Telford & Wrekin Co-operative Council

Protect, care and invest to create a better borough

Borough of Telford and Wrekin

Regulatory Committee

Wednesday 11 November 2026

6.00 pm

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

Democratic Services:	**Ashley Hickman**	**01952 382589**
Media Enquiries:	**Corporate Communications**	**01952 382406**

Committee Members: **Councillors I Preece (Chair), B Carter (Vice-Chair), S Handley, A S Jhawar, J Jones, G Luter, T J Nelson, R Sahota, K L Tomlinson and R Tyrrell**

Substitutes Councillors A J Eade, J Kaur and H Morgan

Agenda

1.0 Apologies for Absence

2.0 Declarations of Interest

3.0 Minutes of the Previous Meeting **3 - 6**

To confirm the minutes of the previous meeting held on 26 March 2026.

4.0 Terms of Reference **7 - 12**

To review the Terms of Reference of the Regulatory Committee for 2026/27 municipal year.

5.0 Regulatory Licensing Fees **To Follow**

To seek approval from Committee for the proposed regulatory licensing fees and the date on which they will come into effect.

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REGULATORY COMMITTEE

Minutes of a meeting of the Regulatory Committee held on Thursday 26 March 2026 at 6.00 pm in Council Chamber, Third Floor Southwater One, Telford TF3 4HS

Present: Councillors C Chikandamina, J Jones, N Page, R Tyrrell and P J Scott

In Attendance: J Clarke (Senior Democracy Officer (Democracy)), S Hardwick (Managing Solicitor: Litigation & Regulatory), A Lowe (Director: Policy & Governance), R Phillips (Head of Registrars, Public Protection, Legal & Democracy) and A Singh (Licensing & Night-Time Economy Manager)

Apologies: Councillor I Preece, G H Cook, H Rhodes, R Sahota and K L Tomlinson

7 Election of Chair

RESOLVED – that Cllr Nathalie Page is elected as chair for the meeting.

8 Declarations of Interest

None.

9 Minutes of the Previous Meeting

RESOLVED – that the minutes of the meeting of the Regulatory Committee held 20 October 2025 be confirmed as a correct record and signed by the Chair.

10 Review of Regulatory Licensing Fees and Proposed Changes to Taxi Licensing Policy

The Director: Policy and Governance presented the report which set out the review of the Regulatory Licensing Fees and proposed changes to Taxi Licensing Policy. Committee was being asked to consider the report, and to agree a consultation on the proposed fees and charges and the amendments to the Taxi Licensing Policy.

Members were asked to note that the original Appendix A had been published in error, something which had now been corrected in the up-to-date agenda pack for the meeting.

Members were informed of the introduction of a new licence fee relating to the keeping of primates as pets. It was explained that primates must be kept in conditions equivalent to zoo-level welfare standards and that establishments would be subject to compliance checks. If conditions were not met, penalties may include a fine, removal of the animal or up to nine months imprisonment.

Licence fees overall had generally reduced as the law did not permit the Council to realise a profit from licensing fees. At the same time, conscious of the rising costs across the economy, the Council was business-winning and business-supporting.

In respect of the draft conditions of licence, the revised policy sought to bring the Council in line with the most recent Department for Transport guidance and to ensure that efforts made across the region to harmonise standards where possible were continued. The Director: Policy and Governance set out some of the key changes which included the removal of the requirement to carry a first-aid kit and also a fire extinguisher. With the advent of electric cars and an uptake in their use, the need for licenced vehicles to carry one had started to reduce. In respect of the criteria for licenced drivers, some of the periods which an applicant would need to have for an offence-free period had been increased, reflecting the Council's commitment to keep residents safe.
In addition, Licensing Officers had been given more flexibility to enable swift action where personal safety was considered to be at risk, without the need to refer the matter to Committee if time was of the essence.

During the debate, some Members asked if there was any data available on the levels of private primate ownership. Other Members asked how the new requirement would be monitored whether the team had capacity to undertake the work and what plans had been developed to publicise the requirements.
Some Members enquired about the removal of veterinarian fees from some licences, which in future would be met by the applicant ensuring that residents were not covering these costs.

Officers confirmed that the removal of the fees from the licence reflected standard practice across the country and would make it easier to manage for the team

The Director: Policy & Governance explained that ownership data was not currently available but Committee would be informed in future of the number of applications received. She confirmed that the team had capacity to take on the administration of the new licences and set out plans for raising awareness about the new requirements. In relation to the removal of the fees from the licence price, this measure reflected standard practice across the country and would make it easier to manage for the team. The process of working out the

cost of each licence and the detailed review undertaken by the finance team was explained.

The Head of Registrars, Public Protection, Legal & Democracy confirmed that in relation to primates, all local vets had been contacted as they were likely to be the first people to be notified if there were any animal health concerns.

Upon being put to the vote it was, unanimously:-

RESOLVED – that

a) a consultation on the proposed fees and charges be approved: and

b) a consultation on the amendments to the Hackney Carriage and Private Hire Policy be approved.

The meeting ended at 6.21 pm

Chairman: .....

