BOURNEMOUTH, CHRISTCHURCH AND POOLE COUNCIL

LICENSING COMMITTEE

Minutes of the Meeting held on 20 May 2026 at 10.15 am

Present:-

Cllr D A Flagg – Chairman

Cllr A Keddie – Vice-Chairman

Present: Cllr S Bartlett, Cllr A Chapmanlaw, Cllr G Farquhar, Cllr P Hilliard, Cllr E Pankhurst, Cllr J Richardson and Cllr L Williams

Cllr A Filer – attended via MS Teams
Cllr D Farr - attended via MS Teams

37. Apologies

Apologies for absence were received from Councillors Matthews and Sidaway.

38. Substitute Members

There were no substitute members.

39. Election of Chair

RESOLVED that Councillor Flagg be elected as Chair of the Licensing Committee for the ensuing municipal year 2026/27.

40. Election of Vice Chair

RESOLVED that Councillor Keddie be elected as Vice Chair of the Licensing Committee for the ensuing municipal year 2026/27.

41. Declarations of Interests

There were no declarations of interest.

42. Confirmation of Minutes

RESOLVED that the Minutes of the Licensing Committee held on 12 March 2026, and the Licensing Sub-Committees held on 3, 13, 18, 31 March and 15, 20, 21 and 29 April 2026, be signed by the Chair as an accurate record.

The Licensing and Trading Standards Manager referred to page 6, paragraph 5, of the Licensing Committee minutes dated 12 March, and provided an update on the query raised regarding the taxi licensing fee consultation process.

A query was raised about consulting on taxi licensing fees before committee review. While earlier consultation could save committee time where responses were supportive, it carried risks: reduced Member oversight, potential criticism due to limited awareness, possible need for re-consultation if proposals change, and less transparency. Following discussions with the Chair and Vice Chair outside of the meeting the current process would remain.

43. Public Issues

There were no public questions, statements, or petitions for this meeting.

44. Caravan Site Fee Policy

The Chair received a request to rearrange the agenda running order and the Caravan Site Fee Policy report was considered next.

Matthew King, Private Sector Housing Manager, presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

The Committee considered the policy for the level of fees charged by BCP Council for the duties in relation to Licenced Caravan/Mobile Park Home Sites.

The policy, which was a requirement in law under Section 10A (2) Caravan Sites and Control of Development Act 1960, set out those fees showing how they were calculated and how they would be reviewed in the future.

It was noted that the percentage increase in fees proposed for 2026 was in line with the recommended corporate inflation.

In response to various questions raised, the Private Sector Housing Manager advised that there were 21 permanent caravan sites throughout BCP. Residents were not consulted about the proposed increase in fees as fee setting was set on a cost recovery process in terms of administering the licence, however, site owners were able to pass licence fees on to caravan owners. It was highlighted that if an overspend was created on one site, it would be reflected across all sites.

A committee member queried the fee relating to the ‘fit and proper person’ requirement. Members were advised that the Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020, set out the Council’s duty to assess whether a site owner or manager was a ‘fit and proper person’ to operate a mobile home site. It was an offence for a site licence holder to operate a park home site unless they, or their appointed manager, met this requirement.

The fee was intended to cover the Council's costs in carrying out various checks, including administration, Disclosure and Barring Service (DBS) checks, and officer time. The fee applied for a five-year period, during which conditions could be imposed if considered necessary.

A committee member highlighted that they had a caravan site in their ward, which had experienced various issues in the past. They felt it would be beneficial for the committee to retain ownership of setting the fees instead of delegating annual fee amendments to the Director of Housing and Public Protection in the future so that any complaints could be discussed. The Legal Adviser confirmed that all fees were calculated on a cost recovery basis and if there were any issues at the sites, complaints could be raised with the Council and dealt with accordingly.

RESOLVED that

a) Members agree the proposed policy and fees as stated, and

b) Annual fee amendments be delegated to the Director of Housing and Public Protection in the future.

Voting: For - 8
Against -1
Abstain - 0

45. <u>Animal Licensing Fee Review</u>

Louise Jones, Environmental Health Manager, presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

The Committee considered the level of fees charged by BCP Council for the animal licensing fees chargeable for licensing functions.

The proposed 2026/27 fees and charges had been set at a level to ensure that the Animal Licensing and Dog Control Service operated on a full cost-recovery basis. A proposed increase in fees and charges would help to ensure full costs were recovered in the next financial year. The percentage increase on animal activities licensing fees and charges was in line with the corporate inflation percentages recommended for this year.

The report also recommended that the authority to set and amend licensing fees in future, be delegated to the Director of Housing and Public Protection, enabling more efficient and responsive fee setting in line with statutory requirements and the Council's governance arrangements.

In response to various questions raised, the Environmental Health Manager explained that the star rating was based on an inspection of businesses e.g. pet shops, catteries and animal boarding and that a 1, 2 or 3 star rating would be issued.

A committee member asked how enforcement took place when concerns were raised and gave the example of the welfare of the Southbourne Green Goats. The Environmental Health Manager explained that complaints of licensed businesses would be raised with Environmental Health and the service would investigate, working closely with the RSPCA. The welfare of the goats had been investigated and the owners licence had not been renewed.

RESOLVED that

a) Members agree the proposed fees as stated, and

b) Members to delegate authority to the Director of Housing and Public Protection to set and amend licensing fees going forward.

Voting: Unanimous

46. Forward Plan

The Licensing Manager took members through the Committee’s Forward Plan, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

The following updates were provided:

The Pleasure Boats and Boatpersons Licensing Policy - The Policy had undergone consultation, generating a high number of responses. It was scheduled for consideration by the Licensing Committee on 17 September 2026, though this may be deferred to 10 December due to the volume of feedback received.

Committee Briefings and Training Sessions 2026:

The Vice-Chair highlighted upcoming legislation on tobacco and vapes due in October 2026 and emphasised a multi-agency enforcement approach. The Licensing and Trading Standards Manager confirmed that licensing already worked closely with the police and immigration services on matters such as tobacco sales and advised that training would be provided to committee members once the new legislation was in force.

The Chair thanked Members for their support and flexibility in attending additional meetings in March and April. It was noted that licensing applications could be received at any time and were subject to strict statutory timescales, particularly for Temporary Event Notices which often required hearings at short notice. With an anticipated increase in workload over the summer, Members were thanked in advance for their continued availability.

RESOLVED that the amendments to the Forward Plan be noted.

The meeting ended at 10.48 am

CHAIRMAN