



## Borough of Telford and Wrekin

### Full Council

Thursday 22 January 2026

6.00 pm

Council Chamber, Third Floor, Southwater One, Telford, TF3 4JG

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**Committee Members:** Councillors E Aston, S Bentley, K T Blundell, M Boylan, A J Burford, S P Burrell, E M Callear, L D Carter, C Chikandamina, G H Cook, E Davies, S Davies, P Davis, F Doran, N A Dugmore, A J Eade, A R H England, N A M England, S Handley, Z Hannington, C Healy, T L B Janke, A S Jhavar, J Jones, J Kaur, G C W Latham-Reynolds, L Lewis, G Luter, A D McClements, R Mehta, K Middleton, H Morgan, T J Nelson, R A Overton, N Page, L Parker, I Preece, S J Reynolds, S A W Reynolds, H Rhodes, R Sahota, P J Scott, S Syrda, G Thomas, P Thomas, J Thompson, K L Tomlinson, W L Tomlinson, K Tonks, R Tyrrell, J Urey, O Vickers, P Watling and D R W White

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### Agenda

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1.0 Prayers and Reflections

2.0 Apologies for Absence

3.0 Declarations of Interest

**4.0 Minutes of the Previous Meeting 5 - 28**

To confirm the minutes of the last meeting of the Council.

**5.0 Leader's Report & Announcements**

The Leader of the Council may give an oral report on matters of significance to the Borough, comment upon the Cabinet decisions or make any announcements.

**6.0 Mayor's Announcements 29 - 30**

To note the Mayoral Engagements undertaken since the previous Council meeting.

**7.0 Public Questions**

To receive any questions from the public which have been submitted under Council Procedure Rules 7.11 and 7.12. The session will last no more than 15 minutes with a maximum of 2 minutes allowed for each question and answer. Questions can be asked of the Leader and Cabinet Members.

**8.0 Councillor Questions On Notice**

To answer questions received under Council Procedure Rule 6.2.

**NB In accordance with the provisions of Council Procedure Rule 6.2.9 there will be a maximum of 30 minutes allowed for questions and answers. Any question not answered within the 30 minute time limit will receive a written reply within 5 working days.**

**9.0 Setting of the Council Tax Base 2026/27 31 - 38**

To approve the Council tax base calculated for Telford and Wrekin for the 2026/27 financial year.

**10.0 Cabinet Decisions Made Since the Last Meeting of the Council 39 - 44**

To receive the report on the Cabinet decisions made since publication of the last Council meeting agenda. Cabinet Members may speak on these decisions and Members may ask questions about key decisions of the relevant Cabinet Member for the purposes of clarification only. Members are asked to note the additional delegations to officers granted at those meetings.

## **11.0 Recommendations from Cabinet**

### **Cabinet - 6 January 2026**

#### **11a 2025/26 Financial Monitoring Report 45 - 50**

To receive an update on the Council's financial monitoring position for 2025/26 and to approve changes made to the capital programme.

## **12.0 Recommendations from Boards and Committees**

### **Licensing Committee - 18 December 2025**

#### **12a Statement of Licensing Policy 51 - 90**

**Recommended – that Full Council approves and adopts the revised Statement of Licensing Policy, at Appendix A, to be implemented on 26 January 2026.**

### **Governance Committee - 14 January 2026**

#### **12b Constitution Update To Follow**

**Recommended – that Full Council adopt the revised and updated Constitution.**

## **13.0 Motions on Notice**

#### **13a Councillor Richard Overton will propose the following Motion:-**

"This Council celebrates the achievements of the Council's Building Safer and Stronger Communities Programme delivered with local partners, and the positive impact it has had across Telford and Wrekin. This has included many extracurricular activities for young people, funding to tackle anti-social behaviour across our borough, as well as enhanced CCTV coverage to keep our communities safe. This Council notes the Cabinet's determination to ensure a funding commitment to sustaining the programme as set out in the Medium Term Financial Strategy. This Council notes with concern the decision by the Police and Crime Commissioner (PCC) to stop financial support for the initiative and calls upon him to reverse the decision."

The Motion will be seconded by Councillor Ollie Vickers.

#### **13b Councillor Nigel Dugmore will propose the following motion:-**

"This Council has serious concerns regarding the current consultation regarding proposed changes to the National Planning Policy Framework which will severely restrict the ability of local planning authorities to control and influence development in their areas."

Such changes will have significant impact especially in rural areas and on developer contributions which are vital in ensuring that local infrastructure is in place to mitigate the impact on local communities of significant new developments.

Consequently, this Council resolves to respond to the Labour Government's current consultation and reject the disastrous proposed changes to the NPPF in order to protect our Borough from unwanted and inappropriate building."

The Motion will be seconded by Councillor Stephen Bentley.

**13c Councillor Rachael Tyrrell will propose the following motion:-**

"This Council wishes to convey to the Government that the introduction of Digital IDs is an egregious waste of public money at a time when resources are scarce and should be directed to frontline services, such as Defence and Education. It is also a dystopian and dangerous policy that undermines privacy, civil liberties, and public trust.

Council resolves to:

1. Formally oppose the introduction of mandatory Digital IDs across Telford & Wrekin.
2. Write to the Home Secretary and Minister for Digital Government, expressing this Council's opposition and calling for the scheme to be scrapped.
3. Request Telford & Wrekin MPs to oppose any legislation introducing mandatory Digital ID."

The Motion will be seconded by Councillor Tim Nelson.

**13d Councillor Stephen Burrell will proposed the following motion:-**

"This Council endorses the U-Turn made by the Government on the family farm tax and confirms its support for the hardworking farms in our Borough."

The Motion will be seconded by Councillor Nigel Dugmore.

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## **FULL COUNCIL**

### **Minutes of a meeting of the Full Council held on Thursday 13 November 2025 at 6.00 pm in Council Chamber, Third Floor, Southwater One, Telford, TF3 4JG**

**Present:** Councillors E Aston, S Bentley, K T Blundell, M Boylan, S P Burrell, E M Callear, L D Carter, G H Cook, P Davis, F Doran, N A Dugmore, A J Eade, A R H England, N A M England, S Handley, Z Hannington, C Healy, T L B Janke, A S Jhawar, J Jones, J Kaur, L Lewis, G Luter, A D McClements, R Mehta, K Middleton, H Morgan, T J Nelson, R A Overton, N Page, L Parker, I Preece, S J Reynolds, S A W Reynolds, R Sahota, P J Scott, S Syrda, G Thomas, P Thomas, J Thompson, K Tonks, J Urey, O Vickers and D R W White

**In Attendance:** A Lowe (Director: Policy & Governance) and D Sidaway (Chief Executive)

**Apologies:** Councillors A J Burford, C Chikandamina, E Davies, S Davies, G C W Latham-Reynolds, H Rhodes, K L Tomlinson, W L Tomlinson, R Tyrrell and P Watling

#### **31        Prayers and Reflections**

Natalie Headley, founder and Chair of Trustees at TAARC (Telford African and Afro-Caribbean Resource Centre) said prayers.

#### **32        Declarations of Interest**

None.

#### **33        Minutes of the Previous Meeting**

**RESOLVED** – that the minutes of the Meeting of the previous meeting of the Council held on 17 July 2025, be confirmed as a correct record and signed by the Mayor.

#### **34        Leader's Report & Announcements**

The Leader of the Council made the following announcements:

- (i)        Ending Violence Against Women and Girls Campaign Board



The Leader acknowledged Members had been signing the Ending Violence Against Women and Girls Campaign Board and hoped all members would sign it.

(ii) “Swift Brick” Nesting Facilities for Endangered Birds

The Leader referred to the last meeting of the Council, following which, Councillor Healy had secured a response on swift boxes, which she would circulate after this meeting.

(iii) Platinum Award – Council’s Planning Team

The Leader congratulated the Council’s Planning Team for its Platinum Award, which recognised it as one of the best planning departments in the whole country. He said this was a fantastic effort on the part of the Team and he again extended his congratulations to staff on receiving the award.

(iv) Councillor Paul Watling

The Leader invited all in the Chamber to join him in sending the Council’s best wishes to Councillor Watling, who was recovering from surgery and an eleven-month battle against cancer and who had received the all clear this week.

(v) Pride in Place Programme

The Leader said that, in September, Telford had been chosen as a national launch site for the Pride in Place Programme, and he had welcomed Chancellor Rachel Reeves and Secretary of State, Steve Reed to Woodside.

The Leader said that the Pride in Place Programme had secured £20m of investment into South Telford and as a Council, it had topped this up with another £10m, which meant that a large part of South Telford, Woodside, Brookside and Sutton Hill would benefit from significant investment over the next decade. He wanted to place on record his sincere thanks to Telford MP Shaun Davies for his instrumental role in the Pride in Place Programme and recognised that his efforts would ensure communities in Telford would benefit from a scheme designed to tackle inequalities and unlock fresh opportunities.

The Leader said that this decade-long programme promised to deliver lasting, visible change for local people and places and he promised that the Council would not let this once in a generation opportunity pass to address challenges that had existed in those areas for generations. He said these were great communities, and the Council was committed that it drive this new investment into their neighbourhoods.



(vi) Visitation by Lisa Nandy MP, Secretary of State for Culture, Media and Sport

The Leader thanked Councillor Shaun Davies MP for his hard work in securing the visit by the Secretary of State for Culture, Media and Sport, Lisa Nandy MP, who confirmed a £9m investment to safeguard the borough's internationally important heritage in Ironbridge, with the transfer of ownership of the Iron Bridge Gorge Museum's trust to the National Trust. The Leader said that the Museum Trust and the many local people who had worked for the Trust over the years had been outstanding custodians of Ironbridge's industrial heritage.

The Leader said that the transition to the National Trust ownership preserved a history made by hands and on the backs of local people of this area and delivered a multimillion-pound boost to the borough's visitor economy, which supported jobs and education. Both of these developments, he said, showed very clearly that only an ambitious Labour Council working in step with a hardworking Labour MP and a Labour government prepared to listen and act for the borough's common good, delivered results for Telford and Wrekin, and the Council would not stop there. He said that, in the weeks ahead, the Council had several meetings with the Government to push the Telford and Wrekin cause, all in the name of doing the very best by residents.

(vii) Remembrance Day Commemorations

The Leader said that, over the last week or so, he was sure members across this chamber had attended remembrance services as everyone paused to reflect and express heartfelt gratitude to all those who had served, and especially to those who made the ultimate sacrifice for this country and its people's freedoms.

He said that Telford and Wrekin had a long and proud association with the armed forces, with more than 16,000 serving personnel, veterans and their families, living or working in the borough. He said that this time of year carried particular significance and it was pleasing to see that the Council was able to officially open the new Christopher Turley Armed Forces Community Hub in Dawley at the end of October, in time for these remembrance activities. This welcoming space was, he said, a partnership between the Council, Great Dawley Town Council and Telford Mind, and would offer advice, support and a sense of community to serving personnel, veterans and their families for years to come.

The Leader said that these items of good news showed how much residents had to be proud of in this fantastic borough. He said it was this pride that the Council was looking to share with everyone who lived and worked here.



(viii) Telford Day

The Leader was delighted to announce that, here in Telford with the introduction of Telford Day, the Council would dedicate a day to celebrate all things Telford at the end of this month to kick-off Christmas in style. He said that Telford Day, on 29 November, was a day to come together to celebrate Telford, a new town, formed on that date in 1968 and there were lots of ways residents could get involved in the first Telford Day celebrations.

The Leader said that, here in Southwater, there would be activities and music in the Christmas yurt through to 7 December and would include workshops, free live music, jazz Sunday sessions, film screenings, and more. He said that Telford Memories Coffee Morning would be a great opportunity to share memories of what residents loved about Telford. The Leader went on to say that Telford Day would also feature the new Telford flag being raised, which was the subject of a competition launched in June with schools in the borough and more than a thousand children took part. He said that almost 4,000 people voted for their favourite design with the winning flag announced today, which would be raised in Southwater on Telford Day as a focal point for the celebrations.

The Leader said that this was more than about a celebration of a flag but was about bringing together communities in the borough to celebrate its people, their spirit and their place. He added it was about saying to those who wished to create division and hatred that they would not succeed because this was a place that was home to hundreds of international businesses, a university - which attracted thousands of students from overseas - and a proud record of welcoming people from all over the globe. These people, he said, made a living and made a contribution in building this fantastic place in the shadow of the Wrekin, the birthplace of the Industrial Revolution. He said that members were proud to serve this community and as a Council, which he led with his Labour administration, would always do its duty and go the extra mile and would always stand against those who hated and divided and who would always argue to divest. He said the Council would always protect, always care and would always invest.

**35      Mayor's Announcements**

The Mayor asked Members to note the engagements undertaken since the last Council meeting in July, shown on the list circulated.

She said that since that meeting, both her and the Deputy Mayor had been very busy attending a wide range of events across the Borough. She said that, over the summer, she had had the pleasure of attending the Telford Balloon Fiesta, which had been a truly amazing event and how wonderful it had been to see so many residents enjoy the occasion. She extended her





sincere thanks to all the staff who worked tirelessly to ensure everything ran smoothly.

The Mayor said she also attended the launch of the Telford and Wrekin edition of the Monopoly board, and it had been such a delight to see so many familiar local landmarks featured, which had brought the borough's community to life in a fun and creative way.

The Mayor announced that October had marked Black History Month, a time to reflect on and celebrate the remarkable achievements and contributions of Black people throughout history and in the borough's communities today. She said she had had the privilege of attending several engagements that highlighted inspiring stories, cultural heritage, and the ongoing work to promote equality and inclusion. These events, she said, served as a powerful reminder of the importance of representation and the role everyone played in building a society where everyone felt valued and empowered.

The Mayor went on to say that there had been countless fantastic events and far too many to name, but each one had truly showcased the energy, creativity, and community spirit that made the borough so special.

Last weekend, she was sure many attending tonight had attended a remembrance service across the Borough. She said it had been deeply moving to see communities come together to honour those who had served, sacrificed, and fought for the freedoms people enjoyed today.

Looking ahead, the Mayor said she was excited to share that on 11 December, the Council would be hosting the first-ever "Christmas Carol-Oke", which would take the place of the traditional Civic Service. She said it promised to be a joyful and festive occasion, with some exciting performances lined up. She said she would love to see as many members and staff there as possible, singing along and celebrating together. She said that more details were available from the Mayor's Office.

The Mayor announced that preparations were underway for her next event in the New Year, and she looked forward to welcoming those attending.

The Mayor expressed her thanks to the Deputy Mayor, Nathalie Page, for all the support she had given to the Mayor throughout her term of office so far.

In conclusion, the Mayor wished to express her heartfelt thanks to everyone who had supported her during her term so far. She said she was truly grateful and very much looking forward to the engagements ahead and the start of the festive season.

## **36      Public Questions**

The following question to Councillor Lee Carter, Leader of the Council, was submitted by Mr Ashdown.



*“Fundamental to efficient and effective delivery of services for taxpayers is that the Council has competent officers. Competency is recognised as a relevant qualification with suitable experience and employed currency. A FOI reply highlighted the employment of officers who were not competent. As Council Leader what assurances can you give that officers are competent going forward.”*

In response, Councillor Carter said that as a local Council, it had more than 700 services that it provided and, like all organisations, not all roles required qualification. He said that did not mean the Council's teams were incompetent - far from it. Councillor Carter said that the Council had a workforce, which was hardworking, dedicated and committed to delivering their very best. He said they frequently went above and beyond to support the borough's residents, whether that was hand-delivering school meals during COVID, delivering library books to the elderly who were not able to leave their house, or taking time over their lunch break to guide someone who needed support.

Councillor Carter confirmed he had seen information regarding the FOI, to which Mr Ashdown's question referred and said what was clear from the FOI was that it actually made reference to a clear career development pathway for officers who, until qualified, operated under clear supervision. This, he said, was the action of a responsible Council that took steps to ensure it continued to develop its staff, and it was the action of a Council that ensured it was succession planning to ensure core services continued to be delivered. Councillor Carter went on to say that it was also the actions of a Council, which was one of the biggest employers in the borough, which was named Council of the Year just a few months ago and he gave Mr Ashdown the assurance that all of the Council's officers would continue in the vein that he had laid out.

