



# Haverling

LONDON BOROUGH

## LICENSING SUB-COMMITTEE TOP MEADOW COUNTRY HOUSE & GOLF CLUB - REVIEW

### AGENDA

<b>10.00 am</b>	<b>Wednesday 8 January 2020</b>	<b>Council Chamber - Town Hall</b>
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Members 3: Quorum 2

**COUNCILLORS:**

Philippa Crowder (Chairman)  
Carole Beth  
Paul Middleton

**For information about the meeting please contact:  
Taiwo Adeoye - 01708 433079  
[taiwo.adeoye@onesource.co.uk](mailto:taiwo.adeoye@onesource.co.uk)**

## **Protocol for members of the public wishing to report on meetings of the London Borough of Havering**

Members of the public are entitled to report on meetings of Council, Committees and Cabinet, except in circumstances where the public have been excluded as permitted by law.

Reporting means:-

- filming, photographing or making an audio recording of the proceedings of the meeting;
- using any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; or
- reporting or providing commentary on proceedings at a meeting, orally or in writing, so that the report or commentary is available as the meeting takes place or later if the person is not present.

Anyone present at a meeting as it takes place is not permitted to carry out an oral commentary or report. This is to prevent the business of the meeting being disrupted.

Anyone attending a meeting is asked to advise Democratic Services staff on 01708 433076 that they wish to report on the meeting and how they wish to do so. This is to enable employees to guide anyone choosing to report on proceedings to an appropriate place from which to be able to report effectively.

Members of the public are asked to remain seated throughout the meeting as standing up and walking around could distract from the business in hand.

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



## AGENDA ITEMS

**1 APOLOGIES FOR ABSENCE AND ANNOUNCEMENT OF SUBSTITUTE MEMBERS**

(if any) - receive

**2 DISCLOSURE OF INTERESTS**

Members are invited to disclose any interest in any of the items on the agenda at this point of the meeting.

*Members may still disclose any interest in an item at any time prior to the consideration of the matter.*

**3 CHAIRMAN'S ANNOUNCEMENT**

The Chairman will announce details of the arrangements in case of fire or other events that might require the meeting room or building's evacuation.

**4 REPORT OF THE CLERK (Pages 1 - 6)**

Procedure for hearing – Licensing Act 2003.

**5 APPLICATION TO EXPEDITED REVIEW A PREMISES LICENCE - TOP MEADOW GOLF CLUB (Pages 7 - 22)**

This application for an expedited premises licence review is made by PC Adam Williams on the behalf of the Metropolitan Police under s.53A of the Licensing Act 2003.

**Andrew Beesley**  
**Head of Democratic Services**



## LICENSING SUB-COMMITTEE

## REPORT

8 January 2020

Subject Heading:

Procedure for the Hearing  
Licensing Act 2003

Report Author and contact details:

Taiwo Adeoye – Democratic Services  
Officer  
01708 433076  
[taiwo.adeoye@onesource.co.uk](mailto:taiwo.adeoye@onesource.co.uk)

### REPORT OF THE CLERK

#### PROCEDURE FOR THE HEARING: LICENSING ACT 2003 (REVIEW OF LICENCE)

This is a hearing to consider an application for a review of a licence under section 51 of the Licensing Act 2003. The Licensing Act 2003 (Hearings) Regulations 2005 will govern the arrangements for the hearing of the application now under consideration. This report accords with the requirements of that Act and the Regulations, and in particular Regulations 21-25 (procedure at the hearing).

#### 1. Membership of the Sub-Committee:

- 1.1 The Sub-Committee comprises three members of the Licensing Committee, with a quorum of two members. **Unless there are objections, in the absence of three members, the hearing shall proceed with the quorum of two.**
- 1.2 A member of the Licensing Committee will be excluded from hearing an application where he or she:
  - 1.2.1 has considered an application in respect of the premises in the previous 12 months as a Member of the Regulatory Services Committee; or
  - 1.2.2 is a Ward Councillor for the Ward in which the premises, subject to the application, are located; or
  - 1.2.3 is a Ward Councillor for a Ward which is likely to be affected by the application or;

1.2.4 has a personal interest in the application.

