

Friday 3 October 2025

Our Ref    Licensing and Regulation Committee 13  
                 October 2025  
Contact.    Committee Services  
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To:    Members of the Committee: Councillors Dave Winstanley (Chair), Amy Allen (Vice-Chair), Ian Albert, Daniel Allen, David Barnard, Ruth Brown, Elizabeth Dennis, Keith Hoskins MBE, Tim Johnson, Nigel Mason, Bryony May, Lisa Nash, Steven Patmore, Sean Prendergast and Stewart Willoughby

**NOTICE IS HEREBY GIVEN OF A**

**MEETING OF THE LICENSING AND REGULATION COMMITTEE**

to be held in the

**COUNCIL CHAMBER, DISTRICT COUNCIL OFFICES,  
LETCWORTH GARDEN CITY, SG6 3JF**

On

**MONDAY, 13TH OCTOBER, 2025 AT 7.30 PM**

Yours sincerely,

Isabelle Alajooz  
Director – Governance

**\*\*MEMBERS PLEASE ENSURE THAT YOU DOWNLOAD ALL  
AGENDAS AND REPORTS VIA THE MOD.GOV APPLICATION  
ON YOUR TABLET BEFORE ATTENDING THE MEETING\*\***

## **Agenda Part I**

<b>Item</b>		<b>Page</b>
<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>2.</b>	<b>MINUTES - 14 OCTOBER 2024, 10 MARCH 2025</b> To take as read and approve as a true record the minutes of the meeting of the Committee held on 14 October 2024 and 10 March 2025.	(Pages 5 - 18)
<b>3.</b>	<b>CHAIR'S ANNOUNCEMENTS</b> Members are reminded that any declarations of interest in respect to any business set out in the agenda, should be declared as either a Disclosable Pecuniary Interest or a Declarable Interest and are required to notify the Chair of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a Disclosable Pecuniary Interest must withdraw from the meeting for the duration of the item.  Members declaring a Declarable Interest, wishing to exercise a 'Councillor Speaking Right', must declare this at the same time as the interest, move to the public area before speaking to the item and then must leave the room before the debate and vote.	
<b>4.</b>	<b>NOTIFICATION OF OTHER BUSINESS</b> Members should notify the Chair of other business which they wish to be discussed at the end of either Part I or Part II business set out in the agenda. They must state the circumstances which they consider justify the business being considered as a matter of urgency. The Chair will decide whether any item(s) raised will be considered.	
<b>5.</b>	<b>PUBLIC PARTICIPATION</b> To receive petitions, comments, and questions from the public.	
<b>6.</b>	<b>PRESENTATION OF THE ANNUAL LICENSING REPORT 2024/25</b> <b>REPORT OF THE LICENSING AND COMMUNITY SAFETY MANAGER</b>	(Pages 19 - 44)
	The purpose of this report is to provide the Licensing and Regulation Committee with a summary of the work undertaken by the licensing service over the previous twelve months, an update on existing projects and an overview of future proposals.	

**7. ADOPTION OF A STATEMENT OF LICENSING POLICY REQUIRED BY VIRTUE OF SECTION 5 OF THE LICENSING ACT 2003** (Pages 45 - 158)  
**REPORT OF THE LICENSING AND COMMUNITY SAFETY MANAGER**

The purpose of this report is for the Licensing and Regulation Committee to consider the draft policy prepared by officers and any public consultation responses in order to recommend the adoption of a Statement of Licensing Policy to Full Council.