

Licensing Committee Meeting

**Grand Jury Room, Town Hall, High Street,
Colchester, CO1 1PJ**

Wednesday, 27 March 2019 at 18:00

The Licensing Committee deals with policy issues relating to licensing matters and applications and appeals concerning hackney carriage and private hire vehicles and drivers and other appeals.

Information for Members of the Public

Access to information and meetings

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<https://colchester.cmis.uk.com/colchester/MeetingCalendar.aspx>.

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COLCHESTER BOROUGH COUNCIL

Licensing Committee

Wednesday, 27 March 2019 at 18:00

Member:

Councillor Julie Young
Councillor Nick Cope
Councillor Roger Buston
Councillor Simon Crow
Councillor Paul Dundas
Councillor Dave Harris
Councillor Mike Hogg
Councillor Darius Laws
Councillor Patricia Moore
Councillor Gerard Oxford

Chairman
Deputy Chairman

Substitutes:

All members of the Council who are not Cabinet members or members of this Panel.

AGENDA - Part A

(open to the public including the press)

Members of the public may wish to note that Agenda items 1 to 5 are normally brief.

1 Welcome and Announcements

The Chairman will welcome members of the public and Councillors and remind everyone to use microphones at all times when they are speaking. The Chairman will also explain action in the event of an emergency, mobile phones switched to silent, audio-recording of the meeting. Councillors who are members of the committee will introduce themselves.

2 Substitutions

Councillors will be asked to say if they are attending on behalf of a Committee member who is absent.

3 Urgent Items

The Chairman will announce if there is any item not on the published agenda which will be considered because it is urgent and will explain the reason for the urgency.

- 4 **Declarations of Interest**
 Councillors will be asked to say if there are any items on the agenda about which they have a disclosable pecuniary interest which would prevent them from participating in any discussion of the item or participating in any vote upon the item, or any other pecuniary interest or non-pecuniary interest.
- 5 **Minutes of Previous Meeting**
 The Councillors will be invited to confirm that the minutes are a correct record of the meeting held on 23 January 2019.
- Minutes 23 January 2019** 7 - 10
- 6 **Have Your Say!**
 The Chairman will invite members of the public to indicate if they wish to speak or present a petition on any item included on the agenda or any other matter relating to the terms of reference of the meeting. Please indicate your wish to speak at this point if your name has not been noted by Council staff.
- 7 **Changes to the Hackney Carriage and Private Hire Licensing Policy** 11 - 14
 The Committee have been asked to recommended that the changes, set out in bold at Paragraphs 5.1 to 5.6, be made to the Council's Hackney Carriage and Private Hire Licensing Policy.
- 8 **Temporary Event Notices** 15 - 16
 The Committee have been asked to note the information contained within the report.
- 9 **Caravan Sites in the Borough** 17 - 20
 The Committee have been asked to note the information contained within the report.
- 10 **Licensing Committee Work Programme 2018 - 2019** 21 - 22
 The Committee have been asked to note the contents of the Work Programme for 2018-19.

Part B

(not open to the public including the press)

11 Exclusion of the Public (not Scrutiny or Executive)

In accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public, including the press, from the meeting so that any items containing exempt information (for example confidential personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972).

LICENSING COMMITTEE

23 January 2019

Present: - Councillors Julie Young (Chairman), Roger Buston, Nick Cope, Simon Crow, Paul Dundas, Dave Harris, Mike Hogg, Darius Laws and Patricia Moore

75. Urgent Items - Changes to the Hackney Carriage and Private Hire Licensing Policy

The Chairman agreed that the item below should be considered at the meeting as a matter of urgency, in view of the need to refer the proposed changes in the Hackney Carriage and Private Hire Licensing Policy to Full Council on 20 February 2019

The Committee was asked to consider a report by Mr Ruder, Licensing, Food & Safety Manager, regarding changes to the Hackney Carriage and Private Hire Licensing Policy.

