexible licensing / opening hours.
- 3.28. With regard to shops, stores and supermarkets, unless there are compelling reasons for restricting licensing hours, the Licensing Authority will, where it is entitled to do so, normally allow such premises to be free to provide sales of alcohol for consumption off the premises at any times when the outlet is open for business.
- 3.29. **Partnership Working**
- 3.30. Where possible and appropriate, the Licensing Authority will seek to work with partners and where available to support initiatives (e.g. Pubwatch, CAP) to achieve its aims and ensure the promotion of the licensing objectives.
- 3.31. **Economy, Employment & Investment**
- 3.32. In exercising its functions, the Licensing Authority may, where it is entitled to do so and, in so far as they are relevant to the licensing objectives, also take into consideration the following -
- (a) the needs of the local economy;
 - (b) the employment situation in the area;
 - (c) the need for new investment; and
 - (d) the impact of licensing on the provision of regulated entertainment.
- 3.33. **LICENSING POLICY & SECRETARY OF STATES GUIDANCE**
- 3.34. In exercising its functions, the Licensing Authority will, where appropriate, have regard to -
- (a) this statement of licensing policy;

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- (b) any guidance issued by the Secretary of State under section 182 of the Act; and
- (c) the Council's Corporate sanctions and enforcement policy.

3.35. NON RELEVANT MATTERS

3.36. Relevance to the licensing objectives

3.37. In exercise of its functions, the Licensing Authority will not generally consider any matters that are not related to the licensing objectives.

3.38. Need, demand & competition

3.39. The Licensing Authority does not generally consider that need (i.e. commercial demand), or competition between rival operators, are relevant to its functions under the Act. The Licensing Authority will usually consider these as matters for the market.

3.40. DUPLICATION & OTHER RELEVANT LEGISLATION

3.41. General Expectation of Compliance

3.42. The Licensing Authority expects those providing licensable activities to fully comply with all other relevant legislation (e.g. Health & Safety) applicable to the premises and the activities carried on there. The Licensing Authority will therefore normally seek to avoid duplication with other regulatory regimes in exercise of its functions. However, non-compliance with other legislation and associated agency requirements, may be taken into account insofar as it provides an indicator of the management of the premises and the wider picture and/or confidence in management to suitably promote the licensing objectives.

3.43. Other authorisations and permissions

3.44. The Licensing Authority expects those providing licensable activities to ensure that they have obtained all necessary authorisations and permissions before proceeding with any licensable activities or associated applications (e.g. planning permission, landowner permission etc). A relevant authorisation under the Licensing Act 2003 does not and shall not be taken to give or imply approval for any other activity regulated by this or any other authority. Prospective applicants are advised to check to ensure that their proposals / arrangements are suitably authorised in **all** respects.

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3.45. Planning & Building Control Requirements

3.46. The Licensing Authority notes that the use of premises for sale or provision of alcohol, entertainment or late night refreshment may be subject to control by the local Planning Authority and that such uses may require planning permission or must otherwise be lawful under planning legislation. The Licensing Authority notes that planning permission is usually required for new premises and/or the change of use of premises while building control approval is often required for structural alterations.

3.47. While applications for relevant authorisations may be made pending any planning permission, the Licensing Authority normally expects these to be made by businesses with planning consent for the property and uses concerned. The Licensing Authority considers provisional statements the most appropriate authorisation pending application for planning consent.

NB: The grant or variation of a relevant authorisation by the Licensing Authority does **not** relieve the applicant (or licence holder) of the need to apply for and obtain planning permission or building control approval where this may be appropriate. This includes any alterations that may be necessary in order to comply with any licensing requirements. Premises operating in breach of any planning permission and/or associated restrictions (e.g. permitted hours of use) may commit an offence and may be liable to formal action under planning law.

3.48. The Licensing Authority would impress that planning, building control and licensing regimes are separate legislative regimes that involve consideration of different (albeit sometimes related) matters. In view of this and so as to ensure a clear separation of planning and licensing systems, licensing applications will, in all cases, be considered wholly independently of planning applications.

3.49. Licensing applications will not be treated as a re-run of any planning application. The Council will treat the outcome of any licence and/or planning application as entirely separate.

PART D

4. CUMULATIVE IMPACT

4.1. CUMULATIVE IMPACT OF LICENSED PREMISES

4.2. The Licensing Authority recognises that the number, type and concentration of licensed premises in any given area, may have a 'cumulative impact' on one or more of the licensing objectives (e.g. problems with nuisance, crime and disorder etc.) over and above the impact of the individual premises themselves. It also recognises that such problems may occur both in the vicinity of and at some distance from the premises concerned.

4.3. ARRANGEMENTS TO TACKLE CUMULATIVE IMPACT

4.4. Adoption of Cumulative Impact Assessment

4.5. The Licensing Authority has adopted a cumulative impact assessment which is given at **appendix D** in respect of the Aldershot Town Centre area (specifically defined in appendix). It identifies issues with cumulative impact specifically related to premises licensed to sell alcohol for consumption off the premises.

4.6. For these purposes, any future applications for the sale of alcohol for consumption off the premises, within the defined area will be considered by the responsible authorities (including the licensing authority), taking account of the cumulative impact assessment. Where it is deemed that the granting of the application would add to the cumulative impact on the licensing objectives, a relevant representation will be made.

4.7. In determining any application where a relevant representation is made in accordance with the cumulative impact assessment, the licensing committee or sub-committee will consider the application and representations in light of the individual circumstances of the case and may where appropriate, depart from the cumulative impact assessment. However, where they are satisfied that the grant of the application would undermine the promotion of one or more of the licensing objectives and that appropriate conditions would be ineffective in preventing the problems involved the application will be refused.

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4.8. Other Controls for Controlling Cumulative Impact

4.9. Regardless of whether or not a cumulative impact assessment is in place for the location of an application, the Licensing Authority recognises and will, where appropriate, seek to promote, use and consider (where entitled to do so) alternative mechanisms to control the anti-social behaviour of consumers after leaving licensed premises.

4.10. These may include -

- (a) planning control;
- (b) positive measures and local initiatives to create a safe and clean town centre environment in partnership with local businesses, transport operators and other departments of the local authority;
- (c) the provision of physical measures and services such as CCTV surveillance systems, taxi ranks, taxi marshalling schemes, provision of public conveniences, street cleaning and litter patrols;
- (d) 'public spaces protection orders' to control the drinking of alcohol in public spaces under the Anti-social Behaviour, Crime and Policing Act 2014;
- (e) the confiscation of alcohol from individuals in designated areas;
- (f) enforcement against disorder and anti-social behaviour including the issuing of community protection warnings, notices and fixed penalty notices;
- (g) the prosecution of any personal licence holder or member of staff at licensed premises who sells alcohol (whether or not by proxy) to people who are drunk or underage;
- (h) Responsible Authority powers to close down instantly for up to 48 hours any licensed premises or temporary events on grounds of disorder, the likelihood of disorder or excessive noise emanating from the premises; and
- (i) the power of the Police, Licensing Authority and other Responsible Authorities, councillors and / or any other person to seek a review of a relevant authorisation.

PART E

5. GENERAL ADMINISTRATIVE ISSUES

5.1. APPLICATIONS, NOTICES & REPRESENTATIONS

5.2. Equality of opportunity

5.3. Subject to the requirements of the Act, nothing in this statement of policy shall override or undermine the right of any individual or business -

- (a) to apply for one or more of the authorisations under the Act and, where appropriate, to have that application considered on its individual merits;
- (b) to make representations on an application or to seek a review of an authorisation where provision has been made for them to do so; or
- (c) who is aggrieved by the decision of the Licensing Authority to appeal against that decision to the Courts where provision has been made for them to do so.

5.4. Local Authority Licences

5.5. Nothing within this document prevents Rushmoor Borough Council from applying to the Licensing Authority for any of the authorisations provided for under the Act. Subject to the requirements of the Act, RBC may seek multiple and/or global licences for public events and spaces within the community in its own name. This is inclusive of village greens, parks, market squares, community halls and local authority owned premises etc.

5.6. In considering any application by Rushmoor Borough Council for any licence or authorisation provided for under the Act, the Licensing Authority will ensure that the licensing committee and its officers consider the matter from an entirely neutral standpoint.

5.7. Submission of applications, notices and representations

5.8. Except applications made entirely electronically, all applications, notices and representations must be sent to the Licensing Authority care of the following –

The Licensing Authority
Rushmoor Borough Council
Council Offices
Farnborough Road
Farnborough
GU14 7JU

Telephone: 01252 398855
Email: licensing@rushmoor.gov.uk
Website: www.rushmoor.gov.uk

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5.9. Making an application or serving notice

5.10. While it is not the purpose of this document to detail how to make an application for any of the authorisations established by the Act, the Licensing Authority will prepare and maintain suitable guidance notes for applicants for this purpose.

5.11. Guidance notes for applicants will be maintained on our website (www.rushmoor.gov.uk) and / or shall be made available on request by contacting our licensing team via telephone 01252 398855 or email at licensing@rushmoor.gov.uk.

5.12. Responsible Authority Notifications

5.13. The Licensing Authority will endeavour to send an electronic copy of every application it receives to the relevant Responsible Authorities. Whilst the Act requires us to do this on behalf of the applicant only for electronic applications, it is the opinion of the Licensing Authority that it is more economic, environmentally friendly, consistent and helpful to all parties to do this for all applications.

5.14. However, whilst it can provide acknowledgement that it has sent applications to the relevant Responsible Authorities on request, the Licensing Authority asserts that it remains the responsibility of applicants to ensure all relevant applications are made in accordance with the relevant statutory requirements.

5.15. Validity of applications or notices

5.16. The Licensing Authority will only accept and, where appropriate, process applications and notices that **fully** comply with all relevant legislative requirements. Conversely, applications and/or notices will be treated as being invalid where they fail to comply with all relevant legislative requirements. This includes applications where a premises plan is required, and the plan is not an accurate reflection of the premises and / or it's layout.

5.17. Where it considers it appropriate to do so, the Licensing Authority may return or 'hold' an invalid application depending on the nature of any problem with it. Where we 'hold' an application and / or receive application documents and submissions on a 'piecemeal' basis, the application / notice will not be treated as validly made until we have received the last required submission necessary to comply with the legislative requirements. In these circumstances, we will treat any statutory timescales for processing and/or determination of the application as having been (re)set from the date the last required submission was made.

NB: This may affect advertising requirements and applications may need to be re-advertised in accordance with any revised timescales.

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- 5.18. The Licensing Authority will reject an application, where the applicant persistently fails to supply required information .
- 5.19. **Safeguarding against document fraud**
- 5.20. So that it can satisfy itself against forgery and the potential for fraud, the Licensing Authority will normally require, where appropriate, **all** submissions to –
- (a) be in and up-to-date; and
 - (b) be suitably addressed; and
 - (c) suitably cross reference (i.e. be consistent with all other relevant documents and submissions).
- 5.21. Photocopies, scans, emails and/or similar will **not** be accepted in respect of DBS certificates, unless the check was an online check.
- 5.22. Where appropriate, we will treat any document as being invalid where it is not in original form (subject to stated exception), is out of date, bears incorrect details, cannot be validated or where we otherwise suspect it may have been forged, improperly altered or tampered with. Further, the Licensing Authority will normally refuse any licence application and/or review any licence held where any document submitted as part of an application and/or in maintenance of any licence is suspected to be fraudulent, inaccurate and/or out of date.
- 5.23. **Disclaimer**
- 5.24. The Licensing Authority accepts no liability for rejection, loss or delays incurred due to late submission or the submission of an incomplete application; howsoever caused.
- 5.25. **USE & EXCHANGE OF INFORMATION**
- 5.26. **Data Protection & Exchange of Information**
- 5.27. The licensing authority will comply with the Data Protection legislation and the Council's Data Protection policy. As a public task, the licensing authority may use and process sensitive and / or personal data where this is necessary for the exercise of its functions.
- 5.28. **Confidential information**
- 5.29. The licensing authority recognises that it is subject to legal restrictions on confidentiality of certain information it requires and holds in order to determine applications for, and/or to supervise, the various licences it issues (e.g. criminal conviction and similar background disclosures).

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5.30. In exercise of its duties, the licensing authority will only disclose such information, as may be necessary, to those involved in the determination of relevant applications in accordance with this policy, the legislation and/or the Council's constitution and scheme of delegation. The licensing authority will not divulge any such information to any third party otherwise than where it is permitted or required to do so by law.

5.31. Keeping personal information up-to-date

5.32. To allow for communications and ensure that authorisations remain valid, licence holders must keep the Licensing Authority advised (as soon as reasonably practicable) of any change of name, address or contact details (telephone, mobile, email address etc). Where appropriate the Licensing Authority may check any change of details and require suitable proof of identity and evidence of the change(s) made.

5.33. As the Licensing Authority may have urgent cause to contact licence holders / designated premises supervisors in circumstances and situations that may affect public safety or protection (e.g. in respect of upcoming events etc.), the Licensing Authority will take a serious view of any individual who fails to advise it of any relevant change in details.

5.34. Whilst other channels of communication are available (e.g., telephone, face to face, letter) the licensing authority will generally send written communications and reminders by email. As such, all applicants, licence holders and designated premises supervisors are asked to provide an email address for associated correspondence where possible.

5.35. LICENSING REGISTER & PROVISION OF INFORMATION

5.36. Licensing register

5.37. The Licensing Authority is required to maintain a public register of all authorisations that it issues, together with other information.

5.38. A hard copy of the public register may be obtained, for a fee, from Rushmoor Borough Council, Council Offices, Farnborough Road, Hampshire GU14 7JU, telephone (01252) 398855.

5.39. Publishing of applications and licences

5.40. For ease of access, reference and transparency, it is the policy of the Licensing Authority to also publish a redacted copy of any licence or application open to representations on our website www.rushmoor.gov.uk. Relevant applications will be published in this way for the duration of the relevant representations period.

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5.41. DELEGATION OF FUNCTIONS

5.42. Exercise & Delegation of Functions

5.43. In the interests of speed, efficiency and cost-effectiveness the Licensing Authority will, where possible, delegate licensing decisions and functions to officers. Where the determination of the matter under delegated powers is precluded by law, then it will be decided by the Licensing Committee or a Sub-Committee thereof. Within these constraints, functions and responsibilities will be delegated in accordance with the Council's scheme of delegation .

PART F

6. PREMISES LICENCES

6.1. MAKING AN APPLICATION FOR A PREMISES LICENCE

6.2. We will normally accept and, where appropriate, consider those applications that comply with the legislative requirements and are accompanied by the following –

- (a) a completed application form (including operating schedule);
- (b) a plan of the premises in the required form;
- (c) a form of consent of the individual to be designated as premises supervisor (only where licensable activities include the sale of alcohol);
- (d) the appropriate fee; and
- (e) where the applicant comprises one or more individuals; documentation showing proof of their eligibility to work in the UK.

NB: Licence holders and applicants should note, that a Premises Licence automatically lapses where the licence holder is no longer eligible to work in the UK, or in the case of a limited company if it ceases to exist (e.g. struck off, dissolved etc.)

6.3. Issues in respect of plan(s) of the premises

6.4. The Licensing Authority expects, and may check through unannounced visits to premises, that submitted plans are both accurate and up-to-date and show all prescribed details and features.

6.5. In addition to the prescribed details and features, applicants are encouraged to provide the following information to assist with the assessment of plans by the Responsible Authorities; namely -

- (a) dimensions of the floor area (of each room / area);
- (b) dimensions of any area to be used as standing or seating;
- (c) dimensions of fire exit doors;
- (d) dimensions of escape routes; and
- (e) location of any CCTV cameras

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6.6. Issues in respect of the operating schedule

6.7. The operating schedule is a part of the application form where applicants must detail the relevant licensable activities to be conducted on the premises, the hours / times during which licensable activities are to take place; together with the hours / times that the premises are open to the public. Operating schedules must also specify any period for which a licence is to be effective (only where any licence is to have effect for a limited period) and whether any sales of alcohol are for consumption on or off the premises, or both.

6.8. The applicant must also specify in the operating schedule the steps that they propose to take to promote the licensing objectives. As these may be transposed into conditions of a premises licence (where granted), the following actions are strongly recommended.

6.9. Risk assessments

6.10. By way of informing the steps that they propose to take to promote the licensing objectives, the Licensing Authority strongly recommends that applicants carry out a thorough risk assessment in respect of the following matters –

(a) their proposals (e.g. proposed licensable activities, hours of operation, capacities, the premises to be used and/or local environment etc);

(b) the impact of these on each licensing objective;

(c) any information provided in any local area profile provided by the Council; and

(d) the considerations set out in paragraphs 6.17 to 6.21 below.

6.11. Liaison with Responsible Authorities

6.12. While not required to do so, the Licensing Authority strongly recommend that applicants consult the relevant Responsible Authorities about the preparation of risk assessments and/or the identification of the steps necessary to promote the licensing objectives at the earliest possible opportunity (preferably before formally submitting their applications). However, it must be noted that these authorities are not responsible for drawing up applications, which remain the sole responsibility of the applicant. It is for the applicant to consider if and how to identify and address relevant matters.

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6.13. Venue Characteristics

6.14. In order that applicants, Responsible Authorities and other persons can assess what measures may be appropriate to promote the licensing objectives, it is strongly recommended that operating schedules also include -

- (a) a description of the style and characteristics of the business and the premises concerned;
- (b) the extent to which tables and chairs, general seating and other fixtures or fittings are to be provided;
- (c) the type and nature of the activities to be provided on the premises (whether licensable or not); and
- (d) a description of any adult entertainment to be provided at the premises (e.g. that involve nudity, striptease, pole-dancing, lap-dancing or other activities of a sexual or adult nature and/or content).

6.15. The general content of operating schedules and the steps to be taken to promote the licensing objectives

6.16. General considerations

6.17. The Licensing Authority recommends (to applicants) and will, where it is entitled to do so, seek to ensure that the steps taken to promote the licensing objectives are -

- (a) realistic
- (b) precise, unambiguous and coherent; and
- (c) within the control of the applicant / management of the premises.

6.18. The Licensing Authority recommends (to applicants) and will, where it is entitled to do so, seek to ensure that the steps taken to promote the licensing objectives are generally suitable and sufficient for –

- (a) the character, nature, size, type, layout and style of the business and the premises concerned;
- (b) the circumstances and location of the premises concerned together with the nature of the area in which the premises are situated and/or where the activities are to be provided;
- (c) the permitted hours for provision of licensable activities;
- (d) the nature and type of licensable activities to be provided at the premises;

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- (e) the demographic of the target market; and
- (f) the nature and needs of the local community.

6.19. Other relevant considerations

6.20. The Licensing Authority recommends (to applicants) and will, where it is entitled to do so, consider the following matters in review of the operating schedule and, where appropriate, in determination of the measures to be taken to promote the licensing objectives; namely -

- (a) the offences created by or detailed in the Act;
- (b) the policies and considerations listed at **appendix E**;
- (c) any guidance documents;
- (d) our current pool of model conditions;
- (e) the Secretary of State's guidance (issued under Section 182 of the Licensing Act 2003);
- (f) the pool of model conditions contained in the Secretary of State's guidance (issued under Section 182 of the Licensing Act 2003);
- (g) any relevant strategies and plans as detailed in paragraphs 3.15 to 3.19; and
- (h) current best practice.

NB(1): These considerations should not be seen as a comprehensive or exhaustive checklist or, in any way, be regarded as standards to be automatically applied in all cases.

NB(2): With reference to item (a) above, measures / steps duplicating the offences under the Licensing Act 2003 are unnecessary. However, applicants may wish to specify how they intend to avoid committing such offences.

6.21. Applicant measures to promote the licensing objectives

6.22. Applicants may volunteer any measures they intend to take to promote the licensing objectives. However, applicants should be aware that any specified steps may be transposed into a condition of the premises licence (where granted). The Licensing Authority will transpose such conditions in accordance with this policy (see Part S below). As conditions are enforceable in law, applicants should also be aware that any breach of conditions may give rise to prosecution (see also 19.27 below) and / or review of the licence.

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- 6.23. **Large / outdoor events and/or specialised activities**
- 6.24. Special issues and considerations may arise where large-scale, outdoor and/or specialised events are proposed. For this reason, the Licensing Authority **strongly recommends** that applicants –
- (a) give notice (at the earliest possible opportunity **and** well before any formal application is submitted) of any proposed large / outdoor / special event, using the online form on the website www.rushmoor.gov.uk; and
 - (b) discuss and develop any relevant event application proposals through a safety advisory group (SAG) (see below), where appropriate or otherwise invited to do so.
- 6.25. **What we mean by ‘large / outdoor / special events’**
- 6.26. For the purposes of this section, large / outdoor / special events shall be given their widest possible interpretation and meaning and shall include, but not be limited to, those events –
- (a) where specialised or unique activities, equipment or environments may be used or provided;
 - (b) of a significant size, nature or complexity; and/or
 - (c) that present a risk of disruption to the local community, local services or infrastructure.
- 6.27. **What is the Safety advisory group (SAG)?**
- 6.28. As special considerations may apply, it is the policy and role of the Licensing Authority to facilitate and, where appropriate, help co-ordinate a safety advisory group (SAG) in connection with relevant proposals, applications and authorisations concerning large / outdoor / special events.
- 6.29. The SAG is a unique forum convened to consider the necessary policies, plans, procedures and/or risk assessments for relevant events. It may comprise of a mix of Responsible Authorities and other relevant agencies with an interest in the management and organisation of such events. SAG membership will vary according to the circumstances.
- NB:** Whilst SAGs are a useful means to help identify the relevant considerations and steps necessary to promote the licensing objectives in respect of large / outdoor / special events and therefore help develop relevant application proposals, they are not responsible for ‘sign off’ or approval of such steps. This is a matter for the applicant.

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6.30. When is the SAG used?

6.31. A SAG may be convened at an applicant's request or at the request of any relevant agency.

6.32. SAG limitations and benefits

6.33. It must be noted that SAGs are **not** responsible for the content of applications, which remains the sole responsibility of the applicant. The applicant must consider if and how to address the issues raised by the SAG and/or those matters outlined in this document. However, experience shows that applicants that go through the SAG process are less likely to attract representations in respect of their proposals.

NB: SAGs **do not** relieve Responsible Authorities or other persons of the need to make relevant representations where they believe this is appropriate (see Part R below).

6.34. ADVERTISING APPLICATIONS

6.35. Prescribed matters

6.36. All applications for relevant authorisations must be advertised in the prescribed manner. The Licensing Authority expects and may check (inclusive of unannounced visits to premises) to ensure that applications that must be advertised, have been advertised correctly.

6.37. Where application in a newspaper is required, the licensing authority recommends that steps to do this are not undertaken until such time as the licensing authority has confirmed that the application is valid, to reduce the likelihood of the need to re-advertise at additional cost to the applicant.

6.38. Failure to advertise relevant applications

6.39. The Licensing Authority will not accept an application where the applicant fails to advertise when required to do so, fails to advertise the prescribed information or for the prescribed period. The Licensing Authority will similarly not accept any application where, on advert, insufficient time is provided for Responsible Authorities and other persons to consider and, where appropriate, make representations.

6.40. If these circumstances, the Licensing Authority may, where it considers it appropriate to do so, treat any relevant application afresh and carry over any fees paid, provided that the application is subsequently advertised correctly for the minimum statutory periods required. In these circumstances, the Licensing Authority may establish dates by which the application must be (re)advertised and by which representations must be made and (re)set statutory application timescales accordingly.

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6.41. NEGOTIATED CONDITIONS

6.42. Given the costs of relevant licence applications and associated hearings, the Licensing Authority will normally apply a pragmatic approach to making application changes. This is subject to a policy of 'no detriment' which, for these purposes, will normally be considered in its widest sense but generally taken to mean no additional impact, impairment or disadvantage to or on –

(a) the licensing objectives, permitted hours, capacity or some other specific term; and/or

(b) the Responsible Authorities or other persons to make representations and/or suitably respond to any changes in a timely manner.

6.43. Accordingly, where a Responsible Authority or other person, believes that an application operating schedule is insufficient to promote the licensing objectives, the Licensing Authority would encourage their contact with the applicant to negotiate appropriate conditions that deal with their concerns. Where appropriate, the Licensing Authority will normally accept such negotiated conditions as an amendment to an application where the applicant submits a written copy of their acceptance of the conditions concerned to the Licensing Authority during the representation period.

NB: This does not negate the need for a hearing of the Licensing sub-committee to be held to determine any application where other relevant representations are received. However, where appropriate, any negotiated conditions would be considered as part of the application at any such hearing.

6.44. DETERMINATION OF RELEVANT APPLICATION

6.45. Where relevant representations are received, the Licensing Authority must hold a hearing to consider the merits of the application unless the applicant, the Licensing Authority and all parties who have made representations agree a hearing is not necessary.

6.46. Where no representations are received, the Licensing Authority must grant the relevant authorisation sought subject to -

(a) any mandatory conditions;

(b) conditions that are consistent with the operating schedule; and

(c) conditions added to the operating schedule during the representation period by the applicant, on negotiation with a Responsible Authority or any other person.

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6.47. The guidance, policies and considerations set out in Part R below will normally be applied in respect of representations and those that can make them, while those set out in Part S below will normally be applied in respect of applicable conditions.

6.48. APPLICATIONS FOR A PREMISES LICENCE FOR PREMISES FOR WHICH A PROVISIONAL STATEMENT WAS MADE

6.49. When an individual subsequently applies for a premises licence in respect of premises for which a provisional statement has been made, representations by Responsible Authorities and other persons will normally be excluded where -

- (a) the application for the premises licence is in the same form described in the application for the provisional statement; and
- (b) the works specified in the provisional statement have been satisfactorily completed; and
- (c) there has been no material change in circumstances concerning the relevant premises or the area in the vicinity of the premises since the provisional statement was made; and
- (d) the individuals / bodies making the representations could have made the same (or substantially the same) representations about the application at the time of the application for the provisional statement, but failed to do so without good reason.

6.50. What we mean by 'satisfactorily completed'

6.51. The Licensing Authority will normally take any reference to the work being satisfactorily completed to mean that work at the premises has been completed in a manner that substantially complies with the schedule of works accompanying the application for the provisional statement.

6.52. What we mean by 'substantially the same'

6.53. The Licensing Authority will normally consider the term 'substantially the same' on the basis of fact and degree. However, the Licensing Authority will, where appropriate, consider any changes in circumstances on the basis of its [potential] impact on the licensing objectives.

6.54. Inspection of premises on application for a premises licence

6.55. The Licensing Authority recognises that material changes are more likely to arise when significant periods of time pass between the issue of a provisional statement and the completion of premises / works.

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- 6.56. Officers of the Licensing Authority may therefore carry out an inspection of premises which are the subject of an application for a premises licence (for which a provisional statement was made) to assess and comment on (where entitled to do so) the degree to which the premises or the area in the vicinity have changed.
- 6.57. **EXHIBITION OF FILMS NOT CLASSIFIED BY THE BBFC**
- 6.58. Those wishing to exhibit a film not already classified by the BBFC can apply to the BBFC to classify it.
- 6.59. Notwithstanding the above, in accordance with the mandatory conditions of the Act, the Licensing Authority will consider and make recommendations in respect of the restriction of children to any film that has not been classified by the British Board of Film Classification (BBFC), where there is an intention to exhibit it within their area.
- 6.60. Requests to this effect should be made by completing the application form (available online www.rushmoor.gov.uk or by contacting the licensing authority) and be accompanied by a copy of the film and payment of the appropriate fee. To allow for an appropriate assessment, films must be provided in spoken English or with English subtitles and must be supplied in a viewable format (e.g. password protected web viewing or DVD). Please note Blu-ray will not be accepted. The request should be submitted at least 28 days before the proposed screening.
- 6.61. Where appropriate, the Licensing Authority will review the film and consider any appropriate restrictions. For these purposes, the Licensing Authority will apply and consider any BBFC guidance in force at the time.

PART G

7. PROVISIONAL STATEMENTS

7.1. MAKING AN APPLICATION FOR A PROVISIONAL STATEMENT

7.2. We will normally accept and, where appropriate, consider those applications that comply with the legislative requirements and are accompanied by the following –

- (a) a completed application form (including a schedule of works); and
- (b) the appropriate fee.

7.3. What we mean by a 'schedule of works'

7.4. A schedule of works is part of the application form that includes particulars of the premises to which the application relates and of the licensable activities for which the premises are to be used. The schedule of works also provides the opportunity to specify the steps the applicant proposes to take to promote the licensing objectives.

7.5. It must also include detailed plans of the work being or about to be done at the premises. For this purpose, the Licensing Authority recommends that any plan generally contains, where possible, the same or similar information as required for grant / variation of a premises licence.

7.6. Completing a schedule of works

7.7. A schedule of works is similar to and should be considered and completed in a similar way to an operating schedule (see 6.6 to 6.17). References in this policy document which cover the arrangements for completion of an operating schedule (see premises licences) should also be read and generally be applied for the purposes of any application for a provisional statement.

