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**LICENSING AND HEALTH AND
SAFETY ENFORCEMENT SUB-
COMMITTEE
AGENDA**

TUESDAY 25 JULY 2017 AT 7.30 PM

COUNCIL CHAMBER, THE FORUM

The Councillors listed below are requested to attend the above meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Membership

Councillor P Hearn (Chairman)
Councillor Fantham (Vice-Chairman)
Councillor Mrs Bassadone
Councillor Conway

Councillor R Sutton
Councillor Whitman
Councillor Link

For further information, please contact Trudi Coston ext 2224 or Member Support ext 2209

AGENDA

1. MINUTES (Pages 3 - 9)

To confirm the minutes of the meetings held on 17 May and 23 May 2017.

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence

3. DECLARATIONS OF INTEREST

To receive any declarations of interest

A member with a disclosable pecuniary interest or a personal interest in a matter who attends a meeting of the authority at which the matter is considered -

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent

and, if the interest is a disclosable pecuniary interest, or a personal interest which is also prejudicial

- (ii) may not participate in any discussion or vote on the matter (and must withdraw to the public seating area) unless they have been granted a dispensation.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Members' Register of Interests, or is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal and prejudicial interests are defined in Part 2 of the Code of Conduct For Members

[If a member is in any doubt as to whether they have an interest which should be declared they should seek the advice of the Monitoring Officer before the start of the meeting]

4. PUBLIC PARTICIPATION

An opportunity for members of the public to make statements or ask questions in accordance with the rules as to public participation

5. APPLICATION FOR CAMP SITE LICENCE (Pages 10 - 26)

6. EXCLUSION OF THE PUBLIC

To consider passing a resolution in the following terms:

That, under s.100A (4) of the Local Government Act 1972 Schedule 12A Part 1, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded during the item in Part II of the Agenda for the meeting, because it is likely, in view of the nature of the business to be transacted, that if members of the public were present during this item there would be disclosure to them of exempt information relating to an individual which would be likely to reveal their identity (Items 7 & 8).

7. APPLICATION FOR PRIVATE HIRE DRIVER LICENCE, PREVIOUS REVOCATION (Pages 27 - 36)

Public Document Pack Agenda Item 1

MINUTES

LICENSING AND HEALTH AND SAFETY ENFORCEMENT SUB-COMMITTEE

17 MAY 2017

Present:

Councillors: P Hearn (Chairman)
Fantham (Vice-Chairman)
Mrs Bassadone
Conway
Whitman
Link

Officers: M Anderson

The meeting began at 8.22 pm

13 **APOLOGIES FOR ABSENCE**

Apologies for absence were received on behalf of Councillor R Sutton.

14 **APPOINTMENT OF LICENSING AND HEALTH AND SAFETY ENFORCEMENT SUB-COMMITTEE**

Appointments of Members and Substitute Members to the Licensing and Health and Safety Enforcement Sub-Committee were considered.

Resolved:

That the following be appointed until the Annual Meeting of the Council 2018.

Licensing and Health and Safety Enforcement Sub-Committee (7 Members = 6:1)

Conservative	Liberal Democrat
P Hearn (Chair)	Link
Bassadone	
Conway	
Fantham (Vice Chair)	
R Sutton	
Whitman	
Substitutes	
N/A	

The Meeting ended at 8.25 pm

DACORUM BOROUGH COUNCIL

LICENSING AND HEALTH AND SAFETY ENFORCEMENT SUB-COMMITTEE

23 MAY 2017

Present-

MEMBERS:

Councillor P Hearn (Chairman), Mrs Bassadone, Conway, Link and R Sutton

OFFICERS:

B Lisgarten	Legal Governance Team Leader
R Hill	Licensing Team Leader
A Miles	Licensing Enforcement Officer
T Angel	Member Support Officer (Minutes)

Also present:

Mr A – Company Director (Item 6)
Mrs A – Company Director (Item 6)
Mr D – Applicant (Item 7)
Mr S Garelick – Professional Driver’s Branch Secretary, GMB Union (Item 6 & 7)

The meeting began at 7.30 pm

1. MINUTES

The minutes from the meeting held on 28 March 2017 were agreed by the members present and then signed by the Chairman.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received by Councillor Fantham.