### **37      Councillor Questions On Notice**

The following questions were asked under Council Procedure Rule 6.2.2:

- a) Councillor P Scott to Councillor R Overton, Deputy Leader of the Council and Cabinet Member for Highways, Housing and Environment

*"Following the recent independent report on road safety on the A41, is the suggestion for average speed cameras still a viable option? If not, what future plans are there for making this road safer?"*

In response, Councillor Overton said that following the publication of the independent A41 route study, he wanted to be very clear that no decisions had been made by this Council regarding the installation of average speed cameras. He said he had written to both the Police and Crime Commissioner (PCC) and the Member of Parliament for Telford and Wrekin constituency to



confirm the Council's support of such measures while confirming completion of the independent route review.

Councillor Overton said, to be clear with the Chamber and the borough's residents, the decision to instal cameras, whether average, fixed or mobile, rested with the Police and the PCC. He said that this Council's position remained clear in that it welcomed the installation of average speed cameras as part of a wider package of safety improvements on this road and the Council was committed to working collaboratively with the PCC and partners accordingly. He added that the Council had already identified funding to deliver works that would improve road safety along the A41 and complement the PCC's investment. He said the Council was committed to acting on the findings of the report while building on the extensive improvements, which had already been made along the A41 in the last few years. The Council, he said, was already progressing the details associated with the identified improvements referenced in the report and that he hoped to meet with the PCC in the near future to discuss the report and the next steps.

In response to a supplementary question from Councillor Scott, which asked Councillor Overton how soon he (Councillor Overton) would be prepared to meet with the PCC, Shropshire Council and the MP to discuss this, Councillor Overton said that based on the announcement today (PCCs in England and Wales were to be stood down), as soon as possible before the PCC left his position. Councillor Overton went on to say that despite the Council having already written to the PCC offering dates on which to request a meeting, no response had yet been received by the PCC.

b) Councillor P Scott to Councillor R Overton, Deputy Leader of the Council and Cabinet Member for Highways, Housing and Environment

*"Parking in Newport continues to be a problem for many. We have an increased population, an increasing amount of student accommodation and now we are losing around 16 car park spaces to electrical vehicle charging points. Public car parks are full by 9am most days. This is having a big effect on our residential streets and some of our other roads, particularly those that are close to the High Street. People are now parking anywhere they can find a gap and causing upset among residents who can no longer park near their properties. The few Traffic Regulation Orders that are due to commence do not go very far to alleviating the situation. All local councillors continue to receive many regular complaints. Are the council properly aware of these parking problems? What will they do to help us?"*

In response, Councillor Overton assured members that the Council was fully aware of the parking pressures in Newport and recognised the impact this was having on residents and businesses. He said the Council had taken a number of steps to address these challenges and had recently implemented a



number of traffic regulation orders in key areas and was working with ward members with a view to exploring further options to manage on-street parking more effectively. Councillor Overton said that the Council's Electric Vehicle Strategy committed to balancing the need for charging infrastructure while maintaining parking provision. Where spaces were designated for each of the charging points, Councillor Overton said that the Council was working to make sure that this was done in a way that minimised disruption and supported the transition to cleaner greener transport while ensuring the infrastructure was accessible for all users.

Councillor Overton said that the Council was one of very few local authorities across the country that remained committed to providing free parking in its district centre car parks for the benefit of residents and businesses. This, he said, was a key principle for this administration and believed it supported the vitality of Newport's high street and local economy. He said that, alongside this, the Council continued to work closely with Newport Town Council to understand the issues and explore options to improve parking provision in the town, whilst ensuring that any future measures reflected local needs and priorities. In addition, he said, the Council also promoted sustainable travel alternatives, including improvements to public transport and investment in active travel infrastructure such as walking and cycling routes. These measures, he said, aimed to reduce reliance on car use, ease pressure on parking and support healthier, greener travel choices for residents and visitors.

In response to a supplementary question from Councillor Scott, which asked Councillor Overton if he (Councillor Overton) could see a time in the future when the Council might invest in more car parking spaces in or around Newport, Councillor Overton said the Council would do everything it could, and would work with the borough's Town and Parish Councils to look at alternative options although these would depend upon land provision, finance etc. In conclusion, Councillor Overton said that, at the moment, and as mentioned previously, the Council was committed to having free parking in the borough's district centres.

c) Councillor L Parker to Councillor O Vickers, Cabinet Member for the Economy and Transport

*"In light of the Reform Leader of Warwickshire County Council writing to the Government asking them to change the law so the Council can take home to school transport away from children as young as eight years old, forcing them to walk a 10 mile round trip each day to access education, please can the Cabinet Member for the Economy and Transport outline Telford and Wrekin's position on home to school transport?"*



In response, Councillor Vickers said that the Council would always be on the side of residents, which included providing travel assistance to the borough's children and young people. He said that Telford and Wrekin's existing School Travel Assistance Policy, which determined eligibility, had been developed using the national statutory guidance on providing home to school transport and that this would continue.

He said that, over the last few years, here in Telford and Wrekin, the Council had bucked the national trend and had expanded its in-house travel offer that had both improved the quality of service while supporting children and young people get to school.

Councillor Vickers said that this was in parallel with the growing Travel Telford Bus Network that now not only provided improved connectivity, but independence with these routes now supporting a staggering 38,000 passenger trips each month, which was testament to the service and commitment provided by this Council. He said that, as well as this, the Council had maintained its two-pounds fare cap for adults and just one pound for children, meaning the Council had the lowest fares in the country.

In conclusion, Councillor Vickers said that transport costs were down, complaints were down and compliments were up and the future of the borough's children was that they were cared about and cared for, which is what residents would receive from a Labour-led Council and that was what the Council would continue to deliver.

d) Councillor S Handley to Councillor C Healy, Cabinet Member for Neighbourhoods, Planning and Sustainability

*"Many people in our borough are rightly proud of our independent museum trust and most of us have fond memories of visiting the museum sites over the years. With the news that the National Trust are to take over the Ironbridge Gorge Museums, what can we do to ensure our communities benefit from the transfer?"*

In response, Councillor Healy said that people in the borough should be proud because for over 60 years, Ironbridge Gorge Museum Trust had brilliantly told the story of how the ingenuity and backbreaking work of the people in this area changed the world. She said she had had the privilege of being an observer on the board for the last few years and had seen how hard the trustees and the museum staff had worked to sustain the museums in an increasingly competitive market for people's leisure time.

Councillor Healy said that the impact of the COVID pandemic and the cost-of-living pressures had meant that this independent trust had struggled in recent years. She said that the transfer of the museum and its assets to the National





Trust was largely down to the Chair of Trustees, Mark Pemberton, and that he deserved huge credit for the transfer that would be a massive boost to the borough.

Councillor Healy said that, as a Council, it provided crucial support, but this would also not have happened without the MP for Telford, Shaun Davies, who had secured the £9m investment from the Government to facilitate the transfer.

Councillor Healy said the National Trust had 600,000 members within an hour's drive of Ironbridge and, of course, membership across the country. That, she said, opened up a fantastic borough to new visitors, a whole new market of visitors who could come to the borough, not just to support the museums but also other parts of the borough's visitor economy and its hospitality sector, a sector that already contributed £440m to the borough's economy every year. She added that working more closely with a countrywide organisation like the National Trust would bring lots of opportunities to the borough, lots of opportunities for jobs, would bring some challenges, parking and traffic in her ward being one of them, but the Leader had asked that she, along with the Council's Executive Director for Place, lead on those discussions with the National Trust to ensure that the Council got the very best from this transfer and that the borough's museums and its history continued to be enjoyed by the borough's residents as well as visitors here.

e) Councillor G Luter to Councillor A McClements, Cabinet Member for Leisure, Tourism, Culture and the Arts

*"I would like to join the Cabinet Member for Leisure, Tourism, Culture and the Arts in celebrating the Council's decision to establish the Telford Day. This fantastic new initiative gives residents a moment to come together and take pride in our borough. Alongside the competition to design a new Telford flag, which involved all the schools in Telford, this marks another positive step in strengthening our local identity and showcasing Telford's creativity and community spirit. Could the Cabinet Member outline how these initiatives will build on our growing cultural offer and continue the excellent work already being done to promote pride of place across our borough?"*

In response, Councillor McClements said that the Leader had already spoken on Telford Day in his speech this evening, which was a fantastic opportunity to bring residents together to celebrate all that people loved about Telford, including arts and culture.

Councillor McClements said it had been great for her and the Leader to have met with Amelia today, a nine-year-old pupil from Randlay Primary School, who was the winner of the Telford Flag Competition. Councillor McClements said the flag looked amazing and had a design, which featured the borough's



iconic iron bridge, a cog as a nod to the borough's proud industrial heritage, and the colour green to represent the borough's many wonderful parks and open spaces, which certainly captured the hearts and votes of local people.

Councillor McClements said she looked forward to seeing Amelia's flag raised at South Water Square on Telford Day on 29 November, when she hoped that all councillors would join her as part of that Telford Day celebrations, which was an opportunity to show local pride, and hoped that it would be adopted by local businesses and residents to fly the flag for Telford.

Councillor McClements said that Telford Day had the power to connect and revitalise communities and achieve a sense of togetherness. Equally, she said, cultural activities tackled challenges around health and well-being by improving mental and physical health while addressing social isolation and the positive impact that had on children and adults should never be underestimated. She said that, as a Council, it had a commitment to making arts and culture accessible to all and supporting in the borough's vibrant creative sector, including the borough's network of community venues and businesses.

In response to a supplementary question from Councillor Luter, which asked Councillor McClements if she could outline all the cultural initiatives that were part of the borough's cultural offer across the borough, Councillor McClements said that the Council-run festivals and events were attracting ever-increasing audiences. These, she said, included events and performances through a significant range of arts, heritage, dance, music, and theatre experiences and that 75% of those attending was local.

Councillor McClements said that the Council was proud to host a packed programme of free or very low-cost events with the headline Telford Balloon Fiesta this year seeing a record number of over 50,000 visitors. She said it was a highlight of the events calendar enjoyed by Telford and Wrekin residents, which put Telford on the map, drew visitors from across the Midlands and across the UK. She added that this event had grown in 2025, which included the Telford Community Carnival on the Sunday, an amazing spectacle of diversity, creativity, colour, and music.

Councillor McClements said that the Council had received positive feedback from residents and visitors, with visitor survey feedback showing an overwhelming 90% positive support for the Council's event and culture offer. She said the Council could not underestimate the economic boost events provided and was excited about the redevelopment of the Telford Theatre building in Oakengates, which would be at the heart of the Council's culture offer, whilst the building was undergoing a major redevelopment. The Telford Theatre Team, she said, had been taking shows and events to venues across the borough through the Telford Theatre on Tour project. From Shakespeare



in Bowring Park to Tina Turner Tribute Acts at the Little Theatre in Donnington and Children Theatre shows at the Anstice in Madeley. In conclusion, Councillor McClements said that the Council was already looking forward to 2026 and building on its existing culture and events programmes with new events and partnerships. She said that the touring programme would continue once Telford Theatre opened, working with a network of venues across the borough.

f) Councillor N England to Councillor G Luter, Chair to the Council's Boundary Review Committee

*"Can the Chair of the Boundary Review Committee join me in welcoming the outcome of the recent Borough Boundary Review, which received an impressive level of engagement from local residents? I'm particularly pleased that thanks to the Council listening carefully to those views, proposals to merge certain parish areas were not taken forward. Could the Cabinet Member outline how the consultation responses shaped the final recommendations and how this process demonstrates our continued commitment to local democracy and empowering communities to have their say?"*

In response, Councillor Luter said that, as a Co-operative Council that engaged and listened to the community it served, when it sets out to undertake the community governance review of arrangements for town and parish councils in February this year, the Committee was very clear that it wanted to ensure that the outcome of the review was shaped by robust community engagement. Councillor Luter said that the process and outcome that the Committee had delivered had shown that this was anything but the case. When the Boundary Review Committee made its final decision on the community governance review, three phases of community engagement had been completed. He said that it had first sought views on current town and parish council arrangements. The Committee wished to know what worked, what it should change, and where and how, for example, could community identity be strengthened. He added that over 292 responses to this first phase had been received and that the responses from this, together with consideration of legal requirements for the community governance review, were then used to shape the development of a proposed set of town and parish councils for the borough.

Councillor Luter said that these proposals were then the subject of a second phase of community engagement, whereby people were able to share their views with the Council via an online questionnaire, by email or simply writing in. He said that officers also ran a series of drop-in sessions in different parts of the borough to discuss and gather feedback about the proposals. He extended his thanks to Anthea Lowe for her work on that.





Councillor Luter said that the engagement was promoted via social media, through town and parish councils and by other key community stakeholders too. He said the Council had received more than 1,000 responses to this phase of the consultation and informed by the responses to this engagement, a revised set of proposed parish and town councils were considered by the Boundary Review Committee.

Councillor Luter said that whilst the Committee felt able to agree in principle to town and parish councils' arrangements for a significant part of the borough, there were seven areas it felt further community engagement was required in order to make final decisions. He said that this third phase of engagement was completed with over 210 responses being submitted, which the Committee had taken into consideration as part of its deliberations.

### **38        Cabinet Decisions Made Since the Last Meeting of the Council**

Members received the report on the Cabinet decisions made since the last meeting of the Council.

No questions of clarification were raised.

### **39        CSE Annual Report**

Councillor Lee Carter, Leader of the Council, presented the report of the Director of Policy and Governance, which provided Members with the Annual CSE Report 2024/25, that was built upon data from the Council and partner organisations. The Annual Report provided all statutory safeguarding organisations and other stakeholders with data and information that allowed for continuous challenge of the Council's procedures and practices.

The Leader announced he would present a report to Council in summer next year, which was the first possible opportunity after the end of the reporting period in March 2026.

### **RESOLVED that**

- 1. The Council's commitment to continue its work, through co-production with lived experience consultees and partners as appropriate, and to respond to the challenge of CSE within the Borough, be restated.**
- 2. The Annual Report in respect of 2024/25, as attached at Appendix A to the report, be noted.**



3. The continued steps taken by Telford and Wrekin Council, being the first in the country to publish an annual report of this nature, to raise awareness of CSE, be noted.
4. The continued commitment of Telford and Wrekin Council, as set out in the Annual Report, to maintain the specialist team of practitioners to provide support to children and young people at risk of CSE, being one of only a small number of authorities nationally to have such a dedicated team, be noted.
5. The approach of Telford and Wrekin Council, which had received national recognition and that the recommendations made by Baroness Casey, which had adopted the actions taken by the Council to be implemented at a national level, be noted.
6. The fact that Telford and Wrekin Council was one of eight local authorities chosen to pilot a new approach to the National Referral Mechanism, a process by which individuals at risk of modern slavery were provided with comprehensive support, be noted.
7. The work the Council was doing to share learning within the local government sector, be noted.

#### **40        Councillor Leave of Absence**

Councillor Z Hannington, Cabinet Member for Finance, Governance and Customer Services, presented the report of the Director for Policy and Governance (Monitoring Officer), which sought Council's approval to a leave of absence for:

- a) Councillor Gilly Latham-Reynolds, owing to a period of maternity leave, until 1 December 2026; and
- b) Councillor Paul Watling, owing to a period of ill-health, until 31 March 2026.

**RESOLVED** – that a leave of absence for Councillors Gilly Latham-Reynolds and Paul Watling, for the purposes of Section 85 of the Local Government Act 1972 until 1 December 2026 and 31 March 2026 respectively, be approved.

#### **41        Recommendations from Cabinet**

- (a) 2025/26 Financial Monitoring Report



Councillor Z Hannington, Cabinet Member for Finance, Governance and Customer Services, presented the report of the Director for Finance, People and IDT, which referred to the financial monitoring report to Cabinet on 6 November 2025, that provided an update on the revenue budget and progress relating to the Capital Programme. The report included some changes to the Capital Programme, which now required formal approval by Full Council.

**RESOLVED** that the changes to the Capital Programme and all associated changes to the Medium-Term Financial Strategy, including Treasury and Prudential Indicators, as detailed in Appendix A to the report, be approved.

