



East Lothian
Council

**MINUTES OF THE MEETING OF
LICENSING SUB-COMMITTEE**

**THURSDAY 13 NOVEMBER 2025
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON
& HYBRID MEETING FACILITY**

1

Committee Members Present:

Councillor C McGinn (Convener)
Councillor J Findlay (R)
Councillor C McFarlane
Councillor T Trotter

Other Councillors Present:

None

Council Officials Present:

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

Others Present:

PC M Upton, Police Scotland

Clerk:

Ms B Crichton, Committees Officer

Apologies:

Councillor C Cassini

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, 11 September 2025

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

2. SHORT-TERM LET LICENSING POLICY REVIEW 2025

A report had been submitted by the Depute Chief Executive – Resources and Economy to allow the Licensing Sub-Committee to review analysis of public consultation responses on short-term let (STL) licensing policy, and determine if further consultation was to be undertaken.

Sheila Fitzpatrick, Team Leader – Licensing & Landlord Registration, presented the report, and provided background information to the consultation on temporary exemptions and temporary licences for STLs. She gave an account of various changes made since the original policy had been agreed in June 2022, and provided an outline of the consultation's main questions. She explained that, as the responses were divided equally in terms of those in support of and against the proposed licence types, the report sought a decision on whether to undertake further consultation on the introduction of temporary licences and temporary exemptions in East Lothian.

Ms Fitzpatrick answered questions relating to: the expected timescale of the future consultation and subsequent reporting to the Sub-Committee; other local authorities offering these licence types; and any consultation and information sharing that would be undertaken with other local authorities.

The Convener commented positively on the Sub-Committee being informed by public consultation. He then moved to a roll call vote, and the report recommendations were unanimously supported by Committee members.

Decision

The Licensing Sub-Committee agreed to:

- i. Note the outcome of the public consultation held between 1 August 2025 and 12 September 2025; and
- ii. Instruct officers to undertake further consultation on the viability of introducing Temporary Exemption and Temporary Licence options.

3. APPLICATION FOR GRANT OF A LICENCE TO OPERATE A SHORT-TERM LET
Forthview Steading, Fa'side, Tranent

An application had been received from Bridget Meenan for a licence to operate Forthview Steading, Fa'side, Tranent, as an 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 comment to make on the application.

The Convener asked Ms Meenan questions about whether the properties were sited on her own land, and whether any complaints or concerns had been raised from local authority bodies. She confirmed that she owned the land upon which the lodges were sited, and that no complaints or concerns had been raised with her.

The Convener noted that some of the matters raised in the submitted objections were not relevant to be taken into consideration in the Committee's determination of the licence application, and that, having considered the objections insofar as relevant, the Committee were not persuaded that they amounted to a sufficient reason to refuse the application.

The Convener 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.

Signed

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Councillor C McGinn
Convener of the Licensing Sub-Committee