

## LICENSING COMMITTEE (REGULATORY)

Minutes of the meeting of the Licensing Committee (Regulatory) held on Wednesday, 22 October 2025 at the Council Chamber - Council Offices at 10.00 am

### Committee

#### Members Present:

Cllr E Tooke (Chair)	Cllr J Boyle
Cllr A Brown	Cllr P Fisher
Cllr P Porter	Cllr L Withington

#### Officers in Attendance:

Environment and Leisure Business Support Manager (ELBSM)  
Democratic Services & Governance Officer(s)

#### Apologies for Absence:

Cllr D Birch (Chairman)  
Cllr M Batey  
Cllr K Bayes  
Cllr T FitzPatrick  
Cllr N Housden  
Cllr K Leith  
Cllr C Ringer  
Cllr M Taylor

### 7 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllrs, Batey, Bayes, Birch, Fitzpatrick, Housden, Leith, Ringer, and Taylor

### 8 PUBLIC QUESTIONS AND STATEMENTS

None received

### 9 MINUTES

Cllr Boyle proposed, and Cllr Brown seconded that the minutes of the Licensing Committee (Regulatory) of 14<sup>th</sup> July 2025 and the Sub-Committee (Regulatory) 14<sup>th</sup> July and 24<sup>th</sup> September 2025 be approved as a correct record, and it **WAS RESOLVED** unanimously to approve such minutes.

### 10 DECLARATIONS OF INTEREST

None declared

### 11 ITEMS OF URGENT BUSINESS

None received

### 12 STREET TRADING POLICY 2025-2028

The ELBSM presented the Street Trading policy to the Committee and explained that the new policy reflected current trading practices, legal requirements, and community expectations, and was designed to support local enterprise while safeguarding public safety and amenity. Its key objectives were modernisation and clarity, economic development, public safety, fairness and consistency together with legal compliance. Full public consultation had been undertaken with the feedback received shaping the policy.

The ELMSM further advised the Committee that on implantation, the policy would provide enhanced powers including prosecution for illegal trading, would support sustainable trading and operated on a cost recover basis. An Equality Impact Assessment had been carried out.

### Members Debate

- a. Cllr Brown asked for clarification regarding staff resourcing and financial risk and contingency. The ELBSM clarified that the cost of prosecuting any illegal trading would be covered out of general Council funds but that the team hoped to encourage compliance.
- b. Cllr Boyle noted that the policy was very understandable and asked a question about existing business which sold goods outside their premises. The ELBSM confirmed that this policy would not act as a blanket ban for such activities as it was accepted that would negatively impact on businesses.
- c. Cllr Withington welcomed the clarity for business operating in towns particularly noting that it was helpful to those retailers in those town who were paying business rates.

It was proposed by Cllr Fisher and seconded by Cllr Brown that the Committee

- (1) Approve the revised Street Trading Policy 2025–2028, with effect from 1 April 2026.
- (2) Recommend adoption by Full Council.
- (3) Authorise officers to implement the policy and update associated materials and systems.

And **IT WAS RESOLVED** unanimously to accept those recommendations.

## **13 LICENSING FEES AND CHARGES 2026-2027**

The ELBSM presented a review of licensing fees and charges that had been undertaken to ensure compliance with statutory cost-recovery requirements and to reflect actual service delivery costs. The revised fees cover a range of licensing activities under environmental health, including taxi and private hire licensing, animal welfare licensing, skin piercing, sex establishments, street trading and mobile homes licensing.

The Committee were informed of the key changes including, significant fee reductions due to surplus in the taxi licensing fund and recalculated costs based on 2024–25 data, a simplified street trading fee structure, adjusted animal licensing fees, revised and updated mobile homes fees policy and new primate licensing fees in line with legislation. Other fees set by central government (e.g., alcohol premises, gambling, personal licences) remain unchanged.

The Committee heard that the proposed fees were benchmarked against neighbouring authorities and designed to be fair, transparent, and legally compliant, with implementation recommenced from 1st April 2026.

### Members Debate

- a. Cllr Withington asked about the governance route to approve the fees and the ELBSM confirmed that some fees (for example those relating to scrap metal) were required by statute to be taken to Cabinet.
- b. Cllr Boyle requested clarification in the reduction of private hire fees, it was confirmed to the Committee that as there was a surplus in the funds relating to taxi licensing that it had been possible to reduce some fees.

Cllr Fisher proposed and Cllr Withington seconded that the Committee

- (1) Approve the revised fees and charges (excluding those requiring Cabinet approval).
- (2) Endorse the updated Mobile Home Fees Policy.
- (3) Recommend adoption by Cabinet or Full Council, in line with legislation.

**IT WAS RESOLVED** unanimously to accept these recommendations.

The meeting ended at 10.23 am.

---

Chairman