

## Appendix D Summary of Responsible Authority Responses

Response Received	Name	Unit
01.11.2023	Kirsty Draycott – Senior Trading Standards Officer	Cambridgeshire and Peterborough
I can confirm that we have received the below email regarding the application for a new premises licence for Ramsey Pavilion Hub. We have provided the applicant with Challenge 25 information and have no other comments to make.		

Response Received	Name	Unit
06.11.2023	Gary Doughty – Watch Commander	Cambridgeshire Fire and Rescue
<p>An audit of the fire safety precautions at the above premises may be conducted under the <b>Regulatory Reform (Fire Safety) Order 2005 (FSO)</b> as part of the new premises licence application.</p> <p>A suitable and sufficient fire risk assessment must be conducted and documented of the premises under the FSO, to help identify fire hazards and the measures and arrangements required to safeguard all relevant persons on the premises. The fire risk assessment should be conducted by a competent person with relevant knowledge, skills and experience of fire safety matters.</p> <p>The Fire Service is responsible for enforcing the FSO and an audit of the premises may be conducted in the near future by us as part of our risk-based audit programme or due to other circumstances.</p> <p><b>Applicant:</b> Please download of a free copy of the <b>Fire Safety Risk Assessment: Small and Medium Places of Assembly</b> guidance document for further information on the FSO and to achieve compliance, by selecting the following link:</p> <p><a href="https://www.gov.uk/government/publications/fire-safety-risk-assessment-small-and-medium-places-of-assembly">https://www.gov.uk/government/publications/fire-safety-risk-assessment-small-and-medium-places-of-assembly</a></p> <p><b><u>FIRE SAFETY ADVICE FOR YOUR PREMISES.</u></b></p> <ol style="list-style-type: none"> <li>1. Ensure your fire risk assessment is current and up to date.</li> <li>2. Ensure your emergency evacuation procedures have been established, rehearsed and all staff members are trained.</li> <li>3. Ensure all your existing fire safety systems (fire alarm, emergency lighting, fire extinguishers, etc.) have been checked/tested by management.</li> <li>4. Ensure your fire safety systems have also been serviced by competent persons to ensure they are all in good working order.</li> <li>5. Ensure the extraction systems (including canopy, extract plenum, filters, extract fan, etc.) is regularly inspected and cleaned by both management and professional contractors, in order to minimise the risk of fire.</li> </ol>		

6. Any gas appliances should be serviced by a competent person in accordance with the current regulations of the Gas Council.
  7. All fixed electrical installations should be regularly tested and maintained by a competent electrical engineer, in order to reduce the risk of fire.
  8. Portable electrical appliances should be tested and checked by a competent person, in order to reduce the risk of fire.
- No further comments on this application.

Response Received	Name	Unit
16.11.2023	Fatima Kassam – Environmental Health Officer (Health & Safety)	Huntingdonshire District Council
I have no comments to be made		

Response Received	Name	Unit
17.11.2023	William Dell'Orefice – Licensing Officer	Huntingdonshire District Council
<p>On 17 Nov 2023, at 12:01, Licensing (HDC) &lt;<a href="mailto:Licensing@huntingdonshire.gov.uk">Licensing@huntingdonshire.gov.uk</a>&gt; wrote:</p> <p>Good afternoon Hannah,</p> <p>I have reviewed your premises licence application for the Ramsey Pavilion. I have noted some of the conditions are slightly vague and would recommend adding the below conditions. Please read these and let me know if you are willing to accept the conditions.</p> <ul style="list-style-type: none"> <li>• A written record of refusals and an incident log will be maintained by the premise and will be available for inspection by the Police or Licensing Authority.</li> <li>• A written staff training record will be maintained and include but not limited to the following areas: Spotting signs of intoxication Vulnerable adults and children, including violent or predatory behaviour against women and girls Preventing underage sales</li> <li>• This training will be reviewed every 12 months</li> <li>• The premises shall install and maintain a comprehensive digital colour CCTV system in all public areas of the licensed premises, enabling facial identification of every person entering the premises in any light condition. The CCTV cameras shall continually record while the premises are open to the public and recording shall be kept available and unedited for a minimum of 28 days with the date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises when they are open to the public and must be able to produce/download/ burn CCTV images upon reasonable &amp; lawful request by a police officer or an authorised officer of the licensing authority or, if not present, the conversant member of staff shall produce the footage as described within 48 hours of a reasonable &amp; lawful request. Any footage must be in a format that can be played back on a standard personal computer or standard DVD</li> </ul>		

player. Where the recording is on a removable medium (ie. compact disc, flash card etc), a secure storage system to store those recording mediums shall be provided

