

AGENDA

Meeting: Licensing Committee

Place: Council Chamber - County Hall, Bythesea Road, Trowbridge, BA14 8JN

Date: Monday 6 December 2021

Time: 10.30 am

Please direct any enquiries on this Agenda to Lisa Pullin, Tel 01225 713015 or email committee@wiltshire.gov.uk, of Democratic Services, County Hall, Bythesea Road, Trowbridge.

Press enquiries to Communications on direct lines (01225) 713114/713115.

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Membership:

Cllr Peter Hutton (Chairman)
Cllr Allison Bucknell (Vice-Chair)
Cllr Steve Bucknell
Cllr Trevor Carbin
Cllr Daniel Cave
Cllr Kevin Daley

Cllr Andrew Davis
Cllr Ruth Hopkinson
Cllr George Jeans
Cllr Pip Ridout
Cllr Tim Trimble
Cllr Robert Yuill

Substitutes:

Cllr David Bowler
Cllr Ernie Clark
Cllr Jon Hubbard
Cllr Bob Jones MBE
Cllr Jerry Kunkler

Cllr Dr Brian Mathew
Cllr Charles McGrath
Cllr Dr Nick Murry
Cllr Stewart Palmen
Cllr Nic Puntis

Covid-19 safety precautions for public attendees

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Public Participation

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#). The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details

AGENDA

1 **Apologies/Substitutions/Membership Changes**

To receive any apologies and details of any substitutions.

2 **Minutes** (*Pages 7 - 22*)

To confirm and sign the minutes of the meeting held on 13 September 2021 (copy attached).

3 **Chairman's Announcements**

To receive any announcements from the Chairman.

4 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

5 **Public Participation**

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 1 working day prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named on the front of the agenda for any further clarification.

Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution.

Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of this agenda no later than 5pm on **Monday 29 November 2021** in order to be guaranteed a written response. In order to receive a verbal response questions must be submitted no later than 5pm on **Wednesday 1 December 2021**. Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

6 **Minutes of the Licensing Sub Committees** (*Pages 23 - 46*)

To receive and sign the minutes of the following Licensing Sub Committees:

Southern Area Licensing Sub Committee

24.08.21 Application for a Premises Licence in respect of an event at Queen Elizabeth Gardens, Mill Road, Salisbury

Western Area Licensing Sub Committee

13.10.21 Application for a Sex Establishment Licence – Venom Nightclub, Quartermaster Road, Westbury

20.10.21 Application for a Variation of a Premises Licence – Aldi, Warminster Road, Westbury

7 Licensing Appeals Update

To receive an update on any appeals lodged against Licensing Sub Committee decisions.

8 Update on the Licensing (Public Protection) Service (Pages 47 - 52)

Linda Holland (Licensing Manager – Public Protection) has prepared an update on behalf of the Licensing – Public Protection Team which is attached for the Committee's information.

9 Update from the Taxi Provision Working Group (Pages 53 - 96)

The Committee will receive an update on behalf of the Taxi Provision Working Group which met on 8 November 2021 - a copy of the notes from that meeting are attached.

The Working Group will also seek to recommend to the Licensing Committee the adoption of their approved Terms of Reference which are detailed below:

1. The Taxi Provision Working Group will comprise of up to 5 elected councillors and at least 3 councillors will need to be in attendance at a meeting to ensure it is quorate.
2. In relation to taxi provision for the Wiltshire Council area the Taxi Provision Working Group have been set up by the Licensing Committee to consider/review/identify the following:
 - i) The demand for taxis for both public and Wiltshire Council passenger transport needs via a demand survey, or in any other appropriate ways to measure demand;
 - ii) Ways to attract/promote new drivers/providers to become hackney carriage/private hire drivers within Wiltshire due to the falling numbers;
 - iii) The feasibility of the Council setting up a fleet of electric vehicles which could be used as a taxi provision for Wiltshire; and
 - iv) Ensure that any recommendations made by the Working Group should

encourage carbon reduction in line with other current policies.

3. To make any evidenced recommendations to the Licensing Committee for improvement/approval as appropriate.

10 **Taxi Licensing Update** (*Pages 97 - 104*)

Tom Ince (Principal Compliance Officer) has prepared the attached Taxi Licensing update as at October 2021 and will give a brief overview at the meeting.

11 **The Queens Platinum Jubilee - Street Party Celebrations** (*Pages 105 - 114*)

A briefing note has been drafted to update the Licensing Committee on the arrangements to support communities to celebrate the Queen's Platinum Jubilee in June 2022 with street parties.

12 **Update on Levels of Personal Information to be Supplied on Parties who make a Relevant Representation at a Licensing Sub Committee Hearing** (*Pages 115 - 116*)

Sarah Marshall (Senior Solicitor) has prepared an update on the levels of personal information to be supplied on parties who make a relevant representation at a Licensing Sub Committee hearing which is attached.

13 **Dates of Future Committee Meetings**

Members are asked to note the future meetings of the Licensing Committee, all to commence at 10.30am:

7 March 2022
13 June 2022
12 September 2022
5 December 2022.

14 **Urgent Items**

Any other items of business, which in the opinion of the Chairman, should be taken as a matter of urgency. Urgent items of a confidential nature may be considered under Part II of this agenda.

Licensing Committee

MINUTES OF THE LICENSING COMMITTEE MEETING HELD ON 13 SEPTEMBER 2021 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM, SN15 1ER.

Present:

Cllr Peter Hutton (Chairman), Cllr Allison Bucknell (Vice-Chair), Cllr Steve Bucknell, Cllr Trevor Carbin, Cllr Daniel Cave, Cllr Kevin Daley, Cllr Andrew Davis, Cllr Ruth Hopkinson, Cllr George Jeans, Cllr Pip Ridout, Cllr Tim Trimble and Cllr Robert Yuill

Also Present:

Linda Holland (Licensing Manager), Tom Ince (Principal Compliance Officer), Sarah Marshall (Senior Solicitor), Lisa Pullin (Democratic Services Officer) Jemma Price (Public Protection Officer – Licensing)

1 Apologies/Substitutions/Membership Changes

Apologies were received from Adrian Hampton (Head of Highway Operations) and Peter White (Enforcement Manager).

Membership changes

At the Council meeting on 20 July 2021, Councillor Jerry Kunkler replaced Councillor Mary Webb as a substitute member of the Committee.

2 Minutes

The minutes of the meeting held on 1 March 2021 were presented to the Committee.

Resolved:

That the minutes of the meeting held on 1 March 2021 be approved and signed as a correct record.

3 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:

Queen's Platinum Jubilee celebration arrangements

The Licensing Committee will receive a briefing note at the next meeting of the Licensing Committee on 6 December 2021 in relation to the arrangements for the Queen's Platinum Jubilee celebration arrangements for June 2022.

Role of Officers in Licensing Teams

A list of Officers in the Council's Licensing Teams, their roles and contact details would be shared with the Committee members following the meeting for information.

Licensing Sub Committee Hearings

The Chairman was aware that some Members had queried when they would be asked to sit on a Sub Committee hearing. The Chair reported that it was the intention to allocate hearings as and when they came in to at least one experienced Member and then add in newer Members subject to availability.

Update on the level of personal information to be supplied on those who make a relevant representation at Sub Committee hearings

Sarah Marshall (Senior Solicitor) wished to update the Committee on the proposed trial to reduce the level of personal information of those who have made a relevant representation that is shared in the Agenda/Decision Notice and Minutes.

Between now and December the Licensing Officers and Democratic Services Officers would look at ways to strike a balance of information that should be available to the Applicant and the Sub Committee Members in order for there to be a fair hearing and protecting some of the personal information of those who are making a relevant representation where it is not essential to share.

The Licensing Officers would ensure that all paperwork sent to the parties who make an application, or a relevant representation would clearly state that their representation would in essence become a public document and would be published on the Council's website within the Agenda papers. Additionally, at the beginning of each hearing, whether this is virtual or face to face the Chair will clearly highlight to all participants that the meeting can be recorded by any party (and would be recorded and live streamed by the Council if it was a virtual meeting) and that would then give the participants the opportunity to withdraw, or not switch on their cameras during if they did not to be part of the recording.

The findings from these changes would be reported back to the Licensing Committee at their meeting on 6 December 2021. Sarah agreed to send a Briefing Note to the Licensing Committee to detail the changes.

Resolved:

That a Briefing note be prepared for Licensing Committee on the proposed changes to the sharing of information of those who have made a relevant representation.

Scrap metal update

The current numbers relating to scrap metal dealers in Wiltshire (as of 31 August) is as follows:

Licensed Scrap Metal Dealer - Collectors: 29

Licensed Scrap Metal Dealer - Sites: 24

4 **Declarations of Interest**

There were no declarations of interest.

5 **Public Participation**

No questions or statements had been submitted to the Committee from the public prior to the meeting.

6 **Minutes of the Licensing Sub Committees**

Eastern Area Licensing Sub Committee

21.06.21 Application for a Variation of a Premises Licence – The Marlborough, 90 High Street, Marlborough

Northern Area Licensing Sub Committee

27.04.21 Application for a Club Premises Certificate – Calne Bowls Club, The Pavilion, Hill Croft, Calne

Southern Area Licensing Sub Committee

13.04.21 Application for a Variation of a Premises Licence – Green Hill Farm Caravan and Campsite, New Road Landford, Salisbury

Western Area Licensing Sub Committee

08.06.21 Application for a Variation of a Premises Licence – Woolley Grange, Bradford on Avon

06.07.21 Application for a Variation of a Premises Licence – The Prestbury Sports Bar, The Close Warminster

Resolved:

That the minutes of the Sub Committee meetings detailed above be approved and signed as correct records by the Chairman.

7 **Wiltshire Council's Statement of Gambling Principles**

Linda Holland (Licensing Manager – Public Protection) referred to her report which asked the Committee to note the consultation undertaken and amendments made to the Council's revised Gambling Statement of Principles and to commend it for approval by Full Council at the meeting on 19 October 2021. Linda highlighted the following:

- The Council do not have the responsibility to manage remote/online gambling and only deal with fixed premises, e.g. betting shops, bingo halls, gaming machines in different types of venues and online or physical lottery tickets typically sold by school PTA groups etc;
- The Council needs to have a Gambling Statement of Principles which covers a three-year period which sets out how the Council determines applications under the Gambling Act 2005. The proposed Statement would come into force from 1 January 2022 and would be due for the next review in the summer of 2024;
- There were only three minimal changes made to the Statement following the review by Officers with no changes required as a result of either new or amended legislation, regulations or guidance issued by the Secretary of State;
- Consultation was carried out between 12 July – 22 August 2021 and all statutory consultees were sent a link to the full copy of the draft Gambling Statement of Principles;
- There were currently 38 Licensed Gambling Premises in Wiltshire comprising of: 5 Adult Gaming Centres, 29 Betting Shops, a Bingo Hall, and Salisbury Racecourse. There are also two Unlicensed Family Entertainment Centres and a number of premises who hold Permits for Gaming Machines; and
- There had been no significant issues with any gambling premises in Wiltshire to date and it was not envisaged that there would be any. However, inspection visits would continue to be carried out on a regular basis and this regime would pick up again now following the Covid pressures.

The Chairman thanked Linda and her team for their work on the Gambling Statement of Principles.

The following questions were asked by the Committee:

Q Looking at the responses submitted from Melksham Town Council – is there currently a limit to the number of permits which could be issued in a particular conurbation?

A The Gambling Authority does not permit us as Licensing Authority to limit the number of permits.

Q I note that the consultation period was reduced from 12 weeks to 6 weeks – do you feel that this consultation period is defensible?

A All statutory consultees were duly consulted. Previously the Statement had gone to the Licensing Committee prior to being released for consultation, but as there were no significant changes proposed, agreement was sought from the Chair and Vice Chair to proceed to the consultation stage. Had there been significant changes proposed then an extraordinary meeting of the Licensing Committee would have been arranged to accommodate that process.

Q In paragraphs 6.2.1 and 6.2.2 of the proposed Gambling Statement of Principles, what does “by agreement” mean in relation to B3A gaming machines?

A B3A gaming machines are those that have higher pay-outs, premises are only able to have one B3A gaming machine and the siting of this machine is “by agreement” of the Licensing Authority.

Q The reference to “by agreement” in the proposed Statement does not make this clear and is more misleading to the reader, can this be rectified?

A The wording “by agreement” can be removed from the Statement to make it clearer and the siting of the machine is something that would be discussed directly with a premise with such a machine.

Sarah Marshall (Senior Solicitor) suggested that the Gambling Statement of Principles be amended to clarify the query above and a revised copy be circulated to the Licensing Committee prior to its submission to Full Council for approval.

Q What does “high number of people who have self-excluded themselves from other gambling premises” mean?

A This is a person who has previously asked a premise to exclude them from entering because of their concerns with gambling.

Q Paragraph 9.3.1 refers to prize gaming and travelling fairs – do we still allow travelling fairs to give away goldfish as a prize?

A Local Authorities can only direct that events run by the Council or events on Council owned land do not give away goldfish/animals away as prizes. Travelling fairs sited on private land would be bound by the Gambling Statement of Principles.

Resolved:

- 1. That the Licensing Committee note the consultation undertaken and amendments made to the Council's revised Gambling Statement of Principles.**
- 2. That the Licensing Committee commends the Gambling Statement of Principles in relation to the Gambling Act 2005 to the Full Council for approval at its meeting on 19 October 2021 subject to the minor amendments requested to clarify paragraphs 6.2.1 and 6.2.2.**

8 Update on the Licensing (Public Protection) Service

Linda Holland (Licensing Manager – Public Protection) referred to the Licensing Service update that was circulated with the Agenda and highlighted the following:

- Following the relaxation of Covid restrictions, they were now seeing growth in the hospitality industry;
- The team were already receiving enquiries for events next year which was positive news;
- There were no significant issues with the Euro 2020 football championships;
- In a normal year there would be between 2000 and 3000 applications for Temporary Events Notice (TEN). Although numbers of TENS received for August were still down on 2019 by 30% there did now seem more confidence from organisers that planned events would still attract sufficient attendance to make them viable;
- During 2021 to date, six virtual hearings had taken place, in comparison in 2020 when four hearings took place, two of which were virtual hearings. In 2019, seven hearings were required;
- Businesses were showing more diversity and were requiring licences for internet sales/delivery of alcohol and some supermarkets were looking to extend their opening hours in the run up to Christmas – it was a mixed bag of applications being received by the team;
- There had been some noise complaints from premises reopening which had triggered some community concerns. Some premises had sought to utilise their outside areas and these issues would be addressed by colleagues in the Public Protection Noise Team. Complaints about premises could have an impact on their licence if this was not managed correctly and a licence could be reviewed if required;
- In 2017 changes to the Licensing Act 2003 gave a discretionary power to Licensing Authorities to revoke or suspend a Personal License. A report would be presented to the December of the Committee giving a summary

of the proposed procedure with relevant supporting legislation for consideration. It was proposed as far as possible to follow existing Committee precedent to ensure a straightforward procedure that followed the principles of natural justice;

- The team were seeking to relaunch awareness of the “Ask for Angela” initiative which aims to reduce sexual violence and vulnerability by providing customers with a non-descript phrase they can use to gain assistance from staff members in order to be separated from the company of someone with whom they feel unsafe due to that person’s actions, words, or behaviour. There was positive engagement when launched initially and Officers would be providing information and communications to premises about this;
- In relation to animal licensing, initially during Covid in early 2020, premises were offered a 3-month extension to their licence and most were now in the position of renewing their 3-year licences now. The need for the animal licensing industry was now picking up again with the increase in dog ownership and the use of boarding facilities for those now going on holiday; and
- Licensing Officers working with Wiltshire Police would continue to operate the 4 E’s – Engage, Explain, Encourage, Enforce and only looking to enforce when there were serious breaches or where previous engagement had taken place with no obvious effect

The Chairman asked Linda to also circulate the contact details of the Police Licensing Officers and the areas they covered.

