

## Licensing Committee

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### MINUTES OF THE LICENSING COMMITTEE MEETING HELD ON 4 DECEMBER 2023 AT COUNCIL CHAMBER - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

#### **Present:**

Cllr Peter Hutton (Chairman), Cllr Allison Bucknell (Vice-Chairman), Cllr Trevor Carbin, Cllr Daniel Cave, Cllr Andrew Davis, Cllr Ruth Hopkinson, Cllr Jerry Kunkler, Cllr Tim Trimble, Cllr Robert Yuill and Cllr Dr Brian Mathew (Substitute)

#### **Also Present:**

Frank Cain (Legal representative), John Carter (Head of Service – Public Protection), Mike Edgar (Solicitor – observing), Tom Ince (Principal Compliance Officer), Cllr Jacqui Lay (observing), Jonathan McLaughlin (Solicitor – Observing), Lisa Pullin (Democratic Services Officer)

Jessica Moriati (Local Democracy Reporter)

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#### 16 **Apologies and Substitutions**

Apologies were received from Councillors Cllr Steve Bucknell, Sam Charleston and Kevin Daley and from Jason Salter (Head of Service – Passenger Transport).

Cllr Brian Mathew was substituting for Cllr Sam Charleston.

#### 17 **Minutes**

The minutes of the meeting held on 6 March 2023 were presented to the Committee.

#### **Resolved:**

**That the minutes of the meeting held on 6 March 2023 be approved and signed as a correct record.**

#### 18 **Chairman's Announcements**

The Chairman gave details of the fire exits to be used in the event of the alarm sounding and made the following announcements:

#### Linda Holland

Linda Holland (Licensing Manager) had now retired from Wiltshire Council, and the Chairman and Clerk had attended her leaving meal recently and had

presented her with a card on behalf of the Committee and passed on their gratitude to her and her excellent services to licensing.

#### Cllr Tony Trotman

It was reported that Cllr Tony Trotman had sadly passed away after a short illness on 30 November 2023. The Chairman wished to pass on condolences to his family on behalf of the Committee at this sad time. It was noted that there would be formal tributes to Cllr Trotman at the next Full Council meeting in February 2024.

#### 19 **Declarations of Interest**

There were no declarations of interest.

#### 20 **Public Participation**

No questions or statements had been submitted to the Committee from the public in advance of the meeting.

#### 21 **Licensing Appeals Update**

There were no known Licensing Sub Committee appeals pending.

John Carter (Head of Service – Public Protection), thanked Members for their attendance at Sub Committee meetings, in particular the Thoulstone Park application which had attracted a large number of representations from members of the public who had significant concerns about the application. The Councillors professionalism at the hearing was appreciated by the Officers involved.

#### 22 **Minutes of the Licensing Sub Committees**

The following minutes of the Licensing Sub Committees were approved.

##### **Eastern Area Licensing Sub Committee**

19.04.23 Application for a Premises Licence, The Community Centre, Winterbourne Monkton, Swindon

20.06.23 Application for a Premises Licence, Krumbz Café, Kennet Place, Marlborough

##### **Northern Area Licensing Sub Committee**

26.07.23 Application for a Premises Licence, Calne Bike Meet, Calne Recreation Ground, Off Anchor Road, Calne

##### **Southern Area Licensing Sub Committee**

25.04.23 Application for a Premises Licence, Victoria Park, Salisbury

06.07.23 Application for a Club Premises Certificate, Chalke Valley Cricket Club, Church Street, Bowerchalke

02.10.23 Application for a Premises Licence, Hole Farm, Brick Kiln Lane, Alderbury

## **Western Area Licensing Sub Committee**

16.10.23 Application for a Premises Licence, Thoulstone Park,  
Chapmanslade, Westbury

### **Resolved:**

**That the minutes of the meetings detailed above be approved and signed as a correct record.**

## 23 **Update from the Passenger Transport Team**

Jason Salter (Head of Service – Passenger Transport) was unable to attend the meeting but it was agreed that he would prepare an update to share with the Committee following the meeting.

