

**Swindon Borough Council
Licensing Act 2003 – Licensing Panel**

NOTICE OF HEARING

Date of Hearing: Monday, 14 July 2014

Place of Hearing: Committee Room 6, Civic Offices

Time of Hearing: 10.30 a.m.

Panel Members:

Conservative Councillors

Vera Tomlinson

Michael Bray

Labour Councillors

Abdul Amin

Committee Officer: Shaun Banks (Telephone 01793 463606)

Email: email: sbanks@swindon.gov.uk

Address: Swindon Borough Council, Civic Offices, Euclid Street, Swindon SN1 2JH

AGENDA

- 1. Appointment of Chair**
- 2. Apologies for Absence**
- 3. Declarations of Interest**
Members are reminded that at the start of the meeting they should declare any known interests in any matter to be considered, and also during the meeting if it becomes apparent that they have an interest in the matters being discussed.
- 4. Application to Application for the grant of a Premises Licence in respect of Highworth Town Junior Football Club, Sands Grounds, Swindon Road, Highworth SN6 7ES together with a copy of each relevant representation made and supporting documents (Pages 3 - 64)**

Date of Despatch: 01 July 2014

Access Arrangements – The Venue is wheelchair accessible and an infrared receiver hearing system is provided. If you would wish to attend the meeting but have any special requirement to enable you to do so please contact the Committee Clerk above, as soon as possible prior to the date of the meeting.

If you would like to receive any of the pages contained in this agenda in a larger print size please contact the Committee Officer whose name appears on the first page of this agenda.

INFORMATION TO ACCOMPANY NOTICE OF HEARING

Action following receipt of Notice of Hearing:

A party shall give to the Licensing Panel within the period of time provided for in the following provisions of this regulation a notice (in the form attached) stating: -

- Whether he intends to attend or be represented at the hearing.
- Whether he considers a hearing to be unnecessary.
- In a case where a party wishes any other person (other than the person he intends to represent him at the hearing) to appear at the hearing, the notice referred to in paragraph (1) shall contain a request for permission for such other person to appear at the hearing accompanied by details of the name of that person and a brief description of the point or points on which that person may be able to assist the authority in relation to the application, representations or notice of the party making the request.

The following notice periods apply:

No later than one working day in respect of:

- Cancellation of interim authority notice following police objection, or
- Counter notice following police objection to temporary event notice.

No later than two working days before the first day of hearing:

- Review of premises licence following closure order or review of premises licence following review notice;
- Determination of application for conversion of existing licence;
- Determination of application for conversion of existing club certificate; or
- Determination of application by holder of justices' licence for grant of personal licence.

In any other case, the party shall give the notice no later than five working days before the day or the first day on which the hearing is to be held.

Right of attendance, assistance and representation:

A party may attend the hearing and may be assisted or represented by any person whether or not that person is legally qualified.

The hearing will take place in public. However the Licensing Panel may exclude the public from all or part of a hearing where it considers that the public interest in so doing outweighs the public interest in the hearing, or that part of the hearing, taking place in public. For these purposes a party and any person assisting or representing a party may be treated as a member of the public.

The Licensing Panel may require any person attending the hearing who in their opinion is behaving in a disruptive manner to leave the hearing and may:

- refuse to permit that person to return, or
- permit him to return only on such conditions as the authority may specify.

Any such person may, before the end of the hearing, submit to the authority in writing any information which they would have been entitled to give orally had they not been required to leave.

Representations and Supporting Information:

At the hearing a party shall be entitled to:

- Give further information as appropriate in response to a point upon which the Licensing Panel has given notice that clarification is required (Note – if clarification is required from any party this will have been indicated in the Notice of Hearing);
 - If given permission by the Licensing Panel, question any other party; and
 - Address the authority.
- Failure of Parties to attend the Hearing

If a party has informed the authority that he does not intend to attend or be represented at a hearing, the hearing may proceed in his absence.

If a party who has not so indicated fails to attend or be represented at a hearing the authority may: -

- Where it considers it to be necessary in the public interest, adjourn the hearing to a specified date, or
- Hold the hearing in the party's absence.
- Where the authority holds the hearing in the absence of a party, the authority shall consider at the hearing the application, representations or notice made by that party.
- Where the authority adjourns the hearing to a specified date it must forthwith notify the parties of the date, time and place to which the hearing has been adjourned

Procedure:

A summary of the procedure that will normally be followed at the hearing is attached.

It should be noted that this is a general procedure intended to cover matters that will normally be applicable at all Hearings. However depending on the circumstances of each individual case, it is recognised that other issues may need to be considered as preliminary points at the hearing. These may include (but are not limited to): -

- Whether to proceed in the absence of a party;
- Whether to admit new documents or information submitted at the hearing;
- Whether it is in the public interest to exclude members of the public from the hearing or any part of it;

- Whether any party wished to withdraw representations previously submitted
- Whether to disregard any information given by a party or any person to whom permission to appear at the hearing is given by the authority which is not relevant to:
 - Their application, representations or notice (as applicable) or in the case of another person, the application representations or notice of the party requesting their appearance, and
 - The promotion of the licensing objectives

Standard procedure for licensing committee or licensing panel hearings, where representations have been made

- 1) The general facts of the application will be put to the hearing by an officer of the Licensing Authority.**
- 2) Ward Members who wish to speak on behalf of constituents who have expressed opposition to the application or aspects of the application will be invited to speak. Written notification of those representations must be submitted within the required period of notice.**
- 3) Where individuals or organisations have given the required notice that they wish to make relevant representations, they will be invited one at a time to clarify and support (but not add to) their written submissions. Representations will be heard only from those who have submitted an objection in writing before the deadline given for comments. This restriction applies equally to Members and Officers of the Council.**
- 4) Members of the Licensing Committee (or Panel) may ask questions arising from each representation, as may any other Member of Swindon Borough Council who is present. The applicant will not be allowed to comment or reply at this stage but may ask those making representations to give a brief clarification of any point they have made.**
- 5) Ward Members who wish to speak on behalf of constituents who have expressed a positive case in favour of the application will be invited to speak. Written notification of the positive representation must have been submitted within the required period of notice.**

- 6) The applicant and / or their solicitor or representative will be invited to make representations in support of the application and also to respond to points made by those who have made representations on the application in writing or in person. No unreasonable limits will be placed on the right of the applicant to make their case and they may present plans or artists impressions etc. if they wish.**
- 7) Members of the Licensing Committee (or Panel) may ask questions arising from the applicant's submission, as may any other Member of Swindon Borough Council who is present.**
- 8) Those who have made representations will be allowed to ask the applicant to give a brief clarification of any point they have made and they will be permitted to ask questions of the applicant. They will not be permitted to restate or develop their original representations and must limit their comments to issues that arise directly from answers given by the applicant or the applicant's representative.**
- 9) Members of the Committee or Panel hearing the application will then discuss the application in private, accompanied only by non-partisan officers who are there in a support role.**
- 10) Should any person present act in a disruptive manner the Chair will first warn him or her about their conduct and then, if the Chair considers it appropriate, may require the person concerned to leave the meeting forthwith. Where a party to the hearing insists on wasting the time of the hearing by needlessly repeating points that have been well aired and clearly put by earlier speakers, their actions may be judged to be disruptive and they may be asked to leave. It is strongly recommended that any spoken representations from groups of people with common concerns are made through an agreed spokesperson.**

Application for the grant of a Premises Licence in respect of Highworth Town Junior Football Club, Sands Grounds, Swindon Road, Highworth SN6 7ES

Licensing Panel

Date: 14 July 2014

Author: Kathryn Ashton, Licensing Manager

Wards Affected: Highworth

Purpose

To consider the application for the grant of a premises licence in respect of Highworth Junior Football Club, The Pavilion, Sands Grounds, Swindon Road, Highworth

Recommendation

The Licensing Committee is asked to determine the application, in light of the representations received from Environmental Health and residents, defined as 'other persons' under the Licensing Act 2003. The options available to the Committee are:

- To grant the application in its current form with conditions consistent with the operating schedule;
- To grant the application but to modify the conditions by amending, omitting or attaching new conditions; or
- To reject the application in whole or in part.