**42        Recommendations from Boards and Committees**

- (a) Treasury Management 2024/25 Annual Report and 2025/26 Update

Councillor Z Hannington, Cabinet Member for Finance, Governance and Customer Services, presented the report of the Director for Finance, People and IDT, which updated members on the outcome of Treasury Management activities for 2024/25 and detailed the position for 2025/26 to 31 May 2025.

**RESOLVED** that:

1. The contents of the report, be noted.
2. The performance against Prudential Indicators, be noted.

***Council stood adjourned from 7.05pm until 7.15pm to allow for a comfort break.***

**43        Motions on Notice**

- (a) Councillor S Bentley will propose the following Motion:-

- (a) Councillor Stephen Bentley moved, in accordance with Council Procedure Rule 7, the following Motion:

“This Council undertakes to follow the Secretary of State’s acknowledgement that small modular reactors (SMRs) will, unlike wind turbines, provide a constant source of reliable energy, and will include potential future provision for the same within the current Draft Plan.”

Councillor Tim Nelson seconded the motion.

Following a robust debate, the Motion was lost by a majority vote.



**RESOLVED – that the motion be NOT approved.**

(b) Councillor J Urey will propose the following Motion:-

(b) Councillor Jenny Urey moved, in accordance with Council Procedure Rule 7, the following motion:

“April this year I requested a motion to be brought to Full Council updating PSPO due to increased dog attacks in our Borough. Whilst I have not had the opportunity yet to bring this to Council until now, I was pleased to see amendments made to the PSPO in September with regards to dog fouling and prohibiting dogs in play areas. The ‘Wrekin Dog Control Public Spaces Protection Order (PSPO) 2025’ is now online for public however is just an extra policy including original orders.

This is not enough in my opinion as it does not deal with the bigger issue preventing dog attacks.

In Telford and Wrekin, the number of offences titled ‘Owner or person in charge allowing dog to be dangerously out of control injuring any person or assistance dogs’ are:

2023 – 113

2024 – 147

2025 – 132 up to 13th October

(Source: Athena investigations provided by West Mercia Police on request)

In 2024 there were 31,920 dog attacks in England and Wales and they continue to increase.

The above is based on attacks that have been reported. Many are not reported, with victims’ opinions that the ‘police won’t do anything’ or ‘I didn’t know I could report it’. Without data, we cannot see the full picture.

Implementing stricter regulations for dogs wearing leads in high traffic areas including public parks and highway and mandating the use of disposable bags for dog waste cleanup, can significantly enhance safety and promote responsible pet ownership. These measures not only protect pedestrians and other animals from potential accidents or aggressive encounters but also foster a cleaner environment, boosting community well-being and encouraging more people to enjoy parks and public spaces. Telford and Wrekin need to cultivate a culture of responsibility among dog owners while enhancing the quality of life in the community.

A local elderly couple had their dog "ripped and tossed like a ragdoll" whilst on a lead and killed on the Esso fields in Donnington, the attacking dog was off



lead. The distraught husband carried the blood-soaked body home to his wife. She reached out to me.

I've personally had 2 small dogs off lead attack my dog on a lead in Donnington, where the owners were too scared of getting bitten by their own dogs to intervene. Lady in Newport dragged out of her wheelchair with dog off lead, horse attacked at the Granville by off lead dog, Elderly gentleman and son attacked by off lead dog in Muxton last year,....I am sure all Councillors in this room are aware of an attack by an off lead dog and continual reports on social media within their ward.

It is crucial for dog owners to respect the space and comfort of both people and other animals by keeping their dogs on a lead unless they have explicit consent for their dogs to approach. Phrases like "don't worry, they won't bite" are misleading and dismissive of the varying levels of comfort and vulnerability of others, including residents and other animals. Responsible pet ownership includes being aware of the impact one's dog may have on the community and ensuring that all interactions are consensual and safe.

Residents and I are not prepared to wait for more deaths, injuries and continue to tread in dog mess anymore. I am sure the following motion will be of good news to respectful dog owners, those who have been victims and members of the public.

To summarise, my motion is:

1. Enforcement of 'dogs on lead policy' in nominated public areas and all public highways.
2. Areas of order to be discussed with Ward councillors with 'best option' to eliminate or reduce risks fairly in their location, days and times.
3. Automatic fines implemented for owners found not carrying a dog waste bag."

Councillor Peter Scott seconded the motion.

By way of an amendment, with additional words shown in bold and underlined, Councillor Carolyn Healy, seconded by Councillor Richard Overton, moved that the summary of the motion above, be amended as follows:

1. Enforcement of 'dogs on lead policy' in **designated** public areas and all public highways.



2. **Potential areas** of order to be discussed with Ward councillors with 'best option' to eliminate or reduce risks fairly in their location, days and times.
3. **Potential dogs on lead areas to be consulted on to ensure public support prior to designation.**
4. **Work with the Police to address owners with dogs dangerously out of control.**
5. **Continue to tackle dog fouling using existing powers under the PSPO, which includes** automatic fines implemented for owners found not carrying a dog waste bag.

Following debate and being put to the vote, the amendment was declared carried and became the substantive motion.

Following a robust debate, the substantive motion was carried by a majority vote.

**RESOLVED – that the motion, as amended, be approved.**

(c) Councillor K Middleton will propose the following Motion:-

(c) Councillor Kelly Middleton moved, in accordance with Council Procedure Rule 7, the following motion:

“Council Notes:

- Domestic abuse remains a pervasive issue affecting individuals and families across Telford & Wrekin, with long-term impacts on physical and mental health, housing, education, and employment.
- An estimated 25,500 adults in Telford & Wrekin have experienced domestic abuse since the age of 16, with two-thirds of victims being women.
- Victims typically experience multiple incidents of abuse before reporting and live with abuse for 2 to 3 years before seeking help.
- Domestic abuse/VAWG is a key priority for Telford and Wrekin Council, whom has developed a multi-agency strategy to address the issue.

Council Resolves To:



- Reaffirm its commitment to the Domestic Abuse Strategy 2023– 2025 and ensure its full implementation across all departments.
- Continue to work with partners to improve access to safe accommodation spaces, counselling, and legal support for victims and survivors.
- Continue to support awareness campaigns in schools, workplaces, and public venues to challenge stigma and promote healthy relationships.
- Ensure all Council staff receive appropriate training to identify and respond to signs of domestic abuse.
- Write to the Domestic abuse commissioner for increased and more sustained funding for domestic abuse services and prevention programmes.
- To ensure that the 2025/26 Council Budget includes:
  - A dedicated funding allocation for domestic abuse services, including safe accommodation provision, outreach, and children's support.
  - Sustained grant funding for voluntary sector partners delivering specialist domestic abuse services.
  - Investment in early intervention and prevention, including education programmes, perpetrator interventions, and community engagement.

Councillor Raj Mehta seconded the motion.

Following a robust debate, the motion was carried by a majority vote.

**RESOLVED – that the motion, be approved.**

(d) Councillor A J Eade will propose the following Motion:-

(d) Councillor Andrew Eade moved, in accordance with Council Procedure Rule 7, the following motion:

“This Council notes the delay in finding an acceptable person to chair the Government’s “Independent Commission on Grooming Gangs” and undertakes to write to the Home Secretary to urge the speedy appointment of an independent Judge to get the Inquiry underway without further delay.”

Councillor Tim Nelson seconded the motion.





By way of an amendment, with additional words shown in bold and underlined, Councillor Lee Carter, seconded by Councillor Shirley Reynolds, moved that:

**“This Council notes the delay by the previous Conservative Government in implementing all of the recommendations of the IICSA Inquiry and welcomes the current Labour Government’s commitment to hold a National Inquiry.** This Council notes the delay in finding an acceptable person to chair the Government’s “Independent Commission on Grooming Gangs” and undertakes to write to the Home Secretary to urge the speedy appointment of an independent Judge to get the Inquiry underway without further delay. **This Council strongly believes that the process should be victim and survivor informed through the newly formed National Survivors Advisory Group; this Council further restates its position to support other areas with their inquiries and stand ready to cooperate with the National Inquiry once it is established.”**

Following debate and being put to the vote, the amendment was declared carried and became the substantive motion.

Following a robust debate, the substantive motion was carried by a majority vote.

**RESOLVED – that the motion, as amended, be approved.**

(e) Councillor S P Burrell will propose the following Motion:-

(e) Councillor Stephen Burrell moved, in accordance with Council Procedure Rule 7, the following motion:

“This Council notes the positive statements made by the Leaders of both Shropshire and Telford and Wrekin Councils concerning the installation of average speed cameras along the A41 highway which runs through the Borough.

This Council also notes the very high number of fatalities on the A41 and so reinforces its commitment to work alongside all stakeholders, including Ward members, to bring about the installation of average speed cameras, together with other measures such as mobile speed cameras and engineering works as deemed necessary.”

Councillor Andrew Eade seconded the motion.

By way of an amendment, with additional words shown in bold and underlined, Councillor Richard Overton, seconded by Councillor Ollie Vickers, moved that:





“This Council notes the positive statements made by the Leaders of both Shropshire and Telford and Wrekin Councils concerning the installation of average speed cameras along the A41 highway which runs through the Borough. **The Council welcomes the independent commissioned report into the accidents recorded on the A41 that runs through Shropshire and Telford and Wrekin Council area, acknowledging the majority of the A41 in this report is in Shropshire.**

This Council also notes the **above average** number of fatalities on the A41 and so reinforces its commitment to work alongside all stakeholders, including Ward members, **Shropshire Council and the West Mercia PCC** to bring about the installation of average speed cameras, **should their installation be deemed necessary. If so, they would be fully funded by the PCC who has £400,000 specifically allocated for this reason. The Council will, in any event, work** together with **stakeholders to look at all** other measures such as mobile speed cameras and engineering works as deemed necessary **in the independent report.**

**The Council notes that the independent report concludes that the installation of average speed cameras is not necessary, but that the Police and Crime Commissioner (PCC) retains the discretion to take action on speeding along the A41 as they see fit.**

**And finally, that this Council expresses its disappointment that the PCC and the local Conservative Wrekin MP are making political statements, misrepresenting the comprehensive and independent nature of this report, which was commissioned to objectively analyse the issues and propose solutions to reduce accidents and fatalities on the A41. The Council now calls on the PCC to meet the relevant cabinet members of both Councils to work on an action plan together, taking a solution based approach to make the A41 safer for motorists.”**

Following debate and being put to the vote, the amendment was declared carried and became the substantive motion.

Following a robust debate, the substantive motion was carried by a majority vote.

**RESOLVED – that the motion, as amended, be approved.**

(f) Councillor S Bentley will propose the following Motion:-

(f) Councillor Stephen Bentley moved, in accordance with Council Procedure Rule 7, the following motion:

“This Council resolves to write to the Justice Secretary to request that she intervene and strongly oppose the potential early release on parole of Abdel



Ali, a member of the notorious 'Telford Grooming Gang,' as such an early release is not commensurate with the lifetime fears, damage and traumatic memories inflicted on his victims."

Councillor Nigel Dugmore seconded the motion.

By way of an amendment, with additional words shown in bold and underlined, Councillor Lee Carter, seconded by Councillor Shirley Reynolds, moved that:

"This Council **notes the letter sent by the Leader** to the Justice Secretary **and the Chairman and Chief Executive of the independent judge-led Parole Board** to request that **they** intervene and strongly oppose the potential early release on parole of Abdel Ali, a member of the notorious 'Telford Grooming Gang,' as such an early release is not commensurate with the lifetime fears, damage and traumatic memories inflicted on his victims. **This Council resolves to further write to the Judge led independent Parole Board to urge it, in the event that it makes the regrettable decision to release Ali, to subject Ali to strict conditions including not entering Telford, Shropshire or the wider West Midlands or contacting any victim, survivor or any of their family members.**"

Following debate and being put to the vote, the amendment was declared carried and became the substantive motion.

Following a robust debate, the substantive motion was carried by a majority vote.

**RESOLVED** – that the motion, as amended, be approved.

(g) Councillor A J Eade will propose the following Motion:-

(g) Councillor Andrew Eade moved, in accordance with Council Procedure Rule 7, the following motion:

"This Council urges the Chancellor of the Exchequer to relieve financial pressures placed upon local and national businesses at the last budget to help stimulate the economy and promote growth."

Councillor Stephen Burrell seconded the motion.

By way of an amendment, with additional words shown in bold and underlined, Councillor Lee Carter, seconded by Councillor Richard Overton, moved that:

"This Council urges the Chancellor of the Exchequer to relieve financial pressures placed upon local and national businesses at the last budget, **in**



**order to pay for the £22bnn black hole that the last government left in the public finances and to pay for the urgently required investment in our public services including the NHS, to help stimulate the economy and promote growth. This Council believes that economic growth is essential, after years of financial mismanagement between 2010 and 2024, which saw inflation increase to 10% which impacted on the cost of everyday items, and sent interest rates through the roof, hitting renters and mortgage holders alike. This Council also notes that during the same period public services were cut by up 70% which damaged support for business.**

Following debate and being put to the vote, the amendment was declared carried and became the substantive motion.

Following a robust debate, the substantive motion was carried by a majority vote.

**RESOLVED – that the motion, as amended, be approved.**

The meeting ended at 9.18 pm

**Chairman:** .....

**Date:** Thursday 22 January 2026

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## MAYORAL ENGAGEMENTS November 2025 – January 2026

### NOVEMBER

13	M	Poland's Independence Day Celebration, Horsehay
14	M	Next Generate AP Open Day, Wolverhampton
15	M	Bournville House Residents Art Exhibition, Telford
	M	Jackfield Band Charity Concert, Ironbridge
21	DM	Rodington Parish Tree of Light, Rodington
26	M	Citizenship Ceremony, Wellington
27	M	Opening of new Lidl Store, The Rock
28	M	St George's Christmas Light Switch on, St Georges
29	M	Telford Day, Southwater

### DECEMBER

03	M	My Options Christmas Fayre
	M	The Maples Christmas Light Switch On
05	M	Belmont Christmas Meal, Wellington
06	M	Telford Hall Christmas Tree Lights, Lawley
11	DM	Christmas Carol- Oke, Southwater
14	DM	Telford Minster Christmas Celebration, Southwater
14	M	Freemasons of Shropshire Carol Service, Shrewsbury
17	M	Age UK Volunteers Christmas Lunch, Telford

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Telford & Wrekin  
Co-operative Council

Protect, care and invest  
to create a better borough

## Borough of Telford and Wrekin

### Full Council

Thursday 22 January 2026

### Setting of Council Tax Base 2026/27

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<b>Cabinet Member:</b>	Cllr Zona Hannington - Cabinet Member: Finance, Governance & Customer Services
<b>Lead Director:</b>	Michelle Brockway - Director: Finance, People & IDT
<b>Service Area:</b>	Finance, People & IDT
<b>Report Author:</b>	Edward Rushton – Finance Manager
<b>Officer Contact Details:</b>	<b>Tel:</b> 01952 383750 <b>Email:</b> edward.rushton@telford.gov.uk
<b>Wards Affected:</b>	All Wards
<b>Key Decision:</b>	Not Key Decision
<b>Forward Plan:</b>	28 October 2025
<b>Report considered by:</b>	Full Council - 22 January 2026

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#### 1.0 Recommendations for decision/noting:

Full Council is asked to approve:

- 1.1 The calculation of the tax base for the financial year 2026/27 as at paragraph 4.4 and Appendix A;  
and
- 1.2 In Accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 2012 (SI 2012:2914), the amount calculated for Telford and Wrekin Council Tax base for financial year 2026/27 for its Special Fund Area shall be as per the appropriate parish amounts detailed in Appendix A for the parishes listed in paragraph 4.5.

## **2.0 Purpose of Report**

- 2.1 To determine the Council Tax Base for General and Special Fund purposes for the financial year 2026/27. The setting of the Council Tax Base is the first stage in the process of setting the Council Tax for 2026/27. Final recommendations on council tax levels will be presented to Full Council on 26 February 2026.

