

## Minutes

### LICENSING SUB-COMMITTEE

3 July 2023

Meeting held at Committee Room 5 - Civic Centre



HILLINGDON  
LONDON

	<p><b>Committee Members Present:</b> Councillors Roy Chamdal Becky Haggar Barry Nelson-West</p> <p><b>LBH Officers Present:</b> Jhini Mukherjee, Licensing Officer Chantelle McLeod, Legal Officer</p>
1.	<p><b>APOLOGIES FOR ABSENCE</b> (<i>Agenda Item 1</i>)</p> <p>There were no apologies for absence.</p>
2.	<p><b>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING</b> (<i>Agenda Item 2</i>)</p> <p>There were no declarations of interest.</p>
3.	<p><b>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</b> (<i>Agenda Item 3</i>)</p> <p>It was confirmed that all items of business were marked Part I and would be considered in public.</p>
4.	<p><b>MATTERS THAT HAVE BEEN NOTIFIED IN ADVANCE OR URGENT</b> (<i>Agenda Item 4</i>)</p> <p>None.</p>
5.	<p><b>APPLICATION FOR THE GRANT OF A PREMISES LICENCE: GRANT VIEW, UNIT 1, 10 STONEFIELD WAY, RUISLIP, HA4 0JS</b> (<i>Agenda Item 5</i>)</p> <p><b>Introduction</b></p> <p>Jhini Mukherjee, Licensing Officer, introduced the application for a new premises licence at Grant View, Unit 1, 10 Stonefield Way, Ruislip, HA4 0JS. The Sub-Committee was given an overview of the application received and was informed that one representation had been received from an interested party during the consultation period. Members heard that, since submitting the application, the applicant had agreed to additional conditions at the request of the Metropolitan Police Service and the local authority. The Sub-Committee were invited to determine the application.</p> <p>In response to questions from the Panel, it was confirmed that the premises were sited at a considerable distance from residential housing. No representations had been received from the responsible authorities - the Anti-Social Behaviour Team, the</p>

Metropolitan Police or the local authority.

### **The Applicant**

Mr Graham Hopkins, the applicant's representative, presented the application to the Sub-Committee noting that the premises, set over two storeys, would be used as a community venue for Tamil events such as weddings etc. The maximum capacity would be 150 people excluding staff. It was confirmed that the location had been specially selected as it was not in a residential area and would therefore not present a disturbance to those residing in the vicinity. Adequate parking provision was included in the lease agreement.

The proposal was for the premises to open between 09:00 and midnight seven days a week with the sale of alcohol until 23:00 hours – this would allow time for guests to say their goodbyes and leave gradually and quietly in an orderly fashion. A traffic marshal would be in attendance from 22:00 hours to ensure guests left quietly and adhered to the one-way system.

It was confirmed that CCTV cameras, appropriate signage, a dispersal policy and a noise limiter would be in use at the premises. Doors and windows would remain closed while events were taking place. The applicant was new to the business, but the proposed DPS was very experienced in the field.

It was noted that no representations had been received from the responsible authorities or from local residents. Only one objection had been received from a local Ward Councillor who had raised concerns regarding parking, possible misuse of the one-way system and the potential for public disturbance. Responses to allay these concerns were set out in the agenda pack.

The Sub-Committee was advised that the licensing objectives would be promoted at the premises at all times.

In response to questions from the Sub-Committee, it was confirmed that the applicant, Mr Rasalingam, had previously worked as a builder. In terms of capacity, the venue could seat a maximum of 136 people but could accommodate 150 as it was set out over two floors. Only one wedding would be held on any given day and the applicant was willing to accept a condition in relation to this. Numbers would be checked by means of a click counter operated by the applicant or by SIA staff – the applicant was willing to accept a condition regarding this if required. With regard to parking, Members heard that there were 38 spaces in total.

