



Kim Webber B.Sc. M.Sc.
Chief Executive
52 Derby Street
Ormskirk
West Lancashire
L39 2DF

26 January 2018

TO: COUNCILLORS N DELANEY, T DEVINE AND J KAY

Dear Councillor,

A meeting of the **LICENSING SUB-COMMITTEE** will be held in the **COUNCIL CHAMBER, 52 DERBY STREET, ORMSKIRK L39 2DF** on **MONDAY, 29 JANUARY 2018 at 10.30 AM** at which your attendance is requested.

Yours faithfully

A handwritten signature in black ink, appearing to be "Kim Webber", written over a horizontal line.

Kim Webber
Chief Executive

AGENDA
(Open to the Public)

- 1. APOLOGIES**
- 2. MEMBERSHIP OF THE COMMITTEE**

To be apprised of any changes to the membership of the Sub – Committee in accordance with Council Procedure Rule 4.

- 3. URGENT BUSINESS**

Note: No other business is permitted unless, by reason of special circumstances, which shall be specified at the meeting, the Chairman is of the opinion that the item(s) should be considered as a matter of urgency.

Agenda Item 8 will be considered under this provision.

4. DECLARATIONS OF PARTY WHIP

Party Whips are not to be used by this Committee in respect of functions concerning the determination of new Licence Applications, Revocations and Appeals. When considering any other matter which relates to a decision of the Cabinet, in accordance with Regulatory Committee Procedure Rule 9, Members must declare the existence of the Committee's deliberations on the matter.

5. DECLARATIONS OF INTEREST

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If a Member requires advice on Declarations of Interest, he/she is advised to contact the Borough Solicitor in advance of the meeting. (For the assistance of Members a checklist for use in considering their position on any particular item is included at the end of this agenda sheet).

6. MINUTES

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To note the Minutes of the meeting held on 16 January 2018.

7. LICENSING HEARING PROCEDURE

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PART 2 (NOT OPEN TO THE PUBLIC)

8. EXCLUSION OF PRESS AND PUBLIC

It is recommended that members of the press and public be excluded from the meeting during consideration of the following item(s) of business in accordance with Section 100A(4) of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act and as, in all the circumstances of the case the public interest in disclosing the information. The nature of the exempt information and the relevant exemption paragraphs are shown in brackets after the report title.

9. LICENSING ACT 2003: SECTION 53A - INTERIM STEPS HEARING PENDING SUMMARY REVIEW OF PREMISES LICENCE

To consider an oral report by a representative from Leisure and Wellbeing Services.
(IDENTITY OF AN INDIVIDUAL / CRIMINAL MATTERS – Paragraphs 2 & 7)

We can provide this document, upon request, on audiotape, in large print, in Braille and in other languages.

FIRE EVACUATION PROCEDURE: Please see attached sheet.

MOBILE PHONES: These should be switched off or to 'silent' at all meetings.

For further information, please contact:-

Julia Brown on 01695 585065

Or email julia.brown@westlancs.gov.uk

**FIRE EVACUATION PROCEDURE FOR:
COUNCIL MEETINGS WHERE OFFICERS ARE PRESENT
(52 DERBY STREET, ORMSKIRK)**

| | |
|--------------------------|----------------------------------|
| PERSON IN CHARGE: | Most Senior Officer Present |
| ZONE WARDEN: | Member Services Officer / Lawyer |
| DOOR WARDEN(S) | Usher / Caretaker |

IF YOU DISCOVER A FIRE

1. Operate the nearest **FIRE CALL POINT** by breaking the glass.
2. Attack the fire with the extinguishers provided only if you have been trained and it is safe to do so. **Do not** take risks.

ON HEARING THE FIRE ALARM

1. Leave the building via the **NEAREST SAFE EXIT**. **Do not stop** to collect personal belongings.
2. Proceed to the **ASSEMBLY POINT** on the car park and report your presence to the **PERSON IN CHARGE**.
3. **Do NOT** return to the premises until authorised to do so by the **PERSON IN CHARGE**.

NOTES:

Officers are required to direct all visitors regarding these procedures i.e. exit routes and place of assembly.

The only persons not required to report to the Assembly Point are the Door Wardens.

CHECKLIST FOR PERSON IN CHARGE

1. Advise other interested parties present that you are the person in charge in the event of an evacuation.
2. Make yourself familiar with the location of the fire escape routes and inform any interested parties of the escape routes.
3. Make yourself familiar with the location of the assembly point and inform any interested parties of that location.
4. Make yourself familiar with the location of the fire alarm and detection control panel.
5. Ensure that the zone warden and door wardens are aware of their roles and responsibilities.
6. Arrange for a register of attendance to be completed (if considered appropriate / practicable).

