

**MINUTES OF THE LICENSING COMMITTEE  
HELD ON**

17 October 2023

7.30 - 8.55 pm

**PRESENT**

**Committee Members**

Councillor Nick Churchill (Chair)  
Councillor Clive Souter (Vice-Chair)  
Councillor Joel Charles  
Councillor James Griggs  
Councillor Alastair Gunn  
Councillor Lanie Shears  
Councillor John Steer

**Officers**

Julie Galvin, Legal Services Manager  
Norah Nolan, Interim Assistant Director Environment  
Adam Rees, Senior Governance Support Officer  
Adam Sherwood, Principal Licensing Officer  
Amanda Turner, Senior Licensing Officer (Taxis)

13. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Jodi Dunne, Andrew Johnson and Ash Malik.

14. **DECLARATIONS OF INTEREST**

None.

15. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 4 July 2023 be agreed and signed as a correct record by the Chair.

16. **MATTERS ARISING**

a) Minute 6 - Committee Work Plan

Councillor Churchill said he had written to around 120 outlets about providing zero alcohol beers.

17. **WRITTEN QUESTIONS AND PETITIONS**

None.

18. **HACKNEY CARRIAGE TAXI TARIFF**

The Committee received a report on the adoption of a new hackney carriage tariff schedule.

The Committee noted the evening tariff was proposed to be at an earlier time of 8pm, and this may impact the night-time economy. It was requested that the evolving state of the night-time economy be monitored, and that any impacts be considered when there are future requests to change tariffs.

**RESOLVED** that:

- A** The Licensing Committee recommended to the next Cabinet meeting on 30 November 2023 that the Hackney Carriage Tariff Schedule, as set out in Appendix A to the report, be adopted.
- B** If members approved the tariff, the Interim Assistant Director Environment be authorised to take the necessary steps as stated in the report to implement the tariff changes with effect from 22 December 2023, provided that no objections to the proposals are received; or
- C** If any objections were received to the proposed changes following the consultation period, that the decision be referred to the next meeting of this Committee on 16 January 2024.

19. **LICENSING ACT POLICY - OUTCOME OF CONSULTATION/AGREE POLICY**

The Committee received a report on the revised Statement of Licensing Policy.

It was noted that the sale of animals at events was not a licensable activity. Officers would speak to Community Safety to establish whether any protections had been put in place. It was also noted that the council could include a clause preventing the sale of animals at events in the terms of contract for the event.

**RESOLVED** that the Licensing Committee:

- A** Recommended incorporating the revised text in paragraph five of the report to replace the draft consultation paragraph for temporary event notices.
- B** Noted paragraph six of the report to update the policy on electronically submitted applications.

- C Recommended the final draft of the Licensing Act Statement of Policy (attached as Appendix 1 to the report) to Full Council for adoption.

20. **PAVEMENT/HIGHWAYS POLICY**

The Committee received a report on an updated temporary pavement licence procedure.

**RESOLVED** that the Licensing Committee recommended to Full Council the updated Temporary Pavement Licence Procedure 2023 – 2024, as set out in Appendix A to the report, be adopted.

21. **STREET DRINKING UPDATE REPORT**

The Committee received an update report on street drinking.

Officers agreed to speak to Community Safety about visiting the shopping hatches throughout Harlow. It was also noted that Licensing would be visiting all licensed premises throughout the town.

**RESOLVED** that:

**A** The Licensing Committee noted the content of the report.

**B** A report be brought to the next Licensing Committee with updates as outlined in the report.

22. **FOOD SAFETY ENFORCEMENT PLAN 2023/2024**

The Committee received a report on the food safety enforcement plan.

**RESOLVED** that the Committee approved the Food Safety Act Service Plan 2023/2024 as set out in Appendix A to the report.

23. **COMMITTEE WORK PLAN**

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

24. **REFERENCES FROM OTHER COMMITTEES**

None.

25. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COMMITTEE