1. Reasons

- 1.1 The Licensing Panel has a statutory duty to undertake the functions of the Licensing Authority, where these have been delegated by the Licensing Committee.

2. Detail

- 2.1 An application for the grant of a Premises Licence has been received from Highworth Junior Football Club, The Pavilion, Sands Grounds, Swindon Road, Highworth, Swindon.

- 2.2 A copy of the application is attached as **Appendix A**.

- 2.3 The application seeks to the following licensable activities:

Sale of Alcohol

Monday to Sunday inclusive 10.00 – 00:00

Plays, Films, Indoor Sporting Events

Monday to Sunday inclusive 10.00 – 00:00

Recorded Music and Live Music

Monday to Sunday inclusive 10.00 – 00:00

Further information on the subject of this report can be obtained from Kathryn Ashton on 01793 466113 or e-mail kashton@swindon.gov.uk.

Application for the grant of a Premises Licence in respect of Highworth Town Junior Football Club, Sands Grounds, Swindon Road, Highworth SN6 7ES

Licensing Panel

Date: 14 July 2014

Late Night Refreshment

Monday to Sunday inclusive

23.00 – 05.00

Opening Hours

Monday to Sunday inclusive

10.00 – 00.00

- 2.4 The applicant has included a number of measures within the operating schedule in order to promote the Licensing Objectives. These are included within Part M of the application form attached as **Appendix A**
- 2.5 Representations have been received from other persons who consider that the granting of the application would undermine the prevention of public nuisance and ensuring public safety. Copies of these representations are attached as **Appendix B**.
- 2.6 A representation has also been received from Environmental Health who consider that should the application be granted in its current form it would undermine the licensing objective in respect of ensuring public safety. This representation is attached as **Appendix C**
- 2.7 Highworth Town Junior Football Club currently hold a premises licence for the Pavilion and this licence will need to be surrendered should any new licence be granted. There cannot be more than one Premises Licence in force for the same premises authorising the same licensable activities and times.
- 2.8 The existing premises licence is attached to the report as **Appendix D**.
- 2.9 There is a temporary event notice which has been received for an event to be held at Highworth Town Junior Club Pavilion and field on 12 July 2014, authorising regulated entertainment and sale of alcohol. The event is described as a charity music event utilising the bar in the main pavilion with 2 stages outside for live music. There have been no representations in respect of this application.
- 2.10 There are planning restrictions on the use of the pavilion such that it is restricted to a changing room/coaching/committee room in association with use of the adjacent recreation ground. There have nevertheless not been any representations from the Planning Authority in respect of the application for a grant of a Premises Licence and this is for information only and not to be taken into account in the determination of this application.
- 2.11 The Panel is requested to consider the application to vary the premises licence on its merits, having regard to the Swindon Borough Council's Statement of Licensing Policy and the Guidance issued by the Secretary of State under section 182 of the Licensing Act 2003.

Further information on the subject of this report can be obtained from Kathryn Ashton on 01793 466113 or e-mail kashton@swindon.gov.uk.

Application for the grant of a Premises Licence in respect of Highworth Town Junior Football Club, Sands Grounds, Swindon Road, Highworth SN6 7ES

Licensing Panel

Date: 14 July 2014

- 2.12 Having regard to the information put forward by the applicant and the representation made by the responsible authority, the Sub-Committee must take such steps (if any) that it considers appropriate for the promotion of the licensing objectives. The steps, as set out in section 35(4) of the Licensing Act 2003 are:
- To modify the conditions of the licence, whether by alteration or omission or by the addition of new conditions; or
 - To reject the application in whole or in part.
- 2.13 The hearing itself can be deferred to a specified date (or dates) where it is considered to be necessary for the authority's consideration of any representation or notice made by a party - The Licensing Act 2003 (Hearings) Regulations 2005;
- 2.14 The determination of the application must be made within the period of five working days beginning with the day (or the last day) on which the hearing is held - The Licensing Act 2003 (Hearings) Regulations 2005
- 2.15 The powers described in 2.12 and 2.13 above should only be exercised where it is exceptionally necessary.

3. Alternative Options

- 3.1 None.

4 Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 4.1 There are no direct financial implications arising from the report. In the case of a successful appeal against a Council decision, the Council could become liable for costs if the decision was found to be irrational.

Legal and Human Rights Implications

- 4.2 A declaration has been made by the Secretary of State, that the Licensing Act is compliant with the Human Rights Act. None of the relevant Articles of the Human Rights Act has absolute sway over the others. Article 8 deals with a right to undisturbed home life; Article 10 gives the right to free expression, including the right to entertain; Article 1 of the Protocol says that licences are 'possessions', which the holder has a right to enjoy. Common sense has to be used, in balancing each of these against the other.

All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 4.3 This report relates to the requirements of Licensing legislation

Further information on the subject of this report can be obtained from Kathryn Ashton on 01793 466113 or e-mail kashton@swindon.gov.uk.

Application for the grant of a Premises Licence in respect of Highworth Town Junior Football Club, Sands Grounds, Swindon Road, Highworth SN6 7ES

Licensing Panel

Date: 14 July 2014

Links to Corporate Plans and Policies (in particular to Swindon 2010 Promises)

- 4.4 The determination of the application will be made in accordance with set legal principles. The exercise of licensing powers by the Panel relates particularly to the LAA outcome of reducing crime and the fear of crime.

Diversity Impact Assessment

- 4.5 There is no DIA prepared in conjunction with this report

Risk Management

- 4.6 There is a theoretical risk of civil action against the Licensing Authority if it is found not to have exercised due diligence in licensing matters. There is also the risk of judicial review if the Policy is found not to comply with the requirements of the Licensing Act 2003 and associated legislation, regulations and guidance.

