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## GENERAL LICENSING COMMITTEE

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**MINUTES** of the Meeting held in the Council Chamber, Swale House, East Street, Sittingbourne, Kent, ME10 3HT on Wednesday, 31 July 2019 from 7.00pm - 8.04pm.

**PRESENT:** Councillors Cameron Beart, Derek Carnell (Chairman), Richard Darby, Simon Fowle, Peter Marchington (Substitute for Councillor Roger Clark), Lee McCall, Paul Stephen, Eddie Thomas and Tony Winckless (Vice-Chairman).

**OFFICERS PRESENT:** Philippa Davies, Della Fackrell, Chris Hills and Mark Reynolds.

**APOLOGY:** Councillor Roger Clark.

### 174 EMERGENCY EVACUATION PROCEDURE

The Chairman drew attention to the emergency evacuation procedure.

### 175 MINUTES

The Minutes of the Meeting held on 9 April 2019 (Minute Nos. 601 – 607) were taken as read, approved and signed by the Chairman as a correct record.

The Minutes of the Licensing Sub-Committee held on 1 July 2019 (Minute Nos. 99 – 103) were taken as read, approved and signed by the Chairman as a correct record.

### 176 DECLARATIONS OF INTEREST

No interests were declared.

### Part B Minutes for Information

### 177 LICENSING UPDATE

#### OLEV/ULEV grants

The Resilience and Licensing Manager introduced the Office for Low Emission Vehicles/Ultra Low Emission Vehicles (OLEV/ULEV) grants update. She reported that Kent County Council (KCC) were leading the project and work was progressing on installing a charging point in the Borough. The charging point would be installed outside the police station in Central Avenue, Sittingbourne by the end of March 2020.

In response to questions from a Member, the Resilience and Licensing Manager said that the charge to taxis for using the charging point was not yet known. She explained that the criteria of the grant allowed only taxis, not other vehicles, to use the charging point.

A Member asked if there would be further charging points added within the Borough, and the Resilience and Licensing Manager explained that the installation of this charging point was as a result of this specific grant application.

### **Taxis**

The Resilience and Licensing Manager introduced the taxi update.

In response to questions, the Resilience and Licensing Manager explained that some penalty points imposed on taxi drivers were linked to DVLA standards and others more specific to the taxi business. The points remained on the driver's licence for three years. She explained that more information on this could be found in the appendices of Swale's taxi policy, which could be found online, or Members could request a copy.

### **National Licensing Week**

The Resilience and Licensing Manager explained that the National Licensing Week had been held in June 2019 and the Swale licensing team took part for the first time this year.

The Licensing Officer explained that this would be an annual event, recommended by the Institute of Licensing. She welcomed ideas from Members on initiatives that they could get involved with during this week. In response to a question, the Licensing Officer outlined the activities that they had been involved with, which included working alongside HM Revenue and Customs, trading standards, the Police and Swale's Environmental Response Team.

### **Kent Community Alcohol Partnership (KCAP)**

The Licensing Officer introduced the update and explained that the aim of this initiative was to reduce underage drinking through work with retailers, publicans and enforcement agencies. Work included the promotion of Challenge 25. He reported that premises had been invited to join the partnership. The premises were mapped and colour-coded red at the start of the process, through to green to show progress.

A Member asked about the process of Challenge 25, and the Licensing Officer explained that after training, there would be another Challenge 25, and if the premises failed that, a review would take place. Another Member said that KCAPs had been launched in the same areas where there were PSPOs (Public Spaces Protection Orders), and as such asked whether that meant that PSPOs were not working? He also suggested that supermarkets were compliant with Challenge 25, but it was the smaller premises that needed more assistance. The Licensing Officer explained that KCAP included advice and education, and so was different from PSPOs.

### **Local Area Profile**

The Resilience and Licensing Officer introduced the update. She explained that it was not a statutory requirement to have a Local Area Profile, but it was recommended by the Gambling Commission to do so. Officers were currently

working on this and a draft would be submitted to the next General Licensing Committee in September 2019.

The Licensing Officer explained that the process would map the location of gambling establishments throughout the Borough, and how they fitted in with the Council's principles.

### **Street Trading Policy**

The Licensing Officer introduced the update. She explained the background to the Policy, as noted in the report, and added that a level of fees needed to be set and a benchmarking exercise was currently being undertaken to ensure that the fees charged were realistic.

The draft Policy would be considered by the Committee in September 2019, then there would be a 12-week consultation and the final version would come back to the Committee.

A Member asked if there was a policy for the people who tried to stop shoppers in town and get them to sign up to charities etc. The Licensing Officer explained that these people were not covered by any policy at all. She said the situation was being monitored and it was hoped progress would be made on reducing the issue in the future.

### **Resolved:**

**(1) That the updates be noted.**

## **178 PRESENTATION ON LICENSING INSPECTIONS**

The Licensing Officer gave a presentation entitled 'When a Licensing Officer calls' which provided a background to their work behind the scenes.

The presentation included the following themes:

### **Licensed Premises**

Types of visits by Licensing Officers; Priority Risk Rating Scheme; Planned General Inspections; Format of Inspections; Documentation; and Action Required.

### **Gambling Premises Inspections**

Permits; Categories of Gaming Machines; and Inspections.

### **Taxis**

Types of Licence; Inspections and Investigations – vehicles, drivers and operators; and Enforcement.

The presentation also included information on Other licences and permits; Why we have written policies; and Enforcement possibilities.

In response to questions, the Licensing Officer explained that if a licensed premises did not comply with the conditions on their licence/legislation, they could be called to attend a Licensing Sub-Committee for a review, with a variety of sanctions and the possibility of having their licence revoked. She advised that there were 13 betting shops in the Borough, and when penalty points were given, these applied to the driver generally, but could extend to the operator if appropriate.

The Licensing Officer encouraged Members to be proactive in letting the licensing team know of any issues they had either with licensed premises or taxi drivers/vehicles.

The Resilience and Licensing Manager then provided some updates for Members. She reported that fees and charges were being reviewed; some were statutory and could not be changed, others were discretionary and could be. She stated that street trading fees had not been looked at for a long time, so these would also be reviewed. The Resilience and Licensing Manager also added that the Officers were nearly up-to-date with inputting data onto their internal system, and that would then free more time for enforcement.

The Licensing Officer confirmed that the presentation would be emailed to Members.

***Resolved:***

- (1) That the presentation be noted.***

Chairman

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All Minutes are draft until agreed at the next meeting of the Committee/Panel