



Licensing and Gambling Acts Sub-Committee

Date: Friday, 25 September 2026
Time: 1.30 pm
Venue: Council Chamber, County Hall, Dorchester, DT1 1XJ

Members (Quorum: 3)

Jon Andrews, Emma Parker and Sarah Williams

Chief Executive: Catherine Howe, County Hall, Dorchester, Dorset DT1 1XJ

For more information about this agenda please contact Democratic & Governance Services Meeting Contact 01305 224877 john.miles@dorsetcouncil.gov.uk

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Agenda

Item	Pages
7. SUPPLEMENTARY INFORMATION	3 - 8

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RE: FAo Kathryn FW: Native Willow New premises licence application consultation

From BUSFIELD Louise 8952 [REDACTED]

Date Wed 23/09/2026 09:22

To Licensing [REDACTED]; karen Bailey [REDACTED]

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OFFICIAL

Good morning Kathryn

Thank you for forwarding the amended Risk Assessment and confirmation that CCTV will be installed. Provided that the CCTV system installed is capable of fully complying with the condition set out below, this would be considered acceptable by Dorset Police and our representation withdrawn.

It is however the responsibility of the applicant to ensure compliance and not for Dorset Police to 'take a look to make sure the system purchased is sufficient to its needs', as such I have copied in the applicant to this email for awareness.

A CCTV system shall be installed to cover all entry and exit points, enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record and cover areas where alcohol is kept for selection and purchase by the public whilst the premises is open for licensable activities. It shall operate during all times when customers remain on the premises.

All recordings shall be stored for a minimum period of 31 days with correct date and time stamping. Recordings shall be made available immediately upon the request of Police or an authorised officer of the Council throughout the preceding 31-day period. The CCTV system shall be updated and maintained according to Police recommendations.

A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public. This staff member must be able to show a Police or authorised Council officer recent data or footage with the absolute minimum of delay when requested. CCTV footage shall be downloaded upon request by the Police or an authorised officer of the Council. Appropriate signage advising customers that CCTV is in operation shall be prominently displayed within the premises.

A documented check of the CCTV system shall be completed weekly to ensure all cameras remain operational and that the minimum 31-day retention period for recordings is being maintained.

Kind Regards
Louise



**DORSET
POLICE**

Louise Busfield

Licensing Officer

Drug & Alcohol Harm Reduction Team
Bournemouth Divisional Headquarters
5 Madeira Road
Bournemouth
Dorset Police
BH1 1QQ

OFFICIAL

From: Licensing [REDACTED]
Sent: 21 September 2026 08:26
To: BUSFIELD Louise 8952 [REDACTED]
Subject: Fw: FAo Kathryn FW: Native Willow New premises licence application consultation

Dear Louise, please find below and attached emails I have received from Karen Bailey in response to your objection to her application. Please can you copy me into your reply.

Many thanks

Kathryn Miller
Senior Licensing Officer

Licensing Team
Licensing
Dorset Council



**Dorset
Council**

[REDACTED]
Phone line is open between 9am and 12pm
dorsetcouncil.gov.uk



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From: karen Bailey [REDACTED]
Sent: 16 September 2026 13:38
To: Licensing [REDACTED]
Subject: Fwd: FAo Kathryn FW: Native Willow New premises licence application consultation

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With regards to the email sent this morning I am forwarding to you the emails that were communicated with myself and Dorset police. As you can see I did respond and she also replied back to me so I'm unsure as to why it has been said I did not respond to their emails?

I'd be grateful if this was addressed.

I did state that we do not have the CCTV in place at present as we are awaiting the response of the licensing team BUT reassured her this system will be put in place once the licence was granted.

You will also see that if any events take place I will look into employing the appropriate door staff if needed and have done my research into how to obtain such staff. I also illiterated that I would with 28 days of being granted the licence look to join a membership scheme which is related to local pubs and bars for added protection if needed.

Kind regards

Karen Bailey

----- Forwarded message -----

From: **BUSFIELD Louise 8952**

Date: Tue, 1 Sep 2026 at 13:17

Subject: FW: Native Willow New premises licence application consultation

To: karen Bailey < > Kathryn Miller < >

OFFICIAL

Good afternoon Karen

Thank you for your emails and the information you have provided regarding the proposed CCTV arrangements at the premises.

Dorset Police are unable to comment on or endorse specific CCTV systems or manufacturers. However, provided that the CCTV system installed is capable of fully complying with the condition set out below, this would be considered acceptable from a licensing perspective.

However, please be aware that Dorset Police would object to this premises licence being granted unless a compliant CCTV system is installed and fully operational before the commencement of any licensable activities.

The proposed CCTV condition is as follows:

A CCTV system shall be installed to cover all entry and exit points, enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record and cover areas where alcohol is kept for selection and purchase by the public whilst the premises is open for licensable activities. It shall operate during all times when customers remain on the premises.

All recordings shall be stored for a minimum period of 31 days with correct date and time stamping. Recordings shall be made available immediately upon the request of Police or an authorised officer of the Council throughout the preceding 31-day period. The CCTV system shall be updated and maintained according to Police recommendations.

A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public. This staff member must be able to show a Police or authorised Council officer recent data or footage with the absolute minimum of delay when requested.

CCTV footage shall be downloaded upon request by the Police or an authorised officer of the Council. Appropriate signage advising customers that CCTV is in operation shall be prominently displayed within the premises.

A documented check of the CCTV system shall be completed weekly to ensure all cameras remain operational and that the minimum 31-day retention period for recordings is being maintained.

I trust this clarifies Dorset Police's position.

Should you have any further queries regarding the licensing process, or to confirm you are happy with the above, please do not hesitate to contact me.

Kind Regards

Louise



**DORSET
POLICE**

Louise
Busfield

Licensing
Officer

Drug & Alcohol Harm Reduction Team
Bournemouth Divisional Headquarters
5 Madeira Road
Bournemouth
Dorset Police
BH1 1QQ

OFFICIAL

From: karen Bailey [REDACTED]
Sent: 28 August 2026 16:42
To: BUSFIELD Louise 8952 [REDACTED]
Subject: Re: Native Willow New premises licence application consultation

Attached as promised is now a readable version of the risk assessment form filled out. Sorry for any inconvenience caused.

Karen Bailey

Founder of Willow Tree Life (Health & Well-being)

Web: <http://www.willowtreelife.com>

"A treatment at Willow Tree ,will let you mind, body and soul be free"

On Sun, 9 Aug 2026 at 17:00, karen Bailey [REDACTED] wrote:

Sorry do I have to fill the conformation statement as it says witness statement when I open it up? So a little confused

Thank you

Karen Bailey

[REDACTED]

On Sun, 9 Aug 2026 at 15:55, BUSFIELD Louise 8952 [REDACTED] wrote:

OFFICIAL

Good afternoon

Further to your application for a Premises Licence, I would be grateful if you could expand on the CCTV and SIA provision as your application unclear – *'CCTV systems or security staff will be installed and used via the opporiate SIA'*

Could you also advise the nature of private functions that you propose and provide a risk assessment that you will be utilising for such functions?

Kind Regards
Louise



**DORSET
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