

Amanda Ward

From: Clarke Gary <[REDACTED]>
Sent: 23 March 2020 15:08
To: Licensing
Cc: Licensing
Subject: TVP Application Response - Premises Licence for Pinchington Hall, Crookham Hill, Thatcham, RG198DQ: NO OBJECTION
Attachments: 20-03-13 Proposed Conditions.docx

This is an EXTERNAL EMAIL. STOP. THINK before you CLICK links or OPEN attachments.

On 05/03/2020, we received a Premises Licence application relating to Pinchington Hall, Crookham Hill, Thatcham, RG198DQ

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Residential Event/conference/wedding centre
=====

Based on the supplied information, the Thames Valley Police response is: *** NO OBJECTION ***

The applicant has agreed to the attached conditions proposed by Thames Valley Police.

Thanks

Gary Clarke [REDACTED]
Licensing Officer
Bracknell, Wokingham and West Berkshire
[REDACTED]



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Proposed Conditions for Pinchington Hall Crookham Hill.

. CCTV

The premises licence holder shall ensure the premises' digitally recorded CCTV Cameras, shall continually record whilst the premises are open to the public and recordings shall be kept for a minimum of 31 days. The entire licensable area shall be covered by the CCTV, with at least one camera positioned at each entry and exit point to monitor any external areas to the premises. This includes any areas designated for tables and chairs or a designated smoking area.

Data recordings shall be made available to an authorised officer of Thames Valley Police or West Berkshire Borough Council together with facilities for viewing upon request. Recorded images shall be of such quality as to be able to identify the recorded person in any light.

Signs shall be placed in prominent positions on the premises notifying customers that CCTV is in operation.

DOOR SUPERVISORS

The requirement for door supervisors to be employed shall be risk assessed, whenever any regulated entertainment is to be provided beyond 23:00. A written risk assessment shall be carried out by the DPS or nominated representative and produced upon request to authorised officers of West Berkshire Borough Council and Thames Valley Police upon request.

Whilst on duty Door Supervisors shall be clearly identifiable and display Hi-Vis Personalised armbands containing their SIA badge.

When employed, a register of Door Supervisors shall be kept. The register must include the following details:

Full SIA registration number.

Date and time that the Door Supervisor commenced duty, countersigned by the Designated Premises Supervisor or Duty Manager.

Date and time that the Door Supervisor finished work, countersigned by the Designated Premises Supervisor or Duty Manager.

Any occurrence or incident of interest involving crime & disorder or public safety must be recorded giving names of the Door Supervisor involved.

The Door Supervisor register shall be kept at the premises and be available for inspection by an authorised officer of Thames Valley Police, or an authorised officer from West Berkshire Borough Council and shall be retained for a period of six months.

INCIDENT AND REFUSALS REGISTER

All incidents which impact on any of the four licensing objectives shall be recorded in a register kept at the premises for this purpose. The names of the person recording the incident and those members of staff who deal with any incident shall also be recorded. Where known, any offenders name shall also be recorded.

This record shall be available for inspection by a Police Officer or an Authorised officer of West Berkshire Borough Council upon request and shall be retained for one year. The record shall be signed off by the DPS or nominated Representative, at the end of each trading session.

A weekly review of the incident register shall also be carried out by the DPS.

STAFF TRAINING

Staff employed to sell alcohol shall undergo training upon induction. This shall include, but not be limited to:

- The premises age verification policy
- The law relating to underage sales
- Dealing with refusal of sales
- Proxy purchasing
- Recognising valid identity documents not in the English language
- Identifying attempts by intoxicated persons to purchase alcohol
- Identifying signs of intoxication
- Conflict management
- How to identify and safeguard vulnerable persons who attend and leave the premises
- Identifying signs of drug usage and prevention
- The four licensing objectives

Such training sessions are to be documented and refreshed every six months. Records of training shall be kept for a minimum of one year and be made available to an authorised officer of Thames Valley Police and West Berkshire Borough Council upon request.

AGE VERIFICATION

The premises shall at all times operate an age verification policy of Challenge 25 to prevent any customers who appear to staff members to be under the age of 25 years from purchasing alcohol without having first provided identification.

Only a valid driver's licence showing a photograph of the person, a valid passport, national identity card or proof of age card showing the "PASS" hologram are to be accepted as identification.

Notices advertising the Challenge 25 and proof of age policies shall be displayed in prominent positions on the premises.

NOISE EMANATION

The licensee or nominated representative shall ensure that no noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to undue disturbance to local residents or local businesses. After 23:00 all windows will be closed and doors shall only be opened to allow people to either enter or leave the building.

