

To: All Members of the LICENSING AND  
REGULATORY COMMITTEE  
(Other Members for Information)

When calling please ask for:

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Calls may be recorded for training or monitoring

Date: 7 June 2019

### Membership of the Licensing and Regulatory Committee

Cllr Roger Blishen  
Cllr Peter Clark  
Cllr Martin D'Arcy  
Cllr Jerome Davidson  
Cllr Patricia Ellis  
Cllr Michael Goodridge

Cllr Anna James  
Cllr Jacquie Keen  
Cllr Robert Knowles  
Cllr Jack Lee  
Cllr Michaela Martin  
Cllr Ruth Reed

### Substitutes

Cllr Peter Isherwood  
Cllr Jenny Else

Cllr Joan Heagin  
Cllr Jerry Hyman

**Members who are unable to attend this meeting must submit apologies by the end of Monday, 10 June 2019 to enable a substitute to be arranged.**

Dear Councillors

A meeting of the LICENSING AND REGULATORY COMMITTEE will be held as follows:

DATE: MONDAY, 17 JUNE 2019

TIME: 10.00 AM

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS,  
GODALMING

The Agenda for the meeting is set out below.

Yours sincerely

ROBIN TAYLOR  
Head of Policy and Governance

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**This meeting will be webcast and can be viewed by visiting [www.waverley.gov.uk](http://www.waverley.gov.uk)**

## **NOTE FOR MEMBERS**

Members are reminded that contact officers are shown at the end of each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.

### **AGENDA**

1. **APPOINTMENT OF CHAIRMAN**

To confirm the appointment of Cllr Robert Knowles as Chairman of the Licensing and Regulatory Committee for the Council year 2019/20.

2. **APPOINTMENT OF VICE-CHAIRMAN**

To confirm the appointment of Cllr Peter Clarke as Vice-Chairman of the Licensing and Regulatory Committee for the Council year 2019/20.

3. **MINUTES**

To receive the minutes of the meeting held on 25 February 2019 (to be laid on the table half an hour before the meeting).

4. **APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

To receive apologies for absence and to report any substitutions

5. **DECLARATIONS OF INTEREST**

To receive from members declarations of interest in relation to any items included on the agenda for this meeting, in accordance with the Waverley Code of Local Government Conduct.

6. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

The Chairman to respond to any questions received from members of the public in accordance with Procedure Rule 10. Questions must be received by Monday 10th June 2019 to be considered.

7. **QUESTIONS FROM MEMBERS**

The Chairman to respond to any questions received from Members in accordance with Procedure Rule 11. Questions should be received by Monday 10<sup>th</sup> June 2019 to be considered.

8. **APPOINTMENT OF COUNCILLORS TO SUB COMMITTEES**

To receive nominations and appoint members to the Licensing and Regulatory Sub-Committees.

- a) Licensing (General Purposes) Sub-Committee (5 Members)
- b) Licensing Sub-Committees A,B &C (3 members on each)

## **LICENSING ACT 2003 ITEMS**

9. MINUTES OF THE LICENSING ACT 2003 SUB COMMITTEE B HELD ON MONDAY 20TH MAY 2019 (Pages 5 - 8)

To receive the minutes of the Licensing Act 2003 Sub Committee B.

## **OTHER LICENSING ITEMS**

10. UPDATE ON RECENT COURT CASES

To receive a verbal update on the outcome of recent court cases.

11. FORWARD PROGRAMME

To note the following items programmed to come to forthcoming meetings.

September 2019	Taxi and Private Hire Tariff Card and Fees
November 2019	Taxi Policy Review

12. EXCLUSION OF PRESS AND PUBLIC

To consider the following recommendation on the motion of the Chairman:-

### Recommendation

That pursuant to Procedure Rule 20 and in accordance with Section 100B(5) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in the appropriate paragraph(s) of the revised Part 1 of Schedule 12A to the Act (to be identified, as necessary, at the meeting).

13. LEGAL ADVICE

To consider any legal advice relating to any items in the agenda.

**For further information or assistance, please telephone  
Kimberly Soane, Democratic Services Officer, on 01483 523258 or by  
email at kimberly.soane@waverley.gov.uk**

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE LICENSING SUB-COMMITTEE B - 20 MAY 2019

SUBMITTED TO THE LICENSING AND REGULATORY COMMITTEE MEETING – 17  
JUNE 2019

(To be read in conjunction with the Agenda for the Meeting)

**Present**

Cllr Michael Goodridge  
Cllr Anna James

Cllr Peter Isherwood

**Also Present**

Councillor Patricia Ellis and Councillor Liz Townsend

18. ELECTION OF CHAIRMAN (Agenda item 1.)

Councillor Michael Goodridge was elected as Chairman for the meeting.

19. MINUTES (Agenda item 2.)

The minutes of the meeting held on 24 January 2019 were confirmed and signed.

20. LICENSING ACT 2003 - APPLICATION FOR A NEW PREMISES LICENCE -  
CRANLEIGH FOLK FESTIVAL, KNOWLE PARK, KNOWLE LANE, CRANLEIGH,  
SURREY GU6 8JL (Agenda item 3.)

The Committee received a report for an application from Howard Boatwright Cherry for a new premises licence Cranleigh Folk Festival, Knowle Park, Knowle Lane, Cranleigh, GU6 8JL, where 1 relevant representation had been received.

