

To all Members

*Direct Line:* 01536 535661  
*Email:* davidpope@kettering.gov.uk  
*Date:* 3rd January 2020

Dear Councillor

You are summoned to a meeting of Kettering Borough Council to be held in the Council Chamber - Kettering Borough Council on Monday, 13th January, 2020 at **7.00 pm.**

Yours faithfully



G Soulsby

Managing Director

## **AGENDA**

1. Apologies
2. Minutes of the previous meeting to be approved as a correct record and signed by the Chair
3. Declarations of Interest

*(Members are asked to make any declarations of financial or other interests they may have in relation to items on this agenda. Members are reminded to make a declaration at any stage throughout the meeting if it becomes apparent that this may be required when a particular item or issue is considered.)*

(a) Disclosable Pecuniary Interests

(b) Personal Interests

4. To receive any announcements from the Mayor and/or the Leader of the Council
5. Report of the Managing Director
6. The Mayor to ask members of the public present if they want to speak on any item on the agenda

### **REPORTS:**

- |    |  |         |
|----|--|---------|
| 7. | Community Governance Review  | 5 - 38  |
| 8. | Kettering Town Centre - High Streets Heritage Action Zone Programme Design | 39 - 66 |
| 9. | Licensing Act 2003 Statement of Licensing Policy 2020-2024                 | 67 - 96 |

### **MOTIONS:**

10. To consider motions received in accordance with Council Procedure Rule 16 as follows:-
  - (i) To be proposed by Cllr Lee and seconded by Cllr Don:-

“This Council agrees to make the dates (and whenever possible, agendas) of future council meetings that are open to the public clearly accessible on the Council’s website with at least two weeks’ notice from the link on the home page under ‘View meetings, minutes and agendas”

- (i) To be proposed by Cllr Groome and seconded by Cllr Lee:-

“This council will work towards an official ceremony to sign the TUC charter ‘Dying To Work as soon as possible:

This charter sets out an agreed way in which our employees will be supported, protected and guided throughout their employment, following a terminal diagnosis.

- We recognise that terminal illness requires support and understanding and not additional and avoidable stress and worry.
- Terminally ill workers will be secure in the knowledge that we will support them following their diagnosis and we recognise that, safe and reasonable work can help maintain dignity, offer a valuable distraction and can be therapeutic in itself.
- We will provide our employees with the security of work, peace of mind and the right to choose the best course of action for themselves and their families which helps them through this challenging period with dignity and without undue financial loss.
- We support the TUC’s Dying to Work campaign so that all employees battling terminal illness have adequate employment protection and have their death in service benefits protected for the loved ones they leave behind.”

11. To receive questions from members.

12. Any matters of urgency that the Mayor decides should be considered.

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### **Toilets**

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If you wish to report on this meeting, please telephone 01536 534191 or email [democracy@kettering.gov.uk](mailto:democracy@kettering.gov.uk) at least two days before the meeting to enable the Council to provide reasonable facilities for you to do so. Failure to advise the Council of your intention may mean the necessary facilities will not be available.

If you are planning to attend, and do not wish to be recorded or photographed, please inform the Chair at the start of the meeting. The Protocol for members of the public wishing to film and report on meetings is available on Kettering Borough Council's website at:

<http://www.kettering.gov.uk/recordingmeetings>

<b>Committee</b>	<b>COUNCIL</b>	Item 7	Page 1 of 5
<b>Report Originator</b>	Martin Hammond	<i>Fwd Plan Ref No:</i> -	
<b>Wards Affected</b>	All Kettering town wards plus Queen Eleanor and Buccleuch and Barton Seagrave wards	13 <sup>th</sup> January 2020	
<b>Title</b>	<b>COMMUNITY GOVERNANCE REVIEW</b>		

**1. PURPOSE OF REPORT**

To report the results of public consultation on the community governance review and seek Council's approval for the next steps.

**2. BACKGROUND INFORMATION**

2.1 At its July meeting, Council agreed to consult on the potential to create Town Council for Kettering town, and on consequential boundary changes to accommodate the Hanwood Park urban extension within the town area.

2.2 Consultation took place between 1<sup>st</sup> September and 31<sup>st</sup> October 2019. Apart from general publicity, online and paper consultation was targeted at community groups, statutory partners, and residents in Kettering and the adjacent parishes who would be directly affected by the boundary changes proposed. Hard copies were distributed to libraries, KBC offices, GP surgeries and other suitable outlets.

2.3. A total of 164 responses were received.

There was a mixture of responses from borough councillors, town and parish councils, community groups and statutory partners and local residents. From the respondents who left their details, responses were received from:

- 1 Borough Councillor
- 4 Town and Parish Councils
- 3 community groups and statutory partners

2.4 From those respondents who left their full postcode details (112 out of 164 respondents), 75% lived within Kettering town or the adjacent parishes.

**3. CONSULTATION RESULTS**

3.1. Broadly, there was widespread support for the creation of a Town Council on revised boundaries. The headline responses to each of the main questions was:-

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Table 1

Question	In support	Against
<i>Do you agree that a town council should be created for Kettering?</i>	84%	16%
<i>Do you agree that the new Town Council should come into being at the same time as the new unitary council?</i>	80%	20%
<i>Do you concur that the urban extension of Hanwood Park should be treated as part of Kettering town?</i>	76%	22%
<i>Do you agree with the proposal to have 20 councillors elected from 9 wards based on current boundaries?</i>	67%	33%

Other, more qualitative questions posed were:-

- *Should the existing Mayoralty and associated regalia and assets be vested in any new town council, or in charter trustees?*
  - 73% supported the Town Council option and 20% the Charter Trustees option. Several respondents did not support the continuation of the Mayoralty at all, and Desborough Town Council questioned the right of the Town Council to inherit the insignia of the outgoing Borough.
  
- *What roles and responsibilities do you think any new Town Council should consider adopting, in addition to their statutory powers and role?*
  - There were a large number of suggestions, but there was a concentration of support around
    - Maintaining parks and open spaces and floral displays
    - Town Centre maintenance
    - General marketing and promotion of the town and town centre
  - It will be for the unitary authority to determine what powers and responsibilities it wishes to agree that parish councils could deliver
  - The Market Charter, vested in the Borough Council, will need to be transferred before or on 1<sup>st</sup> April 2021, and the assumption throughout the community governance review has been that it should transfer to the Town Council, and no one demurred from that during the consultation.

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3.2. On the question of boundary revisions between Kettering town, (as expanded) and Barton Seagrave parish, respondents were evenly balanced between the three options provided (see plan attached at **Appendix A**)

Option 1	32%
Option 2	22%
Option 3	37%

3.3 A minority of respondents were strongly opposed to a town council on the grounds that it was not needed.

3.4. The full summary of all responses is attached as **Appendix B**.

#### 4. NEXT STEPS

4.1. Included in the July Council report was a timetable for the whole process, which has been disrupted by the need to move the Council meeting to January, as a consequence of the 2019 General Election being called. Therefore, a new timetable is set out below, which Council is asked to endorse.

Table 2

Remaining Stages	Old Timetable	New Timetable
Results of consultation reported to Council	11 <sup>th</sup> December 2019	13 <sup>th</sup> January 2020
Publish draft recommendations for further consultation	15 <sup>th</sup> December to 15 <sup>th</sup> February 2020	20 <sup>th</sup> January to 17 <sup>th</sup> March 2020
Final recommendations to full Council	28 <sup>th</sup> February 2020	22 <sup>nd</sup> April 2020
Council fixes precept for Town Council	February 2021	February 2021

4.2. The Council is required to publish draft recommendations for further consultation. Attached at **Appendix C** is a draft statement. It assumes, given the consultation responses above, that:-

- Council supports the creation of a Town Council for Kettering, on expanded boundaries, from April 2021 onwards, with elections to the Town Council in May 2021.
- The Town Council should comprise 20 members, elected from 9 wards, largely based on existing KBC ward boundaries
- The Town Council should have a Mayor, and that, as a consequence, the current insignia, regalia, civic plate and other items held by the Borough

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Council, should be gifted to the Town Council, and that the chains of office and mace therefore be adapted to incorporate the insignia of the pre 1974 Kettering Borough Council (from which they were originally inherited)

- The Market Charter held by this Council should be transferred to the Town Council on 1<sup>st</sup> April 2021.
- The boundaries between Kettering Town, and Cranford and Barton Seagrave parishes be as set out in the map included in the statement. (i.e. option three from the consultation).

## **4. POLICY AND RESOURCE IMPLICATIONS**

- 4.1. At the time of writing, the Structural Change Order creating new unitary Councils has yet to be approved by Parliament, so the whole process remains at risk.
- 4.2. An election for town councillors would need to be held in May 2021, the costs of which would need to be met by the precept set by this Council in February 2021.
- 4.3. The insurance value of the Mayoral insignia, plate and regalia is £160,250; therefore this is the value of the gift from the Borough Council to the future Town Council. The Town Council would be assuming the maintenance and insurance costs from 1<sup>st</sup> April 2021. The annual premium is £1900.

## **5. LEGAL AND EQUALITY IMPLICATIONS**

- 5.1 The Council is following the statutory process for a community governance review.

## **6. CLIMATE CHANGE IMPLICATIONS**

- 6.1 None

## **7. RECOMMENDATION**

- 7.1 That the Council

- Notes the consultation responses
- Agrees a revised timetable as set out above for completing the community governance review
- Agrees the draft recommendations for further consultation as set out in the attached statement



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### **Background Papers:**

Consultation responses  
Consultation document  
Reports to Council 24<sup>th</sup> July 2019  
Insurance documents

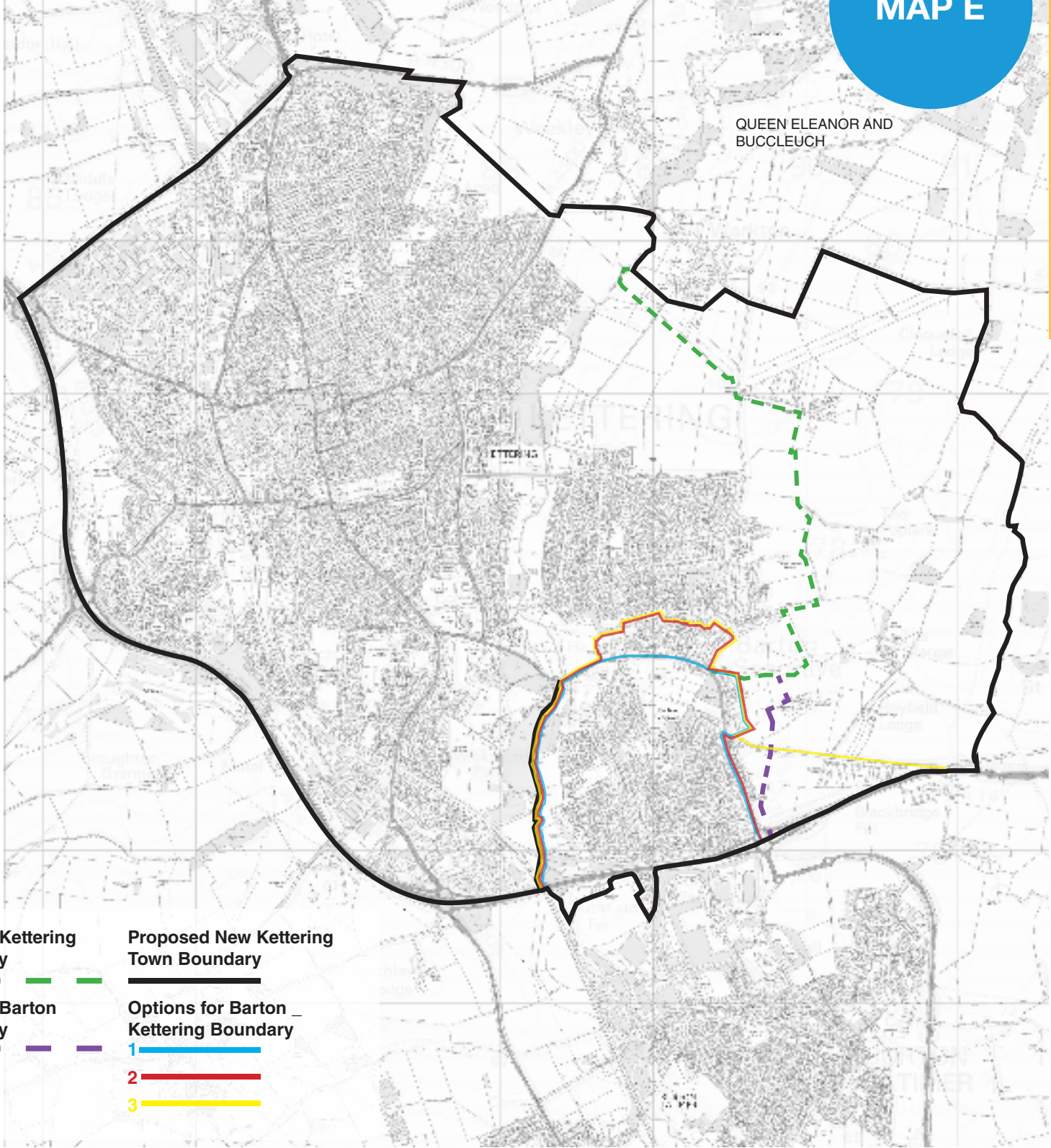
### **Previous Minutes/Reports:**

Local Government Reform Advisory Committee  
30<sup>th</sup> January, 10<sup>th</sup> April, and 19<sup>th</sup> June 2019  
Council 6<sup>th</sup> March and 24<sup>th</sup> July 2019

Date: 20<sup>th</sup> December 2019  
Contact Officers: Martin Hammond/Sallie Tyrer

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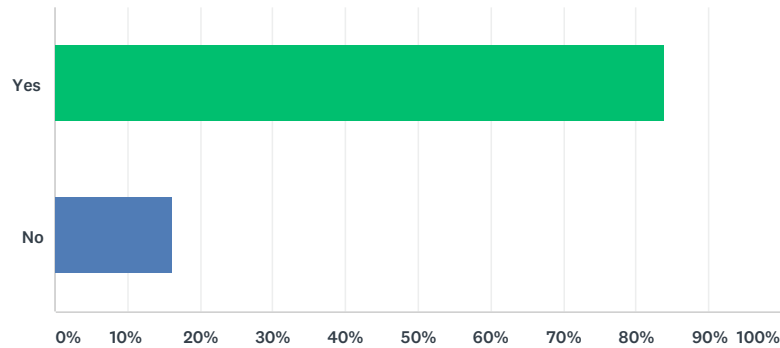
By way of summary, Map E therefore shows the overall boundary of Kettering including the three options for Barton Seagrave.



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## Q1 Do you agree that a town council should be created for Kettering?

Answered: 162 Skipped: 2



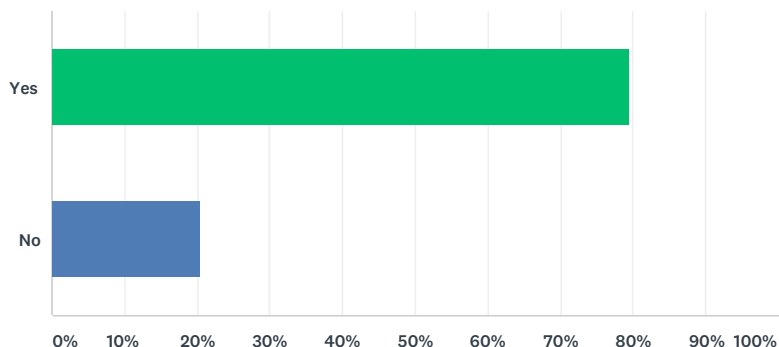
ANSWER CHOICES	RESPONSES	
Yes	83.95%	136
No	16.05%	26
<b>TOTAL</b>		<b>162</b>

#	ANY OTHER COMMENTS?
1	As long as the amount charged to residents is fair, and the council don't get carried away with spending / costs.
2	I am prepared to agree that there is a need for a statutory forum which is able to discuss and advocate for the needs and ambitions of Kettering as a coherent whole. Constitutionally, the new unitary council will not, indeed, is not designed or intended to, achieve this, therefore there is a need for a further body. In general terms, I agree that the proposal for Kettering Town Council has the potential to fill the need. I can also foresee that, depending on how the relationship between the unitary council and the constituent parts of the area that it covers develops, it may well be the case that the absence of a town council for Kettering, but the presence of other town councils, for example for Corby and Wellingborough, would put Kettering at a disadvantage.
3	The town certainly needs some funds and improvement but looking at some of KBC's decisions lately I would have to hope that some more sensible people are on that town council. If the town improves then footfall would improve and encourage more business into the high street. Market Square end is great now and the Yards area - but this needs to extend down the high street.
4	All areas should be equal and all residents should be precepted
5	I think it's really important to know what is going on in a community and to get peoples views and comments on what can be done to improve the town - which it is desperate for.
6	It is very important that Kettering has representation.
7	As long as it does not cost too much on taxes Question: Does that mean that the parish council will have even more less powers or would this give parish councils a bit more power ? or the same as now?
8	Without a Town Council it will be problematic to determine the level of Council Tax applicable to the town of Kettering
9	It will need to have some influence at the bigger table. How will this be ensured?
10	Hopefully more interest & control
11	We do not need this costly talking shop. This extra layer of bureaucratic officialdom would be filled with self-seeking air heads; save the township without them.
12	Kettering should have a town council to ensure its residents are not adversely affected by a democratic deficit in local government representation
13	Kettering council do NOTHING to help or listen to its most vulnerable residents and directors etc get paid far too much
14	Little actual power and delivering services that would be the responsibility of the unitary authority anyway? More cost and more fingers in the pie. Not needed.
15	But they need to put Kettering first and stop lining their own pockets
16	If all other towns have one, it will see us left behind without potentially

17	It helps to create more local pride in our town if there is a formal organisation ie council to oversee local events, ceremonial occasions and Kettering-specific culture/history promotion.
18	It does not need one and is additional bureaucracy and expense
19	I believe it is imperative for the promotion of localism and accountability.
20	Definitely
21	Subject to a fuller understanding of costs and services provided
22	We need to ensure we have local representatives who are working for Kettering.
23	Another level of bureaucracy. Also abolish the other town and parish councils
24	I think its important for the town to have its interests looked at in the same way as other A6 Towns. It would create equity in terms of governance when the unitary commences. However it does create an additional bureaucracy so needs to be streamlined and efficient
25	Bunch of expensive burocrats
26	The existing council have virtually destroyed the town over the years. Lets see what happens to parking charges etc once we have a unitary council. It will probably cost us even more to keep on these useless politicians.
27	It's important that Kettering has its own identity
28	With the forming of a unitary body, the need for a town council is negated as the responsibilities are to be taken on by the unitary body. Extra responsibilities such as roads and social care will also come in and extra tiers will create confusion for residents
29	Our town needs help
30	It would be equitable and democratic to do so.
31	Concerned about the cost and what value it will bring, it needs to be a lean structure
32	We can go through our MP rather than pay extra for a town council; if we don't have an MP my view would change
33	Yes, most definitely.
34	It would be a disgrace if the parishes continually subsidies the residents of Kettering Town. Due to an unfair allocation of funds to the parishes we are already having to buy our own stuff that Kettering town residents get through central taxes
35	Of course they should. All towns should have their own council, including having to pay a precept, the same as the rest of the towns in the borough do.
36	There is far too much local government at the moment. Cutting to a unitary system should save money. Introducing yet another layer will inevitably cost more.
37	They should have a town council, and have a precept the same as all the other towns in the borough
38	This was proposed in the July meeting of KBC and the motion was defeated. Why the change now?
39	This is only fair as currently Kettering Town residents pay no precept but benefit far more than any other town or village in the borough.

## Q2 Do you agree that the new Town Council should come into being at the same time that the new unitary council comes into being?

Answered: 161 Skipped: 3



ANSWER CHOICES	RESPONSES	
Yes	79.50%	128
No	20.50%	33
TOTAL		161

#	ANY OTHER COMMENTS?
1	Given the reasonable need for a town council for Kettering, there is no logic or value in it coming into existence in a period of time either before or after the demise of Kettering Borough Council; therefore Kettering Town Council should be started up at the exact point that KBC ceases to exist.
2	It should be before to prepare for the unitary council
3	Should be convened in advance so that it is ready on the day.
4	This is to be seamless
5	As with existing town and parish councils Kettering will have to be ready to undertake the responsibilities required of it at the time of the handover.
6	It would be sensible to have a cross over period for a smoother transferal of duties.
7	If not, the idea could be left on the back burner.
8	See above comments.
9	No town council required as this will another charge on residents
10	Should not come into being at all.
11	It should come before to pave the way to the unitary council.
12	See above
13	Should be started sooner, so the public get used to the town council.
14	Or before hand.
15	Early as possible
16	It is important to establish the relationship with the Unitary Authority before "go live" and operate in parallel
17	There is no need.this will be a further burden upon the rate payers
18	The town council is not needed
19	It should come into effect along with elections to all other Town and Parish Councils in May 2020. It will then be on an equal footing in dealing with the shadow Unitary to identify what services are relevant to each.
20	Why not start before so that things are up and running ready for the unitary council comes into being? That will create less confusion afterwards.
21	It should be formed and ready to protect the interests of the people before the unitary
22	No 6 months in advance

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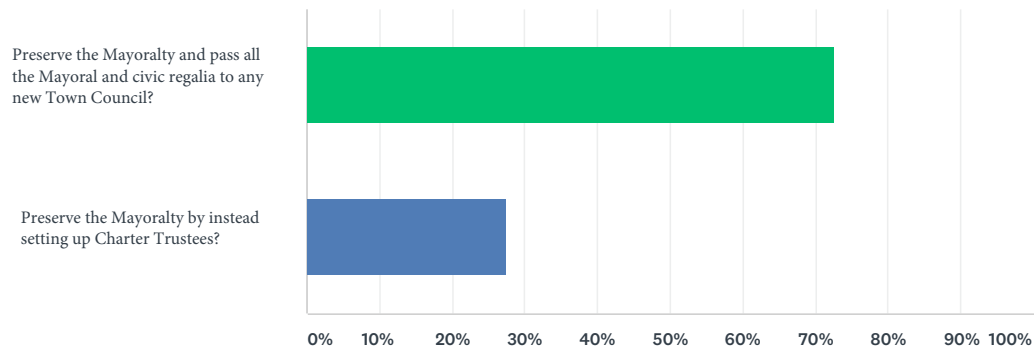
23	It needs to be created sooner,so it is already in place to take on the required role when unitary is established.
24	If not before

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### Q3 Should the Borough Council...

Answered: 146 Skipped: 18



ANSWER CHOICES	RESPONSES	
Preserve the Mayoralty and pass all the Mayoral and civic regaila to any new Town Council?	72.60%	106
Preserve the Mayoralty by instead setting up Charter Trustees?	27.40%	40
<b>TOTAL</b>		<b>146</b>

Additional Responses via email:

- # 1 My council's view of the Civic Insignia is that they belong to the Borough not the Town of Kettering and should be consigned to a local museum rather than given to any new Town Council for Kettering. My Council also thought that all of the assets of the Borough Council should be transferred to the new Unitary Authority
  
- #2 I note that the consultation document contains a section entitled "Should Kettering continue to have a Mayor?" This is a right and proper question, and I amnot happy about the failure of the consultation questionnaire to include this question within it. The question that actually is asked about the mayoralty, presupposes that Kettering should continue to have a mayor, and no opportunity is being given to residents to express an alternative view. In my opinion, while there may indeed be reasons to have a mayor, the consultation document itself does not make an adequate case for this. I also do not believe the assertion that the mayoralty costs Kettering residents as little as £22,000 per year, since I think that some elements of the cost of the mayoralty (e.g. the upkeep of his "parlour" and the security and insurance of the mayoral regalia) would seem to be hidden elsewhere. It would have been appropriate for the council to have produced a fuller account of the costs of the mayoralty as a part of this consultation.

## Q4 What roles and responsibilities do you think any new Town Council should consider adopting, on top of the above list?

Answered: 98 Skipped: 66

#	RESPONSES
1	I think most roles/responsibilities would come under the "General Representation" point, with specific roles and responsibilities being offshoots from the same
2	Looking after the floral arrangements around the town,
3	Maintaining & preserving the history of Kettering
4	Maintain larks and gardens across the Borough and town centre cleansing
5	Support facilities such as for sports and promote town
6	Support a litter free town, making it attractive to residents and visitors, support the homeless and support shops in order to preserve the high street.
7	Kettering Town Council should have the same role and responsibilities aligned with all the other town and parish councils in the Borough
8	Be responsible for upkeep of parks and gardens Take on responsibility for cleansing of town centre streets
9	Promote the town. Give support to local charities, community groups, etc. Be there as both a listening ear to the residents and a voice for them. Promote, encourage green space around the town with more trees, plants, seats, bins, etc.
10	Be part of any planning and hold power for the development of local town centre and amenities.
11	<p>Kettering, in particular the town centre, has severe problems. Some of them are geographic - the significant distance and considerable slope between the railway station and the retail and business portion of the town centre (which impedes the coherence of the broader town centre area) being a good example. It has an inadequate road system relative to the numbers of cars currently trying to use it, and insecure and very expensive parking. It has a thoroughly inadequate local bus network. There is no provision worthy of the word for cyclists. Economically, the retail portion of the town centre is collapsing due to declining footfall (for the reasons just mentioned) and competition from elsewhere. The effort to enhance nighttime use of the town centre (the "restaurant and cultural quarter" initiative) is at the point of failure due to the near-complete absence of a town centre evening cultural offering, inadequate parking close to the restaurants, the high perceived threat of crime in the town after dark and the absence of a local public transport system to get the residents of Kettering safely and reliably into town in the evening and back home afterwards. Against this backdrop, action is clearly required. The town needs a proper action plan (rather than the shoddy document of the same name that it currently has). It needs that plan to be funded and executed in a timely fashion. A town council will not be the body to plan, fund or execute, of course, but could be the forum that expresses the ambitions that lead to the definition of the action required, the coherent voice urging the unitary council to fund and execute, and vigorously criticising its sloth if it fails to do so. I would suggest that motivating, advocating and scrutinising the restoration of Kettering from the consequences of several decades of neglect, apathy and incompetence, should be the main purpose of the town council. I have no objections to the list provided on page 8 of the consultation, except that the case for the continuation of the Kettering mayoralty has not been made and seems to be being taken as a given. I am also surprised at the implied suggestion that what passes for Kettering market (a small, dismal assortment of stalls most of which are in breach of hygiene and trading legislation, bearing no relation at all to what was anticipated in the town's market charter and bringing absolutely no credit to the town) is currently "managed". Otherwise, I find the tasks that the Town Council wishes to set itself to be extremely unambitiously expressed and rather passive, as if the Town Council is being conceived as a reactive, rather than proactive, body. I would suggest that the "civic leadership" role for the town council, anticipated on page 2 of the consultation document but never defined thereafter, is far better represented by the second paragraph of my response here than by the dull phrases listed on page 8. One of the advantages of the unitary council structure is that it provides clarity to the public as to who make which decisions on their behalf, who is providing them with which services and which body is in receipt of which money collected via the council tax. In that sense it will always be the unitary council, and democratic accountability for the money collected and the way in which it is spent will always lie with the unitary councillors. Thus any perception that a town council would, could or should act as an "interface" between the public and the unitary council crosses these lines of accountability and should be vigorously avoided. Further, I would also say that if a town council was to take on any role as a service provider, then this would also act to undermine the essential clarity of responsibility that a unitary structure would otherwise bring. Finally, I would say that the thing that Kettering needs least is a body that functions, to any extent, as a peaceful twilight "home-from-home" for those current KBC councillors who are deemed sufficiently over-age and/or under-capable for their further services to be useful in the new unitary council.</p>
12	Listening to public views

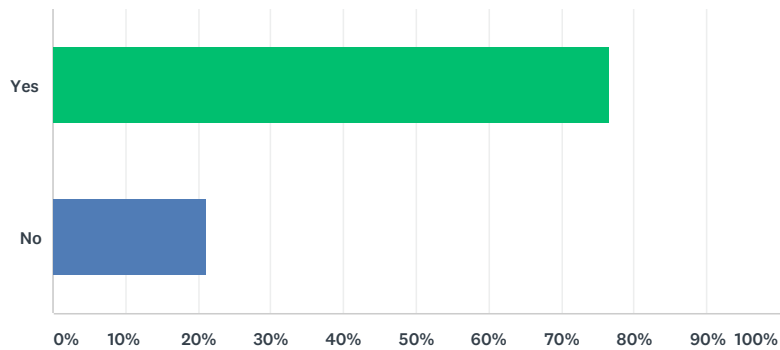
13	Ensure representation of the interests of the town to the new unitary authority, To engage with the towns residents to support new initiatives and services to the town in addition to those provided by the unitary authority.
14	Just an observation - huge lorries coming straight from Europe cannot drive safely down the narrow streets in the Town Centre without causing traffic hold ups - particularly Queen Street where lorries cannot turn at the bottom of the street either way. We need a better route through the town centre to avoid accidents
15	Town council should have control over town planning and town events
16	No more
17	Should match parish councils roles and responsibilities
18	Anything that directly effect the town
19	Should be treated similarly to other town councils such as rothwell, desborough, thrapston, rushden etc
20	It should look progressively at subsuming as many as possible of the matters pertaining to the functioning of Kettering.
21	Looking after the Art Gallery and Museum
22	The new Kettering Town Councillors must fall under the same category as other parish and town councils which are as volunteers only. There can be no exception regardless of the responsibilities adopted by that town council.
23	Better communication with Parish councils and keep promises with them i.e. money for Burton Latimer is for BL money for Barton Seagrave is for BS and not Kettering council to change their minds and keep it for the whole Borough Having a mayor is NOT my priority. He/she has not got any power so what is the point spending more money for admin, office, plaque etc.. one councillor should take a bit more responsibility for welcoming outsiders when necessary once a year for a turn around and that is it! No extra pay .... as for charities which are very important i.e cransley hospice Kettering, and others for Kettering hospital etc ... in turn a councillor should take responsibility. Not alot to ask (only time) for such an important cause!
24	None
25	Running more town events. Bringing together more cohesion in volunteer groups working in the town
26	Public consultations where needed. Add to transparency and make local democratic processes more widely communicated - even things to do with the new unitary authority.
27	It should be acknowledged that other than the current Borough of Kettering all other areas in Northamptonshire currently operate a different system whereby town & parish councils are responsible for a range of activities such as street lighting, grounds maintenance, cemetery maintenance etc. This is demonstrated by the substantial difference in precepts levied by towns and villages in the county beyond Kettering. It seems unlikely that the area currently administered by KBC would be treated differently than the rest of the county under the Unitary Authority so it should not be assumed that residents will have a choice.
28	Given the size, impact and opportunities provided by the growing population of Hanwood Park, the new town council should be proactive in enhancing, rejuvenating, encouraging and promoting commerce and access to the town center rather than just commenting on planning applications.
29	To represent residents' issues to the district council.
30	Agree with the points on the above list
31	To oversee the regeneration of our town high street as a priority.
32	Your list of choices for question 5 does not cover all the possible outcomes. So how do I tell you that 1938 hardly makes the mayoralty an office of ancient tradition that you seem to think is worth preserving? Answer to Q4 : nothing important for it to do , so do not have it.
33	5 year plan of rejuvenation
34	Power to precept for identified local needs
35	Manage public open space and play areas. Organise festivals and celebrations. Manage community centres
36	I dont think there should be one as there is clearly very little of current council budgets being used on the town centre. With no investment being made to preserve what is in the town it seems foolish to have any a new version of council when locals have to go out of town for mens clothing and other shops and services .
37	Housing, repairs, crime, shops things for kids teenagers to do
38	LISTENTO ITS RESIDENTS WHO ARE STRUGGLING FINANCIALLY WHILE DIRECTORS GET BIG PAY AND BONUS PENSIONS
39	Listening to and speaking on behalf of residents
40	None. And remove those on the list.

41	Sorting out the high rents on shops in the town and sort the roads out.
42	Events In market place, anything marking or celebrating any local history/heritage/culture specific to the town etc
43	The homeless
44	The intention should be that the town council and mayoralty have a clearer plan for Kettering, than any other body, and make it their continued goal to motivate and rally the town in this direction. It should also be their goal to raise more than the 22,000 the mayoralty costs annually, in funds for projects benefitting the community. In my mind, these are basic expectations of a representational body
45	None - because it should not be created - I don't think we should have a Mayor either..... but couldn't vote that way on previous page.
46	Challenge the borough council on issues that the public deem necessary. Be the friendly face of the town, where issues can be taken seriously. The local town council should be able to help with road closures, with where needs to be speed restrictions or road works as it'll be run hopefully be people that have been brought up in the area.
47	No town council
48	Issues affecting Kettering only population.
49	Support local schools visit local businesses- be visible not hidden in a 'parlour'. address local issues
50	Funding of things that relate directly to the town such as paying the clerk and funding the planting of flowers within the town. Currently village parishes have to contribute to this as part of council tax but in addition have to pay for our own clerk etc through precepting. In other words rural communities are paying twice for clerks' wages and other local items
51	Have freedom to control our borough for the best outcome for those who live here. A unitary council will not have the concern that local councillors will have.
52	As above
53	Represent kettering on a county level to insure we are not overlooked
54	Represent the local population
55	The Town Council should take responsibility for the parks and gardens f possible as they are a credit to the staff currently and the standard should be maintained
56	Whatever those with proper knowledge of these things.
57	General representation
58	None
59	Hold local meetings with neighbourhoods if not already done to listen to ketterings concerns and gather feedback
60	Town Centre Management Town Centre Events
61	Sell the council offices and put something useful in there
62	I think the town council should take on additional duties if possible where it is of benefit to have those performed more locally than centrally - balancing this to keep the cost of council tax to local residents reasonable for the services rendered
63	Without the full detail of the unitary authority being published this is hard to discuss. However, the Town Council should look to focus on local issues and champion Kettering at the unitary level.
64	None
65	I personally do not see the point in a Mayor,thus saving mony for the people of kettering
66	Whatever unitary authority delegates, specifically regeneration
67	Events and promotion in the Town Centre
68	Environmental responsibilities,how would these be managed without wardens?
69	There should be NO town council
70	Youth development Responsibility for creating points of interest for teenagers in town to keep them occupied!why has the AstroTurf on lake avenue been closed? Why can't they have a basketball court in town/ nearby? Look at running workshops for teenagers, look at employability skill development etc
71	We do not need a town council.
72	It should automatically have a say (and a role to play) in planning, housing and industrial development within Kettering boundaries. It should also have a representative that goes forward to the Unitary Authority as a right (not an invitation)
73	Parks and Open Spaces, Museun and Art Gallery

74	The future improvements and promotion of Kettering. To resurrection of the High Street and other shopping and industrial areas. The welfare of the people of Kettering.
75	None. I do not want a town council. I do not want a Mayor. I am fed up of so called representatives of the people abusing their position and the total waste of money it creates. I'd rather the cost of a town council was put into better resources for the local people.
76	Represent the people of Kettering when any major developments etc are proposed that will impact on the borough.
77	None, as a town council should not be established
78	Keep it as it is
79	Many services can be devolved to Town and Parish but not as a means redirecting funding to major services like Social Services and leaving Town and Parish Councils to levy additional Council Tax to fill the shortfall over and above current levels.
80	Local issues only - ground maintenance, strategy to improve Kettering
81	None public money should not be spent in this way; the money should be used for care in the community and other council shortages
82	None
83	Hard to define presently.
84	Have a say in the commercial aspects of the town centre
85	A fairer system of tax collection, take control of local services such as street maintenance, care for homeless and mental health within the town
86	Focus forward thinking councillors on creating opportunities for local people
87	Kettering town should have its own Precept to budget for things the same as other towns/villages
88	Improving the quality of the provision and facilities in the town which is currently run down, dirty, untidy, litter strewn and dilapidated. The town centre is in severe decline and any organisation needs to start to take some responsibility for improving the area. There is a lack of civic and community pride.
89	No duties. There should be less local government, not more.
90	Get involved in the local community
91	Education and employment and more police officers.
92	Also the same powers as a Parish Council so the ability to precept.
93	Local residents parking schemes, play areas, community buildings, allocation of S106 monies in the town.
94	Responsibility for maintenance of all public spaces;
95	Link to town centre regeneration project, Charity fund raising , support schools student council and link , link to local village parish council to share views and consultations impacting villages by kettering businesses eg bus routes
96	Parking, open space, play areas, tourism.
97	Any parish council - which is what Kettering would be - can, through the General Power of Competence (Localism Act), do what any individual can do (with some minor restrictions) and many of the parish councils in the borough do far more than the list of items here. This question seems a little disingenuous therefore and it would be better to ask what people would like to see without listing what parish councils traditionally used to do.
98	Management of the town centre

## Q5 Do you agree that the urban extension of Hanwood Park should be treated as part of Kettering Town as it is built out?

Answered: 137 Skipped: 27



ANSWER CHOICES	RESPONSES	
Yes	76.64%	105
No	21.17%	29
TOTAL		137

#	ANY OTHER COMMENTS?
1	Hanwood Park is a substantial development that will benefit from its own Parish council
2	Unsure. As it will not only make the area very large but will mean that a lot of the area is on one side of the town centre.
3	Hanwood Park residents should be allowed to choose for themselves whether they are or are not part of the Kettering Town Council area. It should not be up to the fledgling town council to impose its territorial ambitions on them. Any Hanwood Park residents who see Kettering Town Council as a linear successor body to KBC, regard KBC as a consumer of their money but a non-provider of anything but the statutory minimum of services, associate KBC with most of the failures that I listed in answer to question 4, and therefore wish to be "led" hereon from elsewhere than Kettering, would have my complete sympathy.
4	As this would increase kettering town substantially. Maybe it should be part of Barton seagrave parish
5	I do not live in this area so would prefer not to comment
6	Some of this development may fall inside Barton Seagrave parish boundary. If this happens then that part of the development needs to, and should, remain in the parish.
7	If Barton Seagrave can cope with it, it should be under Barton Seagrave as they would have a better revenue and at the end it is an elongation of BS towards Cranford. If the Parish of BS wants it then they keep it - They should have the last say
8	Hanwood Park is a community in its own right and working very hard to create and maintain that feeling. It will have land and property to maintain and should have a structure to do that
9	Hanwood Park is Kettering East and should not be incorporated into the Barton Seagrave Parish.
10	Definitely, as it will rely on local services
11	Hanwood park should be integrated with Kettering. It would be a bad idea to annex it and create more competition for resources alongside Wellingborough and Corby.
12	Previous question about the boundary of the Town Council is not relevant as the whole of the present town will be in the administration of North Northamptonshire Council.
13	Unsure
14	For electoral purposes within the new unitary authority. If you are going to have a Town Council, then NO. The fewer people that have that inflicted upon them, the better.
15	There should be no Kettering Council
16	direct management by unitary authority
17	It has always been referred to as Kettering east as an extension to the Town ... not an independent Parish. It should also leave the sovereignty of Cranford Parish to endure without being overwhelmed by new development.

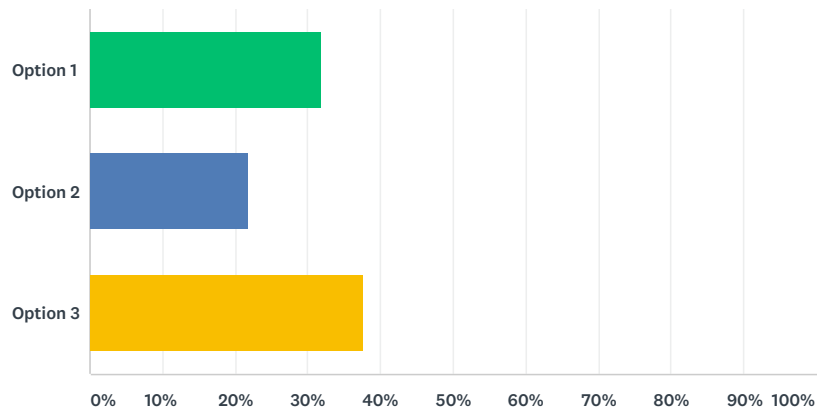
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18	But the Town Council needs to get a grip with how its being developed the disruption is massive to road users
19	Not applicable as not voting in favour
20	It should have a separate parish council.
21	I have selected yes as there is no 'unsure' radio button. I think this is something for Kettering Borough and Barton Seagrave to discuss and do not feel I have the necessary information to comment, nor do I feel I should as it does not affect me.
22	Definitely should not be tagged onto Barton

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## Q6 Which of the three options for the boundary between Barton Seagrave and Kettering do you prefer?

