



RUNNYMEDE BOROUGH COUNCIL

LICENSING COMMITTEE

24 JANUARY 2008

APPENDICES

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Runnymede Borough CouncilLICENSING COMMITTEE22 November 2007 at 7.30 p.m.

Members of the Committee present: Councillors J.M. Edwards (Chairman) R.J. Edis, R.N. Jones, C. Knight, D.W. Parr and B.J. Relph.

Members of the Committee absent: Councillors Mrs P.I. Broadhead (Vice-Chairman), Mrs E. Gill, Ms. R.E. Haylor and N. Stewert.

388. MINUTES

The Minutes of the meeting of the Committee held on 25 September 2007 were confirmed and signed as a correct record.

389. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs P.I. Broadhead, Mrs E. Gill, Ms. R.E. Haylor and N. Stewert.

390. FINANCIAL MONITORING STATEMENT

(Ref: Minutes of the Licensing Committee, September 2007, page 356, para. 266)

The Committee noted the latest Financial Monitoring Statement pertaining to the services within the remit of the Licensing Committee.

Members noted that a savings target for the Licensing Service of £5,000 per annum from 2009/10 had recently been approved as part of the Financial Forecast by the Corporate Management Committee in November 2007.

391. SERVICE PLAN 2007/08

(Ref: Minutes of the Licensing Committee, June 2007, page 56, para. 78)

The Committee reviewed progress with the latest version of the Service Plan, covering a number of areas dealt with by the Licensing Team; namely, all matters under the Licensing Act 2003 and Gambling Act 2005.

Members agreed the deletion of the following completed targets;

- compliance with the obligations placed on the Council to take over the administration of alcohol licensing from the Magistrates' Court
- the renewal of Premises Licences from September to November 2007
- making licensing information available on the Council's website; and
- taking responsibility for issuing Section 34 permits (gaming machines) in licensed and non-licensed premises.

RESOLVED that –

the completed targets in the Licensing Service Plan 2007/08, as set out above, be deleted

392. LICENSING ACT 2003 – REVIEW OF THE LICENSING POLICY

(Ref: Minutes of Licensing Committee, September 2007, page 356, para. 267)

The Committee received the revised Licensing Policy 2008-2010 which had been issued for public consultation following its approval for that purpose at the last meeting of the Committee in September 2007.

Members were content with the consultation process, and made two minor amendments to the policy as set out below;

- original paragraph 5.6 regarding CCTV be moved to the end of section 5 and the paragraphs in that section be re-numbered accordingly; and
- additional wording be incorporated into new paragraph 5.6 to the effect that it is suggested it would be prudent from the Licensee's point of view that the 'Refusals Register' be kept for a period of three years as a rolling list.

Members considered it was important to encourage retention of the 'Refusals Register' kept by the shop keepers with an 'off-sales' facility for a period of three years as good management practice and in order to demonstrate due diligence if inspected by Trading Standards or Officers from Licensing or Environmental Protection.

RECOMMEND that –

the revised draft Licensing Policy 2008-2010, as amended and attached at Appendix 'A', be approved.

393. LICENSING ACT 2003 – ANNUAL REPORT 2007

(Ref: Minutes of the Licensing Committee, November 2006, page 538, para. 376)

Members considered the Annual Report 2007 on Licensing matters, noting the requirement for such a report under the Licensing Act 2003.

The Annual Report included statistical information pertaining to the issue of Personal and Premises Licences and Temporary Event Notices, matters determined by meetings of the Licensing Sub-Committee, the outcome of Appeals and Prosecutions, Enforcement activity and feedback on the Licensing Policy.

Members were advised that written warnings were issued by colleagues in Environmental Protection in respect of noise and a number of advice letters had been sent to licensees to deal with minor infringements of the Licensing Act.

Members agreed that it would be sensible to change the reporting timetable of the Annual Report for 2008 to June instead of November to fit in with requirements from the Department of Culture, Media and Sport (DCMS) and the Local Authorities Coordinators of Regulatory Services (LACORS) that statistical information be gathered based on the financial year.