Members requested further clarification regarding the toughened glass mentioned on page 5 of the agenda pack – it was confirmed that this glass did not break into shards but would shatter rather like a car windscreen. The Sub-Committee heard that a noise limiter would be in use at the premises and double doors would be in place. Close neighbours had already been given the applicant's contact details and it was confirmed that the applicant would be happy to share his details with the local police.

In response to further questions from the Sub-Committee regarding event management, it was confirmed that, when numbers of attendees exceeded 100, two SIA door supervisors would be present. A minimum of two parking marshals would also be in attendance during the day. With regard to dispersal, the Sub-Committee Members were informed that a dispersal policy would be drafted - guests would be requested to leave quietly and it was estimated that only 10/12 people would be exiting

at any given time.

### **Responsible Authorities**

No representations had been received from responsible authorities.

### **Interested Parties**

A written representation had been received from Ward Councillor Richard Mills setting out his concerns regarding the lack of parking provision, possible failure to adhere to the one-way system and public disturbance due to late night activity. Councillor Mills was not in attendance, but the content of his representation was duly noted.

### **Discussion**

The Sub-Committee sought clarification regarding parking provision and enquired whether 38 spaces would be sufficient for the 150 guests plus staff. It was confirmed that not all guests would drive – it was anticipated that approximately 50% of attendees would use taxis and public transport. With regard to the one-way system, a sign was already in place and an additional sign would be erected to ensure guests did not turn right when exiting the premises.

The Sub-Committee proposed that the one-hour 'drinking-up time' could potentially be reduced to half an hour. The applicant was willing to agree to this if necessary.

It was noted that the agenda pack included a plan for the ground floor only and did not show the proposed layout for the first floor of the premises. Members of the Sub-Committee were shown a printout of the first-floor layout which included three changing rooms, a small kitchen and food area and a bar. It was confirmed that guests would be able to access the first floor to purchase alcohol. No alcohol would be served at children's community events.

In response to further questions from Members regarding the aforementioned children's events, it was noted that adults would be expected to accompany the children – those who travelled by public transport would be escorted to and from the station.

### **Closing Remarks**

There were no closing remarks from any of the parties present.

The Sub-Committee then adjourned the hearing and moved into private deliberations.

### **The Decision**

The Sub-Committee listened to all representations made both oral and written. In addition, the Sub-Committee welcomed the conditions offered and agreed by the Applicant and their willingness to commit to the licensing objectives at all times.

The Sub-Committee considered all relevant evidence made available to it and in doing so took the following into account:

- Licensing Objectives, Licensing Act 2003
- Hillingdon's Licensing Policy

- Guidance issued by the Secretary of State under s.182 of the Licensing Act 2003

The decision of the Sub-Committee is to **GRANT** the application for the supply of alcohol for consumption on the premises Monday to Sunday between 0900 hours and 2300 hours. The operating hours of the business shall be between 0900 hours and 2330 hours. The new premises licence will be subject to the modifications and conditions set out below.

### **Conditions**

#### **Prevention of Crime & Disorder**

1. The premises licence holder shall undertake and record in writing a risk assessment of (1) the premises and (2) each individual event. All risk assessments shall be made available to the licensing authority or the police for inspection upon request. The risk assessment must include:
  - a) Staffing levels. At all times when the premises is operational there will be sufficient competent staff on duty for the purpose of fulfilling the conditions of the licence and promoting the licensing objectives.
  - b) SIA Door Supervisors. For any event with 100 attendees or more there will be at least 2 SIA but the risk assessment may require more.
2. Only one wedding or event may take place at the premises at any one time.
3. The maximum capacity at the venue, excluding staff, is 150.
4. There shall be effective management arrangements in place to monitor how many people there are in the premises at any operational time.
5. A log will be maintained at the venue where door supervisors are deployed which will include their names, start and finish times, their SIA badge number and expiry date. The log shall be made available to the licensing authority or the police for inspection upon request.
6. All SIA staff shall wear high-visibility clothing and body worn cameras.
7. For any event that finishes at 22:00 hours or beyond, there will be at least one person with high-visibility clothing to assist with dispersal and directing traffic in the car park from the event finish time until at least thirty minutes after.
8. Records will be maintained for any staff training, including but not limited to the operation of the CCTV system, Welfare and Vulnerability training. The log shall be made available to the licensing authority or the police for inspection upon request.
9. The premises shall install and maintain a comprehensive CCTV system. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The sales and till areas plus the exterior of the premises will also be covered. 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. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31-day period.