Answered: 138 Skipped: 26



ANSWER CHOICES	RESPONSES	
Option 1	31.88%	44
Option 2	21.74%	30
Option 3	37.68%	52
TOTAL		138

#	ANY OTHER COMMENTS?
1	Likewise with my answer to question 5, Barton Seagrave residents should be allowed to choose for themselves which council area they fall into and should not have Kettering Town Council's territorial ambitions inflicted on them.
2	I live on the far side of Kettering and think that residents of the affected areas should have a major influence on boundary decisions.
3	Options should be decided between Kettering and Barton Seagrave, Great Cransley Parish Council is not in a position to influence this
4	No applicable to me
5	Not specifically affected so prefer not to comment
6	Although Barton Seagrave Parish Council is not happy to lose areas such as Poplars farm Road and Ridgeway Road which at present are within Barton Seagrave parish.
7	3 if Barton Seagrave parish wants it and can cope with all the responsibilities but if they choose not too option 2
8	Barton Seagrave boundary should remain relatively unchanged but should incorporate the houses on the Vines (Barton Hall) side of the A6003 and the existing Warkton Lane and Poplars Farm/Ridgeway development. All of Hanwood Park should be Kettering
9	This option is satisfactory as it includes many of the historical buildings of Barton Seagrave north of the A6. I think you should also incorporate the residents from the Cranford Road junction to the A14 on the east of the A6. I would imagine they historically identify with Barton Seagrave rather than Hanwood Park.
10	None as it stands
11	Barton should be parishes separately
12	Unsure, the best option must be to not disadvantage the new town council and Barton Seagrave
13	There should be no council
14	The views of Barton Seagrave residents are the most important
15	Who cares where the line is??
16	NONE
17	None
18	the parish council should be abolished as it has proven unable to represent the needs of residents



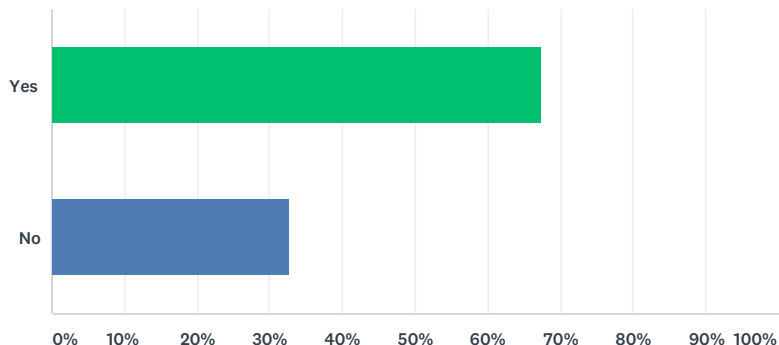
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19	Not applicable
20	None of them.
21	I have selected option 1 as there is no 'unsure' radio button. I think this is something for Kettering Borough and Barton Seagrave to discuss and do not feel I have the necessary information to comment, nor do I feel I should as it does not affect me
22	no larger

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## Q7 Do you agree with the proposal to have 20 Councillors elected from 9 wards based on the current boundaries (allowing for any consequential change resulting from the exact boundary of Barton Seagrave and Kettering)?

Answered: 138 Skipped: 26



ANSWER CHOICES	RESPONSES	
Yes	67.39%	93
No	32.61%	45
<b>TOTAL</b>		<b>138</b>

#	ANY OTHER COMMENTS?
1	Henwood park should have it's own councillors seperate from the Ise Lodge. Maybe 1 for a start and then increase aspopulation increases
2	Surely the new Hanwood Park development would require an extra ward with extra Councillors in it's own right? Would it not risk being under-represented otherwise?
3	1 councillor for each ward
4	I agree that the existing borough council ward boundaries provide the most practical and economical route to defining the boundaries for wards in the town council.
5	Absolutely Not!
6	I agree there should be one from each ward but 20 councillors seems like too many
7	We should avoid an increase in overall number of councillors as far as is practicable.
8	This parish council (Great Cransley) should not have influence over these numbers, but if it has worked so far it should be up to Kettering Town Council to decide finally
9	20 councillors and no mayor. One should take some of the responsibilities of a mayor (without being one) with a deputy in case of illness etc every year so all 20 have a chance to do something extra for Kettering
10	This isn't a black and white situation for me - communities need representing and the 5500 homes of Hanwood Park need to ensure representation of their own.
11	This seems too many if there are to be an additional 15 Unitary councillors. The role of a Town Council will be reduced from the current status so the workload will be reduced. To simply replicate the current situation is not an economic option for the town residents.
12	2 Councillors per Ward might be enough
13	I think the Ise Lodge ward will be too large. It should be represented now as a separate ward by a visionary. I imagine some considered sensible decisions need to be defended about integrating the development properly with Kettering (such as lobbying for transport infrastructure in the town as well as getting to the town centre, and harmonising the existing environment with the development) in order to avoid the developers suiting themselves.
14	See answer to previous question
15	I dont see why 20 people should be paid for representing 9 wards
16	Tory councillors toe the party line and disregard people's concerns Labour or any other councillors don't get listened to so nothing changes

17	No council, no councillors.
18	There should be no council as this is pointless and expensive bureaucracy
19	I agree the existing boundaries should remain, but would favour 18 councillors - 2 per ward, but I might modify this view when it is clear what each one costs.
20	This is an opportunity to review the actual communities within the town. The number of councilors at 20 is fine but the alignment can be modified
21	Fewer councillors
22	These so called councillors are just money grabbing scroungers!!!
23	Why do we need that many? Should consider reducing number and councillors look after 2 areas
24	I do not have enough information to make an informed decision on this question.
25	My concern having listened to the debate at KBC was that the decision was being made to secure advantage for existing Borough Councillors in elections rather than encouraging a wider fresh set of new Councillors.
26	20 councillors! far to many
27	No extra councils.
28	Why should some wards have more than 2 councillors - and therefore more overall influence in decision making than other wards?
29	The number seems a little low to me as the population of the A6 towns is considerably lower and yet they have a higher ration of councillors to population than proposed.

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## APPENDIX C

### KETTERING BOROUGH COUNCIL

#### COMMUNITY GOVERNANCE REVIEW 2019-20 - STATEMENT OF RECOMMENDATIONS

##### **Purpose**

This document sets out the Borough Council's views on the creation of a Town Council for the currently unparished area of Kettering, together with consequential boundary revisions to the parishes of Cranford, Barton Seagrave and Burton Latimer.

The proposals set out below are presented for consultation, prior to the Council making a final decision at its meeting on 22<sup>nd</sup> April 2020. The deadline for responses is 17<sup>th</sup> March. Consultation responses should be sent to:- Communications Team, Kettering Borough Council, Kettering, Northants, NN15 7QX

##### **Background**

The government has set out its intention to create two new unitary authorities in Northamptonshire with effect from April 2021, and consequently abolish the existing local authorities. This has led the Borough Council to consider establishing a Town Council in Kettering, so that this unparished area has the same representation as the wider geography of North Northamptonshire when the new unitary authority is established.

The Borough Council consulted on aspects of this proposal, as a community governance review, which is a statutory process. As part of the statutory process, the Borough Council must publish its statement of what it intends to do for comment before it can implement it. We are at this stage.

##### **Consultation response**

The consultation was supportive of the establishment of a Town Council, and of expanding the geography of the town area, to include parts of Cranford and Barton Seagrave Parish areas, but also to expand the boundaries of Barton Seagrave into some of the unparished area and into Cranford parish. The Council report on the consultation can be found here along with the full consultation responses. [www.kettering.gov.uk/towncouncil](http://www.kettering.gov.uk/towncouncil)

##### **Detailed proposals**

The Borough Council is therefore proposing

- a) **That a new Town Council is created, with effect from 1<sup>st</sup> April 2021.** In order to have effect, the Council will need to formally agree this, and by 1<sup>st</sup> April
  - a. appoint someone to act as the interim clerk to the Council,
  - b. agree a precept so that the Town Council will have funds available for its first year to defray expenses, including election expenses, mayoral expenditure, interim clerking costs and any costs associated with its functions or administration.
  - c. arrange for elections to be held in May 2021 for town councillors.

- b) **That the Town area should include land to the east of Kettering in an expanded geography, as set out in Plan A attached. At the same time, the parish of Barton Seagrave should be expanded to reflect community loyalties and a sensible geography.** .Some further tidying up of boundaries to follow the line of the A14 is also proposed.

The plan shows the areas to be transferred between Cranford, Barton Seagrave, Burton Latimer and Kettering, as follows:-

- Land in yellow – land to be added to the parish of Barton Seagrave taken from the currently unparished area of Kettering
- Land in orange – land to be added to the parish of Barton Seagrave taken from the parish of Cranford .
- Land in green – land to be added to the Town of Kettering, taken from the parish of Cranford
- Land in pink – land to be added to the town of Kettering taken from the parish of Barton Seagrave
- Land in light blue – land to be added to the parish of Barton Seagrave, taken from the parish of Burton Latimer
- Land in dark blue -land to be added to the parish of Burton Latimer, taken from the parish of Cranford.

- c) **That the Town Council should comprise 20 councillors, representing 9 wards** whose boundaries should follow those of the current KBC wards. There will be some variation to the existing Ise ward to recognise the inclusion of land to be taken from Cranford and Barton Seagrave Parish Councils, and land ceded to Barton Seagrave Parish, which in the first year or so will have a broadly neutral effect on the electorate of the ward. Plan B attached shows the proposed wards, as amended by the proposals in (b) above.

It is expected that the UK Boundary Commission will review the new unitary council's ward boundaries shortly after it is created and that in turn will lead to a revision to town council wards. The Borough Council recognised that there would be an early review of boundaries and therefore that making a significant change now to electoral arrangements would be too short lived to justify the effort involved.

- d) **That the Town Council would appoint a Mayor each year,** who would be the ceremonial and civic embodiment of the community and town. To enable this function, the Borough Council would transfer into the ownership of the Town Council the following assets

- a. The civic robes, and regalia
- b. The chains of office and mace and associated material
- c. The insignia used by the former Kettering Borough Council up until 1974.
- d. The plate, memorabilia, twinning assets and other property held within the Mayor's parlour

Much of this material was inherited by the current Kettering Borough Council from its predecessor in 1974, and therefore it is felt to be appropriate to gift it back to the new town council. The new town council will need to replace the insignia in the mace and chains of office with those that were originally used before 1974, and return to the North Northamptonshire Unitary Council the insignia used by KBC from 1974-2021.

The new Town Council will also need to apply to the Herald of Arms for permission to revive the coat of arms which was in use for Kettering up until 1974, as these are reflected in the pre-1974 insignia. To expedite matters, the Borough Council will start this process on behalf of the Town Council before April 2021.

- e) **The Market Charter vested in Kettering Borough Council should be transferred to the Town Council, with effect from 1st April 2021.** The royal charter was granted in 1227 and has been vested in the community of Kettering since then, and it is felt appropriate that this should continue to apply. It will be for the Town Council to decide if it wishes to administer the market directly or to contract with the unitary council or another party instead.

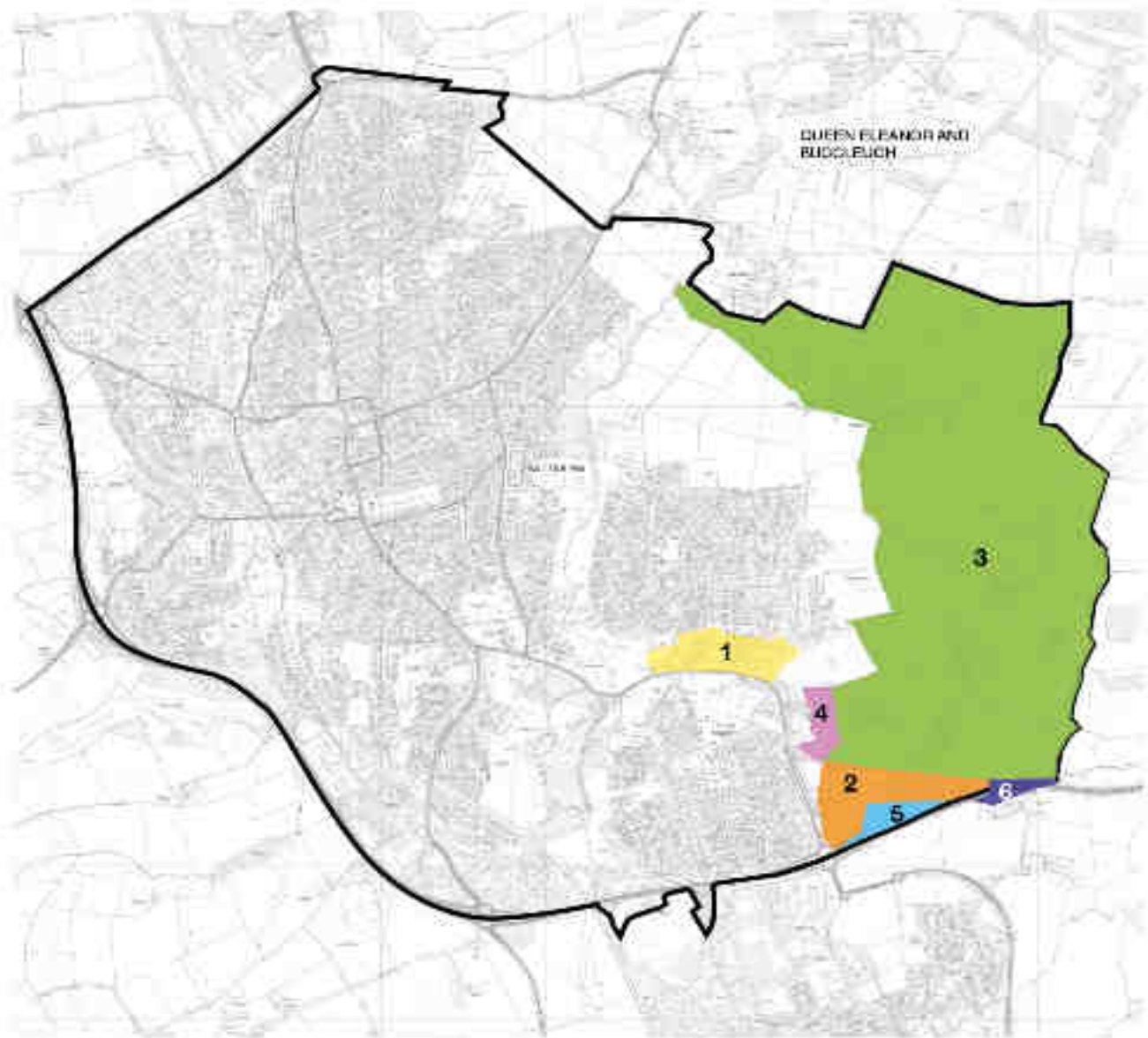
The Town Council will otherwise have the statutory duties and powers of a parish council, which can, if agreed, be supplemented by any functions or assets that the new unitary Council wishes to confer on it. Those decisions are yet to be made.

The Council believes that these proposals meet the key and specific criteria for a community governance review - firstly reflecting the interests and identities of local communities in terms of achieving community cohesion within the area of the review and secondly, of providing effective and convenient community governance for the area.

ENDS

13<sup>th</sup> January 2020

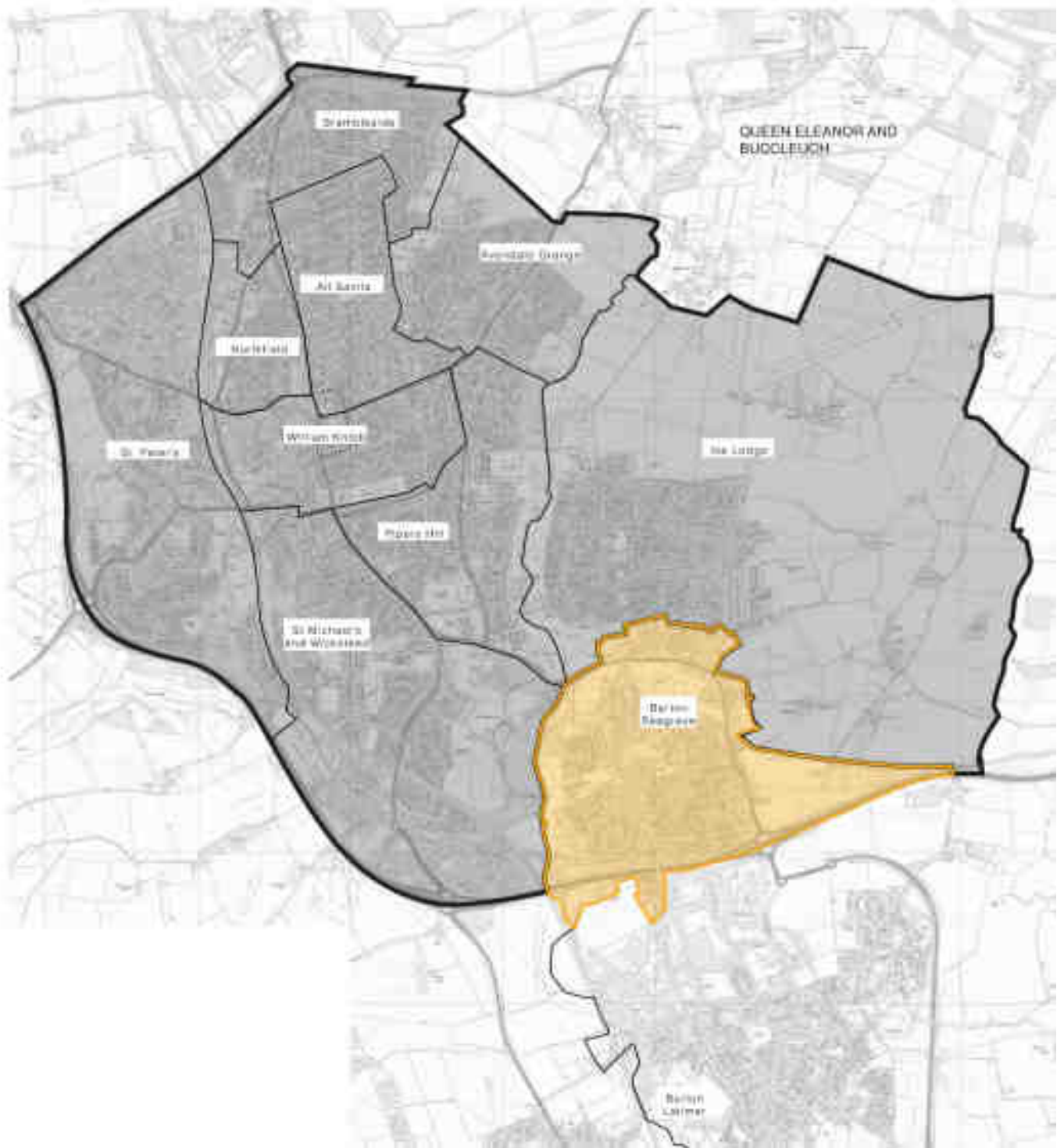
# PLAN A



1. Land in yellow – land to be added to the parish of Barton Seagrave taken from the currently unparished area of Kettleing
2. Land in orange – land to be added to the parish of Barton Seagrave taken from the parish of Cranford
3. Land in green – land to be added to the town of Kettleing, taken from the parish of Cranford
4. Land in pink – land to be added to the town of Kettleing taken from the parish of Barton Seagrave
5. Land in light blue – land to be added to the parish of Barton Seagrave, taken from the parish of Barton Latimer
6. Land in dark blue – land to be added to the parish of Barton Latimer, taken from the parish of Cranford.



