

Runnymede Borough Council

LICENSING SUB-COMMITTEE

Tuesday 26 October 2004 at 10 a.m.

in the Council Chamber

at the Civic Offices, Addlestone

**(PLEASE NOTE THIS IS A DAYTIME MEETING)**



Members of the Committee

Councillors D.W. Parr (Chairman), Mrs J. Norman (Vice-Chairman), A.J. Davis, P.A. Greenwood and B.J. Relph.

In accordance with Standing Order 29.2 any non-member of the Committee who is considering attending the meeting should first request the permission of the Chairman.

## **A G E N D A**

### Notes:

- i) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- ii) The relevant "background papers" are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Miss C. Pinnock, Department of Administration and Leisure, Committee Section, Civic Offices, Station Road, Addlestone (Tel. Direct Line: 01932 425627). (Email: clare.pinnock@runnymede.gov.uk).**
- iii) Agendas and Minutes are available on a subscription basis. For details, please ring Mr. B.A. Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on [www.runnymede.gov.uk](http://www.runnymede.gov.uk).
- iv) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

## LIST OF MATTERS FOR CONSIDERATION

### PART I

#### Matters in respect of which reports have been made available for public inspection

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### PART II

#### Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection.

- a) Exempt Information  
(No reports to be considered under this heading).
- b) Confidential Information  
(No reports to be considered under this heading)

1. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

2. MINUTES

To confirm and sign, as a correct record, the Minutes of the meetings of the Sub-Committee held on 17 August and 2 September 2004 as attached at Appendices 'B' and 'C' respectively, of the Licensing Committee Agenda for 26 October 2004. (Members may like to bring their copy of this Agenda to the meeting for reference to the aforementioned Minutes)

3. APOLOGIES FOR ABSENCE

4. DECLARATIONS OF INTEREST

If Members have an interest in an item please record the interest on the form circulated with this Agenda and hand it to the Legal Representative or Committee Administrator at the start of the meeting. A supply of the form will also be available from the Committee Administrator at meetings.

In the event of an interest being declared, the Member must leave the room, or refrain from voting, as may be appropriate according to the nature of the interest.

5. APPLICATION FOR AN ANNUAL MUSIC, SINGING AND DANCING LICENCE – ANN BOLEYN HOTEL, THE HYTHE, STAINES (DTS)

The Sub-Committee is asked to consider an application, attached at Annex '1', for an annual Public Entertainment Licence for Music, Singing and Dancing and Sunday Entertainment in respect of the Ann Boleyn Hotel, The Hythe, Staines.

The Proper Officer's Report is set out at Annex '2'. One letter of objection has been received and is attached at Annex '3', together with a letter in response from the Proper Officer.

A plan showing the position of the Ann Boleyn Hotel in relation to the objector's property is attached at Annex '4', together with a plan of the building provided by the applicant, at Annex '5'. The areas which it is proposed would be covered by the licence are hatched on the plan.

The Local Government (Miscellaneous Provisions) Act 1982 allows for annual Public Entertainment Licences to be issued for a maximum period of up to 12 months.

Guidance notes on the procedures for considering the application are attached at Annex '6'.

**(TO RESOLVE)**

Background Papers

None.

6. APPLICATION FOR RENEWAL OF THE ANNUAL MUSIC, SINGING AND DANCING AND ANNUAL STAGE PLAY LICENCES – BROOK MEMORIAL HALL, BROX ROAD, OTTERSHAW (DTS)

The Sub-Committee is asked to consider an application, attached at Annex '7', for the renewal of the annual Public Entertainment Licences for Music, Singing and Dancing and annual Stage Play in respect of Brook Memorial Hall, Brox Road, Ottershaw. A copy of the current licences are attached at Annex '8'.

The Proper Officer's Report is set out at Annex '9'. Two letters of objection have been received and are attached at Annex '10' together with a generic letter in response from the Proper Officer.

A plan showing the position of Brook Memorial Hall in relation to the objectors' properties is attached at Annex '11'.

The Local Government (Miscellaneous Provisions) Act 1982 allows for annual Public Entertainment Licences to be renewed with the same conditions as previously held; save that where objections are received they may be treated as a new application and conditions may be applied accordingly.

Under this Act, annual Public Entertainment Licences may be issued for a maximum period of up to 12 months.

Guidance notes on the procedures for considering the application are attached at Annex '6'.

**(TO RESOLVE)**

Background Papers

None.

7. APPLICATION FOR RENEWAL OF THE ANNUAL MUSIC, SINGING AND DANCING LICENCE – THE HYTHE CENTRE, THORPE ROAD, STAINES

The Sub-Committee is asked to consider an application, attached at Annex '12', for the renewal of the annual Music, Singing and Dancing Licence in respect of the Hythe Centre, Thorpe Road, Staines. A copy of the current licence is attached at Annex '13'.

The Proper Officer's Report is set out at Annex '14'. Two letters of complaint about noise have been received and are attached at Annex '15' together with responses from both the Applicant and the Proper Officer to the first objector respectively.

A plan showing the position of the Hythe Centre in relation to the objectors' properties is attached at Annex '16'.

The Local Government (Miscellaneous Provisions) Act 1982 allows for annual Public Entertainment Licences to be issued for a maximum period of up to 12 months.

Guidance notes on the procedures for considering the application are attached at Annex '6'.

**(TO RESOLVE)**

Background Papers

None.

8. EXCLUSION OF PRESS AND PUBLIC

If Members are minded to consider any of the foregoing items in private, it is the

**OFFICERS' RECOMMENDATION that -**

**where appropriate the press and public be excluded from the meeting during discussion of the report under Section 100A(4) of the Local Government Act 1972 on the grounds that the report in question would be likely to involve disclosure of exempt information of the description specified in the appropriate paragraphs of Part 1 of Schedule 12A of the Act.**

**(TO RESOLVE)**

**PART II**

**Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection.**

a) Exempt Information

(No reports to be considered under this heading)

b) Confidential Information

(No reports to be considered under this heading)



# RUNNYMEDE BOROUGH COUNCIL

## LICENSING SUB-COMMITTEE 26 OCTOBER 2004

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## RUNNYMEDE BOROUGH COUNCIL

### NOTICE OF INTENTION TO APPLY FOR A NEW PUBLIC ENTERTAINMENT LICENCE (PEL)

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982, SUNDAY ENTERTAINMENT ACT 1932,  
THEATRES ACT 1968, CINEMAS ACT 1985, FIRE SAFETY & PLACES OF SPORT ACT 1987

I/We\* (title(s) & name(s) in full) AYKE RATTANSE AND JLEO WANG OF ANNE BOLEYN HOTEL / JADE GDS.  
 of (full residential address) 29 THE HYTHE - STAINES MIDDLESEX  
 Post Code TW18 3JA Telephone No. 01784 455930

Have applied to the Runnymede Borough Council for:- (Please tick as required)

**A. DETAILS OF THE LICENCE AND ENTERTAINMENT BEING APPLIED FOR (tick as required)**

1. NEW ANNUAL LICENCE  NEW OCCASIONAL LICENCE  10 MONTHS MUSIC and dancing.
2. MUSIC AND DANCING  MUSIC ONLY  SUNDAY ENTERTAINMENT  STAGE PLAYS   
 CINEMATOGRAPH  CONSENT FOR CHILDREN'S CINEMATOGRAPH  INDOOR SPORTS
3. Are the areas to be licensed:- INDOORS  OUTDOOR

**4. Give a brief description of the entertainment(s):-**

- (a) Nature (e.g. live groups, karaoke, recorded music and dancing) RECORD MUSIC and dancing  
 (b) Duration (the hours of day you wish the performance to occur) 8.45 PM TO 11.45 PM  
 (c) Frequency (how many times a day) ONCE A WEEK FRIDAYS  
 (d) Days of the week licence required (e.g. Mon to Sat inclusive) USUALLY FRIDAYS
- Unless stated in special conditions, licences are issued from noon to midnight.  
 If insufficient space, please attach a separate sheet detailing the scheme of entertainments to be provided.

