



Borough of Telford and Wrekin

Licensing Committee

Thursday 26 June 2025

6.00 pm

Council Chamber, Third Floor, Southwater One, Telford, TF3 4JG

Democratic Services: Jayne Clarke 01952 383205

Media Enquiries: Corporate Communications 01952 382406

Committee Members: Councillors G C W Latham-Reynolds (Chair), J Thompson (Vice-Chair), C Chikandamina, J Jones, N Page, H Rhodes, R Sahota, P J Scott, K L Tomlinson and R Tyrrell

	Agenda	Page
1.0	Apologies for Absence	
2.0	Declarations of Interest	
3.0	Minutes of the Previous Meeting	3 - 6
	To confirm the minutes of the previous meeting held on 13 May 2025.	
4.0	Terms of Reference 2025/26	7 - 12
	To review the Terms of Reference for the Licensing Committee for the 2025/26 municipal year.	
5.0	Licensing Update	To Follow
	To receive an update on Licensing.	

If you are reading these papers on an electronic device you have saved the Council £15.22 and saved 6.1kg of CO₂, based on average agenda printing costs for the 2022/23 municipal year.



Telford & Wrekin
Co-operative Council

Protect, care and invest
to create a better borough

LICENSING COMMITTEE

Minutes of a meeting of the Licensing Committee held on Tuesday 13 May 2025 at 6.00 pm in Council Chamber, Third Floor, Southwater One, Telford TF3 4JG

Present: Councillors G C W Latham-Reynolds (Chair), S Handley, J Thompson, K L Tomlinson and R Tyrrell

In Attendance: R Phillips (Registrars, Public Protection, Legal & Democracy Service Delivery Manager) S Hardwick (Lead Lawyer: Litigation & Regulatory), J Clarke (Senior Democracy Officer (Democracy)), R Phillips (Registrars, Public Protection, Legal & Democracy Service Delivery Manager) and A Singh (Licensing & Night-Time Economy Manager) Regulatory) and J Clarke (Senior Democracy Officer (Democracy))

Apologies: Councillor L Parker, E Aston, A J Burford, H Rhodes and P J Scott

LIC13 Declarations of Interest

None.

LIC14 Minutes of the Previous Meeting

RESOLVED – that the minutes of the meeting of the Licensing Committee held on 19 December 2024 be confirmed and signed by the Chair.

LIC15 Taxi Licensing - Restricted Operator, Vehicle & Dual Driver Licences

The Service Delivery Manager - Registrars, Public Protection, Legal & Democracy presented the Taxi Licensing – Restricted Operator, Vehicle & Dual Driver Licences report which sought Member approval to formalise and agree the new policy which included details regarding the licences and the relevant fees. Members were also asked to consider an amendment to the existing Taxi Licensing Policy in relation to window tints in order to ensure the policy was brought into line with the legal requirements of a road-worthy vehicle.

At the Licensing Committee held in December 2024, the Committee approved the introduction of restricted licences for vehicles, operators and drivers undertaking home to school transport contractors or care contracts.



Fees for Private Hire restricted licences had been calculated on a cost neutral basis and included administration and enforcement costs at £112 for one year or for three years costing £130.

An amendment to the Privacy Window requirement, detailed in policy, was proposed. This had been requested by the trade due to the existing 34% light transmission standard which restricted the use of some vehicles where manufacturers' tints were applied. This impacted on availability for use of the full range of the most cost-effective vehicle solutions. Officers had considered the impact that the change of tint would have and felt there was no risk to public safety.

The proposed changes of policy and fees would bring the Council into line with other regional licensing authorities. It would also bring forward economic benefits by encouraging more drivers to apply for a private hire vehicle licence which, in the longer term, would improve availability across the borough.

During the debate, some Members welcomed the report which sought to protect residents and keep people safe and secure whilst using private hire vehicles and hackney carriages. Questions were raised in relation to the number of operators who had schools and care contracts, whether current operators were likely to opt for a new licence, was the new offer likely to attract more drivers and what was the advantage of a one year licence at a cost of £112 compared to a three year licence which was only £18 more expensive.

The Service Delivery Manager – Registrars, Public Protection, Legal & Democracy responded that the Council had one of the largest programmes of CCTV and worked in partnership with the Police and Crime Commission and the Police. In relation to contracts, this was currently a little unknown and the offer reflected that, the level of risk was appropriate in relation to the way the operators undertook the work and further reports would be brought to the Committee. The contract work was a niche market, but it was important to have an offer which reflected the needs of operators, particularly those who were new to the borough. The SDM confirmed the position with regards to the deregulation of taxi licensing, that the Council did share information with other authorities but with regard to encouraging others back it was not about making it easy but making sure our offer was out there. It was hoped this would attract more operators back to the area and give the Council greater control. Fees were based on a cost recovery basis and if costs were not covered then they could be reviewed the following year.

The Licensing & Night-Time Economy Manager confirmed to Members that there were currently 300 vehicles, 350 drivers and 24 operators licenced within the borough.



Upon being put to the vote it was, unanimously:

RESOLVED: that

- a) the adoption of the Restricted Operator, Vehicle & Private Hire Drivers Taxi Policy and conditions of licence be approved;
- b) the fees for vehicles and drivers' licences applying for restricted licences be approved; and
- c) an amendment to the current Taxi Licensing Policy to allow for manufacturer fitted window tints of 30% or above light transmission on windows rear of the B pillar and no "after market" tint film to be permitted for the reasons be approved.

