

Minutes

LICENSING SUB-COMMITTEE

16 January 2026

Meeting held at Committee Room 5 - Civic Centre



	<p>Committee Members Present: Councillor Darran Davies Kuldeep Lakhmana Colleen Sullivan</p> <p>LBH Officers Present: Daniel Ferrer, Licensing Team Manager Jack Foote, Trainee Trading Standards Officer Andy Kell, Trading Standards Officer Martin King, Trading Standards Manager Chantelle McLeod, Legal Officer Mark Rose, Licensing Officer</p> <p>Also Present: Mr Manpreet Singh, Licence Holder The Licence Holder's Legal Representative A Representative of Personal Licence Course UK</p>
1.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>There were no apologies for absence.</p>
2.	<p>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (<i>Agenda Item 2</i>)</p> <p>There were no declarations of interest.</p>
3.	<p>TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED PART I WILL BE CONSIDERED IN PUBLIC AND ITEMS MARKED PART II WILL BE CONSIDERED IN PRIVATE (<i>Agenda Item 3</i>)</p> <p>It was confirmed that all items of business were marked Part II and would be considered in private.</p>
4.	<p>MATTERS THAT HAVE BEEN NOTIFIED IN ADVANCE OR URGENT (<i>Agenda Item 4</i>)</p> <p>None.</p>
5.	<p>APPLICATION FOR THE REVIEW OF A PREMISES LICENCE: GREENLAND, 62 THE BROADWAY, JOEL STREET, NORTHWOOD HILLS HA6 1PA (<i>Agenda Item 5</i>)</p> <p>The Licensing Sub-Committee heard an application for a review of a Premises Licence for Greenland which was considered in private. In reviewing the premises licence, the Licensing Sub-Committee had regard to all the documentation and submissions made by the attending parties including representatives of Trading Standards.</p>

RESOLVED: That the Sub-Committee decided to:

- **Suspend the licence for a period not exceeding two months.**
- **Impose 15 conditions on the operating schedule to be attached to Annex 3 of the Premises Licence.**
- **Remove the condition shown at Paragraph 7 within Annex 2 of the premises licence.**

Additional Conditions to be added to Annex 3 of the Licence:

- 1. All goods, including those subject to UK duty payments i.e. alcohol and tobacco products shall be bought from cash and carries only and, invoices shall be made available to council enforcement officers on request.**
- 2. No alcoholic drinks or tobacco (including e-cigarettes) shall be purchased by the premises from unannounced sellers calling at the premises.**
- 3. A rolling 3 months' worth of invoices and receipts for alcohol, tobacco products and vapes shall be kept on the premises and made available to an authorised council officer on request.**
- 4. The premises shall install and maintain a comprehensive CCTV system. All entry and exit points must be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises are open. All recordings shall be stored for a minimum period of 31 days with date and time stamping. *Replacing the condition shown at Paragraph 7 of the premises licence – 'Images from the CCTV system shall be retained for 30 days and be made available to Police on request or as soon as practicable.'***
- 5. A staff member from the premises who is conversant with the operation of the CCTV system shall be in the premises at all times when the premises is open. This staff member must be able to provide the Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested and within a maximum of 24 hours of the initial request.**
- 6. Notices shall be prominently displayed within the premises stating that CCTV is in operation.**
- 7. CCTV cameras shall monitor all areas of the premises used by customers and the area immediately outside the premises to monitor numbers and prevent crime and disorder.**
- 8. An incident log shall be kept at the premises and made available on request to an authorised council officer or the Police. It will record the following:**
 - all crimes reported to the venue**
 - any complaints received concerning crime and disorder**
 - any incidents of disorder**
 - any faults in the CCTV system**
 - any refusal of the sale of alcohol**

	<p>any visit by a relevant authority or emergency service.</p> <p>9. Prominent signage indicating the permitted hours for the sale of alcohol shall be displayed as to be visible before entering the premises, where alcohol is on public display and at the point of sale.</p> <p>10. A strict policy must be put in place to tell all staff not to serve alcohol to anyone who appears to be drunk or intoxicated.</p> <p>11. A challenge 25 policy will be in force, where any person looking under the age of 25 shall be asked to prove their age when attempting to purchase alcohol and signs to this effect will be displayed at the premises.</p> <p>12. Notices shall be prominently displayed at all exits requesting customers to respect the needs of local residents and businesses and leave the area quietly.</p> <p>13. A written record of all staff authorised to sell alcohol shall be kept. The record shall contain the authorised staff member's full name, home address, date of birth and national insurance number. The record shall be kept on the licensed premises and made available for inspection by an authorised council officer or the Police upon request.</p> <p>14. All staff members engaged, or to be engaged, in selling alcohol on the premises shall receive full training pertinent to the Licensing Act, specifically in regard to age-restricted sales and proxy sales, and the refusal of sales to persons believed to be under the influence of alcohol or drugs. This shall take place every 6 months.</p> <p>15. All such training is to be fully documented and signed by not only the employee but the person delivering the training. Training records shall be kept at the premises and made available upon request to either the Police or an authorised council officer.</p> <p><i>This item was declared as exempt from publication as it involves the disclosure of information in accordance with Section 100(A) and paragraphs 1,2 & 7 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended), in that the report contains information relating to any individual, information likely to reveal the identity of an individual and information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime and that the public interest in withholding the information outweighs the public interest in disclosing it.</i></p>
	<p>The meeting, which commenced at 10.00 am, closed at 11.50 am.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Liz Penny on democratic@hillingdon.gov.uk Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

The public part of this meeting was filmed live on the Council's YouTube Channel to increase transparency in decision-making; however, these minutes remain the official and definitive record of proceedings.

