

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Licensing Committee** held in the Castle House, Great North Road, Newark, NG24 1BY on Thursday, 11 December 2025 at 6.00 pm.

PRESENT: Councillor L Tift (Vice-Chair)

Councillor N Allen, Councillor A Brazier, Councillor L Brazier, Councillor S Michael, Councillor D Moore, Councillor S Saddington and Councillor P Taylor

APOLOGIES FOR ABSENCE: Councillor D Darby and Councillor T Wildgust

In the absence of the Licensing Committee Chair, Councillor L Tift – Vice-Chair, chaired the meeting.

63 NOTIFICATION TO THOSE PRESENT THAT THE MEETING WILL BE RECORDED AND STREAMED ONLINE

The Chair advised that the proceedings were being recorded by the Council and that the meeting was being livestreamed and broadcast from the Civic Suite, Castle House.

64 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

NOTED that no Member or Officer declared any interest pursuant to any statutory requirement in any matter discussed or voted upon at the meeting.

65 MINUTES OF THE MEETING HELD ON 19 JUNE 2025

Councillor S Saddington informed the Committee that she had submitted her apology for the previous Licensing Committee Meeting.

AGREED that the minutes from the meeting held on 19 June 2025 were agreed as a correct record subject to the above amendment and signed by the Chair.

66 PROPOSED AMENDMENTS TO THE TRAILERS SECTION IN THE POLICY FOR HACKNEY CARRIAGE & PRIVATE HIRE VEHICLES

The Committee considered the report of the Environmental Health & Licensing Manager which proposed an amendment to the Trailer Section of the Policy for Hackney Carriage & Private Hire Vehicles.

The following amendment to the Trailers Section of the Operational Policy was proposed as follows:

- a) Parts vii & viii be deleted from the policy;

b) Insert the following:

- I. 'Trailers must be serviced every 6 months to ensure their continued safe operation, with evidence of this service being supplied within 7 days to the Licensing Team.
- II. Servicing must be undertaken at an NTTA approved supplier with a minimum 4-star rating.

AGREED (unanimously) that the Licensing Committee approve the amendment of the Trailer Section of Newark & Sherwood District Council's Operational policy in order to facilitate the use of trailers on licensed vehicles.

67 JOINT AUTHORISATION FOR THE PURPOSE OF LICENSED VEHICLE ENFORCEMENT

The Committee considered the report of the Environmental Health & Licensing Manager which sought approval for authorisation of officers from the City of Wolverhampton Council to undertake compliance functions under Section 68 and 73 of the Local Government Act (Miscellaneous Provisions) Act 1976, as amended.

Officers requested that the Licensing Committee provide the same limited authorisation to named officers working for Wolverhampton, permitting these officers to take positive action on vehicles/drivers licensed by Newark and Sherwood District Council as a reciprocal arrangement to the authorisation already provided to the Licensing Team. These authorisations may be revoked at any time in writing by the Council.

A letter of authorisation for each named officer would be provided and this can be shown to licensees. Copies of the licence conditions and relevant policies would be exchanged, as well as information on enforcement action.

All licensees in the Newark and Sherwood area would be written to, advising of the joint authorisation.

Members supported this recommendation subject to a six-monthly review and asked that the Wolverhampton Policy be forwarded to Members of the Committee, including details of operators living in Newark & Sherwood district but licensed at Wolverhampton.

AGREED (unanimously) that:

- (a) the Licensing Committee approve a specified list of officers working for the City of Wolverhampton be given delegated authority to undertake compliance functions under Section 68 and 73 of the Local government (Miscellaneous Provisions) Act 1976, as amended, subject to a six-month review; and
- (b) the Wolverhampton Policy be forwarded to Members of the Licensing Committee, including details of operators living in Newark & Sherwood district but licensed at Wolverhampton.

68 MINUTES OF LICENSING HEARING SUB-COMMITTEE HELD ON 22 SEPTEMBER 2025

NOTED the minutes of the Licensing Hearing Sub-Committee held on 22 September 2025 – The Fishing Lodge, Maythorne, Southwell, NG25 0RS.

69 UPDATE ON PERFORMANCE MATTERS

The Committee considered the report of the Environmental Health & Licensing Manager which provided details of the various activities undertaken by the Licensing Team in relation to the different types of licensing matters covered by the Licensing Act 2003; Hackney Carriage/Private Hire Drivers, Private Ambulance Drivers, House to House and Street Collections. The report covered the period from 1 July to 30 September 2025.

NOTED (unanimously) the types and volumes for licences processed in the previous quarter.

70 EXCLUSION OF THE PRESS AND PUBLIC

That, under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraphs 1 of part 1 of Schedule 12A of the Act.

71 UPDATE ON ENFORCEMENT MATTERS

The Committee considered the exempt report of the Environmental Health & Licensing Manager which provided the details of the enforcement activities undertaken by the Licensing Enforcement Officers in relation to the different types of licensing matters covered by the Licensing Act 2003; Hackney Carriage/Private Hire and Private Ambulances, for the period 1 July to 30 September 2025.

(Summary provided in accordance with Section 100C(2) of the Local Government Act 1972).

Meeting closed at 6.32 pm.

Chair