

# Licensing and Regulatory Committee



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title:</b>	<b>Agenda</b>																										
<b>Date:</b>	<b>Tuesday 23 January 2018</b>																										
<b>Time:</b>	<b>5.00 pm</b>																										
<b>Venue:</b>	<b>Conference Chamber West (F1R09)</b> <b>West Suffolk House</b> Western Way Bury St Edmunds, IP33 3YU																										
<b>Full Members:</b>	<div><div><div><b>Chairman</b></div><div><b>Vice-Chairman</b></div></div><div><div>Frank Warby</div><div>Clive Springett</div></div></div> <table><tr><td><u>Conservative Members (10)</u></td><td>Sarah Broughton</td><td>Sara Mildmay-White</td></tr><tr><td></td><td>Mary Evans</td><td>Richard Rout</td></tr><tr><td></td><td>Wayne Hailstone</td><td>Clive Springett</td></tr><tr><td></td><td>Beccy Hopfensperger</td><td>Peter Thompson</td></tr><tr><td></td><td>Margaret Marks</td><td>Frank Warby</td></tr><tr><td><u>Charter Group Member (1)</u></td><td>Bob Cockle</td><td></td></tr><tr><td><u>Haverhill Indys Group (1)</u></td><td>John Burns</td><td></td></tr><tr><td><u>UKIP Group Member (1)</u></td><td>Anthony Williams</td><td></td></tr></table>			<u>Conservative Members (10)</u>	Sarah Broughton	Sara Mildmay-White		Mary Evans	Richard Rout		Wayne Hailstone	Clive Springett		Beccy Hopfensperger	Peter Thompson		Margaret Marks	Frank Warby	<u>Charter Group Member (1)</u>	Bob Cockle		<u>Haverhill Indys Group (1)</u>	John Burns		<u>UKIP Group Member (1)</u>	Anthony Williams	
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<b>Interests – Declaration and Restriction on Participation:</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.																										

<b>Quorum:</b>	Five Members
<b>Committee administrator:</b>	<b>Christine Brain</b> Democratic Services Officer (Scrutiny) <b>Tel:</b> 01638 719729 <b>Email:</b> <a href="mailto:christine.brain@westsuffolk.gov.uk">christine.brain@westsuffolk.gov.uk</a>

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# Public Information



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Venue:</b>	<b>West Suffolk House</b> Western Way Bury St Edmunds Suffolk IP33 3YU	Tel: 01284 757120 Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> Web: <a href="http://www.stedmundsbury.gov.uk">www.stedmundsbury.gov.uk</a>
<b>Access to agenda and reports before the meeting:</b>	Copies of the agenda and reports are open for public inspection at the above address at least five clear days before the meeting. They are also available to view on our website.	
<b>Attendance at meetings:</b>	The Borough Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.	
<b>Public participation:</b>	Members of the public who live or work in the Borough are invited to put one question or statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply. A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start. There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.	
<b>Disabled access:</b>	West Suffolk House has facilities for people with mobility impairments including a lift and wheelchair accessible WCs. However in the event of an emergency use of the lift is restricted for health and safety reasons.  Visitor parking is at the car park at the front of the building and there are a number of accessible spaces.	
<b>Induction loop:</b>	An Induction loop is available for meetings held in the Conference Chamber.	
<b>Recording of meetings:</b>	The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded).  Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.	

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# **Agenda**

## **Procedural Matters**

### **Part 1 – Public**

**1. Apologies for Absence**

**2. Substitutes**

**3. Public Participation**

Members of the public who live or work in the Borough are invited to put one question or statement of not more than 3 minutes duration relating to items on Part 1 of the agenda only. If a question is asked and answered within 3 minutes the person who asked the question may ask a supplementary question that arises from the reply. A person wishing to speak must register to speak at least 15 minutes before the meeting is scheduled to start. There is an overall time limit of 15 minutes for public speaking which may be extended at the Chairman's discretion.

**4. Minutes**

**1 - 8**

To confirm the minutes of the meeting held on 31 October 2017 (copy attached).

