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**BRECKLAND COUNCIL**

**At a Meeting of the**

**COMMITTEE OF THE LICENSING AUTHORITY**

**Held on Wednesday, 11 January 2017 at 10.05 am in  
Norfolk Room, The Conference Suite, Dereham**

**PRESENT**

Councillor M. Chapman-Allen (Chairman)	Mr K.S. Gilbert
Mr K. Martin (Vice-Chairman)	Mrs K. Millbank
Mr S Askew	Mrs L.H. Monument
Mrs E J Bishop	Mr T F C Monument
Councillor C Bowes	Mr W. R. J. Richmond
Mr P. R. W. Darby	Mr F.J. Sharpe

**Also Present**

Detective Constable Andy  
Brown

**In Attendance**

Tiffany Bentley	- Licensing Officer
Donna Hall	- Licensing & Business Support Manager
Sarah Wolstenholme-Smy	- Interim Legal Services Manager
Julie Britton	- Democratic Services Officer

**1/17 MINUTES (AGENDA ITEM 1)**

The Minutes of the Committee of the Licensing Authority held on 12 October 2016 were agreed as a correct record and signed by the Chairman.

**2/17 APOLOGIES (AGENDA ITEM 2)**

Apologies for absence were received from Councillors Hollis and Duffield.

**3/17 URGENT BUSINESS (AGENDA ITEM 3)**

None.

**4/17 DECLARATION OF INTEREST (AGENDA ITEM 4)**

None.

**5/17 NON-MEMBERS WISHING TO ADDRESS THE MEETING  
(AGENDA ITEM 5)**

Detective Constable Andy Brown was invited to stay at the meeting.

**Action By**

**Action By**

**6/17 QUARTERLY TEAM UPDATE REPORT (AGENDA ITEM 6)**

The report gave a flavour of the work that the Licensing Team had undertaken in relation to the Committee of the Licensing Authority. For those Members who were unable to attend the last meeting, the difference between the two Committees was explained. The report highlighted the large variety of Licences most of which had licensing conditions attached.

An on-line application process had been implemented which had received positive feedback from applicants.

A number of inspections had been carried out. The Food Team would be accompanying the Licensing Team in future.

Another significant piece of work was the development of the licensing web pages. Once completed it would not only look much better but would be more user friendly.

Referring to the Panel Hearings listed in the report, the Chairman felt that both had been quite challenging and the Panel itself had taken a very robust stance on the decisions that had been taken and she felt very lucky that Trading Standards had brought these issues forward. The membership of the Panels was decided on a first come, first served basis and she encouraged all Members to put their name forward as it was good experience.

Members were informed that an Officer from Trading Standards had been invited to the next meeting.

The report was otherwise noted.

**7/17 TRAINING REQUIREMENTS (AGENDA ITEM 7)**

The Chairman reminded everyone of the training session that had been arranged on 20 February 2017.

The Licensing & Business Support Manager stated that most Members had met the trainer, Mr James Button, at a previous training session; however, this one would be more interactive.

No other training requirements were required at this time.

**8/17 FEEDBACK AND DISCUSSION ON RECENT PANEL MEETINGS (AGENDA ITEM 8)**

Discussed under previous Minute.

**9/17 NEXT MEETING (AGENDA ITEM 9)**

The arrangements for the next meeting on Wednesday, 22 March 2017 in the Norfolk Room were noted.

The meeting closed at 11.55 am

CHAIRMAN