

# Public Document Pack

## BRECKLAND COUNCIL

### At a Meeting of the

### COMMITTEE OF THE LICENSING AUTHORITY

Held on Wednesday, 21 October 2020 at 10.00 am via Zoom

This meeting is in line with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

#### PRESENT

Councillor M. Chapman-Allen (Chairman)	Mr T. R. Carter
Mr S Askew	Mrs V. Dale
Councillor C. Bowes	Mrs S. Dowling
Mr M. P. Brindle	Mr P. Morton

#### In Attendance

Laura Anderson	- Assistant Licensing Officer
Josie Hoven	- Licensing Team Leader
Rory Ringer	- Democratic Services Manager
Sarah Wolstenholme-Smy	- Legal Services Manager (Deputy Monitoring Officer BDC)
Lisa Turner	- Assistant Licensing Officer
Teresa Smith	- Democratic Services Team Leader
Julie Britton	- Democratic Services Officer

#### **18/20 MINUTES (AGENDA ITEM 1)**

The Minutes of the meeting held on 11 March 2020 were agreed as a correct record.

#### **19/20 APOLOGIES (AGENDA ITEM 2)**

Apologies for absence were received from Councillors Brame and Kiddell.

It was found that Councillor Keith Martin and Councillor Linda Monument could not access the Zoom invite; therefore, their apologies were noted after the meeting.

#### **20/20 URGENT BUSINESS (AGENDA ITEM 3)**

None.

#### **21/20 DECLARATION OF INTEREST (AGENDA ITEM 4)**

None declared.

#### **22/20 NON-MEMBERS WISHING TO ADDRESS THE MEETING (AGENDA ITEM 5)**

None.

**Action  
By**

**Action  
By**

**23/20 QUARTERLY TEAM UPDATE REPORT (AGENDA ITEM 6)**

The Legal Services Manager provided Members with an update.

As previously mentioned during the earlier Licensing Committee meeting, Rory Ringer, the Democratic Services Manager had taken over the management of the Licensing Team for an interim period, supported by the Legal Services Manager. Josie Hoven had been appointed as the Licensing Team Leader and Laura Anderson and Lisa Turner were currently splitting the roles of the Licensing Officer and the Assistant Licensing Officer between them doing a few hours a week on each role. The Assistant Licensing Officer post would have to be back-filled which was currently in hand and the Animal Welfare Officer position, as stated previously, would be advertised soon.

The Licensing Team continued to work from home but Laura and Lisa both visited the office once a week to catch up with any printing that was needed in respect of taxi badges/plates etc and sending them out in the post. The Team was able to process all applications from home. There had been no major impact from Super Saturday on 4 July 2020 but since then the Police were constantly checking licensed premises to ensure that all closed at 10pm, the rule of 6 was being adhered to, the wearing of masks and making sure that track & trace systems were in place. The Police were also providing advice on the scene and any issues were being reported to the Licensing Team on a weekly basis. The follow up process was explained.

The Licensing Team continued to receive new premises licenses which was a positive sign in the current circumstances, but Temporary Event Notices (TENs) had reduced as fewer community events were taking place which was to be expected.

Pavement Licences had been introduced in July 2020 and a Policy had been established with conditions; however, thus far only 2 requests for a licence had been received. There had been major legislative changes recently which had affected licence to trade over the last 6 months, these changes had been communicated as far as possible and the web pages had been updated accordingly.

The Legal Services Manager felt that all should be congratulated as the Team had been working very hard and had adapted well under difficult conditions.

The Chairman referred to the rule of 6 and asked if there had been any incidences in Breckland where this rule had been broken as far as licensed premises were concerned. The Licensing Team Leader advised that there had been no issues received on the rule of 6 but on the odd occasion there had been issues with the 10am closure. The Police were constantly checking to ensure that these few 'problem' premises were adhering to the rules.

The Chairman concurred what the Legal Services Manager had said about the Team and thanked everyone involved.

**Action  
By**

**24/20 FEEDBACK AND DISCUSSION ON RECENT PANEL MEETINGS  
(AGENDA ITEM 7)**

Nothing to report.

**25/20 REVIEW OF THE LICENSING ACT 2003 POLICY (AGENDA ITEM 8)**

The Licensing Team Leader presented the report.

Members were being asked to consider the draft revised statement of Licensing Policy and recommend the final approved Policy to Full Council for adoption.

Section 5 of the Licensing Act 2003 required Breckland Council, as a Licensing Authority, to prepare and publish a statement of its Licensing Policy at least every five years. This policy must also be kept under review and the Licensing Authority may make such revisions to it as it considered appropriate. The current Statement of Licensing Policy came into force on 7th January 2016 (see attached at Appendix A).

In order to comply with the legislative requirements, the current Statement of Licensing Policy must be reviewed, revised and published by 7th January 2021.

It was noted that, If the Authority did not produce a revised Statement of Licensing Policy and related procedures within the statutory timescale, there was a risk that the Authority would not be in a position to process applications, leaving the Authority open to challenge by persons wishing to make such applications. Furthermore, the Authority would have failed to comply with its legal obligations under the Licensing Act 2003 and could face challenge.

The detail contained with the report was read aloud.

It was noted that a consultation on the revised statement had been carried out and only two responses had been received

The recommendation was highlighted, and it was:

**RECOMMENDED** to Full Council that the revised Statement of Licensing Policy be approved and adopted.

**26/20 TRAINING REQUIREMENTS (AGENDA ITEM 9)**

It was noted that personal licence training session was being held on 3<sup>rd</sup> and 4<sup>th</sup> November 2020. A reminder would be sent.

**27/20 NEXT MEETING (AGENDA ITEM 10)**

The arrangements for the next meeting on Wednesday, 27 January 2021 at 10am were noted.

The meeting closed at 11.00 am

CHAIRMAN