

Licensing and Regulatory Committee



Forest Heath
District Council

Minutes of a meeting of the **Licensing and Regulatory Committee** held on **Monday 23 January 2017** at **6.00 pm** at the **Council Chamber, District Offices**, College Heath Road, Mildenhall IP28 7EY

Present: **Councillors**

Chairman Michael Anderson

Vice Chairman Carol Lynch

Ruth Allen

Victor Lukaniuk

Chris Barker

Nigel Roman

John Bloodworth

Reg Silvester

Brian Harvey

52. **Apologies for Absence**

Apologies for absence were received from Councillor Christine Mason.

53. **Substitutes**

There were no substitutes present at the meeting.

54. **Public Participation**

There were no questions/statements from members of the public.

55. **Minutes**

The minutes of the meeting held on 10 October 2016 were unanimously accepted by the Committee as an accurate record and were signed by the Chairman.

56. **Joint West Suffolk Animal Welfare and Boarding Licensing Conditions (Report No: LIC/FH/17/001)**

This report sought adoption of the proposed Joint West Suffolk Animal Welfare and Boarding Licensing Conditions, attached to Report No: LIC/FH/17/001 as Appendix 1.

The Service Manager (Environmental Health) explained that Forest Heath District Council adopted conditions in respect of Animal Welfare and Boarding in 2011. Whilst the proposed conditions were based on 2016 guidance there was very little change from 2011.

The version presented to Members for approval was in the form of a joint document which was also due to be considered by St Edmundsbury Borough Council at their Licensing & Regulatory Committee meeting on 24 January 2017. The adoption of joint conditions would ensure consistency across West Suffolk.

The Committee was advised that consultation on the proposed conditions took place during the end of 2016 and no objections were registered.

In response to questions from Members, the Licensing Officer confirmed that the conditions did not apply to the horseracing industry, greyhounds or racing pigeons.

Following comments made by the Committee in respect of compliance with conditions, the Service Manager (Environmental Health) explained that all premises were subject to annual renewal inspections. He reminded Members that West Suffolk had recently increased its enforcement resource and operated a robust service.

The Service Manager further explained that the fees charged had to comply with Government legislation and were, therefore, not able to be used towards enforcement. The fees had to reflect efficiencies in the service and be 'reasonable'.

The Committee were assured that should a breach of conditions be prosecuted in West Suffolk then the Council would always generate press coverage, thereby, informing the rest of the industry of the ramifications involved in non-compliance. Members were also advised that following formal adoption of the conditions before them, a communications plan would be rolled out to inform key stakeholders.

Councillor Carol Lynch spoke in support of the comprehensive report and moved that it be approved, this was duly seconded by Councillor Reg Silvester. With the vote being unanimous, it was

RESOLVED:

That the proposed Joint West Suffolk Animal Welfare and Boarding Licensing Conditions, as set out in Appendix 1 of Report No: LIC/FH/17/001, be adopted.

57. Proposed Joint West Suffolk Sex Establishment Policy (Report No: LIC/FH/17/002)

This report sought the Licensing and Regulatory Committee's approval to recommend the adoption of the proposed Joint West Suffolk Sex Establishment Licensing Policy, attached as Appendix 1 to Report No: LIC/FH/17/002 onto Cabinet on 14 February 2017 and finally Council on 22 February 2017.

The Service Manager (Environmental Health) explained that Forest Heath District Council last adopted a policy in respect of Sex Establishment Licensing in 2013, which was due for review in 2017.

The version presented to Members for approval was in the form of a joint document which was also due to be considered by St Edmundsbury Borough Council at their Licensing & Regulatory Committee meeting on 24 January 2017. The adoption of a joint policy would ensure consistency across West Suffolk.

Councillor Brian Harvey drew attention to Page 48 of the Policy, Paragraph No 5 and the reference therein to "Criminal Record Bureau disclosure", which needed to be amended to read "*Disclosure and Barring Service check*". The Licensing Officer agreed to make this correction.

It was proposed by Councillor Carol Lynch, seconded by Councillor Brian Harvey and with the vote being unanimous, it was

RECOMMENDED:

That the West Suffolk Sex Establishment Licensing Policy, as set out in Appendix 1 of Report No: LIC/FH/17/002, be adopted by Cabinet and Council.

58. Hackney Carriage and Private Hire Taxi Handbook (verbal)

The Service Manager (Environmental Health) advised the Committee that Officers had produced a joint West Suffolk Hackney Carriage and Private Hire Handbook.

Whilst Forest Heath District Council had operated a driver handbook for some years the joint version would be the first for its kind for St Edmundsbury Borough Council, who were also to receive a verbal report on the matter at their meeting on 24 January 2017.

Consultation on the new joint handbook was due to commence imminently and copies were tabled to the meeting for Members to digest and then respond as part of the consultation process.

The Service Manager also proposed that a small informal Working Party/Task and Finish Group be set up with representatives from the Trade alongside Committee Members from both Authorities, in order to work through the proposed handbook. Any Members of the Committee who wished to take part were asked to put their names forward to the Chairman.

RESOLVED:

That the verbal report be noted.

Prior to the conclusion of the meeting, the Chairman asked all Members of the Committee to remain present in order for them to receive a short informal briefing from the Service Manager (Environmental Health) in respect of ongoing work being undertaken in relation to the policy making and implementation process in West Suffolk's Licensing function.

The meeting concluded at 6.42 pm

Signed by:

Chairman