5. In the event of a Licence being granted, how many times do you estimate an application for extensions of hours beyond midnight will be sought (or such finishing time as specified by the Licence) NONE occasions.

6. Have you taken any measures to minimise disturbance to local residents from noise: (a) from event YES\*~~NO\*~~  
 (b) from patrons leaving YES\*~~NO\*~~

If "YES" to 6(a) or 6(b) give details:- MUSIC IS LOWERED TO SLOW MUSIC AFTER 11PM GUEST ARE REMINDED ABOUT NEIGHBOURS AND TO LEAVE QUIETLY - ALSO SEE ATTACH LETTER

**B. DETAILS OF PREMISES/LAND SUBJECT OF APPLICATION**

1. Name of premises\*/land\* JADE GARDEN INSIDE ANNE BOLEYN HOTEL LETTER
2. Full address of premises\*/land\* 29 THE HYTHE - STAINES MIDDLESEX  
 Post Code TW18 3JA
3. Type of premises (e.g. Public House, Village Hall, Theatre etc.) HOTEL AND RESTAURANT
4. Existing use of the premises\*/land\* HOTEL & RESTAURANT
5. Are any temporary structures to be used for the entertainment (e.g. marquee) ~~YES\*/NO\*~~

**Please Note:-** If the application is for a new Licence, plans of the premises/land must be submitted, drawn to a scale of not less than 1:100 and indicating in blue, the area to be licensed.

\* delete as required

continued over/

C. DETAIL OF FACILITIES/ARRANGEMENTS

1. Location(s) within the premises\*/land\* where the entertainment is to held (e.g. area designated A,B,C,D on the attached map/plan, main hall, lounge, bar area etc) RESTAURANT A1
2. State numbers of car parking spaces available under your control 70 SPACES - ENCLOSED PWT. CARDA.
3. Other Licences in force or being sought in respect of the premises\*/land\* or to be applied for (e.g. liquor licences, special hours certificates including the days and hours for the later opening) LIQUOR LICENCE, MUSIC and DANCE + SPECIAL HOUR LICENCE
4. Maximum number of patrons you estimate for each proposed licensed area on the premises\*/land\* 50/60 HOUR LICENCE

D. DETAILS OF THE APPLICANT(S)

1. Date of Birth of applicant(s) 10.01.1945 (A. RAYANSEY) 10/5/69 LEO WANG
2. Do you currently hold or have you ever been granted a PEL - YES\*/NO\*
3. Have you ever been refused a PEL - YES\*/NO\*
4. Give the name(s) of the Local Authority(s) and dates if "Yes" answered to Question 2 or Question 3
5. Please list any other venues operated by you.  
NONE.
6. In what capacity are you making the application (e.g. manager, owner, committee member, director etc). DIRECTOR + MANAGER
7. Have you ever been convicted of any offence relating to:-  
(i) A Public Entertainment Licence YES\*/NO\* (ii) A Liquor Licence YES\*/NO\*
8. Give details if "Yes" answered to Question 7(i) or Question 7 (ii)  
Offence(s) ..... Date(s) .....

I\*/We\* declare to the best of my\*/our\* knowledge all of the above information is correct.

Signed Ayes Rattansey Dated 10<sup>th</sup> OCT 04.

PLEASE NOTE:

At least 28 days notification must be given to the Police and the Fire Brigade.

PLEASE RETURN ONE COPY TO THE CHIEF OFFICER OF POLICE, ADDLESTONE DIVISION, GARFIELD ROAD, ADDLESTONE, SURREY, KT15 2NS AND ONE COPY TO THE CHIEF FIRE OFFICER, SURREY FIRE AND RESCUE SERVICE, COMMUNITY FIRE SAFETY, GROSVENOR HOUSE, LONDON SQUARE, GUILDFORD, SURREY, GU1 1FA

\* Delete as required

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982**  
**REPORT OF THE PROPER OFFICER**

**Application for an Annual Public Entertainment Licence - Ann Boleyn Hotel, The Hythe, Staines**

1. Background Information

- 1.1 On 27 July 2004 Mr Wang and Mr Rattansey applied for a Public Entertainment Licence for the above premises. Unfortunately, at the time, a form for a renewal instead of a new application was provided to them. The application was, however, correctly advertised as being for a new Public Entertainment Licence and an application on the correct form has now been received. The Proper Officer is satisfied that the notice was sufficiently displayed so as to be seen by members of the public and others having an interest in the application.
- 1.2 The hotel regularly holds dinner dances to which members of the public are invited. The management of these premises were invited to apply for a Public Entertainment Licence to cover such events. Many of the functions held by the hotel are of a private nature and are not subject to Public Entertaining Licensing.
- 1.3 A noise complaint was received in August 2003 and found to be due to a wedding party. A further complaint of noise was received and found to be due to a noisy ventilation system, which has since been rectified.
- 1.4 On 10 September 2004 the Proper Officer attended the Ann Boleyn Hotel as a part of a routine inspection and found that a disco was taking place in the rear hall and a quartet was playing in the restaurant. From across the opposite side of the road the music was barely audible.
- 1.5 The premises is a listed building, and one of the areas to be covered by the license is the dining area which is a small self contained room where the exterior windows are secondary glazed, and an entrance door has a small lobby and second door combined thus forming an effective sound barrier.
- 1.6 The second area to be covered by the licence is the Lounge. This is a small self contained room with no exterior entrance and secondary glazing on the windows, thus affording very limited opportunity for noise to escape.
- 1.7 The main area to be covered by the licence is the function/dining area. This has an emergency french door exit onto the car park area and veranda. If these doors are open there could be considerable escape of noise. All these three proposed licence areas are surrounded by bedrooms of the hotel.
- 1.8 There are no present proposals to increase the use of entertainment other than the current use at private functions and to accompany meals consumed within the premises, and not to go beyond the current licensed hours.
- 1.9 If an additional condition were to be placed on the licence; namely that the rear fire door and two windows must be kept closed during performances this would alleviate to a large extent any noise disturbance from the rear of the property.

2. Objections from Members of the Public

- 2.1 An objection to the application has been received and is attached at Annex '3'. In his letter the objector referred to the display of the public notice, and asked the Proper Officer to consider whether it had been correctly displayed. In the opinion of the Proper Officer, the display was sufficient to satisfy the legislation, in that the public could easily see and read the notice. The Objector enclosed a photograph of the Notice of Application with his letter which will be available for inspection at the meeting. The objector believes that in granting the licence the situation in respect of noise will become considerably worse.
- 2.2 The Proper Officer wrote to the objector explaining the requirements of licensing and its use as a method of controlling nuisance.

3. Consultation

- 3.1 The Fire and Police Authorities have been consulted and have no comments to make on the application.

4. Options Available

- 4.1
- i) To grant the licence with or without additional conditions
  - ii) To refuse the licence
  - iii) To vary or restrict the hours of operation of the licence

4.2 The applicant has the right of appeal to a Magistrates Court within 21 days if an application is refused or where the holder of the licence is aggrieved by any term, condition or restriction on a subject to which the licence is granted.

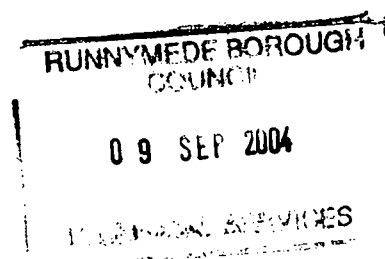
7, Boleyn Close  
Staines  
Middlesex  
TW18 3JL  
England

Telephone: +44(0)1784 451704  
Mobile: +44(0)7887 552630  
Email: [pthreadgill@ntlworld.com](mailto:pthreadgill@ntlworld.com)  
Or: [pthreadgill@lycos.co.uk](mailto:pthreadgill@lycos.co.uk)

07 September 2004

"THE PROPER OFFICER"  
THE SENIOR LICENSING OFFICER  
CIVIC OFFICES  
STATION ROAD  
ADDLESTONE  
SURREY  
KT15 2AH

Cc: Mr Leo Wang  
Jade Garden  
Ann Boleyn Hotel  
29 The Hythe  
Staines  
Middlesex  
TW 18 3JA



Dear Sir,

**Re: Application for renewal of licence.**

I wish to object to the granting of this licence.

