East Cambridgeshire District Council

Minutes of a Meeting of the Licensing Committee

Held at The Grange, Nutholt Lane, Ely, CB7 4EE at 10:00am on Wednesday 9 September 2026

Present:
Cllr Christine Ambrose Smith
Cllr Christine Colbert
Cllr Lee Denney (Vice Chair)
Cllr Martin Goodearl (Chair)
Cllr Bill Hunt (substitute)
Cllr Mark Inskip
Cllr Kelli Pettitt (substitute)
Cllr John Trapp
Cllr Christine Whelan

Officers:
Patrick Adams – Senior Democratic Services Officer
Maggie Camp – Director Legal
Karen See – Senior Environmental Health Officer

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1. Apologies and substitutions

Apologies for absence were received from Cllr Lavinia Edwards, Cllr Keith Horgan, Cllr Julia Huffer and Cllr Gareth Wilson. Cllr Bill Hunt attended as a substitute for Cllr Edwards and Cllr Kelli Pettitt substituted for Cllr Huffer.

2. Declarations of interest

There were no declarations of interest.

3. Minutes

The Committee agreed the Minutes of the Licensing Committee meeting held on 18 March 2026 as a correct record, the Minutes of the Licensing (Statutory) Sub Committee held on 22 July 2026 as a correct record and the Minutes of the Licensing (Non-Statutory) Sub Committee held on 29 July 2026 as a correct record.

4. Chair's Announcements

The Chair thanked Members for the faith they had shown in him by electing him as Chair of the Committee. He thanked Cllr Julia Huffer for chairing the Committee with fairness and great competence for the last seven years.

5. Fit and Proper Person Determination and Fee Policy for Mobile Homes and Caravan Sites 2026

The Senior Environmental Health Officer, Karen See, presented a report, AB61 previously circulated, which invited the Committee to review and agree the Fit and Proper Person Determination Policy for Mobile Homes and Caravan Sites 2026 and the Fit and Proper Person Fee Policy for Mobile Home and Caravan Sites 2026. These policies must be reviewed within 5 years to enable the renewals and future new applications for mobile home site operators to contribute to be assessed for their fit and proper status.

The Committee were invited to ask questions to the Senior Environmental Health Officer.

In reply to Cllr Mark Inskip, the Senior Environmental Health Officer explained that the policies were asking for more information than in previous years, including management plans, complaints procedure, staffing arrangements, pitch fee arrangements and billing process. She agreed to provide a summary of the differences between the new polices and those adopted by the Council in 2021. Cllr John Trapp requested that whenever a policy was changed in the future, a document with track changes be available on the website to show the proposed amendments.

In reply to Cllr Lee Denney, the Senior Environmental Health Officer explained that the Council used the Government's regulations and guidance when deciding whether an applicant was a fit and proper person. She also explained that the proposed fee of £240 was based on assessment on the cost of officer time to process the application. The fee set in 2001 was £230 and this charge had been benchmarked against the fees levied by other Cambridgeshire authorities.

In reply to Cllr John Trapp, the Senior Environmental Health Officer explained that the Council did not licence family sites. It was noted that the relevant legislation provided the definition of a family member.

In reply to Cllr John Trapp, the Senior Environmental Health Officer explained that the Council would not charge an applicant if the authority had to seek legal advice.

In reply to Cllr John Trapp, the Senior Environmental Health Officer agreed that a minor amendment should be made to paragraph 5.3 to make it clear that any refusal of an application by another local authority would be recorded by the Council and not on a national database.

DRAFT

In reply to Cllr John Trapp, the Senior Environmental Health Officer explained that if an application was refused the applicant could make representations to the Waste and Environmental Services Manager and if the application was still refused an appeal could be made to a tribunal.

In reply to Cllr Christine Ambrose Smith, the Senior Environmental Health Officer explained that in cases of enforcement the Council would be able to draw on local knowledge and had a close working relationship with the occupiers of the sites in the district. She also confirmed that the Council did not licence touring or temporary sites

In reply to Cllr Martin Goodearl, the Senior Environmental Health Officer explained that residents could complain to the Council on any management issues. The site licence would include certain conditions, and wider legislation would protect the rights of the occupiers.

Cllr Mark Inskip suggested that more details could be provided in the policy on how the fees had been calculated, as had been the case in 2021. The Senior Environmental Health Officer replied that it had been decided to have both the Fit and Proper Person Determination Policy and the Fit and Proper Fee Policy to be considered together, whilst in the past more emphasis had been on the Fee Policy.

Cllr Martin Goodearl proposed and Cllr Lee Denney seconded the recommendations in the report. A vote was taken and it was unanimously agreed

to resolve:

to **agree** the adoption of:

A) The East Cambridgeshire District Council Fit and Proper Person Determination Policy for Mobile Homes and Caravan Sites 2026, with a minor amendment to paragraph 5.3 to make it clear that any refusal of an application by another local authority would be recorded by the Council; and

B) The East Cambridgeshire District Council Fit and Proper Fee Policy for Mobile Home and Caravan Sites 2026; and

C) For policies to take effect immediately.

6. Licensing Manager Update

In the absence of the Licensing Manager this item was not discussed.

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7. Forward Plan

The Chair explained that he had discussed the Forward Plan with the Licensing Manager, and he could confirm that the meetings in October and November would be going ahead.

The Committee Noted the Forward Plan.

The meeting concluded at 10:27 am

Chair……

Date……

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