

# Agenda



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A meeting of the

## **General Licensing Committee**

will be held on Wednesday 18 May 2022 on the rising of the preceding meeting of the Licensing Acts Committee.

135 Eastern Avenue, Milton Park, Milton, Abingdon, OX14 4SB

### **Members of the Committee:**

To be confirmed at the annual meeting of Council on 18 May 2022.

To watch this meeting, follow this link to the council's YouTube channel:

<https://www.youtube.com/channel/UCTj2pCic8vzucpzlaSWE3UQ>

**Alternative formats of this publication are available on request. These include large print, Braille, audio, email and easy read. For this or any other special requirements (such as access facilities) please contact the officer named on this agenda. Please give as much notice as possible before the meeting.**

Patrick Arran  
Head of Legal and Democratic

# Agenda

## Open to the public including the press

### 1. Apologies for absence

To record apologies for absence.

### 2. Minutes

(Pages 4 - 7)

To adopt and sign as a correct record the General Licensing Committee minutes of the meetings held on 26 May 2021 and 25 June 2021.

### 3. Declarations of interest

To receive any declarations of disclosable pecuniary interests and any conflicts of interest in respect of items on the agenda for this meeting.

### 4. Urgent business and chair's announcements

To receive notification of any matters which the chair determines should be considered as urgent business and the special circumstances which have made the matters urgent, and to receive any announcements from the chair.

### 5. Public participation

To receive any questions or statements from members of the public that have registered to speak.

### 6. Appointment of Taxi Panels

**Purpose:** to agree the appointment of sub-committees to consider matters under the Taxi Licensing Policy.

#### RECOMMENDATIONS to:

1. appoint sub-committees comprising any three members of the General Licensing Committee;
2. agree that the sub-committees be known as taxi licensing panels;
3. appoint each member of the General Licensing Committee to serve on any taxi licensing panel which is convened so as to include her or him in its membership, subject to her or him having attended appropriate training in the last 12 months;
4. authorise each taxi licensing panel to discharge all functions relating to matters referred to the committee or to its sub-committees under the Taxi Licensing Policy;
5. agree that, wherever possible, applications should be heard by a panel comprising the chair or vice-chair of the committee plus two other members of the committee,

but that this should not affect the principle that any three members of the committee will constitute a properly appointed panel;

6. authorise the head of legal and democratic to invite an appropriate panel to conduct a scheduled hearing having regard to members' availability and eligibility to take part and ensuring that as far as possible all members of the committee have the opportunity to conduct hearings.

## **7. Appointment of General Licensing Panels**

**Purpose:** to agree the appointment of sub-committees to consider individual cases general licensing matters under the committee's remit for contaminated land, air quality, health and safety, street trading and street naming.

**RECOMMENDATIONS** to:

1. appoint sub-committees comprising any three members of the General Licensing Committee;
2. agree that the sub-committees be known as general licensing panels;
3. appoint each member of the General Licensing Committee to serve on any general licensing panel which is convened so as to include her or him in its membership;
4. authorise each general licensing panel to discharge all functions relating to matters referred to the committee or to its sub-committees, other than under the Taxi Licensing Policy;
5. agree that, wherever possible, applications should be heard by a panel comprising the chair or vice-chair of the committee plus two other members of the committee, but that this should not affect the principle that any three members of the committee will constitute a properly appointed panel;
6. authorise the head of legal and democratic to invite an appropriate panel to conduct a scheduled hearing having regard to members' availability and eligibility to take part and ensuring that as far as possible all members of the committee have the opportunity to conduct hearings.

# **Minutes**

of a meeting of the

## **General Licensing Committee**

held on Wednesday, 26 May 2021 at 9.50 am in  
Meeting Room 5, 135 Eastern Avenue, Milton Park,  
Milton, Abingdon, OX14 4SB

**Open to the public, including the press**

### **Present in the meeting room:**

Councillors: Alison Jenner (Chair), Ron Batstone (Vice-Chair), Val Shaw  
Officers: Sarah Commins, Michael Flowers, and Andrew Thomson

### **Remote attendance:**

Officers: Candida Mckelvey and Susie Royce.

### **GL7 Apologies for absence**

There were no apologies for absence.

### **GL8 Minutes**

**RESOLVED:** to approve the minutes of the previous meeting held on Tuesday 18 May 2021 as a correct record and agree that the chair signs them as such.

### **GL9 Declarations of interest**

There were no declarations of interest.

### **GL10 Urgent business and chair's announcements**

There were no matters of urgent business nor chair's announcements.

### **GL11 Public participation**

None.

### **GL12 Appointment of General Licensing Panels**

**RESOLVED:** to

- a. appoint sub-committees comprising any three members of the General Licensing Committee;
- b. agree that the sub-committees be known as general licensing panels;

- c. appoint each member of the General Licensing Committee to serve on any general licensing panel which is convened so as to include her or him in its membership;
- d. authorise each general licensing panel to discharge all functions relating to matters referred to the committee or to its sub-committees, other than under the Taxi Licensing Policy;
- e. agree that, wherever possible, applications should be heard by a panel comprising the chair or vice-chair of the committee plus two other members of the committee, but that this should not affect the principle that any three members of the committee will constitute a properly appointed panel;
- f. authorise the head of legal and democratic to invite an appropriate panel to conduct a scheduled hearing having regard to members' availability and eligibility to take part and ensuring that as far as possible all members of the committee have the opportunity to conduct hearings.

The meeting closed at 9.55 am

# Minutes

of a meeting of the

## General Licensing Committee



held on Friday, 25 June 2021 at 10.30 am  
held at 135 Eastern Avenue, Milton Park, Milton, OX14 4SB

### Present in the meeting room:

Members: Councillors Alison Jenner (Chair), Ron Batstone (Vice-Chair), Jerry Avery and Margaret Crick

Officers: Michael Flowers and Diane Foster

### Remote attendance:

Committee Members: Councillor Val Shaw

Cabinet Members: Helen Pighills

Officers: Laura Driscoll, Liz Hayden, and Susie Royce

### GL1 Apologies for absence

Councillors Matthew Barber, Paul Barrow, Cheryl Briggs, Debby Hallett, and Diana Lugova tendered apologies.

### GL2 Declarations of interest

None.

### GL3 Urgent business and chair's announcements

None.

### GL4 Public participation

None.

### GL5 Joint Taxi Licensing Policy

The Licensing Team Leader introduced the report and the proposed joint taxi licensing policy which was recommended for adoption. Members were informed that the existing policy had been in place since 2013 and had only received minor amendments following its

implementation. The new proposed policy had been through a consultation process as agreed by members at the previous meeting of the committee on the 28<sup>th</sup> January.

The officer explained that the consultation process had included drivers, other stakeholders, and the public. It was also noted that the response showed an overall agreement for the proposed new policy and that feedback had been incorporated with some subsequent changes made to the proposed policy based on the responses. It was however noted that some feedback had been outside the scope of the consultation but that those responses would be considered for future policy reviews.

A motion moved and seconded to support the officer's recommendations was declared carried on being put to the vote.

**RESOLVED:** to approve the revised joint taxi licensing policy

The meeting closed at 10.42 am