

# Licensing and Regulatory Committee



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title:</b>	<b>Agenda</b>		
<b>Date:</b>	<b>Tuesday 3 July 2018</b>		
<b>Time:</b>	<b>5.00 pm</b>		
<b>Venue:</b>	<b>Conference Chamber West (F1R09)</b> <b>West Suffolk House</b> Western Way Bury St Edmunds, IP33 3YU		
<b>Full Members:</b>	<div><div><b>Chairman</b> To be appointed</div><div><b>Vice-Chairman</b> To be appointed</div><div><div><div><u>Conservative Members (11)</u></div><div>Sarah Broughton</div><div>Mike Chester</div><div>Mary Evans</div><div>Susan Glossop</div><div>Wayne Hailstone</div><div>Beccy Hopfensperger</div></div><div><div><u>Charter Group Member (1)</u></div><div>Max Clarke</div></div><div><div><u>Haverhill Indys Group (1)</u></div><div>John Burns</div></div></div><div><div>Margaret Marks</div><div>Richard Rout</div><div>Clive Springett</div><div>Peter Thompson</div><div>Frank Warby</div></div></div>		
<b>Substitutes:</b>	<div><div><div><u>Conservative Members (4)</u></div><div>Paula Fox</div><div>Ian Houlder</div></div><div><div><u>Charter Group Member (1)</u></div><div>Diane Hind</div></div><div><div><u>Haverhill Indys Group (1)</u></div><div>Tony Brown</div></div></div> <div><div>Elaine McManus</div><div>Patricia Warby</div></div>		
<b>Interests – Declaration and Restriction on Participation:</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.		
<b>Quorum:</b>	Five Members		
<b>Committee administrator:</b>	<b>Christine Brain</b> Democratic Services Officer (Scrutiny) <b>Tel:</b> 01638 719729 <b>Email:</b> <a href="mailto:christine.brain@westsuffolk.gov.uk">christine.brain@westsuffolk.gov.uk</a>		

# Public Information



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Venue:</b>	<b>West Suffolk House</b> Western Way Bury St Edmunds Suffolk IP33 3YU	Tel: 01284 757120 Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> Web: <a href="http://www.stedmundsbury.gov.uk">www.stedmundsbury.gov.uk</a>
<b>Access to agenda and reports before the meeting:</b>	Copies of the agenda and reports are open for public inspection at the above address at least five clear days before the meeting. They are also available to view on our website.	
<b>Attendance at meetings:</b>	The Borough Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.	
<b>Public participation:</b>	<p>Members of the public who live or work in the Borough are invited to put one question or statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply.</p> <p>A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start. There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.</p>	
<b>Disabled access:</b>	<p>West Suffolk House has facilities for people with mobility impairments including a lift and wheelchair accessible WCs. However in the event of an emergency use of the lift is restricted for health and safety reasons.</p> <p>Visitor parking is at the car park at the front of the building and there are a number of accessible spaces.</p>	
<b>Induction loop:</b>	An Induction loop is available for meetings held in the Conference Chamber.	
<b>Recording of meetings:</b>	<p>The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded).</p> <p>Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.</p>	

<b>Personal Information</b>	<p>Any personal information processed by Forest Heath District Council or St Edmundsbury Borough Council arising from a request to speak at a public meeting under the Localism Act 2011, will be protected in accordance with the Data Protection Act 2018. For more information on how we do this and your rights in regards to your personal information and how to access it, visit our website: <a href="https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm">https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm</a> or call Customer Services: 01284 763233 and ask to speak to the Data Protection Officer.</p>
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# **Agenda**

## **Procedural Matters**

### **Part 1 - Public**

**1. Election of Chairman 2018-2019**

**2. Election of Vice-Chairman 2018-2019**

**3. Substitutes**

**4. Apologies for Absence**

**5. Minutes**

**1 - 4**

To confirm the minutes of the meeting held on 10 April 2018 (copy attached).

**6. Public Participation**

Members of the public who live or work in the Borough are invited to put one question or statement of not more than 3 minutes duration relating to items on Part 1 of the agenda only. If a question is asked and answered within 3 minutes the person who asked the question may ask a supplementary question that arises from the reply. A person wishing to speak must register to speak at least 15 minutes before the meeting is scheduled to start. There is an overall time limit of 15 minutes for public speaking which may be extended at the Chairman's discretion.

**7. West Suffolk Local Air Quality - Progress Report (2017-2018)**

**5 - 112**

Report No: **LIC/SE/18/004**

**8. West Suffolk Food Safety Services Plan 2018-2019**

**113 - 142**

Report No: **LIC/SE/18/005**

### **Part 2 – Exempt**

**NONE**