

## WITNESS STATEMENT

(Criminal Justice Act 1967, s.9; Magistrates' Courts Act 1980, s.5B;  
Criminal Procedure Rules, r.27.2)

NICHE Ref. No:

URN:

**Statement of:** CATHERINE SANDERSON

Date of birth: Over 18

Occupation: LICENSING OFFICER

This statement (consisting of: 5 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

Signature:

Date: 28<sup>th</sup> January 2014

Time and date statement taken:

Check box if witness evidence is visually recorded  (supply witness details on rear)

I am a Police Staff member employed by West Yorkshire Police (WYP), Leeds District, currently stationed at Millgarth Police Station in the capacity of Divisional Licensing Officer. I have jurisdiction over the North West area of Leeds. This witness statement is to support my Premises Licence Review application for:

PREM/01255/12 Horsforth Manor, Calverley Lane, Horsforth, Leeds, LS13 1NP

The premises are situated on the outskirts of Horsforth, near to the border of Rodley and are covered by the North West Outer Neighbourhood Policing Team. It is a stand-alone building which is set back from the Outer Ring Road near to a canal; originally having been a run as a restaurant. Currently there is housing development under construction over the road from the premises which will eventually comprise of approximately 200-300 properties, but this is still under way. At the bottom of the road there are a couple of commercial properties and only one residential property which is situated behind the premises. The venue is very much isolated and there is a dark road which allows access to the main Ring Road.

The premises were originally known as the Paris Restaurant and in 2011 they changed the name of the venue to Il Migliore, which was still being run as a restaurant and wine bar. In September 2012 a change in Premises Licence Holder (PLH) was received, and after discussions between the applicant

Signature:

Signature witnessed by:

NICHE Ref. No:		URN:	
----------------	--	------	--

Continuation Statement of CATHERINE SANDERSON

and West Yorkshire Police, the new PLH was named as a female called Kerrie Anne ZANETTI.

Under the new PLH, the premises changed direction and became a music and dance venue.

Shortly afterwards, at the end of November 2012, ZANETTI surrendered the licence and an application was received in December 2012 for the current PLH, Mr Jason FLYNN. As there were no relevant objections, the application went through and FLYNN became the PLH.

Due to the previous change in style of operation, the venue was being monitored by myself, the Leeds City Council Enforcement Officer, Samantha LONGFELLOW, and the Neighbourhood Policing Team (NPT).

I have received complaints and concerns in relation to these premises since the new PLH has taken over the running of the venue which has resulted in WYP arranging various licensing visits to the premises and meetings with FLYNN. These are all recorded in the documents submitted with the application in both the chronology and minutes from meetings.

There has been an accumulation of crime and disorder incidents which have increased over the past 6 months, reported at the premises, one of which has involved a 15 year old suspect inside the club. The crimes reported have also increased in severity; ranging from arguments in drink up to and including a Section 20 wounding, Grievous Bodily Harm (GBH), however this is still under investigation.

On 16<sup>th</sup> November 2013 an assault took place after officers attended on a licensing visit. A male was so severely assaulted after leaving the venue, that a crime scene was started and CID investigated the assault as a Section 18 wounding with intent (GBH). Fortunately the injured party made a significant recovery and the crime was reclassified to a Section 47 Assault Occasioning Actual Bodily Harm (AOABH) however the incident could have taken a far more sinister turn.

Only one of the incidents which have occurred at the premises have been brought to the attention of

Signature:

Signature Witnessed by:

NICHE Ref. No:		URN:	
----------------	--	------	--

Continuation Statement of CATHERINE SANDERSON

WYP by staff working at the venue.

An action planning meeting was held with the Premises Licence Holder and both the original Designated Premises Supervisor (DPS) and the new DPS on 27<sup>th</sup> November 2013 where it was requested that contact be made if any incident occurred at the venue. However a further 4 incidents have been reported after the meeting, again none of which have been reported by the premises management which are still under investigation by officers.

The investigating officers to the incidents which have occurred have all commented about the deficiencies in the CCTV system/footage covering both inside and outside the venue.

When CCTV has been requested, the PLH has either been unable to provide it or the incident has occurred in a 'blind spot'. The CCTV issue was raised with the premises management back on the 15<sup>th</sup> August 2013 in a meeting to discuss growing concerns about the premises and PLH was advised then to learn to use the system. The issue was again re-addressed in the action planning meeting, where it was pointed out by the premises management, to WYP and LCC Licensing, that the requirement to have CCTV installed was not a condition contained within the premises licence but it had been installed on a voluntary basis. However as a result of the meeting it was agreed that CCTV Footage would be stored for 30 days and they would learn to use the system, yet there is still an ongoing issue with the capturing of images.

Another reoccurring theme is drug use. There have been several instances when the use of controlled substances has been reported to WYP; these are still under investigation.

Discussions have taken place with the PLH in relation to the use of the outside area. Their premises licence does not allow use of the outside area after 2300hrs however there have been many occasions when this condition has been breached. It was discussed with FLYNN in the meeting back in August 2013 that the Leeds City Council Enforcement Officer and I were aware of the condition and that he

Signature:

Signature Witnessed by:

NICHE Ref. No:		URN:	
----------------	--	------	--

Continuation Statement of CATHERINE SANDERSON

was not adhering to it. Previously it had not been enforced due to there being no issues or complaints associated with the premises, however now complaints were now being received by WYP, the police and LCC Licensing needed to start enforcing the condition. Many visits to the premises showed that even after the meeting in August, the courtyard area between the main entrance to the building and the steps to access gate have been in full use. These witnessed occasions have been recorded in the chronology, statements and emails within the supporting evidence.

On one particular occasion, an evening licensing visit had been arranged with NPT, Samantha LONGFELLOW and myself. We attended at the premises after midnight and found that customers were being allowed to wander freely on the road with drinks, and the courtyard was very busy with customers drinking and smoking. When the Sergeant spoke with FLYNN, he tried to mislead the officer and told him that there had been a variation application submitted to remove the condition which prevented the use of the outdoor area after 2300hrs; however when he saw that Ms LONGFELLOW and I were also present he stopped the conversation and we corrected the information. An application had been submitted back in August 2013 however had been cancelled early September 2013 due to FLYNN not adhering to procedure, therefore there was no variation granted, of which he was fully aware. During the action planning meeting, he was advised that until a variation was submitted, he could apply for temporary event notices (T.E.N.) to allow use of the outside areas.

Unfortunately only one T.E.N. has been received and that was to extend the venues operating hours on New Years Eve into the early hours of New Years Day and did not specify use of the outside area.

Again this is another area of concern, as there have been several instances when the venue has advertised an event until 0400hrs in a morning, when their licensable activity allowing sales of alcohol should cease at 0200hrs. FLYNN has been made aware that if he needed to extend his hours, he would need to apply for a T.E.N. and if he does not plan to extend then he needed to take control of his promoter and ensure that they have not been advertising an event to run after these authorised

Signature:

Signature Witnessed by:

NICHE Ref. No:		URN:	
----------------	--	------	--

Continuation Statement of CATHERINE SANDERSON

hours.

Information has come to the attention of WYP that unlicensed door staff have been employed at the venue. On 27<sup>th</sup> December 2013. PC 4978 attended an address on an attrition visit and spoke with the person concerned; he informed her that he had been working on the doors of Horsforth Manor until 0500hrs that morning. I am unable to name the individual but can confirm that after checking with the Security Industry Authority (SIA), this person does not hold or ever has, held an SIA licence to permit this activity. The person has gained criminal convictions, over a period of 20+ years, for drugs, violence and possession of weapons. The SIA was formed for a number of reasons, one of which was to specifically prevent persons like this working as door supervisors. The risks for the venue in employing a person like this in a security capacity are patently obvious. This must have been sanctioned by the PLH and calls into question his judgement and competency to run a licenced premises.

Signature:

Signature Witnessed by:

## WITNESS STATEMENT

(Criminal Justice Act 1967, s.9; Magistrates' Courts Act 1980, s.5B;  
Criminal Procedure Rules, r.27.2)

NICHE Ref. No:

URN:

**Statement of:** Joanne Knowles

Date of birth: Over 18

Occupation: PC 4224

This statement (consisting of: 1 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

Signature: Joanne Felton

Date: 04/02/14

Time and date statement taken: 04/02/14 23:00

Check box if witness evidence is visually recorded  (supply witness details on rear)

I am a West Yorkshire Police Officer currently stationed at Otley Neighbourhood Policing Team.

I have recently been investigating 2 assaults that have occurred at The Manor, Horsforth.

The first assault was on the 20/12/13 where a mother and daughter assault another female at the bar causing the complainant to have facial injuries, bruising on her thigh and forehead. The daughter was 15 years old at the time of the incident. The females had to be separated and removed from the building by door staff.

The landlord Jason Flynn was spoken to and he stated that there was CCTV available to which he later stated it was not working and had not been working for 30 days. Jason stated that the 15 year old female had been at a private party at The Manor and had been told she had to be out before the bar opened at 22:00pm. This assault happened at 22:35pm showing that she clearly was not made to leave before customers arrived. The door staff present at this incident stated that they could not remember the incident and did not provide a statement.

The second assault was on the 11/01/2013 at 02:00am where the complainant was hit from behind causing him to fall to the floor unconscious and break his nasal passage which required facial surgery. Again Jason stated that there was CCTV covering the incident then later stated that it was not working. The door staff were spoken to and said that they could not remember the incident and could not provide a statement.

I spoke to a bar staff member called Chris Benton who informed me that there are at least 2-3 fights every Friday and Saturday night and that Jason knows the 'gangs' who attend there and cause the trouble.

On my last visit to The Manor Jason stated that he was increasing the door staff to 5 men and had bought the new CCTV cameras and was waiting for them to be installed. He went on to disclose that it was due to be closing down at the end of March anyway.

I believe Jason has been intentionally obstructive and withheld information about the assaults that have been occurring at The Manor.

Signature: Joanne Felton

Signature witnessed by: Joanne Felton

NICHE Ref. No:		URN:	
----------------	--	------	--

Continuation Statement of Joanne Knowles

During my visits to The Manor I found it to be filthy and unhygienic, I found a large pile of dog faeces on the floor in the public bar which had clearly been there some time. The kitchen/bar area was dirty and cluttered. Outside there was smashed glass, bottles and rubbish.

When speaking with Jason Flynn his body language and demeanour gives the impression that he is under the influence of drugs. He appeared on edge and tense constantly moving and speaking very quickly, he does not appear to blink and his complexion is pale and clammy.

Signature: Joanne Felton

Signature Witnessed by: Joanne Felton

## WITNESS STATEMENT

(Criminal Justice Act 1967, s.9; Magistrates' Courts Act 1980, s.5B;  
Criminal Procedure Rules, Rule 27.2)

NICHE Ref. No:

URN:

13 AA

**Statement of:** PC 4471 ADAM ELY

Date of birth: Over 18

Occupation: Police Officer

This statement (consisting of:      page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

Signature: Adam Ely

Date: 26/02/2014

Time and date statement taken:

Check box if witness evidence is visually recorded  (*supply witness details on rear*)

I am the above named Police Officer currently employed by West Yorkshire Police.

On Friday 14<sup>th</sup> February 2014 at 21:00 I led a Warrant under section 23 Misuse of Drugs Act 1971 at The Horsforth Manor, Calverly Lane, Leeds. The Horsforth Manor is a nightclub. The occupier and licensee of the address is Jason FLYNN, 17/06/1971. Mr Flynn, was present at the time the premises was searched along with approximately 7-8 other people. We found a small bag of Cannabis in a room upstairs. Flynn admitted that this was his in a pocket notebook interview. He has been reported for Summons. One other person present was found to be in possession of a small bag of cannabis and received a Cannabis Warning.

Another concern was the general state of cleanliness and hygiene on the premises. The public bar area was filthy, for example, every surface was sticky, there were bottle tops strewn around, and there was a decomposing kiwi in the corner. One officer had to change his gloves during the search as they were so heavily soiled. It appeared not to have been cleaned for some time. The kitchen was being used as a dumping ground for odd items and clothing, which were stacked up and on the floor. Upstairs there was a strong smell of cannabis. Personal effects and clothes were heaped on the floors making it difficult to move around the rooms.

Signature: Adam Ely

Signature witnessed by:



## WITNESS STATEMENT

( CJ ACT 1967, s.9;MC Act 1980, ss.5A(3)(a) and 5b;MC Rules 1981, r.70 )

**Statement of Samantha Jane Longfellow**

**Age/Date of Birth – Over 21    Occupation – Senior Liaison & Enforcement Officer**

This statement (consisting of 5 page(s) each signed by me) is true to the best of my Knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable for prosecution if I have wilfully stated anything which I know to be false or do not believe to be true.

Date: 24<sup>th</sup> February 2014.

Signature :

I am the above named person. I am employed full - time as a Senior Liaison and Enforcement Officer with Leeds City Council's Entertainment Licensing Section. My duties include investigating unlicensed premises contrary to the Licensing Act 2003. I have delegated authority under the said Act.

On the 12<sup>th</sup> December 2012 a Premises Licence was issued for the premises known as the Horsforth Manor, Calverley Lane, Horsforth, Leeds LS13 1NP. The Premises Licence holder is Mr Jason Flynn and the Designated Premises Supervisor is Mr Edward McGawley (I Produce as my exhibit SJL1, copy of the Premises Licence issued). The Premises Licence was originally granted to a restaurant known as Paris and was issued in September 2005. As the premises had changed from a restaurant to a nightclub, I along with West Yorkshire Police Neighbourhood Policing Team and Licensing Team monitored the premises.