## **2. Roles of other participants:**

- 2.1 The Legal Advisor is not a party to the hearing. The role of the Legal Advisor is to provide legal advice relating to the application and submissions.
- 2.2 The Clerk is not a party to the hearing. The role of the Clerk is to record the hearing and the decisions of the Sub-Committee, and ensure efficient administration

## **3. Location and facilities:**

- 3.1 All hearings will be heard at the Havering Town Hall unless otherwise directed.
- 3.2 Interpreters will be provided by the Council on request, provided notice is given at least five working days before the hearing.

## **4. Notification of attendance:**

- 4.1 The Chairman will enquire of the parties who is in attendance and the parties will indicate their names (and, where relevant, whom they represent). A register will be circulated before the commencement of the hearing on which the applicant, his/her advisers and companions and all interested parties (and/or their representatives) will be asked to record their attendance.

## **5. Procedural matters:**

- 5.1 Prior to the commencement of the hearing, the Chairman of the Sub-Committee will orally inform the parties whether their applications to have certain people attend the hearing (e.g. witnesses) have been granted or refused. Note this relates to people other than those attending on behalf of a party in the capacity as a representative of the party.
- 5.2 Prior to the commencement of the hearing the Chairman of the Sub-Committee will outline the procedure to be followed at the hearing. This will normally be as follows:

### **Introduction of the application:**

The party requesting the review will outline:

- details of the application and relevant representations received from the parties;
- relevant legislation ;
- relevant Licensing Policy; and
- the time limit in which the Council must reach a determination.

**Documentary evidence:**

- Documentary or other information in support of applications, representations or notices should be provided to the Clerk of the Sub-Committee at least 7 clear working days before the hearing. If this information is produced at the hearing it will only be taken into account by the Sub-Committee if the Sub-Committee and all the parties consent to its submission. Permission to have this information included in the hearing should be requested at the beginning of the hearing before any oral submissions have been made.
- Statements made by people in support of a party's representation who are not present at the hearing, must be signed by the maker, dated and witnessed by another person. The statement must also contain the witness's full name and occupation.

**Representations:**

- The Chairman will invite each of the parties at the hearing or their representative sequentially to address the Sub-Committee and call any person/s to whom permission has been granted to appear. Each party will be allowed a maximum period of 10 minutes in which to address the Sub-Committee and call persons on his/her behalf.
- This 10 minute period is where each party has the opportunity to orally address the Sub-Committee and clarify any points on which the Sub-Committee has sought clarification prior to the hearing. This 10 minute period should be uninterrupted unless a member of the Sub-Committee or Legal Advisor considers that the speaker is making submissions that are irrelevant, frivolous or vexatious.
- Members of the Sub-Committee may ask questions of any party, at any time during the proceedings. Time taken in dealing with a Member's question will not be taken into account in determining the length of time available to the party in question to make their representation.

The sequence in which each of the parties will be invited to address the Sub-Committee will normally be in the order of:

- the party requesting the review of the licence
- the Chief Officer of Police;
- the Fire Authority;
- the Health and Safety at Work Enforcing Authority;
- the Local Planning Authority;
- the Local Environmental Health Authority;
- the Local Weights and Measures Authority;

- the Authority Responsible for the Protection of Children from Harm;
- a navigation or other authority responsible for waterways; and
- any other party that has submitted representations in respect of the application, certificate, notice or other matter appearing before the Sub-Committee;
- the party whose premises is the subject of the licence review.

At the discretion of the Sub-Committee the above order may be varied.

### **Cross-Examination:**

Where witnesses have been permitted by the Sub-Committee to speak at the hearing on behalf of a party, permission must be sought from the Sub-Committee before another party can ask the witness questions. This process of questioning is normally referred to as cross-examination. The Sub-Committee will allow cross-examination only where it is necessary to assist it in considering the representations or application.

### **Relevance:**

Information submitted at the hearing must be relevant to the applications, representations, or notice and the promotion of the licensing objectives. The Chairman of the Sub-Committee is entitled to exclude any information it considers to be irrelevant whether presented in written or oral form. The licensing objectives are:

- The prevention of crime and disorder;**
- Public safety;**
- The prevention of public nuisance; and**
- The protection of children from harm.**

## **6. Failure of parties to attend the hearing:**

- 6.1 If a party, who has not given prior notice of his/her intention not to attend the hearing, is absent from the hearing the Sub-Committee may either adjourn the hearing or hold the hearing in the party's absence. Where the hearing is held in the absence of a party, the Sub-Committee will still consider the application, representation or notice submitted by that party.

