

Charlotte Johnson

To: Neil Whitton
Subject: RE: 17/PRM1188/LAPRE1 - FAQ - 38 Market Square, Bicester

Regards

Charlotte Johnson | Licensing Enforcement Officer
Cherwell District Council and South Northamptonshire Council | Direct tel: 01295 753744 / 01327 322278
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From: Neil Whitton
Sent: 07 November 2017 14:11
To: Licensing (CDC)
Subject: FW: 17/PRM1188/LAPRE1 - FAQ - 38 Market Square, Bicester

FYI

Kind Regards

Neil Whitton
Environmental Protection Officer
Cherwell District Council and South Northamptonshire Council
Tel - 01295 221623
Email - Neil.Whitton@cherwellandsouthnorthants.gov.uk

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From: Neil Whitton
Sent: 07 November 2017 09:18
To: 'Marc Sylvester'
Subject: RE: 17/PRM1188/LAPRE1 - FAQ - 38 Market Square, Bicester

Hi Mark,

I think that sounds like a good compromise. Can you send the plan as an attachment as it doesn't open all that well like that. I will then re-write the conditions and copy in Licensing. Then all you have to do is reply to as all that you agree to these and job done.

Kind Regards

Neil Whitton
Environmental Protection Officer

Cherwell District Council and South Northamptonshire Council

Tel - 01295 221623

Email - Neil.Whitton@cherwellandsouthnorthants.gov.uk

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From: Marc Sylvester [mailto: [REDACTED]]
Sent: 06 November 2017 11:41
To: Neil Whitton
Subject: Re: 17/PRM1188/LAPRE1 - FAQ - 38 Market Square, Bicester

Hi Neil,

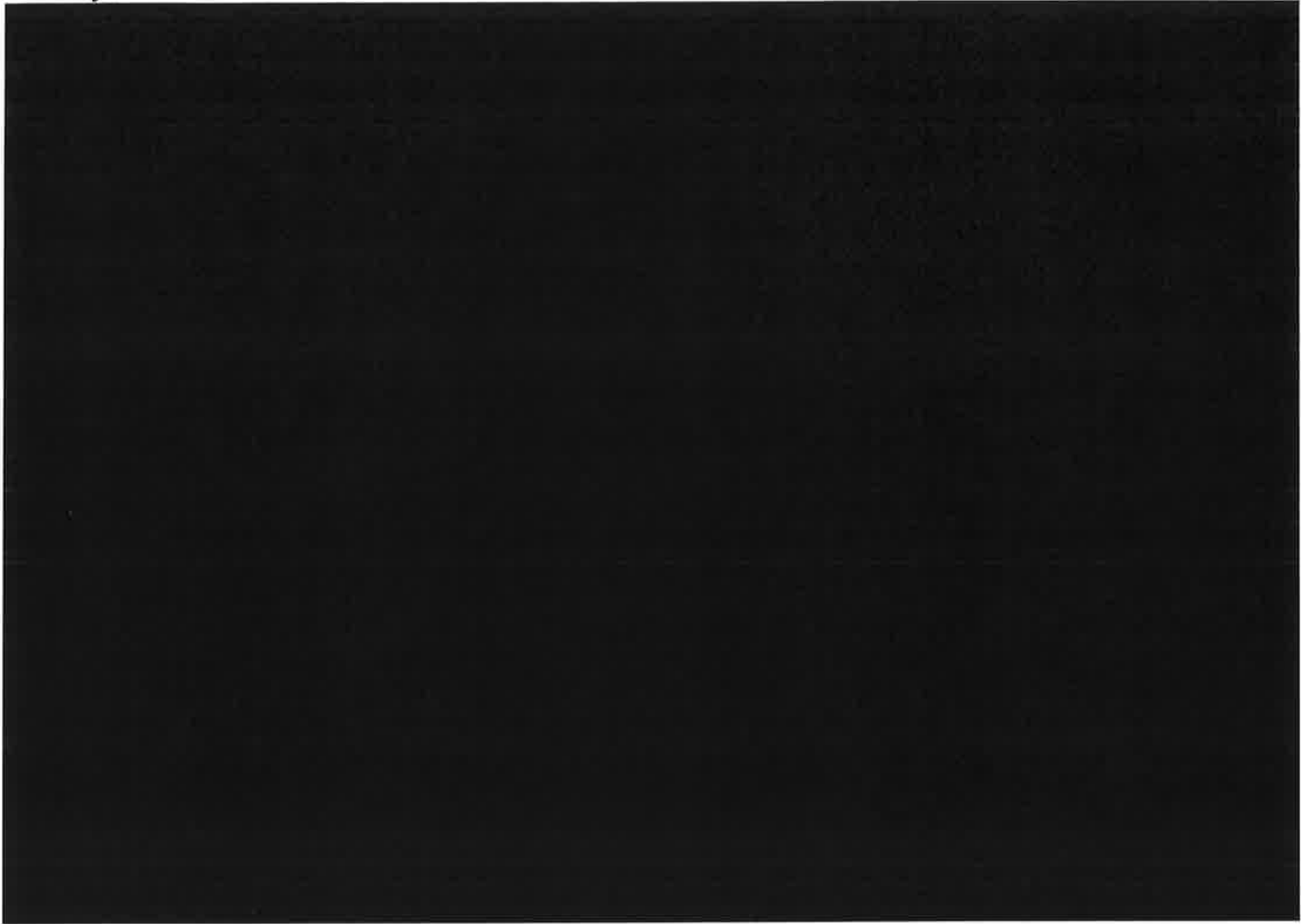
Thats for the email, with regard to the letters i passed around, i had a positive response from both neighbouring letting agents and the kings head pub with whom i spoke too when i delivered the letters. I also had a nice call from barclays who called me shortly after to wish me luck and to tell me about the works to their roof.

