

## **SCOTTISH BORDERS LOCAL LICENSING FORUM**

MINUTE of MEETING of the SCOTTISH BORDERS LICENSING FORUM held in the Council Chamber, Council Headquarters, Newtown St Boswells on 25 March 2014 at 4.00pm.

Present: Chief Inspector K Simpson (Chairman), S. Bell, A Craig, M Hay, R Mackay, G Todd, I Tunnah, S Walker and E Whitehead.  
Apologies: Councillor M Ballantyne  
In Attendance: Legal and Licensing Services Manager (A. Isles), Councillor D Paterson, Democratic Services Officer (J Turnbull).  
Members of the Public (2)

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### **MEMBER**

In the absence of Convener, Councillor Ballantyne, Chief Inspector Simpson chaired the meeting.

### **MEMBERSHIP OF THE FORUM**

1. The Chairman welcomed Mr Roddy Mackay, a new member of the Forum. Mr Mackay was a Premises Licence holder for the Central Bar and The Keg in Peebles and had over 20 years experience in the licensing trade.
2. Mr J Swanson had tendered his resignation of the Forum. The change of meeting days from Wednesday to Tuesday had made it difficult for him to attend meetings. The Chairman requested that the Convener write to Mr Swanson thanking him for the valuable contribution he had made to the Forum.

### **DECISION**

- (a) **NOTED Mr Swanson's resignation from the Forum;**
- (b) **REQUEST the Convener write to Mr Swanson in recognition of his valuable contribution to the Forum; and**
- (c) **TO welcome Mr Mackay as a new member of the Forum.**

### **MINUTE**

3. A note of the Meeting of 21 January 2014 had been circulated.
4. With reference to the sederunt, to amend to include Ms S Bell as an attendee at the meeting. With reference to paragraph 6(b), to amend the wording to read Chief Inspector Simpson to invite a specialist from Police Scotland's Licensing Department to give a presentation on Police Licensing at the Local Licensing Forum meeting on the 10 June 2014.

### **DECISION**

**NOTED subject to the above amendments.**

### **MATTERS ARISING**

5. With reference to paragraph 5 of the Minute of the meeting of 21 January, the Legal and Licensing Services Manager reported that a letter had been sent to Community Councils explaining the role and objectives of the Forum, to date three responses had been received from interested parties, all had been sent application packs. Once completed applications had been received, the Head of Planning and Regulatory Services would be asked to review the applications. The Legal and Licensing Services Manager would give an update at the next meeting of the Forum.

### **DECISION**

**AGREED to request the Legal and Licensing Services Manager update the Forum on new applications at the next meeting.**

### **YOUNG PEOPLE**

6. With reference to paragraph 5(b) of the Minute of the 21 January 2014, members were disappointed that there was no presentation on the theme of Young People at the meeting. It was agreed that the Convener should be asked to arrange a presentation for the next meeting of the Forum.

### **DECISION**

**AGREED that:-**

**The Convener make arrangements for a presentation on the theme of Young People at the meeting of the Forum on 10 June 2014.**

### **LOCAL LICENSING FORUM WEBSITE**

7. The webpage was now on SBC's website, the link was [www.scotborders.gov.uk/info/1125/licences\\_permits\\_and\\_permissions/110/liquor\\_licensing/2](http://www.scotborders.gov.uk/info/1125/licences_permits_and_permissions/110/liquor_licensing/2) Ms Walker informed that the webpage had previously been situated on the Alcohol and Drug Partnership website but that it was now more accessible on Scottish Borders Council (SBC) website. The webpage gave information on the role of the Forum, a link to the meetings calendar, application forms to download to become a member and licensing objectives. There was also an online contact link for enquiries, and it was agreed that this should remain for SBC customer service staff to monitor to ensure that all enquires were passed to the relevant officer as quickly as possible. It was agreed that the questions and answers from the Conference should be included on the page. A report on the work of the Forum would also be helpful and the Convener would be asked to prepare.

