



CHEL TENHAM

BOROUGH COUNCIL

Notice of a meeting of Licensing Sub-Committee

**Monday, 21 March 2011
10.00 am
Council Chamber - Municipal Offices**

MEMBERS ATTENDING	OFFICERS ATTENDING
Councillor Garth Barnes Councillor Diggory Seacome Councillor Pat Thornton Councillor Jon Walklett	Sarah Farooqi, Regulatory Solicitor Manager Louis Krog, Senior Licensing Officer

Agenda

- 1. ELECTION OF CHAIRMAN**
- 2. APOLOGIES**
- 3. DECLARATIONS OF INTEREST** (Pages 1 - 2)
- 4. HILLVIEW COMMUNITY CENTRE** (Pages 3 - 12)
Determination of an Application for Review of a Premises
Licence & a Club Premises Certificate

Contact Officer: Rachael Sanderson, Democracy Assistant, 01242 774130
Email: democratic.services@cheltenham.gov.uk

Public Information

Emergency Evacuation Procedure at the Municipal Offices

- (i) In the event of a fire you will hear a continuous alarm.
In the event of a bomb alert the alarm will sound in repeated short bursts.
- (ii) Members, officers and the public should leave the building promptly and in a quiet and orderly fashion using the nearest available escape routes and assemble on the Promenade footway by the War Memorial.

Attendance at Meetings - Local Government (Access to Information) Act 1985

Meetings are open to the public and a limited amount of public seating is available. Copies of the agenda will also be available. You may be asked to leave the meeting if any "exempt" (confidential) business is considered. This will normally be shown on the agenda

Inspection of Papers - Local Government (Access to Information) Act 1985

We can also arrange for copies of individual decision records, reports or minutes to be supplied. If you wish to inspect minutes or reports (other than those which are exempt) relating to any item on this agenda, please contact Democratic Services. The background papers listed in a report may also be inspected. Please notify Democratic Services who will arrange with the report author for papers to be made available to you at a mutually convenient time.

All meeting information is published on the Council's Internet website at:
www.cheltenham.gov.uk.

**If you have difficulty reading this agenda please let us know
and we will do everything we can to meet your requirements.**

Licensing Sub Committee Procedure

Note: REPORTS FOR SUB COMMITTEE'S WILL NOT INCLUDE AN OFFICER RECOMMENDATION BUT SHALL INCLUDE LICENSING COMMENTS.

The Hearing

- 1) The sub committee will conduct the hearing in accordance with the statutory regulations on hearings and, where appropriate, the council's constitution.
- 2) Applicants / licensees will be invited to attend the sub committee and be represented if they so choose, they will be sent a full copy of the report about their application / case including all appendices and details of objections / representations. If they do not attend the committee can decide whether or not to deal with their item in their absence on the basis of the written report and the procedure as set out below.
- 3) The hearings will be held in public unless the licensing authority decides to exclude the public for all or part of the hearing because the public interest in doing so outweighs any other public interest consideration. A chair is elected who then introduces the members and officers and explains the procedure to be followed. The chair will introduce, in turn, each item on the agenda, briefly stating what it is about and inviting the parties to be seated. The chair will stress that the meeting will take the form of a discussion and that cross examination will not be permitted unless he considers it necessary for proper consideration of the matter before them.
- 4) Members who intend to vote must be present in the meeting room throughout the sub committee's consideration of an item so that they hear all of the evidence and hear / participate in the debate.
- 5) The report author or other appropriate officer presents the report, outlining the key issues and any licensing comments. This must be done in a maximum of 5-10 minutes unless the chair expressly approves otherwise. Members and the applicant / licensee/ responsible authorities / interested parties will have the opportunity of asking the officer questions.
- 6) The applicant / licensee (or their representative) will present their application and, if they choose to, call witnesses. This must be done in a maximum of 5-10 minutes unless the chair expressly approves otherwise. The applicant / licensee (or their representative) has the right to present their case without undue interruptions and when they have done so questions may be asked by members and by officers / responsible authorities / interested parties.
- 7) Responsible authorities / interested parties will be given the opportunity to make representations through their appointed spokesperson, this must be done in a maximum of 5 - 10 minutes unless the chair expressly approves otherwise. The applicant / licensee, members and officers will have the opportunity of asking the spokesperson questions.
- 8) The applicant / licensee (or their representative) will be given the final right of reply.
- 9) The sub committee will debate the application before making a decision.

10) The decision will be confirmed in writing giving reason(s) for the decision and details of any appeal rights. The decision notice / letter will be sent as soon as practicable after the meeting and any statutory time-scales will be followed.

Approved & Adopted Licensing Committee 02/02/07 (Min 9 refers)