

**MINUTES  
LICENSING ACT PANEL**

**Monday 18 March 2024**

Councillor Alison Hunt (Chair)

Councillor Marje Paling

Councillor Martin Smith

Officers in Attendance: C Allcock and B Hopewell

**11 ELECTION OF CHAIR**

Councillor Hunt was elected as Chair for the meeting.

**12 APOLOGIES FOR ABSENCE**

None.

**13 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 26 OCTOBER 2023.**

**RESOLVED:**

That the minutes of the above meeting, having been circulated, be approved as a correct record.

**14 DECLARATIONS OF INTEREST**

None.

**15 CONSIDERATION OF AN APPLICATION TO VARY A PREMISES LICENCE - LAND AT REAR OF GRIFFINS HEAD**

The panel considered an application to vary a premises licence for Land at rear of Griffins Head.

In addition to the written representations in the bundle the panel heard live evidence from:

1. Mark Barter (for the Applicant)
2. Nicky Lee (for the Applicant)
3. Piers Warne (for the Applicant)
4. Matthew Done (Interested Party)
5. Wendy Eyre (Interested Party)

In making its decision, the panel has had regard to the Gedling Borough Council Licensing Policy, the guidance issued under section 182 of the

Licensing Act 2003 and the Human Rights Act 1998 and has carefully considered all the evidence presented to it, including the agreed conditions with the police and the proposed condition set out in the Operating Schedule in the application.

The panel has made this decision to promote the 4 Licensing Objectives:

1. Prevention of crime and disorder;
2. Public safety;
3. Prevention of public nuisance;
4. Protection of children from harm.

**RESOLVED to:**

Grant the application for the variation of the Premises Licence subject to the current conditions specified in Annex 1 and 2 of the Premises Licence Number 18/01816PREM and would also be subject to the additional conditions and measures set out in the Operating Schedule included in the application form, the conditions agreed with the Police and the additional conditions imposed by the Panel, all as set out below:

Conditions set out in the Operating Schedule

1. The DPS shall give notice of the event dates no later than 2 months before the first day of the event to the Licensing Authority and the Safety Advisory Group.
2. There will be a maximum of 3 events per calendar year with a capacity of over 300.
3. No events with the capacity over 300 will take place within 14 clear days of each other.
4. The number of persons accommodated on the event site at any one time shall not exceed 1500.
5. The DPS will submit the final agreed version of the Event Management Plan to the Licensing Authority no later than 1 months before the day of the event and will liaise with relevant Responsible Authorities in the development of prior drafts.
6. The event Management Plan shall (as a minimum) contain:
  - a) A Detailed site plan, showing as (as a minimum) bar, stage & toilets
  - b) Details of security and stewarding arrangements for the event
  - c) A Traffic Management Plan
  - d) A Noise Management Plan
  - e) An Alcohol Management Plan
7. The DPS will maintain overall responsibility for the event and will be accountable for ensuring that all licensing objectives are met and premises licence conditions are adhered to.

8. The DPS shall facilitate site inspections for relevant Responsible Authorities prior to, during and after event days if requested.
9. A Complaints log will be maintained at the premises and any complaints received will be recorded therein. As a minimum the log will record date and time of complain, name of complainant (if known), description of complaint and any remedial action taken. The complaints log will be made available to officers from the Council Environmental Health team to inspect.
10. A music management plan will be drawn up and implemented at the premises.  
The Plan will set out the following:
  - a) Checks to be completed prior to musicians playing (including musician having agreed to reduce volumes if required by DPS/manager).
  - b) Positions for monitoring music levels during sound check or if no sound check during first 20 minutes of performance.
  - c) Method for checking likelihood of levels being considered a public nuisance.
  - d) Method for recording check
  - e) Requirements for dealing with complaints.
  - f) The Plan will be updated periodically in line with changes in best practice.
  - g) The Plan will be made available to officers from the Council responsible authorities to inspect.
11. At the start of any external music event, sound checks will be carried out at locations in the vicinity of the premises as set out in the External music management plan. The person undertaking the checks will ensure that the levels are such that in their opinion they are unlikely to be considered a public nuisance. If required, the levels shall be reduced and re-checked to ensure that they comply with this condition. Such plan to be agreed with the Environmental Protection Service.

### Conditions agreed with the Police

A list of forthcoming events shall be supplied to the police at least 4 weeks prior to the event and shall contain the following information:

1. The timings of the events
2. The name, address and telephone contact details of the organiser of the event, or hirer of the premises/part of the premises.
3. The anticipated number of persons attending the event, not exceeding 1500.
4. Any other information requested by the police sufficient to determine whether there is a risk of public disorder.
5. Where either the management at the premises or the police consider that a forthcoming event has a risk of disorder, the management at the premises shall, in consultation with the police, undertake a risk assessment. If the police are not satisfied with the management proposals contained in the risk assessment, the event shall not proceed so long as the police have given written notice seven days prior to the date of the event.

6. The DPS shall risk assess the need for the SIA registered door supervisors at the premises, and/or employ such door supervisors at such times and in such numbers deemed as necessary by the risk assessment, and/or at any other times upon agreement with the Police. Cognisance shall be taken of Police advice if events are taking place which may directly or indirectly impact on the safety of staff and customers and provision shall be made for the required number of SIA licensed door supervisors to be on duty at times as agreed with the Police i.e. events requiring extra Police resources (Bank Holiday weekends, significant international or local sporting events etc.) The written risk assessment shall be made available on request to the Police and/or Licensing Authority.

Additional conditions imposed by the Panel

Sale of alcohol is permitted between 12:00pm – 21:00pm Sunday – Thursday (excluding Sundays preceding a bank holiday Monday)  
Sale of alcohol is permitted between 12:00pm – 22:00pm Friday, Saturday and Sundays (preceding a bank holiday Monday)

The meeting finished at 12.00 pm

Signed by Chair:  
Date: