

# Merton Council

## Licensing Sub-Committee

Membership:

Councillors Agatha Akyigyina, Pauline Cowper and Linda Taylor, OBE

A meeting of the Licensing Sub-Committee will be held on:

Date: 25 July 2016

Time: 10.00 am

Venue: Council chamber - Merton Civic Centre, London Road, Morden SM4 5DX

### Agenda for this meeting

- 1 Appointment of Chair
- 2 Apologies for Absence
- 3 Declarations of Pecuniary Interest<sup>1</sup>
- 4 Cote, 8 High Street, London, SW19 8DX

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<sup>1</sup> Members are reminded of the need to have regard to the items published with this agenda and, where necessary, to declare at this meeting any interest they may have in relation to any of these matters. For further advice, please speak with the Council's Assistant Director of Corporate Governance.

This is a public meeting and attendance by the public is encouraged and welcomed. For more information about the agenda and the decision making process contact Democratic Services, 020 8545 3616 or e-mail [democratic.services@merton.gov.uk](mailto:democratic.services@merton.gov.uk) Further information about Merton Council can be found on its web site [www.merton.gov.uk](http://www.merton.gov.uk)

## Summary of procedure

1. Declarations of Interest
  2. Welcome by Chair – remind parties that the hearing is being recorded
  3. Chair asks parties if they accept the accuracy of the Notice of Hearing and that all relevant Notices, Applications and representations have been included.
  4. Chair asks the parties if they have, since the issue of the notice, resolved any of the issues and if so to outline their proposed solution. If all issues are covered by this solution then go to stage 10, otherwise use the following procedure to address the remaining points.
  5. Chair outlines procedure as follows:
  6. Applicant
    - Applicant's brief statement clarifying their application and addressing any points of clarification raised in the Notice of Hearing
    - Applicants witnesses (if any) to speak on points of clarification raised in the Notice of Hearing.
    - Questioning of the applicant by other parties
    - <sup>(1)</sup> Questioning of the applicant by members
  7. Other parties (It is suggested that responsible authorities are taken first and then public representations)
    - Party's brief statement clarifying their representation and addressing any points of clarification raised in the Notice of Hearing.
    - Party's witnesses (if any) to speak on points of clarification raised in the Notice of Hearing
    - Questioning of the party by the applicant
    - If the party is a responsible authority then questioning of the party by other parties may be appropriate.
    - <sup>(1)</sup> Questioning of the party by members
  8. Other parties summarise their points
  9. Applicant summarises their points
  10. <sup>(2)</sup> Legal Officer asked for any comments
  11. <sup>(2)</sup> Licensing Officer asked for any comments
  12. Chair advises parties that the sub-committee will retire to consider the issues and take legal advice after which the public session will be resumed.
  13. Sub-committee retires to consider the issues and take legal advice
  14. Sub-committee reconvenes
  15. Legal advice given in private session repeated in public by legal officer
  16. Decision of sub-committee given – parties advised that a Notice of Determination will be sent to them – **OR** – parties advised of the date when a determination will be made.
  17. Close of hearing
- <sup>(1)</sup> Members can ask any question of any party at any time but should normally try to do so at these points.*
- <sup>(2)</sup> Legal and Licensing Officers should be involved at any stage where members feel they can be of assistance but a particular point should be made of asking for their comments at this stage*