5 Consultees

- 5.1 The Board Director Finance, Revenues, Benefits and Property (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

6 Background Papers

- 6.1 Licensing Act 2003
- 6.2 Swindon Borough Council's Statement of Licensing Policy
- 6.3 Amended Guidance Issued Under Section 182 of the Licensing Act 2003 (*October 2012 & July 2013*)

7 Appendices

- | | |
|------------|------------------------------------------------------|
| Appendix A | Application for grant of a Premises Licence |
| Appendix B | Representations received from 'other persons' |
| Appendix C | Copy of the representation from Environmental Health |
| Appendix D | Copy of the current Premises Licence |

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Consultation
ends 18/6/14

Application for a premises licence to be granted
under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We HIGHWORTH TOWN JUNIORS FOOTBALL CLUB
(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description <u>THE PAVILION, SANDS GROUNDS</u> <u>SWINDON RD, HIGHWORTH,</u>			
Post town	<u>HIGHWORTH, SWINDON</u>	Postcode	<u>SN6 7ES</u>
Telephone number at premises (if any)		<u>N/A</u>	
Non-domestic rateable value of premises		£	

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- | | | |
|-------------------------------------------------|-------------------------------------|-----------------------------|
| a) an individual or individuals * | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i. as a limited company | <input type="checkbox"/> | please complete section (B) |
| ii. as a partnership | <input type="checkbox"/> | please complete section (B) |
| iii. as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv. other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) a recognised club | <input type="checkbox"/> | please complete section (B) |
| d) a charity | <input checked="" type="checkbox"/> | please complete section (B) |

- e) the proprietor of an educational establishment ☐ please complete section (B)
- f) a health service body ☐ please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales ☐ please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or ☒

I am making the application pursuant to a

statutory function or ☐

a function discharged by virtue of Her Majesty's prerogative ☐

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address					
Post town		Postcode			
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name	HIGHWORTH TOWN JUNIOR FOOTBALL CLUB
Address	THE PAVILION SANDS GROUNDS SWINDON ROAD HIGHWORTH
Registered number (where applicable)	1085842
Description of applicant (for example, partnership, company, unincorporated association etc.)	REGISTERED CHARITY
Telephone number (if any)	N/A.
E-mail address (optional)	LIZ.BARRON@tiscali.CO.UK.

Part 3 Operating Schedule

When do you want the premises licence to start?

ASAP.

DD		MM		YYYY			
1	1	1	1	1	1	1	1

If you wish the licence to be valid only for a limited period, when do you want it to end?

N/A.

DD		MM		YYYY			
1	1	1	1	1	1	1	1

Please give a general description of the premises (please read guidance note 1)

DETACHED BUILDING WITH RECREATION GROUND
ATTACHED.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

N/A.

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick any that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

Provision of late night refreshment (if ticking yes, fill in box I) ☒

Supply of alcohol (if ticking yes, fill in box J) ☒

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	10:00	00:00			
Tue	10:00	00:00			
Wed	10:00	00:00	State any seasonal variations for performing plays (please read guidance note 4)		
Thur	10:00	00:00			
Fri	10:00	00:00			
Sat	10:00	00:00	Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sun	10:00	00:00			

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)			
Mon	10:00	00:00				
Tue	10:00	00:00				
Wed	10:00	00:00	State any seasonal variations for the exhibition of films (please read guidance note 4)			
Thur	10:00	00:00				
Fri	10:00	00:00	Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)			
Sat	10:00	00:00				
Sun	10:00	00:00				

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon	10:00	00:00	
Tue	10:00	00:00	<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed	10:00	00:00	
Thur	10:00	00:00	<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Fri	10:00	00:00	
Sat	10:00	00:00	
Sun	10:00	00:00	

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	
			Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)	
Mon	10:00	00:00		
Tue	10:00	00:00		
Wed	10:00	00:00	State any seasonal variations for the performance of live music (please read guidance note 4)	
Thur	10:00	00:00		
Fri	10:00	00:00	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)	
Sat	10:00	00:00		
Sun	10:00	00:00		

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)			
Mon	10:00	00:00				
Tue	10:00	00:00				
Wed	10:00	00:00	State any seasonal variations for the playing of recorded music (please read guidance note 4)			
Thur	10:00	00:00				
Fri	10:00	00:00				
Sat	10:00	00:00	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 5)			
Sun	10:00	00:00				

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)			
Mon	10:00	00:00				
Tue	10:00	00:00				
Wed	10:00	00:00	State any seasonal variations for the performance of dance (please read guidance note 4)			
Thur	10:00	00:00				
Fri	10:00	00:00				
Sat	10:00	00:00	Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 5)			
Sun	10:00	00:00				

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon	10:00	00:00		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue	10:00	00:00	Please give further details here (please read guidance note 3)		
Wed	10:00	00:00	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Thur	10:00	00:00			
Fri	10:00	00:00			
Sat	10:00	00:00	Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sun	10:00	00:00			

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)			
Mon	07:00 12:00	00:00				
Tue	07:00	00:00				
Wed	07:00	00:00	State any seasonal variations for the provision of late night refreshment (please read guidance note 4)			
Thur	07:00	00:00				
Fri	07:00	00:00				
Sat	07:00	00:00	Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 5)			
Sun	07:00	00:00				

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)		On the premises	<input type="checkbox"/>
					Off the premises	<input type="checkbox"/>
					Both	<input checked="" type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)			
Mon	10:00	00:00				
Tue	10:00	00:00				
Wed	10:00	00:00				
Thur	10:00	00:00				
Fri	10:00	00:00				
Sat	10:00	00:00				
Sun	10:00	00:00	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor:

Name	MICHAEL GERALD HALL
Address	70 SEVENFIELDS HIGHWORTH SWINDON WILTS
Postcode	SN6 7NG.
Personal licence number (if known)	881050282.
Issuing licensing authority (if known)	SWINDON BOROUGH COUNCIL

M Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

We have a group of Committee Members who attend all Community Events and Tournament Days. These people are identified by wearing Club Clothing and can be approached should a situation arise.

b) The prevention of crime and disorder

~~The~~ We work very closely with the local Police who attend to monitor large events. We also have CCTV cameras in our premises.

c) Public safety

We have a dedicated team of Committee members and also hire in St. John's Ambulance for Community Events as well as having our own trained members.

d) The prevention of public nuisance

On the occasions that our licenced premises are used, we strictly adhere to a regime which enables us to closely monitor behaviour. We, as a Committee are very proactive and ensure that our neighbours in the surrounding area are kept informed of forthcoming events.

e) The protection of children from harm

All Committee members, coaches and Managers are trained by the F.A. in caring for children and are CRB/CrC checked on a regular basis. This also includes any new-comers to our Club.

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).

N/A

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	07:00	00:30	
Tue	07:00	00:30	
Wed	07:00	00:30	
Thur	07:00	00:30	
Fri	07:00	00:30	
Sat	07:00	00:30	
Sun	07:00	00:30	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

Post town

Postcode

Telephone number (if any)

If you would prefer us to correspond with you by e-mail, your e-mail address (optional)

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

Consent of individual to being specified as premises supervisor

I MICHAEL G. HALL
[full name of prospective premises supervisor]

of 70 SEVEN FIELDS
1114HWORTH
SWINDON
SN6 7NG

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

PREMISES LICENCE
[type of application]

by

1114HWORTH TOWN JUNIOR F.C.
[name of applicant]

relating to a premises licence _____
[number of existing licence, if any]

for 1114HWORTH TOWN JUNIOR FC
SANDS GROUND
SWINDON ROAD
1114HWORTH
SWINDON SN6 7ES

1114HWORTH TOWN JUNIOR FC
[name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by

[name of applicant]

concerning the supply of alcohol at

Highworth Town Junior FC
SANDS GROUND
SWINDON RD
HIGHWORTH
SN6 7ET

[name and address of premises to which application relates]

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

881050282

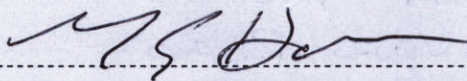
[insert personal licence number, if any]