The Committee asked the following questions:

Q When will we hear about the possible making of outdoor measures for high streets permanent including marquees in pub grounds etc?

A The Government had launched a public consultation running from 5 September to 14 November 2021 “Supporting defence infrastructure and the future of time limited permitted development rights”. A link to this consultation could be shared to the Committee following the meeting and Councillors would be able to respond to the consultation about any of their community areas that may be affected.

Q The pavement licences were due to expire in September 2021 and it is noted than can be extended to September 2022. Will they automatically extend?

A Premises will not need to reapply to extend their pavement licence – they would automatically extend to September 2022. Officers were waiting to hear what was planned beyond that and something would be put in place after that time in any event.

Q The written update circulated with the Agenda states that the Licensing Teams workloads had been unsustainably high during many months – how are you coping now?

A The Covid period was overwhelming and the team were inundated at times. Much time was spent dealing with deciphering what parts of Government guidance was relevant to the licensing industry. A number of the Licensing team were also seconded to the Wellbeing Hub. Whilst the Team were obviously overwhelmed, they still did a great job managing and did have to drop some things off the list – relating to animal licensing.

Q How are things now – do you have enough resource?

A Two additional staff were appointed at step 3 of opening up, which although has been helpful, earlier help would have been better. The position would be revisited in 6 months' time as it was not known what would happen with the hospitality industry. Generally the quietest time for the team was January/February/March and it would then be known what the impact of Covid has been where those in the industry are not earning as much and the furlough scheme will have ended. An update would be provided for the March meeting of the Licensing Committee.

Q Looking at the numbers of premises who had closed/surrendered their licences – does this relate to pubs closing down?

A Don't have figures on the closures at present but could dig deeper to look into those which were pubs closing if required.

Q It would have been useful to receive details about the Queen's Platinum Jubilee at this meeting rather than December – a number of constituents were already asking about it.

A There were a lot of complex issues relating to jubilee plans and not all would sit under the remit of the Licensing Committee. Officers would be asked to provide a comprehensive list of all things relating to the jubilee. Applications for large scale events and TENS could be submitted from now although it was expected that the Government would make announcements around the plans and the details had not yet been received. At least two months' notice of any planned events would be good.

Q In relation to the Ask for Angela campaign, how much liaison is there with other premises such as banks or shops – does "Ask for Angela" apply to other premises?

A "Ask for Angela" is an initiative specific to licenced premises, however there are other avenues and other campaigns that look at public safety and some communications could be prepared so that they could be shared as a Chairman's announcement at Area Boards.

The Vice Chair remarked on the amount of work carried out by the Licensing Team was astounding and wished to thank Officers and congratulate them. It was noted that they covered so many areas with very few complaints being received. In relation to the Platinum Jubilee it was suggested that a community toolkit (as prepared for the VE celebrations) would be a very useful tool for all. The Chairman confirmed that he would ask Adrian Hampton to provide an FAQ list too.

Linda Holland was thanked by the Committee and asked for these thanks to also be shared with her team who were all highly thought of.

Resolved:

That the Licensing Committee note the update on behalf of the Licensing Service.

9 Update on Taxi Licensing Service

Tom Ince (Principal Compliance Officer) referred to the Taxi Licensing update that was circulated with the Agenda and highlighted the following:

- New driver and vehicle applications have fallen since the start of the pandemic. The team were now seeing a recovery in numbers of new applicants but so far this was not sufficient to cover those leaving the industry;
- The fall in drivers and vehicles is seen at a national level as drivers move into the more stable delivery industry;
- Officers were working with colleagues in the Passenger Transport Unit to look at a number of initiatives to attract drivers back into the industry as this may impact the Council's ability to fulfil all of its contracts. Whilst Officers believe that we have now turned a corner they will continue to do what they can to support the industry;
- Private hire drivers can only take pre-bookings and only hackney carriages can pick up passengers from taxi ranks;
- At the start of the pandemic licences were extended free of charge for 3 months to ease the financial burden and it gave those in the industry an opportunity to see how Covid would impact them;
- The numbers of drivers/vehicles were stable before Covid, but there had been a significant change over last 2 years, with 18 months of this through Covid;
- Officers were continuing with enforcement work to ensure that Wiltshire's taxi provision was safe, secure and suitable for purpose and ensured they had a visible presence on the ranks. Vehicle inspections were

carried out twice a year. During July 2021 penalty points were issued to 5 drivers and 2 vehicles (for having no road tax). Some vehicles have not had current MOTs, they may have been because they were not using the vehicles. Officers insist that there is a valid MOT for a vehicle unless it has been SORN, if neither of these are in place then the plates need to be returned as Officers would not know if the vehicle was being used or not. Six drivers were suspended during August – it has been a difficult time for the industry;

- The team has amended their new applicant and licence renewal processes through Covid and this had allowed them to review the way they do things. As a result, the process for renewing a licence can now be done remotely and is a lot more efficient, cutting down the time Officers and drivers spent in the office which is a good thing;
- The Council operates an internal penalty points system under which a driver's licence will be reviewed if they reach 12 points in a rolling 12-month period. When considering whether to suspend or revoke a licence this is carried out by a Panel of 3 Officers, however, Officers were considering involving the Licensing Committee to take a more active role in decisions to revoke or suspend driver or vehicles licences. A report was planned over the next six months; and
- The team were considering the impact of the 2020 Environment Bill which will place requirements on Local Authorities to manage air quality and this would be factored into a future vehicle policy and guidelines around vehicle age and emissions. The team were also working with Fleet Services to review the options to reduce emissions within the County's taxi fleet and promote the move to electric vehicles, this work will be undertaken in line with the Council's agreed fleet strategy.

The Chairman confirmed that the Committee would be happy to support Officers with hearings to review licences if required.

The Committee asked the following questions:

Q If a driver had reached 12 penalty points and a review of the licence is carried out – is there a point when the licence would be suspended or revoked?

A All cases are assessed on their own merit. Taxi Licensing don't have the burden of proof that criminal cases have. For example, if there a number of allegations of improper behaviour we don't have to prove it and it is likely we would revoke the licence as our overriding objection would be the safety to the public. However the team also exercise common sense and would only take action to suspend or revoke in the cases of serious no-compliance or where a driver has demonstrated no regard for the Council's guidelines or public safety,

Q You have talked previously about a grading system for taxis (like scores on the doors for food venues) – is this still an aspiration for the service?

A Yes, although this has not been taken forward because of Covid it will be looked at in the future. There is a qualification that drivers can undertake – the implementation of this could be looked at.

Q There was a big spike in the numbers of licences that were suspended in April 2021 – what was that in relation to?

A It was mostly vehicles not having road tax or a valid MOT. Due to the pandemic drivers advised the vehicles were not being used, however the Council cannot verify this and the vehicles could be continuing to work. This is why the Council requires a vehicle to have a valid MOT at all times or be SORNd. If a vehicle did not have a valid MOT the plates would have to be returned to the Council.

Q Your report provides data plenty of data on supply, but the demand data is mostly hearsay. We don't know if there is a problem between supply and demand, all we can base it on is hearsay – have you thought of ways you can improve demand data, are there other indications that you follow?

A We have considered demand, but it is a difficult question to gauge. We have heard from the public that they think taxis are too expensive and we can look at ways of how we can survey the users. Face to face consultation on the rank doesn't work – we will have to be creative about how we obtain the information. We are concerned about the falling numbers of drivers, but any market is governed by supply and demand. If the work was there, we believe we would see more applications. There are barriers and the industry have been up against it, but as we move out of this period, we will look at ways of driving new initiatives forward.

Q Could you confirm that you won't ease off on the reviewing of licences possibly leading to suspension or revocation because of the driver's shortages?

A We carefully measure any complaints against drivers and look at where there are potential issues with safeguarding or general non compliance. Drivers are in a position of trust and can be responsible for getting people to and from work and home late at night etc All drivers have to carry out safeguarding training and this is refreshed every three years.

Q Has the Council ever considered setting up their own taxi business with a fleet of green cars – this could take the burden away from taxi providers – could that be practicable?

A We would need to look at legislation to see if we were able to do that with capital funding. We could look into what we can do and will continue to work within the Fleet Strategy to make sure that all public transport is as green as possible to protect the environment.

Q I am concerned that you do not have to have evidence of wrong-doing to enable you to revoke a licence and note that this can be appealed at the Magistrates Court – do you have any statistics on appeals?

A Officers would not take the decision to revoke lightly, this would be in cases of repeated non-compliance. We would build a case, keeping details of any complaint and the compliance history and if a driver was continually not complying, we would first invite them to interview to try to work with them as obviously sometimes there are mitigating circumstances. The Officer had only been to a Magistrates appeal twice in 2.5 years and in both cases the Court had backed the Council's decision. Officers realise that it does impact on a person's livelihood so they would do all they could to ensure compliance.

Q I am still concerned that it does sound a bit extreme to suspend or revoke a licence with no evidence and just an accusation.

A There have been two incidences of suspension/revocation without clear evidence and for one of them the driver accepted the action taken and the other we are currently waiting a court appeal date. The team's overriding objective is to keep public safe and very few complaints of a serious nature are received. If for example, complaints are received from 4/5 different people against a certain driver and of a serious nature, we have to err on side of caution and protect both the public and the Council's reputation. Government advice is clear - if we are in doubt, we don't issue the licence.

Q Is the Council liable for costs of the appeal is allowed?

A Officers would only ever make decisions in the best interests of the public and in view of this I have not witnessed a case where costs have been claimed against us. The Court could ask us to review our policies if they felt it would improve our decisions. In the future there may be more involvement by the Licensing Committee with these types of decisions.

Q In relation to the night-time economy, the trend seems to be less renewals of licences because of Covid, although the Clubs are now getting busier – If there is a gap between demand/supply is there a risk that these journeys could be carried out by non-licenced drivers and putting the public at risk and what could be done about that?

A Whilst there is a risk of unlicenced drivers – Officers do carry out night-time enforcement, especially in Salisbury but obviously there are limited Officer resources and they would not be about to capture all incidents. We will consider looking at ways to encourage more drivers into the industry. There is an element of self-policing as we are sure that existing drivers would be quick to tell us if there was a problem with unlicenced drivers and we are confident that we would be able to follow up any complaints and concerns of that nature.

Q If someone is interested in becoming a driver – what is the process and how long would it take?

A The process can typically take around six weeks – the real hold up can be the DBS check which is beyond our control and there can be a wait for this to be determined. We also carry out checks to identify applicants, a right to

work check on all applicants as well as medical checks if appropriate. Applicants have to complete a knowledge and guidance test, a geographical area test, they are given guidelines around assistance they may be asked to provide to passengers including assistance dogs. All drivers have to undertake Safeguarding training. For licence renewals there is an online application form, a meeting is set up for them to attend an office and bring in their relevant documents and time attending in the office is minimised – such an appointment can usually be booked for the following week.

The Vice Chair highlighted that as a Council we know that we are struggling with demand for drivers and we cannot see that getting easier with more houses being built further out and with no safe route to school. She suggested that as a Council we should take a serious look into how we promote the private driver side of things as being a career of choice, that it can be a good way of earning income and encourage our residents to sign up to that area of employment. With the opening up of the late-night economy who are spilling out different times they could put together a demand requirement – and point them to where the work is. She suggested that a working group of the Committee be set up to look to address the issues around taxis.

A Committee member felt there was more work that could be done on data collection, particularly in relation to supply and demand and he felt that it would be good to give further consideration on the Council setting up their own taxi fleet and make it easier for electric vehicles to be used – he suggested that a working group could also consider those issues.

Resolved:

- 1. That the Licensing Committee note the update on Taxi Licensing.**
- 2. That the Clerk constitute up a Taxi Provision Working Group and invite up to 5 Members to join the working group and arrange to meet to agree the working group's terms of reference.**

There were two abstentions to this vote.

Admin note – Councillors Allison and Steve Bucknell and Daniel Cave expressed a wish to join the Working Group – the Clerk agreed to open out the membership from the substitute members of the Licensing Committee also following the meeting.

10 **Update on Proposed Changes to the Taxi Tariff Schedule for Hackney Carriages**

Tom Ince (Principal Compliance Officer) referred to the update which sought to brief the Licensing Committee on the latest position in relation to implementing a new schedule of tariffs and fees for Hackney Carriages in Wiltshire and highlighted the following:

- The review of Wiltshire's taxi tariffs was following a challenge from those involved in the late-night economy in the South of the County who felt that the fares were too expensive in the evening;
- It was agreed at an extraordinary meeting of the Licensing Committee on 27 January 2020 to undertake a public consultation into proposals on a new fees and tariffs schedule for Hackney Carriages in Wiltshire. This consultation was carried out in February 2020;
- Following the consultation and considering the feedback received, part of the proposal was changed. The impact of the changes were that it would make for cheaper late-night fares after 02.30am, addressing the issues raised in relation to the late-night economy. The change to charge tariff 2 and 4 from 22:00 would mean that travel between 22:00 and 22:29 was now slightly more expensive;
- This proposal was accepted in 2020 but then not implemented due to advertising budget issues and Covid. It was now felt that the time was right to proceed, however changes to the tariff would incur a small cost of approximately £20 to adjust each vehicle meter;
- It was proposed that the new tariff would be implemented on 1 January 2022. There would obviously have to be a period of grace to allow the update of meters, but the drivers would not be able to change the tariffs before 1 January 2022; and
- These changes would be duly advertised and communicated with the trade as this was a legal requirement and Councillors would be advised when this was to happen as they may receive feedback from the public and drivers.

The Chair reminded the Committee that the decision to delay this implementation had been made because of Covid and that the tariffs would continue to be subject to a regular review if requested by the trade. The Chair asked Officers to ensure that there was clear communication to the trade and Officers assured him communications would be sent out as soon as possible to give the trade as much notice as possible so that they were able to plan for the changes.

The Vice Chair commented that the only way a hackney carriage driver is able to get more income is to work more hours or by the Council putting up the tariff rates – if drivers want a pay rise this can only be achieved by the Council increasing the tariffs.

A Committee member suggested that sharing the current and proposed tariff cards would have been helpful and it was agreed that when the briefing note was circulated to all Councillors following the meeting that both tariff cards be included.

Resolved:

That the Licensing Committee note the update on proposed changes to the schedule of fees and tariffs for Hackney Carriages that is due to take place on 1 January 2022, subject to the proposals being advertised and standard consultation processes.

Admin note – Following the meeting on advice it was agreed that the tariffs would be implemented from 4 January 2022 to allow time for the required changes to be made.

11 **Dates of Future Committee Meetings**

The Licensing Committee noted the dates of the future Committee meetings as detailed below:

Monday 6 December 2021
Monday 7 March 2022.

12 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 12.15 pm)

The Officer who has produced these minutes is Lisa Pullin, Tel 01225 713015 or email committee@wiltshire.gov.uk of Democratic Services.

Press enquiries to Communications, direct line ((01225) 713114 or email communications@wiltshire.gov.uk

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Southern Area Licensing Sub Committee

MINUTES OF THE SOUTHERN AREA LICENSING SUB COMMITTEE MEETING HELD ON 24 AUGUST 2021 AT ONLINE MEETING.