## **7. Adjournments and extension of time:**

7.1 The Sub-Committee may adjourn a hearing to a specified date or extend a notice period except where it must make a determination within certain time limits in the following specific applications:

- Review of premises licences following closure orders made under the Licensing Act 2003 where the Sub-committee must make a determination within 28 days of receiving notice of the closure order.
- Other reviews of premises licenses where the Sub-Committee must make a determination within 28 days of the end of the statutory consultation period.

## **8. Sub-Committee's determination of the hearing:**

8.1 At the conclusion of the hearing the Sub-Committee will deliberate in private accompanied by the Clerk and the Legal Advisor who will be available to assist the Sub-Committee with any legal problems but will not participate in any decision making of the Sub-Committee.

8.2 The Sub-Committee will normally make its determination and announce its decision at the end of the hearing.

8.3 Where all parties have notified the Sub-Committee that a hearing is not required the Sub-Committee must make its determination within 10 working days of being given notice that the hearing is not required.

## **9. Power to exclude people from hearing:**

9.1 The public are entitled to attend the hearing as spectators. However, the Sub-Committee may exclude any person from the hearing including any person assisting or representing a party where:

- it considers that the public interest would be best served by excluding the public or the individual person from the hearing; or
- that person is behaving in a disruptive manner. This may include a party who is seeking to be heard at the hearing. In the case where a party is to be excluded, the party may submit to the Sub-Committee in writing any information which they would have been entitled to give orally had they not been required to leave the hearing.

## **10. Recording of proceedings:**

10.1 A written record of the hearing will be produced and kept for 6 years from the date of the determination of the hearing.

## **11. Power to vary procedure:**

- 11.1 The Sub-committee may depart from following any of the procedures set out in this document if it considers the departure to be necessary in order to consider an application, notice or representation.

# LICENSING SUB-COMMITTEE

# REPORT

Date: 8 January 2020

Subject heading:

Top Meadow Golf Club  
 Top Meadow Golf Course, Fen Lane,  
 North Ockendon, Upminster, RM14 3PR  
 s.53A expedited premises licence  
 review

Report author and contact details:

Mr Kasey Conway, Licensing Officer  
 5<sup>th</sup> floor Mercury House  
[licensing@havering.gov.uk](mailto:licensing@havering.gov.uk)  
 01708 432555

This application for an expedited premises licence review is made by PC Adam Williams on the behalf of the Metropolitan Police under s.53A of the Licensing Act 2003. The application was received by Havering's Licensing Authority at 15:36 on 12<sup>th</sup> December 2019.

## Geographical description of the area

Top Meadow Golf Club is located in a quiet county lane. There are no other commercial or domestic properties within close proximity.

## Comments and observations on the application

This s.53A application for an expedited review was submitted on 12<sup>th</sup> December 2019 by PC Williams on the behalf of the Metropolitan Police. The application was certified by a Chief Superintendent. The expedited review application was prompted by an incident which occurred at the premises on 7<sup>th</sup> December 2019 at which the Police were in attendance.

This first interim hearing was heard within the 48 hour time frame and took place on the afternoon of 16<sup>th</sup> December 2019. A decision was reached and Subsequent to Police representation the licensing sub-committee chose to add a number of conditions to the licence.

S.53A(3)(c) of the Act requires the Licensing Authority to advertise the review, inviting representations to be made by responsible authorities or any other person. An appropriately worded public notice advertising this application was placed at the

premises on 13<sup>th</sup> December 2019, at Havering Town Hall's public notice board and on Havering's website.

S.53C(2) of the Act dictates that the Licensing Authority is required to:

- (a) hold a hearing to consider the application for the review and any relevant representations;
- (b) take such steps mentioned in subsection (3) (if any) as it considers necessary for the promotion of the licensing objectives; and
- (c) secure that, from the coming into effect of the decision made on the determination of the review, any interim steps having effect pending that determination cease to have effect (except so far as they are comprised in steps taken in accordance with paragraph (b)).

S.53C(3) defines those steps as:

- (a) the modification of the conditions of the premises licence,
- (b) the exclusion of a licensable activity from the scope of the licence,
- (c) the removal of the designated premises supervisor from the licence,
- (d) the suspension of the licence for a period not exceeding three months, or
- (e) the revocation of the licence.

