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19 July 2019

Your contact is: Julie Quarmby - Committee Services

**NOTICE OF MEETING - LICENSING APPLICATIONS SUB-COMMITTEE 2 - 25 JULY 2019**

Further to the agenda for the above meeting, please find attached additional information for Item 3, submitted by Thames Valley Police which provides further evidence to the review and details the appendices as set out on pages 135 to 148 already supplied in the original agenda paperwork.

Please also note that pages 93 to 95 in the original report provide supporting evidence to the review but were omitted from the list of appendices on page 41 of the report.

*CIVIC OFFICES EMERGENCY EVACUATION: If an alarm sounds, leave by the nearest fire exit quickly and calmly and assemble on the corner of Bridge Street and Fobney Street. You will be advised when it is safe to re-enter the building.*

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## THAMES VALLEY POLICE

Division/Station : Reading Police Station

From : PC 5787 Simon Wheeler

To : Reading Borough Council Licensing

Subject :

Ref : Reading District Irish Association

Date : 16 July 2019

Tel.No.

### Further submission

Thames Valley Police, wish to make this further submission with regards to the review of the Club premises certificate related to the Reading District Irish Association, Chatham Street, Reading.

Further to the initial review we wish to provide further information regarding the most recent chronology of events since service of the review paperwork.

**06/06/2019** – A hard copy of the review paperwork was hand delivered to Mr Brendan Healy for the attention of The Committee.

As part of this service a data protection request was made in writing for CCTV covering the 04/06/2019 in order that an investigation could be undertaken into a suspected offence of handling stolen goods potentially involving the manager at the Club. **(SEE APPENDIX TVP 23 & TVP 25)**

**19/06/2019** – PC Wheeler sent a follow up email to the Club Committee Chair Mr Mcadden having spoken to him on the telephone to enquire when the requested CCTV would be ready for collection?

**11/07/2019** – Email from Mr Mcadden was received by PC Wheeler, stating that the CCTV would now be available anytime from Monday – Friday.

**12/07/2019** – Email from PC Wheeler to Mr Mcadden arranging for collection of footage on 16/06/2019.

**14/07/2019** – Two further emails are exchanged between PC Wheeler and Mr Mcadden confirming date of collection on 16/06/2019.

**(SEE APPENDIX 24)**

**16/07/2019** – PC Jones attended the Club on behalf of PC Wheeler to collect the CCTV footage and the following facts refer:

1. Brendan Healy provided a USB stick apparently containing footage for the investigation relating to 4<sup>th</sup> June 2019, covering all club CCTV cameras as per the data protection request.

2. During the visit Gambling machines were seen in operation and photographed by PC Jones.
3. It was suspected by PC Jones that the Club does not currently have relevant Gaming certificates for these machines.
4. PC Jones was able to confirm that the provided USB stick contained footage only from the 06/06/2019 – 07/06/2019, and all 40 files were taken from one camera only, which was the bar area of a different part of the club not involved in the alleged offence.
5. For confirmation; CCTV was from the wrong days and the wrong area. No evidential footage was provided.
6. The footage had been downloaded to the USB on 24/06/2019.

Thames Valley Police must now conclude that due to the failure of the Committee to produce the relevant footage it is no longer possible to investigate the suspected involvement of club staff and or the manager in the handling of stolen goods.

Whether the failure to produce the relevant footage is negligent or deliberate it is not possible to determine, however we feel this does raise further serious concerns in relation to the Committees ability to promote the licensing objectives, and especially that of the prevention of crime and disorder.

Thames Valley Police believe that this concern strengthens our recommendation for the revocation of this Club premises certificate based on both these facts and those relating to other incidents set out within the body of our initial review submission.

However as there are a number of other options available to the sub-committee as a result of the Hearing process we would ask that due consideration be given to apply the following conditions to the Club premises certificate if the sub-committee were of a mind not to support revocation.

As a further caveat Thames Valley Police in this circumstance would strongly recommend a period of suspension of the club premises certificate in order that the following conditions could be implemented.