Officers updated the Committee on two appeals that had been lodged with the Magistrates' Court against decisions made by the Licensing Sub-Committee.

Officers anticipated that in the first case the Licensee had taken reasonable steps to address the Committee's concerns, and it was likely that the appeal would be upheld. It was noted that better guidance might be needed where the issues overlapped with those of planning considerations.

In the second case, the Review had been occasioned by representations from Surrey Police. Officers considered it likely the revocation of the licence would be overturned in the light of the licensee's adherence to self imposed conditions proposed in respect of his premises.

RESOLVED that –

the Annual Report on Licensing 2007, as attached at Appendix 'B' be adopted.

Chairman

(The meeting ended at 8 p.m.)

LICENSING

ANNUAL ESTIMATES 2008/09

1. INTRODUCTION

- 1.1 The report sets out the estimates for the Council's Licensing functions.

2. REVISED ESTIMATES 2007/08

- 2.1 The revised estimates for 2007/08 have been prepared on a similar basis to the original estimates. The major income and expenditure variations on the original budget are listed below:

Table 1 – Variations from 2007/08 Original Budget	
	£000
Original 2007/08 Budget	55
<u>Alcohol and related licences</u>	
▪ Transfer of staff time to new Gambling service	(7)
▪ Increase in income	(2)
<u>Gambling</u>	
▪ Salaries and other operational costs associated with new service	14
▪ Allocation of support services for carrying out this function	5
▪ Income	(13)
Revised 2007/08 Budget	52

- 2.2 In April 2007 the Licensing Committee received a report on the Gambling Act 2005, fees and staffing levels. As the full implications to the Council of the introduction of the Gambling Act were not known, Members agreed to the proposals to increase staffing levels and to adopt a fee structure that allowed the Council to charge the maximum levels prescribed by regulations.
- 2.3 It was the Governments intention that costs incurred by local authorities would be recovered in full from the new fees being charged to businesses. A new budget was therefore created to ensure that these costs were separately identifiable and a new page in the budget book has been created accordingly.

3. ESTIMATES FOR 2008/09

General

- 3.1 Some of the major changes to the Estimates for 2008/09 relate to changes in the central recharges for the new Civic Offices and Front of House arrangements. Explanations for these, and other changes affecting all budgets, can be found set out at Annex 3.

Alcohol and related licences

- 3.2 Now that the effects of the licensing legislation introduced in 2005 are fully understood, and the original workload in setting up the system has passed, minor changes have been made to the 2008/09 budget to reflect the time spent on this activity by staff both within and outside of the Environmental Protection division.

Gambling

- 3.3 During the estimates process last year, an assumption was made that the implementation requirements of the Gambling Act, and its on-going costs, would be cost neutral. As predicted, the costs of the additional hours approved by this Committee in April 2007 to cover staffing of the new Gambling regime are being fully recovered by the fees and charges being levied. As well as these additional hours, a small amount of management time has also been allocated to this service in 2008/09.
- 3.4 In addition to the revised salary allocations, there has also been a redistribution of other internal support services to this service head. None of these represent new costs to the Council but are merely reallocations of existing costs to the services that use them.

4. FEES AND CHARGES FOR 2008/09

- 4.1 All Fees and Charges for this committee are set by statute and have not changed since their introduction.

5. COMPARISON WITH THE FINANCIAL FORECAST

- 5.1 There have been no additional spending commitments or new savings identified since the publication of the Forecast.

