

AGENDA

Meeting: Licensing Committee

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

Date: Monday 7 March 2022

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.

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

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

To ensure COVID-19 public health guidance is adhered to, a capacity limit for public attendance at this meeting will be in place. You must contact the officer named on this agenda no later than 5pm on Wednesday 2 March 2022 if you wish to attend this meeting. Places will be allocated on a first come first served basis.

To ensure safety at the meeting, all members of the public are expected to adhere to the following public health arrangements to ensure the safety of themselves and others:

- Do not attend if presenting symptoms of, or have recently tested positive for, COVID-19
- Follow any one-way systems, signage and instruction
 - Maintain social distancing
 - Wear a face covering (unless exempt)

Where it is not possible for you to attend due to reaching the safe capacity limit at the venue, alternative arrangements will be made, which may include your question/statement being submitted in writing.

Recording and Broadcasting Information

Wiltshire Council may record this meeting for live and/or subsequent broadcast. At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

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To find car parks by area follow [this link](#). The three Wiltshire Council Hubs where most meetings will be held are as follows:

County Hall, Trowbridge
Bourne Hill, Salisbury
Monkton Park, Chippenham

County Hall has some limited visitor parking. Please note for meetings at County Hall you will need to log your car's registration details upon your arrival in reception using the tablet provided. If you may be attending a meeting for more than 2 hours, please provide your registration details to the Democratic Services Officer, who will arrange for your

stay to be extended.

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**

To receive any apologies and details of any substitutions.

2 **Minutes** (*Pages 7 - 14*)

To confirm and sign the minutes of the meeting held on 6 December 2021 (copy attached).

3 **Chairman's Announcements**

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 28 February 2022** in order to be guaranteed of a written response. In order to receive a verbal response questions must be submitted no later than 5pm on **Wednesday 2 March 2022**. 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 **Licensing Appeals Update**

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

7 **Briefing on Project Vigilant**

DS Louise Morley (Strategic Support Officer – Wiltshire Police) will give the Committee a briefing on Project Vigilant.

8 **Update from the Taxi Provision Working Group** (*Pages 15 - 20*)

The Committee will receive an update on behalf of the Taxi Provision Working Group which met on 13 December 2021 – a copy of the notes from that meeting are attached.

9 **Taxi Licensing Update** (*Pages 21 - 28*)

Tom Ince (Principal Compliance Officer) has prepared the attached Taxi Licensing update as at January 2022 and will give a brief overview at the meeting.

10 **Proposed Changes to Wiltshire Council's Hackney Carriage Licensing Zone Structure** (*Pages 29 - 38*)

The report of Jo Hulbert and Danial Farr (Fleet Compliance Officers) and Tom Ince (Principal Compliance Officer) seeks to provide the Licensing Committee with the relevant information to make an informed decision on allowing the Taxi Licensing Team to undertake a consultation on proposed changes to Wiltshire Councils Hackney Carriage Vehicle Licence Zoning arrangements.

11 **Licensing Act 2003: Adoption of procedures in relation to personal licence holders convicted of relevant offences** (*Pages 39 - 58*)

The report of Linda Holland (Licensing Manager) seeks to advise members of changes to the Licensing Act 2003 which came into force on 6th April 2017 and to introduce new procedures relating to these changes. The report also details the proposed procedures to be carried out in line with legislation when considering the appropriate action to be taken against personal licence holders with relevant convictions.

12 **Further Update on Levels of Personal Information to be Supplied on Parties who make a Relevant Representation at a Licensing Sub Committee Hearing** (*Pages 59 - 60*)

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 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:

20 June 2022
12 September 2022
5 December 2022.

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.