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Argyll and Bute Council
Comhairle Earra Ghaidheal agus Bhoid

Corporate Services
Director: Nigel Stewart



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4 December 2008

NOTICE OF MEETING

A meeting of the **LOCAL LICENSING FORUM** will be held in the **MEMBERS ROOM, KILMORY, LOCHGILPHEAD** on **THURSDAY, 11 DECEMBER 2008** at **10:30 AM**, which you are requested to attend.

Nigel Stewart
Director of Corporate Services

BUSINESS

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST (IF ANY)**
3. **MINUTES**
Local Licensing Forum 9 October 2008 (Pages 1 - 6)
4. **PRESENTATION ON NOISE NUISANCE ISSUES IN ARGYLL AND BUTE**
Presentation by Principal Environmental Officer
5. **DISCHARGING THE ROLE OF THE FORUM**
Update from the Chair (verbal)
6. **CONSIDER SUBMISSION TO COMMUNITY COUNCILS**
Update from the Chair (Pages 7 - 12)
7. **STATISTICAL INFORMATION**
Presentation by Team Manager, Argyll and Bute Addiction Team. Update by Head of Legal and Protective Services and Strathclyde Police (verbal)
8. **RECRUITMENT**
Update by Head of Democratic Services and Governance (verbal)

9. ASSISTING THE LICENSING BOARD

10. DATES OF LOCAL LICENSING FORUM MEETINGS 2009

The following meetings have been confirmation for 2009:

- Thursday 12 February 2009 at 10.15am in Council Chambers, Kilmory.
- Thursday 9 April 2009 at 10.15am in Council Chambers, Kilmory.
- Thursday 11 June 2009 at 10.15am in Council Chambers, Kilmory.
- Thursday 13 August 2009 at 10.15am in Council Chambers, Kilmory.
- Thursday 8 October 2009 at 10.15am in Council Chambers, Kilmory.

LOCAL LICENSING FORUM

Contact: Judy Galbraith

Tel: 01546 604331

**MINUTES of MEETING of LOCAL LICENSING FORUM held in the COUNCIL CHAMBER,
KILMORY, LOCHGILPHEAD
on THURSDAY, 9 OCTOBER 2008**

Present: Eric Box (Chair)

Cath Cakebread	Argyll and Bute Addiction Team Manager
Roanna Taylor	Young Scot
George Ross	Licensed Trade
Brian Kupris	Community Representative
Louise Ballantyne	Local Training Provider
Violet MacLean	Community Representative
J Russell Buchanan	Ex-licensee
Kenneth Boyter	Chief Inspector, Strathclyde Police

Attending: Charles Reppke, Head of Democratic Services and Governance
Verona MacDonald, Support Services and Licensing Manager

1. APOLOGIES FOR ABSENCE

Apologies for absence were intimated by Superintendent Raymond Park, Strathclyde Police; Catherine Dobbie, Education Support Officer; David Greenwell, ADAT; Calum MacLachlann, Licensed Trade; Fred Bruce, Community Representative; Kenneth Harrison, Community Representative; Susan Mair, Head of Legal and Protective Services.

2. DECLARATIONS OF INTEREST

None.

3. MINUTES

The Minutes of the Local Licensing Forum of 3 July 2008 were approved as a correct record.

4. DISCUSSION - DISCHARGING THE ROLE OF THE FORUM

Following the Joint Licensing Board (LB) and Local Licensing Forum (LLF) meeting on 28 August a press release was submitted to local newspapers in Argyll and Bute to highlight partnership working and raise awareness of the LB and LLF. The article included a photograph of the meeting, a contact telephone number, email address for information and an explanation of the roles of the groups.

Decision

1. Eric Box and Verona MacDonald agreed to draft an article, similar to that in the Helensburgh Advertiser, and bring this back to the next meeting prior to it being circulated to Community Councils. Agreed that the article should contain local contact phone numbers for information to encourage communities to make representations to the LLF, prior to recommendations being made to the LB.

2. Agreed that LLF representatives attend their local Community Council meeting to establish an effective link. If however, this proves too time consuming, a speaker could be invited to a larger Community Council meeting and invitations extended to surrounding Community Councils.
3. Agreed that a representative from each Community Council be invited to attend a LLF meeting. It is recommended that an item be put on the agenda to provide representatives with an opportunity to pose questions to the LLF.
4. Agreed that a notice or poster be put into local Post Offices to raise awareness of the issues the LLF aims to address. An article could also be inserted into any free magazine which local communities produce assuming no costs are incurred. Agreed any article compiled could be circulated by the LLF representatives.
5. Agreed that the information available on the Council website is not sufficient and Verona MacDonald and Judy Galbraith to examine possible ways for improvement.