The applicant was present with Tom Ofield from Technivents who provided details regarding site design and safety. The representation had been received from Cranleigh Parish Council who were not present at the meeting. Their concern was in relation to public safety issues arising from the potentially large number of people attending the event, as well as the vehicular and pedestrian access to the site.

In relation to the number of people attending the event, the applicant confirmed that the application was only for up to 5,000 at any one time, which would be controlled through the issuing of tickets and wristbands, as well as by security staff using clickers. The applicant also informed the Sub-Committee that he only anticipated having around 3,000 people attending the event in the first year.

The applicant advised that in reference to the Operating Schedule as set out in the application, this should be amended so as to provide vehicular access to and from the site via Alfold Road only. The Knowle Lane access would only be used for production and servicing traffic.

The applicant also advised that they wished to provide sufficient 'drinking up' time, and therefore requested to amend the times for sale of alcohol to 23:20 on Friday and Saturday and 22:20 on Sunday.

The applicant produced a plan showing the layout of the event and indicated where the main activity area would be located, which was to the north east of the site. The applicant was seeking to license the whole site to enable the layout to be rotated in subsequent years. Following further questions, the applicant clarified that the licensable activity would only take place in the particular area specified in the plan. The Sub-Committee was advised that any changes to the siting of this area within the premises in future years could be made by way of a minor variation application.

Additionally, the applicant provided further details in relation to how litter would be managed, as well as confirming that no glass drinking containers would be allowed on site.

Cllr Patricia Ellis was in attendance at the meeting and spoke in regard to this application. She highlighted the charitable purposes behind the festival, and felt that it was clear that the applicants had taken considerable professional advice in the organisation of the event.

At 10.59am, following the conclusion of questions, the Sub-Committee withdrew to consider the application. The Sub-Committee reconvened at 11.42 and the Council's Solicitor confirmed she had been asked to advise the Sub-Committee during their deliberations on the wording of their decision which was as follows:

The Sub-Committee carefully considered the application for a new premises licence, taking into account the representation received from Cranleigh Parish Council, statutory guidance and the Council's Statement of Licensing Policy 2018-2023. Cranleigh Parish Council made no further representations at the meeting.

The Sub-Committee agreed to grant the licence as it did not consider that there was sufficient substantiated evidence to reject the application.

The Sub-Committee noted that the applicant had agreed conditions with Surrey County Council and Waverley Borough Council Environmental Health to address concerns of protection of children from harm and prevention of public nuisance.

The Sub-Committee, having been notified by the applicant that they wished to provide sufficient 'drinking up' time, agreed to amend the times for sale of alcohol to 23:20 on Friday and Saturday and 22:20 on Sunday.

Additionally, the applicant advised that in reference to the Operating Schedule as set out in the application, this should be amended so as to provide vehicular access to and from the site via Alfold Road only. The Knowle Lane access would only be used for production and servicing traffic.

The applicant produced a plan showing where the main event area would be located, and the Sub-Committee agreed that licensable activities should take place only in "Area A", to the north east of the site, as identified on a plan submitted by the applicant. Any changes to the siting of this area within the premises in future years could be made by way of a minor variation application.

The Sub-Committee added conditions to the licence as follows. The additional conditions were proportionate and appropriate to address the licensing objectives relating to Public Safety and Prevention of Nuisance.

The following conditions were imposed on the Licence:

- The premises licence is limited to one event per calendar year, held in September consisting of 3 consecutive days only (Friday, Saturday, Sunday).
- The premises licence holder shall produce an Event Management Plan, Fire Risk Assessment, and Crowd Management Plan (including arrangements for access and egress) for the event. The Event Management Plan shall contain the following:
  - A traffic management plan
  - The evacuation procedure
- The Event Management Plan, Fire Risk Assessment, and Crowd Management Plan shall be submitted to Surrey Fire and Rescue Service, Surrey Police, Waverley Borough Council Environmental Health and the licensing authority for approval each year at least 28 days prior to the start of each event. Copies of this documentation shall be retained on site while licensable activities are being provided, and shall be made available to any of the responsible authorities, as defined by the Licensing Act 2003, upon request.
- No licensable activities shall be permitted to take place under this licence unless the Event Management Plan, Fire Risk Assessment, and Crowd Management Plan for the event have been approved by Surrey Fire and Rescue Service, Surrey Police, Waverley Borough Council Environmental Health and the licensing authority. Any deviation from this documentation during the event shall only be made in exceptional circumstances, and the details shall be recorded in the event log with detailed reasons at the time. These changes must be raised at the next available Safety Advisory Group meeting.
- Contact telephone numbers for the designated premises supervisor, event managers and site manager shall be provided to Surrey Fire and Rescue

Service, Surrey Police, Waverley Borough Council Environmental Health and the licensing authority before the start of each annual event.

- No glass drinking vessels or containers (including bottles) of any sort may be provided to, or used by, customers on the premises.
- All litter shall be cleaned from the site and all waste collected is to be disposed of as trade waste.

The Sub-Committee advised the applicant that they had a right of appeal with the Magistrates' Court within 21 days of the decision being received in writing.

**The meeting commenced at 10.00 am and concluded at 11.48 am**

**Chairman**