

Minutes of **Licensing Panel**

Meeting date **Tuesday, 7 November 2023**

Members present: Councillors Jane Bell (Chair), James Gleeson and David Howarth

Officers: Chris Ward (Licensing Manager), Sushma Nayee (Solicitor), Tasneem Safdar (Shared Legal Services Team Leader) and Coral Astbury (Democratic and Member Services Officer)

Public: 0

26 Apologies for absence

No apologies were received.

27 Declarations of Interests

None.

28 Procedure

The Chair outlined the procedure to be followed.

29 New Premises Licence application

The Licensing Manager, Mr Chris Ward outlined the report of the Interim Deputy Chief Executive and explained the application was referred to members for a decision as the applicant was South Ribble Borough Council. Ordinarily the application would be determined by Officers as no relevant representations had been received however for transparency members were requested to determine the application.

The Licensing Manager explained that due to success the size of the community held events within the town centre had grown. Events such as “The Leyland Light Switch On” and “Taste of Leyland” require authorisation to play amplified music and sell alcohol. Previously, the Events Team had utilised Temporary Event Notices (TENS) however these were not considered good working practice by the licensing authority and police.

TENS only permits up to 499 people in one permitted area at any one time and the licensing authority are unable to attach any conditions to a TENS unless it relates to an existing premises licence. By issuing a formal premises licence responsible authorities would have more enforcement powers over the events.

The Licensing Manager referred to the conditions agreed between the applicant, police and licensing authority, and explained these would ease any concerns over the regulation of any event taking place. The conditions would only permit events up

to six times a year with fourteen days' notice of any event served to the police and licensing authority.

The Licensing Manager confirmed that no representations had been received from any responsible authority or member of the public and the application had been advertised as stipulated within the Licensing Act 2003 for the correct representation periods.

In response to a member enquiry, the Licensing Manager confirmed that the licence would permit for up to 6000 people but that members may choose to increase or decrease this number. The 499 capacity used under the TENS had previously been used for the stage area, the new licence would encompass the whole of Hough Lane.

Jess Clegg, on behalf of the applicant, explained that the application was submitted as an additional measure. Police and Licensing felt it was necessary to obtain a full premises licence due to the growth of events over the next few years. For each event permission had to be granted by Lancashire County Council (LCC) and landowners for road closures and this was always given.

A lot of stalls and traders attend Taste of Leyland and the Light Switch On and bars would continue to maintain individual TENS.

The Licensing Manager gave the following response to questions by the sub-committee:

- Leyland Festival was run by the Leyland Town Team, they would need to apply for their own licence and TENS.
- Prior to an event, the Events Team would need to apply for authorisation and the number of events would be capped at six per year.
- SRBC would be the responsible person for the licence and if Leyland Town Team wanted to use the licence, they would need to obtain permission from the Events Team as the owners of the licence.
- There would be a named Designated Premises Supervisor (DPS) on the licence, however the licence would belong to SRBC.

Members emphasised that it needed to be made clear that the licence for Hough Lane would belong to SRBC and that authorisation would be needed for other bodies and individuals to use it.

When summing up the Licensing Manager explained that Members were requested to determine if the application should be granted with or without modifications or rejected.

Resolved: (Unanimously)

To grant the Premises licence with conditions for the following reasons:-

1. It was noted due to varying publicly centred events now being of a larger scale, in order to ensure the safety of the public and to promote all of the Licensing objectives; the SRBC's Events team had lodged an application for a Premises Licence specifically relating to the main high street in Leyland town centre marked on the plan submitted with the application.

2. The Licence will only permit 6 events per year, and conditions relating to the risk assessment had been proposed, which will have to be conducted prior to each event, ensuring that the Licensing objectives are considered before the approval of an event. Reasonable advice had been sought from the Police prior to the submission of the application, who had actively advised of additional measures which could be taken in relation to large scale events such as the taste of Leyland and the Christmas light switch on which are estimated to attract up to 6,000 people.
3. The Panel noted that no objections or representations were received from the responsible authorities which were consulted, including Lancashire County Council.
4. The Panel considered South Ribble Borough Council's Licensing Act 2003 policy specifically clauses 35.3-35.5 alongside S18 of the Licensing Act 2003 which advise of the procedure for determining applications of this nature.

In the circumstances, the Panel decided to grant the Premises Licence with conditions, as it would promote the licensing objectives and ensure the events planned by the Council keep the residents of the Borough as safe as possible. The Panel felt that after careful consideration of the case before them, an appropriate decision had been reached.

The conditions attached to the licence will be as follows: -

1. The number of events will be limited to 6 events per year, following agreement with the licensing authority and police licensing department up to 14 days prior to any event.
2. Use of Polycarbonates only, no drinks to be consumed in glass bottles glasses etc. in any area.
3. A risk assessment for each individual event will be produced to licensing and police within 14 days of an event.
4. The risk assessment will include but not limited to:
 - Use of SIA staff
 - Use of stewards
 - A tailored event management plan specific to the event.
 - Engagement with ESAG before any event.
 - First aid covers adequate to each event.
 - All stewards recognisable with hi visibility clothing
 - All stewards will have radios on site.
 - Public safety announcements as required.
 - Emergency vehicle access points designated onto site.
 - Road closure managed by a designated events management company or team.
 - Danger areas roped off.
5. Engagement with local resident/businesses regarding road closures before the event.
6. Monitoring of music/sound levels will be logged and available to licensing or police officers at any event.

7. Challenge 25 policy in place, all staff designated for sale of alcohol will be trained to the requirement of the licensing authority and Police.
8. Lost child policy in place before each event.
9. Designated collection point for lost children.
10. Training given to staff regarding loss children before any event.
11. Monitoring by stewards to ensure any safeguarding issues are reported.

The Panel were eager for an advisory to be linked to the decision in that the Leyland Town team are made aware of this Licence alongside the restrictions and risk assessment objectives associated. The Leyland Town team should seek the permission of the Events team should they want to utilise the Licence. Both the Leyland Town team and the SRBC Events team should notify each other of any events in utilisation of the Licence for the sake of completeness.

Chair

Date