

LICENSING CONSULTATION PANEL

**Minutes of meeting held on Tuesday April 5th 2005 at 2.00pm,
Taw Room, Civic Centre, Barnstaple**

Present:

Councillor Mrs Mair Manuel (Chairman)

Councillor J Moore, Councillor J Tucker, Councillor F Webber, Councillor N Lewis, Mr C T Gifford, Sam & Paddy Moyse (South Molton & District Licensee's Association), Anna Bridgman (Devon & Cornwall Constabulary), Lesley Brown (Barnstaple Licensee's Association), Robert Wright (BII Representative), Mark Curgenvan (NDDC), Elizabeth Bryant (NDDC, Minutes), PC Paul Daw (Devon & Cornwall Constabulary), Phil Fitzsimons (NDDC Licensing Officer), Nick Perkins (NDDC Licensing Officer), Mr John Guymer (Magistrates Court),

No	Minute	Action
1	<p>Apologies</p> <p>Apologies were received from Councillor E Evans, Councillor A Davis, Councillor M Shapland, Councillor J Chesters, Councillor Y Gubb, Councillor C Haywood, Mr Mervyn Lethaby (Ilfracombe Licensee's Association), Mr Kenny Peacock (Magistrates Court), Mrs Angela Shoemark Smith (Brewer Harding & Rowe), Mr Barry Shingler (North Devon LVA), Mr A Coxon (Devon Fire & Rescue Service), Mr K Parfitt (Devon Fire & Rescue Service), Sgt D Elliot (Devon & Cornwall Constabulary), Mr E Garner (Divisional Trading Standards Officer), Mrs D Bryant (Devon & Cornwall Constabulary), Mrs F Williams (Brewer Harding & Rowe), Mr Paul Cooper (Magistrates Court), Jean Knill (North Devon LVA), Shirley Loder (NDDC), Trevor Blatchford (NDDC Licensing Solicitor)</p>	
2	<p>Minutes of the last meeting held on Wednesday 23rd February 2005 APPROVED by the Panel and signed as a correct record by the Chairman Mrs Mair Manuel.</p>	
3	<p>Items brought forward by the Chairman;</p> <p>No items brought forward</p>	
4	<p>Smoking in Public Places</p> <p>Jeremy Mann has given his apologies for this meeting but has requested interest to be gauged for the future. Opinion of the Panel is to arrange the presentation for a future date.</p>	Mark
5	<p>Citizen Cards</p> <p>Mark introduced the scheme and posed the question of whether the Authority should promote a specific scheme and if so which scheme. Discussion followed regarding ID cards and due diligence, with explanations from PC Daw and Sam on how good practice can be undertaken encompassing the use of ID cards but not relying on them alone.</p> <p>The need for a proforma/template of a checklist of points to breakdown the idea behind due diligence and how licensees can achieve this was discussed, guidance will be promoted through the Licensing Took Kit.</p>	Mark