7.8. Other requirements

7.9. Applications for provisional statements must be advertised and determined in a similar way to premises licences (see 6.31 to 6.34). Where appropriate, references in this policy document which cover premises licences should be read and generally be applied for the purposes of any applications for a provisional statement.

PART H

8. VARIATION OF A RELEVANT AUTHORISATION

8.1. WHAT WE MEAN BY 'VARIATION'

8.2. The holder of a club premises certificate or premises licence may, seek to amend their authorisation by way of an application to vary it, at any time. The process to be followed and the considerations to be applied will generally depend on the nature of the variation sought and its potential impact on the licensing objectives.

8.3. Different types of variation

8.4. There are four types of variation procedure. These, together with the specific guidance, policies and considerations that will normally be applied to each are set out in the sections shown in Table 2 below.

Table 2 - Different types of variation

'Full' variation of a relevant authorisation	See Part H	From page 36
Minor Variation(s)	See Part I	From page 38
Variation to specify a new individual as premises supervisor	See Part J	From page 41
Variation to disapply the requirement for a premises supervisor	See Part K	From page 44

8.5. SCOPE OF 'FULL' VARIATION(S)

8.6. The 'full' variation procedure does not apply to changes of the premises supervisor or to disapply the requirements for a premises supervisor. Different procedures apply as outlined in table 2 above.

8.7. Similarly, the Licensing Authority cannot permit variations to amend the expiry date of a time-limited authorisation or otherwise transfer the licence from one premises to another. In these cases, an application for grant of a new authorisation will normally be required.

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8.8. APPLICABLE CONSIDERATIONS

8.9. Application procedures for a 'full' variation are similar to those for premises licences (see Part F) and club premises certificates (see Part O). Where appropriate, references in this policy document which cover such arrangements and the associated considerations for premises licences should be read and generally be applied for the purposes of any 'full' variation application.

8.10. However, the following matters shall, in addition, apply to 'full' variation applications.

8.11. Variation of operating schedules

8.12. To avoid confusion, operating schedules for applications for variation of a relevant authorisation should contain only details of those matters to be varied. Everything else on the original licence will remain.

8.13. DETERMINATION OF 'FULL' VARIATION OF A RELEVANT AUTHORISATION

8.14. Where relevant representations are received, the Licensing Authority must hold a hearing to consider the merits of the application unless the applicant, the Licensing Authority and all parties who have made representations agree a hearing is not necessary.

8.15. Where no representations are received, the Licensing Authority must grant the variation as sought subject only to -

(a) any mandatory conditions;

(b) conditions that are consistent with the operating schedule;

(c) any amendments made to the application, accepted during the representation period.

8.16. The guidance, policies and considerations set out in Part R below will normally be applied in respect of representations and those that can make them, while those set out in Part S below will normally be applied in respect of conditions.

PART I

9. MINOR VARIATION(S)

9.1. WHAT WE MEAN BY 'MINOR VARIATION'

9.2. Holders of relevant authorisations may, at any time, apply for minor variation to their licence to authorise -

- (a) minor changes to the structure or layout of a premises;
- (b) small adjustments to licensing hours (see 9.3 and 9.4 below);
- (c) the removal of out of date, irrelevant or unenforceable conditions;
- (d) the addition of volunteered conditions; and / or
- (e) the addition of certain licensable activities.

9.3. With reference to the above, it is the view of the Licensing Authority that only small changes that have no adverse impact on the licensing objectives are suitable for disposal through the minor variations process. In any other case, a full variation will normally be required.

9.4. The following are not considered suitable for minor variation and alternative arrangements should be applied (see Part H). These include applications to vary a relevant authorisation so as to -

- (a) extend the period for which the licence has effect;
- (b) transfer the licence from one premises to another;
- (c) vary substantially the premises to which it relates;
- (d) specify, in a premises licence, an individual as the premises supervisor;
- (e) add the retail sale or supply of alcohol as an activity authorised by the licence;
- (f) authorise the retail sale or supply of alcohol between 23:00pm and 07:00am;

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- (g) authorise an increase in the amount of time on any day during which alcohol may be sold by retail or supplied;
- (h) include the alternative condition regarding the supervision of alcohol sales; or
- (i) increase the area for consumption of alcohol.

9.5. MAKING AN APPLICATION FOR MINOR VARIATION

9.6. We will normally accept and, where appropriate, consider those applications that comply with the legislative requirements and are accompanied by the following –

- (a) a completed application form (inclusive of any volunteered conditions);
- (b) the relevant premises licence documents (where appropriate);
- (c) a plan of the premises (where appropriate); and
- (d) the appropriate fee.

9.7. What we mean by ‘volunteered conditions’

9.8. Applicants may volunteer any conditions to be imposed on a relevant authorisation as part of the minor variations process.

9.9. Relevant considerations and means of identification of measures that promote the licensing objectives are set out from 6.6 to 6.17 above. The guidance, policies and considerations set out in Part S below are applicable in respect of conditions.

NB: Other than volunteered conditions, licensing authorities cannot impose conditions on a relevant authorisation through the minor variations process.

9.10. GENERAL PROCESS & OTHER RELEVANT CONSIDERATIONS

9.11. Advertising of minor variations

9.12. Applications for minor variation must be advertised in a similar way and contain similar information to that set out for applications for a premises licence (see Part F). Where appropriate, references in this policy document which cover advertising arrangements for premises licences should also be read and generally be applied for the purposes of any application for minor variation.

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9.13. Determination of minor variations

- 9.14. On receipt of a valid application for minor variation, the Licensing Authority will normally consider the potential effect of the proposed variations and their impact on the promotion of the licensing objectives in light of any existing conditions or conditions volunteered by the applicant.
- 9.15. The Licensing Authority may also consider the combined effect of any series of applications for successive small changes which in themselves may not be significant, but which cumulatively may impact adversely on the licensing objectives.
- 9.16. Where there is any perceived potential negative impact on the licensing objectives or, in cases where it is unclear, we will normally consult with as many of the 'Responsible Authorities' as we think fit to canvass their views. While taking into account any 'relevant representation(s)' made by any other person (see Part R), the Licensing Authority will place **significant** weight on the views of any Responsible Authority it has consulted.
- 9.17. The Licensing Authority will normally refuse the application where it considers that any proposed minor variation (whether considered separately or together (if more than one)) have an adverse effect on the promotion of the licensing objectives. A minor variation will normally be granted as sought if the proposed variations do not have an adverse effect on one or more of the licensing objectives. **NB:** There is no right to a hearing (as for the 'full' variation procedure).

9.18. Automatic refusal of minor variations

- 9.19. By law, an application for minor variation is deemed refused if the Licensing Authority fails to determine it within certain statutory timescales. In these circumstances, the applicant is entitled to a full refund of the fees paid. However, if this is due to an error or fault on our part, we may, with the applicant's agreement, treat the application as a new application (i.e. from the date of agreement) and/or treat the fee originally submitted as the fee for any new application.

PART J

10. SPECIFICATION OF INDIVIDUAL AS DESIGNATED PREMISES SUPERVISOR (DPS)

10.1. SPECIFICATION OF 'DESIGNATED PREMISES SUPERVISOR' (DPS)

10.2. In every premises licensed for the retail sale of alcohol (except community premises where the requirement for a designated premises supervisor has been disapplied), a personal licence holder premises supervisor must be specified as the 'designated premises supervisor' (DPS).

10.3. What we mean by 'designated premises supervisor'

10.4. The Licensing Authority expects the designated premises supervisor (DPS) will normally be the person who has / will be given day-to-day responsibility for running the premises by the premises licence holder. The Licensing Authority considers that the DPS should be immediately identifiable and have sufficient authority and control of the premises and the activities carried on there to deal with any problems arising there swiftly and effectively.

10.5. WHAT WE MEAN BY 'VARIATION TO SPECIFY AN INDIVIDUAL AS 'DESIGNATED PREMISES SUPERVISOR'

10.6. The holder of a premises licence may, if the licence authorises the retail sale of alcohol) apply to vary the licence so as to specify (i.e. designate) a new individual as the premises supervisor at any time.

10.7. GENERAL PROCESS & OTHER RELEVANT CONSIDERATIONS

10.8. Police objection to designation of Premises Supervisor

10.9. In exceptional circumstances, the Police may object to the designation of a new premises supervisor where they believe an appointment would undermine the crime prevention objective. Where the Police object, the applicant is entitled to a hearing before the Licensing Committee or one of its Sub-Committees to determine the application, unless all parties agree that a hearing is unnecessary.

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10.10. Relevant considerations to Police objections

10.11. Where Police objection to the designation of a new premises supervisor is received, the Licensing Authority will, at any subsequent hearing, confine its consideration of the objections to the prevention of crime and disorder objective only.

10.12. Within the context of the crime and disorder objective, the Licensing Authority will normally have regard to the degree and extent to which the matters or circumstances giving rise to the objections are genuinely exceptional. While not exhaustive, the Licensing Authority may consider the following, namely -

- (a) the previous [management] record of the proposed individual;
- (b) the propriety of the proposed individual;
- (c) the criminal history of the proposed individual;
- (d) the (in)experience of the proposed individual; and
- (e) the circumstances / history of the premises which the proposed individual is to supervise.

10.13. As a DPS is expected (as appropriate) to exercise authority and control over the premises to which they have been designated, together with the activities carried on there, the Licensing Authority considers that the position of DPS carries with it **significant** responsibility. The Licensing Authority will therefore, within the context of the crime and disorder objective, consider any Police objections with this level of responsibility in mind.

10.14. The Licensing Authority will also take account of anything an applicant or individuals representing them, say about the application or the status of the proposed individual.

10.15. In circumstances where individuals take up their post as a designated premises supervisor immediately (subject to application for immediate effect), the Licensing Authority may, where it is entitled to do so, consider whether the individual should be removed from the post.

10.16. Review of DPS arrangements

10.17. The Licensing Authority reminds licence holders and designated premises supervisors that any Responsible Authority and/or other person may seek (amongst other matters) the removal of a designated premises supervisor on review of the premises licence.

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10.18. Where application for review is made, the Licensing Authority may, where appropriate, similarly consider those matters identified in 10.10 to 10.15 above in determination of the review (see also Part N).

PART K

11. VARIATION TO DISAPPLY THE REQUIREMENT FOR A PREMISES SUPERVISOR

11.1. WHAT WE MEAN BY 'DISAPPLICATION OF THE REQUIREMENT FOR A PREMISES SUPERVISOR'

11.2. In certain circumstances, community premises may apply to vary their premises licence to disapply certain mandatory conditions, which require a premises supervisor. The effect of disapplication means that sales of alcohol may lawfully be made on such premises without the authorisation of a personal licence holder and that the premises may operate without a Designated Premises Supervisor (DPS).

11.3. While no other conditions may be disapplied by this procedure, such an application may only be made if the licence holder is, or is to be, a committee or board of individuals with responsibility for the management of the premises. The effect of the procedure means that the licence holder (i.e. the management committee) becomes responsible for the supervision and authorisation of alcohol sales on the premises.

11.4. What we mean by 'community premises'

11.5. The Licensing Authority will normally take the term 'community premises' to include places such as church halls, chapels, community and village halls or some other similar building. While usually self-evident whether premises form part of community premises; the Licensing Authority may consider on a case by case basis, how the premises are predominantly used and, whether they are genuinely made available for community benefit most of the time, are accessible by a broad range of individuals and sectors of the local community and whether they are available for purposes which include purposes beneficial to the community as a whole.

11.6. The Licensing Authority considers the fact that premises are available for private hire to the general public is not itself sufficient to qualify premises as 'community premises'. Where appropriate, the Licensing Authority may consider whether premises used largely for private hire by individuals or private entities are genuinely, by their nature, 'community premises', as reflected in their predominant use, and not only in the usefulness of the premises for members of the community for private purposes.

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11.7. The Licensing Authority will **not** normally consider premises to be community premises where use of the premises is contingent upon membership of any particular organisation. However, the hire of the premises to individual organisations and users who restrict their activities to their own members and guests would not necessarily conflict with the status of the premises as 'community premises', provided the premises are generally available for use by the community in the sense described above.

11.8. What we mean by 'management committee'

11.9. The Licensing Authority will normally take the terms 'management committee' or 'board of individuals' to mean any formally constituted, transparent and accountable management committee or structure which has the capacity to provide sufficient management and oversight of the premises to minimise any risks to the licensing objectives.

11.10. GENERAL PROCESS & OTHER RELEVANT CONSIDERATIONS

11.11. Management of the premises

11.12. Before it may grant disapplication, the Licensing Authority must be satisfied that arrangements for the management of the premises by the committee are sufficient to ensure adequate supervision of alcohol sales on the premises. The Licensing Authority therefore expects applicants to clearly set out how the premises is managed, its committee structure and how the supervision of alcohol sales is to be ensured in different situations (e.g. when the premises are hired for private parties). The Licensing Authority also expects details of how responsibility for this is to be determined in individual cases and/or reviewed by the committee in the event of any issues arising.

11.13. In deciding whether management arrangements are suitable, the Licensing Authority will normally consider and, strongly recommends that applicant committees submit their applications with copies of any constitution or other relevant management documents that, in addition to the matters detailed above, show the structure, contact details and relationship of its key officers e.g. Chair, Secretary, Treasurer etc. The Licensing Authority will similarly consider the use and hire of the premises by third parties and expects effective hiring agreements to be in place, particularly for events that include the sale of alcohol. We similarly recommend the submission of all relevant hire agreements (where applicable).

11.14. Where arrangements are not clear, we may ask for further details or information to confirm that the management committee is properly constituted and accountable before taking any decision on whether to grant the application (subject to the views of the Police).

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11.15. Police objection to disapplication of Premises Supervisor

11.16. In exceptional circumstances, the Police may object to a request for disapplication where they believe it would undermine the crime prevention objective. Where the Police object, the applicant committee is entitled to a hearing before our Licensing Committee or one of its Sub-Committees to determine the application, unless all parties agree that a hearing is unnecessary.

NB: The Police are the only Responsible Authority that may make representations about this type of application. However, any Responsible Authority and/or other person can seek the reinstatement of the relevant mandatory conditions on review of the licence.

11.17. Relevant considerations to Police objections

11.18. Where Police objection is received, the Licensing Authority will, at any subsequent hearing, confine its consideration of the objections to the prevention of crime and disorder objective only.

11.19. Within the context of the crime and disorder objective, the Licensing Authority will have regard to the degree and extent to which the matters or circumstances giving rise to the objections are genuinely exceptional. While not exhaustive, the Licensing Authority may consider the following, namely -

- (a) the previous [management] record of the premises;
- (b) the [proposed] management arrangements of the premises;
- (c) the criminal history of any individuals in the [proposed] management committee;
- (d) the (in)experience of the [proposed] committee;
- (e) any incident history at the premises; and
- (f) the circumstances, nature and/or use of the premises and the activities provided there (inclusive of hire arrangements).

11.20. As disapplication effectively makes the licence holder (i.e. the management committee) responsible for the supervision and authorisation of alcohol sales on the premises, the Licensing Authority considers that the position of those in the committee carries with it **significant** responsibility. The Licensing Authority will therefore, within the context of the crime and disorder objective, consider any Police objections with this level of responsibility in mind.

11.21. The Licensing Authority will also take account of anything an applicant or individuals representing them, say about the application or the status of the proposed individual.

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11.22. Maintenance of suitable management arrangements

11.23. Management committees are strongly encouraged to notify the Licensing Authority, together with the Police of any key changes in their committee's composition (e.g. to the Chair, Secretary, Treasurer etc.).

11.24. We would caution that failure to do so may form the basis of a legitimate review of the premises licence, or be taken into account in determination of any subsequent application.

11.25. Review of disapplication arrangements

11.26. The Licensing Authority reminds those who have disappplied relevant requirements that any Responsible Authority and/or other person may seek (amongst other matters) the reinstatement of the relevant mandatory conditions on review of the premises licence.

11.27. Where application for review is made, the Licensing Authority may, where appropriate, similarly consider those matters identified in 11.17 to 11.21 above in determination of the review (see also Part N).

PART L

12. TRANSFER OF PREMISES LICENCE

12.1. WHAT WE MEAN BY 'TRANSFER OF A PREMISES LICENCE'

12.2. Any person that may apply for a premises licence may apply for an existing premises licence (held by someone else) to be transferred to them so that they become the premises licence holder (e.g. when a business involving licensable activities is sold to a new owner). A transfer effectively changes the identity and responsibilities of the licence holder and, while a transfer can take immediate effect pending determination of a transfer application, a transfer does not alter the licence in any other way.

12.3. GENERAL PROCESS & OTHER RELEVANT CONSIDERATIONS

12.4. Police objection to transfer of a premises licence

12.5. In exceptional circumstances, the Police may, within a limited period following its receipt, object to an application for transfer where they believe it would undermine the crime prevention objective. Where the Police object, the applicant is entitled to a hearing before the Licensing Committee or one of its Sub-Committees to determine the application, unless all parties agree that a hearing is unnecessary.

12.6. Relevant considerations to Police objections

12.7. Where Police objection to a transfer is received, the Licensing Authority will, at any subsequent hearing, confine its consideration of the objections to the prevention of crime and disorder objective only.

12.8. Within the context of the crime and disorder objective, the Licensing Authority will have regard to the degree and extent to which the matters or circumstances giving rise to the objections are genuinely exceptional. While not exhaustive, the Licensing Authority may consider the following, namely -

- (a) the previous [management] record of the transferee;
- (b) the criminal history of transferee;
- (c) the involvement in crime and disorder of any business or individuals linked to the transferee;
- (d) any incident history at the premises; and

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(e) the circumstances, nature and/or use of the premises and the activities provided there.

12.9. As a transfer effectively makes the transferee the licence holder for the premises, the Licensing Authority considers that the position carries with it **significant** responsibility. The Licensing Authority will therefore, within the context of the crime and disorder objective, consider any Police objections with this level of responsibility in mind.

12.10. The Licensing Authority will also take account of anything an applicant or individuals representing them, say about the application or the status of the transferee.

12.11. Reviews of premises licence and arrangements

12.12. The Licensing Authority reminds those to whom a licence is transferred that any Responsible Authority and/or other person may seek a review of the premises licence at any time.

12.13. Where application for review is made, the Licensing Authority may, where appropriate, similarly consider those matters identified in 12.6 to 12.10 above in determination of the review (see also Part N).

PART M

13. INTERIM AUTHORITY NOTICES

13.1. WHAT WE MEAN BY 'INTERIM AUTHORITY NOTICE'

13.2. Ordinarily, a premises licence will lapse on the death, incapacity or insolvency of the holder. An interim authority notice is a special arrangement that allows for the continuation of permissions under a premises licence in circumstances when the licence holder dies suddenly, becomes bankrupt or mentally incapable.

13.3. The effect of an interim authority notice is to reinstate the premises licence as if the person giving the notice is the holder of the licence. This allows licensable activities to continue under authorisation of the premises licence for a maximum period of two months pending its formal disposal or transfer.

NB: Applicants should note that an interim authority notice ceases to have effect and that any associated premises licence will lapse, unless an application to transfer it is made within the two-month period. The carrying on of licensable activities may therefore be unlawful in these circumstances.

13.4. Who can give an interim authority notice

13.5. The procedure is normally available to a person with a legal interest in the premises as freeholder or leaseholder, or by a person connected to the former holder of the licence.

13.6. GENERAL PROCESS & OTHER RELEVANT CONSIDERATIONS

13.7. An interim authority notice may be given to the Licensing Authority within a limited period beginning the day after the day the licence technically lapsed. The notice becomes effective as soon as it is served on the Licensing Authority within this time and the premises may continue to be used for the provision of permitted licensable activities.

13.8. Police objection to interim authority notice

13.9. In exceptional circumstances, the Police may, within a period of 48 hours of its receipt, serve notice on the Licensing Authority where they believe that failure to cancel the interim authority notice would undermine the crime prevention objective. Where the Police serve such a notice, the Licensing Authority will hold a hearing to decide whether or not to cancel the interim authority notice.

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13.10. Relevant considerations to Police objections

13.11. Where Police objection to the interim authority notice is received, the Licensing Authority will, at any subsequent hearing, confine its consideration of the objections to the prevention of crime and disorder objective only.

13.12. Within the context of the crime and disorder objective, the Licensing Authority will have regard to the degree and extent to which the matters or circumstances giving rise to the objection(s) are genuinely exceptional. While not exhaustive, the Licensing Authority may consider the following, namely -

- (a) the previous [management] record of the relevant individuals;
- (b) the propriety of the relevant individuals;
- (c) the criminal history of the relevant individuals;
- (d) the (in)experience of the proposed individuals; and
- (e) the circumstances / history of the premises which the relevant individual(s) seek to maintain.

13.13. As an interim authority notice effectively reinstates the premises licence as if the person giving the notice is the holder of the licence, the Licensing Authority considers that the use of such a notice carries with it **significant** responsibility. The Licensing Authority will therefore, within the context of the crime and disorder objective, consider any Police objections with this level of responsibility in mind.

13.14. The Licensing Authority will also take account of anything a relevant individual or individuals representing them, say about the notice or the status of the relevant individuals concerned.

PART N

14. REVIEW OF A RELEVANT AUTHORISATION

14.1. WHAT WE MEAN BY 'REVIEW'

14.2. Where a relevant authorisation has effect, a Responsible Authority or any other person, may apply to the Licensing Authority to review the authorisation because of some matter arising at the premises that affects one or more of the licensing objectives. A review of a relevant authorisation will also normally follow any action by the Responsible Authorities to close down premises for up to 48 hours and on order of the Courts.

14.3. GENERAL PROCESS & OTHER RELEVANT CONSIDERATIONS

14.4. Notification of Responsible Authorities and licence holder

14.5. A copy of any application for review, together with accompanying documents (if any) must be given to the holder of the relevant authorisation **on the same day** on which it is submitted to the Licensing Authority, by the applicant.

14.6. So as to ensure that the application procedure has been correctly followed, it is the policy of the Licensing Authority to check with the premises licence holder that they have received a copy of a review application. Failure to give a copy of the application of review to the premises licence holder on the same day it is submitted to the Licensing Authority will normally render the application invalid / void.

14.7. Rejection of grounds for review

14.8. The Licensing Authority will normally reject any grounds for review where satisfied that it is not relevant to one or more of the licensing objectives or, in the case of a review lodged by an other person if satisfied it is frivolous, vexatious or repetitious.

14.9. What we mean by 'frivolous' and 'vexatious'

14.10. The criteria set out at 18.36 below will normally be applied in determination of these terms.

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14.11. What we mean by 'repetitious'

14.12. The Licensing Authority will normally consider a ground for review to be repetitious where it is one that is identical or substantially similar to -

- (a) any grounds for review specified in an earlier application for review made in relation to the same authorisation which has already been determined;
- (b) representations considered by the Licensing Authority when the authorisation was first granted;
- (c) representations which would have been made when the application was first made and which were excluded by reason of the prior issue of a provisional statement;

and, a reasonable interval has not elapsed since the earlier review or the grant of the authorisation.

NB: The exclusion of a representation on grounds that it is repetitious does not apply to representations made by Responsible Authorities, which may make more than one request for review within any given period.

14.13. What we mean by 'reasonable interval'

14.14. For the purpose of defining a repetitious representation, the Licensing Authority will normally take a reasonable interval to mean a period no shorter than 12 months unless there are compelling circumstances.

14.15. Advertisement of review

14.16. The Licensing Authority must advertise any application for review by way of one or more site notices on or adjacent to the premises concerned. The application will also be advertised on the local authority's website www.rushmoor.gov.uk.

14.17. The Licensing Authority generally expects the co-operation of the relevant premises in displaying any such notices and, where appropriate, may check to ensure that any notices remain displayed for the required period. Failure to display any such notices for the required period may be reported to the relevant Licensing Committee.

14.18. DETERMINATION OF A REVIEW

14.19. In deciding which of the permitted steps to take, the Licensing Authority will normally seek to address the causes of the relevant concerns that the review and any associated representations identify. However, the Licensing Authority may take one or more permitted steps as a legitimate means of deterring the holder from allowing the problems that gave rise to the review to happen again (e.g. to suspend a licence

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over a weekend). As this may result in a detrimental financial impact, the Licensing Authority will normally only resolve such a deterrent where it is appropriate and proportionate to the promotion of the licensing objectives.

14.20. Representations and conditions

14.21. Where reviews arise, the guidance, policies and considerations set out in Part R below will normally be applied in respect of representations and those that can make them, while those set out in Part S below will normally be applied in respect of conditions.

14.22. Matters of review which may give rise to revocation

14.23. Where reviews arise, the Licensing Authority will treat the following matters **particularly seriously** and, where appropriate, may consider the revocation of the relevant authorisation – even in first instance – where it determines that the crime prevention objective is being undermined by use of the premises –

- (a) for the sale and distribution of drugs controlled under the Misuse of Drugs Act 1971 and/or the laundering of the proceeds of drug crime;
- (b) for the sale and/or distribution of illegal firearms;
- (c) for the evasion of copyright in respect of pirated or unlicensed films or music;
- (d) for the illegal purchase and/or consumption of alcohol by minors;
- (e) for prostitution or the sale of unlawful pornography;
- (f) by organised groups of paedophiles to groom children;
- (g) as the base for the organisation of criminal activity (especially by gangs);
- (h) for the organisation of racist activity or the promotion of racist attacks;
- (i) for employing a person who is disqualified from that work by reason of their immigration status in the UK;
- (j) for unlawful gaming and gambling activities; and/or
- (k) for the sale or storage of smuggled alcohol or tobacco, or where the source of the alcohol or tobacco is unknown or untraceable.

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14.24. SUMMARY REVIEWS

- 14.25. Where the police consider that a premise licensed for the sale of alcohol by virtue of a premises licence, are associated with serious crime, disorder or both they may make an application for a summary review of a premises licence.
- 14.26. Where this is the case, the licensing sub-committee will determine what interim steps are appropriate to address the immediate risk of serious crime or serious disorder occurring.
- 14.27. The Licensing Authority will not normally give the premises licence holder an opportunity to make representations prior to determining the interim steps, however may do so where it considers it is appropriate and feasible to do so in the circumstances.
- 14.28. Where the sub-committee determine that the interim steps must take immediate effect, the Licensing Authority will normally notify the premises licence holder in the first instance by the most expedient means possible e.g. telephone call. Following this, the premises licence holder will also be notified in writing.
- 14.29. Following notification of the interim steps the premises licence holder may make written representations at any time between being notified of the interim steps and a subsequent review hearing. The hearing will be held to consider any representations, together with the senior officer's certificate that accompanied the original application and the chief officer's representations (if any). Any hearing panel will consider whether the interim steps are appropriate for the promotion of the licensing objectives, and determine whether to confirm, modify or withdraw the steps taken. This hearing will be held within 28 days of the day after the original application is received.

PART O

15. CLUB PREMISES CERTIFICATES

15.1. What we mean by ‘qualifying club’

15.2. A club will normally be considered a qualifying club in respect of its activities provided that -

- (a) under the rules of the club, individuals may not be admitted to membership, or be admitted as candidates for membership, to any of the privileges of membership without an interval of at least two days between their nomination or application for membership or their admission;
- (b) under the rules of the club, individuals becoming members without prior nomination or application may not be admitted to the privileges of membership without an interval of two days between them becoming members and their admission;
- (c) the club has a minimum of 25 members;
- (d) the club is established and conducted in good faith as a club; and
- (e) alcohol is not supplied, or intended to be supplied, to members on the premises otherwise than by or on behalf of the club; and that certain other conditions on the sale / supply of alcohol are complied with.

15.3. Qualifying clubs should not be confused with proprietary clubs, which are clubs run commercially by individuals, partnerships or businesses for the purposes of profit. Proprietary clubs will require a premises licence and are not eligible for a club premises certificate.

15.4. What we mean by ‘qualifying club activities’

15.5. For the purposes of obtaining a club premises certificate, the qualifying club activities include -

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

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15.6. What we mean by ‘established and conducted in good faith’

15.7. In deciding whether a club is established and conducted in good faith as a club, the Licensing Authority will normally consider the following matters -

- (a) any arrangements restricting the club's freedom of purchase of alcohol;
- (b) any provision in the club rules, or arrangements, under which money or property of the club, or any gain arising from the carrying on of the club is or may be applied otherwise for the benefit of the club as a whole or for charitable, benevolent or political purposes;
- (c) the arrangements for giving members information about the finances of the club;
- (d) the books of account and other records kept to ensure the accuracy of that information; and
- (e) the nature of the premises occupied by the club.

15.8. GENERAL PROCESS & RELEVANT CONSIDERATIONS

15.9. Arrangements for applying for or seeking to vary a club premises certificate are similar to those for premises licences (see Part H). References in this policy document which cover the arrangements and considerations for premises licences should therefore be read and generally be applied for the purposes of any applications for the grant or variation of a club premises certificate. The terms ‘applicant’, ‘operating schedule’ ‘relevant authorisation’ and ‘relevant application’ should be construed accordingly.

15.10. The following matters shall, in addition, usually apply both before and after the grant or variation of a club premises certificate.

