

29 June 2023 at 7.00 pm
Council Chamber, Argyle Road, Sevenoaks

Published: 21.06.23

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Licensing Committee

Membership:

Chairman, Cllr. Clack; Vice-Chairman, Cllr. Abraham
Cllrs. Edwards-Winsor, Esler, Waterton, Barnes, Barnett, Clayton, Ferrari, Haslam,
Leaman, Lindop and Skinner

Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

	Pages	Contact
Apologies for Absence		
1. Minutes To agree the Minutes of the meeting of the Licensing Committee held on 11 March 2023, the Special Licensing Committee held on 23 May 2023, and the Licensing Hearings held on 7 March 2023, and 27 April 2023 as a correct record.	(Pages 1 - 16)	
2. Declarations of interest Any interests not already registered		
3. Actions from the previous meeting		
4. Licensing Partnership Annual update 2023/24	(Pages 17 - 46)	Sharon Bamborough Tel: 01732227325
5. Work Plan	(Pages 47 - 48)	

EXEMPT INFORMATION

At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or democratic.services@sevenoaks.gov.uk.

LICENSING COMMITTEE

Minutes of the meeting held on 11 January 2023 commencing at 7.00 pm

Present: Cllr. Clack (Chairman)

Cllr. Abraham (Vice-Chairman)

Cllrs. Bonin, Dr. Canet, Edwards-Winsler, Esler, Layland, Pett, Waterton and Williams

Apologies for absence were received from Cllrs. Raikes and Roy

8. Minutes

Resolved: That the Minutes of the meeting held on 28 September 2022 and the Licensing Hearings held on 6 October 2022 and 14 October 2022, be approved and signed by the Chairman as a correct record subject to, the meeting held on 28 September 2022, Minute 4, paragraph 1 being amended to read “The Head of the Licensing Partnership presented the report which set out the options to either increase fees by 5% for Taxi and Private Hire Licensing Fees and Charges 2023/24 or keep them unchanged. The report recommended that fees remain unchanged from the previous year.

9. Declarations of interest

There were none.

10. Actions from the previous meeting

There were none.

11. Sexual Entertainment Licensing Fees

Members considered the report which set out the level of fees and charges for a Sexual Entertainment Licence. The fees were unchanged from 2022 - 2023, as the Licensing Department had not received or processed an application within the District. Members were advised that the fees laid out in the report were for a period of 1 year.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

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Licensing Committee - 11 January 2023

Resolved: That the level of fees and charges as set out below be approved from 1 April 2023

Type of Application	Fee
New Application	3641
Renewal Application	3641
Transfer Application	1825

12. Gambling Act 2005 Licence Fees From April 2023

Members considered the report and associated appendices which set out the proposed gambling licence fees for 2023-2024. Members were informed that the title of the report and appendix should read 'Gambling Act 2005 Licence Fees from April 2023'. The fees ensured that the Council complied with its statutory duty and ensured that the Gambling Licensing service remained self-financing. The fees included a 5% increase from the previous year to account for the increase to projected service running costs.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That the level of fees and charges as set out below be approved from 1 April 2023:

	New Application proposed fee	New Application maximum fee possible	New Application current fee	Annual Fee proposed	Annual Fee maximum possible	Annual Fee currently
Existing Casinos	n/a	n/a	n/a	n/a	n/a	n/a
New Small Casino	8000	(8000)	8000	4850	(5000)	4619
New Large Casino	10000	(10000)	9579	7828	(10000)	7455
Bingo Club	2480	(3500)	2362	870	(1000)	829
Betting Premises (excluding Tracks)	3000	(3000)	2969	600	(600)	600
Tracks	1944	(2500)	1851	870	(1000)	829
Family entertainment Centres	1944	(2000)	1851	715	(750)	681

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	New Application proposed fee	New Application maximum fee possible	New Application current fee	Annual Fee proposed	Annual Fee maximum possible	Annual Fee currently
Adult Gaming centre	1944	(2000)	1851	750	(750)	750
Temporary Use Notice	251	(500)	239	n/a	n/a	n/a

	Application to Vary	Application to Transfer	Application for Re-Instatement	Application for Provisional Statement	Licence Application (provisional Statement holders)	Copy Licence	Notification of Change
	£	£	£	£	£	£	£
Existing Casinos	n/a	n/a	n/a	n/a	n/a	n/a	n/a
New Small Casino proposed fee	4000	1800	1800	8000	3000	13	32
New Small Casino maximum fee possible	(4000)	(1800)	(1800)	(8000)	(3000)	(25)	(50)
New Small Casino current fee	3986	1771	1771	8000	2990	12	30
New Large Casino proposed fee	4776	2150	2150	10000	4608	13	32
New Large Casino maximum fee possible	(5000)	(2150)	(2150)	(10000)	(5000)	(25)	(50)
New Large Casino current fee	4549	2150	2150	9584	4389	12	30
Bingo Club proposed fee	1750	1200	452	2480	1200	13	32
Bingo Club maximum fee possible	(1750)	(1200)	(1200)	(3500)	(1200)	(25)	(50)
Bingo Club current fee	1750	1200	430	2362	1200	12	30
Betting Premises proposed fee	1500	1200	429	1944	1200	13	32
Betting Premises maximum fee possible	(1500)	(1200)	(1200)	(3000)	(1200)	(25)	(50)

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Betting Premises current fee	1500	1200	409	1851	1200	12	30
Tracks proposed fee	1250	950	429	1894	950	13	32
Tracks maximum fee possible	(1250)	(950)	(1200)	(2500)	(950)	(25)	(50)
Tracks current fee	1250	950	409	1804	950	12	30
FEC's* proposed fee	1000	950	429	1938	950	13	32
FEC's maximum fee possible	(1000)	(950)	(050)	(2000)	(950)	(25)	(50)
FEC's current fee	1000	950	409	1846	950	12	30
Adult Gaming Centre proposed fee	1000	1200	435	1938	1200	13	32
Adult Gaming Centre maximum fee possible	(1000)	(1200)	(950)	(2000)	(1200)	(25)	(50)
Adult Gaming Centre current fee	1000	1200	414	1846	1200	12	30
TUN** proposed fee	n/a	n/a	n/a	n/a	n/a	13	32
TUN maximum fee possible	n/a	n/a	n/a	n/a	n/a	(25)	(50)
TUN current fee	n/a	n/a	n/a	n/a	n/a	12	30

*FECs = Family Entertainment Centres

** TUN - Temporary Use Notice

13. Hackney Carriage and Private Hire Licensing: Licence Fees And Charges 2023/24

Members considered a report which updated the Committee on the Hackney Carriage and private hire licensing fees and charges 2023-24. The report recommended that fees remain unchanged for 2023/24. At its meeting on 28 September 2022, the Committee resolved to keep fees and charges unchanged from the previous year and asked Officers to report back to its next meeting with an update once the annual credit/deficit position at the end of the financial year 2022/23 was clearer ([Licensing Committee - 28 September 2022 - Minute 4](#)).

