

MINUTES OF A MEETING OF THE
LICENSING COMMITTEE HELD IN THE
COUNCIL CHAMBER, WALLFIELDS,
HERTFORD ON WEDNESDAY 18 JUNE
2025, AT 7.00 PM

PRESENT: Councillor M Connolly (Chair)
Councillors N Cox, T Deffley, G Hill, A Holt,
S Marlow, G McAndrew, C Redfern and
V Smith

ALSO PRESENT:

Councillor V Glover-Ward

OFFICERS IN ATTENDANCE:

Michele Aves	- Committee Support Officer
Gina Winn	- Licensing Officer
Oliver Rawlings	- Service Manager (Licensing and Enforcement)
Dimple Roopchand	- Litigation and Advisory Lawyer

81 APPOINTMENT OF VICE-CHAIR FOR 2025/26

It was moved by Councillor Hill and seconded by Councillor Smith that Councillor Marlow be appointed Vice-Chair of the Licensing Committee for 2025/26. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

RESOLVED – that Councillor Marlow be appointed as Vice-Chair of the Licensing Committee for 2025/26.

82 APOLOGIES

There were apologies for absence from Councillor Bull and Councillor Townsend.

83 MINUTES - 19 MARCH 2025

It was moved by Councillor Cox and seconded by Councillor Hill that the Minutes of the Licensing Committee meeting held on 19 March 2025 be confirmed as a correct record and signed by the Chair. After being put to the meeting and a vote taken the motion was declared CARRIED. It was noted that Councillor Holt abstained from the vote.

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

84 LICENSING SUB-COMMITTEE MINUTES - 22 APRIL 2025, 10.00 AM

It was moved by Councillor Redfern and seconded by Councillor Deffley that the Minutes of the Licensing Sub-Committee meeting held on 22 April 2025 at 10:00 am be confirmed as a correct record and signed by the Chair. After being put to the meeting and a vote taken the motion was declared CARRIED.

RESOLVED – that the Minutes of the Licensing Sub-Committee meeting held on 22 April 2025 at 10:00 am be confirmed as a correct record and signed by the Chair.

85 LICENSING SUB-COMMITTEE MINUTES - 22 APRIL 2025, 2.00 PM

It was moved by Councillor Deffley and seconded by Councillor Redfern that the Minutes of the Licensing Sub-Committee meeting held on 22 April 2025 at 2:00 pm be confirmed as a correct record and signed by the Chair. After being put to the meeting and a vote taken the

motion was declared CARRIED.

RESOLVED – that the Minutes of the Licensing Sub- Committee meeting held on 22 April 2025 at 2:00 pm be confirmed as a correct record and signed by the Chair.

86 CHAIR'S ANNOUNCEMENTS

The Chair welcomed Councillor Holt and Councillor McAndrew as new Members of the Committee. She advised that the Service Manager (Licensing and Enforcement) would shortly be contacting the Committee by email to obtain their suggestions for training topics.

87 DECLARATIONS OF INTEREST

There were no declarations of interest.

88 REVIEW OF LICENSING ACTIVITY FOR QUARTER 4 OF 2024-25 FINANCIAL YEAR

The Service Manager (Licensing and Enforcement) introduced the report and its author, the Licensing and Enforcement Officer to Members, as it was her first attendance at the Committee.

The Service Manager (Licensing and Enforcement) drew Members attention to the key areas of the report. He said that there had only been one complaint regarding a premises licence in Quarter 4 - which related to a member of bar staff indecently exposing herself. He said that Enforcement Officers had visited the premises and had given management advice regarding this matter.

The Service Manager (Licensing and Enforcement) said that there had been fourteen complaints relating to Private Hire and Hackney Carriage vehicles during the period, which had all been resolved, and which related to:

- Careless driving.

- Refusal to allow a passenger to make payment via card machine.
- Damaged or faulty rooflights.
- Drivers licenced to another authority operating around Bishop's Stortford Train Station.

The Service Manager (Licensing and Enforcement) said that there had been three complaints regarding street trading in the quarter, and following action from Enforcement Officers two traders now had the correct licence in place. He said that an ice cream vendor had been spoken to regarding his proximity to school locations. Members were advised that there had been two complaints received regarding pavement licences, which both related to the storage of furniture on the highway when not in use.

The Service Manager (Licensing and Enforcement) said that again, these complaints had been investigated and were resolved. He added that all key performance indicators had been met.

The Chair thanked the Service Manager (Licensing and Enforcement) for the report.

Councillor Cox asked if there was evidence of drivers licensed in Wolverhampton operating in East Herts.

The Service Manager (Licensing and Enforcement) said that there were such drivers in East Herts, as Wolverhampton applications were cheaper and only required applicants to be seen once. He said that East Herts had drivers licenced by other authorities, such as Uttlesford within the area, which was not illegal.

Councillor Deffley asked if the transfer of premises licences was being used as a way to avoid enforcement.

The Service Manager (Licensing and Enforcement) said that this was generally not the case.

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

RESOLVED – that Members review and comment on the Licensing activity from the fourth quarter of the 2024-25 financial year (01 January 2025 – 31 March 2025).

89 ANNUAL REPORT ON LICENSING ACTIVITY FOR 2024-25 FINANCIAL YEAR

The Service Manager (Licensing and Enforcement) introduced the report which provided Members with year-on-year data for comparison and the identification of any trends. He referred to Appendix A, and said that the figures remained generally consistent.

The Service Manager (Licensing and Enforcement) said that the number of Temporary Event Notices (TENS) was significant compared to other local authorities and that the number of licenced vehicles had dropped.

The Service Manager (Licensing and Enforcement) said that the number of pavement licences had increased to a four year high, but this was a relatively new area of work, with the volume of applications due to the work of the team.

The Chair thanked the Service Manager (Licensing and Enforcement) for the report and said that it was good to see that the service was now fully staffed. She thanked the team for their hard work, which was reflected in the figures within the report.

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

RESOLVED – that Members review and comment on the Licensing activity in the financial year 2024-25.

90 CONSIDERATION OF DRAFT STATEMENT OF GAMBLING PRINCIPLES

The Service Manager (Licensing and Enforcement) introduced the report which detailed the draft Statement of Gambling Principles. He said that even though East Herts had a low number of licences and authorisations issued under the Act (with no bingo or arcade establishments), and subsequently a low number of related complaints, the council was still required to adopt and publish such a policy at least every three years.

The Service Manager (Licensing and Enforcement) said that there had been no substantial changes to legislation or guidance, and so the policy had been reworded for clarity and to remove repetition. He said that the document would be consulted upon with the public, licence holders and those who engaged with gambling harm.

The Chair thanked the Service Manager (Licensing and Enforcement) for the report.

Councillor Smith said that she was happy to endorse the policy, which contained no substantive changes, and which was already working well.

The Chair said that the detail within the report was extensive, and that it was reassuring to have such a policy ready should it be needed.

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

RESOLVED – that, prior to public consultation,

members review and comment on the draft
Statement of Gambling Principles for consideration
of the Executive Member for Planning and Growth.

91 URGENT BUSINESS

There were no urgent items.

The meeting closed at 7.23 pm

Chairman

Date