

LICENSING SUB-COMMITTEE

MINUTES OF MEETING HELD ON TUESDAY 27 FEBRUARY 2024

Present: Cllrs Jon Andrews, Derek Beer and Kate Wheller

Officers present (for all or part of the meeting):

Elaine Tibble (Senior Democratic Services Officer), Lara Atree (Senior Lawyer - Regulatory), Kathryn Miller (Senior Licensing Officer) and John Miles (Democratic Services Officer)

Also present: Ms Kelly Busby and Mr Andrew Bateman

177. Election of Chairman and Statement for the Procedure of the Meeting

Proposed by Cllr Derek Beer, seconded by Cllr Kate Wheller.

Decision: that Cllr Jon Andrews be elected as chairman for the duration of the meeting.

178. Apologies

Apologies for absence were received from Cllrs Cathy Lugg and David Morgan, substituted by Cllrs Kate Wheller and Derek Beer.

179. Declarations of Interest

No declarations of disclosable pecuniary interests were made at the meeting.

180. Urgent items

There were no urgent items.

181. New Premises Licence Application for By the Bridge, 4a The Green, West Bay

The Senior Licensing Officer introduced her report. The application was for a new premises licence for By the Bridge in West Bay. For the supply of alcohol off the premises Monday to Sunday, 10 AM to 2300 hours.

Mr Bateman informed the Sub-Committee on behalf of Ms Busby that the kiosk next door which was 1 metre away and his other kiosk had an alcohol licence and there had been no issues. The council had installed bollards to pedestrianize the area in front of the kiosks, in order to make it safer for people queuing and driving past the kiosks. He did not foresee the alcohol licence increasing the footfall of customers, but this was mainly to give his customers the option to have an

alcoholic beverage with their meal. He said that this would not lead to the kiosk becoming a bar.

Following councillor questions Mr Bateman confirmed that alcohol would be sold in disposable cups which were recyclable. He acknowledged that the kiosk was close to and faced the road, but most people tended to order their food and then sit at the tables away from the road. In order to reduce crowds, they aimed to keep people moving, serve quickly and encourage customers to wait at the side of the kiosk.

All parties were given the opportunity to have their say and sum up.

Decision:

To GRANT a Premises Licence with the usual mandatory conditions and the conditions consistent with the Operating Schedule, as set out below, to permit the following:

Supply of alcohol (off the premises)
Monday to Sunday 10:00-23:00 hours

Conditions Consistent with the Operating Schedule

A CCTV system will be operational at the premises at all times when licensable activities are being carried out and at any other times when members of the public are present on the premises.

The CCTV system will cover all areas of the premises occupied by the public under the terms of the licence (licensed areas). The CCTV system will cover the main entrance and exit and designated emergency egress routes from the premises. The CCTV system will cover all external areas of the premises used by the public. The location of CCTV cameras are identified on the site plan of the premises. No amendments to the locations of the cameras will be made without prior consultation with Dorset Police and the Licensing Authority.

The CCTV system will be of a resolution quality which will enable the identification of person and activities, and other fine details such as, vehicle registration number plates in any light condition. The CCTV system will contain the correct time and date stamp information. The CCTV system will have sufficient storage and retention capacity for a minimum of 31 days continuous footage.

A designated member/members of staff at the premises will be authorised to access the CCTV footage and be conversant with operating the CCTV system. At the request of an authorised officer of the Licensing Authority or a Responsible Authority (under the Licensing Act 2003) any CCTV footage, as requested will be downloaded immediately or secured to prevent any overwriting. The CCTV footage material will be supplied, on request to an authorised officer of the Licensing Authority or a Responsible Authority with the absolute minimum of delay. The CCTV system will be capable of securing relevant pictures for review or export at a later date. The CCTV system will be adequately maintained and be capable of transporting recorded material onto a removable media.

The CCTV system replay must allow an authorised officer of the Licensing Authority or Responsible Authority to search the picture footage effectively and see all the information contained in the picture footage. It must be possible to replay exported files immediately, e.g. no re-indexing of files or verification codes.

A supervisor's register will be maintained at the licensed premises, showing the names, addresses and up-to-date contact details for the Designated Premises Supervisor (DPS) and all personal licence holders. The supervisors register will state the name of the person who is in overall charge of the premises at each time that licensed activities are carried out, and this information will be retained for a period of twelve months and produced for inspection on request to an authorised officer.

The premises licence holder/DPS will ask for a proof of age from any person appearing to be under the age of 25 who attempts to purchase alcohol at the premises. The PLH/DPS staff will ask for photographic identification in the form of either passport, EU photographic driving licence or PASS accredited identification, from any person appearing to be under the age of 25 who attempts to purchase alcohol at the premises.

A log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale, a description of the person refused, why they were refused (e.g., no ID, fake ID) and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the Police or an authorised officer of a Responsible Authority (Licensing Act 2003).

Members of the public will be prevented from accessing hot food and drink preparation areas to prevent risk of scald and burns. A suitability trained first aiders or appointed person to deal with first aid issues will be provided at all times when the premises are open. First aid equipment and materials adequate for the number of persons on the premises will be available on the premises at all times. All staff will be made aware of first aid location.

The Premises Licence Holder/DPS will ensure that litter arising from people using the premises is cleared away daily and that promotional materials such as flyers do not create litter.

The pavement from the building line to the kerb edge immediately outside the premises, including gutter/channel at its junction with the kerb edge, shall be swept and/or washed, and litter and sweepings collected in accordance with the business refuse storage arrangements.

No advertisements of any kind (including placard, poster, sticker, flyer, picture, letter sign or other mark) that advertises or promotes the establishment, its premises, or any of its events, facilities, goods or services shall be inscribed or affixed upon the surface of the highway, or upon any building, structure, works, street furniture, tree, or any other property, or to be distributed to the public.

182. Exempt Business

There was no exempt business.

Duration of meeting: 2.00- 2.20 pm

Chairman

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