

Minutes of a meeting of the **LICENSING COMMITTEE** held in the Meeting Room 1, Council Offices, Priory Road, Spalding, on Tuesday, 18 October 2016 at 8.26 pm.

**PRESENT**

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

G R Aley  
M D Booth  
A Casson  
M G Chandler

G K Dark  
J L King  
C J Lawton  
A M Newton

M J Pullen  
E J Sneath  
J Tyrrell

In Attendance: Councillors , Assistant Licensing Officer and Democratic Services Support Officer

Apologies for absence were received from or on behalf of Councillors R Clark and H Drury.

**8. DECLARATIONS OF INTEREST**

There were none.

**9. MINUTES**

The minutes of the meeting held on 14 July 2016, were agreed as a correct record, subject to the alteration of a few typographical errors.

**10. QUARTERLY REPORT FOR LICENSING COMMITTEE**

The Committee considered the report of the Executive Manager People and Public Protection, which update members on activities relating to the work of the Licensing Committee.

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

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

**Quarter 2: 1 July 2016 – 30 September 2016**

The table below provided an update on the work undertaken by the Licensing Team:

<b>Licence Type</b>	<b>Activity</b>	<b>Number in Q2</b>
Riding Establishments	New Application	1
House to House collection	New Application	3

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permits	Returns received	5
Street collection permit	New permit	6
	Returns received	6
Street Trading consent	New Application	1
	Renewals	1
Combined Hackney/Private Hire Driver licence	Renewal applications	10
	New applications	3
	Replacement licence	1
	Immediate revocation	2
Hackney Carriage Licence	New applications	3
	Renewals	9
	Transfer	2
	Suspension	1
	Suspension lifted	1
Private Hire Operator Licence	Renewals	5
Private Hire Vehicle Licence	New applications	3
	Renewals	34
	Cancel/surrender	1
	Immediate unfit application	3
	Immediate unfit lifted	3
	Suspension	1
	Suspension lifted	1

<b>Inspection or Intervention</b>	<b>Number in Q2</b>
Taxi Vehicle Inspections	45
Total number of licensed vehicles SHDC	182
Riding establishment veterinary inspection	1
Dog breeding new premises inspection	1
<b>Other Work</b>	
Freedom of Information Act Requests (taxi licensing; taxi ranks; pet shops; dog breeding)	4
Supporting promotion of hate crime campaign and raising awareness of reporting for taxi drivers, with Lincs Community Safety Partnership	
Regional licensing forum	
Preparation of taxi licensing training for members	
Work to find alternative to DVSA assessments for new taxi driver assessments	
Review of street trading policy and procedures	
Investigation of unlicensed dog boarding premises x 2	
Investigation of taxi parking complaints	
Safeguarding training for taxi drivers	
Licensing team review of Taxi Licensing Policy and Procedures	
Officer training on Scrap Metal Licensing and preparation for Scrap Metal Licence renewals	
<b>Immediate Revocations</b>	
Taxi driver – medical grounds	Revoked
Taxi driver – medical grounds	Revoked

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**AGREED:**

Members noted the content of the report.

**11. STREET TRADING**

The Licensing and Business Support Manager, Donna Hall, was in attendance to provide members with an update on proposed changes to street trading procedures.

Street Trading Licensing had been in place for just over a year, and was to be reviewed. Craig Fowler (Food Safety Manager) was leading on that review and asked for members to be informed of the proposed changes.

- To make it much clearer where the locations were where street trading may take place;
- Ice cream van vendors to have basic disclosure checks and have safeguarding training;
- A new structure of fees to take into account those who do not trade all year round.

Members were advised that it was likely that the committee would receive a report in more detail in early 2017.

**12. TAXI DRIVER LICENSING - NEW DRIVER ASSESSMENTS**

Members were advised that as from December 2016, the DVSA would no longer be providing driver assessments. Undertaking the DVSA driver assessment was a requirement in South Holland's Taxi Licensing Policy, for all new drivers to undertake in order to be issued with a licence.

It had come apparent to the Licensing Team that although the assessments were to stop in December 2016, all available appointments had already been filled. In order to still fulfil the assessment criteria within the Policy, the Team had been working with Lincs Road Safety Partnership, with them facilitating a course which fulfilled the requirements.

Long term the Licensing Team were working with the Procurement Team to source and put in place suitable assessments for prospective applicants.

**13. ANIMAL WELFARE LICENSING**

Members of the Committee received a presentation from Donna Hall (Licensing and Business Support Manager) and Lesley Ayers (Assistant Licensing Officer) on Animal Welfare Licensing.

The presentation detailed numbers of licenced zoos, kennels and catteries along with licenced breeders etc. In addition they were advised the process applicants had to complete in order to be granted a licence.

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

There were none.

(The meeting ended at 9.01 pm)

(End of minutes)