

MINUTES OF A MEETING OF THE
LICENSING COMMITTEE HELD IN THE
COUNCIL CHAMBER, WALLFIELDS,
HERTFORD ON TUESDAY 12 MAY 2026,
AT 7.00 PM

PRESENT: Councillor M Connolly (Chair)
Councillors S Bull, T Deffley, A Holt,
S Marlow, C Redfern, V Smith, R Townsend
and D Woollcombe

OFFICERS IN ATTENDANCE:

Michele Aves	- Committee Support Officer
Erica Carter	- Committee Support Officer
Ally Darwood	- Senior Licensing and Enforcement Officer
Gina Winn	- Licensing Officer

413 APOLOGIES

There were no apologies for absence.

414 MINUTES - 7 JANUARY 2026

It was moved by Councillor Bull and seconded by Councillor Deffley that the Minutes of the Licensing Committee meeting held on 7 January 2026 be confirmed as a correct record and signed by the Chair. It was noted that Councillor Smith abstained from the vote.

After being put to the meeting and a vote taken the motion was declared CARRIED.

RESOLVED – that the Minutes of the Licensing Committee meeting held on 7 January 2026 be

confirmed as a correct record and signed by the Chair.

415 MINUTES - LICENSING SUB-COMMITTEE 19 DECEMBER 2025

It was moved by Councillor Redfern and seconded by Councillor Marlow that the Minutes of the Licensing Sub-Committee meeting held on 19 December 2025 be confirmed as a correct record and signed by the Chair. It was noted that Councillor Deffley abstained from the vote.

After being put to the meeting and a vote taken the motion was declared CARRIED.

RESOLVED – that the Minutes of the Licensing Committee meeting held on 19 December 2025 be confirmed as a correct record and signed by the Chair.

416 CHAIR'S ANNOUNCEMENTS

The Chair welcomed all to the meeting and reminded participants to use their microphones when speaking so that they could be heard, she confirmed that there were no updates for the Committee.

The webcast of the meeting can be viewed [here](#).

417 DECLARATIONS OF INTEREST

There were no declarations of interest.

418 REVIEW OF LICENSING ACTIVITY FOR QUARTER 3 AND 4 OF 2025-26 FINANCIAL YEAR AND END OF YEAR SUMMARY

The Licensing Enforcement Officer introduced the report, which provided Members with an overview of key areas of licensing regulation for Quarters 3 and 4 of the 2025/26

financial year, together with an end-of-year summary.

Key highlights included details of service requests received and enforcement work undertaken, particularly in relation to suspension letters and overdue annual licence fees. The Officer also drew attention to compliance activity involving Hackney Carriage and Private Hire drivers, including the number of licensing record points issued during the reporting period.

Members were informed that, following complaints, further enforcement action was planned in relation to Bishops Stortford Train Station taxi rank. Joint working arrangements with Broxbourne Borough Council's Enforcement Officer were also noted. Additionally, Members were advised that Vehicle Condition Certificates (VCCs) had been brought back in-house, resulting in improved vehicle standards across the licensed fleet.

The Chair thanked the Licensing Enforcement Officer for the report, and Members echoed their appreciation for its comprehensive content.

Members queried whether information relating to driver misconduct, specifically reports of unacceptable driving and aggression, were shared with the Police. Officers confirmed that, in the case of poor driving, the complainant had reported the matter directly to the Police, while in the case of alleged aggression, the complainant had been advised to do so. Members were also reminded that drivers had 10 working days to appeal any licensing points issued, with appeals considered by the Assistant Director for Community and Business Engagement.

Further clarification was sought on issues at Bishop's Stortford Train Station and on pavement licences. Officers advised that enforcement activity would be undertaken at the station taxi rank, although challenges relating to traffic and road layout were acknowledged. In relation to pavement licences, Members were informed that premises are required to display a summary of their licence, typically in their window, and that any reported

breaches would be investigated with enforcement action taken where necessary.

It was moved by Councillor Townsend and seconded by Councillor Woollcombe that the recommendations, as detailed, be approved. After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that the report be considered by Members.

419 URGENT BUSINESS

There were no urgent items.

420 EXCLUSION OF THE PRESS AND PUBLIC (IF REQUIRED)

There was no Part II business.

The meeting closed at 7.20 pm

Chairman
Date