As far as the conditions are concerned although i'd like to keep the outside open later i also understand the need to protect surrounding areas from noise and nuisance so i'm happy to accept 11, i would however ask to change the wording or stipulation around the reduced area to something like -

"from 11 onward the garden area shall be reduced to a smaller area (see plans) and there will be not external music. In this area there shall be no seating and customers will be advised that it is only to be used for smoking"

I hope that this all makes sense, please feel free to call or email if not

regards



On 3 Nov 2017, at 13:10, Neil Whitton <Neil.Whitton@cherwellandsouthnorthants.gov.uk> wrote:

Dear Marc,

Thanks for meeting with us earlier in week, it is certainly a lot easier to understand things first hand rather than from a map/plan.

As you know my main concern is the garden area and the potential for noise to the residential properties surrounding it, especially the property that has openable windows into the courtyard. Have you had any response to the letters that you said you were going to deliver?

Having discussed this with my line manager I would like to suggest the following conditions:

- The outside area shall be closed at 11pm.
- An acoustic fence shall be erected across the outside area to reduce the noise impact on the neighbouring property and the plans agreed with the council prior to its construction and then built and maintained to that agreed specification
- There will be smoking area provided for a maximum of 5 people at any one time with no seating after 11pm. The location of this area shall be agreed with the council prior to opening and if a shelter is built then then it should be designed to offer maximum noise protection to

the neighbouring properties and the plans agreed with the council prior to its construction and then built and maintained to that agreed specification.

- External music levels shall be agreed with the council and the control for this locked with only access available to the licence holder and DPS.
- A noise log shall be kept on site and available for viewing on request by officers of the council or police. This log shall contain details of all noise complaints received and also of noise assessments made by the DPS or a nominated member of staff when live music or other events that could have the potential to cause a nuisance are taking place.
- All windows and doors(except for access/egress) shall be kept shut when live music or other events that could have the potential to cause a nuisance are taking place.

With regards to the proposed fence I would recommend that you check with the planning department if you will need permission for this. I hope that you agree to these conditions, if you do please reply by email or if you would like discuss them further please drop me a line.

Kind Regards

Neil Whitton
Environmental Protection Officer
Cherwell District Council and South Northamptonshire Council
Tel - 01295 221623
Email - Neil.Whitton@cherwellandsouthnorthants.gov.uk

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Charlotte Johnson

From: Bloomfield Alex <Alex.Bloomfield@thamesvalley.pnn.police.uk>
Sent: 08 November 2017 14:28
To: 'Marc Sylvester'; Licensing (CDC)
Subject: RE: 38 Market Square Bicester

Categories: Charlotte

To the Licensing Authority –Cherwell District Council

Regarding the premises licence application for 38 Market Square Bicester, Thames Valley Police have agreed with Mr Sylvester a number of conditions to be attached to the grant to promote the licensing objective. A list of these conditions, and the consent of the applicant can be found below.

On that basis Thames Valley Police have no further representation to make.

Many Thanks

Alex

C0714 Alex Bloomfield | Force Licensing Officer | Telephone : 01865 541851 Internal: 3006579
| Mobile: [REDACTED] | Address: Licensing, Thames Valley Police, HQ South, Oxford Rd, Kidlington, OX5 2NX

For information, guidance and the Licensing Toolkit, visit: <http://knowzone/kz-lic-homepage.htm>

From: Marc Sylvester [mailto:[REDACTED]]
Sent: 08 November 2017 11:35
To: Bloomfield Alex <Alex.Bloomfield@thamesvalley.pnn.police.uk>
Subject: Re: 38 Market Square Bicester

Hi Alex,

Yes, i'm very happy to proceed with the following conditions, thank you.

all the best

Marc

On 7 Nov 2017, at 19:06, Bloomfield Alex <Alex.Bloomfield@thamesvalley.pnn.police.uk> wrote:

Hi Marc

I don't think there are any significant sticking points really from our side, we just want to make sure the bases are covered in the licence. Based on Laura's handover and what potentially we have agreed I don't think any further amendments need to be made with regards to crime and disorder.