LICENSING & REGULATORY FUNCTIONS

BUDGET FOR THE YEAR ENDING 31st MARCH 2009

	<u>2006/07</u> Actual £	<u>2007/08</u> Estimate £	<u>2007/08</u> Probable £	<u>2008/09</u> Estimate £
<u>SUMMARY</u>				
<u>Licensing Committee</u>				
Alcohol and related Licensing	71,747	55,000	46,700	65,600
Gambling	0	0	5,100	12,600

ALCOHOL AND RELATED LICENSING

BUDGET FOR THE YEAR ENDING 31st MARCH 2009

	<u>2006/07</u> Actual £	<u>2007/08</u> Estimate £	<u>2007/08</u> Probable £	<u>2008/09</u> Estimate £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	89,000	69,100	62,400	75,900
Training and Recruitment	1,050	1,000	1,300	1,000
<u>Transport Related Expenditure</u>				
Travelling and Subsistence	2,133	1,800	1,800	2,100
<u>Supplies and Services</u>				
Furniture & Equipment	81	1,500	500	1,000
General Office Expenses	1,237	1,800	1,800	1,300
Communication and Computing	3,043	2,200	2,200	2,300
Consultants and Fees	300	300	1,000	500
<u>Support Services</u>				
Financial Services	5,200	4,700	4,700	3,600
Information Technology	11,300	12,100	11,800	11,700
Personnel Services	1,500	1,300	1,300	1,100
Office Accommodation	7,500	8,800	8,800	10,800
Legal and Admin Services	11,600	11,900	11,900	17,000
Technical Support Services	2,200	2,400	2,400	2,500
Gross Expenditure	136,144	118,900	111,900	130,800
<u>INCOME</u>				
Annual Fees	50,413	54,000	52,000	52,000
Other fees and licences	13,280	9,200	13,200	13,200
Gaming & Amusement Permits	704	700	-	-
Gross Income	64,397	63,900	65,200	65,200
Net Expenditure	71,747	55,000	46,700	65,600

ALCOHOL AND RELATED LICENSING

SERVICE DESCRIPTION

Budget Manager:	Head of Environmental Protection - Mr D Speight
Service Function:	Licensing and monitoring the sale and supply of alcohol and the control of public entertainment.
Legal Status	Licensing Act 2003
Policy Objectives	To meet statutory responsibilities in a cost effective manner.

BUDGET VARIATIONS

	<u>2007/08</u> Probable	<u>2008/09</u> Estimate
	£	£
2007/08 Original Estimate	55,000	55,000
Allowance For inflation		2,800
Salaries - Impact of changes in staff undertaking this service	(6,700)	3,700
Equipment - Savings anticipated on general materials	(1,000)	(500)
Financial Services - Audit undertaken last year		(1,100)
Office Accommodation - revised allocation to reflect new offices		1,800
Legal and Admin Services - new Front of House recharge		4,800
Reduction in number of annual fees taken	2,000	3,400
Other fees and licences - Charge for variation in Licences	(4,000)	(3,100)
Other net changes	1,400	(1,200)
2007/08 Probable Outturn	46,700	
2008/09 Estimate		65,600

SERVICE STATISTICS

	<u>2006/07</u> Actual	<u>2007/08</u> Estimate	<u>2007/08</u> Probable	<u>2008/09</u> Estimate
Number of Premises Licences	276	276	272	275
Number of Personal Licences	69	60	60	60
Number of Temporary Event Notices	142	132	140	140

GAMBLING

BUDGET FOR THE YEAR ENDING 31st MARCH 2009

	<u>2006/07</u> Actual £	<u>2007/08</u> Estimate £	<u>2007/08</u> Probable £	<u>2008/09</u> Estimate £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	-	-	12,000	8,500
Training and Recruitment	-	-	1,000	1,000
<u>Transport Related Expenditure</u>				
Travelling and Subsistence	-	-	0	200
<u>Supplies and Services</u>				
General Office Expenses	-	-	1,000	1,000
Communication and Computing	-	-	100	100
<u>Support Services</u>				
Financial Services	-	-	1,800	1,700
Information Technology	-	-	2,400	2,600
Personnel Services	-	-	400	900
Office Accommodation	-	-	0	4,400
Legal and Admin Services	-	-	0	1,600
Technical Support Services	-	-	200	500
Gross Expenditure	0	0	18,900	22,500
<u>INCOME</u>				
Transfer Fee	-	-	3,900	-
Betting Premises Licences	-	-	7,200	7,200
Gaming, Lotteries & Amusement Permits	-	-	2,000	2,000
Family Entertainment Centre Licences	-	-	700	700
Gross Income	0	0	13,800	9,900
Net Expenditure	0	0	5,100	12,600

GAMBLING

SERVICE DESCRIPTION

Budget Manager:	Head of Environmental Protection - Mr D Speight
Service Function:	Licensing and monitoring of Premises under the Gambling Act
Legal Status	Gambling Act 2005
Policy Objectives	To meet statutory responsibilities in a cost effective manner.

