



# EAST CAMBRIDGESHIRE DISTRICT COUNCIL

THE GRANGE, NUTHOLT LANE,  
ELY, CAMBRIDGESHIRE CB7 4EE  
Telephone: 01353 665555

MEETING: **LICENSING COMMITTEE**  
TIME: 9:30am  
DATE: Wednesday 10<sup>th</sup> January 2018  
VENUE: Council Chamber, The Grange, Nutholt Lane, Ely  
ENQUIRIES REGARDING THIS AGENDA: Adrian Scaites-Stokes  
DIRECT DIAL: (01353) 665555 EMAIL: [adrian.scaites-stokes@eastcamb.gov.uk](mailto:adrian.scaites-stokes@eastcamb.gov.uk)

## Membership:

### Conservative Members

Cllr Elaine Griffin-Singh (Chairman)  
Cllr Chris Morris (Vice Chairman)  
Cllr Michael Allan  
Cllr Mike Bradley  
Cllr Paul Cox

Cllr Neil Hitchin  
Cllr Julia Huffer  
Cllr Carol Sennitt  
Cllr Alan Sharp  
Cllr Stuart Smith

### Liberal Democrat Member

Cllr Sue Austen  
(Spokesperson)

### Lead Officer:

Liz Knox, Environmental Services Manager

**Quorum:** 5 Members

## A G E N D A

1. **Apologies**
2. **Declarations of Interest**  
To receive declarations of interest from Members for any items on the Agenda in accordance with the Members Code of Conduct
3. **Minutes**  
To receive and confirm as a correct record the Minutes of the Licensing Committee Meetings held on 13<sup>th</sup> December 2017
4. **Determination Of An Application For Consent To Trade From A Location Defined As A Consent Street In Accordance With The Local Government (Miscellaneous Provisions) Act 1982**  
To consider the above application in accordance with the Hearings Procedure (attached).

**NOTES:**

1.	All interested parties attending this Licensing Sub-Committee Hearing will be collected from the Reception area at The Grange, Ely just prior to the commencement time for the meeting.
2.	The maximum capacity for meetings in the Council Chamber has been set by the Fire Officer at 100 persons. Allowing for Member/Officer attendance and room layout constraints, this will normally give a capacity for public attendance of 60.
3.	<p>Fire instructions for meetings:</p> <ul style="list-style-type: none"><li>▪ If the fire alarm sounds please make your way out of the building by the nearest available exit - i.e. the back staircase or the fire escape in the chamber. Do not to use the lifts.</li><li>▪ The fire assembly point is in the front staff car park by the exit barrier.</li><li>▪ This building has an auto-call system to the fire services, so there is no need for anyone to call the fire services.</li><li>▪ The Committee Officer will sweep the area to ensure that everyone is out of this area.</li></ul>
4.	Reports are attached for each agenda item unless marked “oral”.
5.	<p>If required all items on the agenda can be provided in different formats (e.g. large type, Braille or audio tape, or translated into other languages), on request, by calling Main Reception on (01353) 665555 or e-mail:</p> <p><a href="mailto:translate@eastcambs.gov.uk">translate@eastcambs.gov.uk</a></p>
6.	<p>If the Committee wishes to exclude the public and press from the meeting a resolution in the following terms will need to be passed:</p> <p>“That the press and public be excluded during the consideration of the remaining items no. because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item there would be disclosure to them of exempt information of Categories XX Part I Schedule 12A of the Local Government Act 1972 (as Amended).”</p>

## **STREET TRADING LICENCES – HEARING PROCEDURE**

The Hearing will normally be in public.

However, where the subject matter of the hearing is likely to involve consideration of exempt matters, then the Hearing will usually take place in private.

A Legal Officer will assist the Committee on matters of law, evidence and procedure.

### **Procedure:**

1. The Chair will welcome the Applicant/Licence Holder (representative) and where appropriate Complainant(s), introduce Members/Officers present, and explain the procedure to be followed.
2. The Chair will ask whether the Applicant/Licence Holder has received the report.
3. The Chair will ask the Licensing Officer to present the report.
4. The Chair will ask the Applicant/Licence Holder whether the content of the report is accurate and follow up if he/she says that it is not.
5. The Chair or Members may ask questions of the Licensing Officer.
6. If a Complainant is present he or she will be asked to give details of their complaint and/or refer to any statement appended to the report.
7. The Chair, Members, or Legal Officer may ask the Complainant questions.
8. The Applicant/Licence Holder may ask the Complainant questions.
9. The procedure will be repeated where there is more than one Complainant.
10. The Applicant/licence Holder (or his/her representative) will be invited to address the Committee in support of their case. He or she may call witnesses in support of his/her case.
11. The Chair/members, or Legal Officer may ask questions of the Applicant/Licence Holder or their witnesses.
12. The Chair will ask whether any officers present have any comments to make or questions to raise. If the officers make any comments they may be asked questions.
13. The Applicant/Licence Holder will then be invited to make a closing statement.
14. The Members and Legal Officer will go into close session. The members will make a decision and record the reasons for this.
15. The Members of the Committee will then return to open session and bring everyone else back into the room. The Chair will announce the decision with reasons and advise that a letter confirming the decision and rights of appeal will be sent within the next 7 days.