The steps detailed above further to s.53C(3) are also those identified further to determining a s.167 review under s.167(6).

Today's hearing therefore is to determine the outcome of the s.53A expedited review application.

No additional representations have been received by Havering's Licensing Authority.





**METROPOLITAN  
POLICE**

**TOTAL POLICING**

**Form for Applying for a Summary Licence Review**

**Application for the review of a premises licence under section 53A of the Licensing Act 2003**  
(premises associated with serious crime, serious disorder or both)

**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 the 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.

**Insert name and address of relevant licensing authority and its reference number:**

<b>Name:</b>	Havering Council		
<b>Address:</b>	Main Road		
<b>Post town:</b>	Romford	<b>Post code:</b>	RM1 3BB
<b>Ref. No.:</b>			

I **Adam Williams**  
on behalf of the chief officer of police for the Metropolitan Police area apply for the review of a premises licence under section 53A of the Licensing Act 2003.

**1. Premises details**

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

Top Meadow Golf Club, FEN LANE

<b>Post town:</b>	Upminster	<b>Post code: (if known)</b>	RM14 3PR
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**2. Premises licence details**

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

Mr Daniel Anthony Stock Top Meadow Country House and Golf Club

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

001723

**3. Certificate under section 53A(1)(b) of the Licensing Act 2003 (Please read guidance note 1)**

I confirm that a certificate has been given by a senior member of the police force for the police area above that in his opinion the above premises are associated with serious crime or serious disorder or both, and the certificate accompanies this application.

Please tick the box to confirm:

## PROTECTIVE MARKING

### 4. Details of association of the above premises with serious crime, serious disorder or both

(Please read guidance note 2)

The Metropolitan Police are requesting a summary review due to serious crime and disorder at Top Meadow Golf Club, Fen Lane RM14 3PR on Saturday 7<sup>TH</sup> Dec 2019; we are in the initial stages of a Murder Investigation, which has highlighted potential failings from the premises, which may have contributed to the death of the victim. Four members of staff have been arrested and now are currently under investigation for this tragic incident. We need to conduct a full investigation and whilst this investigation takes place, we need to protect the public. At this stage, we do not have confidence in the management to uphold the licensing objectives namely the prevention of crime and disorder and public safety. It would appear that the male has arrived at the venue already intoxicated, he has then stayed and is served alcohol for the next 4- 5 hours, during this time his behaviour has become increasingly worse. He has been quite abusive towards female bar staff, making lewd and sexual comments, asking random people if they wished to buy drugs. I would also appear, due to his behaviour he may also have been under the influence of drugs. His behaviour was tolerated and he was allowed to act in such a manner for many hours before being challenged. If the venue had acted as they should the male would have been refused entrance and not served more alcohol which has ultimately led to his death and this unfortunate situation.

At this moment in time there is an ongoing Murder investigation. We also need to carry out a full investigation to the circumstances of the incident. As stated, this is serious crime and the only way to ensure the promotion and protection of the licensing objectives and to keep the public safe we have requested interim steps of immediate suspension of the premises license.

#### Signature of applicant

<b>Signature:</b>		<b>Date:</b>	12/12/2019
<b>Capacity:</b>	Police Licensing Officer		

#### Contact details for matters concerning this application

<b>Surname:</b>	Williams	<b>First Names:</b>	Adam
<b>Address:</b>	C/O Romford Police Station Romford RM13BJ		
<b>Post town:</b>	Upminster	<b>Post code:</b>	RM13BJ
<b>Tel. No.:</b>	01708 779282	<b>Email:</b>	adam.williams2@met.police.uk

#### Notes for guidance

1. A certificate of the kind mentioned in the form must accompany the application in order for it to be valid under the terms of the Licensing Act 2003. The certificate must explicitly state the senior officer's opinion that the premises in question are associated with serious crime, serious disorder or both.  
Serious crime is defined by reference to section 81 of the Regulation of Investigatory Powers Act 2000. In summary, it means:
  - conduct that amounts to one or more criminal offences for which a person who has attained the age of eighteen and has no previous convictions could reasonably be expected to be sentenced to imprisonment for a term of three years or more; or
  - conduct that amounts to one or more criminal offences and involves the use of violence, results in substantial financial gain or is conduct by a large number of persons in pursuit of a common purpose.  
Serious disorder is not defined in legislation, and so bears its ordinary English meaning.
2. Briefly describe the circumstances giving rise to the opinion that the above premises are associated with serious crime, serious disorder, or both.