The meeting ended at 6.27 pm

Chairman:

Date: Thursday 26 June 2025

This page is intentionally left blank



Telford & Wrekin
Co-operative Council

Protect, care and invest
to create a better borough

Borough of Telford and Wrekin

Licensing Committee

Thursday 26 June 2025

Terms of Reference 2025/26

Cabinet Member:	Cllr Zona Hannington - Cabinet Member: Finance, Governance & Customer Services.
Lead Director:	Anthea Lowe - Director: Policy & Governance
Service Area:	Policy & Governance
Report Author:	Ashey Hickman – Democracy and Scrutiny Assistant
Officer Contact Details:	Tel: 01952 382589 Email: ashley.hickman1@telford.gov.uk
Wards Affected:	All Wards
Key Decision:	Not Key Decision
Forward Plan:	Not Applicable
Report considered by:	Licensing Committee – 26 June 2025

1.0 Recommendations for decision/noting:

It is recommended that the Licensing Committee:

- 1.1 Review and agree the Terms of Reference set out at Appendix A.

2.0 Purpose of Report

- 2.1 To set out for review and agreement the Terms of Reference for the Licensing Committee outlined at Appendix A.

3.0 Background

- 3.1 The Constitution requires that Full Council should agree at its Annual Meeting the Terms of Reference for each of its Committees to enable the Council to efficiently conduct its business.

3.2 At the Annual Meeting of the Council on 15 May 2025, Full Council delegated authority to each Committee to review its own Terms of Reference.

3.3 The Terms of Reference forms part of the Consitution and approved by Full Council in that context on 3 March 2022.

4.0 Summary of main proposals

4.1 For the Committee to review it Terms of Reference.

5.0 Alternative Options

5.1 There are no alternative options arising from this report.

6.0 Key Risks

6.1 There are no key risks arising from this report.

7.0 Council Priorities

7.1 A community-focused, innovative council providing efficient, effective and quality services.

8.0 Financial Implications

8.1 There are no financial implications arising from this report.

9.0 Legal and HR Implications

9.1 Historically, Telford and Wrekin have had one Committee dealing with all functions of Licensing delegated to it.

9.2 Typically, Licensing responsibilities are managed through two types of Committee:

1. A Licensing Committee dealing primarily with matters under the Licensing Act 2003 and the Gambling Act 2005
2. A Regulatory Committee dealing with licensing under other legislation to include, but not limited to, that relating to taxis, street trading and animal boarding.

9.3 Telford and Wrekin will have two Committees for licensing moving forward, in line with accepted common practice.

9.4 This report relates to Terms of Reference for the Licensing Committee

9.4 The Constitution requires that Full Council should agree at its Annual Meeting the Terms of Reference for each of its Committees. At the Annual Meeting of the Council on 15 May 2025, Full Council delegated authority to each Committee to review its own Terms of Reference.

The Council's Constitution sets out that the Chair of Committees shall be decided at the Annual meeting of Full Council. Accordingly, the terms of reference for the Committee should mirror these provisions. It is also prescient for the terms of reference to provide clarity on the election of a Vice-Chair for the Committee.

Once the Committee has confirmed its terms of reference, the Monitoring Officer will update the Consitution to ensure consistency of the terms of reference of the Committee. There are no direct legal implications arising from this report.

9.5 The proposals contained in this report can be delivered using existing resources

10.0 Ward Implications

10.1 There are no ward implications arising from this report.

11.0 Health, Social and Economic Implications

11.1 There are no Health, Social and Economic Implications arising from this report.

12.0 Equality and Diversity Implications

12.1 There are no equality and diversity implications arising from this report.

13.0 Climate Change, Biodiversity and Environmental Implications

13.1 There are no Climate Change, Biodiversity or Environmental implications arising from this report.

14.0 Background Papers

1 [Council Constitution](#)

15.0 Appendices

A Licensing Terms of Reference 2025/2026

16.0 Report Sign Off

Signed off by	Date sent	Date signed off	Initials
Legal Services	12/6/2025	12/6/25	SH
Finance	17/6/2025	18/06/2025	ER

This page is intentionally left blank

Licensing Committee – Terms of Reference and Procedure

The Committee has the responsibility and delegated powers to act on behalf of the Council in respect of licensing matters within the Borough as follows.

1. To exercise the functions of the Council as Licensing Authority for the purposes and requirements of the Licensing Act 2003 and the Gambling Act 2005, as detailed in schedule 1 (Functions not to be the Responsibility of an Authority's Executive) of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, which shall be any and all powers available to the Licensing Authority in legislation;
2. To advise full Council or Cabinet on the authority's response to any consultation documents issued by the Secretary of State on licensing matters and revisions to the local statements of licensing policy and gambling policy;
3. To establish sub-committees comprising three members as and when required for the purpose of conducting hearings under the Licensing Act 2003 and Gambling Act 2005;
4. To consider and determine fees and charges in respect of any of the above matters;
5. To delegate these functions, where appropriate, to the Sub-Committee, appropriate Director or other appropriate employees; and
6. To approve, adopt, review, amend and revise codes of best practice and procedure for licensing matters within its terms of reference and to make the same publicly available.

PROCEDURE

- (a) As a general rule the [Council Procedure Rules](#) govern the way that committees operate but these, with the exception of paragraph 14 of the Council Procedure Rules, may be varied or suspended at the discretion of the Chairman of the Committee in the interests of efficient and effective management of the committee.
- (b) Separate procedures will apply when the committee is undertaking administrative or quasi-judicial functions to ensure a fair hearing.

This page is intentionally left blank