We would also ask for consideration that a stipulation be added that an inspection must be carried out and all conditions satisfactorily be complied with prior to the club premises being allowed to re-open.

## **Nuisance Prevention of Public**

- 1) An entry, closure and dispersal policy for controlling the opening and closing of the club premises and the departure of customers from the premises

at the conclusion of the licensed activities shall be put in place and shall be actively operated. The policy shall be in written format and made available upon request to an authorised officer of Reading Council and Thames Valley Police.

- 2) Recorded music shall be reduced to background level 30 minutes before the end of the time that the club premises is permitted to be open.
- 3) The Committee shall ensure that no noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to undue disturbance to local residents.
- 4) All [external doors / windows] must be kept closed, other than for access and egress, when events involving amplified music or speech are taking place so as not to cause disturbance to nearby residents and businesses.
- 5) Clearly legible and suitable notices shall be displayed at all exits requesting customers to respect the needs of local residents and to leave the Club premises and area quietly.
- 6) The Club premises and area immediately outside the premises shall be kept clear of all forms of litter whilst the premises is open for licensable activities.
- 7) Members and guests shall not be permitted to remove open containers of alcohol, glassware or bottles from the club premises, and clear signage must be displayed informing members and guests of this requirement.
- 8) The Committee shall ensure that adequate measures are in place to manage the car park area to the front of the building including an ANPR system to monitor vehicles entering the car park and ensuring the highway remains unobstructed by patrons vehicles.

## **Protection of Children from Harm**

### **Challenge 25 & Age verification**

- 1) At all times that the premises is operating under this club certificate, the Committee members shall ensure that its staff operate a Challenge 25 Policy (to minimise the risk of alcohol being sold to underage customers). This Policy shall (as a minimum provide) that before entry (or alternatively before any sale of alcohol), any person who appears to be under the age of 25 will be required to produce photo ID in the form of a passport; driving licence, UK Military ID card; PASS (or similar) card to prove that he/she is over the age of 18, before being permitted;

- 2) Notices advertising the Challenge 25 and proof of age policies shall be displayed in prominent places in the premises so that they can be seen internally and externally;
- 3) The Committee shall display in a prominent position a copy of their policy on checking proof of age.
- 4) Children shall only be permitted on the Club premises when accompanied by a responsible adult. No children shall be permitted on the Club premises after 2100hrs.

## **Prevention of Crime and Disorder**

### **CCTV**

- 1) The Committee shall ensure the premises' digitally recorded CCTV system cameras shall continually record whilst the premises are open to the public and recordings shall be kept for a minimum of 31 days with time and date stamping. The entire licensable area and any external smoking areas and external entrance shall be covered by the CCTV. Data recordings shall be made immediately available to an authorised officer of Thames Valley Police or Reading Borough Council together with facilities for viewing upon request, subject to the provisions of the Data Protection Act. Recorded images shall be of such quality as to be able to identify the recorded person in any light. At least one member of staff on the club premises at any time during operating hours shall be trained to access and download material from the CCTV system.

### **Incident Book**

- 2) An incident/refusal book shall be used to record details of incidents that occur in and around the club premises and refusal of sale of alcohol. The incident book shall truly reflect what has occurred and shall be specific in detail. All incidents shall be signed off by a Committee member or the nominated individual when a Committee member is not on site. The Club Committee shall ensure a recorded weekly review of the incident/refusal book by a Committee member shall be carried.
- 3) A written search policy shall be put in place to prevent illegal drugs and weapons being brought on to the club premises. The policy shall include, but not be limited to, methods of search, detection, confiscation and disposal. The written policy shall be made available upon request to an authorised officer of Reading Borough Council and Thames Valley Police. Notices shall also be put in place informing customers that the committee reserve the right to conduct an outer body search and or bag search as a condition of entering the club premises.