	Contact Trading Standards regarding guidance they have already developed to support Licensees in what they can do to combat underage drinking and promote good practice.	Mark
6	<p>Police Initiative</p> <p>i) <u>Underage drinking</u> - in conjunction with trading standards the Police have run two operations targeting off licences in the Barnstaple area, out of 10 visited, seven premises sold to an underage person.</p> <p>ii) <u>Reassuring public that the Police are present in the community</u>. Police presence on the streets showed a marked reduction in the incidents of alcohol related crime and disorder. Discussion followed about drinking responsibly and the panel were all in agreement that as a Panel would be pleased if there were more Police on foot patrol, given the obvious and proven benefits. Mark added that NDDC could now offer to assist the Police with enforcement, not necessarily looking at the same issues, but support all the same, which would be experienced and felt by the trade and the public.</p> <p>iii) <u>Operation Chihuahua</u> – Working in partnership with the Licensees to drive out drugs and drug dealers from licensed premises. Again a very successful operation which the Panel support.</p>	
7	<p>Endorsement of Photographs</p> <p>The list was designed to establish an objective standard of who can or cannot endorse photographs for personal licences. It is not an exhaustive list but for a personal licence to mean something the photographs should be endorsed by a named person on it (See Appendix A).</p>	
8	<p>Evolving – plans</p> <p>Sam requested that some guidance be placed on the tool kit regarding the colours Licensees can use when drawing up plans for applications. There is already a list of symbols to use and suggestions for colours will be added.</p>	Mark
9	<p>Seminars/Workshops</p> <p>Sam explained that courtesy of Toller Beattie Solicitors and Business Link all interested parties involved with Licensing Act 2003 are invited to attend some free workshops that have been set up. The first Seminar will be held on 18th April 2005 at The Old Coaching Inn. Sam is to send more information to be distributed with the minutes (Appendix B).</p>	Sam/Liz
10	<p>Rejection Analysis - applications</p> <p>Mark gave a brief description of the applications received and processed (Appendix C) and explained some of the problems being experienced by the Licensing team with regards to applications. Reasons for rejections include photos not being endorsed properly and photos being taken against a light background for example, others are listed in Appendix D.</p> <p>Mark stated that he would prefer sections of the form which are not applicable to the licensees to be crossed or ticked as 'not applicable' to make the vetting process easier.</p>	
11	<p>Door Supervisors</p> <p>The SIA have confirmed that they have received 153 application requests from North Devon, of these they have received 83 completed application forms. 59 front line operative licences and 3 non-front line operative have been granted.</p> <p>Discussion followed regarding concerns of the shortage of SIA</p>	

	<p>trained/licensed door staff locally, those who are trained are requesting higher hourly rates also. There was a consensus of feeling disappointed about the length of time licences are taking and this is causing problems for Licensees in the area. Mark will write a letter to the SIA detailing these concerns and disappointment.</p>	Mark
12	<p>Environmental Health – Revision of Parameters</p> <p>Sam reported that some Licensees have been sent a consultation document regarding the revision of parameters surrounding washrooms and the new proposals could incur major structural changes for some Licensed premises. Sam was unhappy that not all Licensee's had received this document, Mair suggested that David Bennett be asked to give a presentation on the consultation document at a future meeting and to ensure copies had been sent to all the relevant Licensee's, this suggestion deemed helpful for all concerned.</p>	Mark
13	<p>Any Other Business</p> <p><u>13.1 – New Taxi Rules and Regulations</u></p> <p>Mark highlighted that the present rules and regulations were in need of updating, Trevor Blatchford has put a considerable amount of work into updating the regulations and they are being prepared and will be available soon.</p> <p><u>13.2 – Members visit with Police</u></p> <p>Members had been invited to go out on foot and visit licensed premises with the Police, Mair suggested Members who had not already gone out to arrange another time with the Police. Joe found it disappointing that only 5 out of 15 people accepted the invitation and if Paul is willing to provide the service again then those who declined should be contacted again. Paul stated that he would happily present this as a good idea but would like his time ratified first from Members. Those Members who have not attended to be contacted and interest gauged.</p> <p><u>13.3 – Gazette & Advertiser</u></p> <p>Sam has negotiated with the G & A on behalf of all BII and Licensing Associations in the whole of North Devon for a 20% reduction when adverts are submitted for new applications.</p> <p><u>13.4 – Renewal fees</u></p> <p>Clarification is being sought as it is proposed that one of the main concerns with applications from Licensees is that the renewal maintenance fee will fall 12 months after the application is submitted, therefore the later the application is submitted, the later the renewal fee will be due. Mark reported that these concerns have gone to the Devon Group and he will report back when he has more information.</p> <p><u>13.5 – Publicity</u></p> <p>A press release has been issued today to try to generate some interest and encourage applications to be made sooner rather than later (Appendix E).</p> <p><u>13.6 – BII Certificate</u></p> <p>Bob reported that he had just completed the BII Level 2 Certificate and concerns arising from today's meeting were well covered in their handbook and he is recommending to his clients that they do the course anyway.</p> <p>Mark added that undertaking the course would add to the earlier subject of 'due diligence'. An interesting point of free courses being available for small businesses was discussed and Mark requested more information from Sam.</p>	<p>Mark</p> <p>Mark</p> <p>Sam</p>

8	Date of next meeting Agreed that the next meeting will be on TUESDAY 10th May 2005 at 2.00pm in the TAW ROOM, Civic Centre, Barnstaple.	
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