Personal licence issuing authority

SBC

[insert name and address and telephone number of personal licence issuing authority, if any]

Signed



Name (please print)

MICHAEL GERAS HALL

Date

20th MAY 2014

PAVILLION AREA



PLAYING FIELD
LEASED FROM
HIGHTWORTH
TOWN
COUNCIL

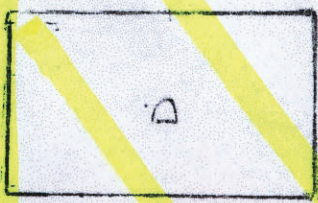
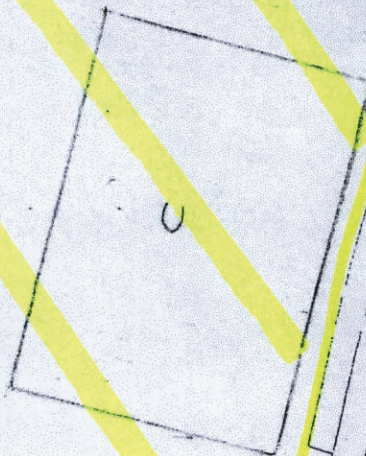
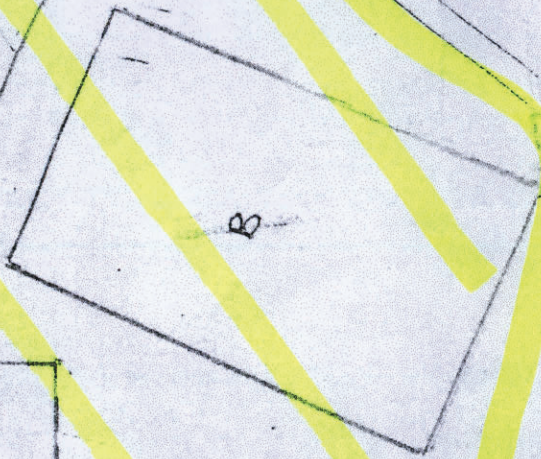
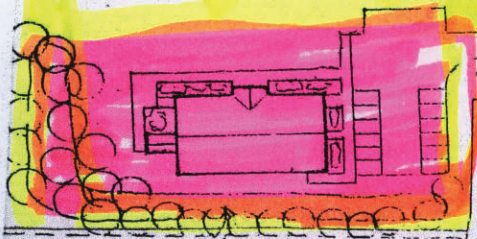


Golon.

Bowling Green.

FLOODIT
TRAINING
AREA

A361



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Highworth



Town Council

Council Offices
Gilberts Lane
Highworth
Wiltshire
SN6 7FB

Tel. 01793 762377 or
01793 763511
Fax. 01793 762933

Town Clerk Mr D C Lane

PLEASE VISIT OUR WEB-SITE AT:
www.highworthtowncouncil.gov.uk

18 June 2014



Mr Robin Grey
Licensing Officer
Swindon Borough Council
Wat Tyler House
Beckhampton Street
SWINDON SN1 2JH

Dear Mr Grey,

**APPLICATION BY HIGHWORTH TOWN JUNIOR FOOTBALL CLUB
PREMISES: THE PAVILION, SANDS GROUNDS, SWINDON ROAD, HIGHWORTH**

Please find enclosed hard copy of Highworth Town Council representation on the above licensing application.

This representation was sent to you by E Mail and receipted on Wednesday 18 June 2014 to meet the closing date for such representations.

Yours sincerely,

D.C. LANE
Town Clerk



Highworth is a Fair Trade Town



Twinned with Wassenberg



Twinned with Pontorson

PLEASE VISIT OUR WEB-SITE AT: www.highworthtowncouncil.gov.uk

Highworth



Town Council

Council Offices
Gilberts Lane
Highworth
Wiltshire
SN6 7FB

Tel. 01793 762377 or
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Fax. 01793 762933

Town Clerk Mr D C Lane

PLEASE VISIT OUR WEB-SITE AT:
www.highworthtowncouncil.gov.uk

Licensing Officer
Swindon Borough Council
Wat Tyler House
Beckhampton Street
SWINDON SN1 2JH

Dear Sir,

**APPLICATION BY HIGHWORTH TOWN JUNIOR FOOTBALL CLUB
PREMISES: THE PAVILION, SANDS GROUNDS, SWINDON ROAD, HIGHWORTH**

Highworth Town Council debated the application for a Premises License submitted by Highworth Town Junior Football Club at the Pavilion at Sands Grounds, Swindon Road, Highworth.

Councillors have instructed me to make a representation opposing the granting of the license in the form requested for the following reasons:

The premises for which the license is being applied is a sports pavilion and changing rooms specifically erected and used for young and teenaged footballers, ages range from between 10 and 17 years. The Pavilion is situated on Highworth Lower Recreation Ground and is in close proximity to private dwellings to the North and East. When Planning Permission was granted for its erection both its core use for young children and the close proximity of its neighbours was recognised by the Planning Officer who restricted its use to sports activities and forbade its use for entertainment purposes. In spite of this, a license was applied for and granted some 4 years or so ago to sell alcohol between the hours of 6.00 pm and 12.00 pm daily.

Councillors were concerned at this blanket application for a license to allow the Club to be open from 7.00 am to 00.30 am every day and a blanket request to be allowed to put on entertainment, indoor and outdoor at any time between 10.00 am and 24.00 pm between Monday and Sunday.



Highworth is a Fair Trade Town



Twinned with Wassenberg



Twinned with Pontorson

PLEASE VISIT OUR WEB-SITE AT: www.highworthtowncouncil.gov.uk

Chief Licensing Officer
Swindon Borough Council
Swindon SN1 2JH



Werde Hill
Highworth
Swindon SN6 7BX
01793 763262

cc Chief Planning Officer

14th June 2014

Wiering

Dear Sirs

Licensing Application by Highworth Town Juniors Football Club (HTJFC)

My wife and I are deeply concerned about the application by HTJFC for a licence to sell alcohol and provide entertainment at The Pavilion, Sands Grounds, Highworth, SN6 7EJ, every day of the week from 10 am until midnight and to remain open until 00.30 hours each night.

Quite apart from the inappropriateness of serving alcohol in a Junior football club, we feel there are several reasons why the application should be refused.

1. **Infringement of Planning Rules:** Planning Permission S//00/03239JB was granted on 13/2/2001 for the original erection of the building. Condition 5 stipulated that the building should be used solely as a changing room with ancillary committee/coaching room and no independent activities including any social function, should be carried on therein.

If Planning Laws carry any weight, it seems to us that the Licence Application should be refused on these grounds alone.

2. **Public Nuisance:** The applicants state that entertainment will take place both indoors and outdoors. This will almost inevitably have a detrimental impact upon neighbouring homes, especially late at night when residents and small children are trying to sleep, and will constitute a public nuisance. In effect, the applicants are seeking carte blanche to operate the equivalent of a night club.

Under Section M of the application, the applicants claim to be able to prevent crime and disorder and ensure public safety by working with the police and St John's Ambulance, but this seems to apply only to large and community events.

The applicants also claim always to keep their neighbours informed of forthcoming events, but this has not been our experience in this instance. We were only alerted by neighbours who happened to spot an earlier notice in the Swindon Advertiser, leaving barely a week to respond.