Councillor Whitman was absent.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. PUBLIC PARTICIPATION

There was no public participation.

5. EXCLUSION OF THE PUBLIC

It was proposed by Councillor Bassadone and seconded by Councillor Conway to move to Part II of the meeting and exclude the public.

Resolved:

That, under S.100A (4) of the Local Government Act 1972 the public be excluded during the items in Part II of the Agenda for this meeting, because it was likely, in view of the nature of the business to be transacted, that if members of the public were present during those items there would be disclosure to them of exempt information relating to an individual which is likely to reveal their identity (Minute 6 & 7).

6. REVIEW OF PRIVATE HIRE OPERATOR LICENCE FOLLOWING CONVICTION

Full details are in the Part 2 minutes.

7. REVIEW OF HACKNEY CARRIAGE DRIVER'S LICENCE FOLLOWING CONVICTION

Full details are in the Part 2 minutes.

The meeting ended at 8.40 pm.

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

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Agenda Item 5



Report for:	Licensing Health & Safety and Enforcement Sub-Committee
Date of meeting:	25 th July 2017
PAF	AGENDA ITEM: 5

SUMMARY

Title of report:	APPLICATION FOR: 1) A camp site license for 3 Teepees at: 10 Brownlow Farm Barns, Pouchen End Lane, Hemel Hempstead, Hertfordshire. HP1 2SN
Contact:	Richard Swan – Environmental Health Officer, Regulatory Services
Purpose of report:	To ask members to approve a camp site license.
Recommendations:	That Members consider the report and information before them and agree to that the application for the license meets the standard conditions agreed in the committee held on the 24 th November 2015.
Implications:	none
General Policies	Members of the Licensing Sub-Committee act in a quasi-judicial capacity under delegated powers, to decide Licensing matters on behalf of the Council.
Key Policies:	none

APPLICATION PROPOSAL

The proposal is to prepare a licence to allow 3 Teepees to be sited at Brownlow Farm Barns for use by between 24 and 30 persons as a retreat and to study Native American arts and crafts. The licence is required if the site is operating for more than 42 consecutive days or more than 60 days on any 12 consecutive months.

Environmental Health were consulted following a planning application to allow the change of use of land at Brownlow Farm Barns, Pouchen End Lane, Hemel Hempstead, Hertfordshire HP1 2SN from Agricultural use to camping and leisure. There are currently no camp sites in the Dacorum Borough and the applicant will need to apply to the Council for a licence to run the site.

Planning permission has been granted for the site.

The licence is shown in Appendix 1

APPLICATION

1. An application for the camp site license was received on the 7th April 2017 with the application fee of £100. This application is shown in Appendix 2.
2. A plan and photograph of the site is shown in Appendix 3. This shows relative position of tents, fire pit and parking which are within the distance required by the license.

3. An initial inspection was undertaken on the 4th May 2017. Measurements were taken of the distances between the teepees, and the distance from the fence. These agreed with the conditions required to prevent the spread of fire.
4. 3 Porta-loos were supplied, one of which had a urinal and two of which had sinks with running cold water, sanitising gel was provided in (each unit). These units are to be emptied by Empty Loo's Chesham.
5. Advice was given on requirements in terms of requirements to meet the site license.
6. A further inspection took place on the 27th June 2017 and found that the advice given had been followed. The only areas where the conditions of the license had not been met were in relation to conditions 15.4 and 17.2 regarding signage and point 9 in relation to one wash hand basins with running hot and cold water for each sex. One deep wash hand basin has been provided with running hot and cold water. This is in addition to the two sinks in two of the port-a-loos.
7. One of the port-a-loos has the door facing down the field to facilitate disabled access. Also provided were: a shower with hot water; foam and water fire extinguisher and waste disposal facilities. These can be seen in the photographs of the site in Appendix 4.
8. A further visit was arranged for the 3rd July at 14:30. During this visit the provision of signs under conditions 15.4 and 17.2 had been met. Please see Appendix 5.

