
SOUTHAMPTON CITY COUNCIL
LICENSING COMMITTEE
MINUTES OF THE MEETING HELD ON 24 MAY 2018

Present: Councillors Mrs Blatchford, Leggett, McEwing and Parnell

Apologies: Councillors Bogle, Furnell, B Harris, Streets, T Thomas and J Baillie

1. **APOLOGIES AND CHANGES IN MEMBERSHIP (IF ANY)**

The Committee noted that apologies had been received from Councillors J Baillie, Bogle, Furnell, B Harris, Streets and T Thomas.

2. **ELECTION OF VICE-CHAIR**

RESOLVED that Councillor McEwing be elected as Vice Chair of the Committee for the 2018/19 municipal year.

3. **DISCLOSURE OF PERSONAL AND PECUNIARY INTERESTS**

Councillor McEwing declared a personal interest as being a branch chair and member of Unite. Councillor McEwing remained in the meeting and was advised she could take part in the decision making.

4. **MINUTES OF THE PREVIOUS MEETING (INCLUDING MATTERS ARISING)**

RESOLVED that the minutes of the meeting held on 21 August 2018 be approved and signed as a correct record.

5. **PRIVATE HIRE VEHICLE AND HACKNEY CARRIAGE CONDITIONS**

The Committee considered the report of the Service Director, Transactions and Universal Services, seeking adoption of amended conditions for both Hackney Carriages and Private Hire Vehicles licensed by Southampton City Council.

Phil Bates, Licensing Manager, and also Mr McMillan, Unite the Union and Mr Hall, Southampton Hackney Association and GMB Union, were present and with the consent of the Chair addressed the meeting.

The Committee discussed and agreed the following amendments:

- Paragraph 6.1.2 in both documents to be amended to include advertising on the rear windows using perforated film to ensure vision is maintained, using the suggested wording set out in Appendix 3
- The image in the Note at the end of Appendix 2 to be amended to include domain name
- The reference in paragraph 15.1 of the private hire conditions to be amended to 112km

RESOLVED

- i. That subject to the above amendments, the amended conditions for both Hackney Carriages and Private Hire Vehicles licensed by Southampton City Council be adopted as policy and conditions.
- ii. That the requirement for additional signage in vehicles licensed to carry three passengers be kept under review and adopted if there is a problem identified.

6. **LICENSING HEARING GUIDANCE NOTES**

The Committee considered the report of the Service Director, Transactions and Universal Services seeking adoption of guidance on procedures for Committees dealing with various licensing applications.

Ben Attrill, Licensing Solicitor, was present and with the consent of the Chair addressed the meeting.

The Committee discussed the following:

- It was highlighted in the training session this year that planning is planning and licensing is licensing
- The guidance on the procedure note for gambling includes guidance on the filming and recording of the hearings as this is different to other meetings and has different rules.
- The relevant guidance on the procedure note should be attached to the report for the meeting.

RESOLVED:

- i. That the guidance on the procedure notes for Committees dealing with various licensing applications be approved and adopted.
- ii. That the guidance on the procedure notes be made available on Southampton City Council's website
- iii. That a simple outline of the guidance which included the following be attached to each report for the Licensing Sub-Committees:
 - a. A paragraph about those present at the hearing not being able to speak if they have not made representations in the time limit and any new evidence must be served on all parties,
 - b. a link to the full guidance on procedure note on Southampton City Council's website