Mrs White addressed the Committee and informed it of the changes to the policy set out in paragraphs 5.1 – 5.4. An additional key change was highlighted; it was proposed to add a specific paragraph to the Convictions Policy to deal with a wide variety of matters that could be brought together under the class of 'Exploitation'. The category would be included within the Level 1 Serious Crimes section with a 12 point penalty which lasted for an indefinite period of time.

RESOLVED that the changes to the Policy be agreed and recommended to full Council for approval on 20 February 2019.

76. Minutes

RESOLVED that the minutes of the meetings held on 14 November be approved as a correct record.

77. Have Your Say!

Mr Kevin Fisher, Owner of All The 8's Private Hire Cars, addressed the Committee on a number of points relating to the licensing and livery of private hire vehicles. Mr Fisher requested clarification on the use of the words cab & taxi etc. and what could be officially be used on a private hire vehicle, booking app and advertisements. With regard to the wrapping of vehicles, Mr Fisher stated that he had been led to believe that his company had the only dispensation on the Borough to wrap its vehicles but he had recently seen

other companies with wrapped hoods and bonnets and questioned the basis on which this had been done. Mr Fisher also questioned why Private Hire Operator numbers were not limited in the same way that Hackney Carriage Vehicles are limited. The cost of licensing a private hire vehicle, at £415 per vehicle per year, was also questioned and Mr Fisher asked what he received for this money.

The Committee thanked Mr Fisher for attending. Mrs White informed the Committee that Mr Fisher would receive a written response and the Committee requested that it also receive a copy of the answers.

78. Hackney Carriage Unmet Demand Survey

Have Your Say!

Mr David Green, Secretary of the Hackney Carriage Association, thanked Mr MacDonald and the Licensing Officers for the report. Mr Green also expressed how he was happy that the survey took in consideration the road works that are currently going on.

The Committee thanked Mr Green for his comments.

Mr Charles Isbill, Chairman of the Colchester Hackney Carriage Association, also thanked Mr MacDonald and the Licensing Officers for their hard work. Mr Isbill wanted to make it known to the Committee that, from his experience and conversations had, the trade did not want the Head Street rank to be moved to North Hill, however moving the position of the current Head Street rank further up near Debenhams would be seen to be a better position.

The Committee thanked Mr Isbill for his for comments and the information with regards to the Head Street rank.

Ms Hibbins, a resident of North Hill, addressed the Committee with regard to the unmet demand survey and the mention on the comments received back of the creation of a rank on North Hill. Ms Hibbins informed the Committee that there were already issues with late night noise and anti-social behaviour and the additional of a rank would contribute further to these issues. The survey showed that the busiest time and therefore the highest demand for hackney carriages was between 1 and 3am on a Sunday morning and this would not be an appropriate time to collect passengers outside a residential area. Ms Hibbins referred to paragraph 7.1 of the report which stated that extensive consultations were made but that was incorrect as the consultation did not include local residents. Ms Hibbins told the Committee that she felt the proposal should not go ahead and that there were already enough parking issues on North Hill. The issues with the existing rank at Head Street should be addressed before any further new ranks were created. Ms Hibbins also felt that there had been inadequate acknowledgement to those with disability access issues with the possible movement of the rank to a hill.

The Committee thanked Ms Hibbins for attending the meeting and the issues that she had raised.

Mrs White confirmed to the Committee that the LVSA report was in relation to Hackney Carriage Vehicles rather than the location of taxi ranks and the consultation that had been

carried out was in relation unmet demand and not the location of ranks. Unfortunately following a recent press article that had been published indicating the possible introduction of a rank on North Hill a number of residents had been in contact with the licensing officers to express their concern. In fact the comment had been made by a member of the trade and was just noted in the report as it was part of the survey. Mrs White confirmed that it was not something that the Licensing Team were currently considering and if any additional ranks were proposed including the creation of one on North Hill, there would be a full consultation period which would include residents.