## **3.0 Background**

- 3.1 In order to determine the appropriate Council Tax levels for the area, it is necessary for the Council to determine the tax base for its area or part of its area. The budget requirements of the various precepting authorities are divided by this figure to arrive at the Band D equivalent level of Council Tax.
- 3.2 The tax base for 2026/27 must be set by Full Council between 1st December 2025 and 31st January 2026 as prescribed by section 8 of the Local Authorities (Calculation of Council Tax Base) Regulations 2012 (SI 2012:2914).

## **4.0 Summary of main proposals**

### **4.1 Council Tax Base Information**

As members will be aware, the Council Tax is a banded capital value-based property tax.

The main features of the tax are -

- Each domestic property is allocated to one of 8 bands depending on its capital value which has been set by the Valuation Office Agency.
- Section 5 of the Local Government Finance Act 1992 sets out the range of property values within each band. Associated Regulations determine the relationship between the tax rates for each band.
- A 25% discount from the full charge is available for single adult households. Certain categories of resident are disregarded in deciding the number of adult residents. These include students, student nurses, youth training trainees, the severely mentally impaired etc. Qualifying criteria must be met before discounts or disregards are allowed.
- A reduction equivalent to one council tax band is available where a resident of a dwelling is disabled and certain facilities are required for meeting the needs of that disabled person. For Band A properties the reduction is equivalent to 1/9th of the Band D Charge so the charge for such a Band A dwelling is 5/9ths rather than the usual 6/9ths for a Band A property.
- Council Tax Reduction is applied to the council tax base as a discount that varies depending on personal circumstances and this reduces the Council Tax Base.



The Council Tax Bands range from A to H and the details are as follows:-

<b>Band</b>	<b>House Value</b> (as at April 1991 prices)	<b>Band D Proportion</b>	<b>Telford &amp; Wrekin Properties Spread</b>	<b>% Increase/ (Decrease) for 2026/27</b>
	<b>£</b>	<b>%</b>	<b>%</b>	<b>%</b>
A	Under 40,000	66.7	31.68	(0.41)
B	40,001 – 52,000	77.8	27.02	(0.09)
C	52,001 – 68,000	88.9	17.84	0.30
D	68,001 – 88,000	100.0	11.94	0.07
E	88,001 – 120,000	122.2	6.98	0.10
F	120,001 – 160,000	144.4	3.06	0.04
G	160,001 – 320,000	166.7	1.42	(0.01)
H	Over 320,000	200.0	0.06	0.00

#### 4.2 Property Base

There are 85,088 properties in the valuation list for the Telford & Wrekin area. This compares with a figure of 83,883 in the list at the same time last year. This is an increase of 1,205 properties (which equates to an increase of 1,851.21 “Band D equivalent properties” to the Council Tax Base), an increase of 1.44%. The assumed rate of collection will remain at 99.25%. Total council tax receipts (including for the fire and police authorities) will be approximately £3.973m greater as a result of growth in the tax base. Telford & Wrekin Council’s share of this is £2.987m. The growth is equivalent to a council tax increase of 3.2% and will help support services provided by the council, fire service and police service. Overall, there has been a decrease in the proportion of Band A properties and increases in the proportions of Bands B to G, particularly in Band C.

#### 4.3 Council Tax Base

To arrive at the Council Tax Base, it is necessary to undertake the following calculation in respect of each tax band:

$$\begin{aligned}
 &\text{Total number of chargeable dwellings} \\
 &\quad (\text{Less}) \text{ Dwellings subject to discounts} \\
 &\quad = \\
 &\quad \text{Total equivalent number of properties} \\
 &\quad \quad \times \\
 &\quad \quad \text{Ratio to Band D} \\
 &\quad = \\
 &\quad \text{Relevant Amount (Band D Equivalent)}
 \end{aligned}$$

The relevant amounts for each tax band are then aggregated to arrive at the total for the area.

Finally, an estimated Collection Rate needs to be applied to the resultant figure. This has to be common to the whole area and has to provide for amendments to the

Council Tax Banding List, appeals against banding, additional discounts and losses on collection. Clearly every effort is taken to vigorously pursue all council tax due to the authority. As mentioned above we will use a figure of 99.25% for 2026/27.

#### 4.4 General Fund Tax Base

This is the estimated council tax base for the whole of the area and will be used by Telford & Wrekin to calculate its General Fund Council Tax levy and by The Office of the Police and Crime Commissioner for West Mercia and the Shropshire and Wrekin Fire & Rescue Authority to calculate the levy in respect of their precepts.

The tax base for this purpose for 2026/27 is 60,468.30 (including 150.00 for contributions in lieu in respect of MOD properties). Using an estimated collection rate of 99.25% (adjusted for 100% collection of contributions in lieu), **the tax base is calculated as 60,015.91.**

#### 4.5 Special Fund Tax Base

This is the estimated council tax base for the Special Fund area, i.e. those areas where Telford & Wrekin Council provides services which, in other areas, are provided by Town & Parish Councils. These areas are -

- Dawley Hamlets,
- Great Dawley,
- Hollinswood & Randlay,
- Lawley & Overdale,
- Madeley,
- Oakengates,
- St Georges & Priorslee,
- Stirchley & Brookside,
- The Gorge,
- Wellington, and
- Wrockwardine & Trench.

The Council Tax Base for each can be found in Appendix A.

A Special Fund tax will be levied on those parishes that have opted not to take over the responsibility for footway lighting in their area. These are -

- Dawley Hamlets,
- Great Dawley,
- Hollinswood & Randlay,
- Lawley & Overdale,
- Madeley,
- Oakengates,

- Stirchley & Brookside,
- The Gorge,
- Wellington.

If any of the other parish or town councils that currently have responsibility for footway lighting decide to return these to Telford & Wrekin Council's responsibility, then they will also have the additional charge.

The Special Fund Council Tax will be set taking into account the special fund services provided in each individual parish area and taking account of the tax base for each parish.

### **5.0 Alternative Options**

- 5.1 The tax base for each parish area is calculated in accordance with statutory regulations.

### **6.0 Key Risks**

- 6.1 In setting the tax base an assumption is made for losses on collection, the Council takes all reasonable steps to collect income due but the final collection rate may be higher or lower than the 99.25% assumed.

### **7.0 Council Priorities**

- 7.1 Setting the council tax base is a legal requirement and is needed to calculate council tax levels for 2026/27 and therefore directly supports the delivery of all Council priorities.

### **8.0 Financial Implications**

- 8.1 The information contained within this report is used in determining the Council Tax to be charged in 2026/27.

### **9.0 Legal and HR Implications**

- 9.1 The legal requirements relating to the setting of the Council tax base are set out in the main body of this report. The Council has a statutory obligation to set the Council Tax Base by 31 January 2026 to enable the level of Council Tax to be then set in accordance with the statutory deadline of 11 March 2026. In summary the Council has the power and the duty to set the Council Tax Base in the way described in this report.

### **10.0 Ward Implications**

- 10.1 The tax base is set at parish level in order to reflect the council tax due in each Town or Parish Council area. There are no direct impacts on specific wards

## **11.0 Health, Social and Economic Implications**

- 11.1 The Council Tax base calculation includes discounts and reductions which supports the Council priorities in respect of Health, Social and Economic factors.

## **12.0 Equality and Diversity Implications**

- 12.1 The Council Tax base calculation includes discounts and reductions, including disabled person discounts and single person occupancy discounts, which support Equality and Diversity.

## **13.0 Climate Change and Environmental Implications**

- 13.1 There are no Climate Change and Environmental Implications.

## **14.0 Background Papers**

- 1 Local Government Act 2003
- 2 Local Authority Council Taxbase in England 2025
- 3 The Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003
- 4 Local Authorities (Calculation of Council Tax Base) Regulations (SI 2012:2914)
- 5 Local Government Finance Act 2003
- 6 Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018

## **15.0 Appendices**

- A Council Tax Base 2026/27 by Parish / Town Council

## **16.0 Report Sign Off**

<b>Signed off by</b>	<b>Date sent</b>	<b>Date signed off</b>	<b>Initials</b>
Finance	10/12/2025	10/12/2025	ER
Legal	10/12/2025	11/12/2025	RP
Director	10/12/2025	09/01/2026	MLB

## SETTING OF COUNCIL TAX BASE 2026/27

### Appendix A - COUNCIL TAX BASE BY PARISH / TOWN COUNCIL

Parish	Band D equivalent
CHETWYND	298.35
CHETWYND ASTON & WOODCOTE	364.25
CHURCH ASTON	521.66
DAWLEY HAMLETS (SF1 & SF2)	2,884.40
DONNINGTON & MUXTON	4,466.07
EDGMOND	589.15
ERCALL MAGNA	696.74
EYTON	38.41
GORGE, THE (SF1 & SF2)	1,637.03
DAWLEY, GREAT (SF1 & SF2)	3,026.13
HADLEY & LEEGOMERY	4,906.97
HOLLINSWOOD & RANDLAY (SF1 & SF2)	1,549.09
KETLEY	1,514.06
KYNNERSLEY	84.06
LAWLEY & OVERDALE (SF1 & SF2)	4,315.49
LILLESHALL	589.23
LITTLE WENLOCK	245.35
MADELEY (SF1 & SF2)	4,607.83
NEWPORT	4,535.13
OAKENGATES (SF1 & SF2)	2,592.71
PRESTON	126.15
RODINGTON	391.74
ST GEORGES & PRIORSLEE (SF1)	5,125.92
STIRCHLEY & BROOKSIDE (SF1 & SF2)	2,478.37
TIBBERTON & CHERRINGTON	451.29
WATERS UPTON	606.22
WELLINGTON (SF1 & SF2)	7,574.30
WROCKWARDINE	2,155.31
WROCKWARDINE WOOD & TRENCH (SF1)	1,644.50
	<b>60,015.91</b>

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## Borough of Telford and Wrekin

### Full Council

Thursday 22 January 2026

### Cabinet Decisions Made Since the Last Meeting of the Council

---

<b>Cabinet Member:</b>	Cllr Zona Hannington - Cabinet Member: Finance, Governance & Customer Services	
<b>Lead Director:</b>	Anthea Lowe - Director: Policy & Governance	
<b>Service Area:</b>	Policy & Governance	
<b>Report Author:</b>	Jayne Clarke - Senior Democracy Officer (Scrutiny)	
<b>Officer Contact Details:</b>	<b>Tel:</b> 01952 383205	<b>Email:</b> jayne.clarke@telford.gov.uk
<b>Wards Affected:</b>	All Wards	
<b>Key Decision:</b>	Not Key Decision	
<b>Forward Plan:</b>	Not Applicable	
<b>Report considered by:</b>	Full Council – 22 January 2026	

---

#### 1.0 Recommendations for decision/noting:

1.1 None. For information only.

#### 2.0 Purpose of Report

2.1 This report sets out those matters determined by the Cabinet at its meetings on 6 November 2025, 4 December 2025 and 6 January 2026.

#### 3.0 Background

3.1 The report sets out those matters determined by the Cabinet since the Full Council meeting on 13 November 2025 for the information of Full Council.

#### 4.0 Summary of main proposals

4.1 This report is for the information of Members.

## **5.0 Alternative Options**

5.1 Not applicable.

## **6.0 Key Risks**

6.1 Key risks are described in each individual report presented at Cabinet. Copies of these reports have been circulated to all Members of the Council previously.

## **7.0 Council Priorities**

7.1 The relevant Council Priorities for each Cabinet decision are described in the relevant report.

## **8.0 Financial Implications**

8.1 As described in each report considered by Cabinet. Copies of all reports have been previously circulated to all Members of the Council.

## **9.0 Legal and HR Implications**

9.1 Legal implications are described in each individual report presented at Cabinet. Copies of these reports have been circulated to all Members of the Council previously.

## **10.0 Ward Implications**

10.1 Implications for individual wards are set out in the reports previously considered by Cabinet.

## **11.0 Health, Social and Economic Implications**

11.1 These implications are considered with every report presented to Cabinet and make up a section of each individual report. These reports have already been circulated to all Councillors

## **12.0 Equality and Diversity Implications**

12.1 As described in each report considered by Cabinet. Copies of all reports have been previously circulated to all Members of the Council.

## **13.0 Climate Change, Biodiversity and Environmental Implications**

13.1 The climate change, biodiversity and environmental implications of reports are described in each individual report.

## **14.0 Background Papers**

None.



## **15.0 Appendices**

### **A Cabinet Decisions Made Since the Last Meeting of the Council**

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## Appendix A

### Cabinet Business

Matters that have been determined by Cabinet are listed below:

	2.1	<u>6 November 2025</u>
K	2.1.1	2025/26 Financial Monitoring Report
K	2.1.2	Annual Public Health Report 2025 Towards a Smoke Free Future
K	2.1.3	Kinship Local Offer
	2.2	<u>4 December 2025</u>
K	2.2.1	Housing Strategy 2025-2030
NK	2.2.2	Housing Management Board Update
K	2.2.3	Article 4 & Additional licensing of Houses in Multiple Occupation (HMOs)
NK	2.2.4	Councillors' Pride Fund 2024/25: Helping to Protect, Care and Invest to Create a Better Borough
	2.3	<u>6 January 2026</u>
K	2.3.1	2025/26 Financial Monitoring Report
K	2.3.2	Medium Term Financial Strategy 2026/27 to 2029/30
NK	2.3.3	Telford & Wrekin Becoming Carbon Neutral and Climate Change Adaptation - update report
NK	2.3.4	Youth Strategy
K	2.3.5	Armed Forces Covenant Annual Report

#### **Key**

K	= Key Decisions
NK	= Non-Key Decisions
E	= Exempt Items
PE	= Part Exempt Item
C	= Council
PC	= Part Recommendation to Council

## Delegation of Powers Granted by the Cabinet

REPORT HEADING	DELEGATION GRANTED TO	DETAIL OF DELEGATION GRANTED
Article 4 & Additional Licensing of Houses in Multiple Occupation (HMOs)	Director: Prosperity and Investment in consultation with the Cabinet Member for Neighbourhoods, Planning and Sustainability	To exercise all powers conferred on the Council, regarding the making, processing and confirmation of the Article 4 Direction.
Youth Strategy	Director of Childrens Services, in consultation with the Cabinet member: Children, Young People, Education, Employment & skills	To amend future versions of the Youth Strategy considering changes to national policy.



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## Borough of Telford and Wrekin

### Full Council

22 January 2026

### 2025/26 Financial Monitoring Report

---

<b>Cabinet Member:</b>	Cllr Zona Hannington - Cabinet Member: Finance, Governance and Customer Services
<b>Lead Director:</b>	Michelle Brockway - Director: Finance, People and IDT
<b>Service Area:</b>	Finance, People and IDT
<b>Report Author:</b>	Ed Rushton – Finance Manager
<b>Officer Contact Details:</b>	<b>Tel:</b> 01952 383750 <b>Email:</b> Edward.rushton@telford.gov.uk
<b>Wards Affected:</b>	All Wards
<b>Key Decision:</b>	Key Decision
<b>Forward Plan:</b>	9 October 2025
<b>Report considered by:</b>	Cabinet – 6 January 2026 Full Council – 22 January 2026

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#### 1.0 Recommendations for Decision/Noting

It is recommended that Full Council:

- 1.1 Approve the changes to the capital programme and all associated changes to the Medium Term Financial Strategy, including Treasury and Prudential Indicators. Details of the Capital Programme changes are included in Appendix A and Treasury Management and Prudential Indicators are included in Appendix B.

#### 2.0 Purpose of Report

- 2.1 The financial monitoring report to Cabinet on 6 January 2026 provided an update on the revenue budget and progress relating to the capital programme. The report included some changes to the capital programme which now require formal approval by Full Council.

### **3.0 Background**

- 3.1 The Medium Term Financial Strategy (MTFS) 2025/26 to 2028/29 was approved at Full Council on 27 February 2025, which included the 2025/26 revenue budget and medium term capital programme.
- 3.2 Changes to the capital programme and use of balances are approved by Full Council.

### **4.0 Summary of main proposals**

- 4.1 The approvals required relating to the Capital Programme are attached at Appendix A and Treasury Management & Prudential Indicators are included at Appendix B.

### **5.0 Alternative Options**

- 5.1 Not Applicable.