IN THE EVENT OF A FIRE, OR THE FIRE ALARM BEING SOUNDED

1. Ensure that the room in which the meeting is being held is cleared of all persons.
2. Evacuate via the nearest safe Fire Exit and proceed to the **ASSEMBLY POINT** in the car park.
3. Delegate a person at the **ASSEMBLY POINT** who will proceed to **HOME CARE LINK** in order to ensure that a back-up call is made to the **FIRE BRIGADE**.
4. Delegate another person to ensure that **DOOR WARDENS** have been posted outside the relevant Fire Exit Doors.

5. Ensure that the **ZONE WARDEN** has reported to you on the results of his checks, **i.e.** that the rooms in use have been cleared of all persons.
6. If an Attendance Register has been taken, take a **ROLL CALL**.
7. Report the results of these checks to the Fire and Rescue Service on arrival and inform them of the location of the **FIRE ALARM CONTROL PANEL**.
8. Authorise return to the building only when it is cleared to do so by the **FIRE AND RESCUE SERVICE OFFICER IN CHARGE**. Inform the **DOOR WARDENS** to allow re-entry to the building.

NOTE:

The Fire Alarm system will automatically call the Fire Brigade. The purpose of the 999 back-up call is to meet a requirement of the Fire Precautions Act to supplement the automatic call.

CHECKLIST FOR ZONE WARDEN

1. Carry out a physical check of the rooms being used for the meeting, including adjacent toilets, kitchen.
2. Ensure that **ALL PERSONS**, both officers and members of the public are made aware of the **FIRE ALERT**.
3. Ensure that **ALL PERSONS** evacuate **IMMEDIATELY**, in accordance with the **FIRE EVACUATION PROCEDURE**.
4. Proceed to the **ASSEMBLY POINT** and report to the **PERSON IN CHARGE** that the rooms within your control have been cleared.
5. Assist the **PERSON IN CHARGE** to discharge their duties.

It is desirable that the **ZONE WARDEN** should be an **OFFICER** who is normally based in this building and is familiar with the layout of the rooms to be checked.

INSTRUCTIONS FOR DOOR WARDENS

1. Stand outside the **FIRE EXIT DOOR(S)**
2. Keep the **FIRE EXIT DOOR SHUT**.
3. Ensure that **NO PERSON**, whether staff or public enters the building until **YOU** are told by the **PERSON IN CHARGE** that it is safe to do so.
4. If anyone attempts to enter the premises, report this to the **PERSON IN CHARGE**.
5. Do not leave the door **UNATTENDED**.

Agenda Item 5

MEMBERS INTERESTS 2012

A Member with a disclosable pecuniary interest in any matter considered at a meeting must disclose the interest to the meeting at which they are present, except where it has been entered on the Register.

A Member with a non pecuniary or pecuniary interest in any business of the Council must disclose the existence and nature of that interest at commencement of consideration or when the interest becomes apparent.

Where sensitive information relating to an interest is not registered in the register, you must indicate that you have an interest, but need not disclose the sensitive information.

Please tick relevant boxes

Notes

| | General | | |
|----|--|--|--|
| 1. | I have a disclosable pecuniary interest. | <input type="checkbox"/> | You cannot speak or vote and must withdraw unless you have also ticked 5 below |
| 2. | I have a non-pecuniary interest. | <input type="checkbox"/> | You may speak and vote |
| 3. | <p>I have a pecuniary interest because</p> <p>it affects my financial position or the financial position of a connected person or, a body described in 10.1(1)(i) and (ii) and the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest</p> <p>or</p> <p>it relates to the determining of any approval consent, licence, permission or registration in relation to me or a connected person or, a body described in 10.1(1)(i) and (ii) and the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest</p> | <input type="checkbox"/> <input type="checkbox"/> | <p>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</p> <p>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</p> |
| 4. | <p>I have a disclosable pecuniary interest (Dispensation 20/09/16) or a pecuniary interest but it relates to the functions of my Council in respect of:</p> <p>(i) Housing where I am a tenant of the Council, and those functions do not relate particularly to my tenancy or lease.</p> <p>(ii) school meals, or school transport and travelling expenses where I am a parent or guardian of a child in full time education, or are a parent governor of a school, and it does not relate particularly to the school which the child attends.</p> <p>(iii) Statutory sick pay where I am in receipt or entitled to receipt of such pay.</p> <p>(iv) An allowance, payment or indemnity given to Members</p> <p>(v) Any ceremonial honour given to Members</p> <p>(vi) Setting Council tax or a precept under the LGFA 1992</p> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>You may speak and vote</p> <p>You may speak and vote</p> <p>You may speak and vote</p> <p>You may speak and vote</p> <p>You may speak and vote</p> <p>You may speak and vote</p> |
| 5. | A Standards Committee dispensation applies (relevant lines in the budget – Dispensation 20/09/16 – 19/09/20) | <input type="checkbox"/> | See the terms of the dispensation |
| 6. | I have a pecuniary interest in the business but I can attend to make representations, answer questions or give evidence as the public are also allowed to attend the meeting for the same purpose | <input type="checkbox"/> | You may speak but must leave the room once you have finished and cannot vote |

‘disclosable pecuniary interest’ (DPI) means an interest of a description specified below which is your interest, your spouse’s or civil partner’s or the interest of somebody who you are living with as a husband or wife, or as if you were civil partners and you are aware that that other person has the interest.

