



City and County of Swansea

Minutes of the **Statutory Licensing Sub Committee**

Multi-Location Meeting - Lilian Hopkin Room, Guildhall / MS

Teams

Tuesday, 4 June 2024 at 10.00 am

Present: Councillor P M Matthews (Chair) Presided

Councillor(s)
N Furlong

Councillor(s)
L V Walton

Officer(s)

Annie Davies

Licensing Officer

Craig Davies

Lead Lawyer

Samantha Jenkins

Democratic Services Officer

Rachel Loosemore

Operational Lead - Licensing

Darren Murphy

Licensing Officer

Also present

Huw Jenkins – Applicant

Julian Poole – Events Organiser

Apologies for Absence

Councillor(s): None.

1 Disclosures of Personal and Prejudicial Interests.

In accordance with the Code of Conduct adopted by the City & County of Swansea, no interests were declared.

2 Statutory Licensing Sub Committee Procedure (For Information).

The Lead Lawyer presented the Statutory Licensing Sub Committee Procedure, for information.

3 Licensing Act 2003 - Section 17 - Application for a Premises Licence - Jo Po Festival, Weobley Castle, Llanrhidian, Swansea, SA3 1HB.

The Chair welcomed all attendees requested that all present introduced themselves.

The Licensing Officer reported on the application to for a Premises Licence in respect of Jo Po Festival, Weobley Castle, Llanrhidian, Swansea, SA3 1HB which had been received by the Authority on 15 April 2024.

A list of licensed premises in the area was attached at Appendix B1. Specific reference was made to the application (and plan) for a premises licence at Appendix A and A1. The location plan and licensed areas was attached at Appendix B. A list of licensed premises in the area was attached at Appendix B1. Conditions which are consistent with the operating schedule and will be attached to the licence, if granted, were attached at Appendix C.

Relevant Representations were detailed at Appendix D.

Five representations had been received from Other Persons (detailed at Appendix D). The representations related to the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm.

The Licensing Officer referred to the licensing objectives, policy considerations, the guidance from the Home Office and action following consideration of the Responsible Authority's and Other Persons Representations.

The Lead Lawyer referred to the amplified information previously circulated directly to the Chair which had subsequently been distributed to the Committee from Other Persons.

In the absence of the Other Persons, the Licensing Officer referred to the representations/amplifications which had been included in the agenda pack and considered by the Committee.

In response to questions, the Applicant and Events Organiser stated that:

- 1) the previous events had taken place under the current Weobley Castle Licence which had concluded at 12:30 pm.
- 2) Agreement would be given to reducing the timings.
- 3) Applying for a licence would allow the Applicant to take control over the certain elements such as the bar sales and finance which they did not have previously. However, there was no intention to change the current family orientated nature of the event.
- 4) The event would be held within one field with separate access in and out. There was no shortage of car parking and there would be a team of staff including security personnel.
- 5) The event would last three days with Wednesday and Thursday used as set up days for vendors and individuals wishing to site tents many of whom return on the Friday.
- 6) There would be no issues regarding supplying extra water butts within the site.
- 7) The Applicant was aware of his obligations regarding the EMT and engaging with the Safety Advisory Group.
- 8) Whilst there was no glass on the site, glass would be used to decant liquids into plastic bottles. The Applicant was content to ensure no emptying of bottles took place late at night/early in the morning and stated that he would be led by the Committee.

In conclusion the Applicant stated that the biggest objection had been in relation to the change in hours compared to previous events and that there was no intention to

increase the hours from previous years. The material change was that the Applicant had applied for the Licence as opposed to using the current Licence held at Weobley Castle. The timings applied for allowed for potential future growth and being creative in implementing other types of entertainment.

Furthermore, the Applicant confirmed his willingness to reduce the hours as required and it was not his intention to host a disruptive festival for residents. The event was family orientated, attended by local residents and local businesses.

It was **resolved** that the press and public be excluded from the hearing in accordance with paragraph 14 of the Licensing Act (Hearings) Regulations 2005, to enable the Sub-Committee to take legal advice.

The Chair thanked the participants for their attendance.

(Closed Session)

Members discussed the issues relating to the application.

(Open Session)

The Sub-Committee **Resolved** to **Grant with modifications** the application subject to the conditions consistent with the operating schedule and as modified as considered appropriate for the promotion of the licensing objectives as below:

Agree to modify

Live Music & Recorded Music

Thursday 1200 – 2330

Friday – Saturday 1200 – 0130

Sunday 1200 – 0000

Late Night Refreshment

Friday – Saturday 2300 – 0130

Sunday 2300 – 0000

Supply of Alcohol

Thursday 1200 – 2300

Friday – Saturday 1200 – 0100

Removed Wednesday as Applicant confirmed the event will be a 4-day event, so the Wednesday will not be required.

Applicant confirmed they would reduce hours if required – Sunday hours reduced by 30 minutes in line with Sunday hours on previous events.

Additional conditions

- No glass bottles shall be moved into recycling bins/outside areas between 2100 hours and 0900 hours.

- For the 2024 event *condition 10* is modified to acknowledge the event is scheduled in less than 3 months, the event organisers should immediately engage with SAG and submit an initial EMP.

