#### **Charlotte Johnson**

From:

Sent:

To:

Cc:

Subject: Attachments:	FW: Yarnton Manor FW: Yarnton Manor new Premises Licence Application; Photographs.pdf; 2015-07-04 Open Ltr Yarnton Manor to Yarnton Residents.pdf		
Importance:	High		
Yarnton Manor Licence A	pplication		
Dear Chris			K
Appreciate how busy you take my call this morning.	must be at the moment so vo Thank you.	ery grateful that <b>y</b> o	u made time to
One question which is bei family (and many others i	ng asked by Jon Payne the lic n Yarnton).	censing lawyer rep	resenting my
He sent an e-mail yesterd forthcoming Hearing on 2 reference).	ay to your licensing in-box wit 8 July 2015 (this is forwarded b	h information as re below as sent for e	gards the ase of
As we understand the porrelevant Licensing Counc	sition; this e-mail plus its attacl illors.	nments will be plac	ced before the
However we were not sur Oxford Programs Ltd or w	e if your office was going to so hether we should do this?	end the e-mail to t	he Applicant
Please confirm the posito	n.		
Thanks very much.			
Kind regards			
DAVID C HINDE Solicitor Director Hinde Law Ltd			
Email:     Direct Line:			
Address: 71 – 75 Sheltor   Office:	Street, London WC2H 9JQ		ē po

Hinde Law (David C Hinde) <

Jon Payne; Hinde Law (David C Hinde)

16 July 2015 13:43

Chris Pegler; Licensing

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Please consider the environment before printing this email and attachments.

From: Jon Payne [mailto Sent: 15 July 2015 17:51

To: licensing@cherwell-dc.gov.uk

Subject: Yarnton Manor

#### **Dear Charlotte**

Please find attached a number of documents that we would like to rely on at the forthcoming hearing. No doubt Councillors will already have a copy of the s182 guidance and your licensing policy to hand.

I anticipate that we will have a number of suggested conditions to present to the committee if they are minded to grant a licence and will do so in verbal form at the hearing, but for the sake of convenience and to avoid excessive note-taking, we will also email these to you. To assist members, I will also prepare bullet points of our submissions that we will present at the hearing.

Whilst writing, can I check to see whether there have been any amendments to the application since it was deposited?

Regards,

Jon Payne
BSc(Hons), Dip HSW, CMS, MCIEH, FRIPH, MIOL, CMIOSH,
Barrister (Non-practising), Solicitor

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#### **Charlotte Johnson**

From:

Jon Payne •

Sent:

15 July 2015 17:10

To:

'Jon Payne'

Subject:

FW: Yarnton Manor new Premises Licence Application

From: Beautiful Yarnton Sent: 15 July 2015 14:23

To:

Cc: Beautiful Yarnton

Subject: Yarnton Manor new Premises Licence Application

To William and George Humphreys
Directors
Yarnton Manor Estate
Oxford Programs Ltd
14 King Street
Bristol BS1 4EF

By e-mail to

Dear William and George Humphreys

On 4 July 2015 you convened a meeting at Yarnton Manor to discuss your application for a new premises licence.

You indicated that Minutes of the Meeting would be made available but to date this has not been done.

As you know about a hundred Yarnton residents attended the Meeting and their principal concerns were expressed by numerous speakers.

These concerns in essence were that whilst Yarnton Manor had given information as regards its summer school run by Oxford Royale and some information about a few events that it intended to run at Yarnton Manor under the auspices of its events company Winterwell Ltd, the simple vital fact was that the widest possible terms of licence had been applied for.

Amongst other questions, you both and the rest of your team were repeatedly asked to clarify precisely:

- 1. How many such events were envisaged?
- 2. How many people were expected to attend?
- 3. How many cars and/ or buses were expected to attend?
- 4. What sound levels were going to be used for the live and amplified music?

However you were unable or simply unwilling to give answers to these questions which understandably only increased the concerns of the villagers.

