

Notice of Meeting

Licensing Sub-Committee

**Friday 25 November 2016 at
10.00am** in Committee Room 2 Council
Offices Market Street Newbury, RG14 5LD

Members Interests

Note: If you consider you may have an interest in any Application included on this agenda then please seek early advice from the appropriate officers.

Date of despatch of Agenda: Thursday, 17 November 2016

FURTHER INFORMATION FOR MEMBERS OF THE PUBLIC

If you require further information about this Agenda, or to inspect any background documents mentioned in the reports, please contact Moira Fraser on 01635 519045 or moira.fraser@westberks.gov.uk

Further information and Minutes are also available on the Council's website at www.westberks.gov.uk

Application :16/01550/LQN, Trunkwell House, Beech Hill Road, Beech Hill, Reading, Berkshire, RG7 2AT



Part I

1 Declarations of Interest

2 Schedule of Licensing Applications

(1) **Application No. 16/01550/LQN - Trunkwell House, Beech Hill**

3 - 184

Location: Trunkwell House, Beech Hill Road, Beech Hill, Reading, Berkshire, RG7 2AT

Applicant: Suzanne McLaughlin on behalf of West Berkshire Council's Environmental Quality Team (Environmental Health — Pollution)

If you require this information in a different format or translation, please contact Moira Fraser on telephone (01635) 519045.

Agenda Item 2(1)

**West Berkshire
& Wokingham** Environmental
Health & Licensing

18 January 2016

Parsons Leisure Limited
17 Avalon Road
Earley
Reading
RG6 7NS

Culture And Environmental Protection
Environmental Health and Licensing
West Berkshire District Council
Council Offices
Market Street Newbury
Berkshire RG14 5LD

Our Ref: 15/02026/LQN
Please ask for: Sharon Gavin
Direct Line: 01635 519890
Fax: 01635 519172
e-mail: Sharon.Gavin@westberks.gov.uk

Dear Sir/Madam

Licensing Act 2003 – Premises Licence

Trunkwell mansion House, Beech Hill Road, Beech Hill, Reading, Berkshire, RG7 2AT

Please find enclosed your Premises Licence. The licence must be retained by you whilst you are responsible for the premises and must be available on request, by any authorised officer.

The licence is accompanied by a Premises Licence Summary. This document must be displayed in a prominent position within the premises at all times.

It is the responsibility of the licence holder to check that the licence details are correct. If incorrect, you must contact the Licensing Team, in writing and state clearly why you believe the licence details are wrong. Where errors have been made and are the responsibility of the Council, they will be rectified as soon as possible. If errors have been made by the applicant in filling out the application, these will need to be addressed by making a variation to the licence issued.

The annual fee will be due on the date of issue of the licence each year. You will be sent an invoice prior to the anniversary of the issue date and failure to pay may result in suspension of the Premises Licence. Invoices are sent to the Premises Licence Holder at their registered address as quoted on the Licence.

You are reminded that the Designated Premises Supervisor's details must be correctly stated on the licence at all times and that all sales of alcohol must be authorised by a Personal Licence Holder. (Clubs and non alcohol licensed premises are exempted from this requirement).

Yours faithfully


Authorised Officer
Licensing Team



This service is provided in partnership



West Berkshire District Council

Culture And Environmental Protection, Environmental Health & Licensing, Council Offices, Market Street,
Newbury, Berkshire RG14 5LD

Tel: (01635) 519184 Fax (01635) 519172

Licensing Act 2003

Premises Licence

Uniform Ref: 15/02026/LQN

Premises licence number 014110

Part 1 - Premises details

Postal address of premises, or if none, ordnance survey map reference or description

Trunkwell Mansion House Hotel
Beech Hill Road, Beech Hill, Reading, Berkshire , RG7 2AT

Licensable activities authorised by the licence

Performance of Live Music
Recorded Music
Other Similar Entertainment
Late Night Refreshment
Supply of Alcohol

The times the licence authorises the carrying out of licensable activities

Performance of Live Music

Monday to Saturday From 11:00 to 02:00
Sunday From 12:00 to 00:30

Activity will take place Indoors/Outdoors : **Indoors**

Non Standard Timings: On 4 occasions per annum on an ad hoc basis, to include New Year's Eve to allow the provision of live amplified or non amplified music until 03:00am on any day of the week.

Recorded Music

Monday to Saturday From 11:00 to 02:00
Sunday From 12:00 to 00:30

Activity will take place Indoors/Outdoors : **Indoors**

Non Standard Timings: To allow amplified & non amplified recorded music to be played on 4 occasions per annum to include New Year's Eve on an ad hoc basis until 03.00am on any day of the week.

Other Similar Entertainment

Monday to Saturday From 11:00 to 02:00

Sunday From 12:00 to 00:30

Activity will take place Indoors/Outdoors : **Indoors**

Non Standard Timings: To allow such entertainment on an ad hoc basis on 4 occasions per annum to include New Year's Eve until 03:00am on any day of the week.

Late Night Refreshment

Monday to Saturday From 23:00 to 02:00

Sunday From 12:00 to 00:30

Activity will take place Indoors/Outdoors : **Indoors**

Supply of Alcohol

Monday to Saturday From 11:00 to 02:00

Sunday From 12:00 to 00:30

Alcohol On/Off Premises: **Both**

Non Standard Timings: On an ad hoc basis on 4 occasions per year to extend finish time until 03:00am on any day of the week. For residents at the hotel to have no restriction placed on the supply or sale of alcohol at the discretion of the management.

The opening hours of the premises

Monday to Saturday From 11:00 to 02:30

Sunday From 12:00 to 01:00

On 4 occasions per year to extend the finish time until 03:30am on any day of the week on an ad hoc basis to include New Year's Eve.

Where the licence authorises supplies of alcohol whether these are on and/ or off supplies

On /Off Sales : **BOTH**

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Parsons Leisure Limited
17 Avalon Road, Earley, Reading, RG6 7NS

£ [REDACTED]

Registered number of holder, for example company number, charity number (where applicable)

[REDACTED]

Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol

[REDACTED]

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises the supply of alcohol

013821 West Berkshire Council

Date: 18th January 2016

Signed:

[REDACTED]

Authorised Officer

Licence issued 25/01/2006

Transfer 11/04/2008

Transfer 29/12/2015

Annex 1 - Mandatory conditions

Premises - Supply of Alcohol

1. No supply of alcohol may be made under the premises licence-
 - a) at a time when there is no designated premises supervisor in respect of the premises licence, or
 - b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

The Licensing Act 2003 (Mandatory Licensing Conditions) (Amendment) Order 2014 (in force 1 October 2014)

3.
 - 1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
 - 2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises –
 - a) games or other activities which require or encourage, or are designed to require or encourage, individuals to –
 - i. drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - ii. drink as much alcohol as possible (whether within a time limit or otherwise);
 - b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
 - e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

5.

(1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either -

- a) a holographic mark, or
- b) an ultraviolet feature.

6. The responsible person must ensure that -

a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures -

- i. beer or cider: ½ pint;
- ii. gin, rum, vodka or whisky: 25 ml or 35 ml; and
- iii. still wine in a glass: 125 ml;

b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available."

7.

(1) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

(2) For the purposes of the condition set out in paragraph 1 -

a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979

b) "permitted price" is the price found by applying the formula -

$$P = D + (D \times V)$$

Where—

- (i) **P** is the permitted price,
 - (ii) **D** is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
 - (iii) **V** is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence—
- (i) the holder of the premises licence,
 - (ii) the designated premises supervisor (if any) in respect of such a licence, or
 - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- e) "valued added tax" means value added tax charged in accordance with the Value Added Tax Act 1994
- (3) Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
- (4)
- 1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
 - 2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Premises - Door Supervision

1. Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, the licence must include a condition that each such individual must be licensed by the Security Industry Authority.
2. But nothing in subsection (1) requires such a condition to be imposed-
 - a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c.12) (premises with premises licences authorising plays or films), or
 - b) in respect of premises in relation to -
 - i. any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or
 - ii. any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under the Act).
3. For the purposes of this section-
 - a) security activity means an activity to which paragraph 2(1)(a) of the Schedule applies, and
 - b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of the Schedule.

Annex 2 - Conditions consistent with the operating Schedule dated 28/07/2005

General

Strong Management Controls, staff trained and fully aware of the licensing objectives, particularly the prevention of crime and disorder, public safety, public nuisance and the protection of children.

Adherence to voluntary codes of practice, photo ID policies adopted, health and safety awareness, vigilant management supervision, communication with all Licensing and other authorities - see attached operating schedule (as transcribed below)

The prevention of crime and disorder

Responsible management and staff training. Strict 'no drugs' policy and awareness of dangers. No drunkenness and policies on serving persons who appear drunk. Portman Group and other codes of good practice are already adopted. Proof of age and photo ID already in place. Strict 'drinking up' policy in place, no drinks promotions, regular visits by staff to all areas of premises. Transferring to toughened glass. Liaison with Police and other Licensing Authorities.

Public Safety

Risk managements in place and monitored regularly. Strong responsible management coupled with good staff training and awareness. Provision of sufficient staff to ensure safety of customers. Adherence to voluntary and statutory codes of practice. No drinks promotions. Transferring to toughened glasses throughout operation. Regular testing of fire and other safety appliances + certification where necessary. Adherence to Fire Service requirements.

The prevention of public nuisance

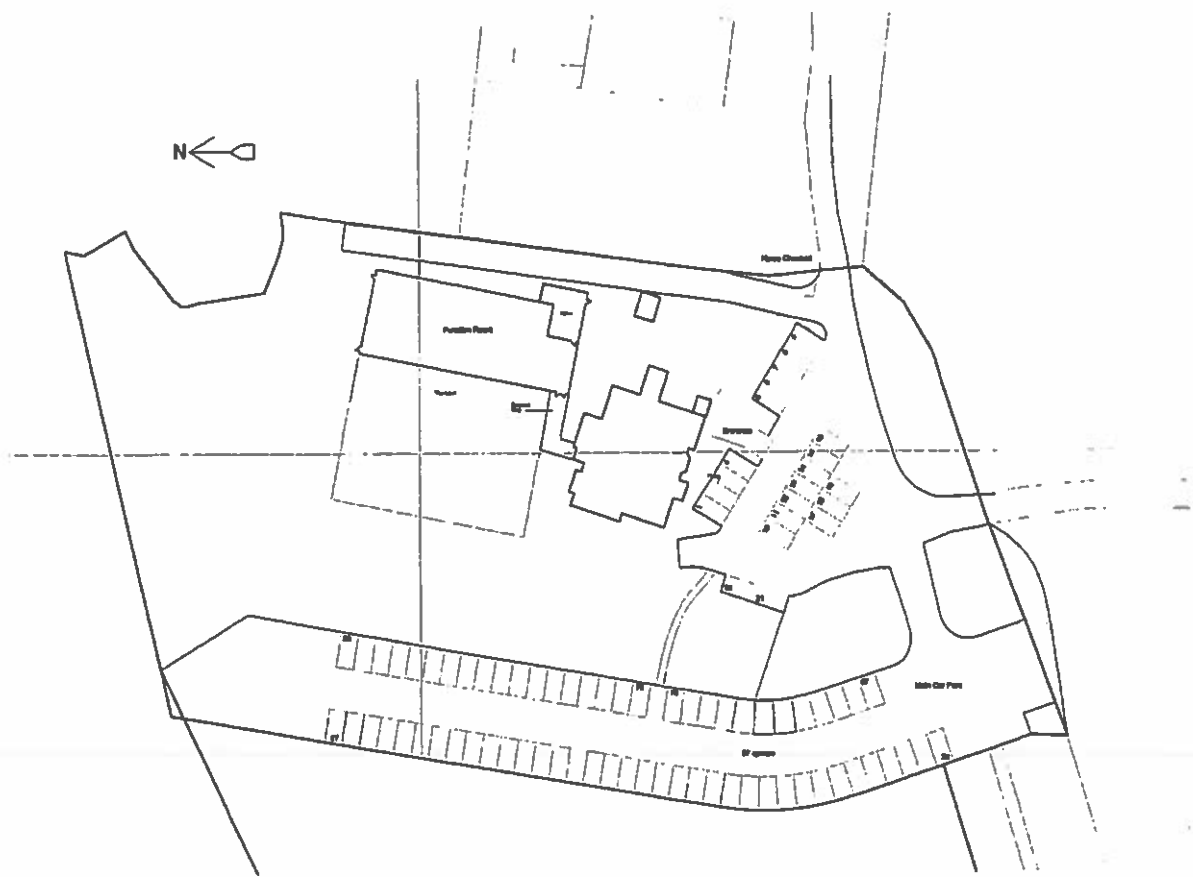
Responsible management, training and supervision of staff, strict rules on drunkenness and anti-social behaviour. Premises in 4.5 acres of grounds with no immediate neighbours. No Drugs and no underage drinking policies. Regular monitoring of all areas of the premises. No drinks promotions. Transferring to toughened glass. Own mini-bus to transport clients and strong links to local taxi firms. Strict management of clients arriving and leaving. Collection of litter.

The protection of children from harm

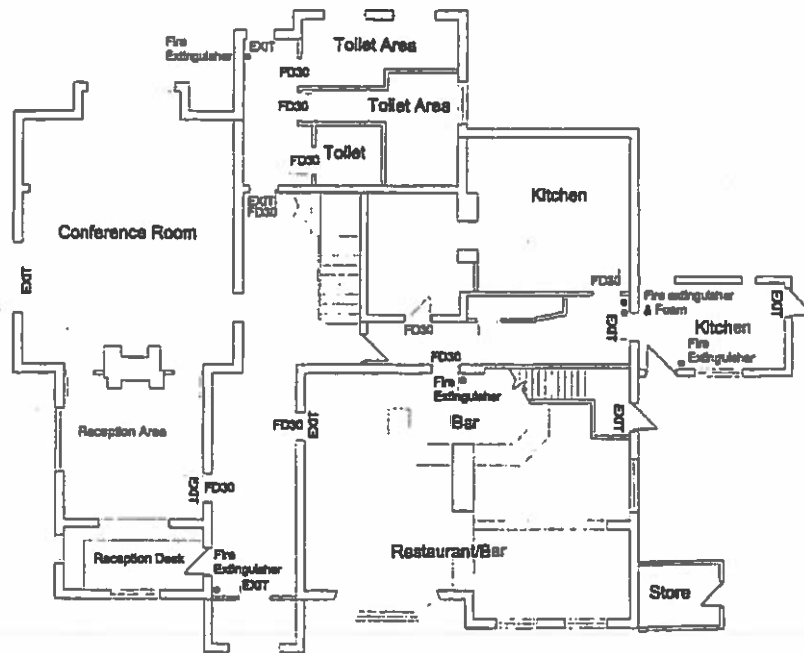
Responsible management, no children in restaurant after 8.00pm. All children must be accompanied by responsible adult. No AWP's or gaming machines. Risk managements in place. Strict adherence to no underage drinking and photo ID schemes in place. Adoption of public places charter and other codes of best practice.

Annex 3 - Conditions attached after a hearing by the licensing authority – None

Annex 4 - Plans as submitted 29/07/2005

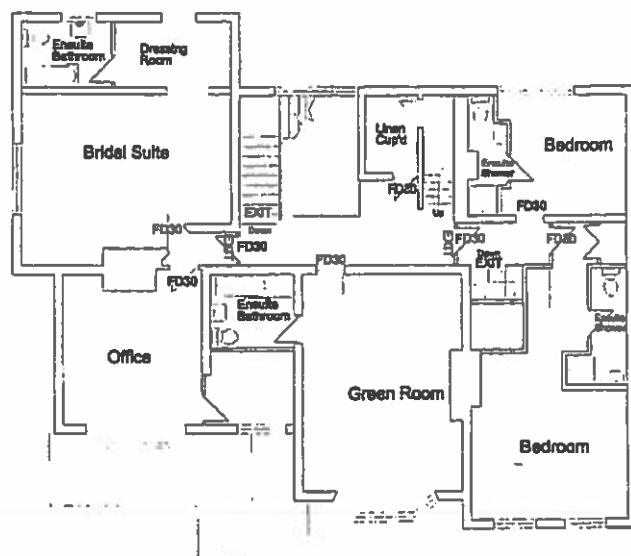


Trunkwell House, Beech Hill.
Site Plan 1:500



Proposed Ground Floor 1:100

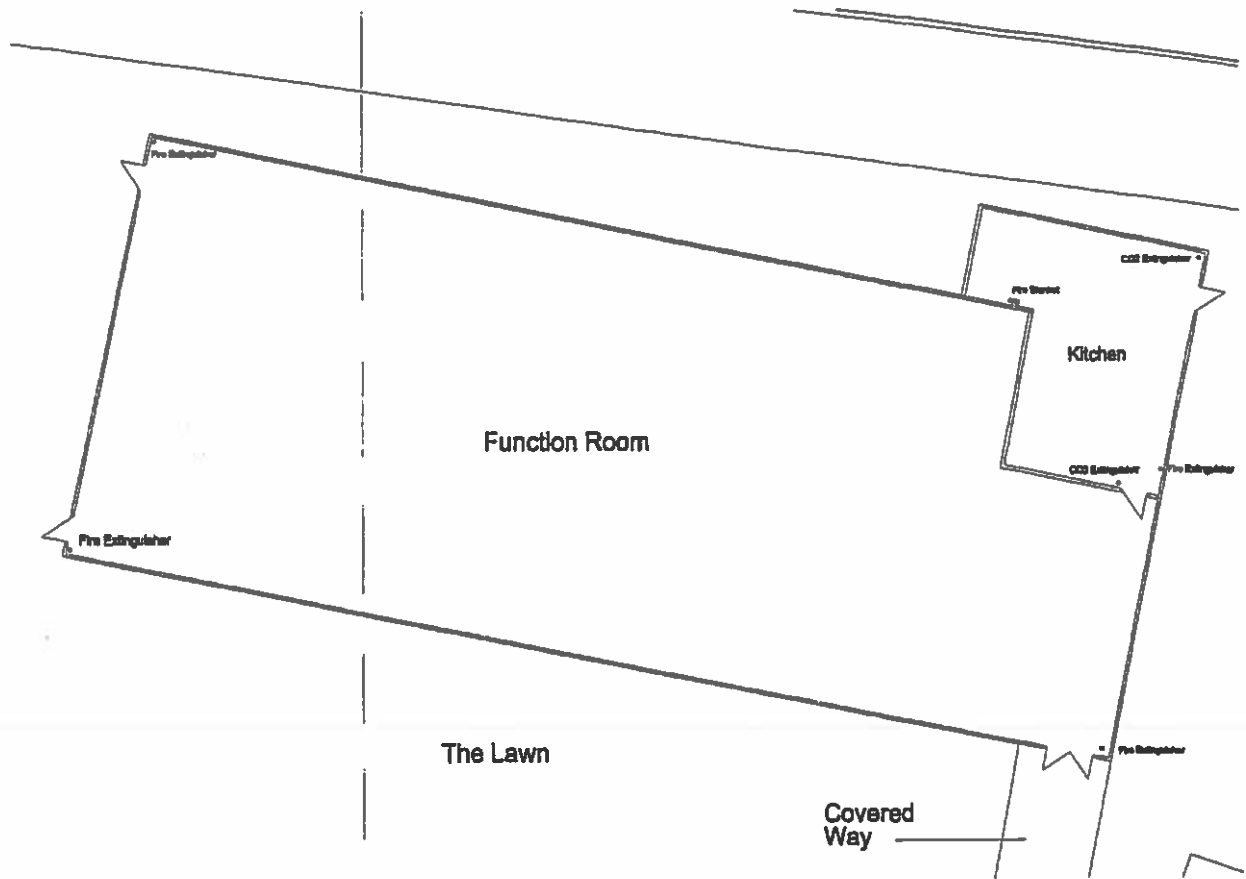
Trunkwell House, Beech Hill
 Michael Whiteway Construction & Development Consultant
 Tel 0118 841 7347



Proposed First Floor 1:100

Trunkwell House, Beech Hill

Michael Whiteway Construction & Development Consultant
Tel 0118 941 7347



Trunkwell House, Beech Hill.
Function Room 1:100



The Lawn

(This area is used for assembly & drinking purposes and should form part of the licensed premises)

Trunkwell House, Beech Hill.
Function Room 1:100

West Berkshire District Council

Culture And Environmental Protection, Environmental Health & Licensing, Council Offices, Market Street, Newbury,
Berkshire RG14 5LD
Tel: (01635) 519184 Fax (01635) 519172

Licensing Act 2003 Premises Licence Summary

Uniform Ref: 15/02026/LQN

Premises licence number	014110
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Premises details

Postal address of premises, or if none, ordnance survey map reference or description

Trunkwell Mansion House Hotel
Beech Hill Road, Beech Hill, Reading, Berkshire, RG7 2AT

Licensable activities authorised by the licence

Performance of Live Music
Recorded Music
Other Similar Entertainment
Late Night Refreshment
Supply of Alcohol

The times the licence authorises the carrying out of licensable activities

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Late Night Refreshment

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Sunday From 12:00 to 00:30

Activity will take place Indoors/Outdoors : **Indoors**

Supply of Alcohol

Monday to Saturday From 11:00 to 02:00

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Alcohol On/Off Premises: **Both**

Non Standard Timings: On an ad hoc basis on 4 occasions per year to extend finish time until 03:00am on any day of the week. For residents at the hotel to have no restriction placed on the supply or sale of alcohol at the discretion of the management.

The opening hours of the premises

Monday to Saturday From 11:00 to 02:30

Sunday From 12:00 to 01:00

On 4 occasions per year to extend the finish time until 03:30am on any day of the week on an ad hoc basis to include New Year's Eve.

Where the licence authorises supplies of alcohol whether these are on and/or off supplies

On/Off Sales : **BOTH**

Name, (registered) address of holder of premises licence

Parsons Leisure Limited
17 Avalon Road, Earley, Reading, RG6 7NS

Registered number of holder, for example company number, charity number (where applicable)

Name of designated premises supervisor where the premises licence authorises the supply of alcohol

Mr Robert Walton

Date: 18th January 2016

Signed:

A black rectangular box redacting the signature of the authorised officer.

Authorised Officer

Licence issued 25/01/2006

Transfer 11/04/2008

Transfer 29/12/2015

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**Application for the review of a premises licence or club premises certificate under the
Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form.
If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

I Suzanne McLaughlin

(Insert name of applicant)

apply for the review of a premises licence under section 51 of the Licensing Act 2003 for the premises described in Part 1 below (delete as applicable)

Part 1 – Premises or club premises details

Postal address of premises or, if none, ordnance survey map reference or description

Trunkwell House
Beech Hill Road
Beech Hill
Reading
Berkshire

Post town

Post code (if known) RG7 2AT

Name of premises licence holder or club holding club premises certificate (if known)

Parsons Leisure Limited

Number of premises licence or club premises certificate (if known)

014110

Part 2 - Applicant details

I am

Please tick ✓ yes

1) an individual, body or business which is not a responsible authority (please read guidance note 1, and complete (A) or (B) below)

☐

2) a responsible authority (please complete (C) below)

✓

3) a member of the club to which this application relates (please complete (A) below)

☐

(A) DETAILS OF INDIVIDUAL APPLICANT (fill in as applicable)

Please tick ✓ yes

Mr ☐

Mrs ☐

Miss ☐

Ms ☐

Other title
(for example, Rev)

Surname

First names

Please tick ✓ yes

I am 18 years old or over

☐

**Current postal
address if
different from
premises
address**

Post town

Post Code

Daytime contact telephone number

**E-mail address
(optional)**

(B) DETAILS OF OTHER APPLICANT

Name and address

Telephone number (if any)

E-mail address (optional)

(C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT

Name and address Environmental Quality Team (Environmental Health – Pollution) Environmental Health & Licensing West Berkshire Council Market Street Newbury Berkshire RG14 5LD
Telephone number (if any) 01635 503242
E-mail address (optional) Suzanne.mclaughlin@westberks.gov.uk

This application to review relates to the following licensing objective(s)

- Please tick one or more boxes ✓
- | | |
|---|-------------------------------------|
| 1) the prevention of crime and disorder | <input type="checkbox"/> |
| 2) public safety | <input type="checkbox"/> |
| 3) the prevention of public nuisance | <input checked="" type="checkbox"/> |
| 4) the protection of children from harm | <input type="checkbox"/> |

Please state the ground(s) for review (please read guidance note 2)

This application for the premise licence for Trunkwell House to be reviewed is made as Environmental Health (Pollution) consider Trunkwell House are failing to prevent public nuisance as complaints of noise from live and recorded music from the events in the two marquees, the noise disturbance from people screaming, shouting and cheering, some of which is associated with the use of the dodgems, and bangs from fireworks, have been made.

The live and recorded music is from inside the marquees. The dodgems have previously been located inside a separate marquee, however not on the evening of 23/09/16. The noise from people is from inside the marquees as well as the use of the garden areas.

Officers from the Environmental Quality Team of Environmental Health carried out their most recent monitoring on the evening of Friday 23/09/16. (See Map 1 for monitoring locations). At 22:26 close to parking area next to The Elm Tree Public House (monitoring location 1) the bass from the music was immediately apparent. At 22:39 close to the memorial (monitoring location 2) the bass and a tune of a song was audible. At 22:47 at the footpath adjacent to Tudor Cottage (monitoring location 3) the bass was audible as well as some screams. From 23:10 to 23:40 at Trunkwell Barn (monitoring location 4), the bass, music, screaming and shouting were audible. At this final location the analysis on the noise levels recorded with the Trojan noise meter, showed a higher pitch when screaming occurred. The recordings clearly identify the disturbance of screaming at 22:41, 22:49, 23:12 and 23:17. No noise was heard at the Village hall (monitoring location 5).

The Officers arrived at Trunkwell House paddock car park and they observed the dodgems were still operating at 23:50. The NMP ("version 07" was received on 19/09/16, see Appendix 1) states they will only operate between 22:00-23:30.

There is a history of complaints regarding noise and disturbance from the premises. Environmental Health has been notified of 20 occurrences from 18/01/16 to 02/10/16. From Map 2 it can be seen that there are residents within a 300m radius and the closest residential properties are 110 m to the south-east and 95m north.

The current premises licence holder has been in place since 18/01/16. Under the previous premise license holder an Abatement Notice under the Environmental Protection Act 1990 was served in February 2015, for noise from the amplified music, in particular the bass from the music was intrusive and was easily detected inside residential premises in the village of Beech Hill. It is acknowledged that some improvement, after the service of the Notice and appeal withdrawn, in the bass as a noise limiter was installed in the Grand marquee in August 2015.

The reason for the review is based on the frequency of events, the intensification in the use of the premises (the previous premise license holder advised on 11/08/16 at a meeting with Environmental Health that events are not held simultaneously), the increase in audibility of noise from the guests attending events and the timings (days of week etc) of when the events are taking place. This has lead to a change of noises affecting residents, i.e. an increase in people noise, and how often they are affected.

Also it is considered that there is a lack of management of the number and type of events. Late bookings are taken without consideration for the residents, e.g. the event on Tuesday 12/07/16 agreed to the provision of fireworks at very short notice and does so without the consideration of advising the residents.

Environmental Health does not have full confidence in the management of noise from the premises. The Noise Management Plan (NMP) has taken some time to be developed; and is neither in a satisfactory state of completion nor in a position to enable effective management to then be reviewed. Trunkwell House version 07 was submitted on 19/09/16. There appears to be a lack of understanding that the controls on noise need to be a package of measures and not a reliance on the noise limiters, all of which need to be effectively managed. Also there is a lack of

acknowledgement that the noise from music is not to only noise source of complaint and this need to be acknowledged and controlled. I am aware that the revised NMP does state that music will cease at certain times, but this has only been since 21/09/16. It is considered that the finish times during weekdays are too late. Environmental Health recommended that the times on Sundays were reduced in line with week days. Dodgems use has also been reduced and only to be provided to those events already booked by 21/09/16, but is between 22:00-23:30, which is considered too late, especially the future weekday Christmas parties. The premise license holder also stated at our site meeting on 24/08/16 that dodgems and other fairground rides would not be available unless already booked. Our concern is that the website states they are still available (as at on 17/10/16, see Appendix 2) in the Corporate packages including a photographs of a carousel and fairground rides. In addition in an email received on 10/10/16 (see Appendix 3) the Premise Licence holder advised that the event on 15/10/16 would not finish within the new finish time for a Saturday as this was already booked and it "was a constant battle for us to go back to existing bookings and tell them about the new time restrictions".

Environmental Health do not have any evidence of breaches to the relevant operating schedule of the premise licence however we have received many complaints. The NMP states the hours the premises will be operating from since 21/09/16, which states:

All amplified sound will cease by 23:30 on Sundays – Thursdays

All amplified sound will cease by 00:00 on Friday – Saturdays

All amplified sound will cease by 00:30 on New Years Eve.

One of the reasons of this Review is for tighter controls to be incorporated by these revised hours and therefore the Premise License to reflect these hours.

Please provide as much information as possible to support the application (please read guidance note 3)

1. Frequency and timings

There have been a large number of events ranging from weddings, corporate award events, corporate fun day and proms/balls to birthday, christening and Christmas parties and wedding fayre.

The frequency of events is that during the period from 07/05/16 to 02/10/16 there has been the following, as per details received from Trunkwell House by attachment to emails on 18/07/16 and 09/09/16 (see Appendices 4 and 5):

- 58 events, of which 42 events took place in the garden marquee, 13 took place in the grand marquee and only 3 inside the main house.
- 2 occasions which used both marquees for the same event (one being on a weekday)
- 2 occasions when 2 events were occurring simultaneously (one being on a weekday)
- 11 of the 58 events provided fairground attractions, usually dodgems. These have been located between the 2 marquees behind the covered walkway within the paddock area, however the event on 23/09/16 they were located in the paddock area closer to the entrance of the grand marquee. The dodgems are provided for the uni ball/proms and corporate award events, of which 8 were on weekdays. (See layout in Map 3).

The events at the premises have taken place during the week (Monday – Thursday) as well as at the weekend (Friday – Sunday):

- 1 on a Monday
- 4 on Tuesdays
- 6 on Wednesdays
- 8 on Thursdays and Sundays
- 14 on Fridays
- 16 on Saturdays

Consecutive events have been exceptionally frequent when the events have taken place on Friday and Saturdays each weekend. During this last 9 month period there were events every night from Monday 27/05/16 to Friday 01/06/16; from Tuesday 12/06/16 to Thursday 14/06/16 there were 4 events in 3 days; from Wednesday 20/07/16 to Friday 22/07/16 there were 3 events; and Thursday 28/07/16 to Sunday 31/07/16 there were 4 events.

In excess of 95% of the events held were weddings, corporate awards, parties and proms which have regulated entertainment (live or recorded music). The exact number of attendees at each event is not known however details provided by email from Trunkwell House on 09/09/16 (Appendix 4) now indicate some events are for 500 guests. The website currently advertises Corporate packages can be up to 1000 guests (see Appendix 6) and the 2016 Christmas hire could be up to 950 guests on the premises (see Appendix 7).

