



## MINUTES OF THE MEETING OF LICENSING SUB-COMMITTEE

THURSDAY 11 DECEMBER 2025  
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON  
& HYBRID MEETING FACILITY

1

---

**Committee Members Present:**

Councillor J McMillan (Depute Convener)  
Councillor C McFarlane  
Councillor S Akhtar (sub. Councillor C McGinn)

**Other Councillors Present:**

None

**Council Officials Present:**

Mr I Forrest, Solicitor  
Ms S Fitzpatrick, Team Leader – Licensing and Landlord Registration  
Ms A O'Reilly, Licensing Officer  
Ms N Harrison, Licensing Standards Officer  
Ms E Barclay, Democratic Services Assistant

**Others Present:**

PC M Upton, Police Scotland

**Clerk:**

Ms B Crichton, Committees Officer

**Apologies:**

Councillor C Cassini  
Councillor C McGinn  
Councillor T Trotter  
Councillor J Findlay

**Declarations of Interest:**

None

The clerk advised that the meeting was being held as a hybrid meeting, as provided for in legislation; that the meeting would be recorded and live streamed; and that it would be made available via the Council's website as a webcast, in order to allow public access to the democratic process in East Lothian. She noted that the Council was the data controller under the Data Protection Act 2018; that data collected as part of the recording would be retained in accordance with the Council's policy on record retention; and that the webcast of the meeting would be publicly available for five years from the date of the meeting.

The clerk recorded the attendance of Committee members by roll call.

**1. MINUTES FOR APPROVAL**  
**Licensing Sub-Committee, 13 November 2025**

The minutes were approved as an accurate record of the meeting.

**2. APPLICATION FOR GRANT OF A LICENCE TO OPERATE A SHORT-TERM LET**  
**12 North Street, Dunbar**

An application had been received from Sheila Dunn for a licence to operate 12 North Street, Belhaven, Dunbar as a short-term let (STL). The application would be heard by the Licensing Sub-Committee on the basis that public objections had been received. The Sub-Committee was required to focus on the suitability of the property to operate as an STL, and on the applicant to hold an STL licence.

Ian Forrest, Solicitor, highlighted the public objections, and confirmed that no objections had been received from statutory consultees.

PC Michael Upton confirmed that Police Scotland had no adverse comment to make on the application, and Sheila Fitzpatrick, Team Leader – Licensing and Landlord Registration, confirmed that Licensing had no further comment to make on the application.

Liam Ross, relative of Ms Dunn and named day-to-day manager of the property, spoke to the application. He said that the points raised by the objectors had been understood. He discussed: the narrowness of the street causing issues for bin lorries; parking for guests being prominent in information for guests; and his feeling that the matters should be dealt with through parking restrictions rather than being a reason for refusal.

Committee members asked questions about: house rules and information provided to guests, and whether Council officers would look at these documents; Mr Ross' availability to respond to any issues or antisocial behaviour at the property; how guests and neighbours could contact Mr Ross; the process for replacing him on the register if Ms Dunn decided to employ a professional agent; notification of objectors of the Committee's decision; and management of waste. Mr Ross reassured Committee members that he would provide his contact details to immediate neighbours.

Committee members commented on their willingness to support the application on the basis of Mr Ross' comments and his and willingness to reassure neighbours. Councillor McMillan commented that, as a good neighbour, Mr Ross would have to ensure that parking, antisocial behaviour, and waste did not cause problems for residents.

Councillor McMillan then moved to a roll call vote, and Committee members unanimously voted in support of the application.

## **Decision**

The Licensing Sub-Committee agreed to grant the short-term let licence.

### **Note:** Summary of information

The Licensing Sub-Committee agreed to exclude the public from Item 3 in terms of paragraph 6 (information relating to the business affairs of any particular person) of Schedule 7A to the Local Government (Scotland) Act 1973.

### **3. APPLICATION FOR GRANT OF A TAXI DRIVER LICENCE**

The Licensing Sub-Committee refused to grant the licence.

*The webcast for this meeting will be available at the link below for five years from the date of the meeting:*

[https://eastlothian.public-i.tv/core/portal/webcast\\_interactive/1047644](https://eastlothian.public-i.tv/core/portal/webcast_interactive/1047644)