

**Coventry City Council**  
**Minutes of the Meeting of Cabinet Member for Culture, Leisure, Sports and Parks**  
**held at 9.30 am on Thursday, 12 November 2015**

Present:

Members:                           Councillor A Khan (Chair)  
                                          Councillor J Birdi (Shadow Cabinet Member)

Employees (by Directorate):

Place:                               D Blackburn, A Harwood, C Hickin, A Walster

Resources:                        U Patel

In Attendance:                 D Keegan – Guphill Residents Association

**Public Business**

**11.     Declarations of Interest**

There were no declarations of interest.

**12.     Minutes**

(a) The minutes of the Cabinet Member for Culture, Leisure, Sports and Parks meeting held on 24 September 2015 were signed as a true record.

(b) There were no matters arising.

(c) The minutes of the Cabinet Member for Policing and Equalities meeting held on 24 September 2015 were noted.

**13.     Further progress report on action taken to improve security to open land at the rear of 2-66 Brookside Avenue**

The Cabinet Member considered a report of the Executive Director of Place which provided a further progress report on action taken to improve security to open land at the rear of 2-66 Brookside Avenue. The report was in response to a petition bearing 11 signatures, from 6 households which was submitted by Councillor B Singh on 25 March 2014.

Numerous reports in response to the petition were presented to the Cabinet Member for Policing and Equalities between July 2014 and April 2015 detailing the action taken by officers in response to residents' concerns about environmental and nuisance behaviour on the open space at the rear of their properties. The open space is owned by the Council and managed by the Parks Service within the Place Directorate.

The petition organiser attended the meeting and presented a written proposal from the Guphill Residents Association to develop the open space into a nature reserve that could be used as an educational facility by local primary schools and a focal

point for residents. The Residents Association hoped that this would put a stop to antisocial behaviour and burglaries in the area.

The proposal was subject to the City Council agreeing to lease the land to the Residents Association for an agreed period of time.

**RESOLVED that the Cabinet Member for Culture, Leisure, Sports and Parks:**

- 1. Notes the actions taken by officers as outlined in the report.**
- 2. Endorses officers continued liaison with the Police to ensure they continue to patrol the area and to respond to any issues raised.**
- 3. Endorses the continued efforts of the Community Development Service to work with the community in tackling local issues including litter and environmental issues.**
- 4. Endorses that officers continue to monitor incidents of crime and nuisance and to respond appropriately to any such issues.**
- 5. Agrees the removal of the CCTV Camera from Brookside Avenue and that it be repositioned at Caludon Castle Park which is presently suffering from high levels of anti-social behaviour.**
- 6. Requests officers to work with the Guphill Residents Association to investigate the local management and transfer of land to the Residents Association.**

**14. Licensing Act 2003 - Revised Statement of Licensing Policy - Consultation Responses**

The Cabinet Member considered a report of the Executive Director of Place which provided an update on the outcome of the 12 week consultation undertaken on the review of the Council's Statement of Licensing Policy for the Licensing Act 2003. The Cabinet Member for Policing and Equalities authorised the consultation on 26 March 2015 (minute 94 refers).

The Licensing Act requires each licensing authority to prepare and publish a statement of licensing policy. The policy statement sets out how the authority intends to approach its licensing responsibilities and in particular how it intends to promote the four licensing objectives.

The current Statement of Licensing Policy came into effect on 6 January 2011 for a period of 5 years to January 2016. This policy has to be reviewed every five years and be subject to a full consultation process.

The general principals of the Licensing Policy remain the same and the document was still centred on the Licensing Act's four licensing objectives:

- The prevention of crime and disorder

- Ensuring public safety
- The prevention of public nuisance
- The protection of children from harm

The report outlined comments received and proposed amendments to the Council's draft Licensing Policy. The Licensing and Regulatory Committee considered the report on 20 October 2015 and were fully supportive of the Statement of Gambling Policy and did not propose any changes to the draft Policy (Minute 53 refers).

**RESOLVED that the Cabinet Member for Culture, Leisure, Sports and Parks having considered the results of the consultation on the revised Statement of Licensing Policy for the period 2016-2021 and comments from the Licensing and Regulatory Committee, recommends to Council that it adopts the revised Statement of Licensing Policy (attached as Appendix A) for the purposes of Section 5 of the Licensing Act 2003.**

#### 15. **Gambling Act 2005 - Revised Statement of Gambling Policy**

The Cabinet Member considered a report of the Executive Director of Place which provided an update on the outcome of the 7 week consultation undertaken on the review of the Council's Statement of Gambling Policy for the Gambling Act 2005.

The Gambling Act requires each licensing authority to prepare and publish a statement of gambling policy. The policy statement sets out how the authority intends to approach its licensing responsibilities and in particular how it intends to promote the three licensing objectives.

