



CITY OF WESTMINSTER

MINUTES

Licensing Committee

MINUTES OF PROCEEDINGS

Minutes of a meeting of the **Licensing Committee** held on **Wednesday 28th November 2018**, Room 3.1, 3rd Floor, 5 Strand, London, WC2 5HR.

Members Present: Councillors Angela Harvey (Chair), Melvyn Caplan, Peter Freeman, Jim Glen, Aicha Less, Karen Scarborough, Aziz Toki, and Jacqui Wilkinson

Officers present: Sara Sutton, Director of Public Protection and Licensing, Greg Ward, Director of Economic Development, Annette Acik Head of Licensing, Heidi Titcombe Principal Solicitor, Horatio Chance, Senior Solicitor, Steve Rowe, Licensing Team Manager, Catherine Brice, Head of Westminster Markets and Jo Compton, Research Manager, Aaron Harding Policy and Scrutiny Manager, Kirsty Munro, Policy Officer, Ros Hick, Licensing Team Manager and Kisi Smith-Charlemagne, Senior Committee & Governance Officer

Apologies for Absence: Councillors Heather Acton, Rita Begum, Susie Burbridge, Louise Hyams, Murad Gassanly, Tim Mitchell and Shamim Talukder. Kerry Simpkin Licensing Policy & Strategy Manager and Barry Panto, Senior Solicitor

The Chair welcomed all to the second Licensing Committee meeting of the new Council.

1 MEMBERSHIP

There were no changes to the membership of the Licensing Committee.

2 DECLARATIONS OF INTEREST

- 2.1 Councillor Angela Harvey declared that she was married to Cllr David Harvey, Deputy Leader and Cabinet Member for Economic Development, Education and Community. Councillor Jacqui Wilkinson declared she was the Animal Welfare Champion. Councillor Wilkinson also added that Westminster City Council (WCC) had received an award for its Animal Licensing work and thanked the team for their good work.

3 MINUTES

- 3.1 **RESOLVED:** That the minutes of the Licensing Committee meeting held on Wednesday 4 July 2018 be signed by the Chair as a correct record of proceedings.

4 MARKETS STRATEGY PUBLIC CONSULTATION RESULTS AND NEXT STEPS

- 4.1 The Licensing Committee was given a presentation on Markets Strategy Public Consultation, by Jen Compton, Market Research Manager. The public consultation on the Street Markets Strategy ran from Monday 6th August until Monday 29th October 2018. The consultation programme covered online, print and face-to face surveys, as well as drop-ins to encourage a wide range of responses from different groups, and a broad range had been received from different audiences. Ms Compton advised that the consultation gave a basis of information for the Council to consider for the next stage of the Street Markets Strategy. She said the Council had received over 800 responses capturing issues which needed to be considered in relation to the Street Markets Strategy.
- 4.2 The survey consisted of mainly closed questions within several themes which included;
- Support with starting a market stall
 - increasing income,
 - how customers use our markets,
 - involvement with local markets,
 - goods for sale,
 - operational and regulatory issues (Traders survey only),
 - and ensuring our markets reduce their impact on the environment.
- Also, that respondents could also offer open comments on the themes at the drop-in sessions.
- 4.3 Ms Compton advised that there were 838 responses to the consultation survey, 339 via the online and paper survey, 499 on-street survey, 60 attendees at the drop-in sessions and 73 licensed traders responded to the survey, along with 35 market workers and casual traders. She said that of the non-trader responses, 210 had commented on Tachbrook Street, 173 on Church Street, 140 on Strutton Ground, 127 on Berwick Street, 108 on Maida Hill and 95 on Rupert Street. Ms Compton advised the Licensing Committee that the largest proportion of responses had come from residents (335), followed by workers (264), regular visitors to the area (126), business owners/representatives (22), five organisation /stakeholder groups and 25 other respondents.
- 4.4 Ms Compton informed the Licensing Committee that traders were asked several questions about the markets, some of which were also asked of non-traders. She explained that all fees and charges data had been excluded from those findings and could be found in the Licensing Committee Markets Fee Post Consultation Report. She said that there was strong support for the sustainability of the markets and that it was important to traders; with 84%

wanting to see reduced plastic and packaging, and 82% more recycling facilities. Ms Compton advised the Licensing Committee that 77% of the respondents would like to see more seating in the markets, the local community have more input into the markets and the markets playing a bigger role in the community (74%). She explained that there was also support for more opportunities for young people in Westminster to trade at markets (69%) and preference being given to first time traders and residents of Westminster (66%).

