



**Castle House  
Great North Road  
Newark  
NG24 1BY**

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[www.newark-sherwooddc.gov.uk](http://www.newark-sherwooddc.gov.uk)

**Wednesday, 4 September 2024**

**Chair: Councillor J Hall  
Vice-Chair: Councillor L Tift**

**Members of the Committee:**

**Councillor N Allen  
Councillor A Brazier  
Councillor L Brazier  
Councillor R Cozens  
Councillor D Darby  
Councillor R Jackson  
Councillor S Michael**

**Councillor D Moore  
Councillor K Roberts  
Councillor S Saddington  
Councillor P Taylor  
Councillor T Wendels  
Councillor T Wildgust**

<b>MEETING:</b>	<b>Licensing Committee</b>
<b>DATE:</b>	<b>Thursday, 12 September 2024 at 6.00 pm</b>
<b>VENUE:</b>	<b>Castle House, Great North Road, Newark, NG24 1BY</b>

**You are hereby requested to attend the above Meeting to be held at the time/place and on the date mentioned above for the purpose of transacting the business on the Agenda as overleaf.**

If you have any queries please contact Helen Brandham on [helen.brandham@newark-sherwooddc.gov.uk](mailto:helen.brandham@newark-sherwooddc.gov.uk) 01636 655248.

## AGENDA

### Page Nos.

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| 1. | Notification to those present that the meeting will be recorded and streamed online |       |
| 2. | Declarations of Interests from Members and Officers                                 |       |
| 3. | Minutes of the Meeting held on 29 February 2024                                     | 3 - 4 |
| 4. | Forward Plan (September 2024 to August 2025)  | 5     |

### **PART 1 - ITEMS FOR DECISION**

None

### **PART 2 - ITEMS FOR INFORMATION**

None

### **PART 3 - STATISTICAL AND PERFORMANCE REVIEW ITEMS**

- |    |   |       |
|----|---|-------|
| 5. | Update on Performance & Enforcement Matters | 6 - 7 |
|----|---|-------|

### **PART 4 - EXEMPT AND CONFIDENTIAL ITEMS**

None

# Agenda Item 3

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Licensing Committee** held in the Castle House, Great North Road, Newark, NG24 1BY on Thursday, 29 February 2024 at 6.44 pm.

PRESENT: Councillor J Hall (Chair)  
Councillor L Tift (Vice-Chair)

Councillor N Allen, Councillor R Cozens, Councillor R Jackson, Councillor S Michael, Councillor D Moore, Councillor S Saddington, Councillor P Taylor, Councillor T Wendels and Councillor T Wildgust

APOLOGIES FOR ABSENCE: Councillor A Brazier, Councillor L Brazier, Councillor D Darby and Councillor K Roberts

### 28 NOTIFICATION TO THOSE PRESENT THAT THE MEETING WILL BE RECORDED AND STREAMED ONLINE

The Chairman advised that the proceedings were being recorded by the Council and that the meeting was being livestreamed and broadcast from the Civic Suite, Castle House.

### 29 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

NOTED that no Member or Officer declared any interest pursuant to any statutory requirement in any matter discussed or voted upon at the meeting.

### 30 MINUTES OF THE MEETING HELD ON 30 NOVEMBER 2023

AGREED that the Minutes of the meeting held on 30 November 2023 were a correct record and signed by the Chairman.

### 31 FORWARD PLAN (MARCH 2024 TO FEBRUARY 2025)

AGREED that the Licensing Committee's Forward Plan from 1 March 2024 to 28 February 2025 be noted and that no date had yet been set for the Night-Time Economy Visits.

### 32 NOTTINGHAMSHIRE ALCOHOL LICENSING MATRIX

The Committee considered the report of the Environmental Services & Licensing Manager which sought to inform Members of the development of an Alcohol Licensing Matrix by the Public Health Team at Nottinghamshire County Council.

The report set out the background to the development of the matrix, noting that it had been developed in partnership with the Nottinghamshire Authorities Licensing Group. The intention of the matrix was to encompass a range of data related to the health harms of alcohol. Data indicators had been gathered from a variety of health, adult social care and children's social care sources. This data was then weighted based on alignment with the licensing objectives and potential impact on individuals and communities. Paragraphs 1.4-1,6 of the report set out how the matrix would be used by the Public Health Team when consulted on a licensing application.