Present:

Cllr Allison Bucknell, Cllr Ruth Hopkinson and Cllr Trevor Carbin

Also Present:

Sarah Marshall, Senior Solicitor
Katherine Edge, Public Protection – Licensing
Trish Morse, Public Protection
Lisa Alexander, Democratic Services
D Muirhead – Applicant
G Denvir - Representation

1 **Election of Chairman**

Nominations for a Chairman of the Licensing Sub Committee were sought and it was

Resolved:

To elect Councillor Allison Bucknell as Chairman for this meeting only.

2 **Apologies for Absence/Substitutions**

There were none.

3 **Procedure for the Meeting**

The Chairman explained the procedure to be followed at the hearing, as contained within the “Wiltshire Licensing Committee Procedural Rules for the Hearing of Licensing Act 2003 Applications” (Pages 1 – 6 of the Agenda refers).

4 **Chairman's Announcements**

The Chairman gave details of the exits to be used in the event of an emergency.

5 **Declarations of Interest**

There were no interests declared.

6 **Licensing Application**

Licensing Officer's Submission

The Sub Committee gave consideration to a report (circulated with the Agenda) in which determination was sought for an application for a new premises licence, presented by Katherine Edge (Public Protection Officer – Licensing) for which one relevant representation had been received. The application was for the following licensable activities:

Provision of regulated entertainment:

- Live music Outdoors - 11:00hrs – 22:00hrs Saturday
- Recorded music - 11:00hrs – 22:00hrs Saturday

Sale by retail of alcohol:

- On Sales – 11:00hrs – 22:00hrs Saturday

It was noted by the Sub Committee that there were four options available to them:

- i) To grant the licence subject to such conditions as are consistent with those included in the operating schedule submitted with the application, modified to such extent as the Sub Committee considers appropriate for the promotion of the licensing objectives, together with any mandatory conditions required by the Licensing Act.
- ii) To exclude from the scope of the application any licensable activity.
- iii) To refuse to specify a person as the designated premises supervisor.
- iv) To reject the application.

It was confirmed by the Public Protection Officer that the event was for a single day and if it had been an event for fewer than 500 people, it could be covered by a Temporary Event Notice (TEN).

No representations from the relevant authorities were received.

The following parties attended the online hearing and took part in it:

On behalf of the Applicant

- Mr N Muirhead - Applicant

Relevant Representations

- Mr G Denvir a local resident in objection to the application

The Chair advised that as well as the report, the written representations had been read and considered by the members of the Sub Committee in advance of the meeting. The Chair invited the Applicant to introduce their application.

Applicant's submission

The Applicant Mr Muirhead spoke in support of the application, highlighting the following points:

- Attendance – current ticket sales were at 830 and would be capped at 850 to allow for volunteers and security staff etc and to ensure the total in attendance did not exceed 900.
- Only one representation had been received.
- Applicant had worked closely with the Responsible Authorities to ensure a Noise Management Plan was agreed.
- Robust and comprehensive measures to minimise disruption to local residents had been set out.
- Noise from the stage will be capped at 65 decibels so would not to be unreasonable for residents nearby. For a festival this noise level was considered to be quiet.
- The Applicant had employed a Noise Consultant to take readings during the event and deal with any complaints and take appropriate steps (for example adjust the sound) and would have the ability to respond at any time during the event, should concern be raised via phone. A member of staff could be on site within 15 minutes to take noise measurements.
- The stage had been repositioned so that speakers were now facing away from local residents.
- The Applicant was happy to adjust the application to ensure everyone was happy and content.

Sub Committee Member's questions

In response to Members questions points of clarification were given below:

- Have you put on any events at this location before?
Answer from the Applicant: No, Salisbury Pride had not operated here before. The company is a start-up Event Management company with premises in Amesbury and Bournemouth. We are used to delivering music events for 300 – 600 people.
- So this event is larger than your previous event expertise?
Answer from the Applicant: We will be delivering the bar service for this event. The people operating the stage and lighting have operated events for many years. There is experience of dealing with events in the Market Square (Salisbury) and events for up to 2000 between the team.
- You mentioned a telephone number would be available for a response within 15 minutes, how easy is it to find that number?
Answer from the Applicant: It was included in letters that were delivered by hand to local residents and on the local Pride website and on social media pages.
- What measures have been taken to make sure the numbers attending would be kept to the maximum permitted?
Answer from the Applicant: Due to the popularity of the event it is now ticket only. Tickets will have bar codes and they will have security on the gate and counting people in or out of the event.

- What did the boundaries consist of?
Answer from the Applicant: They would be 6ft Harris fencing around the event with fencing marshals and door supervisors around the exit points.

Questions from those who made a relevant representation

There were no questions.

Submissions from the party who made a relevant representation;

- The Sub Committee were referred to the details as set out on P46 of the agenda pack.
- My concerns relate to the question of amplified music, as I raise no objection to the event itself.
- The applicants have set out mitigation measures and I am grateful for these.
- The Noise Management terms had been set out in broad terms.
- I agree the stage had now been reversed and the amplifiers now faced away from our houses.
- The aerial photos in the pack on p43 the 5 triangles indicating the noise monitoring, I am left of the point second most northerly, to the top, therefore my house is few yards from the stage. What this mitigation means – rather than having the stage on the south, it is on the north side facing away, so it is now much closer to me.
- Whether the measure is effective will only be judged whilst the event is on.
- I have no way of knowing what 65 decibels will sound like.
- As code of practice makes clear – noise levels vary enormously depending on environmental factors at the time.
- Although noise will be monitored, in my opinion by then it will be too late.
- Guidelines are no more than that and the authority has in my view the liberty to take other considerations
- This is a much bigger and more elaborate event than has ever been held here before. I moved here 2016, however my mother-in-law had lived here since 1980s.
- There will be a large number of people on site such that the organisers feel it is necessary to appoint security and for the event to be fenced off.
- This is an open-air auditorium.
- Elizabeth Gardens are too small and too close to housing in my view for an event with this kind of amplified music.
- I hope the Sub-committee agree with my recommendations that there be no amplified noise at this event or to move the event to an alternative site better suited for this type of event. If the application is approved, please consider reducing hours when the amplified music can be played to 10:00pm.
- Different people have different sensitivities to music and what is nice for one person is not nice for another person.

- I prefer classical music to pop music. I listen to my music in the car or go to a music hall. I don't play my music through loudspeakers outside other people's houses.

Sub Committee Members' questions

In response to Members questions points of clarification were given below:

- The Chair stated that regarding the point about not knowing what 65 decibels would sound like, the Sub Committee are able to ask the Public Protection Officer who is in attendance to make a comparison for us.
- The Public Protection Officer confirmed it would depend on location and acoustics around you. Talking loudly in a certain place could be 65 decibels, however for an event such as this 65 decibels at a festival would not be unreasonable. At a festival like Glastonbury, the levels would likely be at around 75 decibels to the nearest property, but that would be because those properties would also be further away. If an act is on for one hour as part of the Noise Management Plan, they would have to take readings at the start and in the middle to make sure the sound levels are remaining at the same level throughout.
- The event organisers were asked to liaise with local residents in this case. It is a one off event and residents could also if they wish make a choice to go out if they did not wish to listen to the event.

Questions from the Applicant:

There were no questions.

Closing submissions from those who made relevant representations

In their closing submission, the person who had made a relevant representation in objection to the application highlighted the following:

- I ask you to bear in mind my points made about variation perception and add that the only notice I have had from organisers was that on the telegraph pole outside. I have not received any letters from the organisers at all. .

Applicant's closing submission

In their closing submission, the Applicant highlighted the following:

- I would like to provide assurance that although this event will not be inaudible, I hope that the measures we have agreed with the Noise Management Plan mean the event will not cause a statutory nuisance.
- There will be opportunity to communicate with us on the day.
- We chose the finish time to be 10:00pm because of the residential area and we felt 11 pm was too late.

- We have our handheld device and whether or not 65 decibels is acceptable we will be able to discuss this with you on the day. However the noise levels for the Salisbury market can reach up to 85 decibels.
- We agree that dialogue is essential and aim to maintain that throughout the event.

Points of Clarification Requested by the Sub Committee

That the dedicated Noise Complaint line should be made available to those who made a representation

The Sub Committee then adjourned at 10:09am and retired with the Senior Solicitor and the Democratic Services Officer to consider their determination on the licensing application.

The Hearing reconvened at 10:27am.

The Senior Solicitor advised that she gave the following legal advice to the Sub Committee

- Legal advice was given in respect of the information given by the Public Protection Officer .

RESOLVED:

At its meeting held on 24 August 2021, the Southern Area Licensing Sub Committee resolved to GRANT the Premises Licence in respect an event in Queen Elizabeth Gardens, Mill Road, Salisbury, SP2 7RZ as applied for to include the activity and timings detailed below with one condition;

Licensable Activity	Timings	Days
Provision of regulated entertainment Live music Outdoors Recorded music	11:00hrs – 22:00hrs	Saturday
Sale by retail of alcohol ON Sales	11:00hrs – 22:00hrs	Saturday

Condition:

That the telephone number for contacting the event organisers regarding noise level concerns on the day of the event is made publicly available and that a log be kept of any calls received.

Reasons for Decision

In reaching its decision, the Sub Committee took account of and considered all the written evidence and the representations from all parties and the oral submissions received from Mr Nathan Muirhead on behalf of the Applicant and

Mr Gabriel Denvir who made a relevant representation at the hearing. The Sub Committee also noted the brief general information provided at the meeting regarding comparisons of noise levels at events. The Sub Committee noted the concerns raised by Mr Denvir who had made a representation at the hearing relating to public nuisance, with regards to noise and the proximity of the stage and speakers to his property and his view that an event of this size and length of time was not appropriate for the location due to its proximity to a residential area.

The Sub Committee noted that the license was for a one day event which had not taken place before at Queen Elizabeth Gardens and as such no evidence could be presented to support claims that the proposed event would cause a public nuisance. In addition the Applicant had conducted a noise survey and had made adjustments to minimise the impact of noise, such as repositioning the stage and speakers on the site. The Applicant acknowledged that he was willing to work with the local residents to alleviate any concerns and was an experienced event organiser, as such he had worked closely with the Responsible Authorities on a Noise Management Plan. The Applicant confirmed to the Sub Committee that they had employed a Noise Consultant and that the noise levels would be capped at 65db during the event.

The Sub Committee welcomed the availability of an emergency telephone number which could be used by members of the public to report any issues if they arose and sought an assurance from the Applicant (which was given) that should an issue be reported, it would be dealt with immediately. If the issue related to noise levels, there would be staff on site who would be deployed with a noise monitor to take a reading at any given point on the site and then act appropriately should noise levels be found to be excessive.

The Sub-Committee took the view that it would be appropriate to require the applicant to provide an emergency phone number to be made publicly available. This along with a log of any noise complaints received would create a document which could be provided on the request of Responsible Authorities.

The Sub Committee gave weight to the following matters below;

- 1) The licence was for one day only.
- 2) That none of the responsible authorities had raised concerns about the application.
- 3) The Applicant's willingness to work with the local residents to alleviate concerns and his experience in event organisation.

The Sub-Committee also considered the relevant provisions of the Licensing Act 2003 (in particular Sections 4 and 18); the four Licensing Objectives; the guidance issued under Section 182 of the Act and the Licensing Policy of Wiltshire Council.

Right to Appeal

It should be noted that the Premises Licence Holder, any Responsible Authority(ies) and Interested Parties who have made representations may appeal the decision made by the Licensing Sub Committee to the Magistrates Court. The appeal must be lodged with the Magistrates Court within 21 days of the notification of the decision. In the event of an appeal being lodged, the decision made by the Licensing Sub Committee remains valid until any appeal is heard and any decision made by the Magistrates Court.

A Responsible Authority or an Interested Party may apply to the Licensing Authority for a Review of a Premises Licence. Whether or not a Review Hearing takes place is in the discretion of the Licensing Authority, but, if requested by an Interested Party will not normally be granted within the first 12 months except for the most compelling circumstances.

- 7 **Appendix 1 - Premises Licence Application**
- 8 **Appendix 1a - Revised Plan**
- 9 **Appendix 2 - Representation**
- 10 **Appendix 3 - Location Map**
- 11 **Appendix 4 - Correspondence**
- 12 **Appendix 5 - Live Music Act 2021**

(Duration of meeting: 9.30 - 10.35 am)

The Officer who has produced these minutes is Lisa Alexander of Democratic Services, direct line 01722 434560, e-mail lisa.Alexander@wiltshire.gov.uk

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Western Area Licensing Sub Committee

MINUTES OF THE WESTERN AREA LICENSING SUB COMMITTEE MEETING HELD ON 13 OCTOBER 2021 AT ONLINE MEETING.

Present:

Cllr Peter Hutton, Cllr Stewart Palmen (Chair) and Cllr Tim Trimble

Also Present:

Applicant

Barrie White

Wiltshire Council

Kevin Fielding – Democratic Services Officer

Emma Hyde - Public Protection Officer – Licensing

Sarah Marshall – Senior Solicitor

Lisa Pullin – Democratic Services Officer

1 Election of Chairman

Nominations for a Chairman of the Licensing Sub Committee were sought and it was

Resolved:

To elect Councillor Stewart Palmen as Chairman for this meeting only.

2 Apologies for Absence/Substitutions

No apologies were received. There were no substitutions.

3 Procedure for the Meeting

The Chairman notified all those present at the meeting that it was being recorded and that the recording would be available on the Council's website for public viewing and that as indicated on the information within the Agenda pack, that images and sound recordings may also be used for training purposes within the Council.

The Chairman reminded those present that any speakers that wished to remain and make a statement to the Sub Committee would be giving consent and that they would be recorded presenting this. Also the meeting could be recorded by the press or members of the public.

The Chairman then asked if anyone present wished to withdraw from the meeting. All parties confirmed they wished to remain in and take part in the Sub Committee hearing.

The Chairman explained the procedure to be followed at the hearing, as contained within the "Wiltshire Licensing Committee Procedural Rules for the Hearing of Applications under Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982" (Pages 5 to 10 of the Agenda refers).

4 **Chairman's Announcements**

The Chairman permitted a short delay to the start of the hearing to allow the Applicant to provide an additional more detailed internal plan for the Sub Committee before the hearing which was provided by the Applicant. There were no other Chairman's announcements.

5 **Declarations of Interest**

There were no interests declared.

6 **Licensing Application**

Application by Mr Barrie White for a Sexual Entertainment Venue in respect of Venom Nightclub, Quartermaster Road, West Wilts Trading Estate, Westbury

Licensing Officer's Submission

The Sub Committee gave consideration to a report (circulated with the Agenda) in which determination was sought for an application for a Sexual Entertainment Venue presented by Emma Hyde (Public Protection Officer – Licensing). The application was for the following licensable activities:

- To provide the following forms of 'relevant entertainment' – lap dancing, stage strip-tease and strip shows with full nudity on Wednesday - Saturday from 21:00 to 06:00.

In accordance with Section 6 of the of Wiltshire Councils Sex Establishment policy, all applications for the grant of a new licence will be determined by the Licensing Committee or a Licensing Sub Committee, irrespective of whether objections are received.

The Licensing Sub Committee is required to take such steps listed below as it considers necessary. In considering the application, the Sub Committee must also have regard to relevant Government guidance and the Council's Sex Establishment Policy.

Such steps are:

1. Grant the application for a sexual entertainment licence in accordance with the application
2. Grant the application for a sexual entertainment licence subject to additional and/or varied conditions
3. Reject the application for a sexual entertainment licence.

The Sub Committee were advised that any conditions that are imposed must be non-discriminatory, necessary and proportionate. They should not duplicate or contradict any conditions that appear on the licence issued under the Licensing Act 2003.

