

# Minutes

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## Licensing Committee 2022/23 Tuesday, 14th March, 2023

### Attendance

Cllr Tanner (Chair)	Cllr Gelderbloem
Cllr Barber (Vice-Chair)	Cllr Laplain
Cllr Dr Barrett	Cllr Mynott
Cllr M Cuthbert	Cllr Parker
Cllr Fry	Cllr Sankey

### Apologies

Cllr Mrs Murphy

### Substitute Present

Cllr Mrs Hones  
Cllr Mrs Pearson

### Also Present

Cllr Jakobsson  
Cllr Heard  
Cllr Keeble  
Cllr Lockhart

### Officers Present

Paul Adams	- Licensing Manager
Caroline Corrigan	- Corporate Manager (Planning Development Management)
Brendan Johnston	- Strategic Development Engineer, Essex Highways
Claire Mayhew	- Corporate Manager (Democratic Services) and Deputy Monitoring Officer
Paulette McAllister	- Programme Lead - Strategic Housing Development Programme
Jonathan Quilter	- Corporate Manager (Strategic Planning)
Zoe Borman	- Governance and Member Support Officer

### 396. Apologies for Absence

Apologies were received from Cllrs Murphy and Jakobsson. Cllrs Pearson and Hones attended as substitutes.

### **397. Minutes of the Previous Meeting**

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

### **398. Minutes of Licensing Sub Committee**

The Minutes of the Licensing-Sub Committee held on 14<sup>th</sup> December 2022 were agreed as a true record.

### **399. Minutes of Licensing Sub Committee**

The Minutes of the Licensing Sub Committee held on 1<sup>st</sup> March 2023 were agreed as a true record.

### **400. Licensing Fees**

This report sets out the process and methodology for the setting of Licence Fees associated with licence applications under the remit of the Licensing Committee. It also considers the responses from the public consultation in relation to the proposed fees for the 2023-2024 financial year.

Mr Paul Adams summarised the report.

Following a full discussion a vote was taken by a show of hands and it was **RESOLVED** that Members:

**Consider the consultation responses received and approve the proposed fees and charges as set out in Appendix B for the 2023/24 financial year.**

#### **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.

### **401. Urgent Business**

There were no items of urgent business.

The meeting concluded at 19:15