

# Public Document Pack

## WEST OXFORDSHIRE DISTRICT COUNCIL

### Minutes of a meeting of the **Licensing Committee**

Held in Committee Room 1, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB  
at 10.00am on **Wednesday 18 June 2024**.

#### PRESENT

Councillors: Mark Walker (Chair), David Jackson (Vice-Chair), Edward James, Natalie King, Martin McBride, David Melvin, Sandra Simpson and Tim Sumner.

Officers: Mandy Fathers (Business Manager – Environmental, Welfare and Revenue Services), Andrea Thomas (Licensing Officer) and Max Thompson (Senior Democratic Services Officer).

Other Councillors in attendance: Nil.

#### **5 Apologies for Absence**

Apologies for absence were received from Councillors Paul Marsh, Andrew Lyon, and Dan Levy.

Councillor Natalie King substituted for Councillor Dan Levy.

Councillor Jane Doughty was absent from the meeting.

#### **6 Declarations of Interest**

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

#### **7 Minutes of Previous Meetings**

Councillor David Jackson stated they had offered their apologies for the meeting of the Licensing Panel held on 18 January 2024, and were not present for the meeting as originally stated.

The amendment was noted and amended online by Democratic Services.

Councillor David Melvin proposed that the minutes of a previous Committee meeting, held on 29 August 2023, be signed by the Chair as a true and accurate record. This was seconded by Councillor David Jackson, was put to a vote, and was unanimously agreed by the Committee.

The Committee **Resolved** to:

- I. Agree the minutes of a previous meeting, held on 29 August 2023, as a true and accurate record.

Councillor Sandra Simpson proposed that the minutes of the previous Committee meeting, held on 22 May 2024, be signed by the Chair as a true and accurate record. This was seconded by Councillor David Jackson, was put to a vote, and was unanimously agreed by the Committee.

The Committee **Resolved** to:

- I. Agree the minutes of the previous meeting, held on 22 May 2024, as a true and accurate record.

Licensing Committee

18/June2024

Councillor Mark Walker proposed that the minutes of a previous Licensing Panel meeting, held on 18 January 2024, be signed by the Chair as a true and accurate record. This was seconded by Councillor David Jackson, was put to a vote, and was unanimously agreed by the Committee.

The Committee **Resolved** to:

- I. Agree the minutes of a previous Licensing Panel meeting, held on 18 January 2024, as a true and accurate record.

Councillor Edward James proposed that the minutes of the previous Licensing Panel meeting, held on 16 May 2024, be signed by the Chair as a true and accurate record. This was seconded by Councillor David Jackson, was put to a vote, and was unanimously agreed by the Committee.

The Committee **Resolved** to:

- I. Agree the minutes of the previous Licensing Panel meeting, held on 16 May 2024, as a true and accurate record.

## **8 Participation of the Public**

There was no public participation at the meeting.

## **9 Business and Planning Act 2020 – Update to Pavement Licensing Regime**

Mandy Fathers, Business Manager for Environmental, Welfare and Revenue Services, introduced the report, which provided a draft Pavement License Policy Document for approval following the Levelling Up and Regeneration Act making the pavement licensing regime permanent.

In debate, the Committee sought clarification from Officers regarding the length of a permissible license. Officers confirmed awarded licenses would be permissible for 2 years, not 1 year as was generally presumed.

The Committee also sought clarification surrounding the fees detailed within the draft policy. Officers confirmed that to ensure that the Council was reimbursed for the administration of this service, a cost analysis had been undertaken and the proposed fees were £185 for a new licence fee, and £150 for a renewal fee. Officers also highlighted that the fee increase over a two-year license period equated to an overall reduction in the fees as a result of the cost-based analysis.

The Committee queried the location of current permissible licenses, to which officers advised that whilst the exact locations were not readily available, licenses were located across the district with a high number located within the town of Witney. Officers also stated that through the summer months, licence numbers may have increased in line with warmer, more pleasant weather.

Officers also committed to ensuring that communications surrounding the changes to licensing provisions were publicised as appropriate.

Councillor Sandra Simpson proposed that the Committee agree the recommendations as set out on the original report. This was seconded by Councillor Martin McBride, was put to a vote, and was unanimously agreed by the Committee.

Licensing Committee

18/June2024

The Committee **Resolved** to Recommend to Council to:

1. Approve the draft policy, subject to any further amendments;
2. Approve the new fees as detailed in paragraph 3.3 of the original report.

The meeting closed at 10.13am.

CHAIR

This page is intentionally left blank