Retention Period: 7 years  
MP 146/12



**Telephone: 01708 432777**

email: [licensing@havering.gov.uk](mailto:licensing@havering.gov.uk)

Mr D A Stock  
Top Meadow Golf Club  
Fen Lane  
North Ockendon  
Upminster  
RM14 3PR

Date: 20<sup>TH</sup> DECEMBER 2019

My Reference: OPD/001723

Dear Sir/Madam

**Licensing Act 2003**

**Premises Licence**

**Licence Number - 001723**

**Top Meadow Golf Club, Fen Lane, North Ockendon, Upminster, RM14 3PR**

Attached is the premises licence for the above address in accordance with the Licensing Act 2003, interim conditions following the hearing of the 16<sup>th</sup> December have been added.

**You are reminded that the premises licence or a certified copy of the licence must be kept at the premises while the licence summary, known as Part B, must be displayed on the premises in a prominent position.**

For further information relating to your Licence please contact the licensing authority at the above.

Please note that the granting of a licence under the Licensing Act/Gambling Act does not remove the need for any necessary consent under other legislation, such as the Planning Acts. The fact that a licence has been granted on certain terms does not imply that similar terms will be agreed under other legislation.

**THIS LETTER IS NOT A PREMISES LICENCE OR PROOF THAT A CURRENT VALID LICENCE EXISTS FOR THE PREMISES NAMED ABOVE.**

Yours faithfully

Oisín Daly

Licensing Officer





Premises licence number

001723

## Part 1 - Premises details

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

**Top Meadow Country House and Golf Club  
Fen Lane, North Ockendon, Upminster RM14 3PR**

Where the licence is time limited the dates

N/A

Licensable activities authorised by the licence

**Supply of alcohol, plays, films, indoor sporting events, live music, recorded music, performance of dance, anything of a similar description to live music, recorded music or performance of dance, provision of facilities for making music, provision of facilities for dancing, provision of facilities for anything of a similar description to making music or dancing, late night refreshment.**

The times the licence authorises the carrying out of licensable activities

**Existing Club House  
Ground & First Floor Function Suite & Seminar Room**

**Supply of Alcohol, films, indoor sporting events, live music, recorded music, performance of dance, anything of a similar description to live music, recorded music or performance of dance, provision of facilities for making music, provision of facilities for dancing, provision of facilities for anything of a similar description to making music or dancing**

**Monday to Sunday – 07:00 to 01:00**

**Late night refreshment**

**Monday to Sunday – 23:00 to 01:00**

**Plays**

**Monday to Sunday – 11:00 to 23:00**

**Hotel**

**Supply of alcohol, films, recorded music  
24 hours a day**

**Late night refreshment**

**Monday to Sunday – 23:00 to 05:00**

Signed .....  
Oisin Daly, Licensing Officer

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The opening hours of the premises

**Existing Club House**  
**Ground & First Floor Function Suite & Seminar Room**  
**Monday to Sunday – 07:00 to 01:30**

**Hotel**  
**24 hours a day**

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

**On and Off Supplies**

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## **Part 2**

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

**Mr Daniel Anthony Stock**  
**Top Meadow Country House and Golf Club,**  
**Fen Lane, North Ockendon, Upminster, RM14 3PR**  
**01708 852239**

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

**N/A**

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

**Mr Daniel Anthony Stock**  
**Top Meadow Country House and Golf Club**  
**Fen Lane, North Ockendon, Upminster, RM14 3PR**  
**01708 852239**

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

**1724 - London Borough of Havering**

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### **Mandatory Conditions**

- 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.**
- 3. (1) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.**

**2 of 6**

- (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 in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children–
- (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 (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);
  - (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;
  - (d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on–
    - (i) the outcome of a race, competition or other event or process, or
    - (ii) the likelihood of anything occurring or not occurring;
  - (e) 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.

4. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

5. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.

6. The responsible person shall 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; and
- (b) customers are made aware of the availability of these measures.

3 of 6

Signed .....