**5. Work Programme Update - Current and Future Work Activities**

**9 - 12**

Report No: **LIC/SE/18/001**

### **Part 2 – Exempt**

**NONE**

# Licensing and Regulatory Committee



**Minutes** of a meeting of the **Licensing and Regulatory Committee** held on  
**Tuesday 31 October 2017** at **5.00 pm** in **Conference Chamber West,**  
**West Suffolk House,** Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

**Chairman** Frank Warby  
**Vice Chairman** Clive Springett

John Burns  
Sarah Broughton  
Bob Cockle  
Mary Evans

Beccy Hopfensperger  
Margaret Marks  
Richard Rout

**Substitutes attending:**

Susan Glossop

Patricia Warby

**By Invitation:**

Diane Hind, Ward Member for Northgate  
David Nettleton, Ward Member for Risbygate

76. **Apologies for Absence**

Apologies for absence were received from Councillors Wayne Hailstone, Sara Mildmay-White and Anthony Williams.

77. **Substitutes**

The following substitutions were declared:

Councillor Susan Glossop for Councillor Sara Mildmay-White.  
Councillor Patricia Warby for Councillor Wayne Hailstone.

78. **Minutes**

The minutes of the meeting held on 20 June 2017 were unanimously accepted by the Committee as an accurate record and signed by the Chairman.

79. **Public Participation**

Cathy Friel, a resident from Bury St Edmunds addressed the Committee on behalf of the Churchgate Area Association in respect of Item 7 on the agenda, "Statement of Licensing Policy and Cumulative Impact Policy Renewal". She

explained that she supported the proposed extended area to the CIP and its importance to the town. There had been fewer complaints made relating to crime and noise nuisances since its initial introduction. Cambridge, Newmarket and Ipswich also had in place a CIP.

John Wilkin, a resident from Merchants Place, Bury St Edmunds addressed the Committee in respect of Item 7 on the agenda, "Statement of Licensing Policy and Cumulative Impact Policy Renewal". He explained that he supported the proposed extension to the CIP, as the area was becoming increasingly residential and felt it was important to restrict the growth of licensed premises.

#### **80. Taxi/Private Hire Handbook Revision**

The Committee received Report No: LIC/SE/17/009, which set out minor amendments to conditions in the existing taxi/private hire handbook.

The current Taxi and Private Hire Handbook was adopted in its current format on 11 April 2017. Since April 2017, officers had received further feedback from the trade through forums and inspections, and had proposed some minor amendments to the conditions, which were set out in Appendix 1 to the report.

The Committee considered the minor amendments (Appendix 1) and asked questions to which responses were provided.

It was then proposed by Councillor Beccy Hopfensperger, seconded by Councillor Margaret Marks and with the vote being unanimous, it was

#### **RESOLVED:**

That the revised conditions as set out in Appendix 1 to Report No: LIC/SE/17/009 be approved.

#### **81. Plate Exemption Process for Private Hire Vehicles**

The Committee received Report No: LIC/SE/17/010, which proposed amendments to the work procedure and conditions for a Private Hire Licensed Plate exemption for executive contracts.

On 20 June 2017, the Licensing and Regulatory Committee adopted a formal procedure for Private Hire Operators to apply for the S75 plate exemption. Since its adoption, feedback had been received on its processes from members of the trade via the council's drivers forum; members of customer services and testing station staff.

The proposed changes to the procedure for applying and having their application assessed had been made to the guidance notes and were attached at Appendix 1 to the report. It was hoped that the minor changes being proposed would impact positively on both staff and the trade in simplifying the process.

The Committee considered the minor amendments (Appendix 1) and did not raise any issues regarding the proposals.

It was then proposed by Councillor Margaret Marks, seconded by Councillor Sarah Broughton and with the vote being unanimous, it was

**RESOLVED:**

That the amendments to the proposed guidance and conditions as set out in Appendix 1 to Report No: LIC/SE/17/010 be approved.

**82. Statement of Licensing Policy and Cumulative Impact Policy Renewal**

*[Councillor Beccy Hopfensperger declared a non-pecuniary interest as a resident of Risbygate Street and remained in the meeting during the discussions and subsequent voting].*

Councillor David Nettleton, Ward Member for Risbygate addressed the Committee in respect of this item and the proposal to extend the Cumulative Impact Policy (CIP) into his Ward, which included St Andrew's Street North, Bury St Edmunds and hoped the CIP would not be extended into these areas. He explained that he felt the CIP did not deliver what its advocates said it would. Although he opposed it right from the start, he explained that if Councillors Jo Rayner and Andrew Speed, Ward Members for Abbeygate did not object to its extension to cover the area north, beyond Abbeygate Street to the ward boundaries with Risbygate and Eastgate, he was not objecting as they were the Ward Members. He referred to Councillor Patricia Warby, Ward Member for Eastgate who was present as a member of the Committee, and who could comment or not about the eastern side of St Johns Street which she chose not to. For his part, Councillor Nettleton did not want the CIP extended into the Risbygate Ward. He stated that Bury St Edmunds had a thriving town centre and he felt the CIP would not be beneficial as a whole.