It then took several visits to Wat Tyler House to view the application. Each time we were fobbed off initially with excuses such as lack of staff or inability to find the documents. Only when my wife insisted that she would wait in Reception as long as necessary did the documents appear, as if by magic, within a few minutes.

In summary, we feel that the application should be rejected on Planning and Public Nuisance grounds.

Yours faithfully

Berwyn Jones

The Licensing Dept,
Wat Tyler House,
Beckhampton St.
Swindon
SN1 2JH

Wade Hill, 1/2
Highworth,
Swindon,
Wilts.
SN6 7BX,
16th June 2014

Dear Sirs,

Re Application for a Premises License
for the sale of Alcohol & Indoor & Outdoor
Entertainment by Highworth Town Junior
Football Club.

In their application for the above, Highworth Town Junior Football Club (HTJFC) state in section d) The Prevention of Public Nuisance, of your proforma, that they ensure neighbours are informed of forthcoming events. That is not the case. The last event they held last summer we were not advised about, and our living room was about 80 metres from the bandstand.

We have however been advised of a music event being promoted by the 'Highworth Committee' on 12th July. No contact details are given.

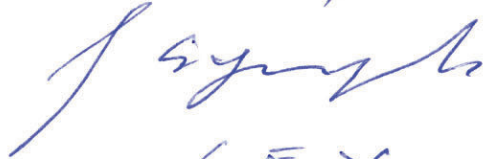
As this event will inevitably be centred about HTJFC's changing room pavilion, who will be responsible for complying with the licensing objectives HTJFC or the promoters,

cont

the 'Higworts' if an issue arises? If such lack of clarity exists I believe a licence should not be granted.

It seems quite perverse that the Junior section of a football club should apply for such a licence when the Senior section already has one.

Yours faithfully



S. E. YOUNGHUSBAND

The Chief Planning Offices,
Swindon Borough Council,
Enclid St,
Swindon SN1 2JH.

1/2
[REDACTED] WRADE HILL,
HIGHWORTH,
SWINDON,
WILTS,
SN6 7BX
12 June 2014

POST RECEIVED
16 JUN 2014

JB

Dear Sir,

Highworth Junior Football Club

On 5th June 2014 appeared a public notice in the Swindon Advertiser regarding an application by the above club (HJFC) for the granting of a Premises Licence at the Pavilion, Sands Ground, Swindon Road, Highworth, SN6 7EJ. This is the address of the HJFC's changing room pavilion. The licence is to allow:-

' Sale by Retail of Alcohol for consumption on and off the premises and regulated entertainment indoors and outdoors (plays, films, indoor sporting events, live music, recorded music, performance of dance) Mon to Sun 10.00 - 24.00.

Late Night Refreshment Mon to Sun 23.00 - 24.00

Opening Hours Mon to Sun 07.00 - 00.30.

The Planning Consent S/100/03239JB decision dated 13/02/2001 included amongst others condition (5) for the changing room pavilion

' The building hereby permitted shall be used solely as a changing room with ancillary committee/coaching room in association with the use of the adjacent recreation grounds/sports pitches, and no independent activities including any social

function shall be carried on therein.

Reason: In the interest of amenity

Relevant Policies: SEV2 Swindon Borough Local Plan (1999)

The application to the Licencing authority completely ignores the existence of this condition, which should be enforced forthwith. The considerations made in the original planning process for the building pertained to the promotion of sport for juniors i.e. under the age of 18.

If the aforementioned condition is not complied with it could fundamentally change the primary use of the building and its surrounding environment irrevocably.

Yours faithfully



G.E. YOUNGHUSBAND

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HIGHWORTH TOWN JUNIOR FOOTBALL CLUB

Registered Charity No. 1085842



Mr DC Lane
Highworth Town Council
Council offices
High Street
Highworth
Wiltshire
SN6 7AG

3rd December 2013

Dear David

Music Event/Festival

I have been asked to write to you as we would like to ask the Town Council would it be possible to hold a Music Event on Saturday 12th July 2014 on the lower Rec outside the Junior Pavilion to help raise funds for couple of charities and to help raise monies for a possible All Weather Pitch at the school.

We ask for your support in this and if in agreement would like to invite you to nominate a councillor/s who would be keen to be involved.

In hope of this being approved we have provisionally diarised an initial meeting for those interested in being a part of the organising working party for Monday 16th December subject to your approval, to discuss ideas, planning etc for the event, and welcome councillors nominated/keen to be involved to come along.

We would of course apply to SBC for the relevant licences if we get your approval.

Please can you notify the club as soon as possible with your decision.

Yours sincerely

Liz Barron

HTJFC Club Secretary

Chairman
Mark Collett
■ Bute Close
Highworth
Swindon
SN6 7HN
■

Secretary
Liz Barron
■ Windrush
Highworth
Swindon
SN6 7EF
■

Treasurer
Sue Willis
■ Lismore Road
Highworth
Swindon
SN6 7HU
■



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From: [REDACTED]

To: [REDACTED]

CC: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Subject: RE: HTJFC LICENCE APPLICATION

Date: Tue, 17 Jun 2014 09:26:34 +0000

Dear Mr Lane

We are in receipt of an email from a Mr Reader. Although I will not go into as much detail as Mr Reader, I will make few points if I may.

Please accept our apologies regarding "acceptable Protocol". We have been led and advised by the Borough Council on our application. We are a team of dedicated volunteers who sometime make mistakes.

1. The tournament held last week was arranged by HTFC and not HTJFC. To my knowledge, litter duties were undertaken throughout the weekend, I can only apologise once again. My wife, who has no interest in football, walked our dog across the recreation ground at about 9.30 am and only noticed one bin that was overflowing adjacent to the playground, she did not notice litter strewn about as was suggested.

2. I have worked out that our licensing hours from social events over the last twelve months amount to approximately 50 hrs. We feel we will not change this due to the nature of our activities.

3. Crime and prevention would relate to outside events only.

4. Public Safety as above.

5. All our outside events have been approved and communicated to the Town Council, we have to date only had one outside music event (other similar events have been organised by HTC and Jubilee Committee at our venue) with staging and a PA system which I believe the sound engineers at last Augusts celebration day said were well below acceptable levels.

The forthcoming event on the 12th July has been communicated to every home adjacent to Cricklade Road especially Wrede Hill, Westhill Close and Oak Drive.

6. The sprinting of vehicles along the access road is not the responsibility of HTJFC.

7. The lax attitude toward alcohol - I think the above will demonstrate to opposite.

8. We agree that the core of our membership are children, but their parents are free to consume alcohol and I don't really think that 50 hours per year is in any way detrimental to local hostellers.

Many Thanks

Dave Hall.

From: [REDACTED]

To: [REDACTED]

CC: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Subject: HTJFC LICENCE APPLICATION

Date: Sat, 14 Jun 2014 19:29:43 +0000

Dear Mr Lane

We have recently been informed that our licence application that we submitted to Swindon Borough Council will be discussed at the forthcoming Highworth Town Council meeting.

We approached the Borough council to clarify what our status was due to our forthcoming music festival which we know the Town Council fully support. During that meeting the licensing officer recommended that we apply for an extension for maximum hours to cover all possible events. She recommended this so when planned and approved events occur, we wouldn't have to make multiple applications thus making us lawful.

