

**MINUTES OF: LICENSING SUB-COMMITTEE
HEARING UNDER THE LICENSING ACT 2003**

DATE OF MEETING: 27th March 2026

PRESENT: Councillors Gill (Chair), Looker and Holland

**IN ATTENDANCE: Ms Y Ahmed, Principal Legal Advisor
Mr M Asquith, Public Protection Officer
Police Sergeant Stephen Dundon, Applicant
Miss S Chadwick, Responsible Authority RBC
Mr Lee Barrett, Licence Holder
1, Licence Holder's Representative**

ALSO IN ATTENDANCE: 1 Press

1. APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES

There were no apologies for absence.

2. CHAIRPERSON'S INTRODUCTION

The Chair welcomed all parties to the meeting and asked the members of the Sub-Committee and Council Officers to introduce themselves.

The Chair asked the Applicant, Responsible Authority, Licence Holder and other parties in attendance to introduce themselves.

3. DECLARATIONS OF INTEREST

No declarations were made.

**4. APPLICATION FOR THE REVIEW OF A PREMISES LICENCE
AT: HASLINGDEN TRADES CLUB, 7 REGENT STREET, HASLINGDEN,
ROSSENDALE, LANCASHIRE, BB4 5HQ**

4.1 The Licence Holder attended the Hearing with regard to an application to the Responsible Authority to review the premises licence for Haslingden Trades Club, 7 Regent Street, Haslingden, Rossendale, Lancashire, BB4 5HQ

4.2 All parties consented to a public hearing.

4.3 The Public Protection Manager outlined that a joint agreement had been reached between all the parties. The joint agreement was summarised. All parties acknowledged the agreement.

4.4 The committee asked the Licence Holder to confirm that they were agreeable to the proposed agreement and the Licence Holder agreed that he was happy with it.

4.5 The Licence Holder presented his statement on the business, it's operations, the measures he had put in place and the reasons for agreeing the proposal.

4.6 The Licence Holder, the Licence Holder's representative, the Applicant, the Responsible Authority and the Public Protection Officers left the room whilst the committee deliberated.

4.7 The Licence Holder, the Licence Holder's representative, the Applicant, the Responsible Authority and the Public Protection Officers returned to the meeting for the announcement of the decision.

5. DECISION

5.1 After giving consideration to all the written and verbal representations made by the Public Protection Officer, Applicant, Responsible Authority and Licence Holder and after giving proper consideration to the Licensing Objectives, the Sub-Committee, appointed under the Licensing Act 2003, decided to take the following action on the review of the premises licence for the premises under Section 51 of the 2003 Act.

Resolved:

The committee approved the joint agreement.

Remove the current DPS (Chris Butterworth), suspend the licence for a period not exceeding 14 days and modify the premises licence accordingly by removing all current conditions detailed in Annex 3 of the licence and replacing them with the following conditions:

Condition 1 (goes hand in hand with conditions 2 and 3):

Before any member of staff is authorised to sell alcohol from the premises, they must receive documented induction training which must cover the following areas:

- The Licensing Act 2003 and the licensing objectives;
- The specific premises licence conditions (including those imposed following review);
- Permitted hours and the prohibition on trading beyond those hours;
- The Challenge 25 scheme and acceptable identification;
- Recognising and refusing service to intoxicated persons;
- Drugs awareness and reporting procedures; and
- Incident and refusals recording requirements.

Condition 2:

The premises licence holder must ensure that all staff receive refresher training which must cover the areas identified in condition 1. Refresher training shall take place at least every 6 months.

Condition 3:

Training records must be documented and must be retained for a rolling period of 18 months. Such records must be made available for inspection by a Police Constable or Authorised Officer on demand and must be made available in a visible and legible form, or, where any such records are stored in electronic form, in a form from which they can readily be produced in a visible and legible form. Training records shall be signed and dated by both the trainer and trainee.

Condition 3.1

The premises licence holder shall conduct a documented quarterly audit of all training records and sign to confirm compliance.

Condition 3.2

Any member of staff who has not completed required training shall not be permitted to sell alcohol.

Condition 4:

A colour CCTV system will be installed in the premises and will display on any recording, the time and date of the recording and;

- The system will be operated during permitted hours authorised by the premises licence,
- The cameras shall be sufficient in number to view any area for licensable activity and any exit/entry and the area immediately outside the main entrance,
- Signs will be displayed in the premises to indicate that CCTV is in use and when dealing with incidents or unruly behaviour, staff shall indicate that CCTV is recording the incident,
- The system is kept in a working order, is checked regularly and any faults are rectified promptly,
- Images and recordings to be kept for at least 31 days and will be available to an Authorised Officer or Police Constable upon request, and
- The recordings can be accessed and downloaded to another removable device (eg, USB stick, DVD or similar).