- The premises will adopt a 'Challenge 25' policy. This means that if a customer purchasing alcohol appears to be under the age of 25, they will be asked for proof of their age, to prove that they are 18 years or older. Posters will be on display advising customers of the 'Challenge 25' policy. The only forms of identification that will be accepted will bear their photograph, date of birth and a holographic mark and/or ultraviolet feature. Examples of appropriate identification include a passport, photocard driving licence, military ID, and Home Office approved proof of age ID card bearing the PASS hologram.
- Notices will be displayed at the entrances/exits to the premises asking customers to leave the premises quietly and respect local residents.
- There will be a written drugs policy for the premises.
- Though SIA door supervisors are not considered necessary for the day to day business operation, an ongoing risk assessment will be undertaken to ensure at during licensed hours where it is considered necessary, sufficient security officer/doorman will be employed at the premises to ensure the promotion of the licensing objectives.
- Any outside area included in the licence will be controlled in a safe and effective manner to the same standard operated within the premises building.
- The DPS will be a member of any local Pubwatch Scheme. This includes support of its agreed banning policy and attending meetings; personally, or by sending an authorised representative of the venue. The condition is only binding whilst a local Pubwatch scheme is in existence.
- A written delegation of authority record will be kept at the premises whereby non personal licence holders are authorised to make sales on behalf of a personal licence holder.

I also note that you have made reference to a licensing policy. Do you have a copy of this that you can share?

If you have any questions please get in touch.

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Good Afternoon,

Thank you for getting in contact regarding the application for Ramsey Pavilion Hub.

I am happy to implement and comply with all of the recommended conditions as stated in your email. The premises already has a comprehensive colour digital CCTV system which includes the ability to record in the dark. Footage is available for 28 days and is available on request. We have received the challenge 25 information and posters which will be displayed as requested.

With reference to your query regarding our licensing policy. This did not relate to a specific written policy, but rather to an undertaking that I would ensure that everything stated in the application together with any requirements or recommendations made by yourself will be fully adopted and implemented. Reflecting on this, I will ensure that a summary of all of these points is written into a policy so that it is clear what the requirements of the licence are.

Thank you again for your time.

Kind regards, Hannah Lawton

Response Received	Name	Unit
27.11.2023	Kate Penn – Environmental Health Services Manager	
<p data-bbox="204 344 1337 376">Thank you for consulting me on this application for a premises licence at Ramsey Pavilion Hub.</p> <p data-bbox="204 416 1382 801">I have reviewed the application and initially had some concerns regarding the timings of the regulated entertainment due to the proximity of noise sensitive receptors. I have been in touch with the applicant and in order to alleviate my concerns they have agreed to reduce the hours for outdoor music to finish at 11pm Sunday to Thursday, with the later finish of 1am only on a Friday and Saturday night (Saturday and Sunday morning). I have also discussed with the applicant that they have measures in place to reduce noise from indoor music and these include reducing the volume after 11pm and keeping windows and doors closed, the applicant has also agreed that these measures will be included in their Licensing Policy and the terms and conditions given to the hirers of the premises. It was also agreed that Licensing Policy will also contain recommendations for whoever is dealing with the bookings to consider how often events with music take place to ensure they are not so frequent they become problematic. Please see email chain attached.</p> <p data-bbox="204 842 1347 945">I have also considered that the location of the new Ramsey Pavilion Hub is the same as Ramsey Cricket Club who held a Club Premises Licence at the premises allowing indoor music until 2am and I did not find a history of noise nuisance complaints.</p> <p data-bbox="204 985 1315 1048">On this basis considering the amendments agreed above I have no objection to the premises licence being issued.</p>		

On 21 Nov 2023, at 09:55, Kate Penn [REDACTED] wrote:

Dear Hannah

I have received your application for a premises licence at Ramsey Pavilion. I am aware you had already had contact from the EHO that deals with health and safety and food hygiene, however, my remit is noise and nuisance and I am also a consultee to the premises licence application process.