15.11. Club rules

15.12. Clubs must include a copy of the rules of the club with their applications. Any subsequent alteration to the club rules must also be notified to the Licensing Authority as required by law.

15.13. Where the rules of the club indicate that it does not meet the qualifying conditions (see above), a club premises certificate will **not** normally be granted. In the case of notifications of a change to the club rules, the Licensing Authority may issue a notice of withdrawal of its club premises certificate where it appears that the club has ceased to meet the qualifying conditions.

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15.14. Representations and conditions

15.15. The Licensing Authority recognises that the supply of alcohol and the provision of regulated entertainments in clubs, give rise to different issues for licensing law than those presented by commercial enterprises that are open and sell direct to the public.

15.16. The Licensing Authority shall therefore, where it is entitled to do so, consider relevant representations and/or the imposition of conditions to a club premises certificate, with regard to, but not be bound by, the following considerations -

- (a) qualifying clubs are non-profit making clubs.
- (b) qualifying club activities take place on premises to which the public generally do not have access.
- (c) qualifying clubs generally operate under codes of discipline and club rules that apply to their members and guests.
- (d) the costs of conditions attached to a club premises certificate will generally be borne by individual members of the club and cannot generally be recovered by passing costs on to the general public.

15.17. OTHER MATTERS

15.18. Guest arrangements

15.19. The Licensing Authority notes that the Act does not define the term 'guest' and will therefore normally interpret it to include those invited by the qualifying club e.g. away sports teams or any individual member to use the club facilities.

15.20. In recognition of the above, the Licensing Authority cautions against the management and/or acceptance of guests to the point where the club is either alleged to be, or is in effect, providing commercial services to the general public that is contrary to its qualifying club status e.g. an event advertised and open to any member of the public.

15.21. To help avoid any risk to their qualifying club status, it is recommended that clubs formally determine the manner in which guests are admitted to their premises and that this be clearly set out in its club rules. To demonstrate this, it is recommended that members of the club generally 'sign in' their guests and that this record be periodically reviewed by relevant officers of the Club Committee.

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15.22. Hiring and use of club premises / facilities by the public

15.23. Under the terms of a club premises certificate, a club may only provide qualifying club activities (including the sale / supply of alcohol) to its members and their bona fide guests.

15.24. Therefore, where a qualifying club wishes to offer its facilities commercially for use by the general public (including the sale of alcohol) it may need to apply for a premises licence (see Part F). Alternatively, an individual on behalf of the club may give, subject to the statutory limitations, a temporary event notice (see Part P) to cover any occasion where the club sell alcohol to the public or hire out their premises for use by the public.

15.25. Withdrawal of club premises certificates

15.26. The Licensing Authority cautions that it will normally issue a notice of withdrawal of a club premises certificate to any club where it appears that it has ceased to meet any of the qualifying conditions.

PART P

See also
Appendix C

16. TEMPORARY EVENT NOTICES (TENs)

16.1. WHO CAN SUBMIT A TEMPORARY EVENT NOTICE

16.2. A TEN may, subject to statutory limitations, be given to the Licensing Authority by any individual (the ‘premises user’) aged 18 or over where it is intended to use premises for one or more temporary licensable activities.

16.3. What we mean by ‘premises user’

16.4. The Licensing Authority will treat the ‘premises user’ to be the individual who gave the TEN, their associate or someone who is in business with the relevant premises user in respect of the same premises.

16.5. An ‘associate’ of a premises user is taken to mean the spouse or civil partner, children, parents, grandchildren, grandparents, brother or sister, an agent or employee or the spouse or civil partner of any of the people listed.

16.6. TENs vs premises licence

16.7. A temporary event notice does not preclude an application for, or the holding of, a premises licence (or club premises certificate). However, where one or more of the statutory TEN limitations are exceeded, a full premises licence (or club premises certificate) is required to cover any period where temporary licensable activities are to be provided.

16.8. STATUTORY LIMITATIONS

16.9. Premises and activity limitations

16.10. A TEN may only be served on the Licensing Authority where -

- (a) the temporary event and activities do not exceed 168 hours in duration;
- (b) the temporary event and activities do not involve the presence of more than 499 people at any one time (including staff and entertainers);
- (c) there has been a minimum of 24 hours between different temporary events at the same premises;

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- (d) the same premises has not been used for temporary events with licensable activities on no more than 15 occasions in a calendar year; and
- (e) the maximum aggregate duration of the periods covered by TENs at the premises is no more than 21 days in a calendar year.

16.11. Premises user limitations

16.12. The number of TENs given by a personal licence holder is limited to 50 notices in one calendar year (10 of which can be late TENs), whilst the number of notices given by a non-personal licence holder is limited to 5 notices in one calendar year (2 of which can be late TENs).

16.13. RELEVANT CONSIDERATIONS & THE NOTICE PROCESS

16.14. Statutory notice period

16.15. All standard TENs must be served on the Licensing Authority at least **10 working days** before the day on which the event begins. Any TEN served on the Licensing Authority between 5 and 9 working days before the date on which the event begins will be considered a Late TEN.

16.16. Whilst TENs can be given with relatively short notice, the licensing authority encourage premises users to provide earlier notice of events where possible. Whilst there is no restriction on how far in advance a TEN application can be made, given the temporary nature of the events they cover, the licensing authority would normally recommend that applications are made no more than 6 months ahead of the proposed event.

NB: The Licensing Authority has no discretion and, will **NOT** accept TENs served on it with less than 5 working days before the day on which the event specified in any TEN begins.

16.17. What we mean by 'working days'

16.18. Working days do not include a Saturday or Sunday, Christmas Day, Good Friday or any other bank or public holiday. The minimum statutory notice period shall also be taken to be exclusive of the day on which the event is to start and, exclusive of the day on which the notice is given.

16.19. Liaison with Responsible Authorities

16.20. The Police and Environmental Health are the only Responsible Authorities that may make representations about a TEN. Event organisers are therefore encouraged to contact these agencies about their proposals before making an application.

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16.21. NOTIFIED PREMISES

16.22. Nature of premises used under a TEN

16.23. A TEN may be given for either entire premises or part of a building / location e.g. a single room within a village hall, a plot within a larger area of land etc.

16.24. Address(es) against which TENs are recorded

16.25. In recognition of the above and the statutory limits, the Licensing Authority shall normally record any TEN against the general address for the entire premises / site to which the TEN relates unless it includes a clear and precise description of the area where the licensable activities will take place.

16.26. The Licensing Authority recommends that where part of a building / location are to be used, that a TEN be submitted with a plan / map that identifies the exact location where the licensable activities will take place. For plots within a larger area of land, it is recommended that any plan / map show the dimensions of the area where the licensable activities will take place together with sufficient measurements from a number of fixed reference points so as to pinpoint the area concerned. Map reference co-ordinates sufficient to detail the dimensions of the area in which temporary licensable activities will take place may also be useful.

16.27. CHECKING THE STATUTORY LIMITS & COUNTER NOTICES

16.28. Checking the statutory limits

16.29. The Licensing Authority will, on receipt of a TEN, check whether any statutory limits have been exceeded.

16.30. In determining whether the statutory limit of 15 TENs at any individual premises in a calendar year has been exceeded, the Licensing Authority will normally count and include any relevant TENs previously served on it that used or proposed to use the same or **any** part of the same premises / area within the relevant period.

16.31. In determining whether the maximum total duration of the periods covered by TENs at any individual premises has exceeded 21 days, any event beginning before midnight and continuing into the next day shall normally be taken to count as two days within the relevant period.

16.32. Serving a counter notice

16.33. Where any statutory limits are exceeded, the Licensing Authority must serve the premises user with a counter notice (not later than 24 hours before the beginning of the event). Any counter notice will normally be copied to the relevant Responsible Authorities.

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16.34. As far as they relate to the venue and/or premises user, temporary licensable activities are **not** permitted where a counter notice has been served.

16.35. Any TEN served on the Licensing Authority and subject to counter notice will be disregarded and void and the premises user liable to prosecution where knowingly carried on.

16.36. OBJECTION NOTICES

16.37. Where the Police and/or Environmental Health are satisfied that allowing a premises to be used in accordance with a TEN will undermine the licensing objectives they may serve an objection notice, stating their reasons, on both the Licensing Authority and the premises user within 3 working days of receiving the TEN.

16.38. If the Licensing Authority receives such a notice from the Police or Environmental Health in respect of a standard TEN, it will normally hold a hearing to consider the objection(s), unless the Licensing Authority, relevant Responsible Authority and premises user agree a hearing is not necessary. Where appropriate for the promotion of the licensing objectives, the Licensing Authority may give the premises user a counter notice, or where there is a premises licence in effect for the location where the event is to be held, may attach any of the conditions from the Premises Licence to the TEN.

16.39. Where the Licensing Authority receives such a notice from the Police or Environmental Health in respect of a Late TEN, the Licensing Authority will issue the premises user with a counter notice, and the licensable activities will not be permitted to go ahead.

16.40. ACKNOWLEDGEMENT OF TENS

16.41. Where –

(a) on holding a hearing, the Licensing Authority does **not** consider it appropriate for the promotion of the licensing objectives to give the premises user a counter notice; or

(b) a TEN falls within the limitations of the Act, is in order and, there has been no objection notice;

... the Licensing Authority has no discretion but to acknowledge the TEN to give it effect.

16.42. By way of giving effect to the TEN, the Licensing Authority will send an acknowledged copy (duly stamped by the Licensing Authority) of the TEN to the premises user.

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16.43. THIRD PARTY USERS

16.44. The Licensing Authority advises owners / occupiers of premises to monitor the number of TENs submitted in respect of their premises. These arrangements should be sufficient to cover both their own use and that of other potential premises users.

16.45. Management and supervision of TENs

16.46. While premises users are not required to be on the premises for the duration of any TEN event, they remain liable for certain offences that may be committed if the event is not adequately managed / supervised. It is therefore strongly recommended that those matters detailed in **appendix C** be considered and, where appropriate, implemented at all temporary events involving licensable activities and/or provided under authorisation of a TEN.

16.47. In particular, the Licensing Authority encourages premises users and organisers of temporary events to consider local residents and the concerns of the occupiers of premises adjacent to the proposed venue of temporary events.

16.48. Monitoring and compliance

16.49. The Licensing Authority will enforce the provisions of the Act and treat temporary events as unauthorised where there is a failure to adhere to the requirements of the Act and/or the limitations outlined above. In such circumstances, the premises user may be liable to prosecution.

16.50. In particular, the Licensing Authority would remind premises users of the laws governing the sale of alcohol to minors or persons who are drunk, together with Police and local authority powers to close down events (with no notice) on grounds of disorder, the likelihood of disorder or because of public nuisance caused by noise emanating from the premises.

16.51. By way of monitoring compliance with their limitations and to ensure that they are not abused, the Licensing Authority may occasionally inspect premises being used under a TEN.

PART Q

17. PERSONAL LICENCES

17.1. APPLICATION STANDARDS & CONSIDERATIONS

17.2. Issues in respect of the disclosure of convictions

17.3. Every personal licence applicant must submit the following as part of their application; namely -

- (a) a prescribed disclosure certificate;
- (b) the statutory declaration of convictions form;
- (c) copies of document(s) which evidence their right to work in the UK

17.4. The above requirements apply to both applicants ordinarily resident in England & Wales as they do to any person from or who has ever resided in a foreign jurisdiction.

17.5. Applicants are warned that the making of a false declaration for the purpose of obtaining a licence is a criminal offence for which they may be prosecuted and the licence revoked.

17.6. Applicants are also advised that a personal licence lapses in the event that the licence holder no longer has the right to work in the UK.

17.7. Liaison with the Police

17.8. In all cases, the Licensing Authority will liaise with and notify the Police of any applicant and conviction details where the applicant is found to have a conviction for a relevant or foreign offence.

17.9. Police objections and hearings

17.10. Where an applicant for a personal licence is found to have an unspent conviction for a relevant or foreign offence, only the Police may object to the application on crime prevention grounds. Where the Police object, the applicant is entitled to a hearing before the Licensing Committee or one of its Sub-Committees unless all parties agree that a hearing is not necessary.

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17.11. Relevant considerations on Police objection

17.12. Because of its potential impact on the wider community and on crime and anti-social behaviour generally, we believe that the authorisation of the sale and supply of alcohol carries with it a **significant** responsibility. Accordingly, where there is Police objection, the Licensing Authority will normally reject applications for a personal licence where appropriate for the promotion of the crime and disorder objective unless there are exceptional and compelling circumstances to justify the granting of the application.

17.13. In deciding whether there are exceptional and compelling circumstances to justify the granting of such an application, the Licensing Authority may, where it is entitled to do so, consider the following matters; namely -

- (a) the nature of any offences committed;
- (b) the propensity to re-offend; and
- (c) the risks to the community.

17.14. These matters are not exhaustive and each case will be decided objectively on its own merits.

17.15. In all cases, the Licensing Authority will take account of anything an applicant or individuals representing them, say about their application or status.

17.16. CONVICTIONS & LIAISON WITH THE COURTS

17.17. Duties of personal licence holders

17.18. We remind all our personal licence holders that they are statutorily obliged to advise both the Courts and the Licensing Authority, if, following grant of their personal licence, they are convicted of a relevant or foreign offence. Failure to notify a UK Court at the time of appearance or hearing leading to a relevant conviction, or otherwise tell the Licensing Authority of any such conviction, is an offence.

17.19. Failure of personal licence holders to advise of offences

17.20. In recognition of their responsibilities, the Licensing Authority will normally seek prosecution of a personal licence holder where (s)he fails to notify the Court at the time of appearance or hearing leading to a relevant conviction, or otherwise tell the Licensing Authority, of any convictions for a relevant or foreign offence.

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17.21. Notifications of relevant convictions or foreign offence

- 17.22. On receipt of any notification of conviction of a personal licence holder for a relevant or foreign offence, the Licensing Authority will provide the personal licence holder 14 days to produce the licence to the authority. Where the personal licence holder does not respond within this timeframe, we will normally advise the Chief Officer of Police for the area in which the licence holder resides for action as may be appropriate.
- 17.23. Where a licence is produced following conviction of the personal licence holder for a relevant or foreign offence, the Licensing Authority will refer the matter to the police for their opinion as to whether any action should be taken in respect of the personal licence.
- 17.24. Where the police and / or Licensing Officer believe it is appropriate for action to be taken in order to promote the licensing objectives, a hearing of the Licensing Sub-committee will be held to determine what action, if any, should be taken.
- 17.25. Where the licence is not forfeited, the Licensing Authority will record the conviction and endorse the licence with details of any action taken, both by the Court and the Licensing Authority.

PART R

18. REPRESENTATIONS RESPONSIBLE AUTHORITIES & OTHER PERSONS

18.1. GENERAL

18.2. When dealing with applications for grant, variation or the review of a relevant authorisation, the Licensing Authority may, where appropriate, consider representations from two categories of individuals / bodies. These are referred to as '**Responsible Authorities**' and '**other persons**'.

18.3. RESPONSIBLE AUTHORITIES

18.4. What we mean by 'Responsible Authority'

18.5. '**Responsible Authorities**' are public bodies that must be fully notified of applications and are entitled to make representations to the Licensing Authority in respect of applications for grant or variation of a relevant authorisation. **NB:** Responsible Authorities may also seek a review of a relevant authorisation.

18.6. The Responsible Authorities

18.7. The Licensing Authority will only recognise the Responsible Authorities prescribed in law and, where it is entitled to do so, those otherwise designated by it.

18.8. A list of all the Responsible Authorities, together with their contact details can be found online at www.rushmoor.gov.uk.

18.9. OTHER PERSONS

18.10. What we mean by 'other persons'

18.11. '**Other persons**' include anyone other than Officers of the Responsible Authorities (or a body representing them) who may make representations to the Licensing Authority. Locally elected Councillors are also 'other persons' and may make representations in their own right. **NB:** Other persons may also seek a review of a relevant authorisation.

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18.12. MAKING REPRESENTATIONS

18.13. Recommended actions before submitting representations

18.14. The Licensing Authority encourages all those considering making representations to contact and, where appropriate, reach agreement with the applicant before submitting them. Alternatively, other persons that do not wish to approach the applicant may wish to contact the Responsible Authorities about their representations at the earliest possible opportunity.

18.15. Confirmation of negotiations / modifications

18.16. Where a Responsible Authority or other persons negotiate any arrangements, conditions or other modifications to a relevant application, they must ensure that the applicant (or the applicant's representatives) confirm those changes with the Licensing Authority (in writing) at the earliest possible opportunity. The Licensing Authority cannot accept any informally negotiated / agreed modifications to a relevant application or otherwise transpose them into conditions of the relevant authorisation (if granted) if the applicant does not formally accept the changes within the relevant representation period.

18.17. As not all parties will have been made aware of them, it is the view of the Licensing Authority that any changes that have a negative or detrimental impact may need to be re-advertised in the prescribed manner. For these purposes the term 'negative or detrimental impact' will normally be considered in its widest sense but generally taken to mean no additional impact, impairment or disadvantage to or on –

- (a) the promotion of the licensing objectives, permitted hours, capacity or some other specific term; and/or
- (b) the Responsible Authorities or other persons to make representations and/or suitably respond to any changes in a timely manner.

18.18. For these purposes, the criteria used to define minor variations shall be used to assess the substantive nature of any proposed changes.

18.19. The effect of negotiations / modifications

18.20. In all cases, the Licensing Authority will normally take any formally confirmed / notified negotiations / modifications to be a change to the original operating schedule of the relevant application.

18.21. The impact of negotiations / modifications

18.22. All parties are requested to ensure that anything that is agreed between them is clear, unambiguous and coherent.

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18.23. Notification of negotiations / modifications

18.24. So that they may make informed judgements on their impact, the Licensing Authority will normally notify all Responsible Authorities of any formal modifications to an application received within the period allowed for making representations. We will however only notify such changes to other persons where representations have been made, or where we have otherwise been requested to do so.

18.25. WHERE REPRESENTATIONS ARE (TO BE) SUBMITTED

18.26. Dual nature of representations

18.27. Representations may be made both in opposition to, or in support of, a relevant application. The remainder of this section must therefore be read with this dual nature in mind.

18.28. General requirements of representations

18.29. The Licensing Authority require representations to be made in writing (including by electronic means), setting out the name and address of the person / organisation making it and the premises to which it refers. Any representation must also set out the reasons for making it and the point of issue to which it relates. However, for the reasons set out in the following paragraphs, it is recommended that the main points of any representations are set out under the individual headings of the licensing objectives.

18.30. In the case of other persons, it may be helpful to state the impact that they believe the application will have on them or those they are representing and describe any other features that may affect the licensing objectives.

18.31. Acceptance and significance of representations

18.32. Where submitted, the Licensing Authority will only accept and consider representations if they are 'relevant'.

18.33. Where '**relevant representations**' are made in respect of a relevant application, the Licensing Authority must hold a hearing to consider the merits of the application unless the applicant, the Licensing Authority and all parties who have made representations agree that a hearing is not necessary.

18.34. What we mean by 'relevant representations'

18.35. '**Relevant representations**' are taken to mean representations which -

- (a) are about the likely effect of the grant of the application on the promotion of the licensing objectives (see 3.9 above);

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- (b) were made by a Responsible Authority or any other person within the prescribed period allowed for making representations;
- (c) in the case of representations made by an other person, that they are not, in the opinion of the Licensing Authority, frivolous or vexatious (see 18.36 below); and
- (d) in the case of provisional statements, are not statutorily excluded representations (see 18.39 below).

18.36. What we mean by ‘frivolous and vexatious’

18.37. The Licensing Authority will generally consider whether representations are frivolous or vexatious on the basis of fact and degree given the individual circumstances of each case. However, in deciding if representations fall within these terms, the Licensing Authority will normally consider -

- (a) who is making the representation, and whether there is a history of making representations that are not relevant;
- (b) if the representations raise a ‘relevant’ issue; or
- (c) if the representations raise issues specifically to do with the premises that are the subject of the application.

18.38. By way of informing our approach, a vexatious representation will normally be taken to mean one that is repetitive, without foundation or made for some other reason such as malice. A frivolous representation will normally be taken to mean one that is insignificant, lacking in seriousness, or one that does not relate to the licensing objectives.

18.39. What we mean by ‘excluded representations’

18.40. The Licensing Authority must consider representations to be ‘excluded representations’ if –

- (a) a provisional statement has already been issued, and a premises licence is subsequently applied for [part of] the premises (or substantially the same premises); and
- (b) the work(s) specified in the provisional statement have been satisfactorily completed; and
- (c) the application for the premises licence is the same form described in the application for the provisional statement; and

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- (d) there has been no material change in circumstances concerning the relevant premises or the area in the vicinity of the premises since the provisional statement was made; and
- (e) the individuals making the representations could have made the same (or substantially the same) representations about the application at the time of the application for the provisional statement, but failed to do so without reasonable excuse.

18.41. Determination of the relevance of representations

18.42. In determination of the relevance of representations, the Licensing Authority will take care to distinguish between and determine each separate element of the term 'relevant representation' and associated definitions (see 18.34 above). This will normally involve considerations of –

- (a) whether or not the representation is admissible (i.e. made by an Responsible Authority / other person);
- (b) that the representation has been made within the prescribed period; and
- (c) that the substance of the representation is relevant (i.e. is about the likely effect on one or more of the licensing objectives).

18.43. The considerations outlined in this section are not exhaustive and therefore, the Licensing Authority will not apply rigid rules to its decision-making in determining the relevance of representations and/or the status of other persons. Each case will be decided objectively on its own merits on consideration of the facts and their degree.

18.44. The Licensing Authority will normally take account of anything a Responsible Authority, any other person or individuals representing them, say about their representations or status. In borderline cases, where it is arguable whether a representation is a relevant representation or not, the benefit of the doubt will normally be given to the party making representations.

18.45. The weight attached to relevant representations

18.46. While it is a matter for the Licensing Authority to determine what weight to attach to representations, additional weight may be given to those representations supported by credible evidence of the points being made.

18.47. The Licensing Authority therefore encourages both Responsible Authorities and other persons to provide as much evidence as possible with their representations that demonstrate the points raised.

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18.48. In respect of prospective use of premises, other persons should detail any matter that may impact on the licensing objectives.

NB: Subject to our policies on the disclosure of personal details (see 18.51 below) representations and associated evidence may only be used on agreement that a copy is given to the applicant / licence holder.

18.49. Non-relevant representations

18.50. The Licensing Authority will not consider representations to be relevant if they relate to demand, competition or the need for licensed facilities (see 3.33 above). However, the Licensing Authority may, in an area covered by any special policy, consider need, demand and / or competition only if it is relevant to, and impacts upon, the licensing objectives.

18.51. The details of individuals making representations

18.52. The Licensing Authority will, as far as is reasonably practicable, remove the personal details (e.g. name and address) of individuals making representations from any public documents that it may produce.

18.53. However, the Licensing Authority recognises that it is a matter of natural justice that the applicant and his/her representatives, are able to identify and locate those making representations about the premises concerned. Therefore, unless specifically requested not to disclose personal details, the personal details of anyone making representations may be released to the applicants and their representatives where appropriate.

18.54. Those who specifically request the Licensing Authority not to disclose their personal details should be aware that their representations may carry less weight at any hearing.

18.55. Representations submitted in the form of a petition

18.56. The Licensing Authority will accept representations submitted in the form of a petition, provided that they meet the requirements of a 'relevant representation' as detailed above.

18.57. Any petition should state the name and contact details of a representative who the Licensing Authority should liaise with in respect of the representations, and the subsequent hearing. The Licensing Authority will send all correspondence to the named individual, and they will be responsible for informing all other signatories.

18.58. If a hearing is necessary, the named individual will be required to notify the Licensing Authority of any individual who wishes to speak on behalf of the signatories at the hearing.

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18.59. Where an individual makes a representation in their own right in respect of an application, their signature will not be accepted as a valid signatory on any petition unless the substance of the representation is different.

PART 5

19. CONDITIONS & RESTRICTIONS

19.1. GENERAL

19.2. What we mean by ‘conditions’

19.3. Conditions include any terms, limitations or restrictions attached to a relevant authorisation and are essentially the steps a licence holder will be required to take or refrain from taking whenever licensable activities are provided.

19.4. Multiple sources of conditions

19.5. Where appropriate and it is required / entitled to do so, the Licensing Authority may grant or vary a relevant authorisation in accordance with the principles set out in this section, subject to any –

(a) mandatory conditions;

(b) conditions imposed following any hearing; and

(c) conditions consistent with the operating schedule.

19.6. What we mean by ‘mandatory conditions’

19.7. ‘Mandatory conditions’ are taken to mean those conditions that are automatically applied by the Act to authorisations that allow the provision of certain types of licensable activities.

19.8. What we mean by ‘consistent with the operating schedule’

19.9. The Licensing Authority will normally interpret the term ‘consistent with the operating schedule’ to mean that the effect of conditions should be substantially the same as that intended by the terms of the operating schedule, including any amendments or negotiated conditions agreed with the Responsible Authorities and other persons.

19.10. General principles of transposition and imposition of conditions

19.11. The Licensing Authority believes that licensing is about the control of licensable activities on relevant premises and the promotion of the licensing objectives. The Licensing Authority will therefore, where it is entitled to do so, normally impose conditions only in respect of matters that are within the control of the applicants or the holders of relevant authorisations or others in control of relevant activities.

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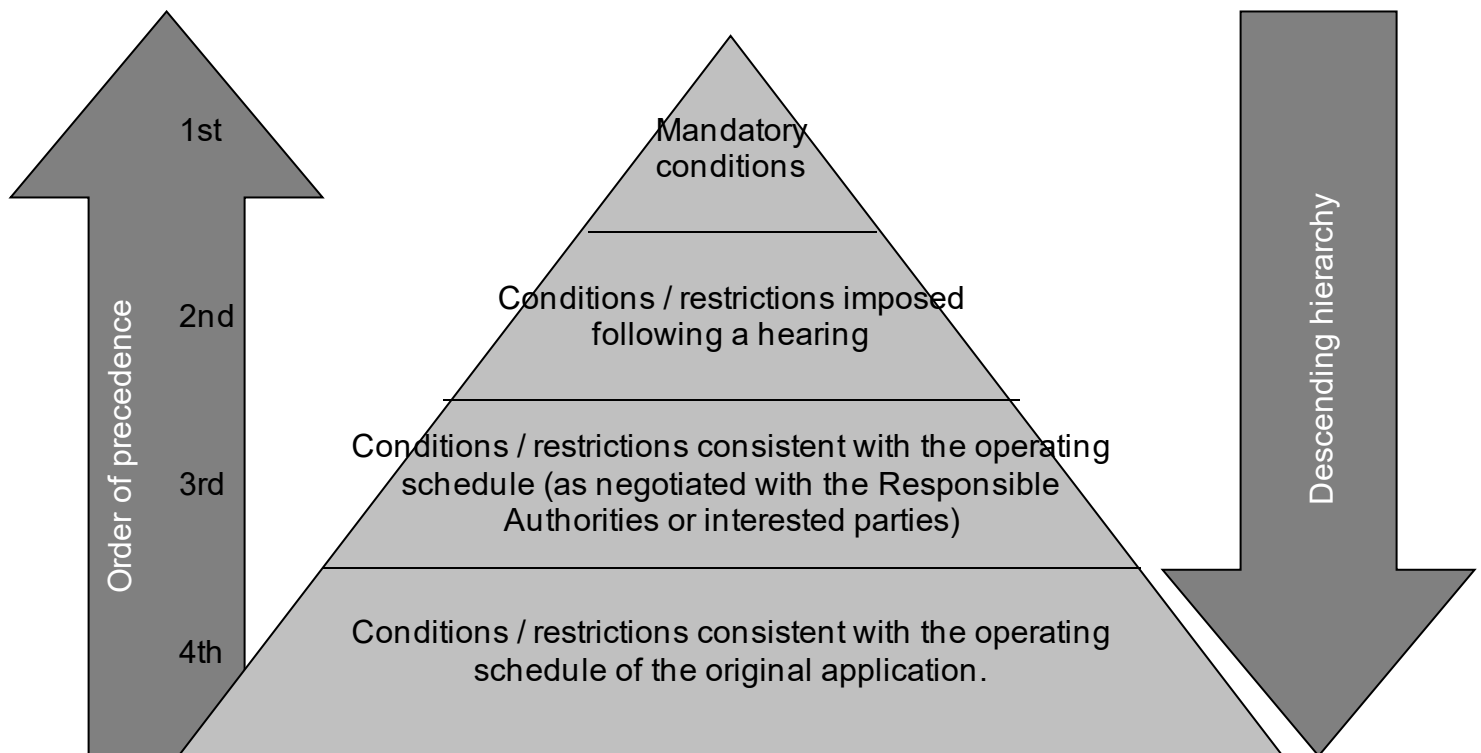
- 19.12. A key concept of the Act is that conditions attached to relevant authorisations should be tailored to the individual size, style and characteristics of the premises concerned and the activities provided there. Accordingly, the Licensing Authority will, where it is entitled to do so, impose conditions only where appropriate to promote the licensing objectives.
- 19.13. To this end, the Licensing Authority will seek to avoid standardised, disproportionate and/or over burdensome conditions wherever reasonably practicable and will, where it is entitled to do so, seek to ensure that conditions –
- (a) are only imposed where legal authority exists to do so;
 - (b) are reasonable;
 - (c) are proportionate to any risks / problems identified;
 - (d) directly relate to any harms being addressed;
 - (e) are consistent in the circumstances;
 - (f) are capable of being complied with by the relevant licence holder;
and
 - (g) do not unjustifiably duplicate the requirements of other legislation.
- 19.14. Where a condition (other than one proposed by the applicant) is to be added to a relevant authorisation (e.g. at a hearing), the Licensing Authority will, where it is entitled to do so, normally seek to -
- (a) draw any conditions from its pool of model conditions where this is appropriate (see 19.23 below); or
 - (b) formulate any conditions on consideration of relevant matters raised at a hearing and/or the general policies / recommendations detailed in **appendix E**;
 - (c) consider whether alternative means are available to address the risks / problems identified; and
 - (d) give reasons for imposing the conditions / restrictions where appropriate.
- 19.15. In all cases, the Licensing Authority will, where entitled to do so, seek to impose conditions that are clear, unambiguous, coherent and enforceable.

