

Notice of Hearing



Listening Learning Leading

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A meeting of the Licensing Panel will be held on Monday 17 June 2024 at 10.00 am in Meeting Room 1, Abbey House, Abbey Close, Abingdon, OX14 3JE

Any three members of the of the council's Licensing Acts Committee can form the Licensing Panel. The membership is expected to be:

Councillor Katharine Keats-Rohan
Councillor Ben Manning
Councillor Jo Robb

Substitute member: Councillor Ali Gordon-Creed

Alternative formats of this publication are available on request. These include large print, Braille, audio, email and easy read. For this or any other special requirements (such as access facilities) please contact the officer named on this agenda. Please give as much notice as possible before the meeting.

Vivien Williams
Head of Legal and Democratic (Interim)

1 Election of a chair

To elect a chair for this hearing.

2 Declarations of interest

To receive any declarations of disclosable pecuniary interests and any conflicts of interest in respect of items on the agenda for this meeting.

3 Procedure for the meeting (Page 4)

To note the procedure for the meeting (attached).

4 Exclusion of the public, including the press

Purpose: to consider whether to exclude members of the press and public from the meeting for the following items of business under Section 100A(4) of the Local Government Act 1972 and as amended by the Local Government (Access to Information) (Variation) Order 2006 on the grounds that:

- (i) they involve the likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Act, and
- (ii) the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Exempt information under section 100A(4) of the Local Government Act 1972

5 Review of a personal licence (Pages 5 - 18)

To consider the report of the Head of Housing and Environment.

General Licensing Personal Licence Review Panel hearings – Procedure

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The Panel will follow this procedure during the hearing. This is a quasi-judicial formal hearing, not an open discussion. It must follow a set procedure to allow all parties (you and the council officers) a fair hearing and must conduct business in an orderly fashion.

If you wish the Panel to look at papers or photographs, please give these to the clerk. Both parties have to agree that they can be shown to the Panel.

If you have a representative or someone with you for support, please let the clerk know.

The Chair is in charge of proceedings. If you wish to speak please raise your hand. You must only speak when the Chair has invited you to do so. Please do not interrupt other speakers.

The only people normally at the hearing are the councillors, their legal adviser and clerk, the officers presenting their cases, and you and your representative. Members of the public are not admitted. Sometimes other councillors or officers may wish to observe the proceedings. If you do not wish any observers to be there, you can ask the Chair to ask them to leave.

The procedure is:

1 Welcome and introductions; outlining the procedure.

2 The Licensing Officer presents his/her case.

Questions from:

- Members of the Panel
- applicant/licence holder

3 The applicant/licence holder presents his/her case.

Questions from

- Members of the Panel
- Licensing officer

4 Final summing-up from

- Licensing officer
- Applicant/ licence holder.
- Final questions from the Panel.

5 Consideration by the Panel.

The Panel ask everyone to leave the room while the committee makes its decision. You should be prepared to wait as you may need to come back to answer questions. Please wait in Reception to be recalled. If you need to leave, please tell the clerk. The Panel will recall all parties even if only one is asked for further explanation.

6 Panel's decision.

When the Panel has made its decision, everyone will be called back. The Chairman will announce the decision. This concludes the hearing. There is no opportunity for further questions or comments, but officers may be able to answer your questions. The clerk will send the decision (with reasons) and your appeal rights in writing. The Licensing Officer will deal with issuing the licence or taking any further legal action.

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Agenda Item 5

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