



# Agenda

## Licensing and Regulatory Sub- Committee

Wednesday, 9 November 2022 at 6.30 pm

New Council Chamber, Town Hall, Reigate



This meeting will take place in the Town Hall, Castlefield Road, Reigate. Members of the public, Officers and Visiting Members may attend remotely or in person.

*All attendees at the meeting have personal responsibility for adhering to any Covid control measures. Attendees are welcome to wear face coverings if they wish.*



Members of the public may observe the proceedings live on the Council's [website](#).

### Members:

R. Absalom (Chairman), S. Sinden and R. S. Turner

### Substitutes:

#### Conservatives:

**Residents Group:** G. Adamson and P. Harp

**Green Party:** J. Booton, P. Chandler, V. Chester, J. C. S. Essex, A. Proudfoot, S. McKenna and R. Ritter

**Liberal Democrats** S. A. Kulka

**Mari Roberts-Wood** - Managing Director

### For enquiries regarding this agenda;

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**1. Apologies for absence**

To receive any apologies for absence.

**2. Declarations of interest**

To receive any declarations of interest.

**3. Minutes**

(Pages 5 - 6)

To confirm as a correct record the Minutes of the previous meeting.

**4. Mediated Applications**

(Pages 7 - 12)

To note and confirm the following applications determined through mediation without the need for a hearing:

- a) 22/01267/LAPREM to extend the Sunday hours of operation for the Premises Licence: Banstead Cricket Club-2nd Pitch Avenue Road Banstead.
- b) 22/01158/LAPREM for a new Premises Licence: Roka Deli, 21 High Street, Reigate.
- c) 22/01283/LAPREM for a new Premises Licence: The Basement, Victoria House (ground floor and basement), Consort Way, Horley.



### **Our meetings**

As we would all appreciate, our meetings will be conducted in a spirit of mutual respect and trust, working together for the benefit of our Community and the Council, and in accordance with our Member Code of Conduct. Courtesy will be shown to all those taking part.



### **Streaming of meetings**

Meetings are broadcast live on the internet and are available to view online for six months. A recording is retained for six years after the meeting. In attending any meeting, you are recognising that you may be filmed and consent to the live stream being broadcast online, and available for others to view.



### **Accessibility**

The Council's agenda and minutes are provided in English. However, the Council also embraces its duty to anticipate the need to provide documents in different formats, such as audio, large print or in other languages. The Council will provide such formats where a need is identified prior to publication or on request.



**Notice is given** of the intention to hold any part of this meeting in private for consideration of any reports containing "exempt" information, which will be marked accordingly.

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Minutes of a meeting of the **Licensing and Regulatory Sub-Committee** held at the **New Council Chamber - Town Hall, Reigate** on **Thursday, 14 July 2022 at 2.30 pm.**

**Present:** Councillors Absalom (Chairman), Sinden and Turner.

**1 Apologies for absence**

There were none.

**2 Declarations of interest**

Councillor Absalom declared a non-pecuniary interest in item 3 due to being ward Councillor for the Reigate ward and a Co-Opted Member of the Reigate Heath Steering Group.

**3 Mediated Application**

**RESOLVED** that it be **NOTED** and **CONFIRMED** by the Sub-Committee that the application to change from a Club Premises Certificate 10/00346/LAPREC to a Premises Licence at Reigate Heath Golf Club Ltd (The Clubhouse Flanchford Road Reigate RH2 8QR) had been completed as a result of mediation between the applicant and Surrey Police and that both parties had agreed a hearing was not necessary.

The meeting finished at 2.35 pm

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**Application ref: 22/01267/LAPREM**

**Banstead Cricket Club-2nd Pitch Avenue Road Banstead Surrey  
SM7 2PD**

This variation application by Banstead Cricket Club-2<sup>nd</sup> Pitch seeks to extend the Sunday hours of operation for the Premises licence 22/01085/LAPREM

The existing licence allows opening and licensable activities Friday 16:00hrs to 23:00hrs, Saturday 12:00hrs to 23:00hrs and Sunday 12:00 hrs to 19:00 hrs over one weekend only (Friday/Saturday/Sunday) during September or early October. The variation increases the terminal licensed and opening hours on a Sunday for the retail sale of alcohol, live music and recorded music from 19:00hrs to 21:00 hrs.

Following a representation from Surrey Police, the additional mediated conditions were agreed with the Police licensing officer:

Prevention of Crime and Disorder Licensing Objective

1. When licensable activity takes place, CCTV shall be installed on the licensed premises and fully maintained, showing correct date and time information. CCTV to cover the entrance /exit, the bar area and in front of the stage. There shall be one member of staff during licensable hours, trained to use the CCTV and provide copies at the request of Police or other authorised licensing authority. All CCTV footage to be retained for a minimum of 31 days.
2. There shall be a minimum of 1 x SIA accredited security officer, for every 100 patrons attending the event.
3. An Event Management Plan shall be submitted to the Licensing Authority at least eight weeks prior to the event taking place.

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**Application ref: 22/01158/LAPREM**

**Roka Deli, 21 High Street Reigate Surrey RH2 9AA**

The application by Mr Ogulcan Sezer Saglam seeks a new Premises licence for the retail 'off sale' of alcohol only for an Organic whole foods shop at the above address.