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19.16. Problematic operating schedules

19.17. Where no other clarification is provided, transposition of operating schedules which are unclear will be based on our interpretation. Similarly, operating schedules that are inconsistent (e.g. where permitted hours do not tally) will be transposed in a way that we believe best promotes the licensing objectives.

19.18. The Licensing Authority may, where appropriate, transpose imprecise terms in an operating schedule by drawing from, its pool of model conditions (see 19.23 below).



19.19. Avoidance of conflicting conditions

19.20. So far as is reasonably practicable, the Licensing Authority will ensure, where it is entitled to do so, that no conditions are imposed on relevant authorisations that conflict with any other conditions. For these purposes, the Licensing Authority will give precedence to conditions in accordance with the hierarchy shown above.

19.21. Duplication with other statutory provisions

19.22. The Licensing Authority expects holders of relevant authorisations, their premises and business activities to comply with all other relevant legislative requirements (e.g. Health and Safety at Work etc. Act 1974). The Licensing Authority will therefore, normally avoid the imposition of conditions that duplicate other regulatory requirements, unless -

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- (a) other legislation does not adequately or specifically address the issues concerned; or
- (b) other legislation does not cover the unique circumstances that arise in connection with licensable activities at specific premises; or
- (c) it is appropriate in the circumstances to take steps to promote the licensing objectives.

19.23. Pool of model conditions

19.24. In an effort to be helpful, the Licensing Authority will maintain a pool of model conditions from which applicants, other persons, Responsible Authorities and the Licensing Authority itself (where entitled to do so) may refer and draw. The pool of model conditions will be provided under separate cover and on the Council's website (www.rushmoor.gov.uk).

NB: The Licensing Authority expects that any conditions used from the pool are only used where appropriate to the particular circumstances of the instant premises concerned. The pool of model conditions should not be treated as a set of standard conditions or otherwise applied universally irrespective of circumstances.

19.25. Use of model conditions by the Licensing Authority

19.26. Where appropriate, the Licensing Authority may draw from its pool of model conditions and those contained in the Secretary of State's guidance.

19.27. Enforcement of conditions and rights of appeal

19.28. Failure to comply with any condition attached to a relevant authorisation is a criminal offence.

19.29. All parties will be informed of any statutory rights of appeal against the imposition of, or failure to impose conditions where provision has been made to do so.

PART T

20. REGULATION & COMPLIANCE

20.1. DUAL ROLE

20.2. In addition to its role in processing applications for authorisations, the Licensing Authority is also a responsible authority under the act. The Licensing Authority will act in its role as a responsible authority in all cases where officers are checking compliance with an authorisation that has been issued, and when considering whether to make representations to applications.

20.3. Whilst officers of the licensing authority may be delegated to carry out both roles, where the licensing authority makes representations or applies for review of an authorisation as a responsible authority, a different officer will deal with the processing of that application.

20.4. Compliance Visits

20.5. Officers of the licensing authority will carry out regular visits at licensed premises / temporary events within Rushmoor to ensure compliance with legislation, and the terms and conditions of the relevant authorisation. These may be announced or unannounced visits, and whilst they may be in response to a specific complaint or intelligence, visits may also be carried out on a risk basis or for other reasons.

20.6. The licensing authority acknowledges that they do not have an unannounced power of entry to premises licensed by virtue of a club premises certificate. However, where it is deemed appropriate, they may carry out unannounced visits but will only enter with the verbal consent of the person responsible for the premises at the time.

20.7. Joint working with other responsible authorities

20.8. The Licensing Authority work in partnership with the other responsible authorities to ensure compliance and promote the licensing objectives. As such, Officers may or may not be accompanied with officers of other responsible authorities when carrying out compliance visits. Where issues are identified or intelligence is received, details and any action taken will be shared with relevant responsible authorities.

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20.9. Management of premises

20.10. When carrying out compliance visits, officers will expect to speak with the Designated Premises Supervisor (DPS) (where there is one) if they are present. In the absence of the DPS, the licensing authority expect there to be someone in control of the premises that officers are able to speak to, to enable them to carry out a compliance inspection.

20.11. The licensing authority expects that those in control of a licensed premises (whether the DPS or not) demonstrate the requisite competence and suitability to manage the premises in accordance with statutory obligations.

20.12. The licensing authority are of the opinion that management of a licensed premises comes with **significant** responsibility, particularly where the supply / sale of alcohol is involved and therefore will take a serious view of a licensed premises being left in the control of someone unsuitable.

20.13. SUBSTANCE MISUSE AND TESTING

20.14. Further to the above, the Licensing Authority is aware that the supply and use of illicit substances is increasingly pervasive within society and the individual communities it serves. The handling, possession and supply of illicit drugs is not uncommon in licensed premises, particularly those authorised to sell / supply alcohol for consumption on the premises. In order to promote the licensing objective, the prevention of crime and disorder, the licensing authority expects licensed premises to be operated with a zero-tolerance approach to illicit substances.

20.15. In view of the above, it is the contention of the licensing authority that substance misuse is simply **not** compatible with those in control of a licensed premises. For these reasons, the licensing authority will seek to deter and detect and will take a serious view of substance misuse by those in control of a licensed premise.

20.16. To help deter and detect substance misuse and thereby help determine and/or monitor the suitability of any individual, the licensing authority may request the person in control of a licensed premises to provide a saliva sample for the purposes of substance screening / testing during any compliance visit.

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20.17. Relevance of substance screening / testing

20.18. The licensing authority notes that substance misuse can seriously impair the judgement of an individual and is of the opinion that those who use illicit substances are unlikely to implement a zero-tolerance approach in any licensed premises they are in control of. The licensing authority will, therefore, consider applying to review the licence of any licensed premises, which is found to be in the control of someone under the influence of illicit substances, or someone who fails or refuses to provide a saliva sample for these purposes.

APPENDIX A

21. CONSULTATION

21.1. The following individuals, bodies and organisations have been consulted on this policy.

A2 Dominion Housing Group Ltd	Sanctuary Housing
Abri Housing Association	Southern Housing Group
Accent Peerless Housing Ltd	Sovereign Network Homes
Alcohol Change UK	SSJ (Homeless day services)
All current licence holders with Rushmoor under the Act	Step by Step
Anchor Hanover Housing Association	Stonewater Housing Association
Association of Licensed Multiple Retailers (ALMR)	The Arts Council (England)
Aster Group	The Association of Convenience Stores (ACS)
Blackwater Valley & Hart Primary Care Trust	The British Beer and Pub Association (BBPA)
Citizens Advice Bureau (CAB)	The British Institute of Innkeeping (BII)
Civil Aviation Authority (CAA)	The British Retail Consortium (BRC)
Elm Group	The Club & Institute Union
Enterprise First	The Health & Safety Executive (HSE)
Equity	The Institute of Licensing (IOL)
Federation of Licensed Victuallers Association (FLVA)	The Musicians Union
Frimley Health	The Responsible Authorities
Grainger Plc	The Stoll Foundation
Hampshire Chamber of Commerce	UK Cinema Association
Hampshire Magistrates Courts	UK Hospitality
Jazz Services Ltd	UK Theatre Association
Kingsmead Shopping Centre Management	VIVID Homes
Metropolitan Thames Valley Housing Association	Wellington Centre Shopping Centre Management
Mount Green Housing Association	
The Federation of Independent Retailers	
Plexus Housing Association	
Poppleston Allen Solicitors	
Princes Mead Shopping Centre Management	
RBC Community Safety	
RBC Legal Services	
RBC Town Centre Management	

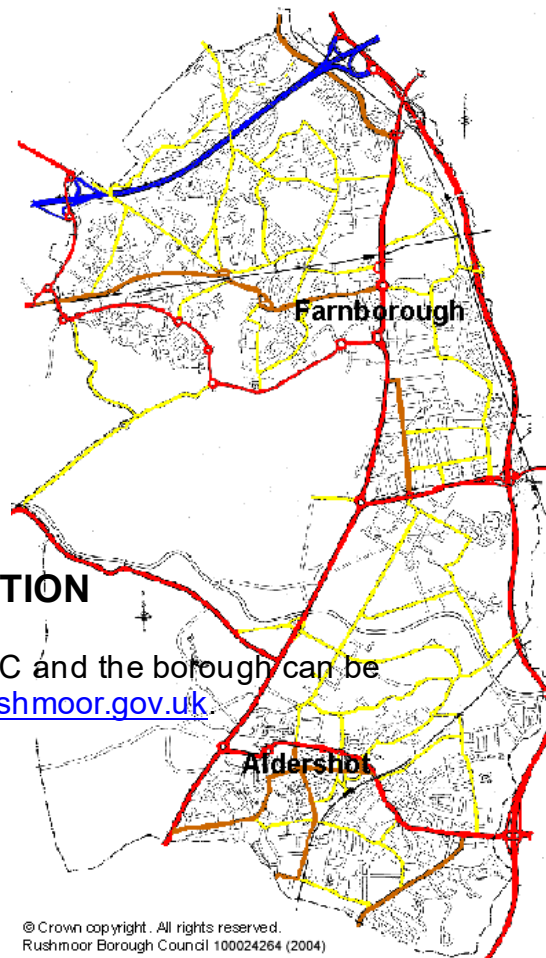
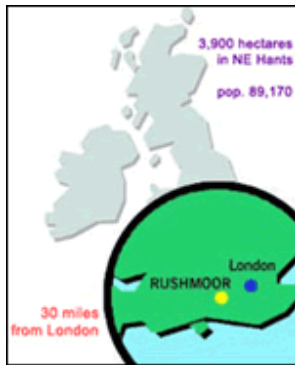
APPENDIX B

22. THE BOROUGH OF RUSHMOOR

22.1. Overview

22.2. Situated in the north-east corner of Hampshire between the towns of Camberley, Guildford, Fleet and Farnham, Rushmoor is located in the Blackwater Valley and includes the towns of Farnborough and Aldershot.

22.3. Only 30 miles from London, the Borough covers an area of 15 square miles (3,900 hectares) of a mainly residential and varied light industrial mix. It is home to the British Army and has a domestic population of approximately 105,750 (2024 estimate).



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22.4. ADDITIONAL INFORMATION

22.5. Further information about RBC and the borough can be found on our website www.rushmoor.gov.uk

APPENDIX C

23. RECOMMENDED ACTIONS FOR PREMISES USERS & TEMPORARY EVENTS

23.1. RECOMMENDED ACTIONS

23.2. It is strongly recommended that the matters detailed in the table below be considered and, where appropriate, implemented for all events involving temporary licensable activities run under authorisation of a temporary event notice.

23.3. It should be noted that the matters outlined in this section are not mandatory or exhaustive. It is entirely a matter for each premises user to ensure that the premises used under a TEN and/or the temporary licensable activities provided there are adequately managed / supervised.

No	RELEVANT CONSIDERATIONS / RECOMMENDATIONS	REASON
(1)	It is recommended that the premises user checks with the local Planning Authority that the premises to be used for temporary licensable activities has the necessary planning permission and authorised use that allows for all planned activities and the hours during which they will be provided.	Giving a TEN does not relieve the premises user from any requirement for planning permission. The premises owner and/or user may be liable for certain offences if the premises are used otherwise than in accordance with any planning permission or authorised use.
(2)	It is recommended that suitable and sufficient arrangements be made to count the number of people entering and leaving premises operating under a TEN, so that the net total of people recorded inside the premises does not at any time exceed the number authorised by the TEN.	If the premises user fails to restrict the numbers attendant to the(ir) premises operating under a TEN, they may be liable to prosecution for carrying on unauthorised licensable activities where the total number of individuals in the premises exceeds the amount specified on the TEN.
(3)	It is recommended that suitable and sufficient arrangements be made to ensure that temporary licensable activities conclude on time and in accordance with the TEN.	If the premises user fails to conclude the temporary licensable activities at the stated time, they may be liable to prosecution for carrying on unauthorised licensable activities.
(4)	It is recommended that anyone authorised to sell or supply alcohol at premises operating under a TEN, be trained to a level commensurate with their role and responsibilities in the lawful sale of alcohol.	There are a variety of offences under the Act associated with the sale and supply of alcohol. The premises user for a TEN may remain liable for certain offences if the event is not adequately managed / supervised.
(5)	It is recommended that anyone authorised to sell or supply alcohol at premises operating under a TEN be instructed to request and ensure sight of suitable photographic identification, for proof of age, of any person appearing to them to be under the age of 25 (twenty-five) and who is attempting to purchase alcohol.	It is an offence to sell or supply alcohol to an individual aged under 18. The premises user for a TEN may remain liable for certain offences if the event is not adequately managed / supervised.
(6)	Where the premises user does not intend or expect to be on the premises to which a TEN relates, it is strongly recommended that the premises user provides suitable and sufficient emergency contact details to both the Police and Licensing Authority on submitting the TEN.	The premises user for a TEN may remain liable for certain offences if the event is not adequately managed / supervised.
(7)	It is recommended that the premises user takes appropriate measures to control noise from the temporary licensable activities.	To prevent noise disturbance to local residents, and reduce the likelihood of causing a statutory nuisance under The Environmental Protection Act 1990.

APPENDIX D

24. CUMULATIVE IMPACT ASSESSMENT

24.1. Cumulative Impact

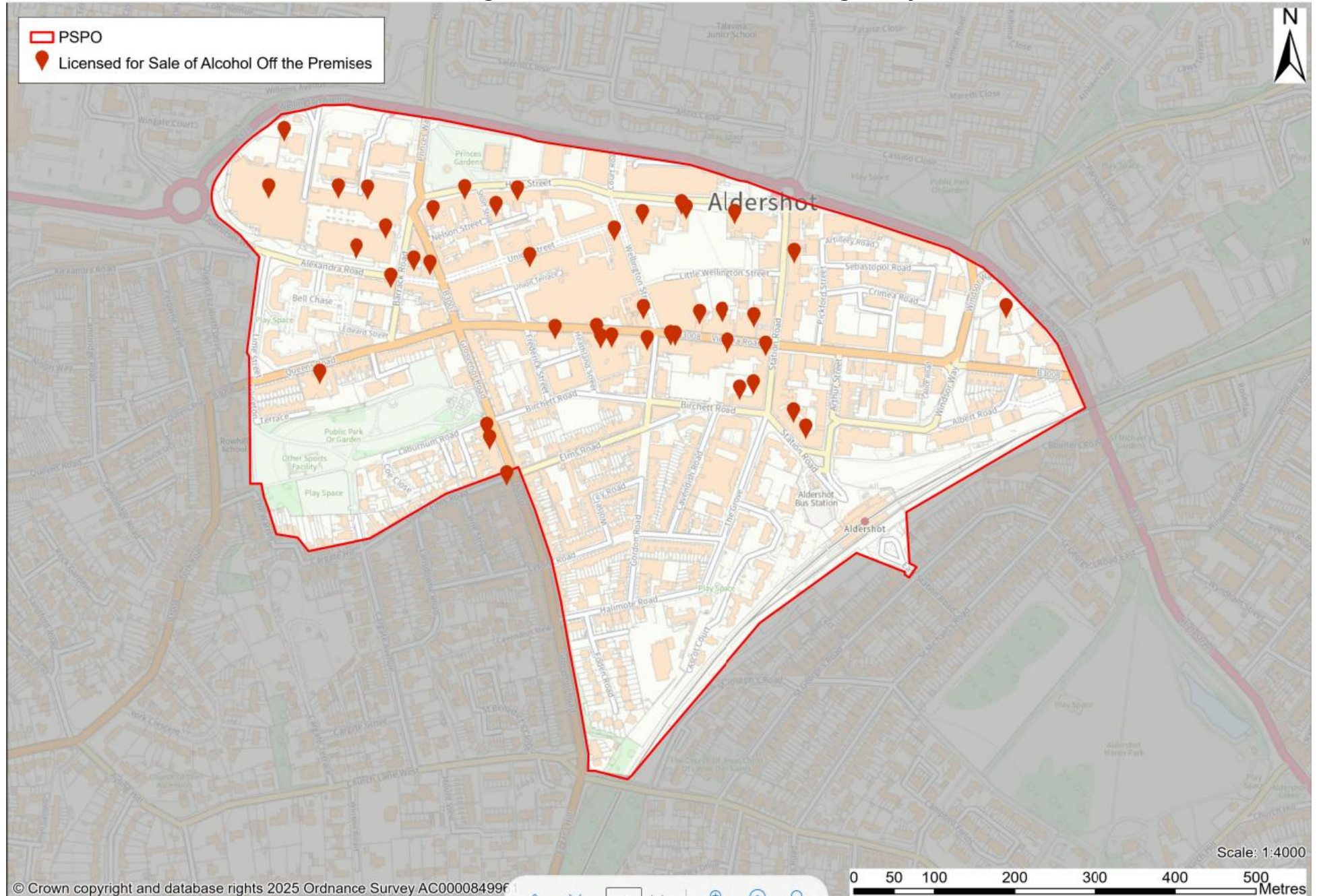
24.2. The licensing authority considers that the number of premises licences authorising the sale of alcohol for consumption off the premises, in the area known as Aldershot Town Centre (defined on the map below) is such that it is likely that granting further licences would be inconsistent with its duty to promote the licensing objectives.



24.3. Identified Issues

24.4. Aldershot Town Centre has a longstanding reported issue of crime, disorder and public nuisance much of which is related to street drinking. There is a concentration of premises in the town centre which are licensed to sell alcohol for consumption off the premises and therefore servicing those drinking on the street. As detailed on the map below:

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- 24.5. The area identified above has been identified as an area for a PSPO with specific conditions linked to drinking alcohol on the street and related anti-social behaviour since June 2022. This was reviewed and renewed in July 2025. A PSPO can only be made where the local authority is satisfied that there is behaviour which has a persistent or continuing detrimental effect on the quality of life of those in the local area. The report in respect of the renewal of the PSPO stated that over the period it had been in force reports of drug use have decreased, whilst reports related to alcohol and combined alcohol and drug use have increased, including during the daytime.
- 24.6. In addition, the majority of the area has been defined as a hotspot for serious violence, anti-social behaviour and knife crime by The Home Office, utilising police data and forms part of the hotspot response initiative. The Safer North Hampshire Community Safety Partnership have also identified feelings of safety and town centre engagement as priorities.
- 24.7. Hampshire Constabulary's Northern Hampshire Licensing Team have expressed a concern regarding the cumulative impact in the area concerned, and their support for a cumulative impact assessment to enable them and other responsible authorities to promote the licensing objectives.
- 24.8. Whilst the responsible authorities have sought to control the impact of the alcohol sales on the licensing objectives through conditions on individual premises licences, this has not resolved the issue. Therefore, the licensing authority is of the opinion that granting further licences to sell alcohol for consumption off the premises in this area would be inconsistent with its duty to promote the licensing objectives and that it is necessary and appropriate to control the cumulative impact.
- 24.9. **ADDITIONAL DATA**
- 24.10. The following data provides additional evidence related to the identified issues.
- 24.11. **Community Safety Survey**
- 24.12. The local authority carry out an annual community safety survey. The 2025 results show that those from Aldershot feel the least safe and the most unsafe, outside in their local area during the day. In addition, the percentage of Aldershot respondents feeling safe has dropped from 70.3% in 2024 to 58.6% in 2025.
- 24.13. When asked why they feel unsafe during the day in Rushmoor of 335 respondents some of the main themes included because of homeless/beggars/aggressive begging (85 comments) and because of people/gangs/groups hanging around (77 comments). The licensing authority are aware that there is a perception from members of the public that the individuals that drink in the street are homeless, despite this not being correct in most cases.
- 24.14. When asked why they feel unsafe in the evenings in Rushmoor of 352 respondents some of the main themes included because of people/groups hanging around (85 comments), because of drunks/drinkers (56 comments) and because of the homeless/beggars (34 comments).
- 24.15. **CCTV Data**
- 24.16. The Council's CCTV operator's monitor the public CCTV and they log any incident of street attached individuals in the town centre area who have been seen drinking, potentially using drugs or acting suspiciously. This information has only been captured for 3 months at the time of the assessment but demonstrates an ongoing and increasing issue, with 16 incidents logged in September 2025, 20 in October 2025, and 21 in November 2025.

24.17. Community Safety Reports

24.18. Whilst not the lead agency for reports of crime, the Council's Community Safety Team have received 5 reports from members of the public regarding the street drinking issues in the last 3 months (September – November 2025).

24.19. Rushmoor Strategic Assessment

24.20. Safer North Hampshire, produce a strategic assessment annually. The latest assessment is available in full at www.rushmoor.gov.uk however for ease some of the key relevant data linked to this cumulative impact assessment is summarised below.

24.21. Anti-social behaviour has been identified as a priority, and the 24/25 strategic assessment identifies that reported ASB has increased by 2% from the previous year, with public disorder, arising from alcohol and drug use being the main cause for ASB reports. There has been a spike of reports classified as 'ASB Environmental' which is when behaviours affect the wider environment such as public spaces or building, in Wellington ward. 5% of ASB reports within Rushmoor were logged as rough sleeper related, and 73% of these reports occurred within the town centre wards.

24.22. Town Centre Crime & ASB has also been identified as a priority, and the 24/25 strategic assessment identifies that whilst violence against the person reports have decreased in Aldershot Town Centre, reports of public order offences have remained the same, with the most common offence type being causing intentional harassment, alarm or distress. The report identifies problems with public disorder involving alcohol and drugs as the most common behaviour reported in Aldershot Town Centre, along with issues of public nuisance.

24.23. Crime Data

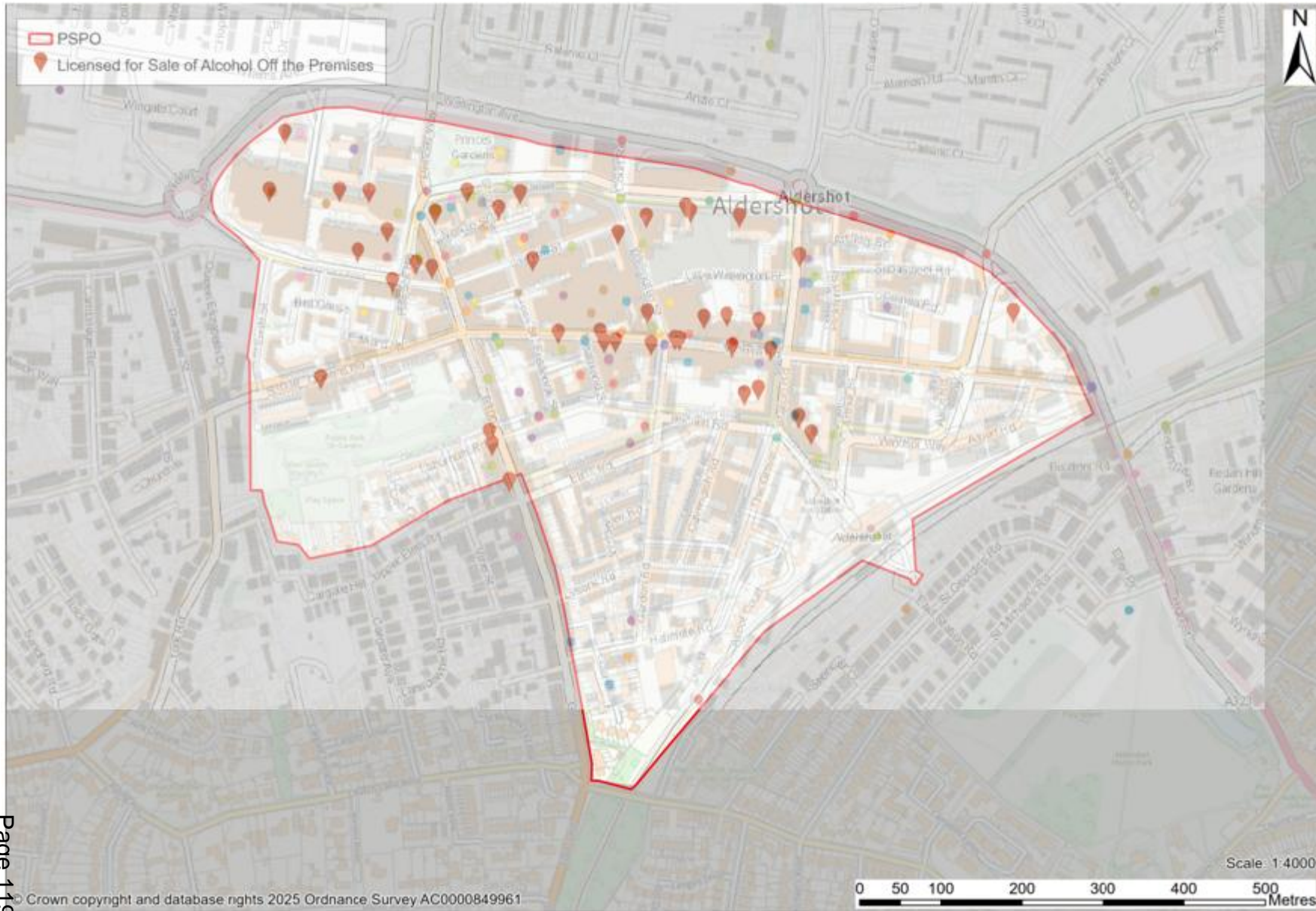
24.24. Data of crime / ASB reported to police between 1st November 2024 and 1st December 2025 shows that there were 201 occurrences reported in Aldershot Town Centre where alcohol was identified as a factor. The location of these occurrences has been mapped as shown below (the colours refer to different crime types). The locations with the most occurrences were Victoria Road (42) and the High Street (30).

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24.25. For clarity the crime reports and licensed premises maps have been overlaid to demonstrate the link between the locations below:



APPENDIX E

25. RELEVANT CONSIDERATIONS

25.1. INTRODUCTION

25.2. Where appropriate and depending on the nature and characteristics of the business concerned, the following matters might / should be considered in respect of applications for, and reviews of, relevant authorisations.

NB: This is not an exhaustive list of matters for consideration and each application must be tailored to its own circumstances and considered on its own individual merits.

