

To: All Members of the LICENSING AND
REGULATORY COMMITTEE
(Other Members for Information)

When calling please ask for:

Kimberly Soane, Democratic Services Officer
Policy and Governance

E-mail: kimberly.soane@waverley.gov.uk

Direct line: 01483 523258

Calls may be recorded for training or monitoring

Date: 19 June 2020

Membership of the Licensing and Regulatory Committee

Cllr Robert Knowles (Chairman)
Cllr Peter Clark (Vice Chairman)
Cllr Roger Blishen
Cllr Martin D'Arcy
Cllr Jerome Davidson
Cllr Patricia Ellis

Cllr Maxine Gale
Cllr Michael Goodridge
Cllr Anna James
Cllr Jacquie Keen
Cllr Michaela Martin
Cllr Ruth Reed

Substitutes

Cllr Peter Isherwood
Cllr Jenny Else

Cllr Joan Heagin
Cllr Jerry Hyman

Members who are unable to attend this meeting must submit apologies by the end of Monday, 22 June 2020 to enable a substitute to be arranged.

Dear Councillors

A meeting of the LICENSING AND REGULATORY COMMITTEE will be held as follows:

DATE: MONDAY, 29 JUNE 2020

TIME: 10.00 AM

PLACE: ZOOM MEETING

The Agenda for the meeting is set out below.

The meeting can be viewed remotely in accordance with the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, via the Council's YouTube page.

Yours sincerely

ROBIN TAYLOR

Head of Policy and Governance

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This meeting will be webcast and can be viewed by visiting www.waverley.gov.uk

NOTE FOR MEMBERS

Members are reminded that contact officers are shown at the end of each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.

AGENDA

1. **MINUTES** (Pages 7 - 12)

To receive the minutes of the meeting held on 13th January 2020.

2. **APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

To receive apologies for absence and to report any substitutions

3. **DECLARATIONS OF INTEREST**

To receive from members declarations of interest in relation to any items included on the agenda for this meeting, in accordance with the Waverley Code of Local Government Conduct.

4. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

The Chairman to respond to any questions received from members of the public in accordance with Procedure Rule 10.

The deadline for submission of written questions for this meeting is Monday 22nd June 2020

5. **QUESTIONS FROM MEMBERS**

The Chairman to respond to any questions received from Members in accordance with Procedure Rule 11.

The deadline for submission of written questions for this meeting is Monday 22nd June 2020

6. **ACTION AUTHORISED**

To receive any action taken by the Executive Director after consultation with the Chairman and Vice-Chairman since the last meeting.

LICENSING ACT 2003 ITEMS

OTHER LICENSING ITEMS

7. **HACKNEY CARRIAGE/ PRIVATE HIRE POLICY/FARE REVIEW & LICENCE FEES**

Following a meeting with the Chair and Vice Chair of Licensing and in line with IoL and LGA advice as well as the letter to the Chair of Licensing Committee of

8 April 2020 from Kit Malthouse MP - to consider and agree that it would be pragmatic and flexible to delay the below review processes as result of uncertainty and issues arising from the Covid 19 pandemic and to continue to review and progress this work once a level of normality has returned.

It is proposed that;

- Hackney carriage/Private Hire Policy review – continue to pause and review again in 6 months
- Hackney carriage/Private Hire Policy Fare Review – pause the review with fares to remain as they are currently and with a further review in six months' time.
- Hackney Carriage/Private Hire Licence Fees – cancel the proposed Hackney carriage/Private Hire increase to Licence Fees (as businesses are likely to be disrupted as a result of the impact of Covid-19)

Recommendation

For the Licensing and Regulatory committee to consider and agree the proposals above.

8. STREET TRADING REVIEW (Pages 13 - 20)

To outline the process for the review of the Street Trading Policy and seek authority to proceed with the review as outlined in Annexe 2 of the report

9. EXCLUSION OF PRESS AND PUBLIC

To consider the following recommendation on the motion of the Chairman:-

Recommendation

That pursuant to Procedure Rule 20 and in accordance with Section 100B(5) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in the appropriate paragraph(s) of the revised Part 1 of Schedule 12A to the Act (to be identified, as necessary, at the meeting).

10. LEGAL ADVICE

To consider any legal advice relating to any items in the agenda.

