

# Licensing and Regulatory Committee

<b>Title</b>	<b>Agenda</b>		
<b>Date</b>	<b>Monday 10 July 2023</b>		
<b>Time</b>	<b>5.30 pm</b>		
<b>Venue</b>	<b>Conference Chamber West Suffolk House</b> Western Way Bury St Edmunds, IP33 3YU		
<b>Full Members</b>	<b>Chair</b>	To be appointed by the Licensing and Regulatory Committee on 10 July 2023	
	<b>Vice Chair</b>		
	<b>Conservative Group (6)</b>	Carol Bull Patrick Chung Rachel Hood	Beccy Hopfensperger Ian Houlder Charlie Lynch
	<b>The Independent Group (4)</b>	Michael Anderson Roger Dicker	Aaron Luccarini Don Waldron
	<b>Progressive Alliance Grouping (5)</b>	Pat Hanlon Rowena Lindberg Richard O'Driscoll	Marilyn Sayer Liz Smith
<b>Substitutes</b>	<b>Conservative Group (3)</b>	Mike Chester Joanna Rayner	Richard Rout
	<b>The Independent Group (2)</b>	Mick Bradshaw	Gerald Kelly
	<b>Progressive Alliance Grouping (2)</b>	Janne Jarvis	David Smith
<b>Interests – declaration and restriction on participation</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest, other registerable or non-registerable interest which they have in any item of business on the agenda, <b>no later than when that item is reached</b> and, when appropriate, to leave the meeting prior to discussion and voting on the item.		
<b>Quorum</b>	Five Members		
<b>Committee administrator</b>	<b>Helen Hardinge</b> Democratic Services Officer <b>Telephone</b> 01638 719363 <b>Email</b> <a href="mailto:helen.hardinge@westsuffolk.gov.uk">helen.hardinge@westsuffolk.gov.uk</a>		

## Public information



<b>Venue</b>	Conference Chamber, West Suffolk House, Western Way, Bury St Edmunds IP33 3YU
<b>Contact information</b>	Telephone: 01638 719363 Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> Website: <a href="http://www.westsuffolk.gov.uk">www.westsuffolk.gov.uk</a>
<b>Access to agenda and reports before the meeting</b>	The agenda and reports will be available to view at least five clear days before the meeting on our website.
<b>Attendance at meetings</b>	<p>This meeting is being held in person in order to comply with the Local Government Act 1972. We may be required to restrict the number of members of the public able to attend in accordance with the room capacity. If you consider it is necessary for you to attend, please inform Democratic Services in advance of the meeting.</p> <p>As a local authority, we have a corporate and social responsibility for the safety of our staff, our councillors and visiting members of the public. We, therefore, request that you exercise personal responsibility and do not attend the meeting if you feel at all unwell.</p> <p>West Suffolk Council continues to promote good hygiene practices with hand sanitiser and wipes being available in the meeting room. Attendees are also able to wear face coverings, should they wish to.</p>
<b>Public participation</b>	<p>Members of the public who live or work in the district 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>The Constitution allows that a person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start. <b>We urge anyone who wishes to register to speak to notify Democratic Services by 9am on the day of the meeting so that advice can be given on the arrangements in place.</b></p> <p>There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chair's discretion.</p>
<b>Accessibility</b>	If you have any difficulties in accessing the meeting, the agenda and accompanying reports, including for reasons of a disability or a protected characteristic, please contact Democratic Services at the earliest opportunity using the contact details provided above in order that we may assist you.

<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 West Suffolk 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 Information Governance Officer.</p>

---

# Agenda

## Procedural matters

### Part 1 – public

**1. Election of Chair 2023/2024**

**2. Election of Vice Chair 2023/2024**

**3. Apologies for absence**

**4. Substitutes**

Any member who is substituting for another member should so indicate, together with the name of the relevant absent member.

**5. Minutes**

**1 - 4**

To confirm the minutes of the meeting held on 23 January 2023 (copy attached).

**6. Declarations of interest**

Members are reminded of their responsibility to declare any disclosable pecuniary interest, other registerable or non-registerable interest which they have in any item of business on the agenda, **no later than when that item is reached** and, when appropriate, to leave the meeting prior to discussion and voting on the item.

**7. Public participation**

Members of the public who live or work in the District are welcome to speak and may ask one question or make a 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.

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 limit of 15 minutes for public speaking, which may be extended at the Chair's discretion.

**8. Presentation on Cumulative Impact Assessment (CIA) Consultation**

**9. Presentation and insight into the pro-active Licensed Premises Inspection Programme**