- 4.5 Ms Compton advised the Licensing Committee that post-consultation, the next phase would look for the approval of the changes to fees and charges and to deliver a Markets Strategy. She said that the strategy would be published in March 2019 and would include an overarching strategy to be implemented between 2019 and 2022, with projects delivered where there is both demand and funding. Ms Compton advised that the strategy would have common themes in place across all markets. She said the strategy would include local tailored plans for each market as a collection of projects and business-as-usual activities would be developed and explained that she intended to collect specific feedback on each market through drop-in sessions with residents, businesses, customers and traders.

The matters raised in relation to the report included the following:

- 4.6 The Chair and members of the Licensing Committee thanked Ms Compton for a comprehensive piece of work. The Chair made enquiries regarding the use of specific wording relating to more opportunities for young people and if other groups e.g. individuals who had 'a change of career' later in life. The Chair also sought further clarification on whether 'foods from certain regions' included hot foods. Ms Compton advised that the questions regarding opportunities did use words specific to young people and that 'foods from other region' did include hot foods. The Chair made a further enquiry about a performance management system for WCC markets. Mr Greg Ward, Director of Economic Development advised that he intended to address performance management in the second part of the item.
- 4.7 Councillor Scarborough thanked Ms Compton for her presentation and was encouraged that some useful conversations had taken place. Councillor Less also thanked Ms Compton for the presentation and sought further clarity on the number of residents who had attended the drop-in session at Church Street. Ms Compton explained the group had been made up entirely of residents and that officers had gone out into the market to engage directly with traders for a wider variety of responses. Ms Compton advised that officers had spoken with a broad range of respondents and if they were unable to come to the officers, then the officers went out to visit them.
- 4.8 Councillor Caplan also thanked Ms Compton and felt that robust data had been collected from several sources. However, he felt that there was a contradiction of data balance and that the WCC should support the existing traders and that there should be a balance between existing traders and young people and start-ups. Councillor Caplan felt that there were a few options regarding the allocation at Berwick Street and that the improvements

would also bring challenges. Councillor Caplan felt that answers were needed to address those challenges and he felt that a new policy was needed to achieve that.

- 4.9 Councillor Caplan raised a query regarding the part time economy not being mentioned in the report, and the balance between full time and part time traders and the difficulties facing full time traders during quiet periods. Councillor Caplan felt that officers should develop and carefully define what WCC means by young people and start-ups. He advised that when developing the policy, officers should think through all the different scenarios, and that people need to be informed to improve understanding. Councillor Caplan felt the Council needed to develop appropriate rules going forward with better definitions, specific to each market as each market is different.
- 4.10 The Chair stated that the data will vary as each market offered something different and noted that the website was unattractive and required updating. Councillor Freeman also felt that this was a good piece of comprehensive work, however he felt that it would need to be reviewed regularly, as he still had concerns about certain gaps. In response to the queries raised, Mr Greg Ward, advised the Licensing Committee that all their comments were helpful, and his officers were collecting further information on how the WCC markets work and are developing a performance framework. Mr Ward introduced his colleague Ms Catherine Brice who had recently been appointed as the new Head of Street Markets, a new post dedicated to the development of Westminster's markets.
- 4.11 Mr Ward advised the Licensing Committee that the goal within the Economic Development Team was to help the markets to adapt to new challenges facing the wider retail and hospitality sector while maintaining their very central role in Westminster, as community and cultural assets. He informed that each of the eight markets: Berwick Street, Church Street, Maida Vale, Rupert Street, Strutton Ground and Tachbrook, were quite different in terms of market offer and customer base; collectively across Westminster there are over 400 pitches.
- 4.12 Mr Ward advised that markets help build a strong sense of local identity and are also a source of fresh and healthy food, as well as important meeting places where people from different backgrounds come together. He felt that in embarking on this new programme, he wanted to work closely with the wider communities that surround and nurture each of the markets - residents, local workers and local businesses as well as of course the traders themselves. Mr Ward advised that consumer habits and tastes have changed radically even in the past decade. As economies of scale have created clones on every high street, markets can come into their own, offering unique cultural experiences.
- 4.13 Mr Ward advised that the longer-term strategy must recognise that each of the markets were different but with many of the same aims. To that end, Mr Ward proposed taking the findings of the extensive consultation and use it to create a new market strategy which officers would bring back to Committee in March. In addition, he advised officers would also work with the traders and wider