Interest

Employment, office,
trade, profession or
vocation

Prescribed description

Any employment, office, trade, profession or vocation carried on for profit or gain.

Sponsorship

Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.

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| | |
|---------------------|---|
| | This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. |
| Contracts | Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged. |
| Land | Any beneficial interest in land which is within the area of the relevant authority. |
| Licences | Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer. |
| Corporate tenancies | Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest. |
| Securities | Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class. |

"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest; "director" includes a member of the committee of management of an industrial and provident society;

"land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income; "M" means a member of a relevant authority;

"member" includes a co-opted member; "relevant authority" means the authority of which M is a member;

"relevant period" means the period of 12 months ending with the day on which M gives notice to the Monitoring Officer of a DPI;

"relevant person" means M or M's spouse or civil partner, a person with whom M is living as husband or wife or a person with whom M is living as if they were civil partners;

"securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

'non pecuniary interest' means interests falling within the following descriptions:

- 10.1(1)(i) Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
- (ii) Any body (a) exercising functions of a public nature; (b) directed to charitable purposes; or (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;
- (iii) Any easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income.
- 10.2(2) A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a connected person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward, as the case may be, affected by the decision.

'a connected person' means

- (a) a member of your family or any person with whom you have a close association, or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph 10.1(1)(i) or (ii).

'body exercising functions of a public nature' means

Regional and local development agencies, other government agencies, other Councils, public health bodies, council-owned companies exercising public functions, arms length management organisations carrying out housing functions on behalf of your authority, school governing bodies.

A Member with a personal interest who has made an executive decision in relation to that matter must ensure any written statement of that decision records the existence and nature of that interest.

NB Section 21(13) of the LGA 2000 overrides any Code provisions to oblige an executive member to attend an overview and scrutiny meeting to answer questions.

Start: 5.40 pm

Finish: 7.40 pm

PRESENT:

Councillor: N Delaney (Chairman)

Councillors: N Hennessy J Kay

In attendance: Andrew Hewitt (Applicant/Premises Licence Holder/Owner)
Wayne Gallagher (Applicant/Owner)
June Clarke (Applicants Representative)
Mangal Singh Uppal (Objector)
Freddy Humphreys – Kings Chambers (Objectors Representative)

Officers: Kay Lovelady, Principal Solicitor
Michaela Murray, Senior Licensing Officer
Julia Brown, Member Services/Civic Support Officer

40 **APOLOGIES**

The Applicants Representative submitted apologies for late arrival to the meeting at 6.00pm.

41 **MEMBERSHIP OF THE COMMITTEE**

In accordance with Council Procedure Rule 4, the Sub – Committee noted the termination of membership of Councillor T Devine, and the appointment of Councillor N Hennessy for this meeting only, thereby giving effect to the wishes of the political groups.

42 **URGENT BUSINESS**

There were no items of urgent business.

43 **DECLARATIONS OF PARTY WHIP**

There were no declarations of Party Whip.

44 **DECLARATIONS OF INTEREST**

The Principal Solicitor informed the Sub-Committee that the Objectors Representative was known to her in a Professional capacity.

45 **MINUTES**

RESOLVED: That the Minutes of the meetings held on 8 December 2017 and 19 December 2017 be noted.

46 **LICENSING HEARING PROCEDURE**

The Chairman referred to the Licensing Hearing Procedure.

47 **APPLICATION FOR A PREMISES LICENCE IN RESPECT OF G & H
CONVENIENCE STORE, 120 ABBEYWOOD, SKELMERSDALE WN8 9LR**

Consideration was given to the report of the Director of Leisure and Wellbeing Services as contained on pages 445 to 476 of the Book of Reports in respect of an Application for a Premises Licence in respect of G & H Convenience Store, 120 Abbeywood, Skelmersdale WN8 9LR

In considering this matter the Sub – Committee had regard to its Licensing Policy and the guidance issued under S. 182 of the Licensing Act. It considered the relevant Licensing Objectives on this occasion was the 'Prevention of Crime and Disorder', 'Public Safety', 'Prevention of Public Nuisance' and the 'Protection of Children from Harm'.