Under Local Government (Miscellaneous Provisions) Act 1982 Schedule 3 a premise can hold entertainment nights without a licence, providing that they do not exceed one a month. The Venom Nightclub had been operating similar nights to that applied for on an infrequent basis for over 22 years. To date Wiltshire Council had not received any complaints.

No Responsible Authority has made a representation in connection with this application.

It should be noted that here is no right of appeal against a refusal to grant a licence for the reasons identified in paragraph 9.38 or 9.39 of the hearing report. The Applicant may appeal refusal on any other grounds to the Magistrates Court.

The following parties attended the hearing and took part in it:

On behalf of the Applicant

- Mr Barrie White

The Chair invited the Applicant to introduce their application.

Applicant's submission

The Applicant (Barrie White) spoke in support of the application, highlighting the following points:

- The Applicant had been running these types of adult entertainment events for 22 years and in that time, there had been no cause for any Police involvement, nor had there been any complaints from the entertainers or customers of his premises;
- Previously the Applicant had been able to host up to one such event per calendar month without the need for a separate licence and he now wished for the ability to host these events more frequently in order to recover from being closed during the prolonged period due to Covid;
- The Applicant had previously hosted these events to raise money for local charities and had hosted gentleman's evenings where they would have cabaret stage shows and then dancers available for lap dances etc.

The Applicant had been a member of the local community since 1996 and highlighted that no representations from any responsible authorities or members of the public had been submitted.

Sub Committee Member's questions

In response to Members questions the following points of clarification were given by the Applicant:

- In response to a question about the health and safety/wellbeing of performers, the Applicant referred the Sub Committee to the Entertainers, Dancers and Performers Welfare Policy which had been circulated with the Agenda and reported that they were all aged over 18 and that he knew most of them personally and that they had their own vehicles to get home and if they were stuck for any reason at the end of a shift in the early hours then he would make arrangements for them to get home safely;
- In response to a question about the planned promotion of the more frequent events to be held at the premises and the appropriateness of the advertising, the Applicant reported that he did not put up banners or posters outside of the premises or in nearby areas and that the events were promoted by word of mouth and through the links that he had with the Chambers of Commerce and other business/sports clubs that attend the events. Promotion was through direct contact and appropriate social media advertising;
- In response to a question of the working hours and amenities of the performers the Applicant confirmed that they were all self-employed and made themselves available for the shifts that they wanted to work. There was a lounge and changing areas available as well as refreshments available for the performers. Lap dancers would generally only work for 2 hours during the 9 hour opening period of the premises;
- In response to a query about pole dancing not being selected on the application form, the Applicant confirmed that as the pole dancers are clothed this was not required for the sexual entertainment licence and was already permitted under the current Premises Licence.

The Applicant showed a plan of the premises at the meeting and highlighted the performers green room area, changing area and facilities and that there was a separate entrance/exit and parking area for performers. None of the booths were enclosed and were in the slight line of the security. Patrons could also view the shows from the balcony on the first floor.

There were no representatives of Responsible Authorities present.

Applicant's closing submission

In their closing submission, the Applicant highlighted the following:

- The premises had been used as a nightclub in the location for a long time and had always been run responsibly. The Applicant was a father himself and lived in the area and would not do anything to bring problems into the area where he was a member of the community. He was pleased to be able to report that the public like the events they provide and that there had been no complaints or issues from the public or the local community.

Points of Clarification Requested by the Sub Committee

No points of clarification of the Applicant’s final submission were requested by the Sub Committee.

The Sub Committee then adjourned at 11.05am and retired with the Senior Solicitor and the Democratic Services Officer to consider their determination on the application.

The Hearing reconvened at 11.30am.

The Senior Solicitor advised that she gave the following legal advice to the Sub Committee

- Brief advice on the review process of a licence for a Sexual Entertainment licence.

Decision:

The Western Area Licensing Sub Committee RESOLVED to GRANT the application for a Sexual Entertainment licence (for the standard period of 12 months) in respect of Venom Nightclub, Quartermaster Road, West Wilts Trading Estate, Westbury to provide the following forms of ‘relevant entertainment’:-

- **Lap dancing, stage striptease and strip shows with full nudity.**

The days/hours granted are as follows:

Day	Hours
Monday	Closed
Tuesday	Closed
Wednesday	21:00 to 06:00
Thursday	21:00 to 06:00
Friday	21:00 to 06:00
Saturday	21:00 to 06:00
Sunday	Closed

And subject to the standard conditions for Sexual Entertainment Venues (attached as Appendix 1 to the Decision Notice).

Reasons

The Sub Committee heard evidence from the Applicant and viewed the internal plan submitted to the Sub Committee by the Applicant and were satisfied that the Applicant was a fit and proper person to hold a licence, that the location of the premises was appropriate and not in an inappropriate proximity to the prescribed locations.

In reaching their decision the Sub Committee took into account the relevant provisions of the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Policing and Crime Act 2009, the Home Office Guidance on Sexual Entertainment Venues in particular paragraphs 4.19 to 4.21, (relating to the human rights issues to be considered when determining applications) and the Council's Sex Establishment Licensing Policy and the submissions made by the Applicant, Barrie White.

Right to Appeal

Refusal on any other grounds can be appealed to the Magistrates Court within 21 days of notification of the decision. A Responsible Authority or an Interested Party may apply to the Licensing Authority for a Review of a Sexual Entertainment Licence.

(Duration of meeting: 10.35 - 11.35 am)

The Officer who has produced these minutes is Lisa Pullin of Democratic Services, direct line 01225 713015, e-mail committee@wiltshire.gov.uk

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Western Area Licensing Sub Committee

MINUTES OF THE WESTERN AREA LICENSING SUB COMMITTEE MEETING HELD ON 20 OCTOBER 2021 AT ON-LINE MEETING.

Present:

Cllr David Bowler, Cllr Steve Bucknell (Chair) and Cllr Peter Hutton

Also Present:

Applicant

Lisa Gilligan – Freeths Solicitors on behalf of the Applicant

Those who made a relevant representation

Cllr Mike Kettleley on behalf of Westbury Town Council

Wiltshire Council

Lisa Alexander – Senior Democratic Services Officer

Emma Hyde - Public Protection Officer – Licensing

Sarah Marshall – Senior Solicitor

Lisa Pullin – Democratic Services Officer

1 Election of Chairman

Nominations for a Chairman of the Licensing Sub Committee were sought and it was

Resolved:

To elect Councillor Steve Bucknell Chairman for this meeting only.

2 Apologies for Absence/Substitutions

No apologies were received. There were no substitutions.

3 Procedure for the Meeting

The Chairman notified all those present at the meeting that it was being recorded and that the recording would be available on the Council's website for public viewing and that as indicated in the information within the Agenda pack, that images and sound recordings may also be used for training purposes within the Council.

The Chairman reminded those present that any speakers that wished to remain and make a statement to the Sub Committee would be giving consent and that

they would be recorded presenting this and that the meeting could also be recorded by the press or members of the public.

The Chairman then asked if anyone present wished to withdraw from the meeting. All parties confirmed they wished to remain in and take part in the Sub Committee.

The Chairman explained the procedure to be followed at the hearing, as contained within the "Wiltshire Licensing Committee Procedural Rules for the Hearing of Licensing Act 2003 Applications" (Pages 5 to 11 of the Agenda refers).

4 **Chairman's Announcements**

There were no announcements from the Chairman.

5 **Declarations of Interest**

There were no interests declared.

6 **Licensing Application**

Application by Aldi Stores Ltd for a Variation of a Premises Licence in respect of Aldi, 60-62 Warminster Road, Westbury

Licensing Officer's Submission

The Sub Committee gave consideration to a report (circulated with the Agenda) in which determination was sought for an application for a variation to a Premises Licence, presented by Emma Hyde (Public Protection Officer – Licensing) for which one relevant representation had been received. The application was to extend the timings for the following licensable activity and to accordingly amend the hours that the premises can open to the public from Monday to Sunday 06:00 to 00:00:

- Supply of Alcohol (ON and OFF sales) - Monday to Sunday from 06:00 to 00:00

Wiltshire Council (as the Licensing Authority) must hold a hearing to consider the application having regard to the representations. In accordance with Section 35(3) of The Licensing Act 2003, the Licensing Sub Committee is required to take such steps as it considers appropriate for the promotion of the four licensing objectives:

- The Prevention of Crime and Disorder;
- Public Safety;
- The Prevention of Public Nuisance; and
- The Protection of Children from Harm.

It was noted by the Sub Committee that there were three options available to them:

1. To grant the variation application, as applied for.
2. To grant the variation application, on the terms and conditions applied for, modified to such extent as considered appropriate to promote the Licensing Objectives.
3. To reject the whole or part of the variation application.

The Sub Committee also noted the following from the Public Protection Officer:

- After receiving the representation from Westbury Town Council, the Applicant made an offer to keep the terminal hour unchanged at 23:00 but seek to extend the licence for supply of alcohol (ON and OFF sales) to 07:00 – 23:00. However the party who made a representation was not satisfied with this offer and did not wish to withdraw their representation;
- In relation to shops, stores and supermarkets, the Guidance issued under Section 182 of the Licensing Act 2003 states:

10.13 'Shops, stores and supermarkets should normally be free to provide sales of alcohol for consumption off the premises at any times when the retail outlet is open for shopping unless there are good reasons, based on the licensing objectives, for restricting those hours.'

- That the Applicant, and those who have made representations, may appeal the decision made by the Licensing Sub Committee to the Magistrates Court. The appeal must be lodged with the Magistrates Court within 21 days of the notification of the decision. In the event of an appeal being lodged, the decision made by the Licensing Sub Committee remains valid until any appeal is heard and any decision made by the Magistrates Court.

The following parties attended the hearing and took part in it:

On behalf of the Applicant

- Lisa Gilligan – Freeths Solicitors – Applicant's representative

Relevant Representations

- Cllr Mike Kettleby on behalf of Westbury Town Council in objection to the application

The Chair advised that the written representations had been read and considered by the members of the Sub Committee in advance of the meeting. The Chair then invited the Applicant's representative to introduce their application.

Applicant's submission

The Applicant's representative, Lisa Gilligan from Freeths Solicitors spoke in support of the application, highlighting the following points:

- There were 930 Aldi stores nationwide, currently 40% of those had trading hours of 08:00 to 23:00 and 20 % had trading hours of 06:00 to 00:00 so there was a programme to bring 400 of their stores which held older licences into a greater operating period by applying to extend the opening hours and therefore seeking an extension of the timings allowed for the supply of alcohol to the public to give the Applicants more operational flexibility;
- No local residents or Responsible Authorities had raised any issues of concern with the Responsible Authorities or had felt the need to submit a relevant representation. One relevant representation had been received from Westbury Town Council. The Applicants had offered the Town Council a compromise to amend the application for the timings of the supply of alcohol to 07:00 to 23:00 but this was not accepted by the Town Council and the offer was therefore withdrawn. The hours as per the original application were therefore sought by the Applicants at the hearing for consideration by the Sub Committee;
- During the Covid lockdown period and in the lead up to Christmas 2020 the stores had taken the opportunity to open from 07:00 to allow customers more time to come into the stores and to enable social distancing to take place. To enable this the Applicant had made use of temporary event notices (TENS) where appropriate. The Applicants were now seeking to have the extended opening times available to them on a permanent basis to be able to use when the business deemed it was operationally appropriate without the need to make frequent applications for TENS; and
- The Sunday trading legislation would of course remain in force and the store would only trade for the up to the six consecutive hours permitted.

Sub Committee Member's questions

In response to Members questions the following points of clarification were given:

- In response to a question about the Applicant's plans to fully utilise the extended hours if granted, the Applicant's representative confirmed that it was not the Applicant's intention to immediately revert to the full trading hours and it was planned that the extended hours would be used in the run up to Christmas and also have the flexibility to use the hours whenever the need occurred for the business without the need for a further variation to the licence or for the use of a Temporary Event Notice. The Applicant's representative highlighted that whilst the store is currently able to trade/open until 23:00 it had not made use of that on a permanent basis; and

- In response to a question about deliveries to the store, the Applicant's representative confirmed that there were no specialist/separate deliveries of alcohol as delivery of alcohol would be part of a normal main delivery as per the current delivery patterns and there would be no change to the timing or frequency of deliveries if the application was to be granted.

Questions from those who made a relevant representation

There were no questions to the Applicant from Westbury Town Council.

Submissions from those who made relevant representations

- The Town Council's representative reported that Town Council continued to object to the variation application based on the four licensing objectives;
- Prevention of public nuisance - It was highlighted that the premises are adjacent to residential properties and on the main road – the A350, which was already subject to heavy traffic and it was felt that any increase in traffic would cause a problem. The Town Council felt the extended licensing hours would interfere with the residents right to rest and relaxation and that the current licensing and opening hour of 08:00 was fairly acceptable to residents;
- The prevention of children from harm was a particular concern as there is a junior school within 500 yards of the premises and a that a new residential estate was being built to the east of property;
- The prevention of crime and disorder was also a concern as the Police have stated to the Town Council that the Police cover for late night incidents in the town is negligible and it was felt that this may potentially lead to a limited or no Police response to any late-night alcohol incidents occurring in the town; and
- Public safety - The premises are directly alongside the A350 which is a main thoroughfare from the Midlands to the South and carries heavy traffic. Any disturbances or alcohol related incidents could spill onto the A350 and as previously stated the Police cover for the town was negligible.

Sub Committee Members' questions

In response to Members questions the following points of clarification were given:

- In response to a question about the Town Council's evidence of crime and disorder associated with the premises, the Town Council representative reported that the Town Council had received reports from the local Police liaison officer which suggests a degree of disturbance

caused by excess alcohol consumption but accepted this was directly difficult to lay this at the door of any area of sales but there is a problem. A Sub Committee member highlighted the ability for the Town Council, other responsible authority, or member of the public to request a review of the licence of any premises causing problem and whilst the Town Council representative acknowledged this, he reported that it may be too late once trouble started to occur in the area. A Sub Committee member asked if the area was highly volatile to alcohol abuse disruption and the Town Council representative said the area is as is any area of the town.

- In response to a question about concerns on the increase in traffic demand the Town Council's representative reported that this related to both deliveries to the store and customers as the premises were on a busy main road. They felt that any increase in traffic in the mornings or evenings would cause an extra problem;
- In response to a question about the sale of alcohol the Town Council representative stated that their objection was that the sale of alcohol outside the normal hours of the cafes or pubs would be a problem;
- In response to a question about the proposed impact of the change of hours at the premises would have on the junior school and the school's opening hours the Town Council representative stated that the opening times would be the same as other primary schools and that there was also a senior school close to the premises which also had a high number of young people passing by and shopping at the premises;
- A Sub Committee member highlighted that currently the premises can open and serve alcohol from 08:00 and if the request to open the store at 06:00 was granted would the schools be open before 08:00? The Town Council representative stated the schools would not be open before 08:00 but reported that they would not be able to prevent early passing of the store and using the premises as it was a recognised thoroughfare used by those walking to the schools; and
- In response to a Sub Committee member's question about a Public Spaces Protection Order for the area in relation to alcohol related incidents; the Town Council representative confirmed that there was not a PSPO in place and no such plans for one to be applied for at the present time, however the Town Council were in regular communications with the Police and at Town Council meetings where they are told about disturbances in the area.