community on local plans for each of the markets – each one tailored to the distinct characteristics of each market.

- 4.14 Ms Brice advised that while she had seen many markets with potential, none have more potential than those in Westminster. She advised that although thriving social and economic assets, markets face new challenges as the internet erodes their traditional base as it was doing with all physical retail. She felt that the markets were the glue that holds many of the other parts of local economies together, serving to support tourism, low income families and other businesses. Ms Brice advised that perhaps market traders could adapt more quickly than other businesses to changing tastes, however there is an ever-growing emphasis on hot food. Ms Brice advised that the age profile of existing traders is a significant cause of declining numbers in certain types of stalls. She advised that it had resulted in a loss of accumulated knowledge about produce and ways to sell it. She felt this is particularly true among fresh produce traders, with family members not wanting to take on the business due to the early hours involved.
- 4.15 Ms Brice advised that perhaps, in the internet age, markets can contribute to ensuring local centres could be good customer experiences which encouraged people to visit and to experience. She said that there was a general culture of traders' apparent reluctance to adopt new technology, with a widespread preference for continuing with traditional business practices. Ms Brice advised that accepting non-cash transactions would widen their offering to new customers and enable more efficient business practises to take place. Ms Brice said that there was also a concern that many traders rely on older diesel-powered vehicles that would not meet new regulations on emissions. Mr Brice felt that the markets, in particular Church Street market, generate important social value in that they provide affordable food products but were also gathering points to prevent social isolation.
- 4.16 Ms Brice advised that Church Street market had the highest number of residents operating a market stall, but as a percentage Tachbrook Street had the highest proportion of residents. Ms Brice explained that the Council would like to provide opportunities for Westminster residents to be involved in the markets. Ms Brice advised that Westminster Kingsway College had expressed an interest in students selling their catering produce on the markets. Caxtons, a youth organisation would also like to have a presence at the market to help develop and provide an opportunity for young people with special needs.
- 4.17 Ms Brice explained that developments were planned to take place across all markets and her aspiration was for each market's identity to be supported. She advised that Westminster wanted Wi-Fi to be available across all markets as it would have numerous benefits to both market traders and customers, leading to an increase in turnover and sales as market traders will be able to more easily accept card payments.
- 4.18 Ms Brice explained about a trial at Berwick Street Market which was currently underway and where traders have been provided with festive lighting to illuminate each stall over the festive period. She said that this would provide additional lighting for the market alongside providing the market with more of

a festive feeling. Ms Brice advised that she was very keen to look at sustainability and reducing plastic consumption at the market, and had showed the Licensing Committee examples of plant-based disposables made from renewable, lower carbon or recycled materials and may be commercially composted with food waste.

