

**Medway Council**  
**Meeting of Licensing and Safety Committee**  
**Tuesday, 9 December 2025**  
**6.01pm to 6.19pm**  
**Record of the meeting**

**Present:** Councillors: McDonald (Chairperson), Browne (Vice-Chairperson), Filmer, Howcroft-Scott, Kemp, Peake and Sands

**In Attendance:** Nicola Couchman, Democratic Services Officer  
Emily Lane-Blackwell, Licensing Manager  
Katie Honeywood, Assistant Licensing Manager  
Mark Lees, Head of Community Protection, Gravesham Borough Council, Gravesham and Medway Shared Licensing Service  
Emily Whittaker, Regulatory Services Manager

**524 Apologies for absence**

Apologies for absence were received from Councillors Fearn and Jackson.

**525 Record of meeting**

The record of the meeting held on 5 August 2025 was agreed and signed by the Chairperson.

**526 Urgent matters by reason of special circumstances**

There were none.

**527 Declarations of disclosable pecuniary interests and other interests**

Disclosable pecuniary interests

There were none.

Other significant interests (OSIs)

There were none.

Other interests

There were none.

**528 Gravesham and Medway Shared Licensing Service Update**

**Discussion:**

The new Regulatory Services Manager, Emily Whittaker, was introduced to the Committee.

The Licensing Manager informed the Committee that work continued to digitise forms, databases and public registers and thanked the Licensing Team for their hard work and thanked Councillors and officers for their support.

The Licensing Manager explained that the Licensing Team had completed training on safeguarding, Prevent, data protection and cyber awareness.

Joint working with Kent Police, Trading Standards, Immigration and Environmental Health had continued over the last year. Schools had been visited to ensure school transport met the required conditions and premises that opened prior to their licensed hours had been visited to ensure they did not sell alcohol during this time.

The Licensing Team continue to work with Kent Police to stop and check licenced vehicles, the approved garage agreement had been renewed and approximately £17,600 of previously unpaid annual fees had been recovered.

Members requested that the links for Licensing policies on the Medway and Gravesham webpages were regularly checked to ensure that they worked. Members explained that there were ongoing discussions with Legal Services regarding the Cumulative Impact Policy and advice would be shared with the Committee.

With regards to the Pavement Licensing Policy the Committee were informed that work was ongoing to establish how enforcement would work in practice with regards to the removal and storage of furniture from premises. Members acknowledged the importance of enforcement alongside the policy and requested a briefing on this at the next meeting.

**Decision:**

The Committee noted and commented on the reports at Appendix A and B.

**Chairperson**

**Date:**

**Nicola Couchman, Democratic Services Officer**

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