On the 28<sup>th</sup> March 2013, I attended a meeting at Millgarth along with my colleague Catherine Sanderson, North West Leeds, Licensing Officer, West Yorkshire Police. The reason for the meeting was to discuss our concerns regarding a recent promotion that had been advertised on Facebook (facebook.com/jaggerevents). The event was called 'Stop Out' and was advertising the 'cheapest drinks' around. The Facebook page also showed that over eight thousand people had been invited. Danny Taylor advised that it was a trick used in promoting and makes an event look popular, in reality only a small percentage turn up. I had also noted that the advertisement had 'champagne facials' along with 'champagne sprays'. It also advertised all new 'stop out' antics (I produce as my exhibit SJL2, copy of the advertised promotion as shown on Facebook). Under the Licensing Act 2003, Mandatory Conditions: - it is an offence for one person to directly dispense alcohol in to the mouth of another person (other than where that person is unable to drink without assistance by reason of disability). 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.

Jason Flynn and the promoter Danny Taylor seemed unaware of the mandatory conditions. Danny Taylor confirmed that they would stop the promotion.

On Wednesday 22<sup>nd</sup> May 2013, Catherine Sanderson and I attended a meeting held at Horsforth Manor. The reason for the visit was to discuss a possible event. The promoters also attended at the meeting. During the meeting we discussed the possible capacity along with the amount of door supervisors that would be required for the event. We also highlighted to Jason that a condition was attached to the Premises Licence with regards to outdoor speakers. Condition 25 of the Premises Licence states that '*There shall be no loudspeakers in external areas or the marquee*'. This would mean that the outdoor event would not be able to go ahead without a Temporary Event Notice (TEN). Under the Licensing Act 2003, any person applying for a TEN must submit the application at least 10 working days before the event is due to take place. That does not include the day the application is received or the day of the event. We also advised Jason that the capacity would be limited as a TEN only allows up to 499 persons including any staff working. During the meeting we also discussed the way the premises were being advertised, and how advertising the premises as a 'night club' had brought it to the attention of local residents and Councillors. We also advised that as a result we would be continuing to monitor the premises. We then resumed from the area.

On Tuesday 13<sup>th</sup> August 2013, Catherine Sanderson and I attended at a Pubwatch meeting. After the meeting we were approached by a member of the Pubwatch, they advised that the Horsforth Manor had been operating until 5am on a weekend. We advised the member that we would pay passing attention to the premises. Whilst on visits on Wednesday the 14<sup>th</sup> August 2013, Catherine and I were approached by another Pubwatch member, they advised that the premises were allowing drugs to be sold and that they were operating until approximately 5am on a weekend. Again Catherine and I advised that officers would pay passing attention to the venue.

On Thursday 15<sup>th</sup> August 2013 at 12.20hrs. Catherine Sanderson & I attended at the Horsforth Manor. The reason for the visit was to advise Jason Flynn the Premises Licence Holder of the complaints and officer concerns. Catherine & I reminded Jason that all licensable activities must cease at 02.00hrs and that customers could not use the outside areas after 23.00hrs. We advised that Jason would need to apply for TENs if he wanted to operate beyond 02.00hrs or to vary the existing licence. Catherine & I also requested that

Jason remove the external speakers from the front entrance of the venue, as this was a breach of Condition 25. We then advised Jason that we would continue to monitor the premises. Catherine and I resumed from the area.

On the 22<sup>nd</sup> August 2013 a minor variation application was received from the Horsforth Manor. Unfortunately after numerous requests, Jason Flynn had failed to display the required notice. A representation was received from Environmental Health, as a result the minor variation was deemed refused.

On Friday 13<sup>th</sup> September 2013, I was working in company with my colleague Mrs Carmel Brennand, Senior Liaison & Enforcement Officer. At midnight Carmel & I drove along Calverley Lane, LS13. We were conducting a drive by of the premises known as Horsforth Manor, Calverley Lane, Horsforth LS13 1NP. As we arrived at the premises there were 7 young persons in the street and more in the beer garden drinking and smoking. I advised Carmel that there was a condition attached to the Premises Licence stating that patrons cannot use outside areas after 23.00hrs. I then pointed out to Carmel that 3 x customers had just come out of the building carrying pint glasses. Carmel & I wound our windows down and could hear laughing and shouting from customers along with sounds of breaking glass. I then advised Carmel that I couldn't see any door staff on the entrance. We then resumed from the area.

On Saturday 9<sup>th</sup> November at 00.10hrs I attended at the premises along with West Yorkshire Police. As we arrived there were people wandering in the main road, vehicles were double parked. There were bottles and glasses on the pavement. Customers were using the outside decked area. Only one member of door staff was working. The officers from West Yorkshire Police entered the premises first, Catherine Sanderson & I followed. Jason Flynn was working at the time of the visit but hadn't seen Catherine and I arrive. As we approached Jason we overheard him telling Sgt Beck that he had applied to vary his licence to allow customers to use the outside area. We advised both Jason & Sgt Beck that the application in question had been refused as Environmental Health had made a valid representation. When asked why customers were using the outside area Jason stated that there had been an 18<sup>th</sup> Birthday party and a funeral. We advised that customers cannot use the outside area after 23.00hrs regardless of the event. Before we left the venue Jason and his member of door staff requested that customer return indoors. Jason confirmed that customers would not be using the outside area. We then resumed from the area. At 01.10hrs Catherine Sanderson & I drove past the premises and witnessed customers using the outside area again. The decked area in question was very busy with customers drinking and smoking.

On 13<sup>th</sup> November 2013, Leeds City Council's Entertainment Licensing Section received a complaint from a member of the public. He alleged that his 15yr old son and his friends are attending the premises regularly.

On Thursday 21<sup>st</sup> November 2013 at 10.45am I attended at Millgarth Police Station for an Action Plan meeting regarding Horsforth Manor. Jason Flynn attended at the along with Eddie McGawley the Designated Premises Supervisor and Joe Grinion of Protec Security. Catherine Sanderson and Sgt Fullilove outlined the reason for the meeting. Jason then asked for the meeting to be re-arranged so that he could have his Licensing Consultant attend. The meeting was re-arranged for the 26<sup>th</sup> November 2013. I then resumed from Millgarth. At 12.30hrs the same day as I returned to the office I met Jason Flynn and Eddie McGawley along with a younger male Chris Swales. Jason advised that they were looking at changing the Designated Premises Supervisor. Jason then asked me if it was a good idea. I advised Jason that if the incoming DPS is on the premises more than Mr McGawley is, then we (Entertainment Licensing) wouldn't have an issue with the variation. Mr McGawley asked where customers can go and smoke as a condition currently on the Premises License states customers cannot use the outside areas after 23.00hrs and the premises don't close until 02.00hrs. Mr McGawley also stated that he didn't know who had complained as the new houses hadn't been built yet. I advised both Jason and Mr McGawley that I had witnessed them using the outside areas after 23.00hrs and that officers had monitored the premises and that use of the outside area is a regular occurrence. I pointed out that as an Enforcement Officer for Entertainment Licensing it was mine and my colleague's job to enforce the conditions attached to a Premises Licence. I also advised that we cannot ignore breaches of a Premises Licence. Both Jason & Mr McGawley asked how they were to stop customers using the outside areas. I advised that the door supervisors employed should stop persons from using the outside areas. I then advised that these are all issues to be discussed at the re-arranged Action Plan Meeting. I then entered the building and returned to the office.

On Wednesday 27<sup>th</sup> November 2013 I attended at Millgarth Police Station for the re-arranged Action Plan meeting with Jason Flynn. Catherine Sanderson took minutes of the meeting. Some of the issues discussed were that Jason had now displayed notices for customers advising that they cannot use the outside areas after 23.00hrs. However, Jason did state that customers were now using the highway to smoke. Jason also stated that he had 3 x door supervisors on duty. 1 x door supervisor starts at 22.00hrs on the door. 1 x door supervisor starts at 23.00hrs on the gate and 1 x door supervisor starts at 12.30hrs

inside the venue. Jason also advised that the CCTV system now had a 30 day retention period. We also discussed at the meeting use of TENs for the outside area so that customers could smoke. This was a way for Jason to gather evidence so that he could apply for a variation to either remove or re-word the condition that currently stops customers from using the outside area after 23.00hrs. We also suggested that Jason speak with the Environmental Protection team before submitting the TENs and explain why he was submitting them. Catherine ended the meeting and I resumed to the office and continued with my duties.

On the 20<sup>th</sup> December 2013 an application to vary the Designated Premises Supervisor from Eddie McGawley in to Christopher Swales was received. The Premises Licence was issued on 20<sup>th</sup> January 2014 with Jason Flynn as the named Premises Licence Holder and Christopher Swales as the named Designated Premises Supervisor (I produce as my exhibit SJL3, copy of the premises licence issued).

Signature :

**Horsforth Manor, Calverley Lane, Horsforth, LS13 1NP  
Chronology**

<b>Date</b>	<b>Circumstances</b>	<b>Result</b>
12-12-12	Transfer for PLH received to Jason FLYNN	
14-12-12	Op Advent NPT attended at 2325hrs	Premises closed
15-12-12	Op Advent NPT attended at 2100 and 2320hrs	Premises closed
16-12-12	Op Advent NPT attended at 1740 and 2145hrs	Premises closed
08-02-13	Evening licensing visit	Premises closed
27-02-13	Licensing Visit – meet & greet	Premises closed.
28-03-13	Meeting held due to an event being held at the premises on 06/04/13 which was advertised on a promoter's website that was causing concern.	Minutes produced
02-04-13	Official arranged Meet & Greet	Premises closed No reply to contact telephone number.
04-04-13	FLYNN rang office to inform that the event had been cancelled due to the links with promoter.	
10-04-13	Attended at premises, locked and secure.	Premises closed

03-05-13	<p>Attended on evening licensing visit:</p> <ul style="list-style-type: none"> <li>• DPS not present</li> <li>• No staff authorisation sheet available.</li> <li>• No 125ml wine measure</li> <li>• Positive drug wipe in the male toilet</li> </ul> <p>There were only 2 people in the premises – bar staff and DJ.</p>	Message for FLYNN to contact me.
22-05-13	<p>FLYNN requested a meeting to discuss possibility of an event. Promoters were in attendance to discuss requirements for a TEN.</p> <p>Also discussed the issue of advertising the venue as a night club as the prospect of this was upsetting residents and Councillors. FLYNN wanted to discuss the possibility of extending the licensable hours.</p> <p>FLYNN was gurning and sweating excessively which indicated Class A drug use.</p>	Advice given.
29-06-13	<p style="text-align: center;">Incident 1</p> <p>0214hrs: Report of a domestic assault. Complainant and partner were in the venue when an argument started, door staff ejected the male due to his drunken and aggressive behaviour towards the caller. This behaviour escalated when they returned home. Officers commented that both parties were heavily intoxicated. No CCTV.</p>	Male arrested, crime recorded but complainant refused to take any further action.
27-07-13	<p style="text-align: center;">Incident 2</p> <p>0257hrs: Report of a fight at the premises; caller's friend was being attacked by a female. Caller then claimed that the premises owner threatened him as well. Officers attended; the injured party had blood around her nose. She refused to tell officers what had occurred and walked off after refusing a lift. The OIC stated that the she did not require medical attention, was heavily in drink and refused to cooperate with police. Caller re-contacted the police to</p>	No crime taken

	<p>state that this had not been dealt with; officers re attended. Injured party claimed that she had been glassed. The reporting party claimed that a male at the bar threatened to 'hunt caller down and kill him' due to 'her friend being gay'.</p> <p>Officers re attended when injured party had time to sober up and again refused to make a complaint or say what had occurred. Officers then attended to speak to FLYNN, he claimed that the assault occurred off the premises and was not sure as to the reason for it. He alleged that a male telephoned the venue and reported drug use at premises to him and officers reported that a childish argument occurred.</p> <p>Bar staff informed officers that the complainants had been causing issues at the bar due to drunkenness and involved themselves in other people arguments.</p> <p>*Management or staff at the premises did not contact the Police*</p>	
11-08-13	<p>Incident 3</p> <p>0221hrs: Caller reported that whilst leaving the premises people were taking drugs and had concerns re lack of security and underage drinking.</p>	
13-08-13	<p>An event advertised on Facebook which was held at premises 09-08-13 until 0400hrs.</p> <p>*Licensable activities are until 0200hrs*</p>	No T.E.N.
13-08-13	<p>An event advertised on Facebook which was held at premises 10-08-13 until 0400hrs.</p> <p>*Licensable activities are until 0200hrs*</p>	No T.E.N.
13-08-13	<p>Reports to myself and LCC Enforcement officer by 2 persons that the premises are opening until 0500hrs and customers are openly taking drugs.</p>	



14-08-13	Report to myself and LCC Enforcement officer that drugs are being sold and used in these premises.	
15-08-13	Meeting regarding OOH sales of alcohol.	See minutes
23-08-13	Application received to remove condition 26 from the Premises Licence. 04-09-13: LCC confirmed that the date had been put back due to no notices being displayed however EHO had objected to the application (when it was correctly submitted)	Application cancelled
13-09-13	LCC Licensing Enforcement Officers sat in vehicle outside the premises to monitor activities @ approx midnight. People were outside drinking from glasses, bottles and smoking. Lots of taxis pulling up in middle of the road and customers were walking in the road causing an obstruction.	Statement attached
06-10-13	<p style="text-align: center;">Incident 4</p> <p>0234hrs: Caller reported that 2 of his friends had been assaulted by door staff. Officers attended and the injured party had cut to their lip. It was confirmed that door staff were not involved, the IP was taken to hospital for treatment. Victim refused to make any complaints or provide officers with any details.</p> <p>*Management or staff at the premises did not contact the Police*</p>	No crime recorded

12-10-13	<p style="text-align: center;">Incident 5</p> <p>0032hrs: FLYNN's son requested police assistance as 15 people were fighting with planks of wood. They refused to leave then started to throw bottles around... would not give exact details and just wanted police presence.</p> <p>Officers attended, confirmed the fighting had stopped and the responsible parties had left. More units were requested until the atmosphere had calmed down.</p> <p>Officers stated that the licensee was advised.</p>	No crime recorded
12-10-13	<p style="text-align: center;">Incident 6</p> <p>0123hrs: Caller reported that they had been assaulted; suspect names were given to officers.</p> <p>When the caller was spoken to the following day, she stated she was drunk at the time and refused to make a complaint.</p> <p>*Management or staff at the premises did not contact the Police*</p>	No crime recorded.
13-10-13	<p>Email received from an officer who attended an incident at the premises advising that customers were heavily intoxicated upon attendance.</p> <p>Another customer also spoke to the officer and reported blatant drug use in the toilets which included FLYNN selling and using cocaine.</p>	See attached