*Post meeting note – Here is the update that was shared with the Committee members following the meeting:*

*The passenger Transport unit can fulfil all its statutory duties for home to school transport using a combination of the existing supplier market and its own leased vehicles. Contract prices remain very high and still reflect a stunted marketplace for this type of work. Some areas of the county have more competition than others, most notably the Salisbury area. We are now beginning to use a new piece of artificial intelligence routing software that can rationalise the entire transport network each month and offer operational efficiencies. The results require careful consideration as the nuances of individual pupils' needs won't always be picked up. This will hopefully release further vehicles into the marketplace and reduce cost.*

*A piece of work will now begin to determine the true cost of our fleet operations now that they have been running in some cases for nearly a year. The outcome of that will determine if this something we wish to further build on or rely upon the open market to provide.*

*Pupil numbers for SEND passengers alone stand at around 1,800 and this number is expected to rise by around 400 over the next 2 – 3 years. There will continue to be an increased requirement for vehicles across the network and it will remain difficult to continue with our statutory obligations.*

Cllr Allison Bucknell (as Chairperson of the Taxi Provision Working Group) which last met in May 2022, reported that a number of recommendations were made at that time including the need to look at ways to increase the numbers of drivers with a push to promote taxi driving for Wiltshire Council as a career. There had been a targeted recruitment campaign which had made a difference. There was the ongoing issue of transporting pupils to their education settings in mainstream and SEND settings which would always be a focus.

A Committee Member asked about the new taxi driver applications. Tom Ince (Principal Compliance Officer) reported that they had been swamped with new

applications, a large percentage of which were from drivers not based in Wiltshire. This was thought to be because Swindon Borough Council were not currently licensing any new drivers and there had also been a number of applications from those living in Bristol.

A Councillor asked about the taxi fare rates, particularly in the north of the county where residents could also use taxis from Swindon. Tom Ince explained that the Council can only set fares for those drivers/vehicles licensed in the Wiltshire Council area. A benchmarking exercise was carried out last year to compare the fares and tariffs against our neighbouring local authorities and a 10% increase had been added to tariff 1. This exercise would be repeated, and any changes would need to be evidence led.

A Committee Member highlighted that private hire vehicles can agree their own fares with passengers and that the Council only have control on hackney carriage vehicles that pick up within Wiltshire.

The Chairman asked if the taxi licensing fees and charges could be looked at with a view to increasing them?

A Committee Member asked how Wiltshire's licence application fees compared with Swindon and Bristol. Tom Ince reported that Wiltshire was in the top quartile for fees. There were different payment options available for licences – a one year driver licence was £130 and a three year driver licence was £267, whilst a one year vehicle licence was £227.

The Committee Member asked with the one year licence was there the potential for reputational danger to Wiltshire if licences are granted to those that are not doing a good job out of county. Tom Ince reported that he had received a complaint about a driver in Bristol recently, but with the best practice changes they were now allowed to ask on the driver application form where they will primarily be driving their taxi and they could decide whether or not to issue a licence on that basis if there is no benefit to Wiltshire passengers.

**Resolved:**

**That the Committee await and then note the update on behalf of the Passenger Transport Team.**

## 24 Licensing Team Update

John Carter (Head of Service – Public Protection) referred to the licensing team updates that had been circulated with the agenda and highlighted the following:

- The Licensing Team continued to be busy, particularly over the summer period with a number of events running under a Temporary Events Notice (TEN) and other scheduled festival and large scale events. Information has been sent to all Councillors on TENS and Permitted Activities and these were also enclosed in the agenda pack at pages 96-98. TENS could

sometimes cause local concern and can cover a wide range/variety of events which are not covered by a Premises Licence. TENS are a light touch form of licencing and concerns around noise disturbance are often picked up by local Councillors, the guidance gave details of the limitation and highlighted the quick turnaround times and that often the work involved is not covered by the £21 application fee which is set by legislation;

- The Council's current Statement of Licensing Policy came into effect in November 2019 and would cease to have effect in November 2024. The Council must be in a position to formally adopt a revised policy with effect from November next year and in order to satisfy the specific legal requirements, set down in the Act, the Council will need to carry out a consultation process on the proposed Statement of Licensing Policy;
- The Licensing Team will take the opportunity to revise the content of the policy to reflect the latest guidance issued under the Act and amendments made to the Act itself since the current policy was adopted. Members were now asked to review the current policy and send any initial comments to John Carter by the end of January 2024;
- The first draft of the policy would be presented to the Committee at the next meeting in March 2024 meeting for consideration and approval would be sought to carry out the required consultation for 6 weeks. Following the formal consultation process, an analysis of the responses received would be undertaken and the results collated for the Committee to consider in June 2024. A revised policy document would be made available in time to ensure the policy is in force by the beginning of November 2024;
- It was noted that the Clerk had made efforts to invite the Police Licensing Officers to attend/provide updates to the Licensing Committee but had not had a response. The Police Licensing Officers were managed under the Community Policing model, and it was felt that there could be better partnership work with Council Licensing Officers to ensure that there was a consistent approach that was needed for engagement and enforcement;
- The team were currently undertaking a review of licensing fees and charges to be presented as part of the annual budget meeting in February 2024, although the Licensing Act 2003 and a number of the Gambling Act 2005 fees were statutory and not subject to change unless the Government amend regulations which permit amendments;