In considering the report, Members welcomed the matrix, noting the 15 indicators used therein which aligned to the licensing objectives.

A Member queried whether Public Health would be able to refuse the granting of a licence application based on existing premises. The Environmental Services & Licensing Manager advised that the matrix would be used by Public Health to suggest conditions or restrictions on a premise and ask the Council to consider their proposals. It would then be the Council's decision whether to accept their suggestions or not.

AGREED (unanimously) that the contents of the Briefing from Nottinghamshire County Council attached as an appendix to the report be noted.

33 TEMPORARY EVENT NOTICES (OCTOBER TO DECEMBER 2023)

The Committee considered the report of the Senior Licensing Officer which sought to provide Members with details of Temporary Event Notices (TENs) received between October and December 2023. The appendix to the report listed all the TENs received.

AGREED (unanimously) that the report be noted.

34 UPDATE ON PERFORMANCE AND ENFORCEMENT MATTERS

The Committee considered the report of the Senior Licensing Officer which sought to provide Members with the activities and performance of the Licensing Team from 1 October to 31 December 2023.

AGREED (unanimously) that the report be noted.

Meeting closed at 6.57 pm.

Chair

**Forward Plan of the Licensing Committee Decisions from 1 September 2024 to 31 August 2025**

This document records some of the items that will be submitted to the Licensing Committee over the course of the next twelve months.

These committee meetings are open to the press and public.

Agenda papers for Licensing Committee meetings are published on the Council's website 5 days before the meeting <http://www.newark-sherwooddc.gov.uk/agendas/>. Any items marked confidential or exempt will not be available for public inspection.

Meeting Date	Subject for Decision and Brief Description	Contact Officer Details
TBC	Night Time Economy Visits	<a href="mailto:damian.wilkins@newark-sherwooddc.gov.uk">damian.wilkins@newark-sherwooddc.gov.uk</a>

Members to put forward any items they would wish to consider at future meetings of the Licensing Committee.



Report to: Licensing Committee Meeting – 12 September 2024  
 Director Lead: Matthew Finch, Director – Communities & Environment  
 Lead Officer: Narelle Plowright, Senior Licensing Officer

Report Summary	
<b>Report Title</b>	Update on Performance and Enforcement Matters
<b>Purpose of Report</b>	To provide Members of the Committee with details of the various activities undertaken by the Licensing Team in relation to the different types of licensing matters covered by the Licensing Act 2003.
<b>Recommendations</b>	That the report be noted.

## 1.0 Background

1.1 This report covers the period from 1 April to 30 June 2024 inclusive and sets out the range and number of licence applications during this period. It also highlights any activity required as a result of the applications.

### Activity Report for 1 April to 30 June 2024 (from the Licensing Register)

Application Type	Number Received	Number Issued	Number Refused	Comments
Personal Licence	9	9	0	
Vary the DPS	15	15	0	
Transfer of Premises Licence	2	2	0	
Minor Variation	2	2	0	
Variation to Premises Licence	1	1	0	
New Premises Licence	4	4	0	
New Club Premises Certificate	0	0	0	
Change of name/address of PLH	0	0	0	
Notification of Interest	0	0	0	
Surrendered Licences	1	1	0	
Temporary Event Notices	Standard 109 Late 26	135	5	Insufficient notice provided

1.2 By way of comparison, the number of Temporary Event Notices received for the same period last year was 84.

### 1.3 Enforcement Activity

#### **Ongoing Enforcement Activity 1 April and 30 June 2024**

<b>Inspection Type</b>	<b>Amount</b>
Alcohol – Routine	26
Alcohol – Complaint	3
Alcohol – Test Purchase Exercise	8

### 2.0 Proposal/Options Considered

This report is intended to provide Members with a summary of the various activities undertaken by the Licensing Team in relation to the different types of licensing matters covered by the Licensing Act 2003.

### 3.0 Implications

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

#### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.