RELEVANT CONSIDERATIONS						
No	RELEVANT CONSIDERATIONS		REASON(S)			
	Subject	Considerations	Prevention of crime and disorder	Ensuring public safety	Prevention of public nuisance	Protection of children from harm
(1)	Access of children to premises.	<ul style="list-style-type: none"> Nature of the activities taking place at the premises Appropriate times for children to be on the premises Supervision of children Appropriate age limitations 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(2)	Adult entertainment(s).	<ul style="list-style-type: none"> The type(s) of event(s) or activity provided The time(s) of day when adult entertainment is to be provided The time(s) when adult entertainment may give rise to a more acute risk to children, performers and/or adults The possibility of children hearing or seeing unsuitable material The nature, type and content of any external advertising of adult entertainments (either at the premises or in its immediate vicinity) and whether this should be permitted 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(3)	Age-restricted film(s).	<ul style="list-style-type: none"> Ensuring age restrictions are complied with Advertising of age restrictions 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Alcohol management	<ul style="list-style-type: none"> Ensuring that sales of alcohol are not made to, or on behalf of individuals under 18 years of age (inclusive of proxy sales) Ensuring that sales of alcohol are not made to, or on behalf of those who are drunk or intoxicated (inclusive of proxy sales) Ensuring that sales of alcohol are not made to, or on behalf of those to whom the sale of alcohol may result in crime and disorder (inclusive of proxy sales) Staff training Best practice schemes e.g. Challenge 25 Acceptable proof of age Appropriate signage Till prompts Refusals logs Monitoring of staff challenges / refusals 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(5)	Bottles, glasses and drinking	<ul style="list-style-type: none"> Potential use of drinking vessels as weapons Potential for tampering (e.g. spiking) 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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	vessels	<ul style="list-style-type: none"> • Accidents or littering through being deposited or smashed on the floor of the premises or streets • The type and nature of the premises • The type and nature of the activities carried on at the premises • The provision and number of any licensed door supervisors • The nature, style, appearance and volume of drinks offered / sold at the premises and whether or not they are supplied with table meals • Whether alcohol is to be sold for consumption on and/or off the premises • Whether alcohol is to be sold in such a location or in such circumstances that may exacerbate an accident (e.g. in a closely seated audience where they can cause a tripping hazard etc) • The provision, number and frequency of dedicated glass / vessel collections during any period of licensable activity • The use of polycarbonate vessels 				
(6)	CCTV	<ul style="list-style-type: none"> • Quality of footage • The length of time footage will be kept • Ability of staff to record footage and provide to authorities expediently following an incident • Location of cameras (internal, external, likely areas for crime & disorder, blind spots for staff) • Warning signs • Security of any system 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(7)	Detection and search system(s)	<ul style="list-style-type: none"> • Prevention of the carriage and use of drugs, knives and other weapons to licensed premises • Knowledge of who is in the venue and their history • Schemes to notify you of potential issues e.g. Townlink Radio, Pubwatch, Shopwatch, ID Scanners • The rate, flow, nature and level of customer attendance to the premises • Staff training • Warning signs • Policies and procedures for the subsequent handling and confiscation of drugs / weapons and/or those carrying them. 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(8)	Dispersal policy / plan(s)	<ul style="list-style-type: none"> • The speed, efficiency and effectiveness of dispersal of customers / patrons leaving the premises (particularly late at night) • The nature, number and characteristics of those attending the premises • The activities provided at the premises • The hours within which those activities are permitted • The number of door supervisors, stewards or marshals available at the premises • The nature of the area in which the premises are situated • The ease of access to, and availability of, public transport (including licensed taxis or private hire vehicles) to take patrons away from the premises or its immediate vicinity at the times needed • Those who are vulnerable through drink, drugs, age, gender, mental and/or physical impairment and (dis)ability or other special need(s) • The likely peaks and troughs of people leaving • Measures to reduce associated noise, litter 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(9)	Door supervisors	<ul style="list-style-type: none"> • The number of people permitted on the premises, • The type and nature of the activities provided on the premises • The nature of the premises, its clientele and the nature of the area in which they are located • The hours that activities take place at the premises 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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		<ul style="list-style-type: none"> • Appropriate clothing for identification / visibility • Logging details of door supervisors on duty and any incidents 				
(10)	External Drinking areas	<ul style="list-style-type: none"> • The type, nature and layout of the premises • The activities carried on at the premises in the external areas • The type and nature of the clientele of the premises • The type and nature of others that may use the area(s) concerned • The time and frequency of use of the area(s) concerned • The proximity of residents and other businesses and how they may be affected (e.g. noise and disturbance) • Methods of reducing time spent in external areas late at night • Provision of an area for customers to smoke • Signage • The potential for other nuisance problems (including waste, litter, pests, lighting etc) • The potential for external equipment, fixtures and fittings to be used as weapons • The potential to encourage loitering • The impact on the safety of the area (including potential for obstruction and distraction) • The safe and secure storage of equipment, fixtures and fittings • Ease of and potential impact of storing any equipment, fixtures and fittings • The layout, design, maintenance & cleanliness of external facilities • Pest / vermin control arrangements • Supervision arrangements for the external facilities (including CCTV or door supervisors); • The nature and type of external facilities [to be] provided 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
(11)	Lighting <i>(including exterior and security lighting)</i>	<ul style="list-style-type: none"> • Positioning to only illuminate the surface(s) intended and not unreasonably throw light onto, or otherwise cause nuisance to, neighbouring property • The nature and type of lighting provided (e.g. whether flashing or particularly bright) • The frequency, duration and time of day that the lighting is needed • The proximity of any lighting to local residents or businesses that may be affected by any lighting • The benefits to the prevention of crime and disorder that bright lighting in some places may bring • Baffles, enclosures, screening or shielding • Timers, movement sensors, dimmer switches and/or alternative lighting 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(12)	Noise and/or vibration <i>(i.e. from licensed premises, licensable activities and any plant, machinery or equipment)</i>	<ul style="list-style-type: none"> • The nature and characteristics of any noise / vibration produced inclusive of volume, duration, frequency(s), wavelength, the total noise energy (L_{Aeq}), background noise (L_{A90}) and tonal content • Directional qualities and transmission paths of any noise / vibration produced on the premises • Any other environmental factors that may exacerbate noise / vibration problems on / from the premises • The frequency, duration and time of day that activities causing noise and/or vibration occur • The proximity of source of noise and/or vibration to local residents or businesses that may be affected • The nature of the area in which the premises are situated • The type of premises concerned • The activities to be provided at the premises • The needs of the local community • Sound and/or vibration leakage • Closure of doors and windows • Sound levels from amplification equipment 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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		<ul style="list-style-type: none"> • Sound limiting devices • Installation of soundproofing, air conditioning, acoustic lobbies, acoustic curtains, door seals and closers, dampening or other anti-vibration measures • Irregular noise activities (e.g. disposal of refuse such as waste bottles into external receptacles) • Type and location of plant, machinery and equipment • Servicing and maintenance of plant, machinery and equipment • Noise assessments • The logging, response and management of noise complaints • Staff training and information • The employment of a competent and suitably qualified noise control consultant • Provision of information to local residents about planned activities and how to complain if necessary • Noise management plans • Management of external garden areas and smoking areas including closing times • Management of customers, staff and vehicles when arriving and leaving the premises, including arrangements for home deliveries • Signage requesting customers leave premises quickly and quietly, informing of time of external area closure etc. 				
(13)	Outdoor & large scale events	<p>While the considerations outlined in this document may be relevant, special issues and considerations may arise in connection with the provision of large-scale, outdoor and/or specialised events. Where appropriate, consideration might / should be given to:-</p> <ul style="list-style-type: none"> • Proposals put forward through any safety advisory group (SAG) • Relevant best practice / guidance for events of the appropriate nature (e.g. The Purple Guide) 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
(14)	Queuing policies and arrangements.	<ul style="list-style-type: none"> • The number of people likely to queue on or in the vicinity of the premises • The location, direction and method of queuing and crowd control used • The proximity of local residents and businesses that may be affected • The provision of and degree to which any queue is marshalled by door supervisors / stewards • The provision of physical aids (e.g. suitable barriers / guides) • The briefing / training of staff (including any door supervisors) to a level commensurate with their role and responsibilities in the effective monitoring and enforcement of any queuing policies / arrangements • The provision of suitable and sufficient signage advising of queuing arrangements and any associated admissions / refusal of entry and / or re-entry policies at the entrance(s) to the premises • Time at which last entry to the premises will be permitted • Re-entry arrangements for customers who leave the premises for smoking 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(15)	Sanitary accommodation.	<ul style="list-style-type: none"> • Location • Quantity • Type • Signage • Cleaning and maintenance • Measures to reduce likelihood of drug use • Regular checks for cleanliness, signs of drug use etc. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(16)	Waste / litter	<ul style="list-style-type: none"> • Likely causes of waste (e.g. smoking, food / drink containers) 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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	control.	<ul style="list-style-type: none">• Cleaning of the area, including in the vicinity of the premises & emptying of waste receptacles (during opening hours and on closure)• Litter and/or spillages likely to cause a hazard (e.g. slips or tripping, needles and sharps)• Type, location and quantity of receptacles for litter and waste• Notices to encourage responsible disposal of litter				
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ANNEX 2

COUNCIL MEETING – 2ND JULY 2026

AGENDA ITEM NO. 5 (2)

APPOINTMENT OF CHAMPION ROLES

A report from the meeting of the Licensing and Corporate Business Committee held on 16th June 2026

SUMMARY

Champions are elected members who are appointed by the full Council to act as advocates or spokespeople for themes or topics which support the Council in delivering its functions.

Further to recent changes agreed by the Council at its meeting on [19th March 2026](#), Champion roles are non-executive non-political roles, and this report sets out the recommendation of the Licensing and Corporate Business Committee for appointments to the following Champion Roles:

- Pride in Place for 2026/27
- Armed Forces Covenant for two years from 2026/27

At its meeting on [16th June 2026](#), the Licensing and Corporate Business Committee considered the nominations, and the proposed terms of reference for each of the Champion Roles for 2026/27 (copy attached at Appendices 1 and 2). Nominations were considered by the Committee following a call for expressions of interest and supporting statements, and in accordance with the new guidance note for Champions (copy attached at Appendix 3),

For the Pride in Place Champion, there was one nomination for the current serving Champion. However, for the Armed Forces Covenant Champion, there were two nominations with both demonstrating a link to armed forces, strong interest in the role and a willingness to work cross-party. Following deliberation, the Committee's recommendation to Council is set out below.

Champions will be asked to provide the Licensing and Corporate Business Committee with a periodic summary report of their activities, engage with the Leader of the Council/relevant Portfolio Holder, and discuss any activities that require budget allocation.

RECOMMENDATION That:

(1) Cllr Lisa Greenway be appointed as Champion for Pride in Place for the 2026/27 Municipal Year with terms of reference as set out in Appendix 1; and

(2) Cllr Steve Masterson be appointed as Champion for Armed Forces Covenant for two years from June 2026 with terms of reference for the 2026/27 Municipal Year as set out in Appendix 2.

CLLR SARAH SPALL
CHAIR OF LICENSING & CORPORATE BUSINESS COMMITTEE

**Pride of Place Champion
Role and Priorities 2026/27**

Purpose: To develop a sense of pride in place within the community to deliver a promise for cleaner streets.

Role:

- (1) Work with the Council's Operations and Communications teams
- (2) Promote engagement with schools and educational institutions across the Borough
- (3) Work to improve the awareness of residents, Members and Officers of Pride of Place in the Borough
- (4) Report back regularly to the Council via the Licensing and Corporate Business Committee on plans, projects and activities

Champion Priorities in 2026/27

- (1) Continue to develop and expand a sustainable community engagement model focused on delivering "Pride of Place" across the Borough of Rushmoor.
- (2) Develop and deliver a borough-wide litter picking campaign, culminating in participation in Keep Britain Tidy's Great British Spring Clean in March 2027
- (3) Deliver a creative place-enhancement programme that improves the visual appearance of public spaces, fosters community pride, and contributes to a more attractive and welcoming environment across the Borough.

**Armed Forces Covenant Champion
Roles and Priorities 2026/27**

Purpose: Promote the objectives of the Armed Forces Covenant on behalf of the Council through local action and by building connections between the Military and civilian communities.

Role:

- (1) Ensure that Council Services reflect the principles of the Armed Forces Covenant
- (2) Act as a conduit for all parts of the military community, including veterans, who are looking for assistance from the Council
- (3) Understand the needs of the local military community and act as a signpost and interface between the military and the community
- (4) Brief and raise awareness of the role of the champion and the objectives of the Covenant to Elected Members and staff
- (5) Support events held by and for the military community
- (6) Report back regularly to the Council via the Licensing and Corporate Business Committee.

Champion Priorities in 2026/27/28

- (1) Advocate for the local Armed Forces community and build relationships with Rushmoor, building on the legacy of the National Armed Forces Day event in Rushmoor
- (2) Actions to maintain the organisation as one that aims to be at the Gold Award Standard in the Defence Employer Recognition Scheme.
- (3) Deliver an initiative to support Cadets Week in October 2026
- (4) Continue to advocate for the Armed Forces Covenant and support the covenant partnership arrangements in North Hampshire.
- (5) Action to support a North Hampshire Armed Forces Covenant Conference in 2027
- (6) Conduct an armed forces community survey to gain insight into how members of the Armed Forces community experience council services and identify where small realistic improvements can be made.

13. CHAMPIONS GUIDANCE NOTE

1. Introduction

“Champions” are elected members of the Council appointed to act as advocates or spokespeople for particular themes or communities which should be of interest to the Council in delivering its functions.

The Council will have a standing ‘Champion for Armed Forces Covenant’ who shall be appointed for a two-year period or until vesting day in the case of local government reorganisation falling within two-years from the date of appointment.

Other additional Champion Roles appointed in any year should be:

- discussed first with the Leader of the Council taking account of Council priorities and Portfolio responsibilities
- cross cutting and represent a sustainable corporate priority which supports the Council’s Delivery Plan
- clearly defined: not open-ended

The Council shall have a maximum of three Champion roles, in receipt of a special responsibility allowance, at any one time.

2. Responsibility for appointment of Champions

The full Council has responsibility for approving which champion roles the Council will have, and Champions’ terms of reference/objectives.

The Council will confirm appointments to Champion roles, on the recommendation of the Licensing and Corporate Business Committee (LCB). The LCB Committee will be responsible for considering nominations and recommending terms of reference to accompany the roles.

The Council shall also have powers to dismiss Champions.

Shadow Champions shall not be appointed.

3. Nominations – Expressions of Interest

Nominations for roles to be sought in advance and discussed with Group Leaders and Managing Director and Monitoring Officer in advance of a report to the Licensing and Corporate Business Committee.

When expressions of interest in a Champion role are invited, interested Members should be encouraged to say how they see the role and their ideas to enable an individual element and enthusiasm to be brought to the role.

Members can make suggestions for Champion roles, which they believe they could fulfil, for consideration by the Licensing and Corporate Business Committee.

4. Purpose and remit of the Champion role

The Champion acts in an advocacy and advisory capacity and has no decision-making powers. The Champion will ensure that any recommendations for actions arising from the role are referred to the relevant Cabinet Member or Committee Chair and supporting officers.

The Champion will be supported by a lead officer as well as the Senior Leadership Team and will be provided with sufficient access to information, briefings and meetings to enable them to make a meaningful contribution in their Champion role.

The following is a general role description for Champions. In addition, topic specific plans may supplement this:

- To raise the profile of the area of interest/issue with elected members, officers and local communities
- To provide positive support in driving forward the Council's objective on the issue
- To promote effective communication and positive working relationships both within the Council and with community groups and other stakeholders
- To foster cross-party co-operation on the issue

Champion for Armed Forces Covenant and Mayor

The focus of the Champion for the Armed Forces Covenant is to promote the Armed Forces Covenant and actions to deliver the covenant, which is distinct from the role of the Mayor who represents the Borough at civic military/community functions and events.

5. Eligibility and term of office

Champion roles are open to all Members but should not be Cabinet Members or the Mayor, or Deputy Mayor, or the Chair of the Licensing and Corporate Business Committee.

Roles should be allocated based on 'best fit' based on previous experience, skills and interest for the role, and with reference to the person specification in para. 7 below.

The Armed Forces Covenant Champion will be appointed for two years.

Other Champions will be appointed for one year (or for the remainder of a civic year) and may be re-appointed the following year.

6. Reporting and accountability

Champions shall be asked to provide the Licensing and Corporate Business Committee with a periodic summary report of their activities.

Champions will be expected to engage with the Leader of the Council/relevant portfolio holder, and to discuss activities that require budget allocation.

7. Person Specification

Within the Council:

Understanding of the area of interest being championed in terms of council strategies and policy, good practice, improvement and national agendas and the needs of the client group.

Ability to engage with a range of members and officers around the issue and listening to requirements.

Ability to advocate on behalf of the issue/area of interest within the Council

In the Community:

Understanding of the needs of the community in relation to the topic

Ability to engage with residents and community groups in matters related to the topic

Ability to lead and support local initiatives related to the interest

Ability to represent the position of the council to the community in relation to the interest.

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CABINET

Report of the meeting held on Tuesday, 17th March, 2026 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Gareth Williams, Leader of the Council
Cllr Sophie Porter, Deputy Leader and Healthy Communities & Active Lives Portfolio Holder

Cllr Gaynor Austin, Finance & Resources Portfolio Holder
Cllr Keith Dibble, Housing & Planning Portfolio Holder
Cllr Christine Guinness, Pride in Place / Neighbourhood Services Portfolio Holder
Cllr Julie Hall, Economy, Skills & Regeneration Portfolio Holder

The Cabinet considered the following matters at the above-mentioned meeting. All executive decisions of the Cabinet shall become effective, subject to the call-in procedure, from **30th March, 2026**.

76. **DECLARATIONS OF INTEREST –**

Having regard to the Council's Code of Conduct for Councillors, no declarations of interest were made.

77. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 3rd March, 2026 were confirmed and signed by the Chair.

78. **BUDGET MANAGEMENT - MONTH 10 –**

(Cllr Gaynor Austin, Finance & Resources Portfolio Holder)

The Cabinet considered Report No. FIN2611, which set out an update on the Council's forecasted financial position for 2025/26, as at the end of January, 2026.

Members were reminded that the Council had a statutory obligation to set and maintain a balanced budget. It was reported that, in February 2025, the Council had identified a significant challenge to its future financial sustainability. Members were informed that the forecast outturn for 2025/26 was on track, with the full £1.8 million savings requirement achieved. The report set out a number of key service variations, mostly where service budgets had been underspent. It was confirmed that, overall, the financial position over the period of the Medium Term Financial Strategy continued to be challenging, with progress being made. Officers would continue to monitor the situation closely and would provide regular updates to Members.

The Cabinet was pleased with the progress that had been made in addressing the Council's challenging financial position.

The Cabinet RESOLVED that

- (i) the revenue budget forecast, as set out in Section 3 of Report No. FIN2611, be noted;
- (ii) the write offs, as set out in Section 4 of the Report, be approved; and
- (iii) the capital budget forecast, as set out in Section 5 of the Report, be noted.

79. **BUSINESS RATES - SUPPORTING SMALL BUSINESS RATES RELIEF 2026 AND PUBS AND LIVE MUSIC VENUE RELIEF 2026/27 –**
(Cllr Gaynor Austin, Finance & Resources Portfolio Holder)

The Cabinet considered Report No. FIN2612, which set out two new schemes of relief that had been announced by the Government in relation to business rates payable by small businesses and pubs and live music venues.

Members were informed that Supporting Small Business Rates Relief Scheme would provide support to businesses experiencing significant increases in business rates payable as a result of the national 2026 Non-Domestic Rating Revaluation. The Pubs and Live Music Venues Relief Scheme would provide support to eligible premises in the form of a 15% relief on 2026-27 liabilities. Both reliefs would be delivered using the Council's Discretionary Relief Powers, under Section 47 of the Local Government Finance Act 1988 and it was confirmed that the Council would be reimbursed for all relief awarded under these schemes.

The Cabinet RESOLVED that

- (i) the adoption of the local Supporting Small Business Rates Relief Policy for reducing business rates liability, as set out in Report No. FIN2612, be approved;
- (ii) the adoption of the local Pubs and Live Music Venues Relief 2026/27 Policy, as set out in the Report, be approved; and
- (iii) the Finance & Resources Portfolio Holder, in consultation with the Revenue Manager (Council Tax and Business Rates), be authorised to determine the awards of relief and to resolve any disputes regarding eligibility for Support Small Business Rates Relief and Pubs and Live Music Venues Relief.

80. **COMMUNITY IMPACT REPORT - GRANT SCHEMES –**
(Cllr Sophie Porter, Healthy Communities & Active Lives Portfolio Holder)

The Cabinet considered Report No. ED2604, which set out an overview of the Pride in Place and Supporting Communities grants for the 2024/25 financial year.

Members were informed that the purpose of the report was to show the impact of the funded projects and to demonstrate how the grants had contributed to the delivery of the Council's priorities.

The Cabinet was pleased that the grants had had a demonstrable effect within the local community and expressed thanks to the Community Team that had administered the schemes.

The Cabinet NOTED the findings of Report No. ED2604, along with the published annual reports, which showcased the grant recipients, the outcomes achieved through the grants and the impact on the local community.

81. **REVIEW OF THE COUNCIL'S STATEMENT OF LICENSING POLICY IN RESPECT OF THE LICENSING ACT 2003 –**
(Cllr Christine Guinness, Pride in Place / Neighbourhood Services Portfolio Holder)

The Cabinet considered Report No. OS2607, which set out changes to the Council's Statement of Licensing Policy in respect of the Licensing Act 2003

Members were advised that a review of the Statement of Licensing Policy document was now overdue and had been carried out in light of changes to legislation and guidance. It was confirmed that a public consultation exercise had been carried out, as required by legislation. Comments received as a result of the exercise had been considered and, where appropriate, amendments had been made to the proposed Statement of Licensing Policy. Furthermore, it was explained that the consultation exercise had included reference to the introduction of a proposed cumulative impact policy for Aldershot town centre and that this option had received support.

In discussing the proposed changes, Members felt that the proposed changes would enable the Licensing Objectives to be upheld effectively.

The Cabinet RECOMMENDED TO THE COUNCIL that the proposed policy and cumulative impact assessment, as set out in Report No. OS2607, be approved with immediate effect.

82. **RUSHMOOR BOROUGH COUNCIL ASSET MANAGEMENT STRATEGY (LAND AND BUILDINGS) AND COMMUNITY RENTS AND SUBSIDY POLICY –**
(Cllr Julie Hall, Economy, Skills & Regeneration Portfolio Holder)

The Cabinet considered Report No. PG2604, which set out a proposed Asset Management Strategy (AMS) for the Council.

Members were informed that the purpose of the AMS was to provide a clear corporate framework for the management of the Council's land and buildings estate. Another function of the AMS was to align estate decisions with the Council's Delivery Plan, financial sustainability objectives and risk appetite. This update of the AMS was introducing a structured categorisation of assets, a governance framework for estate decisions and a financial and performance monitoring approach to support transparency and accountability. Also included in the report was a revised Community Asset Rents and Subsidy Policy for approval. This sought to address community concerns around the increase of rents in respect of community-based organisations and would ensure that the Council was not reducing rents to an uneconomical level.

The Cabinet expressed gratitude for the work that had been carried out in reviewing this important element of the Council's operations.

The Cabinet RESOLVED that

- (i) the Asset Management Strategy (AMS), as set out in Appendix 1 of Report No. PG2604, be approved;
- (ii) the supporting governance and financial framework, as set out in Appendices A to C of the AMS, be approved;
- (iii) the relevant Executive Head, in consultation with the Portfolio Holder and relevant statutory officer, be authorised to make minor amendments to the AMS to reflect legislative, financial or organisational changes; and
- (iv) the Community Asset Rent and Subsidy Policy, as set out in Appendix D of the AMS, be approved.

83. EXCLUSION OF THE PUBLIC –

RESOLVED: That, taking into account the public interest test, the public be excluded from the meeting during the discussion of the under mentioned items to avoid the disclosure of exempt information within the paragraphs of Schedule 12A to the Local Government Act, 1972 indicated against the items:

Minute No.	Schedule 12A Para. Nos.	Category
84	1,3 & 4	Information relating to an individual, financial or business affairs or labour relations
85	3	Information relating to financial or business affairs

**THE FOLLOWING ITEMS WERE CONSIDERED
IN THE ABSENCE OF THE PUBLIC**

84. STRATEGIC MANAGEMENT ARRANGEMENTS –
(Mr Ian Harrison, Interim Managing Director)

The Cabinet considered Exempt Report No. MD2601, which set out an update on work underway to put in place new strategic management arrangements.

Members were informed that these new arrangements would enable the Council to maintain services, ensure that the Council Delivery Plan 2026-28 was delivered, the Council's financial positions were appropriately overseen and to manage the impact of Local Government Reorganisation (LGR). The exempt report set out the work undertaken to date and the next steps for ensuring that appropriate management structures were implemented with the minimum of disruption, recognising the multiple pressures facing the Council's workforce.

The Cabinet was satisfied that the proposals set out provided the best option to enable the Council to tackle the current significant challenges.

The Cabinet NOTED

- (i) the work undertaken to date and the next steps to put in place new strategic management arrangements for the Council, as set out in Exempt Report No. MD2601;
- (ii) that the Council's Licensing and Business Committee would be requested to:
 - approve a further extension to Ian Harrison's appointment as Interim Managing Director and Head of Paid Service until 31st August, 2026;
 - recommend to the Council that Ian Harrison, Interim Managing Director, continue to be designated as the Council's Head of Paid Service until 31st August, 2026, the role to include the statutory responsibilities of Electoral Registration Officer and Returning Officer; and
 - recommend to the Council the position of Executive Head of Governance & Law as the Council's designated Monitoring Officer.

85. **DISPOSAL OF NO. 101 HAWLEY LANE, FARNBOROUGH –**
(Cllr Julie Hall, Economy, Skills & Regeneration Portfolio Holder)

The Cabinet considered Exempt Report No. PG2608, which provided an update in relation to the Council's disposal of the freehold interest in No. 101 Hawley Lane, Farnborough following revised terms.

Members were reminded that this disposal had been approved by the Cabinet at its meeting on 16th September, 2025. It was reported that, during the due diligence process, a number of additional cost items and risks with the site development had been identified by the purchaser. This had resulted in a revised offer that was lower than the previously agreed level.

The Cabinet expressed support for the proposed approach to accept this lower offer on the basis that it still represented the best value to the Council in relation to this site.

The Cabinet RESOLVED that

- (i) in principle and subject to final legal due diligence, the disposal of the freehold interest in No. 101 Hawley Lane, Farnborough, as set out in Exempt Report No. PG2608, be approved;
- (ii) in principle and subject to final legal due diligence, the disposal of the St. John's Ambulance freehold linked to the disposal of the freehold interest in No. 101 Hawley Lane, Farnborough, as set out in the Exempt Report, be approved; and
- (iii) the Executive Head of Property and Growth, in consultation with the Executive Head of Finance, Monitoring Officer and Corporate Manager – Legal Services and the Economy, Skills & Regeneration Portfolio Holder, be authorised to confirm the final terms of the disposal.

The Meeting closed at 7.53 pm.

CABINET

Report of the meeting held on Tuesday, 21st April, 2026 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Gareth Williams, Leader of the Council
Cllr Sophie Porter, Deputy Leader and Healthy Communities & Active Lives Portfolio Holder

Cllr Keith Dibble, Housing & Planning Portfolio Holder
Cllr Christine Guinness, Pride in Place / Neighbourhood Services Portfolio Holder
Cllr Julie Hall, Economy, Skills & Regeneration Portfolio Holder

An apology for absence was submitted on behalf of Councillor Gaynor Austin.

The Cabinet considered the following matters at the above-mentioned meeting. All executive decisions of the Cabinet shall become effective, subject to the call-in procedure, from **5th May, 2026**.

86. **DECLARATIONS OF INTEREST –**

Having regard to the Council's Code of Conduct for Councillors, no declarations of interest were made.

87. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 17th March, 2026 were confirmed and signed by the Chair.

88. **ARMED FORCES DAY NATIONAL EVENT 2026 - UPDATE –**

(Cllr Sophie Porter, Healthy Communities & Active Lives Portfolio Holder)

The Cabinet considered Report No. ED2605, which set out an update on progress with planning for the Armed Forces Day National Event 2026, along with a revised budget position that was required to ensure the safe and successful delivery of the event.

Members were reminded that the Council, working in partnership with the Ministry of Defence and local shareholders, had secured the opportunity to host this prestigious event, bringing significant economic, social and community benefits to the Borough. The Cabinet, at its meeting in November, 2025, had agreed to underwrite the cost of the event and had approved proposals for seeking sponsorship to cover the costs of running the event. Members were informed that, as the Council had gained a clearer understanding of the scale, security and specialist infrastructure required to deliver an event of national significance to the expected standard, it had become clear that the budget would need to be updated to more accurately reflect the operational, safety and logistical demands involved. It was confirmed that considerable commercial sponsorship and in-kind support had

already been secured, with further opportunities being actively pursued to close the current funding gap between income and expenditure.

The Cabinet expressed strong support for the hosting of this event, which Members considered would be of significant benefit to the Borough.

The Cabinet RESOLVED that

- (i) the current financial position, as set out in Report No. ED2605, be noted and the underwriting of the current budget gap of £243,250 be approved, to be funded from any remaining balances in the events budget, the community recovery fund and the stability and resilience reserve;
- (ii) the proposals for seeking additional commercial income to cover the remaining costs and to close the budget gap, as set out in the Report, be approved; and
- (iii) the Cabinet should be informed of the projected net cost as the project progresses, with any requests for additional funding being made to the Cabinet before committing expenditure, including how expenditure would be funded.

89. **FARNBOROUGH CIVIC QUARTER - STRATEGIC REVIEW –**
(Cllr Julie Hall, Economy, Skills & Regeneration Portfolio Holder)

The Cabinet considered Report No. REG2602, which set out the background and reasons for carrying out a Strategic Delivery Review of the Farnborough Civic Quarter (FCQ) project.

Members were reminded that, at its meeting in February, 2023, the Council's Development Management Committee had approved an outline permission in relation to the Farnborough Civic Quarter Masterplan. Unfortunately, since that time, a number of underlying parameters had shifted and this had impacted negatively the viability of the scheme in the current economic climate. It was proposed, therefore, that the Council should commission a Strategic Delivery Review to inform regeneration activity on the FCQ. The Cabinet was informed that this proposal was being made to comply with the requirements of the Council's Delivery Plan and that completing the Strategic Delivery Review would enable the Council to manage the risks around the FCQ and would increase the likelihood of successful delivery within the resources available.

During discussions, Members noted the importance of this site in relation to the Council's housing delivery programme and support was expressed for the suggested approach of commissioning a Strategic Delivery Review.

