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## **Licensing Committee MINUTES**

**Of a meeting held in the Penn Chamber, Three Rivers House, Rickmansworth, on  
Wednesday, 3 December 2025 from 8.06 pm - 8.34 pm.**

**Present:** Councillors

Harry Davies (Chair), Andrea Fraser, Ciaran Reed, Andrew Scarth, Narinder Sian, Anne Winter

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### **Officers in Attendance:**

Matthew Roberts, Development Management Team Leader  
Lorna Curtis, Lead Licensing Officer  
Nargis Sultan, Deputy Chief Legal Officer & Deputy Monitoring Officer  
Anita Hibbs, Committee Officer

### **LI1/25 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Debbie Morris, Stephen Cox, Raj Khiroya.

### **LI2/25 MINUTES**

The minutes of the Licensing Committee held on 4 December 2024 were confirmed as a correct record and signed by the Chair of the meeting.

### **LI3/25 NOTICE OF OTHER BUSINESS**

There were no items of other business.

### **LI4/25 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **LI5/25 REVIEW OF STATEMENT OF LICENSING POLICY 2021-2026**

The Development Management Team Leader introduced the report.

Key points included the distinction between commercial license applications and community or charity events, with an emphasis on facilitating easier access for smaller groups who may struggle with digital submissions. The conversation highlighted the challenges faced by applicants unfamiliar with online systems, the importance of maintaining some flexibility for paper applications, and the need for clear, simple guidance to help community members understand licensing requirements. Suggestions included incorporating explanatory information about temporary event notices into the policy, creating easy-to-read guides, and enhancing communication through parish council and social media, especially around

common event times. The discussion also covered the prompt validation process for applications and the role of licensing officers in providing personalised assistance.

Councillor Harry Davies moved the recommendation as set out in the report to Commence a 6-week public consultation exercise on the revised Policy.

On being put to the Committee, the motion was declared CARRIED by the Chair, the voting being by general assent.

RESOLVED:

That members of the Committee agree to the following:

- Commence a 6-week public consultation exercise on the revised Policy

#### **LI6/25 WORK PROGRAMME**

The Committee noted the work programme and Members addressed the need to incorporate any interim changes into the work programme, and emphasised the importance of revisiting changes if they arise.

#### **LI7/25 OTHER BUSINESS - IF APPROVED UNDER ITEM 3 ABOVE**

None

#### **LI8/25 EXCLUSION OF PRESS AND PUBLIC**

**CHAIR**