

Tuesday, 12 May 2026

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LICENSING COMMITTEE

You are summoned to a meeting of the Licensing Committee which will be held in Council Chamber, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB on **Wednesday, 20 May 2026 at the rising of the Audit and Governance Committee meeting after Annual Council or 2.31 pm (whichever is later).**



Giles Hughes
Chief Executive

To: Members of the Licensing Committee

Councillors: To be appointed at Annual Council.

Recording of Proceedings – The law allows the public proceedings of Council, Executive, and Committee Meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted. By participating in this meeting, you are consenting to be filmed.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Democratic Services officers know prior to the start of the meeting.

AGENDA

1. **Election of Chair**

Purpose:

To elect a Chair for the civic year 2026/27.

Recommendation:

That the Committee resolves to:

- I. Elect a Chair of the Licensing Committee for the civic year 2026/27.

2. **Appointment of Vice-Chair**

Purpose:

To appoint a Vice-Chair for the civic year 2026/27.

Recommendation:

That the Committee resolves to:

- I. Appoint a Vice-Chair of the Licensing Committee for the civic year 2026/27.

3. **Apologies for Absence**

To receive any apologies for absence.

4. **Declarations of Interest**

To receive any declarations of interest from members of the Licensing Committee on any items to be considered at the meeting.

5. **Minutes of the Previous Meeting (Pages 3 - 6)**

To approve the minutes of the previous meeting held on Tuesday 9 December 2025.

6. **Appointment of Licensing Sub-Committees (Pages 7 - 12)**

Purpose:

To invite the Licensing Committee to appoint sub-committees for the civic year 2026/27.

Recommendations:

That the Licensing Committee resolves to:

- a) Appoint five members of the Licensing Committee to the Miscellaneous Licensing Sub-Committee in accordance with political proportionality and the wishes of political groups (2 Liberal Democrat, 2 Conservative, 1 Labour), as set out in Annex A.
- b) Note that Licensing Panel membership will comprise the Chair of Vice-Chair of the Licensing Committee and two other members of the Licensing Committee drawn on an alphabetical rota basis from the remaining members of the Licensing Committee (subject to their availability and completion of the licensing training prior to participation in a Licensing Panel meeting), as detailed in paragraph 4.3.

(END)

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the **Licensing Committee**

Held in the Council Chamber, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB
at 10.00 am on **Tuesday, 9 December 2025**

PRESENT

Councillors: David Jackson (Vice-Chair), Sandra Cosier, Jane Doughty, Andrew Lyon, Paul Marsh, David Melvin and Tim Sumner

Officers: Andrea Thomas (ERS Officer, Professional Services), Ana Prelici (Senior Democratic Services Officer), Mathew Taylor (Democratic Services Officer), Mandy Fathers (Business Manager - Environmental, Welfare & Revenue Service) and Maria Harper (Democratic Services Assistant)

Other Councillors in attendance: None.

7 Apologies for Absence and temporary appointments

Councillor David Jackson, Vice-Chair of the Licencing Committee, took the Chair and welcomed Members to the meeting.

Apologies for absence were received from Councillor Mark Walker, Chair of the Licensing Committee, and Councillor Sandra Simpson.

8 Declarations of Interest

There were no declarations of interest made by members of the Committee.

Councillor Paul Marsh joined the meeting at 10:02.

9 Minutes of the Previous Meeting

Councillor Jane Doughty proposed that the minutes of the previous Committee meeting, held on 21 May 2025, be signed by the Chair as a true and accurate record. This was seconded by Councillor Andrew Lyon, was put to the vote, and was agreed by the Committee.

The Committee **Resolved** to:

Agree the minutes of the previous meeting, held on 21 May 2025, as a true and accurate record.

10 Public Participation

There was no public participation at the meeting.

11 New Fee for Primate Licences

Councillor David Jackson, Vice-Chair of the Licensing Committee, asked the Business Manager for Environment, Welfare and Revenues, to present the report to the Committee.