I do not object to background music being played while customers are enjoying a meal but on numerous occasions the music has been loud enough to be heard in Boleyn Close. My wife and I and our neighbours have had our sleep disturbed by the noise late at night. We have to phone the hotel to ask them to turn the noise down, which should not be necessary.

This is primarily a residential area so it is inappropriate to allow such activities.

I enclose a photograph of the Notice Of Application so that you can decide whether it was properly displayed.

Yours faithfully

Peter Threadgill

Mr P. Threadgill  
7 Boleyn Close  
Staines  
Middlesex  
TW18 3JL

Please contact Mr Peter Groves

Direct line: **01932 425722**

Email: [peter.groves@runnymede.gov.uk](mailto:peter.groves@runnymede.gov.uk)

My Ref: **PEL/PG**

9 September 2004

Dear Mr Threadgill

**APPLICATION FOR PUBLIC ENTERTAINMENT LICENCE**

**Jade Garden, Ann Boleyn Hotel, 29 The Hythe, Staines, Middlesex, TW18 3JA**

Thank you for your letter of 7 September 2004 concerning the above premises.

As your letter points out it would appear that over a period of time this premise has been having some form of entertainment. The Local Government (Miscellaneous Provisions) Act of 1984 requires that premises that hold public entertainment should be licensed. There are a number of exceptions as to what public entertainment is and I cannot say, at this time, that the entertainment they have been having has been unlawful. In an attempt to ensure that the manager complies with legislation I have encouraged him to apply for a public entertainment licence. Part of the process of the application is the display of a public notice, to which you have responded.

If the premise becomes licensed we will be able to place conditions upon the licence such as the hours of operation and minimising disturbance to local residents. It does not therefore necessarily follow that because a premise is licensed for entertainment that it will be open longer than is the current practice, nor does it mean there will be more noise, indeed by the placing of conditions we would hope to improve this situation.

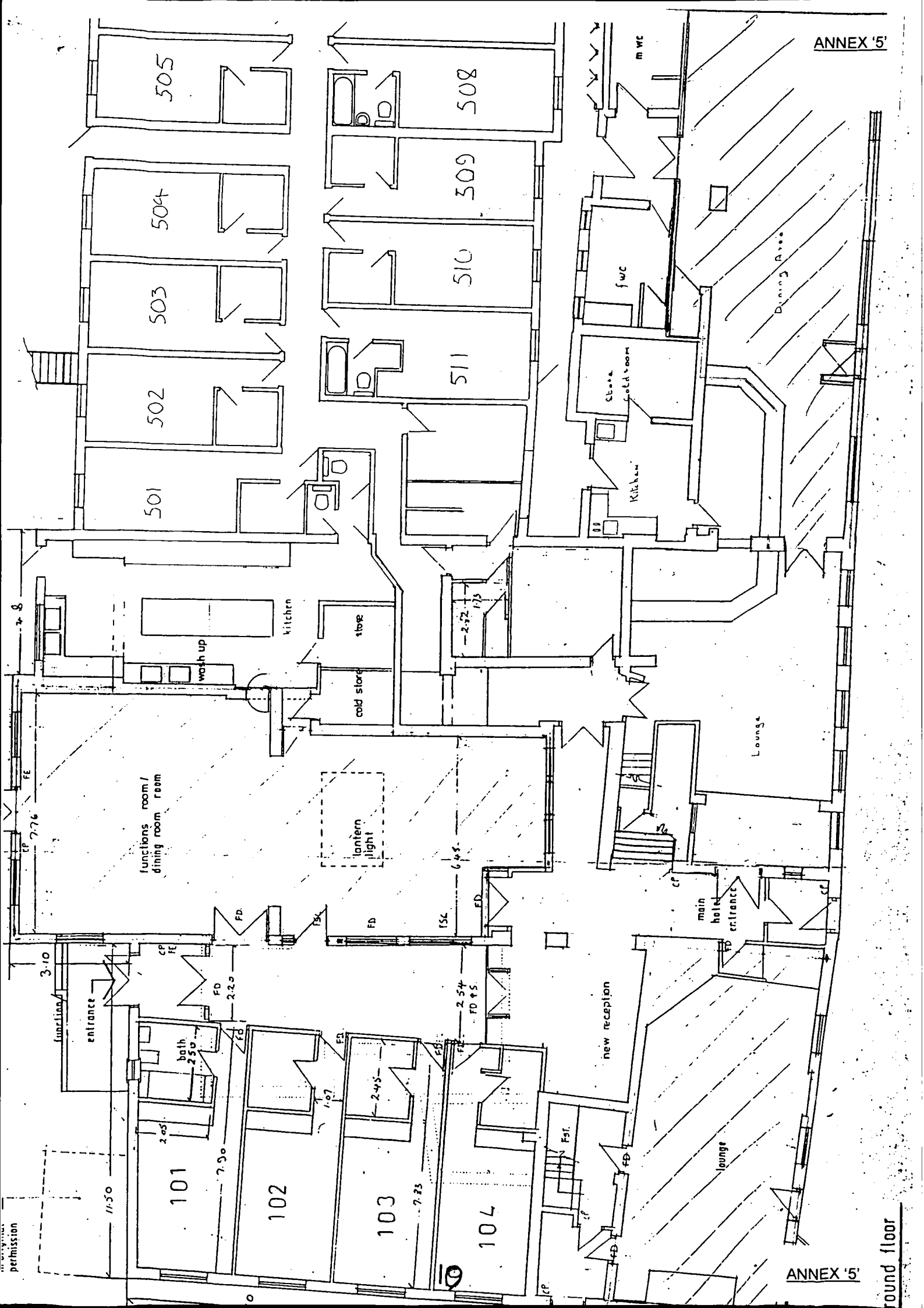
As you have highlighted the problem with noise from these premises, I will monitor the situation over the coming weeks to gain first hand experience. This is with the view to working with the manager to effectively control the volume of music. Should you wish to continue with your objection, please will you let me know. I will write to you nearer to the time and invite you to a hearing before the Licensing Committee when you may raise this matter.

May I take this opportunity to inform you about the Licensing Act 2003 which will dramatically alter Licensing next year. From February 7<sup>th</sup> 2005 all licensed premises will have to apply to the local council for their Licence, however the full effect will not be felt until November next year when these new licenses come into effect. One major change is that licensing hours will be abolished. If you have access to the internet you will find all the details on our web site, but if you do not please contact me and I will gladly send you a copy of our draft Licensing Policy.

Yours sincerely

Peter Groves  
Senior Licensing Officer







# RUNNYMEDE BOROUGH COUNCIL

CIVIC OFFICES  
STATION ROAD  
ADDLESTONE  
SURREY  
KT15 2AH

## LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

### PUBLIC ENTERTAINMENT LICENCE REGULATIONS

#### GUIDANCE NOTES

#### 1. GENERAL:

- 1.1 The Local Government (Miscellaneous Provisions) Act 1982 empowers local authorities to licence various public entertainments and events. The activities to be regulated by virtue of this and other legislation include public music and dancing, other similar entertainments, film exhibitions and any public contest, exhibition or display of boxing, wrestling, judo, karate and any similar sport.
- 1.2 Accordingly, with effect from 1 January 1983 this Council became the Licensing Authority for public entertainments within the Borough of Runnymede. The Council adopted revised regulations on 15 July 1992 and applications shall be heard and determined in accordance with them.
- 1.3 At any meeting other than at the Annual Licensing Meeting, the appropriate Sub-Committee may grant intermediate licences for the use of premises for music and dancing, boxing or wrestling entertainments, etc., as the case may be, on weekdays except Good Friday, during the remainder of the current licensing year.
- 1.4 Regulation 2.21 gives the right to the Police and any members of the public being in the vicinity of the premises for which an application for a licence is made to raise an objection and to be heard by the Sub-Committee and to call witnesses who shall be subject to cross-examination and re-examination.
- 1.5 The meetings of the Sub-Committee shall be open to the public except in respect of exempt or confidential matters in accordance with the provisions of the Local Government (Access to Information) Act 1985.