BUDGET VARIATIONS

	<u>2007/08</u> Probable £	<u>2008/09</u> Estimate £
2007/08 Original Estimate	0	0
Salaries - Additional hours approved (Licensing Cttee - April 07)	6,600	6,600
Salaries - Impact of changes in existing staff allocations	5,400	1,900
Support Service allocations	4,800	11,700
Income from new service	(13,800)	(9,900)
Other net changes	2,100	2,300
2007/08 Probable Outturn	5,100	
2008/09 Estimate		12,600

SERVICE STATISTICS

	<u>2006/07</u> Actual	<u>2007/08</u> Estimate	<u>2007/08</u> Probable	<u>2008/09</u> Estimate
Number of:				
Betting Shop Premises Licence	-	-	12	12
Family Entertainment Centre	-	-	1	1
Gaming Permits issued (valid for 3 years)	59	24	25	20
Lottery Licences issued	79	100	79	80

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FEES AND CHARGES

ALCOHOL & RELATED LICENCES

	2007/08 £	2008/09 £	Yield £
<u>Main Application Fee</u>			
The application fee for a new premises licence, or conversion or variation of an existing licence is based on rateable values as follows:-			
<u>Non City / Town Centre</u>			
Band A	No rateable value to £4,300	Set by Statute	100.00
Band B	£4,301 to £33,000	Set by Statute	190.00
Band C	£33,001 to £87,000	Set by Statute	315.00
Band D	£87,001 to £125,000	Set by Statute	450.00
Band E	£125,001 and above	Set by Statute	635.00
			} 5,000
<u>City / Town Centre where they are exclusively/ primarily used to sell alcohol</u>			
Band D	£87,001 to £125,000	Set by Statute	900.00
Band E	£125,001 and above	Set by Statute	1,905.00
			} 2,805.00
<u>Annual Charge</u>			
The annual charge is due one year after the application fee was paid and is based on rateable values as follows:-			
<u>Non City / Town Centre</u>			
Band A	No rateable value to £4,300	Set by Statute	70.00
Band B	£4,301 to £33,000	Set by Statute	180.00
Band C	£33,001 to £87,000	Set by Statute	295.00
Band D	£87,001 to £125,000	Set by Statute	320.00
Band E	£125,001 and above	Set by Statute	350.00
			} 52,000
<u>City / Town Centre where they are exclusively/ primarily used to sell alcohol</u>			
Band D	£87,001 to £125,000	Set by Statute	640.00
Band E	£125,001 and above	Set by Statute	1,050.00
			} 1,690.00
<u>Exceptionally Large Events</u>			
This is an additional charge for large events based on the number of attendees as follows:			
5,000 to 9,999	Set by Statute	1,000.00	1,000.00
10,000 to 14,999	Set by Statute	2,000.00	2,000.00
15,000 to 19,999	Set by Statute	4,000.00	4,000.00
20,000 to 29,999	Set by Statute	8,000.00	8,000.00
30,000 to 39,999	Set by Statute	16,000.00	16,000.00
40,000 to 49,000	Set by Statute	24,000.00	24,000.00
50,000 to 59,999	Set by Statute	32,000.00	32,000.00
60,000 to 69,999	Set by Statute	40,000.00	40,000.00
70,000 to 79,999	Set by Statute	48,000.00	48,000.00
80,000 to 89,999	Set by Statute	56,000.00	56,000.00
90,000 and over	Set by Statute	64,000.00	64,000.00
			} 0