REPRESENTATIONS

No representation has been received.

CONSIDERATIONS

CONCLUSION:

RECOMMENDATION: That the licence be approved for the reasons set out above and subject to the following conditions:

Public Health Act 1936: Section 269

Caravan Sites and Control of Development Act 1960: Section 5

LICENCE CONDITIONS FOR TOURING CARAVAN AND TENTED SITES

1. Period of use: As specified on licence

2. Density.

The site density shall not exceed seventy five units (caravans, motor caravans, or tents) per hectare (thirty units per acre) calculated on the basis of usable area.

3. Siting.

- 3.1 No caravan, motor caravan, or tent shall be brought onto the site for the purposes of human habitation until such time as adequate sanitary facilities are made available on the part of the site to which it has been allocated.
- 3.2 Every caravan, or motor caravan shall not be less than six metres from any other unit in separate family occupation and less than three metres between units shall not be permitted in any circumstances.
- 3.3 A tent shall be so placed as to be at a distance of at least three metres from any other tent and so that at least one metre separates the guy ropes of one tent from those of any other tent; provided that any two tents may be pitched together to form one tent, in which case the distance shall apply to the tent so formed as if it were one tent.
- 3.4 A vehicle or other ancillary equipment may be permitted within the six metres space between caravans and motor caravans in separate occupation; however, in order to restrict the spread of fire, there shall always be three metres clear space between any vehicle or other ancillary equipment so placed, and a unit in separate occupation.
- 3.5 No vehicles or other ancillary equipment shall be permitted within the three metre space between tents.
- 3.6 Clear access for emergency vehicles shall be maintained at all times.
- 3.7 No caravan, motor caravan, or tent shall be sited within three metres of any hedge or other boundary.
- 3.8 No caravan, motor caravan, or tent shall be sited within three metres of any communal water point, sanitary convenience or refuse disposal point.

4. Drinking Water Supply and Waste Water Disposal.

- 4.1 There shall be an adequate supply of drinking water. Each pitch on a site shall be no further than fifty five metres from a water tap. At each tap, there shall be a suitable hard-standing, draining to a soakaway or gully.
- 4.2 Waste water disposal points shall be provided, so that each pitch is no further than fifty five metres from a waste disposal point. The appropriate Water Authority shall be consulted about the arrangement for disposal of water likely to be contaminated.

5. Drainage.

Satisfactory provision shall be made by connection to a sewer, where available, or by discharge to a properly constructed septic tank, cesspool, or biological treatment plant in a position to be approved by the Council. In the case of a biological treatment plant the approval of the local water authority must be obtained.

6. Buildings.

Any building containing a toilet, wash hand basin, bath, shower, or sink facilities shall have impervious and readily cleanable walls, floors, ceiling, and internal fittings.

7. Toilets, WC's, and Chemical Closets.

The scale of provision shall be one wc and one urinal for men and two wc's for women per twenty five pitches and their location shall be to the satisfaction of the licensing authority. Where sites have fewer than ten pitches at least one wc for men and one wc for women shall be provided. Where sites have between ten and twenty five pitches, at least one wc and one urinal for men and two wc's for women shall be provided.

8. Disposal Point for Chemical Closets.

A properly designed screened disposal point for the contents of chemical closets shall be provided together with an adjacent and adequate supply of water for cleansing containers. The method of disposal shall be to the satisfaction of the local authority and the appropriate Water Authority. The water supply shall be clearly labelled as non-potable.

9. Washing Points.

There shall be adjacent to the toilets a minimum of two wash hand basins with running hot and cold water for each sex per thirty pitches. Where sites have fewer than thirty pitches at least one wash hand basin with running hot and cold water for each sex shall be provided.

10. Showers.

On sites with more than fifty pitches showers with hot and cold running water shall be provided on the basis of one shower for each sex per twenty five pitches.

11. Laundry.

On sites with more than twenty five pitches laundry facilities shall be provided in a separate room on a scale of one deep sink with running hot and cold water per fifty pitches.

