



Directorate for Communities

Licensing Department

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Premises Licence

Premises Licence Number PR202007-238645 (PR53923)
Date Issued 25 Aug 2020

Premises Details

Address - Location Pitstone Pavillion
Marsworth Road
Pitstone
Leighton Buzzard
LU7 9AP

Telephone Number 01296 767261

Where the licence is time limited, the dates From 17 October 2020

Licensable activities authorised by the licence and the times the licence authorises the carrying out of licensable activities:

Retail Sale of Alcohol Monday: 08:30 - 23:00 Tuesday: 08:30 - 23:00
Wednesday: 08:30 - 23:00 Thursday: 08:30 - 23:00
Friday: 08:30 - 23:00 Saturday: 08:30 - 23:00
Sunday: 08:30 - 23:00

Live Music Monday: 08:30 - 23:00 Tuesday: 08:30 - 23:00
Wednesday: 08:30 - 23:00 Thursday: 08:30 - 23:00
Friday: 08:30 - 23:00 Saturday: 08:30 - 23:00
Sunday: 08:30 - 23:00

Indoors/Outdoors/Both Indoor

Recorded Music Monday: 08:30 - 23:00 Tuesday: 08:30 - 23:00
Wednesday: 08:30 - 23:00 Thursday: 08:30 - 23:00
Friday: 08:30 - 23:00 Saturday: 08:30 - 23:00
Sunday: 08:30 - 23:00

Indoors/Outdoors/Both Indoor

Performance of Dance Monday: 08:30 - 23:00 Tuesday: 08:30 - 23:00
Wednesday: 08:30 - 23:00 Thursday: 08:30 -
23:00 Friday: 08:30 - 23:00 Saturday: 08:30 -
23:00 Sunday: 08:30 - 23:00

Indoors/Outdoors/Both Indoor

Films Monday: 08:30 - 23:00 Tuesday: 08:30 - 23:00
Wednesday: 08:30 - 23:00 Thursday: 08:30 -
23:00 Friday: 08:30 - 23:00 Saturday: 08:30 -
23:00 Sunday: 08:30 - 23:00

Indoors/Outdoors/Both - Indoor

Plays Monday: 08:30 - 23:00 Tuesday: 08:30 - 23:00
Wednesday: 08:30 - 23:00 Thursday: 08:30 -
23:00 Friday: 08:30 - 23:00 Saturday: 08:30 -
23:00 Sunday: 08:30 - 23:00

Indoors/Outdoors/Both Indoor

Opening Times Monday: 08:30 - 23:30 Tuesday: 08:30 - 23:30
Wednesday: 08:30 - 23:30 Thursday: 08:30 -
23:30 Friday: 08:30 - 23:30 Saturday: 08:30 -
23:30 Sunday: 08:30 - 23:30

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

Licence Holder Pitstone Parish Council
9 Warwick Road
Pitstone
LU7 9FE

Telephone No 01296 767261
Email Address parishclerk@pitstone.co.uk
Company No N/A

Community Premises Supervisor Pitstone Parish Council



Martin Dickman
Service Director Neighbourhood Services

Annex 1 – Mandatory Conditions

- Where a premises licence authorises the exhibition of films, the admission of children must be restricted in accordance with the recommendations (eg 12A, 15 or 18) given to films by either the British Board of Films Classification or the Licensing Authority.
- Mandatory Condition - supply of alcohol from community premises
Every supply of alcohol under the premises licence must be made or authorised by the management committee.

Annex 1 – Mandatory conditions

For the purposes of this schedule

"the Act" means the Licensing Act 2003;

"Anti-Social Behaviour" has the meaning given in section 36 of the Anti-social Behaviour Act 2003;

"Disability" has the meaning given in section 1 of the Disability Discrimination Act 1995;

"Relevant Premises" has the meaning given in paragraphs (a) and (b) of the definition in section 159 of the Act;

"Responsible Person" has the meaning given in paragraphs (a) and (b) of the definition in section 153(4) of the Act (the relevant parts of which are attached to this licence).

MANDATORY CONDITIONS SPECIFIED BY THE LICENSING ACT 2003 (MANDATORY LICENSING CONDITIONS) ORDER 2010 AS AMENDED BY THE LICENSING ACT 2003 (MANDATORY LICENSING CONDITIONS)(AMENDMENT) ORDER 2014:

Mandatory Condition 1

- (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).