FEES AND CHARGES

ALCOHOL & RELATED LICENCES

		2007/08 £	2008/09 £	Yield £
<u>Personal Licences</u>				
Application for a grant or renewal of personal licence	Set by Statute	37.00	37.00	1,500
<u>Temporary Events</u>				
Temporary event notice	Set by Statute	21.00	21.00	2,700
<u>Other Licences</u>				
Theft, Loss, etc. of premises licences or summary	Set by Statute	10.50	10.50	} 4,000
Application for a provisional statement where premises being built etc.	Set by Statute	195.00	195.00	
Notification of change of name or address	Set by Statute	10.50	10.50	
Application to vary Licence to specify individual as premises supervisor	Set by Statute	23.00	23.00	
Application for transfer of premises licence	Set by Statute	23.00	23.00	
Interim authority notice following death etc. of licence holder	Set by Statute	23.00	23.00	
Theft, loss etc. of certificate or summary	Set by Statute	10.50	10.50	
Notification of change of name or alteration of rules of club	Set by Statute	10.50	10.50	
Change of relevant registered address of club	Set by Statute	10.50	10.50	
Theft, loss etc. of temporary event notice	Set by Statute	10.50	10.50	
Theft, loss etc. of personal licence	Set by Statute	10.50	10.50	
Duty to notify change of name or address	Set by Statute	10.50	10.50	
Right of freeholder etc to be notified of licensing matters	Set by Statute	21.00	21.00	

No fee shall be payable in respect of the above licences for an entertainment at a church hall, chapel hall or other similar building occupied in connection with a place of public religious worship, or at a village hall, parish or community hall or other similar building.

At the discretion of the Council no fee may be payable if the entertainment is of an educational or other like character or is given for charitable or other like purposes.

FEES AND CHARGES

GAMBLING LICENCES

The fees and charges for gambling were overhauled in 2006/7 by the Gambling Act 2005

		2007/08 £	2008/09 £	Yield £
<u>Lotteries and Amusements Act & Gaming Act licences</u>				
Registration of a Society to promote a lottery				
- Initial Application Fee	Set by Statute	35.00	40.00	} 700
- Annual	Set by Statute	17.50	20.00	
Amusements with prizes permit	Set by Statute	32.00	50.00	
Gaming Permit for all cash machines and amusement with prize machines under section 34 (5E) of the Act.	Set by Statute	150.00	300.00	
<u>Betting Shop Premises Licences</u>				
Initial Fee	Set by Statute	300	300	} 7,200
Annual Fee	Set by Statute	600	600	
<u>Family Entertainment Centre Licences</u>				
Initial Fee	Set by Statute	750	750	} 750
Annual Fee	Set by Statute	750	750	

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BUDGET ASSUMPTIONS 2008/09

1. Format of estimates

The estimates show the detailed financial estimates for each service area or activity, and information on service levels and policy aspirations. The aim is to allow Members and other users to compare the level of the budget to a range of qualitative and quantitative output measures.

2. Council policy

The Council approved the Financial Forecast in December 2007. The Forecast is a key financial planning tool and it sets out the medium term financial strategy of the Council. It includes the programme for achieving savings targets and the financial impact of other anticipated changes in budgetary provision at service level.

The Council faces considerable financial challenges over the next few years. The Forecast sets out proposals to bring expenditure and income into balance over the medium term. This included a set of new net revenue reductions.

These estimates include only those revenue reductions that have reasonable likelihood of being delivered in 2008/09. Also, as a step to create additional savings, budgets have been cash limited wherever possible. This will create an incentive for managers to work creatively within tighter budgets without placing undeliverable burdens on existing service levels. However, where budgets have already been reduced by approved spending initiatives, it may not be possible to achieve any further incremental reductions.

3. Comparative statistics

The Audit Commission encourages local authorities to look at how costs compare to others as a starting point in value for money assessments. This analysis should not be an over complicated process that seeks perfect comparisons but a high-level exercise taking an overview of service costs. For this reason, a series of high-level cost comparisons have been included in the draft estimates that compare Runnymede to the other Surrey district councils.