# PLAN B



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<b>Report Originator</b>	Rochelle Mathieson	<i>Fwd Plan Ref No:</i>	
<b>Wards Affected</b>	ALL	13 <sup>th</sup> January 2020	
<b>Title</b>	<b>KETTERING TOWN CENTRE – HIGH STREETS HERITAGE ACTION ZONE PROGRAMME DESIGN</b>		

Portfolio Holder: Cllr Mark Dearing

<p><b>1. <u>PURPOSE OF REPORT</u></b></p> <p>1.1 To update members on the progress of the second stage application for Kettering High Streets Heritage Action Zone</p> <p>1.2 To outline the programme submission, including the capital and revenue budget proposals for approval</p> <p>1.3 To confirm next steps and governance process required</p>
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**2. BACKGROUND**

- 2.1 Kettering Town Centre, like many areas, is facing the challenge of a changing Town Centre environment. Although Town Centres are still important shopping places, they are also increasingly important places for people to live, work and enjoy leisure time. In recognition of these universal challenges, Historic England (HE) launched a £95 million fund in May 2019 named High Streets Heritage Action Zone (HSHAZ).
- 2.2 The High Streets HAZ programme enables local authorities through a competitive process to bid for funding. The primary purpose of the fund is to support historic high streets and town centres in conservation areas through physical improvements, community engagement and cultural activities. Any funding awarded through HSHAZ must be match funded by the Council and would seek to leverage further investment from the private sector.
- 2.3 On 14th September, Historic England announced that Kettering was one of 69 towns nationally that had been successful and that the Council will, following the development and approval of a Stage 2 Programme Design, receive an indicative external funding amount of up to £1,985,000 over the next four years. This was an indicative allocation and further detail on specific schemes through the stage 2 programme design are to be agreed with HE.
- 2.4 The HSHAZ programme provides funding to support project delivery within high street conservation areas over a period of four years. The main objectives of the programme are:

## BOROUGH OF KETTERING

Committee	<b>COUNCIL</b>	Item 8	Page 2 of 10
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- To change perceptions of heritage and high streets
  - To support sustainable economic and cultural growth on and around high streets
  - To restore and enhance local historic character
- 2.5 A report was presented to the Executive Committee on 18<sup>th</sup> September 2019 which outlined the approach being taken for Kettering Town Centre, as well as the areas of focus which were set out within the Expression of Interest (EOI).
- 2.6 A further report was presented to the Executive Committee on 4<sup>th</sup> December 2019 which updated members on the progress being made, the indicative financial profile and the governance process to follow. At the meeting the Executive resolved that;
- i) the submission and governance approach for the submission of Stage 2 – Programme Design for Kettering Town Centre to the High Street Heritage Action Zone (HAZ) Fund be noted;
  - ii) the indicative funding for the HAZ Stage 2 submission be endorsed; and
  - iii) officers continue to work with Historic England on forming a Stage 2 submission and submit capital and revenue budget proposals to Full Council for approval.
- 2.7 Stage 2 required the Council to work closely with Historic England to develop and submit a Programme Design by 20<sup>th</sup> December 2019, with a view that delivery will commence from April 2020 and run for a maximum of four years.
- 2.8 It is important for the Executive to note that following the initial guidance issued by Historic England some elements of the original HSHAZ scheme design changed as HE developed the detail of HSHAZ funding criteria. This included separating the Cultural Programme (including the forming of a local consortium) from the HSHAZ scheme, funding for this element of the scheme will now also come from the Arts Council England and National Lottery Heritage. HE have confirmed that further plans will need to be submitted at a later date to access this funding.

### **3. STAGE 2 – PROGRAMME DESIGN**

- 3.1 On 17<sup>th</sup> October 2019 Historic England and officers from the Council held an inception meeting which covered details set out within the programme design guidance notes, followed by a town centre assessment visit. Much of the information required by Historic England to form the submission of the bid is technical and policy based evidence.
- 3.2 On 6<sup>th</sup> December officers submitted a draft HSHAZ Programme Design, this was a requirement of HE. HE then conducted a pre-assessment panel which reviewed

## BOROUGH OF KETTERING

Committee	<b>COUNCIL</b>	Item 8	Page 3 of 10
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the progress being made across the region, with the objective of providing feedback in readiness for the final submission deadline of 20<sup>th</sup> December 2019. The Kettering draft submission received a positive assessment, below is an extract of the feedback received from the HE Lead Officer;

*“Kettering HSHAZ Programme Design passed the Historic England Midlands Assessment Panel with flying colours. The Panel have fed back that they,*

- were very impressed with the amount of work put into the Programme Design, as well as with the quality and potential of Kettering town centre. The Programme Design was being judged on four elements (Deliverability, Partnerships, Community Engagement and Cultural Consortium). We have been rated ‘green traffic light’ for all four elements, which means this is considered a very good scheme, with high deliverability potential and low risk*
- thought there was huge potential in the scheme. They were impressed with the architectural quality of the streetscape and with proposals for community engagement. They were really pleased to see the work already done on community engagement and loved the branding materials – particularly the ‘heritage hero’ image of the girl with the red cape!*
- the final Programme Design will now go to the National Delivery Panel for assessment on 20 January.”*

3.3 Based on Historic England’s guidance and support, the Kettering High Streets Heritage Action Zone programme submission includes and requests support for the following;

***(Background Papers - Kettering High Street Heritage Action Zone Programme Design Submission – 20 December 2019)***

a. Kettering Heritage Action Zone

The determined High Street Heritage Action Zone (HSHAZ) was required to focus on the commercial conservation area within the town centre, and this defines the area that is eligible for inclusion within the planned works and grant schemes over the four year programme. The final iteration has been agreed with Historic England.

***(Appendix A – Kettering High Street Heritage Action Zone Area)***

A requirement of the programme was to identify key priority areas within the Zone, this is to ensure a sequenced programme can be financially profiled, as well as recognise ‘hotspot’ areas requiring more focused attention, however it should be recognised that this does not preclude other areas across the HSHAZ area from being eligible for HSHAZ funding support. The priority areas confirmed reflect the feedback received from stakeholders, members of the public, assessment conducted by our Development Services team and have been defined in consultation with our Lead Officer at Historic England.

***(Appendix B – HSHAZ – Priority Areas Map)***

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b. HSHAZ Project Management

A new resource has been built into the programme for the four year period. This role will manage and lead the Kettering HSHAZ programme and will draw upon additional retained consultancy including specialist architectural resource to inform and support schemes. They will work closely with the Economic Development team and present regularly to the Kettering HSHAZ Programme Board (*see point c. below*) who will monitor the grant schemes.

c. Kettering HSHAZ Programme Board

As suggested within the Programme Delivery submission the board will consist of officers and members from the council and representatives from the Cultural Consortium, Community Expert Group and Historic England. The board will be responsible for monitoring and evaluating relevant HSHAZ grant schemes and ensuring continuity between the HSHAZ capital schemes and future cultural programme. The Programme Board will be led by the HSHAZ Project Manager. It is important that the elected members on the board have an understanding of the strategic alignment of the activities of the programme. **Table 1.** below, outlines the proposed elected members to be represented on the Board;

**Table 1.**

<b>HSHAZ Programme Board Members</b>
Portfolio Holder for Regeneration
Portfolio Holder for Community Leisure & Youth
Member of the Opposition Party

d. Community Engagement

An outline of the approach to be taken for community engagement plan is set out within the submission and articulates the desire to build ongoing meaningful place-based engagement, focused on a regenerative approach; Engagement, Participation, Partnership and Leadership, via a variety of activities including; stakeholder workshops, information & consultation events, community portal, community champions, engagement with key groups. The plan will be developed early 2020 in readiness for the commencement of the programme. However, some initial community engagement has been delivered in preparation and to test and inform the Programme Design submission, details of which are set out within **section 4.** of this report.

e. Shopfront / frontage improvement grant scheme

A grant scheme will be launched in year 1 of the programme (2020/21). There will be guidance made available aimed at property owners and the scheme will use a refreshed version of the current Kettering Shopfront Improvement Design Supplementary Planning Document. The programme details a scaled-up scheme as compared to the original expression of interest submission, this is to ensure a larger number of improvements can be made and increase the level of visual impact of improvements across the HSHAZ area. The initial focus for the

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scheme will be on the identified priority areas, however we anticipate this scheme will be spread across the HSHAZ area.

f. Residential / Alternative Conversion grant scheme

A grant scheme will be launched which will encourage investment requests for capital spend towards upper floor residential conversion and/or alternative uses. This scheme will initially focus on buildings which have planning permission in place and that are eligible for the scheme.

g. Historic Building Improvement grant scheme

A grant scheme will be launched which will encourage investment requests for structural improvements from commercial property owners within the HSHAZ area. This scheme will focus on key buildings which are identified following more detailed analysis.

Prior to the individual grant schemes being launched guidelines, criteria and robust governance for decision making will be developed in collaboration with Historic England. The HSHAZ Project Manager will be responsible for managing and delivering all aspects of the programme, which will include taking grant request applications through the approval and monitoring process.

h. Public realm and Street Scene improvements

Public realm works can be funded from the HSHAZ scheme although there are significant limitations to the level of funding support eligible via this programme. However, Historic England have recognised that improvements are integral to the success of the Kettering HSHAZ scheme. This funding will be for;

- a. the continuation of the existing style of public realm, from the Market Place into the High Street to the edge of McDonalds and down Meadow Road (*see Map 1.*)
- b. street scene improvements and decluttering throughout the HSHAZ area, to bring about a greater sense of consistency and improved aesthetics, including signage.

Improvements are to be informed using Kettering Public Realm Strategy Supplementary Planning Document.



3.3 Shopfront improvement, building improvement and building conversion schemes will all be reliant on the property owners meeting specific eligibility criteria, which

## BOROUGH OF KETTERING

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will include providing match funding towards their requested projects. Historic England and the Council will provide a combination of match funding, as well as support in-kind to ensure the success of the schemes.

- 3.4 A summary of the proposed funding breakdown is set out in **table 2**, this is subject to formal confirmation from Historic England which is expected by 20<sup>th</sup> January 2020. The Councils financial commitment proposed is also outlined within the budget consultation process.

**Table 2.** High Street HAZ -Project Summary (final proposal)

Ref	Title	HE Funding	Match funding LA	KBC Budget	Anticipated Private Sector Match	Indicative Total
<b>Revenue Budget</b>						
a - d	Enabling and Project Delivery	200,000	200,000	400,000	-	400,000
<b>Indicative Revenue Budget</b>		<b>200,000</b>	<b>200,000</b>	<b>400,000</b>	<b>-</b>	<b>400,000</b>
<b>Capital Budget</b>						
e	Shopfront Improvement Grants	300,000	300,000	600,000	180,000	780,000
f	Residential / Conversion Improvement Grants	250,000	250,000	500,000	250,000	750,000
g	Building Improvement Grants	100,000	100,000	200,000	40,000	240,000
h	Public Realm and Street Scene	630,000	1,554,000	2,184,000	-	2,184,000
<b>Indicative Capital Budget</b>		<b>1,280,000</b>	<b>2,204,000</b>	<b>3,484,000</b>	<b>470,000</b>	<b>3,954,000</b>
<b>Indicative HAZ Submission</b>		<b>1,480,000</b>	<b>2,404,000</b>	<b>3,884,000</b>	<b>470,000</b>	<b>4,354,000</b>

- 3.5 Table 2 reflects the proposed investment into Kettering town centre of £4.4m. However, this investment is subject to securing funding from the private sector and Historic England. The proposed amount of funding from Historic England reflects the proposal submitted within the Programme Design which has undergone an initial panel assessment with Historic England. Formal confirmation is expected by 20<sup>th</sup> January 2020. The amount of funding required by the Council is around £1m more than HE funding for Public Realm, as the council recognises that in order to bring a suitable scheme forward it will require additional funding.



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3.6 During the evidence preparation for the Stage 2 submission a condition appraisal of the HSHAZ area was conducted by our Development Services team. This condition appraisal, along with consultation with HE, has been used to inform the funding envelopes for the grant schemes ensuring they reflect a realistic expectation for delivery.

3.7 **It is important to note that whilst the proposed figures in *Table 2* are subject to securing the Historic England and the private sector match funding, the investment of around £2m from the Council could leverage a total of over £4.4m into improvements in Kettering Town Centre.**

#### **4. CONSULTATION AND CUSTOMER IMPACT**

4.1 The Design Programme aligns with the implementation of the Kettering Town Centre Delivery Plan 2018 - 2025. This plan was developed following feedback from the Kettering Town Centre Conference 2017. A future Kettering Town Centre Conference will be held in early 2020, HSHAZ will form part of the agenda and will gather vital stakeholder engagement.

4.2 In preparation for the stage 2 submission a follow-up consultative letter was sent to all key stakeholders, this included those who provided letters of support for the expression of interest, as well as other identified groups. This engagement (combination of letters, meetings and telephone discussions) focused on providing them all with an update on progress and asked them to provide their views on which areas of the HSHAZ they believe needed greatest investment, as well as their wider ideas and opinions of the progression of the programme design. Table 4 details the stakeholders engaged;

**Table 4. Key Stakeholders Engaged**

Ellandi	Kettering Civic Society
Brightkidz	Friends of Kettering Library
North Northamptonshire Joint Planning Delivery Unit	Kettering Old Grammar School Foundation
Berrys	Fuller Baptist Church
Kettering Business Network	Northamptonshire Surprise
Friends of Kettering Art Gallery and Museum	Northamptonshire Heritage Forum
St Peter and St Paul Church	Kettering Town Centre Partnership
Federation of Small Businesses	Toller United Reformed Church
Kettering Town Centre Youth Partnership	

4.3 During December 2019 officers held two community roadshows, linking with existing Town Centre Christmas events, to further engage with the community. During these roadshows we asked people about their feelings on the Town

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Centre, their favourite buildings, their ideas to improve the look, feel and experience. We also asked their views on how they would like to be engaged and these comments will be fed into the development of the proposed approach for the Community Engagement Plan. Over the course of the two roadshows we engaged with over 100 members of the public and collected over **60 survey responses**

- 4.4 To start raising awareness of the Heritage Action Zone a new web page was launched [www.kettering.gov.uk/HAZ](http://www.kettering.gov.uk/HAZ). This includes information on the proposed Kettering HSHAZ and an online survey, to date we have received over **300 responses**. The responses from the survey demonstrate a clear alignment between the projects in the HSHAZ and the priorities identified by the community.
- 4.5 Promotion has been targeted across our social media platforms; [Enterprise Kettering](#) (Business audience), [This is Kettering](#) (visitor, events and resident focus) and [Kettering BC](#) (council news/ updates focus).
- 4.6 A heritage trail 'Historic High Street Hero' has also been trialled. The trail aimed at young people and their parents is to encourage them to think about the buildings in the town centre, their historic features and more generally about the history of the town centre. This was trialled and enjoyed by a group of primary school pupils and their teachers from a local school, St Mary's Primary, and feedback will be used to make necessary improvements. The children each received a special *Historic Hero* badge as thanks for their involvement. A further trial with a local training provider, KTS, will take place in the New Year to engage with young adults.

### **(Appendix C – Promotional material, draft trail and examples of the events and social media posts)**

- 4.7 It is important to note that consultation is ongoing, the aim is to continue a dialogue with members of the public and stakeholders as officers progress with developing the Community Engagement Plan in readiness for April 2020.

## **5. POLICY IMPLICATIONS**

- 5.1 The Kettering Town Centre Action Plan (AAP), adopted in July 2011, sets out aspirations for the town centre up to 2021. The vision for Kettering Town Centre is 'to create a vibrant heart for Kettering; a place that is characterful, distinctive and fun'.
- 5.2 The AAP sets out a vision to bring more residential and employment uses into the town centre in addition to enhancing the experiential qualities in the Town Centre including its heritage assets. This vision resonates with the objectives of the High Streets Heritage Action Zone programme.

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5.3 The Kettering Town Centre Delivery Plan 2018 - 2025 sets out 19 projects based on the guiding principles of the AAP 'Clean and Refresh' and 'Art and Culture Revitalised' these directly relate to the Kettering HAZ Programme Design.

### **6. FINANCIAL RESOURCE IMPLICATIONS**

6.1 Stage 2 - Programme Design is not a competitive process, Historic England have clear expectations on the production of high quality, detailed business cases.

6.2 The process for Stage 2 requires the Council to demonstrate how they can match fund the HSHAZ funding requested allocation and provide a proposed spending profile. It is proposed that the Council's match funding will be supported by the Economic Development Reserves and existing revenue budgets.

6.3 The stage 2 programme design includes the Council's match funding and proposed spend profile as outlined within this report (section 3.6 Table 3)

### **7. HUMAN RESOURCE IMPLICATIONS**

7.1 The project will require a new post of Conservation Project Manager. This post is a requirement of Historic England and will be key in delivering the project. It is proposed that this cost will be shared equally between the Council and Historic England.

7.2 Additional staffing to support the project will consist of time allocated from established posts.

### **8. LEGAL IMPLICATIONS**

8.1 Any works procured would need to be done in accordance with the Council's financial procedures and Standing Orders

8.2 Grant schemes will be developed in accordance with our existing terms and conditions

### **9. CLIMATE CHANGE IMPLICATIONS**

9.1 Implications will be considered as part of any procurement process

9.2 Implications will be considered within the development of grant scheme terms and conditions and monitoring and will align with Historic England's statement on Climate Change in relation to Historic built environment which recognises the importance of climate change mitigation

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### 10. RECOMMENDATION

That the Council;

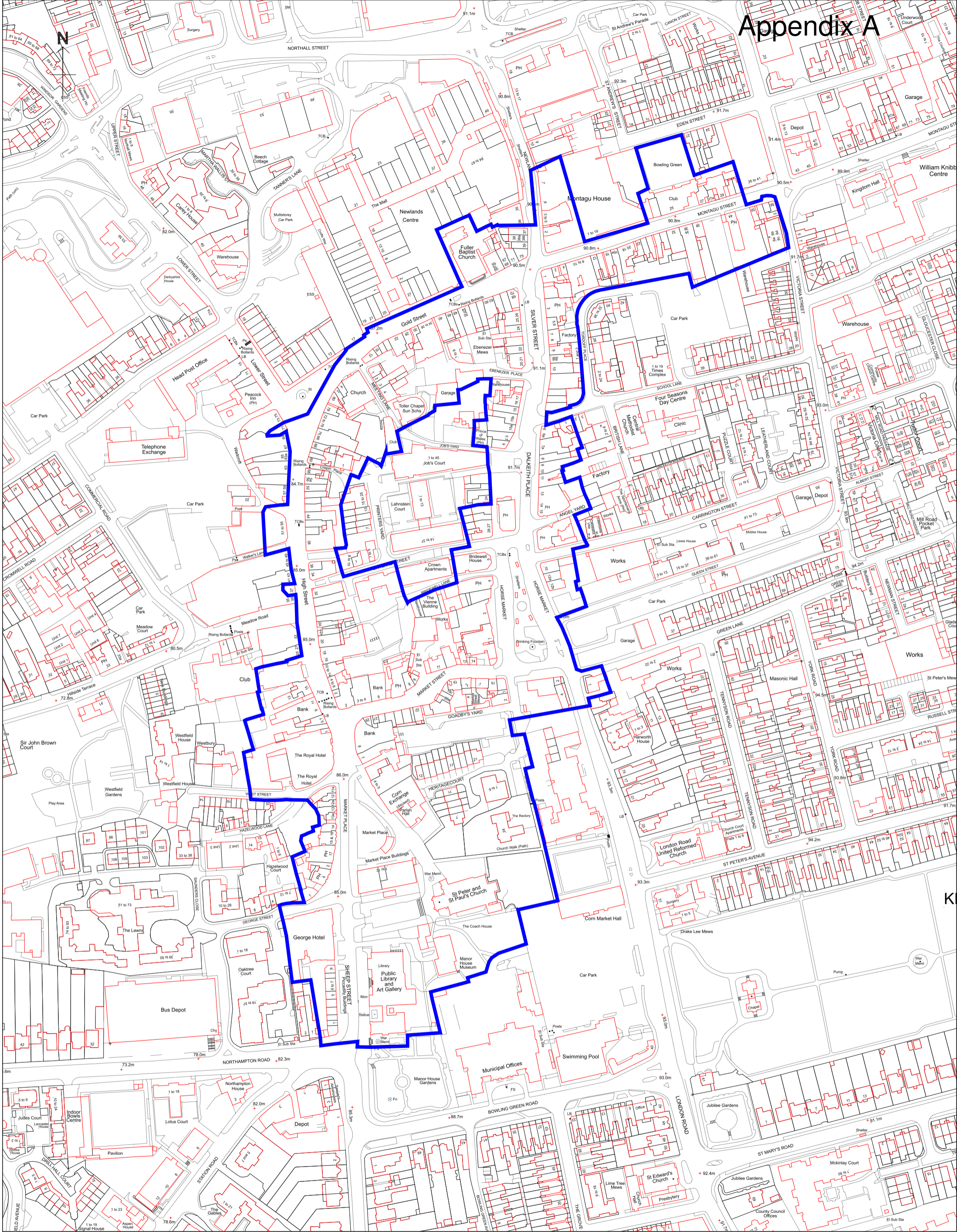
- 10.1 Endorse the submission of Stage 2 – Programme Design for Kettering Town Centre to the High Street Heritage Action Zone Fund
- 10.2 Approve the proposed capital and revenue budgets for the HSHAZ stage 2 submission as outlined in the KBC Budget in Table 2; and
- 10.3 Recommend the suitable members to represent the HSHAZ Project Board as proposed in section 3.3.c Table 1.

