



MALDON DISTRICT  
COUNCIL

APOLOGIES Committee Services  
Email: [Committee.clerk@maldon.gov.uk](mailto:Committee.clerk@maldon.gov.uk)

DIRECTOR OF STRATEGY,  
PERFORMANCE AND  
GOVERNANCE  
Paul Dodson

05 October 2021

Dear Councillor

You are summoned to attend the meeting of the;

**LICENSING SUB-COMMITTEE on WEDNESDAY 13 OCTOBER 2021 at 10.00 am.**

Please note that the hearing will be held in the **COUNCIL CHAMBER, MALDON DISTRICT COUNCIL OFFICES, PRINCES ROAD, MALDON.**

A briefing for Members will not be held unless specifically requested. If clarification is needed or there are issues regarding the Hearing, procedural issues or any legal matters, please email Committee Services ([committee.clerk@maldon.gov.uk](mailto:committee.clerk@maldon.gov.uk)) to arrange this.

We ask that Members ensure they arrive at least 15 minutes prior to the Hearing to agree the Chairman for the meeting.

Please Note that due to social distancing and space limitations, we require any members of the public or press who wish to attend physically and observe or speak under Public Participation rules at this meeting to complete [a request form](#) (to be submitted by 12noon on the working day before the Committee meeting). This will be reviewed and managed according to capacity of the meeting and whether any other persons have already registered.

The Committee meeting will still be live streamed via the [Council's YouTube channel](#) for ease of viewing.

A copy of the agenda is attached.

Yours faithfully

Director of Strategy, Performance and Governance

**COMMITTEE MEMBERSHIP:**

**COUNCILLORS**

M W Helm  
R H Siddall  
Mrs J C Stilts  
Mrs M E Thompson



Please note: Electronic copies of this agenda and its related papers are available via the Council's website [www.maldon.gov.uk](http://www.maldon.gov.uk).



**MALDON DISTRICT COUNCIL**  
**LICENSING ACT 2003 – HEARINGS OF THE LICENSING SUB-COMMITTEE**  
**AIDE MEMOIRE – PREMISES LICENCE**

**The Chairman of the Hearing will open the Hearing and explain that the Sub-Committee's role is to determine applications and other matters under the Licensing Act 2003. He will then introduce Members and Officers present.**

1. The Chairman of the Hearing will outline the procedure to be followed. He should ensure that all representations, witness statements and hearing papers (by stating what they are) have already been read and that there is no need to repeat these. Should there be any late documentation in support of a representation or application, it may be introduced with the consent of all parties.
2. All people present to identify themselves by name and who they represent.
3. A brief outline of the application will be given by the Licensing Officer.
4. The Applicant to make an opening statement.
5. The Applicant to call witnesses\*.  
  
\* Please note: Any person calling a witness must not ask leading questions of him/her, i.e. by phrasing a question in such a way that the answer is suggested in that question.
6. Each Responsible Authority, followed by the Licence Holder and/or Interested Party (or their spokesperson) will take turns (in an order to be determined by the Chairman) and may make an opening statement and may then call witnesses\* until every party has been heard.
7. Members of the Sub-Committee may ask questions to elicit information from any party at any time during the Hearing.
8. The Hearing shall take the form of a discussion led by the Members of the Licensing Authority. Cross examination of applicants, witnesses and persons making representations shall not be permitted unless it is considered to be required in order to properly consider the matter to be determined.
9. Each Responsible Authority, the Licence Holder and/or Interested Party (or their spokesperson) then makes closing statements in turn.
10. The Applicant then makes a closing statement.
11. The Chairman to then deal with issues arising from any person excluded from the Hearing and to ask if everyone has said what they want to say.
12. The meeting will close at this point.
13. Members of the Sub-Committee should then discuss the evidence and representations made before reaching their decision (this will be done after the meeting has closed and parties will be notified of the decision afterwards).
14. The determination will be given within five working days (beginning with the day on which the hearing was held).

Note: Any reference in this Procedure Note to an Applicant, Responsible Authorities or Interested Parties includes a person who may be representing them.



**AGENDA  
LICENSING SUB-COMMITTEE**

**WEDNESDAY 13 OCTOBER 2021**

1. **To appoint a Chairman for the Hearing**
2. **Chairman's notices**
3. **Apologies for Absence**
4. **Disclosure of Interest**

To disclose the existence and nature of any Disclosable Pecuniary Interests, other Pecuniary Interest or Non-Pecuniary Interests relating to items of business on the agenda having regard to paragraphs 6 – 8 of the Code of Conduct for Members.

(Members are reminded that they are also required to disclose any such interest as soon as they become aware should the need arise through the meeting).

5. **Application for a New Premises Licence, Chutney House, 116 High Street, Maldon, CM9 5ET** (Pages 5 - 60)

To note the report of the Director of Service Delivery, (copy enclosed).

**NOTICES**

**Recording of Meeting**

Please note that the Council will be recording and publishing on the Council's website any part of this meeting held in open session.

**Fire**

In the event of a fire, a siren will sound. Please use the fire exits marked with the green running man. The fire assembly point is outside the main entrance to the Council Offices. Please gather there and await further instruction.

**Health and Safety**

Please be advised of the different levels of flooring within the Council Chamber.

**Closed-Circuit Televisions (CCTV)**

Meetings held in the Council Chamber are being monitored and recorded by CCTV.