Mandatory Condition 2

The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

Mandatory Condition 3

- (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.

Mandatory Condition 4

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."

MANDATORY CONDITIONS SPECIFIED BY THE LICENSING ACT 2013 (MANDATORY CONDITIONS) ORDER 2014:

Mandatory Condition 5

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 amount 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) "value 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.

Annex 2 - Conditions consistent with the operating schedule

General licensing objectives

The Parish Council is taking a number of steps to ensure the licensing objectives are being promoted and carried out by both the council and our hirers:

- 1) physical design and construction of the premises and grounds - see below for details plus refer to the planning portal,
- 2) comprehensive information provided to users - see below and attached draft Terms & Conditions of Hire which have been based on the ACRE template provided to us by Community Impact Bucks,
- 3) the Parish council actions eg the council has resolved to require all hirers proposing to sell alcohol to have a Personal Licence Holder on site throughout the hire period to ensure alcohol sales are properly supervised, and not to permit any alcohol to be stored at the premises,
- 4) regular monitoring and review - all council policies and terms of hire are reviewed at least annually, all independent reports & monitoring is carried out to recommended schedules, the council has a complaints policy and will ensure any complaints or breaches of hire conditions are fully investigated and remedial actions put in place where necessary.
- 5) support for our hirers to enable them to meet their obligations - eg granting permission for welfare/safeguarding posters to be erected at our premises,
- 6) the parish council is also a member of Community Impact Bucks and their Community Buildings division to ensure that we keep up-to-date with all the latest developments and base on policies on their templates.

The prevention of crime and disorder

The prevention of crime and disorder is being addressed via both physical and conditional practices:

- 1) The car park is gated during periods of non-use.
- 2) The building has been designed to deter crime. All front and rear door entrances to the building are protected by roller shutters or sliding security doors. The windows are made to Secured by Design specification and use of windows has been limited, instead using more secure sun tubes for natural daylight illumination of the internal rooms.
- 3) The rear grounds are protected from unauthorised access both by the building complex and by close boarded fencing.
- 4) The premises are being fitted with both CCTV and security lighting, front and rear.
- 5) An access control system is being installed to the main entrance and only those who have booked a hire period will be issued with an access code specific to that booking.
- 6) Detailed information will be provided to hirers, included within the Hiring Agreement and Standard Terms & Conditions of Hire (based on ACRE Model Agreement).

- 7) Any hirer wishing to sell alcohol will be required to provide the name of a Personal Licence Holder who must remain on site throughout the hire period.
- 8) The council will not grant permission for storage of any items which may encourage theft/break-in, such as alcohol, nor dangerous/prohibited items on our site.
- 9) Council reserves the right to refuse future bookings from any hirer who breaches the hire conditions or where a previous hire period has generated complaints.
- 10) No late night activity will be granted permission.
- 11) All licensable activity must cease by 23:00 unless a TEN is obtained and all guests must vacate the premises by 23:30 to avoid noise disruption to surrounding properties.

The prevention of public nuisance

The site benefits from an edge of village location, with few neighbouring residential properties. It has a self contained car park with direct access of Marsworth Road B489 for both vehicles and pedestrians/cyclists.

- 1) No licensable activity will be granted permission to operate after 23:00 without applying for a separate TEN. All hirers must vacate the site by 23:30 to avoid noise disturbance to the nearest properties (unless otherwise granted via a TEN).
- 2) The car parking lighting will only be triggered during evening hire periods to avoid any light disturbance.
- 3) The parish council has reserved the right within the Terms & Conditions of Hire to refuse subsequent bookings if any hirer is found to breach the hire conditions and/or their activities give rise to complaints to the parish council.
- 4) No bar , or storage of alcohol, will be provided at the site. The council itself will not be arranging activities involving the sale of alcohol, this licence application is to enable the provision for hirers.
- 5) Bookings involving alcohol sales will only be accepted where the sale of alcohol is ancillary to the hirers main use of our community room/grounds and not where the primary purpose would be to sell alcohol, to prevent any 'pop-up' type regular 'bars'.
- 6) Hirers will be provided with comprehensive information within their Terms and conditions of Hire (see draft provided).
- 7) Members of the public are able to attend any of the Parish Council committee or full council meetings, all of which are open to the public, or can contact us via email/letter/Facebook/Twitter/telephone/website should any issues arise.
- 8) The parish council will investigate any complaints arising from activity at Pitstone Pavilion and take any actions deemed necessary arising from such investigation.
- 9) The community room is a relatively small facility accommodating a maximum of 60 people, and anticipated to only accommodate 40-50 seated,

therefore the volume of people at the premises or leaving the premises at any one time will be relatively low.