The Senior Licensing Officer confirmed that the predicted income for the current financial year resulted in a final credit situation of approximately £4,000 which would help balance the 2023/24 financial year expenses due to a predicted increase in the Licensing Hub Team Costs. It was also noted that the number of licensed drivers had been decreasing year on year although the pandemic had

affected numbers significantly. It was predicted that a further 15 drivers would become licensed before the end of March 2023.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: for the financial period 2023-24 Taxi fees remain unchanged as set out below:

	Cost
Knowledge Test	£51.50 per test
EQUO online test	£66
New Driver application	£264 for three years
Driver Renewal application	£183 for three years

Dual Driver Licence

	Cost
Knowledge Test	£51.50 per test
EQUO online test	£66
New Driver application	£264 for three years
Driver Renewal application	£183 for three years

Hackney Carriage Vehicle Licence

	Cost
New and Renewal Application	£325 for one year

Private Hire Operator Licence

	Cost
New application for 5 year licence	£747
Renewal for 5 year licence	£586
New application for 3 year licence	£534
Renewal for 3 year licence	£374
New application for 1 year licence	£324
Renewal for 1 year licence	£164

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Private Hire Driver Licence

	Cost
Knowledge Test	£51.50
EQUO Online Test	£66 per test
New Driver application	£264 for three years
Driver Renewal application	£183 for three years

Private Hire Vehicle Licence

	Cost
New and Renewal Application	£297 for one year

Additional Costs

	Cost
DBS application	£40
DBS administration fee	£30
Change of Driver Licence type	£54
Replace Vehicle Plate	£18
Replace Driver Badge	£24
Change of Ownership of licensed vehicle	£27
Duplicate paper licence	£10
Temporary Replacement	£33
Add or remove a name from a vehicle licence	£18
Change of name and address (driver badge not included)	£18
Private hire exemption certificate	£42
General Admin Fee	£30

If a vehicle licence is surrendered within 6 months of issue, a refund of £113 will be issued.

14. Work Plan

The Work Plan was noted and it was agreed that the Licensing Partnership Annual Update 2023/24 be moved to the June meeting.

THE MEETING WAS CONCLUDED AT 7.14 PM

CHAIRMAN

LICENSING COMMITTEE

Minutes of the meeting held on 23 May 2023 commencing at 7.52 pm

Present: Cllr. Clack (Chairman)

Cllr. Abraham (Vice Chairman)

Cllrs. Barnes, Barnett, Clayton, Edwards-Winser, Esler, Ferrari, Haslam, Leaman, Lindop, Skinner, and Waterton

15. Declarations of interest

There were none.

16. Appointments to Licensing (Hearing) Sub-Committees

The Committee considered a report setting out the proposed memberships for the Sub-Committees for Licensing Hearings.

Resolved: that the memberships of the Licensing Sub-Committees as set out below be approved:

Sub-Committee A - Cllrs. Abraham, Ferrai, Leaman

Sub-Committee B - Cllrs. Barnes, Clayton, Edwards-Winser

Sub-Committee C - Cllrs. Barnett, Esler, Lindop

Sub-Committee D - Cllrs. Haslam, Skinner, Waterton

Cllr. Clack to be a floating Member

THE MEETING WAS CONCLUDED AT 7:54PM

CHAIRMAN

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LICENSING HEARING

Minutes of the meeting held on 7 March 2023 commencing at 10.30 am

Present: Cllr. Bonin (Chairman)

Cllrs. Abraham and Waterton

Also Present: Santharaja Pirasath Applicant
(via virtual media link)
Suresh Kanapathi Applicant's Agent
(via virtual media link)

Alexander Jaye Respondant
Jessica Foley Senior Licensing Officer (SDC)
David Lagzdins Legal Advisor (SDC)
Andy Binnie Democratic Services Officer (SDC)

13. Appointment of Chairman

Resolved: That Cllr. Bonin be appointed as Chairman of the Licensing Hearing.

(Cllr. Bonin in the Chair)

14. Declarations of interest

There were none.

15. LICENSING ACT 2003 NEW APPLICATION - Oak's Wine Mart, 153 High Street, Sevenoaks, Kent. TN13 1XJ

The Chairman welcomed everyone to the Hearing.

The Hearing gave consideration to the report by the Senior Licensing Officer which gave details of an application for a new premises licence for Oak's Wine Mart, 153 High Street, Sevenoaks, Kent. TN13 1XJ. The Senior Licensing Officer provided an overview of the report and explained that five representations had been received from local residents objecting to the proposed premises licence and a letter of support for the representations had been submitted by the Local Ward Member.

The Applicant and his Agent addressed the Hearing. Member's attention was drawn to the tabled document submitted by the Applicant, which set out revised operating schedule conditions in answer to concerns raised by Respondents. The Applicant explained that the location of the store close to the town centre served the needs of local residents and the majority of customers walked to and from the

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Licensing Hearing - 7 March 2023

store. The Applicant owned and operated various other businesses including a local petrol filling station which also sold alcohol.

In response to questions from the Sub-Committee Members, the Applicant advised that alcohol would be stored in fridges with doors and behind or near to the till and away from the door to prevent shoplifting. The Applicant advised that alcohol sales were refused to approximately three to four customers per day.

In response to concerns raised regarding deliveries to the premises the Applicant clarified that the store was a part of a food delivery scheme which saw occasional delivery drivers collect orders from the premises. As the Applicant bought products from wholesale he did not expect a large number of stock deliveries to the premises. The Legal Advisor clarified that disputes over use of a private accessway to the side of the premises would not be for consideration by the Sub-Committee. In response to a question on waste management, the Applicant also explained that the premises had two large bins for waste and that waste and rubbish was taken to another premises to be disposed of.

In response to questions and concerns around parking provision the Applicant confirmed that there was no designated parking for customers of the store but that the majority of customers walked to and from the store.

The Respondant addressed the Hearing. He explained that he had been a resident and neighbour of the premises for approximately five years and that the previous premises at the location had been a carpet shop. He raised various concerns regarding the proposal for the late night sale of alcohol at the location. The Respondant cited public nuisance and safety concerns over loud anti-social behaviour outside the store late into the night. He explained that there were ongoing anti-social issues with younger people at the Vine. To the rear there were also vulnerable people living in the alms houses. Members noted that the Respondant had submitted supplementary videos in support of his representation which highlighted his concerns. The Sub Committee and Applicant had reviewed this additional exempt information prior to the Hearing.

