

## LICENSING APPLICATIONS SUB-COMMITTEE 1 MEETING MINUTES - 12 MAY 2020

**Present:** Councillor ;  
Councillors Woodward (Vice-Chair), Page and Rowland

**Apologies:** Councillors

### 11. PROTOCOL FOR ONLINE MEETINGS OF LICENSING APPLICATIONS SUB-COMMITTEES 1 & 2

The Chair outlined the arrangements for online meetings of Licensing Applications Sub-Committees 1& 2. The attached Protocol had been approved by Policy Committee on 27 April 2020 (Minute 90 refers).

#### Resolved -

That the Protocol for online meetings of Licensing Applications Sub-Committees 1 and 2 be noted.

### 12. MINUTES

The Minutes of the meeting of Licensing Sub-Committee 2 held on 5 and 12 March 2020 and Licensing Applications Sub-Committee 1 held on 17 March 2020 were confirmed as a correct record to be signed by the Chair.

### 13. APPLICATION FOR THE GRANT OF A PREMISES LICENCE - STORIES IN THE PARK

The Assistant Director of Planning, Transport and Regulatory Services submitted a report on an application by Events Leisure Ltd for the grant of a Premises Licence in respect of Stories in the Park, Palmer Park, Reading.

The report stated that the application was for the grant of a premises licence to permit the following licensable activities:

#### Sale by Retail of Alcohol (On the Premises)

Monday, Wednesday to Saturday from 1200hrs until 2200hrs  
Sunday from 1200hrs to 2030hrs.

#### Indoor Sporting Events

Thursday from 1200hrs until 2230hrs.

#### Live Music - Recorded Music - Performances of Dance - Anything Similar to These Three

Monday, Wednesday to Saturday from 1200hrs until 2230hrs  
Sunday from 1200hrs to 2100hrs.

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### Opening Hours

Monday, Wednesday to Saturday from 1200hrs until 2300hrs

Sunday from 1200hrs to 2130hrs.

This application was for a licence that would be valid for eight days per calendar year only: four days each June and four days each September.

The report stated that in determining the application the Licensing Authority had a duty to carry out its functions with a view to promoting the four licensing objectives, as follows:

- The prevention of crime and disorder;
- Public safety;
- The prevention of public nuisance;
- The protection of children from harm.

The report also stated that any conditions placed on the premises licence should be appropriate and proportionate with a view to promoting the licensing objectives and that the Licensing Authority could grant (subject to appropriate conditions to promote the licensing objectives), amend, alter or refuse an application should it be deemed appropriate for the promotion of the licensing objectives.

The report set out paragraphs 8.41, 8.42, 8.44, 8.45 to 8.48, 9.12, 9.39, 9.40, 9.42 and 9.43 from the Secretary of State's Guidance to the Licensing Act 2003 issued in April 2018. The report also set out paragraphs 1.1, 1.2, 1.6, 3.1, 3.2, 5.6, 5.7, 6.1, 6.2, 6.5, 7.2, 7.6, 7.8, 7.11, 7.12, 8.6, 10.1 and 10.3 of the Council's Statement of Licensing Policy.

Mr Rob Dudley, We Are the Fair, representing the applicant and Mr Simon Joynes, Joynes Nash Noise Consultants, were present at the meeting and addressed the Sub-Committee.

Molli Cleaver, Reading University Student's Union, and Rebecca Moon, Environmental Protection Officer, Reading Borough Council, were present and addressed the Sub-Committee on their representations regarding the application as stated in the report.

Robert Smalley, Licensing Enforcement Officer, presented the report at the meeting.

### **Resolved -**

- (1) That in order to promote the four licensing objectives and having regard to the oral and written representations made, the relevant paragraphs of the Secretary of State's guidance and the Council's statement of Licensing Policy, the application in respect of Stories in the Park, Palmer Park, be granted as follows:

Sale by Retail of Alcohol (On the Premises)

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Monday, Wednesday to Saturday from 1200hrs until 2200hrs  
Sunday from 1200hrs to 2030hrs.

### Indoor Sporting Events

Thursday from 1200hrs until 2230hrs.

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Monday, Wednesday to Saturday from 1200hrs until 2230hrs  
Sunday from 1200hrs to 2100hrs.