Questions from the Applicant:

In response to questions from the Applicant, the following points of clarification were given:

- In response to a question about any complaints or evidence of problems relating to Aldi when the premises had been opening earlier in the previous year or if it was a general issue in the area, the Town Council representative stated that it was difficult to lay the blame for any disturbance on Aldi, however as it was early in the morning and there were very few other establishments open selling alcohol that spoke for itself. The Town Council representative was not able to give any evidence or details of any issues related to Aldi and suggested that that would be a question for the Police. The Sub Committee informed the Town Council that the Police had not made a representation and were not in attendance at this hearing.

Closing submissions from those who made relevant representations

In their closing submission, the those that made a relevant representation in objection to the application highlighted the following:

- That whilst the Town Council had discussed in some detail the concessions made by the Applicants to slightly reduce the hours requested as part of their application the Town Council representative still did not feel there was any need for the extension of hours and supply of alcohol based on what had reported at the meeting and felt that the Applicants had not provided adequate reasons to extend their licence.

Applicant's closing submission

In their closing submission, Lisa Gilligan on behalf of the Applicant highlighted the following:

- The Applicant felt there was a need to request a change in hours, hence their application and the store had opened earlier over the last 12 months and this would achieve operational flexibility for the Applicant;
- If there had been more issues for residents or crime related to the premises then there would have been representations before the Sub Committee; and
- It was acknowledged that there was the potential for a new residential estate in future but if problems arose the review process could be initiated if and when there was evidence. At the present time there was no evidence and the Applicants wished for the Sub Committed to be conscious of the concessions made to the Town Council, they wished to confirm again that they were applying for timings as per the original application to cover the hours of 06:00 to 00:00.

Points of Clarification Requested by the Sub Committee

No points of clarification of the parties final submissions were requested by the Sub Committee.

The Sub Committee then adjourned at 12.07 and retired with the Senior Solicitor and the Democratic Services Officer to consider their determination on the licensing application.

The Hearing reconvened at 12.30.

The Senior Solicitor advised that she gave the following legal advice to the Sub Committee:

- Brief advice relating to the issue of the consideration of evidence.

Decision

The Western Area Licensing Sub Committee RESOLVED to GRANT the application for a Variation to a Premises Licence in respect of Aldi, 60-62 Warminster Road, Westbury to extend the licensable activity as detailed below:

Licensable Activities	Timings	Days
Supply of Alcohol (ON and OFF Sales)	Monday to Sunday	06:00 – 00:00
<i>Hours open to the public (please note that this is not a licensable activity)</i>	<i>Monday to Sunday</i>	<i>06:00 – 00:00</i>

Reasons

In reaching its decision the Sub Committee took account of and considered all the written evidence and representations from all parties and the oral submissions received on behalf of the Applicants and the Councillor who spoke to the representation made by Westbury Town Council.

The Sub Committee having heard the representations took the view that there were other licenced premises along Warminster Road close to the location of the premises but noted that the Town Council had not provided evidence of alcohol related incidents caused by alcohol purchased at the Applicant's premises nor had the Town Council felt that alcohol related incidents required an application for a Public Space Protection Order. No evidence had been provided regarding public nuisance or complaints arising from the increase in traffic to and from the premises during the extended opening hours which occurred during winter 2020/21. So far as the schools were concerned the Sub Committed noted that it was illegal to sell alcohol to children under 18 years and it was doubtful many (if any) children would seek to visit the premises at 06:00. The Sub Committee finally noted that no evidence of crime and disorder had

been provided to the Sub Committee and the Police did not make a representation.

The Sub Committee noted that if evidence of nuisance arose from the use of the premises for the licensable activities in future then it was open to any person (including Responsible Authorities) to request a review of the licence under the provisions of the Licensing Act 2003 and the matter would come back to the Sub Committee.

The Sub Committee also considered the relevant provisions of the Licensing Act 2003 (in particular Sections 4 and 18); the four Licensing Objectives; the guidance issued under Section 182 of the Act and the Licensing Policy of Wiltshire Council.

Right to Appeal

It should be noted that the Premises Licence Holder, any Responsible Authority(ies) and Interested Parties who have made representations may appeal the decision made by the Licensing Sub Committee to the Magistrates Court. The appeal must be lodged with the Magistrates Court within 21 days of the notification of the decision. In the event of an appeal being lodged, the decision made by the Licensing Sub Committee remains valid until any appeal is heard and any decision made by the Magistrates Court.

A Responsible Authority or an Interested Party may apply to the Licensing Authority for a Review of a Premises Licence. Whether or not a Review Hearing takes place is in the discretion of the Licensing Authority, but, if requested by an Interested Party will not normally be granted within the first 12 months except for the most compelling circumstances.

(Duration of meeting: 11.30 am - 12.35 pm)

The Officer who has produced these minutes is Lisa Pullin of Democratic Services,
direct line 01225 713015, e-mail committee@wiltshire.gov.uk

Press enquiries to Communications, direct line ((01225) 713114 or email
communications@wiltshire.gov.uk

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Update on the Licensing Service: December 2021

To update the Committee on the work of the Licensing Team

Partnership Working

The encouraging outcome from the last 18 months of Covid response has been the strengthening of partnership working with agencies and colleagues supporting each other and a heightened awareness of the abilities and boundaries we individually operate within. This means we are working with a common goal to ensure the safety of our communities and to engage and encourage our business to operate in a positive and safe way for their customers.

Licensing Applications (Licensing Act 2003)

New premises applications:	closed/surrendered licences
2021: 77 (to date)	30 (to date)
2020: 67	20
2019: 53	7

A large proportion of the closed and surrendered licences have come to light following officers chasing for outstanding annual licence fees.

Annual fees

Due to the pandemic where premises were forced to close, we found ourselves having a substantial backlog of annual fees due for payment. The decision was taken to allow the premises time to get back on their feet before chasing the fees. At the beginning of October 2021 there were close to 850 premises which were either overdue annual fee payment or the payment was due within the next month. Having a dedicated officer tasked to chase these overdue payments has meant that we currently have 299 premises which are overdue their annual fees with 30 due to be paid in December.

Operational update

Licensing officers are still predominantly working from home with the very occasional visit into the offices. Inspections, enforcement, and advice visits are taking place face to face where possible after the necessary risk assessment has been carried out.

The web pages of the licensing service are constantly being updated to reflect the current requirements under the relevant regulations and take note of national and local guidance.

Enforcement

Wiltshire Council's Licensing Team and Wiltshire Police and have been operating the 4 E's – Engage, Explain, Encourage and Enforce. Licensing officers have been carrying out visits to licenced premises across the licencing portfolio and taking the necessary action based on

findings at the time of the visit / inspection or on accumulation of evidence gathered in relation to any concerns.

Currently an area of significant concern for both the police, licensing and environmental control and protection colleagues is the night-time economy of Amesbury. The town has seen a notable increase and continuation of public disorder and noise from both people and music that is impacting on the local community and resilience of Wiltshire Police. A number of factors are contributing to the current situation, which is not solely linked to one licenced premises. Agencies are working together to find suitable resolutions and more formal action is under consideration. Engagement has taken place has taken place/ is taking place with the premises In Amesbury via personal engagement and through the pub watch to highlight the issues and seek their positive assistance in reducing the impact on the local community.

Christmas Events

A number of events are taking place across the county in November and December with Christmas light switch on's, Christmas fayres and markets, concerts, shows, parties, theatre performances and New Year's events all marking the festive period in towns and villages across Wiltshire.

In December a number of larger scale events are occurring, festival of lights at Longleat, light trail at Stourhead, Countryfile at Charlton Park.

Temporary Events Notices

2021 (Date tens received not date of event)

Month	Tens	Late tens		Total
Jan	2	1		3
Feb	8	2		10
March	20	0		20
April	43	7		50
May	64	13		77
June	110	16		126
July	115	42		156
August	112	44		156
September	95	41		136
October	125	19		144
November (as of 22 nd)	143	34		177

Of the TEN's events currently applied the following are for the events planned over the Christmas period as of 22 November 2021

Period from and to	Number of TENs
4 th – 10 th December 2021	33
11 th – 17 th December 2021	29
18 th – 24 th December 2021	17
25 th – 31 st December 2021	6
1 st – 7 th January 2022	1

Changes to Temporary Events Notices for 2022 & 2023

The Alcohol Licensing (Coronavirus) (Regulatory Easements) (Amendment) Regulations 2021.

For the duration of 2022 and 2023, the number of Temporary Event Notices that a premises user can give will increase from 15 to 20 per calendar year and the maximum number of days a temporary event may be held at a premise will increase from 21 to 26 days per calendar year.

A single premise can have up to 20 TENs applied for in one year, as long as the total length of the events is not more than 26 days, for events taking place in 2022 and 2023 only.

No other processing changes have been made and the cost is still £21 per notice (set by legislation).

Hearings

Area/Date	Application	Outcome	Appeal
Southern – 11.10.21	Variation of Premises Licence – Tinga, Salisbury	Granted	No
Western – 13.10.21	Application for a Sex Establishment – Venom Nightclub, Westbury	Granted	No
Western – 20.10.21	Variation of Premises Licence – Aldi, Westbury	Granted	Yes
Northern – 30.11.21	Variation of Premises Licence – The Pear Tree, Purton	TBC	
Southern – 15.12.21	Variation of Premises Licence – The New Inn, Amesbury	TBC	
Northern - TBC	Variation of Premises Licence – Broad Town Brewery Broad Town	TBC	

Personal Licences

In 2017 changes to the Licensing Act 2003 gave a discretionary power to Licensing Authorities to revoke or suspend a Personal Licence. Prior to April 2017, only the magistrates' court had the power to revoke or suspend a personal licence where the licence holder had been convicted of a relevant offence.

Licensing Officers are consulting on a new process to consider our policy for dealing with personal licence holders who may be convicted of offences, foreign offences, or civil

penalties for immigration matters. A summary of a proposed procedure with relevant supporting legislation will be presented to the committee in March 2022 for consideration. It is proposed to, as far as possible, to follow existing committee precedent to ensure a straightforward procedure that follows the principles of natural justice.

Spiking concerns

Members are no doubt aware of public concerns regarding possible spiking. *Spiking is where alcohol or drugs are added to someone's drink without them knowing, or as seen in the current trend 'spiked' by needles/syringes potentially containing drugs.*

Nationally premises are being encouraged to take preventative measures e.g.: by way of signage reminding customers not to leave their drinks unattended. Ensure staff have the appropriate training or awareness to identify and respond to vulnerable people and if relevant to possible review search policies.

Licensing have engaged with individual premises through pub watches to highlight public perception in relation to the issue and offer advice where possible. There have been some possible spiking incidents reported in Wiltshire but to date none are confirmed cases.

Project Vigilant

Wiltshire Police launched Project Vigilant in October 2021 this is a new project to combat predatory behaviour in the county. This proactive operation sees extra patrols of both uniformed and plain-clothes officers to proactively prevent sexual assaults. The schemes aim is to provide a visible deterrent and additional public reassurance.



The re-launch of Ask Angela has been delayed giving priority to Project Vigilant the proposed new date is early December 2021.

Licensing has continued to engage with pub watches and licensed premises to gather further support for this important safety net, and communications colleagues are assisting with the wider promotion to the public, it will also be promoted through Area Boards and other available avenues such as social media and residents' newsletters.

Animal Licensing

In the past couple of months there have been a number of new animal premises applying to Wiltshire Council to be licenced.

Licensing officers are continuing to carry out renewal and unannounced inspections as required by the legislation, a few premises have improvements to make to continue with their star rating or to be renewed. Officers will take the appropriate action to ensure animal welfare and the required standards are maintained and that no animal is likely to be at risk by being housed or boarded at one of Wiltshire's licenced establishments.

One licenced home border recently failed the renewal inspection on a number of significant points and the licence has not been renewed and no appeal has been lodged against the decision.

Latest Team News

Sue Lewis, Technical Support Officer, is retiring at the end of the year. Sue is a valued member of our team and will be missed as both a friend and colleague. Interviews have taken place to recruit to this role.

Licensing Officers

Carla Adkins		01249 706438	carla.adkins@wiltshire.gov.uk
Roy Bahadoor		01249 706439	roy.bahadoor@wiltshire.gov.uk
Emma Hyde		01249 706414	emma.hyde@wiltshire.gov.uk
Teresa Isaacson		01249 706413	teresa.isaacson@wiltshire.gov.uk
Katherine Edge		01225 713559	katherine.edge@wiltshire.gov.uk
Lisa Grant		01380 826332	lisa.grant@wiltshire.gov.uk
Jemma Price		01249 706436	jemma.price@wiltshire.gov.uk
Temporary Licensing Enforcement Officer (Covid)		Andy Noble	andy.noble@wiltshire.gov.uk

Technical Support Officers

Lesley Elven	01249 706435	publicprotectionnorth@wiltshire.gov.uk
Julie Macey	01225 716681	publicprotectionwest@wiltshire.gov.uk
Sue Lewis	01249 706555	publicprotectionnorth@wiltshire.gov.uk
Vikki Bilella	01249 706555	publicprotectionnorth@wiltshire.gov.uk

Linda Holland – Licensing Manager Public Protection
23rd November 2021

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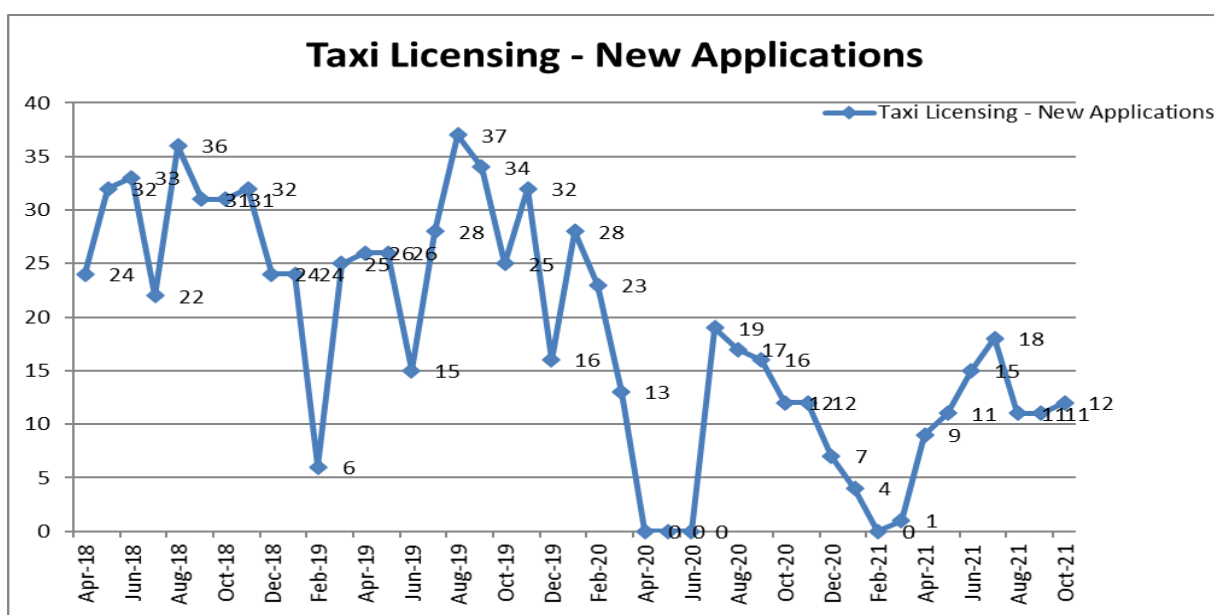
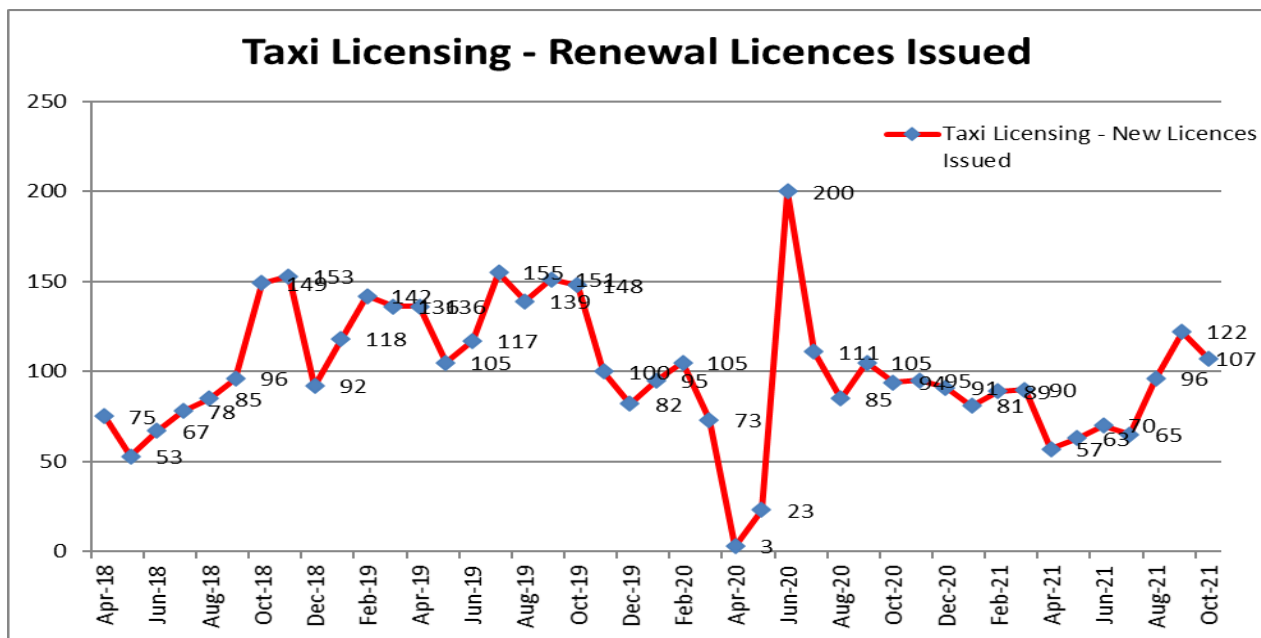
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Licensing Committee Taxi Licensing Update – October 2021