## **2. PROCEDURE:**

2.1 To accord with the Regulations and Conditions the order of hearing for applications for licences where objections have been received shall be as follows: -

1. The Applicant, or his accredited representative, shall state the grounds of the application and give evidence. Witnesses may be called in support thereof.
2. The Proper Officer's report shall be received and witnesses may be called.
3. The Objector(s), or their accredited representative, shall state the grounds for objection and give evidence. Witnesses may be called in support thereof.
4. The Proper Officer may comment on evidence given by the Applicant and Objector(s).
5. The Objector(s) and Applicant will be invited to make a closing statement.
6. The Sub-Committee will then consider its decision and may retire to deliberate in private in respect of exempt and confidential matters as provided for by the Local Government (Access to Information) Act 1985, after which the hearing will be resumed and the decision communicated to the parties concerned.

2.2 At each stage in the proceedings prior to the Proper Officer's final comments, the Applicant, Objector(s), Proper Officer and witnesses may be subject to cross examination from the Objector(s) or Applicant, as appropriate, and questions from the Sub-Committee.

## **3. APPEALS AGAINST THE REFUSAL OF AN APPLICATION:**

3.1 An Applicant for an entertainment licence in respect of any place, whose application is refused, may at any time before the expiration of the period of 21 days beginning with the date of which he/she is notified of the refusal, appeal to the Magistrates' Court. An appeal against the decision of a Magistrates' Court may be brought to the Crown Court.



# RUNNYMEDE BOROUGH COUNCIL

CIVIC OFFICES  
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TELEPHONE: (01932) 425722

FAX: (01932) 838384

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

AL2

## LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

### Application for Renewal of Public Entertainment Licence(s) for the period 1<sup>st</sup> November 2004 – 31<sup>st</sup> October 2005

Name and Address of Premises : Brook Memorial Hall, Brox Road, Ottershaw, Chertsey, Surrey  
MSD6

Name in Full : (In Block Letters)  
Address :

I/We MRS JEANETTE A. WEST  
23 FLOWER CRESCENT  
OTTERSHAW  
SURREY  
KT15 2AH

hereby apply for the renewal of the following licence(s) in respect of the above-named premises for the period 1<sup>st</sup> November 2004 to 31<sup>st</sup> October 2005, and enclose a remittance for the fee(s) payable :-

Annual Music Singing and Dancing  
Annual Stage Play

Nil  
Nil

No fee is payable if the application is for a Music and Dancing or Sunday Entertainment Licence for an entertainment at a church hall, chapel hall, or similar building or at a village, parish or community hall or similar building.

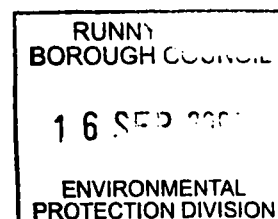
I/We confirm that no alterations have been made to the licensed areas of the premises since the license was last renewed IF YOU ARE UNABLE TO SIGN THIS DECLARATION PLEASE DELETE AND ADVISE THE ALTERATIONS THAT HAVE TAKEN PLACE.

I/We certify that the above information, together with any certificates or documentation associated with this application, is true to the best of my/our knowledge and belief.

Signature : J.A. West

Date : 20/8/04 2004

**TO BE COMPLETED AND RETURNED TO THE HEAD OF ENVIRONMENTAL PROTECTION NOT LATER THAN 17<sup>th</sup> September 2004**





# RUNNYMEDE BOROUGH COUNCIL

CIVIC OFFICES  
STATION ROAD  
ADDLESTONE  
SURREY  
KT15 2AH

TELEPHONE: (01932) 838383  
FAX: (01932) 425703

## LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 ANNUAL MUSIC SINGING AND DANCING LICENCE

The Runnymede Borough Council, being the Licensing Authority under Section 1 of the above Act, hereby GRANT unto **Mrs Jeanette West, 25 Flower Crescent, Ottershaw, Surrey, KT16 0NS**

this licence to keep the premises called or known as **Brook Memorial Hall**

and situate at **Brox Road, Ottershaw, Surrey**

for public Music, Singing and Dancing from **1 November 2003 to 31 October 2004**

This Licence is granted subject to the regulations and general conditions for the time being in force made by the Licensing Authority and the following special conditions:-

The number of persons to be admitted shall not exceed: - **140**

1. The Licensee shall ensure that any music provided at the premises, the subject of this Licence, shall not cause a disturbance to local residents and that any form of amplification shall be so controlled by the Licensee as to prevent such a disturbance.
2. The use of laser effects lighting at music and dancing entertainments, the subject of licences under the provision of the Local Government (Miscellaneous Provisions) Act 1982, is prohibited without the specific consent of the Licensing Authority.
3. Exit signs throughout the building shall be illuminated at all times when members of the public are present.
4. Exit doors and gates shall be unlocked and unbolted and the keys of the key operated locks and bolts kept in the possession of a responsible person during the presence of the public.
5. The public shall not be admitted to the balcony.

Dated this **31 October 2003**

**PETER SIMS, DIRECTOR OF TECHNICAL SERVICES**

.../Note

**NOTE:**

1. Any out break of FIRE however slight must be reported to the Licensing Authority at once.
2. This licence does not include stage plays or performances of the like kind.
3. The premises shall not be used for public music or dancing after midnight and before the hour of noon except with the written consent of the Runnymede Borough Council.
4. The premises shall not be opened for any of the purposes of this Licence on Sundays and Good Friday.
5. This licence shall be posted on some conspicuous place at the principle entrance of the premises at all times.

**If you are aggrieved by any term, condition or restriction attached to the grant of this licence you may appeal to a Magistrates' Court. Such appeals are to be made within 21 days of the date of issue of the licence and should be made to the Clerk to the Justices, Woking Magistrates' Court, Station Approach, Woking, Surrey, GU22 7YL, telephone 01483 714950. An appeal against the decision of a Magistrates' Court may be brought to the Crown Court.**



# RUNNYMEDE BOROUGH COUNCIL

CIVIC OFFICES  
STATION ROAD  
ADDLESTONE  
SURREY  
KT15 2AH

TELEPHONE: (01932) 838383  
FAX: (01932) 425703

## LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 THEATRES ACT 1968

### ANNUAL STAGE PLAY LICENCE FOR COMMUNITY HALLS

In pursuance of the Theatres Act 1968 and the Local Government Act 1972 THE RUNNYMEDE BOROUGH COUNCIL, being the Licensing Authority, hereby license:-

**Mrs Jeanette West, 23 Flower Crescent, Ottershaw, Surrey, KT16 ONS**

being the actual and responsible Manager for the time being of a certain building known as :-

**Brook Memorial Hall, Brox Road, Ottershaw, Surrey**

to keep open the said building for the public performance of Stage Plays from:-

**1 November 2003 to 31 October 2004**

This licence is granted subject to the regulations and general conditions for the time being in force and to the following special conditions:

The number of persons to be admitted shall not exceed: 100

1. The Licensee shall ensure that any music provided at the premises, the subject of this licence, shall not cause a disturbance to local residents and that any form of amplification shall be so controlled by the Licensee as to prevent such a disturbance.
2. The use of laser effects lighting at music and dancing entertainments, the subject of licences under the provision of the Local Government (Miscellaneous Provisions) Act 1982, is prohibited without the specific consent of the Licensing Authority.
3. EXIT signs throughout the building shall be illuminated at all times when members of the public are present.
4. EXIT doors and gates shall be unlocked and unbolted and the keys of the key operated locks and bolts kept in the possession of a responsible person during the present of the public
5. A fire blanket should be located on one side of the stage.
6. All doors leading from the platform and rooms used as dressing rooms shall be kept unlocked and available for use by performers.
7. Not more than 10 stage play productions may be held during the licensing year without the written consent of the Runnymede Borough Council.
8. Seating shall be set out in accordance with the seating plans submitted to the Runnymede Borough Council for approval dated July, 1996. If any other seating layout is to be used then written notice must be given to the Runnymede Borough Council not less than 14 days prior to the performance.