Mrs White then introduced Mr Ian MacDonald from LVSA, who gave a presentation with regard to the Hackney Carriage Unmet Demand Survey results. Mr MacDonald informed the Committee that the last survey was back in 2015 and the Council was required to carry out a survey every 3 years. The survey looked at the waiting times for customers at a variety of locations and times in the town and at the station and then used this data to determine whether there was any unmet demand for hackney carriages. The survey results indicated that the level of unmet demand was not only well below the level which would be called significant but had also dropped in the last three years. It was noted that roadworks were on going at the time of the survey but, regardless of this, the effect hadn't been significant on the passenger wait times. Feedback from members of the public had been positive and a majority had no issues in finding a taxi when needed. Mr MacDonald advised the Committee that Colchester should keep doing what it was doing as it worked well. The Committee thanked Mr MacDonald for the very thorough report.

The Committee asked about Head Street which the survey showed was not used at all by the public or the trade. The Committee asked Officers to investigate the Head Street rank as licensed premises in this area would appear to indicate there could be a demand for a rank in this location. As part of this work officers were asked to look at moving its location further up Head Street to outside Debenhams and better signage and enforcement. The Committee also considered the apparent increase in unmet demand which meant that drivers were not as busy as they had been three years earlier and the impact on their earnings as a result. This point being particularly considered in relation to the possible introduction of CCTV at the driver/operators expense. Mr MacDonald had mentioned that many drivers supplemented their income with contract work.

RESOLVED that–

- (i) The current number of hackney carriage vehicle licences be maintained at 131.
- (ii) As opportunities are presented by redevelopment and change within the Borough, consideration be given to the creation of new taxi ranks in appropriate locations.
- (iii) A further unmet demand survey be carried out in the autumn of 2021.
- (iv) Officers be requested to investigate the Head Street Taxi rank and ways it can be improved and report back to the Committee at the conclusion of this work

79. Licensing Training Report

Mrs Gentry addressed the Committee and invited it to approve the scheduling of a training session by Cornerstone Barristers in June 2019 and discuss and identify other training needs for the Licensing Committee if it was felt applicable.

RESOLVED – The Committee agreed to have a whole day of licensing training on 12 June 2019, with Cornerstone Barristers providing the morning session and Licensing Officers in the afternoon providing Hackney Carriage/Private Hire training.

80. Licensing Work Plan

Mrs Gentry addressed the Committee and asked the Committee to note the contents of the Work Programme for the meeting on 27 March 2019.

RESOLVED that –

- (i) the work plan be noted and the information session on Caravans and Park Homes, which had been delayed, be included on the agenda for the meeting on 27 March 2019.
- (ii) the Public Spaces Protection Order, in so far as it relates to licensing, be included on the work plan for the next municipal year and the Police Licensing Officer be invited to a future meeting of the Committee.

27 March 2019

Report of	Assistant Director (Communities)	Author	Jon Ruder
Title	Changes to the Hackney Carriage and Private Hire Licensing Policy		☎ 282840
Wards affected	Not applicable		

1. Executive Summary

- 1.1 The report proposes changes to the Council's Hackney Carriage and Private Hire Licensing Policy in the light of recent operational experience and the 2018 unmet demand survey.

2. Recommended Decisions

- 2.1 It is recommended that the changes, set out in bold at Paragraphs 5.1 to 5.6, be made to the Council's Hackney Carriage and Private Hire Licensing Policy.

3. Reason for Recommended Decision

- 3.1 The Council has committed to keeping the Hackney Carriage and Private Hire Licensing Policy under review to ensure that it remains fit for purpose and is responsive to the changing licensing environment. The Policy has been in operation since January 2019 and a small number of changes have been identified which would aid the clarity of the Policy and its operation.

4. Alternative Options

- 4.1 To leave the Policy unaltered which would fail to address the recent issues identified.