The Respondant explained that such premises were not suitable in this location. The premises were already disruptive to themselves and those nearby. In response to a question from Members the Respondant explained that other businesses in the area were a very different nature and were open from 09:00 to 17:00 hours and that he would like to see the licensable hours reduced in keeping with other local businesses to prevent public nuisance concerns at the premises late at night.

At 11.29am the Hearing Members withdrew to consider the issues raised, accompanied by the Council's Legal Advisor and Clerk to the Hearing for the purpose of providing advice only.

At 12:23pm the Hearing Members, Council's Legal Advisor and Clerk to Hearing returned to the Chamber.

Licensing Hearing - 7 March 2023

The Chairman informed the Hearing that the Sub-Committee had had regard to the representations made by the Applicant and interested parties, the revised operating schedule conditions tabled at the Hearing, the Licensing objectives, the Statutory Guidance issued under Section 182 of the Act and the Council's Statement of Licensing Policy and, subject to minor amendments in proposed conditions for the purpose of enforceability had decided therefore to grant the premises licence application for the Supply of alcohol for consumption off the premises for the licensable hours:

Sunday to Thursday, 07:00 until 21:00 hours

Friday to Saturday, 07:00 until 22:00 hours

Subject to minor amendments to conditions for enforceability.

A full decision notice would be issued within five working days to all interested parties.

Resolved: That the Premises Licence in respect of Oak's Wine Mart, 153 High Street, Sevenoaks, Kent, TN13 1XJ, subject to the revised operating schedule, mandatory conditions and minor amendments in proposed conditions for the purpose of enforceability, contained in the Notice of Determination as attached as an appendix to these Minutes, be granted.

THE MEETING WAS CONCLUDED AT 12.24 PM

CHAIRMAN

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LICENSING HEARING

Minutes of the meeting held on 27 April 2023 commencing at 1.00 pm

Present: Cllr. Dr. Canet (Chairman)

Cllrs. Layland and Waterton

Also Present:	Cihangir Surucu	Applicant
	Asitha Ranatunga	(Barrister) Legal Representative
	Cllr. Fleming	Local Member (SDC), Representative for Alan Bumstead
	Colin Alden	Environmental Health Representative (SDC)
	Jiang Li	Representor
	Charlene Choong	Representative for Jiang Li
	Susan Lindsey	Senior Licensing Officer (SDC)
	Vikki Thompson	Legal Advisor (SDC)
	Andy Binnie	Democratic Services Officer (SDC)

16. Appointment of Chairman

Resolved: That Cllr. Dr. Canet be appointed as Chairman of the Licensing Hearing.

(Cllr. Dr. Canet in the Chair)

17. Declarations of interest

There were none.

18. LICENSING ACT 2003 VARIATION APPLICATION - Ephesus, 57-59 High Street, Sevenoaks, Kent TN13 1JF

The Chairman welcomed everyone to the Hearing.

The Hearing gave consideration to the report by the Senior Licensing Officer which gave details of an application for a variation of a premises licence for Ephesus Restaurant, 57-59 High Street, Sevenoaks, TN13 1JF. The Sub Committee was informed that representations had been received from the Council's Planning and Environmental Health departments as well as twelve local residents.

The Applicant and his Legal Representative addressed the Hearing. The Application sought to extend the hours for the sale of alcohol along with the supply of refreshments and recorded music on Friday and Saturday nights. The Legal Representative stated the intention was for the premises to remain a food led

restaurant with music played to enhance the ambience of the food experience. The application did not seek to establish the premises as a nightclub venue. Members were advised that the applicant had been able to hold later hours under temporary event notices on three occasions over the Christmas period. Following a previous review of the premises licence, revised conditions had been adhered to including the fitting of a noise limiter with the assistance of Environmental Health Officers and implementing a Dispersal Policy with two Security Guards on duty from 10pm. The Legal Representative explained that the licensing application was not bound by the decision of the Planning Inspector to refuse planning permission to vary the opening hours past 11pm.

In response to questions from the Sub-Committee Members the Applicant explained that under current conditions last orders for food were taken at 11pm and staff finished their shifts at the premises at midnight. Under the requested variation, staff would remain on the premises until approximately 03:00 hours. The Applicant explained that being able to serve food later would prevent patrons from leaving the premises and travelling into the High-Street to find food.

The Respondents addressed the Hearing. Concerns were raised as to the noise levels at night which had prevented residents from sleeping. Residents considered that the later opening hours requested under the variation application were unreasonable and likely to cause greater noise and disturbance. It was highlighted that the premises was also located near to a local care home. Respondents raised matters of public safety as they had previously experienced anti-social behaviour at the location in the early hours of the morning as patrons left which had resulted in the Police being called. The Environmental Health Representative also raised concerns over noise levels of patrons leaving the premises in the early hours and also recommended limiting last entry of patrons to 11pm.

The Legal Representative for the Applicant advised the Sub-Committee that in consultation with Environmental Health, acoustic levels had been set using a noise limiter which were reasonable and acceptable. In response to a noise complaint during a temporary event notice, Environmental Health had also carried out a site visit and had found that levels were adequately adhered to.

The Applicant also drew Members attention to the agreed dispersal policy which formed part of the conditions of the Licence. This included steps to mitigate the noise and disturbance of patrons leaving the location and outlined how the premises sought to manage this. This detailed that staff would call taxis for patrons who required them and a designated Security Industry Authority (SIA) staff member would ask patrons to leave quietly to minimise disturbance and monitor the street outside. The Applicant also explained that he was undertaking training to become an SIA supervisor.

At 2:00pm the Hearing Members withdrew to consider the issues raised, accompanied by the Council's Legal Advisor and Clerk to the Hearing for the purpose of providing advice only.

Licensing Hearing - 27 April 2023

At 2:52pm the Hearing Members, Council's Legal Advisor and Clerk to Hearing returned to the Conference Room.

The Chairman informed the Hearing that the Sub-Committee had had regard to the representations made by the applicant and interested parties the Licensing Act 2003, Secretary of State's amended Guidance issued under Section 182 of the Act and the Council's Statement of Licensing Policy and had decided to reject the application for a variation of the premises licence. The Sub Committee considered that the application was not appropriate for the achievement of the Licensing Objectives, in particular: the prevention of public nuisance, prevention of crime and disorder and public safety.

A full decision notice would be issued within five working days to all interested parties and would be appended to the Minutes.

Resolved: That the variation application for the Premises Licence in respect of Ephesus, 57-59 High Street, Sevenoaks, Kent TN13 1JF be rejected for the reasons laid out in the Notice of Determination as attached as an appendix to these Minutes.