The Committee received Report No: LIC/SE/17/011, presented by the Licensing Team Leader, which set out proposals to re-adopt both the Statement of Licensing Policy and Cumulative Impact Policy area for Bury town centre, based on a review of the current legislative framework, the effectiveness of the current policy on crime and disorder in the area and a consultation carried out in accordance with statutory guidelines that apply.

Members were informed that the Council had adopted the current Statement of Licensing Policy centre in 2012 (Report D160 refers). Under the scope of the Policy, the Council adopted a special area policy covering certain parts of the town centre of Bury St Edmunds where the cumulative impact of significant number of licensed premises concentrated in the area is considered to have a potential impact on the promotion of the licensing objectives.

A number of appendices were attached to Report No: LIC/SE/17/011, as follows:

(Appendix 1) – Crime statistics

(Appendix 2) - Summary of the Consultation Responses

(Appendix 3) – Proposed Policy wording and the proposed map extension

of the Cumulative Impact Policy  
(Appendix 4) – Residents consultation responses  
(Appendix 5) – Police consultation  
(Appendix 6) – British Beer and Pub Association consultation response.

The Committee considered the report and the appendices, in particular Appendix 3 in detail and asked questions to which responses were provided.

The Licensing Team Leader wished to reassure the Committee that the proposal to extend the CIP would not prevent new businesses from applying for an alcohol licence or an extension to their existing licensing hours, but would mean when applying for a licence the applicant would have to provide additional evidence to support their application with the burden of proof that their activities, if approved, would not increase crime, disorder or anti-social behaviour. The proposals would not exclude restaurants and cafés, and was mainly aimed at premises wishing to sell alcohol after 11pm. The proposal to extend the area would encompass the two night clubs, late-night refreshments and take-away's which should have been included in the original CIP based on the evidence.

In response to a question raised, members were informed that a number of conditions for night clubs had recently been reviewed. With regards to CCTV outside night clubs, this covered the outside collateral viewing only (entrance to the building). However, the whole area was monitored by the Borough Councils CCTV system.

Several members of the Committee felt that the night time economy was paramount to the town and did not want to make it too onerous for new businesses to apply the additional burden of risk assessment and proposals for mitigation as part of their licence application, and therefore felt they could not support the proposed extension to the CIP area. Members also had some concerns about the need for housing and a thriving town centre.

In response members were informed that the Police had requested the extension to include St Andrew Street North.

The Committee felt that Councillor Nettleton, Ward Member for Risbygate had made some reasonably valid points and suggested that the CIP should include the town centre, but not St Andrew Street North and that the proposed map on page 39 (Appendix 3) be amended to not include the north of Risbygate Street and Brentgovel Street.

It was then proposed by Councillor Richard Rout seconded by Councillor Bob Cockle and with the vote being unanimous, it was

**RECOMMENDED:**

**That subject to the approval of Cabinet and Council:**

- 1) The revised Statement of Licensing Policy attached at Appendix 3 to Report No: LIC/SE/17/011, be adopted.**



**2) The Cumulative Impact Area be amended to only extend to the Abbeygate Ward boundary, within the Statement of Licensing Policy, attached as Appendix 3 to Report No: LIC/SE/17/011, be adopted.**

**83. Local Air Quality - Progress Report 2016-2017**

*[Councillor Margaret Marks declared a pecuniary interest - owns a rental house on Withersfield Road, Haverhill, and remained in the meeting during the discussion and voting].*

Councillor Diane Hind, Ward Member for Northgate addressed the Committee in respect of this item and asked the Committee to also consider recommending BSE9 Fornham Road (Tollgate) as a designated Air Quality Management Area. She explained that the air quality was just below the 40 mark when bias adjusted, but was the third worst of the monitored areas in St Edmundsbury. The two greater areas other than the Tollgate junction, were two adjacent sections (BSE1 and BSE15) along Sicklesmere Road (42.1 and 41.5), which could only be regarded as one location on the plan, and BSE6 Kings Road roundabout (41.5). The specially monitored area was "The Street, Gt Barton", GB4 (37.9 in 2016 - down from 40.9 in 2015). She stated that the others areas might not get worse but BSE 9 would, as the waste hub and the Marham Park development would generate more traffic at the Tollgate. She was concerned not just for the residents who lived adjacent to the junction but also the cyclists and pedestrians who also suffered the high levels of Nitrogen Dioxide. She then explained that one month was not recorded but out of the other 11 months 10 were over 40. Four of those were over 50 at 56.8, 59.2 50.6 and 54.1. She stated that a similar report had been presented to the Sustainable Development Work Party last year at which she had drawn this to that Committee's attention. The trend was moving upward at Tollgate, because in 2015 nine recordings were over 40 and three were over 50 (57.4 50.6 and 57.3). She respectfully requested that the Committee be proactive and ask that BSE9 be designated an Air Quality Management Area now before the situation worsens.

