

LICENSING AND APPEALS COMMITTEE

Minutes of a meeting of the Licensing and Appeals Committee held at 10.00 am on 15 May 2017 in the Council Chamber, Council Offices, Holt Road, Cromer.

Members Present:

Dr P Butikofer	Mr R Shepherd
Mrs P Grove-Jones	Mr B Smith
Mr P Moore	Mrs V Uprichard
Mr S Shaw (Vice-Chairman, Chairing)	

Mr J Rest (observing)

Officers in attendance:

Public Protection Manager, Legal Advisor and Committee Officer
(Regulatory)

24 APOLOGIES FOR ABSENCE

Mrs A Claussen-Reynolds and Mr P Rice sent apologies. In the absence of the Chairman (Mrs H Cox), the Vice-Chairman chaired the meeting.

25 PUBLIC QUESTIONS

None received.

26 MINUTES

The minutes of the meeting of the Licensing and Appeals Committee held on 23 January 2017 were approved as a correct record and signed by the Chairman.

27 ITEMS OF URGENT BUSINESS

None.

28 DECLARATIONS OF INTEREST

None.

29 REPORT OF PUBLIC PROTECTION WORKLOAD

The Public Protection Manager presented a report relating to the workload of the Public Protection Team. The report gave information on the current licences issued by the team and total numbers held, licences processed each year, visits undertaken and the number of service requests and complaints investigated, including totals for the 2016 calendar year.

The Committee noted the report.

30 UPDATE ON GENERAL LICENSING ISSUES

Taxi Licensing

The Public Protection Manager reported the outcome of a prosecution in Norwich Magistrates' Court. A driver, whose taxi driving licence had been suspended by the Council, had been fined £120 and 6 penalty points for using a vehicle as a private hire vehicle without a licence and a further £120 and 6 penalty points for driving it without third party insurance, and disqualified from driving for 12 months under the 'totting up' procedure.

The operator of the firm concerned had been fined £125 for operating an unlicensed vehicle, £125 for failing to keep records and £240 and 12 penalty points for causing a vehicle to be used with no insurance on two occasions. She had also been disqualified from driving under the 'totting up' procedure.

Councillor P Moore considered that the penalties had been lenient. The Public Protection Manager explained that the defendants had pleaded guilty to the charges.

Councillor Mrs V Uprichard stated that she had used the taxi firm concerned in the past. She considered that the case had highlighted the weight of the Council's responsibility to protect the public.

Staffing

The Public Protection Manager reported that the Licensing Team was now fully staffed following a staff member's return from maternity leave.

Caravan Site Licensing

The project was almost complete and files were continuing to be loaded onto the database.

Business Process Review

BPR would have an impact on the team. Some members of staff were already involved in workshops to see if efficiencies could be made using the technology.

An update to the database had been released which affected how licences were processed. There had been some issues but these were being resolved.

31 UPDATE ON TASK AND FINISH GROUPS

Taxi Policy & Handbook

There had been a slight delay in finalising the documents due to the absence of the Public Protection Manager.

There were currently two vacancies on the Group. Dr P Butikofer and Mr P Moore volunteered to fill the vacancies.

The meeting closed at 10.19 am.

Chairman