

**LICENSING COMMITTEE**  
**3 FEBRUARY 2004**  
**(7.00 p.m. to 8.20 p.m.)**

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**PRESENT: -**

**Chair: -** Councillor Canavon

**Vice-Chair: -** Councillor Curtis

**Committee Members: -** Councillors Mrs. Cheale, Cooper, Harris,  
Mrs. M.S. Jones, Maney, Sear and Sharp

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**1. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Pearce.

**2. DECLARATIONS OF INTERESTS**

There were no interests declared.

**3. MINUTES**

The Minutes of the Licensing Committee meeting held on 9 July 2003, the Minutes of the meeting of the Sub-Committee held on 24 July 2003, the re-convened meeting held on 13 August 2003, the Minutes of the meetings held on 29 September 2003 and 14 January 2004 and the Minutes of the Special Licensing Committee held on 12 September 2003 were presented.

**RESOLVED: - That**

**the minutes be received and approved.**

**4. LOCAL LICENSING POLICY STATEMENT**

The Committee received a report and the Draft Licensing Policy Statement from Mr. Eastal, Environmental Health Team Leader, for consideration and approval of the process for establishing a Local Licensing Policy Statement.

It was noted that the report outlined a likely timetable for the transition period, however slippage in the programme had since occurred due to a delay in presenting the Secretary of State's Guidance to Parliament. Formal consultation on the Draft Licensing Policy could not begin until the Guidance was approved. It was now more likely that the date of the first appointed day would occur in October 2004, and the second appointed day in July 2005.

Mr. Easteal welcomed and introduced Mr. Ian Webster, Managing Director of LGS UK Limited, who is a specialist Licensing Consultant.

The Committee received a presentation from Mr. Webster who explained the significance of the Licensing Policy Statement within the context of the new system; how the draft policy had been created; the arrangements for handling the consultation process; and how the policy will finally be adopted.

The Committee accepted the recommendation to use the Draft Licensing Policy Statement presented to them as the basis for the consultation exercise, subject to any amendments that might have to be made as a result of changes to the Secretary of State's Guidance (when finally approved). The consultation period would be set once the Guidance had been published and this would be made to fit in with Council meeting dates.

It was envisaged that the Licensing Committee would engage in the process of finalising the Policy document, which would ultimately be ratified at a Full Council meeting. To this end the Committee would in due course meet to evaluate the results of the public consultation and endorse proposed amendments to the draft policy.

It was noted the Policy could later be contested by aggrieved parties and it would therefore be vital for the Council to be able to demonstrate that that all procedures had been properly followed in its creation. The Policy would be subject to review but it was expected to stand for three years.

It was noted that Members of the Committee should like to have the Draft Licensing Policy Statement published in Braille and Audio to ensure that the public consultation was fully inclusive. Mr. Easteal explained that the Policy would be sent out with a translation summary sheet in various languages, directing members of the public to contact the Council for copies in alternative languages.

The Chair thanked Mr Webster for his informative presentation. He advised Members to consider the Draft Licensing Policy Statement and individually make their observations upon commencement of the formal consultation process.

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**CHAIR**

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**DATED**