

**MINUTES OF THE LICENSING COMMITTEE  
HELD ON**

12 March 2019

7.30 - 8.20 pm

**PRESENT**

**Committee Members**

Councillor Edna Stevens (Chair)  
Councillor John Strachan (Vice-Chair)  
Councillor Nick Churchill  
Councillor Michael Garnett  
Councillor Shannon Jezzard  
Councillor Frances Mason  
Councillor Lanie Shears

**Officers**

Michael Pitt, Environment and Licensing Manager  
Adam Rees, Governance Support Officer  
Dimple Roopchand, Principal Solicitor

41. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Maggie Hulcoop and Andrew Johnson.

42. **DECLARATIONS OF INTEREST**

None.

43. **MINUTES**

**RESOLVED that** the minutes of the meeting held on 22 January 2019 are agreed as a correct record and signed by the Chair.

44. **MATTERS ARISING**

None.

45. **WRITTEN QUESTIONS AND PETITIONS**

None.

46. **COMMITTEE WORK PLAN**

**RESOLVED that** the Work Plan was noted.

47. **PRIVATE HIRE OPERATOR APPLICATION PROCEDURE UPDATE**

The Committee received a report on the update of the Private Hire Operator Application Procedure.

Michael Pitt, Environment and Licensing Manager, said that the recommendation needed to be amended as Full Council needed to approve any changes to procedure.

**RESOLVED that** it was recommended to Full Council that:

- A** The revised Operator Licensing Procedures, attached as Appendix 2 to the report, was adopted with effect from 8 April 2019.

48. **PRIVATE HIRE OPERATOR CONDITIONS AND THE PROVISION OF ADAPTED VEHICLES**

The Committee received a report regarding Private Hire Operator Conditions and the provision of adapted vehicles.

The Committee agreed that recommendation B of the report should be amended to only refer to Private Hire Vehicles.

The Committee also agreed that the use of existing adapted Private Hire and Hackney Carriage vehicles needed to be examined.

**RESOLVED that:**

- A** The adoption of revised Private Hire Operator conditions be deferred pending the outcome of Government proposals to amend licensing legislation and issue new guidance.
- B** A survey be undertaken to identify the extent of any unmet need for wheelchair accessible Private Hire vehicles in Harlow.
- C** Any issues with the use of existing adapted Private Hire and Hackney Carriage vehicles be examined and a report is presented to the Committee in the next municipal year.

49. **GAMBLING ACT 2005 DELEGATION OF FUNCTIONS**

The Committee received a report on the Gambling Act 2005 Delegation of Functions.

**RESOLVED that** the delegation of functions, attached as Appendix A to the report, was noted.

50. **REFERENCES FROM OTHER COMMITTEES**

None.

51. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COMMITTEE