

**LICENSING COMMITTEE  
8TH FEBRUARY 2022**

PRESENT: The Chair (Councillor Lowe)  
The Vice Chair (Councillor Forrest and Councillor  
Brookes)  
Councillors Goddard, Howe, Murphy, Needham,  
Ranson and Savage

Head of Regulatory Services  
Licensing Manager  
Democratic Services Manager  
Democratic Services Officer (NC)

APOLOGIES: Councillor Popley and Williams

The Chair stated that the meeting would be recorded and the sound recording subsequently made available via the Council's website. He also advised that, under the Openness of Local Government Bodies Regulations 2014, other people may film, record, tweet or blog from this meeting, and the use of any such images or sound recordings was not under the Council's control.

*The sound recording device failed to function, so no recording is available.*

5. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 15th September 2021 were confirmed as a correct record and signed.

6. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

There were no disclosures made.

7. QUESTIONS UNDER OTHER COMMITTEE PROCEDURES 12.8

No questions had been submitted.

8. REVIEW OF THE STATEMENT OF LICENSING POLICY

Considered a report of the Head of Regulatory Services seeking the Committee's approval of the draft Statement of Licensing Policy, made in accordance with the Licensing Act 2003 for consultation prior to submission to Full Council for approval (item 5 on the agenda filed with these minutes).

The Head of Regulatory Services introduced the report and stated that if the Committee approved the draft Statement of Licensing Policy for consultation, it would then be submitted to Full Council for approval. The Regulatory Services Manager drew the Committee's attention to part B of the report and the changes that had been made.

### Summary of discussion:

- the draft Policy would be circulated to all Responsible Authorities, Loughborough BID, Public Houses, local Licensing Solicitors regularly used for applications and persons / bodies representative of local licence holders, (see page 6 of the report for list). It was noted that there were over 2000 personal licence holders and that when all were consulted in 2017, a significant number of letters were returned as 'no longer at that address'. It has been proposed to consult a percentage of personal licence holders for this consultation but all premises would be consulted.
- the changes made to the policy would be detailed in a letter and sent to consultees with reference made to the availability of the full Policy on the Council's website or as a hard copy at Council offices.
- the change to section 6 would affect how a public house operated. It was hoped that including details on why a full operating schedule was needed would reduce the number of enquiries made to the Council and other Responsible Authorities when applications were made.
- with reference to section 5.2, although Drinking Up Time was now advisory, it was noted that the Police would recommend a Drinking Up Time if required for an individual premises, to assist with the gradual dispersal of customers.
- once a license had been issued it could be subject to a review for matters arising at the premises in connection with the four licensing objectives. Reviews could be initiated by interested parties, neighbours and Responsible Authorities. The review would be advertised at the premises for 28 days and would then be considered by the Licensing Committee.
- Standard Temporary Event Notices (TEN) should be submitted within clear 10 working days of the event. A late TEN could be submitted between 5-9 clear working days of the event but the Licensing Section advised submission of TENs as early as possible to allow officers to process the notice.

### RESOLVED

1. That the draft Statement of Licensing Policy, made under the Licensing Act 2003 and attached at Annex 1, be approved for consultation. No changes have been made to the Special Policy on Cumulative Impact, at section 4, contained within the draft Statement of Licensing Policy as this was amended and consulted on in 2021;
2. That, subject to recommendation 2 and following the consultation that the Head of Regulatory Services is given delegated authority to make minor amendments and alteration to the Statement of Licensing Policy, in consultation with the Chair of the Licensing Committee, and to submit the final version of the Policy to Full Council.

### Reasons

1. To set out the Council's policy in respect of liquor licensing that meets the licensing objectives and to comply with the requirements of the Licensing Act 2003.

2. To ensure that minor changes can be made to the Statement of Licensing Policy, and enable submission to Full Council in an efficient manner if only minor changes are required.

*Cllr Gerrard, as a member of the Licensing Committee attending virtually confirmed that she would have voted in favour of the above decision had she been physically present at the meeting and able to do so.*

NOTES:

1. Councillor Gerrard attended this meeting virtually. The number of members of the Licensing Committee in the room was limited to quorum (plus one) only given the position with Covid 19. Decisions were taken only by members physically present at the meeting.
2. No reference may be made to these minutes at the next ordinary Council meeting unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on the fifth working day following publication of these minutes.
3. These minutes are subject to confirmation as a correct record at the next meeting of the Licensing Committee.