

## Animal Licensing Forum

**Wednesday 7<sup>th</sup> September 2016**  
**Council Chamber**

<b>Present:</b>	Steve Cobb (SC) Hannah Sweetman (HS) Peter Carey (PC) Richard Johns (RJ) Georgina Clements (GC) Barry Huffer (BH) Vivienne Huffer (VH) John Allard (JA) Jeremy Burrowes (JB) Renate Burrowes (RB) Cllr Bernard Lovewell  Caroline Speck	Licensing Manager (Chair) Licensing Officer Environmental Health Manager EHO Central Beds Council Waterdell Cattery CozyCats Cattery CozyCats Cattery Greenfields Cattery Country Boarding for Cats and Dogs Country Boarding for Cats and Dogs Executive Member for Housing and Environmental Health NHDC (minute taker)
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**Apologies:** none received

### **1. Welcome and housekeeping**

SC advised of basic housekeeping and all present introduced themselves.

### **2. Minutes of previous meeting**

On the subject of home boarders not being licensed, SC said an article was put in the Winter 2015 Outlook magazine advising members of the public that a licence is needed and that certain criteria must be met. Since the article went in four more licensed home boarders have been approved.

It was pointed out that the last set of mins inaccurately recorded that all dogs over 6 weeks old must be micro chipped – this should in fact say 8 weeks old.

#### **Action: HS to amend**

A list of licensed premises has now been put on the NHDC web site. BH asked if telephone numbers could be put on the list? SC said yes however due to data protection laws we would need written consent from the applicant.

#### **Action: HS to ensure a tick box is added to the application form asking for consent from the applicant in regard to adding their telephone numbers on the web site.**

Fire risk – RJ supplied details of companies outside of the Forum.

Dog park is now up and running, conditions are still ongoing in regard to problems with the neighbours.

A comment was made that it is difficult to remember what was discussed at the last meeting as it was 18 months ago.

Minutes agreed.

### **3. CIEH Regulation – changes to CIEH cattery and kennel model licence conditions**

SC advised all that Heather Morris who was the lead officer for the Forum has now left the Authority. We now have a new Officer Hannah Sweetman and she will now be the new lead officer.

Currently looking at the new sets of CIEH conditions and HS is going to check through the conditions and compare it to our current policy and at other LA's as a project. Conditions will only be changed if they don't meet the new CIEH model conditions and a change is deemed necessary.

**Action: HS will let all know if she does propose any changes to the policy.**

SC assured all that HS will seek expert guidance and will also refer to her RSPCA contacts for their professional opinions before making any revisions. A formal consultation will then be undertaken with the trade. If all in agreement SC will then forward the report to Cllr Lovewell who will then decide if it should then go out for full consultation and onto Cabinet.

RJ had only one concern regarding licensed home boarding of dogs where the NHDC minimum age of children in the household is 5 – in Central Beds it has been raised to 12. SC said this is an interesting concept and asked Cllr Lovewell if he would consider an amendment as part of the CIEH model condition exercise. Cllr Lovewell said he felt this was a very sensible suggestion.

Some further discussion arose regarding unlicensed boarding/dog walkers. SC asked if anyone had any concerns to send details to HS. SC would then discuss with RJ the possibility of issuing a prohibition notice.

### **4. Paws on the doors scheme**

SC advised that HS would be the lead officer in regard to the accreditation scheme requested by the trade to start to help raise standards. This could be called 'paws on the doors' and is similar to food premises 'scores on the doors'. HS explained that this would be good for business and may help with rogue traders. However HS asked for volunteers to set up a sub group to discuss the basis of the scheme.

**Action: All who want to volunteer to email HS with details**

### **5. Vaccines**

The World Small Animal Vaccination Association research carries very little weight in the UK. CIEH guidelines that we are using have reduced the need for vaccinations to be complete 2 weeks before a cat can go into a cattery rather than the previous 4 weeks.

CIEH guidelines will continue to form the basis of NHDC Policy – SC will put clarification in the Policy regarding vaccines.

### **6. Current Trade issues**

SC advised that he had received a few issues as below:

- (i) Lack of mins of meetings

GC commented that no up to date minutes were on the web site. SC explained that because HM had left NHDC unexpectedly and this got missed. SC apologised and reminded everyone that HS is now the dedicated officer to the

Forum. PC proposed that we get the next set of minutes out within the next month.

**Action: HS to ensure the mins are circulated via email and published on the NHDC web site within the next month.**

(ii) Delayed licences

SC said procedures have now been put in place to ensure this does not happen in future. If applications and fees are received in November, licences will be issued in December.

**Action: SC to ensure all licences are issued promptly**

(iii) Mr & Mrs Huffer said issues were raised in a letter to them that they did not discuss at their inspection – RJ said that issues found during inspections should be advised verbally at the time.

**Action: RJ will discuss this with his colleague and assured all that this would not happen again.**

(iv) Recording of cat microchip numbers

All felt there was no useful purpose to logging microchip numbers of cats.

**Action: SC to remove this requirement from the Policy during the next policy amendment**

## 7. Any other business

Mr & Mrs Burrowes asked about supervision of animals out of hours – they currently have staff work 7am-7pm and wanted to know if someone had to be on site 24 hours a day? SC advised that as long as they are contactable and their numbers are logged with or available to the emergency services and the council that would suffice. Hours are not specified. A notice should be put up with easily contactable numbers. They also asked about burglary alarms – anything to do with this should be referred to the crime prevention officer in the Police.

## 8. Dates of Future Meetings

All agreed that the Forum should meet once a year in March. The next date will be confirmed ASAP. Other sub groups in regard to the 'Paws on the Doors' scheme will be held separately and organised by HS.

**Action: HS to schedule the next Forum meeting for March 2017**

**Action: HS to schedule sub group meetings as required**