Oisín Daly, Licensing Officer

7. (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.  
(2) 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 a holographic mark.
8. Where a programme includes a film in the 12A, 15 or 18 category no person appearing to be under the age of 12 (and unaccompanied in that case), 15 or 18 as appropriate shall be admitted to any part of the programme; and the licence holder shall display in a conspicuous position a notice in the following terms – **PERSONS UNDER THE AGE OF [INSERT APPROPRIATE AGE] CANNOT BE ADMITTED TO ANY PART OF THE PROGRAMME.**  
Where films of different categories form part of the same programme, the notice shall refer to the oldest age restriction.
- This condition does not apply to members of staff under the relevant age while on duty provided that the prior written consent of the person's parents or legal guardian has first been obtained.
9. If at specified times one or more individuals must be at the premises to carry out a security activity each such individual must be licensed by the Security Industry Authority.

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**Annex 2 – Conditions consistent with the operating schedule**

**Embedded Conditions relevant to the licence:**

**Alcohol shall not be sold or supplied except during permitted hours.**

**With the exception of:**

**On Good Friday, 12 noon to 10.30 p.m.**

**On Christmas Day, 12 noon to 3 p.m. and 7 p.m. to 10.30 p.m.**

**On New Year's Eve, except on a Sunday, 10 a.m. to 11 p.m.**

**On New Year's Eve on a Sunday, 12 noon to 10.30 p.m.**

**On New Year's Eve from the end of permitted hours on New Year's Eve to the start of permitted hours on the following day (or, if there are no permitted hours on the following day, midnight on 31st December).**

**The above restrictions do not prohibit:**

- (a) the consumption of the alcohol on the premises during the first twenty minutes after the above hours;**
- (b) the taking of the alcohol from the premises, (unless the alcohol is supplied or taken in an open vessel,) during the first twenty minutes after the above hours;**
- (c) the consumption of the alcohol on the premises by persons taking meals there during the first thirty minutes after the above hours, if the alcohol was supplied for consumption ancillary to those meals;**
- (d) consumption of the alcohol on the premises by, or, the taking, sale or supply of alcohol to any person residing in the licensed premises;**
- (e) the ordering of alcohol to be consumed off the premises or the despatch by the vendor of the alcohol so ordered;**
- (f) the sale of alcohol to a trader or club for the purposes of the trade or club;**
- (g) the sale or supply of alcohol to any canteen or mess, being a canteen in which the sale or supply of alcohol is carried out under the authority of the Secretary of State or an authorised mess of members of Her Majesty's naval, military or air forces;**

- (h) the taking of alcohol from the premises by a person residing there; or**
- (i) the supply of alcohol for consumption on the premises to any private friends of a person residing there who are bona fide entertained by him at his own expense, or the consumption of alcohol by persons so supplied; or**
- (j) the supply of alcohol for consumption on the premises to persons employed there for the purposes of the business carried on by the holder of the licence, or the consumption of liquor so supplied, if the liquor is supplied at the expense of their employer or of the person carrying on or in charge of the business on the premises.**

**No person under fourteen shall be in the bar of the licensed premises during the permitted hours unless one of the following applies:**

- 1) He is the child of the holder of the premises licence.**
- 2) He resides in the premises, but is not employed there.**
- 3) He is in the bar solely for the purpose of passing to or from some part of the premises which is not a bar and to or from which there is no other convenient means of access or egress.**
- 4) The bar is in railway refreshment rooms or other premises constructed, fitted and intended to be used bona fide for any purpose to which the holding of the licence is ancillary.**

**In this condition “bar” includes any place exclusively or mainly used for the consumption of intoxicating liquor. However, an area is not a bar when it is usual for it to be, and it is set apart for the service of table meals and alcohol is only sold or supplied to persons as an ancillary to their table meals.**

**Alcohol shall not be sold or supplied unless it is paid for before or at the time when it is sold or supplied, except alcohol sold or supplied:**

- a) with and for consumption at a meal supplied at the same time, consumed with the meal and paid for together with the meal;**
- b) for consumption by a person residing in the premises or his guest and paid for together with his accommodation;**
- c) to a canteen or mess.**

- 1) The CCTV system shall incorporate a recording facility and any recordings shall be retained and stored in a suitable and secure manner for a minimum of one calendar month. A system shall be in place to maintain the quality of the recorded image and a complete audit trail maintained. The system shall comply with other essential legislation and all signs as required will be clearly displayed. The system shall be maintained and fully operational throughout the hours that the premises are open for any licensable activity. For premises using a video recording system the cassette tape shall be used on no more than 12 occasions to maintain the quality of the recorded image.**
- 2) Regular checks and maintenance is to be carried out on all equipment, electrical installations, emergency lighting, fire alarms and equipment to ensure compliance with current British Standards.**
- 3) The management shall fully brief and train all staff on the contents of the health and safety policy and review the policy when such incidents that occur show up a deficiency in such a policy.**

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Signed .....

