

Tuesday, 8 August 2023

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LICENSING PANEL

You are summoned to a meeting of the Licensing Panel which will be held in Committee Room 1, Woodgreen, Witney OX28 1NB on **Wednesday, 16 August 2023 at 10.00 am.**



Giles Hughes
Chief Executive

To: Members of the Licensing Panel

Councillors: David Jackson (Chair), David Melvin, Lysette Nicholls (Spare) and Mathew Parkinson.

Recording of Proceedings – The law allows the public proceedings of Council, Cabinet, and Committee Meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted. By participating in this meeting, you are consenting to be filmed.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Democratic Services officers know prior to the start of the meeting.

AGENDA

1. **Apologies for Absence**
To receive any apologies for absence.
2. **Declarations of Interest**
To receive any declarations from Members of the Committee on any items to be considered at the meeting.
3. **Minutes of Previous Meeting (Pages 3 - 6)**
To approve the minutes of the meeting held on 18 April 2023.
4. **Participation of the Public**
To receive any submissions from members of the public. In accordance with the Council's Rules of Procedure, anyone who lives in the District, or who pays council tax or business rates to the Council, is eligible to read a statement or express an opinion at this meeting. You can register to speak by sending your written submission, of no more than 750 words, to democratic.services@westoxon.gov.uk, no later than 10.00am on the working day before the meeting."
5. **Variation to a Premises Licence for the Bell Hotel in Charlbury (Pages 7 - 52)**
Purpose:
To determine a variation to a premises licence application made by The Mill At Kingham Limited, represented by TLT Solicitors, in regards to the premises named The Bell Hotel, Charlbury, OX7 3PP

Recommendation:
That the Licensing Panel is asked, in light of the representations received, to consider the application and determine whether to:-
 - Grant the application as requested;
 - Grant the application subject to such conditions that are necessary to promote the licensing objectives;
 - Refuse the application in whole or in part where it is necessary in order to promote the licensing objectives.

(END)

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the **Licensing Panel**

Held in the Council Chambers Witney at 2.00 pm on **Tuesday, 18 April 2023**

PRESENT

Councillors: David Jackson (Chair), Norman MacRae MBE and Mathew Parkinson

Officers: Andrea Thomas (ERS Officer, Professional Services), Alex Kirk (Lawyer), Rick Downham (Environmental Health Officer), Anne Learmonth (Democratic Services Officer) and Michelle Ouzman (Democratic Services Officer).

15 Minutes of Previous Meeting

The minutes of the meeting held on 16 February 2023 were approved and signed by the Chair as a correct record.

16 Declarations of Interest.

There were no declarations of interest received.

17 Apologies of Absence.

Apologies were received from Councillors Brooker and Aitman.

18 Application For a Variation to a Premises Licence - Merriscourt Gallery

The Chair Councillor Jackson welcomed everyone to the hearing and introduced the Panel in attendance, Councillors MacRae and Parkinson.

The Chair asked for the Officers in attendance to introduce themselves, Andrea Thomas introduced herself as the Licensing Officer, Alexander Kirk introduced himself as the Legal Officer, and Rick Downham introduced himself as the Environmental Health Officer.

Following introductions the Chair asked those who wished to speak that were in attendance to introduce themselves.

Emily Ricks , General Manager of Merriscourt Gallery on behalf of the Applicant.

Mr Tom Astor, owner of Merriscourt Gallery on behalf of the Applicant.

Mr Howard Sherwood, identified himself as an observer to the meeting. Mr Sherwood had also made representations in Annex D as a local resident.

The Chair outlined the process the hearing would follow and explained that the Panel would be advised by the Council's Legal Adviser, and Committee Clerk.

The Chair reminded all parties to highlight only issues that relate to the Licensing

Objectives should be considered that being:

- The prevention of crime and disorder;
- Public Safety;
- The prevention of public nuisance;
- The protection of children from harm.

Licensing Panel

18/April2023

The Chair announced that the Panel were in attendance to consider an application for a variation to a premises licence application made by Mr Thomas Astor in regards to the Merriscourt Gallery premises.

The Licensing Officer, Andrea Thomas outlined the application, which considered an application for a variation to a premises licence application made by Mr Thomas Astor in regards to the premises Merriscourt Gallery. The Applicant had applied to extend the opening hours at the beginning of the day and to remove a condition on the current licence, to allow amplified music in the courtyard area. The Officer confirmed there had been objections from local residents covered in Annex D of the report. Conditions suggested by the Environmental Health Officer were detailed in the report as follows;

- The provision of any live and recorded music outdoors shall be restricted to the courtyard and gallery garden areas and shall cease at 23.00 hours prompt. This condition had been agreed by the applicant and would form part of the licence if the application were to be approved.

The Panel were asked to consider the application and to determine whether to:

- Grant the application as requested;
- Grant the application subject to such conditions that are necessary to promote the licensing objectives;
- Refuse the application in whole or in part where it is necessary in order to promote licensing objectives.

The Chair then invited Mr Astor to address the panel.

Mr Astor addressed the Panel, giving an overview of the reason he had applied to vary the current licence. He explained that he would like to streamline his office administration due to currently having to apply for a Temporary Events Notice. The variation would allow for alcohol to be served after wedding receptions and for music to be played at the drinks reception. Mr Astor also explained that he would like to move the times he is permitted to sell alcohol to cover this. Mr Astor referred to the representations of local residents in Annex D and covered the following points;

- Noise concerns – There have been no complaints in 15 years of his business. The business hosts several weddings a year and they are held in a stone building, the doors of the building are kept closed to limit noise and control the temperature of the room. If needed portable fans have been provided to keep the room cool.
- Variation of Licence – To enable music to be played in the outside courtyard area. For amplified music the end time would be 9pm. For some clients the cost of hiring a harpist or string quartet is out of their budget so they request amplified music as an alternative. Mr Astor would be happy to have a noise limit/ restriction. Generally, at the drinks reception the music would be more ‘background’ music rather than played at a loud volume to enable guests to talk. The current licence allows for the venue to be used daily.
- Traffic level – There is accommodation on site. Guests who are staying locally are advised to pre-book taxis due to the location of the venue. Events are not encouraged past midnight due to consideration for staff working late and getting home themselves

18/April2023

as well as residents living on site. There is an additional fee charged for events that run past midnight.

- Sound and light pollution – In the representations from local residents there was some concerns about use of fireworks . Mr Astor confirmed that they had a no firework policy due to families with young children living on the site and stated that fireworks had never been used on the site.
- Amplified music- For those clients who do not wish to hire live music such as harpist, this would give them an opportunity to play music from a playlist and it would be for a limited time, not after dark or played loudly.
- Mr Astor confirmed that there had been no complaints from the local village of Lyneham. Mr Astor also pointed out that their website has contact details if residents would like to contact the business directly, and had been in contact with the Chairman of Lyneham Parish Council. This was to extend an invitation to the residents of Lyneham to view Merriscourt Gallery.

The Chair, for clarification, advised that issues with traffic and fireworks were not covered by the Licensing Panel and would not be considered. The Chair invited questions from the Panel.

Councillor MacRae asked Mr Astor to clarify what he meant by ‘streamlining administration’. Mr Astor explained that currently if clients request amplified music to be played he has to apply for a Temporary Events Notice to facilitate these requests. To streamline administration would mean if Merriscourt Gallery had the applied for licence a Temporary Event Notice would not be required reducing pressures on administration.

Councillor Parkinson asked if in house catering was provided. Mr Astor confirmed that all catering was in house.

The Chair asked how frequently the areas will be used for amplified music. Mr Astor confirmed that the Courtyard would be used at least twice a year as they host Chipping Norton Theatre as a charitable event. Clients ask 3 to 4 times a year for a playlist to be part of their event. However Mr Astor would like more opportunity to offer use of playlists as an option for clients.

Emily Ricks, General Manager, confirmed that the venue hosts 2 to 3 weddings a week maximum, the vast majority of clients have live music outside. Currently amplified music is played inside the building and doors are shut, this results in guests outside not being able to hear the music. They would anticipate a requested for amplified music once a week between the hours of 2pm and 4pm. This music would not be loud as it is part of the drinks reception and reduced volume allows for guests to chat, so would be background music.

The Chair invited Mr Downham, Environmental Health Officer, to address the Panel. Mr Downham referred to the conditions in the report and clarified the term ‘amplified’. Mr Downham explained that amplified music can be controlled by volume and does not have to result in music played loudly. Mr Downham felt that there had been some misunderstanding by residents to the term amplified, resulting in concerns that music would be played at loud levels. It was considered in the applicant’s case the music would be played at gentle background levels and therefore would not cause problems within the hours being proposed.

Licensing Panel

18/April2023

The Licensing Officer asked for clarification on contact numbers on the business website and the availability of staff to answer telephone calls. Emily Ricks confirmed that the contact number is redirected to her or the wedding manager's mobiles, who would be overseeing the event and calls would be answered and dealt with.

The Chair invited any other comments or questions. Mr Howard Sherwood, who attended as a member of public observing requested to speak. At the Chair's discretion he addressed the Panel and confirmed his representations as a local resident were covered in Annex D. Mr Sherwood asked for a distinction between pre-recorded sound and live sound to be considered when looking at conditions. Mr Sherwood raised concerns about doors being left shut as conditions in temperature change at night and asked how sound levels would be monitored and enforced. Mr Sherwood was concerned that once the licence was granted this would enable the venue to have amplified or live music that could affect the local residents.

Mr Astor replied that there had been no noise complaints within 15 years of running the business. Families with young children live on the farm so consideration is given to them. Music and outside performances would not be anticipated to run after 4 pm.

Mr Downham confirmed that if there were concerns the Environmental Health team can review the situation however live music and recorded music would be considered separately.

The Panel retired to determine the application.

The Panel returned and advised that they had considered all of the case papers relating to the application and taken into account what had been said during the hearing, they had listened carefully to what the Applicant had said and considered the local residents comments and concerns, including Mr Sherwood. The Panel stated they had also considered the Licensing Objections, the Council's licensing policy and statutory guidance.


The Panel were confident to accept the submission of the Applicant and that they will adhere to the conditions laid out in the present license and the variation. The Panel are content that the variation identified by Environmental Health will address the local residents' concerns and therefore granted the application with the variation to condition. The Panel concluded that any person can review a Premises Licence if there are breaches of the licence.

Resolved that the application be granted with the following variation to the current licence;

1. The provision of any live and recorded music outside shall be restricted to the courtyard and gallery garden areas and shall cease at 23.00 hours prompt.
2. Extension of hours for, plays, performances of dance, supply of alcohol and the hours open to the public.

The Meeting closed at 2.51pm

CHAIR

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>LICENSING PANEL – 16 AUGUST 2023</p>
<p>Subject</p>	<p>Application for a variation to a Premises Licence – Bell Hotel, Charlbury</p>
<p>Wards affected</p>	<p>Charlbury</p>
<p>Accountable officer</p>	<p>Andrea Thomas – Licensing Officer Email: andrea.thomas@westoxon.gov.uk</p>
<p>Summary/Purpose</p>	<p>To determine a variation to a premises licence application made by The Mill At Kingham Limited, represented by TLT Solicitors, in regards to the premise named The Bell Hotel, Charlbury, OX7 3PP</p>
<p>Annexes</p>	<p>Annex A – Redacted Application Form Annex B – Proposed Plans Annex C – Current Licence Annex D – Local resident representations Annex E – Copy of letter from Solicitor Annex F – Licensing Hearing Procedures</p>
<p>Recommendation(s)</p>	<p>That the Licensing Panel is asked, in light of the representations received, to consider the application and determine whether to:-</p> <ul style="list-style-type: none"> • Grant the application as requested; • Grant the application subject to such conditions that are necessary to promote the licensing objectives; • Refuse the application in whole or in part where it is necessary in order to promote the licensing objectives.
<p>Corporate priorities</p>	<ul style="list-style-type: none"> • Putting Residents First • Working Together for West Oxfordshire • Ensure that services delivered by the Council are delivered to the highest standard
<p>Key Decision</p>	<p>NO</p>
<p>Exempt</p>	<p>NO</p>

Consultees/ Consultation	A 28 day consultation has been undertaken with all Responsible Authorities, Ward Member, Town Council and advertised in accordance with the Licensing Act 2003
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1. BACKGROUND

- 1.1 The Licensing Act 2003 (“the Act”) allows applicants to apply for new Premises Licences, Premises Licence variations, Club Premises Certificates and Personal Licences. This Application is for a variation to an existing Premises Licence
- 1.2 The Application was received on the 27 June 2023. The Applicant is The Mill at Kingham Limited represented by TLT Solicitors for The Bell Hotel, Charlbury, OX7 3PP
- 1.3 The Licensing Authority is satisfied that the Application was duly made, the correct notification process was followed and the Application was appropriately advertised and a Site Notice advertising the Application was placed at the site for 28 days.
- 1.4 This Application is to vary the Premises Licence to vary the licence to include an external bar in the garden subject to the following conditions which have been suggested by the Applicant to alleviate any concerns of local residents. The Applicant’s Solicitor has been in touch with persons who have made representations to make them aware of the conditions they have suggested could be attached to the Licence if granted
- a) Any external bar will operate until no later than 2200
 - b) The external bar will be supervised at all times it is in use
 - c) The external bar will be inaccessible to customers when not in use to ensure that customers do not have direct access to alcohol

The position of the bar is shown on the attached site map and plan drawings.
041_10_03 to be added to the licence to reflect changes to the layout of the premises.

The specific changes are as follows:

- Changes to pub building ground floor layout (reflected in drawing number 041_10_00)
 - Reconfiguration of bar servery
 - Installation of fixed seating
 - Reconfiguration of lavatories
 - Reconfiguration of reception
- Changes to barn building ground floor layout (reflected in drawing number 041_10_03)
 - Reconfiguration of lavatories
 - Installation of door on ground floor

- 1.5 All other hours, activities and conditions currently permitted by the premises are to remain.

A copy of the redacted Application is attached at **Annex A** and the proposed plans are at **Annex B**

2. SITE DESCRIPTION

- 2.1 A copy of the current premise licence is at **Annex C**

3. REPRESENTATIONS

- 3.1 **Responsible Authorities under the Licensing Act 2003-** There have been no further representations made by any of the other Responsible Authorities
- 3.2 **Residents -** There have been representations received from local residents in relation to this Application and can be found in **Annex D**.
- 3.3 The concerns raised in the objections relating to Planning Conditions are not a matter for the Licensing Panel to take into account, this is dealt with under Planning legislation.
- 3.4 The applicants Solicitor has responded to the representation made and a copy of this email can be found at **Annex E**

4. NATIONAL GUIDANCE

- 4.1 The Secretary of State's Guidance requires Licensing Authorities, following receipt of relevant representations, to make judgements about what constitutes public nuisance and what is necessary, in terms of Conditions attached to a specific Premises Licence, to prevent it.
- 4.2 Where the Act provides for mandatory conditions to be included in a Premises Licence, it is the duty of the Licensing Authority issuing the Licence to include those conditions in the Licence

5. PROCEDURES

- 5.1 A copy of the procedure for the Meeting is attached at **Annex F**

6. FINANCIAL IMPLICATIONS

- 6.1 There are no financial implications arising directly from the consideration of this Application. However, any appeal to the magistrates' court against the refusal of the Application or against the imposition of conditions could result in the Council having to bear the legal costs of defending its decision.

7. LEGAL IMPLICATIONS

- 7.1 There is a right of appeal to the magistrates' court within 21 days of the Council's decision should the Council refuse the Application or against the conditions imposed on the Licence

8. BACKGROUND PAPERS

- 8.1 West Oxfordshire District Council's Statement of Licensing Policy – 2021
- 8.2 Home Office Section 182 Statutory Guidance published April 2018

(END)

Application to vary a premises licence 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 The Mill at Kingham Limited
(Insert name(s) of applicant)

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number W/22/01497/PRMDPS

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description Bell Hotel Church Street Charlbury			
Post town	Chipping Norton	Postcode	OX7 3PP

Telephone number at premises (if any)	n/a
Non-domestic rateable value of premises	£27,250

Part 2 – Applicant details

Daytime contact telephone number	n/a		
E-mail address (optional)	n/a		
Current postal address if different from premises address	45 Gresham Street		
Post town	London	Postcode	EC2V 7BG

Part 3 - Variation

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible? Yes No

If not, from what date do you want the variation to take effect?

DD	MM	YYYY

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1) Yes No

Please describe briefly the nature of the proposed variation (Please see guidance note 2)

To vary the licence to include an external bar in the garden subject to the following conditions:

- a) Any external bar will operate until no later than 2200
- b) The external bar will be supervised at all times it is in use
- c) The external bar will be inaccessible to customers when not in use to ensure that customers do not have direct access to alcohol

The position of the bar is shown on the attached site map and plan drawings.

041_10_03 to be added to the licence to reflect changes to the layout of the premises. The specific changes are as follows:

Changes to pub building ground floor layout (reflected in drawing number 041_10_00)

- o Reconfiguration of bar servery
- o Installation of fixed seating
- o Reconfiguration of lavatories
- o Reconfiguration of reception

Changes to barn building ground floor layout (reflected in drawing number 041_10_03)

- o Reconfiguration of lavatories
- o Installation of door on ground floor

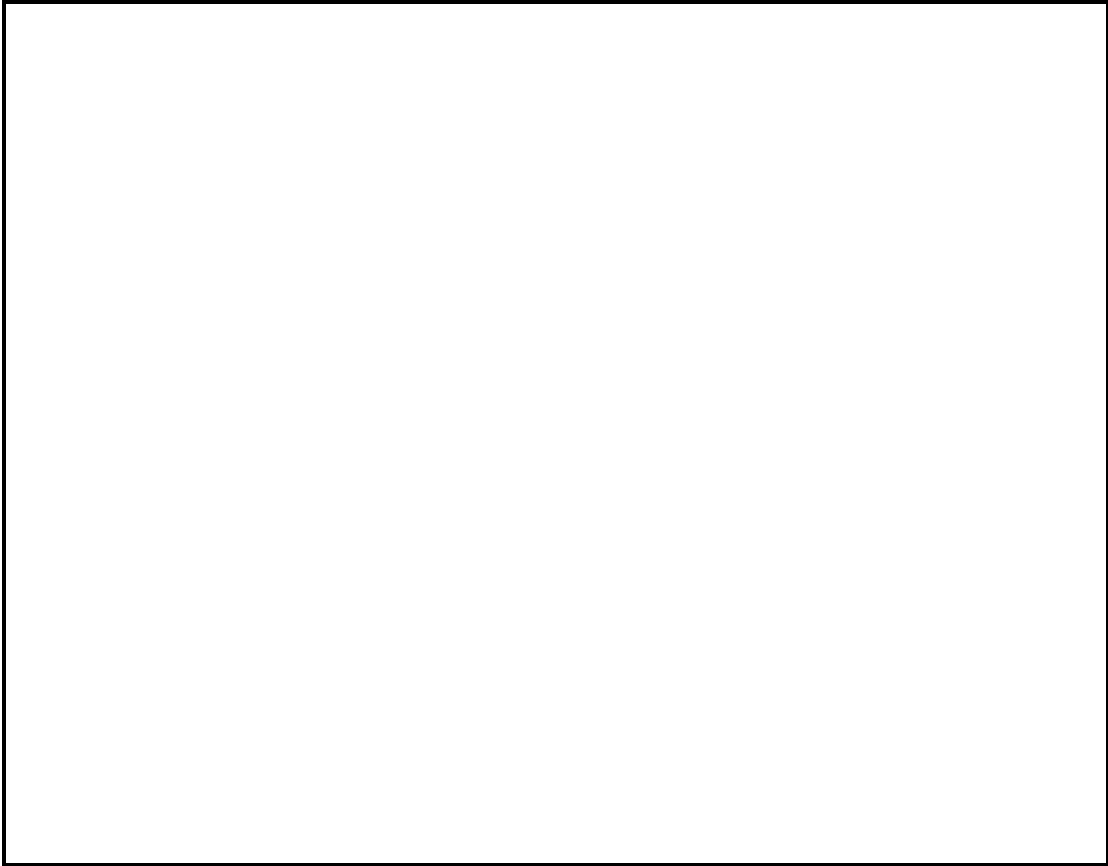
Any part of the variation application that changes the plan/layout at the premises to be of no effect until the work has been completed.

Locations of fire safety and other safety equipment subject to change in accordance with the requirements of the responsible authorities or following a risk assessment.

Any detail shown on the plan that is not required by the licensing plans regulations is indicative only and subject to change at any time.

All other hours, activities and conditions currently permitted by the premises are to remain unchanged by this application.

We have engaged in pre-application consultation with West Oxfordshire Council's Licensing Unit and the local police. From this we established this must be submitted via full variation.



If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:

n/a

Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

- | Provision of regulated entertainment (Please see guidance note 3) | Please tick all that apply |
|---|-----------------------------------|
| a) plays (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G) | <input type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input 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 8)			Will the performance of a play take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	Please give further details here (please read guidance note 5)					
Mon								
Tue								
Wed						State any seasonal variations for performing plays (please read guidance note 6)		
Thur								
Fri			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 7)					
Sat								
Sun								

B

Films Standard days and timings (please read guidance note 8)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	Please give further details here (please read guidance note 5)					
Mon								
Tue								
Wed						State any seasonal variations for the exhibition of films (please read guidance note 6)		
Thur								
Fri						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 7)		
Sat								
Sun								

C

Indoor sporting events Standard days and timings (please read guidance note 8)			Please give further details (please read guidance note 5)	
Day	Start	Finish		
Mon			State any seasonal variations for indoor sporting events (please read guidance note 6)	
Tue				
Wed				
Thur				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 (please read guidance note 7)
Fri				
Sat				
Sun				

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 8)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>						
				Outdoors	<input type="checkbox"/>						
				Both	<input type="checkbox"/>						
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 5)								
Mon											
Tue											
Wed						<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 6)					
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 7)		
Sat											
Sun											

E

Live music Standard days and timings (please read guidance note 8)			Will the performance of live music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	Please give further details here (please read guidance note 5)					
Mon								
Tue								
Wed						State any seasonal variations for the performance of live music (please read guidance note 6)		
Thur								
Fri			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 7)					
Sat								
Sun								

F

Recorded music Standard days and timings (please read guidance note 8)			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>						
				Outdoors	<input type="checkbox"/>						
				Both	<input type="checkbox"/>						
Day	Start	Finish	Please give further details here (please read guidance note 5)								
Mon											
Tue											
Wed						State any seasonal variations for the playing of recorded music (please read guidance note 6)					
Thur											
Fri									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 7)		
Sat											
Sun											

G

Performances of dance Standard days and timings (please read guidance note 8)			Will the performance of dance take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
Day				Outdoors	<input type="checkbox"/>
Start	Finish			Both	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 5)		
Tue			State any seasonal variations for the performance of dance (please read guidance note 6)		
Wed			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 7)		
Thur					
Fri					
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 8)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 5)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 6)		
Fri					
Sat			<u>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</u> (please read guidance note 7)		
Sun					

1

Late night refreshment Standard days and timings (please read guidance note 8)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 5)		
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 6)		
Thur					
Fri			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 7)		
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 8)			Will the supply of alcohol be for consumption – please tick (please read guidance note 9)	On the premises	<input type="checkbox"/>			
				Off the premises	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 6)					
Mon								
Tue								
Wed								
Thur						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 7)		
Fri								
Sat								
Sun								

K

<p>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 10).</p> <p>None</p>
--

L

Hours premises are open to the public Standard days and timings (please read guidance note 8)			State any seasonal variations (please read guidance note 6)
Day	Start	Finish	
Mon			<p>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 7)</p>
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

None to be removed.

Please tick as appropriate

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes, please fill in reasons for not including the licence or part of it below

Reasons why I have not enclosed the premises licence or relevant part of premises licence.

M Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 11)

b) The prevention of crime and disorder

c) Public safety

d) The prevention of public nuisance

Any external bar will operate until no later than 2200

The external bar will be supervised at all times it is in use

The external bar will be inaccessible to customers when not in use to ensure that customers do not have direct access to alcohol

e) The protection of children from harm

Checklist:

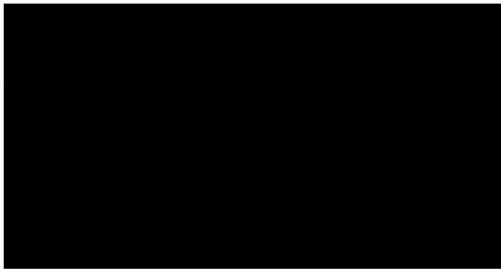
Please tick to indicate agreement

- I have made or enclosed payment of the fee; or
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I understand that I must now advertise my application.
- I have enclosed the premises licence or relevant part of it or explanation.
- I understand that if I do not comply with the above requirements my application will be rejected.

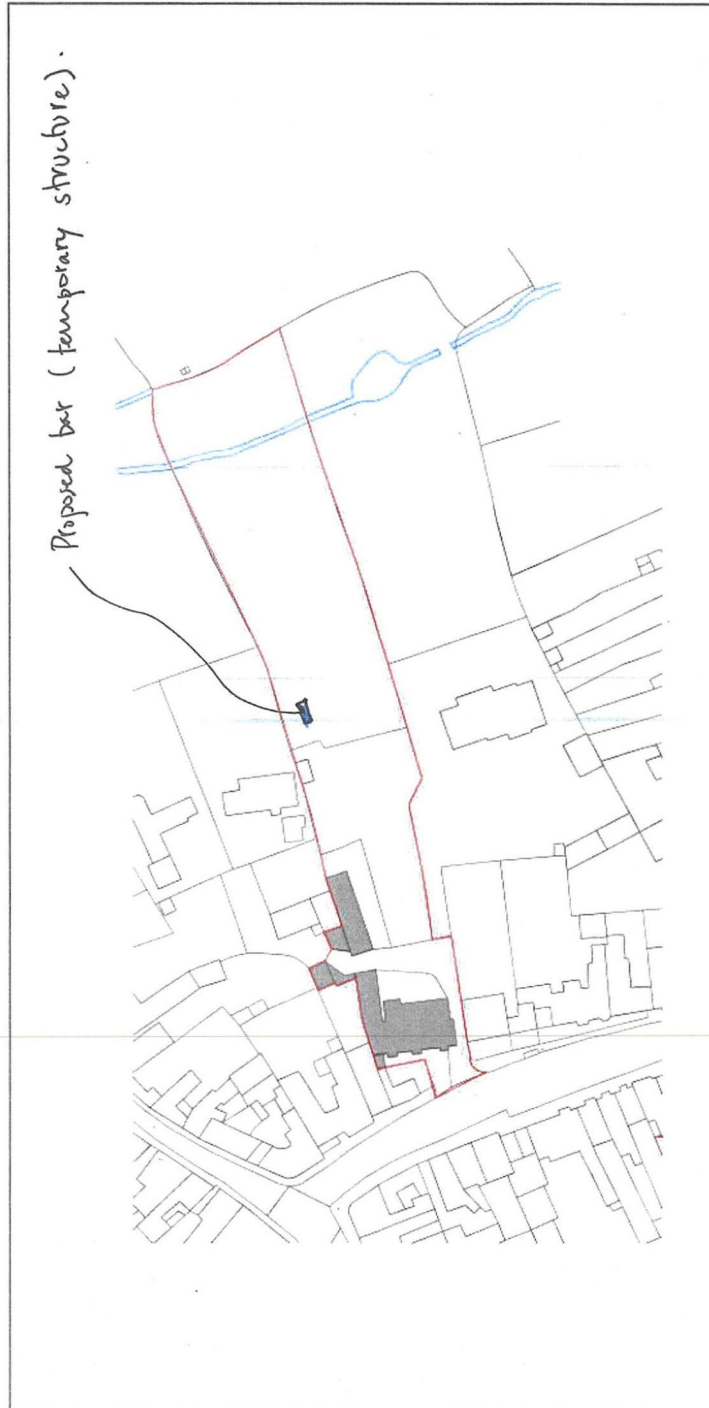
IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

Part 5 – Signatures (please read guidance note 12)

Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	26 th June 2023
Capacity	Solicitor to Applicant

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 15) Matthew May TLT Solicitors One Redcliff Street			
Post town	Bristol	Post code	BS1 6TP
Telephone number (if any)	+44(0)3330 006 71739		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) matthew.may@TLT.com			



— Licensed Area



- general notes**
1. This is not a construction drawing, it is unsuitable for the purpose of construction, and must on no account be used as such.
 2. Do not scale from this drawing.
 3. All dimensions must be checked on site prior to construction and any discrepancies verified with the architect.
 4. Unless shown otherwise, all dimensions are to structural surface.
 5. HGG owns the copyright and all intellectual property rights (IPR) in these designs and will take any necessary legal action in the event of its copyright or any other IPR being infringed

NOTE:
Proposals that deviate from the existing consent require LBC and should not be undertaken until this is in place

Issue		
CONCEPT		
revisions		
DATE	REVISION	DESCRIPTION / COMMENT
20/11/22	J	FIRST ISSUE
11/01/23	A	Minor updates, door numbers added
—	—	—
—	—	—
—	—	—
—	—	—
—	—	—
—	—	—
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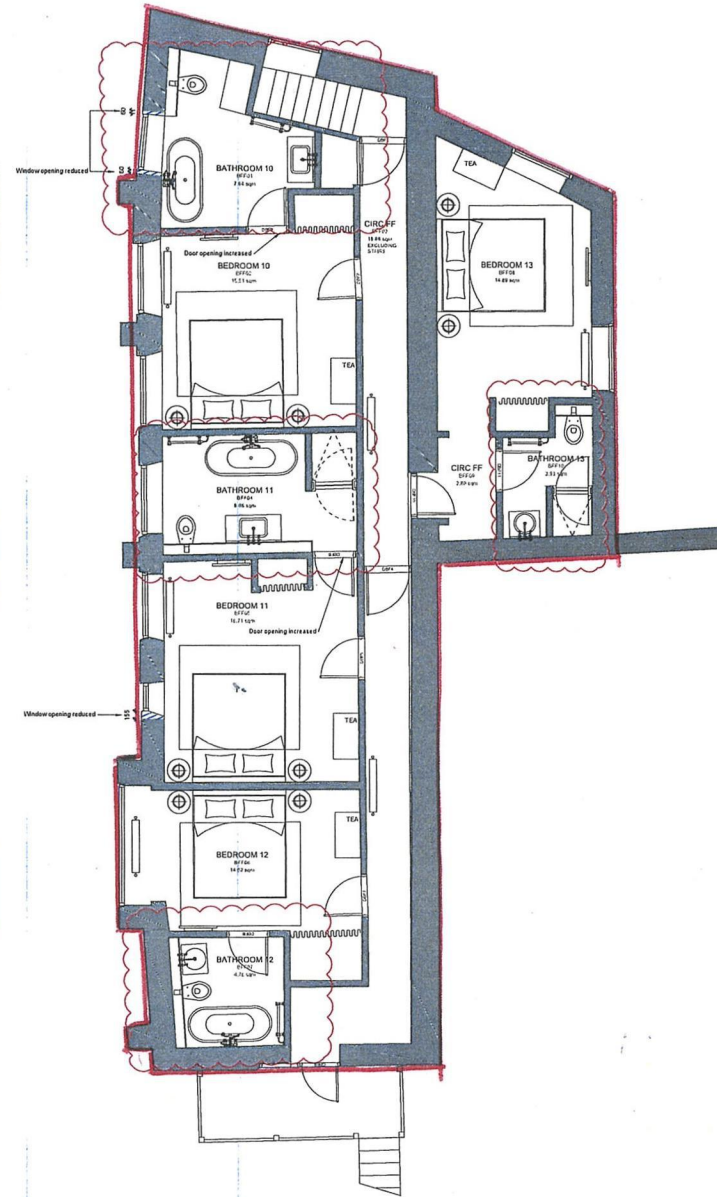
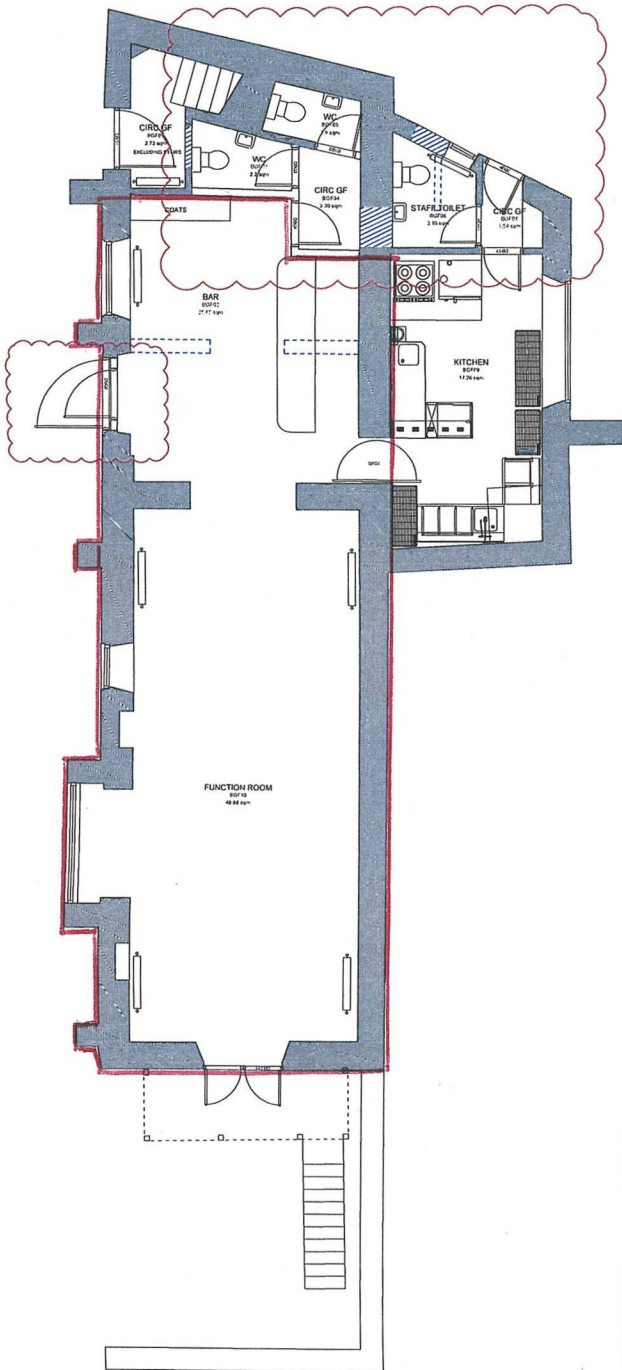
**HAINES GADD
GREAVES
ARCHITECTS**
www.hainesgaddgreaves.com

Project
THE BELL

Drawing
**PROPOSED
GROUND FLOOR PLAN**

scale	1:50@A1	date	30/11/22
drawing number	041_10_00	rev	A

— Licensed Area



- general notes
1. This is not a construction drawing, it is unsuitable for the purpose of construction, and must on no account be used as such.
 2. Do not scale from this drawing.
 3. All dimensions must be checked on site prior to construction and any discrepancies verified with the architect.
 4. Unless shown otherwise, all dimensions are to structural surfaces.
 5. HGG owns the copyright and all intellectual property rights (IPR) in these designs and will take any necessary legal action in the event of its copyright or any other IPR being infringed.

NOTE:
Proposals that deviate from the existing consent require LBC and should not be undertaken until this is in place

Issue

CONCEPT

DATE	REVISION	DESCRIPTION / COMMENT
05/12/22	1	FIRST ISSUE
08/02/23	A	FF plan added to sheet, bathroom layouts updated
—	—	—
—	—	—
—	—	—
—	—	—
—	—	—
—	—	—
—	—	—
—	—	—

HAINES GADD
GREAVES
ARCHITECTS
www.hainesgaddgreaves.com

project
THE BELL

drawing
PROPOSED BARN
GROUND AND FIRST FLOOR PLAN

scale 1:50 date 05/12/22

drawing number 041_10_03 rev A

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Reply to : Andrea Thomas
Tel : 01993 861000
Email: ERS@westoxon.gov.uk

Council Offices

Woodgreen,
WITNEY,
Oxfordshire,
OX28 1NB
Tel: 01993 861000
www.westoxon.gov.uk



WEST OXFORDSHIRE
DISTRICT COUNCIL

Your Ref: W/23/00755/PRMDPS

Date: 27th July 2023

Mr Matthew May
One Redcliff Street
Bristol
BS1 6TP

Dear Sir/Madam,

**LICENSING ACT 2003
APPLICATION FOR Variation of DPS**

We are pleased to inform you that the application for the above licence has been granted under the Licensing Act 2003. Please find enclosed the Premises Licence in respect of the following premises:-

Premises Name:	Bell Hotel
Address:	Bell Hotel Church Street Charlbury Chipping Norton Oxfordshire OX7 3PP
Application Type:	Variation of DPS
Application Reference:	W/23/00755/PRMDPS

Please can you check that the details contained within the Premises Licence are correct. If there are any clerical errors please notify the licensing section immediately using the contact details above so that the errors can be rectified.

Part B of the Premises Licence must be on display at the premises it relates to at all times.

Attached to the Premises Licence, at Appendix I, are the current Mandatory Conditions. These Mandatory Conditions are subject to change and it is the licence holder's/Designated Premises Supervisor's responsibility to ensure that they are aware of the most up-to-date Mandatory Conditions. The full up-to-date list can be found on the West Oxfordshire District Council website (www.westoxon.gov.uk), under the licensing service area. Please find a copy enclosed.

An annual fee is payable on the anniversary of the grant date of the Premises Licence. **West Oxfordshire District Council** will send the licence holder an invoice when this fee is due.

West Oxfordshire District Council may share information provided to it with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud under Section 6 of the Audit Commission Act 1998.

If you have any queries regarding this matter please do not hesitate to contact us.

Yours sincerely,

Licensing Team
Environmental and Regulatory Services

West Oxfordshire District Council may share information provided to it with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud under Section 6 of the Audit Commission Act 1998

LICENSING ACT 2003

PART A – PREMISES LICENCE



Premises Licence Number

W/23/00755/PRMDPS

Part 1 – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code

Bell Hotel
 Church Street
 Charlbury
 Chipping Norton
 Oxfordshire
 OX7 3PP

Telephone number

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence and the times the licence authorises the carrying out of licensable activities

Supply by Retail of Alcohol	Every day	09:00 - 01:30
Live Music	Friday and Saturday	20:00 - 23:00
Live Music outdoors	Friday and Saturday	12:00 - 19:00
Recorded Music	Every day	12:00 - 00:00
Non Standard Timings	Supply of alcohol	
	Sporting and non sporting events of local national and international importance to be shown live. Cheltenham Festival 0700 to 0200	
	Live music	
	New Years Eve 2000hrs to 0000hrs	

The opening hours of the premises

Every day 09:00 - 02:00

Non Standard Timings Sporting and non sporting events of local national and international importance to be shown live. Cheltenham

Festival 0700 to 0200
Standard 36 hour deregulation New Years Eve to New Yearss
Day

Where the licence authorises supplies of alcohol whether these are on and / or off supplies

On and Off

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder(s) of premises licence

The Mill At Kingham Limited
45 Gresham Street
London
EC2V 7BG

Registered number of holder, for example company number, charity number (where applicable)

08126718

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

Mr Nathan Walker-Unwin
14 Lincoln Court
Wallis Square
Farnborough
Hampshire
GU14 7GU

Telephone No.

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

Personal Licence No.: 18/00015/LAPER

Licensing Authority: Rushmoor Borough Council

Signature of Issuing Officer:



**Group Manager
Licensing and Business Support**

Date of Determination:

27th July 2023

Date of Issue:

27th July 2023

(See Annexes and Plans attached for conditions relating to this Licence)

Issuing Authority

West Oxfordshire District Council, Woodgreen Witney, Oxon OX28 1NB

Annex 1 – Mandatory conditions

1. No retail sale or supply of alcohol may be made under this licence:
 - a. at a time when there is no designated premises supervisor in respect of the premises licence, or
 - b. at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every retail sale or supply of alcohol under this must be made or authorised by a person who holds a personal licence.

Annex 2 – Conditions consistent with the Operating Schedule

1. All external doors and windows must be kept closed other than for access and egress in all rooms when events involving amplified music or speech are taking place.
2. No music or speech shall be relayed via external speakers other than for events with the prior approval of the Licensing Authority.
3. Prominent clear notices shall be displayed at all exits in the beer garden requesting customers to respect the needs of local residents and leave the premises and the area quietly.
4. The beer garden and rear patio area shall not be used by customers after Midnight.
5. The front patio area must not be used by customers after 2100hrs.
6. Prominent clear notices shall be displayed at the entrances to the beer garden and the patio areas specifying their permitted hours of use.
7. Disposal of waste bottles into external receptacles where the noise will be audible to neighbouring properties shall not occur between 2300hrs and 0730hrs
8. Arrangements shall be put in place to ensure that waste collection contractors do not collect refuse between 2300hrs and 0730hrs.
9. That the performance of live or playing of recorded music (other than that provided by the premises installed sound system) shall be permitted on Friday and Saturday nights and on no more than one other night each week.

Annex 3 – Conditions attached after a hearing by the licensing authority

All external doors and windows must be kept closed other than for access and egress in all rooms when events involving amplified music or speech are taking place.

No music or speech shall be relayed via external speakers other than for events with the prior approval of the Licensing Authority.

Prominent clear notices shall be displayed at all exits in the beer garden requesting customers to respect the needs of local residents and leave the premises and the area quietly.

The beer garden and rear patio area shall not be used by customers after Midnight.

The front patio area must not be used by customers after 2100hrs.

Prominent clear notices shall be displayed at the entrances to the beer garden and the patio areas specifying their permitted hours of use.

Disposal of waste bottles into external receptacles where the noise will be audible to neighbouring properties shall not occur between 2300hrs and 0730hrs

Arrangements shall be put in place to ensure that waste collection contractors do not collect refuse between 2300hrs and 0730hrs.

That the performance of live or playing of recorded music (other than that provided by the premises installed sound system) shall be permitted on Friday and Saturday nights and on no more than one other night each week.

Annex 4 – Plans

AS SUBMITTED WITH THE APPLICATION



LICENSING ACT 2003

PART B – PREMISES LICENCE SUMMARY

Premises Licence Number

W/23/00755/PRMDPS

Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code

Bell Hotel
Church Street
Charlbury
Chipping Norton
Oxfordshire
OX7 3PP

Telephone number

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence and the times the licence authorises the carrying out of licensable activities

Supply by Retail of Alcohol	Every day	09:00 - 01:30
Live Music	Friday and Saturday	20:00 - 23:00
Live Music outdoors	Friday and Saturday	12:00 - 19:00
Recorded Music	Every day	12:00 - 00:00

Non Standard Timings

Supply of alcohol
Sporting and non sporting events of local national and international importance to be shown live. Cheltenham Festival
0700 to 0200
Live music
New Years Eve 2000hrs to 0000hrs

The opening hours of the premises

Every day 09:00 - 02:00

Non Standard Timings

Sporting and non sporting events of local national and international importance to be shown live. Cheltenham

Festival 0700 to 0200
Standard 36 hour deregulation New Years Eve to New Yearss
Day

Where the licence authorises supplies of alcohol whether these are on and / or off supplies

On and Off

Part 2

Name, (registered) address of holder(s) of premises licence

The Mill At Kingham Limited
45 Gresham Street
London
EC2V 7BG

Registered number of holder, for example company number, charity number (where applicable)

08126718

Name of designated premises supervisor where the premises licence authorises the supply of alcohol

Mr Nathan Walker-Unwin

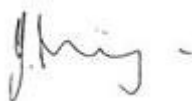
State whether access to the premises by children is restricted or prohibited

Provision of sufficient staff with appropriate training to secure the protection of children from harm

Adoption of best practice (Public Places Charter)

Children permitted in all areas except at the bar only when supervised by a responsible adult 0900-2300

Signature of Issuing Officer:



**Group Manager
Licensing and Business Support**

Date of Determination:

27th July 2023

Date of Issue:

27th July 2023

Issuing Authority

West Oxfordshire District Council, Woodgreen Witney, Oxon OX28 1NB

Alex Birch

I object to the application for an outside rear bar operating until 22:00 hrs / 10 PM. The rear garden of the Bell Pub, in which the proposed bar is situated is in very close proximity to a number of households and their gardens, mine included. I note that my family has had cause in the past, when the Bell was under previous ownership, for a number of complaints related to late night noise coming from drinkers in the area to the rear of the Bell. The operation of the proposed bar until 10 pm is likely - based on observation of many other licensed premises - to result in continuing noise (drinking up / departing etc / sitting outside to smoke/vape) for another hour or more. Combined with the fact that there will then be noisy departures - likely by car (doors slamming / engines starting etc) - by up to 30-40 cars (for which parking has been provided) means there is potential for what amounts to a public nuisance for the householders in the near vicinity. Given the time of evening this is likely to occur ("bedtime") and the busiest season for it (summer - when windows need to be kept open for ventilation) the potential for nuisance and denial of quiet enjoyment of our residential property is high. There are a number of households likely affected including: The Stone House, Long Meadow, Bell Cottage, Bell Barn.

I note also there are two items of planning which may not allow this proposed variation in the licence.

Under the Land Registry Title Register for ON157160 there is noted - at note 7 - a lasting covenant and obligation - established as at 1996-09-24 as follows:

(b) To erect a wooden fence along the southern boundary line shown on the plan annexed dotted black of such a nature and size to be approved by the sellers at their absolute discretion and forever thereafter to maintain the same in good condition

This suggests the area should remain a garden - not have a bar in it.

(f) Not to erect any building or structure on the property without the prior written consent of the sellers or their successors in title.

This says "any" structure ... which would suggest that a temporary Bar still needs the permission of the current heirs in title to the original sellers (Peter Gerard Hilton and Audrey Joyce Hilton) of the relevant piece of land. The "property" as outlined in the Title is the full extent of the Bell "Estate" including the garden down to the stream at the bottom of the estate

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By way of introduction I am instructed by the premises licence holders at the Bell at Charlbury in relation to the application for variation of the premises licence. The sole purpose of the application is to enable my clients to install a bar in the garden of the premises. . I have been forwarded a copy of your representation to this application which I have, in turn, sent on to my clients

I thought it would be helpful if I set out the background to the application and the measures that my client will put in place to mitigate against any potential issues arising out of the installation of the external bar.

Background

My client acquired the premises in November 2022, at which time they had been closed for a couple of years.

Since acquisition, you will appreciate that my client has invested a significant amount of time and money in the pub. The pub is due to re-open in September. As part of the refurbishment, amongst other things, a new, and improved CCTV system is being installed (both inside the premises and out). They have also sought to engage as widely as possible with the local community as they move towards re-opening the premises

When my clients acquired the premises there was, what appeared to be, a dispense hatch/bar in the garden. On a review of the licence plans it transpired that the bar in the garden had not obtained the necessary approval under the Licensing Act 2003.

Following discussions with the licensing authority it was determined that the correct way to seek approval to licence the external bar (and also to regularise the position that my client inherited when they acquired the premises) was by way of a full variation.

As part of the application process we have consulted with all of the responsible authorities. None of the responsible authorities have made a representation to the application

The External Bar

In line with many licensed premises across the country, post COVID, my client wishes to install an external bar at the pub, in this case in the rear garden of the premises.

I attach some drawings showing the external bar.

My clients intention is not that it would be open all day every day but simply when, for example, weather and custom permits. The bar will be staffed when in use and will be locked when not in use so as to prevent customer access

As part of the application process we have offered the following additional conditions which will attach to the licence should the application be granted

- a) Any external bar will operate until no later than 2200
- b) The external bar will be supervised at all times it is in use
- c) The external bar will be inaccessible to customers when not in use to ensure that customers do not have direct access to alcohol

The installation of the bar will, amongst other things, assist with customer service and customer flow at busy times and will, of course, add an extra pair of eyes to assist with the supervision of the garden.

The Current Licence

The application in and of itself does not impact on the current permitted use of the garden (both front and rear) for the consumption of alcohol.

The existing licence is already subject to a number of conditions controlling the operation of the external areas to the premises, and the times that customers are permitted to be in the garden. These are as follows:

- Prominent clear notices shall be displayed at all exits in the beer garden requesting customers to respect the needs of local residents and leave the premises and the area quietly
- The beer garden and rear patio area shall not be used by customers after Midnight
- The front patio area must not be used by customers after 2100hrs.
- Prominent clear notices shall be displayed at the entrances to the beer garden and the patio areas specifying their permitted hours of use.

Regardless for whether or not the application for variation of the licence is granted, customers of the pub will still be permitted to consume alcohol in the garden in line with the current restrictions.

My clients will, of course, ensure that the above conditions are all complied with as and when the premises reopens to the public.

Land Registry

I note the comments that you make about planning and the entries on the land registry. These are matters that sit outside of the consideration the Licensing Committee

Next steps

My clients will of course continue to engage with the local community up to, and beyond, the opening of the premises. It is important to my client that they make a positive impact to the local community.

If you feel, on the basis of the above, that you are now in a position to withdraw your representation can I please ask that you email the licensing authority and copy me in. The Licensing Authority email is ers.licensingandapplications@publicagroup.uk

Should you wish to discuss this matter further then please do not hesitate to contact me direct

- Email – ewen.macgregor@tlt.com
- Mobile - +44 (0) 7718 099664

I look forward to hearing from you.

LICENSING COMMITTEE (LICENSING ACT 2003 MATTERS) PROCEDURE FOR DETERMINING APPLICATIONS

The four licensing objectives, as given by the Licensing Act 2003, are:

- the prevention of crime and disorder;
- public safety;
- the prevention of public nuisance
- the protection of children from harm.

Each application that comes before the Committee will be determined on its own merits, and the licensing authority will take its decision based on:

- the merits of the application;
 - the promotion of the four licensing objectives;
 - the Council's Statement of Licensing Policy, a copy of which can be obtained from the Licensing Section at West Oxfordshire District Council
 - the amended guidance issued by the Home Office in April 2018 under Section 182 of the Licensing Act 2003.
1. Following election, the Chairman opens the Meeting, introducing the Members of the Committee and Officers to the Applicant(s) and members of the public, explains the nature of the decision to be taken, and the procedure to be followed.
 2. The Licensing Officer outlines the application, any relevant representations and relevance to the Council's Statement of Licensing Policy and statutory guidance.
 3. Members may ask any relevant questions of the Licensing Officer.
 4. The Licensing Officer introduces the Applicant(s) (if present) and the Chairman invites him/her/them, or the person representing the Applicant, to present his/her application to the Committee and to clarify any information arising from the Officer's outline, if necessary.
 5. Members may ask relevant questions of the Applicant(s) regarding the application.
 6. The Chairman invites those parties, including any interested parties and/or responsible authorities, making representations to address the Committee in turn.
 7. Members may ask any relevant questions of those parties making representations.
 8. The Applicant(s) may ask any relevant questions of those parties making representations.

9. If necessary, the Committee will consider requests to allow other parties invited by the Applicant(s) to address the Committee.
10. Members may ask any relevant questions of any person invited by the Applicant(s) who addresses the Committee.
11. Any parties who have made representations may ask any relevant questions of any person invited by the Applicants who addresses the Committee.
12. The Chairman invites the Applicant(s) and any parties making representations, to briefly summarise their points if they wish.
13. The Chairman ascertains that all parties are satisfied they have said all they wish to say.
14. The Committee debates the application and makes its decision; it may retire to do so, if appropriate.
15. Where a decision is made at the Meeting, the Chairman notifies the Applicant(s):-
 - of the decision;
 - the reasons for the decision;
 - any conditions placed on the licence (if granted), and the licensing objectives they relate to;
 - the rights of appeal, and that the decision will be confirmed in writing as soon as practicable following the Meeting, and within the statutory timescales.

NOTES

- a. All references to the Committee relate to any three Member Committees of the Licensing Committee. However, a Committee could decide not to exercise its delegated authority and refer an application to the Licensing Committee for determination, or to the Council (as the Licensing Authority). In such cases, references to 'the Committee' shall relate to the Committee or the Council, as appropriate.
- b. All references to the Licensing Officer refer to the Public Protection Manager or other appropriate Licensing Officers.
- c. All references to the Applicant(s) refer to the Applicant(s), the licensee or his/her representative.
- d. Hearings will take the form of a discussion led by the Committee throughout which Members, the Applicant(s) and, if appropriate, Officers and other parties, may ask questions.
- e. Parties who have made representations will be invited to address the Committee in the following order, where applicable:-
 - Thames Valley Police;
 - Oxfordshire Fire Service;
 - the Health & Safety Executive;
 - Trading Standards Officer;
 - Child Protection Team
 - Officers of the Council in capacity as Responsible Authorities (health and safety, planning and pollution);
 - Health Body;
 - Other Persons;
 - Ward Member(s).
- f. Each party is allowed a maximum period of 15 minutes to make all of their relevant statements unless the Chairman expressly approves otherwise, but the Committee respectfully requests that all parties keep points pertinent and the discussion moving, in the interests of cost and efficiency.
- g. In order to avoid repetition, parties are requested to appoint a spokesperson to address the Committee where a number of the same, or similar representations, are being made.
- h. Decisions will generally be taken regardless of whether the Applicant(s) is present. All notices and representations received from absent parties will be considered.
- i. Where the decision is not made at the Meeting, it will be made within five working days of the date of that Meeting.

- j. Information which has not been produced prior to a Meeting will not be considered unless with the agreement of the Committee and all relevant parties present.
- k. Any changes in the membership of the Committee will be announced by the Chairman at the start of the Meeting.
- l. The Council is committed to taking decisions in an honest, accountable and transparent fashion but, on occasion, may find it necessary to exclude members of the public and Press in accordance with the legal framework given in Schedule 12A of the Local Government Act 1972 and/or local policy. On those occasions, decisions based on the above framework will be given. Similarly, the Council generally will allow all parties to ask questions of another party present, but this decision will be taken on a case-by-case basis. Cross examination of parties is prohibited except in exceptional circumstances, when a reason will be given
- m. The Council has the right to exclude parties disrupting this Meeting, at its discretion.

HOUSEKEEPING MATTERS

Mobile phones must be switched off or set to silent

No smoking throughout the building or anywhere on the site

In the event of the fire alarm sounding, Officers will direct you to the meeting point