The Cabinet RESOLVED that the provision of a budget of £98,000 to carry out the review be approved, to be funded from the Stability and Resilience Reserve.

90. **STRATEGIC MANAGEMENT ARRANGEMENTS –**
(Cllr Gareth Williams, Leader of the Council)

The Cabinet considered Report No. MD2602, which set out proposed changes to the Council's management arrangements.

Members were informed that these new arrangements would enable the Council to maintain services, ensure that the Council Delivery Plan 2026-28 was delivered and support the delivery of Local Government Reorganisation (LGR). The proposed strategic management structure set out in Appendix 2 of the Report would seek to strengthen capacity and to support the Head of Paid Service and the LGR process and to ensure that the organisation continued to function effectively, recognising the significant draw of resources towards LGR activity. The report set out several proposed changes, which included the establishment of a new director-level role of Chief Operating Officer, to be recruited internally and appointed to by a Member panel.

The Cabinet was satisfied that the proposals set out provided the best option to enable the Council to tackle the significant challenges it faced in the lead-in to the implementation of LGR.

The Cabinet RESOLVED that

- (i) the proposed strategic management arrangements for the Council, as set out in Appendix 2 of Report No. MD2602, be endorsed, noting that these would be reported to the Council on 2nd July, 2026, in line with Section 11.3 of the Council's Constitution;
- (ii) given the demands relating to Local Government Reorganisation, the appointment of the new chief officer post of Chief Operating Officer as soon as practicable, in line with the process set out in Paragraph 2.8, be noted, with an appointment panel consisting of four Members, including the Corporate Services Portfolio Holder and the Leader of the Council, having been established by the Interim Managing Director to undertake this appointment; and
- (iii) at the request of the Leader of the Council, the Licensing and Corporate Business Committee being requested to establish an assessment panel to consider the permanent appointment of the Council's Head of Paid Service be noted, with the panel to include the Leader of the Council, the Corporate Services Portfolio Holder and the Leaders of other political groups.

91. **DECISION MADE UNDER URGENCY PROVISIONS - COUNCIL TAX SECOND HOME PREMIUM –**
(Cllr Gaynor Austin, Finance & Resources Portfolio Holder)

The Cabinet received a Record of Executive Decision, which set out a decision made under urgency powers on 20th March, 2026 by the Executive Director to set aside the implementation of the Council's Council Tax Second Home Premium.

The Record explained that there had been process errors made by officers in the setting of the premium and that statutory guidance had not been followed correctly. It was explained to Members that the decision had been made under urgency powers contained within Part 4 of the Council's constitution and that it was for this reason that the matter had been presented to the Cabinet for noting.

The Cabinet NOTED the action taken, as set out in the Record of Executive Decision dated 20th March, 2026.

The Meeting closed at 7.28 pm.

CABINET

Report of the meeting held on Tuesday, 2nd June, 2026 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Gareth Williams, Leader of the Council

Cllr Keith Dibble, Housing, Planning & Property Portfolio Holder

Cllr Christine Guinness, Pride in Place / Neighbourhood Services Portfolio Holder

Cllr Julie Hall, Economy, Skills & Regeneration Portfolio Holder

Apologies for absence were submitted on behalf of the Deputy Leader of the Council (Cllr Sophie Porter) and Cllr Gaynor Austin.

The Cabinet considered the following matters at the above-mentioned meeting. All executive decisions of the Cabinet shall become effective, subject to the call-in procedure, from **15th June, 2026**.

92. **DECLARATIONS OF INTEREST –**

Having regard to the Council's Code of Conduct for Councillors, no declarations of interest were made.

93. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 21st April, 2026 were confirmed and signed by the Chair.

94. **COUNCIL PLAN AND RISK REGISTER QUARTERLY UPDATE AND YEAR END 2025/26 –**

(Cllr Gareth Williams, Leader of the Council)

The Cabinet received Report No. ED2606, which set out the performance monitoring information for the Council Delivery Plan and key service measures for the fourth quarter and end of year of 2025/26. Members were informed that key projects and activities from the Council Plan and key service indicators and measures used by the Council to monitor how the Council runs services were included in the report. The Cabinet heard that the Council's Corporate Risk Register identified factors that could impact on the future delivery of the Council's services and key priorities. A summary of those risks was provided in the report for discussion.

In discussing the report, Members were satisfied that good progress had been made by the Council towards delivering the Council Delivery Plan and that the Risk Register represented an accurate summary of the most significant risks faced by the Council.

The Cabinet RESOLVED that

- (i) the progress made towards delivering the Council Delivery Plan and the

latest performance information in relation to Council services, as set out in Report No. ED2606, be noted; and,

- (ii) the changes to the Corporate Risk Register, as set out in Section 6 of the Report, be approved.

95. **ALDERSHOT AND FARNBOROUGH (RUSHMOOR BOROUGH) LOCAL PLAN SCOPING CONSULTATION –**
(Cllr Keith Dibble, Housing, Planning & Property Portfolio Holder)

The Cabinet considered Report No. PG2610, which set out the next stage in relation to the production of a new local plan for Rushmoor.

Members were informed that, in order to comply with Local Plan Regulations, it would be necessary to carry out a scoping consultation exercise. It was proposed that this would run for six weeks between 19th June and 31st July, 2026. The consultation would combine online and in person engagement and would focus on what the local plan should include and how future engagement should be carried out.

In discussing the report, Members expressed support for the proposed approach and requested to be informed if consultation responses were low in any particular area or demographic. In response, it was confirmed that there would be a review halfway through the exercise and that any such discrepancies would be identified and communicated to Members.

The Cabinet RESOLVED that

- (i) the undertaking of the scoping consultation, as set out in Report No. PG2610, be approved;
- (ii) the Executive Head of Property and Growth be authorised to finalise the Sustainability Appraisal/Strategic Environmental Assessment Scoping and Habitats Regulations Assessment Pre-Screening for consultation; and
- (iii) the Executive Head of Property and Growth, in consultation with the Housing, Planning & Property Portfolio Holder, be authorised to finalise the Consultation and Engagement Strategy following the scoping consultation to reflect the feedback received.

96. **ARMED FORCES DAY NATIONAL EVENT 2026 - UPDATE –**
(Cllr Sophie Porter, Healthy Communities & Active Lives Portfolio Holder)

The Cabinet considered Report No. ED2608, which set out an update on progress with planning for the Armed Forces Day National Event 2026, along with a revised budget position that was required to ensure the safe and successful delivery of the event.

Members were reminded that the Council, working in partnership with the Ministry of Defence and local shareholders, had secured the opportunity to host this prestigious event, bringing significant economic, social and community benefits to the Borough. The Cabinet, at its meeting in November, 2025, had agreed to

underwrite the cost of the event and had approved proposals for seeking sponsorship to cover the costs of running the event. The Cabinet had received a further report in April, 2026 which had set out revised cost projections and Members had agreed to underwrite an anticipated budget gap. Since this time, planning had progressed further and Police and Armed Forces leads had become more involved and this had resulted in a more thorough understanding of the safety, security and specialist infrastructure that was required to deliver an event of national significance. This has resulted in an updated forecast budget that more accurately reflected the safety and logistical demands involved. It was reported that considerable commercial sponsorship and in-kind supports had already been secured, with further opportunities still being actively pursued. At the time of writing, however, there was a funding gap between current income and expenditure of around £431,736, which the Council would need to underwrite for the event to be delivered.

The Cabinet continued to express strong support for this event, which Members considered would be of significant benefit to the Borough, despite the costs escalating to a level considerably higher than was indicated when the Council initially discussed the possibility of hosting the event.

The Cabinet RESOLVED that

- (i) the current financial position, as set out in Report No. ED2608, be noted and the underwriting of the current budget gap of £431,736 be approved, to be funded from any forecast underspend in the events budget, broader service budget savings, the community recovery fund and, as a last resort, the stability and resilience reserve;
- (ii) the adding of a contingency of 10% to the forecast event budget be approved;
- (iii) the proposals for seeking additional commercial income to cover the remaining costs and to close the budget gap, as set out in the Report, be noted; and
- (iv) officers be requested to identify options to achieve the required level of savings following the budget outturn, Medium Term Financial Strategy review and final event account.

97. APPOINTMENTS TO CABINET WORKING GROUPS 2026/27 –

The Cabinet RESOLVED that

- (i) the following Cabinet Working Groups be appointed for the 2026/27 Municipal Year based on the memberships as set out below:

(1) Local Government Reorganisation (LGR) Working Group

Leader of the Council
(Cllr Gareth Williams)

Deputy Leader of the Council
(Cllr Sophie Porter)

One Labour Member
(Cllr Tom Day)

Two Conservative Members
(Cllrs Steve Harden and Gareth Lyon)

One 'Others' Group Member
(Cllr Craig Card)

One Reform Member
(Cllr Kevin Betsworth)

(2) Strategic Housing and Local Plan Working Group

Cabinet Member with responsibility for the Local Plan
(Cllr Keith Dibble)

Chairman of Development Management Committee
(Cllr Calum Stewart)

Economy, Skills & Regeneration Portfolio Holder
(Cllr Julie Hall)

Chairman or Vice-Chairman of Policy and Project Advisory Board
(Cllr Tom Day)

One 'Others' Group Member
(Cllr Leola Card)

Two Conservative Members
(Cllrs Jib Belbase and Steve Masterson)

One Reform Member
(To be confirmed)

(3) Member Development Group

Portfolio Holder with responsibility for Member Development
(Cllr Sophie Porter)

Two Labour Members
(Cllrs Bill O'Donovan and Rhian Jones)

One Conservative Member
(Cllr Sue Carter)

One 'Others' Group Member
(Cllr Halleh Koohestani)

One Reform Member
(To be confirmed)

(4) **SERCO Waste Contract Extension Group**

Pride in Place / Neighbourhood Services Portfolio Holder
(Cllr Christine Guinness)

Cabinet Champion for Pride in Place
(Cllr Lisa Greenway)

One Labour Member
(Cllr Tom Day)

Two Conservative Members
(Cllrs Steve Harden and Martin Tennant)

One 'Others' Group Member
(Cllr Leola Card)

One Reform Member
(Vacancy)

(5) **National Armed Forces Day Working Group**

Healthy Communities & Active Lives Portfolio Holder
(Cllr Sophie Porter)

Two Labour Members
(Cllrs Lisa Greenway and Dhan Sarki)

Two Conservative Members
(Cllrs Steve Masterson and Martin Tennant)

One 'Others' Group Member
(Cllr Leola Card)

One Reform Member
(Vacancy)

- (ii) the Corporate Manager - Democracy, in consultation with Group Leaders, be authorised to finalise the named appointments to the Groups as required.

98. **EXCLUSION OF THE PUBLIC –**

RESOLVED: That, taking into account the public interest test, the public be excluded from the meeting during the discussion of the under mentioned item to avoid the

disclosure of exempt information within the paragraph of Schedule 12A to the Local Government Act, 1972 indicated against the item:

Minute No.	Schedule 12A Para. No.	Category
99	3	Information relating to financial or business affairs

**THE FOLLOWING ITEM WAS CONSIDERED
IN THE ABSENCE OF THE PUBLIC**

99. **PROPOSED SURRENDER OF LEASE - BRIDGE HOUSE, EELMOOR ROAD, FARNBOROUGH –**
(Cllr Keith Dibble, Housing, Planning & Property Portfolio Holder)

The Cabinet considered Exempt Report No. PG2611, which sought approval to agree a strategy for the lease at Bridge House, Eelmoor Road, Farnborough.

Members were reminded that the Council had purchased Bridge House in 2019 as an investment property to generate income to support the Council's revenue account. The Cabinet was informed that the current tenant had expressed a wish to exit the lease early and this would provide the Council with the opportunity to address dilapidations issues and consider the future of this asset in the context of a wider review of its commercial investment portfolio. The exempt report set out details of the proposed lump sum settlement that had been negotiated in respect of the early surrender of the lease.

The Cabinet expressed support for the proposed approach as being the best available to the Council at the current time.

The Cabinet RESOLVED that

- (i) in principle and subject to legal documentation, the early surrender of the lease in respect of Bridge House, Eelmoor Road, Farnborough, as set out in Exempt Report No. PG2611, be approved, on the basis of a negotiated lump sum settlement for the figure set out in the Exempt Report;
- (ii) the Executive Head of Property and Growth, in consultation with the Executive Head of Finance and the Executive Head of Governance and Law, be authorised to confirm the final terms of the surrender and settlement;
- (iii) officers be authorised to attempt to relet the property whilst also putting the property up for sale with or without vacant possession; and
- (iv) a further detailed options appraisal be brought back to the Cabinet once feasible let and/or disposal options are secured.

The Meeting closed at 7.58 pm.

LICENSING AND CORPORATE BUSINESS COMMITTEE

Report of the meeting held on Thursday, 5th March, 2026 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Jacqui Vosper (Chair)
Cllr Sarah Spall (Vice-Chair)

Cllr C.W. Card
Cllr A.H. Crawford
Cllr Jules Crossley
Cllr P.J. Cullum
Cllr Rhian Jones
Cllr Bill O'Donovan

Apologies for absence were submitted on behalf of Cllrs Sue Carter, Lisa Greenway and P.G. Taylor.

Cllrs C.P. Grattan and S.J. Masterson attended the meeting as Standing Deputies.

8. MINUTES

The minutes of the meeting held on 15th January, 2026 were agreed and signed as a correct record of the proceedings.

9. PAY POLICY STATEMENT, GENDER PAY GAP AND ETHNICITY PAY GAP REPORT

The Committee considered the Executive Director's Report No. PEO2602, which sought approval for a Pay Policy Statement for 2026/27. The Pay Policy Statement set out the framework within which pay was determined within the Council and provided an analysis comparing the remuneration of Chief Officers with other employees of the Authority. The Report also set out the calculations of the Gender Pay Gap, which the Council was required to publish annually under the Equality Act 2010 (Specific Duties and Public Authorities Regulations 2017) and the Ethnicity Pay Gap, which was reported on for the first time.

The Committee noted that the comparisons looked at the ratio between the Managing Director and the full-time equivalent salary for a permanent member of staff employed in the lowest grade within the structure. The ratio for 2026/27 was 1:5.07. The second ratio included within the analysis looked at the relationship between the median remuneration of all staff compared to the Managing Director. The ratio for 2026/27 was 1:2.96. The recommendation of the Hutton Report (2010) was that public sector organisations should comply with a maximum pay multiple of 1:20. Rushmoor was well within this multiple.

The Committee noted that the mean Gender Pay Gap equated to 16.04%, as at 31st March 2025, with the average female salary being lower than the average male salary. The gap had increased from 12.75% in the previous year. The median gender pay gap equated to 13.17%, as at 31st March 2025, with the female median rate being lower than the male median rate. The gap had increased from 9.84% in the previous year. The Committee noted that, to address the gender pay gap, the new People Plan for 2026-2028 included further initiatives to encourage and support the personal development of employees, such as upskilling and mentoring opportunities as well as secondments, cross council project working and flexible working.

The Committee noted it was not mandatory for the Council to provide an Ethnicity Pay Gap report and it was being voluntarily reported on to demonstrate the Council's commitment to equality, diversity and inclusion. The Ethnicity Pay Gap was calculated by comparing the average pay of white employees, with that of employees from black and minority ethnic groups (BAME). The mean ethnicity pay gap equated to 9.5%, with the non-white average salary being lower than the average white salary, which represented a decrease of 3.2% from the previous year. The median ethnicity pay gap equated to 0.2% with the non-white median rate being lower than the white median rate, which represented a decrease of 5.1% from the previous year. The ethnicity pay gap would be reported retrospectively, as of the 31st of March, in any year. The Committee noted that whilst both the mean and medium ethnicity pay gaps had decreased, the Council would continue to review the ways they worked to encourage a more diverse and inclusive workforce. They would continue to review the recruitment, secondment and development processes and opportunities to address their commitment to be a more inclusive organisation.

During discussion, Members raised questions regarding the reasons for the increase in the gender pay gap and enquired about details of how the gap was being addressed by the Council. Members were informed that the recent decrease in females in the upper quartile (higher paid roles), who had not been replaced, and an increase in number of females joining the Council in the lower quartile (lower paid roles), had contributed to the gender pay gap increase. Members were advised that the People Plan included initiatives the Council were taking to address the gender pay gap, including secondments, mentoring opportunities, career pathway and upskilling support, flexible working and job-shares.

ACTION:

What	By Whom	When
Distribute information to Members, regarding the details of the increase in the gender pay gap.	Belinda Tam – Corporate Manager - People	Before the 4th June 2026 Committee meeting.
Outline how the Council's initiatives specifically focus on encouraging females to take up opportunities to strive for higher paid roles.	Belinda Tam – Corporate Manager - People	Before the 4th June 2026 Committee meeting.

The Committee

- (i) **RECOMMENDED TO THE COUNCIL** that approval be given to the Pay Policy Statement 2026/27, as set out in Appendix A of the Report;
- (ii) **RESOLVED** that the Gender Pay Gap calculations for 2024/25, as set out in the Report, be noted; and
- (iii) **RESOLVED** that the Ethnicity Pay Gap calculations for 2024/25, as set out in the Report, be noted.

10. **SELECTION OF MAYOR AND DEPUTY MAYOR 2026/27**

The Committee considered the Managing Director and Corporate Manager – Democracy’s Report No. DEM2602, which set out the outcome of the selection process for the Mayor and Deputy Mayor for the 2026/27 Municipal Year.

The Council had established a process and criteria for selecting the Mayor and Deputy Mayor which was adopted as part of the Council’s Constitution. In accordance with the procedure, the Managing Director wrote to all Councillors in December 2025 to invite expressions of interest in the role of Deputy Mayor for 2026/27, progressing to the position of Mayor in 2027/28.

The Committee was advised by the Corporate Manager – Democracy that the Deputy Mayor, Cllr Peter Cullum, had confirmed his wish to proceed through the normal progression to the position of Mayor for 2026/27.

It was reported that, for the position of Deputy Mayor, Cllr Akmal Gani had expressed his interest in the mayoralty role and, from amongst those who submitted their interest, was the councillor who best met the criteria by order of seniority and eligibility. By May 2026, Cllr Gani would have served for 4 years having been elected to Fernhill Ward in 2022. He was standing for re-election in May, and consequently it might be necessary to revisit the appointment following the election.

During discussion, Members supported the nominations and advised that the new Mayor and Deputy-Mayor be offered training to be prepared to Chair Council meetings.

The Committee **RECOMMENDED TO THE COUNCIL** that:

- (i) Cllr Peter Cullum be appointed as Mayor-Elect for the 2026/27 Municipal Year; and
- (ii) Cllr Akmal Gani be appointed as Deputy Mayor-Elect for the 2026/27 Municipal Year.

11. **UPDATES TO THE CONSTITUTION - MEMBER CHAMPIONS**

The Committee considered the Corporate Manager – Democracy’s Report No. DEM2603, which set out proposed updates to the Constitution in respect of Member Champions.

The Committee noted that arrangements for Cabinet Champion roles were first established by the Cabinet in 2018 as part of a review of portfolios carried out by the Leader at that time. The Champion roles were intended to enable capacity to ‘champion’ council plan priorities which were crosscutting of portfolios and to provide leadership development opportunities for Members who are not on the Cabinet.

The Committee were advised that the change to the make-up of the Council to no overall control had prompted further consideration about the Champion roles, and at its meeting on 4th December 2025, the Council agreed a Notice of Motion committing to the principle that the Champion roles should be non-executive, non-political roles, open to all councillors, with appointments made by the Council or a non-executive committee. The proposals had been considered and supported by the Constitution Working Group at its meeting on 12th January, 2026.

During discussion, Members raised questions regarding the name ‘Member Champions’, parameters for nomination, and the process of dismissing Champions if they failed to meet the expectations of the role.

The Committee were advised that the following additions would be included in the recommendation:

- The name Member Champions would be replaced by ‘Champions’.
- Any Member, excluding the Mayor, Deputy Mayor and Cabinet Members, could be nominated
- There would be no Shadow Champions.
- The Committee would have the authority to appoint and dismiss Champions.

The Committee **RECOMMENDED TO THE COUNCIL** that, subject to the additional points requested by the Committee, the updates to the Constitution to introduce new arrangements for Champion Roles, be approved.

12. **UPDATE ON POLLING PLACE - NORTH TOWN NB**

The Committee considered the Corporate Manager – Democracy’s Report No. DEM2605, which reports on a proposed change to the permanent polling place for North Town NB.

The Committee noted that, prior to 2022, the North Town Community Base was the permanent polling place for North Town NB polling district. When redevelopment work started on North Lane, it was necessary to change to an alternative polling place as the Community Base was unavailable. The polling place for North Town NB was temporarily located at the 1st Aldershot Scout Hut on Eastern Road until the redevelopment work was complete and the new North Town Community Centre built.

The new Community Centre was now open and available for use. The Elections Team had visited the new facility and, with agreement from the Returning Officer, it was considered to be ideal for use as a polling place for the local Elections in May

2026. The ward councillors and the county councillor for the area were consulted and were in support of the proposal to move back to the community centre. The change was also supported by the Elections Group at its meeting on 23rd February 2026. During discussion at the Elections Group, it was confirmed that additional information would be included with poll cards to advise electors of the change of polling place to the Community Centre along with information on the Elections web pages, to accompany the 'Check I'm registered' facility.

During the discussion, consideration was given to the new venue's accessibility; especially its parking arrangements.

ACTION:

What	By Whom	When
Check parking arrangements at the community centre.	Jill Shuttleworth – Corporate Manager - Democracy	Before the elections

RESOLVED: That the polling place for the North Town NB Polling District will return to the North Town Community Centre on North Lane, Aldershot.

13. EXCLUSION OF THE PUBLIC

RESOLVED: That, taking into account the public interest test, the public be excluded from the meeting during the discussion of the under mentioned item to avoid the disclosure of exempt information within the paragraph of Schedule 12A to the Local Government Act, 1972 indicated against the item:

Item No. Para. No. Category

7 1 Information relating to an individual

14. APPOINTMENT OF HONORARY ALDERMEN

The Committee considered the Corporate Manager – Democracy's Exempt Report No. DEM2605, which outlined nominations received for the conferment of the title of Honorary Alderman of the Borough.

RESOLVED: That Members had requested further information.

The meeting closed at 9.17 pm.

DEVELOPMENT MANAGEMENT COMMITTEE

Report of the meeting held on Wednesday, 11th March, 2026 at the Concorde Room, Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Thomas Day (Chair)
Cllr S.J. Masterson (Vice-Chair)

Cllr C.P. Grattan
Cllr Halleh Koohestani
Cllr Dhan Sarki
Cllr Calum Stewart
Cllr Jacqui Vosper

Apologies for absence were submitted on behalf of Cllrs Abe Allen, A.H Gani, Peace Essien Igodifo and Ivan Whitmee.

Cllrs A.H. Crawford and P.J. Cullum attended the meeting as a Standing Deputies.

Non-Voting Member

Cllr Keith Dibble (Housing & Planning Portfolio Holder) (ex officio)

45. DECLARATIONS OF INTEREST

There were no declarations of interest for this meeting.

46. MINUTES

The Minutes of the Meeting held on 19th November, 2025 were approved and signed as a correct record of proceedings.

It was noted that Cllr Peace Essien Igodifo had been absent from the last three meetings of the Development Management Committee on 8th October 2025, 19th November 2025 and 11th March 2026. The Committee were advised that Cllr Essien Igodifo had been contacted to establish the reasons for her absence, and the Committee would be updated at the next meeting.

47. REPRESENTATIONS BY THE PUBLIC

In accordance with the guidelines for public participation at meetings, the following representations were made to the Committee and were duly considered before a decision was reached:

Application No.	Address	Representation	In support of or against the application
25/00583/FULPP	Proposed New Farnborough Leisure Centre, Queensmead Car Park, Kingsmead, Farnborough	Ms Jenna Murray (agent)	In support
25/00583/FULPP	Proposed New Farnborough Leisure Centre, Queensmead Car Park, Kingsmead, Farnborough	Mrs Karen Edwards (applicant)	In support

48. **PLANNING APPLICATIONS**

RESOLVED: That

- (i) the following application be determined by the Executive Head of Property and Growth, in consultation with the Chairman, subject to the prior completion of a S106 legal agreement and the conditions as detailed in the report:

* 24/00583/FULPP Proposed New Farnborough Leisure Centre, Queensmead Car Park, Kingsmead, Farnborough

- (ii) the applications dealt with by the Executive Head of Property and Growth, where necessary in consultation with the Chairman, in accordance with the Council's Scheme of Delegation, more particularly specified in Section "D" of the Executive Head of Property and Growth's Report No. PG2605, be noted

- (iii) the current position with regard to the following applications be noted pending consideration at a future meeting:

21/00271/FULPP Block 3, Queensmead, Farnborough

23/00713/FUL Manor Park Cottage, St. Georges Road East, Aldershot

23/00794/REVPP Farnborough Airport, Farnborough

24/00237/FUL	Nos. 235-237 High Street, Aldershot
25/00537/OUTPP	Land at Cody Technology Park and Ball Hill, Farnborough
25/00615/REV	Farnborough Airport, Farnborough Road, Farnborough
25/00688/FULPP	Devereux House, 69 Albert Road, Farnborough

* The Executive Head of Property and Growth's Report No. PG2605 in respect of these applications was amended at the meeting.

49. **PROPOSED NEW FARNBOROUGH LEISURE CENTRE, QUEENSMEAD CAR PARK, KINGSMEAD, FARNBOROUGH - APPLICATION NO. 25/00583/FULPP**

The Committee considered the Executive Head of Property and Growth's Report No. PG2605 (as amended at the meeting) regarding the erection of a new leisure centre incorporating landscaping, play area, public realm, car and cycle parking, and associated works.

During discussion, it was requested that background documents, specifically regarding air quality findings from Environmental Health, would be shared with Members of the Committee.

ACTION

What	By whom	When
For background documents, including air quality findings, be shared with Members of the Committee.	Planning Department	Before the next Development Management Committee Meeting.

RESOLVED: That

- (i) the wording be amended to be more specific regarding 'payment of a financial contribution of £TBA towards Rushmoor LCWIP schemes in the vicinity of the site'; and
- (ii) the Executive Head of Property and Growth, in consultation with the Chairman, be authorised to GRANT planning permission, subject to a Section 106 Agreement.

50. **APPEALS PROGRESS REPORT**

The Committee received the Executive Head of Property and Growth's Report No. PG2606 concerning the following appeal decisions:

Application / Enforcement Case No.	Description	Decision
No. 70 Guildford Road East, Farnborough 25/00097/FULPP	An appeal against the refusal of planning permission for "Demolition of the existing workshop and erection of 3no 3-bed dwellings".	New appeal
No. 14 Victoria Road, Farnborough 25/00520/ADVPP	An appeal against the refusal of Advertisement Consent for "Display of one display board to the side elevation at first floor level".	Allowed

RESOLVED: That the Executive Head of Property and Growth's Report No. PG2606 be noted.

51. **PLANNING (DEVELOPMENT MANAGEMENT) SUMMARY**

The Committee received the Executive Head of Property and Growth's Report No. PG2607 (as amended at the meeting), which provided an update on the position with respect to achieving performance indicators for the Development Management Section of the Planning Service and the overall workload of the Section for the quarter from 1st October to 31st December, 2025 (Q3).

RESOLVED: That the Executive Head of Property and Growth's Report No. PG2607 be noted.

The meeting closed at 8.34 pm.

AUDIT AND GOVERNANCE COMMITTEE

Report of the meeting held on Wednesday, 25th March, 2026 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Bill O'Donovan (Chair)
Cllr P.J. Cullum (Vice-Chair)

Cllr C.W. Card
Cllr A.H. Crawford
Cllr Sarah Spall
Cllr P.G. Taylor
Cllr Jacqui Vosper

Apologies for absence were submitted on behalf of Cllr Sue Carter, Cllr C.P. Grattan, Cllr Ivan Whitmee and Cllr Becky Williams.

Cllr S.J. Masterson attended the meeting as a Standing Deputy.

22. MINUTES

The Minutes of the Meeting held on 28th January, 2026 were approved and signed as a correct record of proceedings.

23. INTERNAL AUDIT - AUDIT CHARTER AND AUDIT PLAN 2026/27

The Committee received the Head of Partnership's Report No. SIAP26/06, which set out the Internal Audit Charter and Internal Audit Plan for 2026/27.

The Committee heard from Neil Pitman, Southern Internal Audit Partnership (SIAP), who reported that the Internal Audit Charter and Internal Audit Plan 2026/27 were required by the Global Internal Audit Standards in UK Public Sector. The Internal Audit Charter was a formal document that included the internal audit function's mandate, organisational position, reporting relationships, scope of work, types of service, and other specifications. The Internal Audit Plan was a document, developed by the Chief Internal Auditor, that identified the engagements and other internal audit services anticipated to be provided during a given period.

The Internal Audit Charter was reported to the Audit and Governance Committee annually for review and approval. The proposed risk based Internal Audit Plan had been developed at a strategic level providing a value adding, and proportionate level of assurance aligned to the Council's strategic outcomes. It was based on a range of inputs including a review of the Council's strategic risk register, sector knowledge and discussions with management teams.