THE MEETING WAS CONCLUDED AT 2.54 PM

CHAIRMAN

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LICENSING PARTNERSHIP UPDATE REPORT 2022/23

Licensing Committee - 29 June 2023

Report of: Chief Officer Planning and Regulatory Services

Status: For Information

Key Decision: No

Executive Summary: This report is an annual update on the performance and activity of the Licensing Partnership

This report supports the Key Aim of: Sustainable Economy

Portfolio Holder: Cllr. Margot McArthur

Contact Officer: Sharon Bamborough, Ext. 7325

Recommendation to Licensing Committee :

To note the performance of the Licensing Partnership as contained within the report and to ask the Head of the Licensing Partnership to continue to provide an annual update on the Licensing Partnership activity to the Licensing Committee each municipal year.

Reason for recommendation:

To ensure the Licensing Committee are updated on the performance of the Licensing Partnership.

Introduction and Background

- 1 The Council is a member of the Licensing Partnership with Maidstone Borough Council, Tunbridge Wells Borough Council and London Borough of Bexley, which provides line management responsibilities to their respective licensing enforcement teams and an administration team at Sevenoaks to carry out the processing of licence applications, notices, permits and representations.
- 2 The Licensing Partnership has completed 13 years of working together, with London Borough of Bexley becoming a partner as of 31st October 2016.
- 3 This arrangement provides each council with sovereignty over its policies and decision making processes whilst operating within a partnership that gives resilience and capacity to deal with the fluctuating demands on the service through the year.

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- 4 This report is an annual update on the performance and activity of the Licensing Partnership.

2022 - 2023 Performance report

- 5 The performance of the Licensing Partnership has been generally very good.
- 6 The indicators for each of the four authorities and the combined Licensing Partnership results are attached as **Appendix A**
- 7 This has been more of a return to normal following the previous two years (which were challenging due to the Pandemic and it's after- affects).
- 8 The general processing and consultation on applications within timeframe has been maintained but there will have been times when performance may not have hit targets. This would have been to various factors, such as the usual annual leave as well as staff vacancies/recruitment/training.
- 9 The Partnership handled a large amount of work in 2022/23, application volumes were still down in certain areas on the previous years due to the Pandemic, (for example, very few temporary event notices were submitted compared to a normal year). However, other new areas of work were required which kept the teams busy. The performance measures should be read in conjunction with the entire volumes of work delivered. The headlines of the performance are as follows:
 - In this time period, over 9615 applications, notices, permits and other pieces of work were received / carried out across the partnership.
 - From this total, over 2732 pieces of work were for Sevenoaks.
 - Taking into account the different amounts of time needed for different types of applications, and the differing nature of the work carried out for some of the partners, Sevenoaks' share of processing work accounted for approx. 28% of the processing work of the entire partnership in 2022/23
 - Over **25,740** emails were received in the main Licensing inbox and actioned for all four partners, Sevenoaks' share was 8154
 - Just under **7,800** calls were received to main licensing hotline and dealt with by the Hub team for all four partners. Sevenoaks' share was 2296

Performance against Service Plan objectives 2022/23

11 **Objective 1:** *To oversee and lead the Licensing Partnership to deliver efficiency savings and achieve performance targets*

a) This is ongoing and performance is monitored on a weekly and monthly basis. Please see Appendix A for a report on Key Performance Indicator targets.

b) 1:1 meetings and regular face to face meeting with staff are carried out routinely

c) the Licensing Partnership Board meets 4 times a year.

Performance against the targets is included in Appendix A

12 **Objective 2:** *Be open and proactive about undertaking of licensing functions for other local authorities.*

Result: achieved. We have had discussions with two other authorities but this has not lead to any further expression of interest.

13 **Objective 3:** *Seek further efficiency savings in processes and use of online facilities*

- Continuous review of processes and procedures of Hub team officers and streamline / change as and when requested by partner officers

Result: achieved (resulting in time savings and reduction in costs)

14 **Objective 4:** *Ensure all online forms are implemented and in use by customers and explore other software solutions*

- The library of on line forms should implemented across the four partners - to include new forms for Bexley (Special Treatments) and any updates needed for existing ones

Result: *part achieved:* several new forms have been introduced this year and further development ongoing as legislation changes / procedures change

- Further development of the electronic record management system, Enterprise (from Idox)

Result: achieved - Enterprise is live and under constant review as we use it and make decisions on additional functionality. A new Document Management system has also gone live.

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- 15 **Objective 5:** *Undertake a programme of training for Members and officers. Ensure all new Members on each Licensing Committee receive appropriate training.*

Result: training has been given as and when required

- 16 **Objective 6:** *Revision of Policies & Procedures*

- SB to liaise with relevant staff at LBB to start the planning (data analysis) for review of Cumulative Impact Policy due in June 2023, and keep under review to ensure the data will be ready for the following year

Result: not achieved yet - plans in place but delayed due to legal query - advice now received - should be referred to October Licensing Committee

- Continue the review of the Hub Team Admin procedures and update where necessary

Result: achieved

- To review taxi policies in Maidstone, Tunbridge Wells and Sevenoaks as needed.

Result: achieved

- To continue to take part in the Kent and Medway Energy and Low Emissions Implementation Plan lead by KCC (for SDC/MBC/TWBC only)

Result: achieved Act 2005 Policies across the Partnership in readiness for January 2022 when they must come into force

- 17 **Objective 7 - Health, Safety and Well Being of Staff**

- Ensure risk assessments are carried out and reviewed as appropriate and at least once a year.

Result: achieved

- Ensure 1:1 meetings are carried out on a regular basis.

Result: achieved

- Ensure staff have complied with any employer requirements in terms of completing workstation assessments both in office and at home if working from home occurs.

Result: achieved

The new service plan for 2023/24 is attached as **Appendix B**

Key Implications

Financial

Financial implications have been dealt with in the body of the report.

Legal Implications and Risk Assessment Statement.

This is a report to update on the progress of the Licensing Partnership. There are no legal implications as it is for information only.