A Committee Member asked about the licence fee for something like the WOMAD festival and if it covered the cost of the Officer work involved. John Carter reported that the fees for Premises Licence are fixed by legislation and that he felt they were now out of date. Whilst a lot of events did not require so much Officer time, WOMAD had a large amount of Officer involvement and that

they were legally required to hold Event Safety Advisory Group (ESAG) meetings with multi agency partners and to have an event debrief after the event. In his personal opinion the set fees should be reviewed.

The Committee Member asked if there were any thoughts of the Council's leadership to put pressure on our MPs to request a review of charges. John Carter was not sure of this but highlighted again that the fees and charges were being reviewed as part of the budget setting process but where the subject areas were legislative there was no wriggle room to create local charges.

The Committee Member suggested that there could be encouragement of activities to bring money into the County and that perhaps as a Committee this could be taken forward. The Chairman stated that he would look to meet with John Carter outside of the meeting to consider the best way forward for this.

In response to a number of general questions from the Committee Members the following was clarified:

- In legislation a marquee does count as a premises for which a licence can be obtained;
- In respect of a TEN application only the Police and Environmental Health can raise an objection. Public nuisance was a licensing objective and if it was proposed to site a marquee in an inappropriate place for an event then objections could be raised on those grounds;
- When submitting a TEN application weekends and bank holidays do not count as working days and the day that the application is received does not count as a working day before the event. With those involved in event planning the TEN application process can sometimes be overlooked or left until the last minute as usually event planning has been in progress a long time for them to be able to set up and advertise events; and
- There can be an application for an event in a field if licensable activities are planned to take place.

The Chairman highlighted that the Committee had spent time focusing on the current Statement of Licensing Policy and that it was for those involved in organising events to talk to their local communities and the relevant Officers at the Council at the earliest opportunity when planning their events. All Members were encouraged to remind their town and parish councils to engage with the Council and get guidance in appropriate time for their event as this was important.

John Carter then highlighted that the Government had added the XL Bully dog breed to the list of dogs banned under the Dangerous Dogs Act 1991 – this legislation would apply in England and Wales. From 31 December 2023, breeding, selling, exchanging, advertising, rehoming, gifting, abandoning, and

allowing an XL Bully dog to stray would be illegal, and those dogs must be muzzled and on a lead in public. From 1 February 2024 it would be a criminal offence to own an XL Bully in England and Wales unless the owner has a Certificate of Exemption.

It was hoped that these changes would have a minimal impact on the Council's Dog Warden Service as dogs that have been abandoned could be aggressive and there was concern with Officers and some anticipated problems with Vets who refuse to put down some healthy animals. It was reported that there were no licenced breeders for XL Bully dogs within Wiltshire but there was this breed of dog within the county. It was noted that some kennels refuse to house certain breeds of dogs, and this could lead to them being abandoned. John Carter reported that Bath cats and dogs' home was used to rehome strays found but that their capacity was limited although they would accept XL Bullies there.

Further details of the Licensing Team restructure following Linda Holland's retirement would be shared with the Committee at the next meeting in March 2024.

**Resolved that:**

1. **The Committee note the update on behalf of the Licensing Team.**
2. **Members be asked to review the Council's current Statement of Licensing Policy and send any initial comments to [john.carter@wiltshire.gov.uk](mailto:john.carter@wiltshire.gov.uk) by the end of January 2024. Link here**

**<https://www.wiltshire.gov.uk/media/4138/Statement-of-Licensing-Policy-2019-2024/pdf/Statement-of-licensing-policy-2019-2024.pdf?m=637316303240530000>**

25 **Briefing Note - Update to the Animal Licensing Decision Making and Enforcement Protocol**

John Carter (Head of Service – Public Protection) referred to the briefing note circulated with the agenda which sought to advise members regarding the 2023 update to the Animal Licensing Decision Making and Enforcement Protocol and highlighted the following:

- The protocol that had been circulated with the agenda had recently been updated to remove references to the old legislation repealed by the regulations, and additional information about complaints and the fit and proper test. The protocol endeavours to make it easier for those operating within the industry to understand the Council's decision and enforcement approach.

