



# AGENDA

- Committee - COMMITTEE OF THE LICENSING AUTHORITY**
- Date & Time - WEDNESDAY, 27TH MARCH, 2019 (IMMEDIATELY FOLLOWING THE LICENSING COMMITTEE)**
- Venue - NORFOLK ROOM, THE CONFERENCE SUITE, ELIZABETH HOUSE, DEREHAM**

**Members of the Committee requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting. If the information requested is available, this will be provided, and reported to Committee.**

## **Membership**

Councillor M. Chapman-Allen (Chairman)	Mr K.S. Gilbert
Mr K. Martin (Vice-Chairman)	Mrs J. Hollis
Mr S Askew	Mrs K. Millbank
Councillor C. Bowes	Mrs L.H. Monument
Mr R. F. W. Brame	Mr W. R. J. Richmond
Mr M. P. Brindle	Mr F.J. Sharpe
Mr P. R. W. Darby	Mrs S.M. Matthews
Mr R.W. Duffield	

**This meeting may be filmed, recorded or photographed by the public; however, anyone who wishes to do so must inform the Chairman and ensure it is done in a non-disruptive and public manner. Please review the Council's guidance on filming and recording meetings available in the meeting room.**

Democratic Services  
Elizabeth House, Walpole Loke,  
Dereham Norfolk, NR19 1EE

Date: Monday, 18 March 2019

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Please ask for Julie Britton DDI (01362) 656343  
email: [julie.britton@breckland.gov.uk](mailto:julie.britton@breckland.gov.uk)  
Website: [www.breckland.gov.uk](http://www.breckland.gov.uk)



	<u>Page(s)</u> <u>herewith</u>
<b>1. <u>MINUTES</u></b> To confirm the Minutes of the meeting held on 21 November 2018.	4 - 6
<b>2. <u>APOLOGIES</u></b> To receive apologies for absence.	
<b>3. <u>URGENT BUSINESS</u></b> To note whether the Chairman proposes to accept any item as urgent business, pursuant to Section 100(B)(4)(b) of the Local Government Act, 1972.	
<b>4. <u>DECLARATION OF INTEREST</u></b> The duties to register, disclose and not to participate for the entire consideration of the matter, in respect of any matter in which a Member has a disclosable pecuniary interest are set out in Chapter 7 of the Localism Act 2011. Members are also required to withdraw from the meeting room as stated in the Standing Orders of this Council.	
<b>5. <u>NON-MEMBERS WISHING TO ADDRESS THE MEETING</u></b> To note the names of any non-members who wish to address the meeting.	
<b>6. <u>TRAINING REQUIREMENTS (IF ANY)</u></b> General discussion.	
<b>7. <u>FEEDBACK AND DISCUSSION ON RECENT PANEL MEETINGS</u></b> Verbal update by Donna Hall, Licensing & Business Support Manager.	

**BRECKLAND COUNCIL**

**At a Meeting of the**

**COMMITTEE OF THE LICENSING AUTHORITY**

**Held on Wednesday, 21 November 2018 at 12.00 pm in  
Norfolk Room, The Conference Suite, Elizabeth House, Dereham**

**PRESENT**

Mr K. Martin (Vice-Chairman)	Mrs K. Millbank
Mr R. F. W. Brame	Mrs L.H. Monument
Mr P. R. W. Darby	Mr W. R. J. Richmond
Mr K.S. Gilbert	Mr F.J. Sharpe
Mrs J. Hollis	

**In Attendance**

Donna Hall	- Licensing & Business Support Manager
Sarah Wolstenholme-Smy	- Legal Services Manager (Deputy Monitoring Officer BDC)
Lisa Turner	- Assistant Licensing Officer
Julie Britton	- Democratic Services Officer
Bethany McDade	- Appentice (Licensing)

**Action By**

**16/18 MINUTES (AGENDA ITEM 1)**

Councillor Keith Martin in the Chair.

The Minutes of the meeting held on 17 July 2018 were confirmed as a correct record and signed by the Chairman.

**17/18 APOLOGIES (AGENDA ITEM 2)**

Apologies for absence were received from the Chairman, Councillor Marion Chapman-Allen, Councillors Bowes and Councillor Matthews.

