



LICENSING COMMITTEE

Minutes of a meeting of the Licensing Committee held on Thursday 26 June 2025 at 6.00 pm in the Council Chamber, Third Floor, Southwater One, Telford, TF3 4JG

Present: Councillors G C W Latham-Reynolds (Chair), J Thompson (Vice-Chair), C Chikandamina, J Jones, N Page, P J Scott and R Tyrrell

In Attendance: J Clarke (Senior Democracy Officer (Democracy)), S Hardwick (Lead Lawyer: Litigation & Regulatory), R Phillips (Registrars, Public Protection, Legal & Democracy Service Delivery Manager) and A Singh (Licensing & Night-Time Economy Manager)

Apologies: Councillor H Rhodes and K L Tomlinson

LIC1 Declarations of Interest

None.

LIC2 Minutes of the Previous Meeting

RESOLVED – that the minutes of the meeting of the Licensing Committee held on 13 May 2025 be confirmed and signed by the Chair.

LIC3 Terms of Reference 2025/26

The Service Delivery Manager: Registrars, Public Protection, Legal & Democracy presented the Term of Reference for the Licensing Committee for the 2025/26 municipal year.

The Constitution required that Full Council should agree at its Annual Meeting the Terms of Reference for each of its Committees to enable the Council to efficiently conduct its business.

At the Annual Meeting of the Council on 15 May 2025, Full Council delegated authority to each Committee to review its own Terms of Reference.

During the debate, it was asked if there had been any changes to the Terms of Reference from the previous municipal year.

The Service Delivery Manager: Registrars, Public Protection, Legal & Democracy replied that at Full Council on 15 May 2025, the Licensing Committee had been split into two Committees. The Licensing Committee would cover the Licensing Act 2003 and the Gambling Act 2005 and the



Regulatory Committee would cover other legislation to include, but not limited to, that relating to taxis, street trading and animal boarding. There were no other changes to the Terms of Reference.

Upon being put to the vote it was, unanimously:

RESOLVED – that the Terms of Reference for the 2025/26 municipal year be approved.

LIC4 Licensing Update

The Licensing & Night-time Economy Manager gave a verbal update on matters relating to licensing (excluding taxi licensing) and gambling, together with initiatives and activities that had recently taken place.

In relation to alcohol and late night entertainment, there were currently 570 businesses which held licensed for alcohol, entertainment and late night food after 11pm.

During the 2024/25 financial year, there had been 274 Temporary Event Notices (TEN) which included carnivals and festivals. There had been a few incidents of noise that had been reported for some premises and where these had occurred and a TEN had been submitted these applications had been rejected.

There were currently 91 personal licences and Designated Premises Supervisors (DPS) who either worked in shops which sold alcohol or worked behind the bar and were in charge of the sale of alcohol. These licenses were in place in order to ensure that events and premises were safe and continued to follow and apply the conditions of their license.

The Council ran a Licensing Security and Vulnerability Initiative (LSAVI) which sought to improve safety within the nighttime economy sector and included the protection of women and girls and were one of the first to nationally to introduce the scheme. Currently there were 25 completed and 4 pending applications for the scheme. There had previously been delays in applying for the accreditation, but following conversations with LSAVI, the application process had now been streamlined allowing a more efficient renewal which now took approximately 2-3 hours. The benefits of LSAVI were processes and procedures such as best practice, fire risks and health and safety policies which independent premises may not have and this would ensure best practice across the borough. It would also give residents the assurance that the premises were safe to visit.

The Pub Watch Scheme was also another initiative that was in place across the borough in areas such as Wellington and Newport and offered training and



problem solving and also enabled the Police to gather information on any local issues. Discussions were taking place on a scheme for Southwater which would be led by the premises and landlords in conjunction with the Police.

Nighttime Economy and Enforcement Officers were dedicated officers and regularly attended MATES visits to licensed premises and late night premises to look at how they were working and to follow up on targeted information. It also gave officers a range of tools to engage with the premises to comply with their licence conditions or there was the potential to prosecute or bring the premises up for a licence review.

Other work undertaken by the team were checks on plying for hire by private hire vehicles in hotspot areas and by showing a physical presence giving assurance to the public. They also undertook visits to premises where there were cases of noise nuisance and antisocial behaviour. Checks on scrap metal vehicles and checks on licences were also undertaken.

In relation to gambling compliance, there were currently 20 licensed premises. Annual compliance checks were scheduled with officers attending the premises to complete an inspection sheet which contained checks against the conditions of licence and any requirements to ensure the premises was following the code. An issue had been raised regarding one premises and the Gambling Commission, who regulate the premises, was currently undertaking an investigation.

Within the borough there were currently betting shops, gaming centres, two bingo halls and permits held for gaming machines. The Gambling Policy had been updated during the previous municipal year and would be due for a review in two years.

The focus for 2025 was the LSAVI initiative in relation to licensing and nighttime economy which would be supported via officer engagement and highlighting the benefits of the scheme. Funding would be sought from the Community Partnership.

Work would continue in relation to licensed vehicles, enforcement and compliance.

Going forward further visits to licensed premises would be scheduled to ensure compliance with conditions of licence, offer advice and where necessary issue written warnings or take further action. Multi-agency operations would also continue to keep the visible presence and promote public safety.



There would be a review of the Statement of Licensing Policy and the proposals would go out to consultation with the revised Policy being implemented in early 2026.

During the debate, some Members welcomed the update stating it was heartening to see the proactive work of the team undertaken internally and through a multi-agency approach. Other Members raised asked if the team could connect with Safe Places Shropshire in relation to nighttime economy. With regard to off licences, it was asked how they could access training and make contacts.

The Licensing & Night-time Economy Manager asked that the details for Safe Places Shropshire be passed on. In relation to training for licenced premises, anyone holding a personal licence received training in relation to alcohol. When a new application was received officers checked for any gaps in training and looked at how this could be mitigated and contact was made with the personal licence holder to talk through the conditions. Visits could also be undertaken where necessary in order to ensure that they were pointed in the right direction at the earliest opportunity.

The Chair asked Members to support with the promotion of the LSAVI and Pub Watch Schemes in the local community.

The Service Delivery Manager: Registrars, Public Protection, Legal & Democracy informed members that they could be provided with an information kit regarding licensed venues and the promotion of LSAVI in order to give Members knowledge of the benefits of the scheme to encourage as many premises as possible to join.

The report was for noting.

The meeting ended at 6.23 pm

Chairman: _____

Date: Thursday 6 November 2025