These comparisons are based on original estimates and are taken from the "General Fund Revenue Accounts Return" that all authorities have to complete and submit to the DCLG. During 2008 Officers will attempt to identify reasons for variations – these could be influenced by service quality or quantity – in order to better inform judgement about value for money.

The definition of capital charges has changed for the figures used in the comparative statistics for 2007/08. In particular, the notional interest charge has been removed, in order that charges more closely align with "UK Generally Accepted Accounting Practice". (UK GAAP). This means that any comparative statistics including capital charges will not be directly comparable with previous years.

4. Capital charges

The assets used in the provision of services comprise the land and buildings, vehicles and equipment used by each service. The accounting charges for these assets – the capital charges – are shown as a separate line on each relevant service page. In Runnymede, we have decided to continue including a notional interest charge when preparing our estimates in order that the full cost of capital (i.e. depreciation and the cost of capital tied up in a service) can be recognised. The net impact on taxation of these accounting charges is neutral because a corresponding credit for all capital charges is made in the General Fund Summary statement.

5. Staff costs: Pay assumptions and pension contributions

The estimates for 2008/09 assume a local inflationary pay increase of 2.5% effective from July 2008. Allowance has also been made in the estimates for staff progression through the pay scales awarded via the performance related pay scheme. There are some significant changes in staff costs resulting from the job evaluation and pay benchmarking exercise. This means that for some services the cost of staffing in 2007/08 and 2008/09 is substantially more than for 2006/07, even though there have been no changes in personnel or staff numbers.

The salary and wages allocations to services for 2008/09 draft estimates are based on employers pension contributions of 12.5% of pensionable pay (i.e. same as for 2007/08). The scheme actuary has since determined that the employer contribution rate for 2008/09, 2009/10 and 2010/11 shall be 16.3% of pensionable pay. The additional cost of this increase is held in the Employers Costs budget head in the Corporate Management Committee estimates. It will be necessary to allocate this cost to services when preparing the 2008/09 accounts.

6. Five-year strategic maintenance programme

The first five-year programme of repairs, planned maintenance and improvement works to the corporate property portfolio commenced in April 2003. The programme was constructed following a detailed survey. The second five-year programme will commence in April 2008.

Much of the programme is financed from revenue, with improvement works met from capital resources. To simplify control and management, and to provide transparency about the scale of the programme, service budgets include the estimated cost of all the works (i.e. both capital and revenue financed). A global adjustment is made in the General Fund Summary Revenue Account to account for the proportion financed from capital resources.

All works falling under the programme are scheduled in order of priority. This means that there will be large year on year variances in the bottom line of some services because of the incidence of planned and cyclical works on individual budgets. The timing of the programme was reviewed in 2005 as part of the exercise to identify potential revenue savings. As a result, some of the works were rescheduled.

7. New civic offices

The cost of the new civic offices will be greater than the old civic offices because of the increases in business rates and the capital charge. These are offset by reductions in maintenance and energy costs. There will inevitably be some degree of volatility in running costs during the early period of occupation of the new offices as experience is gained of working arrangements and other requirements. The main costing assumptions used for move to the new civic offices are:

- Capital charges: The charge for the new offices is based on the estimated full cost of building and the value of the land. A charge for the old civic office site will be made until such time as the site is sold (assumed as June 2008).
- Business rates: Based on provisional valuations supplied by the District Valuer. While the building is empty there is a 3 month void allowance period after which full rates are payable.
- Old offices: It has been assumed that the building will be empty from 1 March and that the cost of services and other liabilities (cleaning, lighting, fuel, security) will be kept to a minimum until the date of sale.
- Allocation of costs to services: The very different layout of the new offices translates into significant changes in charges made to individual services. The residual running costs for the vacant old civic offices are not allocated to services.

8. Customer services (front of house)

The costing arrangements for the new service arrangements for reception and front of house are:

- Receptionists: These were previously costed to the civic offices budget. They are now included in the new 'customer services' budget.
- Transferred and additional staff resources are recognised in this new heading too.
- Information technology: The new heading includes the cost of the proposed "customer relationship management" system as well as the other IT related services used.
- Allocation of costs to services: These are based on estimated usage i.e. the numbers of telephone and personal callers routed through front of house services. These allocations will become more accurate as data of actual usage is gained.

