

# Agenda

www.oxford.gov.uk



## Licensing & Gambling Acts Casework Sub-Committee

The Oxford Balloon Fiesta, Cutteslowe Park & Budgens,  
James Wolfe Rd

This meeting will be held on:

Date: **Tuesday 24 August 2021**

Time: **6.00 pm**

Place: **Zoom - Remote meeting**

**For further information** please contact:

Jennifer Thompson, Committee and Member Services Officer, Committee Services Officer

📞 01865252275

✉️ [democraticservices@oxford.gov.uk](mailto:democraticservices@oxford.gov.uk)

**Members of the public can attend to observe this meeting and.**

- may register in advance to speak to the committee in accordance with the [committee's rules](#)
- may record all or part of the meeting in accordance with the Council's [protocol](#)

Information about speaking and recording is set out in the agenda and on the [website](#)

Please contact the Committee Services Officer to register to speak; to discuss recording the meeting; or with any other queries.

*View or subscribe to updates for agendas, reports and minutes at [mycouncil.oxford.gov.uk](http://mycouncil.oxford.gov.uk).*

*All public papers are available from the calendar link to this meeting once published*

**Committee Membership**

Councillors: Membership 3: Quorum 3: No substitutes are permitted.

Councillor Paula Dunne

Councillor Imogen Thomas

Councillor Ajaz Rehman

Councillor Chris Jarvis

Reserve



# Agenda

	<b>Pages</b>
<b>1 Election of Chair for the hearings</b>	
To confirm the Chair of this Sub-Committee for the duration of this hearing.	
<b>2 Procedure for the hearing (held remotely on Zoom)</b>	7 - 12
The hearing procedures are attached. These are written for a physical meeting.	
The following points apply to a virtual meeting:	
<ul style="list-style-type: none"><li>• The parts of the meeting open to the public are streamed to the Council’s YouTube channel.</li><li>• Sub-Committee members should join the meeting 15 minutes before the start time.</li><li>• Others taking part should join a few minutes before their hearing starts.</li><li>• When participants join the meeting, they should use a name that clearly identifies them.</li><li>• Participants will join the waiting room but won’t, initially, be able to take part until admitted.</li><li>• Microphones should be kept on mute at all times unless asked to speak. Video feed may be kept off or on.</li><li>• When it is a participant’s turn to speak, the Chair will ask them to speak.</li><li>• Once the case has been heard and questions put, the Sub-Committee will go into private session for a short while to consider the application.</li><li>• All participants apart from the legal adviser will be put into the waiting room, and may wait, or may leave the meeting and await the video or written decision.</li><li>• The meeting will then be re-opened and those waiting will be invited to re-join the meeting to hear the Sub-Committee’s decision.</li></ul>	

**3 Oxford Balloon Fiesta, Cutteslowe Park: application for new premises licence 21/01678/PREM**

The Sub-Committee is asked to determine the application for a new premises licence 21/01678/PREM made by Show Time Events Group Ltd for the Oxford Balloon Fiesta, Cutteslowe Park, Harbord Road, Oxford, OX2 8ES, taking into account the details in the \*report and appendices and any representations made at the hearing.

\*Report and appendices published as a separate pack

The report has been amended from the version published for the adjourned hearing on 2 August to show the new hearing date and a new paragraph 2 regarding the reason for the adjournment.

***Note:** Representations are redacted to show those parts deemed as relevant as permitted under the Licensing Act 2003, and to redact comments not in relation to the licensable activities applied for in the application and which therefore the Licensing Authority is not permitted to accept.*

**4 Budgens, Retail Unit 1 Parade Green, James Wolfe Road, Oxford, OX4 2WP: Application for a New Premises Licence 21/02290/PREM**

The Sub-Committee is asked to determine the application for a new premises licence 21/02290/PREM for Budgens, Retail Unit 1 Parade Green, James Wolfe Road, Oxford, OX4 2WP, taking into account the details in the \*report and appendices and any representations made at the hearing.

\*Report and appendices published as a separate pack.

## **Information for those attending**

### **Recording and reporting on meetings held in public**

Members of public and press can record, or report in other ways, the parts of the meeting open to the public. You are not required to indicate in advance but it helps if you notify the Committee Services Officer prior to the meeting so that they can inform the Chair and direct you to the best place to record.

The Council asks those recording the meeting:

- To follow the protocol which can be found on the Council's [website](#)
- Not to disturb or disrupt the meeting
- Not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes not editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being recorded.
- To avoid recording members of the public present, even inadvertently, unless they are addressing the meeting.

Please be aware that you may be recorded during your speech and any follow-up. If you are attending please be aware that recording may take place and that you may be inadvertently included in these.

The Chair of the meeting has absolute discretion to suspend or terminate any activities that in his or her opinion are disruptive.

### **Councillors declaring interests**

#### **General duty**

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

#### **What is a disclosable pecuniary interest?**

Disclosable pecuniary interests relate to your\* employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

#### **Declaring an interest**

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

#### **Members' Code of Conduct and public perception**

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". The matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

\*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.