Oisín Daly, Licensing Officer

- 4) Signs shall be displayed in the premises and frontage instructing patrons to recognise the nature of the area and conduct their behaviour in a courteous manner.
- 5) The licence holder shall not permit or supply alcohol to persons who appear under age without confirming they are over that age applicable for the beverage supplied by inspecting a recognised form of photographic identification.
- 6) There shall be no unaccompanied children on the premises after 20:00.

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Annex 3 – Conditions attached after a hearing by the Licensing Authority

#### Interim Measures following hearing of the 16<sup>th</sup> December 2019

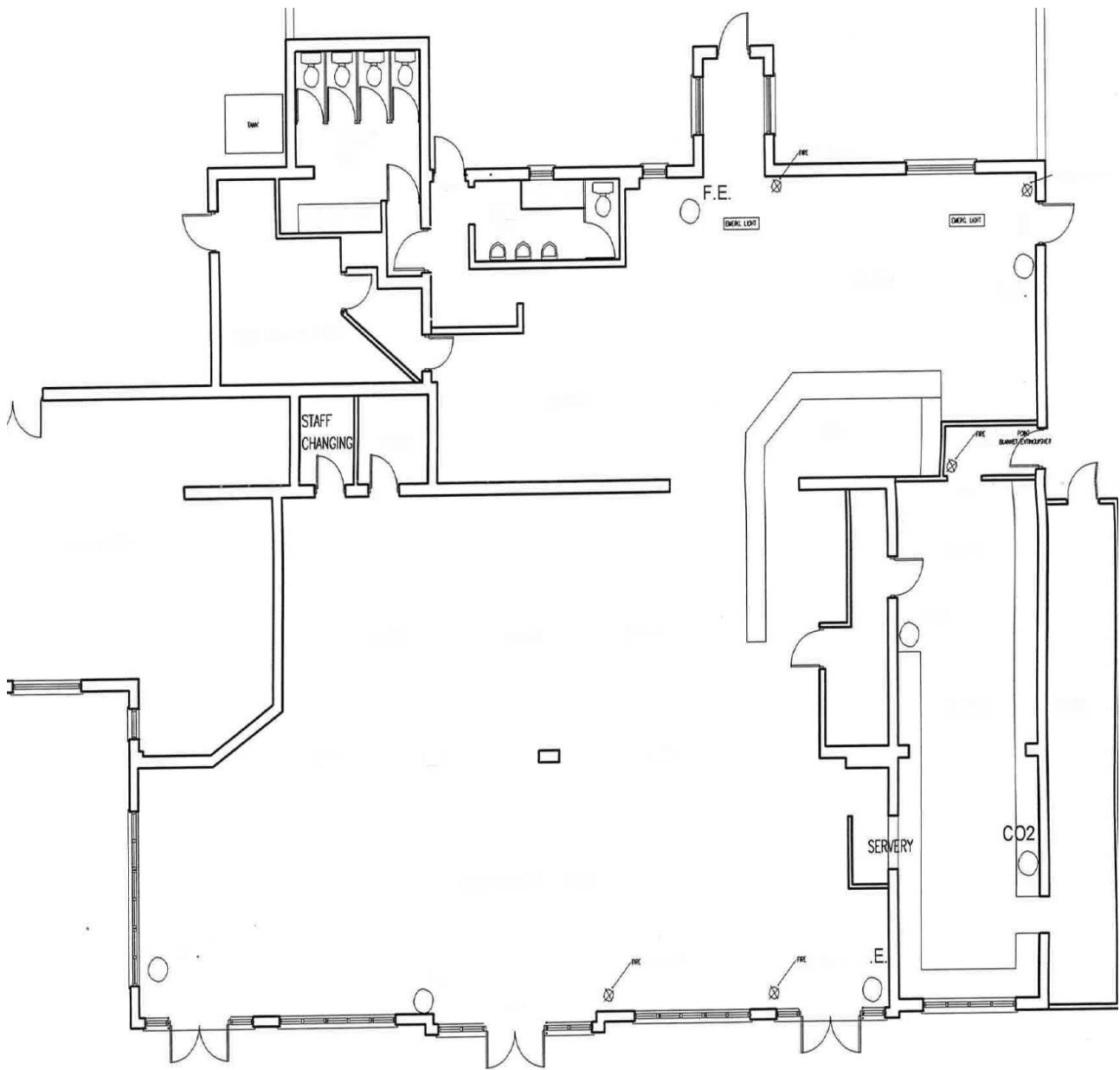
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1. Alcohol is only to be sold or supplied to hotel residents and bone fide guests of the hotel residents, persons attending the restaurant, persons attending a function at the premises, members of the golf club, or golf players who have booked a round of golf;
2. Two SIA licensed Door Supervisors are to be employed at the premises from 7pm until close, commencing tomorrow evening (17<sup>th</sup> December 2019);
3. A member of staff or one of the SIA licensed Door Supervisors must be First Aid trained, have a current first aid certificate and be present at the premises from 7pm (6pm on New Years Eve) until close.
4. A Personal Licence holder is to be on duty (i.e. present at the venue) every Friday and Saturday when the premises is open;
5. The Personal Licence holder is to conduct a review of Health and Safety training, and staff training. This review to be conducted by 6<sup>th</sup> January 2020.
6. Two additional SIA licensed Door Supervisors are to be employed on New Year's Eve. All SIA Licensed Door Supervisors on New Year's Eve are to be employed from 6pm until close.
7. The Personal licence holder and duty bar manager are to undertake conflict management training with Adrian Studd or a person of similar level of qualification and experience who is able to provide such training. This training is to be conducted by 6<sup>th</sup> January 2020.
8. No staff or family members of the staff are to drink on the premises unless attending an event and/or the restaurant (for the avoidance of doubt, the member of staff cannot drink whilst on duty i.e. during their shift).

