



Northumberland

County Council

Your ref:

Our ref:

Enquiries to: Heather Bowers

Email:

Heather.Bowers@northumberland.gov.uk

Tel direct: 01670 622609

Date: Tuesday, 4 February 2025

Dear Sir or Madam,

Your attendance is requested at a meeting of the **LICENSING COMMITTEE** to be held in **COUNCIL CHAMBER - COUNTY HALL** on **WEDNESDAY, 12 FEBRUARY 2025** at **2.00 PM**.

Yours faithfully

Dr Helen Paterson
Chief Executive

To Licensing Committee members as follows:-

J Beynon, T Cessford, E Chicken, J Foster, B Gallacher, C Hardy, C Humphrey, JI Hutchinson (Chair), S Lee, K Parry (Vice-Chair), C Seymour, A Sharp, M Swinbank and A Wallace



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AGENDA

PART I

It is expected that the matters included in this part of the agenda will be dealt with in public.

1. APOLOGIES FOR ABSENCE

2. MINUTES

(Pages
7 - 8)

Minutes of the meeting of the Licensing Committee, held on Wednesday 18 December 2024, as circulated, to be confirmed as a true record and signed by the Chair.

3. DISCLOSURE OF MEMBERS' INTERESTS

Unless already entered in the Council's Register of Members' interests, members are required where a matter arises at a meeting;

- a. Which directly relates to Disclosable Pecuniary Interest ('DPI') as set out in Appendix B, Table 1 of the Code of Conduct, to disclose the interest, not participate in any discussion or vote and not to remain in room. Where members have a DPI or if the matter concerns an executive function and is being considered by a Cabinet Member with a DPI they must notify the Monitoring Officer and arrange for somebody else to deal with the matter.
- b. Which directly relates to the financial interest or well being of a Other Registrable Interest as set out in Appendix B, Table 2 of the Code of Conduct to disclose the interest and only speak on the matter if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain the room.
- c. Which directly relates to their financial interest or well-being (and is not DPI) or the financial well being of a relative or close associate, to declare the interest and members may only speak on the matter if members of the public are also allowed to speak. Otherwise, the member must not take part in discussion or vote on the matter and must leave the room.
- d. Which affects the financial well-being of the member, a relative or close associate or a body included under the Other Registrable Interests column in Table 2, to disclose the interest and apply the test set out at paragraph 9 of Appendix B before deciding whether they may remain in the meeting.
- e. Where Members have or a Cabinet Member has an Other Registerable Interest or Non Registerable Interest in a matter being considered in exercise of their executive function, they must notify

the Monitoring Officer and arrange for somebody else to deal with it.

NB Any member needing clarification must contact monitoringofficer@northumberland.gov.uk. Members are referred to the Code of Conduct which contains the matters above in full. Please refer to the guidance on disclosures at the rear of this agenda letter.

4. QUARTERLY ACTIVITY UPDATE

(Pages
9 - 16)

Northumberland County Council has a statutory responsibility in its local area to administer and enforce specified licensable activity falling within the scope of the Licensing Act 2003 and the Gambling Act 2005.

This report provides Licensing Committee with an update on licences determined by Subcommittee and delegated officers over the last Quarter.

5. DATES OF FUTURE MEETINGS

To seek agreement from the Committee for future meetings to be held quarterly rather than bi-monthly.

6. URGENT BUSINESS

To consider such other business as, in the opinion of the Chair, should, by reason of special circumstances, be considered as a matter of urgency.

IF YOU HAVE AN INTEREST AT THIS MEETING, PLEASE:

- Declare it and give details of its nature before the matter is discussed or as soon as it becomes apparent to you.
- Complete this sheet and pass it to the Democratic Services Officer.

Name:		Date of meeting:	
Meeting:			
Item to which your interest relates:			
Nature of Interest i.e. either disclosable pecuniary interest (as defined by Table 1 of Appendix B to the Code of Conduct, Other Registerable Interest or Non-Registerable Interest (as defined by Appendix B to Code of Conduct) (please give details):			
Are you intending to withdraw from the meeting?		Yes - <input type="checkbox"/>	No - <input type="checkbox"/>

Registering Interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest.

Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in **Table 1**) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which **affects** –
- a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2** you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied
9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well- being:
- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Agenda Item 2

NORTHUMBERLAND COUNTY COUNCIL

LICENSING COMMITTEE

At a meeting of the **Licensing Committee** held on Wednesday, 18 December 2024, at 3:10 pm.

PRESENT

Councillor I Hutchinson
(Chair, in the Chair)

MEMBERS

J Beynon
T Cessford
C Seymour
B Gallacher

C Hardy
S Lee
M Swinbank
A Wallace

OFFICERS

H Bowers
M Bulman
T Hardy
C MacDonald

Democratic Service Officer
Solicitor
Licensing Manager
Business Compliance & Public
Safety Manager

05. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Chicken, Foster, Humphrey, Parry.

06. MINUTES

The minutes of the meeting of the Licensing Committee held on Wednesday 23 October 2024, as circulated be confirmed as a true record and signed by the Chair.

07. ACTIVITY UPDATE

Members were provided with an update on licences determined by the Subcommittee and delegate officers since the beginning of the current financial year.

Ch.'s Initials.....

Licensable activity from April 2024 – November 2024 was contained in the Appendix of the report.

Discussion took place on the number of applications and the current licences issued by the authority.

RESOLVED that the information be noted.

08. DECISION-MAKING SCHEME

Following a request from members seeking assurance on the Council's approach to decision making, the report provided, in schematic form, an overview and outlined how the framework linked to specific policies.