- 4) Entrance to the Club premises shall be secured by a locked entry system managed by the Committee to ensure that the Club is not accessible to members of the public whilst operating under the Club premises certificate.
- a) The Committee shall ensure that all members sign a daily register on entry to the club premises. This register shall be made available on request to an authorised officer of Reading Borough Council and Thames Valley Police.
- b) The Committee shall ensure that all guests sign a guest register on entry to the Club premises, countersigned by the member that accompanied them. This register shall be made available on request to an authorised officer of Reading Borough Council and Thames Valley Police.
- c) The member and guests registers shall include the day, date, time of entry and exit with, both the signed and printed names of the individual guest and member recorded.
- d) Only one guest per member shall be allowed entry to the Club premises at any one time.
- e) The member and guest daily register shall be countersigned at the end of each shift by a representative of the Committee.
- 5) A register of members shall be maintained at the Club premises at all times detailing the members name, address, date of birth and date of membership. The members register shall be made available on request to an authorised officer of Reading Borough Council and Thames Valley Police.
- 6) The Committee shall conduct a risk assessment to establish if door supervisors are required. When employed door supervisors shall remain on duty until the Club premises are cleared of all customers at closing time. The risk assessment shall be in written format and available to Thames Valley Police or an authorised Officer from Reading Borough Council upon request.
- 7) The Committee shall ensure that all Door Supervisors whilst employed at the Premises shall wear 'High Visibility' arm bands to incorporate displaying their SIA badges.
- 8) The Committee shall keep and maintain a register of door supervisors. The register will show the following details:
- a) The name, and registration number of all door supervisors working at the premises.
- b) SIA registration number.

- c) Date and time that the door supervisor commenced duty, countersigned by a Committee member or representative.
- d) Any incident of crime and disorder, or incident concerning children must be recorded giving names of the door supervisors involved.
- e) Date and time the door supervisor finished work, countersigned by a Committee member or representative.
- f) The door supervisor register must be kept at the Club premises and be available for inspection by Thames Valley Police or an authorised officer from Reading Borough Council and shall be retained for period of six months from the date of the event.
- 9) Toughened glass will be used within the Club premises.
- 10) Polycarbonate containers shall be used on a risk assessed basis depending on the nature and style of the event that is due to take place.
- 11) The premises shall participate in the 'Reading town Safe' radio scheme (for as long as such scheme exists) and ensure the radio is operational during all times that the Club premises is open to members and guests and alcohol available for sale and supply.
- 12) The Committee shall participate in the Reading Pubwatch scheme and actively participate, including making use of apparatus supplied as part of the scheme.

## **Public Safety**

### **Staff training & alcohol sales**

- 1) Staff employed to sell alcohol shall undergo training upon induction. This training shall include, but not be limited to:-
- The premises age verification policy
  - Dealing with refusal of sales
  - Proxy purchasing
  - Recognising valid identity documents not in the English language
  - Identifying attempts by intoxicated persons to purchase alcohol
  - Identifying signs of intoxication
  - Conflict management
  - How to identify and safeguard vulnerable persons who attend and leave the premises
  - Drug Policy and substance awareness and effects
  - Search Policy



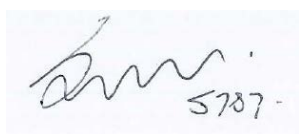
- Dispersal Policy
- Crime scene preservation
- Child Criminal Exploitation

Refresher training shall be provided every 6 (six) months and signed records made available for inspection by an authorised Officer of Thames Valley Police or Reading Borough Council upon request. Written and signed records are to be kept for a minimum of 2 (two) years of the date of training.

2) All members and staff involved in the supply of alcohol to members and sale of alcohol to guests shall be trained to record refusals of supply and sales of alcohol in a refusals log (whether written or electronic). The log shall contain:

- Details of the time and date the refusal was made;
- The identity of the staff/club member refusing the sale;
- Details or description of the the person attempting to purchase.

This book /register will be available for inspection by a authorised Officer of Thames Valley Police or Reading Borough Council upon request.

A handwritten signature in black ink, appearing to be 'Wheeler', with the number '5787' written below it.

PC 5787 WHEELER

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