Looking forward to future events, as per the email of 09/09/16, from 07/10/16 to 08/01/17 there are 41 events planned of which 1 has fireworks, 10 are weddings/barn dance or party, and 31 are the themed Christmas parties with regulated entertainment and dodgems. For the latter there are 8 nights when there are 2 simultaneous events per night. All events are being held in either the grand and/or the garden marquee. The Christmas party events are due every weekend as well as weekdays (Wednesdays and Thursdays); these will be consecutive nights from Wednesday 07/12/16 to Sunday 11/12/16, Wednesday 14/12/16 to Sunday 18/12/16, Wednesday 21/12/16 to Friday 23/12/16 (followed by a wedding on Saturday 24/12/16), and Friday 06/01/17 to Sunday 08/01/17. The number of people attending an event does vary however they can range from 80 to 500. During December there are 4 dates (1 on a weekday) when the total number of guests could exceed 600 due to both marquees being in use. This is a large number of people at the premises which if not controlled will continue to cause disturbance to the residents of Beech Hill.

2. Audibility and complaints

Environmental Health has received notifications from residents direct and from the Parish Council on behalf of the village. Since 18/01/16 our records show that we have received complaints mostly relating to noise in the evenings from music, bass levels and clearly deciphering the songs, people noise, including cheering, screaming, and bangs from the fireworks. Environmental Health has been advised that on some occasions the residents have contacted the management of Trunkwell House to advise them direct that the noise is too loud. These residents do not consider the response by Trunkwell House has been satisfactory.

The contact from local residents has identified the following timings and events between 18/01/16 – 02/10/16:

1. Noise from music from loud disco on Saturday 30/04/16
2. Noise from live band on Saturday 07/05/16 in the Garden marquee.
3. Noise from a party on Sunday 08/05/16 afternoon from a party in the Garden marquee.
4. Noise from a loud wedding on Wednesday 11/05/16 in the Garden marquee.
5. Noise loud after midnight for a ball on Friday 20/05/16 in the Garden marquee.
6. Noise loud after midnight for a dinner on Saturday 21/05/16 in the Garden marquee.
7. Noise loud from prom on Friday 27/05/16 in Garden marquee.
8. Noise loud and fireworks on Saturday 28/05/16 from wedding in Garden marquee.
9. Noise loud from people on Friday 03/06/16 from wedding in Garden marquee.
10. Noise loud in afternoon and evening on Saturday 04/06/16 for wedding in Grand marquee.
11. Noise from bass on Saturday 25/06/16. Event was a wedding in the Garden marquee.
12. Noise from people screaming, loud music that the songs are clearly identified and non-notification of fireworks on Tuesday 12/07/16. Fireworks 22.30-22.45. There were 2 events. Event with fireworks was a corporate event with amplified background music in the Grand marquee. This was a late booking and not on the list of events provided to Environmental Health. There was also a Prom in the Garden marquee with dodgems. Contact by Environmental Health with the Premise License holder advised that the sole noise limiter was in use for the Garden marquee.
13. Noise from people singing along with disco on Thursday 14/07/16. Event was wedding in Garden marquee.
14. Noise from people and music to 01:00 on Saturday 16/07/16. Event was a wedding in Grand marquee.
15. Noise from loud music, people shouting into microphones on Friday 05/08/16. Event was a wedding in the Garden marquee.
16. Noise from people and music on Friday 09/09/16. Event was corporate event in the Garden marquee.
17. Noise from loud music on Saturday 10/09/16 until 00:15 Event was a wedding in the Garden marquee.
18. Noise from music all Sunday 11/09/16 afternoon until 18:00. Event was a christening in the Garden marquee.
19. Noise from loud DJ and screaming on Friday 30/09/16. Event was a birthday party in Garden marquee.
20. Noise from loud DJ on Saturday 01/10/16. Event was a wedding in the Grand marquee.

The live and recorded music is from inside the marquees. The venue offers the use of their own DJ or bringing own DJ or live band. The dodgems appear to be generally located in the paddock area. The NMP is not clear where the dodgems are located.

A noise limiter was installed in August 2015 and a second in August 2016. Concern is that there had been a delay in installing the 2nd limiter and previously the only limiter was being moved from one marquee to the other and was it correctly set up. The previous Premise License holder advised that no simultaneous events with amplified music would or do take place in the 2 marquees as there was only 1 limiter. Environmental Health advised Trunkwell House on 24/08/16 at a site meeting that checks were required to ensure the limiters were set up correctly, however this is not going to be carried out until mid October, meanwhile events with amplified music have continued

to be held.

Fireworks are permissible at events. The most recent use was on Tuesday 12/07/16 for a corporate event however we were advised by the residents that they were not notified. It is acknowledged that the use of fireworks is currently infrequent but controls are required to ensure residents are not unduly disturbed. The NMP now states that: "quieter fireworks will be considered, will not be after 22:15, will last no longer than 15 minutes in duration, and pre-notification to residents will take place". Regarding the latter point, the NMP states the letter drop is to "all properties to the north of Beech Hill Road" ; this is considered unsatisfactory as prior notification should be to all sensitive receptors that could be affected.

3. Contact with Premise License holder

The last contact with the previous Premise License holder was on 11/01/16. Environmental Health was not aware on that date that the holder had changed as the transfer to change the name did not require Environmental Health as a Responsible Authority to be consulted. The previous holder did not advise Environmental Health that they were no longer the current Premise License holder. This communication requested their Noise Management Plan to be amended as I had a number of concerns with their document, in that it did not suitably control all aspect of noise from the premises.

Following complaints in early May, Environmental Health met with the new Premise License holder on 12/05/16 to discuss complaints received. I advised him of previous history regarding the statutory nuisance / Abatement notice, noise limiter, monitoring locations and the noise management plan. Following this meeting I sent, as agreed, a guidance document produced by West Berkshire Council Environmental Health on noise management plans.

After further communication and a site meeting on 24/08/16 it was determined that the NMP still had not been satisfactorily completed. A deadline of 14/09/16 was requested which was not met until 19/09/16.

Also a second limiter had been purchased during the summer and installed however Environmental Health raised concerns with the Premise License holder that the new limiter had not been installed correctly. I was advised on 22/09/16 by email from the Environmental Health consultants, acting on behalf of Trunkwell House, that the agreements stated in the NMP regarding times are in place with effect from 21/09/16. These include the times that music will cease, times that the dodgems will start and finish, details of fireworks to be used and the prior notification to the residents. The officer monitoring undertaken on Friday 23/09/16 witnessed that the dodgems were still operating at 23:50. The NMP states they will only operate between 22:00-23:30. In addition the location of the dodgems was observed in a different location as was stated at the Environmental Health meeting with the Premise License holder on 24/08/16.

The Premise License holder confirmed by email on 09/09/16 (see Appendix 8) that dodgems and other fairground rides would not be available unless already booked. Our concern is that the website states they are still available (on 17/10/16) in the Corporate packages (see Appendix 2) as well as photographs of a carousel ride in the Other Events section (see Appendix 9).

4. Action by Environmental Health since 18/01/16

Inside a residential property Environmental Health have installed noise monitoring equipment for 2 periods of time:

1. Between 12/05/16 – 27/05/16, the outcome being nothing recorded
2. Between 24/06/16 - 04/07/16, the outcome that noise from fireworks on Saturday 25/06/16 (wedding in Garden marquee), people screaming and bass on both Monday 27/06/16 (prom in Garden marquee with dodgems) and Tuesday 28/06/16 (prom in Garden marquee with dodgems), bass, screaming and singing along to the songs on

Wednesday 29/06/16 (prom in Garden marquee with dodgems), and screaming on Thursday 30/06/16 (prom in Garden marquee with dodgems).

Outside residential properties Environmental Health have undertaken 5 evening monitoring visits at the monitoring locations shown on Map 1.

1. Friday 22/07/16 - music audible, but noise from people cheering and whooping very clear from the monitoring location directly north of Trunkwell House only (corporate event in Garden marquee)
2. Thursday 28/07/16 no noise at all, question if event taking place (wedding in Garden marquee)
3. Saturday 30/07/16 music audible at the monitoring location opposite the Elm Tree Public House and by the footpath next to Tudor Cottage only and noise from guests in field next to paddock car park (wedding in Grand marquee)
4. Sunday 21/08/16 music audible at monitoring location opposite the Elm Tree Public House and by the footpath next to Tudor Cottage only (wedding in Grand marquee)
5. Friday 23/09/16 music audible, people screaming clear (corporate awards in Grand marquee with dodgems).

Review of when complaints received, noise recorded and Officer witnessing shows the following:

- Not all events have been a disturbance
- One music venue within the premises has not been the sole source of complaint
- Majority of events with dodgems have caused complaints from people noise
- Music is audible in the village.

5. Licensing background

Following the introduction of the Licensing Act 2003 the original liquor license was transferred to Trunkwell Mansion House Ltd in January 2006. This included live and recorded music both amplified and non-amplified, indoors only, on Monday-Saturday 11:00 – 02:00 and Sundays 12:00- 00:30 with 4 occasions including New Years Eve to 03:00 on any day of the week. The location for the entertainment was in a “function room” with a seated capacity of 220 guests, this is currently known as the Garden marquee. The details provided for the licensing objective of the prevention of public nuisance referred to minimising guests leaving the premises and that there were no immediate neighbours. In 2008 the Premise Licence holder was transferred to Trunkwell Leisure Ltd and again in January 2016 to Parsons Leisure Ltd, the current holder.

6. Development planning

There have been a number of changes at the premises and in the village within in the last ten years since the PL was originally issued. Two residential dwellings have been converted/built closer to the Trunkwell House site to the north and the provision of an additional marquee, currently known as the Grand marquee, in the paddock/main car park area. Planning permission for a new, brick built, function room and bedrooms was granted over 10 years but this has not been developed.

7. Marquees

Noise attenuation from a marquee is difficult as the structure provides extremely little to no insulating properties. Although the marquees on the site do have uPVC double glazed doors and windows overall the structure is simply material. Obviously these are frequently open and shut for access and egress and also when the temperature is warm, which also enables more noise dispersion.

8. What has changed since the Abatement Notice was served?

Environmental Health served an Abatement Notice under the Environmental Protection Act 1990 for a statutory nuisance in February 2015 on the previous Premise License holder. This was due to

the noise from the amplified music. In particular the bass from the music was intrusive and was easily detected inside residential premises in the village of Beech Hill. The Notice was appealed and later the appeal withdrawn. Following the installation of a noise limiter in the Grand marquee a series of monitoring was undertaken by the Environmental Health to determine if statutory nuisance had recurred. It was determined that this was not the case at that time. As the Notice was served on the previous Premise License holder, as the person(s) responsible this Notice is no longer valid.

The situation is that noise from the premises is not limited to now. It has been an issue for some years now, whether it was a statutory nuisance in the past and public nuisance now.

The situation since May 2016 appears that the noise from the Trunkwell House premises has changed. The complaints now relate to an intensification of events and the frequent disturbance by people noise, including cheering, shouting and in particular screaming. The noise recordings taken by EQ officers during a monitoring event at a residential property on Friday 23/09/16 clearly show this at 22:41, 22:49, 23:12 and 23:17.

Have you made an application for review relating to the premises before

Please tick ✓ yes

☐

If yes please state the date of that application

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

If you have made representations before relating to the premises please state what they were and when you made them

N/A

Please tick ✓

yes

- I have sent copies of this form and enclosures to the responsible authorities and the premises licence holder or club holding the club premises certificate, as appropriate ☐
- I understand that if I do not comply with the above requirements my application will be rejected ☐

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 3 – Signatures (please read guidance note 4)

Signature of applicant or applicant's solicitor or other duly authorised agent (please read guidance note 5). **If signing on behalf of the applicant please state in what capacity.**

Signature

[Redacted Signature]

Date 17/10/16

Capacity Senior Environmental Health Officer

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 6)

Post town

Post Code

Telephone number (if any)

If you would prefer us to correspond with you using an e-mail address your e-mail address (optional)

Notes for Guidance

1. A responsible authority includes the local police, fire and rescue authority and other statutory bodies which exercise specific functions in the local area.
2. The ground(s) for review must be based on one of the licensing objectives.
3. Please list any additional information or details for example dates of problems which are included in the grounds for review if available.
4. The application form must be signed.
5. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
6. This is the address which we shall use to correspond with you about this application.

Trunkwell House – Noise Management Plan

Introduction

As professional entertainment/events business operators we are fully committed to ensuring that our activities do not generate noise disturbance to our community of residents in Beech Hill Village.

The purpose of this Noise Management Plan is to detail our procedures to ensure, as far as possible, the minimisation of disturbance to local residents from our venue and to meet our legal obligations.

This plan has been developed using guidance provided by West Berkshire District Council, and is designed to prevent public nuisance and meet the licensing objectives under the Licensing Act 2003.

Summary of premises

Trunkwell House has been an events venue for the past 25 years. Before this, since 1963, it was a restaurant with rooms. It is one of the oldest establishments in Beech Hill Village, dating back to the 19th Century.

Trunkwell House now hosts weddings and corporate events and offers seven boutique bedrooms. There are three main areas where events are conducted:

- Trunkwell House Restaurant (although this area is without any amplification equipment)
- Garden Marquee, and
- Grand Marquee

The Purpose of our Noise Management Plan

- To identify potential sources of noise from our activities
- To provide controls to minimise the noise impact of our activities on local residents and to prevent nuisance
- To meet the licensing objectives and the conditions of our own Premises Licence
- To provide an appropriate record and response to complaints

Location Plan and Site

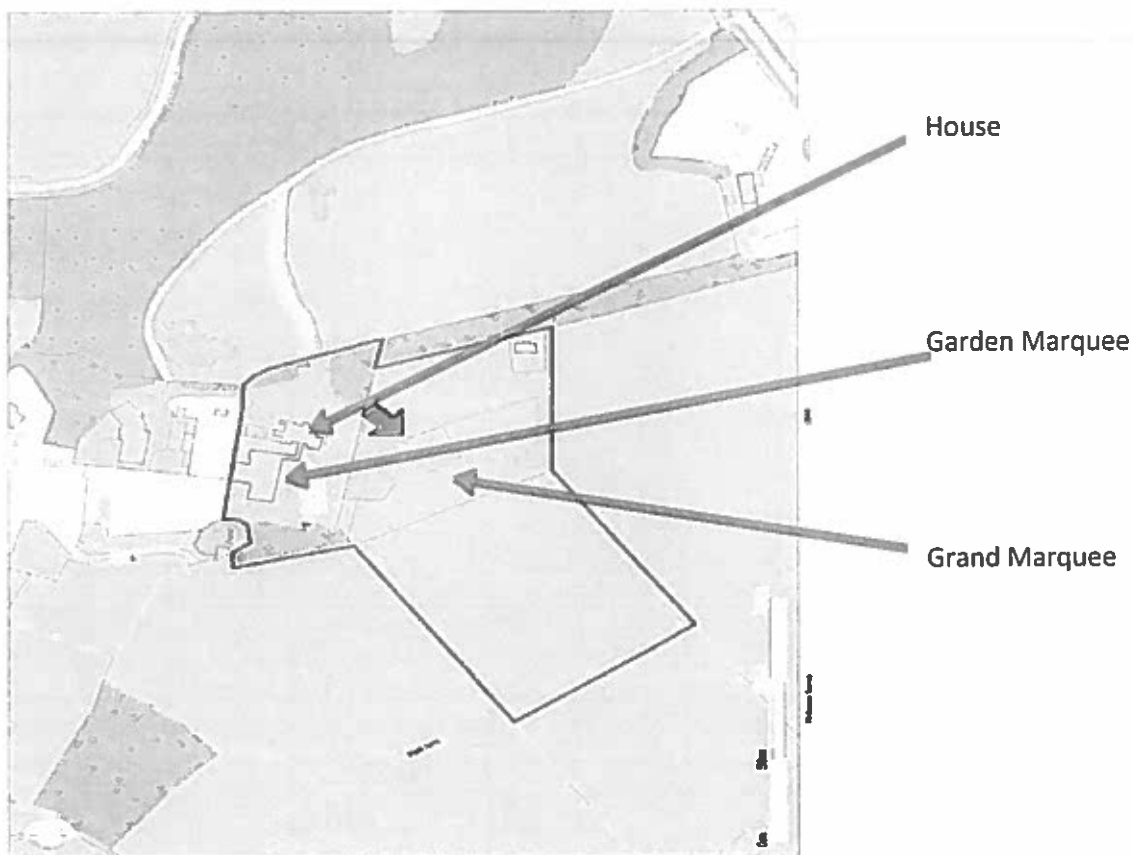
We have commissioned an architect to provide a detailed site plan, to show the elements suggested in the guidance provided by WBDC, to include at least the:

- Site boundary and surrounding noise sensitive properties
- Location of different events/activities
- Location of stages and speakers (including orientation)
- Location of other noise generating plant/activities

We will also provide a scale, and prevailing wind direction

The existing plan (to be replaced) in our original NMP is shown below.

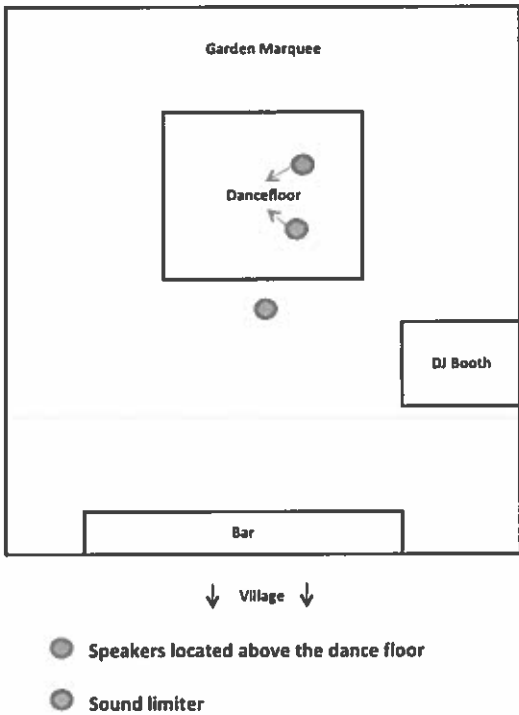
Location Map



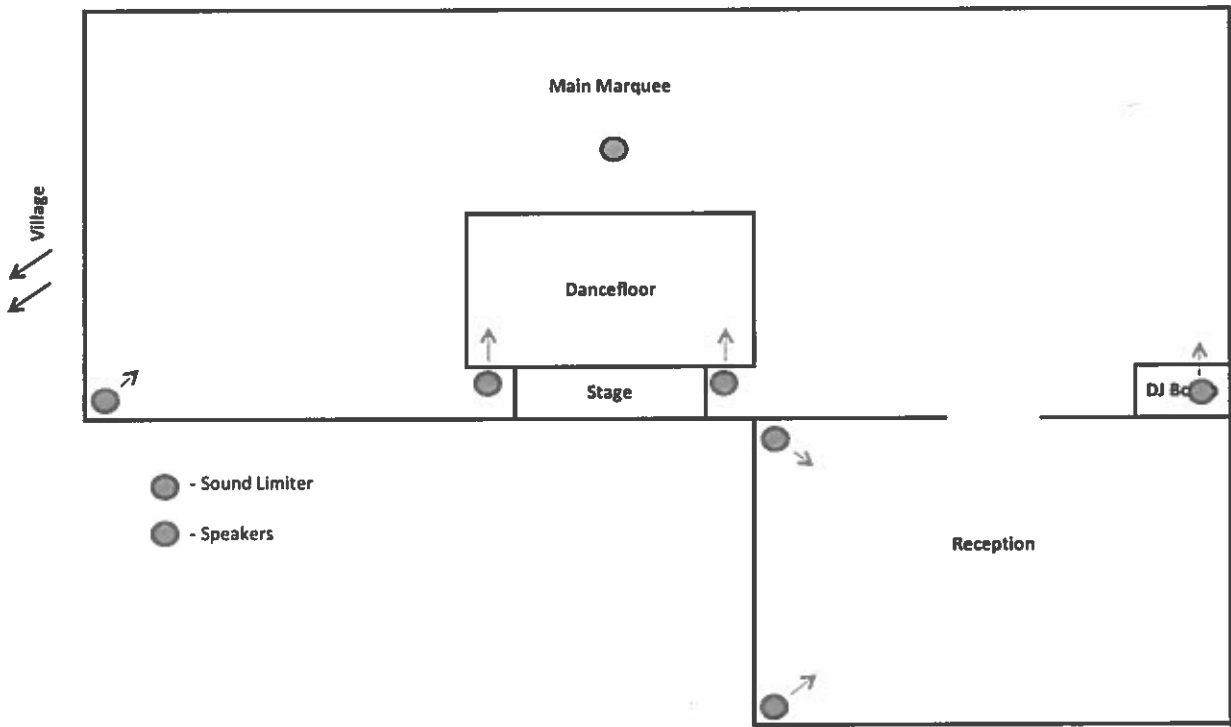
Marquee Layouts

We have commissioned an architect to provide a detailed layout plan. The existing plan (to be replaced) in our original NMP is shown below.

Garden Marquee¹:



Grand Marquee² :



¹ Plan shown not to scale

² Plan shown not to scale

Inventory of Noise Sources

This section identifies sources of noise arising from activities at Trunkwell House.

- Amplified Recorded Music
- Amplified Live Music
- Amplified voices (e.g. during presentations, etc.)
- Acoustic Instrumentation (e.g. drums)
- Fireworks
- Noise from persons (e.g. shouting and screaming)
- Fairground rides (e.g. dodgems)
- Vehicle movements

Controls for Noise Sources

Having identified the Noise Sources, this section provides details of the controls in place for each source.

Notwithstanding the controls below, the following is applicable for every event held at Trunkwell House.

- **All amplified sound will cease by 11.30pm on Monday, Tuesday, Wednesday, Thursday and on a Sunday**
- **All amplified sound will cease by 12 Midnight on a Friday and Saturday**

Amplified Recorded Music

All amplified recorded music in the marquees is played through and controlled by Sound Limiters. These meters, installed by an acoustic engineer, are set to cut out should the noise levels exceed 87dB. This limit was initially established and agreed by agreement with WBDC.

No equipment will be used if it cannot be controlled through our Sound Limiters.

The majority of events use our in-house DJ, however any DJ contracted to provide amplified recorded music will only do so following full instruction in the use of the Noise Limiters.

All speakers are directed downwards towards the floor and directed in a way so as to not direct sound towards sensitive noise receptors.

Low frequency sound has been controlled by removing the sub woofers and bass speakers in both marquee sound systems.

Amplified music will only run till 12:30 am on New Year's Eve party night.

Amplified Live Music

All amplified live music is played through and controlled by our Sound Limiters.

No equipment will be used if it cannot be controlled by our Sound Limiters.

Any act contracted to provide live music will only do so following full instruction in the use of the Noise Limiters.

Amplified voices (e.g. during presentations, etc.)

All amplified voices are played through and controlled by our Sound Limiters.

No equipment will be used if it cannot be controlled by our Sound Limiters.

Any amplification for voices during presentations and speeches will only be permitted after instruction in the use of the Noise Limiters.

Acoustic Instrumentation (e.g. drums)

Drums are an essential part of some weddings, with wide variation in the type and size, and therefore the frequency and volume. Should their use be requested, at the time of booking the terms under which they are used will be negotiated to reduce the risk of their use becoming a source of unacceptable noise to local residents.

Should drums be required as part of a wedding celebration, the Booking Manager will ensure that an agreement is reached to ensure that the size and number of drums is appropriate to the venue, that drums will only be used for short periods, and always in a manner which will minimise the noise impact on local residents. Particular attention will be paid to avoid bass drums where the impact of the frequency of these drums may be heard over a greater distance.

The use of drums of this type will never be permitted after 10.00pm.

Fireworks

We are often requested to provide fireworks at events. To reduce the risk of their use becoming a source of unacceptable noise to local residents, fireworks will only be used in the following circumstances:

- Never after 10.15pm
- Never in a display lasting for more than 15 minutes
- And only when provided by Trunkwell House – using fireworks that emphasise the visual display rather than a loud acoustic effect. (They will not be silent but will be significantly quieter than standard fireworks).
- For every firework event we will pre-notify residents, not less than one week ahead, through a letter drop to all properties to the North of Beech Hill Road, together with emails to the community and by posting a notice on the Beech Hill Village Community Noticeboard.

Noise from persons (e.g. shouting and screaming)

We will do all we can to appeal to our customers to enter and leave quietly and to respect the privacy and peace enjoyed by our local residents. To this end we will:

- Give instructions and information to our customers to ensure they are aware of the necessity to appropriately minimise noise
- Place clear signage requesting our visitors to respect the privacy and peace of our neighbours on arrival to the grounds at Trunkwell House and on leaving at the end of the booking
- We will train our event managers to work with our customers to reduce the potential noise arising from raised voices

Fairground rides (i.e. dodgems)

- We will take care in the way that we book and plan elements that may give rise to heightened voices, etc. for example, we will constantly assess components of our events that may be potential noise sources.
- For example, we commit to will ONLY use dodgem rides as part of our Christmas events (apart from one pre-booked event on Friday 23rd September 2016).
- Thereafter, we will review whether we will continue to use dodgems at all and, if we do, we will review the timing of these elements.
- In the light of feedback on the potential for noise disturbance, our dodgems will only be used between 10.00 to 11.30pm.

Vehicle movements

We will do all we can to ensure that vehicle movements do not cause unnecessary disturbance to local residents. To this end we will:

- Ensure that our instructions as to how to find the venue are clear to ensure that our visitors access the premises safely and appropriately
- Place clear signage to ensure that the access and egress from the site is safe and well managed

Our sound systems and speakers

This section details our sound systems in the Grand Marquee and in the Garden Marquee.

Grand Marquee

1. Max. 3x full range active Speakers- no subwoofers (reception)
2. Max. 4x full range active Speakers- no subwoofers (main marquee)
3. 1x speaker amplifier to power passive speakers if needed
4. PA System
5. Wired Microphone
6. Set of Wireless Microphone in case of speeches
7. Independent speaker volume controller
8. A Formula Sound Sentry Mark 2 Sound Limiter

Small Marquee

1. DJ Controller with Laptop
2. Max. 2x full range active speakers- no subwoofers
3. 1x speaker amplifier
4. Wired Microphone
5. Set of Wireless Microphone in case of speeches
6. A Formula Sound Sentry Mark 2 Sound Limiter

Our Sound Limiters

- **Our Sound Limiters are permanently controlling ALL amplified sound on site.**
- **Our Sound Limiters are set to control sound to a MAXIMUM level of 87dB – above that, all amplified sound is cut.**
- **The use of Sound Limiters is a pre-condition of all bookings and is enforced by our Management Team for every event – without exception.**

Background

For all amplified sound on site, for example where DJs, bands or our corporate clients bring their own sound equipment, our sound limiter controls the mains power ring used for the sound equipment.

Effectively, our Sentry MK2 limiters, which are fitted into both the Garden and Grand Marquees monitor sound levels and control the maximum music levels.

The limiters monitor sound levels and provide a trigger when a preset sound level is exceeded. This trigger is used to trip a contactor removing the mains power supply to the music system.

When the Sentry trips the contactor there is a short delay before the system can be reset.

Our Sentry Mk2 limiters are used in accordance with the manufacturers' instructions and are mounted opposite the performing area where the DJ or band can see it.

In Operation

The Sentry Noise Limiters feature a large bar-graph VU meter with 23dB range to give a good visual indication of the noise level. This will assist those managing the sound to control the potential for noise disturbance.

Effectively, whilst the visual display meter is operating in the green section, with even an occasional peak into the red, there is no cause for concern.

As per the factory set, our Sentry Noise Limiters have a 20 seconds delay when limit is just exceeded before power is removed. After the sound level is exceeded and the power cut, those managing the sound will have the opportunity to reduce sound levels by adjusting the amplification equipment.

Noise Monitoring Points

We have commissioned an architect to provide a detailed plan of the noise monitoring points.

You advised us that an additional monitoring point should be created near “The Barn” to sit alongside our existing monitoring points at the garage, pub and church. This is shown below.



Noise Monitoring Procedure

With the assistance of WBDC we have designated four monitoring points shown on the plan above to reflect the location of sensitive receptors.

During every event, a member of the event management team will carry out and record a noise monitoring exercise, walking from point to point listening for any noise which may cause disturbance to local residents from our venue.

In each case, a record will be made of this activity and any noise which is deemed likely cause disturbance to local residents will be recorded and acted on immediately.

This will involve an immediate phone call to the Event Manager who will take the necessary action to mitigate the problem.

We previously commissioned a formal noise survey during September 2015 which established background noise levels and which monitored a typical event. This report, conducted by a competent person, a Chartered Member of the Chartered Institute of Environmental Health, concluded that the controls were adequate.

Further formal noise monitoring is in the process of being commissioned to check that background levels remain consistent and that noise from events remains under control – although this is verified on an ongoing basis by the routine monitoring as described above for every event.

Our Noise Assessment Log Sheet can be found at Appendix A.

Please note that the procedure for formally monitoring sound levels using a Sound Level Meter is being redrafted and will be submitted with the further refresh of the NMP.

Communication and Complaint Management

We actively encourage all members of the village community to contact the Noise Management Team who have control over the entire event. They can be contacted at any time day or night to discuss any concerns with any aspect of the events. The following number is a single point of contact for calls:

07534 981 036

All complaints will be received positively and acted upon promptly. Complaints will be recorded using the Record of Noise Complaint Form shown at Appendix B.

If a complaint is received, it will be acted on immediately to understand the extent of the problem and to take all necessary action to mitigate the concern.

Appendix A

LOG SHEET - NOISE ASSESSMENT

STAFF LEAVING SITE TO WEAR HIGH VISABILITY WEAR

DATE	TIME	LOCATION	ASSESSMENT OF NOISE LEVELS	OBSERVATIONS*	WEATHER CONDITIONS	NAME

*Audible/ Not Audible/ Road Traffic Noise/ Noise from patrons outside The Elm Tree PH etc

Appendix B

RECORD OF NOISE COMPLAINT

Complaint received by:	
Date/Time of Complaint:	
Name of Complainant:	
Address of Complainant:	
Complainant Contact Details:	
Date(s)/time(s) of incident:	
Ongoing issue or one-off:	
Weather – e.g. hot/cold/windy/raining:	
Where are they when they hear the alleged noise?	
What can they hear?	
How is it affecting them? E.g. sleeping, watching TV, reading a book with a G&T in the garden.....	
For how long has the noise been a problem?	
Anything else?	
Actions Arising (Corrective Action)	
Incident reported to Venue Manager:	
Action Taken:	
Anything else?	