In response to a number of questions/statements from the Committee Members the following was clarified:

- If pets are being rehomed from countries in conflict in certain situations there is concern that vets would not want to take them on without the right documentation i.e., a pet passport, vaccination information;
- A licence would be required if someone was breeding animals;
- Quarantine periods are enforced by other agencies;
- The Council would look into complaints where intelligence was received that owners were breeding for commercial purpose;
- If an owner has more than three breeding bitches/3 litters per year they are classed as a home breeder and would require to be licensed; and
- The showing of animals at Christmas events such as reindeers and donkey's etc would come under different legislation – the Exhibition of Animals.

**Resolved:**

**That the Committee note the update to the Animal Licensing Decision Making and Enforcement Protocol and continue to support the work of the Licensing Team in carrying out this work.**

26 **Update from the Taxi Licensing Team**

Tom Ince (Principal Compliance Officer) referred to the taxi licensing updates circulated with the agenda and highlighted the following:

- During Covid there was a fall in drivers and vehicles, and this also had an impact on the Passenger Transport Unit and the ability to transport pupils to their education settings. There was a targeted campaign to recruit more taxi drivers, and this was now paying dividends with significant numbers of new driver and vehicle applications – driver numbers had risen by 80 or 11% over the last 11 months. There were a number of driver applications from outside of Wiltshire and it was understood that neighbouring authorities were not currently licensing drivers and due to the taxi licensing teams current staffing issues this was putting pressure on the team to get all of the applications processed;
- There had been no increase in October 2023 in vehicle numbers, but the positive news was that last week the Government had issued new best practice guidance for taxi licensing. A lot of the recommendations made had already been implemented by the team. There were now new powers to challenge those drivers from outside of Wiltshire who take on the bulk on their work outside of Wiltshire where the licensing team now have the



authority to refuse the issue or renewal of their licence. There had been an increase in drivers from outside of Wiltshire and this could now be challenged as to the benefits for Wiltshire;

- The team would be reviewing the best practice guidance and look to make any relevant changes to the Councils Guidelines for Hackney carriage/private hire drivers, vehicles and operators which would then be brought to the Committee for approval. Consideration would also be given to the climate emergency and look at how they could encourage green vehicles with the possibility of moving to an emissions-based criteria rather than setting the maximum age of vehicle to be licensed;
- The team held the second of the newly established trade representative meetings in September 2023 where the trade raised concerns over window tints and a report proposing changes to this would be considered later at the meeting;
- The team continue to work on introducing a single licensing zone for hackney carriages in Wiltshire, however current workloads and the implementation of a new system do not provide the team with sufficient resource to implement a single zone at this time as the current focus was on processing all licensing applications within the required timeframes;
- The team continue to enforce the Council's policies in relation to taxi licensing ensuring that there is a visible presence on the rank, however staff sickness had seen the level of enforcement reduce more recently and not what they would have liked to have seen. A new Officer was due to start in the team tomorrow and the plan was to get them out visiting the ranks to be a more visible presence. Penalty points were issued to 3 drivers during October 2023 and 3 drivers were suspended during that time; and
- There seemed to be a move away from the hackney carriage work of picking up passengers from the streets and off ranks and more private hire drivers as they can work anywhere in the country and that related to the changes in the economy and the lower footfall in our town centres and how society is changing.

In response to questions from the Committee Members the following was clarified:

- All drivers are required to complete safeguarding training prior to the issue of their licence and every 3 years after that;
- The team did look at introducing a level of English check but Transport for London had had to take that back after legal challenge – they would look at best practice standards for levels of English but there was no formal language test– this was being looked at nationally and they would follow any guidance that is shared on that. All drivers do have to have a British driving licence;