Councillor David Nettleton, Ward Member for Risbygate addressed the Committee in respect of this item. He provided some background regarding a planning application DC/16/0267/FUL when Havebury wanted to build 36 apartments behind the Beerhouse on the corner of Tayfen Road and Station Hill. An objection was made by the Council's Environment Officer on grounds of air quality as there were over 15,000 vehicle movements a day on this narrow section of Tayfen Road. The matter was eventually resolved after a full report and conditions had been imposed. He felt this was an indicator that the car was threatening housing growth and public health, and that "we were sitting on a ticking time-bomb" as the Sicklesmere Road survey had indicated, and urgent action was needed to reduce the use of cars.

The Committee received Report No: LIC/SE/17/012, which reported on work undertaken during 2016 to meet Local Air Quality Regulations across the Borough.

For the majority of the Borough, it was reported that air quality remained good and continued to show a long-term trend of slight year-on-year

improvement. However, officers continued to undertake detailed monitoring and increased monitoring in Bury St Edmunds during 2016, compared to 2015, to ensure that monitoring covered all areas of possible concern. All but three monitored locations in St Edmundsbury Borough Council were below the national objectives for nitrogen dioxide in 2016. Two of these exceedances were recorded on Sicklesmere Road, Bury St Edmunds, including the highest recorded value, where an annual average value of 42.1 microgrammes per metre cubed was recorded. The other exceedance was located at the junction of Parkway and Kings Road. However, when adjusted to the façade of the closest residential structure this location was below the objective and therefore no further assessment was required in this location.

Monitoring began at Sicklesmere Road in 2015 in order to assess the impact of the south-east Bury St Edmunds strategic development site. Given that an exceedance had been recorded on Sicklesmere Road for two consecutive years an Air Quality Management Area should, in line with statutory guidance, be in place at this location. Although a significant improvement of the local air quality was anticipated at this location when the Bury St Edmunds south east strategic development site delivered its planned 'spine' road, it was considered that the declaration of an Air Quality Management Area would be beneficial so that interim solutions could be explored. A designation would also ensure that a legal framework for action would be in place should the strategic development site not progress at the rate initially planned.

Attached at Appendix 1 to the report was the area affected by the proposed Air Quality Management on Sicklesmere Road, Bury St Edmunds. Given the relatively small area and limited number of dwellings officers were recommending a 'fast track' declaration which did not require a full scale consultation, but required direct engagement with those directly affected together with key stakeholders. Subject to the engagement, a declaration would be brought to the Licensing and Regulatory Committee for consideration in a separate report.

The Committee was asked to consider the work undertaken in order to improve local air quality in West Suffolk, and to give consideration to the principle of designating an Air Quality Management Area on Sicklesmere Road, Bury St Edmunds based on monitoring and assessment carried out by the Council.

The Committee considered the report in detail and asked a number of questions to which responses were provided. In particular discussions were held on the impact of traffic lights verses roundabouts regarding air quality; as well as the benefits of having more greenery by having the right trees to help improve air quality, particularly when considering planning applications and the arboricultural elements.

In response to a particular question raised, members were informed that there had been an improvement against the air quality objective for BSE 9 (Fornham Road/Tollgate). The annual figure showed for 2016 had taken into account the pollutant objectives and the adjustment had allowed for the missing data as highlighted by Councillor Hind. Officers were also working with highway's colleagues to reduce air pollution.

Councillor Beccy Hopfensperger informed the Committee that she supported Councillor Hind's suggestion of extending the air quality management to Fornham Road, and then questioned whether the Council's Environment Officer commented on planning applications and changes to highway's infrastructure.

In response, the Committee was advised that an Air Quality Assessment (AQA) was carried out at Marham Park when the planning application was submitted, and as an outcome the Tollgate junctions were currently being remodelled due to the information contained within the AQA. With regard to Tayfen Road, the Environment Officer advised that he had not yet commented on the proposed changes to the highway's infrastructure.

The Service Manager (Environmental Health) informed the Committee that the Council was lobby for change and improvements in air quality. He also explained that it was in the gift of the Committee to also lobby other agencies, and suggested it might wish to write to Suffolk County Council Highways to lobby to undertaken infrastructure improvements to improve air quality. Officers also looked at the implications of air quality on all planning applications and would robustly test those models.

It was then proposed by Councillor Richard Rout, seconded by Councillor Sarah Broughton and with the vote being unanimous, it was

**RESOLVED:**

That:

- 1) The work undertaken in order to improve local air quality in West Suffolk be noted:
- 2) The principle of designating an Air Quality Management Area on Sicklesmere Road, Bury St Edmunds based on monitoring and assessment carried out by council officers, be endorsed.

**84. Work Programme Update**

The Committee received Report No: LIC/SE/17/013, which updated members on the current status of its work programme of items for consideration (Appendix 1) during 2018. The Service Manager (Environmental Health Service) informed the Committee that it could add items to the forward work programme, which was within its remit, with the approval of the Chairman of the Committee and in consultation with the Portfolio Holder for Planning and Growth.

In response to a question raised, members were informed that the Local Air Quality Management Report scheduled to be presented to the Committee on 23 January 2018 was for the consideration of proposals to declare an Air Quality Management Area on Sicklesmere Road, Bury St Edmunds.

There being no decision required, the Committee **noted** the current status of its work programme and the items expected during 2018.

The Meeting concluded at 6.10 pm

**Signed by:**

**Chairman**

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# Licensing and Regulatory Committee



<b>Title of Report:</b>	<b>Work Programme Update - Current and Future Work Activities</b>	
<b>Report No:</b>	<b>LIC/SE/18/001</b>	
<b>Report to and date:</b>	<b>Licensing and Regulation Committee</b>	<b>23 January 2018</b>
<b>Chairman of the Committee:</b>	Councillor Frank Warby <b>Tel:</b> 01284 704138 <b>Email:</b> <a href="mailto:frank.warby@stedsbc.gov.uk">frank.warby@stedsbc.gov.uk</a>	
<b>Lead officer:</b>	Peter Gudde Service Manager – Environmental Health Services <b>Tel:</b> 01284 757042 <b>Email:</b> <a href="mailto:peter.gudde@westsuffolk.gov.uk">peter.gudde@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	To update the Committee on the current status of the work and set out future development areas falling within the scope of the Licensing and Regulatory Committee.	
<b>Recommendation:</b>	<b>Licensing and Regulatory Committee:</b>  That, Members <b>note</b> the contents of the report.	
<b>Key Decision:</b> (Check the appropriate box and delete all those that <b>do not</b> apply.)	Is this a Key Decision and, if so, under which definition? Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
<b>Background papers:</b> (all background papers are to be published on the website and a link included)	Work programme June 2017 ( <a href="#">Report No: LIC/SE/17/008</a> ) Work programme November 2017 ( <a href="#">Report No: LIC/SE/17/013</a> ) Local Air Quality – Progress report 2016-17 ( <a href="#">Report No: LIC/SE/17/012</a> )  <a href="#">Criteria for the establishment of Street Vending Trading and Street Cafes</a>  <a href="#">Gambling Act 2005 Statement of Principles - 2010 to 2013</a>	
<b>Documents attached:</b>	None	

## **1. Current Position**

- 1.1 This Committee received in June 2017 for the first time a rolling work programme which set out future development areas falling within the responsibilities of the Licensing and Regulatory Committee. (Report LIC/SE/17/008 refers). As a result routes through which the Committee could engage in the work areas may include participating in the development of proposals as they are being developed, sitting on task and finish groups and discussing draft proposals prior to their consideration by the appropriate decision-making committees.
- 1.2 The work set out in the Work Programme presented in November 2017 (Report LIC/SE/17/013 refers) has been reviewed and this report provides an update to reflect the status of current work and identify future work. An update on current work areas is set out in Section 2. This report also considers in Section 3 the impact on this area of work as a result of proposals to establish a Single Council for West Suffolk.

## **2. Current Work**

### **2.1 Proposals for Reviewing Hackney fares**

As mentioned in the November 2017 Work Programme, work is underway with the longer term intention to align fares across West Suffolk. This process is intended to be undertaken in order to avoid financial detriment on any specific stakeholder group. Given the minded-to decision of the Secretary of State (see Section 3) the timetable for developing proposals has been amended with transitional proposals planned for consideration by this and the equivalent Forest Heath Committee in April 2018.