Date: Friday 17 July 2026

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Borough of Telford and Wrekin

Regulatory Committee

Wednesday 11 November 2026

Regulatory Committee Terms of Reference Report 2026/27

Cabinet Member:	Cllr Zona Hannington - Cabinet Member for Finance and Resident Services
Lead Director:	Anthea Lowe - Director: Policy & Governance
Service Area:	Policy & Governance
Report Author:	Jayne Clarke - Senior Democracy Officer (Democracy)
Officer Contact Details:	**Tel:** 01952 383540 **Email:** jayne.clarke@telford.gov.uk
Wards Affected:	All Wards
Key Decision:	Not Key Decision
Forward Plan:	Not Applicable
Report considered by:	Regulatory Committee – 11 November 2026

1.0 Recommendations for decision/noting:

The Regulatory Committee is asked to:-

1.1 Review and agree the Terms of Reference set out at Appendix A.

2.0 Purpose of Report

2.1 To set out the Terms of Reference for the Regulatory Committee outlined at Appendix A.

3.0 Background

3.1 The Constitution requires that Full Council should agree at its Annual Meeting the Terms of Reference for each of its Committees to enable the Council to efficiently conduct its business.

3.2 At the Annual Meeting of the Council on 21 May 2026, Full Council delegated authority to each Committee to review its own Terms of Reference.

3.3 The Terms of Reference forms part of the Consitution and approved by Full Council in that context on 21 May 2026.

4.0 Summary of main proposals

4.1 For the Committee to review it Terms of Reference.

5.0 Alternative Options

5.1 When you are writing your report, you must set out the alternative options. This could include, for example, spending different amounts of money or not taking any action at all. The implications of taking alternative actions should also be set out.

6.0 Key Risks

6.1 There are no key risks arising from this report.

7.0 Council Priorities

7.1 A community-focused, innovative council providing efficient, effective and quality services.

8.0 Financial Implications

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

9.0 Legal and HR Implications

9.1 In Telford and Wrekin iicensing functions and responsibilities are managed through two Committee:

1. A Licensing Committee dealing primarily with matters under the Licensing Act 2003 and the Gambling Act 2005

2. A Regulatory Committee dealing with licensing under other legislation to include, but not limited to licensing for taxis, street trading and animal boarding.

9.2 This report relates to Terms of Reference for the Regulatory Committee

9.3 The Constitution requires that Full Council should agree at its Annual Meeting the Terms of Reference for each of its Committees. At the Annual Meeting of the Council on 21 May 2026, Full Council delegated authority to each Committee to review its own Terms of Reference.

9.4 The Council's Constitution sets out that the Chair of Committees shall be decided at the Annual meeting of Full Council. Accordingly, the terms of reference for the

Committee should mirror these provisions. It is also prescient for the terms of reference to provide clarity on the election of a Vice-Chair for the Committee.

9.5 Once the Committee has confirmed its terms of reference, the Monitoring Officer will update the Consitution to ensure consistency of the terms of reference of the Committee. There are no direct legal implications arising from this report.

9.6 The proposals contained in this report can be delivered using existing resources.

10.0 Ward Implications

10.1 There are no ward implications arising from this report.

11.0 Health, Social and Economic Implications

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

12.0 Equality and Diversity Implications

12.1 There are no equality and diversity implications arising from this report.

13.0 Climate Change, Biodiversity and Environmental Implications

13.1 There are no Climate Change, Biodiversity or Environmental implications arising from this report.

14.0 Background Papers

1 Council Constitution

15.0 Appendices

A Regulatory Committee Terms of Reference 2026/2027

16.0 Report Sign Off

Signed off by	Date sent	Date signed off	Initials
Legal	24/06/2026	25/06/2026	SH
Finance	24/06/2026	25/06/2026	ER

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Regulatory Committee – Terms of Reference

The Committee has the responsibility and delegated powers to act on behalf of the Council in respect of regulatory matters within the Borough as follows.

1. To exercise the functions of the Council as Licensing Authority for any and all other licensing and registration function as detailed in schedule 1 (Functions not to be the Responsibility of an Authority's Executive) of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 but excluding the Licensing Act 2003 and Gambling Act 2005, save for where those functions are the responsibility of Full Council.

2. To exercise the functions of the Council in respect of any and all other regulatory and public protection legislation (without limitation) including, but not limited to Health & Safety, Fire Safety, Health, Public Protection and Sports Ground Safety.
3. To determine and make payments or provide other benefits in cases of maladministration.

4. To make determinations in respect of common land, village greens and open spaces.

5. To advise full Council or Cabinet on the authority's response to any consultation documents issued by the Secretary of State on Public Protection matters.

6. To establish sub-committees comprising three members as and when required for the purpose of conducting hearings.

7. To consider and determine fees and charges in respect of any of the above matters.

8. To delegate these functions, where appropriate, to the Sub-Committee, appropriate Director or other appropriate employees.

9. To approve, adopt, review, amend and revise codes of best practice, policy and procedure for Licensing and Public Protection matters within its terms of reference and to make the same publicly available.

PROCEDURE

10. As a general rule the Council Procedure Rules govern the way that committees operate but these, with the exception of paragraph 14 of the Council Procedure Rules, may be varied or suspended at the discretion of the Chairman of the Committee in the interests of efficient and effective management of the committee.

11. Separate procedures will apply when the committee is undertaking administrative or quasi-judicial functions to ensure a fair hearing.

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