<p>13-10-13</p>	<p style="text-align: center;">Incident 7</p> <p>0227hrs: Report of ongoing fight outside; reporting person's partner had been beaten up and whilst logging the incident, the call taker heard someone tell the caller to 'put the phone down'.</p> <p>Officers spoke with door staff who were unaware of any incident. Officers were unable to re contact reporting party for details.</p>	<p>No crime recorded</p>
<p>19-10-13</p>	<p style="text-align: center;">Incident 8</p> <p>0318hrs: An off duty officer came across a drunken female walking home with her daughter having an argument. The female stated that she had been drinking in the premises until 0300hrs and it transpired that her daughter was trying to get her home safely.</p> <p>Comments were made by the attending officer that the mother struggled to stand due to intoxication.</p>	<p>No crime recorded</p> <p>See email attached</p>
<p>20-10-13</p>	<p>Officers attended @ <b>0115hrs</b> to monitor activity</p> <p>20-30 using the outside area all drinking. Customers also reported on the roadside with bottles in their hands</p> <p>Officers attended @ <b>0250hrs</b></p> <p>Customers were in the road drinking, shouting and being boisterous.</p> <p>Officers reported a strong smell of cannabis...</p>	<p>See email attached</p>

09-11-13	<p><b>Evening Licensing Visit @ 0010hrs</b></p> <p>1 doorman working – apparently there had been 18<sup>th</sup> party and a funeral Another member of door team was due to arrive at 0030hrs as a door man had failed to attend and they would be working until 0300hrs.</p> <p>We attended after midnight – people wandering in the main road, vehicles were double parked causing an obstruction, glasses and bottles on pavement – people using outside area – FLYNN told Sgt Beck that a variation was in to remove the condition about not using the out side area after 2300hrs..(see notes 23-08-13) Officers went to check the toilets and people starburst.</p> <p>FLYNN was gurning and sweating excessively which indicated Class A drug use.</p> <p><b>0110hrs</b> CS &amp; an LCC Enforcement Officer attended and witnessed people using the outside area – very busy</p> <p><b>0200hrs</b> CS returned and again the outside area was very busy</p>	Action planning meeting - ASAP
09-11-13	<p style="text-align: center;">Incident 9</p> <p>0245hrs: Caller reported that he had witnessed 2 males assault a male and a female outside. All parties involved had left the scene and no one contacted the police to make a complaint.</p>	No crime recorded.
11-11-13	No answer to FLYNN's telephone to arrange action planning meeting	
12-11-13	No answer to FLYNN's telephone to arrange action planning meeting	

12-11-13	Email sent to FLYNN with action planning meeting request	
13-11-13	No answer to FLYNN's telephone to arrange action planning meeting	
14-11-13	Letter written which was to be hand delivered the following evening to advise of Action Planning meeting due to not being able contact FLYNN.	
14-11-13	Telephone message left for me from FLYNN stating that he had not been avoiding contact.	
15-11-13	I returned FLYNN's call and advised that an action planning meeting had been arranged. A letter would be hand delivered during the evening confirming the meeting due to issues with contacting him.	
16-11-13	<p>0145hrs officers attended on a licensing visit and to hand deliver the action planning letter.</p> <p>A Section 19 closure notice was issued by a police officer for allowing customers and staff to use the outdoor area after 2300 hours and using laser lighting without proper signage being displayed.</p> <ul style="list-style-type: none"> <li>• Positive drugs wipe in the toilets</li> </ul>	Email attached
16-11-13	<p style="text-align: center;">Incident 10</p> <p>0229hrs: An assault was reported outside the premises. The injured party was leaving the venue when he was chased by suspects and assaulted. Officers reported that the male had a head injury – a deep gash and swelling to the rear of the head. IP was taken to hospital, a scene was opened by supervision and CID informed. Officers reported that they were following the</p>	Crime recorded

	<p>ambulance down to hospital as the IP had lost consciousness and a lot of blood.</p> <p>One of the witnesses informed officers that as they leaving the premises, just prior to the injured party being chased, there was another fight ongoing at the gates.</p> <p>CID reported that FLYNN was unable to operate the CCTV system and arranged for WYP imaging unit to assist.</p> <p>It was noted that only camera 3 could be viewed at the time of the incident and none covered the outside area.</p> <p>The complainant was uncooperative and refused to make a complaint.</p> <p>*Management or staff at the premises did not contact the Police*</p>	
21-11-13	<p>Action Plan meeting</p> <p>PLH &amp; DPS attended but asked to postpone so they could arrange for representation to attend</p>	<p>Rearranged for 27-11-13</p> <p>Minutes produced</p>
24-11-13	<p style="text-align: center;">Incident 11</p> <p>0322hrs: A police officer was flagged down by a taxi driver who believed that his fare had his drink spiked. Officers attended, male went to hospital – it was unclear as to whether he had too much to drink or whether his drink was spiked however it was believed that it was the intoxication level of the male that caused the issue.</p>	
27-11-13	<p>Action planning meeting</p>	<p>Minutes attached</p>
29-11-12	<p style="text-align: center;">Incident 12</p> <p>0944hrs: Section 20 Assault which occurred on 23-11-13 and a Section 47 assault for the witness.</p> <p>The reporting person was at the bar heavily in drink when his friend (witness), also heavily in drink, was assaulted from behind. As he went</p>	<p>Crime recorded but still under investigation.</p>

	<p>to pick his friend up, the caller was assaulted and knocked unconscious. He was assisted to his feet and outside to leave by the door staff.</p> <p>The injured party has received a fractured right eye socket, scratched right eyeball and a chipped tooth. The doctor who examined the male believed that he was possibly assaulted by a weapon, possibly a knuckle duster but there is no substance to that allegation.</p> <p>Officers tried to ring FLYNN however there was no answer and an email was sent. When the management was spoken to, the CCTV did not cover the area of the assault, 'a blind spot'.</p> <p>The OIC tried to contact FLYNN again but again no answer; when officers finally made contact with him on 15-01-13, the evening in question had been overwritten.</p> <p>*The incident had not been downloaded for officers in preparation of request*</p> <p>*Management or staff at the premises did not contact the Police*</p>	
21-12-13	<p style="text-align: center;">Incident 13</p> <p>0008hrs: Caller reported that their daughter had been assaulted and had property stolen in the venue. Upon investigation, the injured party stated that she had been assaulted with a glass to the head. Door staff attended at the time and removed the suspects.</p> <p>The suspect was 15 years old.</p> <p>FLYNN stated that the CCTV did not cover area where the assault occurred. He also claimed that it was a private party which was why the 15 year old was in attendance and that she was not served alcohol. He claimed that she left the venue by 22:30hrs.</p>	Crime recorded but still under investigation.

	<p>The caller reported that she did not attend at the club until after 22:30 hrs.</p> <p>*Management or staff at the premises did not contact the Police*</p>	
21-12-13	<p style="text-align: center;">Incident 14</p> <p>0112hrs: Caller reported a fight at the venue A male had hit someone with a chair. It was noted that the caller was heavily in drink. Officers spoke with the caller and were advised that she had been caught in a disturbance inside the premises. Door staff confirmed that a disturbance had occurred but all parties had since left. Caller refused to give any further details or make a complaint but she confirmed that she been assaulted</p> <p>*Management or staff at the premises did not contact the Police*</p>	No crime recorded
27-12-13	<p>An officer spoke with a person of interest, who is not SIA registered and was informed that they had been working the doors at Horsforth Manor until 0500hrs that morning.</p>	Statement attached
06-01-13	<p>Copy of DPS change received at WYP</p> <p>Paperwork was not served to WYP on 20-12-13 when the application was submitted even though the application stated that it had.</p> <p>DPS had only just applied for his personal licence that day and was still within the representation period, yet applied to start authorising sale of alcohol with immediate effect.</p> <p>Personal licence had not been issued by council as of 06/01/14</p>	



11-01-14	<p style="text-align: center;">Incident 15</p> <p>0247hrs: Caller reported an assault; the injured party was reported to be bleeding from the nose and vomiting blood. Officers attended and followed the ambulance to the hospital but commented that no one was telling them what had actually happened. The injured party stated that he was heavily intoxicated and when he was speaking to some females he was hit from behind; he fell to the floor and lost consciousness.</p> <p>Officers spoke with FLYNN who stated that he did not witness the incident. The CCTV did not capture the assault as it was in a 'blind spot'. It was noted that there are 4 cameras; 2 which cover the car park, 1 on the main door and 1 on the dance floor.</p> <p>*Management or staff at the premises did not contact the Police*</p>	Crime recorded but still under investigation.
08-01-14	<p>An event advertised on Facebook which is due to be held at the premises on 25-01-14 until 0400hrs the following morning.</p> <p>*Licensable activities are until 0200hrs*</p>	No T.E.N. submitted
14-01-14	<p>An event advertised on Facebook which is due to be held at the premises on 24-01-14 until 0400hrs the following morning.</p> <p>*Licensable activities are until 0200hrs*</p>	No T.E.N. submitted
14-01-14	An NPT officer received intelligence of drug use/supply at the premises.	
17-01-14	<p>FLYNN contacted the office. Stated that there was an advertisement on Facebook of an event until 0400hrs. He would speak to the promoter and have this time removed.</p>	See attached 20-01-14 Poster still advertises 0400hrs however invite shows until 0230hrs

19-01-14	<p style="text-align: center;">Incident 16</p> <p>0140hrs: Caller reported that there had been a big fight at the premises. Caller's friend was hit over the forehead with a glass. Staff examined the injury and removed the suspect but did not detain her. The caller and friends were allowed to leave the premises, through the front even though the suspect was still outside. Whilst the reporting person and friends are walking passed, she was assaulted from behind, over the head with a glass.</p> <p>The parties managed to flee the scene in a car.</p> <p>The officer stated that all parties apart from the caller were very drunk.</p> <p>*Management or staff at the premises did not contact the Police*</p>	2 x assaults recorded but CCTV allegedly not working.
20-01-14	<p>An event advertised on Facebook which was due to be held at the premises on 18-01-14 until 0400hrs the following morning. However the invitation on Facebook shows the event running until 0230hrs</p> <p>*Licensable activities are until 0200hrs*</p>	No T.E.N submitted
25-01-14	<p style="text-align: center;">Incident 17</p> <p>0245hrs: Taxi driver reported that he had picked customers up from the venue who were abusive and aggressive. He believed that they may have damaged his vehicle. Wanted to raise concern for other taxi drivers who attended at the venue.</p>	No crime recorded
25-01-14	<p>Email received from an officer complaining about the non compliance of CCTV and reports from staff that there are regular fights at the premises which are not reported.</p>	



NOT PROTECTIVELY MARKED

White - POLICE COPY Yellow - DPS COPY

CLOSURE NOTICE

Section 19, Criminal Justice and Police Act 2001

Read accompanying notes on reverse

This Closure Notice is served by the Police Officer named below if he/she is satisfied that the premises have been used for the unauthorised sale of alcohol for consumption on, or in the vicinity, of these premises within the last 24 hours. Each of the paragraphs below must be completed by the Police Officer.

Date of Closure Notice: SATURDAY 16th NOVEMBER 2013 Time Notice served: 0145 AM/PM

Police Force: WEST YORKSHIRE

Name and rank of Police Officer above: PS 2766 CZTEKWASTEK

Signature of Police Officer above: [Redacted] PS 2766

Name and address of premises affected: HORSFORTH MANOR, CALVERLEY BRIDGE  
CALVERLEY LANE Postcode: LS13 1NP

Alleged unauthorised use of the premises

There has been the unauthorised sale of alcohol because:

- 1 CUSTOMERS AND STAFF USING OUTSIDE AREA PAST 2300 HOURS
- 2 LAZER LIGHTING IN USE WITH NO WARNING BEING DISPLAYED

Steps which must be taken to end the alleged unauthorised use of the premises, or to prevent it from re-occurring:

- 1 STAFF AND CUSTOMERS MUST NOT USE THE OUTDOOR AREA PAST 2300 HOURS WITH IMMEDIATE AFFECT.
- 2 LAZERS TO BE STOPPED IMMEDIATELY AND CORRECT SIGNAGE TO BE DISPLAYED WITHIN 7 DAYS OR LAZER EQUIPMENT REMOVED.

The person (if applicable) upon whom the Closure Notice has been served:  
Name: MR JASON FLYNN Position: LICENCE HOLDER

Signature: [Handwritten Signature]

## WITNESS STATEMENT

( CJ ACT 1967, s.9;MC Act 1980, ss.5A(3)(a) and 5b;MC Rules 1981, r.70 )

### Statement of Carmel Brennand


**Age/Date of Birth – Over 21    Occupation – Senior Liaison & Enforcement Officer**

This statement (consisting of 1 page(s) each signed by me) is true to the best of my Knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable for prosecution if I have wilfully stated anything which I know to be false or do not believe to be true.

Dated 21 January 2014

Signature : 

I am the above named person. I am employed as a Senior Liaison and Enforcement Officer by Leeds City Council. My duties include the investigation of suspected offences under the Licensing Act 2003. I have delegated authority under the said Act.