Equality Assessment

The information contained within this report have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Appendices

Appendix A - Performance data

Appendix B - Service plan for 2023/24

Background Papers

None

Richard Morris

Deputy Chief Executive and Chief Officer - Planning & Regulatory Services





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Licensing - Sevenoaks - Monthly Performance - 2022/23







Code	LPI_LIC 01(s)					
Short Name	The percentage of renewal invitations sent out by deadline (Sevenoaks)					
	Value	Target	Status	No. sent within deadlines	No. of renewal invitations	Annual
April 2022	100%	95%		61	61	95%
May 2022	100%	95%		52	52	95%
June 2022	100%	95%		72	72	95%
July 2022	100%	95%		77	77	95%
August 2022	100%	95%		84	84	95%
September 2022	95.24%	95%		80	84	95%
October 2022	100%	95%		106	106	95%
November 2022	100%	95%		69	69	95%
December 2022	100%	95%		88	88	95%
January 2023	100%	95%		64	64	95%
February 2023	100%	95%		87	87	95%
March 2023	100%	95%		98	98	95%

Code	LPI_LIC 02(s)					
Short Name	The percentage of valid personal licences processed within 14 working days (Hub Team)(Sevenoaks)					
	Value	Target	Status	No. processed within two weeks	Total number of licences	Annual
April 2022	100%	95%		5	5	95%
May 2022	100%	95%		2	2	95%
June 2022	100%	95%		7	7	95%
July 2022	100%	95%		5	5	95%
August 2022	100%	95%		4	4	95%
September 2022	100%	95%		4	4	95%
October 2022	100%	95%		3	3	95%
November 2022	80%	95%		4	5	95%







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December 2022	100%	95%		2	2	95%
January 2023	100%	95%		3	3	95%
February 2023	100%	95%		5	5	95%
March 2023	90%	95%		9	10	95%













Code		LPI_LIC 03(s)				
Short Name		Percentage of unopposed applications for new and variation of premises licences processed within 2 calendar months (from date of validation to issue date) (All) (Sevenoaks)				
	Value	Target	Status	No. processed within 2 months	Total applications received	Annual
April 2022	100%	95%		3	3	95%
May 2022	100%	95%		3	3	95%
June 2022	100%	95%		3	3	95%
July 2022	100%	95%		4	4	95%
August 2022	100%	95%		2	2	95%
September 2022	100%	95%		1	1	95%
October 2022	100%	95%		1	1	95%
November 2022	100%	95%		1	1	95%
December 2022	100%	95%		1	1	95%
January 2023	100%	95%		1	1	95%
February 2023	100%	95%		1	1	95%
March 2023	100%	95%		2	2	95%

Code		LPI_LIC 04(s)				
Short Name		The percentage of valid temporary event notices processed within one working day of receipt (Sevenoaks)				
	Value	Target	Status	No. processed in one working day	Total no. event notices received	Annual
April 2022	95.35%	95%		41	43	95%
May 2022	100%	95%		68	68	95%
June 2022	90%	95%		45	50	95%
July 2022	88.24%	95%		30	34	95%
August 2022	97.06%	95%		33	34	95%
September 2022	97.73%	95%		43	44	95%







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October 2022	100%	95%		40	40	95%
November 2022	100%	95%		51	51	95%
December 2022	100%	95%		13	13	95%
January 2023	100%	95%		26	26	95%
February 2023	96.77%	95%		30	31	95%
March 2023	95%	95%		38	40	95%

Code	LPI_LIC 05(s)
Short Name	The percentage of driver and operator licenses issued within 12 days of validation (Hub Team) (Sevenoaks)

	Value	Target	Status	No issued within 12 days	Total no licenses issued	Annual
April 2022	100%	90%		9	9	90%
May 2022	100%	90%		7	7	90%
June 2022	100%	90%		7	7	90%
July 2022	100%	90%		10	10	90%
August 2022	100%	90%		9	9	90%
September 2022	100%	90%		14	14	90%
October 2022	92.31%	90%		12	13	90%
November 2022	100%	90%		10	10	90%
December 2022	100%	90%		17	17	90%
January 2023	100%	90%		14	14	90%
February 2023	100%	90%		13	13	90%
March 2023	100%	90%		10	10	90%

Code	MPI_LIC 03(s)
Short Name	Premises compliance (all licensing officers throughout partnership) (Sevenoaks)

	Value	Target	Status	Numerator	Denominator	Annual
April 2022	26	15				180
May 2022	33	15				180
June 2022	26	15				180
July 2022	23	15				180
August 2022	30	15				180
September 2022	32	15				180







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October 2022	32	15				180
November 2022	23	15				180
December 2022	15	15				180
January 2023	15	15				180
February 2023	18	15				180
March 2023	39	15				180







Code	MPI_LIC 004(s)					
Short Name	Taxi Compliance (Licensing officers at Sevenoaks, Tunbridge Wells and Maidstone) (Sevenoaks)					
	Value	Target	Status	Numerator	Denominator	Annual
April 2022	29	15				180
May 2022	38	15				180
June 2022	17	15				180
July 2022	29	15				180
August 2022	18	15				180
September 2022	25	15				180
October 2022	35	15				180
November 2022	34	15				180
December 2022	31	15				180
January 2023	38	15				180
February 2023	30	15				180
March 2023	19	15				180

Code	MPI_LIC 05a(s)					
Short Name	Percentage of Hackney Carriage driver licenses issued within 10 days of validation (Sevenoaks)					
	Value	Target	Status	No issued within 10 days	Total no licenses issued	Annual
April 2022	100%	90%		5	5	90%
May 2022	100%	90%		4	4	90%
June 2022	100%	90%		4	4	90%
July 2022	100%	90%		4	4	90%
August 2022	100%	90%		5	5	90%
September 2022	100%	90%		7	7	90%

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October 2022	87.5%	90%		7	8	90%
November 2022	100%	90%		4	4	90%
December 2022	100%	90%		11	11	90%
January 2023	100%	90%		7	7	90%
February 2023	100%	90%		8	8	90%
March 2023	100%	90%		2	2	90%

Code		MPI_LIC 05b(s)				
Short Name		Percentage of Private Hire driver licenses issued within 10 days of validations (Sevenoaks)				
	Value	Target	Status	No issued within 10 days	Total no licenses issued	Annual
April 2022	100%	90%		3	3	90%
May 2022	100%	90%		1	1	90%
June 2022	100%	90%		1	1	90%
July 2022	100%	90%		5	5	90%
August 2022	100%	90%		3	3	90%
September 2022	100%	90%		6	6	90%
October 2022	100%	90%		4	4	90%
November 2022	100%	90%		4	4	90%
December 2022	100%	90%		5	5	90%
January 2023	100%	90%		5	5	90%
February 2023	100%	90%		4	4	90%
March 2023	100%	90%		7	7	90%

Code		MPI_LIC 05c(s)				
Short Name		Percentage of Private Hire Operator licenses issued within 10 days of validations (Sevenoaks)				
	Value	Target	Status	No issued within 10 days	Total no licenses issued	Annual
April 2022	100%	90%		1	1	90%
May 2022	100%	90%		2	2	90%
June 2022	100%	90%		2	2	90%
July 2022	100%	90%		1	1	90%
August 2022	100%	90%		1	1	90%
September 2022	100%	90%		1	1	90%

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October 2022	100%	90%		1	1	90%
November 2022	100%	90%		2	2	90%
December 2022	100%	90%		1	1	90%
January 2023	100%	90%		2	2	90%
February 2023	100%	90%		1	1	90%
March 2023	100%	90%		1	1	90%