1.0 Licensed Drivers

There continues to be pressure on both licensed driver and vehicle numbers with both showing month on month declines over the last 15 months, it is noted that the level of decline is slowing. Drivers are reporting higher levels of business now the economy is beginning to recover, however the number of drivers fell again by 6 in October 2021 making it 15 consecutive months of reducing driver numbers. The fall in drivers and vehicles is being seen at a national level as drivers move into the more stable delivery industry.

New driver and vehicle applications have fallen since the start of the pandemic, however the team are starting to see a recovery in numbers of new applicants. The team processed 12 new licence applications and 107 licence renewals during October 2021. It should be noted that the reducing number of licence applicants and holders will reduce the Council's income from taxi licensing in the short term, however the team do expect this to bounce back as part of the wider economic recovery. Taxi Licensing have introduced a new process for driver licence renewal since Covid-19 came to light which allows licences to be renewed remotely, negates the need for the driver to attend the office and allows them to provide documents electronically making the process far more efficient.



The chart below shows the total number of licences produced each month. Driver licences are issued for one or three years, most drivers opt for a three year licence. 2019 saw a large number of drivers renew and is behind the increased numbers for 2019. October's numbers were below those seen historically, however numbers have climbed steadily during 2021. The number of new applications is around half of the average historic number, it is hoped new applications will increase as business picks up and the economy recovers.

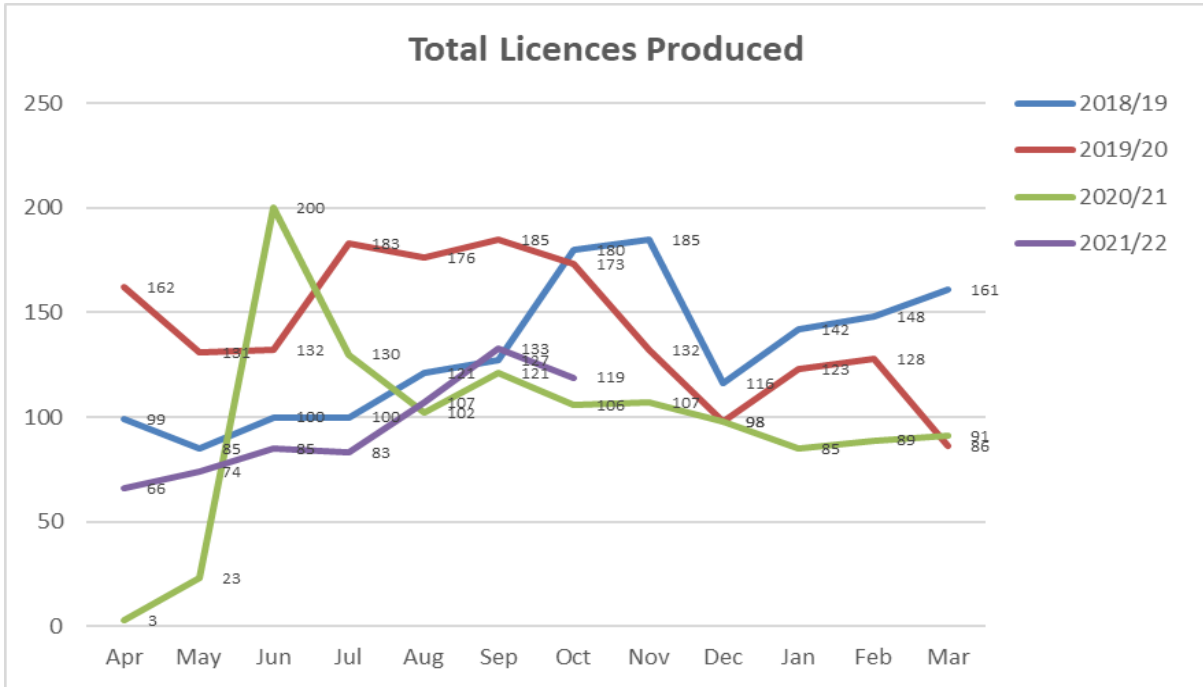


Figure 2 below shows the total number of licensed hackney carriage drivers in Wiltshire and their location.

The total number of licensed hackney carriage drivers at the end of October 2021 was 720, a decrease of 5 on the previous month. 153 were licensed in the North area, 82 in the East, 289 in the South and 196 in the West. Over the year April 2019 to March 2020 prior to Covid, the number of hackney carriage drivers fell 38, the number of private hire drivers rose by 12 over the same period, giving an overall fall in driver numbers of 26. Coronavirus and lockdown restrictions have seen a reduction in hackney carriage drivers of 140 over the period March 2020 to October 2021, representing a fall of 16%, this appears to be in line with the national average, however hackney carriage driver numbers have been falling for fifteen consecutive months.

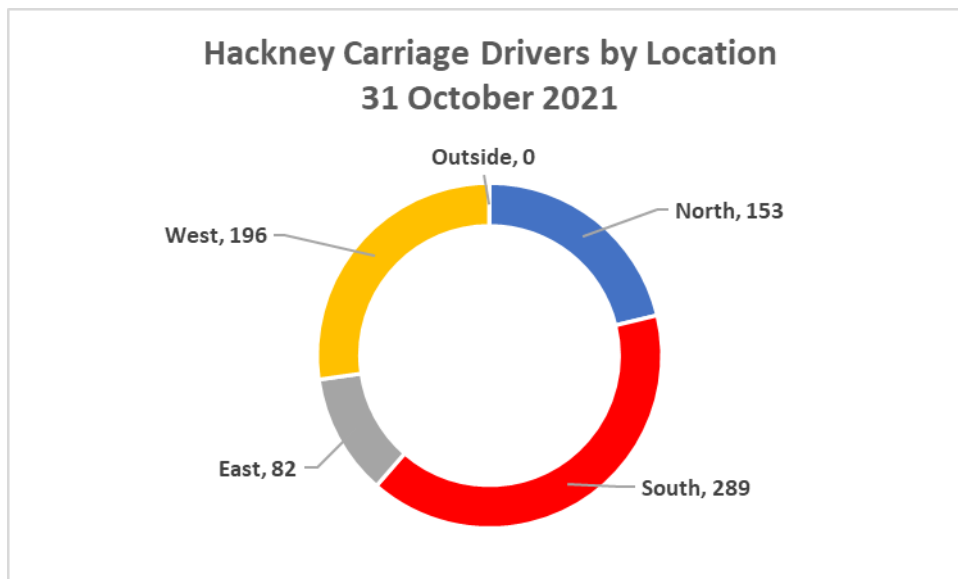
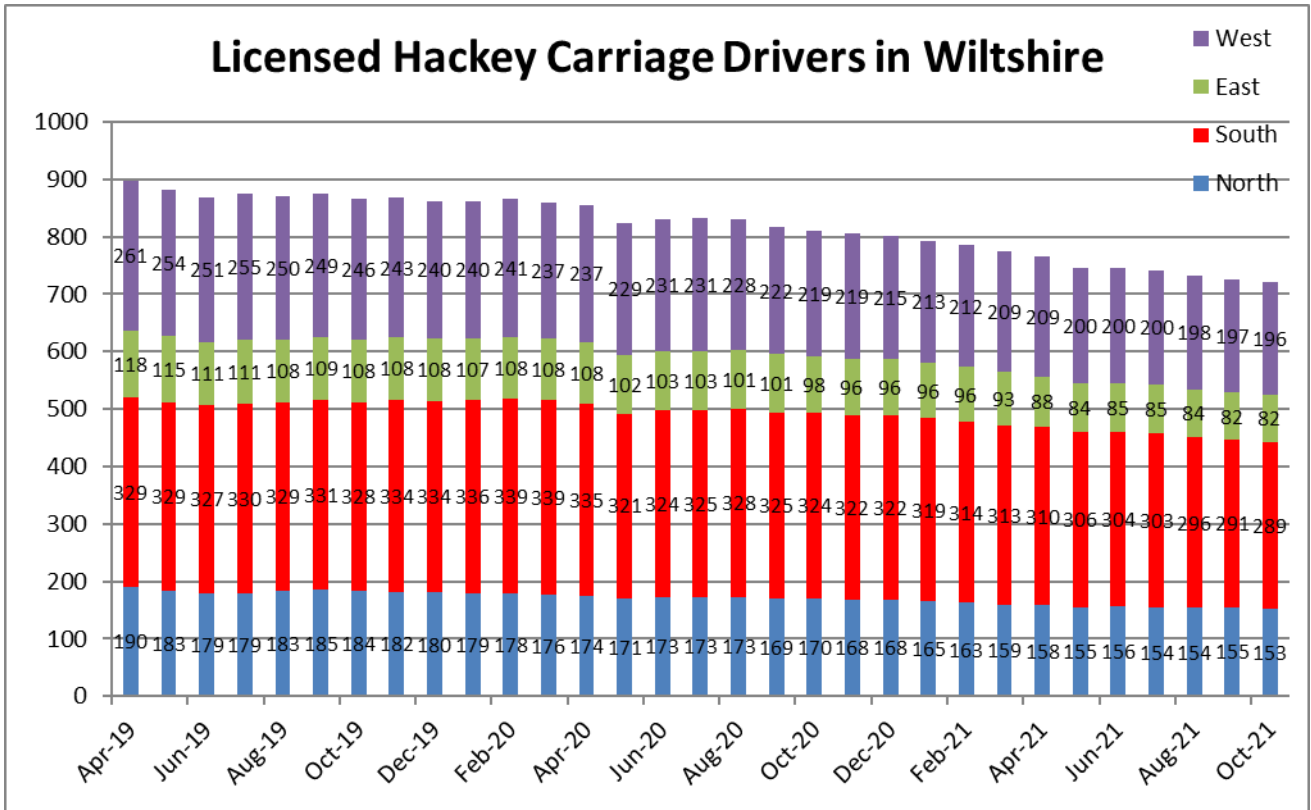


Fig.2

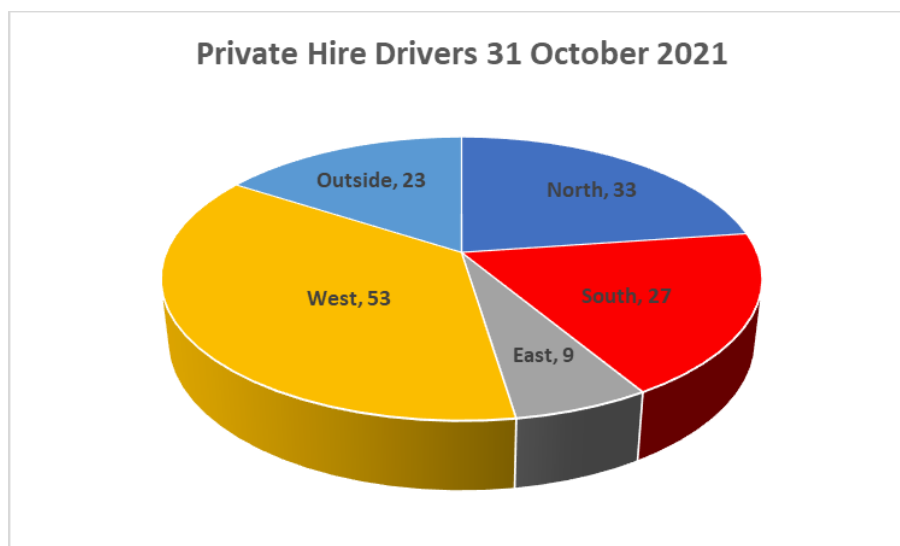
The graph below shows the monthly variation in hackney carriage driver numbers during 2019/20 and 2021/22. During October 2021 numbers fell by 5, numbers in the North fell by 2, the South fell by 2, the West by 1 and numbers in the East remained the same when compared to the previous month.

Since April 2019 Hackney Carriage driver numbers have fallen in all areas, down 65 in the West, 37 in the North, 36 in the East and 40 in the South. The West is clearly the worst affected area.

