



Licensing Committee Wednesday, 17th October, 2018

You are invited to attend the next meeting of **Licensing Committee**, which will be held at:

**Council Chamber, Civic Offices, High Street, Epping
on Wednesday, 17th October, 2018
at 2.30 pm .**

**Derek Macnab
Acting Chief Executive**

**Democratic Services
Officer**

Adrian Hendry (Directorate of Governance)
Tel: 01992 564243 Email:
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Members:

Councillors R Morgan (Chairman), J Jennings (Vice-Chairman), N Bedford, K Chana, I Hadley, S Heather, L Hughes, P Keska, L Mead, S Neville, C P Pond, B Rolfe, M Sartin, D Stocker and J M Whitehouse

PLEASE NOTE THE START TIME OF THE MEETING

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**

To declare interests in any item on this agenda.

- 3. ANY OTHER BUSINESS**

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs (6) and (24) of the Council Procedure Rules contained in the Constitution require that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

In accordance with Operational Standing Order (6) (non-executive bodies), any item raised by a non-member shall require the support of a member of the Committee concerned and the Chairman of that Committee. Two weeks notice of non-urgent items is required.

- 4. MINUTES OF THE LICENSING COMMITTEE (Pages 5 - 8)**

To confirm the minutes of the Licensing Committee meeting held on 18th April 2018.

5. MINUTES OF THE LICENSING SUB-COMMITTEES

Copies of the minutes from the Sub-Committee's meetings will be available for the relevant Chairmen to sign off.

6. APPLICATIONS RECEIVED UNDER THE LICENSING ACT 2003 (Pages 9 - 10)

To consider the attached report.

7. LICENSING ACT 2003 STATEMENT OF POLICY - PERIODIC REVIEW (Pages 11 - 46)

Recommendation:

That Members recommend the adoption of the revised Licensing Act Statement of Policy to Cabinet.

Report:

The Licensing Act 2003 requires that Licensing Authorities revise their Policy Statements made under the Act at defined intervals.

A new draft policy was prepared and consultation was undertaken with interested parties and the trade. A list of consultees is attached at appendix 1.

The responses to the consultation and the associated comments by officers are attached below.

Responder	Response	Officer Comment
Essex Police.	That the policy signpost applicants to the pool of model conditions which have been produced by the police.	Accepted and incorporated.
The Village Halls and Community Buildings Advisor, The Rural Communities Council of Essex	That the provisions of the Legislative Reform (Supervision of Alcohol Sales in Church and Village Halls) Order 2009, be referenced in the policy. This, in effect, allows a village hall or church committee to act as a Designated Premises Supervisor.	Accepted and incorporated.

Nazeing Parish Council	That Town and Parish Councils be included under the list of Responsible Authorities	The list of Responsible Authorities is defined in the legislation and the Council does not have the power to alter it.
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The policy revision process also gives officers the opportunity to update or change the policy, however, apart from some minor typographical error corrections no significant changes are proposed.

8. JOINT MEETING OF LICENSING SUB-COMMITTEE CHAIRMEN

The Chairman to give any relevant feedback on the discussions of the Licensing Sub-Committee Chairs meeting held on 3rd September 2018.

9. REVIEW OF LICENSING SUB-COMMITTEE PROCEDURES

To review the proceedings of the Licensing Sub-Committee held during the preceding period and identify any problems of procedure, policy and organisation that have adversely affected the running of the meetings.

10. REVIEW OF CURRENT AND FUTURE TRAINING NEEDS FOR THE COMMITTEE

To highlight any further training considered necessary for the members tasked with discharging the Council's Licensing function.

11. MATTERS ARISING

To consider any further matters arising in respect of the Council's Licensing function, not covered elsewhere on the agenda.

12. DATE OF NEXT MEETING

The next meeting of the Licensing Committee has been scheduled for Wednesday, 24th April 2019 at 2.30pm in the Council Chamber.