

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE LICENSING AND REGULATORY COMMITTEE - 28 JANUARY 2016

SUBMITTED TO THE COUNCIL MEETING – 16 FEBRUARY 2016

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

**Present**

Cllr Simon Inchbald (Chairman)	Cllr Peter Isherwood
Cllr Patricia Ellis (Vice Chairman)	Cllr Anna James
Cllr Kevin Deanus	Cllr Carole King
Cllr Tony Gordon-Smith	Cllr Bob Upton
Cllr Mike Hodge	

**Apologies**

Cllr Libby Piper

21. MINUTES (Agenda item 1.)

The Minutes of the Meeting held on 26 November 2015 were confirmed and signed.

22. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS (Agenda item 2.)

Apologies had been received from Cllr Libby Piper.

23. DECLARATIONS OF INTEREST (Agenda item 3.)

There were no interests declared under this heading.

**LICENSING ACT 2003 ITEMS**

There were no items to report under this heading.

**OTHER LICENSING ITEMS**

**PART I - RECOMMENDATIONS TO THE COUNCIL**

24. HACKNEY CARRIAGE AND PRIVATE HIRE POLICY REVIEW CHANGES TO LEGISLATION (Agenda item 7.)

The Committee received a report and draft policy, a copy of which is at Annexe 1, that enabled members to consider representations following the consultation on the review of a number of conditions in Taxi and Private Hire Licensing Policy with a view to amending them if appropriate.

On 24 September 2015 the Committee had considered the draft policy and agreed the consultation timetable. There had been seven written responses and two late responses, which were tabled at the meeting. Officers also recommended a small number of non-material amendments to the policy to further clarify the wording in some areas.

Members took into account the contents of the representations made and then made proposals for minor amendments to the policy as follows:

- i. To include a Fixed Penalty Notice and Speed Awareness Course as reportable matters.
- ii. Part 3 Licences for Vehicles  
Delete the bullet point referring to the age limit.
- iii. Annexe 6 4. Drunkenness  
4.a. .... driving when unfit through drink **or drugs**.

RESOLVED that the final revised version of the Hackney Carriage and Private Hire Licensing Policy for Waverley be agreed subject to the minor amendments i.-iii. above; the Committee further

**RECOMMENDS that**

5. **the final revised and amended version of the Hackney Carriage and Private Hire Licensing Policy for Waverley, at Annexe 1, be approved by the Council and formally adopted in order for the new Policy to be in place by 1 March 2016.**

**PART II - MATTERS OF REPORT**

The background papers relating to the following items are as set out in the reports included in the original agenda papers.

25. FINANCIAL STRATEGY 2016/2017 - 2018/2019 - LICENSING BUDGET 2016/2017 (Agenda item 8.)

Members received the report which sought the Committee's agreement to its draft Revenue Estimate and Fees and Charges for 2016/17 as part of the budget process. The report updated the Committee on the latest position regarding the draft General Fund Budget for 2016/17.

Members considered the Committees 2016/17 Estimates together with the analysis of Licensing Costs and Income for 2016/17 that showed the estimate recovery rates.

Members noted that fees and charges were reviewed annually as part of the budget process and that those that were not statutory a comprehensive exercise had been undertaken to analyse the fees and ensure that they equated to the costs of the service provided. Any anomalies would be presented to the Committee in due course. Meanwhile the proposed fees and charges for the Licensing Service had been attached to the report and Members noted the amendment required for the Unit of Charge for Personal Licences which was indefinite and not 10-yearly.

RESOLVED that the Committee

1. agrees its draft Revenue Estimates for 2016/17; and

2. approves the level of fees and charges for 2016/17 in accordance with the schedule at Annexe 3 for recommendation to the Council, noting that various fees will be subject to advertisement prior to implementation.

26. MINUTES OF THE MEETING OF THE LICENSING (GENERAL PURPOSES) SUB-COMMITTEE (Agenda item 8.)

RESOLVED that the Minutes of the Meeting of the Licensing (General Purposes) Sub-Committee held on 26 November 2015 be noted.

27. MINUTES OF THE MEETING OF THE LICENSING ACT 2003 SUB-COMMITTEE B (Agenda item 9.)

RESOLVED that the Minutes of the Meeting held on 9 November 2015 be noted.

**The meeting commenced at 10.00 am and concluded at 10.21 am**

**Chairman**