- 4.19 Ms Brice concluded the presentation by discussing how to measure the success of the strategy. She commented on the average take for a trader and highlighted a central London street market and hot food market as key figures. Ms Brice highlighted how market traders could realise their earning potential and move towards a higher take and hoped it would be possible with the interventions discussed. Ms Brice explained that conversations with the London School of Economics had taken place regarding a market health check. She advised that the LSE was keen for students taking a Masters in Global Management to undertake a business project to develop a methodology for measuring the health of Westminster's markets. She said that this would help officers create a benchmark of the current health of WCC markets and then enable officers to measure how successful the changes to the market have been.
- 4.20 Councillor Scarborough commented on the ability of older traders to switch from taking cash payments to using technology to take payments. She suggested that some traders may require financial guidance and support. The Chair felt strongly that any equipment must work reliably so that the traders can trust it. Councillor Caplan commented on his visit to the Christmas markets in Manchester and the need for the WCC markets to be competitive. He suggested that officers should consider farmer's markets, hobbies and crafts and a variety of other markets types. Councillor Caplan felt that it was important for WCC markets to go electric and contactless, and he referred to the transition of taxi cabs drivers to electric payments.
- 4.21 Councillor Freeman commented on the social element of markets, they were places where people meet friends, and so the improvements should be more than technology. Councillor Less queried packaging and the zero-bag policy in Morocco. She said that shoppers brought their own bags and used Tupperware for meat and fish and was encouraged through a points and rewards system. Councillor Less also made enquiries into the master plan for Church Street market and how some traders will suffer with the new fees and regeneration. Councillor Glen was very interested in the last slide where it showed Tachbrook market trader's take, Councillor Glen queried the need to maintain a mix of traders. The Chair welcomed the report and looked forward to receiving an update at the next Licensing Committee meeting in March.
- 4.22 **RESOLVED:** That the report be noted by the Licensing Committee.

5 PROPOSALS FOR A NEW STREET TRADING FEE AND CHARGES STRUCTURE FOLLOWING PUBLIC CONSULTATION.

- 5.1 The Licensing Committee received a report from Ms Annette Acik, Head of Licensing, setting out the results of the consultation into the fees and charges for street trading on a market, allowing the WCC to set a fee to recover its costs in relation to a licence application and services provided for administration, cleansing, waste disposal and enforcement. Ms Acik advised that Officers sought a decision to implement a revised set of fees for the application for a licence for street trading on a market pitch in Westminster, and the charges applied for each day that the licence is in force, following the consultation, approved by the Licensing Committee on 4th July 2018.
- 5.2 Ms Acik said that the consultation ran as part of a wider consultation into markets across Westminster, from 6th August 2018 until 29th October. She explained that as part of the consultation, there were proposals for a new application fee, which set out four options for the daily charge. Ms Acik advised that the proposals also included some concessions on the application fee for charitable or community events, for start-up businesses and for Westminster residents. She advised that licence holders affected by the proposal and representative trade bodies were notified of the changes proposed and given the opportunity to make representations.
- 5.3 Ms Acik advised many traders had responded to the consultation, summarised within the report, with a clear preference for Option 4 for a tapered rate over a two-year period. She explained that support was also given for the proposed revised application fees and associated concessions. Several general comments were also received from traders, across all markets. Ms Acik said that the traders were also been given the opportunity to meet officers in person and/or attend the Licensing Committee hearing to discuss the fee and charges proposed, and a chance to make further representation.
- 5.4 Ms Acik discussed with the Licensing Committee the financial implications and advised that fees and charges are based on cost recovery, as defined within section 22 of The Act. She explained that under the current fee and charging arrangements, the Council's deficit over the last three years was more than £1million. Ms Acik advised that with current occupancy rates, the tapered Option 4 would result in a deficit of £234,585 in year one, (2019/20). If the option was approved, the deficit would be funded through the Council's general fund and represents a £80k reduction in deficit compared to the previous year. Ms Acik felt that the deficit would be borne by the Council to ease pressure on traders as the Council moves into full cost recovery.
- 5.5 Ms Acik asked the Licensing Committee for their consideration and approval for:
1. The proposed application fees as set out in Appendix A
 2. The concessions on the application fee in relation to charitable or community stalls, start-up business and Westminster residents as shown in Appendix A
 3. Option 4 of the proposed daily charge for a pitch on a market in Westminster; a tapered rate over a two-year period, of £16 Monday – Thursday and £22 Friday and Saturday in year one, rising to £22 across all days in year two as shown in Appendix B. 55% of traders

responding to the consultation were in support of Option 4 which allows traders a one-year transitional period to full charging.

