



LICENSING AND REGISTRATION COMMITTEE

DATE:	Wednesday, 31 January 2024
TIME:	6.30 pm
VENUE:	Committee Room - Town Hall, Station Road, Clacton-on-Sea, CO15 1SE

MEMBERSHIP:

Councillor J Henderson
Councillor Wiggins
Councillor Casey
Councillor Codling
Councillor A Cossens

Councillor Davidson
Councillor Kotz
Councillor Land
Councillor Smith
Councillor Thompson

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This meeting will be filmed by the Council for live and/or subsequent broadcast on the Council's website. The whole of the meeting will be filmed, except where there are confidential or exempt items, and the footage will be on the website for up to 24 months (the Council retains one full year of recordings and the relevant proportion of the current Municipal Year). The Council will seek to avoid/minimise footage of members of the public in attendance at, or participating in, the meeting. In addition, the Council is obliged by law to allow members of the public to take photographs, film, audio record and report on the proceedings at public meetings. The Council will only seek to prevent this should it be undertaken in a disruptive or otherwise inappropriate manner.

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DATE OF PUBLICATION: Tuesday, 23 January 2024

AGENDA

1 Apologies for Absence and Substitutions

The Committee is asked to note any apologies for absence and substitutions received from Members.

2 Minutes of the Last Meeting (Pages 1 - 4)

To confirm and sign as a correct record, the minutes of the meeting of the Committee, held on Monday, 16 October 2023.

3 Declarations of Interest

Councillors are invited to declare any Disclosable Pecuniary Interests, Other Registerable Interests of Non-Registerable Interests, and the nature of it, in relation to any item on the agenda.

4 Questions on Notice pursuant to Council Procedure Rule 38

Subject to providing two working days' notice, a Member of the Committee may ask the Chairman of the Committee a question on any matter in relation to which the Council has powers or duties which affect the Tendring District **and** which falls within the terms of reference of the Committee.

5 Miscellaneous Licensing Sub-Committee (Pages 5 - 6)

The Committee will formally receive and note, for its information only, the minutes of the meeting of the Miscellaneous Licensing Sub-Committee held on Monday, 11 December 2023.

6 Premises/Personal Licences Sub-Committee (Pages 7 - 16)

The Committee will formally receive and note, for its information only, the minutes of the Premises/Personal Licences Sub-Committee meetings held on Monday, 13 November 2023, Friday, 17 November 2023 and Friday, 24 November 2023.

7 Report of the Director (Operations & Delivery) - A.1 - Proposed Fees and Charges for Caravan Site Licensing - Housing & Environment (Pages 17 - 34)

To seek the Licensing Committee's concurrence to the proposed schedule of fees and charges 2024/25 for Operations & Delivery/Housing & Environment.

8 Report of the Director (Operations & Delivery) - A.2 - Operations & Delivery/Housing & Environment - Proposed Fees & Charges for Animal & Beauty Licensing 2024/25 (Pages 35 - 46)

To seek the Licensing & Registration Committee's concurrence to the proposed schedule of fees and charges 2024/25 for Operations & Delivery/Housing & Environment – Animal Licensing & Beauty Treatment Licensing.

9 Report of the Deputy Chief Executive - A.3 - Proposed Licensing Fees and Charges for 2024/25 (Pages 47 - 60)

To seek the Committee's approval to a schedule of fees and charges 2024/25 for licensing application etc within the responsibility of the Democratic Services and Elections, Governance – Licensing Section. The current fees and charges and proposals for fees and charges in 2024/25 are set out in Appendix A of the Officer report. Appendix A sets out those licensing fees where the Council has discretion over the level of fee, those where the Council must charge a nationally prescribed fee and those where the chargeable fee is subject to a nationally prescribed maximum.

10 Report of the Deputy Chief Executive - A.4 - Government Best Practice Guidance to Licensing Authorities Update - This Council's Taxi/Private Hire Licensing Policy (Pages 61 - 72)

This item is to advise the Committee that Cabinet approved the comprehensive and cohesive licensing policy for Taxi and Private Hire Services recommended by this Committee and to advise it that, since the adoption of that licensing policy, the Government had issued updated best practice guidance for this area of licensing. As such, through this Officer report, the Committee is advised of those elements of the updated best practice guidance that raise matters concerning this Council's policy and the implementation of it. Accordingly, the Committee is provided with this opportunity to review these matters and determine whether it is content with the proposed actions on those matters set out in this report.

This report also enables the Committee to receive an update on the implementation programme for of the Taxi/Private Hire Licensing Policy as prepared by Officers in accordance with the decision of Cabinet. This implementation plan is set out at Appendix B of this report.

11 Report of the Deputy Chief Executive - A.5 - Various Licensing Provisions - Applications Approved Under Delegated Powers (Pages 73 - 76)

This report seeks to provide the Committee with data on the number of licences, certificates and permits authorised by the Council in quarter 2 2023/24. The majority of these have been authorised by Officers in accordance with approved schemes of delegation. Data is provided to Committee on the most recent complete quarters (April to June, July to September, October to December and January to March) together with previous quarters so as to aid comparison between quarters and years. Enforcement figures will be reported on at the next Committee meeting.

12 Date of the Next Meeting of the Committee

To enable the Committee to discuss fixing the date of its next meeting which is likely to be held in March 2024.

13 Exclusion of Press and Public

The Committee is asked to consider passing the following resolution:-

“that under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of Agenda Items 14 and 15 on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A, as amended, of the Act.”

14 Exempt Minutes - Miscellaneous Licensing Sub-Committee (Pages 77 - 80)

The Committee will formally receive and note, for its information only, the exempt minutes of the meeting of the Miscellaneous Licensing Sub-Committee held on Monday, 11 December 2023.

15 Exempt Minutes - Premises/Personal Licences Sub-Committee (Pages 81 - 88)

The Committee will formally receive and note, for its information only, the exempt minutes of the meetings of the Premises/Personal Licences Sub-Committee held on Monday, 13 November 2023 and Friday, 24 November 2023.

Date of the Next Scheduled Meeting

The next scheduled meeting of the Licensing and Registration Committee is to be held in the at Time Not Specified on Date Not Specified.

Information for Visitors

FIRE EVACUATION PROCEDURE

There is no alarm test scheduled for this meeting. In the event of an alarm sounding, please calmly make your way out of any of the fire exits in the hall and follow the exit signs out of the building.

Please heed the instructions given by any member of staff and they will assist you in leaving the building and direct you to the assembly point.

Please do not re-enter the building until you are advised it is safe to do so by the relevant member of staff.

Your calmness and assistance is greatly appreciated.