

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Licensing Committee**
held on Monday, 6th March, 2023 in the Committee Suite 1,2 & 3, Westfields,
Middlewich Road, Sandbach CW11 1HZ

PRESENT

Councillor J Wray (Vice-Chair)

Councillors D Brown, S Davies, H Faddes, R Fletcher, S Handley,
A Harewood, I Macfarlane and L Smetham

OFFICERS IN ATTENDANCE

Phil Jennings, Legal Services
Sarah Sutton, Commercial Services Team Leader
Paula Firth, Senior Enforcement Officer
Jennifer Ashley, Democratic Services Officer

56 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor D Edwardes,
Councillor S Pochin and Councillor N Wylie.

57 DECLARATIONS OF INTEREST

There were no declarations of interest received.

58 PUBLIC SPEAKING TIME/OPEN SESSION

There were no public speakers.

59 MINUTES OF PREVIOUS MEETING

RESOLVED:

That the minutes of the meeting held on 9 January 2023 be approved as a
correct record.

60 MINUTES OF LICENSING SUB-COMMITTEES

RESOLVED:

That the minutes of the following sub committee meetings be received:

Licensing Act Sub Committee
6 December 2022
12 December 2022
9 January 2023

61 ANNUAL REVIEW OF THE MOBILE HOMES - FEES AND CHARGES POLICY 2023 - 2024

The committee received a report from the Commercial Services Team Leader that detailed the proposed Mobile Homes Fees and Charges Policy for 2023 – 2024. In accordance with the Mobile Homes Act 2013 (MHA13), which amended the Caravan Sites and Control of Development Act 1960, the Council is permitted to charge a fee for administering the statutory licensing function for residential caravan sites. The Fees and Charges Policy must be reviewed annually to reflect the cost of administering the licensing function.

It was reported that there would be no alteration to the proposed fees and charges for 2023 – 2024 as the caravan site licensing function is being updated to streamline services with development of updated standard site licence conditions, review of policies and procedures and integration of updated software systems. Existing charges were considered suitable to cover current service provision.

RESOLVED:

That the proposed Regulatory Services and Health Mobile Homes Fees and Charges Policy 2023 - 2024 as set out in Appendix 1 be approved.

62 INTRODUCTION OF A NEW FEE POLICY FOR FIT AND PROPER PERSON (MOBILE HOMES ACT 2013)

The committee received a report from the Senior Enforcement Officer that detailed the proposed introduction of a Fit and Proper Persons test for owners of residential mobile home sites, or their appointed manager.

In accordance with the Mobile Homes (Requirement for Manager of Site to be a Fit and Proper Person) (England) Regulations 2020 the Council is required to have a policy in place and are permitted to charge a fee for the administrative test, but in order to do so must develop and publish a fees policy which incorporates the costs involved in the assessment, determination and monitoring process.

RESOLVED:

- (a) That the Licensing Committee approve the new fee policy for the purpose of the Fit and Proper person assessment and determination process for implementation from 1 April 2023.
- (b) That the Licensing Committee agree that in future years, the fees for the Fit and Proper Person assessment be included in the general Mobile Homes and Fees Charges Policy.

The meeting commenced at 2.00 pm and concluded at 2.17 pm

Councillor J Wray (Vice Chair)