Code	MPI_LIC 06(s)
Short Name	Percentage of continuation fees invoices issued 1 month in advance of fee being due (Sevenoaks)

	Value	Target	Status	No of invoices sent by due date	No of invoices due	Annual
April 2022	100%	95%		30	30	95%
May 2022	100%	95%		61	61	95%
June 2022	100%	95%		113	113	95%
July 2022	100%	95%		59	59	95%
August 2022	100%	95%		20	20	95%
September 2022	100%	95%		16	16	95%
October 2022	100%	95%		9	9	95%
November 2022	100%	95%		8	8	95%
December 2022	100%	95%		13	13	95%
January 2023	100%	95%		17	17	95%
February 2023	100%	95%		19	19	95%
March 2023	100%	95%		18	18	95%

Code	MPI_LIC 07(s)
Short Name	Where continuation fees not received and action taken within a month of overdue date (Sevenoaks)

	Value	Target	Status	action within month of due date	no of renewal fees not received	Annual
April 2022	100%	95%		4	4	95%
May 2022	100%	95%		1	1	95%
June 2022	100%	95%		1	1	95%
July 2022	100%	95%		5	5	95%

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August 2022	100%	95%		13	13	95%
September 2022	100%	95%		20	20	95%
October 2022	100%	95%		39	39	95%
November 2022	100%	95%		1	1	95%
December 2022	100%	95%		2	2	95%
January 2023	100%	95%		2	2	95%
February 2023	100%	95%		1	1	95%
March 2023	100%	95%		2	2	95%

Code	MPI_LIC 08(s)
Short Name	Action after suspension - Licensing officers to visit / establish trading status within one month and start / take any necessary action (all licensing officers throughout partnership except Bexley) (Sevenoaks)

	Value	Target	Status	Number resolved	Number needed resolving	Annual
April 2022	100%	95%		2	2	95%
May 2022	100%	95%		1	1	95%
June 2022	100%	95%		1	1	95%
July 2022	100%	95%		1	1	95%
August 2022	100%	95%		2	2	95%
September 2022	100%	95%		3	3	95%
October 2022	100%	95%		5	5	95%
November 2022	100%	95%		2	2	95%
December 2022	100%	95%		4	4	95%
January 2023	100%	95%		1	1	95%
February 2023	100%	95%		8	8	95%
March 2023	100%	95%		4	4	95%

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Licensing Service Plan 2023/24

Licensing
Partnership



Contents

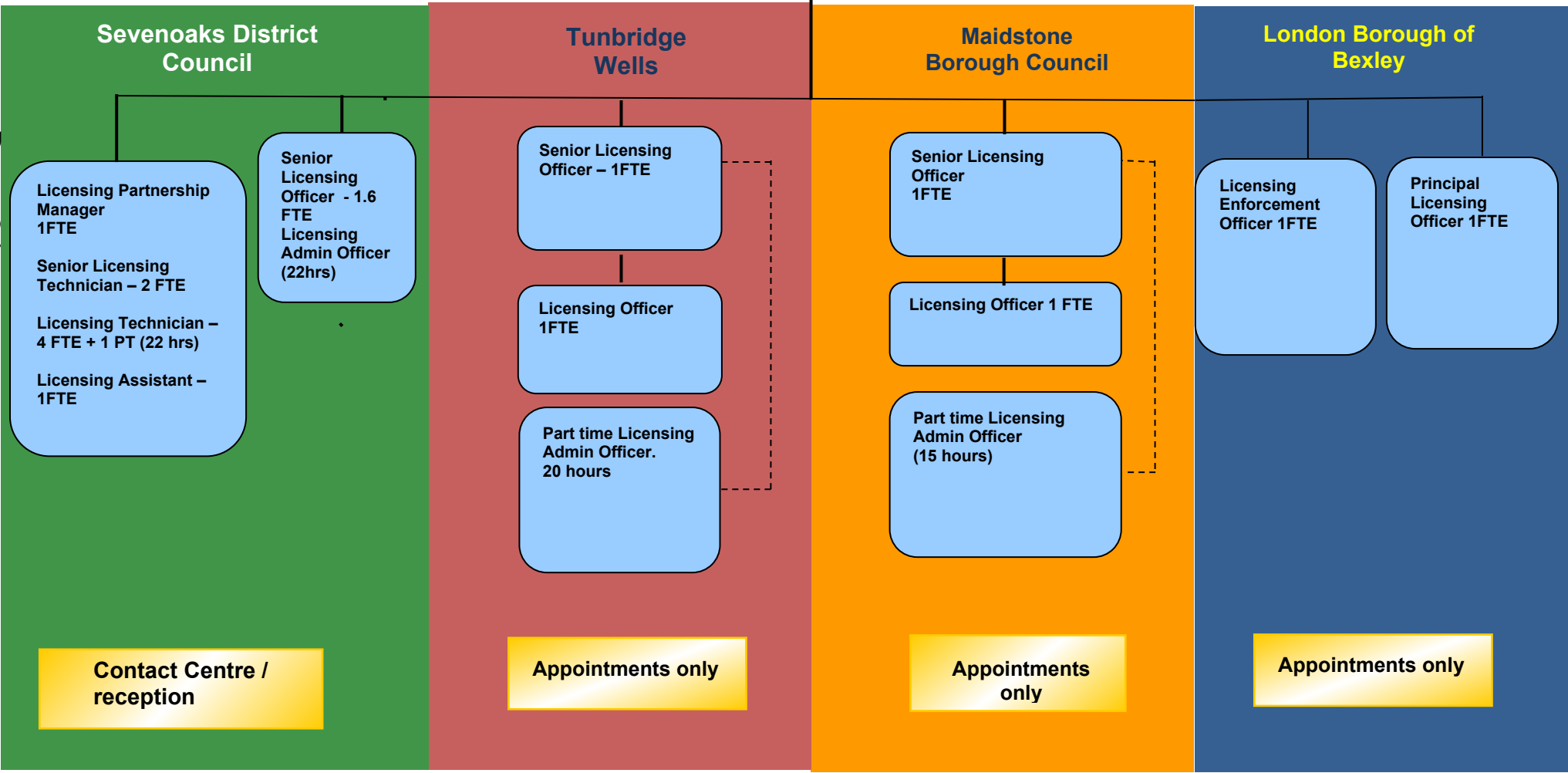
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1. Who we are

Team	Licensing Partnership comprising London Borough of Bexley, Maidstone Borough Council, Sevenoaks District Council and Tunbridge Wells Borough Council
Head of Service	Sharon Bamborough
Chief Officers	Gary Stevenson (Tunbridge Wells), John Littlemore (Maidstone), Richard Morris (Sevenoaks) and Jane Richardson (LB of Bexley)