APPENDIX 2



(/)

☎ 0118 988 3754

f (<https://www.facebook.com/Trunkwell-Mansion-House-151528331558511/>) **✈**
(<https://twitter.com/trunkwell>) **📷**
(<https://www.instagram.com/trunkwellhou>)



Home (/) > What we offer (/what-we-offer/) > Corporate

CORPORATE EVENTS

Trunkwell House is celebrating 25 years of hosting events with some fantastic corporate packages. Why not celebrate with us and hold your corporate meeting or team building event here at our beautiful venue, set in over 34 acres of Berkshire countryside? We are an exclusive country venue privately owned and it is highly likely that if you book with us you will be the only company within our premises and grounds. We aren't open to the public, so just imagine your own

exclusive venue for the day with the beautiful Trunkwell House, the permanent marquees and our 34 acres of beautiful Berkshire countryside. Trunkwell house offers a wide range of summer events such as Summer Balls, Family Fun Days, Summer BBQs/ Hog Roasts, Conferences and Team Building. Not only that, but we have also erected the summer Grand Marquee complete with cream linings, carpeted flooring, heating, PA systems and window walls to look out onto our beautiful grounds, so it's available for viewing now.

[Read More](#)

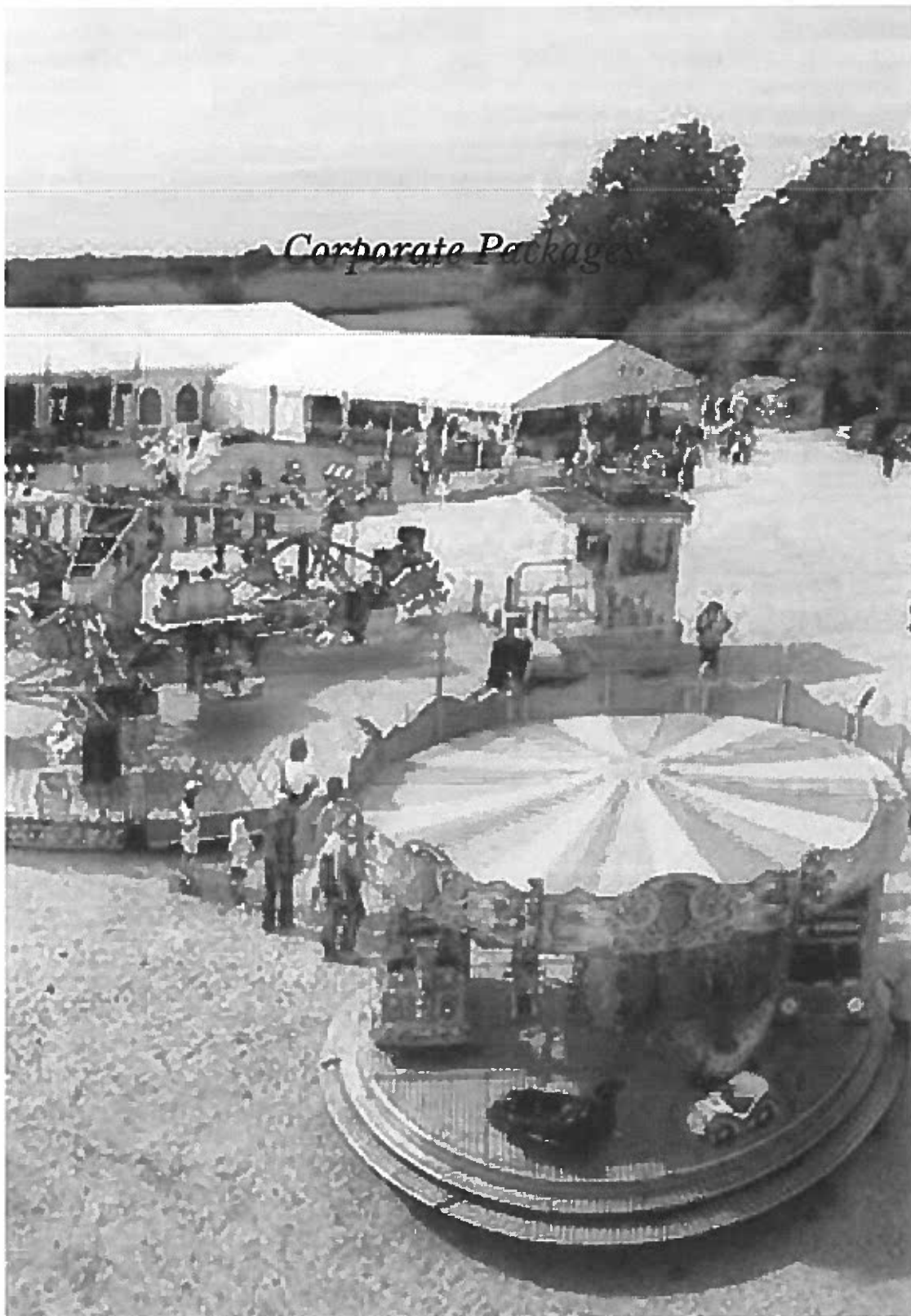
The corporate packages run from May until September. We also have our 'Corporate Weeks' which run from mid-June - mid-July when the Fairground is already on site, so these rides can be offered at a much-reduced rate.

Trunkwell House has ample parking or can arrange coaches; we can also arrange accommodation at our local hotels who offer Trunkwell House special discounted rates.

Over the years, we have seen an increase from London based clients, wanting to come out of the city for the day and enjoy the countryside, we are only a 45-minute drive down the M4 from London.

CORPORATE SUMMER PACKAGES CAN INCLUDE:

- Sit down meals, BBQs, Hog Roasts, Buffets
- Fairground Dodgems, Twister, Carousel, Big Wheel
- Inflatable and Motorised Activities, Circus Acts, Falconry Shows and much more, or just relax in our manicured gardens with a glass of Pimms, cream tea and a Jazz Band



(<http://trunkwell.com/what-we-offer/corporate/corporate-packages/>)



(<http://trunkwell.com/what-we-offer/corporate/conferences/>)

Suzanne McLaughlin

From: Swapandeep Mann [REDACTED]
Sent: 10 October 2016 20:42
To: Suzanne McLaughlin
Cc: Bob; Colin Alborough
Subject: <v9_SmartSaved/> Saturday, Oct 15 @ Trunkwell

Categories: SmartSaved
SmartSaved: wbcopentlappsrv_U130_D22_N304772

Dear Ms. McLaughlin

Hope this email finds you well.

I would like to advise you of a wedding function we have on Saturday 15th Oct. The booking of the wedding was taken about 18 months ago (before I took over the business). The nature of business we are in means that we are often found to be making promises in the past - and commitments in real time. Our event on Saturday is a case in point.

The original booking allowed for amplified music until the end of the wedding party i.e. at 1 am. Following our later discussions and the commitments we have more recently made to you, it has been a constant battle for us go back to our existing bookings (most of them made 12 months in advance) and tell them about the new time restrictions.

Whilst we have been wholly successful to date, in this case we have tried to reason with this family and have had very, very strong pushback. It is clearly our contractual obligation to honour what was signed at the time of booking of the wedding, and our legal obligation not to cause noise nuisance to our residents.

Whilst I appreciate the sensitivity of this timing, and believe me when I tell you that I wish we were not in this position, I would like to propose a compromise which I hope you will understand and which will greatly reduce the possibility of noise disturbance to our community.

- Again, all sound will go through the noise limiters. You will recall that I have contracted to All Environmental Health Services Ltd to carry out further background noise and event monitoring which is being initiated on Wednesday this week. This will include checking the effectiveness of our noise limiters.
- As agreed, we will be noise monitoring throughout the evening, so that the village residents do not feel any potential noise disturbance. I can also confirm that AEHS Ltd will be formally monitoring throughout the event that evening and we will be happy to share our findings with you.
- We will be sending out a letter to the residents informing them that that we have an event here, and the timings
- We will reaffirm the direct contact number for any complaint or concern, with my guarantee that all contact will be very positively received
- We will have extra staff and security on site to ensure that the noise from persons can be controlled
- And we will carefully select the music played, and turn down the volume of that "slower" music between 12, and the close at 1 am

Can I reiterate that the function will not have fireworks or fairground rides.

Thank you for your consideration. I hope that this email will serve to confirm our desire not only to meet your expectations, but also that of our community. If you would like to advise us of any other work that we

could do to assist I would be very grateful for your feedback.

Regards

Swapandeep

Date	Function Type	Location
May		
7th	Wedding	Garden Marquee
8th	Party	Garden Marquee
11th	Wedding	Garden Marquee
14th	Corporate Fun Day	Both Marquee's and fields
20th	Uni Ball	Garden Marquee
21st	School PTA Dinner	Garden Marquee
27th	Prom	Garden Marquee
28th	Wedding	Garden Marquee
June		
3rd	Wedding	Garden Marquee
4th	Wedding	Grand Marquee
11th	Wedding	Garden Marquee
15th	Party	Dining Room
18th	Wedding	Garden Marquee
22nd	Prom	Garden Marquee
23rd	Wedding	Garden Marquee
25th	Wedding	Garden Marquee
27th	Prom	Garden Marquee
28th	Prom	Garden Marquee
29th	Prom	Garden Marquee
30th	Prom	Garden Marquee
July		
1st	Corporate	Grand Marquee
3rd	Birthday Party	Garden Marquee
5th	Prom	Garden Marquee
9th	Wedding	Garden Marquee
7th	Prom	Garden Marquee
10th	Wedding	Grand Marquee
12th	Prom	Garden Marquee
12th	Corporate	Grand Marquee
13th	Prom	Garden Marquee
14th	Wedding	Garden Marquee
16th	Wedding	Grand Marquee
20th	Lunch	Garden Marquee
21st	Corporate	Dining Room
22nd	Corporate	Garden Marquee
28th	Wedding	Garden Marquee
29th	Wedding	Garden Marquee
30th	Wedding	Grand Marquee
31st	Wedding	Grand Marquee
August		
5th	Wedding	Garden Marquee
6th	Wedding	Garden Marquee
12th	Corporate	Garden Marquee

13th	Corporate	Garden Marquee	New
19th	Corporate	Garden Marquee	
20th	Wedding	Garden Marquee	
21st	Wedding	Grand Marquee	
27th	Wedding	Garden Marquee	
28th	Wedding	Garden Marquee	
September			
2nd	Wedding	Garden Marquee	
9th	Corporate	Garden Marquee	New
10th	Wedding	Garden Marquee	
11th	Christening	Garden Marquee	New
18th	Wedding Fair	Both marquees	New
23rd	Corporate Awards	Grand Marquee	
30th	Birthday	Garden Marquee	
October			
1st	Wedding	Grand Marquee	
2nd	Christening	Garden Marquee	
7th	Wedding	Garden Marquee	
14th	Wedding	Garden Marquee	
15th	Wedding	Grand Marquee	
28th	Birthday Party	Garden Marquee	
29th	Wedding	Garden Marquee	
29th	Diwali Festival	Grand Marquee	New
November			
11th	Wedding	Garden Marquee	
19th	Wedding	Garden Marquee	
December			
24th	Wedding	Garden Marquee	

Start Time Finish Time

Location

Function Type

Date

May

7th

8th

11th

14th

20th

21st

27th

28th

Wedding

Party

Wedding

Corporate Fun Day

Uni Ball

School PTA Dinner

Prom

Wedding

Garden Marquee

Garden Marquee

Garden Marquee

Both Marquee's and fields

Garden Marquee

Garden Marquee

Garden Marquee

Garden Marquee

June

3rd

4th

11th

15th

18th

22nd

23rd

25th

27th

28th

29th

30th

Wedding

Wedding

Wedding

Party

Wedding

Prom

Wedding

Wedding

Prom

Prom

Prom

Prom

Garden Marquee

Grand Marquee

Garden Marquee

Dining Room

Garden Marquee

Garden Marquee

Garden Marquee

Garden Marquee

Garden Marquee

Garden Marquee

Garden Marquee

Garden Marquee

July

1st

3rd

5th

9th

7th

10th

Corporate

Birthday Party

Prom

Wedding

Prom

Wedding

Grand Marquee

Garden Marquee

Garden Marquee

Garden Marquee

Garden Marquee

Grand Marquee

12th	Prom	Garden Marquee		
13th	Prom	Garden Marquee		
14th	Wedding	Garden Marquee		
16th	Wedding	Grand Marquee		
20th	Lunch	Garden Marquee		
21st	Corporate	Dining Room		
22nd	Corporate	Garden Marquee		
28th	Wedding	Garden Marquee		
29th	Wedding	Garden Marquee		
30th	Wedding	Grand Marquee		
31st	Wedding	Grand Marquee		
August				
5th	Wedding	Garden Marquee		
6th	Wedding	Garden Marquee		
12th	Corporate	Garden Marquee		
13th	Corporate	Garden Marquee		
19th	Corporate	Garden Marquee		
20th	Wedding	Garden Marquee		
21st	Wedding	Grand Marquee		
27th	Wedding	Garden Marquee	1pm	12am
28th	Wedding	Garden Marquee	12pm	12am
September				
1st	Corporate	Garden Marquee		New Booking
2nd	Wedding	Garden Marquee	8am	5pm
9th	Corporate	Garden Marquee	1pm	12am
10th	Wedding	Garden Marquee	12pm	7pm
11th	Christening	Garden Marquee	2pm	12am
17th	Afternoon Tea	Dining Room	12pm	6pm
18th	Wedding Fair	Both marquees	12pm	5pm
23rd	Corporate Awards	Grand Marquee	11am	3pm
30th	Birthday	Garden Marquee	6pm	1am
			6pm	12am
				Dodgems
				500 Guests

30th	Corporate	Dining Room	8am	4pm	New Booking
October					
1st	Wedding	Grand Marquee	10am	12am	
2nd	Christening	Garden Marquee	12pm	6pm	
7th	Wedding	Garden Marquee	1pm	12am	
14th	Wedding	Garden Marquee	1pm	12am	
15th	Wedding	Grand Marquee	3pm	1am	
28th	Birthday Party	Garden Marquee	6pm	12am	
29th	Wedding	Garden Marquee	1pm	12am	
29th	Diwali Festival	Grand Marquee	6pm	11pm	Fireworks
November					
11th	Wedding	Garden Marquee	11am	12am	
12th	Barn Dance	Garden Marquee	6pm	12am	New Booking
19th	Wedding	Garden Marquee	1pm	12:30am	
19th	Christmas	Grand Marquee	7pm	1am	400
25th	Christmas	Grand Marquee	7pm	1am	350
26th	Christmas	Grand Marquee	7pm	1am	500
December					
1st	Christmas	Garden Marquee	7pm	1am	200
2nd	Christmas	Grand Marquee	7pm	1am	500
2nd	Christmas	Garden Marquee	7pm	1am	200
3rd	Christmas	Grand Marquee	7pm	1am	500
3rd	Christmas	Garden Marquee	7pm	1am	80
7th	Christmas	Grand Marquee	7pm	1am	250
7th	Christmas	Garden Marquee	7pm	1am	150
8th	Christmas	Garden Marquee	7pm	1am	200
9th	Christmas	Grand Marquee	7pm	1am	360
9th	Christmas	Garden Marquee	7pm	1am	120
10th	Christmas	Grand Marquee	7pm	1am	500
10th	Christmas	Garden Marquee	7pm	1am	180

11th	Christmas	Grand Marquee	7pm	1am	400	Dodgems
11th	Christmas	Garden Marquee	7pm	1am	120	Dodgems
14th	Christmas	Garden Marquee	7pm	1am	120	Dodgems
15th	Christmas	Grand Marquee	7pm	1am	500	Dodgems
15th	Christmas	Garden Marquee	7pm	1am	100	Dodgems
16th	Christmas	Grand Marquee	7pm	1am	500	Dodgems
16th	Christmas	Garden Marquee	7pm	1am	100	Dodgems
17th	Christmas	Grand Marquee	7pm	1am	500	Dodgems
18th	Christmas	Grand Marquee	7pm	1am	500	Dodgems
21st	Christmas	Garden Marquee	7pm	1am	120	Dodgems
22nd	Christmas	Grand Marquee	7pm	1am	400	Dodgems
23rd	Christmas	Grand Marquee	7pm	1am	300	Dodgems
24th	Wedding	Garden Marquee	7pm	12am	100	Dodgems
31st	Christmas	Grand Marquee	7pm	1am	300	Dodgems
January						
6th	Christmas	Garden Marquee	7pm	1am	250	Dodgems
7th	Christmas	Grand Marquee	7pm	1am	300	Dodgems
8th	Christmas	Grand Marquee	7pm	1am	450	Dodgems



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(<https://twitter.com/trunkwell>) **📷**
(<https://www.instagram.com/trunkwellhou>

Home (/) > What we offer (/what-we-offer/) > Corporate (/what-we-offer/corporate/) > Corporate Packages

CORPORATE PACKAGES

DAY DELEGATE RATES

DINNER DANCE PACKAGES

Trunkwell House Hotel has a variety of spaces for you to use whether your event be for 20 guests to 1000 guests.

Our Private Dining room is ideal for guest numbers from 20 - 40 offering that intimate feel. Our Garden marquee can host up to 250 guests and our Grand Marquee can host up to 600 + guests with the option to extend this if needed.

Our dinner dance packages start from £40 per person and we can also provide bespoke packages if you fancy something different.

Please contact our team for more details

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Complimentary Fairground Dodgems
The Queen of Hearts Gaming Tables
And much more.....

DATES AND PRICES 2016

Dates and prices of joiner party nights, All prices below INCLUDE VAT [Click Here](#)

EXCLUSIVE HIRE AVAILABILITY

For larger companies of 80 + guests we have the following dates for exclusive use in our venues: [Click Here](#)

Date	Christmas Marquee (Bar themed shared party night) (seats up to 250 - 700)	Trunkwell Marquee (Exclusive use only) (seats 80 - 250)
Saturday 19th November	See ticket price above	SOLD OUT
Friday 25th November	Provisionally held for exclusive use	Provisionally held for exclusive use
Saturday 26th November	See ticket price above	Available for exclusive hire
Thursday 1st December	See ticket price above	Available for exclusive hire
Friday 2nd December	Provisionally held for exclusive use	Provisionally held for exclusive use
Saturday 3rd December	See ticket price above	Provisionally held for exclusive use
Friday 9th December	SOLD OUT	Provisionally held for exclusive use
Saturday 10th December	See ticket price above	SOLD OUT
Sunday 11th December	Available for exclusive hire	Available for exclusive hire
Monday 12th December	Available for exclusive hire	Available for exclusive hire
Tuesday 13th December	Available for exclusive hire	Available for exclusive hire
Wednesday 14th December	Available for exclusive hire	Available for exclusive hire
Thursday 15th December	See ticket price above	SOLD OUT

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Suzanne McLaughlin

From: Swapandeeep Mann [REDACTED]
Sent: 09 September 2016 12:23
To: Suzanne McLaughlin
Cc: Colin Alborough
Subject: <v9_SmartSaved/> Re: Trunkwell House
Attachments: Trunkwell Events - 2016.xlsx

Categories: SmartSaved
SmartSaved: wbcopentlappsrv_U130_D22_N301220

Dear Ms. McLaughlin

Please find attached the list with events , also mentioned is dodgems and fireworks.

We are working to update the Noise management plan. We may need bit more time.

In the meanwhile, we have addressed your key concerns during our last meeting through the following:

1. No more fairground rides except during the Christmas period and what has already been booked.
2. We have explored the option of less noisy fireworks and have engaged with our Fireworks supplier
3. We are looking at restricting the times for weekday events to 11:30 pm

I have marked Colin in the email who is helping us updating the plan as well.

Regards
Swapandeeep

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Appendix 9



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[Home \(/\)](#) > [What we offer \(/what-we-offer/\)](#) > Outside Catering and Marquees

OTHER EVENTS AT TRUNKWELL

Below is an extensive but not exhaustive list of other events we do here at Trunkwell. If you cannot see the type of event you wish to hold here, please telephone the office as we are sure we will be able to accommodate you.

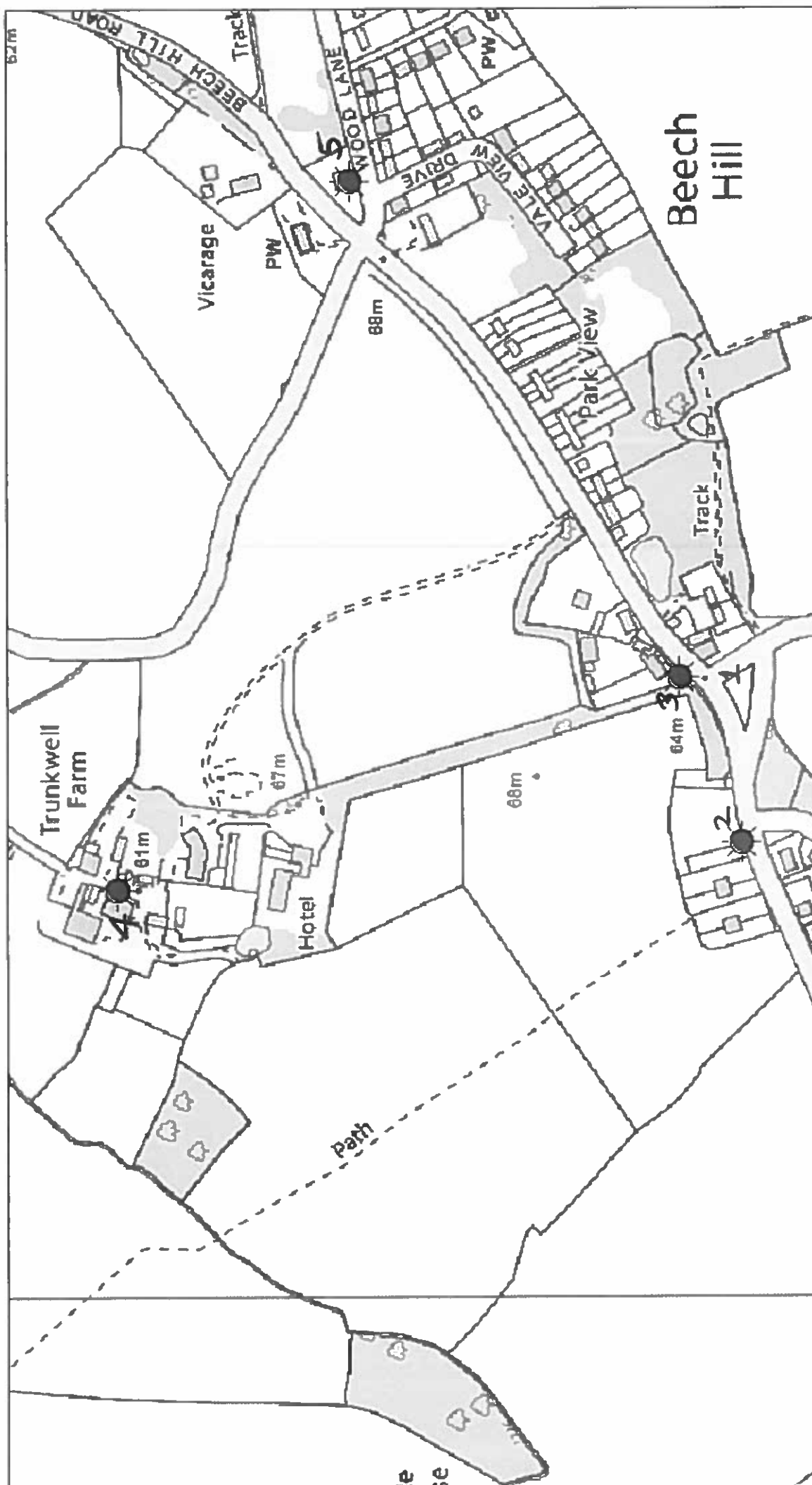


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/files/cache/fe6eca4372d3194f14f2b916108b1c18f06774d784022b742760330f58ff

- WEDDINGS
- BIRTHDAY PARTIES
- ANNIVERSARIES
- CHRISTENINGS
- WAKES
- CHRISTMAS
- STAG AND HEN DOS
- TEAM BUILDING EVENTS
- CONFERENCING
- IT'S A KNOCKOUT TOURNAMENTS
- FAMILY FUNDAYS
- SUMMER BALLS
- GALA DINNERS
- CHARITY EVENTS

- PROMS
- SCHOOL DISCOS
- UNIVERSITY PARTIES
- AFTERNOON TEA
- FINE DINING
- LUNCHEONS
- PROMOTIONS
- PRODUCT LAUNCHES
- ASIAN WEDDINGS
- CIVIL PARTNERSHIPS
- CHILDREN'S PARTIES
- THEMED PARTIES
- PUBLIC EVENTS SUCH AS "SIXTIES, STRICTLY DANCING AND CHRISTMAS MARKETS"

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October 12, 2016

□ DISTRICT BOUNDARY

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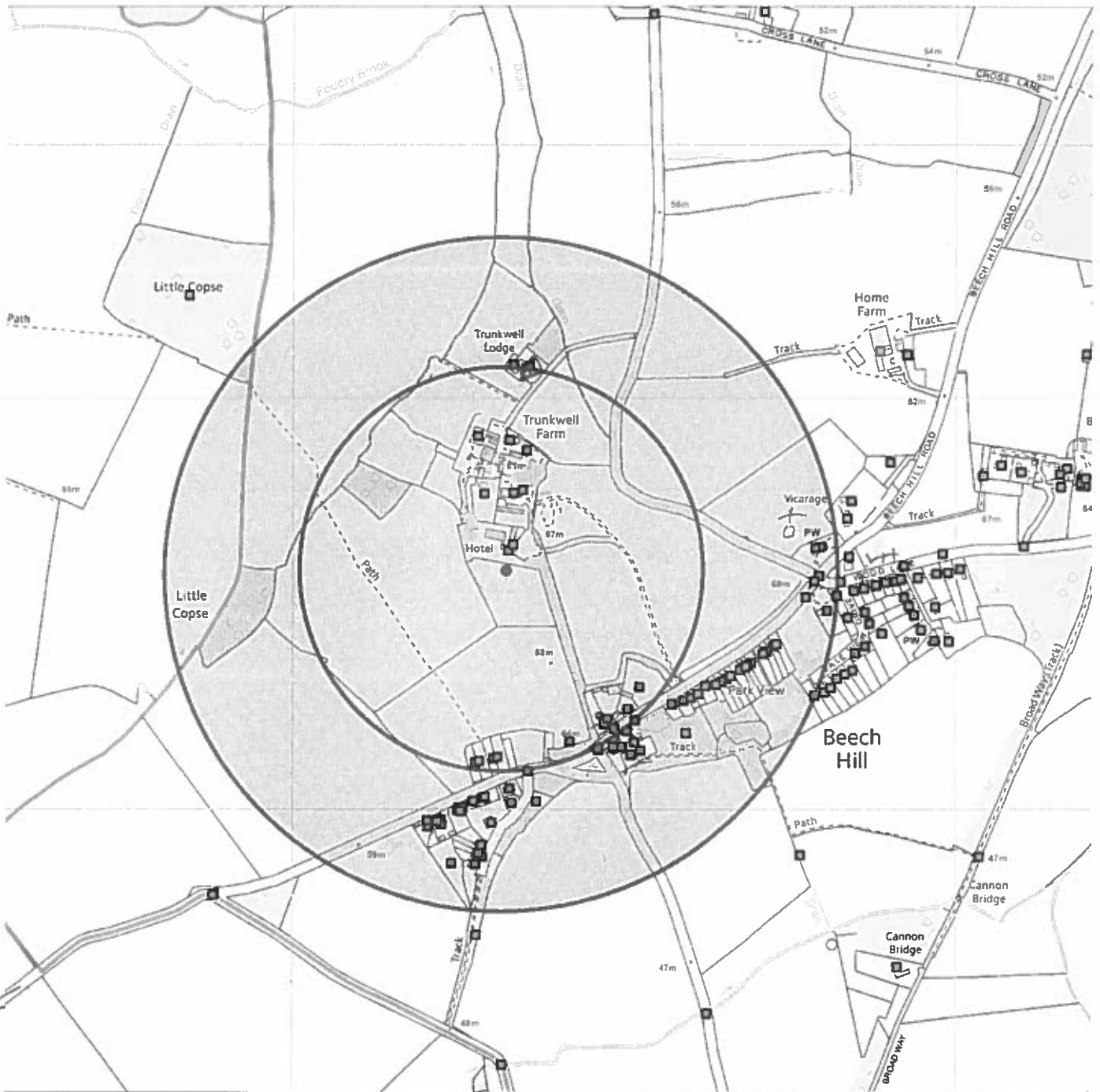
0 0.05 0.1 0.2 km

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300m and 500m radius from Trunkwell House

MAP 2



Map Centre Coordinates :

Scale : 1:8631

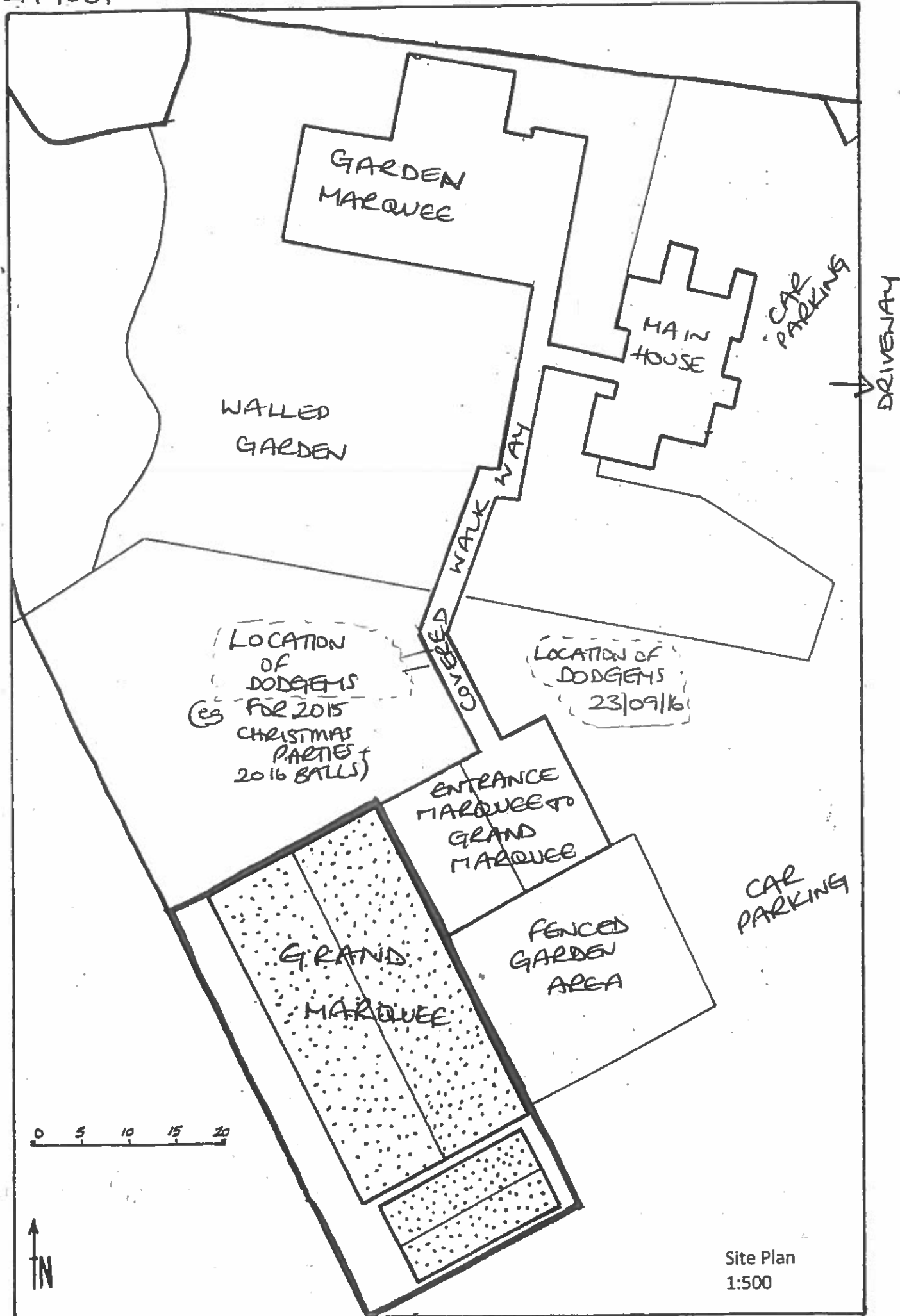
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Organisation	West Berkshire Council
Department	
Comments	Distances from marker
Date	20 August 2015
SLA Number	0100024151