12. Disabled Persons.

Consideration shall be given to the needs of disabled persons in the provision made for water points, toilets, washing points, and showers.

13. Electrical Installation.

Where there is an electrical installation, other than Electricity Board works and circuits subject to Regulations under Section 60 of the Electricity Act 1947, it shall be installed to the requirements of the Institution of Electrical Engineers Regulations for Electrical Installations (IEE Wiring Regulations) for the time being in force and, where appropriate, to the standard acceptable for the Electricity (Overhead Lines) Regulations 1970, SI 1970, No. 1355. Any installation shall be maintained in such a way as to prevent danger so far as reasonably practicable and shall be periodically inspected and tested every 5 years by a competent person in accordance with the IEE Wiring Regulations.

14. Refuse Disposal.

Adequate provision shall be made for the storage, collection and disposal of refuse.

15. Fire Precautions.

- 15.1 No unit shall be further than ninety metres from a fire point. At each fire point there shall be two water (gas expelled) extinguishers, each of at least 9 litres capacity and complying with British Standard 5423:1987, together with a means of raising the alarm in the event of fire (e.g. a manually operated sounder, gong, or hand operated siren). All fire fighting equipment susceptible to damage by frost shall be suitably protected.
- 15.2 Whenever there is a likelihood of fire spreading owing to vegetation catching fire suitable beaters of the types used by the Forestry Commission shall also be provided at each fire point.
- 15.3 The fire points shall be clearly marked and easily accessible. All fire fighting equipment shall be maintained in working order and kept available for use and for inspection by the licensing authority.
- 15.4 Each fire point shall exhibit a conspicuous notice indicating the action to be taken in case of fire and the location of the nearest telephone. The notice shall include the following:

On discovering a fire:
 1. Raise the alarm.
 2. Ensure the affected unit is evacuated.
 3. Call the Fire Brigade (the nearest telephone is sited at.....)
 4. If practicable, attack the fire, using the fire fighting equipment provided.
- 15.5 No barbecue equipment or similar facilities shall be positioned within three metres of any caravan, motor caravan, tent or awning, hedge or boundary. Barbecue equipment must not under any circumstances be used inside caravans, motor caravans, tents or awnings.
- 15.6 All bottled gas and LPG cylinders must be changed in the open air. Care must be taken to ensure that there are no sources of ignition nearby.

16. Liquefied Petroleum Gas.

Arrangements for the storage of Liquefied Petroleum Gas (LPG) on site shall be in accordance with the current national Code of Practice and Regulations.

17. Site Notices.

- 17.1 A sign indicating the name of the site shall be displayed at the site entrance.
- 17.2 Notices shall be displayed prominently on the site indicating the action to be taken in the event of an emergency, where the police, fire brigade, ambulance and local doctors can be contacted and the location of the nearest public telephone.
- 17.3 At sites subject to flood risk warning notices shall be displayed giving advice about the operation of the flood warning system.
- 17.4 At sites with overhead electric lines warning notices shall be displayed on the supports for the lines and at the site entrance. Where appropriate these shall warn against kite flying and the danger of contact between the lines and the masts of yachts or dinghies.
- 17.5 A copy of the site licence with its conditions shall be displayed prominently on the site.

18. Maintenance.

The grass within the site and all natural boundaries shall be kept trimmed and the whole area maintained in a tidy and orderly state, free from accumulations or refuse and litter. The licensee shall ensure that the site is conducted with reasonable regard for the comfort and amenities of the person's resident in the neighbourhood.

APPENDIX 3 – Site Plan

Appendix 4 – Photos of site

Signage



Siting of teepees



Porto-a-loos, shower, hot and cold water, fire provision and waste disposal point.



Appendix 5 – Photos of signage



APPENDIX 6 – REPRESENTATIONS.

None to date (4th July 2017).