---

Contact Officer: Rochelle Mathieson (ext 4350)

### **Background papers**

Executive Committee report (18 September 2019) – 10. Addendum to Maintaining a Durable Budget Report - Kettering Heritage Action Zone	<a href="https://www.kettering.gov.uk/meetings/meeting/1766/executive_committee">https://www.kettering.gov.uk/meetings/meeting/1766/executive_committee</a>
Executive Committee report (04 December 2019) - 10. Kettering Town Centre - High Streets Heritage Action Zone Programme Design	<a href="https://www.kettering.gov.uk/meetings/meeting/1794/executive_committee">https://www.kettering.gov.uk/meetings/meeting/1794/executive_committee</a>
Kettering High Street Heritage Action Zone Programme Design Submission – 20 December 2019	<a href="https://issuu.com/ketteringboroughcouncil/docs/kettering_hshaz_programme_design_submission-sensit?fr=sNDRIOTgzNDQ5">https://issuu.com/ketteringboroughcouncil/docs/kettering_hshaz_programme_design_submission-sensit?fr=sNDRIOTgzNDQ5</a>
Historic England High Street Heritage Action Zone information and guidance	<a href="https://historicengland.org.uk/services-skills/heritage-action-zones/regenerating-historic-high-streets/">https://historicengland.org.uk/services-skills/heritage-action-zones/regenerating-historic-high-streets/</a>
Kettering Shopfront Design SPD	<a href="https://www.kettering.gov.uk/downloads/file/323/kettering_shopfronts_spd">https://www.kettering.gov.uk/downloads/file/323/kettering_shopfronts_spd</a>
Kettering Public Realm Strategy SPD	<a href="https://www.kettering.gov.uk/downloads/file/322/kettering_public_realm_strategy">https://www.kettering.gov.uk/downloads/file/322/kettering_public_realm_strategy</a>
Historic England's Climate Change statement	<a href="https://historicengland.org.uk/whats-new/statements/climate-change/">https://historicengland.org.uk/whats-new/statements/climate-change/</a>

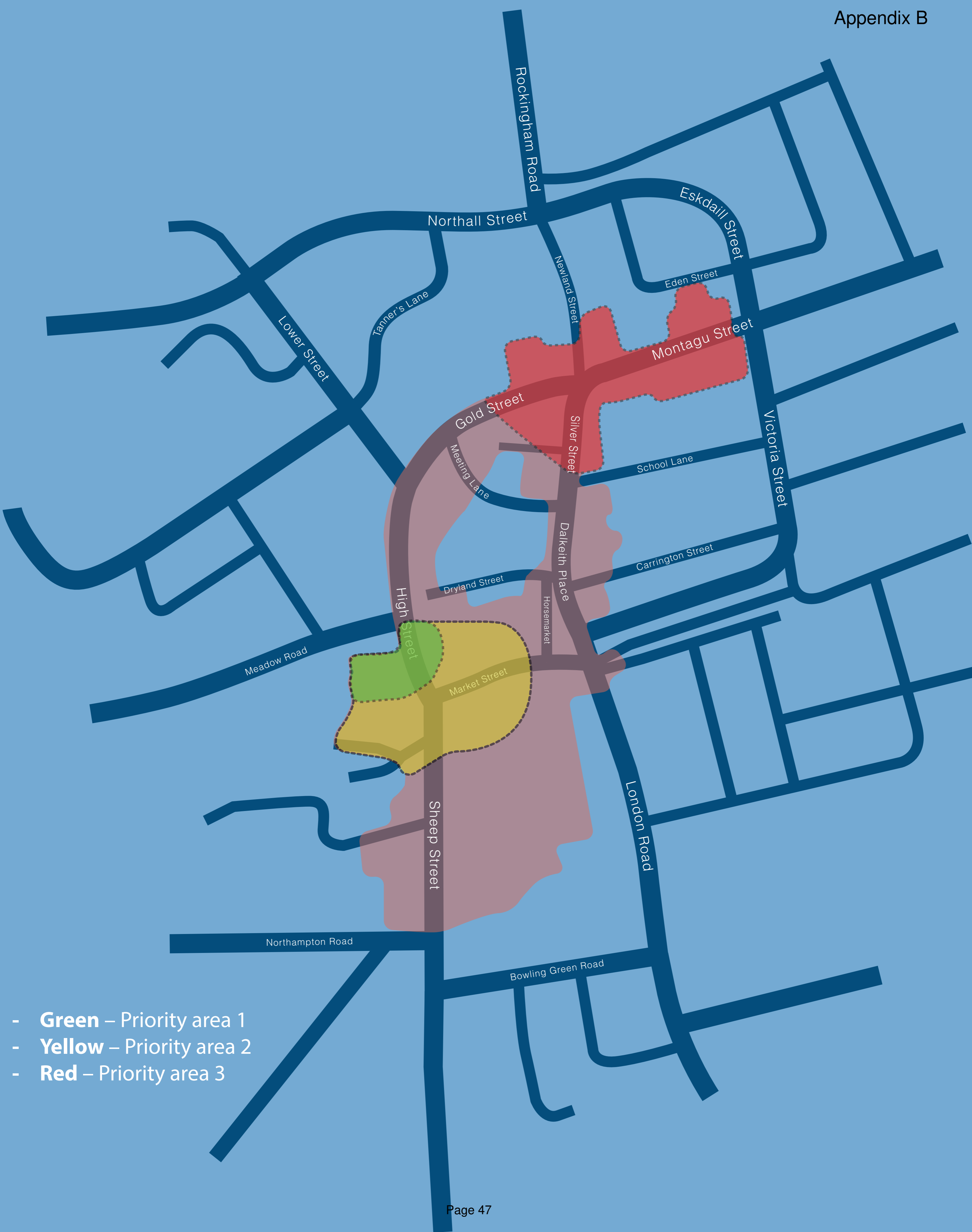


Title: Heritage Action Zone

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- **Green** – Priority area 1
- **Yellow** – Priority area 2
- **Red** – Priority area 3

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# What is a High Street Heritage Action Zone?

High Street Heritage Action Zones (HAZ) are a Historic England initiative intended to:

**“Breathe new life into our town centres by re-vitalising historic buildings and helping to regenerate a vibrant place for locals, businesses and visitors”**

Historic England work with local people and partners (including local authorities) through joint-working, grant funding and sharing skills to help:

- Restore historic buildings and put them back into use
- Improve conservation areas to kick-start regeneration
- Recognise ‘unsung’ places for their unique character and heritage.



**How do you feel about Kettering town centre's historic buildings?**

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**What physical improvements can be made to our town centre?**

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**What's your favourite historic building?**

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**How can we make the town centre look more welcoming and smart?**

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Please drop your answers into the Kettering Borough Council offices or email them to [economicdevelopment@kettering.gov.uk](mailto:economicdevelopment@kettering.gov.uk). For more information on the scheme visit [www.kettering.gov.uk/haz](http://www.kettering.gov.uk/haz)

# Become a Historic High Street Hero!

Kettering has the opportunity to become a High Street Heritage Action Zone (HAZ) and secure funding to improve our historical town centre but we need your help!

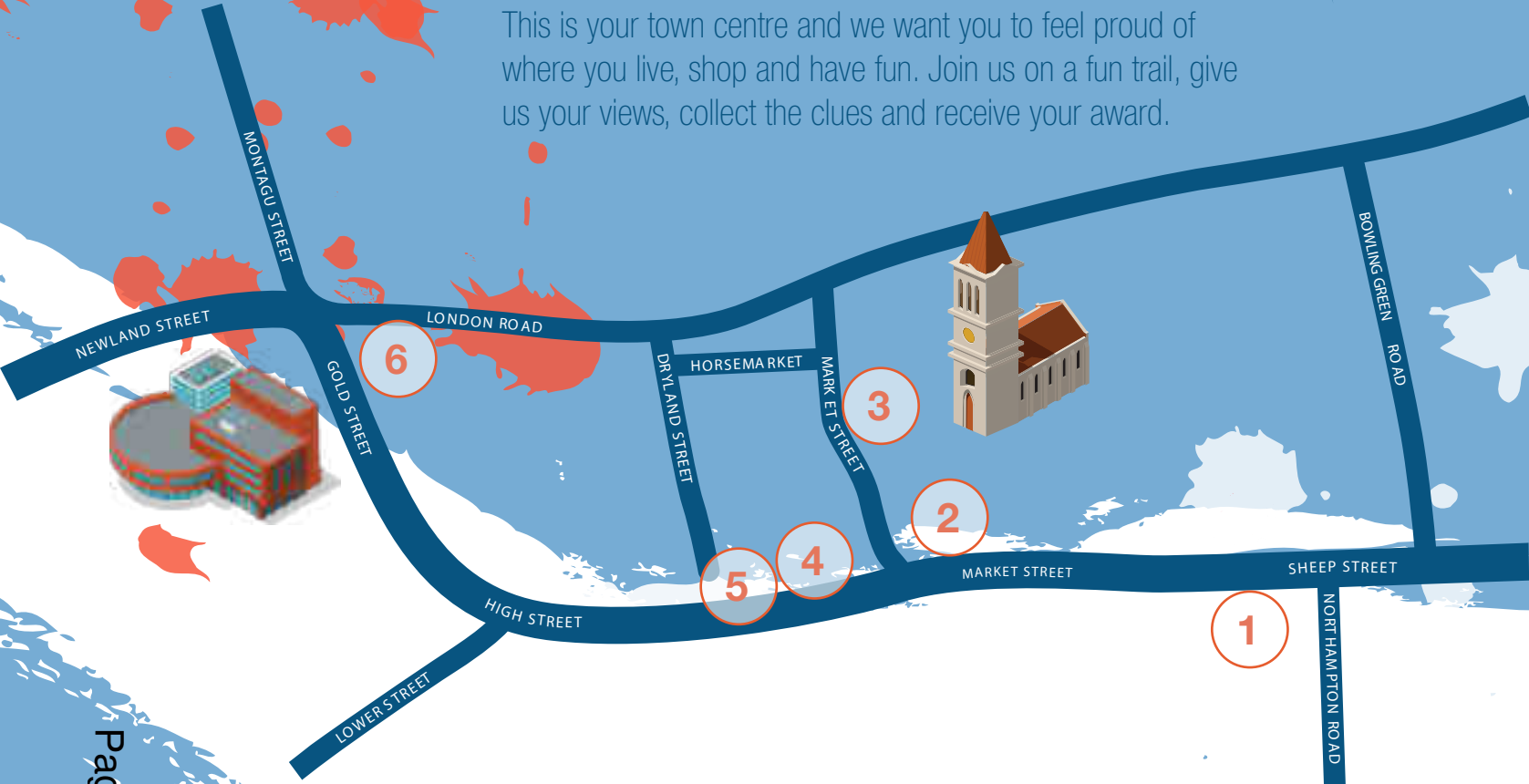
Being a Historic High Street Hero is a really important job, you can spot things that need fixing and let us know what you like.

**Join us on a fun trail, give us your views, collect the clues and receive your award.**



# Kettering

This is your town centre and we want you to feel proud of where you live, shop and have fun. Join us on a fun trail, give us your views, collect the clues and receive your award.



**FACT:** In 1803 William Knibb was born in Market Street and became a famous missionary

**Question 3:** Look up high at the old buildings, they stand in a perfect curve, look closely and note what you see: Things to fix:

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Things you like:

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**CLUE to spot:** can you find the blue plaque – take a photo!



**FACT:** A local architect called J A Gotch designed a lot of buildings in Kettering including the HSBC building

**Question 4:** Look at where you walk and things around you . How can we make the area look more welcoming and smart?

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**CLUE to spot:** Find the arch next to HSBC – look up at the ceiling – what colour/s is it?

**QUESTION 5:** Which 3 buildings stand out as needing improvement?

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**FACT:** The Alfred East Art Gallery, based in Sheep Street, opened in 1913

**Question 1:** What is your favourite building and why?

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**CLUE to spot:** The row of buildings has a name, fill in the missing letters

□ □ C C □ □ □ L L □

**FACT:** Kettering's Market Charter was granted by Henry III in 1227

**Question 2:** What do you enjoy doing in this space?

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**CLUE to spot:** The Corn Exchange is now home to The Kino Lounge but years ago it was home to another fun activity - look to the side to find out.....

**Answer:**

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**FACT:** Andrew Fuller helped found the Baptist Missionary Society and he is remembered in the Fuller Church

**Question 6:** Look at where you walk and things around you, how can we make the area look more welcoming and smart?

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# How would you like to be kept up to date on this project?



Please provide your email address if you are happy to receive updates regarding this project:

Please read our Privacy Policy and the relevant Privacy Notice to find out how Kettering Borough Council processes your personal information:  
[www.kettering.gov.uk/privacy](http://www.kettering.gov.uk/privacy)

If you require a printed copy of our Privacy Policy or a Privacy Notice, please contact us on **01536 410 333** or visit our Customer Service Centre.

# Love Kettering?

This is your town centre and we want you to feel proud of where you live, shop and have fun. Kettering has the opportunity to become a High Street Heritage Action Zone (HAZ) and secure funding to improve our historical town centre.

We want to involve you in the journey so please let us know how you'd prefer us to get in touch with you.

# How would you like to be kept up to date on the this project?



Please provide your email address if you are happy to receive updates regarding this project:

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Please read our Privacy Policy and the relevant Privacy Notice to find out how Kettering Borough Council processes your personal information:

[www.kettering.gov.uk/privacy](http://www.kettering.gov.uk/privacy)

If you require a printed copy of our Privacy Policy or a Privacy Notice, please contact us on **01536 410 333** or visit our Customer Service Centre.

# Kettering has the opportunity to become a High Street Heritage Action Zone (HAZ) to secure funding to improve our historical town centre, but we need **YOUR** help!

We want to involve you on the journey so please let us know:

- How you feel about the town centre?
- What you do and don't like about our historic town centre?
- What physical improvements can be made?
- How you would like to be involved and kept informed?

This is your town centre and we want you to feel proud of where you live, shop and have fun.

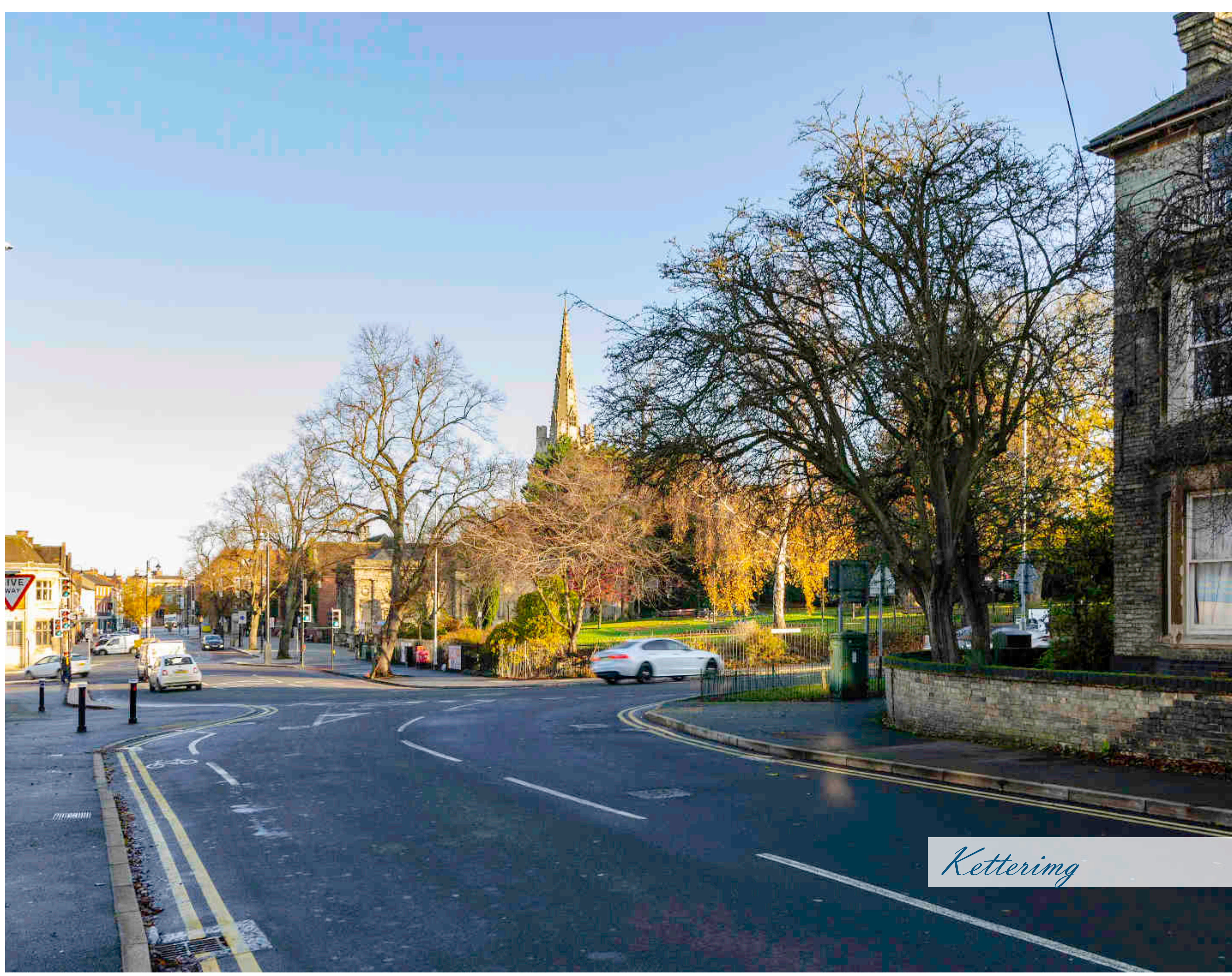


**Kettering**  
*Borough Council*





Montague Street



Kettering



Market Place



High Street



Parish Church



Silver Street



The Library



Montague Street



Kettering



Market Place



High Street



Parish Church, W. Front



Silver Street



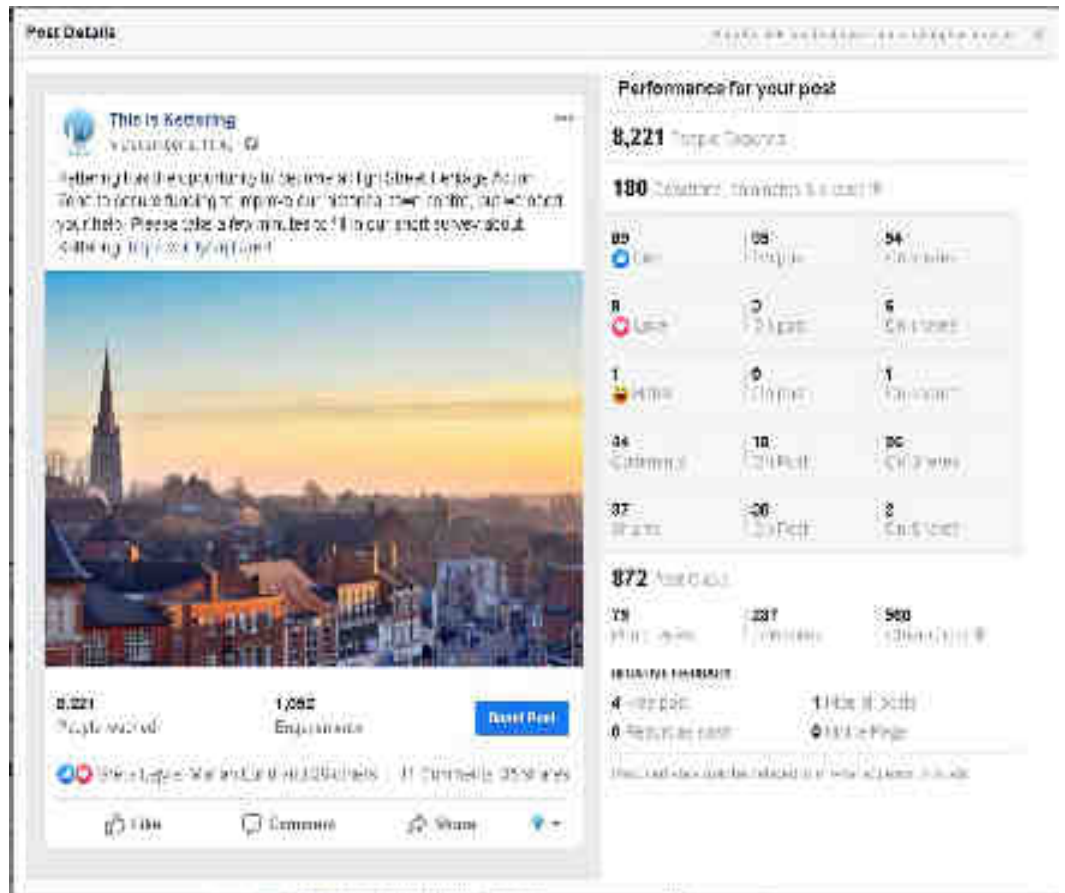
The Library

## Appendix 9

### Community Engagement

(activities November – December 2019)

Social Media Post advertising the online survey, over **240 responses** received so far.