**For further information or assistance, please telephone
Kimberly Soane, Democratic Services Officer, on 01483 523258 or by**

email at kimberly.soane@waverley.gov.uk

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WAVERLEY BOROUGH COUNCIL

MINUTES OF THE LICENSING AND REGULATORY COMMITTEE - 13 JANUARY 2020

SUBMITTED TO THE COUNCIL MEETING – 18 FEBRUARY 2020

(To be read in conjunction with the Agenda for the Meeting)

Present

Cllr Robert Knowles (Chairman)
Cllr Peter Clark (Vice Chairman)
Cllr Martin D'Arcy
Cllr Jerome Davidson

Cllr Patricia Ellis
Cllr Michael Goodridge
Cllr Anna James
Cllr Ruth Reed

Apologies

Cllr Roger Blishen, Cllr Jacquie Keen and Cllr Michaela Martin

LIC24/19 MINUTES (Agenda item 1.)

The Minutes of the Meeting held on 23 September 2019 were agreed as a correct record and signed.

LIC25/19 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS (Agenda item 2.)

Apologies were received from Cllrs Jackie Keen and Michaela Martin.

LIC26/19 DECLARATIONS OF INTEREST (Agenda item 3.)

There were no declarations in relation to matters on the agenda.

LIC27/19 QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 4.)

There were no questions from members of the public.

LIC28/19 QUESTIONS FROM MEMBERS (Agenda item 5.)

There were no questions from Members.

LIC29/19 NOMINATION OF REPLACEMENT REPRESENTATIVE ON LICENSING (GENERAL PURPOSES) SUB-COMMITTEE (Agenda item 6.)

The Committee noted that following the sad death of Cllr Jack Lee there was currently a vacancy on the Licensing & Regulatory Committee and the Licensing (General Purposes) Sub-Committee. A by-election for the Milford Ward was due to be held on 13 February 2020.

Rather than appointing a replacement to fill the vacancy on the Sub-Committee at this time, the Committee agreed to await the outcome of the by-election and the consequent review of the political proportionality of the Council and allocation of committee seats.

LIC30/19 ACTION AUTHORISED (Agenda item 7.)

No actions had been authorised by the Chief Executive since the last meeting of the Committee.

LIC31/19 MINUTES OF THE LICENSING (GENERAL PURPOSES) SUB COMMITTEE
(Agenda item 8.)

The Minutes of the Licensing (General Purposes) Sub-Committee meeting held on 14 October 2019 were approved.

PART I – RECOMMENDATION TO COUNCIL

LIC32/19 JOINT WARRANTING 2020 (Agenda item 9.)

32.1 The Committee considered a report setting out proposals from the Surrey Local Licensing Authorities to introduce joint warranting for Licensing Officers to enable improved enforcement of the taxi and private hire trade across the county. It was proposed that each of the eleven borough and district councils would delegate their taxi and private hire enforcement function under the relevant legislation (set out in the report) to the other Surrey Local Licensing Authorities in addition to retaining those functions themselves.

32.2 The joint warranting arrangements would not restrict the movement of taxi and private hire vehicles into other boroughs, but would enable Waverley officers to enforce against taxi and private hire vehicles and drivers licensed by other Surrey boroughs. The joint warranting arrangements would commence from April 2020.

32.3 The Committee noted that such joint working arrangements represented 'best practice' as proposed in the draft statutory guidance to taxi and private hire licensing authorities which was the subject of a Department for Transport consultation in 2019.

32.4 The Committee welcomed the proposals for more joined up working across the county that would help protect users of taxi and private hire vehicles, and asked that similar arrangements be developed with neighbouring licensing authorities in other counties, such as East Hampshire, Chichester and Rushmoor.

32.5 Having considered the report, the Committee

1. RESOLVED to recommend to Full Council that:

- i. the Hackney Carriage (Taxi) and Private Hire enforcement functions under the legislation set out in Appendix A of the report be delegated to the Surrey Local Licensing Authorities (as set out in Appendix A), in addition to these functions being retained within the Borough; and, to similarly receive the same delegated Taxi and Private Hire enforcement functions of the Surrey Local Licensing Authorities.