These concerns were not allayed by the open letter dated 4 July 2015 from Yarnton Manor Estate that was given to everyone as they left the Meeting because whilst some more information was provided and in particular as regards the planned Winterwell Festival on 29 August 2015, we were still left in the dark as regards the *other* events planned to take place at Yarnton Manor with the above-mentioned key questions still remaining unanswered.

At the conclusion of the meeting I approached you both and other members of your team and introduced myself as being a person who was working with a number of other Yarnton residents.

I explained that we represented a significant number of Yarnton villagers who were loosely affiliated as The Beautiful Yarnton Residents Group all of whom were most concerned by the vagueness of your actual plans for events at Yarnton Manor which would require to be licensed in light of the widest possible scope of the new Premises Licence for which you had applied.

In an effort to avoid unnecessary dispute over this I and others in our team offered to enter a dialogue with you to see if we could resolve conditions for your Licence by agreement before the Hearing on 28 July 2015.

I invited you to correspond with me and you gave me to understand that you would consider this invitation to dialogue and respond.

To date we have not had any such response and accordingly are left to conclude that you do not wish to enter any direct dialogue with the Beautiful Yarnton Residents Group.

Yours sincerely

**David C Hinde** 

Solicitor

**Beautiful Yarnton Residents Team** 

4th July 2015

Dear Residents

We are offering this meeting today as an opportunity for concerns to be raised, and these addressed, in relation to the Estate's premises licence application listed for hearing by the Licensing Sub-Committee of the Council on 28 July and in relation to the Winterwell event on 29 August 2015.

We appreciate that this meeting was arranged at short notice. However today was chosen because, as you may know, the hearing date for our premises licence of 28th July has only recently been scheduled by the Licensing Sub-Committee, and to get this session in a reasonable time ahead of that date we have had to fix a date early in July. Logistically the date had to be 4th July, because the Manor (otherwise full of students) is empty for a changeover day with one group of students having left this morning and another group not arriving till tomorrow morning.

Premises Licence Application

We have received a number of enquiries about our recent application for a premises licence to show films, play recorded and live music (to the extent now required) and (where appropriate) serve refreshments and alcoholic beverages (all regulated activities) at the various functions that will take place at the Manor over a normal year. The question has been asked: What are our intentions in this, and what might be the impact of what's proposed on the surrounding community if granted?

We must stress that we are primarily applying for administrative reasons. A single licence for regulated activities is valid for a year, and thereafter is subject to an annual fee. Having a single annual licence in place saves our having to make an application to the Council by temporary event notice (TEN) each and every time a function is to take place during the year (but see below as to the maximum permissible of these).

We have already applied for and been granted TENs for the 6 presently-anticipated number of events and functions associated with our student summer courses. These are non-alcoholic functions usually associated with the ending of a course for a batch of students e.g. a graduation disco. 2 of these have taken place already on 19th June & 3rd July without a problem.

But we need to be flexible, as we are setting up here an all-year-round educational centre, and groups of students may be having graduation discos or similar, or functions may be arranged for them, all through the year, or scheduled dates may need to be changed.

To date the maximum number of TENs that might be applied for in a year is 12. Parliament has now increased this to 15 in any calendar year. Beyond that number, a single annual premises licence is required.

Functions to be held are not only student-related events. The Manor has for a long time been pleased to make its facilities available to couples for weddings, for example, averaging a small number of these during the year. Residential conferences may also be held, to which functions attach and there may be other functions or events – for example a few years ago the Manor hosted the St Hugh's College Annual Ball.

Yarnton Manor - Yarnton, Oxford, OX5 1PY
Telephone: E-mail:

Without a premises licence, we would be unable to carry on our business of this kind beyond the maximum permissible number of TENs during a year. All who have visited our fine Grade 2\* Listed Jacobean building will have no difficulty imagining the cost of maintaining its fabric in a state that can be enjoyed by future generations. As in every other sphere of public life, we need to be able to make good use of our asset, provided our activities are run in a way that is appropriate and sensitive to the interests and amenity of our neighbours.