4. For all the above to be applied to all applications and all existing traders as of the 1st April 2019
 5. For all waivers to continue as per existing Street Trading policy 2013
 6. A further review on the fees and charges for street trading on a pitch at a market in Westminster to be brought to Licensing Committee in April 2020, in line with the provisions set out in the City of Westminster Act 1999 (The Act), and annual fee reviews thereafter.
- 5.6 The Chair welcomed the report and advised the Licensing Committee were very aware of the issues as traders had informed them that hardship continued on an individual basis. Councillor Scarborough queried if the Council would make traders aware of the changes in 2020 and if there would be a cap on the fees. The Chair advised that this was something that they would not be able to comment on at this stage. Councillor Caplan asked if Option 4 meant that the deficit would raise to £1.2 million, equating to an even bigger deficit. Councillor Wilkinson felt that the makeup of WCC markets would be different in 2-3 years' time. Councillor Less questioned how the hardship waiver would be explained to the traders. She queried the communication plan for the traders and plans for working with the regeneration team and the market inspectors. Ms Ros Hick, Licensing Team Manager advised that officers regularly communicate with the traders.
- 5.7 Councillor Glen again queried the deficit absorbed by the Council. Ms Acik advised that the Council has already accepted the 2019/20 deficit (£234,585) would be absorbed by the general fund. She advised that after that time the account will restart and in year 2, when the Council goes to full cost of recovery the Council will consider costs and other surplus deficits again. The Chair advised that from her understanding the Council was not seeking to recover money from past years and the deficit the Council will have next year.
- 5.8 The Members of the Licensing Committee thanked Ms Acik for the report and approved the recommendations to implement option 4 from 1st April 2019.
- 5.9 **RESOLVED:** That the following be approved:
1. The proposed application fees as set out in Appendix A
 2. The concessions on the application fee in relation to charitable or community stalls, start-up business and Westminster residents as shown in Appendix A
 3. Option 4 of the proposed daily charge for a pitch on a market in Westminster; a tapered rate over a two-year period, of £16 Monday – Thursday and £22 Friday and Saturday in year one, rising to £22 across all days in year two as shown in Appendix B. 55% of traders responding to the consultation were in support of Option 4 which allows traders a one-year transitional period to full charging.
 4. For all the above to be applied to all applications and all existing traders as of the 1st April 2019.
 5. For all waivers to continue as per existing Street Trading policy 2013

6. A further review on the fees and charges for street trading on a pitch at a market in Westminster to be brought to Licensing Committee in April 2020, in line with the provisions set out in the City of Westminster Act 1999 (The Act), and annual fee reviews thereafter.

6 STREET ENTERTAINMENT ENGAGEMENT AND CONSULTATION

- 6.1 The Licensing Committee received a report on Street Entertainment Engagement and Consultation from Ms Sara Sutton, Director of Public Protection and Licensing. She advised that the Council valued the dynamic artistry, cultural contribution and diversity that street entertainment brings to our city. As with the use of all public space, there is the expectation that everyone will act reasonably and considerately in sharing space with residents, business, visitors and other performers. However, key challenges included unsuccessful resolutions in court with CPNs and the amount of resources required, due to the size and scale and the transient nature of the street entertainment.
- 6.2 Ms Sutton informed the Licensing Committee that an extensive number of expert witnesses from the business, street entertainment and music industry were invited to City Management and Public Protection, Policy and Scrutiny Committee to discuss their views and opinions. The members of the Licensing Committee welcomed and noted the report. The Chair raised concerns on behalf of Councillor Acton regarding noise nuisance in residential areas and if portrait artists were included within the context of the work.
- 6.3 Councillor Scarborough welcomed the report; she advised that the neighbourhood to the north of Oxford Street was mainly residential, although some of the streets behind Oxford Street had problems with rough sleepers and night clubbers. Councillor Scarborough queried plans for consulting ward councillors, and also queried the plans for informing residents, once the policy had been agreed.
- 6.4 Councillor Caplan advised that performers varied in quality, and others who gave bad value. He thought current tools for regulations were not successful, but did not feel that full licensing was the answer, although in, certain areas it may work. Councillor Wilkinson raised queries regarding animal welfare, including buskers with dogs and discussed self-regulation as opposed to full licensing.
- 6.5 Councillor Freeman agreed with Councillor Wilkinson and felt that there were competing musicians, as well as appalling loud music which needed to be managed. Councillor Less advised that she was able to empathise with both buskers and businesses and felt that the Council needed to protect against noise, crowds, and the pavements from becoming dangerous. However, she felt that busking gives singers and musicians a platform. Councillor Glen advised that there had been a massive drop in complaints. He wished to know how the Council would enforce. Councillor Glen agreed that over-licensing was not a good idea and that self-regulation was better.