We are dismayed to find once again there seems to be an orchestrated movement against Highworth Town Junior Football Club, we can catigorically state that we have no intention of having week in, week out licensed events which may disturb the peace and tranquility of our neighbours. We have no plans to operate in any different manor than we are currently doing so.

We are a FA Charter Standard Community Club and we are proud to hold events that encompass the whole community of Highworth and surrounding areas.

We as a club are always contactable at any time to discuss any issues that may occur and would have liked to be informed of any concerns.

We hope we have made our position very clear and ask for Highworth Town Council's support.

Dave Hall

Highworth Town Juniors FC

Executive Committee.

HTFC & HTJFC Umbrella Chair

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2013.0.3480 / Virus Database: 3955/7687 - Release Date: 06/16/14

From: liz [REDACTED]
Sent: 17 June 2014 06:47
To: Robin Grey
Subject: FW: HTJFC LICENCE APPLICATION

Hi Robin

I have been asked to forward the below to you.

Thanks

Liz

From: [REDACTED]
Sent: 16 June 2014 13:10
To: [REDACTED]
Subject: Fwd: HTJFC LICENCE APPLICATION

Hi LIZ

Please forward to SBC.

Regards

MARK

-----Original Message-----

From: David Hall [REDACTED]
To: david.lane [REDACTED]
CC: sweisinger [REDACTED] alanandjulia [REDACTED] pam.adams51 [REDACTED];
philhrbeaumont <[REDACTED]> mmduff <[REDACTED]> amdurrant <[REDACTED]> gerald.edwards1936
<[REDACTED]> inda.frost195 [REDACTED] maureen.penny2 <[REDACTED]>;
pauline.webster <[REDACTED]> rwilliamshtc <[REDACTED]>
Sent: Sat, 14 Jun 2014 20:30
Subject: HTJFC LICENCE APPLICATION

Dear Mr Lane

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We approached the Borough council to clarify what our status was due to our forthcoming music festival which we know the Town Council fully support. During that meeting the licensing officer recommended that we apply for an extension for maximum hours to cover all possible events. She recommended this so when planned and approved events occur, we wouldn't have to make multiple applications thus making us lawful.

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We hope we have made our position very clear and ask for Highworth Town Council's support.

Dave Hall

Highworth Town Juniors FC

Executive Committee.

HTFC & HTJFC Umbrella Chair

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Version: 2013.0.3480 / Virus Database: 3955/7685 - Release Date: 06/16/14

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From: David Lane [mailto: [REDACTED]]
Sent: 22 January 2014 08:32
To: 'Liz.Barron'
Cc: 'Mary Fenwick'
Subject: COUNCIL MEETING 21 JANUARY 2014

Liz,

As you will be aware the Councillors agreed to all of your three requests at last night's Full Council Meeting. An extract from the Minutes of that meeting are shown below. Please note the expectation that the Club will inform residents:

b. Highworth Town Junior Football Club Request to Hold Six-A-Side Tournament 27, 28 and 29 June 2014. Agreed.

c. Highworth Town Junior Football Club Request to hold a Music Event on Saturday 12 July 2014 On Lower Rec Outside the Junior Football Pavilion. Agreed.

However, Councillors made the condition that the Club inform the residents adjacent to the Rec of the impending event and the timings. Councillor C Adams volunteered to attend Club meetings regarding the event.

d. Highworth Town Junior Football Club Request to Put an Overflow Football Pitch on Barra Close Field. Agreed.

DLane

David Lane

Town Clerk

Highworth Town Council

Tel:- [REDACTED]

No virus found in this message.

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Version: 2013.0.3462 / Virus Database: 3681/7025 - Release Date: 01/22/14

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From: David Lane [REDACTED]
Sent: 06 May 2014 11:47
To: 'Liz barron'
Subject: RE: Higworts Music Festival

Thanks Liz,

David

From: Liz barron [REDACTED]
Sent: 05 May 2014 16:54
To: [REDACTED]
Subject: FW: Higworts Music Festival

Hi David

Just a quick note to let you know we have delivered the notification below to the houses in the streets as per your discussion with Mark when he popped into see you last week. This was on headed paper but couldn't get the attachment through to you it returned to me undelivered?.

Dear Resident

HIGWORTS MUSIC FESTIVAL – 12TH JULY 2014

We would like to make you aware that on 12th July, with the support of Highworth Town Council, we will be holding the above event in aid of three charities; Wiltshire Air Ambulance, Highworth Town Junior Football Club and the Women's Refuge.

The event starts at 4pm and runs until approximately 10pm at the lower Rec. If you wish to attend, the tickets are available from Richard James Estate Agents, Highworth Town Council Offices and Highworth Junior Football Club.

We hope that you will come along and join in with this Community Event.

Yours faithfully
The 'Higworts' Committee

As requested list of roads delivered to;

*Oak Drive
Westhill Close
Wrede Hill
Cricklade Road - All of it.
Old School House
Roman Way*

Regards

MARK
Thanks

Liz
(on behalf of the Higworts Committee)

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From: Liz barron [REDACTED]
Sent: 18 March 2014 19:47
To: 'David Lane'
Subject: Higwarts Music Festival Tickets & Fencing / All Weather Pitch funding

Hi David

Music Festival Tickets

We are writing to you following Sue Willis discussion with Jackie a week or so ago as to whether it might be possible/ if you would be happy to sell for tickets for the Music Festival from the council offices? Is this something you would be happy to do?

Fencing – Music Festival

We would like to ask permission from the council to put up fencing for the day of the music festival, and believe Charlie had asked the question regarding fencing off an area on the day. The company we have approached to provide quote for the fencing is Pickering Plant Hire, but await your approval.

All Weather Pitch - Funding

We are currently exploring ways of funding towards the 3G Pitch, the school and governors we know are supportive of this but at the moment the schools priority is the sports hall which we fully understand. We are now in the position of seeking funding for the 3G Pitch, Wilts FA are fully supportive but it is likely between the school and football clubs we will have to raise 50% of the funding, whilst we are exploring ways to seek further funding we were keen to find out what funds/support would be/are available from Highworth Town Council.

Kind regards

Liz

Liz Barron
HTJFC Club Secretary
Email: [REDACTED]
Tel: [REDACTED]

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From: Mary Fenwick [REDACTED]
Sent: 01 May 2014 09:52
To: 'Liz barron'
Subject: RE: MUSIC FESTIVAL

Liz,

Thanks for this - sorry, I had forgotten.

Kind regards
Mary

From: Liz barron [REDACTED]
Sent: 30 April 2014 19:19
To: 'David Lane'; [REDACTED]
Subject: FW: MUSIC FESTIVAL

Hi David

Mark asked me to drop you an email after he popped into to see you yesterday regarding fencing at the Music Festival , I have attached my email of the 18th March in which we sought permission from the council re putting up fencing for the day of the music festival for which it was kindly agreed to subject to condition below and I can confirm it will be for the event only but we would most likely put up the evening before in readiness.

Kind regards

Liz

Liz Barron
HTJFC Club Secretary
Email: [REDACTED]
Tel: [REDACTED]

From: David Lane [REDACTED]
Sent: 20 March 2014 12:51
To: [REDACTED]
Cc: 'Mary Fenwick'
Subject: MUSIC FESTIVAL

We do not have any record of being asked to sell tickets to the event but rake it as read that Jacqui did agree to do so (she is away on holiday at the moment).