.../continued

9. Seating shall be set out in accordance with Local Government (Miscellaneous Provisions) Act 1982, Technical Regulations Part 8, Regulation 8.01, 8.02(2) and 8.03(1) (copy attached).
10. The use of naked flame, smoke machines, lasers and pyrotechnics will only be permitted with the prior approval of the Runnymede Borough Council.

Dated this 31 October 2003

  
PETER SIMS, DIRECTOR OF TECHNICAL SERVICES

**NOTE:**

1. Any outbreak of FIRE, however slight, must be reported to the Licensing Authority immediately.
2. Other conditions to be observed are set out on Form P.C. 72 attached to this licence.
3. The premises shall not be used for public entertainment after midnight and before the hour of noon except with the written consent of the Runnymede Borough Council.
4. This Licence shall be posted on some conspicuous place at the principal entrance of the premises at all times.

If you are aggrieved by any term, condition or restriction attached to the grant of this licence you may appeal to a Magistrates' Court. Such appeals are to be made within 21 days of the date of issue of the licence and should be made to the Clerk to the Justices, Woking Magistrates' Court, Station Approach, Woking, Surrey, GU22 7YL, telephone 01483 714950. An appeal against the decision of a Magistrates' Court may be brought to the Crown Court.

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982**  
**REPORT OF THE PROPER OFFICER**

**Application for Renewal of the Annual Public Entertainment Licence and Annual Stage Play Licence – Brook Memorial Hall, Brox Road, Ottershaw.**

1. Background Information

- 1.1 On 20 August 2004 Mrs J West applied for renewal of the Annual Music, Singing and Dancing and Annual Stage Play Licence currently held for Brook Memorial Hall, Brox Road, Ottershaw.
- 1.2 Until September of this year, there have been no reports of nuisance from these premises recorded by the Environmental Health Department of the Council since these premises were first granted a Public Entertainment Licence in October 2002.
- 1.3 On 2 September 2004 the premises were inspected and the Public Notice was displayed as required prior to the Licence being considered for renewal.
- 1.4 The hall is an old brick built building kept in good decorative order and repair. It is situated on a busy main road at a junction with a large Public House, The Otter adjacent to it. There are a number of single glazed windows on either side of the hall which afford little dampening to sound either entering or being emitted. The Proper Officer has recommended to the applicant that along the side of the premises adjacent to Murray Road that secondary glazing be installed as this would considerably reduce the amount of noise that would escape from the premises. Over the last year the applicant has been more circumspect over accepting bookings for the hall. There is a condition upon the hire agreement that no alcohol be sold within the premises.

2. Objections from Members of the Public

- 2.1 Two letters of objection have been received which are attached at Annex '10'. Reference is made to seven areas of objection and are reproduced below. The comments of the Proper Officer follow in bold italics:-
1. Music allowed to continue well after 11 p.m. In fact the last 2 occasions (25 and 26 September it continued until 11.35 p.m. and 12 midnight respectively.
- Music is taking place within the permitted times which are between 12 noon and 12 midnight for these events. It is not known whether the amplified events were Public Events, but if not then no restriction in hours applies.***
2. Heavy rock bands and discos: the 'thud' of the 'music', in combination with the high volume are issues which persist.
- This is a noise issue of which the Council had no previous knowledge. However, conditions could be placed on the licence in respect of measures which could be taken to reduce noise such as double glazing, doors and windows duly kept closed and sound limitation required.***
3. Litter (paper, glasses and broken glasses) not cleared up. In fact we have cleared up this type of litter on many occasions the following morning because it is not attended to (Broken glass is a public injury and safety risk)

4. Foul, offensive language by people.

***These are not strictly within the remit of these licenses to control but it is reasonable to expect the licensee to attempt to exercise a degree of control to ensure nuisance and anti-social behaviour is minimised. It is certainly reasonable to expect the licensee to clear up around the premises after an event.***

5. High quantities of unsupervised alcohol intoxication fuel the aggressive behaviour we have had to witness. In fact it would not surprise us that other illegal substances are being used on the premises. (A few years back there were issues of illegal substance abuse in Murray Road Car Park opposite, which we successfully brought to the attention of the police)

***This is a matter for the Police but it is reasonable to expect the licensee to attempt and exercise a degree of control to ensure nuisance and anti-social behaviour is minimised. It is certainly reasonable to expect the licensee to clear up around the premises after an event.***

6. The total lack of control for the hire of the hall is unacceptable

***This is not strictly within the remit of these licenses to control but it is reasonable to expect the licensee to attempt and exercise a degree of control to ensure nuisance and anti-social behaviour is minimised.***

7. During the summer months there are times during the day and evening when the noise has been so bad, we are unable to sit in our garden. On some occasions we have had to think of somewhere to go for some respite, but this is not possible late at night when we are trying to sleep! In addition to weekend noise, there have been occasions on a weekday when having to get up for work, we have not been able to sleep until the early hours.

***This is a noise issue as 2 above.***

3. Consultation

- 3.1 Neither the Police or Fire Authorities have made any objections to the application.

4. Options Available

- 4.1 i) To grant the licence with or without additional conditions  
ii) To refuse the licence  
iii) To vary or restrict the hours of operation of the licence

- 4.2 The current standard conditions for a Public Entertainment and/or Annual Stage Play Licence permits the premises to be used until midnight Monday to Saturday.

- 4.3 Standard Condition 3.09 (a) states The Licensee shall ensure that any music provided at the premises shall not cause a disturbance to local residents and that any form of amplification shall be so controlled by the Licensee as to prevent such a disturbance.

- 4.4 Now that the Council is aware of noise and other issues the situation will be monitored.

- 4.5 The applicant has the right of appeal to a Magistrates Court within 21 days if an application is refused or where the holder of the licence is aggrieved by any term, condition or restriction on a subject to which the licence is granted.

2 Murray Road  
Ottershaw Chertsey  
Surrey KT16 0HN

28 / 09 / 2004

The Senior Licensing Officer  
Civic Offices  
Station Road  
Addlestone  
Surrey KT15 2AH

**Re: Renewal of Licence for Music, Singing - Brook Memorial Hall  
Brox Road Ottershaw Surrey**

Dear Sir

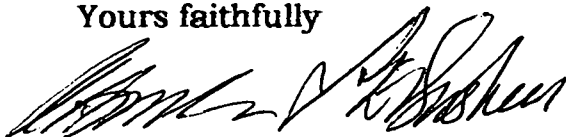
We moved to this address on 28<sup>th</sup> May 2004, which is next door to Brook Hall. We have decided to write to you in response to the notice for the above and understand that the applicant, Mrs J West of 23 Flower Crescent, Ottershaw, Surrey KT16 0NS, is requesting renewal of the licence on behalf of the trustees of Brook Hall.

Our joint response to this application is that we object to the renewal of this licence. Our neighbours, John & Nancy Smith at no. 4 Murray Road, have in our view, effectively and clearly put forward the reasons not to renew and we echo these completely. (A copy of their letter is attached.)

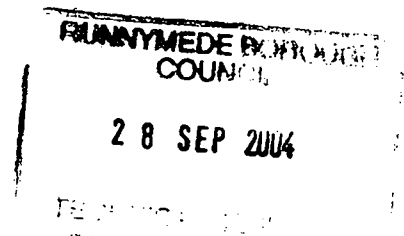
In addition to John & Nancy Smith's letter, we would add that we too have on many occasions had to leave the house to find somewhere quieter. Broken bottles have been smashed in our patio. Finally, our sleep deprivation has been significant and it is essential to note as well, one of us who has to work weekends with a need to rise at 5am for work Monday - Saturday.

We trust that you will read our objections with care and attention and we will wait to hear your resolution outcomes on this matter in due course.

Yours faithfully

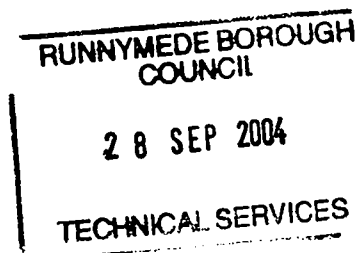


Bob Coomber  
Shirley Bushell



**Copy: Ottershaw Society  
Mrs J West (on behalf of Brook Hall Trustees)**

27<sup>th</sup> September 2004



The Old School House  
4 Murray Road  
Ottershaw Chertsey  
Surrey KT16 0HN

The Senior Licensing Officer  
Civic Offices  
Station Road  
Addlestone  
Surrey KT15 2AH

**Re: Renewal of Licence for Music, Singing  
Brook Memorial Hall Brox Road Ottershaw Surrey**

Dear Sir

We the undersigned are writing in response to the notice for the above. We understand that Mrs J West of 23 Flower Crescent, Ottershaw Surrey KT16 0NS, has requested to renew the above licence on behalf of the trustees of Brook Hall.

Our home is the 2<sup>nd</sup> house down from the Brook Hall, adjacent to Murray Road Car Park. We have jointly responded to this application and we object to the renewal of this licence for the following reasons:

1. Music allowed to continue well after 11 pm. In fact the last 2 occasions (25<sup>th</sup> & 26<sup>th</sup> September it continued until 11:35 pm and 12midnight respectively).
2. Heavy rock bands and discos: The "thud" of the "music", in combination with the high volume are issues which persist.
3. Litter (paper, glasses and broken glasses not cleared up. In fact we have cleared up this type litter on many occasions the following morning because it is not attended to. (Broken glass is a public injury and safety risk.
4. Foul, offensive language by people.
5. High quantities of unsupervised alcohol intoxication fuel the aggressive behaviour we have had to witness. In fact it would not surprise us that other illegal substances are being used on the premises. (A few years back there were issues of illegal substance abuse in Murray Road Car opposite, which we successfully brought to the attention of the police.)
6. The total lack of control for the hire of the Hall is unacceptable.
7. During the summer months there are times during the day and evening when the noise has been so bad, we are unable to sit in our garden. On some occasions we have had think of somewhere to go for some respite, but this is not possible late at night when we are trying to sleep! In addition to weekend noise, there have been occasions on a weekday when having to get up for work; we have not been able to sleep until the early hours.

Continued...

Brook Hall continued....

We are not against Brook Hall being used and we see the hall as a place for village social activities. There are others who hire the Hall without any problems at all, including young people and discos. We feel though we have a right to be able to sit in our garden and inside our home and sleep at night in reasonable peace without intrusive loud music and foul language.

Mrs West states that we should call her when this occurs, and we have done so. In fact we have also called Rev. Joe Batt. It is pointless calling them as it doesn't stop the problems immediately and there are always further occasions when we are back to the initial problem again with someone else. We should not have to repeatedly remind the trustees of the problems here and the only way to effectively achieve a reasonable outcome is to implement an effective means of control. (i.e. Caretaker, frequent site visits when effects are on, and a substantial down payment for use of the Hall.)

Attached with this letter is correspondence between us and the trustees last year. We stated then if the issues we raised we not effectively resolved, we would be objecting to the next renewal of the licence when it came up.

Thank you for giving this matter your attention. Please confirm receipt of this letter and let us know at what time of day the hearing will be held on 26<sup>th</sup> October.

Yours faithfully



John D Smith & Nancy A E Smith

Copy: 1) Mrs J West (on behalf of Trustees - Brook Hall)  
2) Ottershaw Society

Mr J.D. and Mrs A.E. Smith  
The Old School House  
4 Murray Road  
Ottershaw  
Chertsey  
KT16 0HN

Please Note new Fax No. 01932 838384

Please contact Peter Groves

Direct line: **01932 425722**

Email: peter.groves@runnymede.gov.uk

My Ref: LIC/PG/gcm

Date: 1 October 2004

Dear Mr & Mrs Smith

**Local Government (Miscellaneous Provisions) Act 1982**

**Public Entertainment Licence**

**Re: Brook Memorial Hall, Brox Road, Ottershaw, Surrey, KT16 0HN**

Thank you for your letter objecting to the renewal of the above licence. This matter has now been referred to the Licensing Sub Committee of the Council. A hearing has been arranged for 26 October 2004 in the Council Chambers at the Civic Offices, Station Road, Addlestone, Surrey starting at 7.30 pm.

Please let me know if you wish to attend the hearing in order that the Committee may hear first hand your objection. If you do not attend your letter will be read out, but this will not carry as much weight as if you were present.

I have enclosed a reply paid envelope to assist you in this.

Yours sincerely

Peter Groves  
Senior Licensing Officer

Nursery

MURRAY ROAD

36.0m

Car Park

Brook  
Meml Hall

TCB

The Otter  
(PH)

The Potteries

Club

SHAW CLOSE

Otterdene

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# RUNNYMEDE BOROUGH COUNCIL

CIVIC OFFICES  
STATION ROAD  
ADDLESTONE  
SURREY  
KT15 2AH

TELEPHONE: (01932) 425722  
FAX: (01932) 838384  
email: [licensing@runnymede.gov.uk](mailto:licensing@runnymede.gov.uk)

## LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

AL2

### Application for Renewal of Public Entertainment Licence(s) for the period 1<sup>st</sup> November 2004 – 31<sup>st</sup> October 2005

Name and Address of Premises : The Hythe Centre, Thorpe Road, Egham, Surrey, TW18 3HD  
MSD 12

Name in Full : (In Block Letters) I/WE. TERENCE JOHN CROSSAN  
Address : RUNNYMEDE BOROUGH COUNCIL  
CIVIC OFFICES, STATION ROAD  
ADDLESTONE, KT15 2AH

hereby apply for the renewal of the following licence(s) in respect of the above-named premises for the period 1<sup>st</sup> November 2004 to 31<sup>st</sup> October 2005, and enclose a remittance for the fee(s) payable :-

Annual Music Singing and Dancing

Nil

No fee is payable if the application is for a Music and Dancing or Sunday Entertainment Licence for an entertainment at a church hall, chapel hall, or similar building or at a village, parish or community hall or similar building.

I/We confirm that no alterations have been made to the licensed areas of the premises since the license was last renewed IF YOU ARE UNABLE TO SIGN THIS DECLARATION PLEASE DELETE AND ADVISE THE ALTERATIONS THAT HAVE TAKEN PLACE.

I/We certify that the above information, together with any certificates or documentation associated with this application, is true to the best of my/our knowledge and belief.

Signature :  .....