APPENDIX 2 - APPLICATION

Date: 3rd May 2016
 Your Ref: R453104
 My Ref:
 Contact: Dawn Ryder
 Directline: 01442 228481
 Email: Dawn.Ryder@Dacorum.gov.uk

CENTRAL ADMIN

- 7 APR 2017



Mr Durrant
 10 Brownlow Farm Barns
 Pouchen End Lane
 Hemel Hempstead
 Herts, HP1 2SN

The Borough of Dacorum
 is twinned with
 Neu-Isenburg, Germany

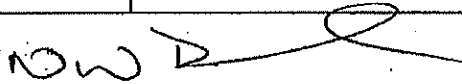
Civic Centre
 Hemel Hempstead
 Herts HP1 1HH
 Switchboard (01442) 228000
 Minicom (01442) 228656
 DX 8804 Hemel Hempstead

**Application for Site Licence
 Caravan Site and Control of Development Act 1960**

I/We hereby apply for a Licence to use the land described below and shown on the attached plan (see note below) for moveable dwellings.

1. Name and address of applicant:	NIGEL DURRANT 10 BROWNLOW FARM BARNES POUCHEN END LANE HEMEL HEMPSTEAD HP1 2SN
2. Applicants interest in the land. Please state Owner or Occupier (Give particulars of lease or tenancy, if any):	OWNER
3. Address or description of site for which license is required:	LAND ADJ TO BROWNLOW FARM BARNES
4. Acreage/Hectare of site:	2.4 ACRES
5. Has the applicant held a site licence which has been revoked at any time in the last 3 years?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
6. State the type of site for which the site licence is required:	<input type="checkbox"/> Permanent residential <input type="checkbox"/> Temporary residential <input checked="" type="checkbox"/> Seasonal between the following dates each year: 1 st MAY 30 th SEPT <input type="checkbox"/> For touring caravans only between the following dates each year:
7. State the maximum number of caravans	3 x TIPIS

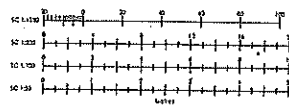
<p>proposed to be stationed on the site at any one time for the purpose of human habitation:</p>	
<p>8. A lay-out plan of the site to a scale of not less than 1:500 should be attached showing the boundaries of the site, the position of caravans standings and where appropriate:</p>	<ul style="list-style-type: none"> • Roads and Footpaths • Toilet blocks, stores and other buildings • Foul and surface water drainage • Water supply • Recreation points • Fire points • Parking space <p>The plan should distinguish between facilities already provided and facilities proposed.</p>
<p>9. Give details of the arrangements for refuse disposal and for sewerage and waste water disposal:</p>	<p>WASTE WATER REMOVED BY M.T LOOS CHESHAM. REFUSE BY MEANS OF COUNCIL DUMP.</p>
<p>10. Has planning permission for the site been obtained from the local planning authority?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes state:</p> <ul style="list-style-type: none"> • Date of permission: 16/6/2016 • Issuing Authority: DACORUM • Date (if any) permission will expire: <p>If No state: Has planning permission been applied for? Yes/No. • If yes state planning Application Number:</p>
<p>11. Was the site in use as a caravan site:</p>	<ul style="list-style-type: none"> • On 9th March 1960 Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> • On 29th August 1960 Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> • At any other time since 9th March 1958 and if so when N/A

Signature or applicant: 

Date:

Once completed, this form should be returned to: Environmental Health,
Civic Centre, Marlowes, Hemel Hempstead. Hertfordshire. HP1 1HH.

