

NOTICE IS HEREBY GIVEN that a hearing of the **LICENSING SUB-COMMITTEE** will be held in the **CIVIC SUITE 0.1B, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 15 AUGUST 2018** at **1:30 PM** and you are requested to attend for the transaction of the following business:-

A G E N D A

ITEM LED BY

APOLOGIES

<p>1. INTRODUCTION BY CHAIRMAN</p>	<p>Chairman</p>
<p>2. MEMBERS' INTERESTS</p>	
<p>3. LICENSING SUB-COMMITTEE PROCEDURE (Pages 5 - 6)</p>	<p>Chairman</p>
<p>4. EXCLUSION OF PRESS AND PUBLIC</p> <p>To resolve –</p> <p style="padding-left: 40px;">to exclude the press and public from the hearing.</p>	
<p>5. NEW APPLICATION FOR SCRAP METAL SITE LICENCE (Pages 7 - 26)</p> <p>To consider a new application for a Scrap Metal Site Licence.</p> <p>Applicant: Confidential</p>	<p>S Foster 387075</p>
<p>6. DETERMINATION OF APPLICATION</p> <p>To determine the above application referred to in Agenda Item 5.</p>	<p>Chairman</p>

Dated this 31st day of July 2018



Head of Paid Service

Notes

1. Disclosable Pecuniary Interests

- (1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*
- (2) *A Member has a disclosable pecuniary interest if it -*
 - (a) *relates to you, or*
 - (b) *is an interest of -*
 - (i) *your spouse or civil partner; or*
 - (ii) *a person with whom you are living as husband and wife; or*
 - (iii) *a person with whom you are living as if you were civil partners*

and you are aware that the other person has the interest.
- (3) *Disclosable pecuniary interests includes -*
 - (a) *any employment or profession carried out for profit or gain;*
 - (b) *any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);*
 - (c) *any current contracts with the Council;*
 - (d) *any beneficial interest in land/property within the Council's area;*
 - (e) *any licence for a month or longer to occupy land in the Council's area;*
 - (f) *any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or*
 - (g) *a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.*

Other Interests

- (4) *If a Member has a non-disclosable pecuniary interest or a non-pecuniary interest then you are required to declare that interest, but may remain to discuss and vote.*
- (5) *A Member has a non-disclosable pecuniary interest or a non-pecuniary interest where -*
 - (a) *a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or*
 - (b) *it relates to or is likely to affect any of the descriptions referred to above, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association*

and that interest is not a disclosable pecuniary interest.

2. Filming, Photography and Recording at Council Meetings

The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening at meetings. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and available via the following link - [filming, photography and recording at council meetings.pdf](#) or on request from the Democratic Services Team. The Council understands that some members of the public attending its meetings may not wish to be filmed. The Chairman of the meeting will facilitate this preference by ensuring that any such request not to be recorded is respected.

Please contact Mr A Roberts, Democratic Services Officer on Tel No. 01480 388169/e email: Democratic.Services@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

Agenda and enclosures can be viewed on the District Council's website – www.huntingdonshire.gov.uk (*under Councils and Democracy*).

If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the Elections & Democratic Services Manager and we will try to accommodate your needs.

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.

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HUNTINGDONSHIRE DISTRICT COUNCIL

LICENSING SUB-COMMITTEE PROCEDURE

1. Introduction

- 1.1 The following proceedings apply to the licensing sub-committees established by the Licensing Committee of the Huntingdonshire District Council acting as the Licensing Authority.

2. Membership

- 2.1 Each licensing sub-committee shall comprise three Members appointed by the Licensing Committee. In the event of the Chairman of the Licensing Committee not being present, the Sub-Committee shall elect a Chairman from amongst its members for the purpose of that meeting.
- 2.2 The quorum for meetings of a sub-committee shall be three members.
- 2.3 Members shall endeavour to be present throughout an individual meeting of a sub-committee. If a member of a sub-committee is required to leave a meeting temporarily, the Chairman shall adjourn the meeting for the duration of the period whilst that member is unavailable. Any member who is absent from a meeting for any reason whilst that meeting is taking place shall be precluded from commencing or continuing to take part in the matter under debate upon his arrival/return and from voting upon the matter at the conclusion of that item of business.
- 2.4 Where the Sub-Committee undertakes a site visit prior to a hearing, a member shall be precluded from taking part in the meeting if he has not attended that site visit.
- 2.5 A member will not take part in a meeting at which a matter is being discussed which relates to an application where either the applicant is resident in or the premises is situated in the ward which he represents.

3. Notice of Hearings

- 3.1 Upon the date of a meeting of a sub-committee being arranged, notice shall be given to the parties of the meeting.
- 3.2 The notice shall be followed by a copy of the meeting agenda 5 working days prior to the meeting.

4. The Meeting

- 4.1 The Sub-Committee may exclude the public from all or part of a meeting where it considers that the public interest in so doing outweighs the public interest in the meeting or that part of the meeting taking place in public. The Sub-Committee will normally resolve to exclude the public from that part of the meeting during which the Sub-Committee determines the matter which is the subject of the meeting.
- 4.2 Subject to the above, a party may attend the meeting and may be assisted or represented by any person whether or not that person is legally qualified

- 4.3 At the commencement of the meeting, the Chairman shall introduce the members of the Sub-Committee and any officers in attendance to support the Sub-Committee and shall ask the parties and any persons accompanying them to state their names and addresses or who they represent. The Chairman shall explain to the parties present that the meeting is subject to this procedure, copies of which will have been distributed to the parties with the notice of the meeting, and shall enquire of the persons present whether there are any questions of clarity or explanation about its contents.
- 4.4 The Licensing Officer / Manager will present the application. The Chairman will then invite the applicant or his representative to address the Sub-Committee on his application, to respond to any point(s) upon which notice has been given that clarification is required by the licensing authority and to call any person(s) to whom permission has been granted to appear in support of his application.
- 4.5 The applicant or his representative or any person called on his behalf may then be asked any questions upon their presentation by any member of the Sub-Committee or by an officer of the Council.
- 4.6 The party or his representative or any of his witnesses may be asked any questions upon their presentation by any member of the Sub-Committee or by the applicant or his representative or any of the other parties present at the meeting or their representatives.
- 4.6 After the applicant or his representative has addressed the Sub-Committee and after comments and questions have been invited, the applicant or his representative will be invited to leave the meeting and await the decision of the Sub-Committee. An officer from legal services will remain with the Sub-Committee to provide legal advice only.

5. Determination of Applications

- 5.1 At the conclusion of the meeting, the Sub-Committee will determine the application and will endeavour to do so as soon as practicable after the meeting has concluded.
- 5.2 The Licensing Authority will notify the applicant and parties of its decision forthwith upon the making of the decision.

Agenda Item 5

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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