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WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the
Licensing Committee

Held in Committee Room 1 at 12.00pm on **Tuesday, 29 August 2023**

PRESENT

Councillors: Mark Walker (Chair), Jeff Haine, David Jackson, Andrew Lyon, David Melvin, Lysette Nicholls and Sandra Simpson.

Officers: Alex Kirk (Lawyer) and Alison Gardner (Licensing Team Leader), Michelle Ouzman (Democratic Services Officer) and Maria Harper (Democratic Services Assistant).

Other Councillors in attendance: None.

13 Apologies for Absence

Apologies for absence were received from Councillors Jane Doughty, Edward James, Mathew Parkinson and Tim Sumner.

14 Declarations of Interest

There were no declarations of interest received.

15 Minutes of Previous Meeting

The Chair informed the Committee that he was only present at one of the meetings but was happy to be guided. Councillor Nicholls proposed that both sets of minutes were a correct record of the meetings, Councillor Dave Jackson seconded the proposal which was put to the vote and carried unanimously. The Chair signed both sets of minutes as a correct record.

The Committee **Resolved** to:

1. Approve the minutes of the meeting held on 22 September 2022;
2. Approve the minutes of the meeting held on 24 May 2023.

16 Participation of the Public

There were no participation of the public.

17 Business and Planning Act 2020 - Extension to Pavement Licensing Regime

Alison Gardner, the Licensing Team Leader, introduced the draft policy document for approval, following the extension of the current pavement licensing regime to 30 September 2024. Currently there were 14 pavement licences in place, these were also funded from the Council Priority Fund held by Cllr Duncan Enright and that he was happy to continue to do so for a further year. This would mean that the £100 cost to the applicant would be offset from the Council Priority Fund, and the applicant would therefore not be charged.

The Licensing Team Leader concluded that the policy changes were minor, Members were asked to consider the draft policy, approve the draft policy subject to any further amendments made, and agree the fee charged for 2023/2024.

The Chair thanked the Licensing Team Leader and asked Members if they had any questions. Members debated the policy and fee, discussing the following items:

- The Council Priority Fund;
- Was the Priority Fund County or District;
- What was the upper limit to the Council Priority Fund.

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Following the debate the Chair requested that the Licensing Team Leader sought clarity on the Council Priority Fund:

- a) Was the Priority Fund a District or County;
- b) What was the upper limit of the fund, would it cover a significant increase of licence applications.

The Licensing Team Leader agreed to get back to the Committee direct via email once she had the information they requested.

The Chair thanked the Licensing Team Leader and suggested that the Committee Members considered the policy and the recommendations.

Councillor Sandra Simpson proposed that the Committee approve the draft Pavement Licencing Policy, subject to any further amendments made, and agree the fee charged for 2023/2024. Councillor Jeff Haine seconded the proposal, which was put to the vote and carried unanimously.

The Committee **resolved** to:

1. Approve the draft Pavement Licensing Policy, subject to any further amendments made.
2. Agree the fee charged for 2023/2024.

The Meeting closed at 12.14pm

CHAIR