5. ISSUES TO BE RAISED AT JOINT MEETING WITH LICENSING BOARD - DISCUSSION

Liaison Group

It was agreed at the Joint Licensing Board and Local Licensing Forum meeting of 28 August 2008 that a Liaison Group be established to foster good relations. The Liaison Group is to consist of three representatives from each of the Board and the Forum.

Decision

Agreed that the three members should each represent one of the disciplines within the Forum and nominations were made accordingly; Eric Box (community representative), J Russell Buchanan (ex-licensee) Louise Ballantyne (local training provider). Verona MacDonald agreed to report this information to the Licensing Board and ask for confirmation of their three representatives to ensure a Liaison Group meeting can be organised.

Policy Document

The Licensing Board have not met since 28 August when controversial issues regarding the Policy Document were raised. This will be an item on their next agenda.

Decision

1. Early morning off-sales - Agreed to make recommendation to the Licensing Board that all licensed premises be subject to the same constraints, whilst allowing the Licensing Board to use their discretion regarding individual application.
2. Under 21 Identification - Agreed to make recommendation to the Licensing Board that the Policy Document incorporate a policy stipulating that all people under 21 years of age be required to provide identification.

6. NATIONAL LICENSING CONFERENCE

The Local Licensing Forum considered a report which provided an overview of the National Licensing Conference 2008. John MacFarlane, the National Licensing Officer for Alcohol Focus Scotland attended the Conference and stressed the importance of Licensing Standards Officers (LSOs) being in place. Charles Reppke confirmed that Argyll & Bute Council has funding available to employ the LSOs, however the posts are currently with the Job Evaluation Team for assessment. Discussion ensued regarding the lack of information available regarding the role of LSOs. The meeting agreed the Scottish Government, in conjunction with the National Licensing Officer, should be assisting local authorities by providing such guidance.

Eric Box mentioned a meeting he had with Susan Mair and Raymond Park to discuss the issues of how Local Licensing Forums are supposed to achieve their objectives once the new legislation is enforced. Verona MacDonald highlighted the positive feedback that Argyll and Bute's Local Licensing Forum had received from John MacFarlane at the Conference, stating that it was well established and operated and was composed of representatives from different sectors, ensuring widespread representation and a balanced view.

Eric Box thanked Verona MacDonald for providing both information and clarification on some elements of his report.

Decision

Agreed to note the contents of the report.

(Ref: Report by Eric Box, Community Representative, dated 10 September 2008, tabled)

7. STATISTICAL INFORMATION

The importance of collating statistics was highlighted to ensure that once the new legislation is enforced the recorded statistical data will indicate if the new legislation is reducing the problems being faced by communities.

Decision

1. Agreed that Susan Mair and Raymond Park will provide provisional statistical information at the next meeting.
2. Agreed Cath Cakebread will endeavour to provide statistical data at future meetings, although gathering statistics specifically for Argyll and Bute could prove difficult.
3. Agreed there is a requirement for impact statistics from Health and Young Scot to be provided.

8. CHOOSE LIFE CONFERENCE

The Local Licensing Forum considered a report on the Choose Life Conference held at Stonefield Castle Hotel. Choose Life is the Scottish Government's strategy to reduce suicide in Scotland by 20% by 2013. This conference was held on World

Suicide Prevention Day and was attended by a wide variety of professionals for the health, education, social work, police and voluntary sectors.

Decision

Agreed to note the contents of the report.

(Ref: Report by Education Support Officers, dated 10 September 2008, submitted)

9. RECRUITMENT

The issue of recruitment was discussed as there are currently two community representative vacancies which are required to be filled, along with a vacancy for Argyll and Bute's Alcohol and Drug Addiction Team Officer.

Decision

1. Agreed to place an advertisement in the Inveraray and Helensburgh areas to recruit two community representatives to attend the LLF.
2. Agreed that once Argyll and Bute Council has recruited an Alcohol and Drug Addiction Team Officer, this person will be invited to attend the LLF.