On Friday 13 September 2013 I was working in company with Miss Samantha Longfellow, Senior Liaison & Enforcement Officer. At 12 midnight we were driving up Calverley Lane, Horsforth. We were conducting a drive by of premises known as Horsforth Manor, Calverley Lane, Horsforth, Leeds, LS13 1NP as Miss Longfellow was aware that there had been recent problems with the operation of the premises. There were 7 young people in the street and many more in the beer garden smoking and drinking. Miss Longfellow stated that there was a condition on the Premises Licence that customers should not be outside the premises after 11 pm. Miss Longfellow, with a better view of the front door pointed out that 3 customers had just come out of the front door, each carrying pint glasses. As we had the windows down I could hear breaking glass and shouting and laughing by the customers. Miss Longfellow said she could not see any door staff. We resumed from the area and completed our pocket note books 

Signature: 

## WITNESS STATEMENT

(Criminal Justice Act 1967, s.9; Magistrates' Courts Act 1980, s.5B;  
Criminal Procedure Rules, r.27.2)

NICHE Ref. No:	<input type="text"/>	URN:	<input type="text"/>
<b>Statement of:</b>	Mark Czternastek		
Date of birth:	Over 18	Occupation:	PS 2766
This statement (consisting of: <input type="text"/> page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.			
Signature:	M Czternastek	Date:	31-01-14
Time and date statement taken: 0007 hours 31-01-14			

Check box if witness evidence is visually recorded  (supply witness details on rear)

I am the above named Police Sergeant and am currently serving with the West Yorkshire Police, stationed at Otley Police Station, Leeds on the Safer Neighbourhoods Team.

At approximately 0130 hours on the 16<sup>th</sup> November 2013, I attended at THE HORSFORTH MANOR, licensed premise, HORSFORTH, LEEDS. The reason for the visit was to carry out a routine licence check and to ensure that the business was being run according to the licence issued.

On arrival at the address, I was approached by a male outside the venue that I now know to be JASON FLYNN, 17-06-71. FLYNN confirmed to me that he was the holder of the licence for the premise and was in charge of the venue. FLYNN was smoking a cigarette in the outside area of the premise in front of the main entrance along with approximately 15 customers.

I informed FLYNN why I was present and he led me into a kitchen area within the building where we could talk away from the loud music in the main part of the venue. For my own safety, I asked PC 1958 PERROW to attend with me. Whilst in the kitchen I produced a copy of FLYNN'S licence and highlighted to FLYNN condition 26 of his licence which states **PATRONS SHALL NOT BE ALLOWED TO USE THE BEER GARDEN, MARQUEE OR ANY EXTERNAL AREA AFTER 2300 HOURS**. FLYNN could give no valid reason as to why this area was being used past the time permitted.

The second point that I questioned FLYNN about was condition 21 which states **NO STROBES, LAZER OR SMOKE MACHINES WILL BE USED AT THE PREMISES UNLESS THERE IS CLEARLY DISPLAYED WARNING AT THE ENTRANCE TO THE PREMISES THAT SUCH EQUIPMENT IS IN USE**. There were laser lights being used in the main room of the venue by the dance floor and so I asked FLYNN to show me the suitable warning signs as directed by the condition in his licence. FLYNN could not show me this as there was not one displayed, he stated that someone had broken it and it had not been replaced.

As I pointed out to FLYNN that he was breaching his licence, he appeared to feel very aggrieved and stated 'IM JUST TRYING TO RUN A BUSINESS'

As I spoke with FLYNN further I noted that he appeared very on edge. His behaviour was what I would describe as agitated. FLYNN was sweating heavily and he appeared very distant in his manor. In my opinion he did not appear in a fit state to be in control of a licensed venue as in my professional opinion, he was displaying signs of being under the influence of some kind of substance.

Signature: M Czternastek

Signature witnessed by:

RESTRICTED (when complete)

NICHE Ref. No:		URN:	
----------------	--	------	--

Continuation Statement of Mark Czternastek

As a result of the visit and the breaches of licence that I witnessed whilst present at the venue, I issued FLYNN with a Section 19 Closure Notice which he signed and accepted.


This concluded my visit to the Manor and was my final involvement with FLYNN.

Signature: M Czternastek

Signature Witnessed by:

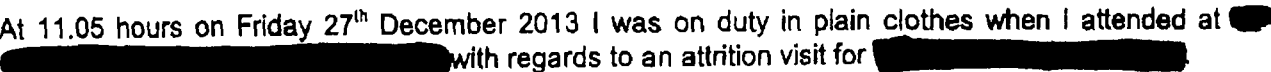

### WITNESS STATEMENT


(Criminal Justice Act 1967, s.9; Magistrates' Courts Act 1980, s.5B;  
Criminal Procedure Rules, r.27.2)

NICHE Ref. No:	<input type="text"/>	URN:	<input type="text"/>
Statement of:	KATIE LOUISE WYATT		
Date of birth:	Over 18	Occupation:	PC 4978
This statement (consisting of: 1 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.			
Signature:	 PC 4978	Date:	29-01-14
Time and date statement taken:	14.40 29-01-14		

Check box if witness evidence is visually recorded  (supply witness details on rear)

I am a Police Constable in the West Yorkshire Police currently stationed at Stainbeck Police Station.

At 11.05 hours on Friday 27<sup>th</sup> December 2013 I was on duty in plain clothes when I attended at  with regards to an attrition visit for 

I spoke to  at the address who told me that he was tired as he had been working the previous evening until 05.00 am. I asked where he had been working and he informed he had been working at The Manor, Calverley Lane. He stated that it had been a private party and he had been working on the doors.

Signature:  PC 4978  
Signature witnessed by:

RESTRICTED (when complete)

## Sanderson, Catherine

---

**From:** Sanderson, Catherine  
**Sent:** 26 March 2013 8:10  
**To:** Davey, Christopher; Adams, Marc; Franklin, Nathan; Julian, Louise  
**Cc:** Graham, Lee; Cox, Michael  
**Subject:** RE: face book licensed parties [NOT PROTECTIVELY MARKED]

Morning All

I have the DPS of the premises coming in on Thursday to discuss the events. I will be seeking clarification of the organisers, door staff arranged etc and whether they are planning on holding these events on a regular basis.

The first event I believe is due to be Bank Holiday Sunday, even though the venue have advertised it as BH 31st April! Wouldn't be surprised if not many attend this one as it appears to something they have arranged themselves, but I will confirm when they come in to see me.

The actual premises is just out of your boundary and within Airedale and Wharfedale remit. Otley NPT are aware of the venue and have been conducting various checks on the premises for me, [REDACTED]  
[REDACTED]

I am more than happy to keep yourselves in the loop, as I feel that they may also effect your area, especially if they decide on holding these events regularly.

As and when I have any updates, I will let yourselves know.

Kind regards

Cat

Cat Sanderson  
NWL Licensing Officer

Tel: 0113 241 3057 (53057)

---

**From:** Davey, Christopher  
**Sent:** Monday, March 25, 2013 11:06 PM  
**To:** Adams, Marc; Franklin, Nathan; Julian, Louise; Sanderson, Catherine  
**Cc:** Graham, Lee; Cox, Michael  
**Subject:** face book licensed parties [NOT PROTECTIVELY MARKED]

sirs

I have been told by Paul Rix today that there are a further two events to be held that they are advertising on face book. there have been 8000 invites sent out.

if you remember our previous experience at [REDACTED] around 3 months ago, there were a large amount of disorder, a number of arrests and also several logs of asb due to the large amount of under age youths attending.

the events are to be held at a place called Horsforth Manor. this is formerly ill migilore restaurant on Calverley Lane. this is ours but is the other side of rodley going up the hill towards horsforth. the dates in question are Saturday 6th April (confirmed date) and the second is sat 27th April (provisional).



I am aware that Cat Sanderson (licensing officer) is in contact with Horsforth Manor to speak with the DPS about these events.

CAT - please could you let Insp Adams know the dates and any other information.

[REDACTED]

Cheers

sumo

## Sanderson, Catherine

---

**From:** Longfellow, Samantha [Samantha.Longfellow@leeds.gov.uk]  
**Sent:** 14 August 2013 8:34  
**To:** Sanderson, Catherine  
**Subject:** RE: Horsforth Manor [NOT PROTECTIVELY MARKED]

I agree.

Samantha Longfellow  
Senior Liaison & Enforcement Officer  
Entertainment Licensing  
Leeds City Council  
Tel: 0113 2474095  
Fax: 0113 2243885  
email: [samantha.longfellow@leeds.gcsx.gov.uk](mailto:samantha.longfellow@leeds.gcsx.gov.uk)  
[www.leeds.gov.uk](http://www.leeds.gov.uk)

---

**From:** Sanderson, Catherine [<mailto:catherine.sanderson@westyorkshire.pnn.police.uk>]  
**Sent:** 14 August 2013 08:28  
**To:** Longfellow, Samantha  
**Subject:** Horsforth Manor [NOT PROTECTIVELY MARKED]

Morning

This is the event I mentioned advertised on facebook until 0400hrs, with no TEN that I can see...  
<https://www.facebook.com/#!/events/1398852297000819/>

I have double checked the Licence and there is no CCTV condition.  
I think we may be needing to make contact for a meeting with him again...

C

Cat Sanderson  
NWL Licensing Officer  
Millgarth Police Station  
Millgarth Street  
Leeds  
LS2 7HX

Tel: 0113 241 3057 (53057)  
Fax: 0113 241 3123 (24123)  
Email: [catherine.sanderson@westyorkshire.pnn.police.uk](mailto:catherine.sanderson@westyorkshire.pnn.police.uk)

---

REPORT MINOR CRIME ONLINE: Report a West Yorkshire crime online, request a callback or report lost property, all via our website <http://www.westyorkshire.police.uk/>

## Sanderson, Catherine

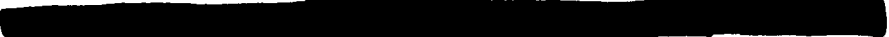

---

**From:** Czternastek, Mark  
**Sent:** 21 September 2013 9:13  
**To:** Sanderson, Catherine  
**Subject:** RE: Horsforth Manor [NOT PROTECTIVELY MARKED]

Hi Cat

Apologies, I have been up to my eyes in it of late. yeah I managed to get down last weekend and spoke to the licencee, albeit, very briefly due to call demand.

I spoke with him in relation to his licence and times of closing etc, to which I got the expected reply...'I wouldn't do anything to put my licence at risk and certainly wouldn't stay open past opening hours'. As he was talking to me, a number of undesirable males arrived in vehicles and entered the club. I ran a couple of vehicles and, shock of horrors, were linked to recent drug intel in the Leeds/Bradford area.

This was the extent of the visit im afraid   


Cheers

Sgt Cz

---

**From:** Sanderson, Catherine  
**Sent:** Friday, September 20, 2013 2:03 PM  
**To:** Czternastek, Mark  
**Subject:** Horsforth Manor [NOT PROTECTIVELY MARKED]

Hi Sgt

Did you manage to pay a visit to the Horsforth Manor last weekend please? If so, how was it taken?

Regards

Cat

Cat Sanderson  
NWL Licensing Officer  
Millgarth Police Station  
Millgarth Street  
Leeds  
LS2 7HX

Tel: 0113 241 3057 (53057)  
Fax: 0113 241 3123 (24123)  
Email: [catherine.sanderson@westyorkshire.pnn.police.uk](mailto:catherine.sanderson@westyorkshire.pnn.police.uk)

## Sanderson, Catherine

---

**From:** Slaven, Christopher  
**Sent:** 13 October 2013 23:32  
**To:** Sanderson, Catherine  
**Subject:** Horsforth Manor [NOT PROTECTIVELY MARKED]

Hello,

I am writing with a question about the Horsforth Manor 'pub' on Calverley Lane, Horsforth.

Basically, we attended to a call of a large fight going on there. When we attended there were several drunk people who were far too drunk to be getting served still.

A female reported ongoing blatant drug use in the toilets, including an allegation that the male 'licencee' was also dishing out and using cocaine.

[REDACTED]

[REDACTED]

[REDACTED]

Regards,

Chris Slaven

## Sanderson, Catherine

---

**From:** Slaven, Christopher  
**Sent:** 21 October 2013 7:51  
**To:** Sanderson, Catherine  
**Subject:** RE: Horsforth Manor [NOT PROTECTIVELY MARKED]

Hello Catherine,

Over the weekend of night shifts, we have made several attempts to get to Horsforth Manor and see what is going on down there.

On Friday night we had a busy one and didn't make it to the premises. However, we did get called to an incident on the Ring Road between Horsforth and Rodley roundabouts.

This was at 03:40 hours, and involved a female and her mother. Her mother was absolutely legless and struggled to stand. It was established that they had been drinking in the Manor until around 03:00 hours, and she had been allowed to remain there in a very drunken state.

We took the two females home, and when we returned to the Manor at around 04:00 hours it was quiet and in darkness.

On Saturday night we were again busy but made a visit to the Manor at around 01:15 hours. There were at least 25-30 people stood outside the premises in the 'courtyard' sort of area between the pub and the roadside. They all appeared to be drinking and this wasn't just a small group of smokers for example.

There were also 3 or 4 people stood right up by the roadside drinking bottles of beer and alcopops. Whilst I parked up around the corner from the Manor, to write up my pocketnotebook, there must have been around 5 or 6 taxis in two minutes driving along Calverley Lane towards the Manor, all full with passengers.

My colleagues went to the premises at around 02:50 hours, and described a group of people stood in the middle of the road outside the Manor, all drinking, shouting and carrying on. The group were approached and one male in particular was abusive towards officers. The officers stated there was a strong smell of cannabis in the air. No music could be heard however.



Thank you for your help with this, it is greatly appreciated.

Regards,

PC 678 Chris Slaven

---

**From:** Sanderson, Catherine  
**Sent:** Monday, October 14, 2013 1:27 PM  
**To:** Jefferson, Wendy  
**Cc:** Slaven, Christopher  
**Subject:** RE: Horsforth Manor [NOT PROTECTIVELY MARKED]

Hi Wendy

Horsforth Manor is a place that I am monitoring with the assistance of NPT and have been for some time now.

The premises licence is held by a chap called Jason Flynn [REDACTED] and the DPS is Edward McGawley but he is never on site.