Charlie Adams raised this request for a fence at a meeting. We are OK with it so long as it is only for the event only.

DC Lane

David Lane
Town Clerk
Highworth Town Council
Tel:- [REDACTED]

From: highworthresidents
Sent: 18 June 2014 22:28
To: E & P Licensing
Subject: Highworth Town Junior Football Club - Application for Licence

Dear Licensing Committee,

We wish to object to the Highworth Town Junior Football Club Licence Application.

The objection is on the following grounds;

Prevention of Public Nuisance

A certain amount of public nuisance already exists around these premises and grounds in the form of noise and litter.

The noise element around sport is understandable and is generally contained within reasonable times that the juniors play football.

However, when events are held which are not primarily of a sporting nature, there is noise disturbance to the adjacent neighbours. When the club has organised events in the past, no discussions have taken place between the club and its neighbours as to optimum sitings for e.g. sound stages. Also, when events have taken place previously there has been significant amounts of litter left behind. It is believed that the granting of this extensive licence could lead to increased frequency of these issues occurring, i.e. increased public nuisance.

Protection of children from harm

By definition, this club is run for the benefit of junior members, of the football club and society in general. If this licence were to be granted the objectives of the club would have to be modified to focus a significant amount of effort on the purchase, sale and overall management of alcohol related activity. This would be obvious to the clubs core members, juniors under the age of 18, and in turn would create for them an unhealthy link and connection between their sport and alcohol. The granting of this extensive(hours,location,premises) licence is not necessary for a junior football club which plays matches on public open space and would leave its child members open to unnecessary exposure to harm from alcohol(e.g. half finished plastic beer containers strewn about the fields, adult drunken behaviour)

Yours faithfully

Lorraine Floyd and Hugh Reader

on behalf of Highworth Residents Group



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MEMORANDUM

To: Kathryn Ashton, Licensing Manager

From: Fiona MacAdam, Environmental Health Officer

**Application for grant of a Premises Licence in respect of Highworth Town
Junior Football Club, The Pavilion. Sands Grounds, Highworth, Swindon, SN6
7EJ**

I refer to the above mentioned application which has been passed to Environmental Health for comment.

The application seeks regulated entertainment, including recorded and live music, plays and films, and sale of alcohol between the hours of 10.00 and 00.00. Whilst it is acknowledged that the sale of alcohol will be utilising the existing indoor facilities, it appears that the intention is to facilitate outdoor events including staging and temporary structures. The numbers anticipated at such events are indicated as up to 1000 and it would normally be expected that a comprehensive Event Management Plan be produced in advance of each event which will detail how crowds are managed, temporary structures made safe and any other ancillary public safety requirements

It is considered that there is insufficient detail contained within the operating schedule to demonstrate how the licensing objective in respect of ensuring public safety has been addressed and it is my opinion that this objective will be undermined should the application be granted in its current form.

I therefore object to the application on this basis.

Fiona MacAdam

Environmental Health Officer – Licensing & Events

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Highworth Town Junior Football Club
Sands Grounds,
Swindon Road,
Highworth,
SN6 7EJ

Swindon Police Station
Gablecross
Shrivenham Road
South Marston
Swindon
Wiltshire SN3 4RB
Telephone: 0845 408 7000
Ext: 760
Direct Dial:
Facsimile: 01793 507892
DX: 132780

Date 12th June 2014

Your ref

Our ref HIGHWORTH FC application

Reply contact name is: Sian Kalyinka – Police Licensing officer

Dear Sir/Madam,

Application for a premises licence to be granted - Highworth Town Junior Football Club.

Thank you for your application to vary a premises licence which was received on the 22nd May 2014.

The application is to licence the building and recreation grounds of the football club and to allow events to be held at the premises.

Following consultation with the local neighbourhood policing team I believe it is necessary for some conditions to be attached to the premises licence to ensure compliance with the Licensing Objectives.

Providing the below conditions are accepted Wiltshire Police will not make a representation to the application for a premises licence.

1. *CCTV equipment which is fit for purpose and which covers all trading areas and entrance areas shall be provided and maintained in working condition when the premises are open for business. The CCTV product will be maintained for a minimum of 28 days and made available to enforcement bodies on request. There must be a person on the premises able to download CCTV at all times the premises is open for trading.*

2. *A Challenge 25 policy shall be operated. No member of staff shall be permitted to sell alcohol until trained in the operation of the Challenge 25*



INVESTOR IN PEOPLE



policy. Any person who appears to be under the age of 25 who attempts to buy alcohol shall be challenged to provide age verification in the form of a passport, photo driving licence or PASS accredited card. Where proper verification is not provided the sale shall be refused. A record of the refusal shall be kept in a refusals book, identifying the member of staff who refused the sale.

- 3. No staff shall be permitted to sell alcohol until they have completed training upon induction, designed to ensure that no person who is unduly intoxicated is sold alcohol and to ensure that they understand the 'Challenge 25' policy. Those staff shall receive refresher training every three months. Records of this training shall be kept at the premises and shall be made available to officers of any of the responsible authorities on request.*
- 4. Only polycarbonate, shatter-to-safe, plastic, paper or other inherently safer types of container shall be used in the first floor of the premises.*
- 5. A dispersal policy shall be formulated in conjunction with the Police and shall be applied with the objective of ensuring the safe and quiet dispersal of customers, at the end of the evening.*
- 6. An incident book shall be kept and entries shall be made of any instances of disorder, together with a record for any person who is detained on the premises or who is escorted from the premises. This must be a bound book with sequentially numbered pages. The log shall record the date and time and brief details. The names of the staff who dealt with the matter shall be recorded against each incident. The book shall be kept on the premises and shall be shown to any authorised officer on request, at any reasonable time.*
- 7. Should a large event take place at the premises an Event Management Plan shall be submitted to the Event Safety Advisory Group.*
- 8. On-site SIA security and stewards shall be provided on a risk assessed basis for events and the premises licence holder will ensure that Security Staff shall wear high visibility clothing at all times to ensure they are easily identifiable.*
- 9. Should SIA security staff be employed a register shall be kept on the premises, in which shall be recorded the details of door supervisors, to show clearly which door supervisors are on duty at any given time. Together with that record, information shall be recorded about each individual door supervisor, to include their full name, their SIA badge number.*

WILTSHIRE POLICE



10. Signs shall be displayed at the Bar stating that it is illegal to buy alcohol on behalf of someone under 18 and that anyone caught doing so shall be ejected from the premises.

If you have any questions arising from the above conditions please do not hesitate to contact me on 01793 507874. I will also send a copy of this letter to the Licensing officer at Swindon Borough Council.

Yours sincerely,
Siân Kalynka
Police Licensing Officer



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Licensing Team
Premier House
Station Road
SN1 1TZ
01793 466113
licensing@swindon.gov.uk

Signed

.....
Head of Licensing

Premises licence issued on 21 April 2009

Premises licence number

881090123PREM

Part 1. Premises details

Postal address of premises or if none, Ordnance Survey map reference or description
Highworth Town Juniors Football Club The Pavilion Sands Grounds Swindon Road
Highworth Post Town Swindon Post Code SN6 7EJ

Where the licence is time limited, the dates The licence operates for every date from
25 March 2010 onward.

