

**MINUTES OF A MEETING OF THE  
LICENSING AND APPEALS COMMITTEE  
HELD ON TUESDAY 18 MARCH 2014 FROM 7:00PM TO 7:45PM**

*Present:- Barrie Patman (Chairman), Michael Firmager, Mike Gore, Mike Haines, Philip Houldsworth, Abdul Loyes, Ken Miall, Sam Rahmouni, Malcolm Richards, Chris Singleton, Wayne Smith and Dee Tomlin.*

Also Present:

*John Cawdell, Project Officer;  
Susan Coulter, Senior Democratic Services Officer;  
Yvonne Jones, Enforcement Officer, Licensing Service; West Berkshire and Wokingham;  
Brian Leahy, Team Manager Licensing, Environmental Health & Licensing, West Berkshire Council; and  
Julia O'Brien, Principal Environmental Health Officer, Licensing Service, West Berkshire and Wokingham.*

**PART I**

**37. MINUTES**

The Minutes of the meeting of the Committee held on 22 January 2014 were confirmed as a correct record and signed by the Chairman.

**38. APOLOGIES**

An apology for absence was submitted from Councillor Chris Bowring.

**39. DECLARATIONS OF INTEREST**

No declarations of interest were submitted.

**40. PUBLIC QUESTION TIME**

There were no Public questions.

**41. MEMBER QUESTION TIME**

There were no Member questions.

**42. TAXI AND PRIVATE HIRE (DUAL) THREE YEAR DRIVER LICENCES**

The Committee received a report, as set out on Agenda pages 3 to 6, which outlined the benefits of issuing three year licences. The report asked Members to authorise officers to consult fully with the trade and report back their findings to the Committee meeting scheduled for 16 June 2014.

**RESOLVED:** That the principle of three year licences be agreed and officers be permitted to consult with the taxi and private hire drivers regarding their implementation.

**43. HOME BOARDING OF DOGS**

The Committee received a report, as set out on Agenda pages 7 to 9, which was presented to Members for information only. The report explained that many dog owners showed a preference towards boarding their dogs within smaller units and particularly those operated from a person's home, rather than commercial kennels.

Members were reminded that they had discussed this matter at a number of meetings during 2011 and 2012 and in November 2012, they had approved the adoption of home boarding conditions and a licensing regime for such, under the Animal Boarding Establishment Act 1963.

It had been intended that the license would be issued from 1 April 2013, however, this implementation date had been postponed due to a number of factors, not least that a fee, although approved by the Committee, was not included in the Council's budget set for 2013/14.

Since the decision had been made by the Committee, the West Berkshire and Wokingham Environmental Health and Licensing Shared Service had become responsible for all fee setting and had undertaken a full cost recovery model process. This was in full consultation with the Wokingham Executive Member, via the Joint Service Review Panel.

At the meeting of the West Berkshire Council on 4 March 2014, a budget for 2014/15 was set and this included a fee for home boarding. It was intended that officers start licensing premises as home boarders from 1 April 2014, using a standard fee set by the Council. The fee had been set at £170.00 as being the estimated true cost to the shared service of administering and enforcing home boarders.

**RESOLVED:** That the information contained in the report be noted.

#### **44. HEARINGS UPDATE**

The Committee received a verbal update on the number of Licensing and Appeal Hearings that had been considered since the last meeting of the Committee as follows:

- Home to School Transport Appeals, Stage 1– 5 received but outcome unknown at this time,
- Home to School Transport Appeals, Stage 2–1 (allowed);
- Licensing and Appeals Sub-Committee (Hearings) – None
- Street Trading Consent Appeals – None
- Taxi Licence Driver Appeals – 1 refused (appeal against a decision not to grant a Private Hire driver badge)

**RESOLVED:** That the information presented above be noted.

#### **45. WEST BERKSHIRE AND WOKINGHAM ENVIRONMENTAL HEALTH AND LICENSING SHARED SERVICE - LICENSING WORK PROGRAMME FOR FINANCIAL YEAR 2014/15**

The Committee received a report, as set out on Agenda pages 10 and 11, which set out a proposed work programme of areas to review and report on, where necessary for 2014//15.

**RESOLVED:** That the work programme for West Berkshire and Wokingham Environmental Health and Licensing Shared Service be approved.

*These are the Minutes of a meeting of the Licensing and Appeals Committee.*

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