Public safety

Public safety is being addressed via both physical construction and information to hirers:

- 1) The Pavilion is a new community building, with work due to complete in October 2020. It has been designed to meet all the current legislation for public safety including those associated with Fire Regulations and disability discrimination.
- 2) The rear grounds have ramp access to the doorways and the front grounds have flat access to the entrance. Entrances to all rooms are flat. Disabled toilets and parking bays have been provided. There are no steps, stairs, elevators or lifts.
- 3) A safety barrier has been installed in front of the main entrance to help prevent children from running into the car park.
- 4) A pedestrian path has been provided around the edge of the car park to help visitors safely access the building after leaving their vehicle or arriving on foot/bicycle. CCTV, security lighting and car park lighting (only active when the car park is being used to avoid light disturbance) are being installed.
- 5) The building is fitted with fire alarm and detection system.
- 6) All well as benefitting from the input of architect, alarm company, principal designer and Bucks Fire, the parish council is also commissioning an Independent Fire Risk Assessment from a suitably qualified/certified contractor and will implement the recommendations arising (NB assessors advice can't be fully carried out until the building is complete & the assessor can visit the site). Fire fighting equipment will be provided in the main corridor, changing village, kitchen and ground-keeping store (other provision to be added if recommended by Fire Risk Assessor). Hirers will be provided with a copy of the fire risk policy, assessment and details of their related duties during their hire period. Regular hirers will be encouraged to practice fire evacuation at least annually.
- 7) Maximum room capacities to be provided to hirers (the community room complex must not exceed 60 people due to fire regulations and will only comfortably accommodate 40-50 people seated).
- 8) The building will be legionella compliant and the parish council will ensure that all associated maintenance and requirements are regularly undertaken by our staff, along with the associated bi-annual independent inspection.
- 9) The kitchen will be approved by Environmental Health (who have assisted with the design) and hirers will be provided with information relating to the duties should they be providing or serving food (see draft Terms & Conditions of Hire).
- 10) Fire Aid kits and posters will be provided in both the main building and changing village complex.
- 11) Hiring football clubs are required to have a qualified first aider on site throughout their hire period.

12) Hirers operating clubs for children eg junior football club are required to have a safeguarding officer/policy.

13) Waste facilities have been provided away from the building.

14) The council will ensure that the building operates within any government legislation in force at the time relating to the control of Covid-19.

15) All council policies and hiring information are reviewed annually.

The protection of children from harm

As a community facility, the protection of children from harm is important.

1) All hirers operating clubs for children will be required to confirm that they meet the necessary safeguarding requirements and the council may require them to provide copies of their safeguarding policies.

2) The junior football club is required to have a nominated safeguarding/welfare officer whose details are displayed at the site.

3) The council has resolved that any hirer wishing to sell alcohol during their hire period must provide the name of a Personal Licence Holder who will be on site throughout their hire period to ensure that alcohol legislation is fully upheld.

4) No permission will be granted for hirers to store any alcohol or prohibited substances etc on site.

5) Any hirer wishing to provide a film showing will be reminded of their duties in relation to age certification etc.

6) There will be no gaming machines on site.

7) The building complex provides for separate male/female/disabled toilets and also ensures that members of the public use separate toilet facilities to any team/official holding a match at the site (whose toilets are provided within the changing village).

8) The changing village provides 2 main changing rooms, 2 officials changing rooms and a medical room. If any of the junior teams are fielding mixed sex teams, the rooms can be re-attributed for the duration of the match to ensure the necessary segregation.

9) Regular hirers are invited to attend the Parish Council Sports & Leisure Committee meetings and provide input into the site facilities and development.

Annex 3 - Conditions attached after a hearing by the licensing authority

N/A