**18/18 URGENT BUSINESS (AGENDA ITEM 3)**

None.

**19/18 DECLARATION OF INTEREST (AGENDA ITEM 4)**

None.

**20/18 NON-MEMBERS WISHING TO ADDRESS THE MEETING (AGENDA ITEM 5)**

None.

Action By

**21/18 GAMBLING ACT POLICY (AFTER CONSULTATION) (AGENDA ITEM 6)**

The Licensing & Business Support Manager presented the report.

The draft amendments to the Gambling Act Policy had been considered and approved by the Committee of the Licensing Authority at its meeting on 17 July 2018.

Following the above agreement, the proposed amendments to the Policy were issued for a 12 week consultation. During this consultation period, the draft Policy was then considered by the Overview & Scrutiny Commission on 27 September 2018. The closing date for consultation responses was 12 October 2018 and three responses had been received.

- Gosschalks Solicitors (on behalf of the Association of British Bookmakers)
- Norfolk County Council Public Health
- Bingo Association.

The responses had been attached to the agenda for information and the amendments to the Policy had been highlighted in green.

The Gambling Act Policy was due to take effect in January 2019.

Councillor Monument had noticed that South Holland District Council had been referred to on page 26 of the Policy document. The Licensing & Business Support Manager apologised for this error and explained that the Policies differed slightly for each authority but the thought process for both were the same to reflect best practice but this would be amended accordingly.

Members were informed that the revised Policy would be presented to Full Council meeting on 6 December for consideration and if approved, a Local Area Profile would be developed for this Committee to consider in the near future.

Councillor Gilbert asked if the Policy had been sent to all Town and Parish Councils. Members were informed that it had but no responses had been received; however, as it was quite a complicated document, the Licensing Team would be happy to help if and when required. Councillor Gilbert asked that if the Policy was sent again, it would be better to attach a note, asking the Town & Parish Councils to add this item to their agendas. Councillor Monument pointed out that no responses could be an indication that the Towns and Parishes had not been subjected to any trouble. Members were informed that the gambling premises in the Breckland area generally had high levels of compliance.

**RESOLVED** that subject to the above amendment, the amended Gambling Policy (Statement of Principles) as shown at appendix A of the report be recommended to Full Council for approval.

Action By

**22/18 UPDATE ON THE WORK RELEVANT TO THE BUSINESS OF THIS COMMITTEE (AGENDA ITEM 7)**

Although there was not a great deal to highlight, the Licensing & Business Support Manager updated Members on the work that the Licensing Team were currently working on.

The back office system, LalPac, was being changed to a new system to manage the high volume of applications. This would be a great improvement as it would allow more of the licensing processes to be done on-line. Laura Anderson, the Assistant Licensing Officer was currently working on this. This would be brought to a future meeting for discussion.

Councillor Gilbert said that he had tried looking for a personal licence for a certain organisation in Watton but could not find it and felt that it would be really helpful if an alphabet could be incorporated on the webpage. Members were informed that the new system would be much more interactive and should include a searching mechanism.

**23/18 TRAINING REQUIREMENTS (IF ANY) (AGENDA ITEM 8)**

The Licensing & Business Support Manager and the Legal Services Manager would be providing an induction session for new Licensing Members soon after the Elections in May 2019. A more formalised external training session was suggested. Members were informed of a very good one day course that would provide Members with a personal licence accreditation qualification. This could be considered as a training option for all Licensing Committee Members.

The Chairman was aware that eight Members had been on the recent internal refresher course allowing them to sit on any future Panel meetings.

**24/18 FEEDBACK AND DISCUSSION ON RECENT PANEL MEETINGS (AGENDA ITEM 9)**

The last Hearing Panel meeting was discussed. Councillor Richmond asked that when Members were notified of these meetings, could the email clearly state the location of the subject matter.

**25/18 NEXT MEETING (AGENDA ITEM 10)**

The arrangements for the next meeting on Wednesday, 16 January 2019 immediately following the Licensing Committee meeting were noted.

The meeting closed at 10.50 am

CHAIRMAN