Our Structure Chart

Head of Licensing Partnership
1 FTE



2. What we do

Key Tasks	<ul style="list-style-type: none">■ Manage and oversee the Licensing Partnership.■ Seek to promote the licensing objectives of the relevant legislation.■ Our aim is to protect the public but also allow legitimate businesses within the area to prosper.■ To ensure that the legitimate taxis and private hire trade are able to provide a safe mode of transport to the residents and users within the Partnership's area.■ Compliance – ensure compliance of licensed premises, activities and events following grant of respective licences, permits and / or notices.■ To ensure that unlicensed premises, taxis/private hire and activities are investigated and appropriate action is taken.■ To enhance customer service while ensuring compliance with legislation.■ Fulfilling statutory duty whilst optimising cost savings and maintaining individual client's Council sovereignty.■ Take advantage of economies of scale to buy services and optimise the collaborative working between partners
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3. 2023/24 Service Objectives

Objective 1	To oversee and lead the Licensing Partnership to achieve performance targets		Responsible Officer	Sharon Bamborough
Performance Measure	Description		2023/24 Target or Outcome (to be achieved by 31.03.2024)	
Action	To ensure Key Performance Indicators, as set in Section 4, are monitored and input monthly to the monitoring system (currently Pentana) with any queries or areas on concern raised monthly with relevant team		On-going; to optimize performance and ensure targets are consistently being met	
Link to Sevenoaks Corporate Plan	Providing value for money	Link to Sevenoaks Community Plan	Safe Communities	
Link to Maidstone Statagic Plan	Keeping Maidstone an attractive place for all - Ensuring there are good leisure and cultural attractions			
Link to Tunbridge Wells Key Objectives in the Vision	Providing Value	Link to Strategic Compass	To ensure we operate in a business-like way	
Link to Bexley Corporate Plan (Shaping our Future Together)	Innovation and self sufficiency			

Objective 2	Be open and proactive about undertaking of licensing functions for other local authorities.	Responsible Officer	Sharon Bamborough
Performance Measure	Description	2023/24 Target or Outcome	
Action	Approach at least one other local authority to explore the potential for partnership service delivery	Further functions carried out for other partners which would lead to an overall drop in costs for all.	
Action	Upon receipt of any expression of interest or request for more information about potentially joining the partnership , engage with and respond to within one month of request	Further functions carried out for other partners which would lead to an overall drop in costs for all.	
Link to Sevenoaks Corporate Plan	Providing value for money	Link to Sevenoaks Community Plan	Safe Communities
Link to Maidstone Corporate Priorities	Securing a successful economy for Maidstone Borough		
Link to Bexley corporate plan	Innovation and self sufficiency – a commercial approach		
Link to Tunbridge Wells Corporate Priorities	To support a prosperous borough	Link to Strategic Compass	Providing value

Objective 3	Seek further efficiency savings		Responsible Officer	Sharon Bamborough
Performance Measure	Description		2023/24 Target or Outcome	
Action	<ul style="list-style-type: none"> Continuous review of processes and procedures of Hub team officers and streamline / change as and when requested by partner officers. This year the following processes will be reviewed: <ul style="list-style-type: none"> (i) TENS (ii) Personal licences (iii) Transfer of premises licence (iv) DPS variations (v) Taxis - temporary replacement vehicle (vi) Taxis – drivers (vii) Taxis – Vehicles (viii) Taxis - Operators Review of online facilities including continued development of online application forms Review of back office system database and assess against other alternative providers (MM & SB) 		To be done by 31.3.24 – More efficient working or meeting new legal requirements	
Link to Sevenoaks Corporate Plan	Supporting and developing the local economy	Link to Sevenoaks Community Plan	Safe Communities	
Link to Bexley corporate plan	Innovation and self sufficiency – a commercial approach	Link to Maidstone Corporate Priorities	Securing a successful economy for Maidstone Borough	
Link to Tunbridge Wells Corporate Priorities	To support a prosperous borough	Link to Strategic Compass	Providing value	

Objective 4	Undertake necessary projects which deliver or enhance the service provision		Responsible Officer	Sharon Bamborough
Performance Measure	Description		2023/24 Target or Outcome	
Action	Action emails from Companies House which advise on changes to company status etc		Faster action taken on licences which lapse which minimises lost income - On-going	
Action	MBC only – complete the transfer of electronic data from old software system to Idox/Uniform so that records are complete and historic data is available to all		Increased efficiency and monitoring tools, with enhanced reporting options: 31.03.2024	
Action	HUB team –re Premises licences issued under Licensing Act 2003, carry out the review of new rateable values (RVs) from Valuation Office Agency and update the database with any changed RVs before invoices are raised (this review from VOA happens every 5 years)		Ensure the correct amount of annual fee is invoiced for – minimising any refunds or additional work in asking for more money/raising amended invoices (affects MBC, TWBC & SDC) - 31.03.2024	
Action	<ul style="list-style-type: none"> (i) New procedure for pre-application advice to be agreed and introduced (SB) (ii) New procedure for recording of complaints / investigations – to be recorded on the database going forward once introduced (SB) (iii) Have the current partnership agreement reviewed and brought up to date in terms of format (SB / legal) 		<ul style="list-style-type: none"> (i) Aim is to lead to better take up of service and more income (ii) Aim is to lead to greater transparency and reporting (iii) Ensure our agreement serves its purpose 	
Link to Sevenoaks Corporate Plan	Supporting and developing the local economy	Link to Sevenoaks Community Plan	Safe Communities	
Link to Bexley corporate plan	Innovation and self sufficiency – a commercial approach	Link to Maidstone Corporate Priorities	Securing a successful economy for Maidstone Borough	
Link to Tunbridge Wells Corporate Priorities	To support a prosperous borough	Link to Strategic Compass	Providing value	

Objective 5	Undertake a programme of training for Members and officers. Ensure all new Members on each Licensing Committee receive appropriate training.		Responsible Officer	Sharon Bamborough
Performance Measure	Description		2023/24 Target or Outcome	
Action	Members: <ul style="list-style-type: none"> Train any new members to Licensing committee and provide ad hoc training to any other new members appointed for all partners 		To be achieved before any new member sits on LSC, otherwise, ongoing throughout year	
Action	Officers: <ol style="list-style-type: none"> Ensure any new staff member has a training plan and regular monitoring of development Deliver/facilitate training on required topics for officers as needed This year looking at: <ul style="list-style-type: none"> Surveillance training (including use of social media to gather intel) 		To be achieved by 31/03/2024	
Link to Sevenoaks Corporate Plan	Keeping the district safe	Link to Sevenoaks Community Plan	Safe Communities	
Link to Bexley corporate plan	Growth that benefits all – the right skills for jobs of today and tomorrow	Link to Maidstone Corporate Priorities	Securing a successful economy for Maidstone Borough – range of Employment Skills and opportunities across the Borough	
Link to Tunbridge Wells Corporate Priorities	Our People	Link to Strategic Compass	To have relevant skills	