Engagement Roadshow which took place during the Kettering Christmas Market on 5<sup>th</sup> December.

## Appendix 9



Engagement Roadshow which took place during the Teenage Market on Saturday 7<sup>th</sup> December.

Over the two engagement roadshows we spoke to over **100 members** of the public and collected over **60 survey responses**.



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<b>Report Originator</b>	Russ Howell	<i>Fwd Plan Ref No:</i> -	
<b>Wards Affected</b>	All	13 <sup>th</sup> January 2020	
<b>Title</b>	<b>To adopt the Licensing Act 2003 Statement of Licensing Policy for the period 2020 - 2024</b>		

**1. PURPOSE OF REPORT**

- 1.1 To adopt the Licensing Act 2003 Statement of Licensing Policy for the period 2020 - 2024.
- 1.2 To make a change to the constitution as it affects the Licensing Committee

**2. INFORMATION**

- 2.1 The Licensing Act 2003 requires that a licensing authority keeps its Statement of Licensing Policy under review and makes such revisions to it, at such times, as it considers appropriate and, in any event at least every 5 years.
- 2.2 In determining its policy either at renewal or review, the licensing authority is required to consult with the following persons listed in the 2003 Act:
  - the relevant licensing authority and any other licensing authority in whose area part of the premises is situated;
  - the chief officer of police;
  - the local fire and rescue authority;
  - the relevant enforcing authority under the Health and Safety at Work etc Act 1974;
  - the local authority with responsibility for environmental health;
  - the local planning authority;
  - a body that represents those who are responsible for, or interested in, matters relating to the protection of children from harm;
  - each local authority’s Director of Public Health (DPH) in England<sup>4</sup> and Local Health Boards (in Wales);
  - the local weights and measures authority (trading standards); and
  - Home Office Immigration Enforcement (on behalf of the Secretary of State).
- 2.3 The statement of licensing policy describes in general terms how the local authority will deal with licensing matters within its area and is based on the current guidance supporting the legislation.
- 2.4 The Policy has been in operation with reviews since the Licensing Act 2003 came into effect and has to date successfully supported the operation of the licensing process.

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- 2.5 The latest policy covered the years 2015 – 2019.
- 2.6 The Policy has been reviewed to update it where necessary, but the Authority is conscious that a significant review will be required should the Unitary Authority changes be implemented.
- 2.7 The document has been laid out in accordance with the latest guidance from the Local Government Association.
- 2.8 The document has been out to consultation as required by the Licensing Act 2003 and following updates from the consultation process, was presented to the Licensing Committee on 26<sup>th</sup> November 2019.
- 2.9 The Licensing Committee resolved that the draft Kettering Borough Council Licensing Act 2003 Statement of Licensing Policy be agreed and referred to council for adoption subject to the following:
- a) The inclusion of the wording “Which may include previous application history” to the end of paragraph 1.5 of the policy; and
  - b) Removal of reference to public conveniences
- 2.10 The required amendments have been made to the document at **Appendix A**.

### **3. LICENSING COMMITTEE**

3.1. The Council’s constitution requires (Part 3, Responsibility for Functions, para 1.4) that no member of the Licensing Committee can consider applications from people or premises in the ward that they represent. This appears overly restrictive and presumes that there is inevitably a close connection between the member and licensed premises or licensed individuals based on geography. It has meant populating licensing committee has occasionally been difficult. The member code of conduct governs the need to be absent from a meeting because of any connection between an applicant and the member, so the provision does not add anything not already covered by the Code. It is therefore proposed that this provision be deleted.

### **4. CONSULTATION AND CUSTOMER IMPACT**

4.1. The document has been consulted on in line with the requirements of Licensing legislation. The Statement of Licensing Policy provides policy information to the community on how the Authority will deal with matters relating to the Licensing Act 2003.

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### 5. POLICY AND RESOURCE IMPLICATIONS

- 5.1. The policy is a legal requirement in the Licensing Act 2003 and must be reviewed every 5 years if not before.
- 5.2. There are no resource implications.

### 6. LEGAL AND EQUALITY IMPLICATIONS

- 6.1. There are no legal and equality implications.

### 7. CLIMATE CHANGE IMPLICATIONS

- 7.1 There are no climate change implications.

### RECOMMENDATION

- A) The Head of Public Services recommends that the draft Kettering Borough Council Licensing Act 2003 Statement of Licensing Policy be adopted for the period 2020 - 2024.
- B) The Monitoring Officer recommends that the constitution be amended to delete the provision in Part 3 section 1.4, which prohibits members of the Licensing Committee considering applications from persons resident in their ward or premises located in their ward.
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# **Kettering** *Borough Council*

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**Licensing Act 2003**  
**Statement of Licensing Policy**  
**for**  
**Regulated Entertainment, Late Night**  
**Refreshment and the Sale of Alcohol**  
**2020 - 2024**

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Kettering Borough Council  
Licensing Act 2003 Statement of Licensing  
Policy for  
Regulated Entertainment, Late Night Refreshment and the Sale of Alcohol

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## 1. Executive Summary

- 1.1 The Licensing Act 2003 introduced a revised licensing system for alcohol, entertainment and late night refreshment.
- 1.2 Section 5 of the Licensing Act 2003 has imposed a statutory duty on the Licensing Authority to produce a statement of licensing policy for a five years period, beginning with such day as the Secretary of State may by order appoint. This policy commenced .
- 1.3 This document sets out the Licensing Authorities policy, which will guide the Council when considering applications under the Act. The policy provides guidance on the general approach the Council, as the Licensing Authority within the meaning of the Act, will take in terms of licensing. However, each licence application will be considered separately on its individual merits.
- 1.4 The Licensing Authority in adopting this policy recognises both the needs of residents for a safe and healthy environment to live and work in and the importance of safe and well run entertainment premises to the local economy and vibrancy of the area. However, the Council also recognises that balancing these interests will not always be straightforward and it will be guided by the four licensing objectives as set out in this policy.
- 1.5 This policy does not seek to undermine the right of any individual to apply under the Act for a variety of permissions and as stated above each application will be considered on its individual merits. Nor does the Policy seek to override the right of a person to make representations on an application or seek a review of a licence or certificate. However, this Council in adopting the policy is indicating that a wide range of considerations will be taken into account which may include previous application history.
- 1.6 The Council will use its powers to promote best practice in relation to the operation of licensed premises and is committed to partnership working with responsible authorities, local businesses, licensed trade, residents and others to ensure that they have a clear understanding of the legislation.
- 1.7 The Licensing Authority has had regard to the guidance issued by the Secretary of State under Section 182 of the Act when developing this statement of Licensing Policy. This Council may deviate from the guidance but will demonstrate good reasons for doing so.
- 1.8 The scope of this policy covers new applications, transfers and variations of licences and certificates including temporary event notices. This includes the review of licences and certificates which could lead to a range of sanctions including the revocation of a licence or a certificate.

## 2. Purpose and Scope of the Licensing Policy

- 2.1 The Licensing Act 2003 makes it a duty for the local authority to carry out its functions under the Act with a view to promoting the four licensing objectives:
- The prevention of crime and disorder
  - Public safety
  - The prevention of public nuisance, and
  - The protection of children from harm
- 2.2 The purpose of this Policy is to detail how this Authority will comply with that duty.
- 2.3 In determining its statement of licensing policy, this Authority will have regard to the guidance issued by central government and other regulatory bodies to ensure that its actions are consistent with those nationally. To further ensure consistency the licensing authorities of Northamptonshire will meet as necessary to ensure that a consistent approach is being achieved.

- 2.4 Licensing decisions will be made in accordance with the current legislation, case law, relevant guidance and in accordance with this policy.
- 2.5 No decision will be made which undermines the right of any individual to apply under the terms of the Act for a variety of permissions and to have any such application considered on its individual merits.
- 2.6 Authorised persons, interested parties and responsible authorities, as defined in the Act, will have the right to make representations to the Licensing Authority on any application or seek a review of a licence or certificate where provision has been made for them to do so in the Act. This Authority recognises that in the absence of relevant representations it will grant licences on the terms sought.
- 2.7 Licensing is about regulating the provision of licensable activities on licensed premises, by qualifying clubs and at temporary events within the terms of the Licensing Act 2003. The terms and conditions attached to various permissions will be focused on matters which are within the control of individual licensees and others granted relevant permissions. Accordingly, these matters will centre on the premises and places being used for licensable activities and the vicinity of those premises and places.
- 2.8 This authority will primarily focus on the direct impact of the activities taking place at the licensed premises on members of the public living, working or engaged in normal activity in the area concerned. However this Council recognises that licensing legislation is not a mechanism for the general control of anti-social behavior by individuals once they are beyond the direct control of the individual, club or business holding the licence, certificate or permission concerned.
- 2.9 The Licensing Act 2003 is not the primary mechanism for the general control of nuisance and anti-social behavior by individuals once they are away from licensed premises and, therefore, beyond the control of the licence holder. Nonetheless, it is a key aspect of such control and licensing laws will always be part of the holistic approach to the management of the evening and night-time economy.
- 2.10 The objective of the licensing process is to allow for the carrying on of retail sales of alcohol, supply of alcohol by or on behalf of a club to its members, regulated entertainment, and late night refreshment, and the prevention of public nuisance, prevention of crime and disorder, public safety and protection of children from harm. This Licensing Authority wishes to facilitate well run and managed premises with licence holders displaying sensitivity to the impact of the premises on local residents.
- 2.11 This Licensing Authority recognises that the provision of entertainment is a major contributor to the economy of the area attracting tourists and visitors, and is a source of employment.
- 2.12 This Licensing Authority will also have regard to wider considerations affecting the residential population and the amenity of any area. These include littering, fouling, noise and street crime.
- 2.13 In determining a licence application the overriding principle adopted by the Licensing Authority will be that each application will be determined on its merits. Only mandatory conditions and conditions offered or agreed with by the applicant will be imposed except where relevant representations against an application are received. Where relevant representations are received then further additional conditions to meet the licensing objectives may be added provided they are appropriate, proportionate and reasonable and deal with the issues raised. Licence conditions will not be imposed where other regulatory regimes provide sufficient protection to the public e.g. health and safety at work and fire safety legislation.
- 2.14 In considering licensing hours this Licensing Authority will place significant emphasis on the individual merits of an application. In addition, the views of the Police and other agencies will be important in this consideration.
- 2.15 Licensing hours will not inhibit the development of a thriving and safe evening and night-time local economy which is important for investment and employment locally and beneficial to tourism without compromising the ability to resource local services associated with the night-time economy. Providing consumers with greater choice and flexibility is an important consideration.
- 2.16 Shops and public houses will generally be permitted to sell alcohol during the hours they intend to open. Entertainment providers will be encouraged to provide a range of entertainment during their operating hours and to promote live music, dancing and theatre for the wider cultural benefit of the community. Individual applicants should address the licensing objectives in their operating schedule within the context of the nature of the location, type of premises, entertainment to be provided,

operational procedures and the needs of the local community.

- 2.17 The purpose of this policy document is to assist the Licensing Authority in reaching a decision on a particular application, setting out those matters which will normally be taken into account. In addition, this policy document seeks to provide clarity for applicants, residents and other occupiers of property and investors, enabling them to make plans to move to, remain or invest in the area with some measure of certainty.
- 2.18 Before determining its policy for any five-year period, this Authority will undertake full consultation as prescribed by the 2003 Act.
- 2.19 The views of all of those consulted will be given appropriate weight when the policy is determined together with those of any other persons or bodies which the Authority considers appropriate to consult with. When undertaking consultation exercises, this Authority will also have regard to cost and time.

### **3. Duplication**

- 3.1 The enforcement of licensing legislation will at all times be distinct from other regulatory regimes such as fire safety and health and safety so far as is practicable.
- 3.2 Conditions will only be attached to premises licences and club premises certificates that are necessary for the promotion of the licensing objectives detailed in the introduction to this policy, be they mandatory conditions, conditions made against the operating schedule and/or following relevant representations. Under normal circumstances where matters are already provided for in other legislation they cannot be considered necessary in the context of licensing law.
- 3.3 To ensure clarity of enforcement roles appropriate liaison with other enforcing authorities will take place and, where considered appropriate, joint inspections by enforcement agencies will be arranged.

### **4. Strategies**

- 4.1 Where relevant representations are received, this Licensing Authority will attach conditions to premises licences and club premises certificates where appropriate to reflect local crime prevention strategies, for example, the provision of closed circuit television cameras in certain premises. The need for such conditions will be considered specifically as part of the application consultation process with Northamptonshire Police and more generally through Crime and Disorder Partnerships.
- 4.2 The Licensing Committee will be advised of any relevant information received either reactively or proactively indicating that this policy is having a detrimental impact on live music and dancing and other regulated activities, to ensure that broader cultural activities and entertainment are not being affected. Where indications are that there is a negative effect on such events then this policy will be reviewed in order to identify how the issues may be remedied. Advice will be sought from other relevant bodies as appropriate where such issues are identified. Every care will be taken to ensure that only necessary, proportionate and reasonable licensing conditions are applied.

### **5. Live Music Act**

- 5.1 The Live Music Act came into force on 1<sup>st</sup> October 2012 and is designed to encourage more performances of 'live' music.
- 5.2 Where licensable activities continue to take place on premises any licence conditions relating to 'live' music will be suspended between 08:00 and 23:00 hours, but it will be possible to impose new, or reinstate existing conditions following a review. When considering whether an activity constitutes 'the provision of regulated entertainment' each case will be treated on its own merits.

## **6. Objectives**

### **6.1 Prevention of crime and disorder**

The essential purpose of the licence or certificate is to regulate behaviour on premises and access to them where this relates to licensable activities and the licensing objectives. Conditions attached to licences cannot seek to manage the behaviour of customers once they are beyond the direct management of the licence holder and his staff or agents. They can however directly impact on the behavior of those under the licensee's direction when on their premises or in the immediate vicinity of the premises as they seek entry or leave.

There are a number of offences both within the Licensing Act 2003 and other legislation that relate to crime and disorder that a licensee should be familiar with. These offences stand in their own right and will not be duplicated as conditions on any licence/certificate.

Various 'PubWatch' schemes operate in Northamptonshire which aim to counter individuals who damage property, are violent and cause disorder, or use or deal in drugs, through exclusions. This Licensing Authority is supportive of such schemes and considers premises should join where it is appropriate to do so.

### **6.2 Public safety**

The public safety objective is concerned with the physical safety, including fire safety, of the people using the relevant premises and not with public health, which is dealt with in other legislation. Public safety includes the safety of performers appearing at any premises. The Authority has noted that from 1<sup>st</sup> October 2006 the Regulatory Reform (Fire Safety) Order 2005 replaced previous fire safety legislation. Responsibility for complying with the order rests with the 'responsible person' who has control of premises.

The Licensing Authority is familiar with the "Safer Clubbing Guide" and its application to nightclubs and dance events. The guide contains a number of suggestions and safeguards, which appropriate premises should consider and include within their operating schedules as necessary. There are a number of other key publications that relate to public safety at entertainment events, which the Licensing Authority would recommend to applicants.

### **6.3 The prevention of public nuisance**

The public nuisance objective is designed to deal with the impacts of licensable activities at specific premises on persons living and working (including doing business) in the vicinity that is disproportionate and unreasonable. The main issues for concern will be noise nuisance, light pollution, noxious smells and litter.

The provision of welfare facilities such as toilets within licensed premises is relevant to the prevention of public nuisance. Adequate welfare provisions may prevent nuisance activities taking place within the street, such as urination. Licensees should therefore ensure that adequate facilities are provided within the premises and include these details within their operating schedule.

Public nuisance is not defined within the Act but is given a broad common law definition. The prevention of public nuisance could therefore include low-level nuisance perhaps affecting a few people living locally as well as major disturbances affecting the whole community. This may also include in appropriate circumstances the reduction of the living and working amenity and environment of interested parties (as defined) in the vicinity of the licensed premises.

This Licensing Authority will have regard to the powers available within the Anti Social Behaviour Act 2003. This provides that if noise from licensed premises is causing a public nuisance the local authority has powers to issue a closure order for up to 24 hours. This complements the police powers under Part 8 of the 2003 Act.

## 6.4 The protection of children from harm

The Act has tightened up on the controls relating to the sale and supply of alcohol to children with new and further principle offences contained within the Act itself. However the intention of the Act is to make licensed premises accessible to families and only limit access to children where it is necessary in order to prevent physical, moral or psychological harm to them. This would include the protection of children from too early an exposure to strong language, sexual expletives, violence or frightening images, for example, in the context of film exhibitions, or where adult entertainment is provided.

When deciding where restrictions should be imposed, this Licensing Authority will examine the individual merits of each application and only impose conditions where the circumstances justify them.

Aspects of an application that would be likely to raise concerns in relation to access by children would include:

- Where entertainment or services of an adult or sexual nature are commonly provided;
- Where there have been convictions of members of the current staff at the premises for serving alcohol to minors or with a reputation for underage drinking;
- With a known association with drug taking or dealing;
- Where there is a strong element of gambling on the premises (but not, for example, the simple presence of a small number of cash prize gaming machines); and
- Where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises.

It is not possible to provide an exhaustive list of the entertainment or services that are of an adult or sexual nature, therefore a common sense approach will be taken to interpretation. However such entertainment or services would also include entertainment involving strong and offensive language.

Where conditions are required for the prevention of harm to children, a range of alternatives will be considered as methods for limiting access. These could include:

- Limitations on hours when children may be present;
- Limitations of the presence of children under certain ages when particular specified activities are taking place;
- Limitations on the parts of the premises to which children might be given access;
- Age limitations (below 18);
- Requirements for accompanying adults (including for example, a combination of requirements which provide that children under a particular age must be accompanied by an adult); and
- Full exclusion of those people under 18 from the premises when any licensable activities are taking place.

This Licensing Authority, Northamptonshire County Council Trading Standards Service and Northamptonshire Police take a very serious view of the persistent and illegal sale of alcohol and other age-restricted goods to children. Together with Trading Standards, this Licensing Authority will continue to seek to ensure that illegal sales of alcohol and other age-restricted goods are reduced and ultimately eradicated.

The sale of alcohol to minors (under 18 years of age) is a criminal offence and Trading Standards Service has over time, worked to advise the off-licence trade on how to set up systems to avoid sales taking place.