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Site Plan
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TRUNKWELL MANSION HOUSE HOTEL

STATEMENT OF SWAPANDEEP MANN

1. I am the manager of Trunkwell Mansion House Hotel. These are my representations in response to the application for review of the licence in respect of these premises brought by Suzanne McLaughlin.
2. I should say from the outset that I, together with the premises' DPS Robert Walton, have worked in partnership with Ms. McLaughlin in order to try and find a solution to the issues raised in the review application. I am grateful for the help and advice that she and her colleagues have given me. I have had several meetings with Ms. McLaughlin. The latest of these was on 8th November 2016, and I am hopeful that the proposals and concessions that we have made will go a long way to answering her concerns and those of the residents.
3. **HISTORY:**

The premises have operated as a high-class function venue with extensive grounds and marquees since 1990. For over 25 years Trunkwell House has operated successfully, hosting over 2,000 weddings and with an average of 20,000 guests a year. They operated without incident until the end of 2014 when Mr. Walton was notified that the council had received noise complaints from a local resident. It is the case that new homes have been built and occupied in the recent past which may have resulted in residents being located closer to the House than previously. In any event, Mr. Walton sought to engage with the residents in order to address their concerns. The WBDC served a noise abatement notice on 10th February 2015. Mr. Walton was extremely concerned about the notice and instructed noise consultants to advise him on remedial measures that could be undertaken to address the complaints.
4. A number of steps were taken to address the Notice which included:
 - The installation of a noise limiter with a cut off for amplified sound set at a level that allowed for a more acceptable level

- Revised terms and conditions for those booking events, giving the venue greater control over the people who have booked an event (requiring them, for example, to route any external equipment from live bands and DJs through the limiter)
 - The creation of a noise management plan which put in place several important protocols in respect of noise escape from events, and how the venue would address these.
5. As a result of these measures, Ms. McLaughlin was able to report in a letter dated 16th January 2016 that, having undertaken seven monitoring visits by EHOs between 21/08/15 and 2/1/16 of events in the marquees (three weddings and four Christmas/New Years parties), and having placed monitoring equipment in two residential properties, and having monitored in a number of locations in the village:
- "Whilst at times noise emitted was audible in some capacity this was not deemed sufficient to be a breach of the Notice. Your noise management from the premises will need to be continued and this is where the role of your noise management plan for continually monitoring and reviewing events is essential.*
- Our review of the officer visits, the noise recorded and feedback from the residents has concluded that there have not been any events sufficient to be a breach of the notice. Therefore no action will be taken by Environmental Health at this time".*
6. I was very relieved by this sensible and common-sense conclusion. It showed that the venue, through its robust approach to the problem, was capable of containing it.
7. I was dismayed, however, when I received this application for review. I, of course accept, that the licensing objective of public nuisance carries with it different considerations, nevertheless there is considerable overlap between the two regimes. I am confident that, if we could overcome the issues in relation to the Noise Abatement Notice, we can do the same in respect of the concerns over public nuisance.
8. I should add at this stage that the venue has always been very much a part of village life. Robert Walton has lived in the House and in the village for many years and was very active in village affairs (he was a former head of the Village Steering Committee for 2 years). The House itself has been used for very many village activities. By way of example, it has hosted the Beech Hill Village Show for the last four years. This is

an event which provides an opportunity for village groups, associations and charities to come together at a single event to showcase their work and achievements. Every resident of the village attends free of charge, as they have done to the many other village events which have taken place over the last 20 years.

9. Clearly a balance needs to be struck between a venue which needs to run in profit in order to survive, and the interests of the residents who have chosen to live in a village which has had a long-established events facility.
10. I am happy to say that, as a result of helpful discussions with Ms. McLaughlin, I can come before the LSC with a number of concessions and proposals which, I say, will go a very long way to providing this balance. These are the measures that I propose to adopt:

i) **Noise Management Plan:**

Following the advice of an accredited acoustic consultant we have formulated an NMP which lays out in clear and specific terms precisely how we propose to run the venue. It contains a number of proposals which I will set out below. Ms. McLaughlin has sensibly proposed that the NMP should be a dynamic or "living" document that can be amended and improved upon. Rather than cherry pick proposals contained in the document and imposing these as conditions on the licence, she has proposed that the document itself becomes a condition on the licence, and that there should be a general condition that the premises should be operated in accordance with the provisions of the NMP. I am happy to agree this

ii) **Operating hours and music:**

From 10 January 2016 (our current bookings for Christmas Events finish on 9 January 2016) there shall be no amplified music played in the marquees after 23.30 (Sunday to Thursday) and 00.00 Friday and Saturday. The current licence permits music until 2am Monday to Saturday and 00.30 on Sundays. It follows that the premises will have 15 fewer hours of amplified music a week. Additionally, it is proposed that there shall be no music played outside the marquees after 5pm save for incidental accompaniment by no more than 3 players. As noted at paragraph 5 earlier, there were no actionable noise issues noted during the equivalent events last year, despite close monitoring by the EHOs.

- iii) **Amplified recorded music:**

Amplified music played in the marquees shall be subject to a noise limiter which will be set at 87DB LAeq *or such lower level as may be set by the management following walk around checks or otherwise.* I know that Ms. McLaughlin is reluctant to set a limit. I would prefer to have a limit identified that I can be certain about. I have been advised that case law in The High Court favours the setting of an identified limit over other more subjective tests (audibility) because it lays down in clear terms what is expected of the operator.
- iv) **Amplified live music:**

Shall not be permitted in the marquees except by prior agreement with the licensing department of WBDC and for which a Temporary Event Notice will be sought. I should add here, that there are a small number of events already booked in the near future which will have live music and/or dodgems (see below) and which we are contractually bound to honour. It is hoped that Ms. McLaughlin and the residents will be amenable to these going ahead, in view of the many other permanent concessions that the venue is making. All live music shall be controlled by the sound limiters, and no equipment shall be used which is not controlled by the limiters which are now installed in both marquees. Amplified voices (speeches and the like) must also be routed through the limiters.
- v) **Acoustic instrumentation:**

Drums and the like are an essential part of some weddings. If they are to be used, then we will restrict the use, number and type (bass drums carry sound over greater distances) as is appropriate to the event. In any event, no drums of this type will be permitted after 10pm.
- vi) **Fireworks:**

Written notice will be sent to all of the houses in Beech Hill at least 3 days prior to any event. Any display will last no more than 15 minutes and will end no later than 22.15.
- vii) **Dodgems:**

None will be provided from 10th January 2017 except by prior agreement with the licensing department of WBDC. We have existing bookings over the

Christmas and New Year period that we are contractually bound to honour, and it is hoped that the residents and Ms. McLaughlin will show forbearance with these.

viii) **Noise generally from patrons:**

A comprehensive list of the measures that we will take to minimise patron noise is contained in the NMP: SIA; notices; supervision of car park; training; CCTV; information to those who have booked the venue etc.

ix) **Noise monitoring points:**

These are identified in the NMP, together with the establishment of protocols and logs for the monitoring of events.

x) **Complaints:**

The NMP sets out an established procedure for complaint management. We reviewed our procedures when it was said that our existing system needed improvement. It is hoped that residents can be encouraged to contact us directly with their complaints so that we can address them immediately, and at the time that they occur, rather than complaining to the WBDC after the event has taken place.

11. The Future:

I have long term plans for the venue which will see the replacement of the Grand Marquee with a new bedroom wing to the hotel. In this way, we can change the emphasis of the venue from an events venue to more of a country house hotel. We have been granted planning permission to do this. However, we cannot go ahead with the project without sufficient funding, and in order to fund this project we need to be able to continue as we are in the short term, but subject to the very real and restrictive concessions that we make in an effort to find the appropriate and proportionate balance in these proceedings.

I confirm that this statement is true and that I understand that it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the Licensing Act 2003 to make a false statement in or in connection with the Review application.

Signed



dated 14.11.2016

Trunkwell House

Noise Management Plan

1. Introduction	2
2. Summary of premises	2
3. The Purpose of our Noise Management Plan	2
4. Location Plan and Site	3
Site Plan of Trunkwell House	3
Specimen Marquee Layouts.....	4
Garden Marquee (plan to be further updated)	4
Grand Marquee (plan to be further updated):	5
5. Inventory of Noise Sources	6
6. Controls for Noise Sources.....	6
Amplified Recorded Music.....	6
Amplified Live Music.....	7
Amplified voices (e.g. during presentations, etc.)	7
Acoustic Instrumentation (e.g. drums)	7
Fireworks.....	8
Noise from persons (e.g. shouting and screaming)	8
Fairground rides (i.e. dodgems).....	9
Vehicle movements	9
On site generator	9
7. Our sound systems and speakers	9
8. Our Sound Limiters	10
Background	10
In Operation	10
9. Noise Monitoring Points	11
10. Noise Monitoring Procedure.....	17
11. Communication and Complaint Management.....	17

Version 0.11 (Eleven)

Implemented on: 13 11 2016

Review Date (at 3 month intervals): 13 02 2017

1. Introduction

As professional entertainment/events business operators we are fully committed to ensuring that our activities do not generate noise disturbance to our community of residents in Beech Hill Village.

The purpose of this Noise Management Plan is to detail our procedures to ensure, as far as possible, the minimisation of disturbance to local residents from our venue and to meet our legal obligations.

This plan has been developed using guidance provided by West Berkshire District Council, and is designed to prevent public nuisance and meet the licensing objectives under the Licensing Act 2003. This plan is a dynamic document which underlays our Premises Licence, and will be reviewed at least quarterly, or as and when necessary.

Any amended document will be deposited with the West Berkshire District Council, Environmental Health and Licensing team (or an appropriate successor body).

This plan will be used proactively and reactively to assess and review each event in order to identify which steps in the policy need to be taken to guard against the potential for noise nuisance. This will also highlight any changes that are needed to the Plan particularly in the light of any complaints, to assess whether changes could be made. This plan will be referred to the Environmental Health Officer at West Berkshire District Council at least quarterly in formal review for comment.

2. Summary of premises

Trunkwell House has been an events venue for the past 25 years. Before this, since 1963, it was a restaurant with rooms. It is one of the oldest establishments in Beech Hill Village, dating back to the 19th Century.

Trunkwell House now hosts weddings and corporate events and offers seven boutique bedrooms. There are three main areas where events are conducted:

- Trunkwell House Restaurant (although this area is without any amplification equipment)
- Garden Marquee, and
- Grand Marquee

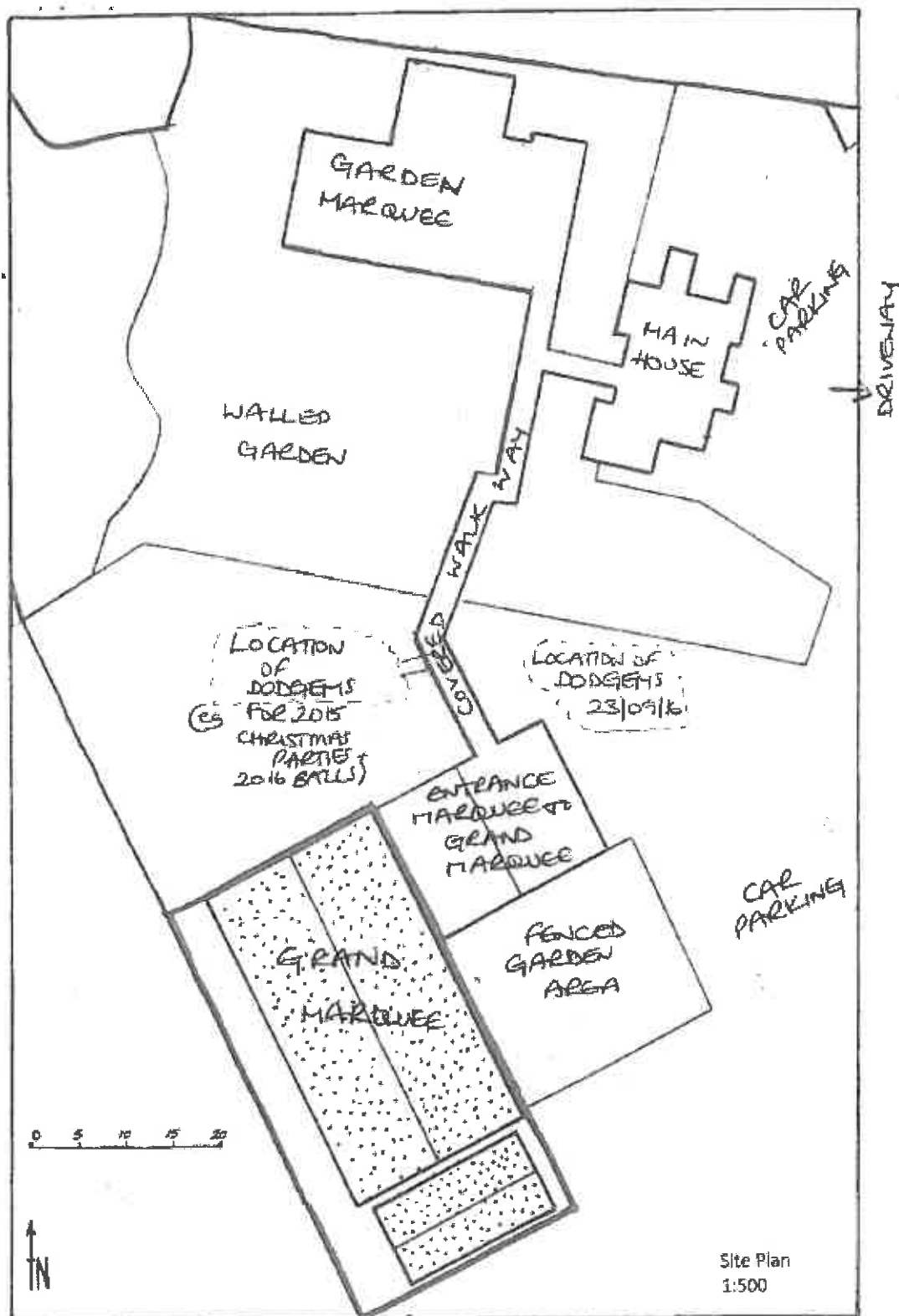
3. The Purpose of our Noise Management Plan

- To identify potential sources of noise from our activities
- To provide controls to minimise the noise impact of our activities on local residents and to prevent nuisance
- To meet the licensing objectives and the conditions of our own Premises Licence
- To provide an appropriate record of and response to complaints

4. Location Plan and Site

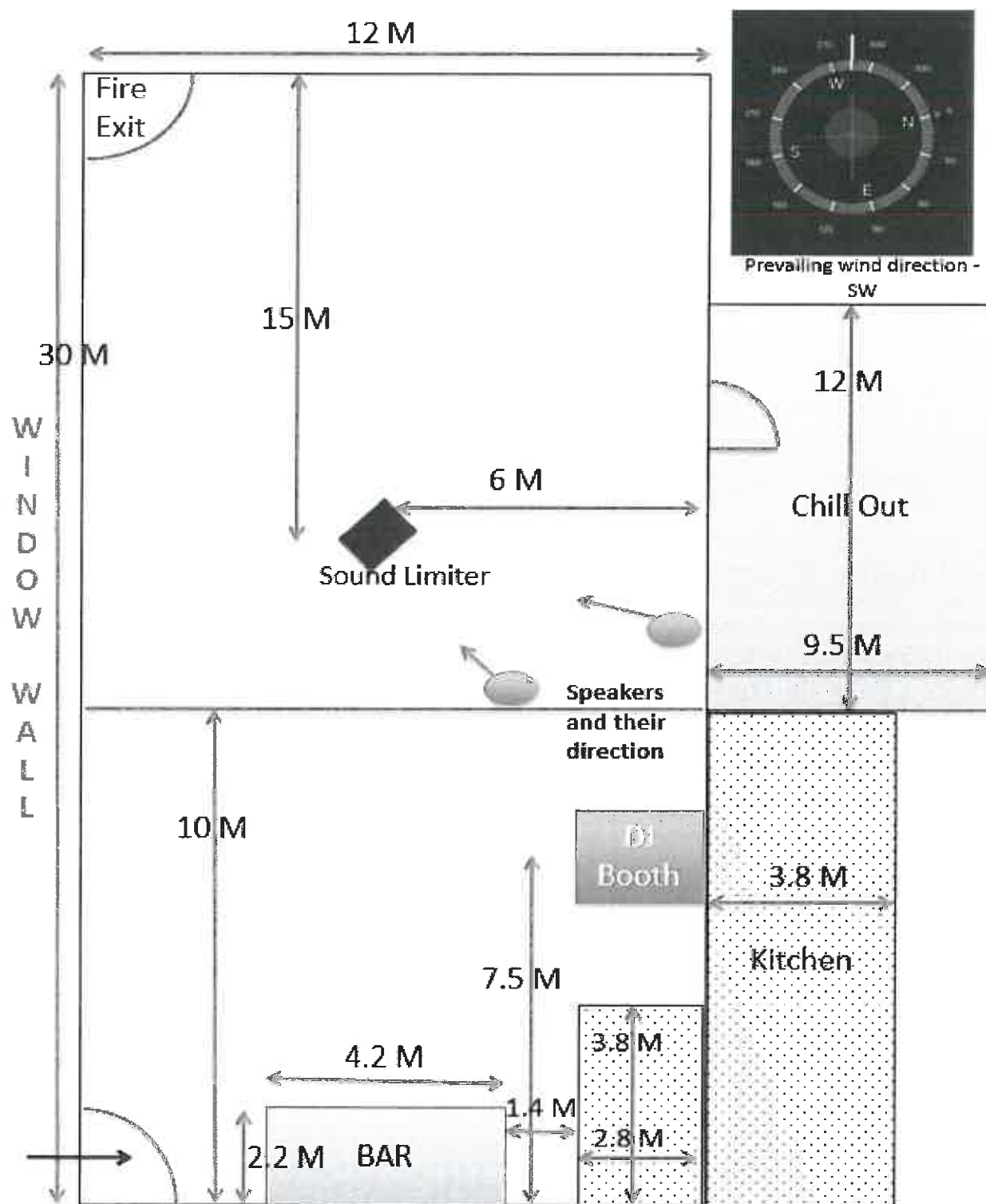
Site Plan of Trunkwell House

Layout plans of the marquees will vary from event to event. The layout will include consideration of the location and orientation of stages and speakers in order to take account of likely noise impact"

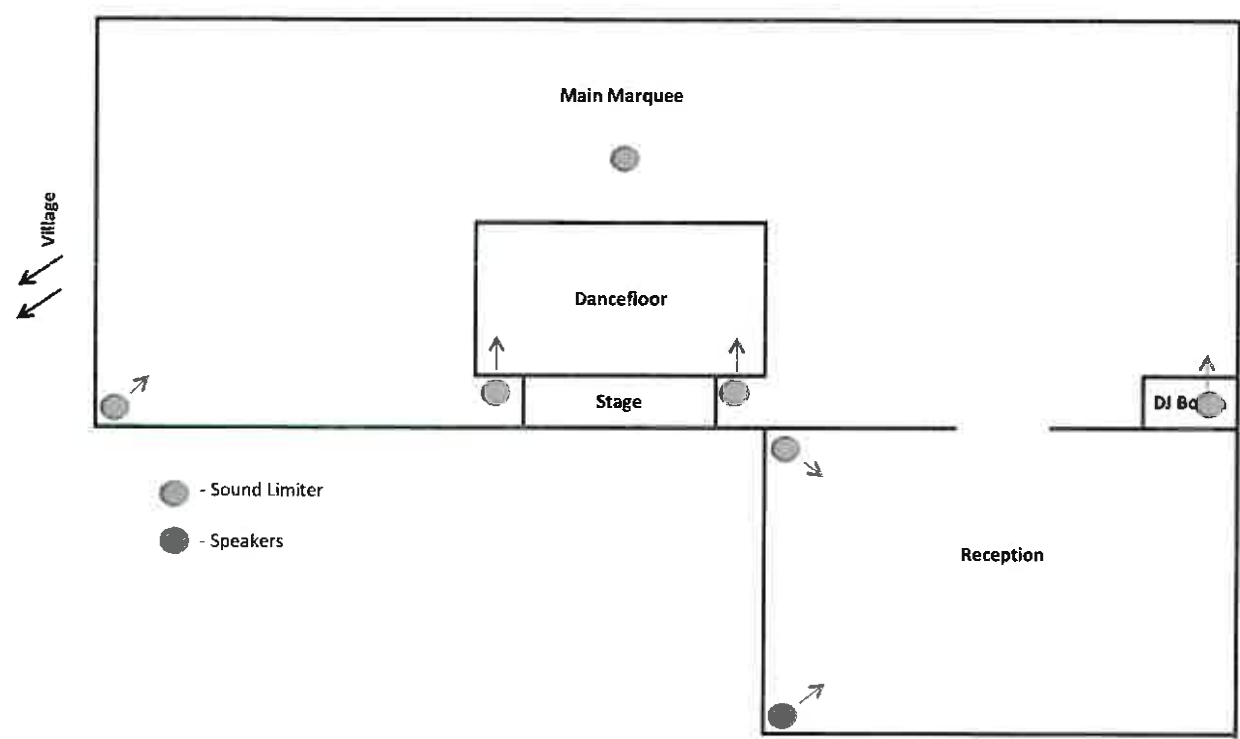


Specimen Marquee Layouts

Garden Marquee (plan to be further updated)



Grand Marquee (plan to be further updated):



5. Inventory of Noise Sources

The following are the identified sources of noise arising from activities at Trunkwell House:

- Amplified Recorded Music
- Amplified Live Music
- Amplified voices (e.g. during presentations, etc.)
- Acoustic Instrumentation (e.g. drums)
- Fireworks
- Noise from persons (e.g. shouting and screaming)
- Fairground rides (e.g. dodgems)
- Vehicle movements
- On site generator

6. Controls for Noise Sources

Having identified the Noise Sources, this section provides details of the controls in place for each source.

Notwithstanding the controls below, the following is applicable for every event held at Trunkwell House. Other than **events already booked up to 9/1/2017** and between the end of permitted hours on 31 December and commencement of permitted hours on 1 January each year, there shall be no amplified music played in the Marquees at the premises after:

- **Sunday to Thursday: 23:30**
- **Friday and Saturday: 00:00**

For the events booked as Christmas parties up to 9/1/2017, there shall be no amplified music played in the Marquees after 00:30.

There shall be no live amplified music played outside at the premises after 5pm other than incidental or accompaniment to an event and by groups of no more than 3 performers.

Amplified Recorded Music

All amplified music played in the Marquees at the premises will be subject to a sealed/tamper-proof noise limiter/noise monitor system to limit volume to no more than 87dB LAeq or such other lower level as may be set by the management following walk around checks or otherwise.

The volume limit will be revised downward if necessary on an event-by-event basis.

No equipment will be used if it cannot be controlled through our Sound Limiters.

The majority of events use our regularly-booked DJs, however any DJ contracted to provide amplified recorded music will only do so following full instruction in the use of the Noise Limiters.

All speakers are directed downwards towards the floor and directed in a way so as to not direct sound towards sensitive noise receptors.

Low frequency sound has been controlled by removing the sub woofers and bass speakers in both marquee sound systems.

Amplified music will only run till 12:30 am on New Year's Eve party night.

Amplified Live Music

There shall be no live bands playing amplified music in the Marquees at the premises except pursuant to a Temporary Event Notice approved by the Licensing Authority.

The only exception to this will be the events currently booked at the time of drafting this version of the NMP, on 28/05/2017, 15/06/2017, 08/09/2017 and 14/10/2017)

All amplified live music is played through and controlled by our Sound Limiters.

No equipment will be used if it cannot be controlled by our Sound Limiters.

Any act contracted to provide live music will only do so following full instruction in the use of the Noise Limiters.

Amplified voices (e.g. during presentations, etc.)

All amplified voices are played through and controlled by our Sound Limiters.

No equipment will be used if it cannot be controlled by our Sound Limiters.

Any amplification for voices during presentations and speeches will only be permitted after instruction in the use of the Noise Limiters.

Acoustic Instrumentation (e.g. drums)

Drums are an essential part of some weddings, with wide variation in the type and size, and therefore the frequency and volume. Should their use be requested, at the time of booking the terms under which they are used will be negotiated to reduce the risk of their use becoming a source of unacceptable noise to local residents.

Should drums be required as part of a wedding celebration, the Booking Manager will ensure that an agreement is reached to ensure that the size and number of drums is appropriate to the venue, that drums will only be used for short periods, and always in a manner which will minimise the noise impact on local residents.

Particular attention will be paid to avoid bass drums where the impact of the frequency of these drums may be heard over a greater distance.

The use of drums of this type will never be permitted after 10.00pm.

Fireworks

We are often requested to provide fireworks at events. To reduce the risk of their use becoming a source of unacceptable noise to local residents, there will be NO fireworks at events at the premises except as follows:

- Written notice will be sent to all the houses in Beech Hill at least 3 days prior to any event including fireworks;
- Other than by prior agreement with the Licensing department of the Licensing Authority, any firework display will last no more than 15 minutes and will end no later than 22:15pm and will use low noise display fireworks

Noise from persons (e.g. shouting and screaming)

We will do all we can to appeal to our customers to enter and leave quietly and to respect the privacy and peace enjoyed by our local residents. To this end we will:

- Give instructions and information to our customers to ensure they are aware of the necessity to appropriately minimise noise
- Erect clear legible notices on the premises requesting customers, patrons and staff to keep noise to a minimum and to respect local residents privacy when entering and leaving the premises and to advise customers, patrons and staff to park considerately
- Train our event managers to work with our customers to reduce the potential noise arising from raised voices
- Taking into account the potential for noise arising from bottle handling, there will be no empty bottles or other similar items placed in outside receptacles between the hours of 22:00 and 09:00
- Have staff on hand to supervise patrons during the anticipated times of arrival and departure
- Have staff to supervise car parking and departure by patrons at any event booked for 100 or more persons
- Provide SIA-registered door supervisors at any event for which more than 100 tickets are sold to the general public and which continues after 19:00pm. There will be a minimum of 2 such door supervisors and 1 additional door supervisor for each further 100 tickets sold
- Install a CCTV system at the premises and maintain it in good working order and be continuously recording at all times that licensable activities are taking place. All CCTV footage shall be kept for a minimum period of 14 days and shall, upon reasonable request, be made available to authorised officers of the police or the Licensing authority
- Keep a register of any incidents at the premises, including any refused sales of alcohol, and a copy retained for at least 12 months. The register shall be available at the premises for inspection by authorised officers of the police or the Licensing authority upon request
- Provide training to all customer-facing staff in relation to their duties regarding alcohol sales and noise nuisance at the premises before commencing work at events at the premises and refresher training at least annually. A register of such training will be kept and a copy retained for at least 12 months. The register shall be available at the premises for inspection by authorised officers of the police or the Licensing authority upon request

Fairground rides (i.e. dodgems)

There will be no dodgems or similar fairground rides likely to risk unacceptable customer noise provided at events at the premises after 9 January 2017 except by prior agreement with the Licensing department of the Licensing Authority. Should there be any other fairground rides provided, children's "tea-cup" rides or similar, these will always be subject to a review of appropriate controls (including a consideration of appropriate location, prior to the event to ensure that the potential for noise disturbance is minimised and, for every event, appropriate noise monitoring will be carried out.

Vehicle movements

We will do all we can to ensure that vehicle movements do not cause unnecessary disturbance to local residents. To this end we will:

- Ensure that our instructions as to how to find the venue are clear to ensure that our visitors access the premises safely and appropriately
- Place clear signage to ensure that the access and egress from the site is safe and well managed
- Ensure that any helicopter movements at the premises will only be permitted between the hours of sunrise and sunset and in any event no later than 9pm
- Only permit any particularly noisy vehicles to be used during events before 9pm

On site generator

Our on site generator is contained within a suitable housing and as yet, has never been the subject of any noise complaint.

7. Our sound systems and speakers

This section details our sound systems in the Grand Marquee and in the Garden Marquee.

Grand Marquee

1. Max. 3x full range active Speakers- no subwoofers (reception)
2. Max. 4x full range active Speakers- no subwoofers (main marquee)
3. 1x speaker amplifier to power passive speakers if needed
4. PA System
5. Wired Microphone
6. Set of Wireless Microphone in case of speeches
7. Independent speaker volume controller
8. A Formula Sound Sentry Mark 2 Sound Limiter

Small Marquee

1. DJ Controller with Laptop
2. Max. 2x full range active speakers- no subwoofers
3. 1x speaker amplifier
4. Wired Microphone
5. Set of Wireless Microphone in case of speeches
6. A Formula Sound Sentry Mark 2 Sound Limiter

8. Our Sound Limiters

- Our Sound Limiters are permanently controlling ALL amplified sound on site
- Our Sound Limiters are set to control sound to a MAXIMUM level of 87dB – above that, all amplified sound is cut
- The use of Sound Limiters is a pre-condition of all bookings and is enforced by our Management Team for every event – without exception
- The Event Manager is the only person authorised to make adjustments to the limiters

Background

For all amplified sound on site, for example where DJs, bands or our corporate clients bring their own sound equipment, our sound limiter controls the mains power ring used for the sound equipment.

Effectively, our Sentry MK2 limiters, which are fitted into both the Garden and Grand Marquees monitor sound levels and control the maximum music levels. They are positioned in accordance with the manufacturer's guidance at Fig.1.

