

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