6.6 **RESOLVED:** That the report be noted and of the overall direction of the policy.

7 ANIMAL WELFARE (LICENSING OF ANIMALS) REGULATIONS 2018 – UPDATE ON NEW LICENSING REGIME

7.1 As the Council's Animal Welfare Champion, Councillor Wilkinson welcomed the next item, a report on Animal Welfare (Licensing of Animals). Mr Steve Rowe, Licensing Manager, presented the report and advised that on 1 October 2018, the Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018 had come into force. He explained that the regulations replaced some of the existing legislation in relation to animal licensing regimes, which would be repealed at the end of 2018. Mr Rowe advised that the regulations would provide a single licensing regime for several animal related activities.

7.2 Mr Rowe advised that the Department for Environment, Food and Rural Affairs (DEFRA) had provided all local authorities with application forms and guidance documents relating to these new Regulations, to assist with their successful implementation over coming months. The Committee was informed that the Licensing Service was currently implementing new processes to ensure officers are adequately trained. Mr Rowe explained that the service was introducing an enforcement process in partnership with Animal Welfare Officers from the City of London Veterinary Service, the Animal Warden and the City Inspectors. Members welcomed and noted the report and thanked officers and Members for their hard work. Members raised enquiries regarding unlicensed pet boarding and the new star ratings.

7.3 Councillor Wilkinson thanked the Licensing Service, advising the Licensing Committee that the Licensing Service was leading the way for this type of licence. She very much welcomed the clarification of the regulations as they are much simpler. The Chair was concerned that new operators may be disadvantaged by the star rating system, as there was no category for new operators. Mr Rowe advised that the Star rating related to risk and was only available to view internally and added that the Licensing Service would not be publicising the risk rating. Ms Acik advised that communication regarding the licensing of animals was clear, however there would be more internal communication regarding new operators and how the star rating worked.

7.4 **RESOLVED:** That the report be noted

8 CITIZENS ADVICE BUREAU LICENSING ADVICE SERVICE – UPDATE ON PUBLICISING

8.1 The Committee received a verbal report from Mr Rowe and given a brief update on the annual performance of the Citizens Advice Bureau (CAB) Licensing Project, heard at the last committee meeting. Members were informed that several actions had taken place to improve the promotion of the

CAB offer, this included: updated letter templates, recurring mention in the weekly Licencing News and a full page on the Council's website.

8.2 The Chair welcomed the update and thanked Officers for implementing the actions with speed

8.3 **RESOLVED:** That the update be noted

9 INCLUSION IN THE EVENING AND NIGHT TIME ECONOMY, POLICY & SCRUTINY TASK GROUP - UPDATE

9.1 The Licencing Committee received a report on the Inclusion in the Evening and Night Time Economy Policy & Scrutiny Task Group, presented by Aaron Harding, Policy and Strategy Manager. He informed the Committee that at its meeting on 20th September the City Management & Public Protection Policy & Scrutiny Committee, it had been agreed to establish a task group to investigate inclusion in the evening and night time economy. Mr Harding advised the task group would be chaired by Councillor Iain Bott and the report presented the terms of reference of the task group to the Licencing Committee.

