

**MINUTES OF THE LICENSING COMMITTEE
HELD ON**

16 January 2024

7.30 - 8.20 pm

PRESENT

Committee Members

Councillor Clive Souter (Vice-Chair)
Councillor Joel Charles
Councillor Jodi Dunne
Councillor James Griggs
Councillor Alastair Gunn
Councillor Andrew Johnson

Officers

Norah Nolan, Interim Assistant Director Environment
Julie Snooks, Senior Licensing Officer
Hannah Marriott, Governance Support Officer
Adam Sherwood, Principal Licensing Officer
Julie Galvin, Legal Services Manager
Tanusha Waters, Assistant Director - Planning and Building Control

26. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Nick Churchill, Lanie Shears and John Steer.

27. **DECLARATIONS OF INTEREST**

None.

28. **MINUTES**

RESOLVED that the minutes of the meeting held on 17 October 2023 be agreed and signed as a correct record by the Chair.

29. **MATTERS ARISING**

a) Minute 21) Street Drinking Update Report

Councillor James Griggs noted that, at the last meeting, it was advised that a street drinking update report would be brought to this meeting. Councillor Clive Souter advised that there was no report due to staff shortages within the Licensing Team.

30. **WRITTEN QUESTIONS AND PETITIONS**

None.

31. **COMMITTEE WORK PLAN**

The Committee noted that the “Taxi Policy Draft / Consult” report had been moved back to March 2024. The Committee also noted that there were lots of items on the work plan for Committee in March 2024. Adam Sherwood, Principal Licensing Officer, advised that he would try to bring as many items to Committee in March as possible. However, he advised that the “DfT Taxi and Private Hire Best Practice Guidance Overview” and “Roof Signs on PHVs Review (2)” reports would be priority.

RESOLVED that the work plan be noted.

32. **HEALTH AND SAFETY SERVICE PLAN**

The Committee received the Health and Safety Service Plan for the period 2022 to 2025.

RESOLVED that:

- A The Committee noted and approved the Health and Safety Service Plan for the period 2022 – 2025 as set out in Appendix A to the report.

33. **ROOF SIGNS ON HARLOW PRIVATE HIRE VEHICLES**

The Committee received a report on roof signs for Harlow Private Hire Vehicles.

The Committee asked if they could be provided with statistics on how many customers make mistakes between taxis or private hire vehicles. The Committee also asked for statistics on private hire driver non-compliance with displaying roof signs.

The Committee advised that the questions suggested in Appendix B appear to be more directed to customers, rather than licensed drivers. It was suggested that two different surveys be run, one directed at the public/customers and the other at licensed drivers.

The Committee also suggested that the consultation runs for six weeks rather than three weeks. It was agreed that the results of the consultation would be brought back to Committee in July 2024.

The Committee advised officers that the survey needed to be well publicised. Adam Sherwood confirmed that the Council’s social media would be used and that he would contact local organisations to make them aware. Councillor James Griggs suggested that information about the survey be provided inside taxis (through QR codes or website links etc.) to ensure that the survey reaches the target audience.

RESOLVED that:

- A** The Licensing Committee approved a public consultation via the Council website seeking views on the use of roof signs on Harlow licensed private vehicles.
- B** The Licensing Committee agreed to two sets of consultation questions (one aimed at the public/customers and the other at licenced drivers) and that the consultation would run for a six week period.
- C** A further report be brought back to this Committee in July 2024 following the public consultation.

34. **REFERENCES FROM OTHER COMMITTEES**

None.

35. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COMMITTEE