Condition 5:

All persons purchasing alcohol who appear to be under the age of 25 years shall be required to produce proof of age by way of the following:

- A recognised proof of age card accredited under the British Retail Consortiums Proof of Age Standards Scheme (PASS)
- Photo driving licence
- Passport

Condition 6:

Posters shall be displayed in prominent positions around the till advising customers of the “proof of age” required under the “Challenge 25” policy at the premises. Such posters shall be capable of being easily read from the area immediately behind the bar where any customers would normally stand to order and purchase drinks from the premises.

Condition 7 (goes hand in hand with condition 8):

Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall not be permitted to take drinks or glass containers with them.

Condition 8:

Signage in font size of 32 or larger must be conspicuously displayed at the bar and all public exits advising customers that drinks are not permitted to be taken outside in accordance with the condition above.

Condition 9:

Prominent, clear and legible signage (in not less than 32 font) must be displayed at all exits from the premises requesting the public to respect local residents and to leave the area quietly.

Condition 10:

A refusals book shall be kept at the premises to record details of all refusals to sell alcohol and age restricted products. This book shall contain:

- (a) The date and time of the incident,
- (b) The product which was the subject of the refusal
- (c) A description of the customer,
- (d) The name of the staff member who refused the sale
- (e) The reason the sale was refused.

This book shall be made available to Police and all authorised council officers on request. Nothing in this condition prevents the refusals book being maintained in electronic format. Where stored electronically, the records must be backed up on a regular basis and at least on a weekly basis.

Such book or logs shall be retained for a rolling 6 month period. This is defined as a period of 6 consecutive months determined on a rolling basis with a new 6-month period beginning on the first day of each calendar month.

Condition 11 (goes hand in hand with above condition 12):

The Designated Premises Supervisor shall check and sign the refusals register and incident log at least weekly and a written record of such checks shall be maintained and retained for 6 months.

Condition 12:

All licensable activities shall cease strictly at the times authorised by the premises licence. The premises shall be cleared of all customers within 30 minutes of the cessation of licensable activities.

Condition 12.1

A Personal Licence Holder shall be present at the premises during the final hour of trading.

Condition 12.2

A daily closing register shall be maintained and shall record the following information:

- (a) The time alcohol sales ceased;
- (b) The time the premises were cleared of customers; and
- (c) The name of the responsible Personal Licence Holder on duty

Condition 12.3

The closing register shall be signed daily and retained for a rolling 6-month period and made available upon request to a Police Constable or Authorised Officer of Rossendale Borough Council.

Condition 12.4

No person other than staff engaged in closing duties shall remain on the premises after permitted hours.

Condition 12.5

Any instance of trading beyond permitted hours must be notified in writing to Lancashire Police and the Licensing Authority within 48 hours of such incidence.

Condition 13:

An incident log (which may be electronically recorded) shall be kept at the premises, and made available on request to a Police Constable or Authorised Officer. It must be completed within 24 hours of the incident and will record the following:

- (a) all crimes reported to the venue
- (b) all ejections of patrons
- (c) any complaints received concerning crime and disorder
- (d) any incidents of disorder
- (e) all seizures of drugs or offensive weapons
- (f) any faults in the CCTV system, searching equipment or scanning equipment
- (g) any refusal of the sale of alcohol
- (h) any visit by a relevant authority or emergency service.

Such logs shall be retained for a rolling 6 month period. This is defined as a period of 6 consecutive months determined on a rolling basis with a new 6-month period beginning on the first day of each calendar month.

Condition 14:

A written dispersal policy shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours.

Condition 15:

A written code of conduct for employees which must suitably cover the areas of integrity, objectivity, confidentiality, professional behaviour and professional competence as well as disciplinary action for failure to comply with the code of conduct must be operated at the premises. Such policy shall be made available to a Police Constable or Authorised Officer of the Council upon request. Such policy must be implemented within 30 days of this determination hearing beginning on the day after the determination hearing is concluded.

Condition 16:

A written drugs policy which aims to prevent customers and/or staff from bringing illegal drugs, weapons or other illegal items onto the premises at any time shall be in place and operated at the premises. This policy must be made available to a Police Constable or Authorised Officer of the Council upon request.

Condition 17

The premises licence holder and designated premises supervisor (DPS) shall attend monthly compliance meetings with a representative of Lancashire Police and the Licensing Authority for a period of 8 months from the date of determination. Where a representative from either Lancashire Police or the Licensing Authority is unavailable, the meeting may proceed with a

representative from one authority only, and either authority may delegate attendance accordingly.

A determination notice would be served on all parties in due course.

There was a right of appeal for all parties before the Magistrates' Court which must be exercised within 21 days on receipt of the Decision Notice.

The meeting commenced at 10.00am and finished at 11.30am