EXIT NOTICES FOR CUSTOMERS AND DISPERSAL

Clearly legible and suitable notices shall be displayed at all exits requesting customers to respect the needs of local residents and to leave the premises and area quietly.

After 23:00hrs staff shall be available to ensure that customers disperse quietly.

SEARCH POLICY

An active search policy shall be put in place to prevent illegal drugs and weapons being brought on to the premises. The policy shall include, but not be limited to, methods of search, detection, confiscation and disposal and shall be actively operated. The policy shall be in written format and made available upon request to an authorised officer of West Berkshire Borough Council and Thames Valley Police.

DISPERSAL POLICY

A closure and dispersal policy for controlling the closing of the premises and the departure of customers from the premises at the conclusion of licensed activities shall be put in place and shall be actively operated. At the end of licensable activities, staff, including door staff, shall be available to disperse customers away from the premises in line with the dispersal policy.

The policy shall be in written format and made available upon request to an authorised officer of West Berkshire Borough Council and Thames Valley Police.

LICENSABLE ACTIVITIES

Films:

Mon-Sat 11:00-23:00, Sunday 11:00-22:00

Live Music:	Mon-Thur 11:00-23:00 Fri-Sat 11:00-02:00, Sun 12:00-22:00
Recorded Music:	Mon-Thur 11:00-23:00 Fri-Sat 11:00-02:00 Sun 12:00-22:00
Supply of Alcohol:	Mon-Thur 11:00-23:00 Fri-Sat 11:00-02:00 Sun 12:00-22:00
Late Night Entertainment:	Thur 23:00-00:00 Fri-Sat 23:00-02:00
Opening Hours:	Mon-Thur 06:00-23:30 Fri-Sat 06:00-02:30 Sun 06:00-22:30

Any licensable activity conducted outdoors will cease at 23:00 with the exception of Late Night Refreshment.

Sale of Alcohol to residents of the venue is permitted at all times.

All bookings and events which include Licensable Activities, will be pre booked, with at least 14 days notice being given.

Amanda Ward

From: [REDACTED]
Sent: 01 April 2020 08:44
To: Cheryl Lambert
Subject: RE: PLEASE RESPOND TO MY EMAIL URGENTLY

This is an **EXTERNAL EMAIL**. **STOP. THINK** before you **CLICK** links or **OPEN** attachments.

Good morning Cheryl,

Further to my email I sent yesterday, I wish to reconfirm that we accept the attached conditions.

Kind Regards,

Greg Reznak
Sales & Marketing Manager

Phoenix Serviced Apartments
[REDACTED]



From: Cheryl Lambert <Cheryl.Lambert@westberks.gov.uk>
Sent: 31 March 2020 12:49
To: [REDACTED]
Subject: PLEASE RESPOND TO MY EMAIL URGENTLY
Importance: High

Hi

I sent you the email below on 24/03/2020 but have had no response. I need you to confirm that you have accepted the attached conditions.

PLEASE RESPOND WITHOUT DELAY

Kind Regards

Cheryl Lambert
Technical Officer - Licensing

Public Protection Partnership

A shared service provided by Bracknell Forest Council, West Berkshire District Council and Wokingham Borough Council.

Licensing, Public Protection Partnership, Council Offices, Market Street, Newbury, Berkshire, RG14 5LD
01635 519 184 | Ext 2184 | cheryl.lambert@westberks.gov.uk

web: www.publicprotectionpartnership.co.uk
facebook: [@publicprotectionpartnership](https://www.facebook.com/publicprotectionpartnership)
twitter: [@PublicPP_UK](https://twitter.com/PublicPP_UK)

**Public Protection
Partnership**

From: Licensing

Sent: 24 March 2020 09:04

To: [REDACTED]

Subject: FW: TVP Application Response - Premises Licence for Pinchington Hall, Crookham Hill, Thatcham, RG198DQ: NO OBJECTION

Hi Greg

Please confirm that you have accepted the attached conditions with Thames Valley Police.

Kind Regards

Cheryl Lambert
Technical Officer - Licensing

Public Protection Partnership

A shared service provided by Bracknell Forest Council, West Berkshire District Council and Wokingham Borough Council.

Licensing, Public Protection Partnership, Council Offices, Market Street, Newbury, Berkshire, RG14 5LD
01635 519 184 | Ext 2184 | cheryl.lambert@westberks.gov.uk

web: www.publicprotectionpartnership.co.uk
facebook: [@publicprotectionpartnership](https://www.facebook.com/publicprotectionpartnership)
twitter: [@PublicPP_UK](https://twitter.com/PublicPP_UK)

**Public Protection
Partnership**

From: Clarke Gary [mailto:[REDACTED]]

Sent: 23 March 2020 15:08

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