

# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Licensing and Regulation Committee held in the Council Chamber, District  
Council Offices, Letchworth Garden City, SG6 3JF  
on Monday, 13th October, 2025 at 7.30 pm

### 1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors David Barnard, Daniel Allen, Lisa Nash and Elizabeth Dennis.

### 2 MINUTES - 14 OCTOBER 2024, 10 MARCH 2025

**RESOLVED:** That the Minutes of the Meetings of the Committee held on 14 October 2024 and 10 March 2025 be approved as a true record of the proceedings and be signed by the Chair.

### 3 CHAIR'S ANNOUNCEMENTS

- (1) The Chair advised that, in accordance with Council Policy, the meeting would be recorded.
- (2) The Chair drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.
- (3) The Chair advised for purposes of clarification that 4.8.23(a) of the constitution did apply to this meeting and Members were required to be present for the entirety of an Item to vote.

### 4 NOTIFICATION OF OTHER BUSINESS

There was no other business notified.

### 5 PUBLIC PARTICIPATION

There was no public participation.

### 6 PRESENTATION OF THE ANNUAL LICENSING REPORT 2024/25

**RESOLVED:** That the Committee:

- (1) Reviewed the Annual Report and commented on its content.
- (2) Noted the Annual Report.

**REASON FOR DECISIONS:** Section 8.2.3 of the Council Constitution requires the Full Committee to meet at least once per civic year and section 8.2.3 (d) requires the Committee 'to receive an annual report on licensing activities including performance information'

**7 ADOPTION OF A STATEMENT OF LICENSING POLICY REQUIRED BY VIRTUE OF SECTION 5 OF THE LICENSING ACT 2003**

**RESOLVED:** That the Committee:

- (1) Considered the responses to the public consultation.
- (2) Supported the proposed Statement of Licensing Policy attached as Appendix C, with an amendment to remove the final sentence from paragraph D11.10.

**RECOMMENDED TO COUNCIL:** That the Statement of Licensing Policy, as amended, be adopted.

**REASONS FOR REFERRAL:**

- (1) Licensing authorities are required to publish a policy every five years by virtue of section 5 of the Licensing Act 2003 ("the Act").
- (2) A new policy must be published by 7 January 2026 to comply with this statutory requirement.
- (3) The proposed policy builds on the success of the previous and existing versions of the policy, whilst reflecting legislative changes and the Council's priorities.
- (4) Responses to the public consultation were limited and raised no significant opposition to any of the proposals.