

MINUTES OF THE  
LICENSING COMMITTEE

held on 4 September 2025 at 7pm

Present:

Councillor D. Clark (Chair)

Councillors H. Clark, A. Davidson, S. Davis, J. Hawkins, J. Lardge, R. Lee, V. Pappa, J. Potter, S. Scott and P. Wilson

1. **Apologies for Absence**

Apologies for absence were received from Councillors Chambers, Manley and Mascot. Cllrs Hawkins and Lardge substituted for Cllrs Manley and Mascot.

2. **Minutes**

The minutes of the meeting held on 8 August 2025 were agreed as a correct record and signed by the Chair.

3. **Declaration of Interests**

All Members were reminded to declare any Disclosable Pecuniary interests or other registerable interests where appropriate in any items of business on the meeting's agenda. None were made.

4. **Public Question Time**

No public questions had been submitted for the meeting.

5. **Licensing Act 2003 – 5 yearly review of Statement of Licensing Policy**

The Committee received a report asking them to consider proposed amendments to the Statement of Licensing Policy under the Licensing Act 2003. It was noted by the Committee that if they agreed the draft policy, it would then go through a public consultation process. The Committee heard that if no significant comments were received it would be forwarded to Cabinet and then Full Council. If significant comments were received these would either be considered by a future meeting of the Licensing Committee or if they were minor or non-contentious they would be reviewed in consultation with the Chair and relevant Cabinet member, prior to being recommended to Cabinet. It was also noted that after the December Full Council meeting, the policy would then take effect in January 2026 in line with the legal obligations.

The Committee were informed that the revised policy reflected updates in statutory guidance, operational learning since 2021, changing public safety and safeguarding expectations and best practice from other licensing authorities.

In response to questions from the Committee it was noted that;

- There had not been an identified need for a Cumulative Impact Assessment within Chelmsford and therefore this had not been included in the amendments.
- There was a vision within the policy at Paragraph 3.4, to not place a burden on small community led events, but this did not mean they would not have to meet the statutory licensing objectives, as with any other application.
- Multiple temporary event notices could be applied for on nearby sites, leading to overall attendances on a site of over 499, when utilised on adjoining fields for example.
- The 'Ask for Angela' scheme had been regularly tested by both Licensing officers and other teams at the Council and had been found to be operating well.
- The policy had been amended in line with statutory guidance and legislation and the Council's legal team had been consulted with when amending the policy.

The Committee approved the amendments to the draft policy and agreed that the consultation process should take place.

**RESOLVED that;**

1. the revised draft Statement of Licensing Policy 2025–2030 (Appendix A be approved);
2. a formal public consultation be commenced on the draft policy in accordance with statutory requirements be agreed;
3. the following consultation outcome process be agreed;
  - (a) If no significant comments are received, the draft policy will be submitted to Cabinet and then Full Council for adoption;
  - (b) If significant comments are received, a further Licensing Committee meeting will be held to consider any amendments before submission to Cabinet;
  - (c) If minor or non-contentious comments are received, these will be reviewed in consultation with the Chair of Licensing Committee and the relevant Cabinet Member prior to Cabinet approval.

*(7.02pm to 7.14pm)*

**6. Urgent Business**

There were no matters of urgent business.

The meeting closed at 7.14pm

Chair