Would it be fair to say you are ok with the conditions as redrafted, namely:

<p>TVP1</p>	<p>A Premises Daily Register shall be held at the premises. This Register shall be maintained for a rolling minimum period of 12 months, and shall record:</p> <ul style="list-style-type: none"> The name of the person responsible for the premises on each given day. The name of the person authorising the sale of alcohol each day. All calls made to the premises where there is a complaint made by a resident or neighbour of noise, nuisance or anti-social behaviour by persons attending or leaving the premises. This shall record the details of the caller, the time and date of the call and the time and date of the incident about which the call is made and any actions taken to deal with the call. Any refusals on grounds of age and/or intoxication (to include date, time, member of staff involved, reason for refusal as well as a brief physical description of the person refused) The name, SIA number, start and finish time of anyone employed in a security role for that day Any use of force by SIA registered staff in the effective management of the premises or in ejecting persons from the premises (to include date, time, member of staff involved, reason for force as well as a brief physical description of the person refused) Weekly checks of the CCTV, to ensure it is fully operational and any faults are dealt with including the time of the check and the person that carried it out. Any calls to or visits by Thames Valley Police in relation to any crime and disorder or like related matter. <p>The Designated Premises Supervisor, or duly nominated manager on their behalf, shall check the Premises Daily Register on a monthly basis ensuring that it is completed and up-to-date, sign the Premises Daily Register each time that it is checked, and make the Premises Daily Register available for inspection by any Authorised Officer throughout the trading hours of the premises</p>
<p>TVP2</p>	<p>The premises shall implement written policies and procedural statements and/or management action plans. Such documents shall include, but not be limited to, the following:</p> <ul style="list-style-type: none"> CCTV Conditions of Entry Crowd Dispersal Safeguarding Children & Vulnerable Adults Noise Queue/external areas of the public highway Management Responsible Service of Alcohol Security Measures Underage Sales & False Identification Zero Tolerance Drugs <p>The above policies and procedural statements shall be "live" documents maintained as seen fit by the premises, subject to consultation with the relevant authorised officer of the Local Authority, and Thames Valley Police.</p> <p>In light of subsequent issues/concerns from one of the above authorities, the premises licence holder will make amendments to the relevant policies as directed by that authority.</p> <p>A hard copy of the most recent policies will kept on site, readily accessible by any member of staff for their own</p>

	reference, or to be produced by staff upon request by any of the responsible authorities during premises visits to check for compliance.
TVP3	<p>As part of the Security policy referred to in condition TVP 2, this policy will contain a risk assessment detailing the numbers of SIA licensed security required (if at all) at the premises on any day, be it trade or for one off special events.</p> <p>On days where the risk assessment identifies a need for SIA security, the minimum number shall be no fewer than 2, to avoid vulnerable and ineffectual lone working SIA. Door staff shall remain on duty until such time as the premises is closed and both the venue and the immediate vicinity of the premises is cleared of its patrons.</p>
TVP4	The Premises Licence holder shall ensure that all staff employed at the premises and SIA security receive training on the relevant policies / procedures referred to at Condition TVP 2 to their role. Each member of staff/Door staff will sign a control sheet to confirm they have received and fully understand the content of such policies and procedures and that they will carry out their duties in accordance with them.
TVP5	<p>A CCTV system will be installed or the existing system maintained. The CCTV shall incorporate the following basic requirements:</p> <p>Be switched on and fully operational when the licensable activities are being carried out. Record for a minimum rolling period of 31 days Have a camera covering any entrance which will provide a facial shot of identification quality. Have cameras covering external areas both out the front of the premises and within the rear external area. Have cameras covering all pertinent internal areas of the premises Have a means of copying any footage to another medium as evidence if requested by the Police Have a member of staff working at all times whilst the licence is in operation that is able to operate the system and in particular be able to provide copies of any footage requested by The Police.</p>
TVP6	The Premises Licence holder shall operate the "Radio-Link" system of communication during the hours the premises is open to the public, and shall ensure that it is maintained and monitored by the duty manager or head doorman.
TVP7	All members of staff at the premises shall seek "credible photographic proof of age evidence" from any person who appears to be under the age of 25 years and who is seeking access to the premises or is seeking to purchase or consume alcohol on the premises. Such credible evidence, which shall include a photograph of the customer, will include a passport or photographic driving licence.
TVP8	The premises shall be cleared of customers and closed 30 minutes after the conclusion of the last licensed activity

If that is the case would reply to this email stating your satisfaction. I can then forward on the whole chain to Cherwell confirming our satisfaction.

Thanks

Alex

C0714 Alex Bloomfield | Force Licensing Officer | Telephone : 01865 541851 Internal: 3006579
| Mobile: [REDACTED] | Address: Licensing, Thames Valley Police, HQ South, Oxford Rd, Kidlington,
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