The Licensing Authority will maintain close contact with the police, young offender's team and Trading Standards officers regarding unlawful activities and share actions and intelligence where appropriate

## **7. The Licensing Authority as a responsible authority**

- 7.1 This Licensing Authority acknowledges that it is now included in the list of responsible authorities. The 2003 Act does not require responsible authorities to make representations about applications for the grant of premises licences or to take any other steps in respect of different licensing processes. Therefore, it is for this Licensing Authority to determine when it considers it appropriate to act in its capacity as a responsible authority.
- 7.2 This Licensing Authority will not normally act as a responsible authority on behalf of other parties (for example, local residents, local councillors or community groups) although there are occasions where the authority may decide to do so. Such parties can make relevant representations to the Licensing Authority in their own right, and it is reasonable for this licensing authority to expect them to make representations themselves where they are reasonably able to do so. However, if these parties have failed to take action and this licensing authority is aware of relevant grounds to make a representation, a choice may be made to act in its capacity as responsible authority.
- 7.3 This Licensing Authority expects that other responsible authorities should intervene where the basis for the intervention falls within the remit of that other responsible authority. For example, the police should make representations where the representations are based on concerns about crime and disorder. Likewise, it is reasonable to expect the local authority exercising environmental health functions to make representations where there are concerns about noise nuisance.
- 7.4 The 2003 Act enables licensing authorities to act as responsible authorities as a means of early intervention and may do so where the authority consider it appropriate without having to wait for representations from other responsible authorities.
- 7.5 In cases where this Licensing Authority is also acting as responsible authority in relation to the same process, there will be a separation of responsibilities within the authority to ensure procedural fairness and eliminate conflicts of interest. In such cases, licensing determinations will be made by the licensing committee or sub committee comprising elected members of the authority (although they are advised by a licensing officer). Therefore, a separation is achieved by allocating distinct functions (i.e. those of licensing authority and responsible authority) to different officials within the authority.
- 7.6 Accordingly, the officer advising the licensing committee (i.e. the authority acting in its capacity as the licensing authority) will be a different person from the officer who is acting for the responsible authority. The officer acting for the responsible authority will not be involved in the licensing decision process and will not discuss the merits of the case with those involved in making the determination by the licensing authority. Communication between these officers in relation to the case will remain professional and consistent with communication with other responsible authorities.

## **8. Health as a responsible authority**

- 8.0 Northamptonshire County Council Directors of Public Health (DPH) are now responsible authorities with all of the powers and responsibilities this brings. The introduction of Public Health as a responsible authority has gone some way towards starting to reduce alcohol-related harms through the use of licensing legislation. Conditions may be added by way of representation against an application or review of a licence if there is a specific health concern at a premises related to any or all of the four licensing objectives.
- 8.1 This Licensing Authority acknowledges that DPH will be useful in providing evidence of alcohol-related health harms when there is a revision of policy particularly in relation to cumulative impact policies or early morning restriction orders.
- 8.2 This Licensing Authority envisages that DPH's will also be useful in providing evidence such as alcohol-related A & E admissions or ambulance service data that might be directly relevant to an application under the Act.



## 9. Responsible Authorities

### 9.1 The responsible authorities are:

Northamptonshire Police Service

Northamptonshire Fire and Rescue Service

Northamptonshire County Council Trading Standards

District/Borough Councils for the relevant Licensing Authority,

Environmental Health (Health and Safety and Environmental Protection) and Planning

Child Protection – Northamptonshire County Council

Home Office Immigration Enforcement

Local Health Authority – Northamptonshire County Council

In relation to a vessel, a navigation authority, the Environment Agency or the British Waterways Board

## 10. Planning

- 10.1 This Licensing Authority acknowledges that there must be proper separation of the planning and licensing regimes to avoid duplication and inefficiency. Licensing applications should not be a re-run of the planning application and should not cut across decisions taken by the local authority Planning Committee or following appeals against decisions taken by that committee.
- 10.2 The Licensing Committee may provide reports to the Policy and Development Control Committee on the situation regarding licensed premises in the area to ensure proper integration, including the general impact of alcohol related crime and disorder, to provide background information to any planning applications for potential licensed premises under consideration.
- 10.3 The planning authority also has a duty to consider matters of crime and disorder at this stage. This will enable the planning committee to have regard to such matters when taking its decisions and avoid any unnecessary overlap.
- 10.4 Applications for premises licences for permanent commercial premises should normally be from businesses with planning consent for the property concerned. However, applications for licences may be made before any relevant planning permission has been sought or granted by the planning authority. There is no legal basis for this Licensing Authority to refuse a licence application because it does not have planning permission,
- 10.5 The strength of planning policies is that there is an obligation both on the council, as local planning authority, and the decision maker on any appeal to give considerable weight to them. This helps ensure consistency in the decision making process.

## 11. Licensing Hours

- 11.1 Consideration will always be given to the individual merits of an application in line with the four licensing objectives and any relevant representations. This Authority recognises that longer licensing hours with regard to the sale of alcohol need to be managed effectively to ensure that the concentrations of customers leaving premises simultaneously are avoided. This is necessary to reduce the friction at late night fast food outlets, taxi ranks and other sources of transport, which may lead to disorder and disturbance.
- 11.2 However, when issuing a licence with hours beyond 23.00 hours, higher standards may be expected to be included in Operating Schedules to address the Licensing Objectives especially premises which are situated near to residential properties.
- 11.3 In considering licence applications, where relevant representations are made, this Licensing Authority will consider the adequacy of measures proposed to deal with the potential for public nuisance and/or public disorder having regard to all the circumstances of the case.
- 11.4 Where relevant representations are made, this authority will demand stricter conditions with regard to noise control in areas that have denser residential accommodation, but this will not limit opening hours

without regard for the individual merits of any application. This authority will consider each application and work with the parties concerned to ensure that adequate noise control measures are in place.

## 12. Temporary Event Notices

- 12.1 The most important aspect of the system of permitted temporary activities is that no permission as such is required for these events from the Council. The system involves the notification of an event to the Licensing Authority, Environmental Health and Northamptonshire Police, subject to fulfilling certain conditions.
- 12.2 As many users giving TEN's will not have commercial backgrounds or ready access to legal advice, the Licensing Authority will ensure that guidance is clear and understandable and will aim to keep arrangements manageable and user friendly for these groups.
- 12.3 Northamptonshire Licensing Authorities recommend that at least 28 days and no more than 3 months notice be given to hold such events, to allow it to help organisers plan their events safely.
- 12.4 The Licensing Authority will also remind notice givers of relevant offences under licensing law, including:
- the sale of alcohol to minors,
  - the sale of alcohol to a person who is drunk,
- 12.5 The Licensing Authority would encourage event organisers not to rely on giving the minimum amount of notice; Event organisers are encouraged to contact local Northamptonshire Police Licensing Officers as early as possible about their proposed event(s).

## 13. Sexual Entertainment

- 13.1 This Licensing Authority has adopted a policy in relation sexual entertainment venues under the Local Government (Miscellaneous Provisions) Act 1982, as amended by the Policing and Crime Act 2009. With reference to this related policy standard conditions are attached to such licences and where there are similar conditions in the two regimes, the more onerous apply.
- 13.2 This Licensing Authority acknowledges there is an exemption under the Local Government (Miscellaneous Provisions) Act 1982 that allows premises to provide sexual entertainment no more than 11 times per year and no more frequently than monthly.

## 14. Cumulative Impact and Special Policies

- 14.1 Commercial demand for additional licensed premises is not a matter for this Licensing Authority or its statement of policy but a matter for planning committees and for the market. On the other hand, the cumulative impact of licensed premises on the promotion of the licensing objectives is a proper matter for the Licensing Committee.
- 14.2 Conditions may only relate to matters that the licensee can be expected to control. These are likely to relate to the premises themselves and the immediate vicinity. Where the number, type and density of premises selling alcohol are unusual, serious problems of nuisance and disorder can sometimes arise or begin to arise outside or some distance from the licensed premises. This has been described as the cumulative effect of the increasing capacity of all premises taken together and is outside of the control of licence conditions. There may be circumstances where this Licensing Authority receives relevant representations from a responsible authority or interested party that the

cumulative effect of new licences is leading to an area becoming saturated with premises, making it a focal point for large groups of people to gather and circulate, away from the licensed premises themselves. This might be creating exceptional problems of disorder and nuisance over and above the impact from the individual premises. In such circumstances this Licensing Authority may consider the question of whether the granting of any further premises licences or club premises certificates would undermine one of the licensing objectives. The Licensing Act 2003 allows for this, so long as cumulative impact is addressed in the context of the individual merits of any application.

- 14.3 However this Licensing Authority will not impose quotas that restrict the consideration of any application on its individual merits or which seek to impose limitations on trading hours in particular areas, either formally or informally.
- 14.4 However, it may be necessary for this Licensing Authority to adopt a special policy of refusing new licences because the area is already saturated with certain types of licensed premises. In such circumstances this policy is not absolute and will still allow for the circumstances of each application to be considered properly and for licences which are unlikely to add significantly to saturation to be approved provided all other requirements are met.
- 14.5 In deciding whether to adopt such a policy, the licensing authority will have regard to:
- a) Identification of serious and chronic concern about crime and disorder or public nuisance;
  - b) Consideration of whether it can be demonstrated that crime and disorder and nuisance are arising and are caused by the customers of licensed premises and if so identify the area from which problems are arising and the boundaries of that area; or that the risk factors are such that the area is reaching a point when a cumulative impact is imminent;
  - c) Consultation with those persons and bodies identified in Section 5(3) of the 2003 Act.
- 14.6 Where this process identifies such a need, this Licensing Authority will consider adoption of a special policy relating to future licence applications from that area. Reference to any such special policy will be made in the Licensing Policy Statement and the special policy will be published as part of the statement of licensing policy.
- 14.7 A special policy cannot be used to set a terminal hour for premises in the identified area.
- 14.8 This Licensing Authority has duties under Section 17 of the Crime and Disorder Act 1998 to do all that it can to prevent crime and disorder in its locality and to promote the licensing objectives in the Licensing Act 2003.
- 14.9 In considering representations relating to a particular application, this Licensing Authority will have regard to the impact on the promotion of the licensing objectives in the area. In any representations, the onus will be on the objector to lay an evidentiary base for the assertion that the addition of the premises in question would produce the cumulative impact claimed. The impact can be expected to be different for premises with different styles and characteristics.
- 14.10 Any special policy adopted by this Licensing Authority will be reviewed regularly to assess whether it has had the effect intended, whether it is needed any longer or whether it needs extending.
- 14.11 A special policy on cumulative impact will not be used as grounds for removing a licence when representations are received about problems with an existing licensed premises. Nor can it justify rejecting variations to a licence except where those variations are directly relevant to the policy (as would be the case with an amendment significantly to increase the capacity limits of a premises).
- 14.12 This Licensing Authority will not adopt quotas which pre-determine the individual merits of any application – even in respect of premises selling alcohol for consumption on those premises – as they have no regard to the individual characteristics of the premises concerned. Public houses, nightclubs, restaurants, hotels, theatres, concert halls and cinemas all sell alcohol, serve food and provide entertainment but with contrasting styles and characteristics. Proper regard will be given to those differences and the differing impact they will have on the local community.
- 14.13 This Licensing Authority recognises that once away from these premises, only a minority of consumers will behave badly and unlawfully. The licensing policy is part of a much wider strategy for addressing

these problems. Other mechanisms which may be used to deal with such issues which fall outside of the scope of this licensing policy include:

- a) planning controls;
- b) positive measures to create a safe and clean town centre environment in partnership with local businesses, transport operators and other departments of the local authority;
- c) the provision of CCTV surveillance in town centres, ample taxi ranks, street cleaning and litter patrols;
- d) powers of local authorities to designate parts of the local authority area as places where alcohol may not be consumed publicly;
- e) police enforcement of the general law concerning disorder and antisocial behaviour, including the issuing of fixed penalty notices;
- f) the prosecution of any personal licence holder or member of staff at such premises who is selling alcohol to people who are drunk;
- g) the confiscation of alcohol from adults and children in designated areas;
- h) Police powers to close down instantly for up to 24 hours any licensed premises or temporary events on grounds of disorder, the likelihood of disorder or excessive noise emanating from the premises causing a nuisance;
- i) the power of the Police, other responsible authority or a local resident or business to seek a review of the licence or certificate in question.

14.14 This Licensing Authority and Northamptonshire Police will continue to work closely together to ensure that these other mechanisms are used appropriately to deal with the issues of concern and where possible will supplement these with other local initiatives that similarly address these problems.

## 15. Early Morning Restriction Orders

15.1 The power for this Licensing Authority to introduce an EMRO is specified in sections 172A to 172E of the 2003 Act which was amended by Section 119 of the Police Reform and Social Responsibility Act 2011. Regulations prescribing the requirements in relation to the process for making an early morning restriction order (EMRO) were brought in force on 31<sup>st</sup> October 2012.

15.2 This Licensing Authority will have reference to the guidance that has been introduced which relates to:

- the EMRO process
- the evidence base
- introducing an EMRO
- advertising an EMRO
- dealing with representations
- hearings
- implementation
- limitations
- enforcement

15.3 The legislation provides this Licensing Authority with the discretion to restrict sales of alcohol by introducing an EMRO to tackle high levels of alcohol related crime and disorder, nuisance and anti-social behaviour. The order may be applied to the whole or part of this Licensing Authority's area and if relevant on specific days and at specific times. This Licensing Authority will be satisfied that such an order would be appropriate to promote the licensing objectives.

15.4 The only exemptions relating to EMROs are New Years Eve and the provision of alcohol to residents in premises with overnight accommodation by means of mini bars and room service.

15.5 The decision to implement an EMRO will be evidence based and will be considered by Full Council.

## 16. Children

- 16.1 This Authority recognises that there will be a considerable variety of premises for which licences may be sought. These include theatres, cinemas, restaurants, concert halls, cafes, take-away food businesses and fast food outlets as well as public houses and nightclubs. In addition, subject to the licensee's discretion and any conditions included in a premises licence or club premises certificate, the Licensing Act 2003 does not prohibit children in licensed premises except in the circumstances detailed in s145 of the Licensing Act 2003.
- 16.2 This Authority will not limit the access of children to such premises unless it is necessary for the prevention of harm to children. No statement of policy can properly anticipate every issue of concern that could arise in respect of children with regard to individual premises and so general rules have not been included. Consideration of the individual merits of each application remains the best mechanism for judging such matters.
- 16.3 However, notwithstanding the above, this Authority considers that the following premises give rise to particular concern in respect of children:
- a) where there have been convictions of members of the current staff at the premises for serving alcohol to minors or with a reputation for underage drinking;
  - b) with a known association with drug taking or dealing;
  - c) where there is a strong element of gambling on the premises;
  - d) where entertainment or services of an adult or sexual nature are commonly provided;
- 16.4 In these circumstances this Authority will consider the appropriate option for the prevention of harm to children where relevant representations are made. While complete bans on access to children are likely to be rare, there may be circumstances when no other option is considered appropriate. However, in the majority of cases where limiting the access of children to licensed premises is considered necessary, the options which will be considered are:
- a) Limitations on the hours when children may be present;
  - b) Age limitations (below 18);
  - c) Limitations on the exclusion of the presence of children under a certain age when particular specified activities are taking place;
  - d) Requirements for an accompanying adult;
  - e) Full exclusion of people under 18 from the premises when any licensable activities are taking place
- 16.5 Where the above restrictions are not considered necessary, access to licensed premises by children will remain a matter for the discretion of the individual licence holder or club. Where the licence holder volunteers prohibitions and restrictions and no other relevant representations are made, the volunteered prohibitions and restrictions will be made into conditions and no other conditions in relation to the presence of children will be applied.
- 16.6 Northamptonshire Police and Northamptonshire County Council Trading Standards Service are jointly responsible for the enforcement of ss146, 147, 147(a) and 147(b) of the Licensing Act 2003 (The sale of, and allowing the sale of alcohol to children). Trading Standards are mainly responsible for 'off licence' premises and the Police have the main responsibility for 'on licence' premises.
- 16.7 With regard to children in premises giving film exhibitions, this Authority will request conditions requiring that arrangements must be in place for restricting children from viewing age-restricted films or videos classified according to the recommendations of the British Board of Film Classification or the local authority itself.
- 16.8 The Portman Group operates a Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks on behalf of the alcohol industry. The Code seeks to ensure that drinks are packaged and promoted in a socially responsible manner and only to those who are 18 years old or older. Complaints about products under the Code are considered by an Independent Complaints Panel and the Panel's decisions are published on the Portman Group's website, in the trade press and in an annual report. If a product's packaging or point-of-sale advertising is found to be in breach

of the Code, the Portman Group may issue a Retailer Alert Bulletin to notify retailers of the decision and ask them not to replenish stocks of any such product or to display such point-of-sale material, until the decision has been complied with. The Code is an important weapon in protecting children from harm because it addresses the naming, marketing and promotion of alcohol products sold in licensed premises in a manner which may appeal to or attract minors. A copy of the Code can be found at [www.portmangroup.org.uk](http://www.portmangroup.org.uk).

## 17. Conditions

17.1 A key concept underscoring the Licensing Act 2003 is for conditions to be attached to licences and certificates that are tailored to the individual style and characteristics of the premises and events concerned. Conditions may only be applied following the receipt of relevant representations where they have been agreed by all parties concerned or have been applied by the Licensing Committee. This is essential to avoid the imposition of disproportionate and overly burdensome conditions on premises where there is no need for such conditions.

17.2 This Licensing Authority agrees that any condition imposed must be:

clear;  
enforceable;  
evidenced;  
proportionate;  
relevant; and be expressed in plain language capable of being understood

17.3 This Authority will therefore avoid the general application of standardised conditions to licences and certificates.

17.4 However to ensure consistency, when it is necessary to apply conditions, this Authority will draw from pools of model conditions where available, from which appropriate and proportionate conditions may be drawn in particular circumstances to suit individual cases. The model conditions will cover the following:-

Crime and disorder  
Public safety  
Public nuisance  
Protection of children from harm

## 18. Reviews

18.1 The Licensing Act 2003 makes provision for the review of premises licenses where problems associated with crime and disorder, public safety, public nuisance or the protection of children from harm are occurring.

18.2 At any stage following the grant of a premises licence or club premises certificate, a responsible authority or an interested party (such as a resident living in the vicinity of the premises), may request this Licensing Authority review the licence because of a matter arising at the premises in connection with any of the four licensing objectives.

18.3 A review of a premises licence will follow any action by Northamptonshire Police to close down premises for up to 24 hours on grounds of disorder or noise nuisance as a result of a Magistrates' Courts' determination sent to the Licensing Authority.

18.4 In all cases, the representation must relate to a particular premises for which a licence is in force and must be relevant to the promotion of the licensing objectives.

18.5 Representations must be made in writing and may be amplified at the subsequent review or may stand in their own right. Additional representations, which do not amount to an amplification of the original representation, may not be heard at the hearing.

- 18.6 Where the request for a review originates from an interested party e.g. a local resident or residents' association, this Licensing Authority will first to consider whether the complaint made is relevant, vexatious, frivolous or repetitious.
- 18.7 A repetitious complaint is one that is identical or substantially similar to:
- a) a ground for review made in respect of the same premises licence which has already been determined; or
  - b) representations considered by the Licensing Authority when the premises licence was granted; or
  - c) representations which would have been made when the application for the premises licence was first made and which were excluded then by reason of the prior issue of a provisional statement; and
  - d) in addition to the above grounds, a reasonable interval has not elapsed since that earlier review or the grant of a licence.
- 18.8 This Licensing Authority recognises the need to prevent attempts to review licences, following the failure of representations on earlier occasions. The Licensing Authority will judge what is to be regarded as a reasonable interval in these circumstances. This Licensing Authority has regard to the recommendation in the guidance that more than one review originating from an interested party should not be permitted within a period of 12 months on similar grounds except in compelling circumstances or where it arises following a Closure Order.
- 18.9 This Licensing Authority also recognises that the promotion of the licensing objectives relies heavily on a partnership approach. The Council would encourage authorised persons and responsible authorities to give licence holders warning of their concerns about problems identified at premises and of the need for improvement. This Licensing Authority will advise licence holders that a failure to respond to such a warning may lead to a responsible authority requesting a Review.
- 18.10 This Licensing Authority will hold a hearing following a request for a Review from a responsible authority, interested party or after closure procedures described earlier. This Licensing Authority will make the licence holder fully aware of the representations received together with supporting evidence in order for the licence holder or his legal representatives to be able to prepare a response.
- 18.11 In determining a review, this Authority has a range of powers it may exercise where it considers them necessary for the promotion of the licensing objectives:
- a) no action necessary as no steps required to promote the licensing objectives;
  - b) issuing an informal warning to the licence holder and/or to recommend improvement within a particular period of time. This Licensing Authority regards such warnings as important mechanisms for ensuring that the licensing objectives are effectively promoted and any warning issued will be in writing to the licence holder;
  - c) to modify the conditions of the premises licence (including adding new conditions, altering/omitting an existing condition);
  - d) excluding a licensable activity from the licence;
  - e) remove the designated premises supervisor;
  - f) suspend the licence for a period of three months;
  - g) to revoke this licence.
- 18.12 This Licensing Authority in determining what action to take will seek to establish the causes of concern and any action taken will be directed at these causes. Any action taken to promote the licensing objectives will be necessary and proportionate.