And,

- ii. the responsibility for relevant Taxi and Private Hire licensing legislation in accordance with Part 3 (Responsibility for Functions) of the Council's Constitution, which confirms an existing delegated power to the Head of Environmental & Regulatory Services at part I.3 of the Council's Scheme of Delegation (authorisation to enforce all relevant Hackney Carriage (Taxi) and Private Hire licensing legislation), be extended to include the authorisation of officers of other Surrey authorities participating in a Joint Warranting Scheme.

2. RESOLVED to ask the Head of Environmental & Regulatory Services to write to the neighbouring licensing authorities in other counties to explore development of similar reciprocal joint warranting arrangements.

PART II – MATTERS OF REPORT

LIC33/19 TAXI POLICY COVERING REPORT RE PROPOSED CHANGES FOR CONSULTATION 2020 (Agenda item 10.)

- 33.1 The Committee considered a report that shared the recommendations of the Department for Transport on a safer system of taxi and private hire vehicle licensing, and sought the views of the Committee on a number of proposed changes to the Taxi and Private Hire Licensing Policy 2018 – 2023.
- 33.2 The proposed changes to the Policy came from the Department of Transport recommendations (where these did not need to be implemented by changes in legislation); from officers; and responded to representations made by drivers and operators in the trade. Subject to the agreement of the Committee, these would be incorporated within the Council's Taxi and Private Hire Policy to be consulted upon.
- 33.3 The Committee discussed the representations from drivers on relaxing the Council's policy on window tinting, and the variation in approaches of licensing authorities across the county on this matter. It was noted that it was difficult to judge how much difference tinting levels had on safety, although there was a perception that more light transmission was safer. The Committee was sympathetic to the representations of drivers, and agreed that for the purposes of consultation the policy would propose the same approach as Spelthorne (Regulatory minimum light transmission for the windscreen (75%) and front side windows (70%); at least 22% light transmission for rear side windows; and no minimum transmission requirement for the rear windscreen).
- 33.4 The Committee considered the policy on the age of licensed vehicles and promoting the take-up of Ultra Low Emission (ULE) vehicles by drivers and operators. It was agreed that offering a reduction in the licensing fee for ULE vehicles would send a positive signal, up until the point when all vehicles would have to be ULE. To align with the Council's Climate Change Emergency declaration, the Committee felt that all Waverley licensed vehicles should be ULE by 2030. A maximum age of 7 years for licensed vehicles would mean that from 2023 all newly licensed vehicles would need to be ULE.

33.5 The Committee agreed with Officer's recommendations on other matters to include in the draft revised policy for consultation, and RESOLVED

- i. To note the Department for Transport's report on taxi and private hire licensing; the Government's response to the report; and Officer comments on the report in relation to the National Anti-Fraud Network project, English language testing for drivers, matters in relation to disability and accessibility, and employment matters relevant to the 'fit and proper' test; and
- ii. That the following areas of policy be incorporated within the Council's Taxi and Private Hire Policy to be consulted upon:
 - a reduced vehicle licence rate (50% of the full rate) for ULE vehicles, until such time as all vehicles are ULE under the vehicle age policy (DfT recommendation 7).
 - a condition requiring licensees to co-operate with appropriate Officers from other licensing areas (DfT recommendation 9).
 - a requirement for door signs on Private Hire Vehicles (DfT recommendation 19).
 - a requirement that all drivers subscribe to the DBS update service (DfT recommendation 20).
 - a Privacy Notice covering Waverley's use of driver and operator information, to comply with Data Protection legislation and GDPR.
 - requirements for Private Hire Operators to:
 - a. Hold and maintain a register of all staff that have contact with the public, etc
 - b. Be able to evidence that a basic DBS check is in place for staff listed on their register, and
 - c. Prohibition on use of Passenger Carrying Vehicle (PCV) licensed drivers.
 - a vehicle age policy – from 1 April 2020, newly licensed vehicles must be under 3 years old at the date of first registration; from 1 January 2023, licensed vehicles to be no more than 7 years old.
 - refusal to licence vehicles that have been written-off for insurance purposes, for safety reasons.
 - prohibition on the use of second-hand tyres or tyres that are 10 years old or more, for safety reasons.
 - Policy on window tinting to be amended to permit Regulatory minimum light transmission for the windscreen (75%) and front side windows (70%); at least 22% light transmission for rear side windows; and no minimum transmission requirement for the rear windscreen.

33.6 The Committee noted that consultation responses would be submitted brought back to the Committee in March along with the proposed revised Taxi Licensing Policy, with the intention that it would come into effect from 1 April 2020.