The limiters monitor sound levels and provide a trigger when a pre-set sound level is exceeded. This trigger is used to trip a contactor removing the mains power supply to the music system. When the Sentry trips the contactor there is a short delay before the system can be reset.

Our Sentry Mk2 limiters are used in accordance with the manufacturers' instructions and are mounted opposite the performing area where the DJ or band can see it.

In Operation

The Sentry Noise Limiters feature a large bar-graph VU meter with 23dB range to give a good visual indication of the noise level. This will assist those managing the sound to control the potential for noise disturbance.

Effectively, whilst the visual display meter is operating in the green section, with even an occasional peak into the red, there is no cause for concern.

As per the factory set, our Sentry Noise Limiters have a 20 seconds delay when limit is just exceeded before power is removed. After the sound level is exceeded and the power cut, those managing the sound will have the opportunity to reduce sound levels by adjusting the amplification equipment.

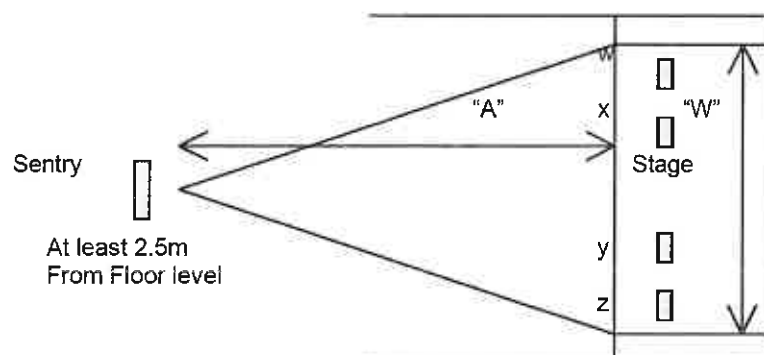
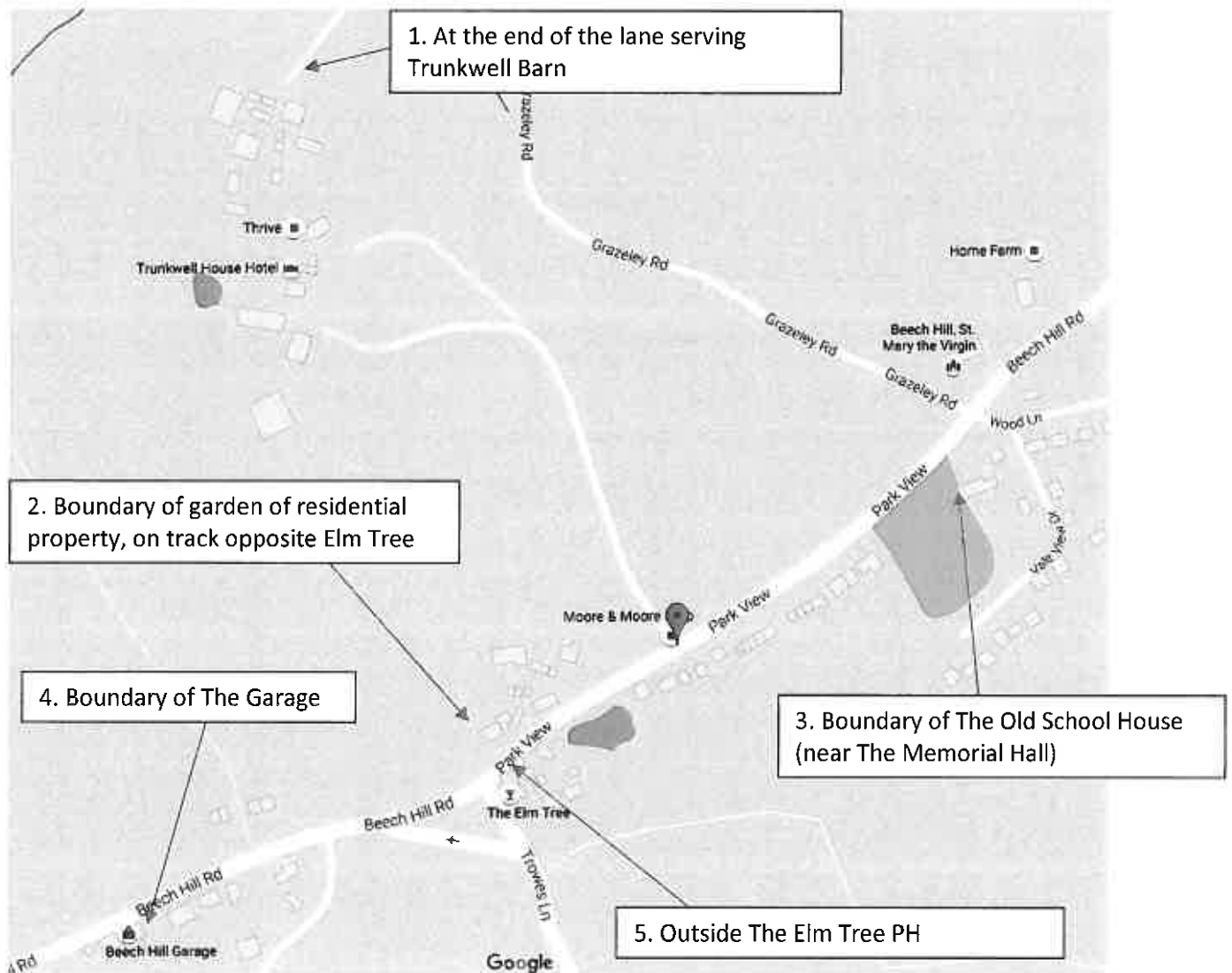


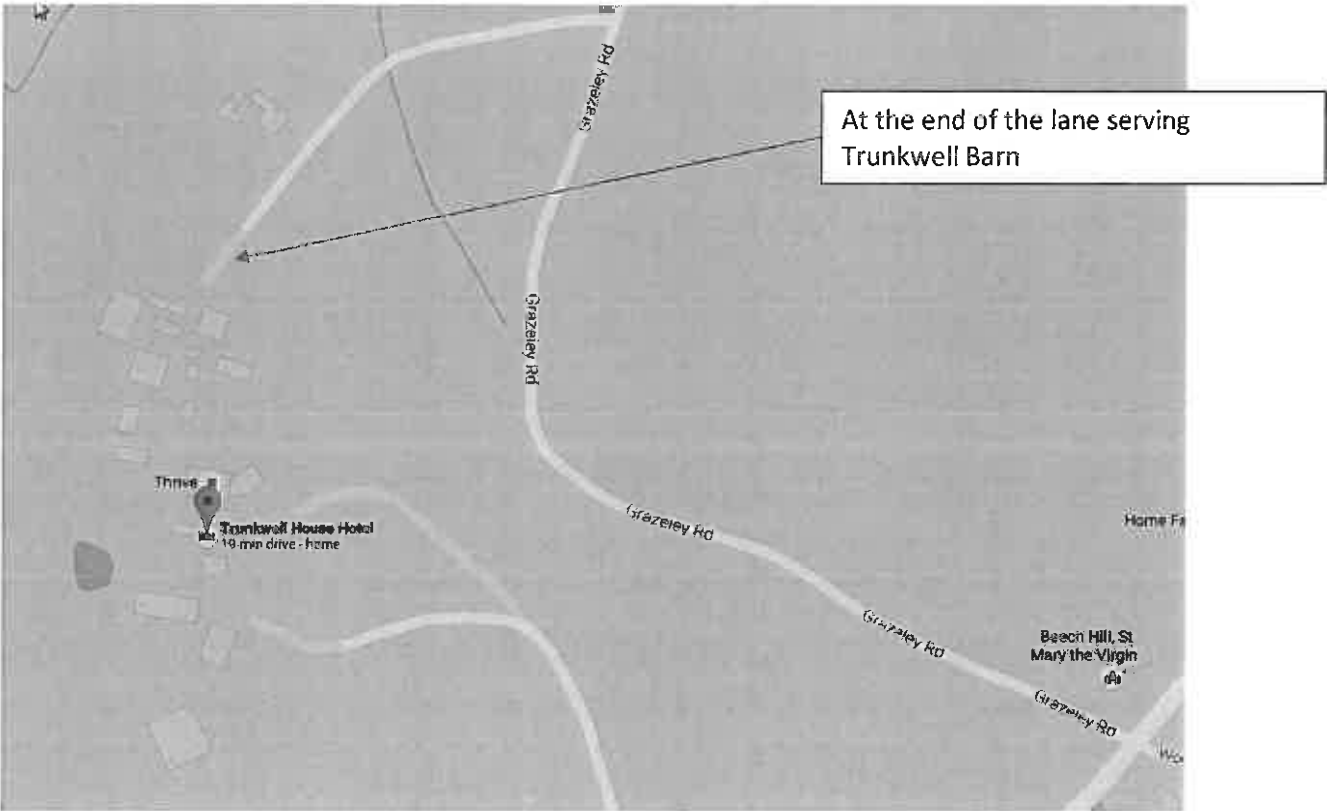
Fig 1
Distance "A" should never be less than distance "W".

9. Noise Monitoring Points

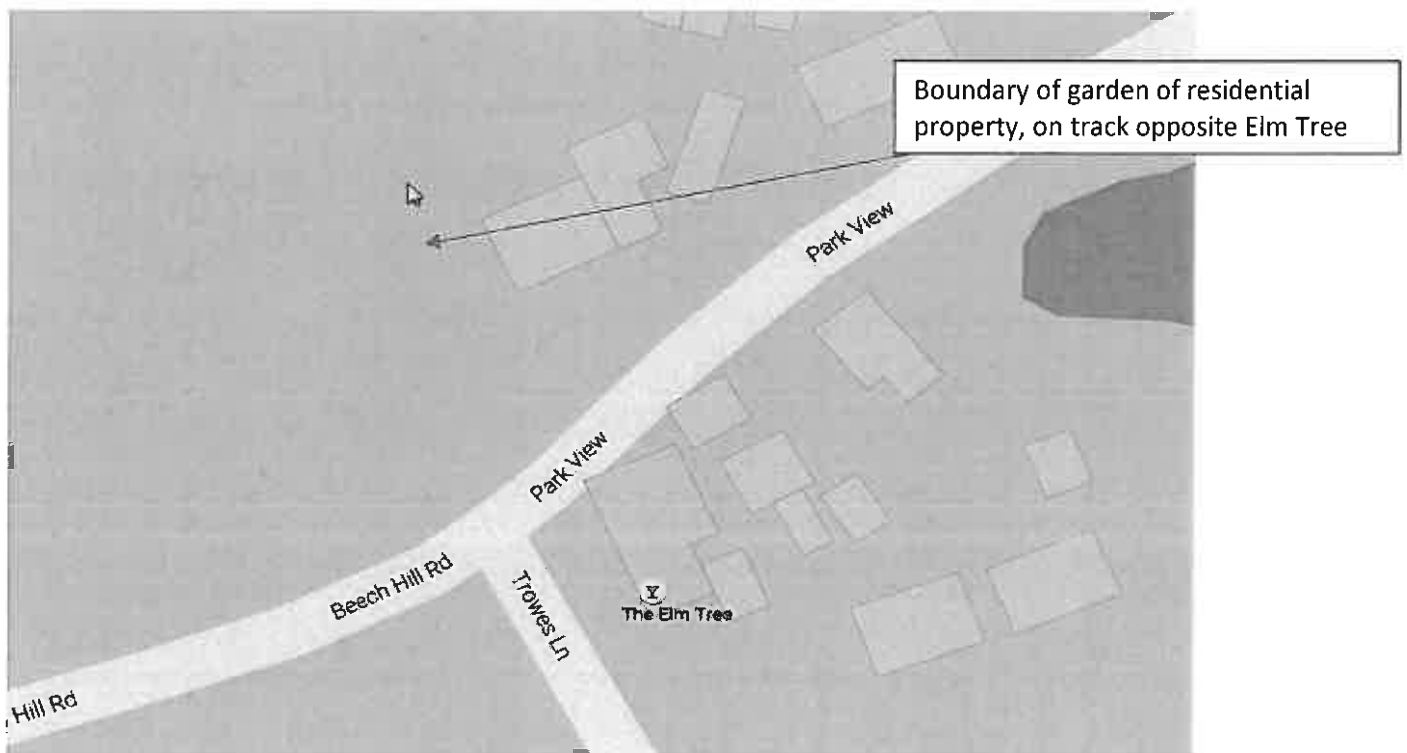
The potential for noise disturbance will be monitored at each of the following points during every event.



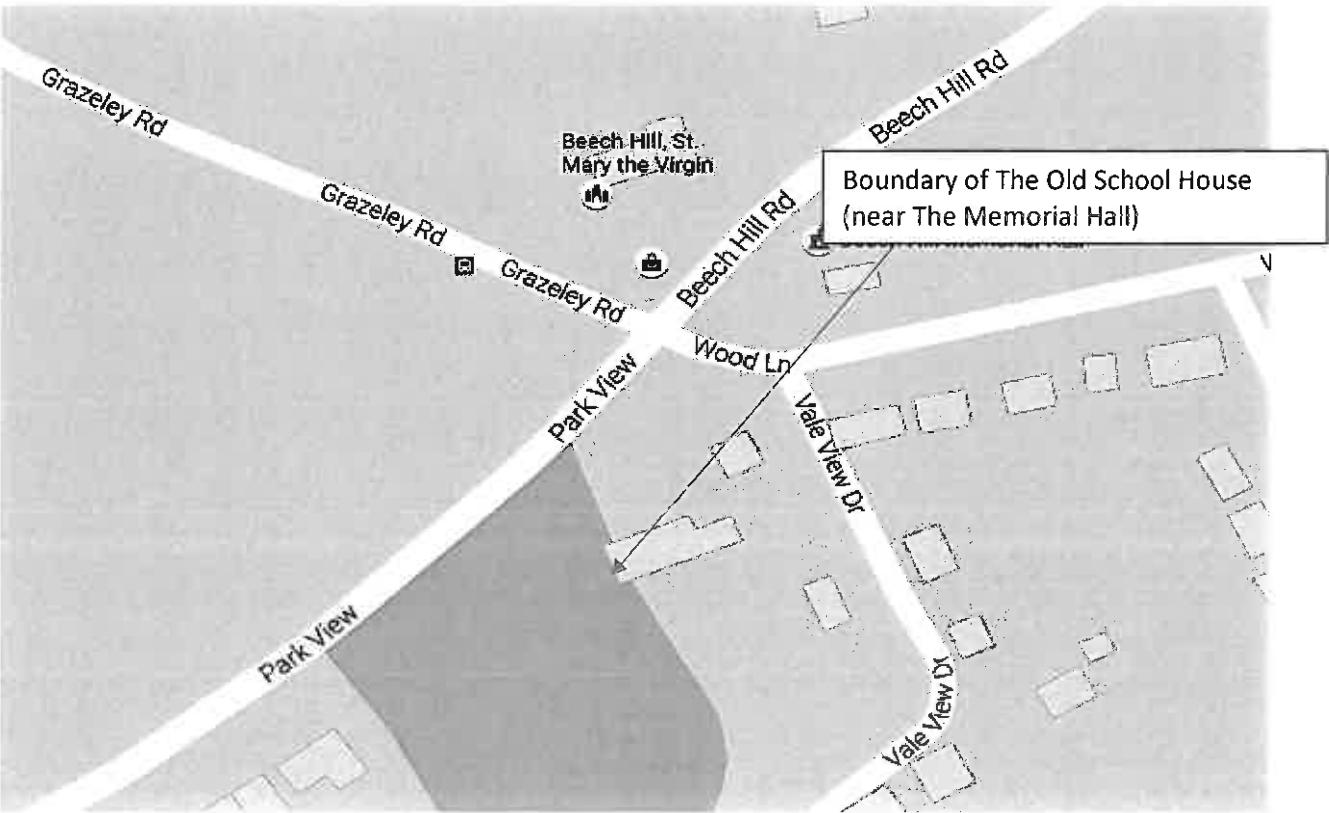
Noise Monitoring Point 1: The Northern Properties, Lane at Trunkwell Barn



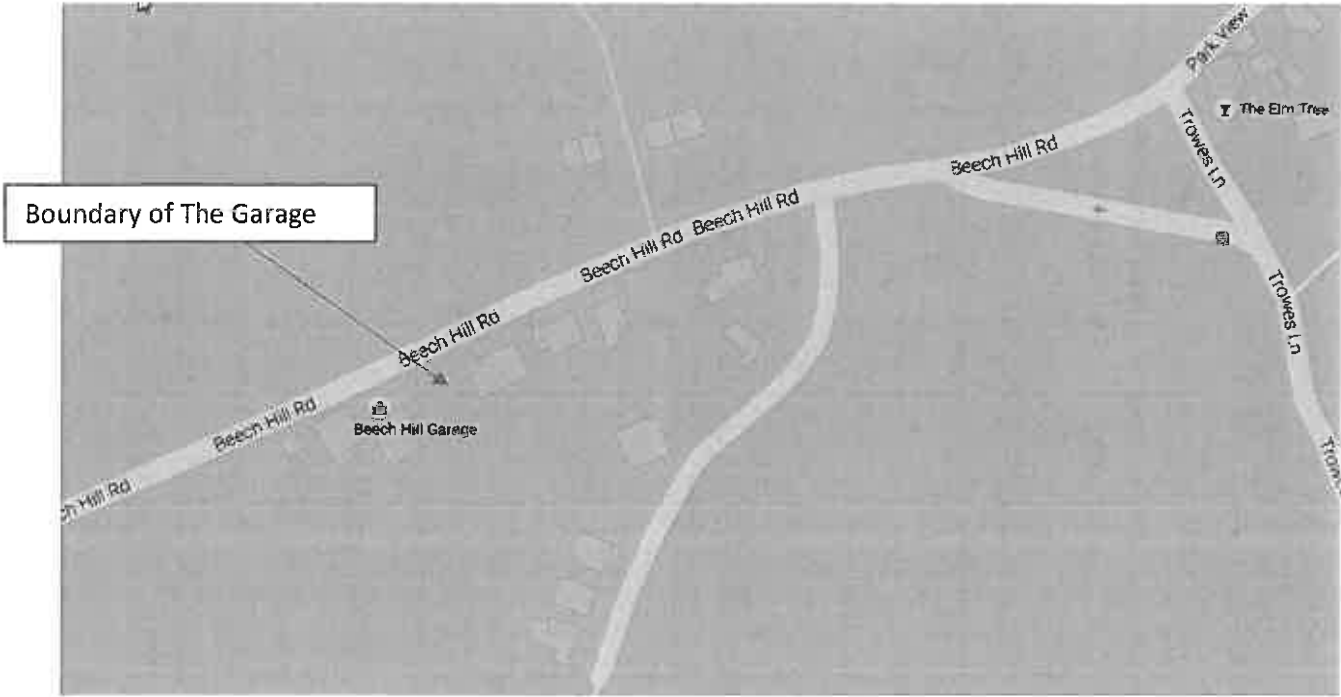
Noise Monitoring Point 2: On track opposite the Elm Tree PH



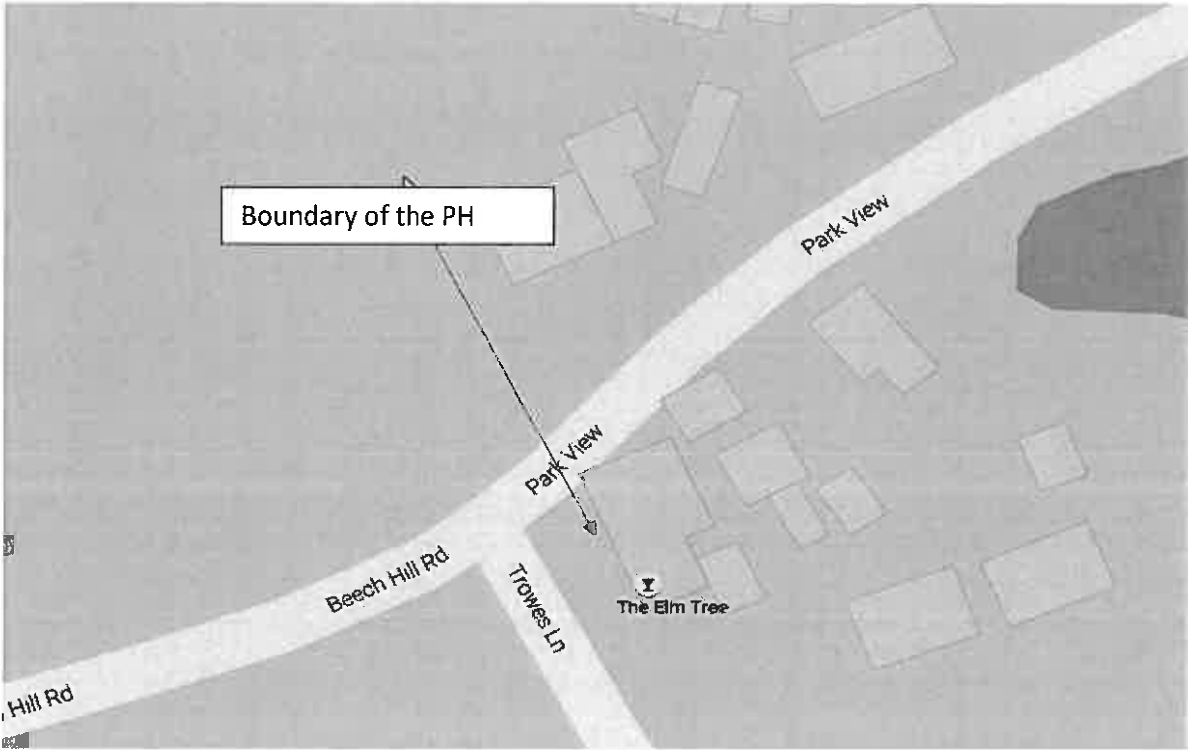
Noise Monitoring Point 3: Boundary of The Old School House



Noise Monitoring Point 4: The Garage, Beech Hill Road



Noise Monitoring Point 5: The Elm Tree PH



10. Noise Monitoring Procedure

With the assistance of WBDC we have designated five monitoring points shown on the plan above to reflect the location of sensitive receptors.

A noise monitoring assessment will be undertaken at each of the five locations identified in the agreed Noise Management Plan to check the noise generated from the premises on every occasion when amplified music is being played in the Marquees at the premises or when there is a reasonable risk of other noise nuisance occurring.

These assessments will take place during every event but will be carried out at the five locations later into the evening as the ambient noise levels fall away. These assessments will take place at regular intervals and, for events where amplified music is played throughout, such as for the Christmas Parties, will be carried as appropriate, but always no less than twice for each event and usually at about 8.30pm and again at about 10.30pm.

The number and frequency of the checks will be determined on an event-by-event basis upon an assessment of the likely noise-risk.

In any case, immediate steps will be taken to reduce the level of noise following any adverse measurement or on receipt of any adverse feedback from the community where noise is likely to cause disturbance to local residents.

A written record will be made of the measurement and assessments made in a logbook kept for this purpose on our Noise Assessment Log Sheet which can be found at Appendix A.

This log includes the dates and times of such measurements and assessments, the person making them, the results and action taken.

These records will be retained for at least 12 months and will be made available for inspection on demand by an authorised officer of the Licensing Authority.

The Event Manager is responsible for managing noise at every event. The Event Manager will take the necessary action to mitigate the problem.

Further formal noise monitoring will be commissioned to check that background levels remain consistent and that noise from events remains under control.

11. Communication and Complaint Management

We actively encourage all members of the village community to contact the Noise Management Team who have control over the event. The Event Manager is the designated person who will be on the premises at all times during events who has sufficient authority to take any steps necessary to control, abate or ameliorate any nuisance caused. They can be contacted at any time day or night to discuss any concerns with any aspect of the events. The following number is a single point of contact for calls or texts:

07534 981 036

All complaints will be received positively and acted upon promptly. Complaints will be recorded using the Record of Noise Complaint Form shown at Appendix B.

If a complaint is received, it will be acted on immediately to understand the extent of the problem and to take all necessary action to mitigate the concern.

Appendix A

LOG SHEET - NOISE ASSESSMENT

STAFF LEAVING SITE TO WEAR HIGH VISABILITY WEAR

DATE	TIME	LOCATION	ASSESSMENT OF NOISE LEVELS	OBSERVATIONS*	WEATHER CONDITIONS	NAME

***Audible/ Not Audible/ Road Traffic Noise/ Noise from patrons outside The Elm Tree PH etc**

Appendix B

RECORD OF NOISE COMPLAINT

Complaint received by:	
Date/Time of Complaint:	
Name of Complainant:	
Address of Complainant:	
Complainant Contact Details:	
Date(s)/time(s) of incident:	
Ongoing issue or one-off:	
Weather – e.g. hot/cold/windy/raining:	
Where are they when they hear the alleged noise?	
What can they hear?	
How is it affecting them? E.g. sleeping, watching TV, reading a book with a G&T in the garden.....	
For how long has the noise been a problem?	
Anything else?	
Actions Arising (Corrective Action)	
Incident reported to Venue Manager:	
Action Taken:	
Anything else?	

Trunkwell Mansion House Hotel
Premises Licence number 014110

Proposed variation/additional conditions, to be added to the licence at Annex 3 by agreement:

All conditions proposed in support of the objective of The Prevention of Public Nuisance

Timings for licence:

1. From 10 January 2016, other than between the end of permitted hours on 31 December and commencement of permitted hours on 1 January each year, there shall be no amplified music played in the Marquees at the premises after:

Sunday to Thursday: 23:30
Friday and Saturday: 00:00

2. There shall be no live amplified music played outside at the premises after 5pm other than incidental or accompaniment to an event and by groups of no more than 3 performers.

Management:

3. There shall be a designated manager on duty at the premises at all times during an event when members of the public are at the premises, who shall have sufficient authority to take any steps necessary to abate or ameliorate any nuisance caused.
4. The premises shall operate a Noise Management Plan prepared in consultation with West Berkshire Council and which will be reviewed at least quarterly, or as and when necessary. Any amended document will be deposited with the West Berkshire District Council, Environmental Health and Licensing team (or the appropriate successor body). The Noise Management Plan will include provision for:
 - 4.1 Periodic and proactive and reactive review of the Noise Management Plan and referral to West Berkshire District Council
 - 4.2 The location of the Marquees
 - 4.3 Identification of potential sources of noise
 - 4.4 The provision of controls to monitor and minimise the noise impact of the activities on the Premises to prevent nuisance
 - 4.5 Meeting the Licensing Objectives and conditions of the Premises Licence
 - 4.6 An appropriate system for receiving, recording and responding to complaints

Customer control:

5. Clear legible notices shall be erected on the Licensed Premises requesting customers, patrons and staff to keep noise to a minimum and respect local residents privacy when entering and leaving the Licensed Premises and to

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advise customers, patrons and staff to park considerately.

6. Staff will be on hand to supervise patrons during the anticipated times of arrival and departure.
7. At any event booked for 100 or more persons, there will be staff to supervise car parking and departure by patrons.
8. The premises will provide SIA-registered door supervisor at any event for which more than 100 tickets are sold to the general public and which continues after 19:00pm. There will be a minimum of 2 such door supervisors and 1 additional door supervisor for each further 100 tickets sold.

CCTV:

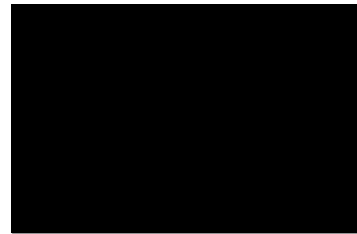
9. A CCTV system will be installed at the premises and maintained in good working order and be continuously recording at all times that licensable activities are taking place. All CCTV footage shall be kept for a minimum period of 14 days and shall, upon reasonable request, be made available to authorised officers of the police or the Licensing authority.

Incidents log:

10. A register of any incidents at the premises, including any refused sales of alcohol, will be kept and a copy retained for at least 12 months. The register shall be available at the premises for inspection by authorised officers of the police or the Licensing authority upon request.

Staff training:

11. All customer-facing staff shall receive training in the relation to their duties in relation to alcohol sales and noise nuisance at the premises before commencing work at events at the premises and refresher training at least annually. A register of such training will be kept and a copy retained for at least 12 months. The register shall be available at the premises for inspection by authorised officers of the police or the Licensing authority upon request.



14th November, 2016

The Licencing Review Committee
West Berkshire Council
Council Offices,
Market Street,
Newbury. RG14 5LD

Dear Sirs,

Trunkwell House 16/01550/LQN

I am formally writing to support the licencing review for the premises Trunkwell House that has been requested by Suzanne McLaughlin, an Environmental Health Officer at West Berkshire Council and provide information relating to the effect that the existing license and activities revolving around the licence have on my family living at the above-mentioned address.

We moved into Trunkwell Farmhouse in October 2014 and had no knowledge of Trunkwell House or its activities. We are directly affected by the public nuisance created by the activities of Trunkwell House on the following grounds:

1. Playing of both live and recorded music in Marquees circa 100 metres (The Garden Marquee) and circa 150 metres from the Grand Marquee from our House, that can be clearly hear within our home, without effective sound insulation both during the week and weekends, often past 12.00 midnight. I am led to believe that Trunkwell House is supposed to be operating to a noise management plan with noise limiters fitted in the marquees.
2. Noise from Fireworks and fairground type attractions with people shouting and screaming as a direct consequence of the activities provided by Trunkwell House which again will run past 12.00 midnight. In all instances we have not been pre-warned that fireworks will be let off.
3. Disturbance due to traffic arriving outside our property looking for Trunkwell House. We are located in a no through private single lane and have had issues with cars, buses and taxis looking to drop off Trunkwell House guests or picking up into the early hours of the

morning. At considerable cost we, in conjunction with our neighbour, we have paid to have a brick wall and electric gates erected to keep the traffic further down the lane in attempt to reduce the impact on us directly outside our properties and stop people ringing our front door bell to ask directions to Trunkwell House as late as 2am.

The land that our houses are built on was sold by Mr Walton (the then current owner of Trunkwell Mansion House), after having gained planning permission to build two new houses one of which is Trunkwell Farm House. We purchased our house from the property developer.

In a licence application made by Mr Walton of Trunkwell Mansion House in August 2005 it is stated that under section 2d Prevention of Public Nuisance it states they're are no neighbours that could be affected by the granting of a premises licence.

This licence was then transferred without a licence review from Trunkwell Leisure Limited to Parsons Leisure Ltd in January 2016. Given the change of circumstances with the construction of two new houses in 2012/13, adjacent to Trunkwell House grounds, and the well-documented complaints from other Beech Hill residents provided to Beech Hill Parish Council and the WBC this license review is well overdue.

Yours faithfully,

A black rectangular box redacting the signature of Richard Crawley.