Jason does live above the premises, with his son I believe. The previous licence holder was female but she gave up the licence a little while ago now [REDACTED]

The licence for sale of alcohol/performance of dance/music etc is until 0200hrs everyday and the licence shows that they should be closed by 0230hrs. They also have a condition on the licence to not allow people to use the external areas after 2300hrs, which I believe they are not adhering to either but have yet to receive confirmation.

The licence at this venue is an old one and the conditions reflect what was required at the time (was being run as a restaurant but nothing to tie them into staying that way). No CCTV was required when it came about, this is the main tool I use for after hours/fights etc. Jason does have CCTV but is unable to use it and because the licence does not stipulate CCTV, [REDACTED] [REDACTED] Are you aware whether he allowed CCTV to be viewed? Was he able to use it?

I am in receipt of complaints about this premises in relation to after hours drinking and I have asked Insp Brooksbank to arrange for someone to drive by one weekend - after 0200hrs but I am aware it is not a priority on a weekend.

I have also heard rumblings about drug use/supply at the premises but I am unable to confirm this.. The story is that you can go to the bar and order a pint and a wrap of coke for £x [REDACTED]

I am positive there is so much more than meets the eye with this place, but at the moment there is nothing that we can act on. From comments in the community, it is quite a scary (?) place to go to and I think more fights occur than ones which are reported, [REDACTED]

[REDACTED]

If there is anything you can help me with or I you, please do not hesitate to contact me.

Kind regards

Cat

Cat Sanderson  
NWL Licensing Officer  
Millgarth Police Station  
Millgarth Street  
Leeds  
LS2 7HX

Tel: 0113 241 3057 (53057)

Fax: 0113 241 3123 (24123)

Email: [catherine.sanderson@westyorkshire.pnn.police.uk](mailto:catherine.sanderson@westyorkshire.pnn.police.uk)

---

**From:** Jefferson, Wendy  
**Sent:** Sunday, October 13, 2013 4:48 PM  
**To:** Sanderson, Catherine  
**Subject:** Horsforth Manor [NOT PROTECTIVELY MARKED]

Hello Cath,

We attended Horsforth Manor at on 12th October to report of a disturbance. All had calmed down on our arrival, main culprits had made their way home. On speaking with the door staff at these premises, they open until 0300hrs, last orders at 0200hrs. It was very busy and from what they were saying is getting very busy due to the guest DJ's that they are having. Other information passed to us by someone leaving the Manor was that there is regular drugs use taking place in the toilets there.

[REDACTED] of the 13th also relates to someone being assaulted, no complainant as yet and again when officers arrived all had calmed down.

Could you confirm who the licensee is at these premises. When we visited on the 12th re ongoing disturbance, whilst speaking with door staff a male arrived who said he was the licensee - from enquiries I believe that the licensee may in fact be a woman?

Could you update us with any information you have about these premises please.

Forwarded for your attention and for an entry in the register for these premises.

Regards

Wendy

PS 5753 Wendy Jefferson  
North West Leeds Division  
Otley Police Station  
Bridge Street  
Leeds  
LS21 3BA  
Tel: 01274 471464/ 471468

## Sanderson, Catherine

---

**From:** Beck, Stuart  
**Sent:** 16 November 2013 11:31  
**To:** Sanderson, Catherine  
**Cc:** Coldwell, Richard; Czternastek, Mark; Salisbury, Clare  
**Subject:** FW: THE MANOR [NOT PROTECTIVELY MARKED]

Cat,

Further to the below;

The assault that Mark mentions at the bottom of the e-mail appears to have taken place on the roadside just outside the gates to The Manor at around 02.00-02.20hrs - clearly well beyond the 01.00 closing time!

The compl...is refusing to cooperate so it looks like this job will be going nowhere however it would appear that the compl left The Manor before been chased by several males ( again the log suggests that they had also been in The Manor). The compl is then punched and kicked until he falls to the floor whereupon he receives a very heavy kick to his head. Although it is likely that the compl...will make a full recovery with only relative minor injuries it was thought at the time that his injuries were potentially critical and hence it attracted considerable Police resources. I have asked the OIC - DC 5865 Grummitt to give me detail of any specific issues around The Manor in relation to this incident. One concern at the moment - Mr Flynn / staff could not operate the CCTV system!!!!!!!

I will ask L/T to keep the pressure on over the weekend.

Stuart.

---

**From:** Czternastek, Mark  
**Sent:** Saturday, November 16, 2013 2:56 AM  
**To:** Sanderson, Catherine  
**Cc:** Coldwell, Richard; Beck, Stuart; Salisbury, Clare  
**Subject:** THE MANOR [NOT PROTECTIVELY MARKED]

Cat

We managed to hit The Manor at about 0145 this morning after a somewhat hectic night, but I did not want to go on my couple of days leave without showing my face.

It was quite a successful trip.

I have issued Jason Flynn with his letter for the licensing meeting on Thursday and I have a full PNB entry signed by him to acknowledge receipt of the letter. He says he is aware he has to attend and will be there.

The following areas were checked:

1. Cocaine wipes used in the toilets. Small traces of blue were found on the wipes as a result of the checks.
2. On arrival at the venue, there were approximately 15 cutomers and staff stood in the outdoor area smoking and socialising, Mr Flynn was one of them, he was happily smoking outside with his customers.
3. Cellar checked and found to be securely locked with a keycode pass.
4. First Aid kit checked. It has basic supplies in it which would do for a minor injury, however it was, like the rest of the business, in a bit of a mess.
5. Outside location checked for bottles/glasses, but was clear.
6. Lazer lighting was in use, with no signage to inform customers of its use. Mr Flynn could not show me it and stated that someone had removed it.



7. Part A and Part B of Mr Flynn's licence was requested to be seen. After initially handing me his part B after I asked for his part A, he got it the right way round. He presented his 'A' to me and showed me his 'B' positioned above the bar.

As a result of the check Mr Flynn has been served a S19 Closure Notice, issued by myself. The notice has been served for his allowing customers and staff to use the outdoor area after 2300 hours and using lazer lighting without proper signage being displayed.

I have the copy of the S.19 at Otley so as discussed Thursday, I will give you that when I next see you. I also have the PNB entry if you need it later.

Just as a bit of an extra, Mr Flynn looked in a terrible state considering he was supposed to be the responsible person in charge of a licensed premise. He was sweating very heavily and looked very spaced out, a sceptic may think he was under the influence of something.

Just as I finish this report, an immediate call has come in for The Manor [REDACTED]. It is a report of a fight at the location and a male has sustained a head injury. I cannot provide much more now as I am about to finish work, but certainly worth looking at the result on the log before his meeting Thursday.

Thanks

Mark

PS 2766 Mark Czternastek

## Sanderson, Catherine

---

**From:** Sanderson, Catherine  
**Sent:** 11 December 2013 9:11  
**To:** 'Longfellow, Samantha'  
**Subject:** RE: [NOT PROTECTIVELY MARKED]

Xmas Eve was the 9th but still time, even if risky, for late TEN  
Xmas and Boxing Day was yesterday  
New Years Eve 12th  
New Years Day 13th

C

---

**From:** Longfellow, Samantha [<mailto:Samantha.Longfellow@leeds.gov.uk>]  
**Sent:** Wednesday, December 11, 2013 9:06 AM  
**To:** Sanderson, Catherine  
**Subject:** RE: [NOT PROTECTIVELY MARKED]

Whens the last date to submit?

Samantha Longfellow  
Senior Liaison & Enforcement Officer  
Entertainment Licensing  
Leeds City Council  
Tel: 0113 2474095  
Fax: 0113 2243885  
email: [samantha.longfellow@leeds.gcsx.gov.uk](mailto:samantha.longfellow@leeds.gcsx.gov.uk)  
[www.leeds.gov.uk](http://www.leeds.gov.uk)

---

**From:** Sanderson, Catherine [<mailto:catherine.sanderson@westyorkshire.pnn.police.uk>]  
**Sent:** 11 December 2013 09:05  
**To:** Longfellow, Samantha  
**Subject:** [NOT PROTECTIVELY MARKED]

Morning

Just realised that we don't appear to have any TENs for Xmas yet at the Manor...

C

Cat Sanderson  
NWL Licensing Officer  
Millgarth Police Station  
Millgarth Street  
Leeds  
LS2 7HX

Tel: 0113 241 3057 (53057)  
Fax: 0113 241 3123 (24123)  
Email: [catherine.sanderson@westyorkshire.pnn.police.uk](mailto:catherine.sanderson@westyorkshire.pnn.police.uk)

## Sanderson, Catherine

---

**From:** Ingham, Karina  
**Sent:** 19 January 2014 19:07  
**To:** Sanderson, Catherine  
**Subject:** THE MANOR, HORSFORTH [NOT PROTECTIVELY MARKED]

Cat,

Just to let you know I attended an incident at 0150 hours this morning relating to The Manor.

Two females had been assaulted there but walked, with their friends, up to NEW ROAD SIDE where we came across them. They stated they had been "glasses" and both had minor head injuries, they attended hospital where they were stitched and glued.

I am investigating these assaults now and will require the CCTV but cannot find any contact number for the place. Do you have a contact number for someone that can work CCTV there?

Anyway, another incident to add to the log.

Thanks,

Karina

PC 5201 Karina INGHAM  
Aireborough and Wharfedale NPT

## Sanderson, Catherine

---

**From:** Ingham, Karina  
**Sent:** 26 January 2014 12:52  
**To:** Sanderson, Catherine  
**Subject:** The Manor

Cat

Just to update you regards the two assaults I emailed about two weeks ago, the suspect has been interviewed. She denied the offence and I was reliant on CCTV. Unfortunately Jason FLYNN has told me he has checked and the CCTV wasn't recording that night. He states he has fixed it now though!

The suspect has been NFA'd due to lack of evidence.

Thanks

Karina

## Sanderson, Catherine

---

**From:** Felton, Joanne  
**Sent:** 25 January 2014 18:13  
**To:** Sanderson, Catherine  
**Subject:** The Manor Horsforth [NOT PROTECTIVELY MARKED]

Good evening,

I would like to make you aware of some issues at The Manor, Horsforth.

According to our systems there have been 4 serious assaults in the last month at the above pub and on speaking with the bar staff the 'gang' that is causing a lot of the problems are friends of Jason Flynn's the landlord.

Although Jason tries to appear as though he is cooperating I believe he knows a lot more than he is letting on and when I attended to collect the CCTV I was told that there is an issue with it and it has not been recording for the last 31 days meaning that we do not have any CCTV evidence for these 4 assaults.

This is not the first time that there has been issues with obtaining CCTV from here and the bar staff have informed me that there are at least 2 fights a night and they are surprised that more are not reported.

I have been informed that The Manor will be closing down however in the mean time while it is open it is not covered by CCTV.

Thank you

PC 4224 Joanne Felton  
Otley Police Station  
101

<b>LIC 10</b> <b>A</b> (Part 1)	<b>LICENSED ACTIVITY NOTIFICATION</b> (To be completed by District Licensing Department only)
---------------------------------------	--



Division	AA	Local Authority Area	LEEDS
----------	----	----------------------	-------

Feature	HORSFORTH MANOR
---------	-----------------

Street Number	CALVERLEY BRIDGE	Beat	
Street Name	CALVERLEY LANE		
District			
Town	LEEDS		
Postcode	LS13 1NP	Telephone No.	

Licence Type	TEMPORARY EVENT NOTICE
--------------	------------------------

APPLICATION			
Reason for application			
Date Received	20/12/2013	Date Granted	
Commencement Date			

APPLICANT			
Applicant First Name	Jason	Applicant Surname	Flynn
Date of Birth		Place of Birth	Bradford
PNC Result			
Full Postal Address	as above premises		
Telephone No.	07521 593443		

Company name & contact details (if different)	
--	--

DESIGNATED PREMISES SUPERVISOR			
First Name		Surname	
Date of Birth		Place of Birth	
Personal Licence Ref. (where known)	N/A		
PNC Result			
Full Postal Address			
Telephone No.			

LICENSABLE ACTIVITIES
(TEN received 20/12/13 - electronically) Event - Festive period Tues 31/12/13 from 02:00 hrs to 04:00 hrs Sale by retail of alcohol - consumption ON the premises only Provision of regulated entertainment Maximum number of people attending: 350 (LATE TEN)
-----
-----

CRIME PREVENTION MEASURES AGREED WITH THE APPLICANT
(to be completed by District Licensing Department when enquiry concluded)

PART 2 FREE TEXT
(to be completed by District Licensing Officers when report concluded)



## The STOP OUT™ Launch - HORSFORTH'S ONLY NIGHTCLUB - Saturday 6th April - THE MANOR

Events

Join

Public · By DJ Danny T

### Going (113)



### Maybe (47)



### Invited (11,134)



Export · Share · Report

Saturday, 6 April 2013 21:00

The Manor, Horsforth

HORSFORTH'S ONLY NIGHTCLUB IS HERE!!

The STOP OUT™ Launch @ The MANOR (old Paris restaurant)

Just £5 ENTRY &amp; The CHEAPEST Drinks Around!

██████████ STOP OUT - Saturday 6th March @ The Manor ██████████

STOP OUT™ Is the freshest night to hit Horsforth! In Horsforth's NEWEST THE MANOR!!

FINALLY Horsforth has a venue with an extended licence, so forget havin beers until you get chucked out and midnight, and make sure you STOP!

To top that, we have the CHEAPEST DRINKS AROUND!!

MAKE SURE YOU GET ON THE GUESTLIST FOR DISCOUNT ENTRY!

██████████ EXPECT ██████████

- ✓ HORSFORTH'S NEWEST PREMIUM VENUE!
- ✓ ALL NEW 'STOP OUT' ANTICS
- ✓ CD GIVE-AWAYS
- ✓ £2 DRINKS
- ✓ OPEN FROM 9PM
- ✓ A MASHUP OF ALL THE LATEST HOUSE & R & B!
- ✓ STOP OUT™ CLUB TRANSFORMATION!
- ✓ TRADEMARK CHAMPAGNE FACIALS
- ✓ STAGE SHOWS!