- The Council's Civil Enforcement Officers could carry out informal enforcement at taxi ranks if they were able to and could check on those parking in loading bays, displaying correct licence plates, smoking in vehicles and wearing their name badges etc;
- Vehicles are MOT tested every six months;
- Officers were not looking to reduce the age criteria of taxis to encourage more drivers as they wished to enhance the service provision to the passengers but there was a view that there could be a move to vehicles emission-based criteria for the licensing of vehicles;
- 30% of private hire vehicles and 6% of hackney carriages were wheelchair accessible vehicles (WAV). This relates to the type of work that they do as most wheelchair users would pre book a private hire vehicle as opposed to pick up one off the rank;
- There were 18% of private hire drivers outside of Wiltshire and 3% of vehicles were registered outside of Wiltshire. There were very few electric vehicles. Private hire vehicles could not charge their cars on a rank, and it was felt that there was a lot more work to do to electrify the Wiltshire taxi fleet but of course it was important to move forward with the electric agenda. Other Local Authorities were issuing a grant offer of a free licence as an incentive, although this would not be that much of a saving for a driver of £227 for a vehicle licence against a purchase of a £50k vehicle. Capital bid funding would be needed to offer some sort of grant scheme and also to fund the installation of chargers in our car parks and on taxi ranks;
- For many drivers, school contracts form a large percentage of their income and there seemed to be less vehicles out on the road for the public as the demand had dropped;
- The Government best practice had highlighted the need for accessible taxi ranks and there was work to do on improving the numbers of WAV as there was an unmet demand for the school contracts and for the general taxi provision in Wiltshire;
- Data could be obtained on the miles travelled by taxi drivers from the data collected at the six monthly MOT tests but this was a very resource intensive exercise and was not possible at the current time. Previous data had indicated that the around 12 million miles were travelled per year by taxi drivers;
- There had been previous mention of having a Schools only licence for drivers but that had not progressed as there was not currently any benefit for drivers for this as they would still have to undertake all of the checks and training (apart from the removed knowledge test from the original geographic check) and pay the same fee and then not be able to take on

any other work if that was available to the – it would involve an element of trust and would be difficult to enforce so was not an option for the Council at this point in time;

- A number of taxis used to transport children in the north of the county were from Swindon so it would be difficult to enforce various things. Child Sexual Exploitation awareness was part of the safeguarding training, and any incidents would be reported to the Multi Agency Safeguarding Hub (MASH) – the licensing team would obviously be involved if there was an allegation against a driver; and
- It was felt that hybrid taxis would be the next step and once Officers had completed a review of the Taxi Licensing Guidelines following the best practice guidance issued they would look at what they could implement to ensure that the trade is viable as they do need to strike a balance between the green agenda and allowing the trade to be able to operate at a profit.

The Chairman commented that he had seen a number of social media posts to remind patrons to not drink and drive and arrange safe transport home whilst out celebrating over the festive period and wondered if the taxi team would also be sending out similar messages. Tom Ince reported that he would work with the Council's Communications Team to share similar messages.

John Carter reported that he was meeting with the Police this week and would also look to share similar messages regarding drinking and driving.

**Resolved:**

**That the Committee notes the Taxi Licensing Team updates.**

27 **Proposed Changes to Wiltshire Council's Hackney Carriage Window Tint Policy and Minor Changes to Taxi Guidelines**

Tom Ince (Principal Compliance Officer) referred to the report which sought to provide the committee with the relevant information to make an informed decision on changing the Council's policy on window tints for hackney carriage vehicles, to bring it in line with those for private hire vehicles and to also give approval to adopt a small number of wording changes to the Council's taxi guidelines. Tom then highlighted the following:

- At present different policies exist in relation to window tints on hackney carriage and private hire vehicles and the trade had been asking the team for some time to look at this as new vehicles don't meet the Council's current tint criteria for hackney carriages and drivers are having to pay up to £2,000 to have the window tints changes to have a light transmission of at least 50%;
- Following a review of neighbouring authorities light transmission criteria it was found that Wiltshire was quite tough in comparison and so following the review and the view from the trade that this was a big issue for them

the consensus was to look to reduce the tinted glass requirements to be in line with private hire vehicles with the proposal that 'tinted glass shall conform to the legal requirements of the current Road Vehicle (Construction and Use) Regulations'; and

- There were also some minor changes around the Taxi Licensing Guidelines proposed including how external licence plates must be fixed to the vehicles, changes to how appointments with the fleet licensing team are to be cancelled, implementing a missed appointment fee, implementing a maximum 14 day time frame where licences are due to lapse (following reminders being sent to drivers) from the licence end date to fully complete the application process including any necessary tests as after that period the vehicle would be treated as a new application and required to meet the criteria of new vehicle and incur the cost as such. Drivers being required to wear their drivers badge with the lanyard issued by the Council and that when smoking the driver must move away from the vehicle and ensure that all doors and windows are closed.

