

# Minutes

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**Licensing Committee 2022/23  
Tuesday, 20th December, 2022**

## **Attendance**

Cllr Tanner (Chair)	Cllr Jakobsson
Cllr Barber (Vice-Chair)	Cllr Laplain
Cllr Dr Barrett	Cllr Mrs Murphy
Cllr M Cuthbert	Cllr Mynott
Cllr Fryd	Cllr Parker
Cllr Gelderbloem	Cllr Wiles

## **Apologies**

## **Substitute Present**

## **Also Present**

Cllr Hossack  
Cllr Aspinell  
Cllr Mrs Davies

## **Officers Present**

Phil Drane	- Director - Place
Paul Adams	- Licensing Manager
Caroline Corrigan	- Corporate Manager (Planning Development Management)
Claire Mayhew	- Corporate Manager (Democratic Services) and Deputy Monitoring Officer
Jonathan Quilter	- Corporate Manager (Strategic Planning)
Zoe Borman	- Governance and Member Support Officer

## **277. Apologies for Absence**

No apologies had been received.

**278. Minutes of the Previous Meeting**

The Minutes of the previous Licensing Committee held on 26<sup>th</sup> July 2022 were agreed as a true record.

**279. Minutes of Licensing Sub Committee 15.7.22**

The Minutes of the Licensing Sub Committee held on 15<sup>th</sup> July 2022 were agreed as a true record.

**280. Minutes of Licensing Sub Committee 20.7.22**

The Minutes of the Licensing Sub Committee held on 20<sup>th</sup> July 2022 were agreed as a true record.

**281. Minutes of Licensing Sub Committee 17.8.22**

The Minutes of the Licensing Sub Committee held on 17<sup>th</sup> August 2022 were agreed as a true record.

**282. Minutes of Licensing Sub Committee 7.10.22**

The Minutes of the Licensing Sub Committee held on 7<sup>th</sup> October 2022 were agreed as a true record.

**283. Licensing Fees**

This report set out the process and methodology for the setting of Licence Fees associated with licence applications under the remit of the Licensing Committee and proposed the licencing fees for consultation where necessary for the 2023-2024 financial year.

Mr Adams, Licensing Manager, was present at the meeting and briefly summarised the report.

Cllr Tanner **MOVED** and Cllr Barber **SECONDED** the recommendations within the report.

Following discussion a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY:**

**To agree for the proposed fees and charges as set out in Appendix A for the 2023- 2024 financial year to go out to public consultation.**

## **Reasons for Recommendation**

It is important that all licence fees are subject to regular review to ensure that they remain reasonable and proportionate. Where there is to be a significant change to the licensing fee, sufficient consultation must be undertaken to ensure compliance with legislation and to seek a balanced view of the proposed changes.

### **284. Street Trading Policy**

Brentwood Borough Council have a street Trading Licence Scheme that covers the High Street, Brentwood, and an associated Policy. This report introduced a revised policy for consideration before consultation, which looks to extend the scheme to include the whole borough with a combination of street trading licence and street trading consent schemes.

Mr Adams, Licensing Manger introduced this report.

Cllr Tanner **MOVED** and Cllr Barber **SECONDED** the recommendations within the report.

Following discussion a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** to:

- 1. Agree to begin the statutory consultation for the proposal to extend the street trading provisions across the whole borough of Brentwood.**
- 2. Agree for the revised Street Trading Policy attached at Appendix B of the report to go out for public consultation.**
- 3. For the results of both consultations to be reported back to this committee for consideration.**

## **Reasons for Recommendation**

The extension of the street trading scheme required a new resolution to be passed, which requires the statutory requirements to be met as in 2.4.

The revised policy requires consultation, and the results of both consultations will be reported to and considered by this committee.

### **285. Taxi Licensing Policy**

The DFT have published the Statutory Taxi and Private Hire Vehicle Standards which set out the minimum standards for licensing authorities to apply with regards to certain aspects of taxi licensing. A policy has been developed that brings together the Council's existing policies and procedures

into one policy document, reviewing areas of existing policy to ensure that the minimum standards are met. This report considers the consultation responses and proposes a final policy version ready for adoption.

Mr Adams, Licensing Manger introduced the report.

Cllr Tanner **MOVED** and Cllr Barber **SECONDED** the recommendations within the report.

Following discussion a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** to:

1. **Consider the consultations response as in Appendix B along with the officer comments in Appendix C of the report.**
2. **Agree the Taxi Licensing Policy as attached at Appendix A be adopted and to come into effect from the 1st February 2023.**

### **Reasons for Recommendation**

The Policy has been revised by officers following the comments received.

After consideration of the consultation comments, the policy may be amended if the committee feels necessary.

[Cllr Fryd declared a non-pecuniary interest as a retired taxi driver.]

### **286. Urgent Business**

There were no items of urgent business.

The meeting concluded at 19.22