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Mid Devon District Council

Licensing Committee

Thursday, 4 July 2019 at 10.30 am
Phoenix House, Tiverton

Next ordinary meeting
Thursday, 5 December 2019 at 11.00 am

Those attending are advised that this meeting will be recorded

Membership

Cllr Mrs E M Andrews
Cllr J Cairney
Cllr R J Chesterton
Cllr Mrs F J Colthorpe
Cllr D R Coren
Cllr J M Downes
Cllr T G Hughes
Cllr D J Knowles
Cllr Miss J Norton
Cllr S J Penny
Cllr L D Taylor
Cllr A Wilce

A G E N D A

Members are reminded of the need to make declarations of interest prior to any discussion which may take place

- 1 **ELECTION OF CHAIRMAN (THE CHAIRMAN OF THE COUNCIL IN THE CHAIR)**
To elect a Chairman for the 2019/2020 municipal year
- 2 **ELECTION OF VICE CHAIRMAN**
To elect a Vice Chairman for the 2019/2020 municipal year
- 3 **APOLOGIES AND SUBSTITUTE MEMBERS**
To receive any apologies for absence and notices of appointment of Substitute Members (if any).
- 4 **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT**
Councillors are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.

5 **PUBLIC QUESTION TIME**

To receive any questions relating to items on the agenda from members of the public and replies thereto.

6 **MINUTES OF THE PREVIOUS MEETING** (*Pages 5 - 6*)

Members to consider whether to approve the minutes as a correct record of the meeting held on 1st March 2019.

The committee is reminded that only those Members present at the previous meeting should vote and, in doing so, should be influenced only by seeking to ensure that the minutes are an accurate record.

7 **ENFORCEMENT UPDATE**

To receive a verbal report presented by the Lead Licensing Officer on work of the Licensing Team and any enforcement action taken.

Stephen Walford
Chief Executive
Wednesday, 26 June 2019

Anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chairman. Any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting and having regard also to the wishes of any member of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chairman or the Member Services Officer in attendance so that all those present may be made aware that is happening.

Members of the public may also use other forms of social media to report on proceedings at this meeting.

Members of the public are welcome to attend the meeting and listen to discussion. Lift access the first floor of the building is available from the main ground floor entrance. Toilet facilities, with wheelchair access, are also available. There is time set aside at the beginning of the meeting to allow the public to ask questions.

An induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter. If you require any further information, or

If you would like a copy of the Agenda in another format (for example in large print) please contact Carole Oliphant on:

Tel: 01884 234209

E-Mail: coliphant@middevon.gov.uk

Public Wi-Fi is available in all meeting rooms.

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MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **LICENSING COMMITTEE** held on 1 March 2019 at 11.00 am

Present

Councillors

D R Coren (Chairman)
T G Hughes, D J Knowles, Mrs G Doe,
L D Taylor and Mrs E J Slade

Apologies

Councillor(s)

Mrs E M Andrews, R J Chesterton, Mrs F J Colthorpe,
A Bush and S G Flaws

Also Present

Officer(s):

Simon Newcombe (Group Manager for Public Health and Regulatory Services) and Carole Oliphant (Member Services Officer)

9 **APOLOGIES AND SUBSTITUTE MEMBERS (00.01.00)**

Apologies were received from Cllrs Mrs E M Andrews; A J Bush, K I Busch, R J Chesterton and S G Flaws

10 **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (00.01.26)**

There were no declarations made

11 **PUBLIC QUESTION TIME (00.01.38)**

There were no members of the public present

12 **MINUTES (00.01.45)**

The minutes of the meeting held on 9th October 2018 were agreed as a true record and duly signed by the Chairman

13 **CHAIRMAN'S ANNOUNCEMENTS (00.03.51)**

The Chairman had no announcement to make.

14 **OPERATIONS DIRECTORATE ENFORCEMENT POLICY (00.04.04)**

Members were provided with the updated Operations Directorate Enforcement Policy* PH/EP/01/19. This is policy was formerly the Public Health Services Enforcement Policy PH/EP/02/16 adopted in August 2016. The policy was due for review and has also been expanded to encompass the remaining enforcement functions in the Operations Directorate within Housing Services and Street Scene

Services. It continues to encompass the Licensing Authority functions of Public Health and Regulatory services.

The Group Manager for Public Health and Regulatory Services outlined the content of the Policy and explained that the Council was required by law to have an Enforcement Policy.

He explained that the Policy was very much a reference guide for officers and decision makers and the appendices contained the details of how each area across the Directorate would comply with relevant information.

He explained that recent changes to Regulation of Investigatory Powers Act (RIPA) were reflected in the policy along with the new General Data Protection Regulation (GDPR) requirements and the Policy could be reviewed at any time due to further changes in legislation.

He explained that the Policy ensured that the Council was transparent, fair and equitable.

It was **RESOLVED** that the Operations Directorate Enforcement Policy was adopted for the Licensing statutory functions within the Directorate.

(Proposed by Cllr G Doe and seconded by Cllr T G Hughes)

Note *Policy previously circulated and attached to the minutes

(The meeting ended at 11.35 am)

CHAIRMAN