### **6.0 Key Risks**

- 6.1 Budget holders actively manage their budgets and the many financial risks and challenges that council services face, examples include the risk of a particularly harsh winter which would impact adversely on the winter gritting and adult social care budgets, the increasing dependency on income from a wide range of activities and the risk of interest rate movements and further inflationary pressures, the risk of changes in legislative or accounting requirements impacting on budgets etc. The Council has comprehensive risk management arrangements in place, which are reviewed and updated by the Senior Management Team.

### **7.0 Council Priorities**

- 7.1 Delivery of all Council priorities depends on the effective use of available resources. Regular financial monitoring in the financial management reports helps to highlight variations from plan so that action can be taken to effectively manage the Council's budget.

### **8.0 Financial Implications**

- 8.1 The financial impacts are detailed in the report.

### **9.0 Legal and HR Implications**

- 9.1 There are no direct legal implications arising from this report. The S151 Officer has a statutory duty to monitor income and expenditure and ensure that the Council takes action if overall net overspends / shortfalls emerge.

## **10.0 Ward Implications**

10.1 There are no impacts on specific wards

## **11.0 Health, Social and Economic Implications**

11.1 There are no Health, Social and Economic Implications directly arising from this report.

## **12.0 Equality and Diversity Implications**

12.1 There are no Equality & Diversity implications directly arising from this report.

## **13.0 Climate Change and Environmental Implications**

13.1 There are no Climate Change and Environmental Implications directly arising from this report.

## **14.0 Background Papers**

1	Medium Term Financial Strategy 2025/26 to 2028/29	Council 27/02/2025
2	2025/26 Financial Monitoring Report	Cabinet 17/07/2025
		Council 17/07/2025
3	2025/26 Financial Monitoring Report	Cabinet 06/11/2025
		Council 13/11/2025
4	2025/26 Financial Monitoring Report	Cabinet 06/01/2026

## **15.0 Appendices**

Appendix A	Schedule of Approvals
Appendix B	Treasury Management & Prudential Indicators

## **16.0 Report Sign Off**

<b>Signed off by</b>	<b>Date sent</b>	<b>Date signed off</b>	<b>Initials</b>
Director	25/11/2025	25/11/2025	MLB
Finance	25/11/2025	25/11/2025	ER
Legal	25/11/2025	26/11/2025	RP

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Capital Approvals - by Service Area

New Allocation									
Scheme	Service Area	Funding Source	25/26 £	26/27 £	27/28 £	28/29 £	29/30 £		
Playing Pitch Investment	Prosperity & Investment	External	999,713.69						
Pride in Your High Street	Prosperity & Investment	Revenue	(25,000.00)						
St Georges Regeneration	Prosperity & Investment	Revenue	100,000.00						
Highways / Footpaths	Neighbourhood & Enforcement Services	External	25,000.00						
			1,099,713.69	0	0	0	0	0	0

Treasury Management & Prudential Indicators

Overall Treasury Portfolio at 31st October 2025 - £m

	Budget	Latest Estimate
Estimated Total External Borrowing (@ 31.03.2026)	502.9	497.9
Investments (@ 31.03.2026)	15.0	15.0
Net Borrowing	487.9	482.9

Capital Expenditure & Commitments - £m

This indicator shows actual capital expenditure for the previous year and planned capital expenditure for 3 years.  
The table below reflects approvals throughout the year at Full Council, including those proposed in this report

Capital Expenditure/Funding	2025/26	2026/27	2027/28
Grant Funded	49.78	22.71	31.25
Prudential Borrowing	62.99	69.46	52.05
Capital Receipts	6.88	3.57	1.34
Revenue / External	3.29	1.43	-
	122.94	97.17	84.64

Capital Financing Requirement/ Borrowing - £m

The Capital Financing Requirement is the underlying need to borrow money over the long term. If outstanding borrowing is higher than the CFR this would indicate we are borrowing in advance of need.

Latest Projections				
	31/03/26	31/03/27	31/03/28	
Loans CFR	625.0	692.6	742.8	✓Outstanding Borrowing is lower than the underlying need to borrow
Estimated Outstanding Borrowing	497.9	567.3	619.4	

Authorised Limit and Operational Boundary (Debt)

The Authorised Limit for borrowing is the maximum amount the Council may borrow at any point in the year. The Operational Boundary is the maximum amount that the Council would normally borrow at any time during the year.

	25/26 31/03/2025	26/27 31/03/26	27/28 31/03/26	
Authorised Limit for borrowing - indicator set	665.0	745.0	785.0	✓Outstanding Borrowing (above) is below both the Authorised Limit and the Operational Boundary
Operational Boundary for external debt - indicator set	645.0	725.0	765.0	

Security

The Council considers security, liquidity and yield, in that order, when making investment decisions.

Credit ratings remain an important element of assessing credit risk, but they are not a sole feature in the Council's assessment of counterparty credit risk.

The Council has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted credit score of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments would be assigned a score based on their perceived risk.

Credit Risk Indicator	Target	Actual - 31/10/25	
Portfolio average credit score	6 or lower (which is equivalent to a credit rating of A or higher)	1.36	✓ The Average credit score for investments is within the target set

Maturity Structure

This indicator highlights the existence of any large concentrations of fixed rate debt needing to be replaced at times of uncertainty over interest rates and is designed to protect against excessive exposures to interest rate changes in any one period, in particular in the course of the next ten years.

Maturity Structure	Lower Limit	Upper Limit	Actual - 31/10/25	Within Limit
Up to 1 year	0%	70%	20%	✓
1 year to 2 years	0%	30%	26%	✓
2 years to 5 years	0%	50%	15%	✓
5 years to 10 years	0%	75%	13%	✓
10 years to 20 years	0%	75%	2%	✓
20 years to 30 years	0%	75%	2%	✓
30 years to 40 years	0%	100%	3%	✓
40 years to 50 years	0%	100%	14%	✓
Over 50 years	0%	100%	5%	✓

Principal sums invested for periods longer than one year

		31/03/26	31/03/27	31/03/28	
Indicator Set	Limit on principal invested longer than 364 days	95%	95%	95%	✓currently 0% invested beyond 1 year

Ratio Affordability Measure

Ratio of finance cost to net revenue stream (%)	25/26	26/27	27/28	
Indicator Set	7.85%	9.74%	9.46%	Financing cost to net revenue stream is very slightly higher than budgeted in 25/26 as interest rates have not reduced in line with budget assumptions and slippage has impacted all years.
Current	8.12%	9.18%	9.56%	



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## Borough of Telford and Wrekin

### Full Council

Thursday 22 January 2026

### Statement of Licensing Policy 2026-2031

---

<b>Committee Chair:</b>	Cllr John Thompson – Chair, Licensing Committee
<b>Lead Director:</b>	Anthea Lowe – Director: Policy & Governance
<b>Service Area:</b>	Policy & Governance
<b>Report Author:</b>	Amitabh Singh - Licensing & Night-Time Economy Manager
<b>Officer Contact Details:</b>	Tel: 01952 383683 <b>Email:</b> Amitabh.Singh@telford.gov.uk
<b>Wards Affected:</b>	All Wards
<b>Key Decision:</b>	Not Key Decision
<b>Forward Plan:</b>	Not Applicable
<b>Report considered by:</b>	Licensing Committee – 13 January 2026 Full Council – 22 January 2026

---

#### 1.0 Recommendations for decision:

Licensing Committee recommends that Full Council:

- 1.1 Approves and adopts the revised Statement of Licensing Policy, at Appendix A, to be implemented on 26 January 2026.

#### 2.0 Purpose of Report

- 2.1 The statutory five yearly review of the Council's Statement of Licensing Policy, made under the Licensing Act 2003, has been completed following a public consultation an amended policy produced by officers.
- 2.2 Having considered the draft policy, Licensing Committee recommends adoption of the policy by Full Council.

### **3.0 Background**

- 3.1 Under Section 5 of the Licensing Act 2003 ('the Act'), Telford & Wrekin Council, (the Licensing Authority) must publish a statement of its licensing policy every five years. In carrying out its functions under the Licensing Act 2003, the Licensing Authority will have regard to its policy and to Home Office Guidance issued under section 182 of the Licensing Act 2003 when considering its responsibilities under the Act.
- 3.2 The policy also sets out the expectations of the Licensing Authority on the ways that the Licensing Authority and licensed premises can work together with other partners to improve the licensing economy of the Borough, both during the day and night.
- 3.3 This version, if approved, will remain in force until 2031, when it will be subject to review and further consultation as laid down by the legislation, unless a further review or consultation is required in the interim.

### **4.0 Summary of main proposals**

- 4.1 A six week public consultation of the revised draft policy closed on 5 December. All responsible authorities under the Licensing Act 2003 were consulted. The revised policy includes changes suggested by participants during the consultation.
- 4.2 At its meeting on 13 January 2026, Licensing Committee determined the to recommend Full Council approve and adopt the revised policy, allowing it to come into effect on 26 January 2026.

### **5.0 Alternative Options**

It is a legal requirement placed upon the authority to publish a statement of its licensing policy every five years. Were the Council not to agree a revised statement of licensing policy, the Council would be in breach of its statutory obligations.

### **6.0 Key Risks**

- 6.1 There are no key risks associated with this decision.

### **7.0 Council Priorities**

- 7.1 The recommendations in this report, support the following Council policies:
- Everyone benefits from a thriving economy; and
  - All neighbourhoods are a great place to live.

### **8.0 Financial Implications**

- 8.1 There are no direct financial implications arising from this report.

## **9.0 Legal and HR Implications**

- 9.1 The Licensing Authority is required to act in accordance with the provisions of the Licensing Act 2003, statutory guidance issued by the Secretary of State, and Council's Statement of Licensing Policy, in its determination of applications
- 9.2 Section 5 of the Licensing Act 2003 provides that a Licensing Authority must determine and publish a Statement of Licensing Policy every five years. The revised Statement of Licensing Policy has been prepared in accordance with the revised guidance issued under section 182 of Licensing Act 2003.

## **10.0 Health, Social and Economic Implications**

- 10.1 None arising from this report; however, Public Health and other relevant bodies or individuals have had the opportunity to provide comments and information as part of the consultation process. Those very useful comments have been fed into the revised draft which Members are now asked to consider.

## **11.0 Economic Benefits**

- 11.1 There are potential economic benefits to the changes outlined within this report which potentially may create more jobs and employment within the Borough.

## **12.0 Equality and Diversity Implications**

- 12.1 There are no direct equality or diversity implications arising directly from this report although many of the inclusions within the draft statement of licensing policy will ensure that all licence holders conduct themselves in full accordance with equality legislation.

## **13.0 Climate Change and Environmental Implications**

- 13.1 Not applicable for the purposes of this report

## **14.0 Background Papers**

- 1 Licensing Act 2003
- 2 Revised Guidance issued under S.182 of the Licensing Act 2003

## **15.0 Appendices**

- A Draft Statement of Licensing Policy 2026-2031

## **16.0 Report Sign Off**

<b>Signed off by</b>	<b>Date sent</b>	<b>Date signed off</b>	<b>Initials</b>
Legal	14/01/2026	14/02/2026	SH

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## Licensing Act 2003

### Statement of Licensing Policy

2026-2031

DRAFT

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## 1. Introduction

Telford & Wrekin Council (the Council) is situated in the ceremonial County of Shropshire which contains one other Unitary Council, Shropshire Council. The borough has a population of 191,915 living in approximately 80,000 households, covering 112 square miles. It is made up of a mixture of urban and rural areas.

The Council area is a mixture of urban and rural districts, which includes the market town of Newport on the north-east corner of the borough, the Ironbridge World Heritage Site to the west of the borough, seven conservation areas in the borough, and the central retail area of Telford town centre.

Telford & Wrekin is a place of socio-economic contrasts with parts of the borough amongst the most deprived nationally - comparable with inner cities – and other areas amongst the least deprived nationally.

More information on Local Area Profiles can be found on the [Council's website](#).

Telford & Wrekin Council is a Co-operative Council, working together with our residents, partners and local organisations to collectively deliver the best we can for Telford and Wrekin. We believe that how we do things is just as important as what we do.

The Council Plan 2022 has the following five strategic priorities:

1. Every child, young person and adult lives well in their community.
2. Everyone benefits from a thriving economy.
3. All neighbourhoods are a great place to live.
4. Our natural environment is protected, and the Council is taking a leading role in tackling the climate emergency.
5. a community-focussed, innovative council providing efficient, effective and quality services.

More information on the Council's Plan and Priorities can be viewed online at <https://www.telford.gov.uk/about-my-council/co-operative-council/council-plan-and-priorities/>

Licensed entertainment makes a valuable contribution towards the continuing development of Telford and Wrekin and provides a vital boost to the local economy of the area through tourism and cultural development. However it is also recognised that such entertainment can lead to increased noise, nuisance and crime and disorder if not properly controlled.

The aim of this policy is to find a balance between securing the safety and amenity of the residential and business communities in Telford & Wrekin while responsibly maintaining and encouraging entertainment and cultural facilities in the Borough.

## **2. Purpose and Scope of the Policy**

Under Section 5 of the Licensing Act 2003 (the Act), Telford & Wrekin Council, (the Licensing Authority) must publish a statement of its licensing policy every five years. This policy will explain how the Licensing Authority intends to exercise its licensing functions under the Act.

This version will remain in force until 2031, when it will be subject to review and further consultation as laid down by the legislation, unless such review or consultation is required in the interim.

This policy outlines the process for assessing and determining applications under the Licensing Act 2003. It also sets out the expectations of the Licensing Authority on the ways that the Licensing Authority and licensed premises can work together with other partners to improve the licensing economy of the Borough, both during the day and night.

The Act provides for four different types of authorisation as follows:

- Personal licences – to sell or authorise the sale of alcohol from premises in respect of which there is a premises licence.
- Premises licences – to use a premises for licensable activities
- Club premises certificates – to allow a qualifying club to engage in qualifying club activities.
- Temporary event notice (TENs) – to carry out licensable activities at a temporary event

The Licensing Authority is responsible for the administration and determination of applications for the above types of authorisation.

In carrying out its functions the Licensing Authority will have regard to this policy and to Home Office Guidance issued under [section 182 of the Licensing Act 2003](#).

The Licensing Authority will at all times take into account the four licensing objectives. These are –

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm.

This policy cannot detail all factors that influence the achievement of the licensing objectives, or all control measures that may be appropriate. This policy covers a wide variety of premises and associated activities including theatres, cinemas, restaurants, public houses, nightclubs, private members clubs, village halls, community centres and public open spaces, as well as shops, stores and supermarkets, off licences, late night food premises, and vehicles selling late night refreshment.

The Licensing Act 2003 is not a mechanism for the control of nuisance and anti-social behaviour by individuals once they are away from licensed premises and beyond the direct control of those responsible for managing such premises. There are a number of other mechanisms available for addressing problems away from a licensed premises. These include but are not restricted to:

- Planning control;
- Provision of CCTV surveillance in town and district centres;
- Taxi ranks and transport links to enable departure from centres;
- Powers of local authorities to deal with statutory nuisance;
- Powers of local authorities to designate parts of the local authority area as places where alcohol may not be consumed publicly;
- Police enforcement of the general law concerning disorder and anti-social behaviour, including the issue of fixed penalty notices.

Unless relevant representations are received from Responsible Authorities or other persons, there is no provision for a licensing authority to impose conditions on a licence other than according to the voluntary steps which the applicant proposes to make in their application. These will be attached to the licence once granted together with the mandatory conditions and will be worded so that they are precise and enforceable.

If no representations are made in respect of an application, this Licensing Authority is obliged to issue the licence on the terms sought and the licence will be deemed as granted by the Licensing Act 2003.

### **3. Duplication**

This Licensing Authority recognises that the licensing process should not duplicate statutory requirements, powers, provisions or restrictions provided for in other legislation and will avoid duplication of this kind. Legislation that may be relevant is set out below:

- Gambling Act 2005
- Environmental Protection Act 1990
- Noise Act 1996
- Clean Neighbourhoods and Environmental Act 2005
- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work Act 1974
- Anti-social Behaviour, Crime and Policing Act 2014

- Equality Act 2010

#### **4. Night Time Economy and Integrated Strategies**

The night-time economy encompasses a range of activities for inhabitants of and visitors to the Borough. It comprises pubs and clubs, cinemas, theatres, cafés and restaurants etc. It is supported by public transport, taxis, and many public services such as the police, council services such as cleaning, refuse collection, planning, and licensing, community safety and partners such as Street Pastors and the Town Centre Management. It also impacts upon the health service.

