

SHEFFIELD CITY COUNCIL

Licensing Sub-Committee

Meeting held 14 March 2023

PRESENT: Councillors David Barker (Chair), Mike Drabble and Sophie Thornton

1. APOLOGIES FOR ABSENCE

- 1.1 No apologies for absence were received. Councillor Henry Nottage attended as a reserve Member, but was not required to stay.

2. EXCLUSION OF PUBLIC AND PRESS

- 2.1 **RESOLVED:** That the public and press be excluded from the meeting before discussion takes place on item 5 on the agenda (item 4 of these minutes) on the grounds that, if the public and press were present during the transaction of such business, there would be a disclosure to them of exempt information as described in paragraph 7 of Schedule 12A to the Local Government Act 1972, as amended.

3. DECLARATIONS OF INTEREST

- 3.1 Councillor Sophie Thornton declared that she was a Ward Councillor for the area in which the premises were situated.

4. LICENSING ACT 2003 - PREMIER STORE, 1 WHITE THORNS DRIVE, SHEFFIELD, S8 8EU

- 4.1 The Chief Licensing Officer submitted a report to consider an application, made by Sheffield Children's Safeguarding Partnership, under Section 51 of the Licensing Act 2003, for a review of a premises licence in respect of Premier Store, 1 White Thorns View, Sheffield S8 8EU (Ref No. 32/23).
- 4.2 Present at the meeting were Julie Hague (Sheffield Children's Safeguarding Partnership) (Applicant), Tom Whiteley (Licensing Enforcement Officer), David Clutterbrook (Sheffield Trading Standards), Catherine Jarvis (Licensing Enforcement Officer, South Yorkshire Police), Naga Rajesh (Licensing Agent for the premises), the designated premises supervisor and his wife, Shimla Finch (Licensing Policy and Strategy Officer), Carol Curtin (Legal Advisor to the Sub-Committee) and Jennie Skiba (Democratic Services).
- 4.3 The Chair outlined the procedure to be followed during the hearing.

- 4.4 Shimla Finch presented the report, and it was noted that representations had been received from Sheffield Trading Standards, South Yorkshire Police and the Licensing Authority and were attached at Appendix “C” to the report.
- 4.5 Julie Hague reported on the grounds as to why the application had been made by Sheffield Children’s Safeguarding Partnership, following multi-agency visits made to the premises and concerns raised by those visits. Ms. Hague responded to questions raised by Members of and the legal adviser to, the Sub-Committee and also the Licensing Agent for the premises.
- 4.6 Catherine Jarvis reported on the representations made by the South Yorkshire Police and responded to questions raised by Members of, and the legal adviser to, the Sub-Committee and also the Licensing Agent for the premises.
- 4.7 Tom Whiteley reported on the representations made by the Licensing Authority and responded to questions raised by Members of the Sub-Committee.
- 4.8 David Clutterbrook reported on the representations made by Sheffield Trading Standards and responded to questions raised by Members of, and the legal adviser to, the Sub-Committee.
- 4.9 Naga Rajesh put forward the case on behalf of the premises, and responded to questions raised by Members of, and the legal adviser to, the Sub-Committee, and also Julie Hague, Catherine Jarvis and David Clutterbrook.
- 4.10 All parties summarised their cases.
- 4.11 RESOLVED: That the attendees involved in the application be excluded from the meeting before further discussion takes place on the grounds that, in view of nature of the business to be transacted, if those persons were present, there would be a disclosure to them of exempt information as described in paragraph 5 of Schedule 12A to the Local Government Act 1972, as amended.
- 4.12 Carol Curtin reported orally, giving legal advice on various aspects of the application.
- 4.13 At this point in the proceedings, the meeting was reopened to all attendees involved in the application.
- 4.14 RESOLVED: That in the light of the information contained in the report now submitted, the further information circulated prior to the hearing, the representations now made and the responses to the questions raised, in respect of the premises known as Premier Store, 1 White Thorns View, Sheffield S8 8EU (Ref. No. 32/23), the Sub-Committee agrees to

remove the current Designated Premises Supervisor and modify the conditions of the Premises Licence, as agreed between all parties at the hearing, as follows:-

1. A CCTV log will be completed on a weekly basis checking the following:

- date and time of recordings
- all cameras are functioning correctly
- playback facility is in working order
- download facility is in working order
- 28 days of recording are available to view.

Any issues to be recorded in an incident logbook and rectified within a timely manner.

2. All staff will receive training concerning, but not limited to:

- underage sales/Challenge 25 scheme /Proxy Sales/Fake ID's
- Vulnerability awareness
- Crime scene preservation (violent incident protocol from SYP or similar)
- Drugs awareness policies
- CCTV operation (authorised staff only)

Suitable refresher training to be completed at least once per calendar year commencing the year after their date of employment. A written record to be retained for a minimum of 12 months and shall be made available to the Police and/or Licensing Authority upon request.

3. An incident logbook shall be maintained, and on site at all times, to record all incidents involving anti-social behaviour, injury and ejections from the premises. The register shall include consecutively numbered pages in a bound format and include the time, date and location of the incident and details of the nature and names of staff involved or to whom reported. This register shall be retained for 12 months and made available for inspection by police.

4. A personal licence holder to be present at all times the premise is open to the public.

5. The Designated Premises Supervisor, or other such responsible person, should be assigned to act as the Co ordinator for safeguarding at the premises. This person must act in compliance with the guidance and training provided by the Sheffield Children's Safeguarding Partnership.

6. Receipts/invoices for tobacco/alcohol and nicotine inhaling products available for sale and /or stored on the premises shall be retained for a minimum period of 6 months and be made available upon reasonable request by the Police, Customs, or other authorised officers within a reasonable period

(NOTE: The full reasons for the Sub-Committee's decision will be included in the Written Notice of Determination.)