

# AGENDA



- Committee - **COMMITTEE OF THE LICENSING AUTHORITY**
- Date & Time - Monday, 6 November 2017 at 6.30 pm or immediately on the conclusion of the Licensing Committee, whichever is the later.
- Venue - Meeting Room 1, Council Offices, Priory Road, Spalding

**Membership of the Committee of the Licensing Authority:**

Councillors: G R Aley, M D Booth, T A Carter (Vice-Chairman), A Casson, M G Chandler, R Clark, G K Dark, H Drury, A Harrison (Chairman), C N Johnson, J L King, A M Newton, E J Sneath and J Tyrrell

Persons attending the meeting are requested to turn mobile telephones to silent mode

Democratic Services  
Council Offices, Priory Road  
Spalding, Lincs PE11 2XE

Date: 27 October 2017

## AGENDA

1. Apologies for absence.
2. Declaration of interests -  
Where a Councillor has a Disclosable Pecuniary Interest the Councillor must declare the interest to the meeting and leave the room without participating in any discussion or making a statement on the item, except where a Councillor is permitted to remain as a result of a grant of dispensation.
3. Minutes - (Pages 1 - 4)  
To sign as a correct record the minutes of the meeting held on 6 July 2017 (copy enclosed)
4. Committee of the Licensing Authority Update Report 2017/17 Q2 - (Pages 5 - 8)  
To provide an update on licensing activities relevant to the Committee of the Licensing Authority during Quarter 2 July to September 2017 (Report of the Executive Manager People and Public Protection enclosed)
5. Feedback from Street Pastors visit -  
Verbal update from the Chairman
6. Business event -  
Verbal update from the Chairman and Vice Chairman
7. Training for Committee -  
Verbal update from the Chairman and the Licensing and Business Support Manager
8. Any other items which the Chairman decides are urgent. -

NOTE: No other business is permitted unless by reason of special circumstances, which shall be specified in the minutes, the Chairman is of the opinion that the item(s) should be considered as a matter of urgency.

Minutes of a meeting of the **COMMITTEE OF THE LICENSING AUTHORITY** held in the Meeting Room 1, Council Offices, Priory Road, Spalding, on Thursday, 6 July 2017 at 6.30 pm.

## PRESENT

A Harrison (Chairman)  
T A Carter (Vice-Chairman)

G R Aley  
M D Booth  
A Casson  
M G Chandler

G K Dark  
H Drury  
C N Johnson  
A M Newton

E J Sneath  
J Tyrrell

In Attendance: Licensing and Business Support Manager, Assistant Licensing Officer, Democratic Services Officer, Sgt Kimble Enderby and PC Jon Evans

Apologies for absence were received from or on behalf of Councillors R Clark and J L King

### 1. **SGT KIMBLE ENDERBY AND PC JON EVANS - LINCOLNSHIRE POLICE ALCOHOL LICENSING TEAM**

With the Chairman's permission, this item was brought forward on the agenda. The Chairman welcomed Sgt Kimble Enderby and PC Jon Evans from Lincolnshire Police Alcohol Licensing Team. Sgt Enderby proceeded to give a presentation on the team's ongoing work and the sort of issues they are faced with.

The presentation included the following points:

- Working together with Immigration and HMRC to combat illegal goods making their way into the Country and modern slavery and exploitation.
- Visiting premises on intelligence led basis.
- Programme of underage test purchasing about to start in the County.
- 80% of their time is intervention – visiting pubs/clubs etc. 20% is dealing with incidents.
- Have 5 Officers for the County.
- Discussions about detecting counterfeit goods.
- Trading Standards investigate illegal tobacco products.
- The difference between goods that are machine made/packed compared to hand made/packed.
- Criminal enterprises sometimes use shops as a front for organised crime.

The Committee discussed the following points raised from the presentation:

- Whether illegal cigarette sales had soared as a result of premises having their licences revoked.
- Should cigarettes be sold only from licenced premises? This had been tried unsuccessfully in the past.

**COMMITTEE OF THE LICENSING  
AUTHORITY - 6 July 2017**

- Whether Brexit would make a difference regarding illegal cigarettes and alcohol and the value of the pound changing migrants' perceptions.
- Councillor Chandler sat on the Police and Crime Commissioner Panel and would consider putting forward recommendations for extra staffing or resources.
- Bring awareness to the Local Government Association
- It was not an offence to purchase counterfeit goods.
- If anyone had any information about illegal activity at licensed premises, the address to notify the Police is [countylicensinggroup@lincs.pnn.police.uk](mailto:countylicensinggroup@lincs.pnn.police.uk)
- The Committee could visit the Licencing team HQ to see how they operate.

The Chairman thanked the Officers for attending and the meeting adjourned for five minutes whilst they left the room.

**2. DECLARATION OF INTERESTS**

There were no declarations of interest.

**3. MINUTES**

The minutes of the meeting held on 26<sup>th</sup> January were signed as a correct record.

There were no minutes from 23 March to sign due to only having the Licensing Committee meeting.

**4. QUARTERLY LICENSING UPDATE REPORT**

The Licensing and Business Support Manager introduced the report of the Executive Manager People and Public Protection which provided an update on activities relating to the work of the Committee of the Licensing Authority. The following key points were raised:

- Now receiving more Temporary Events Notices applications online. Looking to get more application types available online.
- Inspections lower this quarter due to staff absence but will increase next quarter.
- No appeals lodged with the revoked licences.
- The Assistant Licensing Officer attended Pubwatch meeting.
- Cllr Casson went out on visits with the Assistant Licencing Officer and inspected 3 properties.
- Cllr Harrison shadowed the Licensing Officer and police when they visited most of the licenced premises in Crowland.
- Attending the Safety Advisory Group – Nicky Ruskin (Food, Health and Safety Officer) taking lead role, putting management plans in place which were suitable for events.
- Sharing information with other agencies electronically.

**COMMITTEE OF THE LICENSING  
AUTHORITY - 6 July 2017**

- The Chairman, Vice-Chairman and Licensing and Business Support Manager attended Institute of Licencing training event on House of Lords Select Committee review on the Licencing Act 2003. No updates on recommendations had been received (probably delayed due to General Election).

**DECISION:**

That the content of the report be noted.

**5. PANEL OF THE COMMITTEE OF THE LICENSING AUTHORITY**

The Licensing Panel currently comprised 3 Councillors chosen from a pool comprising all of the Licensing Committee members, and each Panel was selected by the Executive Manager Governance on a rotational basis as and when required, but to include either the Chairman or Vice-Chairman of the Licensing Committee where reasonably possible.

Councillors were invited to consider (i) whether the Panel should be re-established for the current municipal year; and (ii) whether any amendment should be made to the terms of reference or composition of the Panel.

**DECISION:**

1. That the Licensing Panel be re-established for the current municipal year; and
2. That no changes be made to the terms of reference or composition of the Licensing Panel

**6. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT.**

There were no other items for discussion.

(The meeting ended at 8.10 pm)

(End of minutes)

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## SOUTH HOLLAND DISTRICT COUNCIL

**Report of:** Executive Manager People and Public Protection

**To:** Committee of the Licensing Authority – 6 November 2017

**(Author:** Donna Hall – Licensing and Business Support Manager)

**Subject:** Quarterly Update Report

**Purpose:** To provide an update on licensing activities relevant to the Committee of the Licensing Authority during Quarter 2 July to September 2017

**Recommendation:**

- 1) That the contents of the report is considered and noted

**1.0 BACKGROUND**

1.1 The Licensing Team are responsible for administering the statutory licensing framework, which governs businesses and regulated activities in South Holland.

1.2 The Team carry out a wide range of interventions in order to ensure that licences and registrations are issued correctly and in accordance with legal provisions. Officers are also involved in monitoring activity, which includes; carrying out inspections, providing advice and carrying out investigations.