The budget for front of house services is included with the other control and establishment budgets held by the Corporate Management Committee. The allocations to services are included in the "Legal and Administration Services" line in service estimates.

9. Procurement services

A new charge for procurement services was introduced in 2006/07. This replaced the previous method of recovering this overhead of a "stores on-cost", and reflects the decision to replace the central stores function with a central procurement section. From 2008/09, the cost of the procurement service includes the management of the "business centres" in the new civic offices. This will increase the recharges of procurement costs to services accordingly.

10. General assumptions

The following general assumptions have been made in the detailed preparation of estimates for 2008/09:

General expenses

Salaries	2.5% from 1 July 2008
Wages	2.5% from the appropriate pay review date
Other expenses	2.5% or lower if appropriate
Contracted services	2.5%

Capital charges

Assets valued at:	<u>2007/08</u>	<u>2008/09</u>
Historic cost (e.g. infrastructure assets, community assets)	4.15%	4.70%
Current cost (e.g. operational assets, investment properties)	3.50%	3.50%

Income

Income from fees and charges is based on estimated demand and the tariff set out in the fees and charges schedule..

Investment interest – average rates

	<u>2007/08</u>	<u>2008/09</u>
Externally managed fund	6.10%	6.00%
Internally managed investments	6.10%	5.75%

11. Support Service Costs

The "Best Value Accounting Code of Practice" requires the cost of overheads to be allocated to those services that use that overhead. The following table shows the basis upon which each support service has been allocated.

Support Service	Basis of allocation
Depot	Area occupied
Central expenses	Estimated usage
Financial advice	Time allocations
Income and expenditure accounting	Number of cost codes
Budgeting and final accounts	Turnover
Cash collection and accounting	Number and type of transactions
Payroll services	Number of employees
Payments to creditors	Invoices processed
Debtors accounting and collection	Number of bills sent to debtors
Internal Audit	Audit days
Computing services	Estimated usage / No. of terminals and printers
Document management	Estimated and potential usage
Runnymede On-line	Estimated usage/No. of terminals
Personnel services	Number of employees
New Civic Offices	Area occupied
Front of house / reception services	Estimated usage
Legal, committee, typing etc. services	Estimated time spent by staff
Technical support services	Time allocations
Geographical Information Service	Estimated usage
Runnymede Direct Services	Estimated usage
Procurement services	Estimated usage
Safer Runnymede	Time allocations & No. of cameras
Other managerial and professional services	Estimated time spent by staff

RUNNYMEDE BOROUGH COUNCIL

LICENSING SUB-COMMITTEE

LICENSING ACT 2003

HEARING DECISION NOTICE

Applicant: Mr Ali Badr-Safdali and Mr Mehdi-Ghafoori Hashjin
Premises: Units 1A and 1B, Phoenix Plaza, Guildford Street, Chertsey, Surrey, KT16 9GU
to be known as Caspari Restaurant
Hearing Date: 27 November 2007
Sub-Committee:
Councillors: Mr J. Edwards, Mrs P. Broadhead and Mr D. Parr

This was an application for a premises licence under Sections 12 and 17 of the Licensing Act 2003.

The applicants appeared in person.

A relevant representation was received from the Environmental Health Department of Runnymede Borough Council and Mr Peter Burke appeared. There were no other relevant representations from responsible authorities or interested parties. A relevant representation from the planning authority had earlier been discussed between the authority and the applicants and resolved before hearing.

The Sub-Committee heard from the applicants that what was intended was a high class restaurant. The application was for a supply of alcohol and the provision of late night refreshment only. The Sub-Committee heard that the hours of operation had been agreed with the Planning Authority.