Chat (15)



8 ✓ HOSTED BY THE STOP OUT™ BABES  
Search for people, places and things

MUSIC

// MAINROOM MASHUP of HOUSE / R&B / CLASSICS

➔ DANNY T

With PRESTIGE on the mic!

DRINKS

- ➔ £1.00 SHOTS
- ➔ £2.00 VODKA MIXERS

CHAMPAGNE SPRAY! <--- WAIT TIL YOU SEE THIS ONE!!

GET ON THE GUESTLIST!

£5 GUEST-LIST BEFORE 11PM | MORE AFTER

'FULL NAME' + 'PARTY SIZE' ON THE WALL FOR GUESTLIST!  
'FULL NAME' + 'PARTY SIZE' ON THE WALL FOR GUESTLIST!

e.g. JOE BLOGGS +10

INFO

Time// 9pm – 2am  
Venue // The Manor, Horsforth (old Paris Restaurant)  
Twitter // @HorsforthManor

AfterParty // Grab a £5 Entry wristband for MISSION!

Pinned Posts



**DJ Danny T**

THE MANOR is located just off the ring road between Horsforth and Rodley

HERE ARE DIRECTIONS FROM THE TOP OF TOWN STREET

If you tell taxi drivers that it used to be PARIS RESTAURANT, they v know where it is!

Like · Comment · Follow post · 2 · Saturday at 15:14

Recent Posts

RECENT POSTS

Chat (15)

Search for people, places and things



James Jagger Timeline Now



George Holmes Sunday near Leeds

Horsforth's NEWSSET Late-Night Venue Launches Saturday 6th April! Just £5 Entry & £2 Drinks! Text 07825779124 for Guestlist!

Why Go Home When You Can STOP OUT™ !???

Laura Cole / James Jagger / Brianna Harding / Martha Savv / Harry Pride / Ashley Beckford / Olivia Unsworth / Sadie Burns / Emily Samantha / Charlotte Isobel Sutcliffe Cussons — with April Trevett and 19 others.



The STOP OUT™ Launch - HORSFORTH'S ONLY NIGHTCLUB - Saturday 6th April - THE MANOR 6 April at 21:00 Tha Manor, Horsforth

Join · 113 people are going

Like · Comment · Share

Martha Savv likes this.



Danny Taylor Sunday near Leeds

Horsforth's NEWSSET Late-Night Venue Launches Saturday 6th April! Just £5 Entry & £2 Drinks! Post On The Event Wall For Guestlist!

Why Go Home When You Can STOP OUT™ !???

Cam King / George Holmes / James Jagger / Martha Savv / Martha Saville / Jason Kaye / Danny Malcher / Nathan Sharpe / Shannon Sawyer / Paul Burtle — with Kym Louise Noon and 8 others.



The STOP OUT™ Launch - HORSFORTH'S ONLY NIGHTCLUB - Saturday 6th April - THE MANOR 6 April at 21:00 Tha Manor, Horsforth

Join · 113 people are going

Like · Comment · Share

5 people like this.



James Jagger Saturday via Mobile

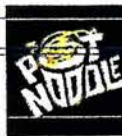
New nightclub in horsforth looks sick! Exactly what horsforth needed, now all we need is out own tv show

Like · Share

9 people like this.

View 2 more comments

Horsforth Manor We are between horsforth and rodley roundabout.



Pot Noodle 1 friend



Lgproscoters Newquay



Beat Street Studio - Neve Mixing & Recording Leeds, West Yorkshire



Follow

Now 2013 2012 2011 2010 2009 Born

Activity Recent



James is going to Fibre & QC Courtyard Parties 2013.

James likes Annia Harrup Photography.

More recent activity

Friends

See All



Photos

See All



Likes

See All



Places

10 Recent Places

Sponsored

Marriott Hollins Hall



Welcome to the official Hollins Hall, A Marriott Hotel & Country Club page.

Like · 564 people like Hollins Hall, A Marriott Hotel & Country Club

Chat (15)

Facebook - Windows Internet Explorer

File Edit View Favorites Tools Help

Internet Search

Facebook.com/.../2013

Facebook

Search for people, places and things

Horsforth Manor Timeline 2013 +1 Add Friend

Friends 2013

just gain through my new tracks for DEEP CHEMISTRY this FRIDAY Horsforth Manor  
seriously your not ready!!

Share 14 2

Mark Patrick Kelly · Horsforth Manor  
3 August 2013 · 1h

MPK presents Deep Chemistry THIS Fri 5th Aug. @ The Manor. With Dj's Nick Mansom... Lickis... Joe Knight... G. Pete Ellis. 10-4am. £5 b4 midnight £7 after

Simone Kelly-Roe · Horsforth Manor  
2 August 2013 near Leeds · 3h

might be down tonight gezza x

Martha Sav  
1 August 2013 · 4h

+1743

Places 2013  
Visited 13 Places

1 Chat (9)

Start Inbox... Face... Niche... Find... Horsf... Find... Find... Docu... Horsf... Horsf... Occur... 100% 12:20

Search for people, places and things



### Under The Influence | PASSION™ TONIGHT! | Th...

Events Join Maybe

See more  
Public · By Under The Influence

Going (244)



Recent guests (20+ new)

Maybe (166)



Invited (23,365)

Jordan Clayton Gray

Export · Report

Saturday, 10 August 2013 22:00 until 04:00

Get Tickets

(www.facebook.com)

View all

Under The Influence presents..

- PASSION™
- The Launch | Saturday the 10th of august
- @ The Horsforth Manor ... See more



Posts

View Declines

#### PINNED POSTS



#### Under The Influence

Ryan James our headliner, Over 1,000,000 listens on his soundcloud famous for his Swagger mix's. Take a listen to his newest one! Horsforth hasn't seen anything like this before, be ready..

<https://www.facebook.com/UnderTheInfluenceEvents> Get involved and like our page for more info, updates and sponsors. X



Ryan James - Swagger Volume 19  
 soundcloud.com  
 Split Track Download -  
<http://www.mediafire.com/download/5txxzlrnx7hf18>  
<http://twitter.com/RyanJamesDJ>

Like · Comment · Share · 1 · 1 August 2013 at 16:03

#### RECENT POSTS



Craig Knutton tagged 1 photo at this event.



Chat (13)

# BOXED OFF

DECEMBER

26

DECEMBER

26

BOXING DAY

## THE MANOR

CALVERLEY BRIDGE CALVERLEY LANE HORSFORTH LEEDS LS13 1NP

Admission £8 ~ from till late

FUTURE GARAGE

2 STEP GARAGE

DEEP TECH HOUSE

2 WHITE LINES ~ DOUBLE O

GENERAL ~ SIMON KNOWLES

JEPPY ~ GAV THE LAD PLUS MORE TBC

DRINKS, BUCKETS & TABLES AVAILABLE

Dress 2 Impress

NO TRACKSUITS

UNDERGROUNDHOUSE PROMOTIONS PRESENTS

# BASS FACTORY

DEEP HOUSE / JACKIN & GARAGE

**NEW YEARS EVE SPECIAL**  
**TUESDAY 31ST DECEMBER**

Featuring two of LEEDS finest

**Nick Hannam**  
**Billy Kenny**

**Jourdan White**  
**Dj Beany / HOUSE DJ'S**

**Tony Cade / Joe Rhodes Knight**



OPEN 10pm til 4am, ENTRY £5 ALL NIGHT

CALVERLY BRIDGE, CALVERLY LANE, HORSFORTH, LS13 1NP

**STRICTLY OVER 18**

Challenge 21. NO ID = NO Entry. Door supervisors decision is Final

# MILF

music I like to feel

**MOJOFLUXX** PERFORMING LIVE

ALONGSIDE DJ'S  
**HIDE&SEEK // SIMON KNOWLES**  
**/// DOCTOR WATSON /// DJ PABZ**

**PLAYING THE BEST HOUSE & BASS**

**SATURDAY 18TH JANUARY 2014**  
**DOORS OPEN 10PM TIL 4AM**

**THE MANOR / CALVERLY BRIDGE**  
**CALVERLY LANE / HORSFORTH LS13 1NP**

2 3 Search for people, places and things

# M.I.L.F | TOMORROW NIGHT 18th JAN | MOJOFLUXX LIVE | THE MANOR | HORSFORTH

Events Join

Public · By Lee Scheresy Scheres

## Going (115)

Saturday, 18 January 2014 22:00 until 02:30



Recent guests (20+ new)

M.I.L.F (Music I Like to Feel) @ THE MANOR, HORSFORTH, LEEDS SATURDAY 18th JANUARY 2014

GENRE // HOUSE AND BASS

## Maybe (68)



## Invited (18,005)



Export · Report



## Posts



**Lee Scheresy Scheres**

CATCH TOM FROST ON SATURDAY 1st FEBUARY AT THE MANOR, HORSFORTH

<https://soundcloud.com/tom-frost-leeds/tom-frosts-devotion-volume>

Chat



facebook

Search

Home Profile Friends Messages  
Notifications Chat(10)



MINT AT MANOR / BRINGING IN 2014 IN STYLE!!

Join Maybe



The Manor At Horsforth

Bar  
Venue Details  
Calverley Lane  
Horsforth

Get Directions

Privacy

Public

Date and time

24 January at 21:00 - 25 January at 04:00

Last date for Late TEN  
17<sup>th</sup> January 2014

Event Details

MINT PRESENTS:

THE BIG JANUARY MASH UP!!

AFTER THE BIG NEW YEAR CELEBRATIONS ITS ONLY FAIR TO SAY THE WAY TO CARRY ON TO CARRY ON PARTYING!!

MINT WILL BE TAKING OVER MANOR IN HORSFORTH (MANOR, HORSFORTH, CARVERLEY BRIDGE, CARVERLEY LANE)

FROM 9PM TILL LATE WE WILL BE PRESENTING THE BEST IN HOUSE / JACKIN / HOUSE / DI HOUSE

MINT RESIDENTS;

- \*CHRIS NAYLOR
- \*NICHOLO
- \*KARL ALLEN
- \*DJ EVERLAST

EXCLUSIVE RESIDENTS PERFORMING ON THE NIGHT INCLUDE;

- \*\*\*\* BILLY KENNY & SCORPZ\*\*\*\*  
PERFORMING ON THERE SMASHING HITS FROM NEW TO OLD &&&
- \*\*\*\*CHRIS GRESSWELL\*\*\*\*  
PERFORMING AN EXCLUSIVE DJ SET WHICH I GUARANTEE WILL TEAR MANOR APART!!

ASWELL A SURPIRSE LIVE PA WHICH WILL BE ANNOUNCED ON THE DAY;)

Localmotion Horsforth Manor - Windows Internet Explorer

File Edit View Favorites Tools Help

https://www.facebook.com/localmotion.manor#/photo.php?fbid=1450831001801630&set=a.138137623...

Localmotion Horsforth M...

**Local Motion Presents**

**JOEQ**

SATURDAY 25TH JANUARY

SEAN COY BIZZ & TITCH  
SIMON KNOWLES JOE KNIGHT  
WALSHY MYKI-T KAZZA

THE MEETIN HAS GONE AHEAD 😊 THE JOEQ SPECIAL IS IN FULL SWING AND LOCALMOTION WOULD LIKE TO APOLOGIZE FOR ANY INCONVENIENCE... 25TH JANUARY 2014 IS GOIN TO GO OFF WITH A BANNNGG.. THIS NIGHT IS STRICTLY CLASSICS AND WILL BE OPEN TILL 4AM.. PEOPLE BE READY FOR THIS THE NIGHT OF YOUR LIFES P.A IS MASSIVE THE LINE UP IS MASSIVE 2014 IS OUR YEAR... COMPETITION BIGGER THAN EVER TOO ALL YOU HAVE TO DO IS... See more — with Natalie Moo Maggs, Natalie Maciag, Nathan Turnbull and 42 others.

7 people like this.