### **2.2 Proposed West Suffolk Licensing Policy Framework**

Having taken further legal advice, the Constitution already sets out which route which policy development decisions follow and as a result no formal overarching policy framework for licensing is considered necessary. Some Licensing policies, such as the Statement of Licensing Policy and the Gambling Statement of Licensing Principles, are required under statute to be adopted by Full Council. Any revisions to these policies will therefore be considered for approval by full Council approval rather than Cabinet only.

### **2.3 Street Vending and Trading Policy**

The original policy is over 30 years old (See Background papers). Preparatory work is underway to develop a revised policy covering West Suffolk. This work will take account of the current regulatory and policy regime that applies and the impending need to align policies across West Suffolk as the two councils work towards a Single Council, the wider implications of which are set out in more detail in Section 3 below.

### **2.4 At this time, the proposals are envisaged to include the following:**

- "A" Boards

- Pricing structures and where trading can take place;
  - Interaction with any masterplan and growth options for our town centres.
- 2.5 The approach to developing and consulting on the proposals will be formulated taking account of any views received in order to develop the proposals prior to being considered by Cabinet later in 2018. Members are welcome to provide any initial views or comments at this time and as this work proceeds.

## 2.6 **Local Air Quality Management**

Following Report LIC/SE/17/012 considered by members in November 2017, officers are undertaking key stakeholder consultation on proposals to declare an Air Quality Management Area (AQMA) along part a short section of Sicklesmere Road, Bury St Edmunds following monitoring and assessment carried out by Environmental Health Services. In particular, officers are engaging with residents in the vicinity of the proposed AQMA and are keen to ensure that the consequences are appropriately communicated. It is anticipated that this engagement process will be concluded in time to bring forward a report of the findings for members to consider at this Committee's next meeting.

## 3. **Impact of Single Council**

- 3.1 In December 2017, the Secretary of State for Communities and Local Government published his decision that he is minded to approve the formation of a Single Council for West Suffolk. Publication of the formal order is anticipated early in 2018, which will trigger a series of actions intended to lead to a new council coming into effect from April 2019.
- 3.2 In the short term, the Work Programme has been updated to reflect progress made to date as set out in Section 2. However, the impact will be wide and deep for both St Edmundsbury Borough Council and Forest Heath District Council licensing functions. Single Council will require the formation of a new Licensing Authority covering West Suffolk, under a new West Suffolk Constitution. Likely areas of change will include:
- New structure for licensing committees and sub-committees covering West Suffolk;
  - New governance arrangements for those committees and sub-committees;
  - New membership of the committees and sub-committees comprising a membership to reflect the political make-up of the new council;
  - Changes to adopt single local conditions and practices under any policy to ensure uniformity across West Suffolk.
- 3.3 In anticipation, a work programme is being prepared to cover policies which have not already been adopted in a unified form for West Suffolk as

well as policies that are coming up for review as well as other areas that will need to change. This will include:

- Adoption of a Licensing and Regulatory Committee/Sub-Committee Members' Code of Conduct – This work is being led by the Joint Constitution Work Group and will be brought forward for members to consider during Spring 2018;
- Restructuring of taxi fares - as referred to below, these are currently being worked on to bring in a unified fare structure in stages so as to not adversely impact the licensed trade or customers;
- Adoption of uniform conditions in the Taxi/Private Hire Vehicle Drivers' Handbook as policy – including agreement on issues such as taxi livery and vehicle age/condition on issuing a vehicle licence;
- Adoption of a single Taxi/Private Hire Vehicle plate system;
- Gambling Policy – this policy has already been adopted in a West Suffolk format. However, it will need to undergo a refresh for consideration by Cabinet before December 2018;
- Statement of Licensing Policy – this policy will need to undergo revision to form a West Suffolk policy for consideration by Cabinet/Full Council before December 2018.

3.4 Although much work has already been undertaken to align policy and practice across West Suffolk since establishing a shared service in 2012, it is anticipated that preparing for a Single Council during the shadow period leading to Spring 2019 and beyond, will create significant demands on both the democratic and service provision as the two Licensing Authorities become a single entity. The abovementioned work programme will form part of a wider set of plans both at Corporate and Licensing Authority level, on which members will be kept informed of progress and be requested to participate as appropriate. As previously stated, members are welcome to provide any initial views or comments as this work proceeds.