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From reading the application I do have some concerns with regards to the opening hours and the hours that live and recorded music is proposed, especially as this is proposed to be both indoors and outdoors and the premises is in close proximity to residential properties.

I know you have said on the application that the music will be mainly during events however I have to consider what the application is asking for and as a minimum that is music every day until midnight or later. In Section 18 you have said

*'We are committed to monitoring noise levels diligently to minimize disturbance to our neighbors. This includes the implementation of noise reduction measures beyond specific hours and ensuring that doors are kept closed to contain noise within the premises.'*

Please could you provide more details of the monitoring and noise reduction measures you have mentioned and whether you would give consideration to adjusting the hours for music?

Kind regards

Kate

Good Afternoon,

Thank you for taking your time to look at the application. We are very open to suggestion so that we can come to a solution.

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I very much appreciate that outdoor music past a certain time would not be considerate of the neighbours. When I ticked that box I very much wasn't thinking there would be music playing outside every night into the very early mornings. I understand your concerns as hypothetically this is what the license would allow for. From my knowledge, the space (when it was formally The Ramsey Cricket Club) has not been used for outdoor music before, I only put it in in case certain events did need it in the very rare occasion such as a fundraiser. I'm happy to say that music outdoors would not go past 11pm. If on the odd occasion someone did request an event with outdoor music past 11pm, would it be an option to apply for one off exception instead?

Regarding the indoor music, we wish for the community hub to be available for private and community bookings for all event types. This includes wedding receptions, birthday parties, fundraisers etc. Some of which would include DJs or live bands / singers. Again, I appreciate that the neighbours will not want the disturbance into the early hours from indoor music and that is something I am conscious of. The measures I'm proposing include reducing the volume past 11pm and with windows and doors (all double glazed) kept closed as appropriate. I will also ensure hirers make the live band / singers aware of these expectations in contracts and in person. I applied for every day on the off chance that an event was to take place on a weekday such as for a wake or an event during school holidays. However, I cannot see this being a regular thing. I anticipate bookings who wish to include music would be mostly be on Fridays and Saturdays. Another person looking at the application has recommended to put signage up around the exits to remind guests that leave in a quiet and respectful manner. I think this will be a great addition as a final reminder before they step out of the building. Again, I am very open to suggestions of how to reduce the noise nuisance whilst indoor music is on.

I know this a brand new application. However, the previous club license held for the building by Ramsey Cricket Club had opening hours and recorded music license until 2am everyday. In order to be as considerate to the neighbours as possible, we chose to reduced some of the times within this application. So, I hope this demonstrates our willingness to be considerate to the surrounding community whilst also providing a well needed community space.

Thank you again for helping us with this application. If I can assist in any other way please let me know.

Kind Regards,

Hannah Lawton

Dear Hannah

Thank you for your response. I am pleased to hear that you are intending to request hirers reduce the volume of any music after 11pm and keep windows and doors closed when music (other than background music) is played inside.

Would you be agreeable to amending the times for outdoor live and recorded music to finish at 11pm Sunday to Thursday nights but keep the one 1am finish on Friday and Saturday nights? You would still be able to apply for a Temporary Event Notice if someone did want to have outdoor music later on occasion.

I know William Dell'Orefice (Licensing Officer) has recommended writing a Licensing Policy for the premises and I think it would be worth including within this the terms and conditions for hirers and also recommendations for whoever is dealing with the bookings to consider how often events with music take place to ensure they are not so frequent they become problematic.

Kind regards

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Kate

Hi Kate,

Thank you for getting back to me.

I can confirm that I am happy with the amendments mentioned.

The licensing policy will be created and I am happy to include these points in it to ensure it is always upheld. I will make sure the hirers and any staff who deal with booking are aware.

If there's anything else I can do please let me know.

I hope you have a lovely weekend.

Kind regards,

Hannah