The growth of the night time economy as a whole has been taken into account in the revision of this policy, and in particular the continuing expansion of various areas of the Telford & Wrekin area, such as the Southwater and the Station Quarter Development

There is a wide range of related legislation, and local and national policies, strategies, responsibilities and guidance documents which complement this Licensing Policy and should be taken into account when reading this policy.

The Licensing Authority is committed to working in close partnership and to share information with the Responsible Authorities which are laid down in the Licensing Act 2003, with The Safer Telford & Wrekin Partnership, with licence and certificate holders and with other relevant parties to realise its aim to make the Borough a safer place to live, work and visit.

Many integrating strategies may not be directly related to the promotion of the licensing objectives, but may impact, indirectly, upon them. Therefore the co-ordination and integration of policies, strategies and initiatives is vital to support and uphold the licensing objectives.

Telford & Wrekin Council strategies and policies are available to view either on the Council website [www.telford.gov.uk](http://www.telford.gov.uk) or by contacting the relevant team within the Council.

This Policy is part of Telford & Wrekin Council's wider corporate vision, of a community in which everyone's quality of life is improved in a responsible way, which takes account of the effects on future generations, and where no individual, family, group or area is so excluded as to be unable to participate in its economic, social, political, physical and cultural life.

The Council's Licensing Committee will receive reports, when appropriate, on the strategic issues facing other relevant services including: -

- The needs of the local tourist economy
- The cultural strategy for the local area
- The employment situation in the area and the need for new investment and employment where appropriate
- Planning and transport.

- Impact of alcohol on the health of the residents in the borough

#### **4.1 Alcohol Harm Reduction Strategies**

The Licensing Authority supports and encourages applicants to adopt the provisions of the Telford & Wrekin Drug and Alcohol Strategy produced by the Community Safety Partnership and the Government Alcohol Harm Reduction Strategy. A link to the policy can be found below:

<https://www.telford.gov.uk/media/3dcfzz5c/appendix-1-for-telford-and-wrekin-alcohol-and-drugs-strategy-2024-2029.pdf>

#### **4.2 Planning Policy and Strategy**

The purpose of the Local Plan is to explain what type of place the Borough of Telford & Wrekin is today, the type of place we aspire to be in the future and to provide a framework to help manage change and development until 2031.

A link to the policy can be found below:

[https://www.telford.gov.uk/media/zvodresh/telford\\_and\\_wrekin\\_local\\_plan\\_2011\\_2031\\_adopted\\_jan\\_2018.pdf](https://www.telford.gov.uk/media/zvodresh/telford_and_wrekin_local_plan_2011_2031_adopted_jan_2018.pdf)

### **5 Good Practice**

National and local crime and health statistic evidence shows that the consumption of alcohol is a significant contributory factor to levels of crime and disorder and it affects public health. Good management and practice procedures in licensed premises can and do make an important contribution to lessening that impact.

The Licensing Authority will encourage licence and certificate holders to work together to share good practice and information to help them achieve the licensing objectives.

#### **5.1 Pubwatch**

Membership of schemes such as Pubwatch will be actively promoted and supported by both the Licensing Authority and the Police.

#### **5.2 Good Practice Guides**

Licence and certificate holders will also be encouraged to take into account the wide range of initiatives detailed in the various good practice guides published by trade associations and other interested bodies such as The Portman Group's Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks.

#### **5.3 Accreditation Schemes**

Licensed premises offering on-sales are encouraged to participate in locally available accreditation schemes, such as the Licensing and Vulnerability Initiative (LSAVI). Research conducted across Telford in 2024, has shown that LSAVI users have found the assessment to be a constructive experience for their licensed premises, with many reporting a positive impact on the feeling of safety at their venue. This is supported by reductions in crime figures since the implementation of the scheme'. These schemes support venues in creating safer, more secure environments for both patrons and staff.

#### **5.4 Women and Vulnerable Persons Safety**

The Licensing Authority are committed to ensuring the Borough is a safe and welcoming place for everyone, regardless of their gender, ethnicity, sexuality, beliefs or background. Telford & Wrekin Council expects all licensed premises to foster an environment of transparency, safety, and inclusivity, particularly for women and vulnerable individuals participating in the night-time economy, whether as staff or patrons.

This Policy aims to ensure that vulnerability and women's safety is an important consideration in decision-making in licensing matters. The Licensing Authority will ensure that guidance is sought from relevant authorities on the prevalence, prevention and reporting of sexual harassment and misconduct and gender-based violence.

Operators are strongly encouraged to develop a Safeguarding and Vulnerability policy for their business and ensure that sufficient measures are in place to protect and provide support to customers. Resident and visitor safety, especially the safety of those using the night-time economy, is an important factor that the Licensing Authority, applicants, and licence holders must take into consideration.

Procedures and policies for how to handle perpetrators of sexual harassment should be included in the operating schedule/conditions. These will of course differ from premises to premises but ensure that they reflect a zero-tolerance attitude towards harassment and discrimination. These can range from removal from the premises to a ban from the premises for an extended period.

Licence holders should ensure that there are clear guidelines on how to handle complaints made by targets of sexual harassment, including safe exit strategies for anyone feeling unsafe in the venue.

In addition, the Ask for Angela initiative aims to ensure that anyone who is feeling vulnerable or unsafe can get discreet support. The Council supports this initiative and expects that, when a trained member of staff hears the code-phrase, they should understand that the person needs support and will be able to respond in an appropriate, discreet way. This could be offering them an alternative way out of the venue, calling them a taxi or in a more serious situation, altering venue security

and/or the Police. More information can be found here:  
<https://askforangela.co.uk/>

Licence holders are expected to provide training to all staff on these policies and procedures, including casual and security staff.

More information can be found at: **Tackling violence against women and girls strategy - GOV.UK**

### **Preventing Harassment and Violence**

- License holders are strongly encouraged to implement measures that reduce vulnerability-based violence, intimidation, and harassment. This includes:
- Staff training on safeguarding and intervention (e.g. WAVE training)
- Adoption of schemes such as Ask for Angela
- Clear reporting procedures for incidents

### **Staff Responsibilities**

- All licensed premises must ensure staff are:
- Appropriately trained in safeguarding and harassment response
- Vigilant and proactive in identifying and addressing safety concerns
- Prepared to report incidents to the police where appropriate

### **Voluntary Measures**

Applicants are encouraged to include conditions in their operating schedules, especially those addressing drink spiking and harassment.

To demonstrate commitment to safety, venues should:

- Display high-visibility posters discouraging harassment and encouraging reporting
- Take all reports of harassment seriously and act appropriately
- Support individuals who report harassment or intimidation
- Train all front-of-house staff on women's safety and harassment protocols
- Ensure safe exit strategies for all patrons

## **5.5 Drink and Needle Spiking**

Drink spiking is when someone puts drugs or alcohol into a person's drink without their knowledge or consent. It can include putting alcohol into a non- alcoholic drink, adding extra alcohol to an alcoholic drink or slipping prescription or illegal drugs into an alcoholic or non-21 alcoholic drink. It can be difficult to tell whether a drink has been spiked, as substances used for spiking usually have no taste, odour, or colour.



Needle spiking (sometimes referred to as injection spiking) is where someone surreptitiously injects, with a hypodermic needle, (or other form of administration e.g. combi-pen) a victim with a substance. Spiking is a crime and yet Charity Stamp Out Spiking estimates 97% of people do not report spiking incidents to the police. Spiking can lead to secondary offences being committed - most commonly sexual offences when the victim is female, and theft when the victim is male.

The Licensing Authority understands that many licensed premises work incredibly hard to ensure that their customers can enjoy a night out safely and deter perpetrators. Nevertheless, we also consider that more could and should be done to prevent and report spiking incidents. We recommend that licence holders consider the production of a drugs (including Spiking) protocol or policy for their premises which should ensure a safeguarding approach is taken in respect of all incidents related to spiking and embed a culture of “believe, reassure and request assistance” for those making reports.

More information can be found at: Guidance issued by the Secretary of State under section 182 of the Licensing Act 2003, British Beer & Pub Association, Drugs & Pubs: A guide to keeping a drug free pub. In the absence of a specific protocol or policy on spiking, all licensed premises should ensure all reports of spiking are acted upon and that all incidents of alleged spiking are recorded and reported to the police. It is important and helpful for the prevention and detection of spiking incidents if personnel at licensed premises can:

- Ensure the health and safety of the customer, which could be by calling emergency services, ensuring they are with trusted friends who will look after them, offering assistance if needed, and providing a safe space for the customer
- Obtain full details of the affected person reporting the incident, including a description of what they are wearing as officers will want to track them on CCTV
- Provide as detailed a description of the suspected perpetrator as possible
- Provide an approximate time of the incident and the location within the premises
- Secure the drinking vessel(s) that is suspected as containing the ‘drug’ so this can be tested later
- Seize any drinking vessel that the suspect may have been using
- Ensure appropriate training is provided to relevant members of staff
- Review searching procedures and amend as necessary, as well as reviewing how often toilets are inspected, where victims of spiking may be found
- Premises should also review the functionality of any CCTV and ensure it is not obscured

- Consider providing information (such as posters) regarding drink spiking in the premises
- Consider if it would be useful to provide anti-spiking bottle stoppers and protective drink covers.

The Licensing Authority also recommends that licence holders and authorised clubs take into consideration the Home Office report understanding and tackling spiking – published 19th December 2023 [Report: Understanding and tackling spiking \(accessible\) - GOV.UK](#) The Licensing Authority will consider placing additional conditions on licences to safeguard patrons against spiking, noting that conditions placed on licences need to be both proportionate and enforceable. We will also use our powers to impose conditions or revoke premises licenses, where venues do not take sufficient measures to protect and provide support to customers in spiking incidents.

## 5.6 Accredited Proof of Age ID and Challenge Schemes

It is a mandatory condition for photographic proof of age evidence to be requested by licence holders and all other relevant employees, from any person who appears to be under 18 years of age and is seeking access to premises or seeking to purchase or consume alcohol on the premises.

Such acceptable evidence shall include a photograph of the customer, and will be either a passport, photographic driving licence, MOD90 (military ID) or proof of age card carrying a “PASS” (Proof of Age Standards Scheme) hologram logo. Any digital proof of age credential issued by a provider accredited under the National Proof of Age Standards Scheme (PASS) will be accepted as valid proof of age under this policy.

The Licensing Authority recommends the adoption of the Challenge 25 policy. This is a safeguarding measure requiring that anyone who appears to be under the age of 25 is asked to provide valid identification when:

- Seeking access to licensed premises, or
- Attempting to purchase or consume alcohol.

This approach helps ensure that alcohol is not sold to individuals under the legal age and supports licensees in meeting their responsibilities under the Licensing Act 2003.

## 5.7 Counter Terrorism

The Terrorism (Protection of Premises) Act 2025, or Martyn’s Law, received Royal Assent on 3 April 2025. This legislation, once fully implemented, will place a requirement on those responsible for certain premises and events to take appropriate action to reduce the risk of harm to their workers and the public. To ensure a proportionate

approach, it is expected that procedures and measures that are reasonably practicable are put in place.

Where 800 or more individuals (including staff) may be reasonably expected at the premises at the same time, they will be 'enhanced duty' premises unless the Act provides otherwise.

Qualifying premises where between 200 and 800 individuals (including staff) may be reasonably expected at the premises at the same time, will be 'standard duty' premises.

Those responsible for 'standard duty' premises will be required to have in place, so far as is reasonably practicable, appropriate public protection measures.

Many licensed premises in the Borough will fall below these thresholds, but the Licensing Authority expects all premises to have procedures in place that may be reduce the risk of physical harm to individuals if an act of terrorism occurred at the premises or in the immediate vicinity.

The procedures should include:

- All people employed at the premises whose job includes being alert to the terrorist threat are aware of:
  - The current terrorist threat level
  - What that level means in relation to the possibility of an attack.
  - Risk assessments for public entertainment venues to include consideration of the risk of a terrorist attack and the different types of attack.
- All persons responsible for security are briefed at every event about the current threat level and risk of terrorist attack.
- All public-facing staff must be clear about what to do if the public report suspicious activity or unusual behaviour to them. All suspicious behaviour by customers or members of the public close to the venue must be noted and be reported promptly so that investigations can be made, and action taken, if appropriate.
- All public facing staff know the appropriate actions to take in the event of an incident which may include, but is not limited to, a marauding terrorist attack, unattended/suspicious items, vehicle borne attack.
- Staff training should incorporate the freely accessible ACT E-learning and the SCan for All eLearning resources. [ProtectUK | Home](#)

We encourage licensed premises owners to make use of the information and guidance available on the Protect UK platform including use of the Protect UK App. [ProtectUK | Home](#)

The aim of these requirements is to improve staff preparedness and responses. The Act does not require physical alterations to premises or the purchase of equipment for the purpose of having these procedures in place. Further information can be found at: [Terrorism \(Protection of Premises\) Act 2025: factsheets - GOV.UK](#)

The Council's approach to Martyn's Law is available at: <https://www.telford.gov.uk/health-protection/emergencies/dealing-with-specific-risks/terrorism/protect-and-prepare/>

## **5.8 The British Beer and Pub Association (BBPA)**

The BBPA have consolidated good practice, including good practice on combating violence in licensed premises, into a number of guides to assist the trade on the following subjects:

- Managing Safety in Bars, Clubs and Pubs
- Security in design
- Drugs and pubs
- Control of Noise at Work

This information and materials on responsible drinking and the Proof of Age Standards Scheme (PASS) can be downloaded or accessed from their website at [www.beerandpub.com](http://www.beerandpub.com). This website also has links to a large number of other useful websites.

## **5.9 Responsible Management**

The Licensing Authority seeks to promote the responsible and professional management of premises and events by licence or certificate holders as it recognises that effective control and supervision of premises and events is a key factor in achieving all the licensing objectives.

## **5.10 Designated Premises Supervisor**

The sale of alcohol, because of its wider impact on the community, carries with it a greater responsibility than that associated with the provision of entertainment and late night refreshment. The main purpose of a Designated Premises Supervisor (DPS) is to ensure that there is always a named individual who can be readily identified at the premises.

This person will play a pivotal role in terms of management and supervision of the premises, although they are not legally required to be on the premises at all times.

It is good practice, when a DPS is not at the premises, for them to provide written authority to staff detailing that sales are authorised. Where possible, it is also good practice to have more than one personal licence

holder amongst the staff. If a DPS leaves a premises, it is important for the Premises Licence Holder to apply to vary the DPS at the premises as soon as possible so that the Licensing Authority and other responsible authorities can identify the person in day to day control at the premises.

It should be noted that this does not remove any criminal liability for staff for offences under the Act, such as serving under age persons, or persons already intoxicated.

### **5.11 Supervision and Training**

The Licensing Authority also recognises the importance of good supervision and training of both staff and management and will encourage the gaining of qualifications from relevant accredited associations such as the British Institute of Inn Keeping Awarding Body and others.

## **6. Cumulative Impact**

The cumulative impact of licensed premises on the promotion of the licensing objectives is a matter which the Licensing Authority can consider. This should not, however, be confused with 'need' which relates more to the commercial demand for a particular type of premises. The issue of 'need' is therefore a matter for planning consideration or for the market to decide.

Where there is a significant amount of licensed premises concentrated on an area, the cumulative impact of those premises on the promotion of the licensing objectives is something which the Licensing Authority may take into account.

**At the time of this Policy's creation the South Waterfront area of Telford is expanding and developing into a focus for the Borough's Night Time Economy.**

A Cumulative Impact Policy will only be considered after assessing the available evidence from relevant Responsible Authorities and after consultation with relevant individuals and organisations. This will be kept under review.

## **7. Early Morning Restriction Order and Late Night Levy**

At this time, Telford & Wrekin Council has made the decision that there is no evidence that an Early Morning Restriction Order (EMRO) should be introduced in any part of its area. If evidence is received that an EMRO would be the appropriate measure to tackle alcohol related problems in the area, then that evidence will be placed before Full Council.