Another need for the premises licence is in relation to the showing of films for educational (and commercial) purposes. At present we have a licence in place for the copyright aspect of showing films, but we don't have a licence for the actual showing of films (e.g. as a part of our educational courses – again, to the extent that this is required by law).

Separately, we had thought that the showing of films (such as vintage movies) on a giant inflatable screen might be something the village might find attractive down the line. We would not be intending to do this regularly, perhaps once or twice a summer, but currently permission for this would need to come out of our annual TEN allocation.

We have closely followed the guidance given by Cherwell District Council in their application documentation by:

Posting up a copy of our application on the gate outside the Manor on the blue A4 paper supplied by the Council. This notice has been in effect since 6 June.

Submitting a copy of the application to the Oxford Mail for publication for Yarnton residents and people further afield to see.

Publishing the application in the Oxford Mail online for web-viewers to see.

Copies of published notice and the application are attached. Their prescribed format does not allow for much explanation to be included. The prescribed notice is just a bare, factual statement of the types of regulated activities and the hours applied for. So just reading it on its own may give cause for concern. This is perhaps particularly so in relation to the hours and days applied for. To explain, though:

We may want to be showing <u>films</u> (mostly to students) <u>indoors</u> on any day of the week, so permission for this 5.00 pm to 2.00 am Monday to Sunday has been applied for.

Outdoors (practically speaking in the rear gardens of the Manor) permission applied for to show films has been restricted to 5.00 pm to 11.00 pm Monday to Sunday.

Permission to play <u>Recorded music</u> (e.g. music played from CD) <u>indoors</u> has been applied for (very often at functions for students, other residents & guests) on Thursdays to Sundays 1.00 pm to 3.00 am.

Outdoors, the permission for recorded music has been restricted to between 1.00 pm and midnight Thursdays to Sundays inclusive.

The playing of <u>live music</u> (any kind of live music from a concert pianist to a dance band) is a different regulated activity. Permission for this has been applied for <u>indoors</u> between 1.00 pm and 3.00 am Thursdays to Sundays.

Yarnton Manor - Yarnton, Oxford, OX5 1PY Telephone: ail

Outdoors (which means in practical terms in the rear gardens of the Manor) permission to play live music has been applied for between 1.00 pm and midnight Thursdays to Sundays.

Associated with the above activities indoors or outdoors, permission to supply late-night refreshments has been applied for Thursday to Sunday 11.00 pm to 3.00am.

Again, associated with the above activities indoors or outdoors, permission to sell alcoholic drinks (e.g a cash bar for departing residential conference attendees) has been applied for Thursday to Saturday 1,00 pm to 3.00 am, with Sunday those hours restricted to 1.00 pm to midnight.

None of this means that we have the intention of showing films, playing music, selling refreshments and selling alcohol on every one of those permitted days during all those permitted hours. These days and hours applied for are an overall permission for regulated activities on occasions to be authorised by the required licence.

The guidance that we received from the Council is to apply for days & hours which are sufficient to include regulated activities at all types of anticipated functions or events, so as not to need to re-apply for variations of the licence terms every time a function is booked which might need regulated activities to be running outside the shorter hours originally applied for. So, for example, it's very unlikely that we would be running a film show for young students till after midnight, and no alcohol would be supplied to them in any event, but if one of the Oxford Colleges (as St Hugh's have done in the past) were to want us to host their May Ball, or a wedding or birthday party hosted at the Manor were to want their reception to go late on a light mid-summer night, then that 3.00 am longstop time might be needed.

Essentially, these are longstop hours sufficient to cater for all the different types of function that we envisage we might need during the year.

#### Winterwell

One of these functions is the hosting of the one-off, one-day Winterwell event on 29th August, when the Manor will be closed to students, run by our events-operating company Winterwell World Limited.

We have already been granted permission for this under a TEN that we submitted. A copy of that grant and the application for it (with confidential details redacted) is attached.