LIC34/19 PROPOSED FARES AND TARIFFS (Agenda item 11.)

Paul Hughes, Licensing & Environmental Enforcement Manager, updated the Committee on the work being carried out to review Taxi Fares. Since the Committee met last, Officers had been using the Guildford methodology as a template to calculate tax fares. The initial outcome using this approach indicated that fares might reduce from £2.40/mile to £1.20/mile. Given the scale of the reduction, Officers were consulting with colleagues in Guildford to ensure that the methodology had been applied correctly, and there would be a further report to the Committee in March.

LIC35/19 FORWARD PROGRAMME (Agenda item 12.)

The Committee noted that the Fares Policy would come to the next meeting of the Committee in March, as would the revised Taxi and Private Hire Policy following the consultation on proposals.

The meeting commenced at 10.00 am and concluded at 11.35 am

Chairman

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WAVERLEY BOROUGH COUNCIL

LICENSING COMMITTEE

29 JUNE 2020

Title:

Street Trading Review

Portfolio Holder: Cllr. Nick Palmer Portfolio Holder for Operational and Enforcement Services

Head of Service: Richard Homewood, Head of Environmental & Regulatory Services

Key decision: Yes

Access: Public

1. Purpose and summary

- 1.1 The Policy on Licensing of Street Trading is a matter for the Licensing Committee its implementation and enforcement is a matter for the Environmental Health Team. There have been a number of issues recently as more businesses diversify into street trading to sustain their businesses during the Covid restrictions. We are therefore proposing to proceed with the review of our street trading policy as set out in the Environmental Services, Service Plan and seek the support of the Licensing Committee to proceed with the review as proposed.

2. Recommendation

- 2.1 It is recommended that the Licensing Committee supports the proposed review of street trading and exploration of the proposal to designate all streets and public open areas in Waverley as Consent Streets' with the exception of those already designated as 'Prohibited Streets' which would remain as 'Prohibited Streets'.

3. Reason for the recommendation

- 3.1 The council has been receiving an increasing number of complaints regarding the impact of street trading activities on local communities. There needs to be a balance struck between the demand for street trading from residents and businesses alike and the impact on the community at large. The introduction of these street trading controls would enable the council to control street trading effectively by imposing conditions on Consents issued.

4. Background

- 4.1 The Act governing street trading within the Waverley area is the Local Government (Miscellaneous Provisions) Act 1982, Schedule 4. Further detail on the legislation is provided in Annexe A.
- 4.2 The current Street Trading Policy was adopted in August 2015, https://www.waverley.gov.uk/downloads/file/4857/street_trading_policy_2015. It is now due to be reviewed in line with the Policy,
- 4.3 Councils usually control street trading so that they can decide where to allow this and to properly manage the environmental and safety implications that street trading creates. It allows the impact to be managed in terms of the local economy and impact on and benefit to the community. The control of street trading can also have benefit for traders as it provides security over their trading activities and location.
- 4.4 The Policy has historically worked well with some streets having been determined 'consent' or 'prohibited' streets. This means that anyone who wishes to trade on a designated consent street (which includes a road, footway or other area to which the public have access without payment) must hold a street trading consent. The aim of the Policy is to prevent obstruction of streets, ensure public safety, recognise the importance of the local economy and community events, and prevent nuisance or annoyance to people the area.
- 4.4 Appendix 1 of the Policy gives a list of those streets currently designated as prohibited and consent streets in Waverley. They have also been mapped on the Council's web site, https://www.waverley.gov.uk/info/200188/street_trading/2224/street_trading_locations_in_waverley
- 4.5 More recently there are a number of other undesignated streets where street trading is having an adverse impact on the community and giving rise to complaints about noise, smells and general nuisance form customers and where there are no controls to enable the council to mitigate the impact. We are, therefore, now being asked to designate these streets as 'Consent Streets' or 'Prohibited Streets' to enable effective control of street trading activities and mitigate the impact on the community. Whilst this can be done on an individual basis, it is likely that further requests for additional streets to be designated will follow.
- 4.6 The process for review is lengthy and expensive and it may therefore be preferable to designate all streets in the Borough as Consent Streets and either remove or retain the existing 'Prohibited' Streets. Other local authorities such as Elmbridge have taken this approach, <https://www.elmbridge.gov.uk/licensing/street-trading/>
- 4.7 Alternatively consideration can be given to making further resolution(s) to designate particular streets that may be proposed by Members, Town and Parish Councils, other agencies and the Public. Other parts of the Policy (including fees) will also be

reviewed, but no significant changes are anticipated at this stage.

