

LICENSING PANEL MINUTES

16 OCTOBER 2017

Chair: * Councillor Phillip O'Dell

Councillors: * Maxine Henson * Stephen Wright

* Denotes Member present

149. Appointment of Chair

RESOLVED: That Councillor Phillip O'Dell be appointed Chair of the Licensing Panel Hearing.

150. Declarations of Interest

RESOLVED: To note that there were no declarations of interests made by Members.

151. Minutes

(See Note at conclusion of these minutes).

152. Licensing Procedures

The Chairman asked the Panel Members, officer/s, Responsible Authority/ies and other attendees at the meeting to introduce themselves and then outlined the procedure for the conduct of an oral hearing, which was set out in the agenda.

RESOLVED ITEMS

153. Application for a Licence for Broadfields Country Club, 220 Headstone Lane, Harrow, Middlesex, HA2 6NN

In attendance:

Legal Adviser:	Ms Victoria Seifert
Licensing Officers:	Mr Jeffrey Leib, Mr Ash Waghela
Applicant:	Mr Sivashankar for Earnps Limited
Objectors:	Ms Georgina Sagnella Ms Naomi Stevenson

RESOLVED: To vary the premises licence subject to the following timings and conditions

Amendments to the premises plan.

The Panel agreed the amendments.

Licensable activities and hours permitted:

Day	Hours open to the public	Live music, Recorded Music, Performance of dances, and similar, Provision of facilities for music and dance and similar	Sale of retail alcohol	Late night refreshment
Mon	1000 – 0100*	1000 – 0000	1000 – 0000	2300 – 0000
Tue	1000 – 0100*	1000 – 0000	1000 – 0000	2300 – 0000
Wed	1000 – 0100*	1000 – 0000	1000 – 0000	2300 – 0000
Thu	1000 – 0100*	1000 – 0000	1000 – 0000	2300 – 0000
Fri	1000 – 0200*	1000 – 0100*	1000 – 0100*	2300 – 0100*
Sat	1000 – 0200*	1000 – 0100*	1000 – 0100*	2300 – 0100*
Sun	1000 – 0000	1000 – 2300	1000 – 2300	n/a

Seasonal variations

The existing seasonal variations to the licence are removed and replaced with the following:

- The sale of alcohol by retail and other licensable activities to be extended by one hour on Sundays prior to a Bank holiday Monday.
- The sale of alcohol by retail can be extended between the terminal hour on New Year's Eve and the commencement hour on the following morning.

Removed Conditions

The following conditions will be removed from annex 2 of the licence: 2, 7, 8 and 10.

The following conditions will be removed from annex 3 of the licence: 5, 6

The Panel **do not agree** to the removal of condition 4, Annex 3.

Amended Conditions

The following conditions will be amended as follows:

Condition Number	Existing Condition	Amended Condition
Annex 2, 4.	SIA door supervisors is employed during busy periods	SIA door supervisors are to be employed for function room events, and the premises licence holder shall conduct a risk assessment for function room and events bookings to ascertain how many door supervisors may be needed for the function/event. The premises licence holder shall seek or take advice from the police licensing holder for Harrow about the number of SIA door supervisors that may be required for any events and will adopt their recommendations.
Annex 2, 5	Incidents are logged and recorded in an incident report book	The Designated Premises Supervisor shall be responsible for maintaining a record for at least 12 months of "Significant Incidents" that occurs on the premises whilst licensable activities are being provided. Significant Incidents" to be recorded include (but are not limited to): (a) failures of or faults with the CCTV system (b) refusals of alcohol sales (c) calls to the police arising from illegal drugs on the Premises (d) other matters that may affect the licensing objectives (e) assaults or other injuries whether or not police or medical assistance is required (f) CCTV and electronic identification system records supplied to Police and Licensing Authority officers (g) seizures of false identification
Annex 2, 6.	The premises operate a proof of age scheme	A Challenge 21 Policy will be in operation at the premises
Annex 2, 8	Door supervisors and management	Door supervisors and management to monitor the behaviour of customers leaving the premises and prominent, clear and legible

	monitor the behaviour of customers leaving the premises and display signs encouraging customers to leave the premises quietly.	notices shall be displayed at all exits to the premises requesting patrons leave the premises quietly.
Annex 2, 11.	CCTV to be in operation whilst licensable activities are taking place in the premises and whilst the premises are open to the public.	<p>(1) The Premises Licence Holder or Designated Premises Supervisor shall install and maintain a comprehensive CCTV system to the satisfaction of the Metropolitan Police. All entry and exit points must be covered enabling frontal identification of every person entering.</p> <p>(2) The Designated Premises Licence Holder shall ensure that the CCTV system shall continually record whilst the Premises is open for licensable activities and during all times when customers remain on the Premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping.</p> <p>(3) Recordings shall be made available immediately upon the request of the Police or authorised officer of the Licensing Authority providing such requests are in connection with the prevention or detection of crime. Recordings are to be supplied in the form of a digital download burned onto a flash drive, DVD or CD disc.</p> <p>(4) 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 is open to the public. This staff member shall be able to show Police or an authorised officer to the licensing authority recent data or footage with the minimum delay when so requested.</p> <p>(5) All faults with the CCTV system shall be repaired as soon as possible and in any case within two working days after which time, if the system is still inoperative no licensable activities shall take place without the agreement of Harrow Police Licensing Officer and/or Licensing Authority until the fault is rectified.</p>
Annex 3, 1	Doors and windows shall be kept closed	All windows and external doors shall be kept closed between 21:00 hours and 08:00 hours, or at any time when regulated entertainment

	when regulated entertainment is in progress	takes place, except for the immediate access and egress of persons.
--	---	---

The following new conditions will be added to the licence

- A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open.
- This telephone number is to be made available to residents in the vicinity.
- Save for a designated area for smokers, the external area will be closed after 22.00 pm.
- A designated cordoned off area for smokers will be provided outside the premises. No more than 10 customers will be permitted in the outside smoking area at any one time.
- Notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.
- A member of staff must monitor and control the smoking area after 22.00 pm.
- The kitchen shall close at 22.30 pm.
- No glass waste including bottles shall be handled externally after 22.00 pm.
- All deliveries shall be conducted during normal daytime hours to prevent noise nuisance.
- Loudspeakers shall not be located in the entrance lobby or outside the premises building. Loudspeakers and other sound amplification equipment must not be directed outwards towards any street or residential building, or installed externally to the Premises.
- The gate to Broadfields Close shall be closed after 11.00 pm and all customers shall only be able to exit the premises from Headstone Lane after 11.00 pm.

(Note: The meeting, having commenced at 7.30 pm, closed at 9.15 pm).

(Signed) COUNCILLOR PHILLIP O'DELL
Chair

[Note: Licensing Panel minutes are:-

- (1) approved following each meeting by the Members serving on that particular occasion and signed as a correct record by the Chair for that meeting;
- (2) not submitted to the next panel meeting for approval.

Reasons: The Licensing Panel is constituted from a pooled membership. Consequently, a subsequent Panel meeting is likely to comprise a different Chair and Members who took no part in the previous meeting's proceedings. The process referred to at (1) above provides appropriate approval scrutiny].