5. Suggested Changes to the Policy

Unmet Demand Survey

- 5.1 The Committee, at its last meeting, considered a report by consultants LVSA on the unmet demand survey for hackney carriage vehicles. The report found no unmet demand and in the light of this it is suggested that the following changes be made to the Policy to give the Council discretion in the advertising plates should one become available -

Taxi Policy 2019

4.22 The Council restricts the number of hackney carriage vehicles **it licenses**. The **appropriate** figure **is** established **by means of an** unmet demand survey **commissioned by the Council and carried out every three years**. The most recent unmet demand survey, carried out in 2018, indicated that there was no significant unmet demand; **at the time of the survey there were 130 licensed hackney carriage vehicles on the road**.

4.23 Any vehicle to be used as a hackney carriage on plates 200 to **230** must be fully wheelchair adapted; this means having the facility to load and unload wheelchairs directly into the vehicle. All new vehicles on these plates must be adapted; this includes vehicles on renewal. **The door signs on these vehicles will carry the blue badge logo**.

4.25 The allocation or reallocation of a hackney carriage plate, should one become available, will be carried out **at the discretion of the Council** and in accordance with the Council's Hackney Carriage Plate Allocation Policy and Process.

4.26 If the most recent unmet demand survey indicates that there is no unmet demand, the Council may determine not to allocate or reallocate a Hackney Carriage Plate.

Temporary Plates

- 5.2 The current Policy permits the use of the temporary vehicles for which a temporary plate is issued. The amendments suggested are intended to clarify the process and ensure that the plate is returned to the Council at the end of the temporary period.
- 10.1 Where a vehicle cannot be used because **it has been involved in an accident or is unusable for mechanical reasons**, you may apply for a temporary plate for the replacement vehicle which will enable you to continue to operate. The temporary plate may be used for up to a month; this period may be extended in exceptional circumstances following the approval of the Council. **At the end of the period the plate must be returned to the Council.**

Penalty Point Scheme

5.3 To make changes to the penalty points as indicated below -

18*	Driver leaving a hackney carriage unattended on a rank	4	x	-	-
85	Driving or allowing a private hire vehicle to be driven without displaying the door signs or attaching the signs other than in accordance with the Council's Policy	To increase the tariff from 3 to 6 points as it was previously	x	x	x

Remove penalty point 57 dealing with unauthorised or illegal parking so as to cause and obstruction to pedestrians or other road users as this is already covered by Penalty Point 93

Signs, Notices and Advertisements, etc.

5.4 To remove the words 'when working' from 7.3 below as vehicles must always display their company signage.

7.3 Vehicles, **when working**, must display on the front doors of the vehicle a sign stating the trade name, address and telephone number of the Private Hire Operator. This sign must contain the words 'pre-booked only' and 'private hire'. It must not contain the words 'taxi' or 'cab' or any word of a similar meaning or appearance which may be taken to indicate that the vehicle is a hackney carriage which is licensed to ply for hire.

Vehicle Testing

5.5 To add the following paragraph in both the Hackney Carriage and Private Hire Licence Conditions to make clear the condition in which the vehicle must be maintained throughout the duration of the licence; and the requirements in the event that a vehicle should pass its MOT with minor defects.

1.7 Vehicles must be maintained to MOT standard at all times. Vehicles that Pass the MOT with minor defects will be required to carry out remedial works within 7 working days of the MOT. Proof of the completion of works must be presented to the Council within this period.

Consultations and Implementation of the Policy

5.6 It has become apparent since the new Policy has come into effect that occasional minor adjustments need to be made to ensure that the Policy remains responsive to the demands placed upon it. The current process, whilst providing for such changes to

be made without going through a full consultation process, requires these changes to go through full Council and this creates a delay in bring into force these minor changes. In view of the fact that the adjustments are in general to improve the clarity of the Policy, make changes to process, correct errors or remove duplication it is suggested that the ability to make these changes be delegated by full Council back to the Licensing Committee. If this is agreed the Policy would be amended as follows-

- 1.14 The Policy will take effect on 1 January 2019 and unless otherwise stated all the provisions contained within the Policy will come into immediate effect. The Policy will be monitored and reviewed on a regular basis. Any proposed significant changes will be subject to full consultation **and approval by full Council**; minor amendments which do not affect the substance of the Policy **and are intended to improve the clarity of the Policy, make changes to process, correct errors or remove duplication** will be made without consultation **following consideration by the Licensing Committee**.