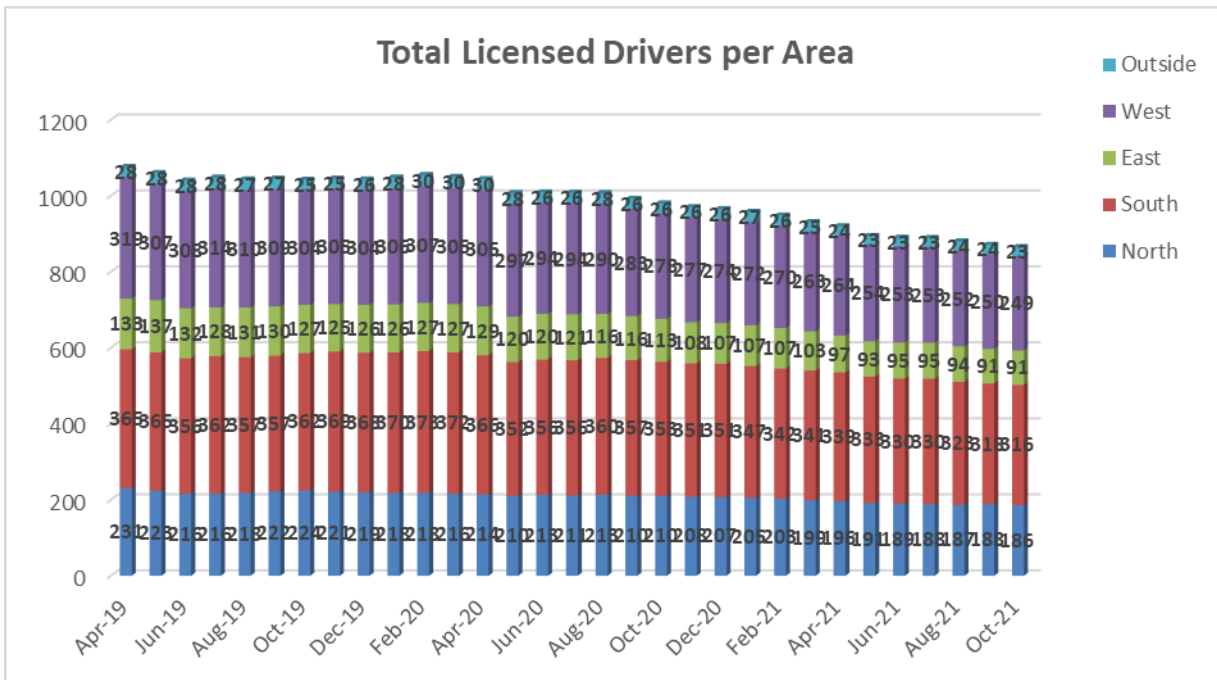


The team also license private hire only drivers, these totalled 145 as at the end of October 2021, a decrease of 1 over the month, bringing the total number of drivers licensed to 865, a reduction of 6 over the month.

Private Hire drivers are not restricted by zone and can take bookings for anywhere in the Country. It is interesting to note that we have more private hire drivers living outside of the county than in the east of the county and in similar numbers with the South area. For information the area in which the private hire drivers are registered is as follows;



The graph below shows total driver numbers since April 2019.



Since April 2019 the number of hackney carriage drivers has fallen by 178 and the number of private hire drivers has fallen by 33, an overall fall of 211 drivers or 20%. However 185, a large percentage of the reduction of 205 drivers has occurred since the first national lockdown in March 2020 as a result of Covid-19.

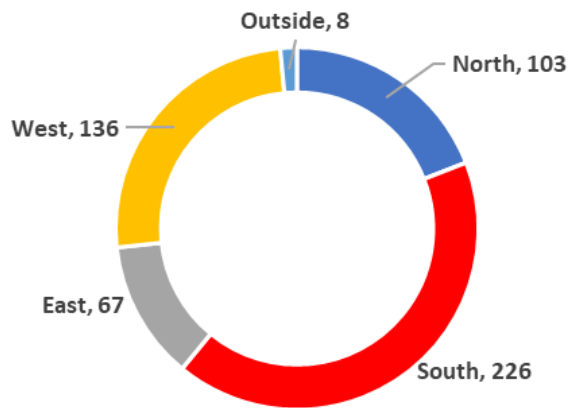
The newly formed Taxi Working group is investigating ideas for increased driver recruitment and Taxi Licensing and Passenger Transport Unit are working together to put forward a report containing ideas on how to increase numbers.

2.0 Licensed Vehicles

At the end of October 2021 the taxi licensing team licensed a total of 753 vehicles, down 4 on the previous month, this is the twelfth month in thirteen that vehicle numbers have fallen, however the level of fall is reducing. The impact of lockdown and the Covid restrictions has taken effect, vehicle numbers had dropped for 8 consecutive months prior to May 2021. Vehicles numbers stabilised during May 2021 but have fallen every month since, it was hoped numbers would stabilise after restrictions were lifted but this is taking longer than expected. The vehicle split is as follows, 540 hackney carriage vehicles and 213, private hire vehicles, a decrease of 4 hackney carriage vehicles, the private hire vehicle numbers remained the same over the month when compared to the previous month. Of the 753 vehicles licensed 13.5% or 102 vehicles are wheelchair accessible. It should be noted that 30% of licensed private hire vehicles are wheelchair accessible compared to 7% of hackney carriage vehicles, this reflects the type of work each type of vehicle undertakes.

The chart below shows the location split of all hackney carriage vehicles.

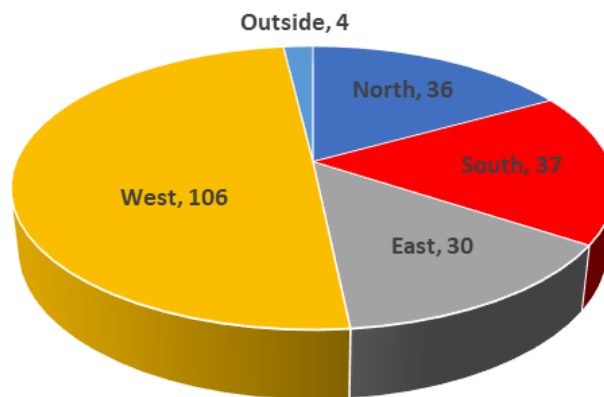
Hackney Carriage Vehicles by Location 31 October 2021



The team also license private hire only vehicles, as advised above these totalled 213 as at the end of October 2021.

Private Hire drivers are not restricted by zone and can take bookings for anywhere in the Country if they wish. For information the area in which the private hire vehicles are registered is as follows;

Private Hire Vehicles by Location 31 October 2021



Between April 2019 and October 2021 the number of licensed vehicles, hackney carriages and private hire vehicles decreased by 179, the number has reduced by 178 or 19% since the first Coronavirus lockdown was announced in March 2020, this is in line with national trends.

3.0 Enforcement actions

The team continue to proactively enforce the Council's policies in relation to taxi licensing, ensuring we have a visible presence on the rank, this has seen more enforcement and more penalty points and formal notices issued. The team issued penalty points to on 24 occasions during March 2021, the highest monthly total ever recorded. The enforcement officers also undertook drive by inspections and rank visits within our towns to identify potential issues.

Penalty points were issued 15 times during October 2021, to 15 drivers.

The drivers were issued points for the following reasons;

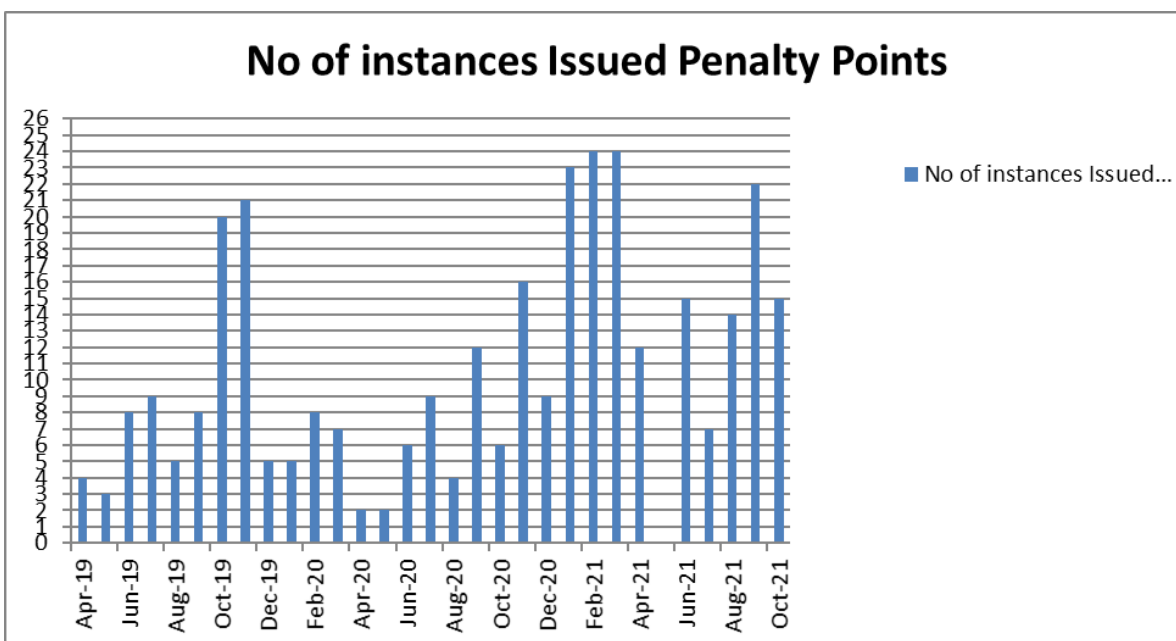
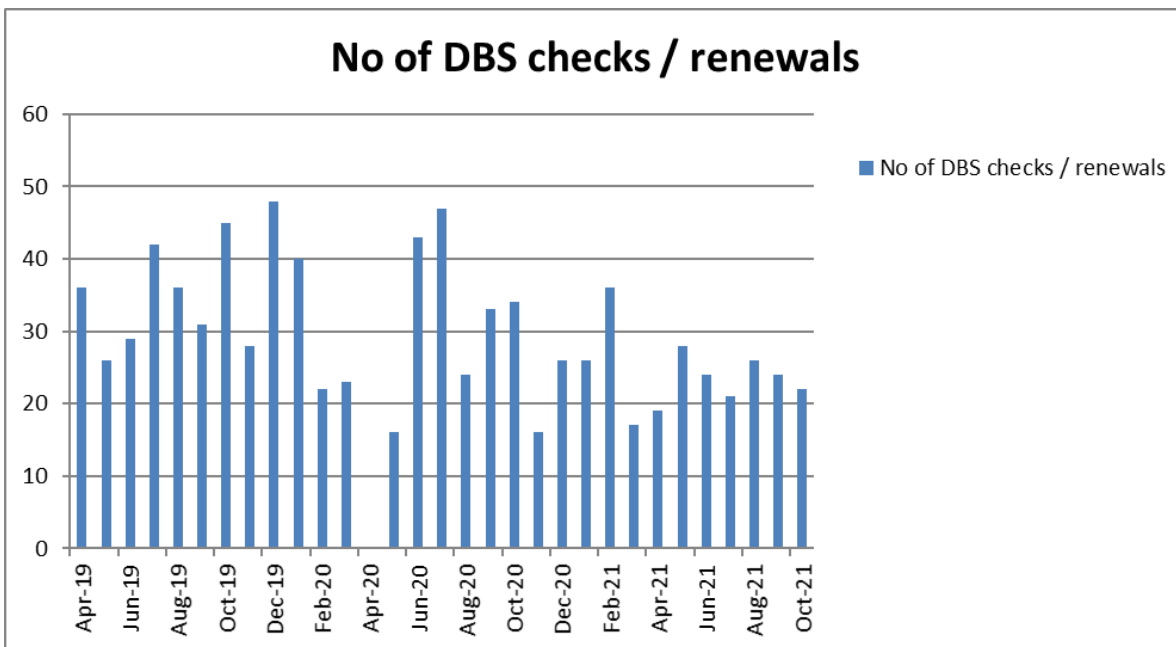
- 10 – Failure to display their badge
- 2 – Failure to notify a motoring conviction
- 1 – Dangerous driving
- 1 – Smoking/vaping in a licensed vehicle
- 1 – Failure to notify change of address

The Council operates an internal penalty points scheme under which a driver will be suspended if they reach 12 points in a rolling 12 month period.

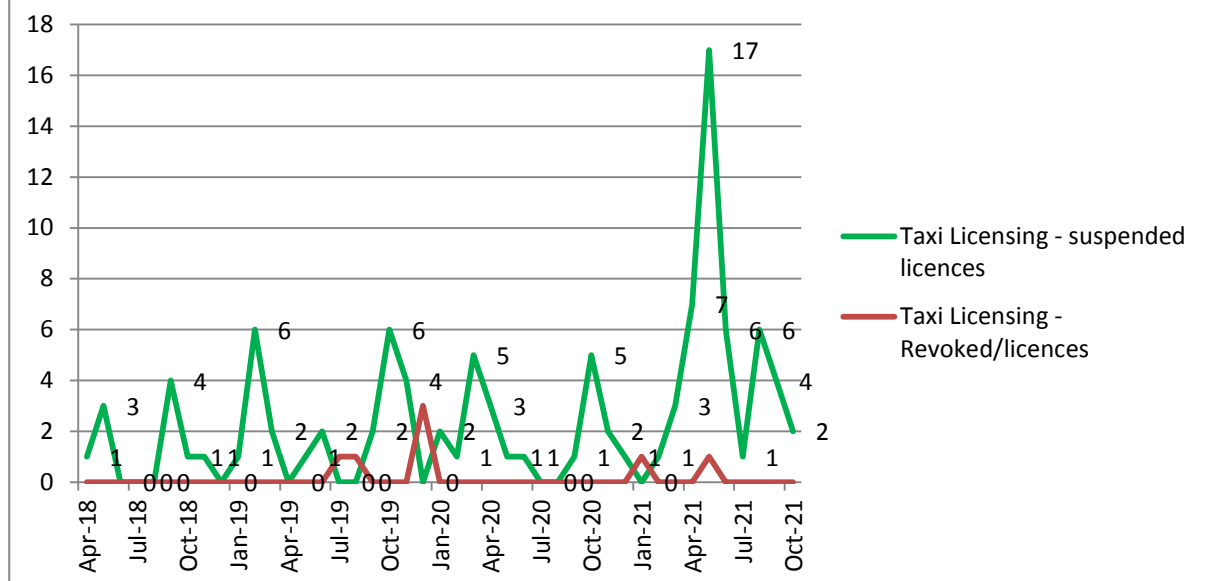
The graph below shows a trend of increased enforcement as the team effectively manage our driver database.

The Team suspended two drivers and revoked none during October 2021.

The team also completed 22 DBS checks during October 2021.



Suspended & Revoked Licences



On 27 January 2020 the team received permission from the Council's Licensing Committee to undertake a public consultation on a new schedule of fares and tariffs for Hackney Carriages. The previous schedule had not changed since 2015 and the proposal follows work with the industry representatives and the late night economy in Wiltshire. The consultation ran until 20 February 2020 and a final proposal was arrived at following consultation. Due to Covid-19 implementation was delayed until the 2021/22 financial year. The changes are being advertised in the local press between 11 and 26 November 2021 to allow the industry and public to raise objections. In the event of no objections the implementation of the new tariff will take place 04 January 2022.

The team continue to work on updated driver and vehicle guidelines in line with central government guidance which will further enhance standards within Wiltshire for the benefit of service users and the industry in general. The team are considering the impact of the proposed 2020 Environment bill which will place requirements on Local Authorities to manage air quality. This may impact taxis and our guidelines around vehicle age and emissions.

The team continue to review Government guidance issued in July 2020 on industry standards and will amend current processed and guidelines or seek Licensing Committee approval to do so during 2022.

The current Coronavirus pandemic has hit the taxi industry very hard, threatening the very existence of a number of operators and drivers. This has been evidenced in month on month reductions in driver and vehicle numbers, however our falls of 16% for drivers and 19% for vehicles are in line with other local authorities, some of which have reported falls in excess of 20%. A recent report by the private hire trade association indicated that nationally 50% of private hire drivers had left the trade due to Covid-19.

Tom Ince Principal Compliance Officer
22 November 2021

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**The Queens Platinum Jubilee
Proposed Briefing Note**

Service: Enforcement, Highways Operations

Further Enquiries: Kevin Oliver

Date Prepared: 12 October 2021

Direct Line: 01380 826335

The Queens Platinum Jubilee – Street Party Celebrations.

1. Purpose

1.1 To update the Licencing Committee on arrangements to support communities to celebrate the Queens Platinum Jubilee with street parties.

2. Background

2.2 In 2022, Her Majesty the Queen will become the first British Monarch to celebrate a Platinum Jubilee (70 years of service) having acceded to the throne in February 1952.

2.3 An extended Bank Holiday, from Thursday 02 June - Sunday 05 June 2022 will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate the historic milestone by means of community street parties.