The Licensing Committee was responsible for making policy and individual decisions as licensing authority under the Licensing Act 2003 and Gambling Act 2005.

A scheme of delegations was contained in the Appendix 3b to the report.

RESOLVED that the schematic included in Appendix 2 be endorsed.

09. DATE OF NEXT MEETINGS

RESOLVED note the dates of the meetings for the ensuing year.

CHAIR _____

DATE _____



Northumberland County Council

Licensing Committee

Wednesday 12 February 2025

Quarterly Activity Update

Report of Councillor Councillor Gordon Stewart, Cabinet Member for Looking After our Communities

Responsible Officer Graeme Binning, Chief Fire Officer and Director of Public Protection

1. **Link to Key Priorities of the Corporate Plan**

Administrating and enforcing licensable activity cuts across all of the priorities included in the Council's Corporate Plan.

- It supports **Achieving Value for Money** by ensuring our licensing schemes work efficiently and deliver the best customer experience.
- It supports **Tackling Inequalities** by ensuring our licensing schemes are delivered taking into account the needs of our communities.
- It supports **Driving Economic Growth** by ensuring our licensing schemes meet the needs to support the County to prosper.

2. **Purpose of report**

Northumberland County Council has a statutory responsibility in its local area to administer and enforce specified licensable activity falling within the scope of the Licensing Act 2003 and the Gambling Act 2005.

This report provides Licensing Committee with an update on licences determined by Subcommittee and delegated officers over the last Quarter.

3. **Recommendations**

Committee is recommended to consider and note the information contained in this report.

4. **Forward plan date and reason for urgency if applicable**

Not applicable.

5. **Background**

5.1 Introduction

Northumberland County Council ('the Authority') is responsible for administering and enforcing specified licensable activity in its local area under the Licensing Act 2003 and the Gambling Act 2005.

The Licensing Committee ('the Committee') has been established to discharge those regulatory functions, except for those functions reserved to full Council.

5.2 Looking back over the current financial year

Included within the **Appendix** to this report is a look back over the last Quarter of the financial year on licensing activity undertaken, specifically those licences determined by Subcommittee and delegated officers.

5.3 Consideration by the Committee

Committee is invited to consider the information presented.

6. **Options open to Committee and reasons for the recommendations**

6.1 The recommendations at section 3 of this report invite Committee to consider and note the information provided.

6.2 Committee can make supplementary suggestions as it deems appropriate to enable it to meet the responsibilities delegated.

7. **Implications**

Policy	There are no policy implications arising directly from this report.
Finance and value for money	There are no financial implications arising directly from the report.
Legal	There are no legal implications arising directly from this report.
Procurement	There are no procurement implications arising directly from this report.
Human resources	There are no human resources implications arising directly from this report.

Property	There are no property implications arising directly from this report.
The Equalities Act: is a full impact assessment required and attached?	Not required. Assessing compliance with the Authority’s public equality duty is considered specifically in relation to the administration and enforcement of each licensing scheme.
Risk assessment	Risks associated with administering and enforcing each of the licensing schemes are managed and monitored through the corporately adopted risk management framework and within the Public Protection Service.
Crime and disorder	There are no crime and disorder issues arising directly from this report. A key objective of each licensing scheme is to prevent crime and promote public safety.
Customer considerations	There are no customer consideration implications arising directly from this report.
Carbon reduction	There are no carbon reduction implications arising directly from this report.
Health and wellbeing	There are no health and wellbeing implications arising directly from this report.
Wards	All Wards

8. Background papers

Appendix 1: Activity report, October 2024 - December 2024

9. Links to other key reports already published

Not applicable

10. Author and Contact Details

Colin MacDonald, Business Compliance and Public Safety Manager
Email: colin.macdonald@northumberland.gov.uk

Tasmin Hardy, Licensing Manager
Email: tasmin.hardy@northumberland.gov.uk

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Licensable Activity – October – December 2024

Licensable Activity	Number of applications determined during the period	Total number of licences currently issued by the Authority
Licensing Act 2003		
New Premises licence	10	1547
Variation of Premises Licence	3	
Minor variation of Premises Licence	10	
New Club Premises Certificate	0	134
Variation of a Club Premises Certificate	0	
Minor Variation of a Club Premises Certificate	0	
Temporary Events Notice (TEN)	204	
Transfer of a Premises Licence	24	688
Variation of a Designated Premises Supervisor (DPS)	55	
Personal Licence	42	5207
Other information	Nothing by exception to report.	

Licensing Sub-Committee	
Febr	
New / variation of a premises licence applications	1
New / variation of a premises licence applications that did not require a sub-committee due to mediation	1
Temporary Event Notices (TENs)	1
TENs that did not require a sub-committee due to mediation	0
Other information	Nothing by exception to report.

Gambling Act 2005		
Premises licence	0	48
Unlicensed Family Entertainment Centre (UFEC)	0	13
Prize Gaming Permit	0	0
Automatic Entitlement Gaming machine permit	2	233
Gaming Machine Permits	0	21
Club Gaming Permit	0	1
Club Machine Permit	0	42
Occasional Use Notice	4	298
Temporary Use Notice	0	0
New Small Lottery	89	382
Other information	Nothing by exception to report.	

Schedule of Subcommittee Decisions

19 December 2024

Issue: Temporary Event Notice

Decision: Event Prohibited - Counter Notice issued

Information: Representations received from a Responsible Authority on the grounds of Public Nuisance

8 October 2024

Issue: Application for a Premises Licence

Decision: Granted with additional conditions offered by the applicant

Information: Representations received from Interested Parties on the grounds of Public Nuisance

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