**1.3 Quarter 2 1<sup>st</sup> July to 30<sup>th</sup> September 2017**

1.3.1 The below table provides an update on the work undertaken by the Licensing Team in relation to the Committee of the Licensing Authority:

Licence Type	Activity	Number in Q2
<b>Licensing Act 2003</b>		
Premises Licence	Annual Fee Applications	32
	New Applications	2
	Online new applications	1
	Vary DPS	7
	Transfer/Vary DPS	1
	Transfer Applications	2
	Update conditions	2
	Suspension Applications	12
	Suspension lifted	9
	Review application	2
	Change name & address holder	2
	Change name & address DPS	2
	Replacement licence	1
Personal Alcohol Licence	New Applications	19
	New applications online	1
	Online Change name/address	1

	Change name/address Lost/Stolen	15 3
TEN – With Alcohol	TEN Applications Online applications	21 6
TEN – No Alcohol	TEN Applications	0
Late TEN – with alcohol	TEN Applications Online applications	4 1
Response time for Temporary Event Notices	Processed within 24 hours	100%
<b>Gambling Act 2005</b>		
Adult Gaming Centre Premises	Annual Fee application	1
Betting Premises Licence	Annual Fee Application	6
Bingo Premises Licence	Annual Fee Application	1
Licensed Premises Gaming Machine Permit	Annual fee application	3
Club Machine Permit	Annual Fee Application	2
Notification of Gaming Machines	Cancel/Surrender Notice of intent	2 1
Small Society Lotteries	Annual Fee Applications Returns received New Applications Online new applications	10 9 3 1

<b>SHDC Statistics</b>	
Number of licensed premises under Licensing Act 2003	328

Inspection or Intervention	Number in Q2
Licensing Act 2003 premises	6
Outcomes	All without prior notice. Mostly compliant with a few minor non-compliances only found
Panel Hearings	Outcome
Lithuanian Grocery, 82 Holbeach Rd, Spalding Application for review of premises licence by Lincolnshire Police	Premises licence revoked No appeal lodged
Station 25, 25 Station Street, Spalding Application for review of premises licence by Lincolnshire Police	Premises licence revoked No appeal lodged
Other Work	
Investigation of complaints about licensed premises and partnership working with Environmental Protection team to tackle noise nuisance	
Licensing officer attended James Button Licensing Act Refresher Training at a neighbouring local authority	



Liaison and sharing intelligence with Lincs Police and Trading Standards in relation to illegal trading activities
Events advice and attendance at Safety Advisory Group Meetings in relation to seasonal events including Pumpkin Parade, Onelife events and Ayschoughfee
Attendance at Pubwatch meeting 22 <sup>nd</sup> August
Signposting and support for Environmental Health Training and Consultancy including marketing, writing blogs, signposting to online course etc

## 2.0 **OPTIONS**

2.1 This report is for information only.

## 3.0 **IMPLICATIONS**

### 3.1 **Constitution & Legal**

3.1.1 The report details activities undertaken by the Licensing Team in accordance with legal requirements. As this report is for information only there will be no legal implications arising as a result of this report.

### 3.2 **Crime and Disorder**

3.2.1 The Licensing Framework is an important tool that South Holland District Council has in relation to the prevention of crime and disorder, there are no implications arising from this report.

### 3.3 **Equality and Diversity / Human Rights**

3.3.1 All Licensing activities are carried out in accordance with all Equality and Human Rights Legislation, there are no implications arising from this report.

### 3.4 **Safeguarding**

3.4.1 Safeguarding is an integral consideration within the Licensing Framework, in particular Premises Licences (Licensing Act 2003) and Gambling (Gambling Act 2005). There are no implications arising from this report.

## 4.0 **WARDS/COMMUNITIES AFFECTED**

4.1 The activities undertaken by the Licensing Team on behalf of the Licensing Authority covers the entire District of South Holland.

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Background papers: - None

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### **Lead Contact Officer**

Name and Post: Donna Hall – Licensing and Business Support Manager  
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 Email: [donna.hall@breckland-sholland.gov.uk](mailto:donna.hall@breckland-sholland.gov.uk)

**Key Decision:** No

**Exempt Decision:** No

**This report refers to a Mandatory Service**