9.2 The Chair welcomed the report and advised that evidence had come through that there is a high level of support for the task group. She felt that the task group should cover all inclusion, such as LBTGQ+ issues, and a wider scope could be considered. Councillor Caplan felt that the Licencing Committee should be careful never to discuss specific cases as a general principle, as they may attend the Licencing Sub-Committee in the future. The Chair commented on the Council's duty under the Equality Act, and how the Council could make it easier for people who believed they had suffered discrimination to approach the Council and other relevant authorities. Mr Harding confirmed that Protected Characteristics are key to the Council; and that Westminster was the first council to examine this aspect for the Evening & Night Time Economy. He advised that the task force would be reporting back in April 2019.

9.3 **RESOLVED:** That the contents of the report and the terms of reference of the Inclusion in the Evening and Night Time Economy Task Group be noted.

10 NOTTING HILL CARNIVAL UPDATE

10.1 The Committee received an update from Ms Sara Sutton, Director of Public Protection and Licencing on the licensing approach to the 2018 Notting Hill Carnival. She updated the Committee on the Council's wide and deep involvement with the Carnival planning meetings which included all of the key stakeholders who were involved in delivering a successful and safe event. Learning from the event included the need for more public toilets. Members queried the number of TEN applications for the event this year and noted the update. Ms Sutton also advised on the plans underway for the 2019 Carnival.

10.2 The members thanked Officers and Members for their hard work.

10.3 **RESOLVED:** That the report be noted

11 LICENCING APPEALS

11.1 Heidi Titcombe, Principal Solicitor, Shared Legal Services, provided an update on licensing appeals since the July 2018 meeting of the Licensing Committee. She confirmed that Shared Legal Services had been handling seven appeals and the Hemmings case on the Council's behalf during this time. Ms Titcombe confirmed that Belgrave Square Gardens had withdrawn its appeal and the Council had recovered its costs.

11.2 The Committee noted the most recent information on appeals which had been submitted in relation to decisions taken by the Licensing Sub-Committees.

11.3 **RESOLVED:** That the contents of the report be noted

12 GAMBLING POLICY REVIEW AND ADOPTION UPDATE – COMPLETION OF PHASE 1

12.1 Kirsty Munro, Policy Officer addressed the Licensing Committee and delivered an updated report on the Council's new Statement of Gambling Principles under the Gambling Act 2005. Ms Munro advised that the report set out the end of the first phase of the approach adopted and the re-adoption of the previous version of the Council's Statement of Licensing Principles for Gambling, in order to meet the statutory deadline for reviewing and publishing its policy document before 30th January 2019. Ms Munro advised that this meant that officers could move on to the second stage of delivering the City for All commitment, to generate a better policy that sets a higher standard and protects the most vulnerable. She advised that the consultation would start early in 2019 and an update would be brought back to the next Licensing Committee meeting.

12.2 The Licensing Committee noted the contents of the report and the direction of travel for the next phases. The Chair asked the Committee members how many had sat on gambling licensing applications. It was noted that the number was minimal. The Chair advised that it was sensible to ensure that Licensing Committee members received CPD at the relevant times to ensure that they are refreshed and are briefed and well supported for meeting on this subject area. The Chair requested that the experience of colleagues be captured to understand why the Licensing Committee makes such decisions. Ms Acik agreed to action the Chair's request.

12.3 **RESOLVED:** That the contents of the report be noted.

13 ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS URGENT

13.1 Members discussed the timeliness of Licensing Sub-Committee decision reports. Ms Acik advised the Licensing Committee that due to staff turnover and sickness, there had been a backlog and members should see an improvement. She advised that the relevant services were meeting to tackle the back log and were working on alternative ways to produce licensing decisions with more speed.

14 FUTURE LICENSING COMMITTEE MEETING DATES

14.1 It was noted that the next meetings of the Licensing Committee would be held on Wednesday 20 March 2019, 3 July 2019 and 27 November 2019. All meetings are scheduled for 10.00am.

The Meeting ended at 12.33pm.

CHAIRMAN: _____

DATE _____