

**MINUTES OF THE LICENSING COMMITTEE
HELD ON**

5 March 2024

7.30 - 8.12 pm

PRESENT

Committee Members

Councillor Clive Souter (Vice-Chair)

Councillor Joel Charles

Councillor James Griggs

Councillor Alastair Gunn

Councillor Andrew Johnson

Officers

Norah Nolan, Interim Assistant Director Environment

Hannah Marriott, Governance Support Officer

Adam Sherwood, Premises and Taxi Licensing Manager

36. **APOLOGIES FOR ABSENCE**

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

37. **DECLARATIONS OF INTEREST**

None.

38. **MINUTES**

RESOLVED that the minutes of the meeting held on 16 January 2024 be agreed and signed as a correct record by the Chair.

39. **MATTERS ARISING**

a) Minute 33 - Roof Signs on Harlow Private Hire Vehicles

Councillor James Griggs requested an update on the Private Hire Vehicles roof sign consultation. Adam Sherwood, Principal Licensing Officer, advised that two questionnaires had been created and that the consultation would start on Friday 8 March. The consultation would run for six weeks. Adam Sherwood agreed to circulate the questionnaires to the Committee before Friday.

40. **WRITTEN QUESTIONS AND PETITIONS**

None.

41. **COMMITTEE WORK PLAN**

RESOLVED that the work plan be noted.

42. **DFT TAXI AND PRIVATE HIRE BEST PRACTICE GUIDANCE OVERVIEW**

The Committee received an overview report on the Department for Transport (DfT) Taxi and Private Hire best practice guidance.

RESOLVED that:

- A** Members note the updated Department for Transport Best Practice Guidance.
- B** Members instruct officers to consider the updated Best Practice Guidance and to bring to a future meeting of the committee a consultation proposal on matters arising.
- C** Members instruct officers to liaise with trade representatives and relevant boards to devise a list of suitable consultees for taxi licensing matters.
- D** Members instruct officers to provide any further reports to the Committee where aspects of the guidance may necessitate a review of local licensing practices.

43. **"POP-UP" LICENSING GUIDANCE**

The Committee received a report on Pop-Up Businesses and guides for the sale of alcohol.

RESOLVED that:

- A** Members of the Licensing Committee noted the content of the report.

44. **ZERO/LOW ALCOHOL DRINKS AT LICENSED PREMISES**

The Committee received a report on Low and Alcohol-Free Alternatives in Licensed Premises.

RESOLVED that:

- A** The content of the report be noted by members of the Licensing Committee.

45. **REFERENCES FROM OTHER COMMITTEES**

None.

46. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COMMITTEE