

Minutes of a meeting of the General Purposes Licensing Casework Sub- Committee on Monday 3 November 2025

Committee members present:

Councillor Ottino

Councillor Muddiman (Chair)

Councillor Taylor

Officers present for all or part of the meeting:

Tazafar Asghar, Legal Adviser

Uswah Khan, Committee and Member Services Officer

Matthew Stead, Supervising Senior Licensing Officer

Alessandra Ruggirello, Business Regulation Compliance Officer

Apologies:

None.

180. Declarations of Interest

None.

181. Procedure to be followed at the meeting

The Sub-Committee noted the relevant procedure for the meeting.

182. Peripatetic Street Trading Application

Annabel Hannington, applicant, and her mother, Lucy Hannington, joined the meeting.

The Chair welcomed Annabel and Lucy Hannington. The Sub-Committee and officers introduced themselves.

The Supervising Senior Licensing Officer provided a comprehensive summary of the report.

The Sub-Committee were informed that matters for consideration included:

- The application stated that trading would take place every weekday in the late afternoon in the lead-up to Christmas and other festivals, and for 2-3 hours per day on weekends during shop opening hours.
- City centre locations were restricted by existing large events, such as the Oxford Christmas Market and Oxford Christmas event, which prevented trading on Broad Street between 12 November - 31 December. Trading on Bonn Square must also be authorised and booked as an event space.
- The 14-year-old employee must be licensed by the County Council for child employment.

The Chair invited questions from the Sub-Committee to officers; there were none.

The Chair invited Annabel and Lucy Hannington to address the Sub-Committee.

Lucy noted that the family had a hobby of making jewellery and Annabel mentioned that they attended Pride Festivals, where they set up market stalls to sell their products. Lucy explained that the intention was to offer items that would appeal to local residents. She added that Annabel wanted to sell toy gifts suitable for children, sourced locally where possible. Lucy further noted that she was interested in applying for an annual license covering the holiday periods, as they wished to plan after-school and evening work. Regarding the tricycle, Lucy stated that they had a cargo bike which they intended to adapt with a table and shelves so that it could be easily disassembled.

The Chair invited questions from the Sub-Committee to Ms Hannington.

Councillor Ottino raised a concern regarding narrow pavements. Lucy responded that they would be careful not to obstruct pavements and would look for areas that were quiet and less narrow.

Councillor Muddiman asked the Supervising Senior Licensing Officer if the applicant was expected to be on the street or pavement. The Supervising Senior Licensing Officer said that the applicant could either set up on the road or on the pavement unless restricted.

Councillor Ottino asked the Supervising Senior Licensing Officer if Radley Square had the same conditions as Bonn Square, or any extra restrictions. The Supervising Senior Licensing Officer confirmed that Radley Square did not have the same restrictions as Bonn square.

Councillor Taylor asked the applicants if they had any plan on how frequently they would be going to the areas. Lucy responded that around the festive period it would be more often to make the most of sales, but the rest of the year it would be 2-3 hours on each weekend.

Councillor Muddiman asked for clarification around employment. Lucy responded that it was Annabel's business, and she was the registered sole trader with HMRC and that Lucy would only work with Annabel on a voluntary basis. Regarding Annabel's 14-year-old sister, Lucy said would also work on a voluntary basis if permission was granted.

Councillor Ottino mentioned that there was a legal minimum wage age and an employee would legally need to be paid. Lucy responded that her intention was to facilitate Annabel, but Annabel would pay her sister in due course.

The Legal Adviser stated that the consent holder may employ any other person to assist and should provide the Council the name and address of that person. Anyone who operates the store other than the consent holder must be authorised by the Council.

The Legal Adviser advised the applicant that it would be easier to have two people on the license now so that the third person would not need to come back to the Sub-Committee.

The Chair asked if that would be acceptable, and the applicant agreed.

The Supervising Senior Licensing Officer asked the applicant the process that would be used for a dynamic risk assessment. Annabel responded that she would leave enough space for one person to walk past the bike on the pavement or possibly two depending on the size of the pavement. Annabel said regarding the road, it would be preferable to set up somewhere with little to no traffic. She also added that she would make sure she was always visible to any traffic and cyclists, as well as not obstructing any pedestrian or vehicles.

The Supervising Senior Licensing Officer said that there is a minimum of 1.2-2 metres space for people using wheelchairs to get past obstruction on the curb.