In her presentation the Officer advised that:

- In 2024 the Department for Environment, Food and Rural Affairs (DEFRA) had brought in regulations on animal welfare which came into force on 6 April 2025.
- The regulations introduced a licensing scheme for private keepers of primates for which the Council was the licensing authority.
- A licence would be granted for a period of three years or a shorter period on the request of the applicant. Provisions were in place for the licensing authority to revoke licenses if required.
- A fee would be charged for the application and could be charged for inspections. An estimate of the fees was shown in section 2.9 of the report. The proposed fees were in line with those already in place for horse riding establishments which required a similar application and administration process. The fees would be reviewed annually.

In the discussion the Committee raised the following points and questions:

- A Member queried the number of potential cases that would require a license in the district. Officers advised that they were not aware of any privately owned primates that would require a licence at present. However, Officers intended to work with veterinarians to raise awareness of the requirement for a licence.
- A query was raised around the wording used in section 2.6 of the report that referred to “suitable persons” being required to undertake inspections. The Committee was informed that Officers who were responsible for inspections would undergo a two-day training course. In addition, a veterinarian would be required to inspect prior to an Officer. This would ensure a thorough process would be followed by a qualified person.
- The number and frequency of inspections in the licensing period was discussed. It was suggested that more regular inspections could take place if concerns were raised.
- The powers of the Council as licensing authority to issue fines, prosecute or revoke licenses was discussed.
- A query was raised as to how Officers were making the public aware of the requirement to hold a license. The Committee was advised that the Council’s Communication Team was raising awareness.
- The list of primates that required licences, shown at section 2.2 of the report, was discussed.

Licensing Committee

09/December2025

Councillor Andrew Lyon proposed that the Committee agree the recommendations as set out in the report. This was seconded by Councillor Tim Sumner, was put to the vote and was unanimously agreed by the Committee.


The Committee **Resolved** to:

1. Note the contents of the report and the implications of the Animal Welfare (Primate Licences) (England) Regulations 2024 on the Council; and,
2. Recommend to Council that the fees applicable to Primate Keeper Licence applications are set as detailed in paragraph 3.9

The Meeting closed at 10.15 am

CHAIR

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 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>LICENSING COMMITTEE – 20 MAY 2026</p>
<p>Subject</p>	<p>APPOINTMENT OF LICENSING SUB-COMMITTEES</p>
<p>Wards affected</p>	<p>None</p>
<p>Accountable member</p>	<p>Chair of the Licensing Committee</p>
<p>Accountable officer</p>	<p>Andrew Brown, Head of Democratic and Electoral Services. Email: Andrew.Brown@westoxon.gov.uk</p>
<p>Report author</p>	<p>Anne Learmonth – Democratic Services Officer. Email: Anne.Learmonth@westoxon.gov.uk</p>
<p>Summary/Purpose</p>	<p>To invite the Licensing Committee to confirm the appointment of Sub-Committees for the 2026/27 civic year.</p>
<p>Annexes</p>	<p>Annex A – Miscellaneous Licensing Sub-Committee nominations (to follow)</p>
<p>Recommendation(s)</p>	<p>That the Licensing Committee resolves to:</p> <ul style="list-style-type: none"> a) Appoint five members of the Licensing Committee to the Miscellaneous Licensing Sub-Committee in accordance with political proportionality and the wishes of political groups (2 Liberal Democrat, 2 Conservative, 1 Labour), as set out in Annex A. b) Note that Licensing Panel membership will comprise the Chair or Vice-Chair of the Licensing Committee and two other members of the Licensing Committee drawn on an alphabetical rota basis from the remaining members of the Licensing Committee (subject to their availability and completion of licensing training prior to participation in a Licensing Panel meeting), as detailed in paragraph 4.3.
<p>Corporate priorities</p>	<ul style="list-style-type: none"> • Working Together for West Oxfordshire
<p>Key Decision</p>	<p>NO</p>

Exempt	NO
Consultees/ Consultation	Leaders of political groups that are entitled to seats on the sub-committee have been asked to nominate members.

1. BACKGROUND

- 1.1 The Council's Constitution provides that the Licensing Committee will have two Sub-Committees which have certain functions and responsibilities:
- Miscellaneous Licensing Sub-Committee
 - Licensing Panel
- 1.2 The power to appoint members to Sub-Committees lies with the parent committee i.e. the Licensing Committee.