10. A staff member from the premises who is conversant with the operation of the CCTV system shall be available during licensable hours. This staff member must be able to provide the Police or authorised Council officer with copies of recent CCTV images or data with the absolute minimum of delay when requested.
11. An incident log shall be kept at the premises and made available on request to an authorised officer of the Council or the Police. It will record the following:
  - a) all crimes reported to the venue
  - b) any complaints received concerning crime and disorder
  - c) any incidents of disorder
  - d) any refusal of the sale of alcohol
  - e) any faults in the CCTV system
  - f) any visit by a relevant authority or emergency service.
12. There shall be a register of all SIA door supervisors on duty; signed by the door staff, recording their SIA numbers, start and end time of working shift. This register shall be kept at the premises available for inspection by the Police and authorised officers of the Council.
13. There shall be a personal licence holder always on duty on the premises when the premises are authorised to sell alcohol.
14. Staff shall be trained in relation to the Licensing Act 2003 including but not limited to the licensing objectives, the prevention of underage sales, Challenge 25 age verification procedures, sales to persons who are already intoxicated, welfare and vulnerability training. Staff training records shall be made available for inspection upon request by Police and authorised officers.
15. Customers shall not be permitted to take open containers of alcohol from the premises.
16. Patrons will not take any glass or open bottles/cans outside of the building.
17. Toughened glass shall be used.
18. In the event that there is a failure in the CCTV system there shall be no sale of alcohol until system has been restored as per Home Office Guidance standards.
19. Door Supervisors will be issued with multi-channel radios capable of communicating with other door supervisors, the designated premises supervisor and Town Centre radio link.
20. A notice will be displayed at the entrance to the premises advising that CCTV is in operation.

#### Public Safety

21. A suitable fire risk assessment to be available at the premises and to be implemented the necessary control measures.
22. All exit doors are easily operable without the use of a key card, code or similar

means.

23. Exit doors are regularly checked to ensure they function satisfactorily.
24. Records of all these checks are kept and can be produced on request.
25. All fire doors are maintained unobstructed and effectively self-closing and will not be held open other than with approved devices.
26. Step and stair edges are appropriately highlighted so as to be conspicuous.
27. Hangings, curtains and temporary decorations are maintained in a flame-retardant condition.
28. Upholstered seating is fire retardant and complies with current fire safety regulations.
29. Curtains, hangings and temporary decorations are located so as not to obstruct exits, fire safety signs or fire-fighting equipment.
30. Notices detailing the actions to be taken in the event of fire or other emergency are prominently displayed and maintained in good condition.
31. Access is provided for emergency vehicles and kept clear and free from obstruction at all times
32. Fire drill and emergency lighting tests are conducted weekly/monthly. Records of these tests are available upon request.
33. All fire exits and means of escape are signed in accordance with BS5499: Part 4 Specification for Fire Safety Signs: 1990
34. An evacuation policy is in place that is to the satisfaction of the Fire Authority. All staff members have been trained in fire and emergency evacuation procedures.
35. Wall and ceiling finishes are fire resistant to the appropriate standard.
36. Exit doors open outwards or are secured in the open position if this is not the case.