The Supervising Senior Licensing Officer stated that as a lot of the trading would be in the hours of darkness, he minded the Sub-Committee to consider conditions surrounding lighting and ensuring the bike itself is well-lit.

The Legal Adviser asked the Supervising Senior Licensing Officer if the applicant was aware of the conditions around Bonn Square and Broad Street. The Supervising Senior Licensing Officer outlined the list of the conditions, stating that it would be unlikely that the applicant would be able to trade in either places due to the high amount of events in the area during the festive period.

Councillor Ottino asked the Supervising Senior Licensing Officer if there was a way to restrict the license getting in the way of other events. The Supervising Senior Licensing

Officer responded that they could prevent the use of the license during events in the area.

The applicant agreed that they would be happy to have conditions added.

The Chair invited the applicant and the Supervising Senior Licensing Officer to summarise.

Lucy Hannington thanked the Sub-Committee.

The Supervising Senior Licensing Officer stated that the applicant had agreed to remove the 14-year-old sister as an employee from the application. The Supervising Senior Licensing Officer also asked the Sub-Committee to give special consideration to the visibility of the unit while trading, particularly at night, as this would help to mitigate risk. Avoiding clashes with existing events was highlighted as another important condition.

Annabel Hannington, Lucy Hannington, the Business Regulation Compliance Officer, and the Supervising Senior Licensing Officer left the meeting to allow the Sub-Committee to reach their decision.

The Sub-Committee deliberated in private.

The Chair welcomed Annabel Hannington, Lucy Hannington, the Business Regulation Compliance Officer, and the Supervising Senior Licensing Officer back to the meeting.

The Chair delivered the Sub-Committee's decision.

The Sub-Committee resolved to:

- **Grant** the application until 31 March 2026 with Standard Conditions according to type of Street Trading Consent and individual conditions.

The Chair informed Annabel Hannington that the application had been granted until 31 March 2026, with three individual conditions. Firstly, that the 14-year-old sister be removed as an employee; secondly, that the license holder must not trade at any location where events are taking place unless permission has been granted by the event organiser; and finally, that the tricycle and cart be well lit during hours of darkness.

Annabel Hannington and Lucy Hannington left the meeting.

183. Street Trading Application

Maria Reyes, applicant, joined the meeting.

The Chair welcomed Ms Reyes.

The Business Regulation Compliance Officer provided a comprehensive summary of the report.

The Sub-Committee were informed that matters for consideration included:

- The location of the application was on Armstrong Road, Littlemore, Oxford. There were no road traffic orders restricting parking on this section of the road, meaning the applicant could park there throughout the proposed trading time without restriction.
- The consultation exercise required by the policy was carried out. Supporting representations were received from Councillor Stares and Councillor Corais, and an additional letter of support was received with the application by Steph Provins of Peabody.

The Chair invited questions from the Sub-Committee to officers; there were none.

The Chair invited Ms Reyes to ask the Business Regulation Compliance Officer any questions relating to the report.

Ms Reyes asked the Business Regulation Compliance Officer to confirm timings. The Business Regulation Compliance Officer noted Mondays to Fridays from 08.00 to 16.00, and Saturdays to Sundays from 08.00 to 14.00.

The Chair invited Ms Reyes to address the Sub-Committee.

Ms Reyes stated that the purpose of the license was to allow her to sell food, along with hot and cold drinks, from a converted horsebox. She explained that her aim was to create a sense of community in the area, as there was little or no food available between Sandford and Littlemore. Ms Reyes mentioned that she was a member of the neighbourhood committee and noted that some new residents expressed concerns about the nearby mental health hospital. She hoped that the proposed venture would help establish a more welcoming hub for the community. Ms Reyes added that her business would be eco-friendly, operating without petrol or diesel, and offering only plant-based food and drinks. She further stated that, if granted consent, she would like to involve more members of the community in the project. Ms Reyes also mentioned that she had spoken with people from the neighbouring reservation building and had received their support.

The Chair invited questions from the Sub-Committee to Ms Reyes.

Councillor Ottino asked the Business Regulation Compliance Officer to clarify that the application was for one person to work at and that any additional people would need to be added on. The Business Regulation Compliance Officer confirmed this was correct.