Winterwell is in essence a summer garden party, with music going on into the night, for likely about 350 to maximum 499 people, with associated supply of refreshments, alcohol, and possibly showing of films. Winterwell has been in operation for almost a decade at various venues (including in Oxfordshire) without incident and is run by a team of experienced event management professionals.

In practice an event of this nature is not unlike a large private party, or a wedding, or a function such as a College Ball.

The size of the event will be easily accommodated within the 7-acres of the Manor gardens. We will ensure appropriate security measures and infrastructure are in place to allow the event to run smoothly and without incident. Staff and security measures will be in place to ensure that guests are kept to the designated areas for the event and not allowed to roam around the agricultural fields belonging to the Estate.

> Yarnton Manor - Yarnton, Oxford, OX5 1PY - E-mail: Telephone

We are aware that the outdoor music will be audible to some local residents, and will be taking steps to limit as far as reasonably practicable any disturbance that this may cause. The music will be contained to the back lawns of the Manor, which are surrounded by walls and high trees. The playing of outdoor music will be over by 9.00 pm. After then music will be played indoors.

In relation to traffic and access for the event, we do not think there is likely to be material impact on Church Lane. However, we will be taking advice from an independent traffic consultant on this point at the appropriate time.

Winterwell is open to anyone (subject to security and to numbers) and features garden games, lawn tennis, croquet, picnics, live music and much more. A discount is available for Yarnton residents and anyone interested should enquire via the Winterwell website at www.winterwell.co.uk. Two very worthy charities - War Child and Care International - are being supported this year, and we hope to raise as much money for them as possible.

#### General

Primarily, we are an educational company, first and foremost working with the interests of our staff and students in mind. However, as previously indicated, running ancillary events (e.g. during the holiday or low-season) is absolutely fundamental to our business, as it provides needed income to go towards maintaining the Estate throughout the year. This is not uncommon in the Oxford University Colleges, all of which generate extra income when their students aren't on site to contribute towards, for example, increasingly expensive building repairs.

Hopefully the above explanations will alleviate concerns and correct a certain degree of misunderstanding as to what is intended by the premises licence that we have applied for, but this is an open information session and questions are welcome to be asked, through the meeting Chairman, of our representatives present.

We sincerely hope that this can be the beginning of a sustained dialogue between the Estate and its neighbours. Certainly this is our intention.

Kind regards,

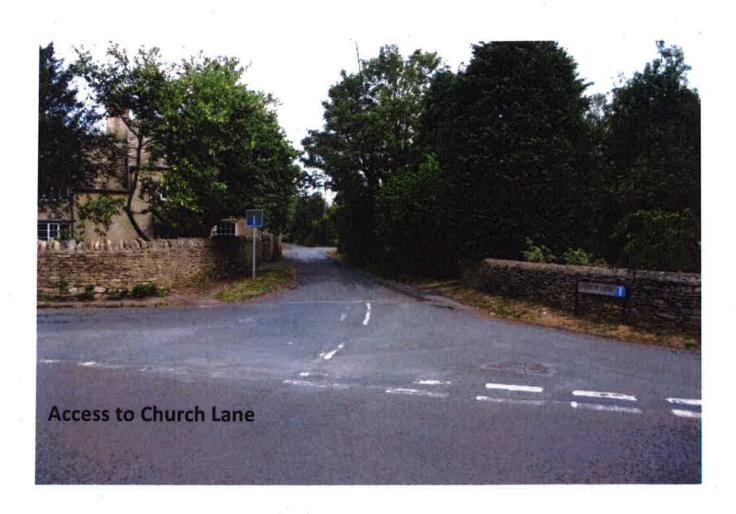
GEORGE HUMPHREYS FOR THE YARNTON MANOR ESTATE

#### Attachments:

- (1) Published notice for premises licence application
- (2) Application for premises licence
- (3) Grant of TEN for Winterwell 29.8.15
- (4) Application for Winterwell TEN (with confidential details redacted)









### View along Church Lane





