

TONBRIDGE AND MALLING BOROUGH COUNCIL

LICENSING AND APPEALS PANEL

MINUTES

Monday, 24th March, 2025

Present: Cllr D Keers (Chair), Cllr M A Coffin and Cllr M Taylor

Together with representatives from the Licensing Authority, Kent Police and the Premises Licence Holder.

PART 1 - PUBLIC

LAP 25/10 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

LAP 25/11 EXCLUSION OF PRESS AND PUBLIC

The Chairman moved, it was seconded and

RESOLVED: That as public discussion would disclose exempt information, the following matters be considered in private.

PART 2 - PRIVATE

DECISIONS TAKEN UNDER DELEGATED POWERS IN ACCORDANCE WITH PARAGRAPH 3, PART 3 OF THE CONSTITUTION

LAP 25/12 LICENSING ACT 2023 - CONSIDERATION OF INTERIM STEPS FOLLOWING AN APPLICATION FOR A SUMMARY REVIEW OF PREMISES LICENCE

The Panel gave careful consideration to the report of the Director of Central Services and Deputy Chief Executive and the interim steps following an application for a Summary Review of a Premises Licence received from Kent Police.

The Panel agreed to accept the conditions as drafted by the Licence Holder, Kent Police and Environmental Health in advance of the hearing and added to at the hearing. In reaching its decision, the Panel considered all of the written representations included in the report, the representations made by Kent Police and the Licence Holder at the hearing and took into account the Council's Licensing Policy and the Secretary of State's guidance under s.182 of the Licensing Act 2003.

RESOLVED: That the conditions of the Premises Licence be modified as below:

1. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements for the Kent Police Licensing Team.
 - (a) All entry and exit points will be covered enabling frontal identification of every person entering in any light condition.
 - (b) The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises and will include the external area immediately outside the premises entrance.
 - (c) All recordings shall be stored for a minimum period of 31 days with date and time stamping.
 - (d) Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31 day period.
2. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open. This staff member must be able to provide a Police or authorised council officer with copies of recent CCTV images or data with the absolute minimum of delay when requested.
3. The Premises Licence Holder shall conduct a general risk assessment for the requirement of door staff at the premises within two weeks of the appointment of the new licensee and a copy of the risk assessment shall be sent to the Licensing Authority and Police.
4. An individual risk assessment shall be carried out in respect of any private event.
5. Where SIA registered door supervisors are used at the premises, a record must be kept of their SIA registration number and the dates and times when they are on duty.
6. No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
7. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.

8. A direct telephone number for the manager at the premises shall be made available to licensing authorities.
9. A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photograph identification cards, such as a driving licence, passport, or proof of age card with the PASS Hologram.
10. A record shall be kept detailing all refused sales of alcohol. The record should include the date and time of the refused sale and the name of the member of staff who refused the sale. The record shall be available for inspection at the premises by the police or an authorised officer of the Council at all times whilst the premises is open.
11. An incident log shall be kept at the premises and made available on request to an authorised officer of the Council or the Police. It must be completed within 24 hours of the incident and will record the following:
 - a. All crimes reported to the venue
 - b. All ejections of patrons
 - c. Any complaints received concerning crime and disorder
 - d. All seizures of drugs or offensive weapons
 - e. Any faults in the CCTV system.
12. All windows and external doors shall be kept closed after 22:00 hours, or at any time when regulated entertainment takes place, except for the immediate access and egress of persons.
13. The back courtyard shall not be used after 22:00 hours by any customers, including smokers (unless there is a need to use it in the event of an emergency).
14. The licensee shall ensure that the outside tables and chairs are rendered unusable at 22:00 hours.

The meeting ended at 12.07 pm
Having commenced at 10.00 am