2. LICENSING TRAINING

- 2.1 Members of the Council wishing to serve on the Licensing Committee, its Licensing Panel Sub-Committee or Miscellaneous Licensing Sub-Committee, are required to attend Licensing training prior to participating in a meeting. Licensing training is scheduled to take place on 7 July 2026 at 2.00pm.

3. MISCELLANEOUS LICENSING SUB-COMMITTEE

- 3.1 This Sub-Committee is responsible for determining taxi, private hire and street trading applications in certain circumstances e.g. where the applicant has previous convictions. The provisions of the Local Government Act 1972 relating to Sub-Committees apply to the Miscellaneous Licensing Sub-Committee, meaning the membership must be appointed for a specified period of time (usually the duration of a civic year), in accordance with political proportionality.
- 3.2 It is proposed that the Licensing Committee appoints five members of the committee (as in previous years) to the Miscellaneous Licensing Sub-Committee for the 2026/27 municipal year, in accordance with political proportionality, as set out in Table 1 below.

Table 1: Political proportionality on the Misc. Licensing Sub-Committee

Group	Liberal Democrat	Conservative	Labour	Green	Total
Real entitlement	2.04	1.63	0.82	0.41	4.9*
Rounded entitlement	2	2	1	0	5
Seats allocated	2	2	1	0	5

**This figure does not sum to 5 due to the impact of one non-grouped councillor on overall proportionality.*

3.3 Members of the Sub-Committee may be substituted by any member of their political group who has undertaken licensing training.

4. LICENSING PANEL

4.1 The Licensing Panel is responsible for determining Personal Licenses and Premises Licenses where representations are received, and for considering whether to grant Temporary Event Notices where objections are received from the Police or Environmental Health.

4.2 The Licensing Panel is a Sub-Committee which is governed by the provisions of the Licensing Act 2003 rather than the Local Government Act 1972. Under the Licensing Act 2003, a Licensing Committee must establish one or more Sub-Committees comprising three members of the Licensing Committee. Licensing Panels are not subject to political proportionality and the membership does not have to be fixed for a specified period of time. It is a requirement of the Council's Constitution that the members participating in Licensing Panel meetings have completed licensing training.

4.3 On 4 June 2014 the Licensing Committee resolved that the Licensing Panel will be appointed as follows and these provisions were more recently included in the Council's Constitution:

- The Chair or Vice-Chair of the Licensing Committee shall sit on and chair each meeting of the Panel.
- The other two members of each meeting of the Panel shall be drawn on an alphabetical rota basis from the remaining members of the Licensing Committee.
- In the event of a Member being unavailable or otherwise unable to sit for a particular hearing, the next Member on the rota be approached, with the former being eligible to sit at the next meeting instead.
- In the event of the Chair or Vice-Chair being unable to sit on a particular hearing the third member of the Panel shall be drawn from the membership of the Committee under the usual rota system and the Panel shall appoint a Chair for the hearing(s) from that membership as its first item of business.
- That no Member who has not attended appropriate training shall be permitted to sit at a meeting of the Licensing Panel.

5. CONCLUSIONS

5.1 The Licensing Committee is asked to confirm the appointment of members to the Miscellaneous Licensing Sub-Committee and note the membership arrangements for the Licensing Panel.

5. FINANCIAL IMPLICATIONS

5.1 There are no financial implications arising directly from the recommendations in this report.

6. LEGAL IMPLICATIONS

6.1 The legal issues relating to licensing sub-committees are detailed in the body of the report, specifically paragraphs 3.1 and 4.2.

7. RISK ASSESSMENT

7.1 Appointing sub-committees in accordance with the provisions of the law and the Constitution will help to ensure that licensing applications can be determined in a timely fashion and reduce the risk of challenge to decisions.

8. EQUALITIES IMPACT

8.1 The Committee is advised to have due regard to the need to promote equality when appointing sub-committees with responsibility for determining licensing applications.

9. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

9.1 There are no climate or ecological implications arising directly from the recommendations in this report.

10. ALTERNATIVE OPTIONS

10.1 If the Licensing Committee wishes to change the size of the Miscellaneous Licensing Sub-Committee or membership arrangements for the Licensing Panel it could pass a resolution requesting that officers bring a report to a future meeting with alternative proposals.

11. BACKGROUND PAPERS

11.1 None

(END)

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