

FHDC Licensing Forum Terms of Reference

- The FHDC Licensing Forum is established with reference to the Statement of Licensing Policy 2021 to 2026.
- The purpose of the Licensing Forum will be to provide platform of communication between key stakeholders, to allow for a structured environment for collaborative working, best practice and sharing of community challenges between business, residents, the police, and the local authority.
- The Licensing Forum will meet twice a year.
- The following stakeholders will be invited to attend –
 - The Chair of the Planning and Licensing Committee
 - The Vice Chair of the Planning and Licensing Committee
 - Licensing Team
 - Kent Police
 - Kent Fire & Rescue
 - Representatives from local residents associations
 - Representatives from local licensed businesses
 - Representatives from other relevant community groups
- Invitees to the forum will change at each meeting depending on availability and any local focus of that meeting.
- The Licensing Forum meeting agenda will include as regular items, an update from the FHDC Licensing Team, an update from Kent Police Licensing Officers and a Q&A session.
- FHDC will facilitate and administer the meeting. There will be a rotating Chair of elected Members which will alternate between Cllr Polly Blakemore, Cabinet Member for Regulatory Services and Cllr Jackie Meade, Chair of the Planning and Licensing Committee.
- Any presentations given in the meeting will be made publicly available.
- Licensing Forum should focus on the general application of the Licensing Policy within the district and not the operation of individual premises licenses or pending applications. The Licensing Forum is not a decision-making body and any representations for a review of premise licenses should be made through the processes as set out in the Licensing Policy.