Process for review of policy and designations

4.8 There is a detailed legal process in order to properly designate streets as consent streets under Schedule 4 of the Local Government (Miscellaneous Provisions Act) 1982. In summary this involves:

- The Council publishing notice of its intention to pass a resolution to designate streets as consent streets
- Minimum of 28 days given for representations to be made relating to this intention (also served on the Surrey Police, Surrey County Council Highways and other relevant bodies seeking their views and the notice will contain a draft of the resolution –which should be published in local newspapers and on the Council website.
- Any representations received are brought back to Committee to be considered
- After consideration, if they consider fit, Council passes a resolution to designate street(s) as consent street(s)
- Notices published to advertise the making of the resolution (at least 28 days before resolution takes effect) in local newspaper and on the Council website.
- Resolution takes effect

4.9 It will be important to engage with Waverley Borough and Waverley County Members, town and Parish Councils and the community and the Police, Fire Service and Surrey County Council Highways in advance of this formal process, to obtain feedback on any proposal before the formal notice is published. A detailed programme for the consultation process is set out in Annexe B.

5. Relationship to the Corporate Strategy and Service Plan

5.1 Effective control of street trading will contribute to the strategic aim of supporting local businesses and employment whilst also protecting and supporting Waverley's communities from any potential adverse impacts arising from it.

6. Implications of decision

6.1 Resource (Finance, procurement, staffing, IT)

6.1.1 The review of Street Trading is in the Service Plan for 2020/21 and will be conducted within existing resources.

6.1.2 There will be advertising costs for the publication of the required notices.

6.1.3 Adopting a policy of designating all streets consent or prohibited streets could result in an increased number of applications initially but this will level off in due course. There would be an increase in fee income accompanying the increase in number of applications.

6.2 Risk management

- 6.2.1 If the policy is not reviewed complaints about the adverse impact of street trading are likely to continue and potentially increase which will place additional demands on the service.

6.3 Legal

Details of the consultation process and legal procedure are set out within the body of the report.

6.4 Equality, diversity and inclusion

There are no direct equality, diversity or inclusion implications in this report. Equality impact assessments are carried out when necessary across the council to ensure service delivery meets the requirements of the Public Sector Equality Duty under the Equality Act 2010.

6.5 Climate emergency declaration

Effective control of street trading activities will assist in mitigating their impact on the local environment and the community.

7. Consultation and engagement

- 7.1 Waverley Borough and Waverley County Members and Town and Parishes will be consulted electronically as well as statutory consultees.
- 7.2 Public consultation will be undertaken via the councils web site and social media, to include our existing operators and local business community organisations.

8. Other options considered

- 8.1 The existing Street Trading Policy does not appear to address some of the issues being raised by the community about adverse impact of street trading activity. Doing nothing is not an option. The Council would seek to provide a clear consistent licensing service for service users as well as protecting the safety of highway users and to prevent nuisance or annoyance.

9. Governance journey

- 9.1 Licensing Committee – report on proposals seeking permission to consult informally
Licensing Committee – report of responses to informal consultation and proposed resolution.
Licensing Committee – report on feedback from notice of formal resolution
Council – makes resolution

Notice published in local newspaper and on web site
Resolution takes effect.

Annexes:

Annexe A – Street Trading Legislation

Annexe B – Process for reviewing the Street Trading Policy

Background Papers

Street Trading Policy

https://www.waverley.gov.uk/downloads/file/4857/street_trading_policy_2015

CONTACT OFFICER:

Name: Richard Homewood

Position: Head of Environmental and Regulatory Services

Telephone: 0148 3523411

Email: richard.homewood@waverley.gov.uk

Agreed and signed off by:

Legal Services: 4.6.20

Head of Finance: date

Strategic Director: date

Portfolio Holder: date

Street Trading Legislation

The Act governing street trading within the Waverley area is the Local Government (Miscellaneous Provisions) Act 1982 (LG(MP)A 1982)

Street trading is defined as 'Selling or exposing or offering for sale of any articles (including a living thing) in a street' – para 1(1) of Schedule 4 of the Act. Street has an extended definition to include any road footway beach or other area to which the public have access without payment and a service area.