Telford & Wrekin Council has decided that the introduction of a Late Night Levy is not appropriate at this time.

## **8. Licensable Activities**

This policy relates to all '**licensable activities**' as defined by the Act, namely:

- sale by retail of alcohol

- supply of alcohol to club members
- provision of regulated entertainment
- provision of late night refreshment (the supply of hot food and/or hot drink from any premises between 11pm and 5am).

## **8.1 Sale by retail of alcohol and supply of alcohol to club members**

All sales of alcohol or supply of alcohol to members of a club or their guests must be licensed under the authorisation of a premises licence, a club premises certificate or a temporary event notice.

### **8.1.1 Garages and service stations:**

Applications for the sale of alcohol at such premises should include evidence of primary use. This is to enable the Licensing Authority to determine the nature of the premises considering Section 176 of the Act which prohibits the sale or supply of alcohol from premises that are used primarily as a garage or are part of a premises used mainly as a garage.

If there is insufficient evidence to establish primary use the Licensing Authority may defer determining the application until such time as primary use issues may be resolved to their satisfaction.

## **8.2 Regulated entertainment**

The descriptions of entertainment in the Licensing Act are:

- a performance of a play
- an exhibition of a film
- an indoor sporting event
  - boxing or wrestling entertainment (which includes a contest, exhibition or display which combines boxing or wrestling with one or more martial arts ("combined fighting sports"))
- a performance of live music
- any playing of recorded music
- a performance of dance
  - or entertainment of a similar description to a performance of live music, any playing of recorded music or a performance of dance.

When considering whether an activity constitutes the provision of regulated entertainment each case will be treated on its own merits. Organisers of events should check with the Licensing Authority if in doubt.

### **8.2.1 Live Music, Dancing and Theatre**

The Licensing Authority is aware of the need to encourage and promote a broad range of entertainment, particularly live music and dancing as well as a range of traditional theatre performances for the wider cultural benefit of communities generally.

### **8.2.2 Live Music Act 2012**

With the implementation of the Live Music Act 2012 no licence is required for the following activities:

- a performance of unamplified live music between 08.00 and 23.00 on any day on any premises.
- a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
- a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
- a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
- a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital

In carrying out its licensing functions, care will be taken by the Licensing Authority to avoid measures which might deter live music, dancing or theatre by imposing indirect costs of a disproportionate nature.

In order to encourage the growth of cultural diversity within the Borough of Telford & Wrekin, the Council, acting separately from the Licensing Authority, may consider whether to apply for a premises licence in its own name for public areas such as market squares, village greens, parks, public buildings etc.

This would mean that performers or entertainers wishing to perform in such places would no longer have to apply for a licence



themselves although permission would still be required from the Council as the licence holder for any proposed regulated entertainment in the areas identified.

As the owners of the public spaces, the Council service that deals with such areas may wish hirers for events to comply with terms and conditions of hire.

It should be noted that these terms and conditions are outside the control of the Licensing Authority and are a matter for the parties involved.

### **8.2.3 Sexual Entertainment**

Telford & Wrekin Council has a Policy in place regarding Sexual Entertainment Venues (SEVs) which can be accessed on the Council website, [www.telford.gov.uk](http://www.telford.gov.uk). A premises can provide sexual entertainment no more than eleven times within 12 months, not longer than 24 hours on each occasion and more than one month between each event before requiring a Sex Establishment Licence for an SEV.

Where a premises holds a Sex Establishment Licence which has similar conditions to those on the premises licence, then the more rigorous conditions will apply.

### **8.2.4 Films**

The public exhibition of all films must either be classified by the British Board of Film Classification (BBFC) or authorised by the Licensing Authority under the powers of the Licensing Act 2003. If you wish to show a film at a venue in Telford & Wrekin and the film is not already classified by the BBFC then you must in the first instance email [licensing@telford.gov.uk](mailto:licensing@telford.gov.uk) in order to apply for the film to be classified by Telford & Wrekin Council. Films are classified in accordance with the Council's Policy for Determining Film Classifications

## **9. Completing Operating Schedules**

As part of the application process applicants will be expected to address each of the licensing objectives in their operating schedules having regard to the type of premises, the licensable activities to be provided, the operational procedures, the nature of the location and the needs of the local community.

The Licensing Authority expects applicants to undertake risk assessments as part of the considerations when completing their operating schedules around how to mitigate and manage the risks to the promotion of the licensing objectives around their licensed premises. Whilst there is no requirement to do



so under the Act, applicants may find it useful to share this risk assessment with Responsible Authorities before submitting their application.

Applicants are encouraged to make themselves aware of and be able to demonstrate when setting out the steps they propose to take to promote the licensing objectives, that they understand the layout of the local area and physical environment and any relevant planning and transportation policies, tourism and cultural strategies or local crime prevention strategies which may help to mitigate potential risks.

This Licensing Authority includes the Ironbridge Gorge World Heritage Site (WHS). Careful consideration must be taken to balance the needs of the area's economy with the area's character which contributes to its Outstanding Universal Value. Premises should have an awareness of their contribution to the WHS and are encouraged to seek ways to contribute to the good management of the area. Premises should seek to avoid encouraging behaviours which would have an overall negative impact upon the WHS's character or enjoyment by its users.

Additional measures may be appropriate on occasion, such as a special event (e.g. popular live band) or promotion (e.g. during major sporting occasions), which may attract larger, different audiences and which may impact on the licensing objectives.

Reference should be made in an applicant's operating schedule, where applicable, to such occasions and any additional measures planned to achieve the licensing objectives. Addressing key issues within the operating schedule on the application form can help alleviate concerns of responsible authorities and other persons and may make the application less likely to attract representations.

Each application made to the Licensing Authority under the Licensing Act 2003 will be considered on its own merits in the context of the four licensing objectives.

## **9.1 The Prevention of Crime and disorder**

The promotion of this objective places a responsibility on licence/certificate holders to become key partners in achieving a positive outcome. Following the carrying out of a risk assessment, applicants will be expected to demonstrate that suitable and sufficient measures have been identified and will be implemented and maintained, to minimise or prevent crime and disorder, in and around the vicinity of their premises.

The emphasis should be on deterring and preventing crime and disorder to provide a safe environment for both customers and staff.

In addition to responsible management and supervision, appropriate training with regard to the responsibilities under the Licensing Act 2003 and the adoption of good practice set out above, the Licensing Authority expects applicants to consider and address the following specific control measures.

This should be done within the operating schedules where these are relevant with regard to their particular premises and/or activities and where existing legislation does not provide adequately for the prevention of crime and disorder;

- number of people attending the premises
- customer profile, including age of patrons and potential for underage drinking
- condition, design and layout of the premises
- potential for misuse of drugs and abuse of alcohol including drunkenness
- potential for anti-social behaviour
- nature of the activities to be provided
- the hours of operation and hours of opening if different
- the location of the premises including proximity to other licensed premises
- physical environment of the premises including both internal and external elements, e.g. external lighting and litter bins. This is particularly relevant when planning the design of new premises or the refurbishment or alteration of existing premises.
- provision of effective CCTV in and around the premises
- documentation in relation to admission to premises and/or age related sales
- the employment of Security Industry Authority licensed door staff, including female door staff, where appropriate.
- provision of toughened glass or plastic glasses and bottles
- provision of bottle bins within premises
- the provision of secure deposit boxes for confiscated items
- provision of appropriate communication systems including links to the police and other licence or certificate holders e.g. the use of text/radio pagers
- prohibition on the removal of alcohol in open containers from the premises
- the setting of maximum occupancy levels
- the proper use of point of sale promotions
- the provision of appropriate signage
- the provision of appropriate furniture for patrons
- relevant control measures as contained in the Safer Clubbing guidance e.g. various drug control measures, provision of safe transport home.

This list is not intended to be an exhaustive list but is indicative of matters that may be relevant.

## 9.2 Public Safety

The Licensing Authority is committed to ensuring that the safety of any person visiting or working in licensed premises is not compromised.

Following the carrying out of a risk assessment an applicant will be expected to demonstrate, in their operating schedule, that suitable and sufficient measures have been identified and will be implemented and maintained to ensure public safety both in and around the vicinity of their premises. Such measures should be relevant to the individual style and characteristics of their premises and activities.

In addition to responsible management and supervision, appropriate training with regard to the responsibilities under the Licensing Act 2003 and the adoption of good practice set out above, the Licensing Authority expects applicants to consider and address the following specific control measures. This should be done within the operating schedules where these are relevant and having regard to their particular premises and/or activities and where existing legislation does not provide adequately for public safety;

- the provision of sufficient, suitably trained persons employed or engaged to secure the safety of the premises and patrons
- suitable facilities for disabled people and people with special needs
- provision of flame-retardant curtains, hangings, decorations and upholstery
- provision of various safety measures, including fire and electrical safety
- proof of regular testing (and certification where appropriate) of procedures, appliances, systems etc. relevant to public safety
- the provision of crowd management measures e.g. queuing
- the provision of first aid facilities
- the use of special effects
- the provision of special measures resulting from particular types of entertainment e.g. indoor sport events, hypnotism, and facilities for dancing by patrons
- the provision of access for emergency vehicles
- relevant control measures contained in the Safer Clubbing guidance
- liaison with public transport providers
- the number of people attending the premises
- the condition, design and layout of the premises, including the means of escape in case of fire
- the nature of the activities to be provided (whether licensable or not), in particular the sale or supply of alcohol, and including whether those activities are of a temporary or permanent nature
- the hours of operation and hours of opening if different
- customer profile e.g. age, disability, special needs etc.

This list is not intended to be an exhaustive list but is indicative of matters that may be relevant

### **9.3 The Prevention of Public Nuisance**

Licensed premises have a significant potential to impact adversely on communities through the public nuisance which can arise from their operation.

The Licensing Authority recognises the need to maintain and protect the living and working amenity and environment of residents and businesses whilst balancing these against the interests of licence or certificate holders and of those attending licensed premises.

It is recognised that noise is a major concern for residents and workers in premises close to licensed premises.

The Licensing Authority recognises that different people have different levels of tolerance to the unavoidable activities involved in the everyday provision of entertainment and refreshment.

The Licensing Authority, upon receipt of relevant representations, will look carefully at the impact of licensed premises with regard to noise and disturbance in the vicinity of the premises, especially where entertainment takes place late at night and during other times when the activities may be more intrusive.

Following the carrying out of their risk assessment, applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified. These should be implemented and maintained in order to minimise or prevent public nuisance, in its broadest terms, in and around the vicinity of their premises. Such measures should be relevant to the individual style and characteristics of their premises and activities.

Applicants may also wish to consult publications such as the Institute of Acoustics' Good Practice Guide on the Control of Noise from pubs and clubs 2003 and good practice guides issued by trade associations, particularly where licensable activities are to take place between 11pm and 7am.

In addition to responsible management and supervision, appropriate training with regard to the responsibilities under the Licensing Act 2003 and the adoption of good practice set out above, the Licensing Authority expects applicants to consider and address the following specific control measures.

This should be done within the operating schedules where these are relevant having regard to their particular premises and/or activities and

where existing legislation does not provide adequately for the prevention of public nuisance.

These may include:-

- the location of the premises and proximity to residential properties
- the number of people attending the premises
- the hours of operation and opening (especially between 23.00 – 07.00hrs)
- the nature of the activities to be provided, including whether they are temporary or permanent and whether they are to be held inside or outside the premises
- the design and layout of the premises and the presence of any noise limiting features
- the provision of measures to control the use of fireworks, pyrotechnics etc.
- rowdy behaviour
- disposal of waste and bottle bins, litter collection and bins
- plant and machinery
- food preparation including cleaning of premises and equipment
- use of gardens, play areas, car parks, open air areas and temporary structures
- suitability of collection and delivery points and times if these are during a period when disturbance may be caused
- the provision of measures to prevent disturbance caused by patrons, staff and vehicles, including taxis, delivery and refuse vehicles etc. arriving at or leaving the premises, especially between 23.00 and 7.00
- the need for any additional measures resulting from the proximity of the premises to residential and business properties or other noise sensitive premises, e.g. nursing homes, hospitals, hospices or places of worship
- the provision of measures to control litter, fly posting and unauthorised signs in the vicinity of the premises,
- the provision of measures to control the emission of noxious smells from the premises
- the provision of a dispersal policy
- the provision of a 'wind down period'

This list is not intended to be an exhaustive list but is indicative of matters that may be relevant.

#### **9.4 The Protection of Children from Harm.**

The Licensing Authority is committed to ensuring the protection of children from physical, moral, psychological harm and exploitation, whilst recognising the great variety of premises for which licences may be sought. These will include theatres, cinemas, restaurants, pubs, nightclubs, cafes, take-away outlets, community halls and schools.

Each application and the situation in relation to each premises will be considered on its own merits.

In cases where it is considered appropriate, options available for limiting access by children could include:

- a limit on the hours when children may be present
- a limitation or exclusion when certain activities are taking place
- the requirement to be accompanied by an adult
- access being limited to parts of the premises only
- age limits.

Examples of areas which may give rise to concern in respect of children include premises:

- where nudity or entertainment of an adult or sexual nature is provided
- where there is a strong element of gambling taking place
- with a known association with drug taking or dealing
- where there have been convictions for serving alcohol to those under 18
- with a reputation for underage drinking

#### **9.4.1 Alcohol Deliveries**

An applicant seeking a licence that will enable them to provide alcohol as part of an alcohol delivery service should include in their operating schedule the procedures, they intend to implement to ensure that:

- The person they are selling alcohol to is at least 18 years of age.
- The alcohol is delivered to a person who is at least 18 years of age.
- A clear document trail of the order process from order, dispatch from the licensed premises and delivery to the customer is maintained (with times and signatures) and available for inspection by an authorised officer.
- Age verification procedures are implemented at both point of sale and delivery stages, with a Challenge 25 policy implemented at the point of delivery.
- Retailers should ensure that delivery staff, including third party delivery services, have been given appropriate training in procedures relating to requesting and identifying proof of age and implement these procedures as standard.
- All deliveries of alcohol shall only be delivered to a premises address with a valid postcode and will only be delivered directly to that property.

### 9.4.2 Child Sexual Exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

It is the responsibility of premises licence holders and their managers to make sure that suitable control measures are in place at licensed premises for the protection of children from harm.

**Hotels and hostels:** These venues often have children staying at their premises who are accompanied by an adult. As such, they can play an important role in protecting children from harm but can also be used as a place to exploit and abuse victims of child sexual exploitation. The licence holder and staff have an important part to play in safeguarding children and young people. Therefore, sufficient procedures and suitable training must be provided to staff on age restricted sales.

## 10. Licensing Hours

There are no fixed restrictions on terminal hours for any particular areas of Telford & Wrekin. Such a restriction would cause the migration of customers from one area to another and create the circumstances that this legislation aims to avoid. Staggered dispersal of customers is an important factor in reducing friction at late night food outlets, taxi ranks and other sources of transport in the areas.

In general, the Licensing Authority will deal with the issue of licensing hours on the individual merits of each application. The Licensing Authority cannot restrict opening hours unless it receives representations to an application and it is relevant to the promotion of the licensing objectives to do so, or unless it does so under the authority of an Early Morning Restriction Order (EMRO).

It is for the applicant to show in their operating schedule what measures they will take to address crime and disorder issues. They will need to ensure that they do not cause nuisance or disturbance to their neighbours in the immediate vicinity of the premises, to protect the public at their premises and to protect children from harm. The later the terminal hour applied for, the greater the need to address these issues.

When considering applications for premises licences, the Licensing Authority will take into account an applicant's request for terminal hours in the light of;

- a) environmental quality e.g. noise and light pollution

- b) residential impact and amenity
- c) the character and nature of a particular area
- d) the nature of the proposed activities to be provided at the premises

Applicants should note however, that stricter conditions, particularly in terms of licensing hours to control noise, are likely to be imposed in the case of premises situated in largely residential areas where relevant representations have been received and are suitably proven.

