

Cheltenham Borough Council

Licensing Committee – 1st November 2013

Approval of Christmas Street Collection Schedule for the Town Centre

Report of the Senior Licensing Officer

1. Summary and recommendation

1.1 There is a high demand for collection dates in the town centre for the period leading up to Christmas. Attached at **Appendix A** is a schedule of street collection applications for the town centre for the months of November and December.

1.2 **The Committee is recommended to:**

1.2.1 **Approve the proposed allocation of street collection dates attached at Appendix A; or**

1.2.2 **Make amendments to the proposed allocation of street collection dates as it considers necessary.**

1.3 Implications

1.3.1 Financial

Contact officer: Sarah Didcote
E-mail: sarah.didcote@cheltenham.gov.uk
Tel no: 01242 26 4125

1.3.2 Legal

No right of appeal.

Contact officer: Vikki Fennell
E-mail: Vikki.Fennell@teWKesbury.gov.uk
Tel no: 01684 272015

2. Background

2.1 The current Policy on Measures to Control Street Scene Activities in Cheltenham covering Street Trading, Objects on the Highway and Charitable Collections was approved on 1st April 2013. A copy of the whole policy has previously been circulated to Members and extracts are included in the application pack that was given to the applicant.

3. Policy

3.1 The policy aims to promote the following aims and objectives in reference to charitable collections:

- To have a clear & transparent policy governing charitable collections in the Borough.
- To enable the Council to effectively regulate all charitable collections.
- To ensure that collections are genuinely charitable/not for profit in nature.
- To avoid duplication with other statutory provisions and the Council's commitment to work in partnership with other enforcement agencies.

Christmas Town Centre Street Collections

- 3.2 In addition to the requirements set out above, the Council will specify additional requirements for collection applications for the months of November (from the 15th onwards) and December (“Christmas collections”) in the town centre.
- 3.3 The Council will not accept applications for Christmas collections until the first week of September every year.
- 3.4 In order to permit as many Christmas collections as possible, the Council will allocate applicants either a morning slot (8am to 1pm) or an afternoon slot (1pm to 5pm).
- 3.5 Officers will submit a report to the Council’s Licensing Committee with proposed allocation for Christmas collections in November every year. The Committee may approve the proposed allocation of dates or make any amendments it considers necessary.
- 3.6 Applicants will be notified of the Committee’s decision within 5 working days and issued with a collection permit if they were successful.
- 3.7 Where an applicant’s preferred date(s) cannot be granted, alternative dates, time and/or locations may be suggested where practicable.
- 3.8 Collection applications for other areas in the borough over December, away from the town centre, will be considered on merits and at the Council’s discretion.

4. Applications

- 4.1 Applications were received from the following charities:
 - 1. Cheltenham Animal Shelter (One date requested and allocated)
 - 2. Well Child (One date requested and allocated)
 - 3. County Community Projects (Two dates requested and allocated)
 - 4. Dancing Ken Hanks on behalf of Cheltenham Animal Shelter (Two dates requested and allocated)
 - 5. England’s Glory Ladies Morris on behalf of Maggie’s Centres (One date requested and allocated)
 - 6. Mayor of Cheltenham Charity Appeal (One date requested and allocated)
 - 7. The Salvation Army (Two dates requested and allocated)
 - 8. The Lions Club of Cheltenham (Five dates requested, three allocated)
 - 9. Animal Defenders International (One date requested and allocated)

5. Officer Comments

- 5.1 As listed above some charities have requested more dates than allocated however the Licensing Section has discussed directly with the charities the dates that have been allocated to them and all of the above charities are happy with the dates they have been allocated as shown in **Appendix A**.
- 5.2 The Council must determine the applications with the view of promoting the principles and objectives contained within its adopted policy.
- 5.3 The Committee can deviate from its own policy but this should only be done where the Committee feels there are exceptional circumstances to justify such a deviation. The Council’s Policy provides guidance for the consideration of applications such as this and should be followed unless there are very good reasons why it is not to be. Reasons for the decisions need to be given. There is no formal right of appeal.

Report Author

Contact officer: Mrs Amelia Byres
E-mail: licensing@cheltenham.gov.uk
Tel no: 01242 264217