The current Gambling Policy came into effect on 6 January 2013 for a period of 3 years to 31 January 2016. The policy has to be renewed every three years and be subject to a full consultation process. Authority to consult was given by the Cabinet Member for Policing and Equalities on 23 July 2015 (Minute 10 refers).

The general principles of the Gambling Policy remain the same and the document was still centred around the Gambling Act's 3 licensing objectives, namely:

- (i) Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
- (ii) Ensuring that gambling is conducted in a fair and open way;
- (iii) Protecting children and other vulnerable persons from being harmed or exploited by gambling.

The report outlined comments received and amendments made on the Council's draft Gambling Policy. The Licensing and Regulatory Committee considered the report on 20 October 2015 and was supportive of revised Statement of Gambling Policy and did not suggest any changes to the revised policy (Minute 52 refers).

**RESOLVED that the Cabinet Member for Culture, Leisure, Sports and Parks:**

1. **Having considered the results of the consultation on the revised Statement of Gambling Policy for the period 2016-2019 and any comments from the Licensing and Regulatory Committee;**

**2. Recommends Council to adopt the revised Statement of Gambling Policy attached as Appendix A of the report.**

**16. Place Directorate Enforcement Policy**

The Cabinet Member considered a report of the Executive Director of Place which sought authorisation to consult on the new enforcement policy for the Place Directorate. This new policy would support the process of bringing together and consolidating the various regulatory and enforcement disciplines within the Directorate.

The policy detailed enforcement principles, setting clear standards, proportionality of action and the Council's accountability in taking action. It would explain to our customers the enforcement options available, when and where these powers would be used and the decision-making process used in deciding which action would be taken. The proposed Place Directorate Enforcement Policy was attached as Appendix 1 to the report.

The results of the public consultation would be reported to the first available Cabinet Member meeting after the 30 day consultation process ends.

**RESOLVED that the Cabinet Member for Culture, Leisure, Sports and Parks authorises a public consultation on the new enforcement policy for the Place Directorate.**

**17. Progress Report - Fines Policy for Redress Schemes for Letting Agents and Property Management**

The Cabinet Member considered a report of the Executive Director of Place which detailed actions taken to ensure lettings agents and property management businesses belong to an appropriate redress scheme in accordance with the above outcomes.

On 22 January 2015, Cabinet Member for Policing and Equalities considered a report regarding the introduction of a Fines Policy under the Redress Schemes for Letting Agents and Property Management and requested a progress report on the operation of the system (Minute 72 refers).

**RESOLVED that the Cabinet Member for Culture, Leisure, Sports and Parks notes the actions taken by officers to ensure compliance with the Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014.**

**18. Fines Policy - Letting Agents Requirements to Display Fees**

The Cabinet Member considered a report of the Executive Director of Place which sought approval to introduce a fine policy applicable to letting agents for failing to display fees.

Part 3, Chapter 3, of the Consumer Rights Act 2015 imposes a duty on letting agents in England and Wales to publicise a list of their relevant fees for the benefit of client landlords and tenants. This requirement came into effect on 27 May 2015.

In England letting agents were also required to publicise statements regarding their membership of redress and client money protection schemes. In both cases, failure to comply with the requirements could lead to the local authority serving a notice and then issuing a fine.

The fines policy for failing to be a member of a redress scheme was approved by the Cabinet Member for Policing and Equalities on 22 January 2015 (Minute 72 refers). This report sought approval to introduce a similar fines policy for failing to display fees.

**RESOLVED that the Cabinet Member for Culture, Leisure, Sports and Parks:**

- 1. Agrees the level of fines detailed in Para 2.2 of the report.**
- 2. Agrees the criteria set out applicable to each level of fine.**

**19. Progress Report of Primary Authority Partnerships**

The Cabinet Member considered a report of the Executive Director of Place which detailed actions taken to consult with Home Authority and Lead Authority companies and the subsequent implementation of Primary Authority Partnerships.

On 2 October 2014, the Cabinet Member for Policing and Equalities considered a report headed "Primary Authority Partnerships – a revised model for delivering regulatory advice to businesses" and requested a further report in 12 months' time detailing the initial outcomes of implementing the Primary Authority Partnership scheme (Minute 37 refers).

**RESOLVED that the Cabinet Member for Culture, Leisure, Sports and Parks:**

- 1. Notes the good progress made in signing up Coventry's first business to a Primary Authority Partnership agreement, with further businesses wanting to join.**
- 2. Notes the results of the consultation to transfer businesses from previous business advice arrangements to a Primary Authority Partnership.**
- 3. Requests officers continue to promote Primary Authority Partnerships with Coventry based businesses in support of the growth agenda.**

**20. Outstanding Issues Report**

The Cabinet Member noted a report of the Executive Director of Resources that identified those issues on which further reports had been requested and were outstanding so that progress could be monitored.

21. **Any Other Business**

There were no other items of public business.

(Meeting closed at 10.20 am)