Certain activities are specifically excluded from the definition of street trading – by virtue of para 1(2) of Sched 4, some of which are:

- Trading by a pedlar under a pedlar's certificate
- Trading by some news vendors
- Trading on a street adjoining a shop and as part of the business of the shop
- Trading at a petrol filling station

Paragraph 2 of Schedule 4 LG (MP) A 1982 states that a district council may by resolution designate any street in their district as—

- (a) a prohibited street; which means a street in which street trading is prohibited.
- (b) a licence street; which means a street in which street trading is prohibited without a licence granted by the district council.
- (c) a consent street. means a street in which street trading is prohibited without the consent of the district council.

Procedure for Review of Street Trading

In order to consult properly and comply with the legislation the following steps to review policy are necessary. Initial timescales are also given.

Stage 1 – Initial informal consultation with Members, Town and Parish Councils Police, Highways etc. (weeks 1 to 7?)

To ask for informal views on the current policy, including prohibited and consent streets, with feedback on the following:

- 1) Any suggested changes to the Policy
- 2) Any suggested changes to prohibited or consent streets
 - 2.1 No change needed
 - 2.2 Slight amendments to prohibited/consent streets, with suggestions
 - 2.3 More fundamental review of prohibited/consent streets making all streets in a particular area consent streets (other than prohibited streets)

It is anticipated an email will be sent to all Members and Town and Parish Councils asking them for their views, with the Chair and Vice Chair of Licensing Committee and the Portfolio Holder being briefed about the informal consultation. It is suggested we ask for feedback within 6 weeks to allow for discussion at Town/Parish Committee Meetings.

Stage 2 – Review feedback and agree proposals (weeks 8 -14?)

- Review feedback from informal consultation.
- Brief Chair and Vice Chair of Licensing Committee and the Portfolio Holder.
- Redraft the Policy and review suggested fees
- Create a map for consultation on the web of proposed prohibited and consent streets.
- Draft a resolution to designate prohibited and consent streets
- Draft a report for Licensing Committee

It is anticipated that this work will take 8 weeks to complete

Stage 3 – Report to Licensing Committee with recommendations for an amended policy, fees, and a draft resolution (weeks 15-16?)

- Gain formal agreement for amendments to the Policy and a draft resolution to designate new/amended prohibited and consent streets.
- Prepare for public consultation on the web.

It is anticipated that his work will take 2 weeks to complete

Stage 4 – Public consultation (weeks 17 to 22?)

- Publish a notice (including the draft resolution and the fact the people can made representations within not less than 28 days) in the local newspaper circulating in the area of WBC's intention to pass a resolution to designate new/amended prohibited and consent streets.
- Serve a copy of the notice on the Police and on any Highway Authority responsible for the street (to gain their consent for the designation)
- Make the consultation live on the web, including a map for consultation on the web of proposed prohibited and consent streets
- Brief Chair and Vice Chair of Licensing Committee and the Portfolio Holder
- Draft Report to Licensing Committee

It is anticipated this consultation and work will take approximately 6 weeks.

Stage 5 – Review feedback and draft Committee Report (weeks 23 to 26?)

- Review feedback from the formal consultation as soon as possible after the end of the consultation period.
- Draft report for Licencing Committee and Executive Briefing for options on whether to agree draft resolution and Policy, or the need for further amendments (and consultation).
- Brief Chair and Vice Chair of Licensing Committee and the Portfolio Holder

It is anticipated that this work will take approximately 3 weeks

Stage 6 – Report to Licensing Committee on the Policy to pass draft resolution, or for changes to the resolution (with further consultation needed) (weeks 26 to 28?)

It is hoped the further draft resolutions will not be needed given initial informal consultation with Members, Town and Parish Councils.

Stage 7 – Publish a Notice in a local Newspaper (weeks 29 to 30?)

- The Council must publish a notice that they have passed a resolution in two consecutive weeks in a local newspaper circulating in the area
- The first publication must not be later than 28 days before the date specified in the resolution for the coming into force of the designation.
- Update the website, and forms etc.
- Brief the Portfolio Holder

Stage 8 – New Policy (and designated streets come into force) (week 33?)