1 share

Stacy Crackerjack Radford Cant u change the date. Its the day after mint n i wanna go to both but cant do 2 nights in a row 😊

6 January at 06:50

Start | Inbox - ... | Localmo... | Niche RMS | Find: Offi... | Horsforth... | Horsforth... | Find: Tel... | header - ... | MICROS... | 09:48

Last date for a late T.EN. 17M January 2014

# MILF

Music I Like to Feel

Playing the best **HOUSE** and **BASS**

**Lisa Sharred**

**VS**

**Amy Banks**

(2 Hour B2B DJ Set)

**Alongside DJ's:**

**TOM FROST (Habit)**

**TOM ELSWORTH**

[keepinschedulin.com](http://keepinschedulin.com)

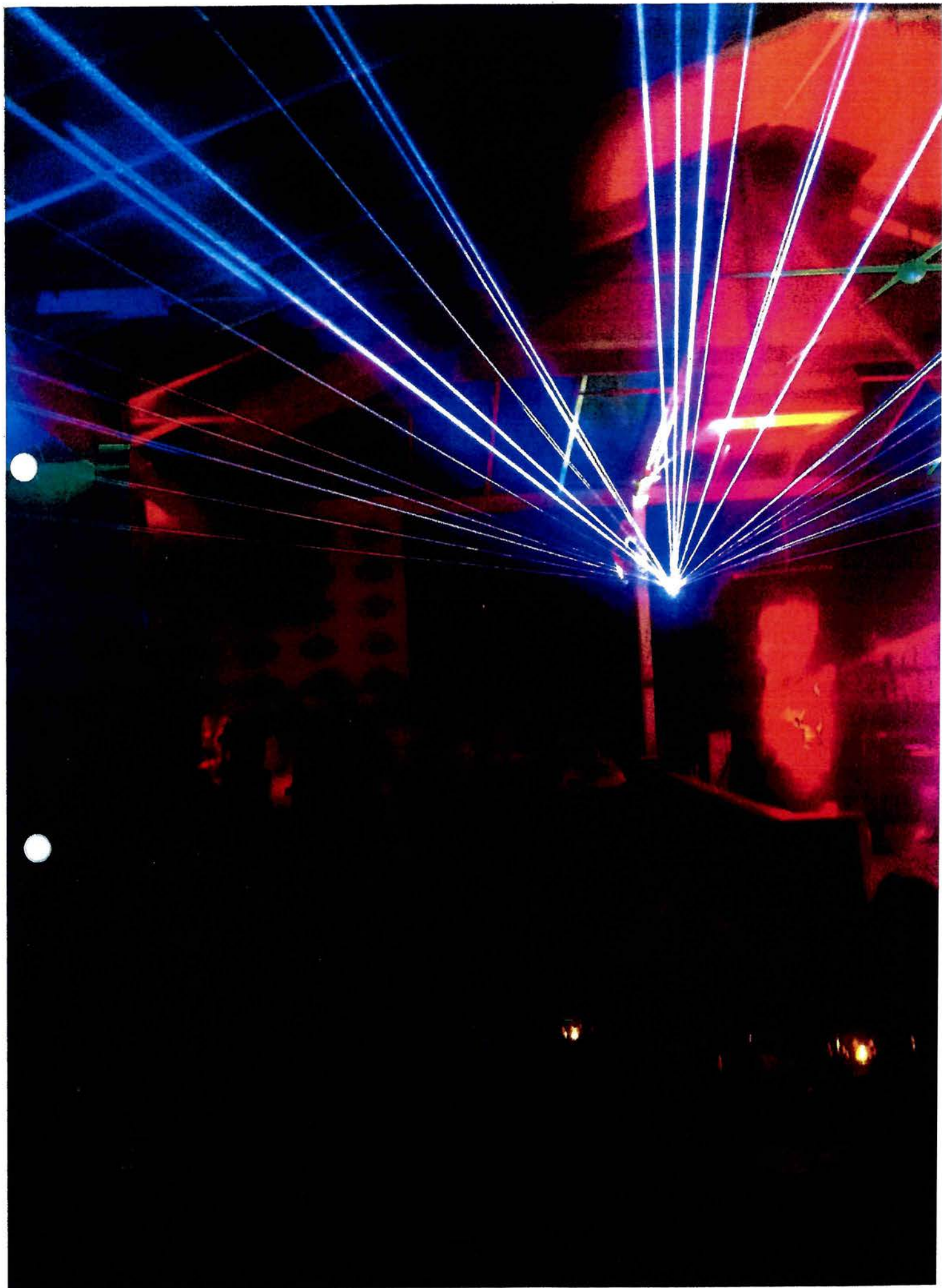
**Saturday**

**1ST Feb Doors**

**Open 10pm - 4am**

**THE MANOR,  
Calverly Bridge, Calverly Lane  
HORSFORTH, LEEDS, LS13 1NP**

**M**  
MANOR



Uen/02480

Search for people, places and things



The STOP OUT™ Launch - HORSFORTH'S ONLY NIGHTCLUB - Saturday 6th April - THE MANOR

Events Join Maybe

Private by DJ Danny T

Going (98)



Saturday, 6 April 2013 21:00

Tha Manor, Horsforth

Maybe (36)



HORSFORTH'S ONLY NIGHTCLUB IS HERE!!

The STOP OUT™ Launch @ The MANOR (old Pans restaurant)

Just £5 ENTRY & The CHEAPEST Drinks Around!



Invited (8,259)



~~STOP OUT - Saturday 6th March @ The Manor~~

STOP OUT™ Is the freshest night to hit Horsforth! In Horsforth's NEWEST venue THE MANOR!!

FINALLY Horsforth has a venue with an extended licence, so forget having a few beers until you get chucked out and midnight, and make sure you STOP OUT!

To top that, we have the CHEAPEST DRINKS AROUND!!

MAKE SURE YOU GET ON THE GUESTLIST FOR DISCOUNT ENTRY!

~~EXPECT~~

- ✓ HORSFORTH'S NEWEST PREMIUM VENUE!
- ✓ ALL NEW 'STOP OUT' ANTICS
- ✓ CD GIVE-AWAYS
- ✓ £2 DRINKS
- ✓ OPEN FROM 9PM
- ✓ A MASHUP OF ALL THE LATEST HOUSE & R & B!
- ✓ STOP OUT™ CLUB TRANSFORMATION!
- ✓ TRADEMARK CHAMPAGNE FACIALS
- ✓ STAGE SHOWS!
- ✓ HOSTED BY THE STOP OUT™ BABES



~~MUSIC~~

// MAINROOM MASHUP of HOUSE / R&B / CLASSICS

→ DANNY T

With PRESTIGE on the mic!

~~DRINKS~~

- £1.00 SHOTS
- £2.00 VODKA MIXERS



CHAMPAGNE SPRAY! <--- WAIT TIL YOU SEE THIS ONE!!

~~GET ON THE GUESTLIST!~~

£5 GUEST-LIST BEFORE 11PM | MORE AFTER

'FULL NAME' + 'PARTY SIZE' ON THE WALL FOR GUESTLIST!  
'FULL NAME' + 'PARTY SIZE' ON THE WALL FOR GUESTLIST!

e.g. JOE BLOGGS +10

~~INFO~~

Time// 9pm - 2am  
Venue // The Manor, Horsforth (old Paris Restaurant)  
Twitter // @HorsforthManor

AfterParty // Grab a £5 Entry wristband for MISSION!

MORE FRIENDS (6)

10am  
Thursday

**Premises Licence**Premises licence number: **PREM/01255/010****Part A**Initial licence from: **5th September 2005****Schedule 12 Licensing Act 2003**Current Licence effective from: **12th December 2012****Part 1 – Premises details****Postal address of premises, or if none, ordnance survey map reference or description**

Horsforth Manor, Calverley Lane, Horsforth, Leeds, LS13 1NP

**Licensable activities authorised by this licence**

Sale by retail of alcohol, Provision of late night refreshment, Performance of live music, Performance of recorded music, Performance of dance, Entertainment similar to live music, recorded music or dance, Provision of facilities for making music, Provision of facilities for dancing, Provision of facilities for anything similar to making music or dancing,

**Times the licence authorises the carrying out of licensable activities**

<i>Sale by retail of alcohol</i>		<i>Entertainment similar to live music, recorded music or dance</i>	
Every Day	11:00 - 02:00	Monday to Saturday	11:00 - 02:00
		Sunday	12:00 - 02:00
<i>Provision of late night refreshment</i>		<i>Provision of facilities for making music</i>	
Monday to Saturday	23:00 - 02:00	Monday to Saturday	11:00 - 02:00
Sunday	23:00 - 02:00	Sunday	12:00 - 02:00
<i>Performance of live music</i>		<i>Provision of facilities for dancing</i>	
Monday to Saturday	11:00 - 02:00	Monday to Saturday	11:00 - 02:00
Sunday	12:00 - 02:00	Sunday	12:00 - 02:00
<i>Performance of recorded music</i>		<i>Provision of facilities for anything similar to making music or dancing</i>	
Monday to Saturday	11:00 - 02:00	Monday to Saturday	11:00 - 02:00
Sunday	12:00 - 02:00	Sunday	12:00 - 02:00
<i>Performance of dance</i>			
Monday to Saturday	11:00 - 02:00		
Sunday	12:00 - 02:00		

**The opening hours of the premises**

Everyday 11:00 - 02:30

Alcohol is sold for consumption on the premises

**Part 2**

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

Mr Jason Flynn  
Horsforth Manor  
Calverley Bridge  
Calverley Lane  
Leeds  
LS13 1NP

Email Address: [REDACTED]

Mobile Telephone Number: [REDACTED]

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

Edward James Mc Gawley  
[REDACTED]

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

Personal licence number: LEEDS/PERL/05150/09

Licensing authority: Leeds City Council

Licence issued under the authority of Leeds City Council



Mr Barry Glover  
Licensing Officer  
Entertainment Licensing  
Licensing and Registration

## Annex 1 – Mandatory Conditions

1. Only individuals licensed by the Security Industry Authority may be used at the premises to guard against:-
  - a. unauthorised access or occupation (e.g. through door supervision), or
  - b. outbreaks of disorder, or
  - c. damage
2. No supply of alcohol may be made under this 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.
3. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
4. 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.

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 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.



5. 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).
6. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.
7. 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.

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. 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. 1/2 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

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

### **Additional details in respect of licensable activities authorised by this licence**

#### Sale by retail of alcohol

Non standard timings: The extension applicable to New Years Eve under s60 (i) d Licensing Act 1964 is preserved by way of Grandfather right.

#### Provision of late night refreshment

Location of activity:

Further details: Late Night refreshment as a Licensable activity is required by way of variation to cover those hours when it is not converted as an existing licensable activity.

Seasonal variations: Late Night refreshments will probably only take place in the patio area at the front of the premises during the summer.

Non standard timings: The extension applicable to New Years Eve under s60 (i) d Licensing Act 1964 is preserved by way of Grandfather right.

#### Performance of live music

Location of activity: Both indoors and outdoors

Further details: It could be both amplified and unamplified. If outdoors, it would be more than likely take place in a tent or marquee.

Seasonal variations: In the Summer Live Music could be performed in the open air.

Non standard timings: The extension applicable to New Years Eve under s60 (i) d Licensing Act 1964 is preserved by way of Grandfather right.

#### Performance of recorded music

Location of activity: Both indoors and outdoors

Further details: Amplified recorded music, if outdoors this will be in a tent or marquee.

Non standard timings: The extension applicable to New Years Eve under s60 (i) d Licensing Act 1964 is preserved by way of Grandfather right.

#### Performance of dance

Location of activity: Both indoors and outdoors

Further details: If outdoors this will probably be in a tent or marquee.

Non standard timings: The extension applicable to New Years Eve under s60 (i) d Licensing Act 1964 is preserved by way of Grandfather right.

#### Entertainment similar to live music, recorded music or dance

Location of activity: Both indoors and outdoors

Further details: Cannot be specified at this stage but might include music from Karaoke, Jukebox, Video Entertainment, TV Screens and Video Game Machines and compere with microphone.

Non standard timings: The extension applicable to New Years Eve under s60 (i) d Licensing Act 1964 is preserved by way of Grandfather right.

#### Provision of facilities for making music

Location of activity: Both indoors and outdoors

Description of entertainment: DJ/Mixing Facilities either indoors or outdoors.

Further details: If this occurs outdoors it will probably be in a tent or a Marquee

Non standard timings: The extension applicable to New Years Eve under s60 (i) d Licensing Act 1964 is preserved by way of Grandfather right.

#### Provision of facilities for dancing

Location of activity: Both indoors and outdoors

Further details: Dancing either to live bands or amplified recorded music. If this occurs outdoors it will probably be in a tent or a marquee.

Seasonal variations: Dancing to Live music could take in the open air during the summer.

Non standard timings: The extension applicable to New Years Eve under s60 (i) d Licensing Act 1964 is preserved by way of Grandfather right.

Provision of facilities for anything similar to making music or dancing

Location of activity: Both indoors and outdoors

Description of entertainment: Cannot be specified at this stage but might include music from karaoke, jukebox, video entertainment, TV screens and video game machines and compere with microphone.

Further details: If this occurs outdoors it will probably be in a tent or a Marquee

Non standard timings: The extension applicable to New Years Eve under s60 (i) d Licensing Act 1964 is preserved by way of Grandfather right.

**Conditions consistent with the operating schedule relating to the licensing objectives**

**Public safety**

9. Before opening to the public checks will be undertaken to ensure all access to the premises are clear for emergency vehicles. Regular checks will be undertaken when the premises is open.
10. Written records of all accidents and safety incidents involving members of the public will be kept. These will be made available at the request of an authorised officer.
11. Regular safety checks of the premises including decorative and functional fixtures, floor surfaces and equipment (including electrical appliances) to which the public may come into contact, must be undertaken. Records of these safety checks must be kept and made available for inspection by an authorised officer.
12. During opening hours the cellar door must be kept locked or adequately supervised to prevent unauthorised access by the public.
13. Electrical installations will be inspected on a periodic basis (at least every 3 years) by a suitably qualified and competent person. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer.
14. Safety glass that is impact resistant or shielded to protect it from impact will be used in all areas where the public may come into contact with it.
15. All floor surfaces will be suitably slip resistant, kept in good condition and free of obstructions to prevent slips, trips and falls.
16. Suitably trained First Aider or appointed person will be provided at all times when the premises are open.
17. Adequate and appropriate First Aid equipment and materials will be available on the premises.

18. A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.
19. A written procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs. Staff will be appropriately trained in such procedures.
20. A written health and safety policy covering all aspects of the safe use of strobes, lasers, smoke machines or any other special effects, will be provided and staff will be appropriately trained.
21. No strobes, lasers or smoke machines will be used at the premises unless there is a clearly displayed warning at the entrance to the premises that such equipment is in use.

#### **The prevention of public nuisance**

22. Ensure that no nuisance is caused by noise or vibration emanating from the premises.
23. Noise shall be inaudible at the nearest noise sensitive premises after 23:00hrs and when entertainment takes place on a regular basis at all times.
24. No bottles shall be placed in the external receptacle after 23:00hrs to minimise noise disturbance to adjoining properties.
25. There shall be no loudspeakers in external areas or the marquee.
26. Patrons shall not be allowed to use the beer garden, marquee or any external area after 23:00 hours.
27. The activity of persons leaving the premises shall be monitored and they shall be reminded to leave quietly where necessary.
28. A facility shall be provided for customers to order taxis/private hire vehicles. Where possible there should be liaison with a local taxi/private hire firm to ensure a ready supply of transport and thereby reduce disturbance. To prevent disturbance a waiting area within the premises shall be provided.

#### **Annex 3 – Conditions attached after a hearing by the licensing authority**

None

#### **Annex 4 – Plans**

The plans for these premises are as those submitted with the application. A copy of which is held by Leeds City Council licensing authority.