Richard Crawley



Licensing
West Berkshire and Wokingham Environmental Health and Licensing
Market Street,
Newbury, Berkshire, RG14 5LD

14th November 2016

Dear Sir or Madam

Reference: Trunkwell Mansion TH 16/01550/LQN

Application for review of premise license for Trunkwell House, Beech Hill, Reading

I write to you to as the owner of Trunkwell Cottage, Beech Hill and as the property address indicates it is in close proximity to Trunkwell Mansion. My family have lived at this address for over fifty years.

When the previous owner (Mr Walton) erected a marquee to the rear garden of Trunkwell Mansion initially there was no problem with noise as the venue was small. However ongoing problems started when a “temporary” larger marquee was erected in a field adjacent to the main house. The noise increased year on year as did the traffic to Trunkwell Mansion. In my opinion little to nothing was done by West Berkshire Council to enforce the use of this large temporary marquee or police the alcohol licence which was for considerably less people than the hundreds that use this facility

It is my view that the alcohol licence should be restricted to Trunkwell Mansion and the immediate lawn behind. There should be no consideration to the extend the alcohol licence to the enormous marquee in a field to the side of Trunkwell mansion. It is my understanding that this large marquee and car park is on agricultural land with no planning permissions and subject to an enforcement notice.

I believe that there are plans to increase the size of Trunkwell Mansion to sixty bedrooms. Until this is completed the alcohol licence should not be increased to include this enormous marquee which is illegally on agricultural land.

Also consideration should be given to the residents of Beech Hill who have endured years of noise, late night fireworks and traffic from this venue.

Yours sincerely
Rawdon Hayne

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12 November 2016

The Licensing Review Committee
West Berkshire Council
Council Offices
Market Street
Newbury
RG14 5LD

Dear Sirs

TRUNKWELL HOUSE 16/01550/LQN

I would like you to take into account the noise pollution caused by the parties and events that take place at Trunkwell House.

In summer we have had to go indoors because of the noise, when we had been enjoying the peace and quiet of the countryside. When we are indoors the windows have to remain shut even on hot nights, due to the base thumping out across the field.

Years ago, when we telephoned and complained, the level of music was turned down. This no longer happens. The owners/managers are only concerned with the enjoyment of the visitors at Trunkwell House and the commercial gain, at the expense of the wellbeing of the nearby villagers.

Fireworks are another problem. It has been said that the villagers are notified of these events, but this does not happen on every occasion. The thunderous booms are frightening especially to older people, and animals.

Life can be very miserable if you cannot sleep due to noise pollution.

Thank you for your assistance.

Yours faithfully

Margaret Bridges

Mrs M Bridges

Home:

Mobile:

e-mail:

Licensing
West Berkshire and Wokingham Environmental
Health and Licensing
Market Street,
Newbury,
Berkshire,
RG14 5LD

14 November 2016

Dear Sir or Madam

Ref 16/01550/LQN

Application for review of premise license for Trunkwell House, Beech Hill, Reading

As a resident of Beech Hill since 1989 it is with great reluctance and necessity that I have to make the following comments regarding the review of the premise license for Trunkwell House Beech Hill, Reading.

Any business within a small community has to be supported, which I have done, to the extent I stood up at the planning meeting and put my name to turning the premises known as Trunkwell House into a first-class hotel.

As you are aware this permanent/garden marquee in the garden behind Trunkwell House and the large marquees in the adjoining field which are used for weddings and other functions on a regular basis. At times the noise has become unbearable especially during the summer months as we could not have our windows open during the day or in the evenings due to the volume of noise being generated from functions taking place at Trunkwell House. Some evenings the boom boom from the base noise was so strong you could actually feel the windows vibrating. We also had the loud noise of people screaming when dodgem cars were provided at such corporate functions and with fireworks having become the norm most weekends.

Over the years we have been fed with promises that these issues will not happen again. Functions with loud music and noise continuing into the early hours of the next morning take place at week-ends and on any night during the working week.

Although this was and still is very annoying and disruptive, we could normally speak to the event organiser or Mr Walton explaining the problem and asking him to turn the volume of the music down which to be fair to him he did. However, there was always plausible excuses such as this is not our regular discotheque provider and they had the amplifiers turned up too much, or they decided to rearrange the siting of the discotheque to another area within the marquee or I'd hired the marquee out to another organiser and they took on the responsibility for that event, therefore denying he had any control of what went on. It was always excuses but nothing tangible or constructive to address the ongoing disruptive noise situation from Trunkwell.

We were always told Mr Walton's intention was to build a country hotel on the back of Trunkwell House which would extend out into the rear garden and encompass the permanent marquee which was the original source of the noise problems at Trunkwell House (tents do not have thick sound reducing walls). It was in the interest of the current leaseholder and the village at the time to support these plans and a local business as a way forward. We were told this would require the removal of the permanent marquee to make way for the new atrium and function room which were shown as part of the development plans submitted.

Mr Walton and his team applied to WBC planning authorities for a temporary marquee to be established in the field to the side of Trunkwell House, allowing them to dismantle the permanent marquee in the rear garden of Trunkwell House whilst construction and building work took place. .

The new temporary marquee was established in the adjoining field. However since then not only has there been no positive signs of the new development at Trunkwell House but the area designated for the siting of the temporary marquee has moved as well as expanding considerably in size (appendix 2 &3). This is now subject to a Town and Country Planning Act 1990 Appeal under Section 174 for alleged breaches by the Appellant's Parson Leisure Ltd and Mr Robert Walton

Whilst I do not want to deny somebody making a living it should not be done at the expense of others. This I feel is what Mr Walton and now Mr Mann have done and are still doing to the annoyance of myself and those residents living within the vicinity of these marquees especially if and when the larger marquee on the left of Trunkwell House is brought back into use. It is also interesting to note additional marquees are being erected this very day. All this unwarranted noise pollution is abusing the good relationship and goodwill with certain people within the village.

I would ask the licensing committee to strongly review the times and the number of days this noise pollution is allowed to happen until such times the new hotel is built with an integral sound proof function room. Also many of us have very early starts which means our sleep pattern is also disturbed by loud music, general party goer noise and traffic movements going on into the small hours of the next day which is totally unacceptable.

Even the Memorial Hall in Beech Hill which is a wonderful village asset and managed successfully by a committee, are very conscious that residents are not disturbed, hence music is not allowed to be played after 9.30pm to avoid upsetting neighbouring villagers within the vicinity of the Memorial Hall.

Loud fireworks and pyrotechnics are also a disruptive noise issue which often happens without warning. These displays need to be limited using silent fireworks which are on the market (appendix 1).

It is hoped these supporting comments and evidence will help the Premise License Committee come to the correct decision as to the way forward for those affected in Beech Hill by this commercial business at Trunkwell House.

Yours faithfully

C J S Bridges
Resident of Beech Hill

Daily Mail, Friday, September 4, 2015

Page 21

£6k wedding venue silences its fireworks

AN exclusive wedding venue has been forced to use 'silent fireworks' after neighbours complained about disruption – and claimed a dog had suffered a seizure as a result of the loud bangs.

The Secret Gardens, owned by Roger Saul who founded high-fashion brand Mulberry, charges couples £6,000 to host receptions among its stunning lakes and disused 19th century viaduct.

But those living near the venue at Kilver Court in Shepton Mallet, Somerset, were furious after an 'exceptionally' loud display left firework shells in gardens.

Now the venue has promised to restrict itself to so-called 'mute' fireworks.

Josephine West, who called the police following the display last month, said: 'I'm so glad they have pulled their finger out, it was totally out of order.'

'The debris from the shells that hit my house, car and lorry were big. Let alone the seizure it caused my dog to have.'

Kayley Ashman, who lives in the area, added: 'We had no warning. They were very loud and the remains were landing in my aunty's garden. Thank God they missed the hot tub.'

Events supervisor Elliot Curtis has told neighbours: 'We were not made aware of how large the shells would be.'

'Due to this we will no longer be allowing shows of such magnitude, and will only allow mute shows.'

Quiet pyrotechnics are often used in built-up areas. The lack of a bang means the displays are not as spectacular but music can be used to complement the display.

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Main or Grand Marquee

Area Identified in Plan A and Plan B of the
Enforcement Notice - Material Change of Use
issued by West Berkshire Council 31/05/2016
Ref 14/0THR 15/01219/FUL0574/160

Unauthorised Hardstanding Parking Area

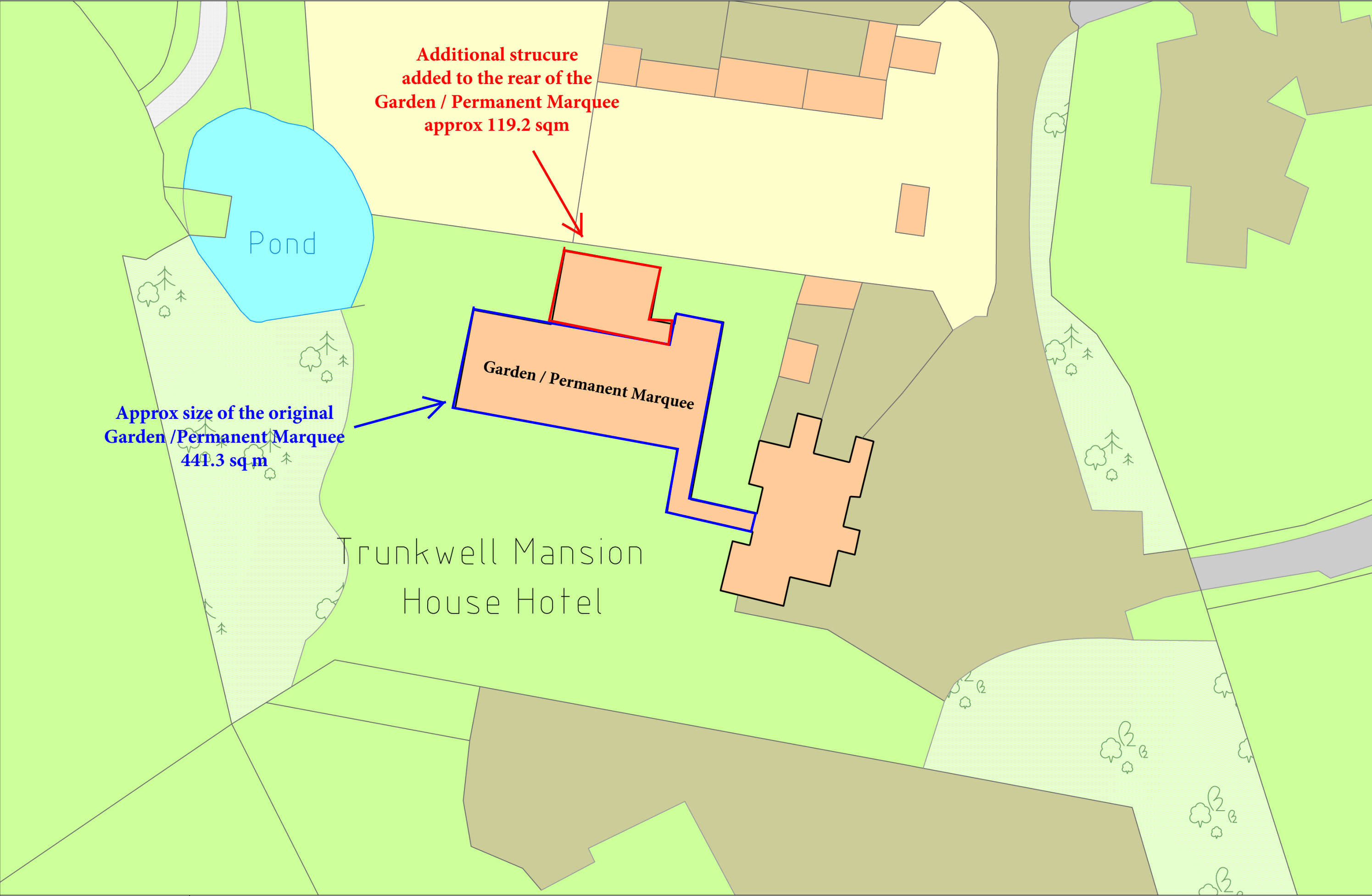
Garden Area

Garden / Permanent
Marquee

Trunkwell
House

Unauthorised additional
structure added to the side
of the permanent
marquee

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Subject: FW: Trunk well House Hearing 16/01550/LQN

From: Becky [REDACTED]
Sent: 07 November 2016 12:59
To: Licensing
Subject: Trunk well House Hearing 16/01550/LQN

To the Licensing Authority

I would like to make a representation to the Licensing Authority in respect of the Hearing ref: 16/01550/LQN regarding Trunkwell House.

My name is Rebecca Bloxom and I have lived in the village with my family for 3 years at Pond House, Beech Hill Road, Beech Hill RG7 2AZ. We live around 300m from the marquees at Trunkwell House.

I find it astonishing that the level of noise has generated complaints. It has no impact on me or my family. We live here all the time, we are active around the village and it doesn't bother us at all. It makes me really sad to think that the live bands may be going and I really cannot believe that the noise it is that bad.

We have always had a note from Trunkwell House if there are going to be fireworks and they always stick to the times. The only sound I hear is the fireworks.

Trunkwell have put on some great events in and for the village - they really try, and we have always tried to support them. We have even used their facilities for birthday parties.

I really don't see why they would have to change anything.

Please feel free to contact me on the above email address if you wish to discuss this any further.

Regards

Rebecca Bloxham

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Subject: FW: Trunkwell House - 16/01550/LQN

From: Hannah Callier [REDACTED]
Sent: 08 November 2016 18:33
To: Licensing
Subject: Trunkwell House - 16/01550/LQN

To whom it may concern,

I understand there has recently been a small number of complaints made against Trunkwell, as such I would very much like to voice my support of Trunkwell.

Having lived in the village of Beech Hill for nearly 8 years I have never had an issue with the noise from their events, in fact, we have received multiple notices through the years giving proactive notification of any events that would involve fireworks allowing pet owners to take any necessary precautions. All villagers have also been invited to various different events, all with free entry, including Christmas Fairs, Bonfire & Firework displays, Summer Fairs etc.

Over the years Trunkwell has supported numerous village events, providing advice, facilities, catering and manpower. Without this assistance the events either wouldn't have run or not been the success they were. This has directly contributed to fund raising activities that have rebuilt the village hall and to setting up the Village Shop.

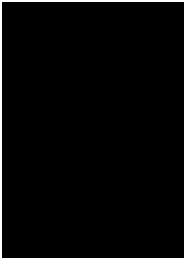
Trunkwell has been a major employer for local residents for many years, in fact my husband was a barman there 30yrs ago!

The openness of the owner for their future plans of Trunkwell has shown a great commitment to the village, with more employment opportunities, better facilities including the restaurant and more investment.

I believe that Trunkwell is an intrinsic part of Beech Hill and the village community.

Yours Sincerely

Hannah Boston-Callier
[REDACTED]



Subject: FW: Trunkwell House - 16/01550/LQN

From: [REDACTED] **On Behalf Of** fleur howles
Sent: 14 November 2016 07:03
To: Licensing
Subject: Trunkwell House - 16/01550/LQN

To whom it may concern,

I'm writing with regard to the noise complaints made against Trunkwell House.

We live quite close to Trunkwell, and yet apart from the odd firework have never heard, let alone been disturbed by, noise from events there. We are next to the Elm Tree and close to the pond, and have been here for nearly 7 years. There has been ample opportunity during the Christmas and summer seasons to 'be disturbed', but no evidence of loud noisy parties from where we are. We also appreciate the time Trunkwell takes to notify villagers in advance of any potentially noisy events.

Trunkwell brings significant benefits to the village, and I would not want the business to suffer through unduly onerous restrictions, taking into consideration the requirements of those who live closer than we do. A thriving business provides opportunities for local employment and helps to support the other institutions of the village such as the pub, the church and the Memorial Hall. As treasurer of the hall, I know how important it is for our venue to get on with our neighbours, and to look for compromises where possible - I appreciate the efforts made by the owners of Trunkwell to do just that.

Please keep me informed going forward.

Yours faithfully,

Ms Fleur Howles



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Representation Lee
Subject: FW: Trunkwell House Hotel Beech Hill

-----Original Message-----

From: Lawrie Lee [mailto:]

Sent: 13 November 2016 13:07

To: Licensing

Subject: Trunkwell House Hotel Beech Hill

Dear Licensing Department

>>

>> We are aware that there are some noise issues regarding Trunkwell House which have been raised by a couple of households. As one of the Hotel's nearest neighbours we have never been bothered by the noise from Trunkwell House but accept that when the wind is in this direction we do hear music at times.

>>

>> We also realise that noise is a personal issue but were surprised to discover that it was one of our immediate neighbours who was complaining. Given they have only recently moved in, I might have expected them or their original developer to have researched the position more thoroughly.

>>

>> My hope is that Trunkwell House will be given sufficient time to develop its hotel plans for a brick / solidly built construction and that this will solve any noise concerns / issues. This approach appeared to be in line with most residents at a recent Parish Council meeting. The village needs and benefits from having Trunkwell House but in practical business terms a way has to be found to allow the business to continue while building takes place.

>>

>> If for procedural reasons you find it difficult to broker a compromise then I hope at the least you will call a village meeting as I think you will find that our views are those of the vast majority of residents.

>>

>> Yours sincerely

>>

>>

>> Lawrie and Louise Lee

>> Trunkwell Lodge

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>> Sent from my iPad

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To the licensing authority,

I am writing in order to make a representation to yourselves in respect of the hearing ref:16/01550/LQN regarding Trunkwell house.

My name is Samantha Moore and I have lived at [REDACTED] for over 10years. The rear of my property adjoins the field at the rear of Trunkwell house.

I understand there have been complaints and concerns regarding noise levels from Trunkwell and would like to express my views in relation to this.

I have no particular association with Trunkwell and have no problems with my hearing. Our house does not have double glazing and though we do have windows open in the Summer, we do not routinely keep them open at night.

Over the years and particularly in the past, in the Summer months particularly, events held at Trunkwell could clearly be heard in the garden and in our bedroom. We did not have a problem with this generally as we accepted that we lived closeby to such a venue and it was to be expected within reason. There was an occasion over 5 years ago when this persisted late into the night and I did contact Trunkwell to complain about this but as a rule the occasions were not frequent and so not perceived to be a significant nuisance to myself and my family.

I am aware that this has been a bigger problem to other residents and know that Trunkwell have taken actions to try to reduce this problem for them. Consequently, I have not heard any significant noise in recent months and particularly have not really been affected by the same level of noise as experienced in the past, if any at all in the more recent Summer months.

I have sent this representation to you because I believe it is important to work with members of the community in order to resolve difficulties and it is important that it is not only the negative views that are heard but the positive also. I am confident that Trunkwell are going to significant lengths to work with the village to resolve these problems and it is the villagers responsibility to help support a local business by working with them rather than against them to come to an amicable solution.

Lastly, to reiterate, I live approx 300m from Trunkwell and I do not hear noise from their events to cause any form of disturbance to my family life and so would support the continuation of their licence.

Kind Regards,

Mrs Samantha Moore

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To the licensing authority,

I am writing to you in respect of the hearing ref:16/01550/LQN regarding Trunkwell house.

My name is Mr Andrew Moore and I have lived at [REDACTED] for over 10years. The back of our property adjoins the field at the rear of Trunkwell house.

I understand there have been complaints and concerns regarding noise levels from Trunkwell and would like to express my personal views.

I have no particular association or relationship with Trunkwell and I have no problems with my hearing. Our house does not have double glazing at the rear and though we do have windows open in the Summer, we do not routinely keep them open at night.

Over the years and particularly in the past, events held at Trunkwell could clearly be heard in the garden and in our bedroom. We did not have a problem with this generally as we accepted that we lived close to such a venue and accepted it was part of our location choice. There was one particular occasion when the noise persisted late into the night and my wife did contact Trunkwell to complain about this but as a rule it has not been perceived to be a significant nuisance to myself or my family.

I am aware that this has been a more significant problem to other residents and know that Trunkwell have taken actions to try to reduce the issue. Consequently, I have not heard any significant noise in recent months and particularly have not really been affected by the same level of noise as experienced in the past, if any at all in the more recent Summer months.

I have sent this representation to you because I believe it is important to work with members of the community in order to resolve difficulties and it is important that it is not only the negative views that are heard but the positive also.

I am confident that Trunkwell are going to significant lengths to work with the village to resolve these problems and it is the villagers responsibility to help support a local business by working with them rather than against them to come to an amicable solution.

To reiterate, I live approx 300m from Trunkwell and I do not hear noise from their events to cause any form of disturbance to my family life and so would support the continuation of their licence.

Kind Regards,

Mr Andrew Moore

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Moir Fraser

Subject: FW: 16/01550/LQN Trunkwell House

From: Norma Newman [REDACTED]
Sent: 11 November 2016 17:08
To: Licensing
Subject: 16/01550/LQN Trunkwell House

I am writing to add my support to Trunkwell House as I understand there are some complaints with regard to noise and a possibility of revoking its status as a licensed premises

Trunkwell House has been an integral part of Beech Hill for many years and the owners have supported many events during this time both practically and financially. They have offered work to young people from Beech Hill and the surrounding Villages.

They have maintained a high regard for the residents of Beech Hill informing them of activities for example when there might be a fireworks display or an organised event. I believe they have always tried to be considerate of their neighbours there may have been a rare occasion when the noise level was slightly excessive but in the twenty years I have lived here this has been the exception.

I believe there is a firm commitment of the owners to have good relationship with their neighbours, to provide open communication regarding developments and to enhance the life of the Village

Yours sincerely

Norma Newman
[REDACTED]

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Subject: FW: Trunkwell House - Hearing Ref 16/01550/LQN

From: Price, David, Vodafone Group

Sent: 10 November 2016 12:03

To: Licensing

Subject: Trunkwell House - Hearing Ref 16/01550/LQN

To the Licensing Authority

I would like to make a representation to the Licensing Authority in respect of the Hearing ref: 16/01550/LQN regarding Trunkwell House.

My name is David Price and I live at 11 Park View, Beech Hill Road, Beech Hill. My house is a straight line distance of 400 metres from the building of Trunkwell House.

I have lived in Beech Hill for 34 years and I'm familiar with the functions and activities that take place at Trunkwell House both as a resident and previously, for a 17 year period, as a parish councillor.

The sounds emanating from the playing of music and fireworks displays held at Trunkwell House are audible from my house. However my family and I, over our years of residency, have not considered the sounds to be a nuisance and the events from which audible sound emanates are infrequent and at most only last from an afternoon into the night of the same day. Trunkwell House always gives residents the courtesy of delivering a written message through their letter box of intended firework events, which are infrequent. Such events are of a short duration (5 to 10 minutes sometime between 6 and 8 at night) and which my family and I have enjoyed watching, over the years from the Beech Hill Road.

I have no objection to such functions and activities continuing to be held at Trunkwell House and I consider the Trunkwell House enterprise provides a welcomed additional social and commercial dimension to the Parish of Beech Hill.

Regards

David Price -10 November 2016

David Price
Network Specialist Agreements and Valuation
For Vodafone UK

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Subject: FW: Trunkwell House - 16/015510/LQN

From: David Simpson [REDACTED]

Sent: 13 November 2016 21:59

To: Licensing

Subject: Trunkwell House - 16/015510/LQN

Dear Sirs,

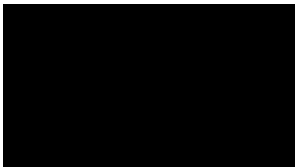
I have lived in the village of Beech Hill for 26 years, and have not been affected by noise from Trunkwell House apart from the occasional firework display for which residents have usually been given prior warning, and usually last for 15 minutes or less.

The present owner of the establishment has only very recently taken over, and appears to be making strenuous efforts to assess the effects of noise in the community, and to put in place measures to limit it to acceptable levels. He is keen to embrace the community both in putting on events at Trunkwell House to which village residents have free access, and supporting other events in the village, thereby enhancing village life, and helping to raise funds for the community.

To revoke the alcohol and entertainments license at this time, without the owner being given a reasonable time to assess the problem of noise, and put in place any necessary remedial measures, could jeopardise the viability of venue, depriving the village of an important asset, which, if allowed to develop as I believe the new owner intends, could further enhance the village, and potentially provide employment to local residents.

Yours faithfully,

David Simpson



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The Licencing Review Committee
West Berkshire Council
Council Offices,
Market Street,
Newbury. RG14 5LD

14th November 2016

Dear Sirs,

Trunkwell House 16/01550/LQN

The Parish of Beech Hill is the Parish in which Trunkwell House is situated and for which the Beech Hill Parish Council "BHPC" is responsible. The BHPC has received a copy of the application for the Review of a Premises Licence "RPL" submitted by Ms Susan McLaughlin on behalf of West Berkshire Council's Environmental ("WBC") Quality Team dated 17th October 2016, and takes this opportunity of commenting further.

There can be no doubt that a number of residents of Beech Hill have, for a number of years, registered their complaints with the BHPC relating to noise issues emanating from the Trunkwell site.

It is noted that within the RPL, Ms McLaughlin has set out numerous individual instances when complaints were received by her department and the subsequent failings over time of either the previous or current licence holder to address these complaints. BHPC would confirm that it would have received the same complaints and indeed more, being either in writing via email or by way of telephone or personal representation made to individual Councillors.

BHPC has tried, within its limited powers, to resolve the noise issues with the current licence holder, including attending with a complainant villager an event which was causing concern to try to reason with those in control, but their attendance was 'impolitely' turned away. Telephone calls have also been made and voice messages left whilst noisy events were taking place, but the calls have not been answered nor returned. The BHPC has also invited the licence holder to a BHPC meeting for an open discussion, but this invitation has not been taken up. Written communications from the Licence holder concerning the noise issues have not been constructive, with the Licence Holder, (despite the noise issue being raised once more) stating on the 8th August 2016 that "there are private functions going on and it is our concern to look after our guests" (Appendix 1)

In summary the BHPC endorses the concerns raised within the RPL relating to the level and frequency of unsatisfactory noise issues which cause a great deal of public nuisance to certain villagers.

BHPC in its position of representing the whole of the Parish considers that it would be remiss if we were not to also record that other villagers have made it known that they do not consider the operations of Trunkwell to be of concern to them. In this regard it should be noted that, not unsurprisingly, those which seem to have a justified and proven need to

regularly complain tend to live closer in proximity to Trunkwell than those who do not have any cause to complain.

As it is the opinion of the BHPC that the noisier events which cause the public nuisance are those which take place within what is described within the RPL as the Grand Marquee, BHPC would ask the Licence Review Committee to consider and decide upon whether any current or future licence is applicable to the area in which it is situated.

BHPC would explain the following:-

The current licence holder, Parsons Leisure Limited, received the benefit of the licence as a result of a transfer from the previous licence holder Trunkwell Leisure Limited 'TLL' on the 18th January 2016. (Appendix 2) Although it would seem that the ownership of these two companies is different, it is noted that Mr Robert Walton, the owner of the TLL is still recorded as being the designated premises supervisor.

As Mr Walton is also noted as a party in Trunkwell's ongoing Planning Enforcement Appeal, relating to the West Berkshire Council refusal to grant any planning permission in respect of the Grand Marquee and was a recent attendee at a meeting requested by the licence holder with Ward councillor Graham Bridgeman to discuss the future of Trunkwell, BHPC is unclear as to the extent of any change in the ultimate ownership or management. The Committee is therefore requested to consider very carefully the history of the site, inclusive of the issue of the previous Noise Abatement Notice, to a party who is evidently still very much involved with the current operations.

Notwithstanding the above TLL obtained its licence from a transfer from the original licence holder Trunkwell Mansion House Limited 'TMH' on the 3rd April 2008, with Mr Walton being the designated premises officer and (the BHPC understands) also the principal director and proprietor of both companies.

TMH/Mr Walton was granted the original licence following an application, including the requisite 1:100 plan, which was submitted by Karen Kirk, Solicitor, with a covering letter dated 28th July 2005 (appendix 3) on behalf of her clients.

BHPC is confident that Ms Kirk ensured that the application and all appertaining documents were fully compliant with the Licensing requirements at the time, inclusive of the need to advertise the application as well as to provide copies to all relevant authorities.

Unfortunately BHPC is advised by Mr Brian Leahy of WBC's licencing department that a full copy of the submitted 1:100 plan does not appear to be on record, a part copy of it is and is attached (Appendix 4) which in the minimal extent that it does exist appears to demonstrate that in its fullness it would, as was required, included details of all accesses and external area 'The Lawn' to be used as part of the of the licensed premises.

The Licence application itself however describes the premises and repeats on several occasions including within the very first paragraph that it includes 'a', being in the singular, function room. This is what is referred to within the RPL as the Garden Marquee and is situated to the right of The Lawn area referred to on the 1:100 plan.

The description also makes reference to the car parking area, kitchen, toilets as well as the seating capacity of both the function room and the restaurant. It further clarifies that the function room is adjacent to the garden which would appear to be the Lawn Area shown on plan 1:100).

BHPC believes that all of the documentation, references, descriptions etc included with the application would have been extremely relevant and persuasive in the decision to grant a Licence.

Mr Leahy has confirmed that WBC does not have any record of any other correspondence concerning the licence application, either prior or subsequent to Ms Kirk's 28th July 2005 letter.

BHPC understands that the prevailing statutory position concerning licence applications at the time of the application was covered by the Licensing Act 2003 ("the Act"), The Licensing Act 2003 (Transitional provisions) Order 2005 ("the Provisions") and The Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005 ("the Regulations").

BHPC's analysis of the position is as follows:-

Licensing Act 2003 , Schedule 8, Part 1

2 (2) A person may, within the period of six months beginning with the first appointed day, apply to the relevant licensing authority for the grant of a licence under paragraph 4 to succeed one or more of those existing licences

 (5) The application must also be in the specified form and accompanied by—

 (a) the relevant documents, and

 (6) The relevant documents are—

 (b) a plan in the specified form of the premises to which the relevant existing licence or licences relate,

The Licensing Act 2003 (Transitional provisions) Order 2005

(2) In this Order—

 "standard scale" means that 1 millimetre represents 100 millimetres

3. (1) The plan of the premises which, in accordance with paragraphs 2(5)(a) and (6)(b) of Schedule 8, must accompany the application shall comply with the remaining paragraphs of this article.

(2) Unless the relevant licensing authority **has previously agreed in writing** with the applicant following a request by the applicant that an alternative scale plan is acceptable to it, in which case the plan shall be drawn to that alternative scale, the plan shall be drawn in standard scale.

The Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005

2. (1) In these Regulations, unless the context requires otherwise—

“standard scale” means that 1 millimetre represents 100 millimetres.

23. (1) An application for a premises licence under section 17, or a club premises certificate under section 71, shall be accompanied by a plan of the premises to which the application relates and which shall comply with the following paragraphs of this regulation.

(2) Unless the relevant licensing authority has previously agreed in writing with the applicant following a request by the applicant that an alternative scale plan is acceptable to it, in which case the plan shall be drawn in that alternative scale, the plan shall be drawn in standard scale.