### **DECISION**

**AGREED:-**

- (a) To request the Clerk arrange with the Council's Communication team the placing of the question and answer sessions and feedback from the conference on the website;**
- (b) To request the Convener to arrange for a report on the outcome of the conference for publishing on the website;**
- (c) Ms Walker to arrange for the publishing of the Alcohol Profile on the webpage; and**
- (d) Local Licensing Forum webpage to be a standing item on the Agenda for each meeting.**

### **ALCOHOL PROFILES**

8. Ms Walker reported that a draft Alcohol Profile had been issued in February 2013 based around the five licensing objectives. The Profile now needed updating and it was proposed that the draft be circulated to members electronically, for comments, and reported back to the October meeting of the Forum. Ms Walker had met with the Licensing Board in February and feedback from the meeting was that it was a helpful document. She discussed a recent report regarding the NHS when it was

identified that 68% of life threatening conditions were due to alcohol and had requested a copy of the report for the Forum.

#### **DECISION**

##### **AGREED:-**

**(a) To request that the Ms Walker electronically circulate the updated draft Alcohol Profile to members for comments; and**

**(b) To request that Ms Walker report back to the October meeting of the Forum on the completed Alcohol Profile.**

#### **LICENSING BOARD MONITORING SHEET**

9. Ms Walker reported that she had attended a few Licensing Board meetings and had been impressed with the decision making process. She had completed a Monitoring sheet for every item, the Monitoring Sheet had been developed to complete when members attended meetings of the Licensing Board. However, it was considered that although the form was useful as a guidance tool, it was too cumbersome to be used on a regular basis. It was agreed that the monitoring sheet should only be used for exception reporting. Ms Walker and Ms Whitehead would draft an updated pocket guide for use at Board meetings as an aide memoir and circulate to Forum members for approval. SBC graphics could then add design detail. The Legal and Licensing Services Manager advised that the completed Monitoring Sheets were stored in the office and she would review them to use as a training tool for Board members. She reported that the Board met monthly and reminded Forum members that they were welcome to observe the meetings which are held in public.

#### **DECISION**

**TO request that Ms Walker and Ms Whitehead circulate a draft Licensing Board pocket guide, for observations.**

#### **NATIONAL LICENSING CONFERENCE**

10. There had been circulated with the Agenda a flyer regarding the National Licensing Conference which would be held on Tuesday, 7 October 2014 in Edinburgh.

#### **DECISION**

##### **AGREED:-**

**(a) That Ms Whitehead and the Convener attend the conference; and**

**(b) Noted that the Scottish Borders Licensing Board Convener was also booked to attend.**

#### **LICENSING OBJECTIVES**

11. There was expressed concern that occasional licences were granted for events where children would be in attendance, Mr Tunnah reported that it had to be accepted that schools were used as community venues and certain functions were not inappropriate in terms of the Licensing Policy for children to be present. There were policies in place for any events where there was a mixture of ages and when there were family events there had to be parental guidance and supervision. Chief Inspector Simpson added that Police Scotland had made great strides with risk assessments in respect of community events.
12. Mr Tunnah reported that the Responsible Drinking Campaign would follow on from last year and include reminders regarding "Challenge 25". The Campaign would commence with Galashiels 7s and be rolled out throughout the summer festivals and Common Ridings.
13. Chief Inspector Simpson reported that Test Purchasing operations had taken place with 20 premises tested and one failing. To facilitate such operations, there was recruitment challenges as the test purchaser had to be between 16 and 16½ years of age and had to look the appropriate age. If anyone knew any young persons who were willing to be considered they should contact him.

**DECISION  
NOTED.**

**URGENT ITEMS**  
**Alcohol Policy**

14. Ms Walker reported that the February Licensing Board had approved the Licensing Policy and this was now on the website. Mr Tunnah advised that that Profile had been helpful when formulating the Policy.

**DECISION  
NOTED.**

**Alcohol Byelaws**

15. Chief Inspector Simpson advised that on the 27 March, Council would be considering a report on the introduction of byelaws to prohibit the consumption of alcohol in designated public places. The outcome would be discussed at the next meeting of the Forum.

**DECISION  
NOTED.**

**FUTURE MEETINGS**

16. The next meetings of the Forum were scheduled for:-

Tuesday 10 June 2014 at 4.00pm;  
Tuesday 7 October 2014 at 4.00pm;  
Tuesday 27 January 2015 at 4.00pm;  
Tuesday 24 March 2015 at 4.00pm; and  
Tuesday 9 June 2015 at 4.00pm.

*The meeting concluded at 5.00 pm.*