

**MINUTES OF THE LICENSING COMMITTEE  
HELD ON**

5 September 2024

7.00 pm - 8.07 pm

**PRESENT**

**Committee Members**

Councillor Clive Souter (Chair)  
Councillor Andrew Johnson (Vice-Chair)  
Councillor Danielle Brown  
Councillor Joel Charles  
Councillor James Griggs  
Councillor Alastair Gunn  
Councillor Luke Howard  
Councillor Maggie Hulcoop  
Councillor Russell Perrin

**Officers**

Ella-Hope Crocker, Junior Legal Assistant (Development Post)  
Julie Galvin, Legal Services Manager and Monitoring Officer  
Sally Haggerstone, Senior Environmental Health Officer/Interim Environmental Health Manager  
Nicole Parker, Corporate Support Officer  
Adam Sherwood, Premises and Taxi Licensing Manager  
Julie Snooks, Senior Licensing Officer

12. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Michael Houlihan and Lanie Shears.

13. **DECLARATIONS OF INTEREST**

Councillor James Griggs declared an interest in item 8 as he has as responsibility for the delivery of food safety for Harlow Foodbank and Bounty Club.

14. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 18 June 2024 be agreed and signed as a correct record by the Chair.

15. **MATTERS ARISING**

None.

16. **WRITTEN QUESTIONS AND PETITIONS**

None.

17. **GAMBLING ACT POLICY**

The Licensing Committee received a report for the adoption of the proposed Gambling Act Policy recommend to Full Council.

The Committee agreed the following changes be made to the Gambling Act Policy:

- i. The wording on point 6.3 on page 15 of the policy is not removed
- ii. Harlow Education Trust be listed in the list of consultees and that this had not been included. Adam Sherwood, Premises and Taxi Licensing Manager, advised he had included the BMAT Trust as requested but advised he would include the Harlow Education Trust also.
- iii. The probation service be added onto point 6.3 page 15 as a proposed consultee.
- iv. The Quakers Harlow religious group to be added to the statutory consultees
- v. An amendment to point 13.7 of the policy that there were four primary authority arrangements on the previous policy, which has now been updated to six, so the narrative would need to be changed from four to six.

**RESOLVED** that:

- A** The Licensing Committee recommend to Full Council adoption of the proposed Gambling Licensing Policy Statement attached at Appendix A.

18. **PAVEMENT LICENSING PROCEDURE**

The Committee received a report on the Pavement Licensing Committee.

Adam Sherwood advised an amendment to condition C to include the full name of the act the recommendation refers to.

**RESOLVED** that:

- A** Subject to any amendments required by the Committee, members approve the new pavement procedure in Appendix A for recommendation to Full Council, for adoption on 20 September 2024.

- B** The relevant fees be agreed and recommended to Full Council, for adoption on 20 September 2024, in accordance with the maximum cap of £500.00 for new applications and £350.00 for renewal applications, and to extend the issue of a pavement licence to 2-years, unless specified for a shorter duration.
- C** Delegation of the relevant responsibilities under BPA2020 be approved as set out in the Pavement Procedure and Appendix B to the report.
- D** Where an application is refused, there be an internal option to appeal that decision to the Regulatory Sub-Committee as set out in the Pavement Procedure.

19. **FOOD SAFETY SERVICE PLAN**

The Committee received a report on the Food Safety Service Plan.

**RESOLVED** that the Licensing Committee:

- A** The Committee approves the Food Safety Service Plan 2024/2025 attached as Appendix A to the report.

20. **LICENSING ENFORCEMENT AND SERVICE DELIVERY 2023-24**

The Committee received a report on Licensing Enforcement and Service Delivery 2023-2024.

**RESOLVED** that:

- A** The Licensing Committee noted the enforcement activity and service delivery carried out by the Licensing Team from 1 April 2023 to 31 March 2024.

21. **LICENSING SUB COMMITTEE DECISIONS**

The Committee received a report on the Licensing Sub Committee Decisions for 2023/24.

**RESOLVED** that the Committee noted the contents of the report.

22. **COMMITTEE WORK PLAN**

**RESOLVED** that the work plan was noted.

23. **REFERENCES FROM OTHER COMMITTEES**

None.

24. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COMMITTEE