

Vanessa Etheridge

From: Jessica Bolton
Sent: 10 October 2013 10:51
To: Vanessa Etheridge
Subject: FW: Sevenoaks Indoor Bowls Centre - New Premises Licence application

From: Mark BERESFORD PC 9923 [mailto:mark.beresford@kent.pnn.police.uk]
Sent: 20 September 2013 14:22
To: Sevenoaks IBC
Cc: Leeann Leeds; Jessica Bolton <jessica.bolton@sevenoaks.gov.uk>
Subject: RE: Sevenoaks Indoor Bowls Centre - New Premises Licence application

Dear Glynis,

Thank you very much for your response. I have passed your email to the licensing authority.

Kind regards, and have a nice weekend,

Mark

PC Mark BERESFORD
Licensing Officer
Sevenoaks District
telephone 101
mobile 07581 209912

>>> [REDACTED] 20/09/13 11:34 >>>
Dear Mark

After speaking to our Board of Directors we would like to go ahead and amend our Licence Application as detailed below. We would like to point out the both Christmas Eve and New Years Eve would only be a club function and not a public event.
Could you please advise me on what I need to do now regarding Sevenoaks District Council.

Kind regards

Glynis

Date: Fri, 13 Sep 2013 14:59:36 +0100
From: mark.beresford@kent.pnn.police.uk
To: [REDACTED]
CC: leeann.leeds@sevenoaks.gov.uk; Jessica Bolton <jessica.bolton@sevenoaks.gov.uk>
Subject: Re: Sevenoaks Indoor Bowls Centre - New Premises Licence application

Dear Glynis,

It was good to meet you today, and thank you for your time in going through the application.

I've spoken with Leeann, who will further consult with the licensing manager, but thinks probably likely that any changes / conditions can be amended on the application.

She has said that it is likely they will need any confirmation of the below direct from you. However i will cc this initial email to them so that they are aware.

Once you have had a chance to look over this and take it to the board, please can i ask that you send me a reply, either agreeing in full or otherwise. I will then consult further with the licensing authority on what needs to happen next.

Kind regards,

Mark

Based on our meeting, you want to amend the hours on your application to the following:

Hours premises is open to the public: Monday - Sunday 09:00 - 23:30

All other activities that have been applied for in the application: 09:00 - 23:00 (ie. sale of alcohol, recorded music etc.)

Non standard timings: to clarify Christmas and New Years eve - finish at 01:00 hours

From our meeting there are also some other parts of the application that you wish to amend:

Please give a general description of the premises

(page 4 of the application)

This premises is currently operating under a Club Premises Certificate, as a members indoor bowls club. The intention is very much to keep the premises primarily as a club, and run in the same manner as it has been for many years. The application for this premises licence is made with the intention, and in good faith, of holding the following activities:

- Wedding functions
- Sunday Lunches open to the public
- renting out of the premises for private functions
- use of the premises by local clubs with access to the bar and sale of alcohol
- Christmas and New Years Eve parties
- Other bowling clubs using the premises

There is no intention to use the bar as a public bar for general access during the opening hours stipulated. The premises will primarily remain a members club, and as such with the exception of the above activities and similar, will continue operating in the manner of a members club. The primary customer base for this premises is likely to fall within an older demographic, which is currently the case.

Licensing Objectives

a) General - all four licensing objectives

The premises has been operating as a club for many years without any failings in the promoting of the licensing objectives.

There are 2 paid staff, including the applicant, and 4 volunteers who are also members of the club who have previous experience working in the alcohol licensing industry. The applicant has started training staff and the volunteers, using the personal licence training documents as a template, and will be maintaining records of this training.

Both paid staff also have full CRB certificates.

Private Functions (including wedding receptions) - These will be operated under a written standard operating procedure, to be produced and agreed by the premises supervisor, and will be made available for inspection by the police or licensing authority.

Birthday parties will only be accepted when the birthday party is for someone who is celebrating being 30 years old or over.

Bookings will only be taken in person, not over the phone or by any other method.

There will be an option available whereby a deposit can be required if deemed necessary.

The person taking the booking will ensure that full contact details including phone number are taken for the person making the booking.

The maximum attendance for any function will be 150 people.

Incident Log - a written incident log will be kept and maintained.

The applicant has demonstrated a willingness and desire to work with the local community previously by regularly contacting police about congregating youths in the nearby public car park (totally unconnected with the premises). This robust approach to any nuisance behaviour outside of the premises will continue.

b) The Prevention of crime and disorder

The premises has one CCTV camera which covers the outside of the entrance. This is monitored in the staff office. The entrance door has a security control lock, which can be utilised when needed.

There is also Sevenoaks District Council CCTV operating in the adjacent car park, which is capable of overlooking the entrance of the premises, and monitoring the front part of the premises. This CCTV system is controlled and monitored by Sevenoaks CCTV control room.

The premises is an existing paying member of the Sevenoaks Safer Town Partnership, and will continue to play an active part in this. As such, the premises has a town centre radio, and the ability to contact the CCTV control room when required.

There is no history of drink driving associated with this premises to the best of my knowledge, and currently there is a very strict zero-tolerance on any kind of drink driving.

There is a secure and lockable staff office, which is easily accessible from the reception area. The reception is located close to the entrance, and needs to be passed in order to gain further access to the premises.

c) Public Safety - in addition to the measures already stated, 3 persons have been trained and issued certificates in 1st aid. 16 people have been trained in the use of a defibrillator available at the premises.

d) The prevention of public nuisance - The applicant and premises generally have good working relationships with the local community, and wish this to continue.

It is recognised that the premises is situated near to a care home, and this is along the only access route to the premises. There is a good working relationship with the manager and staff at this facility, and a number of persons use both of the facilities. It will be ensured that there is an appropriate contact policy to ensure staff at the care home can contact the staff at this premises should there be any issues that need addressing urgently.

A sign will be placed in a visible location reminding any patrons leaving the premises that they need to respect neighbours and leave quietly.

As a club, this premises already has a robust approach to nuisance youths and disorder.

The smoking area is situated at the front of the premises, with the premises as a physical barrier between this area, the care home and residents.

Taxi numbers will be available upon request.

e) The protection of children from harm - A Challenge 25 policy will be operated and maintained at the premises, to a standard agreed by Police and/or trading standards officers. This will include a refusal register, which we already currently operate.

We also have a source of expert information on children and vulnerable persons, who is an existing member of the club who we are able to consult.

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