Date : 19 August ..... 2004

**TO BE COMPLETED AND RETURNED TO THE HEAD OF ENVIRONMENTAL PROTECTION NOT LATER THAN 17<sup>th</sup> September 2004**



# RUNNYMEDE BOROUGH COUNCIL

CIVIC OFFICES  
STATION ROAD  
ADDLESTONE  
SURREY  
KT15 2AH

TELEPHONE: (01932) 838383  
FAX: (01932) 425703

## LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 ANNUAL MUSIC SINGING AND DANCING LICENCE

The Runnymede Borough Council, being the Licensing Authority under Section 1 of the above Act, hereby GRANT unto **Mr. Terence J. Crossan, Runnymede Borough Council, Civic Offices, Station Road, Addlestone, Surrey, KT15 2AH**

this licence to keep the premises called or known as **The Hythe Social Centre**

and situate at **Thorpe Road, Egham, Surrey**

for public Music Singing and Dancing from **1 November 2003 to 31 October 2004**

This Licence is granted subject to the regulations and general conditions for the time being in force made by the Licensing Authority and the following special conditions:-

The number of persons to be admitted to **the large hall** shall not exceed **300**

The number of person to be admitted to **the small hall** shall not exceed **75**

The Licensee shall ensure that any music provided at the premises, the subject of this licence, shall not cause a disturbance to local residents and that any form of amplification shall be so controlled by the Licensee as to prevent such a disturbance.

The use of laser effects lighting at music and dancing entertainments, the subject of licences under the provision of the Local Government (Miscellaneous Provisions) Act 1982, is prohibited without the specific consent of the Licensing Authority.

Exit signs throughout the building shall be illuminated at all times when members of the public are present.

Exit doors and gates shall be unlocked and unbolted and the keys of the key operated locks and bolts kept in the possession of a responsible person during the presence of the public.

Wheel Chairs - 12 permitted subject to:-

- a) A 3ft 6in (1100 mm) gangway to be maintained at each exit way and to be kept clear of obstruction at all times when persons in chairs are present.
- b) Attendant be seated in close proximity to the wheel chairs.

Dated this **31<sup>st</sup> October 2003**

**PETER SIMS, DIRECTOR OF TECHNICAL SERVICES**

...../Note Overleaf

## NOTE

1. Any outbreak of FIRE however slight must be reported to the Licensing Authority at once.
2. This Licence does not include stage plays or performances of the like kind.
3. The premises shall not be used for public music or dancing after midnight and before the hour of noon except with the written consent of the Runnymede Borough Council.
4. The premises shall not be opened for any of the purposes of this Licence on Sundays and Good Friday.
5. This Licence shall be posted on some conspicuous place at the principal entrance of the premises at all times.

**If you are aggrieved by any term, condition or restriction attached to the grant of this licence you may appeal to a Magistrates' Court. Such appeals are to be made within 21 days of the date of issue of the licence and should be made to the Clerk to the Justices, Woking Magistrates' Court, Station Approach, Woking, Surrey, GU22 7YL, telephone 01483 714950. An appeal against the decision of a Magistrates' Court may be brought to the Crown Court.**

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982**  
**REPORT OF THE PROPER OFFICER**

**Application for Renewal of the Annual Public Entertainment Licence – The Hythe Centre, Thorpe Road, Staines.**

1. Background Information

- 1.1 The Hythe Centre, and in its previous incarnation as the old Hythe Social Centre, has held a Public Entertainment Licence for at least the past five years.
- 1.2 On 19 August 2004 Mr T Crossan, the Halls and Leisure Assistant who holds the licence, applied for the renewal of the Annual Music, Singing and Dancing Licence.
- 1.3 The Hythe Centre is a Council owned community use hall situated opposite the Magna Carta School and adjacent to Hythe County primary school. There are residential properties along one side of the Hythe Centre in Rochester Road, with Hythe Park Road beyond.
- 1.4 Rooms within the premises are leased out on a private hire basis of an evening and weekend. For example there is a monthly arrangement in place for a line-dancing club to meet, although, in itself, this activity does not require to be licensed. Other lettings are made occasionally for wedding receptions and birthday parties. In general, wedding receptions do not require a Public Entertainment Licence. However, it is sometimes the case that such events appear to be the cause of a noise nuisance.

2. Objections from Members of the Public

- 2.1 The Public Notice advertising the application has been displayed, as required, and two letters of complaint have been received which are attached at Annex '14'.
- 2.2 In the last year no other complaints of noise nuisance have been received by the Environmental Health Department of the Council.
- 2.3 Mr Crossan has various procedures in place to try and ensure noise nuisance is minimised as outlined in his discussions with the Proper Officer and set out in his letter to one of the complainants as attached at Annex '15'.
- 2.4 The nature of the complaints received indicates that the noise disturbance may not be entirely due to amplified music. On occasions, private events are known to have spilled out onto the patio area at the front of the premises. Access to this area has been gained by opening the large double doors at the end of the main function hall.
- 2.5 An inspection of the main function hall confirmed there was no acoustic dampening, thus any noise generated is able to resonate around the building.

3. Consultation

- 3.1 Neither the Police or Fire Authorities have made any objections to the renewal of the Licence.

4. Options Available

- 4.1
- i) To grant the licence with or without additional conditions
  - ii) To refuse the licence
  - iii) To vary or restrict the hours of operation of the licence

- 4.2 Standard Condition 3.09 (a) states: The Licensee shall ensure that any music provided at the premises shall not cause a disturbance to local residents and that any form of amplification shall be so controlled by the Licensee so as to prevent such a disturbance.
- 4.3 An additional condition could be placed on the licence which would allow for a noise limiter to be installed. However, in the context of these premises, it is considered that this would be of little benefit.
- 4.4 The number of occasions per month that it is likely a noise nuisance would be generated is limited. If the application to renew the Licence is granted, the Proper Officer would, with the co-operation of the Licensee, monitor events at the centre with a view to making recommendations as to any remedial action required.
- 4.5 The applicant has the right of appeal to a Magistrates Court within 21 days if an application is refused or where the holder of the licence is aggrieved by any term, condition or restriction on a subject to which the licence is granted.

Enw. S.

RUNNYMEDE BOROUGH  
COUNCIL

- 3 AUG 2004


TECHNICAL SERVICES

Anthony Carpenter  
78 Hythe Park Road  
Egham  
Surrey  
TW208DA

Dear sir

I am writing to inform you that the next time I am disturbed by the noise i.e music, people shouting and cars from the Hythe Social Centre at night I will be contacting the Magistrates Court under section 82 of the enviroment act to have the entertainment licence removed from the Hythe Social Centre, I am constantly woken up and disturbed by the noise at night, I have made every effort to talk to the Centre and to the council to fix this problem but with no result, I hope I will not have to take this action but I will not put up with my sleep being disturbed any longer!

Yours sincerely



4.8.04

Anthony Carpenter.

LEISURE

- 3 AUG 2004

HOLS	ASCM	MUSM
ASCM	ASCM	ASCM
ASCM	ASCM	ASCM

4.8.04  
Ack. YP.

Miss N Sheppard  
60 Thorpe Lea Road  
Egham  
Surrey  
TW20 8BN

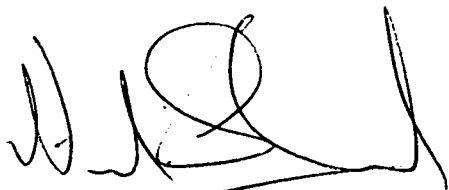
09 September 2004

Peter Groves  
R.B.C.  
Civic Offices  
Station road  
Addlestone  
KT15 2AH

Dear Sir

I would like to register a complaint about the noise emanating from the Hythe Centre Thorpe Road Staines. The noise levels are high at the majority of weekends causing me disturbance. It's annoying that I have to turn my television up to drown out the noise of the music coming from your building.  
I look forward to hearing from you in due course.

Yours faithfully

A handwritten signature in black ink, appearing to be 'N. Sheppard', written over a horizontal line.

