

MINUTES OF THE LICENSING COMMITTEE HELD ON

17 June 2025

7.00 - 8.22 pm

PRESENT

Committee Members

Councillor Clive Souter (Chair)
Councillor Danielle Brown
Councillor Mike Garnett (as substitute for Councillor Andrew Johnson)
Councillor James Griggs
Councillor Alastair Gunn
Councillor Luke Howard
Councillor Russell Perrin

Officers

Ella-Hope Crocker, Junior Legal Assistant (Development Post)
Chris Irwin, Principal Solicitor
Curtis Painter, Customer Advisor
Adam Rees, Senior Governance Support Officer
Adam Sherwood, Premises and Taxi Licensing Manager
Sasha Taylor, Assistant Director - Public Protection
Amanda Turner, Senior Licensing Officer (Taxis)

1. WEBCAST INTRODUCTION

The Chair said the meeting was being webcast live and would be available for repeated viewing after the meeting has ended. By continuing to attend the meeting, you were consenting to being filmed and to appearing in the webcast.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Joel Charles, Michael Houlihan, Maggie Hulcoop, Andrew Johnson and Lanie Shears. Councillor Mike Garnett was in attendance as a substitute for Councillor Johnson.

3. DECLARATIONS OF INTEREST

None.

4. MINUTES

RESOLVED that the minutes of the meeting held on 11 March 2025 be agreed and signed as a correct record by the Chair.

5. **MATTERS ARISING**

None.

6. **WRITTEN QUESTIONS AND PETITIONS**

None.

7. **HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING POLICY**

The Licensing Committee received a report on a revised Hackney Carriage and Private Hire Licensing Policy.

Adam Sherwood, Premises and Taxi Licensing Manager said there was an additional recommendation, which was as follows “To permit new driver applicants to be licensed. Any new applicant that is ready to be licensed prior to the introduction of the safeguarding and disability training programmes, may be allowed to attend an alternative training course(s), approved by the Assistant Director Public Protection, in agreement with the Chair of the Licensing Committee. Upon completion, applicants shall provide the licensing team with a certificate of attendance.”

RESOLVED that it was recommended to Full Council that:

- A** The proposed Hackney Carriage and Private Hire Licensing Policy (attached as Appendix B to the report) be adopted, having noted any amendments through the consultation process.
- B** It permits new driver applicants to be licensed. Any new applicant that is ready to be licensed prior to the introduction of the safeguarding and disability training programmes, may be allowed to attend an alternative training course(s), approved by the Assistant Director Public Protection, in agreement with the Chair of the Licensing Committee. Upon completion, applicants shall provide the licensing team with a certificate of attendance.

8. **TAXI AND PRIVATE HIRE CONVICTIONS POLICY**

The Licensing Committee received a report on the Institute of Licensing’s revised private hire suitability guidance.

It was agreed that legal advice would be sought on how the guidance surrounding alcohol and drug abuse and dependency would be applied, prior to consideration by Full Council.

RESOLVED that the Licensing Committee recommended to Full Council that the Institute of Licensing (IoL) taxi and private hire suitability guidance (October 2024), (attached as Appendix A to the

report) be adopted and replace the current Harlow Council Taxi and Private Hire Convictions Policy (April 2018) with immediate effect.

9. **LICENSING SERVICE DELIVERY AND ENFORCEMENT 2024-25**

The Licensing Committee received a report on enforcement activity and service delivery carried out by the Licensing Team from 1 April 2024 to 31 March 2025.

RESOLVED that the Committee noted the enforcement activity and service delivery carried out by the Licensing Team from 1 April 2024 to 31 March 2025.

10. **SUB COMMITTEE DECISIONS 2024-25**

The Licensing Committee received a report on decisions taken by the Licensing and Regulatory sub committees from 1 April 2024 to 13 March 2025.

RESOLVED that the Committee noted the report.

11. **COMMITTEE WORK PLAN**

The Committee received its work plan. It agreed to remove street drinking from the work plan.

The Committee agreed that Officers and the Chair would discuss further revisions to the work plan, with the aim of removing one meeting from the work plan.

RESOLVED that:

A The work plan be noted.

B Street drinking be removed from the work plan.

12. **REFERENCES FROM OTHER COMMITTEES**

None.

13. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COMMITTEE