

# **CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Licensing Committee**  
held on Monday, 6th January, 2025 in the Council Chamber, Municipal  
Buildings, Earle Street, Crewe CW1 2BJ

## **PRESENT**

Councillors C Bulman, H Faddes, A Heler (Chair), C Hilliard and J Pratt

## **OFFICERS IN ATTENDANCE**

Nick Kelly, Environmental Protection Team Leader  
Sarah Sutton, Commercial Services Team Leader  
Khalid Mahmood, Legal Officer  
Karen Shuker, Democratic Services Officer

In the absence of the Chair and Vice Chair it was proposed and seconded that Councillor A Heler be appointed as Chair for the meeting. On being put to the vote this was carried unanimously.

## **13 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors C Chapman, T Dean, R Kain, R Moreton, J Priest, L Smetham and J Wray.

## **14 DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **15 PUBLIC SPEAKING TIME/OPEN SESSION**

There were no public speakers.

## **16 MINUTES OF PREVIOUS MEETING**

### **RESOLVED:**

That the minutes of the meeting held on 4 November 2024 be approved as a correct record.

## **17 MINUTES OF LICENSING SUB-COMMITTEES**

### **RESOLVED**

That the minutes of the Licensing Sub-Committee held on 21 October 2024 be received.

## 18 **REVIEW OF THE SCRAP METAL DEALERS ACT 2013 FEES AND CHARGES FOR THE PERIOD 1ST APRIL 2025 TO 31ST MARCH 2028**

The Committee considered a report regarding the proposed fees for applications for Scrap Metal Dealers licences for the three-year period from 1 April 2025.

In accordance with the provisions of the Scrap Metal Dealers Act 2013, the Council was permitted to charge a fee for administering the statutory licensing for scrap metal dealers. Fees could only be set on a cost recovery basis and a review of the fees had to be undertaken in order to ensure that they reflected the cost of administering the licences.

### **RESOLVED** (Unanimously)

That the following fees be approved in relation to applications for Scrap Metal Dealers licences for the three-year period from 1 April 2025:

- Site Licence Application – £235.00
- Collectors Licence Application - £124.00
- Replacement of a Site Licence - £30.00 (per licence)
- Additional and replacement Collectors Licence - £35.00 (per licence)

## 19 **MOBILE HOMES FEES & CHARGES POLICY 2025-2026**

The Committee considered a report regarding the proposed Fees and Charges Policy 2025-2026 for administering the statutory licensing function for protected residential caravan sites (Mobile Homes).

In accordance with The Caravan Sites and Control of Development Act 1960, the Council was permitted to charge a fee for administering the statutory licensing function for residential caravan sites. It was also permitted to set fees for other functions such as maintaining a register of site rules and transferring and amending licences.

The Council was only able to set fees on a 'cost recovery' basis, and as part of setting the fees it was required to have a Fees and Charges Policy in place for mobile home sites, which was reviewed annually in order to ensure that the fees reflected the cost of administering the licensing function.

The fees were set using a time monitoring approach together with officer knowledge of the times involved for carrying out various functions.

In response to a question raised in respect of whether the Council does any benchmarking against other local authorities, officers agreed to undertake some comparison work and share their findings with committee members.

**RESOLVED** (Unanimously) –

That the Regulatory Services and Health Mobile Homes Fees and Charges Policy 2025 - 2026, as set out in Appendix 1 to the report, be approved.

The meeting commenced at 2.05 pm and concluded at 2.23 pm

Councillor A Heler