During discussion, Members raised questions regarding property management, Aldershot Crematorium and tree maintenance.

ACTION:

What	By Whom	When
Review the reprioritisation of the property management internal audit.	Neil Pitman - SIAP	Before the June 2026 Committee meeting.
Complete a re-analysis of the risk assessment on the Crematorium refurbishment.	Neil Pitman - SIAP	Before the June 2026 Committee meeting.
Review the risk assessment levels regarding tree maintenance.	Neil Pitman - SIAP	Before the June 2026 Committee meeting.

RESOLVED: That:

- (i) the Internal Audit Charter 2026/27 be approved; and
- (ii) the Internal Audit Plan 2026/27 be approved.

24. INTERNAL AUDIT - PROGRESS REPORT

The Committee received SIAP’s Report No. SIAP26/05, which provided an overview of internal audit activity against assurance work completed in accordance with the approved audit plan and an overview of key updates pertinent to the discharge of the Committee’s role in relation to internal audit.

The Committee noted that, regarding the Crematorium Audit, the Business Continuity Plan (BCP) had not been finalised due to the lack of formal arrangements for the potential loss of one or both cremators. However, an informal arrangement was in place with nearby crematoria, which Members agreed mitigated the risk, notably since the installation of two new cremators at Aldershot.

During discussion, a question was raised regarding the agency staff audit review. Members noted that the Senior Leadership Team had put an action plan in place and it was being dealt with urgently.

RESOLVED: That:

- (i) the Crematorium Audit management action be updated to reflect the significantly reduced risk following refurbishment of Aldershot Crematorium, including installation of two new cremators; and
- (ii) SIAP’s Report No. SIAP26/05, be noted.

25. ACCOUNTING POLICIES FOR THE YEAR

The Committee considered the Executive Head of Finance’s Report No. FIN2610, which reviewed the proposed accounting policies to be applied for the closure of the

2025/26 accounts. These were prepared in line with Chartered Institute of Public Finance Accountants (CIPFA) Code of Practice on Local Authority Accounting in the UK.

The report stated that the adoption of the policies supported timely and robust production of a high-quality set of annual accounts. In addition, the report notified Members of the nature of updated disclosures required and reviewed the internal level of materiality.

The Committee noted that an approved set of accounting policies enabled the Finance team to complete the Annual Statement of Accounts with considered rules and assumptions and provided clarity to the readers of the Accounts as to how they had been prepared.

The Committee were advised that the 2025/26 materiality figure was still being finalised, as the auditors were confirming the Council's gross expenditure position. The previous year's materiality, based on 2% of gross expenditure, was just over £2 million, and officers did not expect this to change significantly as overall expenditure has remained stable. The updated figure would be circulated to the Committee once confirmed.

During discussion, Members raised questions regarding property valuations and the potential for having an independent expert to advise on property valuations in the future.

ACTION:

What	By Whom	When
Circulate the materiality figure for 2025/26 to the Committee, once confirmed.	Finance Team	Before the June 2026 Committee meeting.

RESOLVED: That:

- (i) the Accounting Policies, including the amendment disclosed at Appendix 1 for closure of the 2025/26 account, be adopted; and
- (ii) the updated disclosures and internal level of materiality, when confirmed, be included within the Statement of Accounts for 2025/26, be noted.

26. VOTE OF THANKS

A vote of thanks was recorded by Cllr Bill O'Donovan, the Chair of the Audit and Governance Committee since April, 2025. He wished to thank Committee Members for their service to the Committee and the Council.

The meeting closed at 7.50 pm.

DEVELOPMENT MANAGEMENT COMMITTEE

Report of the meeting held on Wednesday, 15th April, 2026 at the Concorde Room, Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Thomas Day (Chair)
Cllr S.J. Masterson (Vice-Chair)

Cllr A.H. Gani
Cllr C.P. Grattan
Cllr Dhan Sarki
Cllr Calum Stewart
Cllr Jacqui Vosper

Apologies for absence were submitted on behalf of Cllrs Halleh Koohestani, Peace Essien Igodifo and Ivan Whitmee.

Cllrs P.J. Cullum, Nadia Martin and Sarah Spall attended the meeting as a Standing Deputies.

Cllr C.P. Grattan arrived late to the meeting and was therefore ineligible to vote.

Non-Voting Member

Cllr Keith Dibble (Housing & Planning Portfolio Holder) (ex officio)

52. DECLARATIONS OF INTEREST

There were no declarations of interest for this meeting.

53. MINUTES

The Minutes of the Meeting held on 11th March, 2026 were approved and signed as a correct record of proceedings.

54. ATTENDANCE AT MEETINGS OF THE COMMITTEE

The Chair advised the Committee that Cllr Peace Essien Igodifo had been absent from four consecutive meetings of the Committee held on 8th October 2025, 19th November 2025, 11th March 2026 and 15th April 2026. Under the Council's Standing Orders, Standing Order 4 (5) stated that 'if any Member shall be absent from three consecutive meetings of a committee, he or she shall cease to be a Member thereof, unless he or she shall in the opinion of the Committee show reasonable grounds for their absence.'

It was noted that the Chair had been made aware of the reasons for her absence and was satisfied with the explanation given. The wider Committee were also satisfied that Cllr Igodifo could continue as a Member of the Committee.

RESOLVED: That Cllr Peace Essien Igodifo continue to serve as a Member of the Committee for the remainder of the 2025/26 Municipal Year.

55. REPRESENTATIONS BY THE PUBLIC

In accordance with the guidelines for public participation at meetings, the following representations were made to the Committee and were duly considered before a decision was reached:

Application No.	Address	Representation	In support of or against the application
25/00688/FULPP	Devereux House, No. 69 Albert Road, Farnborough	Rebecca Burford (resident)	Against
25/00688/FULPP	Devereux House, No. 69 Albert Road, Farnborough	Susie Stephen (agent)	In support
25/00688/FULPP	Devereux House, No. 69 Albert Road, Farnborough	Charlie Heavens (from Rushmoor Borough Council – the landowner)	In support

56. PLANNING APPLICATIONS

RESOLVED: That

(i) the decision was deferred following a request for a site visit and would be reconvened at a date to be determined, for the following application:

* 25/00688/FULPP Devereux House, No. 69 Albert Road, Farnborough

(ii) the applications dealt with by the Executive Head of Property and Growth, where necessary in consultation with the Chairman, in accordance with the Council’s Scheme of Delegation, more particularly specified in Section “D” of the Executive Head of Property and Growth’s Report No. PG2609, be noted

(iii) the current position with regard to the following applications be noted pending consideration at a future meeting:

21/00271/FULPP Block 3, Queensmead,

	Farnborough
23/00713/FUL	Manor Park Cottage, St. Georges Road East, Aldershot
23/00794/REVPP	Farnborough Airport, Farnborough
24/00237/FUL	Nos. 235-237 High Street, Aldershot
25/00537/OUTPP	Land at Cody Technology Park and Ball Hill, Farnborough
25/00615/REV	Farnborough Airport, Farnborough Road, Farnborough

* The Executive Head of Property and Growth's Report No. PG2609 in respect of these applications was amended at the meeting.

57. DEVEREUX HOUSE, NO. 69 ALBERT ROAD, FARNBOROUGH - APPLICATION NO. 25/00688/FULPP

The Committee considered the Executive Head of Property and Growth's Report No. PG2609 (as amended at the meeting) regarding the demolition of existing building, excluding the original façade to Devereux House which is to be retained, and construction of part two/three storey building with accommodation in the roof space to provide a care home (Use Class C2) together with parking, landscaping and associated development.

During discussion, Members raised questions regarding the impact on neighbouring residents. Following a vote, the decision was deferred to enable a site visit and would be reconvened at a date to be determined.

ACTION

What	By whom	When
Arrange a site visit for Members.	Planning Department	Before the reconvened Development Management Committee Meeting.

RESOLVED: That the meeting will be reconvened subsequent to a site visit by Members.

The meeting closed at 8.25 pm.

DEVELOPMENT MANAGEMENT COMMITTEE

Report of the meeting held on Thursday, 23rd April, 2026 at the Concorde Room, Council Offices, Farnborough at 7.00 pm. This meeting was reconvened from Wednesday, 15th April, 2026, following a site visit held on 23rd April. The minutes for the preceding meeting can be found here: [Printed minutes 15th April, 2026](#).

Voting Members

Cllr Thomas Day (Chair)
Cllr Steve Masterson (Vice-Chair)

Cllr Dhan Sarki
Cllr Calum Stewart
Cllr Jacqui Vosper

Apologies for absence were submitted on behalf of Cllrs A.H. Gani, C.P. Grattan, Peace Essien Igodifo and Ivan Whitmee.

Cllrs Nadia Martin and Sarah Spall attended the meeting as a Standing Deputies.

Non-Voting Member

Cllr Keith Dibble (Housing, Planning & Property Portfolio Holder) (ex officio)

58. DECLARATIONS OF INTEREST

There were no declarations of interest for this meeting.

59. REPRESENTATIONS BY THE PUBLIC

In accordance with the guidelines for public participation at meetings, the following representations were made to the Committee and were duly considered before a decision was reached:

Application No.	Address	Representation	In support of or against the application
25/00688/FULPP	Devereux House, No. 69 Albert Road, Farnborough	Colin Acheson (resident)	Against

60. PLANNING APPLICATIONS

RESOLVED: That

the following application be determined by the Executive Head of Property and Growth, in consultation with the Chairman, subject to the prior completion of a S106 legal agreement and the conditions as detailed in the report:

- * 25/00688/FULPP Devereux House, No. 69 Albert Road, Farnborough
- * The Executive Head of Property and Growth's Report No. PG2609 in respect of these applications was amended at the meeting.

61. DEVEREUX HOUSE, NO. 69 ALBERT ROAD, FARNBOROUGH - APPLICATION NO. 25/00688/FULPP

The Committee considered the Executive Head of Property and Growth's Report No. PG2609 (as amended at the meeting) regarding the demolition of existing building, excluding the original façade to Devereux House which is to be retained, and construction of part two/three storey building with accommodation in the roof space to provide a care home (Use Class C2) together with parking, landscaping and associated development.

During discussion, Members raised questions regarding the potential loss of privacy for neighbouring properties, the possibility of badger activity on the site and parking arrangements. Detailed discussion of the impact on neighbouring properties primarily No.73 Albert Road was held. It was proposed and agreed to add an additional condition regarding the obscure glazing of 4 windows on the eastern elevation of the building which faced directly onto No.73 Albert Road. The Committee were advised that the highways authority, Hampshire County Council, had determined that the shortfall in parking was unlikely to result in conditions which were harmful to road safety through overspill parking. Albert Road featured single yellow lines which indicated that restrictions were not in place all day.

RESOLVED: That

- (i) the recommendation be amended to include a revised condition to secure the use of obscure glazing for the four bedroom windows on the first and second floors on the eastern elevation, at the northern end of the building;
- (ii) an informative be included to ensure that the continued absence of badgers is confirmed prior to development starting and outlining the necessary steps that need to be taken should badgers be identified; and
- (iii) the Executive Head of Property and Growth, in consultation with the Chairman, be authorised to GRANT planning permission, subject to a Section 106 Agreement.

62. **VOTE OF THANKS**

A vote of thanks was recorded for Cllr Jacqui Vosper, Member of the Development Management Committee. As Cllr Vosper would be standing down at the forthcoming Borough elections, it was noted that the Chair and Members thanked her for her service and wished her the best of luck for her retirement.

The meeting closed at 7.51 pm.

AUDIT AND GOVERNANCE COMMITTEE

Report of the meeting held on Wednesday, 10th June, 2026 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Bill O'Donovan (Chair)
Cllr M.J. Tennant (Vice-Chair)

Cllr C.W. Card
Cllr Thomas Day
Cllr Dhan Sarki
Cllr Sarah Spall
Cllr Paul Taylor

Apologies for absence were submitted on behalf of Cllr P.J. Cullum, Cllr T.W. Mitchell and Cllr Ian Simpson.

Cllr Sharon Harvey, Cllr Steve Masterson and Cllr Nicky Slater attended the meeting as Standing Deputies.

1. MINUTES

The Minutes of the Meeting held on 25th March, 2026 were approved and signed as a correct record of proceedings.

2. EXTERNAL AUDIT PROPOSED AUDIT PLANNING REPORT 2025/26

The Chair welcomed Simon Mathers, Director, from the Council's external auditors, Ernst and Young (EY).

The Committee received the 2025/26 Audit Planning Report. The report aimed to provide Members with a basis to review the proposed audit approach and scope for the 2025/26 audit. This was in accordance with the requirements of the Local Audit and Accountability Act 2014, the National Audit Office's 2024 Code of Audit Practice, the Statement of Responsibilities issued by Public Sector Audit Appointments (PSAA) Ltd, auditing standards, and other professional requirements. The report summarised the evaluation of the key issues driving the development of an effective audit. The report also addressed the broader impact of the Government's proposals aimed at establishing a sustainable local audit system.

The Committee were advised that a significant national backlog in audit completion and financial statement production had resulted in disclaimed opinions where insufficient work had been undertaken. No opinions had been issued for 2021/22 and 2022/23, limited progress had been made in 2023/24, and improvement had been achieved in 2024/25, although work on asset valuations remained outstanding. It

was noted that, despite continued improvement, disclaimed opinions had been issued for the past five years. Mr Mathers advised that all procedures were intended to be completed in the current year; however, it was considered unlikely that an unqualified opinion would be achieved, and the opinion was expected to remain disclaimed or modified.

During discussion, Members raised questions regarding materiality, property valuations and which properties were owned by the Council. It was noted that there had been internal resourcing challenges in completing valuations to the required standard and within the necessary timescales, and that further work was ongoing to address the matter. The Committee were advised that they could discuss, with officers on an individual basis, assets owned by the Council.

ACTION:

What	By Whom	When
Members, if they are interested, to contact Peter Vickers, on an individual basis, to discuss Council assets.	Members/Peter Vickers – Executive Head of Finance	Before the next AGC meeting – 30th July 2026

RESOLVED: That the Auditor’s Annual Report, be noted.

3. INTERNAL AUDIT - ANNUAL AUDIT OPINION 2025/26

The Chairman welcomed Neil Pitman, Head of Southern Internal Audit Partnership (SIAP), the Council’s internal auditors, who joined the meeting remotely via Microsoft Teams.

The Committee considered Southern Internal Audit Partnership’s (SIAP) Report No. SIAP27/01, which set out the Chief Internal Auditor’s independent annual audit conclusion for 2025/26 on the adequacy and effectiveness of the Council’s framework of governance, risk management and control.

The Committee noted that assurance levels had been provided for each of these areas in order to provide a clear assessment:

- Governance - It was noted that, based on the work completed during the year and observations through attendance at a variety of management and governance meetings, in SIAP’s opinion, the governance frameworks in place across the Council were robust, fit for purpose and subject to regular review. There was also appropriate reporting to the Audit & Governance Committee to provide the opportunity for independent consideration and challenge including review of the Annual Governance Statement.
- Risk Management – During the year an internal audit review of risk management had been undertaken concluding with a ‘reasonable assurance’ opinion. One of the key observations was the requirement for more regular report of risk management updates to the Audit and Governance Committee. The risk register was a key document that was considered during the

development of the risk based internal audit plan. Additionally, information from the risk register was taken into account when scoping each review in detail to ensure that SIAP’s work was appropriately aligned.

- Control – It was noted that, in general, internal audit work found there had been a sound control environment in place across the majority of review areas included in the 2025-26 plan and these were working effectively to support the delivery of corporate objectives. Officers and staff were found to be aware of the importance of effective control frameworks, and open to SIAP’s suggestion for improvements or enhancements, where needed.

The Committee were informed that the Internal Auditor was satisfied that sufficient assurance and advisory work had been carried out to enable a conclusion to be formed on the adequacy and effectiveness of the internal control environment. It was reported that the framework of governance, risk management and control had been assessed as ‘reasonable’, and that audit testing had demonstrated that controls were operating effectively. It was further noted that, where weaknesses had been identified through internal audit reviews, appropriate corrective actions and timescales for improvement had been agreed with management.

During discussion, questions were raised regarding acronyms within the report, Key Performance Indicators (KPIs) and Pay360. Regarding a question about Disabled Facility Grants (DFGs), Members requested that an update be provided by the Council.

ACTIONS:

What	By Whom	When
For clarity, reference acronyms within reports or provide a list of acronyms.	Neil Pitman - SIAP	30th July 2026
Provide analysis relating to Key Performance Indicators (KPIs).	Neil Pitman - SIAP	Before the next AGC meeting – 30th July 2026
Provide a written update to the Committee regarding Disabled Facility Grants.	James Duggin – Chief Operating Officer	Before the next AGC meeting – 30th July 2026

RESOLVED: That the Internal Audit Annual Conclusion 2025/26, be noted.

The meeting closed at 8.09 pm.

LICENSING AND CORPORATE BUSINESS COMMITTEE

Report of the meeting held on Tuesday, 16th June, 2026 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Sarah Spall (Chair)
Cllr Sue Carter (Vice-Chair)

Cllr Dave Bell
Cllr Kevin Betsworth
Cllr Craig Card
Cllr P.J. Cullum
Cllr Lisa Greenway
Cllr Rhian Jones
Cllr Steve Masterson
Cllr Bill O'Donovan

Cllr Uttar Gurung attended the meeting as Standing Deputy.

1. MINUTES

The minutes of the meeting held on 5th March, 2026 and the Special Meeting of the Committee on 18th March, 2026 were agreed and signed as a correct record of the proceedings.

2. LOCAL GOVERNMENT REORGANISATION INTERIM WARDING ARRANGEMENTS

The Committee considered the Leader of the Council's Report No. MD2603, which presented options on interim warding arrangements for the new North Hampshire Council in response to the Government and preparations for local government reorganisation.

It was noted that the interim warding arrangements should reflect local communities and would be implemented for the elections to the shadow North Hampshire Council in May 2027. The interim ward boundaries would remain in place until the permanent arrangements were independently reviewed by the Local Government Boundary Commission for England, which would take place after the new Council had legally formed in April 2028.

The Report set out the basis on which the Ministry of Housing, Communities and Local Government (MHCLG) had asked for proposed interim ward arrangements – and it was noted that the councils forming the new authority had been asked to work to a total unitary council membership of 85 councillors, unless there was a strong reason for a different number.

Initial work carried out between the councils had indicated that a total council membership of 88 councillors would give a fairer representation across North Hampshire than 85 councillors. In this way, a series of options based on both 85 and 88 councillors had been prepared by officers, as attached to the report, which involved the merging of existing wards in varying combinations.

During consideration of the report, the point was raised that while a total membership of either 85 or 88 councillors would allow both Basingstoke and Hart councils to keep their existing wards and adjust the number of representatives, that would not be possible for Rushmoor. For Rushmoor to achieve its share of the 85 or 88 councillors it was necessary to combine wards to achieve fair electoral representation.

The strong view of the Committee was a preference to keep the current ward boundaries in Rushmoor intact. Members emphasised that it would make the new arrangements for elections to shadow councils easier for residents to understand and trust if using boundaries that residents were already familiar with. There was concern that if the council proposed to change its own boundaries by joining wards, it could lead people to think that the changes lacked impartiality.

The Committee therefore supported an interim warding arrangement based on maintaining the 13 wards in Rushmoor and, following a proposal and discussion, endorsed an alternative option to be recommended to the Council which proposed an interim warding arrangement based on 108 councillors for the new North Hampshire Council, in place of the options for either 85 or 88 councillors.

This would deliver representation of 26 councillors for the Rushmoor area, with each of the existing 13 wards represented by 2 councillors. Basingstoke and Hart would also have a fair share of councillors with Basingstoke having 53 councillors, and Hart having 29 councillors. Any permanent change would then be made by the Boundary Commission.

A proposal was also tabled that the Council should make a representation relating to 26 Members in its own area and not refer to the Basingstoke or Hart area at all. However, when this was put to the vote, the Committee resolved that it should include the whole of the North Hampshire area in its submission, as requested by the MHCLG.

The Committee **RECOMMENDED TO THE COUNCIL** to submit a proposal based on a 108-councillor interim warding arrangement, and agree:

- the proposed number of councillors for each North Hampshire district as follows:
 - Basingstoke and Deane - 53 councillors.
 - Hart - 29 councillors.
 - Rushmoor - 26 councillors.
- the proposed interim councillor distribution and warding arrangements across the new authority area to be set out in an updated Table.

3. **APPOINTMENT PANEL FOR THE ARRANGEMENTS FOR THE APPOINTMENT OF THE MANAGING DIRECTOR AND HEAD OF PAID SERVICE**

The Committee considered the Leader of the Council's Report No. MD2603, which sought approval for the proposed processes for the permanent appointment of the Council's Head of Paid Service.

The report proposed the establishment of a Member Assessment Panel to consider the permanent appointment of the Council's Head of Paid Service subject to a satisfactory review of performance by the Panel.

In accordance with the Council's Officer Employment Rules, the Committee was requested to appoint a cross-party Member Panel, to include the Leader of the Council, the Portfolio Holder with responsibility for Corporate Services and the leaders of the other political groups. The Panel would be held week beginning 27th June with a Special Meeting of the Committee planned for 1st July to consider the recommendation from the Panel and to make a recommendation to the Council on 2nd July.

The Committee **RESOLVED** that

- (i) the proposed processes for the permanent appointment of the Council's Head of Paid Service, as set out in Report No. MD2603, be noted; and
- (ii) the establishment of a cross-party Member Assessment Panel, to include the Leader of the Council, the Portfolio Holder with responsibility for Corporate Services and the leaders of the other political groups, to consider the permanent appointment of the Council's Head of Paid Service, be approved.

4. **CONSTITUTION UPDATE - ADDING CONDITIONS TO TEMPORARY EVENT NOTICES**

The Committee considered the Executive Head of Operations' Report No. OS2613, which set out a proposal to update the Council's Constitution / Scheme of Delegation in relation to the process of addition of conditions to Temporary Event Notices (TENs).

The Committee was informed that the current process meant that, where it was proposed to add conditions to TEN applications, even if all parties agreed to the conditions, it was necessary to convene a Sub-Committee meeting to agree these additions. The new arrangements would mean the officers would be able to add these without the need for a Sub-Committee meeting.

Members expressed support for the proposed new arrangements that would make the processing of TEN applications more efficient and effective.

The Committee **RESOLVED** that the table in the Council's Constitution at Part 3, Section 4, Para 4.3.2 (licensing of alcohol, entertainment and late-night refreshment) be updated to add to the listing 'Determination of a police or Environmental Health

objection to a standard temporary event notice' where it is not appropriate to add conditions under S106A of the Licensing Act 2003.

5. **APPOINTMENTS TO OUTSIDE BODIES, LICENSING SUB-COMMITTEES, CONSTITUTION WORKING GROUP AND CHAMPION ROLES**

(1) **Outside Bodies**

RESOLVED: That the appointment of representatives to outside bodies for the 2026/26 Municipal Year, as set out in the attached Appendix be approved.

(2) **Appointments and Appeals Panels –**

RESOLVED: That the Corporate Manager - Democracy be authorised to make appointments to Appointments and Appeals Panels in accordance with the criteria set out in the Officer Employment Procedure Rules.

(3) **Licensing Sub-Committee**

RESOLVED: That the following Members be appointed to serve on the Licensing Sub-Committee for the 2026/27 Municipal Year, on the basis of five Members (2 Labour: 1 Conservative: 1 'Others' Group: 1 Reform):

Labour Group: Cllrs Rhian Jones and Sarah Spall

Conservative Group: Cllr Sue Carter

'Others' Group: Cllr C.W. Card

Reform Group: Cllr Kevin Betsworth

(4) **Licensing Sub-Committee (Alcohol and Entertainments)**

RESOLVED: That the Corporate Manager - Democracy be authorised to make appointments from the membership of the Licensing and Corporate Business Committee in accordance with the procedure detailed in the Licensing Sub-Committee (Alcohol and Entertainments) Hearings Protocol and Procedure.

(5) **Licensing Sub-Committee (Taxis)**

RESOLVED: That the Corporate Manager – Democracy be authorised to make appointments from the membership of the Licensing and Corporate Business Committee in accordance with the procedure detailed in the Licensing Sub-Committee (Taxis) Hearings Protocol and Procedure.

(6) **Constitution Working Group** -

RESOLVED: That the following Members be appointed to serve on the Constitution Working Group for the 2026/27 Municipal Year, on the basis of seven Members (Cabinet Member with responsibility: Chair of LCB: 1 Labour: 2 Conservative: 1 'Others' Group: 1 Reform):

Portfolio Holder: Cllr Sophie Porter

Chair of Licensing and Corporate Business Committee: Cllr Sarah Spall

Labour Group: Cllr Bill O'Donovan

Conservative Group: Cllrs Steve Harden and Gareth Lyon

'Others' Group: Cllr Calum Stewart

Reform Group: Cllr Kevin Betsworth

(7) **Champion Roles**

RECOMMENDED TO THE COUNCIL: That the following Members be appointed to serve as Council Champions, and with the Champion priorities as set out in the report:

- Cllr Lisa Greenway be appointed to the role of Champion for Pride in Place for the 2026/27 Municipal Year.
- Cllr Steve Masterson be appointed to the role of Armed Forces Covenant Champion for the 2026/27 and 2027/28 Municipal Years.

6. **EXCLUSION OF THE PUBLIC**

RESOLVED: That, taking into account the public interest test, the public be excluded from the meeting during the discussion of the under mentioned item to avoid the disclosure of exempt information within the paragraph of Schedule 12A to the Local Government Act, 1972 indicated against the item:

Minute No. Para. No. Category

7 1 Information relating to an individual

**THE FOLLOWING ITEM WAS CONSIDERED
IN THE ABSENCE OF THE PUBLIC**

7. UPDATE ON PROPOSALS FOR HONORARY ALDERMEN 2026/27

The Committee considered the Corporate Manager – Democracy's Exempt Report No. DEM2605(A), which outlined nominations received for the conferment of the title of Honorary Alderman of the Borough.

Further to discussion on the update, an alternative proposal was raised by Members for which there was consensus within the Committee. However, there was a need to confer with Group Leaders to ensure the requisite cross-council support at the extraordinary council meeting which would bestow the Honorary roles.

The Committee **RESOLVED** that the decision be deferred to consult on the Committee's revised proposal, with an update to be given at the meeting on 1st July.

The meeting closed at 9.01 pm.

**LICENSING AND CORPORATE BUSINESS COMMITTEE
16TH JUNE 2026**

REPRESENTATION ON OUTSIDE BODIES

NAME OF ORGANISATION	REPRESENTATIVE(S) 2026/27
Aldershot & Farnborough Festival of Music & Art	Cllrs Lisa Greenway and Nicky Slater
Blackbushe Airport Consultative Committee	Cllr Julie Hall with Cllr Keith Dibble as Standing Deputy
Blackwater Valley Advisory Panel for Public Transport	Cllrs Keith Dibble and Calum Stewart with Cllrs Mike Roberts and Peter Cullum as Standing Deputies
Blackwater Valley Countryside Partnership	Cllrs Jib Belbase and Kevin Betsworth with Cllr Rhian Jones as Standing Deputy
Brickfield Country Park, Friends of	Three Manor Park Ward Members (Cllrs Jib Belbase, Ivan Whitmee and Becky Williams)
Citizens Advice Rushmoor Trustee Board	Cllr Nicky Slater (Observer)
Cove Brook Greenway Group	Cllrs Ade Adeola and Rhian Jones
District Council's Network (DCN)	Leader of the Council (Cllr Gareth Williams)
Hampshire Place Board	Leader of the Council (Cllr Gareth Williams) with the Deputy Leader of the Council (Cllr Sophie Porter) as Standing Deputy
Frimley Integrated Care Partnership Assembly	Cabinet Member (Cllr Sophie Porter)
Farnborough Aerodrome Consultative Committee (FACC)	Cabinet Member (Cllr Keith Dibble) and Cllr Craig Card (as a representative of an adjoining ward) with Cllr Mara Makunura as Standing Deputy

NAME OF ORGANISATION	REPRESENTATIVE(S) 2026/27
457 Squadron Farnborough RAF Air Cadets	Cllr Sophie Porter
Hampshire and Isle of Wight Local Government Association	Leader of the Council (Cllr Gareth Williams) and Deputy Leader of the Council (Cllr Sophie Porter)
Hampshire Police and Crime Panel	Cabinet Member with responsibility for Community Safety (Cllr Christine Guinness)
Hampshire and Solent CCA Planning Advisory Board	Cabinet Member with responsibility for planning policy (Cllr Keith Dibble) with Gareth Williams as Standing Deputy
Hampshire Buildings Preservation Trust AGM	Cllrs Thomas Day and Cllr Leola Card
Local Government Association - General Assembly	Leader of the Council (Cllr Gareth Williams)
North Hampshire Area Road Safety Council	Cllr Christine Guinness with Cllr Keith Dibble as Standing Deputy
PATROL	Cllr Christine Guinness
Parity for Disability	Cllr Dave Bell
Pride in Place Neighbourhood Board	Cabinet Member and with local connection Cllr Christine Guinness
Project Integra Strategic Board	Cllr Christine Guinness (Cabinet Member)
Royal British Legion (Farnborough Branch) Remembrance Day Arrangements	Cllrs Christine Guinness and Gareth Lyon
Rushmoor Voluntary Services Board	Cllr Lisa Greenway

NAME OF ORGANISATION	REPRESENTATIVE(S) 2026/27
South East Employers – Annual General Meeting	Cllr Gaynor Austin (Cabinet Member) and Cllr Keith Dibble as Standing Deputy
Thames Basin Heaths Joint Strategic Partnership Board	Cllr Keith Dibble (Cabinet Member)
Wellesley Residents Trust Ltd	Cllr Keith Dibble

REPRESENTATION ON COUNCIL GROUPS, PARTNERSHIPS AND BOARDS

GROUP	REPRESENTATIVE(S) 2026/27
Safer North Hampshire Community Safety Partnership	Cllr Christine Guinness (Cabinet Member)
Crime and Disorder Joint Scrutiny Committee	Chairs and Vice-Chairs of OSC
Rushmoor Development Partnership LLP (RDP) Board	Cllr Julie Hall, Managing Director (IH) and Executive Director (KE)
Rushmoor Housing Ltd (RHL) – Board of Directors	Cllrs Gareth Williams, Keith Dibble and one vacancy to be confirmed.
Programme Management Group	Chair of OSC, Vice-Chairs of OSC (Cllrs Harden and Betsworth) Chair of PPAB, Vice Chair of PPAB (Cllr Adeola or Cllr Makunura as Standing Deputy), Chair of AGC, Chair of LSC

DEVELOPMENT MANAGEMENT COMMITTEE

Report of the meeting held on Wednesday, 17th June, 2026 at the Concorde Room, Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Calum Stewart (Chair)
Cllr Steve Masterson (Vice-Chair)

Cllr Jib Belbase
Cllr Dave Bell
Cllr Kevin Betsworth
Cllr P.J. Cullum
Cllr Thomas Day
Cllr Dhan Sarki
Cllr Nicky Slater

Apologies for absence were submitted on behalf of Cllrs Ivan Whitmee and Becky Williams.

