

**MINUTES OF THE LICENSING COMMITTEE  
HELD ON**

11 March 2025

7.00 - 7.52 pm

**PRESENT**

**Committee Members**

Councillor Clive Souter (Chair)  
Councillor Andrew Johnson (Vice-Chair)  
Councillor Joel Charles  
Councillor James Griggs  
Councillor Alastair Gunn  
Councillor Michael Houlihan  
Councillor Luke Howard  
Councillor Maggie Hulcoop

**Officers**

Ella-Hope Crocker, Junior Legal Assistant (Development Post)  
Chris Irwin, Principal Solicitor  
Adam Rees, Senior Governance Support Officer  
Adam Sherwood, Premises and Taxi Licensing Manager  
Amanda Turner, Senior Licensing Officer (Taxis)

25. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Lanie Shears.

26. **DECLARATIONS OF INTEREST**

None.

27. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 5 September 2024 be agreed and signed as a correct record by the Chair.

28. **MATTERS ARISING**

None.

29. **WRITTEN QUESTIONS AND PETITIONS**

None.

30. **DRIVER TRAINING – HACKNEY CARRIAGE AND PRIVATE HIRE**

The Committee received a report on driving training for private hire and hackney carriage drivers.

The Committee agreed three amendments to the recommendations in the report, which were as follows:

- i) Licensed drivers would be required to attend refresher training every two years, instead of every three years;
- ii) The provision to allow drivers to submit proof of completing an equal or higher-level course provided by another licensing authority in lieu of a course offered by Harlow Council be removed; and
- iii) The Chair of the Licensing Committee, and the relevant Assistant Director, would approve the specification of any training prior to award of contract.

**RESOLVED that** the Committee recommended to Full Council that:

**A** The proposals in paragraphs 22-31 of the report for driver training standards and procedures be adopted, subject to the following amendments:

- i) Licensed drivers would be required to attend refresher training every two years, instead of every three years;
- ii) The provision to allow drivers to submit proof of completing an equal or higher-level course provided by another licensing authority in lieu of a course offered by Harlow Council be removed.

**B** The driver training for licensees and applicants is outsourced to qualified training providers as proposed in paragraphs 32-36 of the report, subject to The Chair of the Licensing Committee, and the relevant Assistant Director, approving the specification of any training prior to award of contract.

31. **CONSULTATION FOR HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING POLICY**

The Committee received a report on a consultation for the Hackney Carriage and Private Hire Licensing Policy.

**RESOLVED that:**

**A** The Licensing Committee approved the proposed draft Hackney Carriage and Private Hire Licensing policy (attached as Appendix A to the report) for consultation.

**B** A further report to be presented to this committee which shall set out any representations received following a 6-week consultation.

32. **COMMITTEE WORK PLAN**

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

33. **REFERENCES FROM OTHER COMMITTEES**

None.

34. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COMMITTEE