10. ASSISTING THE LICENSING BOARD

Verona MacDonald intimated that the Licensing Board would like to request the assistance of the LLF in connection with several issues. These include establishing if there is a requirement for a 'Plastic Glass' Policy to be instated and examine licensed premises to discover if a 'Noise' Policy is required

Decision

1. Agreed to establish whether a 'plastic glass' Policy would be beneficial if incorporated into the Policy Document. Agreed to look into this issue at the February 2009 meeting. Agreed Strathclyde Police will provide statistics for assaults and injuries caused by glasses and bottles over a period of a year.
2. Agreed to establish whether a Policy should be introduced stipulating required standards of equipment mandatory for premises playing music. Agreed Strathclyde Police will provide (separately if possible) statistics on musical noise, smokers' noise and closing time noise. Agreed to contact Sandy MacTaggart to request the attendance of, and a report from, an Environmental Health Officer (EHO) in connection with professional standards applied to noise and nuisance complaints in licensed premises. The LLF agreed to wait until the statistics and report have been received before deciding whether they will make recommendation to the LB. Agreed that if a recommendation is made it should specify that if an assessment highlights that noise levels are within the permitted limits, that does not necessarily mean it is not a nuisance, as this can vary depending on factors such as age.
3. Agreed to make recommendation to the LB that the Young Scot project be incorporated into the Policy Document. Agreed that Roanna Taylor provide a report to the LB in connection with the Policy Document stipulating that all

people under 21 years of age be required to provide identification, which should include the Young Scot card.

11. DATE OF NEXT MEETING

Some concerns were raised regarding the infrequency of meetings and the lack of attendance.

Decision

1. Agreed date of next meeting as Thursday 11 December 2008.
2. Agreed to organise meeting dates for 2009, as follows:
 - Thursday 12 February
 - Thursday 9 April
 - Thursday 11 June
 - Thursday 13 August
 - Thursday 8 October

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To Chairs of all Community Councils

Direct Line

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Ask for

Charles Reppke

Our Ref:

CR/0377DF

Your Ref:

Date:

3 December 2008

Dear Chair

LOCAL LICENSING FORUM ARGYLL AND BUTE

I am writing to you in my capacity as Chair of the Local Licensing Forum which at a recent meeting agreed that it was important to promote the role of the Forum with Community Council's who have a key role to play in terms of Community Engagement and Community Consultation. To that end I enclose a copy of a news release which was submitted to the local press recently setting out in very general terms the role of the forum.

It may be that you will be aware of the change in the licensing law as a result of the Licensing Scotland Act of 2005 which introduces radical change to the system of licensing which has operated since 1976.

The role of the forum is to provide advice and information to the licensing board who have responsibility for determining applications for licenses under the new regime and therefore our role is not to be the regulatory authority but rather to provide information and advice to that body i.e. the Licensing Board, on matters of concern to the community.

The Forum will be informed in its work by information it will receive from statutory public agencies such as police and health on statistical information around matters of relevance to it i.e. crime statistics related to licensed premises, health incidences within the Argyll and Bute area associated with alcohol and other matters and we will seek through our engagement with yourselves to ensure that the views of the Argyll and Bute community in the widest possible sense are taken into account in informing and providing information to the Licensing Board.

In addition to the leaflet setting out the press release on the work of the forum, I also attach a list of contact details for the forum members. The forum members are drawn from a variety of different backgrounds including trade representatives, public authorities and community representatives and it may be that at sometime in the future either they or you would wish to make contact in respect of matters that are of common interest. I hope this brief

letter and its attached minutes provide an overview of the work of the Licensing Forum and should you require any further information please do not hesitate to email me at ebfcc@hotmail.com and I will endeavour to ensure the appropriate official responds to you.

In the meantime I would appreciate if you could draw to the attention of your community council the role of the forum and ensure that the widest possible publicity is given to it within your local community.

With kind regards

Eric Box

PRESS RELEASE

The Argyll and Bute Licensing Board and the Local Licensing Forum met together in Lochgilphead for the first time this month.

The Forum, which is made up of residents from throughout the area, along with representatives from Health, Education, Social Work, the licensed trade and youth organisations, has the job of keeping new licensing legislation under review and offering support and advice to the Licensing Board on carrying out its functions.

Forum Convener, Eric Box (front left in photo) of Lochgilphead said, "The Forum is here to represent the views of the whole community and I would be keen to hear from anyone who has an interest in licensing.

"To date, the Forum has been mainly involved with the consultation process around the development of the Board's policy statement and I'm pleased to say that most of the recommendations we have made have been adopted."

He added "I am looking forward to the challenges ahead and to working closely with the Board to meet the aims and objectives of the legislation."

Chair of the Licensing Board, Councillor Danny Kelly (front right in photo) of Kilcreggan said, "I am encouraged by the discussion that we have had with Forum members at this first joint meeting and am pleased to see such a representative group of people. I am particularly pleased that there is youth representation on the Forum with Aileen Semple and Thomas Gray-Stephens from Lochgilphead High.

"The Licensing Board faces a very difficult task ahead with the amount of work we need to get through as the new legislation comes into force, and probably for several years after that. The support and help of the Forum will prove invaluable."

Further information on the Licensing Board and the Forum can be found on the Council website at www.argyll-bute.gov.uk

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LOCAL LICENSING FORUM – CONTACT DETAILS

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