2.4 These four days of celebration will include public events and community activities, as well as national moments of reflection on the Queen's 70 years of service.

2.5 Similar events took place in 2012 for The Queen's Diamond Jubilee, with many communities holding street parties, barbeques and tea parties in honour of the milestone. Wiltshire Council have specified previous guidance and relevant officers will follow the same process as used in 2012.

3. Procedure and Management of Applications

3.1 Wiltshire Council has a robust and straightforward system in place to ensure that communities wishing to celebrate the Queens Platinum Jubilee are signposted to the council's web page where they will find the appropriate tools, support and guidance to apply to hold a street party.

3.2 The application process will be a combined departmental effort, as with previous events of this nature.

3.3 The council's Traffic Orders, and Highways teams will need time to ensure that all road closure notices and provisions are in place to allow for a safe and enjoyable event for all guests, while maintaining and facilitating access for emergency services at all times.

3.4 The council is committed to managing this process utilising a cross departmental approach. Such departments will include the Community Engagement Managers, Traffic Orders, Communications, Highways, Streetscene, Wiltshire Police and Waste.

4. Production of Applications and Guidance.

4.1 The departments listed above have met and will continue to meet to discuss and agree responsibilities which will include the production of all relevant application and guidance documents. These will be approved by all relevant internal departments and will be signed off by the Communications Team.

5. Conclusion

5.1 Relevant council departments are aware of the importance that street parties are to the residents of Wiltshire to celebrate the Platinum Jubilee.

5.2 Planning in preparation for these activities is well underway and the Licensing Committee can be assured of the successful delivery for the 2022 celebrations.

5.3 The Licensing Committee will be updated by the relevant departments as and when necessary.

Appendices

- Appendix A – Draft - How to arrange a Community Party
- Appendix B – Draft - Street Parties Frequently Asked Questions

Briefing Note produced by Kevin Oliver (Events Authorising Officer)

Email: kevin.oliver@wiltshire.gov.uk

How to arrange a Community Party in Wiltshire to Celebrate the Queens Platinum Jubilee.

This document relates to community parties. Small private community parties and fetes do not normally require a licence. These parties and fetes are where groups of residents, or a community organisation, organises an event for the benefit of their neighbours or a local school.

Events held on the highway impact significantly on the existing road network and cause upset to those not taking part. Therefore, Wiltshire Council recommends that alternative venues such as public open spaces, parks, driveways, parking areas and gardens are considered for staging the event rather than using the public highway.

If you choose not to use the street, then it will be a far simpler process and a lot easier to obtain permission. Most of the local parks and some green open spaces are managed by the City, Town and Parish Councils, so permissions will need to be sought from them. If you are not sure who owns your local park or green open space, then please email Kevin Oliver at: kevin.oliver@wiltshire.gov.uk

After considering the advice above and closing the road is the only sensible, safe and practical option, you will need to apply for an official Road Closure. Please email the Traffic Orders Department at Wiltshire Council at: trafficorders@wiltshire.gov.uk for an Application Form and Guidance or visit www.wiltshire.gov.uk/highways-special-event-road-closures

Please supply as much information as possible, as this will make all stages of processing your application quicker and easier. Once you have completed your application form please return it to the email address above. It is important to submit your application **at least eight weeks** before the day itself. **If your application is outside the set timescales, then it may be rejected.**

Please note: Permission for closures will not be granted on a main road, bus route or emergency vehicle priority route or if there will be a conflict with another closure that takes priority (planned/emergency works).

Road Closures

Provide a map of the roads to be closed also indicating approximate positioning of signage for the community party which must be submitted with the application. Wiltshire Council will not charge a fee for processing a road closure application.

It is important that the event organiser obtains police consent for the event and the road closure. Emergency services must also be allowed full access to the road if they request it. Therefore, it is important that the arrangement of stalls, tables and other street furniture is planned in such a way that it can be moved at short notice.

Write to you neighbours prior to applying for a road closure

Remember that a road closure may affect other people living in your street. For this reason, event organisers are required to consult with the owners/occupiers of properties prior to submitting an application to close the road. The council recommends that you speak with your neighbours to let them know about the planned road closure and obtain their agreement that they are happy for the road to be closed and for the street party to go ahead. This is also a good opportunity to speak with people and invite them to get involved with the organisation of the community party. You must keep a record of who you have contacted and send a copy to the council with your application. For neighbours that you have been unable to contact, you must undertake a letter drop providing details and contact numbers to enable them to make comments and representations should they wish.

Record any objections residents may have

Notify the council of any objections at least five weeks prior to the event. Please log any objections that you have been unable to resolve with residents on your street and return this to Wiltshire Council along with the Road Closure Application Form.

Complete a risk assessment - Submit this to the council for approval

We recommend that event organisers complete a risk assessment. This will help you identify any accidents that could occur and action you could take to reduce the risk. Public safety is the most important consideration in planning your community party. This should be submitted along with your application.

Signs, parking and barriers

The event organiser is responsible for ensuring adequate signage of the closure and any diversion route both prior to and during the event. All signs to be placed on the highway must be in accordance with the requirements of the Traffic Signs Manual.

Any decoration, signs or bunting must be securely fastened, must not overhang or obstruct the highway or footway and must not cause a hazard to vehicles or pedestrians. There must not be any open flames, fires or barbecues on the highway, or on the pavement.

In order to maintain access for residents and for the emergency services, a minimum clear way of 3.66m throughout the length of the closed street must be maintained.

Parking of vehicles in the vicinity of barriers is prohibited and no overspill of parking is allowed in any adjacent street. Multiple parking (either side by side or head on) is also prohibited.

Stalls, tables and other objects placed on the street must not obstruct the entrance to individual properties. Additionally, please remember that street fire hydrants and indicating tablets must not be obscured in any way.

Temporary Event Notice

If you wish to carry out any of the following licensable activities at your event you will need to apply for a Temporary Event Notice (TEN).

- Sell alcohol by retail
- Supply hot food or hot drink after 23:00 or before 05:00 on any day. This includes takeaways, cafés, mobile hot food vans and any other venue providing hot food or hot drink
- Provide regulated entertainment such as performance of a play, exhibition of a film, indoor sporting events, boxing and wrestling, live or recorded music and performance of dance

Large scale events which are likely to attract over 500 people will require Premises Licence instead of a TEN. Any individual of 18 years or over can apply for a TEN.

There are two types of TEN: a standard TEN and a late TEN. These are subject to different processes: a standard notice is given no later than ten working days before the event to which it relates; and a late notice is given not before nine and not later than five working days before the event.

Are there any events which are exempt from needing a TEN?

Yes, as a result of deregulatory changes that have amended the 2003 Act there are several activities that no longer require a licence. For an up to date list of all exemptions please refer to <https://www.legislation.gov.uk/ukxi/2014/3253/made>

For more information and to apply for a TEN online please see the following link <https://www.wiltshire.gov.uk/licences-permits-ten>

Parking suspensions

If you do not want cars to be parked on the street during the event, we would like you to tell us when you apply for the road closure. If you cannot say at this stage, you'll need to let our Parking Services Team know at least two weeks before the event. Contact: Parking Services at: parkingservices@wiltshire.gov.uk

Organise reflective barriers and directional signs

We ask that the event organisers arrange for temporary reflective 'Road Closed' barriers to be placed at the points of road closures in order to alert motorists. Organisers are also responsible for placing and taking down diversion signs. The 'Road Closed' barriers should be manned at all times by a responsible person.

The organiser must also provide diversion signs along the agreed diversion route. Signs reading "Diverted Traffic" with an arrow pointing in the appropriate direction must be clearly displayed and securely fixed along the alternative route. All barriers, signs and obstructions must be removed from the highway at the conclusion of the event.

Noise

If you intend to play music, then you must ensure that the volume of noise from music systems and CD players etc. is kept at reasonable levels to avoid disturbing residents that are not attending.

The street must be left in a clean and safe condition

The organiser will be responsible for clearing all litter, waste and equipment from the street at the end of the party. As the event is a community event, organised by residents and attended by residents, the waste on this occasion, will be treated as household waste. Please take the waste home, recycle where possible and it will be collected on the normal waste collection day.

Public Liability Insurance

There is no law that says you must buy insurance for a voluntary or community event – but you might want to make sure you are covered in case something goes wrong and someone makes a claim against you. Having public liability insurance may give you peace of mind, but it's good planning, not insurance that stops things going wrong.

Small community events are exempt from the requirement for public liability insurance only when:

- The event is not publicised for the general public and therefore will not draw in people from the wider area.
- The event applies to the residents of one or two streets and attendance will generally involve less than 150 people.
- There is no amplified entertainment which may cause nuisance to the wider area.
- There is no alcohol or food being sold.

It is recommended that you take out adequate Public Liability Insurance (PLI) if you decide to put on an activity that could cause harm to someone such as operating a barbeque or hiring in devices such as a bouncy castle or children's amusement rides.

Further information

If you have any questions about formulating a risk assessment or just general health and safety advice on organising a safe community party in Wiltshire, please speak with Kevin Oliver, Events Authorising Officer on 01380 826335 or 07825 400377.

Community Events - FAQs and checklist

Q. How do I tell people about the community event ?

A. Inviting people face to face is a must to get people involved. You need to send round paper invitations – this will be needed to show the Council that you have ‘consulted’ everyone.

Most community events are for residents only and there is no outside “publicity” (that would make it a public event). Remember to include local businesses in your consultation if they would be affected by your road closure.

Q. Who organises the community event?

A. There should be a lead person from the street who can apply for the road closure order on behalf of the residents. This person should also be the main contact for the council and the emergency services.

Q. Do we need insurance cover?

A. The risks at most community events are usually very low and so the risk of liability to organisers is low. Planning a safe event is the best way of reducing risks, therefore make sure you have completed a suitable and sufficient risk assessment. However, the council do advise you to consider taking out public liability insurance cover if you are planning to have a bouncy castle/inflatable, BBQ or a children’s entertainment ride.

If you are planning to have a bouncy castle/inflatable at your event please ensure you request the suppliers PLI, risk assessment and the Engineers Equipment Inspection Certificate (ADIPS or PIPA).

Q. Do I need a Risk Assessment?

A. Yes. There may be risks that are only applicable to your party area, so you should produce a risk assessment to ensure it reflects your own location and event. This will need to be submitted as part of the application process.

Q. We’re serving alcoholic drinks – do we need an alcohol licence?

A. No, licences are only required if alcohol is sold. At a private community event, sharing drinks with neighbours does not require a license. If you do want to sell alcohol, you will need to contact the Wiltshire Council Licensing to make an application for a Temporary Events Notice. The fee for this is £21. Please email publicprotectionnorth@wiltshire.gov.uk

Q. We’re playing music – do we need an entertainment licence?

A. No, if your community event is a private get together for residents and the music is not advertised in advance to attract people, and you’re not making money, then there is no need for a license for your music, whether it is live or recorded.

Q. Do we need a permit to serve food?

A. No, as a community event you do not need a licence under the Licensing Act 2003 to sell food (unless you want to only sell hot food and drink after 11pm). Remember you can always ask your neighbours to bake a cake, make a sandwich or bring food to share with one another. This is also a good way to bring different groups of people together.

Q. We're having a tombola/raffle – do we need permission?

A. Probably not. If the tombola/raffle tickets are sold on the day and the prizes are not worth more than £500 in total then it will be exempt from gambling regulations (however, if tickets are sold in advance of the event, you will need a lottery registration, but do contact the Council first to check). Any proceeds from the tombola/raffle must go to a good cause such as charity or covering the cost of your party. Alternatively, if you did want to raise some money for your local church or charity, you can always ask people for donations.

Q. How do I close the road?

A. You must have a road closure order in place to close the road. The order will identify the times from when you can close the road. Remember that members of the public cannot stop traffic to close a road, wait until there is no traffic approaching and then put out your road closed signs. Please remember; you cannot legally stop vehicles from entering or driving down a road unless a road closure order has been granted.

Q. Where can I get Road Closed signs?

A. Wiltshire Council does not have a supply of road closed / diversion signs. Applicants should make arrangements with a local Traffic Management company to hire the appropriate signage. Do not forget to take down all signage after the event.

Q. Do I need to have marshals?

A. Although there is no need to employ qualified people to marshal your event, it is good practice to nominate some of your residents to position themselves by the road closure signs to answer any questions from vehicle drivers and also to stop non-residents from 'gate-crashing' your event.

Q. Do we need to clean up afterwards?

A. Yes, you will need to clean up after your community event. It's your road, your event, so keep your local area clean and tidy. Let people know in advance what time the event will finish and have a section set aside for bin bags and recycling. Remember that the clean-up time should be considered when applying for the road closure order so that the clean-up can be safely undertaken while the road is closed.

8. What do I need to do now?

- i) Start by asking a couple of neighbours you know whether they are keen. Agree a date early on.
- ii) Invite the whole street to the first meeting and look to hold two or three more meetings to chat and plan to ensure everyone is happy and kept informed. Keep meetings informal and share out the activities and jobs.
- iii) Complete the road closure application form and send it to Traffic Orders at trafficorders@wiltshire.gov.uk

If you require any further information or advice, contact: Kevin Oliver, Authorising Officer on 01380 826335 or 07825 400377.

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Licensing Act 2003 - Representations

Update on Levels of Personal Information to be Supplied on Parties who make a Relevant Representation at a Licensing Sub Committee Hearing

1. Licensing Sub Committee Hearings Trial Period

Three Sub Committee hearings have taken place via teams since 13 September 2021 and during this period;

- a. Parties who have made representations have been informed verbally by officers if telephone contact is made or through the Council's website and by letter/email when their representation is acknowledged by officers, that their name and address will form part of a publicly available document.
- b. Hearing letters and invitations to attend the Sub Committee hearing have confirmed virtual hearing recording will be available for six months and that third parties may record those hearings unknown to the Council.
- c. Personal Information (names, house names/numbers) have been removed from Reports to the Licensing Sub Committee. However, this information is available to the Sub Committee on their request.
- d. The Sub Committee Chairperson's announcements have informed the public attending or listening to a virtual hearing that the hearing is open to the public and any recording of the hearing made by the Council will be made publicly available on the Council's website for six months and that third parties may record hearings unknown to the Council. The Sub Committee hearing agendas have also informed the public that the hearing is open to the public and the information and any recording of the hearing made by the Council will be made publicly available for six months and that third parties can record hearings unknown to the Council.
- e. Parties attending the hearing including those making representations have been required to identify themselves at the hearing.
- f. Persons making a representation on a person's behalf have been required to confirm to the Sub Committee their identity and the identity of the person for who they are making the representation.
- g. The Sub Committee minutes have only identified individuals making a representation where this is considered necessary to ensure clarity on a particular issue raised at the hearing. Public and corporate bodies attending the hearings and legal representatives of the parties have continued to be identified.

- h. Decision Notices have identified parties making representations only where considered necessary for clarity on a point or issue raised at the hearing.

2. Impact to date

- a. Members of the public making representations only attended at one the Sub Committee hearings on 11 October 2021. No representations were received for the hearing which took place on 13 October and for the hearing on 20 October the party making a representation was a public authority (a town council). Neither the Sub Committees or Officers have received any comments or responses concerning personal information since the trial was commenced.
- b. Officers can confirm that the additional work required to redact the details has not adversely impacted officers so far. However, it is accepted that to date the changes have only affected three representations made at the hearing on 11 October. The Committee may consider that it may be appropriate for the trial to be extended to the Licensing Committee meeting in March 2022.

Mrs Sarah Marshall

Senior Solicitor

24 November 2021