Conditions as modified

1. Ensuring the designated premises supervisor is on site at all times, doing regular checks to ensure the policies in place are being upheld.
2. Detailed health and safety plans in place to maintain the safety of all customers, visitors, children, and staff.
3. Health and safety of all refreshment areas with food hygiene certificates on display and supervised to maintain cleanliness and food safety standards.
4. Communication with local authorities and ensuring all incidents if any are reported, recorded, and dealt with.
5. Having trained first aid staff members onsite.
6. Signs clearly outlining our zero-tolerance policy to drug use and antisocial behaviour.
7. An incident recording book, bound in numerical order, shall be maintained at the premises showing details of the date and time of all assaults, injuries, accidents, or ejections, as well as details of the members of staff involved, the nature of the incident and the action/outcome. The book must be kept available for inspection by the Police and authorised officers of the Licensing Authority.
8. A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification shall bear their photograph, date of birth and a holographic mark.
9. A log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale 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 the Council at all times whilst the premises are open.
10. Event Management Plan will be submitted to Safety Advisory Group 3 months prior to the event. (2024 it is acknowledged the event is scheduled in less than 3 months as of this Grant, the event organisers should immediately engage with SAG and submit an initial EMP).
11. No drinks shall be served in glass containers at any time.
12. No glass bottles are allowed on the premises by attendees, at any time.
13. A detailed bound numerical register of door supervisors to be maintained at all times at the premises. Such a register to include the name, registration number, contact details of the member of door staff along with the date, time on duty and time off duty. Full details of the agency supplying the staff to be endorsed and the register to be available for inspection on request by an Authorised officer.
14. Free drinkable water will be available across the site and the water will be tested in advance.
15. A risk assessment, and fire specific risk assessment will be undertaken for all stages of the festival, including build days, during the event, and de-rig periods.
16. Direction and position of any amplified music will be laid out in such a way to minimise noise impact, with temporary structures in place to block noise as much as possible.

17. A full noise management plan will be in place (including perimeter walks and sound checks) and outlined in the event management plan.
18. Post signs outlining the terms of our licence and regarding our zero-tolerance policy toward Crime and disorder.
19. Ensuring the sufficient number of door supervisors are on the premises at all times.
20. A bag search policy enforced at the entrance to make sure no dangerous items or potential weapons are entering the public area.
21. Plastic cups and bottle provided to reduce glass hazards.
22. Ensure all areas used by the public are well lit and safe for use with regular checks and all staff/ back-end areas are blocked off from public.
23. Requesting photo identification on entrance and having colour coded wrist band process to identify customers of legal age to consume alcohol.
24. Staff training for conflict management and inform them of our policy for safe service and the resolution of any issues.
25. Provide Radios for communication between all staff and security.
26. Employing sufficient SIA and First Aid professionals.
27. Multiple point of contact for customers to find staff members.
28. Ensuring we have sufficient fire safety measures including a fire action plan, fire evacuation point, clear access for emergency services and fire responders.
29. Health and safety policy outlined clearly for all staff members including training of our safety measures in the event of an emergency.
30. Detailed risk assessments and prevention of noted hazards to take place on all areas.
31. Staff and public liability insurance.
32. Security staff to be patrolling the area in and around the premises to ensure safe and respectful behaviour as well as ensuring no alcohol within the safe space.
33. Staff areas are to be locked and blocked off for the safety of unauthorised customers.
34. Regular checks on noise pollution by taking readings from designated point around the premises.
35. Not allowing containers of alcohol to be consumed outside the premises or taken off the area of supervision.
36. Signs informing customers to be quiet when leaving the premises.
37. Stewards designated to ensure the management of waste and rubbish during and after the premises operating hours.
38. Sufficient waste bins supplied.
39. We have a policy that all children under the age of 12 must be accompanied by an adult at all times, and under the age of 16 must be accompanied by an adult when in areas where alcohol may be consumed.
40. SIA Licence holders and/or stewards will be posted at all exit and entrances to the premises at all times enabling supervision and prevention to any unaccompanied children from leaving the premises as well giving an obvious safe place for lost or vulnerable to find a member of staff.
41. There will be 3 main clearly marked points at the premises where people can go to find staff members and signs clearly indicating how to contact staff if there's any concerns of child safety (main office, security tent, first aid) as well as all exits and entrances.

42. Zero tolerance policy if at any time we think there may be risk of child safety or if there's any suspicion of mis conduct.
43. No glass bottles shall be moved into recycling bins/outside areas between 2100 hours and 0900 hours.

Reason for decision:

The Committee noted no representations had been received from South Wales Police, Trading Standards, Mid and West Wales Fire Authority, Health and Safety, Planning Authority, Child Protection, Pollution Division, Local Health Board, the Licensing Authority, or Immigration.

The Committee noted representations had been received from five Other Persons. Which related to the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm.

The prominent basis of those representations the nuisance emanating from amplified sound into the evening / while persons were attempting to sleep.

The residents questioned the necessity of a new licence and reasoning of an increase in the licensed days and hours of the supply of alcohol as per the application.

Minutes of the Statutory Licensing Sub Committee (04.06.2024)
Cont'd

The Committee noted that no Other Persons attended the Committee in person. However expanded representations had been received in writing, all representations were read and acknowledged by the Committee.

The meeting ended at 10.57 am

Chair