### Prevention of Public Nuisance

37. There shall be no incoming deliveries or disposal of waste between 2000 hours and 0800 hours.
38. Signage shall be displayed in a prominent position at the exit requesting that patrons respect the needs of local residents and businesses and leave quietly.
39. The immediate area outside the premises shall be kept clean and clear of litter.
40. No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to nuisance.
41. A sound limiter shall be fitted to the musical amplification system to ensure that no noise nuisance is caused to local residents or businesses. No additional sound generating equipment shall be used on the premises without being routed through the sound limiter device.
42. The DPS or his/her representative shall conduct hourly noise patrols on each occasion that there is regulated entertainment and shall take steps to reduce the level of noise where it is likely to cause a disturbance to local residents or businesses. A written record shall be kept in a logbook and shall include the time and date of the checks, the person making them and the findings, including any remedial action.
43. Windows and doors must be kept closed during regulated entertainment, except for the immediate access or egress of persons.
44. Smoking shall take place in a designated area at the rear of the premises. There shall be no more than 5 persons smoking at any one time outside the business premises. Staff and supervisors shall monitor the number of customers smoking outside the premises on a regular basis and ensure patrons do not cause a public nuisance. Drinks or glass containers are not to be taken outside into the smoking area. Notices shall be prominently displayed in the smoking area requesting patrons to respect the needs of local residents and businesses and use the area quietly.
45. A contact number for the premises shall be made available to the Police, any other authorised officer of the Council or any local resident to express any concerns caused by the operation of the premises. Any complaints and the outcome will be recorded in the incident book.
46. A written dispersal policy shall be kept at the premises and the licence holder shall ensure all staff members are trained and briefed in implementing this policy.

### The Protection of Children from Harm

47. 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 or age restricted items. Signs to this effect will be displayed at the premises. Challenge 25 posters will be displayed where alcohol is sold.

48. The only acceptable ID will be those with photographic identification documents, including passport, photo-card, driving license or proof of age card bearing the PASS hologram. A refusal book shall be kept at the premises and updated as and when required and made available for inspection on request to a Licensing Officer, Police or other responsible authority.

49. The licensee will ensure that staff are trained regularly as appropriate in respect to the Licensing Act 2003 legislation, staff to be trained regularly in underage sales prevention.

50. All staff authorised to sell alcohol will be trained in the Challenge 25 scheme and this training will be documented to include the date the training was given, the name of the person who gave the training, the person who received the training and signatures by both trainer and trainee.

51. A sign stating "No proof of age - No sale" shall be displayed at the point of sale.

### **Reasons**

The Sub-Committee recognise that this is a new application for a premises licence for a banqueting suite venue located in an industrial estate hosting weddings and private community events.

Apart from the one objection, the Sub-Committee note that there have been no further objections particularly from residents, Responsible Authorities nor members' enquiries logged by councillors in respect of this application.

Having considered all the information put before it, the Sub-Committee were satisfied that the Applicant would comply with the licensing objectives. The Sub-Committee determined that the conditions proposed by Applicant were to be added to the licence along with the agreed conditions with the Licensing Authority and Police acting as Responsible Authorities. The Applicant had proposed a later terminal hour of midnight however, the Sub-Committee were not persuaded that the proposed time would promote the licensing objectives.

It was noted that some of the conditions agreed with Responsible Authorities duplicated or mirrored conditions proposed by the Applicant and therefore, the Sub-Committee decided that the conditions proposed by the Responsible Authorities were preferred and to be added in full (save for some minor amendments) along with the conditions proposed by the Applicant.

### **Right of Appeal**

The relevant applicant for the premises licence or any other person who made relevant representations to the application may appeal against the Council's decision to the Justices Clerk at the Uxbridge Magistrates Court. Such an appeal may be brought within 21 days of receipt of this Notice of Decision.

No decision made by the Council will have effect during the time period within which an appeal may be brought and until such time that any appeal has been determined or abandoned.

The Sub-Committee advises as a comfort to residents and a warning to the licensee that the licence may be reviewed and could potentially be revoked if licence conditions are not adhered to and/or if the premises are managed in a manner which does not



	uphold the licensing objectives.  You will be deemed to have received this decision letter, two days after the date on the accompanying letter, which will be posted by 1st class mail.
	The meeting, which commenced at 2.00 pm, closed at 3.30 pm.

These are the minutes of the above meeting. For more information on any of the resolutions please contact Liz Penny on . 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.**