In response to questions from the Committee Members the following was clarified:

- The Council did licence a few stretch limousines but exemption certificates for the level of tinting could be applied for depending on the type of work they do;
- There was not always a perfect solution to be able to attach external license plates to a taxi, acknowledge that double sided tape could mean that the plate could be removed, ideally cable ties could be used but there was not a perfect solution for this;
- It was noted that the Council advise their own staff not to wear the staff id badges whilst driving, but the current Taxi Licensing Guidelines do encourage drivers to wear their licence with a lanyard – this was felt to be confusing with mixed messages. The trade meetings had suggested putting their identify badge on the dashboard – this was resource dependant, and it was hoped the new staff member may be able to drive this forward; and
- Currently the hackney carriage vehicles must meet the legal standards for light transmission through the front windscreen and front side windows with the rear window and rear side windows having a light transmission of at least 50% - the Police could stop drivers of vehicles that could have heavily tinted windows but that was a separate matter.

Frank Cain (legal representative) highlighted that there is a minimum statutory stand for vehicle construction in relation to the tinting of windows and the proposed change to the policy was seeking to ensure there was equity for private hire and hackney carriage drivers with the tinted glass conforming to the legal requirements of the current regulations. Normally

the control of such tinting/alterations on public safety grounds is controlled by the Police.

In respect of the display of driver's identity cards there was a potential ambiguity between the taxi policy and staffing policy which should be looked at to ensure consistency as any unexplained inconsistency could be used against the Council in the future.

The Committee asked Tom Ince for information/guidance on the drivers having to wear lanyards and an informative on ways in which licence plates could be attached to be part of the consideration.

**Resolved that:**

1. **The Taxi Licensing Team amend the policy on window tints for hackney carriage vehicles to bring it in line with the requirements for private hire vehicles. e.g., Tinted glass shall conform to the legal requirements of the current Road Vehicles (Construction and Use) (Amendment) Regulations 2022.**
2. **The following minor wording changes/inclusions in yellow below to the Council's Taxi Guidelines be approved and incorporated within the guidelines.**
  - **T21 Licence plates**

The external licence plate must be securely fixed externally to the rear of the vehicle in a position specified by the council. The licence plate must be clearly visible and remain in that position for the duration of the licence. The plate must be fixed with an authorised plate holder, affixed securely with double sided tape or screwed directly to the vehicle, the use of magnets to fix the plate is **not** acceptable due to the ease with which the plate can be removed.

The internal licence plate must be securely fixed on the inside of the vehicle windscreen or clearly visible in the passenger compartment as specified by the council.
  - **Insert new paragraph - Missed appointment/missed appointment fee**

To cancel an appointment without incurring a fee you must contact the fleet licensing team via email at [fleet.licensing@wiltshire.gov.uk](mailto:fleet.licensing@wiltshire.gov.uk) more than 72 hours in advance. The fee is subject to change and details of the fee can be found in the fees and charges document. Any failed inspection will also incur the missed appointment fee except in exceptional circumstances.
  - **Insert new paragraph Lapsed vehicle licence**

Any licence which has lapsed will have a maximum of 14 days from the licence end date to fully complete the application process (this includes any necessary tests). After this period the vehicle will be treated as a new

application and will be required to meet the criteria of a new vehicle and incur the cost as such.

- **D12 Driver identification**

A driver of a licensed vehicle shall:

(a) when standing, plying or driving for hire, wear the drivers badge with the lanyard provided by the council in such a position and manner on the upper part of the body so as to be plainly visible. When off duty, and driving a licensed vehicle, the driver's badge must be carried in the vehicle and be available for inspection.

(b) not lend the badge to any other person or cause or permit any other person to wear it.

- **D22 No smoking policy**

The driver of a licensed vehicle must not smoke in the vehicle at any time, including when being used for social, domestic and pleasure purposes. When smoking, the driver **must** move away from the vehicle and ensure that all doors and windows are closed. The driver of a licensed vehicle shall not permit any other person or fare-paying passenger to smoke in a licensed vehicle. (**Note:** - This is a requirement of the Health Act 2006 and relevant regulations).

**Wiltshire Council's policy also includes a ban on electronic inhaler type cigarettes and references to smoking in these Guidelines includes use of such cigarettes.**

These changes to come into effect on 1 January 2024.

## 28 **Dates of Future Committee Meetings**

Members noted the future meetings of the Licensing Committee, all to commence at 10.30am:

4 March 2024

3 June 2024

16 September 2024

2 December 2024.

## 29 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 12.00 pm)

The Officer who has produced these minutes is Lisa Pullin of Democratic Services,  
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