- (2) That the premises be open to the public as follows:

Monday, Wednesday to Saturday from 1200hrs until 2300hrs  
Sunday from 1200hrs to 2130hrs;

- (3) That the following conditions, in addition to any mandatory conditions, be attached to the licence, and that the noise limit set at condition 21 remain as “shall not exceed 65 dBA over a 15-minute period (LAeq15 min)” to ensure that the event promoted the licensing objective of prevention of public nuisance, given that future events would take place over a four-day period, rather than just one day as per the event in September 2019:

1. This licence shall be valid for 8 days per calendar year only. Four days (within a seven-day period) in June and four days (within a seven-day period) in September. The dates of the events shall be notified to Reading Borough Council’s Licensing Team and Thames Valley Police at least 90 days before the first date of each event period in June and September respectively.
2. The first draft of the Event Management Plan (EMP) shall be provided to Reading Borough Council’s Licensing Team and Thames Valley Police at least 90 days before the first date of each event period in June and September respectively, with the final draft being submitted 14 days before the first date of each event period in June and September respectively.
3. The EMP must identify whether each event day is for attendees aged 18 years and over only (18+) or for attendees of all ages.
4. The Premises Licence Holder shall keep an incident book/register at the premises. The incident book/register shall be made available for inspection on request to a Police Officer or Authorised Council Officer.

The incident book/register shall record:

- a) The name of the person making the entry;

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- b) The names of any staff/security personnel members dealing with the incident;
  - c) Where known, the names of all persons involved in the incident;
  - d) Any visits by the Police or Responsible Authorities;
  - e) Any refusals of entry;
  - f) Any refusals of service.
5. The premises will operate a "Challenge 25" policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age. The only forms of ID that will be accepted are passports, driving licences with a photograph or proof of age cards bearing the 'PASS' mark hologram. Suitable and sufficient signage advertising the "Challenge 25" policy will be displayed in prominent locations in the premises.
6. A minimum of four door supervisors will be employed and working from the opening of the premises for the first 150 people. The premises will employ a minimum of one additional door supervisor for every 100 people thereafter.
7. The Premises Licence Holder shall keep and maintain a register of door supervisors. The register will show the following details:
- a) The name, home address 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 the DPS or duty manager;
  - d) Any incident of crime and disorder must be recorded giving names of the door supervisors involved;
  - e) Date and time the door supervisor finished work, countersigned by the DPS or duty manager;
  - f) A record will be kept on site of all SIA checks, on the validity of all door staff licences;
  - g) The door supervisor register must be kept at the premises and be made available for inspection to an officer of Thames Valley Police or an authorised officer from Reading Borough Council.
8. One in every two (1:2) Door Supervisors working within the premises will be deployed with digitally recording Body Worn Video (BWV). The BWV will be used to record any incidents which occur inside or outside of the premises involving customers, prospective customers or any staff member that impact on any of the four licensing objectives. Data recordings shall be made immediately available to an authorised officer of Thames Valley Police or an officer from Reading Borough Council together with facilities for viewing upon request, subject to the provisions of the Data Protection Act.

9. The Premises Licence Holder (PLH) shall ensure that all door supervisors whilst employed at the premises shall wear hi-visibility jackets/tabards in bright green, yellow or orange in order that they can be clearly visible and identifiable at all times to the public. When tabards are worn, hi-visibility armbands must also be worn that incorporate displaying SIA badges. If hi-visibility full-sleeved jackets are worn the PLH must ensure that all door supervisors' badges are also displayed via an easily visible arm band of a different hi-visibility colour to the jacket that is being worn.
10. The Premises Licence Holder shall ensure that all SIA registered door supervisors and Stewards are over the age of 18.
11. The Premises Licence Holder shall ensure that all SIA registered door supervisors and Stewards understand that:
  - a) They must remain positioned in accordance with the security plan;
  - b) Not consume alcohol or illegal drugs.
12. The Premises Licence Holder will ensure that SIA registered door supervisors and Stewards are trained (as appropriate) in:
  - a) Their general responsibilities regarding health and safety of all persons at the event;
  - b) Carrying out pre-event safety checks;
  - c) The layout of the site and the locations of key facilities such as toilets, first aid, water and welfare facilities for persons with special needs;
  - d) The locations of entrances and exits, how they are to be staffed and potential pinch points within the site;
  - e) Controlling and directing dispersal;
  - f) Keeping gangways and exits clear;
  - g) Investigating incidents;
  - h) Ensuring that combustible refuse does not accumulate;
  - i) Responding to emergencies;
  - j) Evacuation procedures;
  - k) Communicating with incident control.

