

**MINUTES OF THE LICENSING COMMITTEE  
HELD ON**

20 November 2018

7.30 - 8.00 pm

**PRESENT**

**Committee Members**

Councillor John Strachan (Vice-Chair, in the Chair)

Councillor Nick Churchill

Councillor Edna Stevens

**Officers**

Michael Pitt, Environment and Licensing Manager

Adam Rees, Governance Support Officer

Dimple Roopchand, Assistant Solicitor

David Taylor, Principal Environmental Health Officer

18. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mike Garnett, Tony Hall, Maggie Hulcoop, Andrew Johnson and Lanie Shears.

19. **DECLARATIONS OF INTEREST**

None.

20. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 11 September 2018 are agreed as a correct record and signed by the Chair.

21. **MATTERS ARISING**

a) Minute 16 - Use of Roof Signs on Private Hire Vehicles

Councillor Churchill sought an update on whether the specification (delegated to the Chair and Vice Chair of Licensing) for the roof signs had been agreed and queried if drivers would be able have a different coloured roof sign depending on which operator/company they worked for. He was informed that the specification had been agreed and white roof signs with black writing will be only be permitted on Private Hire Vehicles as operators had other means of distinguishing their companies from others.

22. **WRITTEN QUESTIONS AND PETITIONS**

None.

23. **COMMITTEE WORK PLAN**

It was agreed that the consultation for the proposed changes to Private Hire Operator Conditions and the Provision of Adapted Vehicles was extended and that the outcome of the consultation was considered by the Committee on 12 March 2019.

**RESOLVED** that:

- A** Private Hire Operator Conditions and the Provision of Adapted Vehicles [Recommendation] be considered by the Committee on 12 March 2019.
- B** The Work Plan was noted.

24. **HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING FEES**

The Committee received a report which set out proposed changes to Hackney Carriage and Private Hire Licensing Fees.

**RESOLVED** that the Licensing Committee:

- A** Approved for publication the proposed revised Hackney Carriage and Private Hire licensing fee structure (attached as Appendix A to the report).
- B** Subject to no representations being received, recommended to Full Council that the proposed Hackney Carriage and Private Hire licensing fee structure be adopted with effect from 1 April 2019.

25. **ANIMAL WELFARE LICENSING**

The Committee received a report which set a new scheme of fees and changes, formal arrangements for determining licences under The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, as well as the appeals procedure against the risk rating score of an operator.

**RESOLVED** that the Licensing Committee recommended to Full Council that:

- A** The scheme of fees and charges with respect to The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 (attached as Appendix A to the report) be adopted, with the fees and charges to be reviewed annually thereafter as part of the Council's annual fees and charges setting round.

- B** The arrangements for formal decision making (attached as Appendix B to the report) be approved.
- C** The procedure for appeal against a risk rating score of an operator (attached as Appendix C to the report) be approved.

26. **PRIVATE HIRE OPERATOR CONDITIONS AND THE PROVISION OF ADAPTED VEHICLES**

The Committee received a report which sought approval for a consultation on changes to Private Hire Operator conditions including the provision of wheelchair accessible vehicles, CCTV, and facilities for electronic payment.

**RESOLVED** that:

- A** The Committee approved a consultation on draft revised Operator conditions (as set out at Appendix B of the report) and that a future meeting of the Committee receive a report advising of the outcome of consultation.

27. **REVIEW OF GAMBLING ACT LICENSING POLICY**

The Committee received a report which recommended approval for a replacement Gambling Act Licensing Policy.

**RESOLVED** that:

- A** The Licensing Committee recommended to Full Council that the proposed replacement Gambling Act Licensing Policy (attached as Appendix A to the report) be approved.

28. **FOOD SAFETY ACT 1990 SERVICE PLAN 2018/19**

The Committee received a report on a revised Food Safety Act Service Plan for 2018/19.

**RESOLVED** that:

- A** The Committee approved the Food Safety Act Service Plan attached as Appendix A to the report.

29. **REFERENCES FROM OTHER COMMITTEES**

None.

30. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COMMITTEE