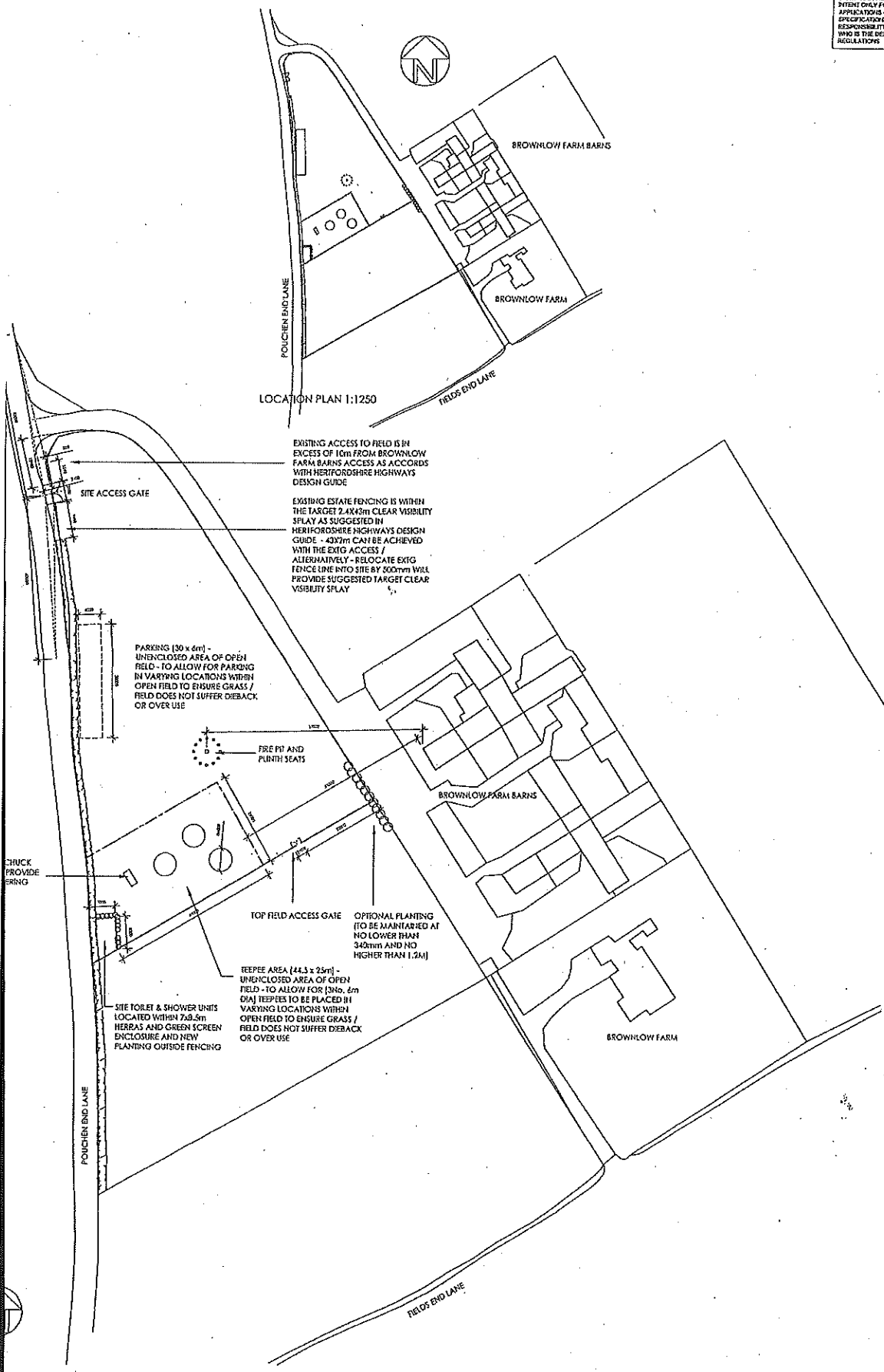
APPENDIX 3 - SITE PLAN



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DRAWING BASED ON INFORMATION SUPPLIED BY OTHERS - DO NOT SCALE DIMENSIONS TO BE CONFIRMED ON GROUND.

DRAWINGS AND SPECIFICATIONS ARE FOR INFORMATION ONLY FOR USE IN SUPPORT OF STATUTORY APPLICATIONS - CONTRACTOR MUST OBTAIN ALL NECESSARY PERMISSIONS AND SETTING OUT ARE THE RESPONSIBILITY OF THE PRINCIPAL CONTRACTOR WHO IS THE RESPONSIBLE IN ACCORDANCE WITH REGULATIONS.



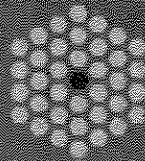
SITE PLAN 1:500

Mr. N. Durrant	Brownlow Farm Barns	Pouchen End	Date: 24/1/2025
	Proposed Site / Location Plan		Sheet: 069/10

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Agenda Item 7

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

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