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13. The Premises Licence Holder shall provide written confirmation that all security personnel have received the appropriate level of training for the duties they have been assigned 14 days prior to the commencement of each event period.
14. A policy covering searching of patrons and staff members must be submitted to and approved by Thames Valley Police. The approved policy must be actively operated within the licensed premises/area.
15. The Premises Licence Holder shall implement a written search policy to minimise the risk of illegal weapons and drugs being brought onto the premises, including search, detection, confiscation, storage and disposal of drugs procedures. For events identified as '18+' the search policy shall provide, as minimum:

- a) For 100% bag search of all customers attempting to enter the premises;
- b) Randomised customer searching of at least 1 in every 3 customers;
- c) For the operation of intelligence lead searches of any customer as required;
- d) Re-admittance for existing customers leaving the premises is permitted and where appropriate, shall be subject to a search by the door supervisors when re-entering the premises/area.

For all other events the search policy shall provide, as minimum:

- a) For 100% bag search of all customers attempting to enter the premises;
  - b) Randomised customer searching of at least 1 in every 3 customers over the age of 18;
  - c) For the operation of intelligence lead searches of any customer as required;
  - d) Re-admittance for existing customers leaving the premises is permitted and where appropriate, shall be subject to a search by the door supervisors when re-entering the premises/area.
16. Notices shall be displayed advising the public that the right to conduct an outer body search is reserved as a condition of entry, and that the TVP shall be informed if anyone is found in possession of illegal drugs or offensive weapons.
  17. A Customer Welfare Officer to circulate the venue, monitoring standards of behaviour and levels of alcohol consumption; such Customer Welfare Officer to be trained in first aid including intoxication and drug awareness, and providing free drinking water to customers, where appropriate.
  18. All drinks shall be decanted into polycarbonate glasses, plastic cups or shall be served in plastic. No glassware is to be used.

19. An ID scanning system will be employed at the premises and will be utilised for all attendees on event days identified in the EMP as '18+'. For all other events an ID scanning system will be available for use and utilised when the door staff assess it is necessary:
  - a) ID SCAN shall be available as a condition of entry;
  - b) This will be in operation for 100% ID Scanning for all customers from opening (with the above exception);
  - c) The ID Scan Device shall record the names and dates of birth of all persons entering the premises and retain the image and details of the ID. These records shall be kept for a minimum of thirty-one days and shall be made available to any authorised Officer of TVP.
20. Records shall be made available to an authorised officer of TVP or an authorised officer of the council together with facilities for viewing with immediate access by a person qualified to operate the system.
21. The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level measured at least 1m from the façade of the nearest and all other noise sensitive premises (being premises where the occupants are likely to suffer nuisance from excessive noise) shall not exceed 65 dBA over a 15-minute period (LAeq15 min).
22. The licensee shall appoint a suitably qualified and experienced noise control consultant. The noise control consultant shall liaise between all parties including the Licensee, Promoter, sound system supplier, sound engineer and the licensing authority etc. on all matters relating to noise control prior to and during the event. The noise consultant shall be on site for the duration of the festival and must be available to control all music sound levels.
23. The Premises Licence Holder shall distribute leaflets advising local residents of the dates and timings of each event and the telephone number for complaints at least 14 days prior to each event period. A copy of the letter shall at the same time be provided to the RBC Environmental Protection and Nuisance team.
24. A noise propagation test shall be undertaken prior to the start of each event in order to set appropriate control limits at the sound mixer position to ensure compliance with the noise limit. The sound system shall be configured and operated in a similar manner as intended for the events. The sound source used for the test shall be similar in character to the music likely to be produced during the event. The timing of the noise propagation test and any rehearsals shall be agreed with the Environmental Protection team prior to the event and shall be included in the resident's letter.

During each event:

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25. The Premises Licence Holder shall provide means of communication to enable contact to be made between fixed external noise monitoring points and the central control console(s) on site.
26. A contact telephone number shall be provided to enable contact to be made between officers of the Local Authority and any person in control of the noise source(s) on the licensed premises.
27. The appointed noise control consultant shall monitor noise levels at regular intervals during each event at the four noise monitoring locations specified in the noise management plan to ensure compliance with the noise limit.
28. During operating hours, the Premises Licence Holder shall ensure that a hotline is provided to receive and respond to nuisance related complaints.
29. The Premises Licence Holder or noise control consultant/chief sound engineer shall make available a debrief report detailing the noise levels being produced by the stage, as recorded at the stage and at each noise monitoring location within five days of the event; and any actions taken in response to complaints.

(The meeting closed at 6.43 pm)