6. Strategic Plan References

- 6.1 The Policy aims to contribute to the Council's vision of the Borough by ensuring that the licensed trade plays a significant role not only in the Borough's transport strategy but also in helping to promote Colchester and thereby enhancing our reputation as a destination and encouraging further investment.

7. Consultation

- 7.1 The changes seek to clarify the stance already taken in the Policy, which has previously been the subject of extensive consultation. It is therefore considered that no further consultation on the proposed amendments is required.

8. Publicity Considerations

- 8.1 The new revised Policy will be available for all on the Council's website.

9. Financial Implications

- 9.1 There may be costs incurred in defending any action brought against the Council which seeks to judicially review the policy.

10. Equality, Diversity and Human Rights Implications

- 10.1 The draft Policy has been developed in accordance with, and taken account of, all relevant legislation and national and local strategies.

11. Risk Management Implications

- 11.1 A flexible yet robust revised Policy will continue to provide the Council with a sound basis for decision making.

12. Health & Safety and Community Safety Implications

- 12.1 There are no known direct health & safety or community safety issues which might arise from the adoption of the revised Policy.

27 March 2019

Report of	Assistant Director (Communities)	Author	Jon Ruder
Title	Temporary Event Notices		☎ 282840
Wards affected	Not applicable		

1. Executive Summary

- 1.1 In response to a request by the Committee, this report gives an overview of the operation of the Temporary Event Notice (TEN) process and some statistical information in relation to the TENs lodged with the Council in 2018.

2. Recommended Decision

- 2.1 That the information contained within the report be noted

3. Temporary Event Notices

- 3.1 A Temporary Event Notice (TEN) is not an application for permission to do something but rather a notification to the Council that an event will take place. A TEN is required if any of the following is to be carried out at an unlicensed venue –

- Selling of alcohol
- Serving of alcohol to members of a Club
- Provision of entertainment such as film or music etc.
- Serving of hot food or drink between 11pm and 5am, or
- The carrying, at a licensed premise, of a licensable activity which is not included on the premises licence.

- 3.2 There are restrictions that apply to TENs. The event must -

- Have fewer than 500 people at all times (this includes staff)
- Last no more than 168 hours (7 days)

In addition –

- The applicant must be 18 years or over.
- A personal licence holder can give up to 50 TENs a year
- Any other individual can give up to 5 TENs a year
- A single premise can have up to 15 TENs a year as long as the total length of days is not more than 21 days.
- Separate but consecutive events must have at least 24 hours between them.
- The year runs from 1 January to 31 December.

- 3.3 TENS must be submitted at least 10 clear working days in advance of the event. The only bodies able to object to a TEN are the Police and Environmental Protection and they have only three days in which to make a representation. Objections can be lodged on all the four licensing objectives and if an objection is received there must be a Committee hearing to determine the representation; the hearing must be held at least 24 hours before the event is due to take place.
- 3.4 The Committee can either approve, add conditions or reject a TEN. If a TEN is rejected a Counter Notice will be issued which stops the event going ahead. There is a right of appeal to the Magistrates' Court, this must be done within 21 days of the decision and no later than 5 days before the event takes place. In some cases, an appeal would not be possible because of the tight timescales involved.

4. Late Temporary Event Notices

- 4.1 A late TEN can be made up to 5 clear working days before the event and not earlier than 9 clear days before the event. If no personal licence is held only 2 Notices can be given, if a personal licence is held 10 late TENS can be made. Late TENS count towards the overall total. If an objection is made there is no facility to hold a hearing and a Counter Notice will be issued.

5. Scheme of Delegation in relation to TENS

- 5.1 The Act, reflected in the Council's Constitution, delegates the decision to give a Counter Notice following representations to the Committee in every case.