N. SHEPPARD



# RUNNYMEDE BOROUGH COUNCIL

DEPARTMENT OF ADMINISTRATION AND LEISURE  
A.M. PEARSON SOLICITOR Director of Administration and Leisure

Runnymede  
Station Road  
Aldrestone  
Middlesex  
KT15 2AH

Main Switchboard Enquiries  
(01932) 425687

Direct Line  
(07860) 255984

Assistant Director RONNIE FLEMING  
Head of Leisure Services

LEISURE SERVICES DIVISION

Your Ref

My Ref

TC/ih

Contact

Mr. T. Crossan

terry.crossan@runnymede.gov.uk

Direct Line

01932 - 425687

13 August, 2004

Mr Anthony Carpenter  
78 Hythe Park Road  
Egham  
Surrey TW20 8DA

Dear Mr Carpenter

## COMPLAINT - THE HYTHE CENTRE

I am sorry to learn you have been disturbed by noise from The Hythe Centre during the night. Since receipt of your letter, (received 8 August 2004), I have been trying to discover what occasion(s) you may be referring to. However, without specific dates it is proving to be a difficult exercise. If you could provide me with specific dates and times etc I may be able to take this matter further with those who caused the disturbance to you.

We at Runnymede Borough Council take complaints of this nature very seriously because we pursue a vigorous Good Neighbour Policy, at all public halls owned and run by this Authority. We inform all hirers of their responsibilities for keeping noise to a minimum level, both at the venue and especially when leaving the venue. This is also reinforced in the Terms and Conditions of hire and on the booking form which forms the contract between the hirer and Runnymede Borough Council. Laminated notices, reminding guests to leave the premises as quietly as possible are posted at prominent positions throughout the building, and a deposit is also secured from the hirer against breach of conditions including noise pollution. Should all those measures fail to deter the minority who are determined to cause a nuisance other measures may be taken, including, Police involvement, prosecution, and a refusal to hire any public hall to the offending group in the future. Further steps we are taking include the issuing of cards at the start of a function to Bands/Discos etc reminding them to keep music volumes to an acceptable level. When the music must cease, and to remind the guests to leave the venue as quietly as possible so as not to disturb neighbours.

A similar card will also be issued to the hirer with an additional reminder, to keep door and window openings closed wherever possible, especially on the Rochester Road sides of the building, and a further reminder **"YOU ARE RESPONSIBLE FOR THE BEHAVIOUR OF YOUR GUESTS, BOTH INSIDE AND OUTSIDE THIS VENUE"**.

I apologise once again for your sleep disturbance and hope you can see how committed we are to minimising any future re-occurrence of this problem. I should add, yours is the first complaint of this nature I have received since the opening of the new centre during November 2003 and I sincerely hope will be the last. However, should you experience future problems I would be very grateful for any information you may be able to provide, dates and times etc, so that I may be able to identify those responsible and bring to bear the necessary actions against them.

Should you wish to discuss this matter further I shall be happy to meet with you, or you may contact me at the Civic Offices on 01932 425687 (direct line) or via my mobile 07860 255984 during office hours.

Yours sincerely,

Terry Crossan  
Public Halls Manager



Mr. Anthony Carpenter  
78 Hythe Park Road  
Egham  
Surrey

Please Note new Fax No. 01932 838384

Please contact Peter Groves

Direct line: 01932 425722

Email: peter.groves@runnymede.gov.uk

My Ref: LIC/PG/

Date: 28<sup>th</sup> September 2004

Dear Mr. Carpenter

**Local Government (Miscellaneous Provisions) Act 1982**  
**Public Entertainment Licence**  
**Re: The Hythe Centre, Thorpe Lea Road, Egham**

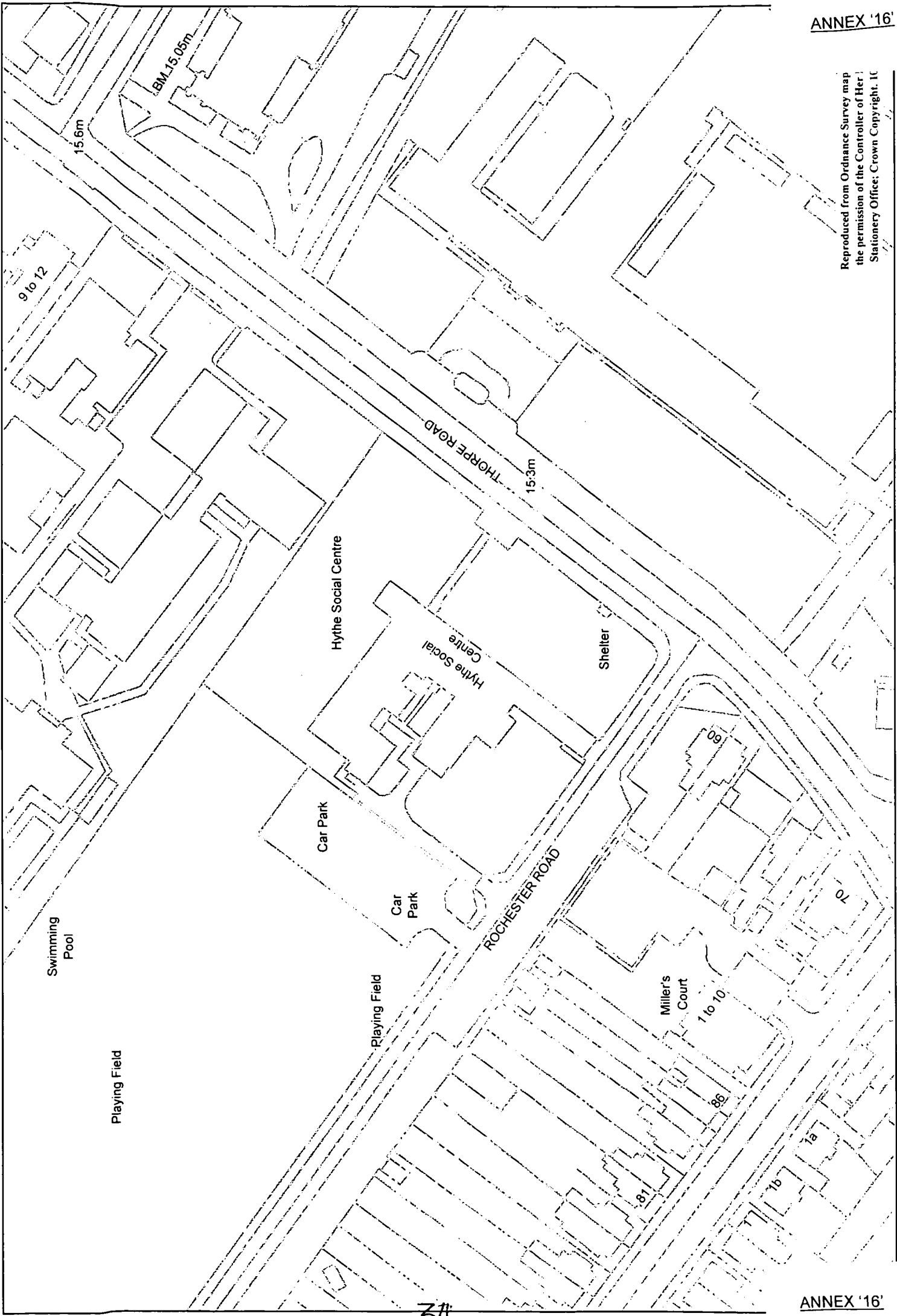
Thank you for your letter objecting to the renewal of the above licence. This matter has now been referred to the Council's Licensing Sub Committee. A hearing has been arranged for Tuesday, 26<sup>th</sup> October 2004 in the Council Chambers at the Civic Offices, Station Road, Addlestone, Surrey, starting at 7.30pm.

Please let me know if you wish to attend the hearing in order that the Committee may hear first hand your objection. If you do not attend your letter will be read out, but this will not carry as much weight as if you were present.

I have enclosed a reply paid envelope to assist you in this.

Yours sincerely

Peter Groves  
Senior Licensing Officer



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