The Sub-Committee had no concerns as to the operation of the restaurant save as to the disposal of bottles after 23.00 hours. There were concerns, however, as to the use of the area shown on the plan of the premises and marked "dining forecourt". The Sub-Committee was concerned that the use of this area would lead to nuisance to adjoining residents and noted that the restaurant was at the ground floor level and above were flats. Bedroom windows were directly above the outside dining area and there was concern that the noise of patrons talking, perhaps boisterous behaviour, smoking and food smells would cause a nuisance to the residents of these properties. It was noted that the nearby Blue Ocean Restaurant did not have an outdoor dining area and on the application for a premises licence in respect of it there had been a number of representations as to concerns about noise and odours emanating from an outside area.

The Committee was also concerned as to whether the applicants would be providing takeaway meals and how they would deal with late comers. The Members were reassured to be told that there was to be no takeaway facility, that persons coming to the restaurant would not be able to simply come in and have a drink and depart. It was intended that the lounge area shown on the plan would be a waiting area for

persons coming to have a table meal and whilst they could have a drink while waiting there was no intention to use this area as a bar for anyone other than diners. The applicants assured the Members of the Committee that what was intended was a high class facility. They made the point that they did not anticipate their clientele to cause nuisance and pointed to the levels of nuisance already caused by children and young persons on bikes shouting and screaming and riding and running through the public square. They claimed to have a good relationship with their neighbours and there had been no complaints expressed to them.

The Sub-Committee were satisfied the use of the outside dining forecourt and persons coming out of the premises to smoke could give rise to a public nuisance and in particular to the occupants of the premises adjoining and above the restaurant. They were also concerned that persons coming to the premises late in the evening, perhaps having been drinking first at other licensed premises, could cause nuisance by noise and anti-social behaviour. They were also concerned to ensure an orderly and measured departure of patrons from the premises and not a rush of patrons at the terminal hour for the premises to be open to the public. Again, this to ensure minimum nuisance by noise to neighbours and to minimise the risk of crime and disorder.

The decision of the Licensing Sub-Committee is as follows:

The application is approved subject to the following conditions:

- i) The hours for the supply of alcohol to be 12.00 hours until 23.00 hours Monday to Saturday and 12.00 hours to 22.00 hours on Sundays;
- ii) The terminal hour for the provision of late night refreshment to be 12.00 hours to 24.00 hours Monday to Saturday and 12.00 hours to 22.30 hours on Sundays;
- iii) The hours the premises to open to the public to be 12.00 hours to 24.00 hours Monday to Saturday and until 22.30 on Sundays;
- iv) The terminal hours for the use of the outside dining forecourt to be 22.30 hours Monday to Sunday, May to end of August, with last meals to be ordered not later than 21.30 hours and at all other times the outside dining forecourt to be clear of patrons no later than 21.00 hours;
- v) The outside dining forecourt to be clearly marked out when in use.
- vi) There to be no smoking in the outside dining forecourt or in the area immediately adjacent to the premises. Patrons to be encouraged to move away from the premises to smoke and appropriate signage to be provided at exits to the building and in the area of outside dining area to provide suitable instruction and encouragement to comply and to have regard for the interests of neighbours;

- vii) Such signage should also make provision for concerns as to noise and patrons to be requested to have due consideration for neighbours;
- viii) Litter bins to be provided for smokers and restaurant staff to clear litter in the area immediately surrounding the premises to an extent of 10 metres at appropriate intervals during hours the premises are open to the public;
- ix) No disposal of empty bottles before 08.00 hours and after 23.00 hours.
- x) External doors and windows to be kept closed from 23.00 hours with the exception of ingress and excess.

Reasons for Imposition of Conditions:

1. The prevention of public nuisance: The Sub-Committee was satisfied that the use of the outside dining area had the potential for causing nuisance to neighbouring properties and residents thereof whether by way of noise or from smoke.
2. The prevention of crime and disorder and public nuisance: The Sub-Committee was concerned to ensure that patrons left the premises in an orderly manner and felt that a "drinking up" period would be helpful in assuring this.

Appeals

If the applicant or any person who made relevant representations wishes to appeal against this decision an appeal must be made to the North West Surrey Magistrates Court at Woking within 21 days of the date of receipt of this notice.