6. TENS received in 2018

- 6.1 425 TENS were given to the Council in 2018 and of these –
- 76 were late TENS
 - 10 were rejected as they were too late even to be considered as a late TEN
 - 1 was cancelled because of the weather
 - 2 were rejected as they were for locations outside the Borough
 - 5 were rejected as they were over the permitted limits
- 6.2 Approximately half the TENS submitted were to extend the hours for licensable activities at premises already holding a premises licence; the other half were for one off events such as music events, fun days and the like.
- 6.3 Hearings in relation to TENS are relatively rare. Issues are identified by the Police or Environmental Protection more frequently than the hearing rate indicates but problems are usually resolved at an early stage by discussion and negotiation which avoids the need for a hearing.

7. Standard references

- 7.1 There are no particular references to the Strategic Plan; publicity or consultation considerations; or financial; equality, diversity and human rights; community safety; health and safety or risk management implications.

Report of	Licensing, Food & Safety Manager	Author	Jon Ruder ☎ 282840
Title	Caravan Sites in the Borough		
Wards affected	Not applicable		

1. Executive Summary

- 1.1 In response to a request by the Licensing Committee, this report provides an overview of the licensing of caravan sites, holiday and park homes. The report also lists the sites in the Borough and outlines some of the issues in relation to enforcement.

2. Recommended Decision

- 2.1 That the information contained within the report be noted.

3. Caravan sites (Holiday or Mobile Homes)

What is a caravan?

- 3.1 Whilst the legislation only mentions caravans, the definition of 'caravan' encompasses many forms of building and so can be taken to mean a structure designed or adapted for human habitation which is capable of being moved from one place to another, whether it is being towed or transported on a vehicle. The definition also includes vehicles that are also converted for the same purpose and can in certain circumstances incorporate tents of a certain size, log cabins and tepees.

When is a licence required?

- 3.2 The site must have planning permission, the details of which should correspond with the site licence sought. The Caravan and Control Development Act 1960 (CCDA) prohibits the use of land as a caravan site unless the occupier holds a site licence issued by the local authority. There are some exceptions to this requirement for –
- A caravan sited within the curtilage of a dwelling and its use is incidental to the dwelling. This means it cannot be occupied separately.
 - A single caravan sited for not more than two consecutive nights for a maximum of 28 days in any 12 months.
 - Up to three caravans on a site of not less than five acres for a maximum of 28 days in any 12 months.
 - Sites occupied by exempt organisations such as the caravan club.
 - Sites of up to 5 caravans certified by an exempt organisation and which are for members only.
 - Sites occupied by the local authority (usually travellers' sites).
 - Sites for temporary and special purposes such as caravan rallies, agricultural and forestry workers, building and engineering sites and travelling salesmen.
 - A site for tents can only be used for a maximum of 28 days in any 12 months.

Purpose of the Licence

- 3.3 The purpose of the licence is to regulate standards and to ensure that they are maintained. The standards are taken from the Model Standards 1989 and encompass such matters site boundaries, adequate space between the caravans, hard standings, fire precautions, and amenities.
- 3.4 Conditions are attached to the licence which relate to the running of the site. The conditions will mirror those prescribed in the planning permission with further additional conditions being attached to specify –
- that the site remains a holiday park.
 - the site cannot be the occupier's main residence.
 - the number and type of caravans permissible on the site.
 - the documentation and information that must be kept in order to evidence that the conditions are being adhered to.

Park Home Sites

- 3.5 There is an additional piece of legislation relevant to park home sites. The Mobile Homes Act 2013, places additional duties on the owner to introduce site rules on residential mobile home sites, to ensure community cohesion and good management of the site. The purpose of the Act is also to ensure that mobile home owners are clear of the rules that apply to them, the process of representation and appeal and the rules as they apply to the owner of the site. It offers greater protection to park home residents.

