

Charlotte Johnson

From: Hinde Law (David C Hinde) <
Sent: 16 July 2015 13:43
To: Chris Pegler; Licensing
Cc: Jon Payne; Hinde Law (David C Hinde)
Subject: FW: Yarnton Manor
Attachments: 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 Application

Dear Chris

Appreciate how busy you must be at the moment so very grateful that you made time to take my call this morning. Thank you.

One question which is being asked by Jon Payne the licensing lawyer representing my family (and many others in Yarnton).

He sent an e-mail yesterday to your licensing in-box with information as regards the forthcoming Hearing on 28 July 2015 (this is forwarded below as sent for ease of reference).

As we understand the position; this e-mail plus its attachments will be placed before the relevant Licensing Councillors.

However we were not sure if your office was going to send the e-mail to the Applicant Oxford Programs Ltd or whether we should do this?

Please confirm the position.

Thanks very much.

Kind regards

DAVID C HINDE
Solicitor
Director
Hinde Law Ltd

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From: Jon Payne [[mailto](mailto:jon.payne@hinde-law.co.uk)]
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, CMIOASH,
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

Yarnton Manor Estate

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: 01865 850000

E-mail: info@yarntonmanor.com

www.yarntonmanor.com

Yarnton Manor Estate

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
Telephone - E-mail:

www.yarntonmanor.com



Rutten Lane facing towards Cassington Road



Cassington Road, Church Lane to right



Access to Church Lane



Church Lane looking towards Cassington Road

View along Church Lane