The BHPC's reading of these provisions is that any application, whether to “grandfather in” (only) an existing licence, or to do so with variations, or to apply for a brand new licence, has to be in a similar format and accompanied by a plan. Presumably the idea of all of this was to get all licences, existing and new, into the same format, the difference being that for existing justices licences (etc) there was a presumption to entitlement in favour of the licence holder (or, as in this case, his & her successor limited company).

In summary therefore the Trunkwell licence application had to be accompanied by a plan and that plan had to be in 1:100 scale, unless WBC as the licensing authority had previously agreed in writing with the applicant to accept a different scale. The undeniable fact that this did not happen as is so demonstrably clear from Ms Kirk's letter and the enclosures which were submitted with it.

Furthermore there was a need to describe the premises within the application and identify the area of any external land to be included within the licensed premises. As mentioned above the BHPC is satisfied that Ms Kirk was a capable and conscientious solicitor who ensured her client's application was fully compliant with all legal requirements and by use of both the 1:100 plan together with the comments in the application form she ensured that all required areas was correctly identified.

Notwithstanding the above and in absence of any legally required correspondence confirming a variation to a plan other than that of the standard scale or any amendment to the description of the premises, Mr Leahy has contended that the use of a 1:500 plan (Appendix 5) is appropriate to administering the area of licensed premises.

This much smaller scale, but larger area, plan does not in any way conform to the legally required details which are to be included on plans accompanying licence applications, it is not referenced within the planning application nor stamped as being received in any respect to do with a licence application. It is in the opinion of the BHPC simply a 'rogue' plan which by some form of accident has found its way onto the licence file. As such it has no relevance to either the application or the licence which was granted.

Without the use of the area of enlarged land covered by the 1:500 plan Trunkwell would not have a useable license available to hold events within the Grand Marquee. It would instead be restricted to the area of the Hotel, the adjacent Garden Marquee and the Lawn Area, which BHPC believes were the only areas originally applied for. The BHPC opinion is further supported by the fact that the only planning consent which was granted in respect of the Grand Marquee was a temporary consent, lasting two years only, and in respect of the relocation of the Garden Marquee to the site of the Grand Marquee, whilst supposedly building works to the Hotel were being carried out. The works were never actually done, but the relevance is that the consent was only granted in January 2008, some 2 ½ years after the licence was applied for. Consequently BHPC does not believe it was even perceived by the applicant at the time of the application that there would be a need for further marquees in adjacent fields.

Mr Leahy's view based upon the 1:500 plan being the relevant plan is that as the Grand Marquee has a foothold within area covered by the 1:500 plan it also gains full benefit of being a licensed area.

BHPC being staffed by volunteers does not readily have within its Councillors a licensing expert to challenge the view of Mr Leahy, however, approaching the matter from a common sense point of view it cannot reconcile why the Government would require applications to both describe in precise detail the intended licensed premises as well as requiring the submission of a detailed 1:100 plan, if, once a licence has been granted, the licence holder could then apply the use of it to not only to the whole of the described/declared estate (including areas previously advised to be used for other purposes, such as car parking) but also to adjacent lands (as a result of the Mr Leahy's alleged foot hold rule) which were never part of the application process.

To assist with the Committees consideration two aerial photographs of the site is attached (Appendix 6). The first shows the full use of the site. BHPC Contention is that the licence granted in accordance with the application related to the Hotel building, the Lawn Area immediately behind the Hotel, and the Garden Marquee (Function Room) to the right hand side of the Lawn Area.

Mr Leahy contends that as the 1:500 plan covers the whole of the immediate site including the land to left hand side of the Lawn Area up to the tree line and because a foot hold is established as a result of the existence of the covered walk ways, the area of the Grand Marquee, despite having never been included in the Licence application nor having any planning consent, is covered by the existing Licence.

The second photograph merely emphasises the two different sites and distances between them

It is the opinion of the BHPC that should such a restriction or reinstatement of the intended licence area be imposed by the Committee the issues concerning the larger events held at Trunkwell (in the Grand Marquee/Bumper Cars etc) would be extinguished, as would the public nuisance concerns which arise from them. Any decision in support of this would of course be consistent with WBC's planning refusal of the Grand Marquee.

Should the Committee be minded to decide that the licensed area never did or no longer relate to the 1:500 plan area, BHPC would wish to record that as it is aware that both Christmas and New Year events have been booked and in view of the short period of time now available to cancel these, as well as not having the wish to upset any individual's planned celebrations, it would not protest against any decision which perhaps deferred the effect of a change or clarification of the licensed areas, until after the 31st January 2017.

If it is the Committee's decision to restrict, but nonetheless continue with the licensed area being the Hotel, Garden Marquee and Lawn Area, BHPC would also have no objection against this provided if it was felt that a workable noise management plan could be put into force, inclusive it is suggested with the use of additional noise insulation materials (say a sound proofing wall) to the internal structure of the Garden Marquee, as opposed to simply noise limiters which either do not appear to work or are inadequately managed to ensure that they do.

In summary the BHPC is concerned about the frequency with which villagers regularly complain of a public nuisance and wishes to bring an end to these. However it is also desirable to see the continuation of the Trunkwell business. BHPC considers an appropriate way of dealing with this could be achieved firstly by clarification that the Grand Marquee area is outside the licensed area and that secondly genuine efforts are made by the Licence holder, to the satisfaction and a time table to be approved by West Berkshire Council's Environmental Quality Team, to restrict the noise from the remaining facilities.

The BHPC looks forward to hearing from you.

Yours sincerely,

Helen Malyn

Clerk

For and on behalf of the Beech Hill Parish Council

Martin

Subject:

FW: Re: Telecon today re Trunkwell 2016-08-08

----- Forwarded Message -----

Subject:Re: Telecon today re Trunkwell 2016-08-08

Date:Mon, 8 Aug 2016 15:14:55 +0000

From:Swapandee Mann

To:Bridges, Chris <chr

CC:

Alison Edwards

@btinternet.com>, Beech Hill

Parish Council

Graham Bridgman

Dear Mr. Bridges

I do understand that there have been noise issues and have been actively trying to address these.

You would appreciate that there are private functions going on and it is our concern to look after our guests.

The noise limiter is not an off the shelf equipment and has a lead time of 2-3 months, so it was ordered back then and we are in implementation phase now. So no contemplation on that.

The music is being played within the sound limits and is strictly adhered to. We have a noise management plan in place which we follow at all times.

I will come back to you with a phone no. as I mentioned in our morning conversation.

These issues cannot be resolved over email exchanges, so I would request again for a meeting to discuss everything.

Regards
Swapandee

On 08-Aug-2016, at 3:33 PM, Bridges, Chris wrote:

Dear Mr Swapandee Mann

Thank you for your email. I will certainly be discussing the content of our conversation with our Chairman Mr Martin Plank.

The reason I rang your office this morning was the result of the loud music and noise generated from the events you have been holding at Trunkwell to date. What you need appreciate and fail to understand is this noise affects the lives of others living in the village. This then results in us as serving Councillors of Beech Hill, Ward Councillors and West Berkshire, being contacted sometimes late in the evenings to enquire from disgruntled villagers what could be done to stem this disruptive noise they are constantly having to contend with.

As I explained, I have on several occasions taken it upon myself along with some of the residents affected, to visit Trunkwell and try and speak with the responsible person for the current event, requesting from them the noise is greatly reduced. Sadly, you now seem to have in place security guards on the drive preventing us and other complainants from continuing up the drive to the Mansion House denying us and them the opportunity of speaking with the relevant person organising the event. It also should be noted on several occasions when I and others have tried phoning Trunkwell's main line number only to receive a recorded message back which I hasten to add also happens when phoning your mobile number.

To say you are only just contemplating installing a permanent sound limiter in the small marquee at the rear of Trunkwell Mansion, questions why this hasn't been done before. Limiter or no limiter, the loud music and noise generated by any of your business operations at Trunkwell must not be to the detriment of others and will not be tolerated.

We are more than happy to meet up with you providing you have put processes in place to address the ongoing noise issues at Trunkwell.

With Regards

Chris Bridges
Vice Chairman of Beech Hill Parish Council

Chris Bridges CEnv, P.Agric (MIAgrM)

From: Swapandeep Mann
Sent: 08 August 2016 14:20
To: Bridges, Chris <[chris.br](mailto:chris.bridges@beechhillparishcouncil.co.uk)>
Cc: [REDACTED]
Subject: Telecon today

Dear Mr. Bridges

It was a pleasure to speak to you today. I did find Mr. Plank's email id, so I am cc'ing him the email.

As discussed, I will be discussing with my team and comeback to you with a phone no. for noise related issues. Our endeavour is that none of the issues occur at all and hence we are installing a permanent sound limiter in the smaller marquee and work should be completed soon.

I would like to meet you and Mr. Plank in person, so please let me know some dates and times that are suitable.

I also look forward to hearing from you on the people who are affected, so that we can engage with them.

Regards

Swapandeep Mann

Trunkwell House Hotel
01189 883754

<image001.png>

Visit our new exciting website – www.trunkwell.com

Leave us a lovely review [here](#)

Joins us on [Facebook](#)

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18 January 2016

Parsons Leisure Limited
17 Avalon Road
Earley
Reading
RG6 7NS

Culture And Environmental Protection
Environmental Health and Licensing
West Berkshire District Council
Council Offices
Market Street Newbury
Berkshire RG14 5LD

Our Ref: 15/02026/LQN
Please ask for: Sharon Gavin
Direct Line: 01635 519890
Fax: 01635 519172
e-mail: Sharon.Gavin@westberks.gov.uk

Dear Sir/Madam

Licensing Act 2003 – Premises Licence

Trunkwell mansion House, Beech Hill Road, Beech Hill, Reading, Berkshire, RG7 2AT

Please find enclosed your Premises Licence. The licence must be retained by you whilst you are responsible for the premises and must be available on request, by any authorised officer.


The licence is accompanied by a Premises Licence Summary. This document must be displayed in a prominent position within the premises at all times.

It is the responsibility of the licence holder to check that the licence details are correct. If incorrect, you must contact the Licensing Team, in writing and state clearly why you believe the licence details are wrong. Where errors have been made and are the responsibility of the Council, they will be rectified as soon as possible. If errors have been made by the applicant in filling out the application, these will need to be addressed by making a variation to the licence issued.

The annual fee will be due on the date of issue of the licence each year. You will be sent an invoice prior to the anniversary of the issue date and failure to pay may result in suspension of the Premises Licence. Invoices are sent to the Premises Licence Holder at their registered address as quoted on the Licence.

You are reminded that the Designated Premises Supervisor's details must be correctly stated on the licence at all times and that all sales of alcohol must be authorised by a Personal Licence Holder. (Clubs and non alcohol licensed premises are exempted from this requirement).

Yours faithfully


Authorised Officer
Licensing Team

West Berkshire District Council

Culture And Environmental Protection, Environmental Health & Licensing, Council Offices, Market Street,

Newbury, Berkshire RG14 5LD

Tel: (01635) 519184 Fax (01635) 519172

Licensing Act 2003

Premises Licence

Uniform Ref: 15/02026/LQN

Premises licence number 014110

Part 1 - Premises details

Postal address of premises, or if none, ordnance survey map reference or description

Trunkwell Mansion House Hotel
Beech Hill Road, Beech Hill, Reading, Berkshire, RG7 2AT

Licensable activities authorised by the licence

Performance of Live Music
Recorded Music
Other Similar Entertainment
Late Night Refreshment
Supply of Alcohol

The times the licence authorises the carrying out of licensable activities

Performance of Live Music

Monday to Saturday From 11:00 to 02:00
Sunday From 12:00 to 00:30

Activity will take place Indoors/Outdoors : **Indoors**

Non Standard Timings: On 4 occasions per annum on an ad hoc basis, to include New Year's Eve to allow the provision of live amplified or non amplified music until 03:00am on any day of the week.

Recorded Music

Monday to Saturday From 11:00 to 02:00
Sunday From 12:00 to 00:30

Activity will take place Indoors/Outdoors : **Indoors**

Non Standard Timings: To allow amplified & non amplified recorded music to be played on 4 occasions per annum to include New Year's Eve on an ad hoc basis until 03.00am on any day of the week.

Other Similar Entertainment

Monday to Saturday From 11:00 to 02:00

Sunday From 12:00 to 00:30

Activity will take place Indoors/Outdoors : **Indoors**

Non Standard Timings: To allow such entertainment on an ad hoc basis on 4 occasions per annum to include New Year's Eve until 03:00am on any day of the week.

Late Night Refreshment

Monday to Saturday From 23:00 to 02:00

Sunday From 12:00 to 00:30

Activity will take place Indoors/Outdoors : **Indoors**

Supply of Alcohol

Monday to Saturday From 11:00 to 02:00

Sunday From 12:00 to 00:30

Alcohol On/Off Premises: **Both**

Non Standard Timings: On an ad hoc basis on 4 occasions per year to extend finish time until 03:00am on any day of the week. For residents at the hotel to have no restriction placed on the supply or sale of alcohol at the discretion of the management.

The opening hours of the premises

Monday to Saturday From 11:00 to 02:30

Sunday From 12:00 to 01:00

On 4 occasions per year to extend the finish time until 03:30am on any day of the week on an ad hoc basis to include New Year's Eve.

Where the licence authorises supplies of alcohol whether these are on and/ or off supplies

On /Off Sales : **BOTH**

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Parsons Leisure Limited
17 Avalon Road, Earley, Reading, RG6 7NS

[REDACTED]

Registered number of holder, for example company number, charity number (where applicable)

[REDACTED]

Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol

Mr Robert Walton

[REDACTED]

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises the supply of alcohol

013821 West Berkshire Council

Date: 18th January 2016

Signed:

[REDACTED]

Authorised Officer

Licence issued 25/01/2006
Transfer 11/04/2008
Transfer 29/12/2015

G14110

REP END
31/8/05

317

[insert name and address of relevant licensing authority and its reference number, optional]

RECEIPT 816576

(Part A) Application for an existing licence to be converted to a premises licence under the Licensing Act 2003 and (Part B) application to vary the premises licence simultaneously

RECEIVED

1 AUG 2005

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

PUBLIC PROTECTION

Before completing this form please read the guidance notes at the end of the form.
 If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.
 You may wish to keep a copy of the completed form for your records.

ROBERT WILLIAM WALTON OF TRUNKWELL MANSION HOUSE LTD
 I/We [A] apply to convert an existing licence to a premises licence under
 Schedule 8 to the Licensing Act 2003 for the premises described in Part A1 below

Part A1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description TRUNKWELL MANSION HOUSE, BEECH HILL ROAD BEECH HILL	
Post town READING	Post code RG7 2AT

Telephone number of premises (if any)

0118 988 3754

Non-domestic rateable value of premises

£80,000.00.

Part A2 – Applicant Details

Please state the capacity in which you are applying to convert your existing licence

Please tick ✓

- | | |
|---|---|
| a) An individual or individuals | <input type="checkbox"/> please complete section (A) |
| b) a person other than an individual | |
| i. as a limited company | <input checked="" type="checkbox"/> please complete section (B) |
| ii. as a partnership | <input type="checkbox"/> please complete section (B) |
| iii. as an unincorporated association or | <input type="checkbox"/> please complete section (B) |
| iv. other (for example a statutory corporation) | <input type="checkbox"/> please complete section (B) |
| c) a recognised club | <input type="checkbox"/> please complete section (B) |
| d) a charity | <input type="checkbox"/> please complete section (B) |
| e) the proprietor of an educational establishment | <input type="checkbox"/> please complete section (B) |
| f) a health service body | <input type="checkbox"/> please complete section (B) |

g) a person who is registered under Part 2 of the
Care Standards Act 2000 (c14) in respect of an
independent hospital

☐ please complete section (B)

h) the chief officer of police of a police force
in England and Wales

☐ please complete section (B)

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other title ☐
(for example, Rev)

Surname First names

I am 18 years old or over

Please tick ☒ Yes

Current postal
address
if different from
premises address

Post Town

Postcode

Daytime contact telephone number

E-mail address
(optional)

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other title ☐
(for example, Rev)

Surname First names

I am 18 years old or over

Please tick ☒ Yes

Current postal
address
if different from
premises address

Post Town

Postcode

Daytime contact telephone number

E-mail address
(optional)

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In case of a partnership or other joint nature (other than a body corporate), please give the name and address of each party concerned.

Name	TRUNKWELL MANSION HOUSE LTD
Address	GRIFFIN ACCOUNTANTS 24-32 LONDON ROAD NEWBURY BERKSHIRE RG14 1JX
Registered number (where applicable)	5439606
Description of applicant (for example, partnership, company, unincorporated association etc.)	COMPANY
Telephone number (if any)	0118 988 3754
E-mail address (optional)	

Part A3 - Operating Schedule

If 5,000 or more people attend the premises at any one time, please state the number

N/A

General description of premises (please read guidance note 1)

PLEASE SEE ATTACHED.

Please tick Y Yes

What existing licensable activities are authorised by your existing licence(s)?

Provision of regulated entertainment

- | | |
|---|-------------------------------------|
| a) plays | <input type="checkbox"/> |
| b) films | <input type="checkbox"/> |
| c) indoor sporting events | <input type="checkbox"/> |
| d) boxing or wrestling entertainment | <input type="checkbox"/> |
| e) live music | <input type="checkbox"/> |
| f) recorded music | <input checked="" type="checkbox"/> |
| g) performances of dance | <input type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) | <input type="checkbox"/> |

Provision of entertainment facilities for:

- | | |
|---|-------------------------------------|
| i) making music | <input checked="" type="checkbox"/> |
| j) dancing | <input checked="" type="checkbox"/> |
| k) entertainment of a similar description to that falling within (i) or (j) | <input checked="" type="checkbox"/> |

Provision of late night refreshment

☐

Sale by retail of alcohol

- | | |
|-------------------------------------|-------------------------------------|
| a) for consumption on the premises | <input checked="" type="checkbox"/> |
| b) for consumption off the premises | <input checked="" type="checkbox"/> |

Please state who you wish to be specified to be the premises supervisor under the new licence

Name ROBERT WILLIAM WALTON

Address. [REDACTED]

Personal Licence number, if known, APPLIED FOR ON 25/7/05 TO WESTBROOKS
LICENSING TEAM.

GENERAL DESCRIPTION OF PREMISES AND OPERATING SCHEDULE

Trunkwell Mansion House is a large manor house and function room situated in approx 4.5 acres of land. It is on the outskirts of Beech Hill village.

On the ground floor are an entrance lobby, a hotel bar, a restaurant, and a large function room. There is a large garden and ample car parking for approx 120 cars. There are no AWP's or games machines. There is also a trade kitchen. There are 4 urinals and a toilet for gents and 3 ladies toilets and a disabled toilet. There are 4 double trading bedrooms on the first floor.

The seating capacity in the function room is 220, in the restaurant it is 50 covers and in the hotel bar is 25. Seating is arranged in the garden adjacent to the function room on an ad hoc basis as it is needed and dependent on the weather.

As well as the standard operation of the restaurant and hotel bar, Trunkwell specialises in the holding of large events including weddings, birthday parties and charity dinners and balls. These larger events are held in the function room. These are mainly private events. They are held on any day of the week or weekend. Recorded music in the form of discos is provided as are entertainers at e.g. charity dinners. Dancing also takes place at these events.

With the four double bedrooms Trunkwell also operates as a hotel.

Trunkwell Mansion House employs 6 full time and up to 30 part time staff at any one time. It is headed by Robert Walton who has held a justices' licence for the last 25 years and holds City and Guilds qualifications in food and catering. He has owned and run Trunkwell Mansion House for 15 years.

There is a no smoking policy in the restaurant. They do not hold drinks promotions of any sort.

Trunkwell Mansion House has a strong management team and trains and supervises staff to a high level. All staff are aware of the Portman Group code of good practice and other voluntary codes of good practice on issues such as underage drinking and the prevention of crime and the protection of

children. The premises adopts the proof of age scheme requiring photo I D at all times. In addition to the applicant, the current manager of the premises will hold the National Licensees Certificate.

At weddings and birthday parties children are often present, but only in the company of their parents and carers, and the staff are trained and aware of the risks of underage drinking. This is always combined with strong management and supervision. In the hotel and restaurant, children are not allowed to attend after 8.00 p.m.

Trunkwell is currently transferring to toughened glass and adopts a strict "no drugs" policy.

Trunkwell holds a Supper Hours Certificate and a Special Hours Certificate and staff are trained in relation to the "drinking up" rules that apply to both certificates. The permitted hours currently are 11.00 a.m. to 02.00 a.m. Monday to Saturday, and 12.00 m.d. to 00.30 a.m. when entertainment is being provided. The premises are open to the public from 11.00 a.m. to 02.30 Monday to Saturday and 12.00 m.d. to 01.00 on Sundays.

Trunkwell has its own bus (shared at times with the Old Elm Tree public house in Beech Hill) and they also have close relations with local taxi firms to enable clients to leave safely and without causing a nuisance to neighbours and villagers.

All Fire and other safety equipment is regularly checked and maintained, and certified where appropriate. All fire regulations are strictly adhered to. Fire exits are easily openable and kept free from obstruction.

When required the door staff employed are registered and adhere to the current guidelines.

Because of the nature of the events held and the nature of the hotel and restaurant there has been no requirement for CCTV cameras.

The applicant is a current member of a national restaurateurs Association.

Trunkwell House has public liability insurance in the sum of £5,000,000.00.

State any limitations on the hours during which you are permitted by your licence(s) or any additional authorities to conduct licensable activities, including the sale of alcohol.

PLEASE SEE ATTACHED SCHEDULE

Schedule of Licences and Hours

Annexe to Page 5

Trunkwell Mansion House holds the following licences:

- 1 Full Justices On-Licence permitting the sale of alcohol on or off the premises.
- 2 Supper Hours certificate attaching to the whole of the premises, which extends the hours for the sale of alcohol by an hour beyond the normal permitted hours and drinking up time by half an hour beyond that.
- 3 Special Hours Certificate without restriction or limitation for the whole of the premises, extending the permitted hours until 2.00 a.m. Monday to Saturday and until 12.30 p.m. on Sundays where entertainment is provided.
- 4 The current permitted hours are therefore from 11.00 a.m. to 02.00 a.m. Monday to Saturday and 12.00 m.d. to 00.30 p.m. on Sundays, subject to the normal provisos in respect of entertainment being provided.
- 5 "Drinking up" time is ½ hour thereafter.

Describe the conditions subject to which your existing licence(s) has/have been granted (please read guidance note 2):

a) General – all four licensing objectives (b,c,d,e)

STRONG & EXPERIENCED MANAGEMENT. STAFF TRAINED AND AWARE OF PERMITTED HOURS, UNDERAGE DRINKING & DRUNKENESS, AS WELL AS ANTI-SOCIAL BEHAVIOUR. STRICT 'NO DRUGS' POLICY. THE PROTECTION OF CHILDREN IS PARAMOUNT. AWARE OF AND COMPLY WITH THE LICENSING OBJECTIVES. JUSTICES' LICENCE AUTHORIZING SMILES ON & OFF THE PREMISES. SPECIAL HOURS & SUPPER HOURS CERTIFICATES. IN FORCE. STAFF FULLY CONVERSANT WITH DRINKING UP PROVISIONS, AND POLICIES RELATING TO SALES OF ALCOHOL. FOOD AND WATER AVAILABLE.

b) The prevention of crime and disorder

RESPONSIBLE MANAGEMENT OF THE PREMISES; KEEPING TO CAPACITY LEVELS; ENSURING ALCOHOL SECURED; NO UNDERAGE DRINKING (PHOTO ID REQUIRED); NO DRUNKENESS PERMITTED ON THE PREMISES; A STRICT 'NO DRUGS' POLICY; NO CHILDREN IN THE RESTAURANT & HOTEL BAR AFTER 8.00PM. ALL CHILDREN ACCOMPANIED BY AN ADULT; STRICT 'DRINKING UP' POLICY - ALL STAFF TRAINED ON PERMITTED HOURS. ADOPTION OF VOLUNTARY CODE OF GOOD PRACTICE INCLUDING PORTMAN GROUP; NO DRINKS PROMOTIONS. REGULAR VISITS TO ALL AREAS OF THE PREMISES.

c) Public safety

RISK MANAGEMENT ASSESSMENTS IN PLACE, COUPLED WITH RESPONSIBLE MANAGEMENT AT ALL TIMES. PROVISION OF SUFFICIENT NUMBER OF TRAINED STAFF; TRAINING & SUPERVISION OF STAFF GENERALLY; ADOPTION OF VOLUNTARY CODE OF GOOD PRACTICE; NO DRINKS PROMOTIONS; TRANSFERRING TO TOUGHENED GLASS THROUGHOUT OPERATION; REGULAR TESTING OF FIRE (AND OTHER) SAFETY EQUIPMENT & PROCEDURES, AND CERTIFICATION OF EQUIPMENT WHERE APPROPRIATE. KEEPING TO APPROPRIATE CAPACITY LIMITATIONS.

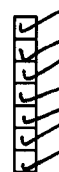
d) The prevention of public nuisance

RESPONSIBLE MANAGEMENT; TRAINING OF, ~~AREA~~ AND SUPERVISION OF STAFF; NO DRUNKENESS POLICY & NO DRUGS POLICY; NO UNDERAGE DRINKING & PHOTO ID POLICY IN FORCE; ADOPTION OF BEST PRACTICES AS BEFORE REGARDING SALE OF ALCOHOL AND OTHER MEASURES; NO DRINKS PROMOTIONS; TRANSFERRING TO TOUGHENED GLASS; OWN MINI-BUS FOR TRANSPORT TO AND FROM PREMISES & STRONG LINKS WITH LOCAL TAXI FIRMS. PREMISES SET IN 4.5 ACRES OF LAND WITH NO IMMEDIATE NEIGHBOURS.

e) The protection of children from harm

STRONG MANAGEMENT & THOROUGH TRAINING OF STAFF; ADOPTION OF PUBLIC PLACES CHARTER & OTHER BEST PRACTICES; CHILDREN ONLY ALLOWED IN RESTAURANT UNTIL 8.00PM; CHILDREN MUST BE ACCOMPANIED BY RESPONSIBLE ADULT AT ALL TIMES; NO UNDERAGE DRINKING & PHOTO ID SCHEMES; NO AWP'S OR GAMING MACHINES.

- I have made or enclosed payment of the fee
- I have enclosed my existing licence(s) or a certified copy of each licence
- I have enclosed a plan of the premises
- I have sent copies of this application to the chief officer of police (please read guidance note 3)
- I have enclosed the consent form completed by the proposed premises supervisor, if relevant
- I have enclosed the consent of the justices' licence holder to my application, if relevant
- I understand that if I do not comply with the above requirements my application will be rejected



IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part A4 – Signatures (please read guidance note 4)

Signature of applicant or applicant's solicitor or other duly authorised agent (please read guidance note 5). If signing on behalf of the applicant please state in what capacity.

Signature

Date

28/7/05

Capacity

APPLICANT'S SOLICITOR

For joint applications signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 6). If signing on behalf of the applicant please state in what capacity.

Signature

Date

Capacity

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 7)

KAREN KIRK, SOLICITOR,
17 SHOOTERS HILL
DANEBOURNE

Post town

READING

Post code

RG7 8DZ

Telephone number

0118 984 1286.

E-mail address (optional)

IF YOU WISH TO APPLY SIMULTANEOUSLY FOR A VARIATION OF THE PREMISES LICENCE IF IT IS CONVERTED FROM YOUR EXISTING LICENCE(S) UNDER SECTION 34 OR 37 OF THE LICENSING ACT 2003, NOW COMPLETE PART B OF THIS FORM.

IF YOU DO NOT WISH TO APPLY SIMULTANEOUSLY FOR A VARIATION OF THE PREMISES LICENCE IF IT IS CONVERTED FROM YOUR EXISTING LICENCE(S), YOU SHOULD LEAVE PART B BLANK.

PART B - Application to vary a premises licence under the Licensing Act 2003

ROBERT WILLIAM WALTON OF TRUNKWELL MANSION HOUSE LTD
I/We..... being the proposed premises licence holder of an
[Insert name of applicant]

existing licence to be converted under the terms of Schedule 8 to the Licensing Act 2003 apply to vary it under section 34/section 37 of the Licensing Act 2003 (delete as applicable) for the premises described in Part A above.

Part B1 - Variation

Do you want the proposed variation to have effect from the second appointed day?

Please tick Y ☒

If not when do you want the variation to take effect from

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

N/A

Please describe briefly the nature of the proposed variation. (Please read guidance note 8)

PLEASE SEE ATTACHED.

TRUNKWELL HOUSE

Nature of Proposed Variation

Annexe to page 8

- 1 To provide live or recorded music of all descriptions amplified or not, and facilities for making music, and entertainment and dancing between the hours of 11.00 a.m. and 02.00 a.m. as currently provided.
- 2 On 4 occasions per annum, to include New Years' Eve, on an ad hoc basis, to extend the time for the provision of live or recorded music of all descriptions amplified or not, facilities for making music and dancing or other entertainment described in the application, and the facilities for making music and the sale and supply of alcohol to 3.00 a.m. on any day of the week and hours open to the public until 03.30 a.m.
- 3 To allow the sale or supply of alcohol to residents residing at Trunkwell Mansion House at any time, without restriction.

Part B2 - Operating Schedule

Please complete those parts of the operating schedule which would be subject to change if this application to vary were successful.

What licensable activities do you now intend to conduct on the premises and/or at what varied times do you intend to conduct them?

(please see section 1 of the Licensing Act 2003 and Schedule 1 to the Licensing Act 2003)

Please tick Y Yes

Provision of regulated entertainment

- a) plays (if ticking yes, fill in box A) ☐
- b) films (if ticking yes, fill in box B) ☐
- c) indoor sporting events (if ticking yes, fill in box C) ☐
- d) boxing or wrestling entertainment (if ticking yes, fill in box D) ☐
- e) live music (if ticking yes, fill in box E) ☒
- f) recorded music (if ticking yes, fill in box F) ☒
- g) performances of dance (if ticking yes, fill in box G) ☐
- h) anything of a similar description to that falling within (e), (f) or (g) ☒
- (if ticking yes, fill in box H)

Provision of entertainment facilities:

- i) making music (if ticking yes, fill in box I) ☒
- j) dancing (if ticking yes, fill in box J) ☒
- k) entertainment of a similar description to that falling within (i) or (j) ☒
- (if ticking yes, fill in box K)

Provision of late night refreshment (if ticking yes, fill in box L)

Sale by retail of alcohol (if ticking yes, fill in box M)

Please complete Part B3 on this form.