On hearing evidence from the Applicant, Objector and their Representatives the Sub – Committee:-

- RESOLVED:
- A. That the premises shall operate and maintain a CCTV system which shall be in use during all times licensable activities are taking place at the premises and comply as follows:
 - i. The system shall cover all entrances and exits from the premises, in addition to covering all internal areas of the premises used to display/supply licensed products
 - ii. The focus of the camera(s) shall be so as to enable clear identification of persons on the premises.
 - iii. The system will be capable of time and date stamping recordings and retaining said recordings for at least 28 days.
 - iv. The Data Controller shall make footage available to a Police Officer or authorised officer, where such a request is made.
 - v. Signage advising that CCTV is in operation.
 - B. That a documented Challenge 25 scheme will be operated at the premises. The Challenge 25 scheme will be actively promoted and advertised at the premises and any person purchasing alcohol, who appears to be under 25 years of age, shall be asked to provide acceptable identification to prove that they are 18 years of age or over. Failure to supply such identification will result in no sale or supply of alcohol to that person.

The Proof of Age Standards Scheme (PASS) will be actively promoted at the premises by the display of Challenge 25 posters bearing the PASS logo. A PASS accredited holographic proof of age card will be the main identification

document accepted at the premises as proof of age. A PASS card must be accepted as proof of age if a purchaser possesses one. Where a purchaser does not possess a PASS accredited proof of age card, only the following alternative forms of identification will be acceptable:-

- (a) Photo Driving Licence
- (b) Passport or
- (c) Her Majesty's Forces Warrant Card

- C. That a documented training scheme shall be introduced for all staff in a position to sell, serve or deliver alcohol. No member of staff shall serve alcohol until such training has been completed. The scheme shall be made available for inspection at the request of any Police Officer, Trading Standards Officer or Local Authority Enforcement Officer.
- D. That the Designated Premises Supervisor or Premises Licence Holder shall conduct six monthly training reviews with all members of staff authorised to sell, serve or deliver alcohol in order to reinforce the training and to promote best practice. The written record shall be kept of the content of such reviews and be available for inspection by any responsible authority upon request.
- E. That an incident book / refusals register shall be kept and maintained at the premises indicating the date, time and reason for any refusal / incident of Crime and Disorder and will be made available for inspection by any responsible authority upon request.
- F. That alcohol stock not on display must be kept in a secure/locked area.
- G. That a panic alarm must be fitted behind the counter for use by members of staff in case of an emergency.
- H. That all staff will use their best endeavours to ensure any persons congregating outside the premises do not cause a nuisance.
- I. That the Premises shall be open to the public 07.00 hours to 21.00 hours Monday to Sunday.
- J. That the sale of alcohol shall be permitted between 07.00 hours and 21.00 hours Monday to Sunday.

.....
Chairman



West Lancashire Borough Council

LICENSING SERVICE, ROBERT HODGE CENTRE, STANLEY WAY, SKELMERSDALE, WEST LANCASHIRE WN8 8EE

Tel: 01695 577177

Fax: 01695 585126

email: licensing.enquiries@westlancs.gov.uk

Agenda Item 7

Licensing Act 2003

HEARING PROCEDURE - REVIEW

1. Chairman introduces the Members and the main Officers
2. The Chairman refers to the procedure which will be followed.
(NB. The Chairman to explain here that he will allow the parties to proceed without specific time constraints).
3. Chairman invites the Director of Leisure and Wellbeing (or their representative) to outline the application.
4. The Chairman invites the Parties to introduce themselves.
5. Applicant's case
 - a. The Applicant (or representative) will present their case. This will include general opening remarks followed by calling witnesses.
 - b. The Respondent(s) may then ask questions of the Applicant and any witnesses.
 - c. The Sub-Committee may then ask questions of the Applicant and witnesses.
6. Respondent's Case
 - a. The Respondent(s) (or representative) will present their case. This will include general opening remarks followed by calling witnesses.
 - b. The Applicant (or representative) may then ask questions of the Respondent(s) and any witnesses.
 - c. The Sub-Committee may then ask questions of the Respondent(s) and witnesses.
7. The Chairman to ask the parties and the Committee if they have any further relevant questions or comments arising from the hearing.
8. The Respondent(s) and the Applicant to make their closing address in that order (so that the Applicant has the final say).
9. The Chairman will ask the Legal Advisor whether there are any other matters to be raised or resolved before the hearing is closed for deliberations.
10. The Committee will retire with the Legal Advisor and Member Services Officer to determine the application.
11. When the Committee returns the Chairman will announce its decision and give reasons. The decision will be notified to the Applicant in writing within five working days.

END