Objective 6	Revision of Policies		Responsible Officer	Sharon Bamborough/Lorraine Neale/Sharon Degiorgio/Samantha Laing
Performance Measure	Description		2023/24 Target or Outcome	
Action	In 2023, SB to review Cumulative Impact Area policy for LBB		Achieve statutory obligations. To be achieved by 31/12/2023	
New Action	In 2023, SB to review the Pavement licensing policy once confirmation is received that the scheme will be made permanent and in line with new legislation		To respond the changing legislation and review our approach 31.3.24	
Action	To review taxi policies in Maidstone, Tunbridge Wells and Sevenoaks as and when needed. (Senior Licensing Officers)		To respond to changing needs of public and trade and to keep in line with corporate objectives - On-going	
Action	To continue to take part in the Kent and Medway Energy and Low Emissions Implementation Plan lead by KCC (for SDC/MBC/TWBC only) (SB and Senior Licensing Officers) which may lead to revision of taxi policies re green vehicles		To contribute to net zero aspirations (new) On-going	
Link to Sevenoaks Corporate Plan	Supporting and developing the local economy	Link to Sevenoaks Community Plan	Safe Communities	
Link to Bexley corporate plan	Innovation and self sufficiency – a commercial approach	Link to Maidstone Corporate Priorities	Securing a successful economy for Maidstone Borough	
Link to Tunbridge Wells Corporate Priorities	To support a prosperous borough	Link to Strategic Compass	Providing value	

Objective 7	Health, Safety and Well Being of Staff		Responsible Officer	Sharon Bamborough
Performance Measure	Description		2023/24 Target or Outcome	
Action	Ensure risk assessments are carried out and reviewed as appropriate and at least once a year.		Risk assessments are in place and are reviewed. To be achieved by 31/03/2024	
Action	Ensure 1:1 meetings are carried out on a regular basis.		All Senior Licensing Officers and Licensing Partnership Manager to ensure meetings take place.	
Action	Ensure staff have complied with any employer requirements in terms of completing workstation assessments both in office and at home if working from home occurs		All Senior Licensing Officers and Licensing Partnership Manager to ensure their staff have completed assessments, HoLP to ensure seniors /LPM have done so	
Link to Sevenoaks Corporate Plan	Supporting and developing the local economy	Link to Sevenoaks Community Plan	Safe Communities	
Link to Bexley corporate plan	Innovation and self sufficiency – a commercial approach	Link to Maidstone Corporate Priorities	Securing a successful economy for Maidstone Borough	
Link to Tunbridge Wells Corporate Priorities	To support a prosperous borough	Link to Strategic Compass	Providing value	

4. Measuring our Performance

Performance Indicators and Target Setting

Code	Description	Collection period	2023/24 target
LPI LIC 001	Send out renewal invitations for all licences/permits etc. 2 months (or 4 months for animal licensing) before the expiry date of the licence and if a valid renewal application is not received before the expiry of a licence send a failure to renew letter out within agreed timescales of the licence expiring and advise the appropriate Authorities accordingly. (Hub Team)	Monthly	95%
LPI LIC 002	The percentage of valid personal licences processed within 14 working days (Hub Team)	Monthly	95%
LPI LIC 003	Percentage of <i>unopposed</i> applications for new and variation of premises licences processed within 2 calendar months (from date of validation to issue date) [All]	Monthly	95%
LPI LIC 004	The percentage of valid temporary event notices served on Responsible Authorities within one working day of receipt (Hub Team)	Monthly	95%
LPI LIC 005	The percentage of driver and operator licences issued within 10 working days of validation (Hub team)	Monthly	90%
MPI LIC 05a	Percentage of Hackney Carriage driver licences issued within 10 working days of validation (Hub team)	Monthly	90%
MPI LIC 05b	Percentage of Private Hire driver licences issued within 10 working days of validation (Hub team)	Monthly	90%

Code	Description	Collection period	2023/24 target
MPI LIC 05c	Percentage of Private Hire Operator licences issued within 10 working days of validation (Hub team)	Monthly	90%
MPI LIC 012	Length of time from validation to issue of HC vehicle licence (MPI) - target 10 working days (Hub team)	Monthly	90%
MPI LIC 013	Length of time from validation to issue of PH vehicle licence (MPI) - target 10 working days (Hub team)	Monthly	90%
MPI LIC 017	<p>Taxi Compliance (licensing officers at Sevenoaks, Tunbridge Wells and Maidstone):-</p> <ul style="list-style-type: none"> start action/investigation on receipt of complaints/intelligence within 5 working days (includes visits/letters/interviews etc) reactive/proactive enforcement investigations ongoing/completed warnings / penalty points issued vehicle compliance checks 	Monthly	Non London partners only: 180 each (equates to 15 actions per month per authority)
MPI LIC 018	<p>Premises compliance (all licensing officers throughout partnership)</p> <ul style="list-style-type: none"> notice checks to be carried out within one week of initial display start action/investigation on receipt of complaints/intelligence within 5 working days (includes visits/letters/interviews etc) carry out proactive visits in accordance with risk rating system 	Monthly	Non London partners – 180 each (equates to 15 actions per month per authority) Bexley – 360 (equates to 30 actions per month)

	<ul style="list-style-type: none"> attend enforcement meetings/briefings/collaborate with partners on multi-agency approach 		
Code	Description	Collection period	2023/24 target
MPI LIC 019	<p>(for partners where Hub team arrange annual fee collection)</p> <p>Send out invoices for continuation fees for licences/permits issued under the Licensing Act 2003 and Gambling Act 2005 at least 1 month in advance of the fee being due and where those fees are not received by the due date to take action to suspend/revoke licence/permit within 1 month of the fee being due. (Hub Team)</p>	Monthly	95%
MPI LIC 020	Action after suspension - Licensing officers to visit /establish trading status within one month and start/take any necessary action (all licensing officers throughout partnership except Bexley)	Annual	95%
BPI LIC 021	Percentage of <i>unopposed</i> applications for new and variation of Special treatments licences processed within 2 calendar months (from date of validation to issue date) [LBB & Hub]	Monthly	95%
LPI 22 (new)	Percentage of (valid) applications for pavement licences validated within 2 working days of receipt (HUB, SDC, MBC & TWBC)	Monthly	95%

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Licensing Committee work plan (as at 20/06/2023)

14 September 2023

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16 January 2024

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12 March 2024

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