**Annex 4 – Plans**

**Full plans held by the London Borough Of Havering licensing section**

**Plans shown not to scale**



Signed .....

Oisín Daly, Licensing Officer





## Part B

### Premises licence summary

Premises licence number

001723

### Premises details

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

**Top Meadow Country House and Golf Club  
Fen Lane, North Ockendon, Upminster RM14 3PR**

Where the licence is time limited the dates

N/A

Licensable activities authorised by the licence

**Supply of alcohol, plays, films, indoor sporting events, live music, recorded music, performance of dance, anything of a similar description to live music, recorded music or performance of dance, provision of facilities for making music, provision of facilities for dancing, provision of facilities for anything of a similar description to making music or dancing, late night refreshment.**

The times the licence authorises the carrying out of licensable activities

**Existing Club House, Ground & First Floor Function Suite & Seminar Room**

**Supply of Alcohol, films, indoor sporting events, live music, recorded music, performance of dance, anything of a similar description to live music, recorded music or performance of dance, provision of facilities for making music, provision of facilities for dancing, provision of facilities for anything of a similar description to making music or dancing**

**Monday to Sunday – 07:00 to 01:00**

**Late night refreshment**

**Monday to Sunday – 23:00 to 01:00**

**Plays**

**Monday to Sunday – 11:00 to 23:00**

**Hotel**

**Supply of alcohol, films, recorded music  
24 hours a day**

**Late night refreshment**

**Monday to Sunday – 23:00 to 05:00**

Signed .....  
Oisín Daly, Licensing Officer

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The opening hours of the premises

**Existing Club House**  
**Ground & First Floor Function Suite & Seminar Room**  
**Monday to Sunday – 07:00 to 01:30**

**Hotel**  
**24 hours a day**

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

**On and Off Supplies**

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Name, (registered) address of holder of premises licence

**Mr Daniel Anthony Stock**  
**Top Meadow Country House and Golf Club,**  
**Fen Lane, North Ockendon, Upminster, RM14 3PR**

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

**N/A**

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

**Mr Daniel Anthony Stock**

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State whether access to the premises by children is restricted or prohibited

**Restricted**

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