**Premises Licence**

Premises licence number:

**PREM/01255/012****Part A**

Initial licence from:

**5th September 2005****Schedule 12 Licensing Act 2003**

Current Licence effective from:

**20th December 2013****Part 1 – Premises details****Postal address of premises, or if none, ordnance survey map reference or description**

Horsforth Manor, Calverley Lane, Horsforth, Leeds, LS13 1NP

**Licensable activities authorised by this licence**

Sale by retail of alcohol, Provision of late night refreshment, Performance of live music, Performance of recorded music, Performance of dance, Entertainment similar to live music, recorded music or dance, Provision of facilities for making music, Provision of facilities for dancing, Provision of facilities for anything similar to making music or dancing,

**Times the licence authorises the carrying out of licensable activities***Sale by retail of alcohol**Provision of facilities for making music*

Every Day 11:00 - 02:00

Monday to Saturday 11:00 - 02:00

Sunday 12:00 - 02:00

*Provision of late night refreshment**Provision of facilities for dancing*

Every Day 23:00 - 02:00

Monday to Saturday 11:00 - 02:00

Sunday 12:00 - 02:00

*Performance of live music*

Monday to Saturday 11:00 - 02:00

Sunday 12:00 - 02:00

*Provision of facilities for anything similar to making music or dancing**Performance of recorded music*

Monday to Saturday 11:00 - 02:00

Sunday 12:00 - 02:00

Monday to Saturday 11:00 - 02:00

Sunday 12:00 - 02:00

*Performance of dance*

Monday to Saturday 11:00 - 02:00

Sunday 12:00 - 02:00

**The opening hours of the premises**

Everyday 11:00 - 02:30

*Entertainment similar to live music, recorded music or dance*

Monday to Saturday 11:00 - 02:00

Sunday 12:00 - 02:00

Alcohol is sold for consumption on the premises

**Part 2**

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

Mr Jason Flynn  
Horsforth Manor  
Calverley Bridge  
Calverley Lane  
Leeds  
LS13 1NP

Email Address: [REDACTED]

Mobile Telephone Number: [REDACTED]

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

Mr Christopher Swales  
[REDACTED]

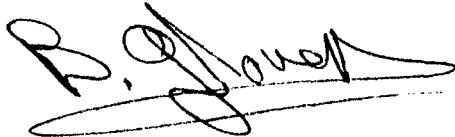
There is no designated premises supervisor specified. Therefore no sales of alcohol can take place under the authority of this licence.

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

Personal licence number: LEEDS/PERL/07275/13

Licensing authority: Leeds City Council

Licence issued under the authority of Leeds City Council



Mr Barry Glover  
Licensing Officer  
Entertainment Licensing  
Licensing and Registration

## Annex 1 – Mandatory Conditions

1. Only individuals licensed by the Security Industry Authority may be used at the premises to guard against:-
  - a. unauthorised access or occupation (e.g. through door supervision), or
  - b. outbreaks of disorder, or
  - c. damage
2. No supply of alcohol may be made under this 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.
3. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
4. 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.

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 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.

5. 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).
6. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.
7. 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.

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. 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. 1/2 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

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

### **Additional details in respect of licensable activities authorised by this licence**

#### Sale by retail of alcohol

Non standard timings: The extension applicable to New Years Eve under s60 (i) d Licensing Act 1964 is preserved by way of Grandfather right.

#### Provision of late night refreshment

Location of activity:

Further details: Late Night refreshment as a Licensable activity is required by way of variation to cover those hours when it is not converted as an existing licensable activity.

Seasonal variations: Late Night refreshments will probably only take place in the patio area at the front of the premises during the summer.

Non standard timings: The extension applicable to New Years Eve under s60 (i) d Licensing Act 1964 is preserved by way of Grandfather right.

#### Performance of live music

Location of activity: Both indoors and outdoors



Further details: It could be both amplified and unamplified. If outdoors, it would be more than likely take place in a tent or marquee.

Seasonal variations: In the Summer Live Music could be performed in the open air.

Non standard timings: The extension applicable to New Years Eve under s60 (i) d Licensing Act 1964 is preserved by way of Grandfather right.

#### Performance of recorded music

Location of activity: Both indoors and outdoors

Further details: Amplified recorded music, if outdoors this will be in a tent or marquee.

Non standard timings: The extension applicable to New Years Eve under s60 (i) d Licensing Act 1964 is preserved by way of Grandfather right.

#### Performance of dance

Location of activity: Both indoors and outdoors

Further details: If outdoors this will probably be in a tent or marquee.

Non standard timings: The extension applicable to New Years Eve under s60 (i) d Licensing Act 1964 is preserved by way of Grandfather right.

#### Entertainment similar to live music, recorded music or dance

Location of activity: Both indoors and outdoors

Further details: Cannot be specified at this stage but might include music from Karaoke, Jukebox, Video Entertainment, TV Screens and Video Game Machines and compere with microphone.

Non standard timings: The extension applicable to New Years Eve under s60 (i) d Licensing Act 1964 is preserved by way of Grandfather right.

#### Provision of facilities for making music

Location of activity: Both indoors and outdoors

Description of entertainment: DJ/Mixing Facilities either indoors or outdoors.

Further details: If this occurs outdoors it will probably be in a tent or a Marquee

Non standard timings: The extension applicable to New Years Eve under s60 (i) d Licensing Act 1964 is preserved by way of Grandfather right.

#### Provision of facilities for dancing

Location of activity: Both indoors and outdoors

Further details: Dancing either to live bands or amplified recorded music. If this occurs outdoors it will probably be in a tent or a marquee.

Seasonal variations: Dancing to Live music could take in the open air during the summer.

Non standard timings: The extension applicable to New Years Eve under s60 (i) d Licensing Act 1964 is preserved by way of Grandfather right.

Provision of facilities for anything similar to making music or dancing

Location of activity: Both indoors and outdoors

Description of entertainment: Cannot be specified at this stage but might include music from karaoke, jukebox, video entertainment, TV screens and video game machines and comper with microphone.

Further details: If this occurs outdoors it will probably be in a tent or a Marquee

Non standard timings: The extension applicable to New Years Eve under s60 (i) d Licensing Act 1964 is preserved by way of Grandfather right.

**Conditions consistent with the operating schedule relating to the licensing objectives**

**Public safety**

9. Before opening to the public checks will be undertaken to ensure all access to the premises are clear for emergency vehicles. Regular checks will be undertaken when the premises is open.
10. Written records of all accidents and safety incidents involving members of the public will be kept. These will be made available at the request of an authorised officer.
11. Regular safety checks of the premises including decorative and functional fixtures, floor surfaces and equipment (including electrical appliances) to which the public may come into contact, must be undertaken. Records of these safety checks must be kept and made available for inspection by an authorised officer.
12. During opening hours the cellar door must be kept locked or adequately supervised to prevent unauthorised access by the public.
13. Electrical installations will be inspected on a periodic basis (at least every 3 years) by a suitably qualified and competent person. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer.
14. Safety glass that is impact resistant or shielded to protect it from impact will be used in all areas where the public may come into contact with it.
15. All floor surfaces will be suitably slip resistant, kept in good condition and free of obstructions to prevent slips, trips and falls.
16. Suitably trained First Aider or appointed person will be provided at all times when the premises are open.
17. Adequate and appropriate First Aid equipment and materials will be available on the premises.

18. A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.
19. A written procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs. Staff will be appropriately trained in such procedures.
20. A written health and safety policy covering all aspects of the safe use of strobes, lasers, smoke machines or any other special effects, will be provided and staff will be appropriately trained.
21. No strobes, lasers or smoke machines will be used at the premises unless there is a clearly displayed warning at the entrance to the premises that such equipment is in use.

#### **The prevention of public nuisance**

22. Ensure that no nuisance is caused by noise or vibration emanating from the premises.
23. Noise shall be inaudible at the nearest noise sensitive premises after 23:00hrs and when entertainment takes place on a regular basis at all times.
24. No bottles shall be placed in the external receptacle after 23:00hrs to minimise noise disturbance to adjoining properties.
25. There shall be no loudspeakers in external areas or the marquee.
26. Patrons shall not be allowed to use the beer garden, marquee or any external area after 23:00 hours.
27. The activity of persons leaving the premises shall be monitored and they shall be reminded to leave quietly where necessary.
28. A facility shall be provided for customers to order taxis/private hire vehicles. Where possible there should be liaison with a local taxi/private hire firm to ensure a ready supply of transport and thereby reduce disturbance. To prevent disturbance a waiting area within the premises shall be provided.

#### **Annex 3 – Conditions attached after a hearing by the licensing authority**

None

#### **Annex 4 – Plans**

The plans for these premises are as those submitted with the application. A copy of which is held by Leeds City Council licensing authority.

## Sanderson, Catherine

---

**From:** Sanderson, Catherine  
**Sent:** 12 November 2013 14:55  
**To:** 'jasonkaye@live.com'  
**Cc:** 'Longfellow, Samantha'  
**Subject:** Action Plan Meeting [NOT PROTECTIVELY MARKED]

Jason

I have tried to ring you but to no avail.

Please can you attend Millgarth Police Station on Thursday 21st November at 11am for an Action Plan meeting, following the licensing visit last Friday evening.

If there are any issues, please contact me via the details below.

Kind regards

Cat Sanderson  
NWL Licensing Officer  
Millgarth Police Station  
Millgarth Street  
Leeds  
LS2 7HX

Tel: 0113 241 3057 (53057)

Fax: 0113 241 3123 (24123)

Email: [catherine.sanderson@westyorkshire.pnn.police.uk](mailto:catherine.sanderson@westyorkshire.pnn.police.uk)



# WEST YORKSHIRE POLICE

## *Leeds District Licensing*

### **Leeds District Licensing Department**

Millgarth Police Station  
Millgarth Street  
Leeds  
LS2 7HX

Tel: 0113 241 3057

Fax: 0113 241 3123

Email:

[catherine.sanderson@westyorkshire.pnn.police.uk](mailto:catherine.sanderson@westyorkshire.pnn.police.uk)

Website:

Your ref:

Our ref:

Mr Jason Flynn  
Horsforth Manor  
Calverley Bridge  
Calverley Lane  
Leeds  
LS13 1NP

14<sup>th</sup> November 2013

Dear Mr Flynn

### **Re: Horsforth Manor**

I am in receipt of several complaints regarding the above named premises and following a licensing visit on Friday 8<sup>th</sup> November 2013, there are several issues which need to be addressed.

- Use of the outside area after 2300hrs;
- Insufficient door staff working on an evening;
- Lack of control of customers by door staff – customers wandering in the road;
- Reports of drug use on the premises;
- Reports that licensable activities are taking place after permitted times;
- Under age customers frequenting the venue;
- Incidents occurring at the premises which are not being reported to the police.

Due to the nature of the reports I have received and activities I witnessed on the visit, I am concerned that the premises are undermining **all** of the licensing objectives which are:

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

You are the named premises licence holder for the above named venue and as such you are required to attend an action plan meeting at Millgarth Police Station on Thursday 21<sup>st</sup> November 2013 at 1100hrs.

I have tried to contact you by telephone this week and sent an email but have had no reply; due to the importance of the meeting I have arranged to have this letter delivered by hand to ensure that you receive notification.

If you have any queries about this matter or any other licensing issue please do not hesitate to contact me at Millgarth Police Station.

Yours sincerely

Cat Sanderson  
Licensing Officer

**cc Samantha Longfellow, LCC Enforcement officer**



Mr Jason Flynn  
Horsforth Manor  
Calverley Bridge  
Calverley Lane  
Leeds  
LS13 1NP

Environmental protection team  
Leeds City Council  
Millshaw Park Way  
LEEDS LS11 0LS

Contact: Michael Ward  
Tel: 0113 3951414  
Fax: 0113 247 6282  
michael.ward@leeds.gov.uk  
Our reference: PREM/01255/011  
Date: 20<sup>th</sup> November 2013

Dear Sir

**Licensing Act 2003**  
**Environmental Protection Act 1990**  
**Alleged use of outside areas beyond the licence condition and causing disturbances.**

We write to you as you are the Premises Licence Holder to tell you that we have recently received an allegation from our Police colleagues about the above matter.

Your premises licence contains conditions aimed to prevent public nuisance. One of those conditions is that, 'Patrons shall not be allowed to use the beer garden, marquee or any external area after 23:00 hours.' In addition, there is a general expectation under the Licensing Act that a licence holder will take all reasonable measures to prevent public nuisance from their premises.

We are advised that you often fail to meet the above condition.

You will recall during your recent application to vary your licence that we objected because we found that planning permission has been granted to build a significant number of houses close to your business. Following the above allegations we remain concerned that certain activities at your business have the potential to cause nuisance once the houses are built and occupied.

If we receive complaints at such a time we will investigate.

If we find that you do not meet the relevant conditions of your Premises Licence we are likely to respond with formal action (having regard to our policies and procedures). Failure to meet the licence conditions is a criminal offence punishable by a £20,000 fine or a prison sentence or both. We may also ask for your licence to be reviewed. On review a licence can be suspended, amended or revoked.



Additionally, under the provisions of the Environmental Protection Act 1990, if we find any noise arising from your premises causes a statutory noise nuisance then we shall serve an Abatement Notice upon you. The Notice will require you to stop the nuisance, or prevent it from happening again. Failure to comply with a notice may result in legal proceedings against you for which you may be liable to a maximum fine of £20,000 upon summary conviction.

We hope we can rely on your co-operation to prevent any disturbance in the future. Should you wish to discuss this matter further please contact me on the above telephone number.

Yours faithfully

A black rectangular redaction box covering the signature of the sender.

Senior environmental health officer

C.C. C. Sanderson. Divisional Licensing Officer - NW Leeds. West Yorkshire Police



## **Horsforth Manor Meeting 28-03-13 Millgarth Police Station**

Persons present:

JF – Jason Flynn; PLH  
DT – Danny Taylor; Promoter  
SL – