

Agenda

Licensing Committee Meeting

Date: Thursday, 16 October 2025

Time 6.30 pm

Venue: Council Chamber, Swale House, East Street, Sittingbourne, ME10 3HT

Membership:

Councillors Derek Carnell (Chair), Lloyd Chapman, Simon Clark, Alex Eyre, Carole Jackson, Mark Last, Rich Lehmann, Peter Marchington, Charlie Miller, Lee-Anne Moore, Tara Noe, Chris Palmer, Paul Stephen, Mark Tucker and Tony Winckless (Vice-Chair).

Quorum = 5

Pages

Recording and Privacy Notice

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1. Emergency Evacuation Procedure

Visitors and members of the public who are unfamiliar with the building and procedures are advised that:

- (a) The fire alarm is a continuous loud ringing. In the event that a fire drill is planned during the meeting, the Chair will advise of this.
- (b) Exit routes from the chamber are located on each side of the room, one directly to a fire escape, the other to the stairs opposite the lifts.
- (c) In the event of the alarm sounding, leave the building via the nearest safe exit and gather at the assembly point on the far side of

the car park. Do not leave the assembly point or re-enter the building until advised to do so. Do not use the lifts.

- (d) Anyone unable to use the stairs should make themselves known during this agenda item.

2. Apologies for Absence

3. Minutes

To approve the [Minutes](#) of the Meeting held on 14 July 2025 (Minute Nos. 180 - 185) as a correct record, and to accept the following Licensing Sub-Committee minutes as a correct record: [25 June 2025](#) (Minute Nos. 93 – 96) and [31 July 2025](#) (Minute Nos. 256 – 259).

4. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves, their families or friends.

The Chair will ask Members if they have any disclosable pecuniary interests (DPIs) or disclosable non-pecuniary interests (DNPIS) to declare in respect of items on the agenda. Members with a DPI in an item must leave the room for that item and may not participate in the debate or vote.

Aside from disclosable interests, where a fair-minded and informed observer would think there was a real possibility that a Member might be biased or predetermined on an item, the Member should declare this and leave the room while that item is considered.

Members who are in any doubt about interests, bias or predetermination should contact the monitoring officer for advice prior to the meeting.

5. Public Session

The Council operates a scheme of public speaking at meetings of the Licensing Committee. Requests to speak at the meeting must be registered by Democratic Services by noon on Friday 10 October 2025 and must be related to an item on the Agenda. Each speaker has a maximum of three minutes to speak.

6. Draft Licensing Policy for consideration following consultation

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Issued on Monday, 6 October 2025

The reports included in Part I of this agenda can be made available in alternative formats. For further information about this service, or to arrange for special facilities to be provided at the meeting, please contact democraticservices@swale.gov.uk. To find out more about the work of this meeting, please visit www.swale.gov.uk.

**Chief Executive, Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**