## 19. Minor Variations

- 19.1 The purpose of the minor variation process is to save time, money and regulatory resources by allowing small variations that could not impair the promotion of the licensing objectives to be made to premises licences and club premises certificates through a simplified and less costly procedure. Under this process, the applicant is not required to advertise the variation in a newspaper or copy it to Responsible Authorities. However, they must display it on a white notice at the premises. The notice must be displayed for a period of 10 working days starting on the working day after the minor variation application was given to the Licensing Authority.
- 19.2 The holder of a premises licence or a club premises certificate can apply to the Licensing Authority for a minor variation to the licence or the certificate using the prescribed form. In determining an application this licensing authority will consult such of the Responsible Authorities as it considers appropriate.
- 19.3 This Licensing Authority will take into account any relevant representations made concerning the application by Responsible Authorities or by an interested party; relevant representations must be about the **likely effect** of the grant of the application on the promotion of the licensing objectives. This Licensing Authority will grant an application only if it considers that none of the variations proposed in the application could have an adverse effect on the promotion of any of the licensing objectives. In any other case the authority must reject the application. There is no right to a hearing in this process.
- 19.4 An application may not be made under the minor variation provision if the effect of the variations proposed in it would be to:
- extend the period for which a premises licence has effect;
  - to vary substantially the premises to which a premises licence/club premises certificate relates;
  - to specify (in a premises licence) an individual as the Designated Premises Supervisor (DPS);
  - to authorise the sale or supply of alcohol or to authorise the sale by retail or supply of alcohol at any time between 11pm and 7am or increase in the amount of time on any day during which alcohol may be sold by retail or otherwise supplied; or
  - to disapply the mandatory conditions concerning the supervision of alcohol sales by a personal licence holder and the need for a Designated Premises Supervisor who holds a personal licence at a community premises.
- 19.5 If an application is refused, the Authority must notify the applicant in writing, giving its reasons for the refusal. The Authority is required to reach its determination within a period of fifteen (15) working days starting on the first working day after the authority receives the application, otherwise the application is rejected and the Authority must return the application fee.
- 19.6 Minor variations will generally fall into four categories:
- minor changes to the structure or layout of a premises;
  - small adjustments to licensing hours;
  - the removal of out of date, irrelevant or unenforceable conditions or volunteered conditions;
  - the addition of certain licensable activities.

## 20. Enforcement

- 20.1 This Licensing Authority will establish protocols and have regular liaison with the local police, fire & rescue service, trading standards, other County local authorities and other agencies on enforcement issues. This will provide for a more efficient deployment of local authority staff and police officers



who are commonly engaged in enforcing licensing law and the inspection of licensed premises. There will also be regular liaison with other enforcement authorities.

- 20.2 In particular, these protocols will provide for the targeting of agreed problem and high risk premises which require greater attention, while providing a lighter touch in respect of low risk premises which are well run. The limited validity of public entertainment, theatre, cinema and late night refreshment house licences has in the past led to a culture of annual inspections regardless of whether such inspections are necessary.
- 20.3 The Licensing Act 2003 does not require inspections to take place, save at the discretion of those charged with this role. The principle of risk assessment and targeting will prevail and inspections will not be undertaken routinely but when and if they are judged necessary. This should ensure that resources are more effectively concentrated on problem premises.

## 21. Licence Suspensions

- 21.1 This is a power brought as part of the amendments brought about by the Police Reform and Social Responsibility Act 2011. This Licensing Authority must suspend premises licences and club premises certificates on the non-payment of annual fees. The procedure to be used is set out in regulation.

## 22. Administration, Exercise and Delegation of Functions

- 22.1 The powers of the Licensing Authority under the Act may be carried out by the Licensing Committee, by a Sub-Committee or by one or more Officers acting under delegated authority.
- 22.2 Many of the licensing procedures will be largely administrative with no perceived areas of contention. In the interests of efficiency and effectiveness officers will generally carry out these duties.
- 22.3 On applications where there are relevant representations these will be dealt with by a Committee or sub committee of the Licensing Authority, as will any application for review of a licence.
- 22.4 This Licensing Authority will expect applicants to address the licensing objectives in their Operating Schedule having regard to the type of premises, the licensable activities to be provided, the operational procedures, the nature of the location and the needs of the local community.
- 22.5 Applicants will be encouraged to make themselves aware of any relevant planning and transportation policies, tourism and cultural strategies or local crime prevention strategies and to have taken these into account, where appropriate, when formulating their Operating Schedule.
- 22.6 The 2003 Act provides that decisions and functions may be taken or carried out by licensing committees or delegated to sub-committees or in appropriate cases, to officials supporting the Licensing Authority. In the interests of speed, efficiency and cost-effectiveness, as many of the decisions and functions will be purely administrative in nature; functions will be delegated to the appropriate level within the organisation where possible. See Annex 1.
- 22.7 Where applications are non contentious, (for example, no representations to the grant of a premises licence) these applications will be delegated to officers in order to speed matters through the system. Any such matters passed in this way will then be listed for comment at the next Committee meeting. The Committee will not have the opportunity to reverse officers' decisions

## 23. Advice and Guidance

- 23.1 Advice may be obtained via the Central Licensing Administration Unit who will assist people in advising them on the type's of licences they will need to apply for, the unit can be contacted in the following ways:-

Website

[www.northantslicensing.gov.uk](http://www.northantslicensing.gov.uk)

Email: [licensingunit@east-northamptonshire.gov.uk](mailto:licensingunit@east-northamptonshire.gov.uk)

Telephone: 01832 742102

In person or writing to:

Central Licensing Administration Unit

East Northamptonshire Council

Cedar Drive

Thrapston

Northamptonshire

NN14 4LZ

The details above will be different for Daventry District Council, South Northamptonshire Council and Northampton Borough Council.

## 24. Equal Opportunities

- 24.1 Over the last four decades, discrimination legislation has played an important role in helping to make Britain a more equal society. However, the legislation was complex and, despite the progress that has been made, inequality and discrimination persist and progress on some issues has been stubbornly slow.
- 24.2 [The Equality Act 2010](#) provides a new cross-cutting legislative framework to protect the rights of individuals and advance equality of opportunity for all; to update, simplify and strengthen the previous legislation; and to deliver a simple, modern and accessible framework of discrimination law which protects individuals from unfair treatment and promotes a fair and more equal society.
- 24.3 In implementing the Licensing Act 2003, associated legislation and guidance, this Licensing Authority is committed to ensuring that the obligations and duties within this legislation are met.

## 25. Review of the Policy

- 25.1 This licensing policy will be formally reviewed and published every five years (section 5 Licensing Act 2003). This review of the policy will be subject to the consultation process. Section 5(4) of the Act provides that the licensing authority must keep its policy under review **during** each five year period and make appropriate revisions. Again, any revisions must be subject to consultation.
- 25.2 Where a special policy relating to cumulative impact or early morning restriction orders is being adopted this will be reviewed regularly at least every five years, to assess whether it is needed any longer, or indeed needs expanding. Any cumulative impact policy will also be reviewed to ensure that it has had the intended effect. There will be on-going dialogue and consultation with local residents to consider whether any area is nearing the point where the concentration of premises has a cumulative impact.
- 25.3 This Licensing Authority will consider the most appropriate time to refresh policies, with a view to balancing businesses' need to be kept advised of changes with the additional burden that responding to frequent consultations can bring.

## 26. Late Night Levy

- 26.1 The legislative provisions relating to the late night levy are not part of the Licensing Act 2003 but are contained in Sections 125 to 139 of the Police Reform and Social Responsibility Act 2011. The provisions came into force on 31<sup>st</sup> October 2012.
- 26.2 Regulations have been brought into force setting out the way in which the levy must be applied and administered, and arrangements for expenses, exemptions and reductions.

Guidance has also been introduced in relation to:

- implementing the levy and the consultation process
- the design of the levy
- exemptions from the levy
- reductions in levy charges
- how revenue raised from the levy may be spent
- the levy charges
- the levy collection process

- 26.3 With regard to exemptions, this licensing authority retains discretion whether to exempt certain premises or not but only for those types of premises set out in paragraphs 1.24 to 1.31 of the guidance on the Late Night Levy.
- 26.4 This Licensing Authority also has the discretion whether to reduce the amount of the levy by 30% for premises which participate in business-led best practice schemes i.e. Best Bar None.
- 26.5 Any revenue from a levy will be split between this licensing authority and Northamptonshire Police, with at least 70% of the 'net' levy (after expenses) paid to the Police. A formal service level agreement will be established to ensure that this licensing authority and Northamptonshire Police are aware of responsibilities and undertakings, and to ensure that the use of levy funds can be clearly communicated to those businesses contributing to it.
- 26.6 These new powers enable licensing authorities to charge a levy in relation to persons who are licensed to sell or supply alcohol late at night as a means of raising a contribution towards the costs of policing the night-time economy. Any decision to introduce, vary or cease the requirement for a levy will be made by the full council. Other decisions in relation to how the levy is administered may be subject to delegation.

## Annex 1 - Delegation of functions

Matter to be dealt with or Panel	Full Committee	Sub Committee	Officers
Application for personal Licence	-	If a police objection made	If no objection made
Application for personal licence with unspent convictions	-	All cases	-
Application for premises licence/club premises certificate	-	If a relevant representation made	If no relevant representation made
Application for provisional statement	-	If a relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate	-	If a relevant representation made	If no relevant representation made
Application to vary designated premises supervisor (DPS)	-	If a police objection	All other cases
Request to be removed as DPS	-	-	All cases
Application for transfer of premises licence	-	If a police objection	All other cases
Applications for interim Authorities	-	If a police objection	All other cases
Application to review premises licence/club premises certificate	-	All cases	-
Decision on whether a complaint is irrelevant frivolous vexatious etc	-	-	All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application	-	All cases	-
Determination of a objection to a temporary event notice	-	All cases	-
Determination of application to vary premises licence at Community premises to include alternative licence condition		If police objection	All other cases
Decision whether to consult other responsible authorities on minor variation application			All cases
Determination of minor Variation application.			All cases

## Annex 2 – Northamptonshire Licensing Authority Contacts

<p>Ruth Austen Environmental Health and Licensing Manager Northampton Borough Council The Guildhall St Giles Square Northampton NN1 1DE</p> <p>Tel: (01604) 837794 Out of Hours: 0300 330 7000 E-mail : <a href="mailto:rausten@northampton.gov.uk">rausten@northampton.gov.uk</a></p>	<p>Samantha Edmunds Health Protection Manager East Northamptonshire District Council Cedar Drive, Thrapston Northants NN14 4LZ</p> <p>Tel: (01832) 742030 Out of Hours: (01832) 733530 Email: <a href="mailto:sedmunds@east-northamptonshire.gov.uk">sedmunds@east-northamptonshire.gov.uk</a></p>
<p>Amanda Wilcox Principal Environmental Health Manager Borough Council of Wellingborough Swanspool House Tithe Barn Road Wellingborough Northants NN8 1BP</p> <p>Tel: (01933) 231954 Out of Hours: (01933) 222931 FAX: (01933) 231980 Email: <a href="mailto:awilcox@wellingborough.gov.uk">awilcox@wellingborough.gov.uk</a></p>	<p>Nicholas Sutcliffe Licensing Manager South Northamptonshire Council Environment &amp; Regulatory Services The Forum Towcester Northamptonshire NN12 6AD</p> <p>Tel: (01327) 322278 Out of Hours: (01327) 322322 Email: <a href="mailto:Nicholas.sutcliffe@southnorthants.gov.uk">Nicholas.sutcliffe@southnorthants.gov.uk</a></p>
<p>Russ Howell Health Services Manager Kettering Borough Council Municipal Offices Bowling Green Road Kettering Northants NN15 7QX</p> <p>Tel: (01536) 534323 Out of Hours: (01536) 410333 FAX: (01536) 410795 Email: <a href="mailto:russhowell@kettering.gov.uk">russhowell@kettering.gov.uk</a></p>	<p>Damian Wilkins Health Protection Manager Corby Borough Council Deene House New Post Office Square Corby Northants NN17 1GD</p> <p>Tel: (01536) 464299 Out of Hours: (01536) 400088 Fax: (01536) 464644 Email: <a href="mailto:damian.wilkins@corby.gov.uk">damian.wilkins@corby.gov.uk</a></p>
<p>Ed Cooke Environmental Health Manager (Health Improvement) Daventry District Council Lodge Road Daventry Northants NN11 5AF</p> <p>Tel: (01327) 871100 FAX: (01327) 302540 Email: <a href="mailto:ECooke@daventrydc.gov.uk">ECooke@daventrydc.gov.uk</a></p>	

## Annex 3 Other policies, legislation, and guidance sources

There are a number of other local and national policies, strategies, responsibilities, and guidance documents which should be taken into account in order to complement this authority's licensing policy. In particular the policy should provide a clear indication of how the licensing authority will secure the proper integration of the licensing policy and other local policies such as the local crime prevention, planning, transport, tourism, cultural strategies and the local alcohol policy.

### (i) Legislation

Policing and Crime Act 2009  
 Crime and Disorder Act 1998  
 Crime and Security Act 2010  
 Human Rights Act 1998  
 Criminal Justice and Police Act 2001  
 Private Security Industry Act 2001  
 Equality Act 2010  
 Deregulation Act 2015  
 The Anti-social Behaviour, Crime and Policing Act 2014  
 Violent Crime Reduction Act 2006  
 The Health Act 2006  
 Live Music Act 2012  
 Policing Act 2014  
 Immigration Act 2016  
 Gambling Act 2005  
 Environmental Protection Act 1990  
 Noise Act 1996  
 Clean Neighbourhoods and Environmental Act 2005  
 Regulators' Code under the Legislative and Regulatory Reform Act 2006

*Note: These and other relevant pieces of legislation can be found at [www.opsi.gov.uk](http://www.opsi.gov.uk)*

### (ii) Strategies and Policies

- Alcohol Strategy
- Alcohol Harm Reduction Strategy for Northamptonshire
- Best Bar None
- British Beer and Pub Association Partnerships Initiative
- Community Alcohol Strategy
- Community Safety Strategy
- Compliance Code
- Crime & Disorder Reduction Strategy
- Council's Enforcement Policy
- Cultural and Tourism Strategies including promotion of live music and community events
- Home Office: Selling Alcohol Responsibly: Good Practice Examples from the Alcohol Retail and Hospitality Industries
- Local Development Framework
- Local Transport Plan
- National and local PubWatch schemes
- [Portman Group Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks.](#)
- Purple Flag (ATCM)
- Safer Socialising
- Northamptonshire Health and Wellbeing Strategy
- Director of Public Health Northamptonshire Annual Report

**(iii) Guidance Documents**

[Home Office 'Practical Guide for Preventing and Dealing with Alcohol Related Problems](#)  
[Home Office 'Practical Guide for Preventing and Dealing with Alcohol Related Problems](#)  
[Home Office Safer Clubbing Guide link doesn't work – document not found](#)  
[Home Office Designated Public Place Order \(DPPO\) Guidance](#)  
[Home Office s182 Guidance](#)  
[LACORS/TSI Code of Practice on Test Purchasing link doesn't work – document not found](#)  
[The Event Safety Guide](#)  
[Licensing large scale events \(music festivals etc.\) this link doesn't seem to work](#)  
[Managing Crowds Safely](#)  
[5 Steps to Risk Assessment](#)  
[The Guide to Safety at Sports Grounds](#)  
[Safety Guidance for Street Arts, Carnivals, Processions and Large-scale Performances](#)  
[UK BIDS: Business Improvement Districts \(national BIDS advisory service\)](#)  
[BIS Code of Practice on Consultation](#)  
[The Plain English Campaign](#)  
[Regulators Code](#)

**(iv) Relevant case law regarding policy statements**

Limits of licensing policy:

[BBPA & Others v Canterbury City Council \[2005\] EWHC 1318 \(Admin\)](#) this isn't a link

- “Strict” licensing policies and exceptions to policy:  
[R \(Westminster City Council\) v Middlesex Crown Court and Chorion plc \[2002\] LLR 538](#)

Cumulative impact policies and hours

[R \(JD Wetherspoon plc\) v Guildford Borough Council \[2006\] EWHC 815 \(Admin\)](#)

Duplication and conditions:

[R \(on the application of Bristol Council\) v Bristol Magistrates' Court \[2009\] EWHC 625 \(Admin\)](#)

Extra-statutory notification by the licensing authority:

[R \(on the application of Albert Court Residents Association and others\) v Westminster City Council \[2010\] EWHC 393 \(Admin\)](#)

The prevention of crime and disorder: ambit of the objective

[Blackpool Council, R \(on the application of\) v Howitt \[2008\]](#)

Crime and disorder: sanctions on review: deterrence

[Bassetlaw District Council, R \(on the application of\) v Workshop Magistrates Court \[2008\]](#)

**Note: This list is not exhaustive**

## Annex 4 Useful References (organisations)

### Local Government Association:

<http://www.local.gov.uk/regulatory-services-and-licensing> link doesn't work

<http://www.locale.gov.uk>

### Association of Convenience Stores (ACS)

<http://www.acs.org.uk/>

### Association of Licensed Multiple Retailers (ALMR)

Now incorporating Bar, Entertainment and Dance Association (BEDA)

<http://www.almr.org.uk/> page doesn't exist

### Association of Town Centre Managers (ACTM and Purple Flag)

<http://www.atcm.org/>

### Better Regulation Delivery Office (BRDO)

<http://www.bis.gov.uk/brdo>

### British Beer and Pub Association (BBPA)

<http://www.beerandpub.com/>

### British Board of Film Classification (BBFC)

<http://www.bbfc.co.uk/>

### British Institute of Inn Keeping (BII)

<http://www.bii.org/home> link doesn't work

<http://www.bii.org>

### British Retail Consortium (BRC)

[http://www.brc.org.uk/brc\\_home.asp](http://www.brc.org.uk/brc_home.asp)

### Cinema Exhibitors' Association (CEA)

<http://www.cinemauk.org.uk/>

### Department for Culture, Media and Sport

[www.culture.gov.uk](http://www.culture.gov.uk)

### Home Office

[www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)

### Institute of Licensing (IOL)

<http://www.instituteoflicensing.org/>

### Licensed Victuallers Associations (LVAs)

<http://www.flva.co.uk/>

### National Association of Licensing and Enforcement Officers (NALEO)

<http://www.naleo.org.uk/>

### The Portman Group

<http://www.portmangroup.org.uk/>



## Annex 5 – Local Area Profile: Kettering Borough Council

2.2 The Borough of Kettering, situated in the north of Northamptonshire covers the area shown below and is a mix of urban and rural environments. The A14 Trunk Road crosses the area from east to west and the A6 and A43 run from North to South. Kettering is also served by the East Midlands mainline service from the North into St Pancras, London.

2.3 Kettering Borough covers an area of approximately 23,000 hectares and is characterised by market towns, attractive villages and countryside. Kettering is the main town and there are three other towns, Burton Latimer, Desborough and Rothwell lying along the route of the former A6; and 27 villages of varying scale and character.

The number of households in the Borough is 42,112 (March 2013).

Kettering is one of the fastest growing areas in the UK with the Borough expected to see significant growth between now and 2031.

The current population estimates for the area are provided below:

Population for the Borough	93,475
Male	45,896
Female	47,579
Children (0-15 yrs)	18,666
Towns	
Kettering	67,635
Desborough	10,697
Rothwell	7,694
Burton Latimer	7,449
Ward Level	
All Saints	8,067
Avondale Grange	5,466
Barton	4,887
Brambleside	4,789
Ise Lodge	7,287
Northfield	2,659
Pipers Hill	5,405
Queen Eleanor and Buccleuch	2,630
St Michael's and Wicksteed	7,604
St Peter's	4,754
Slade	6,133
Welland	2,646
William Knibb	5,308
Desborough Loatland	5,968
Desborough St Giles	4,729

(These figures are all based on the Census 2011)

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