Shops, stores and supermarkets will generally be permitted to sell alcohol for consumption off the premises during the normal hours they intend to open for shopping purposes. However, in the case of individual premises which are known to be a focus of disorder and disturbance then, subject to proven and relevant representations, some limitation on licensing hours may be appropriate.

## **11. Licence Conditions**

Each application will be considered on its individual merits. Only those conditions appropriate to meet the licensing objectives will be imposed.

When submitting operating schedules, applicants will be required to outline the measures which are being taken in order to meet the four licensing objectives. These measures will then be incorporated into conditions which will be attached to a premises licence. Any conditions proposed by the applicant which duplicate other regulatory regimes or are not enforceable may not be incorporated into the conditions on the licence. When conditions are written onto the licence, they will be clear, enforceable and expressed in plain language so that they can be easily understood by those expected to comply with them.

Some licences may contain conditions which are no longer enforceable or are now covered by other legislation. These conditions can only be removed from a licence by way of a minor or full variation, and so the Licensing Authority recommends that any premises which is intending to submit a variation takes the opportunity to look at the conditions on their licence and consider the removal of any conditions which are no longer enforceable, are covered by other legislation or are no longer relevant to the operation of the premises.

Each application will be unique and any additional conditions, beyond the existing legislative requirements and those proposed on the operating schedule, will only be attached after receipt of relevant representations, and where it is reasonable and proportionate to do so to promote the licensing objectives. Any such conditions will take into account the nature of the premises and the scale and type of activity to be provided.

## **12. Relevant Representations**

For a representation to be taken into account it must concern at least one of the licensing objectives and relate to the premises for which the application has been made. Where made by an Other Person, the Licensing Authority will



determine if the representation is relevant. It may be rejected if it is considered irrelevant, frivolous and/or vexatious. Less weight may be given to any representations which are anonymous or are from a false address.

All relevant representations received from Responsible Authorities or Other Persons will be considered by the Licensing Authority. Other Persons may request a representative to act on their behalf. This could be a legal representative, a friend, an MP or Councillor. A relevant representation may be comments in support of an application as well as objections to an application.

A Councillor who is a member of the Licensing Committee will be advised not to become involved in making either written or oral representations on behalf of constituents regarding licensing matters. They may refer the person to a fellow Councillor.

The Licensing Authority **cannot** impose any conditions unless a relevant representation has been received and conditions will only be imposed following a hearing of the Licensing Sub Committee where the Licensing Authority must be satisfied, that any additional conditions are appropriate for the promotion of the Licensing Objectives. Where all parties agree that a hearing of the Licensing Sub Committee can be dispensed with, the Licensing Authority will follow its *“Procedure where All Parties have Agreed to Dispense with Need for Hearing under The Licensing Act 2003.”*

### **13. Minor variations**

An application for a small variation to a premises licence or club premises certificate that will not impact adversely on the licensing objectives can be made by way of a minor variation.

Each application will be decided upon its own individual merits and the decision to consult with each Responsible Authority will be made based upon the content of the minor variation requested. These decisions will be made with regard to the Guidance issued by the Home Office under Section 182 of the Licensing Act 2003 and the minor variation guidance issued on the Home Office website [www.gov.uk](http://www.gov.uk). It is advised that an applicant reads this guidance before making an application to ensure that their licence can be changed by the minor variation process rather than applying for a full variation.

### **14. Removal of Requirement for a Designated Premises Supervisor (DPS)**

Instead of being required by way of a mandatory condition to appoint an individual as a Designated Premises Supervisor (DPS), volunteer committees managing community premises can take joint responsibility for the sale of alcohol in community premises.

Management Committees wishing to apply for the removal of the mandatory condition will need to demonstrate clearly to the Licensing Authority how the

premises is managed, its Committee structure and how alcohol sales are to be properly supervised within the Committee/Management structure.

Community Premises will include church halls, chapels, community and village halls and similar buildings. If there is any doubt whether a premises is a community premises or not, the Licensing Authority will deal with the matter on a case by case basis with the main consideration being how the premises is predominantly being used, for example :

- are they genuinely made available for community benefit most of the time
- are they accessible by a broad range of persons and sectors of the local community
- are they being used for purposes which are for the benefit of the community as a whole

## **15. Temporary Event Notices**

There are two types of Temporary Event Notices (TEN) – a standard TEN and a late TEN. If the Police or Environmental Health object to a late TEN, there is no provision for a hearing of the Licensing Sub-Committee and the licensable activities will not be authorised.

A statutory period of 10 clear working days prior to an event is the minimum notice that must be given to the Licensing Authority and the Police for a standard TEN, and between 5 and 9 clear working days for a Late TEN. This is exclusive of the day on which the notice is served and the day on which the event is to start.

Addresses for serving the Licensing Authority, the Police and Environmental Health with copies of a TEN can be found at [www.telford.gov.uk](http://www.telford.gov.uk).

The serving of a notice of a temporary event does not mean that the premises or event is exempt from the requirements of all other relevant legislation. Premises users/event organisers are required to ensure the licensing objectives are still promoted.

It should be noted that the Police and Environmental Health are the only Responsible Authorities which may make representations to a temporary event notice, and can only do so if to allow the event would undermine the licensing objectives. The Licensing Authority cannot attach any terms or conditions on such events unless a representation has been received. The only conditions which can be imposed on a TEN following receipt of a representation are those conditions which are currently on a premises licence or club premises certificate. They may only be imposed on a TEN at a hearing, unless the authority, the premises user and the responsible authority making the representation agree that a hearing is not necessary.

## **16. Responsible Authorities and Other Persons**

Any Responsible Authority and/or Other Person may make representations about an application, variation, minor variation or a review of a premises licence or club premises certificate or grant of a provisional statement.

The following are the Responsible Authorities. Their contact details can be found at [Telford & Wrekin Council | Introduction](#) .

- The Licensing Authority
- The Chief Officer of Police (West Mercia Police)
- The Fire Authority (Shropshire Fire and Rescue)
- The enforcing authority for Health and Safety
- Planning (Telford & Wrekin Council)
- Environmental Health Pollution Control (Telford & Wrekin Council)
- The Local Safeguarding Children Board (Telford & Wrekin Council)
- Trading Standards (Telford & Wrekin Council)
- The local authority's Director of Public Health (Telford & Wrekin Council)
- Home Office Immigration Enforcement

This list may be amended by the Home Office through changes to legislation.

### **16.1 The Licensing Authority**

The Licensing Authority as a Responsible Authority may make representations about an application or request a review of a licence. In these circumstances, the Licensing Authority will ensure that there is a clear separation of responsibilities between the Officer making the representation and the Officer presenting the report to Committee.

The Licensing Authority would not normally make a representation or request a review of a licence where the evidence clearly shows that this could be done by another Responsible Authority or other person. An example of when the Licensing Authority might intervene in this way could be when a number of small unconnected incidents occur which on their own would not be enough for one person to make a complaint, but when taken together show breaches of licence conditions or undermine the Licensing Objectives.

### **16.2 The Chief Officer of Police (West Mercia Police)**

West Mercia Police is the principal authority responsible for enforcing matters related to crime and disorder. In accordance with the Licensing Act 2003, WMP is one of the two responsible authorities empowered to respond to Temporary Event Notices (TENs), considering all four licensing objectives

### **16.3 Fire Authority**

Shropshire Fire and Rescue plays a key role in ensuring public safety within licensed premises. Their guidance is designed to help applicants and responsible persons comply with legal duties and maintain a safe environment for patrons.

### **16.4 Health and Safety**

Health and safety enforcement is a joint responsibility between the Council's Environmental Health team and the Health and Safety Executive (HSE). Generally, the Council oversees the majority of premises, while the HSE is responsible for Council-owned properties. The primary objective is to safeguard the health, safety, and welfare of employers, employees, and members of the public who work at or visit licensed premises.

### **16.5 Planning**

The Licensing Authority will ensure that the planning, building control and licensing regimes are properly separated to avoid duplication and inefficiency.

Applications for premises licenses for permanent commercial premises should normally be from businesses with planning consent for the property concerned.

Licensing applications should not be a re-run of the planning application, and the granting by the Council's Licensing Committee of any variation of a licence which involves a material alteration to a building will not relieve the applicant of the need to apply for planning permission or building control approval where appropriate.

Applicants are recommended to make inquiries of the local planning and building control departments where applicable.

It should be noted that there is no legal basis for a Licensing Authority to refuse a licence application because it does not have planning permission.

If planning permission imposes a terminal hour which is different to the licensing hours, the earlier operating time must be observed.

### **16.6 Environmental Health**

Applicants are expected to provide details of any proposed noise control measures, especially where regulated entertainment is planned between 11:00 pm and 8:00 am. This is particularly important for premises located in predominantly residential areas.

Where necessary, licence conditions may be imposed. These will be tailored to the specific premises and will reflect the nature of the licensable activities proposed.

While each application is assessed on its individual merits, it should be noted that restricting hours of operation can be an effective measure in preventing public nuisance. This is especially relevant in residential areas with a history of noise complaints from nearby residents.

## **16.7 The Local Safeguarding Children Board**

Independent Safeguarding is the body deemed competent by the Licensing Authority to advise on the protection of children from harm will be given an opportunity to consider and comment upon all relevant applications under the Licensing Act 2003.

## **16.8 Trading Standards**

The sale of age restricted products, in this case alcohol, remains a priority for Trading Standards. Their aim is to ensure that:

- Owners of licensed premises, Premises Licence Holders and Designated Premises Supervisors are aware of their obligations in law and those associated with this policy.
- That non-compliant licensed premises are helped to achieve compliance.
- That there is restricted access to cheap alcohol by removing from sale counterfeit, illicit and non-duty paid alcohol and tobacco.

Trading Standards will:

- Promote Challenge 25 for all age restricted products including alcohol and tobacco.
- Assess compliance by undertaking regular, planned underage sales test purchasing exercises of all age restricted products.
- Operate a risk rating scheme for licensed premises, so that those premises of highest risk can be focussed on.
- Maximise the use of intelligence to target non-compliant premises, areas where anti-social behaviour is linked to the sale of alcohol and areas of high alcohol misuse.
- Work with businesses and partner agencies in areas where anti-social behaviour is linked to the sale of alcohol by proxy sales, to raise awareness, increase compliance and reduce associated anti-social behaviour.

The sale of illicit/counterfeit and non-duty paid alcohol and tobacco products continues to have a very serious impact on the local economy. Licence holders found to be selling illicit alcohol and/or tobacco products may be liable to prosecution and could have their licence to sell alcohol reviewed by the Licensing Sub Committee under the prevention of crime and disorder objective. Under these circumstances the authority will also

consider amending licence conditions as well as whether the revocation of the premises licence is also appropriate.

## **16.9 Public Health**

Public Health is a Responsible Authority under the Act. Although “health” is not a licensing objective, health bodies hold certain information which other Responsible Authorities do not, but which would assist the Licensing Authority in carrying out its licensing functions, especially in relation to the Public Safety and Crime and Disorder objectives. The Licensing Authority takes the issue of public health extremely seriously and would expect applicants and licence holders to familiarise themselves with any local issues that may be detrimental to the public health of people living in, working in and visiting the Borough.

The Secretary of State’s Guidance states that health bodies can make representations based on any of the four licensing objectives.

The Licensing Authority considers data:

- Around hospital admissions due to alcohol consumption,
- That shows a correlation between anti-social behaviour and excessive alcohol consumption in different localities,
- That references violence related to alcohol or the night-time economy in general,
- That links high alcohol consumption to a particular area, and
- That demonstrates a negative impact on the physical, moral and psychological safety and welfare of children and vulnerable persons, to all be relevant to the promotion of the licensing objectives.

Any or all this evidence could provide grounds for Public Health in their role as a Responsible Authority to make a representation based on any of the licensing objectives.

## **16.10 Home Office – Immigration Compliance and Enforcement (ICE)**

Immigration Compliance and Enforcement (ICE) teams conduct intelligence-led operations in accordance with immigration legislation. As part of the licensing process, applications are reviewed to determine whether applicants are residing legally in the UK and are entitled to work in licensable activities.

Enforcement actions are carried out in collaboration with other Responsible Authorities, reflecting a commitment to cooperative working and ensuring compliance with legal requirements.

## **17 Licensing Processes**

The Licensing Authority's licensing functions will be carried out by the Licensing Committee, supported by a Licensing Sub Committee and by officers acting under delegated authority. Where there are no relevant representations made to applications, in the interests of efficiency and effectiveness, the processing of application will be carried out by officers

## **18. Review of a Premises Licence or Club Premises Certificate**

The Licensing Authority is keen to work in partnership to achieve the promotion of the licensing objectives and Responsible Authorities will attempt to give licensees early warning of any concerns identified at their premises.

Where problems persist, a Responsible Authority or Other Person can apply for the review of a licence or club premises certificate. Other persons includes any individual, body or business entitled to make representations. Advice on applying for the review of a premises licence can be found on the Home Office website at [www.gov.uk](http://www.gov.uk).

The Licensing Authority will administer the process and determine its outcome at a hearing where an evidential basis for the concerns and allegations made will need to be submitted.

The Act provides the Licensing Authority with a number of actions it can take when determining a review application:

- modify the licence conditions
- exclude a licensable activity
- remove the Designated Premises Supervisor
- suspend the licence for a period of up to 3 months
- revoke the licence

Any action taken by the Licensing Sub Committee will be an appropriate and proportionate response.

## **19. Non-Payment of Annual Fee**

Under the Police Reform and Social Responsibility Act 2011, the Licensing Authority must suspend premises licences and club premises certificates if the annual fee has not been paid. Whilst the licence is suspended, no licensable activities may take place at the premises, and the suspension will be lifted upon payment of the annual fee. Continuing to provide licensable activities whilst a licence is suspended is an offence and may leave the licence holder open to prosecution.

A letter will be sent to the licence holder reminding them that the annual fee is due, however it is always the responsibility of the licence holder to ensure that the annual fee is paid by the due date, regardless of whether a reminder has been received or not. If the due date has been reached, and payment has not

been made, a warning letter will then be sent to the licence holder to remind them that the annual fee is still outstanding and that the licence will be suspended seven days from the date of the letter. A letter will be sent to the licence holder and to the premises after seven days to say that the licence has been suspended until payment of the outstanding fee has been received.

If the Licence Holder believes there is an administrative error related to the annual fee, or the Licence Holder wishes to dispute the annual fee, the Licence Holder must contact the Licensing Authority on or before the due date of the annual fee. If the issue of the administrative error is not resolved during the following 21 day period, the licence will be suspended.

## **20. Enforcement**

The Licensing Authority recognises the interests of both citizens and businesses, and will work closely with partners to assist licence holders to comply with the law and the four licensing objectives. However, proportionate but firm action will be taken against those who commit serious offences or consistently break the law.

Telford & Wrekin Council has published a Public Protection Enforcement Policy which can be found on the website, [www.telford.gov.uk](http://www.telford.gov.uk) that is based around the principles of targeting, consistency, transparency and proportionality as set out in the Regulator's Compliance Code.

The approach to regulatory enforcement and inspection will be fair, proportionate and flexible enough to allow economic progress in the area. The Council will implement a compliance monitoring regime which will be based on the risk profile of the premises and intelligence received.

The Licensing Authority will continue to seek to work actively with the Responsible Authorities in enforcing Licensing legislation.

The Public Protection Officers will investigate allegations of unlicensed activities and to ensure compliance of licence conditions. It should be noted that, in some instances, the issues concerned may be better addressed by other legislation, or by a licence review. In these instances the matter will be referred to the appropriate service area or regulatory body.

### **Contact Details**

For information, advice and guidance relating to licensing and the application process please contact;

Licensing Service  
Telford & Wrekin Council,  
Telephone: 01952 381818  
Email: [licensing@telford.gov.uk](mailto:licensing@telford.gov.uk)  
Website: [www.telford.gov.uk](http://www.telford.gov.uk)



For providing assistance with completing your application form, Telford & Wrekin Council operates a “Check and Send” Service. Further information on this service is available at [www.telford.gov.uk](http://www.telford.gov.uk).

Further information on all matters relating to the Licensing Act 2003 is available on the Home Office website at [www.gov.uk](http://www.gov.uk).

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