



LICENSING AND REGISTRATION COMMITTEE

DATE:	Monday, 20 January 2025
TIME:	6.30 pm
VENUE:	Town Hall, Station Road, Clacton-on-Sea, CO15 1SE

MEMBERSHIP:

Councillor J Henderson (Chairman)
Councillor Wiggins (Vice-Chairman)
Councillor Bray
Councillor Casey
Councillor Codling

Councillor A Cossens
Councillor Davidson
Councillor Skeels Jnr.
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: Friday, 10 January 2025

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 7 - 18)

To confirm and sign as a correct record, the minutes of the meeting of the Committee, held on 2 October 2024.

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 19 - 20)

The Committee will formally receive and note, for its information only, the minutes of the meeting of the Miscellaneous Licensing Sub-Committee held on Friday, 27 September 2024.

6 Premises/Personal Licences Sub-Committee (Pages 21 - 28)

The Committee will formally receive and note, for its information only, the minutes of the Premises/Personal Licences Sub-Committee meetings held on Friday 27 September and Monday 25 November 2024.

7 Report of the Assistant Director (Housing and Environment) - A.1 - Operations & Delivery / Housing & Environment - Proposed Fees and Charges for Animal Licensing & Beauty Treatment Licensing 2025/26 (Pages 29 - 44)

To seek the Licensing & Registration Committee's concurrence to the proposed schedule of fees and charges 2025/26 for Operations & Delivery / Housing & Environment – Animal Licensing & Beauty Treatment Licensing.

To submit to the Committee details of the current licensing fees and charges for the issuing and renewal of licenses issued by the Environmental Health service, that are non-executive functions, and to seek approval for the proposed fees and charges for the new financial year to take effect from 1 April 2025 (or as soon as possible thereafter taking account of legislative requirements).

8 Report of the Assistant Director (Housing and Environment) - A.2 - Housing & Environment - Caravan Site Licensing - Proposed Fees and Charges for 2025/26 (Pages 45 - 60)

To seek the Committee's approval to the proposed schedule of fees and charges 2025/26 for Housing & Environment – Caravan Site Licensing.

To provide the Licensing and Registration Committee with the details of the proposed licensing fees and charges for the new financial year beginning April 2025, regarding Residential Park Homes. The Mobile Homes Act 2013 amended Section 3(3) of the Caravan Sites and Control of Development Act 1960 and empowered Local Authorities to charge when issuing licences in respect of 'relevant protected sites' and to charge fees for the provision of other associated licensing functions. The purpose of the report is to endorse those fees and changes to those fees and charges to take effect for the new financial year 2025/26 (as soon as possible there after taking account of legislative requirements).

9 Report of the Director (Governance) - A.3 - Various Licensing Provisions - Applications Approved under Delegated Powers (Pages 61 - 64)

To provide the Committee with data on the number of licences, certificates and permits authorised by the Council in quarter 4 2024/25. 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.

10 Report of the Director (Governance) - A.4 - Licensing Enforcement Schedule of Routine Licensing Inspections for 2025 (Pages 65 - 78)

To update Committee on the Schedule of Inspections carried out in 2023 and 2024 and invite the Committee to consider the arrangements for routine inspections of licences, permits, consents etc within the scope of the Committee's work. The Committee is asked to consider approving an initial Schedule for Inspections to be undertaken in 2025.

11 Report of the Director (Governance) - A.5 - Proposed Licensing Fees and Charges for 2025/26 (Pages 79 - 90)

To seek the Committee's approval to a schedule of fees and charges 2025/26 for licensing applications 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 2025/26 are set out at Appendix A to this 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.

12 Date of the Next Meeting of the Committee

To enable the Committee to discuss fixing the date of its next meeting.

13 Exclusion of Press & 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 Item 14 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 91 - 96)**

The Committee will formally receive and note, for its information only, the exempt minutes of the Miscellaneous Licensing Sub-Committee held on Friday, 27 September 2024.

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 room 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.