A

Plays Standard days and timings (please read guidance note 8)			Will the performance of a play take place indoors or outdoors or both – please tick [Y] (please read guidance note 9)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 10)		
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 11)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 12)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 8)			Will the exhibition of films take place indoors or outdoors or both – please tick [Y](please read guidance note 9)	Indoors	
				Outdoors	
Day	Start	Finish	Both		
Mon			Please give further details here (please read guidance note 10)		
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 11)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 12)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 8)			Please give further details (please read guidance note 10)
Day	Start	Finish	
Mon			State any seasonal variations for indoor sporting events (please read guidance note 11)
Tue			
Wed			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 12)
Thur			
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 8)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick [Y](please read guidance note 9)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 10)	Both	
Tue					
Wed					
Thur			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 11)		
Fri					
Sat					
Sun			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 12)		

E

Live music Standard days and timings (please read guidance note 8)			Will the performance of live music take place indoors or outdoors or both – please tick [Y](please read guidance note 9) IN FUNCTION ROOM OF PREMISES.	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	
Mon	01.00 am	02.00 am	Please give further details here (please read guidance note 10) ALREADY PROVIDING THE FACILITY FOR LIVE AMPLIFIED NON AMPLIFIED MUSIC, GROUPS/SOLE PERFORMERS, WITH OR WITHOUT INSTRUMENTS. (SEE NON-STANDARD TIMINGS, FOR VARIATION) ON ANY DAY OF THE WEEK. WISH FOR THAT TO CONTINUE.	Both	
Tue	11.00 am	02.00 am			
Wed	11.00 am	02.00 am			
Thur	11.00 am	02.00 am	State any seasonal variations for the performance of live music (please read guidance note 11)		
Fri	11.00 am	02.00 am			
Sat	11.00 am	02.00 am			
Sun	12.00 M.D.	00.30 am	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 12) ON 4 OCCASIONS PER ANNUM ON AN AD HOC BASIS, TO INCLUDE NEW YEARS EVE, TO ALLOW THE PROVISION OF LIVE AMPLIFIED OR NON AMPLIFIED MUSIC BY SOLE PERFORMERS, GROUPS WITH OR WITHOUT INSTRUMENTS UNTIL 03.00am ON ANY DAY OF THE WEEK.		

F

Recorded music Standard days and timings (please read guidance note 8)			Will the playing of recorded music take place indoors or outdoors or both – please tick [Y] (please read guidance note 9) IN FUNCTION ROOM OF PREMISES	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	
				Both	
Mon	11.00 am	02.00 am	Please give further details here (please read guidance note 10) SEE NON-STANDARD TIMINGS – ALREADY PROVIDE AMPLIFIED/ NON AMPLIFIED MUSIC AT DISCOS/ PIPED MUSIC ON ANY DAY OF WEEK AND WITH FOR THIS TO CONTINUE.		
Tue	11.00 am	02.00 am			
Wed	11.00 am	02.00 am	State any seasonal variations for playing recorded music (please read guidance note 11)		
Thur	11.00 am	02.00 am			
Fri	11.00 am	02.00 am	Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list (please read guidance note 12) TO ALLOW AMPLIFIED & NON AMPLIFIED RECORDED POPULAR MUSIC IN THE FORM OF DISCOS & PIPED MUSIC TO BE PLAYED ON 4 OCCASIONS PER ANNUM TO INCLUDE NEW YEARS EVE ON AN AD HOC BASIS UNTIL 03.00 AM ON ANY DAY OF THE WEEK (i.e. EXTENDING FINISHTIME)		
Sat	11.00 am	02.00 am			
Sun	12.00 MD	00.30 am			

G

Performances of dance Standard days and timings (please read guidance note 8)			Will the performance of dance take place indoors or outdoors or both – please tick [Y] (please read guidance note 9)	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon			Please give further details here (please read guidance note 10)		
Tue					
Wed			State any seasonal variations for the performance of dance (please read guidance note 11)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list (please read guidance note 12)		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 8)			Please give a description of the type of entertainment you will be providing	
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick [Y] (please read guidance note 9) IN FUNCTION ROOM OF PREMISES.	Indoors <input checked="" type="checkbox"/>
				Outdoors
				Both
Mon	11.00 am	02.00 am	Please give further details here (please read guidance note 10) COMPERES, COMEDIANS, ENTERTAINERS, AFTER DINNER SPEAKERS AT WEDDINGS, DINNERS + ALL EVENTS ON ANY DAY OF THE WEEK, ALREADY PROVIDES – SEE NON STANDARD TIMINGS FOR VARIATION – WE WISH FOR THAT TO CONTINUE.	
Tue	11.00 am	02.00 am		
Wed	11.00 am	02.00 am		
Thur	11.00 am	02.00 am	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 11)	
Fri	11.00 am	02.00 am		
Sat	11.00 am	02.00 am	Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 12) TO ALLOW SUCH ENTERTAINMENT ON A D+100 BASIS ON 4 OCCASIONS PER ANNUM VNC. NEW YEARS EVE UNTIL 03.00 am ON ANY DAY OF THE WEEK.	
Sun	12.00 mid	00.30 am		

Provision of facilities for making music Standard days and timings (please read guidance note 8)			Please give a description of the facilities for making music you will be providing LIVE AND RECORDED AMPLIFIED & NON AMPLIFIED MUSICAL PERFORMANCES BY INDIVIDUALS OR GROUPS WITH OR WITHOUT INSTRUMENTS ON ANY DAY OF THE WEEK EG PROVIDING MICROPHONES	
			Will the facilities for making music be indoors or outdoors or both – please tick [Y] (please read guidance note 9)	Indoors <input checked="" type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 10) LIVE & RECORDED, AMPLIFIED OR OTHERWISE, MUSICAL PERFORMANCES BY INDIVIDUALS OR GROUPS WITH/ WITHOUT INSTRUMENTS ON ANY DAY OF THE WEEK AT FUNCTIONS HELD IN FUNCTION ROOM OF PREMISES State any seasonal variations for the provision of facilities for making music (please read guidance note 11) Non standard timings. Where you intend to use the premises for provision of facilities for making music entertainment at different times to those listed in the column on the left, please list (please read guidance note 12) VARIATION - TO EXTEND THE FINISH TIME UNTIL 3.00 AM ON 4 OCCASIONS PER ANNUM TO INCLUDE NEW YEAR'S EVE, ON AN AD HOC BASIS, ON ANY DAY OF THE WEEK.	
Mon	11.00 am	02.00 am		
Tue	11.00 am	02.00 am		
Wed	11.00 am	02.00 am		
Thur	11.00 am	02.00 am		
Fri	11.00 am	02.00 am		
Sat	11.00 am	02.00 am		
Sun	12.00 mid	00.30 am		

Provision of facilities for dancing Standard days and timings (please read guidance note 8)			Will the facilities for dancing be indoors or outdoors or both – please tick [Y] (see guidance note 9)	
			IN FUNCTION ROOM OF PREMISES	
Day	Start	Finish	Please give further details here (please read guidance note 10) TO CONTINUE. PROVIDING AT EVENTS IN FUNCTION ROOM - SEE NOW STANDARD TIMINGS FOR VARIATION - DISCO DANCING, DANCING TO LIVE RECORDED, AMPLIFIED OR NOT, MUSIC OF ALL DESCRIPTIONS State any seasonal variations for providing dancing facilities (please read guidance note 11) Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list (please read guidance note 12) TO ALLOW DANCING AT EVENTS HELD IN FUNCTION ROOM OF PREMISES ON 4 OCCASIONS PER ANNUM TO INCLUDE NEW YEAR'S EVE, ON AN AD HOC BASIS, ON ANY DAY OF THE WEEK TO EXTEND FINISH TIME UNTIL 3.00 AM.	
Mon	11.00 am	02.00 am		
Tue	11.00 am	02.00 am		
Wed	11.00 am	02.00 am		
Thur	11.00 am	02.00 am		
Fri	11.00 am	02.00 am		
Sat	11.00 am	02.00 am		
Sun	12.00 mid	00.30 am		

K

Provision of facilities for entertainment of a similar description to that falling within I or J Standard days and timings (please read guidance note 8)			Please give a description of the type of entertainment facility you will be providing COMPERES, ENTERTAINERS, COMEDAINS, AFTER-DINNERS SPEAKERS, GROUPS OR INDIVIDUALS IN FUNCTION ROOM OF PREMISES, AMPLIFIED OR NOT, AT EVENTS HELD THERE.	
Day	Start	Finish	Will the entertainment facility be indoors or outdoors or both – please tick [Y] (please read guidance note 9)	Indoor <input checked="" type="checkbox"/> Outdoor <input type="checkbox"/> Both <input type="checkbox"/>
Mon	11.00 am	02.00 am	IN FUNCTION ROOM OF PREMISES.	
Tue	11.00 am	02.00 am		
Wed	11.00 am	02.00 am		
			Please give further details here (please read guidance note 10) ENTERTAINERS ETC AS DETAILED ABOVE AT EVENTS IN THE FUNCTION ROOM.	
Thur	11.00 am	02.00 am	State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within I or J (please read guidance note 11)	
Fri	11.00 am	02.00 am		
Sat	11.00 am	02.00 am		
Sun	12.00 mid	00.30 am	Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within I or J at different times to those listed in the column on the left, please list (please read guidance note 12) ON 4 OCCASIONS PER YEAR TO INCLUDE NEW YEARS' EVE, ON AN AD HOC BASIS ON ANY DAY OF THE WEEK, TO EXTEND FINISH TIME UNTIL 3.00am	

L

Late night refreshment Standard days and timings (please read guidance note 8)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick [Y] (please read guidance note 9)	
Day	Start	Finish	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>	
Mon			Please give further details here (please read guidance note 10)	
Tue				
Wed				
Thur			State any seasonal variations for the provision of late night refreshment (please read guidance note 11)	
Fri				
Sat				
Sun			Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 12)	

M

Supply of alcohol Standard days and timings (please read guidance note 8)			Will the supply of alcohol be for consumption (Please tick box Y) (please read guidance note 13)	On the premises	
Day	Start	Finish		Off the premises	
Mon	11.00 am	02.00 am	State any seasonal variations for the supply of alcohol (please read guidance note 11)	Both	<input checked="" type="checkbox"/>
Tue	11.00 am	02.00 am			
Wed	11.00 am	02.00 am			
Thur	11.00 am	02.00 am	Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 12) 1. ON AN AD-HOC BASIS ON 4 OCCASIONS PER YEAR TO EXTEND FINISH TIME UNTIL 03.00AM ON ANY DAY OF THE WEEK. 2. FOR RESIDENTS AT THE HOTEL TO HAVE NO RESTRICTION PLACED ON THE SUPPLY OR SALE OF ALCOHOL AT THE DISCRETION OF THE MANAGEMENT		
Fri	11.00 am	02.00 am			
Sat	11.00 am	02.00 am			
Sun	12.00 am	00.30 am.			

IN ALL CASES PLEASE COMPLETE BOXES N, O, P and Q below

N

<p>Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 14)</p> <p>THERE WILL BE NO ENTERTAINMENT INVOLVING NUDITY ETC AND THERE ARE NO AWP'S OR GAMING FACILITIES ON THE PREMISES. AT WEDDINGS THERE WILL BE CHILDREN PRESENT AFTER 8.00 PM BUT THE ENTERTAINMENT WILL BE MUSIC AND DANCING; AT OTHER FUNCTIONS THERE MAY BE ENTERTAINERS BUT CHILDREN WILL NOT BE PRESENT.</p>

O

Hours premises are open to the public Standard days and timings (please read guidance note 8)			State any seasonal variations (please read guidance note 11)
Day	Start	Finish	
Mon	11.00 am	02.30 am	<p>Non standard timings. Where you intend to use the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 12) ON 4 OCCASIONS PER YEAR TO EXTEND THE FINISH TIME UNTIL 03.30 AM ON ANY DAY OF THE WEEK ON AN AD HOC BASIS TO INCLUDE NEW YEARS' EVE.</p>
Tue	11.00 am	02.30 am	
Wed	11.00 am	02.30 am	
Thur	11.00 am	02.30 am	
Fri	11.00 am	02.30 am	
Sat	11.00 am	02.30 am	
Sun	12.00 am	01.00 am	

P

Please identify any of the conditions, terms or restrictions currently imposed on the converted licence which you believe could be removed as a consequence of the proposed variation you are seeking

WE ARE APPLYING SIMULTANEOUSLY FOR CONVERSION AND VARIATION OF OUR LICENCE. FOR VARIATIONS TO EXISTING LICENCE PLEASE SEE ATTACHMENT TO P. 8.

1. THE EXTENDED FINISH TIME UNTIL 03.00 AM ON 4 OCCASIONS PER YEAR TO INCLUDE NEW YEARS EVE ON AN AD HOC BASIS ON ANY DAY OF THE WEEK
2. THE REMOVAL OF RESTRICTIONS ON THE SALE / SUPPLY OF RESIDENTS AT THE HOTEL.
3. TO CONTINUE TO PROVIDE

Q Please describe any additional steps that you intend to take in order to promote the four licensing objectives if the proposed variation is granted:

a) General – all four licensing objectives (b, c, d, e) (please read guidance note 15)

STRONG MANAGEMENT CONTROLS; STAFF TRAINED AND FULLY AWARE OF THE LICENSING OBJECTIVES. PARTICULARLY THE PREVENTION OF CRIME & DISORDER, PUBLIC SAFETY, PUBLIC NUISANCE AND THE PROTECTION OF CHILDREN. ADHERENCE TO VOLUNTARY CODES OF PRACTICE, PHOTO ID POLICIES ADOPTED; HEALTH & SAFETY AWARENESS, VIGILANT MANAGEMENT SUPERVISION, COMMUNICATION WITH ALL LICENSING AND OTHER AUTHORITIES. SEE ATTACHED OPERATING SCHEDULE.

b) The prevention of crime and disorder

RESPONSIBLE MANAGEMENT & STAFF TRAINING. STRICT 'NO DRUGS' POLICY AND AWARENESS OF DANGERS; NO DRUNKENNESS & POLICIES ON SERVING PERSONS WHO APPEAR DRUNK, PORTMAN GROUP & OTHER CODES OF GOOD PRACTICE ARE ALREADY ADOPTED. PROOF OF AGE & PHOTO ID ALREADY IN PLACE. STRICT 'DRINKING UP' POLICY IN PLACE; NO DRINKS PROMOTIONS, REGULAR VISITS BY STAFF TO ALL AREAS OF PREMISES. TRANSFERRING TO TOUGHENED GLASS. LIAISON WITH POLICE & OTHER LICENSING AUTHORITIES.

c) Public safety

RISK MANAGEMENTS IN PLACE & MONITORED REGULARLY. STRONG RESPONSIBLE MANAGEMENT COUPLED WITH GOOD STAFF TRAINING & AWARENESS. PROVISION OF SUFFICIENT STAFF TO ENSURE SAFETY OF CUSTOMERS. ADHERENCE TO VOLUNTARY & STATUTORY CODES OF PRACTICE. NO DRINKS PROMOTIONS. TRANSFERRING TO TOUGHENED GLASS THROUGHOUT OPERATION; REGULAR TESTING OF FIRE & OTHER SAFETY APPLIANCES & CERTIFICATION WHERE NECESSARY. ADHERENCE TO FIRE SERVICE REQUIREMENTS.

d) The prevention of public nuisance

RESPONSIBLE MANAGEMENT; TRAINING & SUPERVISION OF STAFF. STRICT RULES ON DRUNKENNESS AND ANTI-SOCIAL BEHAVIOUR; DEMOS IN 4.5 ACRES OF GROUNDS WITH NO IMMEDIATE NEIGHBOURS; NO DRUGS & NO UNDERAGE DRINKING POLICIES; REGULAR MONITORING OF ALL AREAS OF THE PREMISES; NO DRINKS PROMOTIONS; TRANSFERRING TO TOUGHENED GLASS; OWN MINI-BUS TO TRANSPORT CLIENTS & STRONG LINKS TO LOCAL TAXI FIRMS, STRICT MANAGEMENT OF CLIENTS ARRIVING & LEAVING. COLLECTION OF LITTER.

e) The protection of children from harm

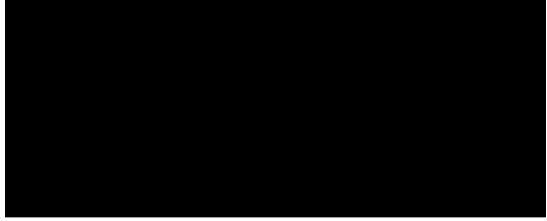
RESPONSIBLE MANAGEMENT; NO CHILDREN IN RESTAURANT AFTER 8.00 PM; ALL CHILDREN MUST BE ACCOMPANIED BY RESPONSIBLE ADULT; NO AUPS OR GAMING MACHINES; RISK MANAGEMENTS IN PLACE; STRICT ADHERENCE TO NO UNDERAGE DRINKING & PHOTO ID SCHEMES IN PLACE; ADOPTION OF PUBLIC PLACES CHARTER & OTHER CODES OF BEST PRACTICE.

Part B3 – Premises Supervisor

Full name of proposed designated premises supervisor

ROBERT WILLIAM WALTON

Address of proposed designated premises supervisor



Personal licence number of proposed designated premises supervisor, if any, and issuing authority of the personal licence, if applicable APPLICATION SUBMITTED TO WEST BERKSHIRE DISTRICT COUNCIL BY RECORDED DELIVERY POST ON 25/7/05.

Please tick ✓ Yes

- I enclose the consent form completed by the proposed premises supervisor ☒
- I will give a copy of Part B3 of this application to the chief officer of police (section 37 of the Licensing Act 2003) ☒
- I have sent copies of this application to vary (except Part B3) to responsible authorities and others where applicable (section 34 of the Licensing Act 2003) ☒
- I understand that I must now advertise my application to vary (section 34 of the Licensing Act 2003) ☒
- I understand that if I do not comply with the above requirements my application will be rejected ☒

Part B4 – Signatures (please read guidance note 16)

Signature of applicant (the proposed current premises licence holder) or applicant's solicitor or other duly authorised agent. (See guidance note 17) If signing on behalf of the applicant please state in what capacity.

Signature

[Redacted Signature]

Date

28/7/05

Capacity

APPLICANT'S SOLICITOR.

Where the premises licence is jointly held signature of 2nd applicant (the proposed current premises licence holder) or 2nd applicant's solicitor or other authorised agent. (please read guidance note 18) If signing on behalf of the applicant please state in what capacity.

Signature

.....

Date

.....

Capacity

.....

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 19)

KAREN KIRK, SOLICITOR,
17, SHOOTERS HILL
PANGBOURNE

Post town

READING

Post code

RG8 7DZ.

Notes for Guidance

PART A

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which would be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you provide a place for consumption of these off-supplies you must include a description of where the place is and its proximity to the premises.
2. Where the conditions to which your existing licence(s) is granted do not relate solely to any one of the four licensing objectives, please describe such conditions in the general box.
3. The law requires you to send a mandatory copy of this application to the chief officer of police for that area at the same time as sending to the relevant licensing authority.
4. The application form must be signed.

5. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
6. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
7. This is the address we shall use to correspond with you about this application.

PART B

This application cannot be used to vary the licence to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence you should make a new premises licence application under section 17 of the Licensing Act.

8. Please give timings in 24 hour clock and only give details for days of the week when you intend the premises to be used for the activity.
9. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
10. Please state type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
11. For example (but not exclusively), where the activity will occur on additional days during the summer.
12. For example (but not exclusively), where you wish the activity to go on longer on a particular day i.e. Christmas Eve.
13. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
14. Please give information about anything to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gambling machines.
15. Please list here steps you will take to promote all four licensing objectives together.
16. The application form must be signed.
17. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
18. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
19. This is the address which we shall use to correspond with you about this application.

RECEIVED
29 JUL 2005 Rot
PUBLIC PROTECTION

Karen Kirk
Solicitor
17 Shooters Hill
Pangbourne
Reading
RG8 7DZ
Tel 0118984 1286
Mob 07980 989234

The Senior Licensing Officer
West Berkshire Council
Council Offices
Faraday Road
Newbury
RG14 2AF

28 July 2005

Dear Sirs,

**TRUNKWELL HOUSE – APPLICATION FOR CONVERSION OF EXISTING
LICENCE AND VARIATION OF PREMISES LICENCE**

I act for Robert Walton and Trunkwell Mansion House Limited and I enclose the following in support of this application:

- 1 Application for simultaneous conversion and variation of licence.
- 2 Operating Schedule.
- 3 My client's cheque in the sum of £315.00.
- 4 Certified copies of the existing licences in force for Robert Walton and for Trunkwell House.
- 5 A plan of the premises to a scale of 1:100.
- 6 The consent form completed by the proposed premises supervisor.
- 7 The consent of the justices' licence holders to the application.

I have sent copies of this application to the Chief Officer of Police, The Fire Authority, the Principal Public Protection Officer, the Principal Public Protection Officer for Pollution, the Development Control Manager, Children Services, and Trading Standards.

I have arranged for a notice in the prescribed form to be displayed on the premises for the requisite period and I have arranged for a copy of that notice to be advertised in the Reading Chronicle Legal Notices Section on Thursday 4 August 2005.

I would be grateful if you would kindly acknowledge receipt of this application and my client's cheque. Do not hesitate to contact me for any further information you require.


Karen Kirk
Solicitor and Agent for Key2Law LLP



Licensing Act, 1964

RENEWAL OF JUSTICES' 'ON' LICENCE

AT THE LICENSING SESSIONS For the Local Justice Area of Reading and Sonning (BS)

held on the **3rd day of February 2004**

The Licensing Justices for the said area hereby grant by way of renewal to

Robert William Walton, Debra Anne Wright

this Justices' 'On' Licence authorising him/her to sell by retail, at the premises,

Trunkwell House, Beech Hill Road, Beech Hill, Reading, Berkshire

intoxicating liquor of all descriptions for consumption either on or off the premises

The owners of the premises in respect of which this licence is granted are

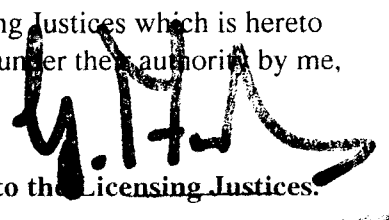
.

This licence is subject to any conditions/undertakings endorsed on the justices' licence hereby renewed and shall have effect from the date hereof until and including the

4th day of April 2007

**or earlier upon
implementation of
Licensing Act 2003**

GIVEN under the official seal of the
Licensing Justices which is hereto
affixed under the authority by me,


Clerk to the Licensing Justices.

Reading Magistrates' Court

CERTIFIED TRUE COPY

Date **6/7/2005**

Clerk to the Justices



Licensing Act, 1964

RENEWAL OF JUSTICES' 'ON' LICENCE

AT THE LICENSING SESSIONS For the Local Justice Area of Reading and Sonning (BS)

held on the **3rd day of February 2004**

The Licensing Justices for the said area hereby grant by way of renewal to

Robert William Walton, Debra Anne Wright

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Trunkwell House, Beech Hill Road, Beech Hill, Reading, Berkshire

intoxicating liquor of all descriptions for consumption either on or off the premises

The owners of the premises in respect of which this licence is granted are

.

This licence is subject to any conditions/undertakings endorsed on the justices' licence hereby renewed and shall have effect from the date hereof until and including the

4th day of April 2007

**or earlier upon
implementation of
Licensing Act 2003**

GIVEN under the official seal of the
Licensing Justices which is hereto
affixed under the authority by me,


Clerk to the Licensing Justices.

Reading Magistrates' Court

CERTIFIED TRUE COPY

Date **6/7/2005**

Clerk to the Justices



Licensing Act, 1964, Section 77

SPECIAL HOURS CERTIFICATE

AT THE LICENSING SESSIONS For the Local Justice Area of Reading and Sonning (BS)

held on the **10th day of February 1977**

The Licensing Justices for the said licensing division, being satisfied as respects the licensed premises known as


Trunkwell House, Beech Hill Road, Beech Hill, Reading, Berkshire

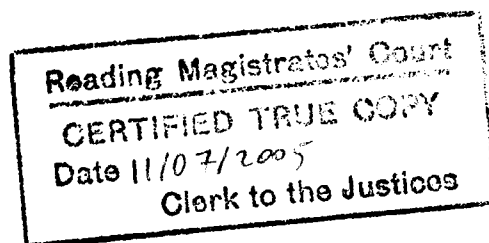
- a) that a Public Entertainment Licence is in force as respects the premises; and
- b) that the premises are structurally adapted and bona fide/intended to be used for the purpose of providing for persons resorting to the premises music and dancing and substantial refreshment to which the sale of intoxicating liquor is ancillary.

hereby grant under Section 77 of the Licensing Act, 1964, this Special Hours Certificate as respect the said premises. This certificate shall be limited as in the schedule below.

SCHEDULE

GIVEN under the official seal of the
Licensing Justices which is hereto
affixed under their authority by me,


Clerk to the Licensing Justices.





Licensing Act, 1964, Section 68

SUPPER HOURS CERTIFICATE

AT THE LICENSING SESSIONS For the Local Justice Area of Reading and Sonning (BS)

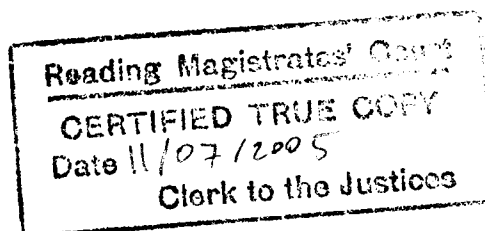
held on the **10th day of February 1977**

The Licensing Justices' for the said licensing division hereby certify that they are satisfied that the licensed premises known as

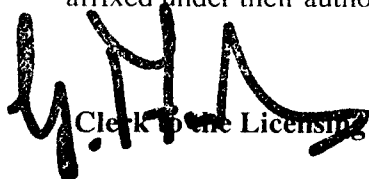
Trunkwell House, Beech Hill Road, Beech Hill, Reading, Berkshire

are structurally adapted and bona fide used for the purpose of habitually providing, for the accommodation of persons frequenting the premises, substantial refreshment, to which the sale and supply of intoxicating liquor is ancillary.

SCHEDULE



GIVEN under the official seal of the
Licensing Justices which is hereto
affixed under their authority by me,


Clerk to the Licensing Justices.

Form of consent given by the person who holds the existing licence

We, ROBERT WILLIAM WALTON + DEBRA ANNE WRIGHT, [insert full
 name(s) of existing licence holder(s)] being the holder(s) of an existing
 licence/existing licences FULL JUSTICES 'ON' LICENCE GRANTED BY
WAY OF RENEWAL BY READING & SONNING LICENSING
JUSTICES ON 3RD FEBRUARY 2004..... [insert name of licence(s), the date of
 grant of the licence(s) and by whom the grant(s) was/were made] hereby consent(s)
 to the application by TRUNKWELL MANSION HOUSE LTD..... [insert full
 name or names of applicant] under paragraph 2 of Schedule 8 to the Licensing Act
 2003 for the grant of a new licence under paragraph 4 of that Schedule to succeed
 the said existing licence(s) held by me in respect of
Trunkwell Mansion House [insert name
Beech Hill Rd Berkshire RG7 2AT
 and address of premises].

Signed

Dated

6th July 056th July 05

Form of consent given by the person whom the applicant wishes to be the premises supervisor

I, ROBERT WILLIAM WALTON [insert first names and surname of prospective premises supervisor] hereby consents to being named as the premises supervisor in a new licence granted under paragraph 4 of Schedule 8 to the Licensing Act 2003 to TRUNKWELL MANSION HOUSE LTD [insert full name of applicant] in respect of the application to convert an existing justices' licence held by the applicant/~~where the holder of the licence has consented to the application being made by the applicant~~ [delete as applicable] for TRUNKWELL MANSION HOUSE, BEECH HILL ROAD, BEECH HILL, READING RG7 2AT [insert name and address of existing licensed premises] if that application is successful.

Signed

Dated

25/7/05

Karen Kirk
Solicitor
17 Shooters Hill
Pangbourne
Reading
RG8 7DZ
Tel 0118984 1286
Mob 07980 989234

For the Attention of Brian Leahy

The Senior Licensing Officer
West Berkshire Council
Council Offices
Faraday Road
Newbury
RG14 2AF

RECEIVED

9 - AUG 2005

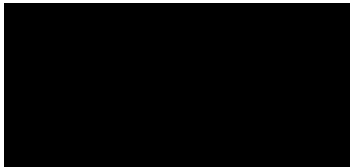
PUBLIC PROTECTION

8 August 2005

Dear Mr Leahy,

**TRUNKWELL HOUSE AND THE ELM TREE – APPLICATIONS FOR CONVERSION
OF EXISTING LICENCE AND VARIATION OF PREMISES LICENCE**

I enclose the original of the newspaper advertisement for both Trunkwell House and the Elm Tree displayed in the Reading Chronicle on Thursday 4 August 2005, and would be grateful if this could be placed with the above applications.



Karen Kirk
Solicitor and Agent for Key2Law LLP

READING CHRONICLE

THURS 4/8/05

Tele-Ads: READING (0118) 950 3030 33

Telephone: 01189 503050
Fax: 01189 391619

TO WHOM IT MAY CONCERN

I, Robert William Walton on behalf of Trunkwell Mansion House Ltd, hereby give you notice that I have submitted an application to the Licensing Team at West Berkshire Council, Council Offices, Faraday Road, Newbury, Berkshire RG14 2AF for the conversion and variation of the Justices' licence currently in force in respect of premises known as Trunkwell Mansion House and situated at Beech Hill Road, Beech Hill, Reading RG7 2AT

The variations are:-

- 1 To permit playing of live or recorded music of all descriptions, amplified or not, the facilities for making music, entertainments and dancing on any day of the week between the hours of 11.00 a.m. and 02.00 a.m. as currently provided
- 2 To extend by one hour beyond the standard hours (i.e. until 03.00) the playing of amplified and non amplified live or recorded and piped music, facilities for making music, entertainment and dancing on the premises on 4 occasions per year to include New Years' Eve on an ad hoc basis on any day of the week.
- 3 To extend finish time for the premises being open to the public until 03.30 a.m. on those occasions above.
- 4 To permit the sale or supply of alcohol for one hour beyond the standard hours (i.e. until 03.00 a.m.) on those same 4 occasions per year to include New Years' Eve on an ad hoc basis on any day of the week.
- 5 To allow the sale of alcohol to residents at the premises at any time.

Details of the application may be inspected at:

- 1 West Berkshire District Council, Civic Offices, Faraday Road, Newbury RG14 2AF.
- 2 www.westberks.gov.uk/licensing

Any person wishing to make representations to the Licensing Authority must do so within 28 days of this application, namely by 28th August 2005. Any representations must be in writing.

It is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence is £5,000.00.

Dated 29th July 2005

The Lawn

(This area is used for assembly & drinking purposes and should form part of the licensed premises)

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Trunkwell House, Beech Hill.
Site Plan 1:500

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Trunkwell Mansion House Hotel
 Condition 9 - Parking
 Grey hatched area indicating general area of spaces 22 to 87 as
 referred in Location Plan 11250 (attached) and Site Plan 11500
 attached. Both Plans referred to in Condition 1 of Decision
 letter

Appendix Ref: APP/V0340/A/10/133645

Trunkwell Mansion Beech Hill - Aerial of the two Marquees

Legend



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