Non-Voting Member

Cllr Keith Dibble (ex officio) was absent from the meeting.

1. **DECLARATIONS OF INTEREST**

There were no declarations of interest for this meeting.

2. **MINUTES**

The Minutes of the Meetings held on 15th April, 2026 and 23rd April, 2026 were approved and signed as a correct record of proceedings.

3. **PLANNING APPLICATIONS**

RESOLVED: That

- (i) the following application be determined by the Executive Head of Property and Growth, in consultation with the Chairman, subject to the prior completion of a S106 legal agreement and the conditions as detailed in the report:

* 25/00537/OUTPP Land at Cody Technology Park and Ball Hill, Ively Road, Farnborough

- (ii) the applications dealt with by the Executive Head of Property and Growth, where necessary in consultation with the Chairman, in accordance with the Council's Scheme of Delegation, more particularly specified in Section "D" of the Executive Head of Property and Growth's Report No. PG2613, be noted
- (iii) the current position with regard to the following applications be noted pending consideration at a future meeting:

21/00271/FULPP	Block 3, Queensmead, Farnborough
23/00713/FUL	Manor Park Cottage, St. Georges Road East, Aldershot
23/00794/REVPP	Farnborough Airport, Farnborough
24/00237/FUL	Nos. 235-237 High Street, Aldershot
25/00615/REV	Farnborough Airport, Farnborough Road, Farnborough
26/00181/FULPP	Site of Former Geneva House, No.1 Gladiator Way Farnborough
26/00182/FULPP	Warwick House, Lakeside Road, Farnborough
26/00211/REVPP	No.1 North Close, Aldershot

* The Executive Head of Property and Growth's Report No. PG2613 in respect of these applications was amended at the meeting.

4. **PLANNING (DEVELOPMENT MANAGEMENT) SUMMARY**

The Committee received the Executive Head of Property and Growth's Report No. PG2612, which provided an update on the position with respect to achieving performance indicators for the Development Management Section of the Planning Service and the overall workload of the Section for the quarter from 1st January to 31st March, 2026 (Q4).

In response to a query regarding the income budget estimate for 2026/27, it was noted that this was in line with the 2025/26 figures.

RESOLVED: That the Executive Head of Property and Growth's Report No. PG2612 be noted.

The meeting closed at 8.37 pm.

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POLICY AND PROJECT ADVISORY BOARD

Report of the meeting held on Tuesday, 24th March, 2026 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr S.J. Masterson (Chair)
Cllr Abe Allen (Vice-Chair)
Cllr Lisa Greenway (Vice-Chair)

Cllr A. Adeola
Cllr Steve Harden
Cllr Rhian Jones
Cllr Mara Makunura
Cllr M.J. Roberts
Cllr Dhan Sarki

Apologies for absence were submitted on behalf of Cllrs T.W. Mitchell and Ivan Whitmee.

29. MINUTES

The minutes of the meeting held on 9th December, 2025 were agreed as a correct record.

30. FREE PARKING FOR SHOPPERS

The Chair welcomed Mr Lee McQuade, Economy and Growth Service Manager and Mr David Phillips, Service Manager – Commercial Services, who provided further information in relation to the approval of a Motion at the October, 2025 Council meeting that had called upon the Board to consider whether free or discounted car parking might be offered to shoppers in Aldershot and Farnborough town centres. The Board was reminded that an initial discussion on this matter had been held at its meeting in December, 2025. The wording of the agreed Motion was attached to the agenda and this requested that officers, under guidance from PPAB, should develop a suitable method of consulting residents, local businesses and potential investors about the likely impact of free or discounted parking and how it might work best.

Members were reminded that, at the December meeting, it had been explained that evidence showed that parking cost could influence behaviour and that high charges could discourage short visits, impulse shopping and the use of cafes and other hospitality outlets but it was also acknowledged that cost was one of many factors that could affect these decisions. It was agreed at the December meeting that officers would:

- Assess the impact of limited or targeted changes, e.g. time-limited offers at specific car parks

- Present PPAB with information to assess views on these options
- Exclude wider measures e.g. refund mechanisms or other ways to support town centre businesses
- Note that no formal consultation with residents or businesses had taken place at this stage

The Board was informed that research had shown that free parking trials had been carried out in Farnham, Cambridge and Peterborough but, in each case, special circumstances had prevailed, such as major roadwork disruption in Farnham town centre. In Rochford a 30-minute free parking pilot had been trialled, aimed at supporting quick trips and boosting local access. It was found, however, that whilst the trial had encouraged shorter stays but it had not increased overall time spent in the town and longer stays had been found to contribute significantly more to High Street spending.

Following the December meeting, officers had worked up three options for the Board's consideration:

- Free after 3pm at High Street Multi-Storey Car Park (MSCP), Napier Gardens and Farnborough Leisure Centre
- £1 after 3pm at High Street MSCP, Napier Gardens and Farnborough Leisure Centre
- Free on Sundays at all car parks

Members were informed that Option 1 (free after 3pm at selected car parks) would lead to a predicted loss of income of £68,585 over a twelve-month period, Option 2 (£1 after 3pm at selected car parks) would lose £26,682 p.a. and Option 3 (free on Sundays) would lose £100,330 per year. In considering these figures, the Board was informed that additional costs had not been included at this stage, such as the reprogramming of ticketing machines and the advertising of the new tariffs. There was also the likelihood that drivers would divert from other Council-owned car parks to the cheaper car parks, therefore reducing revenue at those sites also. Members were informed that to trial any of the options for three months would result in the Council accepting a loss of revenue of 25% the totals set out above.

In discussing the content of the presentation, the Board raised the following points:

- Widely felt that the new leisure centre car park would be too remote for shopping – Meads car park considered a better option and would drive footfall through the Meads
- Query as to way figures representing the losses that would apply were higher than previously quoted – explained that tariffs had gone up since that time

- Any initiative would need to demonstrate a cost benefit, especially when Council finances are so tight
- Could any initiative target days of the week where footfall struggling in the town centres? Also days when events happening in town centres
- Need also to consider any additional income lost from not issuing Fixed Penalty Notices (FPNs) whilst concession in place
- View expressed that the suggested three month trial would not produce accurate results due to seasonal changes – would need to be minimum of one year
- View expressed that the Sunday free parking option provided the highest potential for getting extra people into the town centres
- View expressed that free parking may not provide the desired results and that improving/repairing infrastructure in town centres might be a better spend
- Felt that free/reduced parking after 3pm would not be likely to benefit Napier Gardens users as many North Camp shops close early

In summarising the discussion the Chair made the following observations:

- Too many relevant observations made to allow a decision to be made this evening
- Officers requested to take away the feedback from the meeting and return with further/amended options
- Leisure Centre car park to be replaced by Meads car park
- Re; amending the relevant time period for reduced/free parking, felt that might be different for North Camp as opposed to town centres

The Chair thanked Mr McQuade and Mr Phillips for their input and confirmed that this item would be programmed to be discussed again at a future Board meeting.

31. **MAINTENANCE OF UNATTACHED LAND**

The Chair welcomed Mr James Duggin, Executive Head of Operations, and Ms Julia Hutley-Savage, Principal Regeneration and Property Solicitor, who presented information in relation to the maintenance of unattached land, which had been the subject of a Motion that had been approved at the Council meeting in December, 2025. The wording of the Minute relating to the agreed Motion was attached to the agenda and requested that the Board should consider and report to the Cabinet:

- Feasibility and associated costs of undertaking an urgent review of all parcels of unattached or unregistered land within the Borough, in order to confirm the appropriate owners and clarify responsibility for their maintenance
- The extent of emergency works needed to address neglected areas and the funding requirements for this
- The projected costs, resource implications and legal considerations of the Council assuming ongoing responsibility for maintaining such areas on a permanent basis
- Proposals for the establishment of a formal working partnership with Crown land authorities, Hampshire County Council and other relevant bodies including, where appropriate, Rushmoor agencies to coordinate land management and ensure clarity of ownership and responsibility

The Board was advised that there were four ways that the Council could take ownership of Crown land:

- Negotiated Purchase – direct negotiation with the Crown Estate to acquire land
- Bona Vacantia Process – acquisition of land from dissolved companies through formal application to the Bona Vacantia Division (BVD) of the government Legal Department
- Adverse Possession – obtaining of ownership by the uninterrupted use of land for 30 years without the owner's consent
- Compulsory Purchase – although this generally cannot be used against the Crown

In relation to non-Crown land, there were several ways that the Council could take ownership of land including all of the above, with the exception of the Bona Vacantia Process.

Members were informed of the processes and costs associated with each of these options and this information had also been including within the agenda pack.

In conclusion, the Board was advised that:

- There was an unknown quantity of parcels of Crown or unattached land across the Borough
- The Council did not have sufficient resources within the core establishment for a significant acquisition process
- Costs of acquisition were not fully known and would be highly variable based on a number of factors

- A trial process was recommended to learn more

The Board was asked to consider:

- Members' views on the overall purpose of this project
- Given the current resourcing picture, how did Members want to proceed?
- How would the Council determine community benefit to any proposed acquisitions?
- Would the Board be happy to consider a trial?
- What updates would Members like to see before the next meeting?

In discussing the content of the presentation, the Board raised the following points:

- Queried what would happen if conducting a trial acquisition as LGR happened – confirmed the new Council would have to continue if contracts exchanged
- Confirmed that some large areas involved but expected to be mostly small parcels – but not known for sure
- A view was expressed that this was not a key issue for the Council ahead of LGR
- Not so much buying the land as establishing who is responsible for it – to help residents
- Where we know the landowner, can we carry out any works and charge back to the owner? Confirmed the Crown does not pick up such charges and with other owners, this approach would put the Council at risk
- Noted that some of the land is County Council owned
- Suggested the Crown may be keen to release some parcels bulked together – whilst best value must be obtained, this can be expressed as community best value
- Council should target areas that would make a difference
- Confirmed that level of legal costs could be a problem, especially where cases were complicated – in negotiations with the Crown, Council would be required to pick up all of the legal costs
- Worth speaking to Vivid? Would they give us the land if the Council paid the legal costs?

- A few areas in Fernhill Ward that might be good for trial
- If decided not to progress with large scale exercise, could we at least strengthen contacts with Crown Estates?
- Was it worth involving Alex Baker?

The Chair thanked Mr Duggin and Ms Hutley-Savage for their input and confirmed that this item would be programmed to be discussed again at a future Board meeting.

32. **WORK PLAN**

The Board noted the current Work Plan.

The meeting closed at 9.05 pm.

POLICY AND PROJECT ADVISORY BOARD

Report of the meeting held on Tuesday, 9th June, 2026 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Thomas Day (Chair)

Cllr A. Adeola
Cllr Leola Card
Cllr Lisa Greenway
Cllr Uttar Gurung
Cllr Sharon Harvey
Cllr Rhian Jones
Cllr Mara Makunura
Cllr Rob Matthews
Cllr Mike Roberts

Apologies for absence were submitted on behalf of Cllr Calum Stewart.

1. APPOINTMENT OF VICE-CHAIRS

RESOLVED: That Cllrs Ade Adeola and Lisa Greenway be appointed as Vice-Chairs for the 2026/27 Municipal Year.

2. MINUTES

The minutes of the meeting held on 24th March, 2026 were agreed as a correct record.

3. EQUALITY POLICY

The Board welcomed Mr Alex Shiell, Service Manager – Policy, Strategy and Transformation and Martin Iyawe, Policy and Projects Officer, who provided information on the Council's new Equality, Diversity and Inclusion Policy and Action Plan, prior to its consideration by the Cabinet.

The Board was advised that the policy aimed to deliver outcomes in many areas, including better access to services for customers and helping to develop stronger and more inclusive communities. Members were assured that the Council already demonstrated an equality approach in many areas, including:

- Housing and homelessness prevention
- Cost of living support.

- Nepali-speaking staff available at service desk
- Community cohesion initiatives
- Community safety work
- Accessible leisure opportunities
- Refugee and resettlement support
- Support for local businesses
- Resident engagement and consultation

It was explained that the Equality Act protected certain characteristics, such as:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Members heard that the approach was to strengthen existing work rather than create a new programme. A consultation exercise had taken place between December, 2025 and February, 2026 and this had provided useful information that had been factored into the policy. Delivery of the policy would be split between early actions / quick wins over the coming six months and medium to longer-term actions through to 2028. The Board was invited to:

- Note the consultation findings
- Review the Equality Policy and Action Plan
- Consider whether the five priorities reflected local needs
- Identify any gaps or overlooked groups

- Provide feedback before Cabinet consideration

In discussing the content of the presentation, the Board raised the following points:

- Q – Who to contact if complaints in respect to equality matters?
A – General enquiries through normal Council channels but if a complaint needed to use the formal complaints process
- Evidence of good engagement with Nepali businesses but what about other ethnic groupings?
- Language barriers exist, such as no Nepali speakers at Job Centre
- Consultation aimed at as many community groups as possible but if Members aware of underrepresented group(s), please tell the Policy Team
- 70-80% of respondents did this via website as opposed to other channels
- Accessibility of resources to the young and the neuro diverse are areas where more work is required
- Gender Pay Gap is a driver to support recruitment of women to more senior positions within the organisation
- Armed Forces not a protected characteristic as such but is subject to the provisions of the Army Forces Covenant
- How will we measure success in relation to the Action Plan? Should be outcome-based
- Resources to be offered to this hindered by the significant impact of LGR on senior management capacity - offer from Members to be involved in the delivery of this

In summarising the views of the Board, the Chair proposed that the following recommendations should be made to the Cabinet:

- Consider neuro-diversity to ensure this plan covers people with those needs and obtain data on difficulties neuro-diverse individuals may have had in accessing our services
- Military families should be covered (possibly by reference to the Armed Forces Covenant) even though this is not a protected characteristic in the Act
- Measures in the action plan should focus on outcomes rather than actions taken e.g. numbers of meetings. This will ensure that we are addressing key inequalities, with outcomes that are visible to residents

The Board voted and **AGREED** to the above recommendations.

The Chair thanked Mr Shiell and Mr Iyawe for their input and guidance.

4. **PLAYGROUND IMPROVEMENTS PROJECT**

The Board welcomed Mr Andy Ford, Play & Open Spaces Manager and Ms Ruth Whaymand, Service Manager Environmental Contracts, who provided information in relation to the proposed prioritisation of the refurbishment or renewal of Council-owned playgrounds that would benefit from investment of £400,000 over the following two years.

The Board was advised that, recently, any playground refurbishments or renewals had been carried out using developers' S106 contributions for the relevant area. However, in each of the 2026/27 and 2027/28 financial years, the sum of £200,000 had been allocated to allow for extensive renewals and refurbishments. It was acknowledged, however, that this sum would not allow for the refurbishment or renewal all 40 of the Council-owned sites, so a prioritisation exercise had been required and a proposed order was presented to Members. The Board's view was sought on whether this prioritisation order was correct or should be changed.

Officers had considered the site based on the relative level of dilapidation coupled with usage. Based on this, the following sites were proposed for attention in the 2026/27 financial year:

- 1) Keith Lucas Road, Farnborough
- 2) Sunnybank Road / Dart Road, Farnborough (although two separate sites their close proximity would mean that work on both at same time would make economic sense)

It was expected that these two sites would utilise the entirety of the 2026/27 budget and, should further funding be required, S106 contributions would be used. In relation to 2027/28, the following priority order was suggested:

- 1) Aspen Grove, Aldershot
- 2) Montgomery Road, Farnborough
- 3) Cumbria Court, Farnborough

In discussing the content of the presentation, the Board raised the following points:

- Lack of public conveniences at some sites a problem
- Confirmed Council looking at reopening Cove Green and Rectory Road toilets – no budget to build new toilets
- Confirmed that relevant local communities consulted on proposals to update playground and local residents invited to be involved in project if they would like to be

- Where sites not directly owned by the Council, e.g. Curly Bridge Close, Council seeks to work in partnership with owning organisation
- Confirmed that accessible play equipment could only be fitted at supervised sites.

The Board voted and **AGREED** that the priority order, as set out by Mr Ford in the presentation and as set out above, was correct and was, therefore, recommended for approval by the Cabinet.

The Chair thanked Mr Ford and Ms Whaymand for their input and guidance for this item.

5. **APPOINTMENTS TO ELECTIONS GROUP 2026/27**

RESOLVED: That the following members be appointed to serve on the Elections Group for the 2026/27 Municipal Year:

Cabinet Member with responsibility for Electoral Issues	Cllr Sophie Porter
Chair of PPAB	Cllr Tom Day
Labour Group (1)	Cllr Bill O'Donovan
Conservative Group (2)	Cllrs Steve Harden and Gareth Lyon
'Others' Group (1)	Cllr C.W. Card
Reform Group (1)	Cllr Kevin Betsworth

6. **WORK PLAN**

The Board noted the current Work Plan.

The Chair invited Members to submit any possible items for consideration by the Programme Management Board by email.

The meeting closed at 8.21 pm.

OVERVIEW AND SCRUTINY COMMITTEE

Meeting held on Thursday, 11th June, 2026 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Halleh Koohestani (Chair)
Cllr Kevin Betsworth (Vice-Chair)

Cllr A. Adeola
Cllr Uttar Gurung
Cllr Sally McGuinness
Cllr Bill O'Donovan
Cllr Sarah Spall

Apologies for absence were submitted on behalf of Cllr Steve Harden, Cllr G.B. Lyon, Cllr Mike Roberts and Cllr Nicky Slater.

Cllr Lisa Greenway attended the meetings as a Standing Deputy.

1. APPOINTMENT OF VICE CHAIR

RESOLVED: That Cllrs. Kevin Betsworth and Steve Harden be appointed as Vice-Chairmen of the Committee for the 2026/27 Municipal Year.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 24th February, 2026 were agreed as a correct record.

3. HOMES FOR ALL - PRIORITY UPDATE

Officers provided a presentation which reported on progress with the Homes for All priority as set out in the Council Delivery Plan.

- *Work with local social housing providers to encourage them to offer local tenants a good, consistent service and decent social homes* – It was noted that the Council had recently established a Housing Oversight Group which aimed to give Members a better understanding of issues round social housing. Alongside this Group, the Council's executive officers and the Cabinet Member met with key providers, as required, to discuss business model objectives at a strategic level.

The Committee were also informed of an electronic library of information on each social housing provider, which was available for them to view through the Members SharePoint.

- *Encourage the development of new and affordable homes on brownfield land* – The Committee noted that a Rushmoor Brownfield Land Register had been published in December, 2025. It was advised that, 1,465 homes were already in the pipeline, 65% of which would be realised from the Civic Quarter proposals. The Planning Policy and Development Management teams worked with developers to ensure compliant schemes were brought forward, however few large opportunities were forthcoming.

With regard to affordable housing, it was noted that the target, which had been met, was for 150 home per year with a healthy trajectory for 2026/27. The affordable homes delivery consisted of one and two bed flats and two, three and four bed houses.

- *Provide good quality temporary and supported accommodation* – It was reported that the Council had 64, units of hostel accommodation ran by the Society of St James, which were mainly self-contained with the exception of nine units in a hostel in Farnborough. Clayton Court was the largest site, housing up to 42 households, and offered support and security on site. The Private Sector Housing Team inspected the accommodation to ensure good standards and address any complaints.

It was noted that, on occasion, accommodation needed to be provided through bed and breakfast establishments. In these circumstances the Council used Travelodge of similar local establishments. The cost to use this type of accommodation was £181,705 (gross), £138,832 (net after housing benefit offset).

- *Intervene to improve the quality of private rented sector homes in the borough, which do not meet acceptable living standards* – It was noted that the Council had a duty to protect tenants and enforce standards in the private rented sector. These responsibilities and powers had increased since the introduction of the Renters' Rights Act in May 2026. The Act had been the biggest change in the last 30 years and secured more rights for renters and more accountability for landlords. The Housing Team aimed to work with landlords, through the Landlords Forum by introducing a series of training events to assist with compliance with the Act.
- *Make it easier to understand how council allocates social housing* – The Committee noted that a review was currently underway on how applicants on the housing register with health issues were assessed and how the current process could be improved to make it easier to understand and provide more clarity to users. Consultation had taken place with partners and the wider community, and the Team were now in a position to test the new way of assessing applicants and how they communicated with users. The Committee requested an All Member Briefing with a demo of the new process, when appropriated, so they were fully informed to assist residents.
- *Develop a new local plan that maximises the delivery of new homes* – The Committee noted that the Strategic Housing and Local Plan Group (SHLPG) were tasked with overseeing the development of the new Local Plan and the

first round of consultation would commence on 19th June and run through to the 31st July 2026.

It was advised that there was a requirement for 600 new homes per year, for which work had already commenced to identify and assess potential sites. It was also noted a procurement process had commenced to undertake a full housing needs assessment to aid understanding on the needs of residents.

The Committee discussed the relationship with the Registered Providers and the work of the Housing Oversight Group, and it was advised that relationships with the providers were generally good, but when issues arose, that couldn't be dealt with internally, the Housing Ombudsman could be engaged. The role of elected Members was important in maintaining relationships by ensuring that any housing issues in wards, were raised promptly with officers.

During a discussion on the impacts of Local Government Reorganisation (LGR) on the housing services provided, it was advised that the new authority would benefit residents through a larger team and access to more resources. The Team currently worked closely with the teams in both Hart, and Basingstoke and Deane councils, used the same systems and had similar policies. A request was made for a clear and simple way to explain how the prioritisation/allocation process worked, which Members could use to help their residents. It was noted that the team were always willing to talk through the process with residents and Members to ensure good understanding.

With regard to a query regarding temporary accommodation, it was noted that over the last twelve-month period, there had been 23 placements in bed and breakfast (B&B) accommodation, 18 of which had no children. Rooms in B&B's were booked for one-week periods and clients may be asked to move out at short notice. The Team were working to make the process better and target support where it was most needed. With regard to the cost of B&B accommodation, it was noted that this had increased in the last three quarters of 2025/26, but the overall cost was still relatively low compared to previous years.

The Committee discuss the data provided, which showed the number of homelessness enquiries, the recent increase was attributed to the implementation of the Renters' Rights Act in May 2026, however, it was expected that this increase would reduce following implementation. It was advised that 84% of cases had been dealt with preventing homelessness in the Borough, this figure was well above the regional and national averages that sat at 55-57%. Other data showed a decrease in private sector improvement notices, where very low numbers of notices had been issued over the past two-year period, and complaint levels relating to the private sector had levelled out over the same period.

In response to a query regarding what could be done to help others achieve higher levels of prevention of homelessness, officers advised that early intervention was key, and the sooner accommodation could be secured the better.

In response to a query regarding private landlords selling their properties, due to the implementation of the Renters' Rights Act, it was felt that this may impact the

individual one-off landlords, but less likely those with a portfolio of properties. However, those with a portfolio of properties would need some adjustment and upskilling to meet the new requirements and it was hoped that this could be done through the Landlord’s Forum. The Committee requested that an information pack be provided for landlords, that could be made available to Members in order for them to assist their residents.

ACTION

What	By Whom	When
Arrange an All Member Briefing from the Housing Team, which would include a demonstration of the new process for assessing applications.	Suzannah Hellicar, Service Manager – Housing	Later in the Municipal Year 2026/27
Provide a link to the Government’s information pack for Landlords following the introduction of the Renters’ Rights Act. The information would then be saved on the Members SharePoint file for ease of access.	Jermaine Pinto, Housing Options Manager	July 2026

4. ROUGH SLEEPING

The Committee received a presentation from Charlotte Redpath, Housing Support Team Leader, which provided an overview of rough sleeping and the support offered to vulnerable rough sleepers in the Borough.

The Committee were advised of the difference between rough sleepers, those bedding down on the street, and the street attached, those with a history of rough sleeping but who were no longer bedding down on the street but were housed in appropriate accommodation for their needs. It was also noted that three times a week the outreach team were out carrying out checks, responding to needs and patrolling regular hotspots. The Team had access to a platform ([StreetLink](#)) that allowed people to report sightings of rough sleepers, and Members were encouraged to promote StreetLink with their residents to ensure no delay in responding to incidents of rough sleeping.

It was noted that the team reported figures of rough sleepers on a set day per month. On average, the single night figure for the Borough had been three rough sleepers and six-eight rough sleepers per month, the numbers were considered low, but the individuals sleeping rough frequently changed during the month. The Committee noted that there was a core group of rough sleepers with long-term re-occurring issues – intervention with these individuals was always quick and support was ongoing.

During the period, January - June 2026, the Committee noted that fourteen rough sleepers had be re-housed. The team were also supporting 57 individuals who had

been placed in accommodation, through long-term and brief interventions as required.

In response to a query, it was noted that not everyone was entitled to housing support, each case was individually tested and certain groups, including those with children, pregnant women or victims of domestic abuse, were given priority need. In some cases, accommodation was provided but not sustained by the individual as a result of behaviours relating to drugs and alcohol use.

The Committee were advised of the Severe Weather Emergency Protocol (SWEP) which gave all individuals, regardless of their circumstances, access to accommodation in extreme hot or cold temperatures. SWEP also gave officers and partners the opportunity to engage further with individuals not willing to engage under normal circumstances.

A request was made for an All Member Briefing from the Housing Team, and arrangements would be made for this to take place later in the year.

ACTION:

What	By Whom	When
Provide an All Member Briefing on the Homes for all Priority.	Suzannah Hellicar, Service Manager – Housing.	Later in the Municipal Year 2026/27

5. APPOINTMENTS 2026-27

RESOLVED: That the following Members be appointed to serve on the following Groups for the 2026/27 Municipal Year:

(1) Agenda Preparation Group

Chairman	Cllr Halleh Koohestani
Vice-Chairman	Cllr Kevin Betsworth
Vice-Chairman	Cllr Steve Harden
Labour Group	Cllr Bill O’Donovan

(2) Council Tax Support Task and Finish Group

Labour Group	Cllr Lisa Greenway Cllr Mike Roberts
Conservative Group	Cllr P.J. Cullum
Reform Group	Cllr Steve Masterson
Others	Cllr Kevin Betsworth Cllr Halleh Koohestani

(3) Housing Oversight Group

Labour Group	Cllr Rhian Jones Cllr Bill O'Donovan 1x TBC
Conservative Group	2x TBC
Reform Group	Cllr Sally McGuinness
Others	Cllr Leola Card
Co-opted Member	Sue Dowell, Citizens' Advice

Group Leaders would be contacted following the meeting to fill the remaining spaces on the Council Tax Support Group and Housing Oversight Group.

6. **WORK PLAN**

The Committee noted the current work plan and the 2025/26 work plan for reference. It was noted that should any Members wish to have an item considered for scrutiny by the Committee they should advise the Committee Administrator.

The meeting on 16 July, 2026 would be re-scheduled due to the Wellington By-Election being held on the same day, a new date was being sought, and Members would be advised in due course.

The meeting closed at 9.29 pm.

CLLR HALLEH KOOHESTANI (CHAIR)

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