The hours for licensable activities applied for are 08:00 to 20:00 Monday – Sunday

The following mediated conditions were agreed with the Police following their objections:

Prevention of Crime and Disorder Licensing Objective

1. CCTV shall be installed on the premises and fully maintained, showing correct date and time information. CCTV to cover the internal public areas and the entrance /exit. CCTV shall provide clear images of people entering and exiting the premises. There shall be one member of staff during licensable hours, trained to use the CCTV and make copies available at the request of Police or other authorised licensing authority. All CCTV footage to be retained for a minimum of 31 days.
2. Staff training shall be recorded and updated every 6 months. Training shall cover:
  - The licensing objectives.
  - The requirements for ID as part of age verification.
  - Dealing with an intoxicated person
  - Dealing with disorderly incidents /disorderly persons
  - Recording of any refusal to sell alcohol
  - Recording of incidents
  - Safeguarding of children and vulnerable adults
  - Reporting of incidents to police and information to be shared with police to promote the licensing objectives
3. All training records will be available to an authorised officer on request.
4. An incident log shall be maintained on the premises, which documents the date and time of any incidents involving the premises, which could undermine the licensing objectives. This shall be completed within 24 hours of the incident, be available upon request of a police officer or an authorised officer and will include the following:
  - All crimes reported at the venue
  - All ejections of patrons
  - Any complaints received concerning crime and disorder
  - Any incidents of disorder
  - Any faults in the CCTV system, including action taken to remedy
  - Persons banned from the premises

5. There shall be a record of any refused sale of alcohol. The refusal register shall be inspected on a regular basis (at least weekly) by the DPS.
6. The Premises Licence Holder shall ensure a 'Challenge 25' policy is always adopted on the premises. Signage of the 'Challenge 25' policy shall be prominently displayed on the premises.

**Application reference 22/01283/LAPREM**

**The Basement, Victoria House (ground floor and basement), Consort Way, Horley RH6 7AF**

This is a new application for a premises licence which includes the retail sale of alcohol recording music and provision of late-night refreshment.

The applicant, D & B Leisure Services Ltd, intend to run a family friendly fun pub (no children after 20:00 hrs) with a mini golf course and games on the ground floor and bar with recorded music in the basement. The terminal hour is 01:00hrs Friday and Saturday and 00:00 hrs on all other days.

The following mediated conditions were agreed with the Police following their objections;

- 1) CCTV – The venue shall operate a CCTV system. The CCTV system shall continually record whilst the venue is open for licensable activities and/or when customers remain on the premises. All recordings shall be time and date stamped, maintained for a 31-day period and be made available to the Police or authorised officer of the licensing authority upon request. The CCTV system shall:
  - a) Cover all entry /exit points used by the public, the bar areas, any dance floor, seating areas, smoking area and outside perimeter.
  - b) Enable frontal identification of persons entering in any light condition
  - c) Be maintained by a suitably qualified person.
  
- 2) 3 SIA Security Staff shall be employed at the premises on a Friday and Saturday night, Christmas Eve and New Year's Eve from 20:00 hours until the premises has closed and patrons dispersed. A register of SIA staff shall be maintained. On other days the Premises Licence Holder will risk assess the need for door supervisors. Door staff shall ensure that patrons leave quietly and peacefully.
  
- 3) Staff training shall be recorded and updated every 6 months. Training shall cover:
  - a) The licensing objectives.
  - b) The requirements for ID as part of age verification.
  - c) Dealing with an intoxicated person
  - d) Dealing with disorderly incidents /disorderly persons
  - e) Dealing with drug related activity on a licenced premise.
  - f) Recording of any refusal to sell alcohol
  - g) Recording of incidents
  - h) Safeguarding of children and vulnerable adults
  - i) Reporting of incidents to police and information to be shared with police to promote the licensing objectives
  
- 4) All training records will be available to an authorised officer on request.
  
- 5) An incident log shall be maintained on the premises, which documents the date and time of any incidents involving the premises, which could undermine the licensing objectives. This shall be completed within 24 hours of the incident, be available upon request of a police officer or an authorised officer.

- 6) The following matters are examples of matters that shall be included in the incident log;
  - a) All ejections of patrons from the premises
  - b) Any complaints received concerning crime and disorder (including assault)
  - c) All drugs seized or found
  - d) Any incidents of disorder
  - e) Any faults in the CCTV system, including action taken to remedy
  - f) Details of persons banned from the premises.
- 7) A personal licence holder will be on duty from 20:00hours on Friday and Saturday nights, Christmas Eve and New Year's Eve.
- 8) There shall be a record of any refused sale of alcohol. The refusal register shall be inspected on a regular basis (at least weekly) by the DPS.
- 9) The Premises Licence Holder shall ensure a 'Challenge 25' policy is adopted and adhered to at the premises. Signage of the 'Challenge 25' policy shall be prominently displayed on the premises.
- 10) There shall be no drinks permitted outside the building and no glassware is to be taken outside.
- 11) The smoking area to be restricted to no more than 5 patrons at any time. No drinks, or glassware to be allowed to be taken into the smoking area. The smoking area is to be monitored to ensure the orderly conduct of persons smoking.
- 12) The smoking area will be located to the rear of the premises.
- 13) There shall be no admittance or re admittance after 2300hrs.