Licensable activities authorised by the licence The licensable activities are the sale of
alcohol and the provision of regulated entertainment

The times the licence authorises the carrying out of licensable activities

Sales of alcohol 12.00hrs until 15.30hrs and again from 18.00hrs until 00.00hrs
Monday to Friday, 12.00hrs until 00.00hrs Saturday and Sunday;
Regulated entertainment 12.00hrs until 15.30hrs and again from 18.00hrs until
00.00hrs every day.

The opening hours of the premises Opening hours when no licensable activities are
taking place are at the sole discretion of the proprietor.

Where the licence authorises supplies of alcohol, whether these are on and/or off supplies The licence authorises only on sales of alcohol

Name (registered) address, telephone number and e-mail (where relevant) of holder of premises licence The licence is held by Highworth Town Junior Football Club. The Registered address is as premises

Registered number of holder, for example company number, charity number (where applicable) Charity Number: 1085842

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol The designated premises supervisor is Michael Gerald Hall of 70 Sevenfields Highworth SN6 7NG

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol The Personal Licence number for Michael Gerald Hall is 881050282, issued by Swindon Borough Council

Annexe 1.

Mandatory conditions No supply of alcohol may be made under the premises licence at a time when there is no designated premises supervisor in respect of the premises licence or at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

Annexe 2.

Conditions consistent with the Operating Schedule

1. CCTV equipment which is fit for purpose and which covers all trading areas and entrance areas shall be provided and maintained in working condition when the premises is open for business. The CCTV product will be maintained for a minimum of 28 days and made available to enforcement bodies on request.

2. A 'Challenge 21' policy will apply to the premises and all staff serving alcohol are trained in the operation of the scheme so that anyone attempting to buy alcohol who appears to be aged 21 or under will be asked for identification of age in the form of either a valid passport, photo driving licence, government issued identity card, or PASS accredited card or its equivalent successor card, and if none is supplied or that supplied unacceptable a sale will be refused and a record kept of the refusal.

3. An incident book will be kept on the premises and used to record any incidents of accidents or disorder as soon as practicable. An entry should also be made if a customer is escorted from the premises or detained. The entries should include time, date and brief details of what has happened and those involved.

Plays, films, live music, boxing and wrestling are not permitted. Children under the age of 14 will not be permitted into the bar area unless accompanied by a responsible adult

Annexe 3.

<i>Conditions attached by the licensing authority after a hearing</i> Not applicable

Annexe 4. Plans

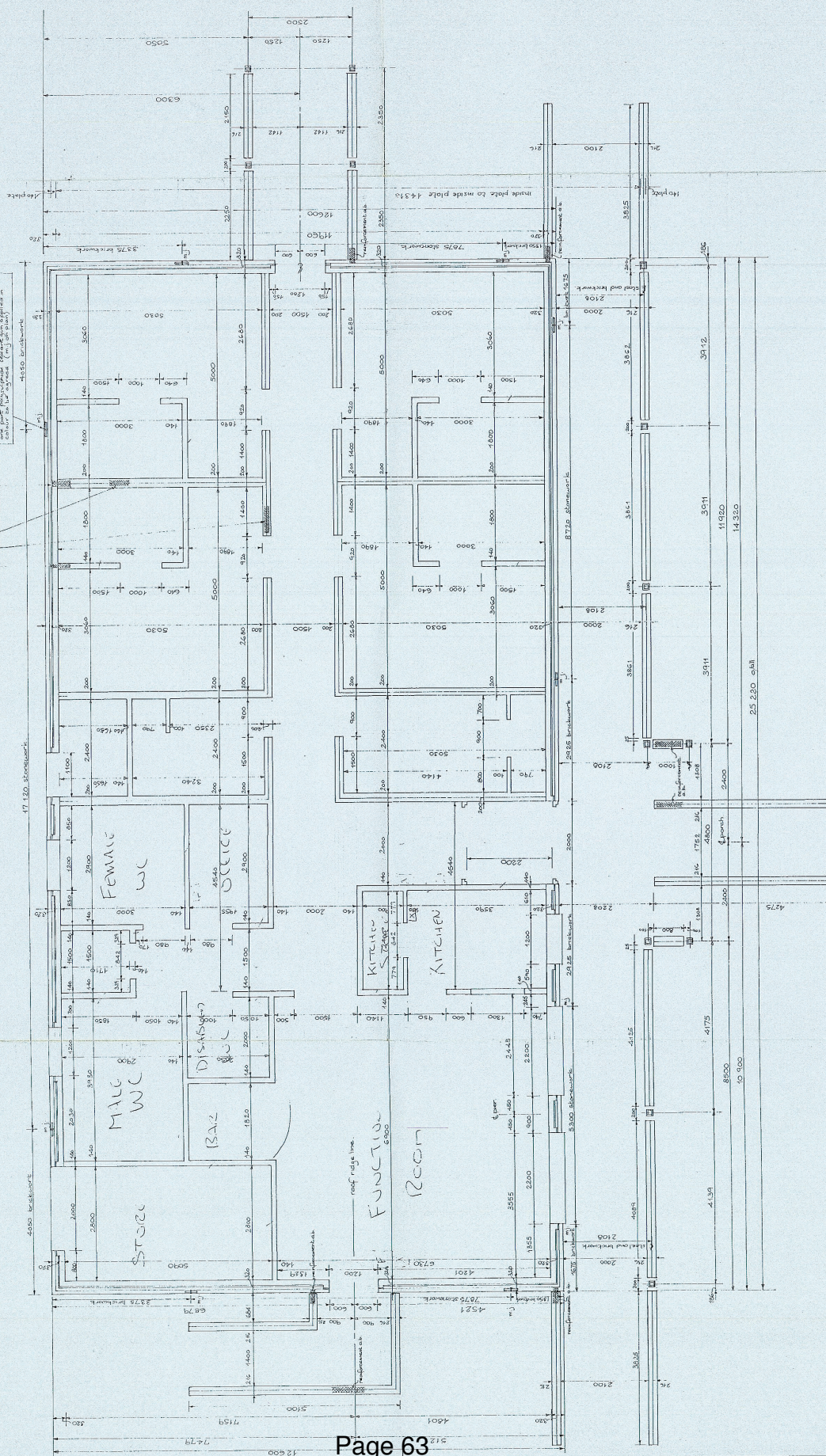
The attached is a representation of the original plan, held on the licensing register of the Licensing Authority for Swindon.

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Notes:

1. Copyright. This drawing must not be rescaled, modified, or otherwise used without the written consent of the Practice.
2. Do not scale this drawing, use only figured dimensions.
3. Dimensions for fixed or built-in items shall be measured to the face of the item, unless otherwise indicated.
4. Large scale drawings take precedence to small scale drawings. Any discrepancies noted are to be reported to this Practice without delay and rectified as soon as possible.

4400: counter and breakfast bar
to be installed in new kitchen
to be installed in new kitchen
to be installed in new kitchen



Revisions	
A	Date
Richard S. Ponting Incorporated Architectural Technologist Building Design Consultant Project Manager Portlet House Arbury Court Chichester West Sussex PO19 1SP Telephone: (01243) 651810 Facsimile: (01243) 651810	
Client Highworth Junior Association Football Club	
Job Title New Pavilion Team Changing Accommodation.	
Drawing Title Construction Drawing Setting-Out Plan.	
Scale: 1:50	
Date: June 2001 Drawn by: RSP	
Orig. No.: 00/145/11 Rev:	

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