4. Sites in Colchester Borough

4.1

Name & Address	Current caravans/Log cabins	
HOLIDAY PARKS Mersea Island	Static	Tourers
Firs Chase Caravan Park Firs Chase, West Mersea, Essex CO5 8NW	230	0
Waldergraves Holiday Park, Waldergraves Lane, West Mersea, Essex CO5 8SE	205	60
Seaview Holiday Park, Seaview Avenue, West Mersea, Essex CO5 8DA	293	120
Coopers Beach, Church Lane, East Mersea, Essex CO5 8TN	723	0
Fen Farm Caravan Site, Moore Lane, East Mersea, Essex CO5 8UA	90	95
Mersea Island Holiday Park, Fen Lan, East Mersea, Colchester, ESSEX CO5 8UA	230	0
HOLIDAY PARKS Colchester		
Colchester Holiday Park Cymbeline Way, Colchester CO3 4AG	47	160
PARK HOME SITE		
Grange Farm Caravan Site, Whitehall Road, Colchester:	61	0

5. Compliance

- 5.1 Both Acts allow for authorised officers to attend the site to inspect, observe, audit and to ensure that the sites are complying with the conditions and standards laid out in the licence. If there is evidence of non-compliance at holiday sites this can result in prosecution and ultimately revocation of the licence. In relation to park home sites, the process is slightly different and the first course of action is the 1st tier housing tribunal. The Local Authority in this situation can make the owner carry out works or do the work and then recover the cost accordingly.
- 5.2 The Council carry out several unannounced inspections a year in relation to all the sites although generally these are concentrated on the holiday parks to ensure that they are adhering to the conditions of being a holiday park. The records held at the site may also be audited to ensure that caravans are not being used for full-time habitation. Permanent residency is best observed in the off season so the majority of inspections will take place at this time. Additional Inspections are carried out in response to complaints and may be undertaken by various Council Departments.
- 5.3 Recent inspections have identified caravans being used as a main residence and appropriate action has been taken. In addition to ensuring compliance with licence conditions, a drone photographic inspection was carried out which brought to light planning issues which are now being regularised through the planning process.

6 Standard references

- 6.1 There are no references to the Strategic Plan; publicity or consultation considerations; or financial; equality, diversity and human rights; community safety; health and safety or risk management implications.

27 March 2019

Report of	Assistant Director of Policy and Corporate	Author	Zoe Gentry ☎ 506055
Title	Licensing Committee Work Programme 2018 - 2019		
Wards affected	Not applicable		

1. Executive Summary

- 1.1 This report sets out the current Work Programme 2018-2019 for the Licensing Committee. This provides details of the reports that are scheduled for each meeting during the municipal year.

2. Recommended Decision

- 2.1 The Committee is asked to note the contents Committee's Work Programme for 2018-19.

3. Alternative Options

- 3.1 This function forms part of the Committee's Terms of Reference and, as such, no alternative options are presented.

4. Background Information

- 4.1 The Committee's work programme will evolve as the Municipal Year progresses and items of business are commenced and concluded.

The 2019/20 Municipal years' Work Programme will be discussed at the first annual Licensing Committee on the 29 May 2019.

5. Standard References

- 5.1 There are no particular references to publicity or consultation considerations; or financial; equality, diversity and human rights; community safety; health and safety or risk management implications

6. Strategic Plan References

- 6.1 The Policy aims to contribute to the Council's priorities for the Borough and in particular to support the Growth, Wellbeing and Opportunity priorities by working with the licensed trade to promote the town and make it a safer place.

Licensing Work Plan May 2018 – Apr 2019

25 July 2018	Real Fur and other prohibited items
29 August 2018	Taxi Policy and Pavement Café Policy
3 October 2018	Gambling Act - need to be agreed for full Council
14 November 2018	Taxi Policy Consultation Responses, Gambling Policy and Pavement Permits
12 December 2018	Meeting Cancelled
23 January 2019	Hackney Carriage Unmet Demand Survey, Licensing Team, Officer roles and enforcement information and Member Training Discussion
27 March 2019	Changes to Hackney Carriage Policy, TENS report and Caravans & Park Homes Summary