Ms Reyes, the Business Regulation Compliance Officer, and the Supervising Senior Licensing Officer left the meeting to allow the Sub-Committee to reach their decision

The Sub-Committee deliberated in private.

The Chair welcomed Ms Reyes, the Business Regulation Compliance Officer, and the Supervising Senior Licensing Officer back to the meeting.

The Chair delivered the Sub-Committee's decision.

The Sub-Committee resolved to:

- **Grant** the application until 31 March 2026 with Standard Conditions according to type of Street Trading Consent.

The Chair informed Ms Reyes that the application had been granted as stated in the application.

Ms Reyes left the meeting.

184. Street Trading Application

Mr Hellal Ahmed, applicant, and Mr Hassan Khalil, friend, joined the meeting.

The Chair welcomed Mr Hellal Ahmed and Mr Hassan Khalil.

The Supervising Senior Licensing Officer provided a comprehensive summary of the report.

The Sub-Committee were informed that matters for consideration included:

- The location had previously been used for trading by Mohib Ullah, who has since sold the equipment to Hellal Ahmed. As Street Trading Consents are non-transferable, Mr Ahmed was required to submit a new application.

- Previously, Mr Ullah traded daily between 1100 – 1800 however, the new application proposed extended trading hours from 1100 – 2200.
- The consultation exercise required under the Policy was duly carried out. Thames Valley Police responded to confirm they had no objections to the proposal.

The Chair invited questions from the Sub-Committee to the Supervising Senior Licensing Officer.

Councillor Ottino asked the Supervising Senior Licensing Officer to clarify that this application was for one person to work at and that any additional people would need to be added on. The Supervising Senior Licensing Officer confirmed that this was correct and added that if the applicant wished to register new employees it would be on a website which they would have to provide relevant documents for. The applicant would not need to come back to committee, and this would be an administrative procedure.

The Chair invited Mr. Ahmed to address the Sub-Committee.

Mr Ahmed noted that there had been significant demand for extended opening hours, as there were several clubs nearby and no other food outlets in the area operating late into the night.

The Chair invited questions from the Sub-Committee to Mr Ahmed.

Councillor Ottino asked the applicant how they would control litter. Mr Ahmed responded that they had bins available and were aware of their responsibility to maintain cleanliness, adding that he would personally ensure the area was cleaned.

The Chair asked if the applicant had experience with catering. Mr Ahmed responded that he did have experience.

The Legal Advisor asked the Supervising Senior Licensing Officer to clarify the extended trading hours under the Street Trading Policy . The Supervising Senior Licensing Officer explained that the proposed hours would exceed those set out in the current policy. Therefore, to grant the request, the Council would need to allow an exception to allow the extended hours.

The Supervising Senior Licensing Officer confirmed that the standard trading hours were ordinarily 8am to 6pm, with evening trading permitted between 6.30pm and 3am (can be extended to 4am Thursdays, Fridays, and Saturdays on application and subject to approval). Under this application, trading was proposed between 11am and 6pm, and again from 6.30 to 10pm, although the applicant may not intend to take the half an hour break between sessions.

The Supervising Senior Licensing Officer asked the applicant if there were any additional measures in relation to alerting people in the event of nuisance being caused by opening hours. Mr Ahmed responded that the Club had door staff who they have a good relationship with.

Mr Ahmed, Mr Khalil, the Business Regulation Compliance Officer, and the Supervising Senior Licensing Officer left the meeting to allow the Sub-Committee to reach their decision

The Sub-Committee deliberated in private.

The Chair welcomed Mr Ahmed, Mr Khalil, the Business Regulation Compliance Officer, and the Supervising Senior Licensing Officer back to the meeting.

The Chair delivered the Sub-Committee's decision.

The Sub-Committee resolved to:

- **Grant** the application until 31 March 2026 with Standard Conditions according to type of Street Trading Consent.

The Chair informed Mr Ahmed that the application had been granted, and that the license holder carry out a litter pick between Barns Road and Oxford Road, on the same side of the road as the vehicle, at the end of every evening.

Mr Ahmed and Mr Khalil left the meeting.

The meeting started at 6pm and ended at 7:30pm.

Chair

Date: Monday 17 November 2025

When decisions take effect:

Cabinet: after the call-in and review period has expired

Planning Committees: after the call-in and review period has expired and the formal decision notice is issued

All other committees: immediately.

Details are in the Council's Constitution.