

NORTHAMPTON BOROUGH COUNCIL

LICENSING SUB-COMMITTEE

Wednesday, 24 May 2017

COUNCILLORS PRESENT: Councillors Beardsworth (Chair) and Culbard

COUNCILLOR APOLOGIES: Councillor Haque

OFFICERS: Louise Faulkner (Licensing Team Leader)
Mehboob Kassam (Solicitor)
Ed Bostock (Democratic Services Officer)

FOR THE APPLICANT: Steven Marks (Northamptonshire County Council Public Health)
Ian Grieve (Northamptonshire Fire & Rescue Service)

FOR THE REPRESENTORS: Mark Worthington (Solicitor)

1. WELCOMES

The Chair welcomed everyone to the meeting.

2. DECLARATIONS OF INTEREST

There were none.

3. EXCLUSION OF PUBLIC AND PRESS

The Chair moved that the Public and Press be excluded from the remainder of the meeting on the grounds that there was likely to disclosure to them of such categories of exempt information as defined by Section 100(1) of the Local Government Act 1972 as listed against such items of business by reference to the appropriate paragraph of Schedule 12A to such Act.

The motion was carried.

4. LICENCE REVIEW - BALLOON BAR

The Sub Committee reviewed the premises license for Balloon Bar

The meeting adjourned at 10:20am to make a decision. The solicitor was called for advice.

The Sub Committee reconvened at 10:30am.

RESOLVED:

That the conditions on the premises licence be modified with the addition of the following conditions in replacement of all non-mandatory conditions:

- 1) Door supervisors will be employed at the premises based on a threat and risk assessment performed by the premises management and a decision as to whether to deploy door supervisors or not will be documented in the venue's written risk

assessment including any rationale as to why the decision was reached. A copy of this risk assessment document should remain at the premises and be made available to an officer from a local authority upon reasonable request. As a minimum, door supervisors will be deployed as follows: Friday, Saturday and Bank Holiday Sundays 2 from 23:00 and an additional 2 from 24:00

- 2) All security staff must sign into a register at the commencement of every duty. This register will contain the name and full (16 digit) SIA badge number of each security staff member on duty. The register must be fully maintained and kept on the premises at all times and must be made available to an officer from a responsible authority upon reasonable request. Records must be retained for at least 6 months.
- 3) Door supervisors employed at the venue will wear hi-visibility outer garments at all times both when working inside and outside the venue.
- 4) The premises will have a means of monitoring and controlling its capacity during peak times (clickers, head counts etc.). This will be determined by the managements but will generally be between 24:00 and 04:00 Friday, Saturday and Bank Holiday Sundays.
- 5) An "ID scanner" (or similar device) will be used to screen all customers entering the premises when open for licensable activity.
- 6) The premises will have a documented search policy which has been agreed between the management and Northamptonshire Police. This document will be retained upon the premises and made available to an officer from a responsible authority for inspection upon reasonable request. All relevant staff will be made aware of this policy and will actively implement it.
- 7) The premises will have a documented drugs policy which has been agreed between the management and Northamptonshire Police. This document will be retained upon the premises and made available to an officer from a responsible authority for inspection upon reasonable request. All relevant staff will be made aware of this policy and will actively implement it.
- 8) A 'Drug Safe' will be installed at the premises and used in accordance with an agreement with Northamptonshire Police.
- 9) A Security 'patrol plan' will be developed and implemented during peak times, covering all areas licensable activity takes place.
- 10) A member of the management team will monitor and risk assess any queue forming after 03.00 and will redeploy security staff to monitor such a queue in line with that risk assessment.
- 11) No customer will be permitted to enter (or re-enter) the premises after 03:30 at any time the premises is open for licensable activity.
- 12) The premises will have a dispersal plan in place which involves staff/door staff encouraging and monitoring the safe and peaceful exit of customers from the venue and the immediate area outside. If customers are exiting onto Angel Street, their dispersal as far as Bridge Street will be monitored. All relevant staff will be made aware of this policy and will actively implement it.
- 13) The Designated Premises Supervisor shall ensure that all existing staff, new staff,

supervisors and managers receive an induction in the legality and procedure of alcohol sales, prior to undertaking the sale of alcohol. This training will include the lawful selling of age restricted products, refusing the sale of alcohol to a person who is drunk or appears to be intoxicated, the contents of the premises licence; times of operation, licensable activities and all conditions. Verbal refresher training will be undertaken at intervals not to exceed 6 months. Training documents shall be signed and dated, and training records be made available to an authorised officer of the Licensing Authority or the Police upon reasonable request. The records will be retained for at least 12 months.

- 14) An incident log will be maintained by the premises showing a detailed note of incidents that occur in the premises. The log will be inspected and signed off by the DPS (or a person with delegated authority) at least once a week. The log book should be kept on the premises and be available for inspection at all times the premises are open by authorised officers of the Licensing Authority or the police. An incident will be defined as being one which involves an allegation of a criminal offence and/or is relevant to the licensing objectives
- 15) A fully working and maintained CCTV system capable of recording and storing images must be installed on the premises. The system must record at all times the premises is open to the public and images must be stored for a minimum of 28 days with date & time stamping. As a minimum, this must cover all entry and exit points, both sides of all areas where the sale/supply of alcohol takes place.
- 16) A person conversant with the retrieval and down loading of CCTV footage must be present on the premises at all times it is open to the public.
- 17) All recordings must be made available to an officer from a responsible authority upon reasonable written request and in line with the provisions of the Data Protection Act 1998.
- 18) Polycarbonate drinking vessels will be used throughout the premises. Where possible PET bottles will be served. Products supplied in glass bottles may be decanted into polycarbonate drinking vessels based upon a threat & risk assessment performed by the premises management.
- 19) A proof of age scheme, such as Challenge 21, shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification, as per the current home office guidance.
- 20) Challenge 21 signage will be displayed at all points of sale of alcohol.
- 21) No person under the age of 18 will be permitted to enter the premises when it is open for licensable activity.
- 22) The premises will have a written policy in relation to dealing with vulnerable people associated with the venue. This will include as a minimum –
 - a) A means of contacting any scheme that deal with vulnerable people such as Street Pastors
 - b) A direct line of communication with the local area CCTV operators
 - c) Documented training for all staff members in dealing with vulnerability and how to spot it in the context of the night-time economy

- d) An agreement with a local taxi company(ies) to provide a line of communication facilitating the removal of vulnerable people if the need arises (the choice of company(ies) shall be at the discretion of the venue)
- e) Identification of a safe area inside the venue where vulnerable people can remain until their safety has been ensured
- f) A nominated member of staff who can be tasked to deal with any vulnerable people within the venue
- g) A method of recording the rationale for actions taken when dealing with a person who is deemed as vulnerable

The Sub-Committee also decided that the interim steps determined on 3rd May 2017 do not apply anymore.

The meeting concluded at 10:35am.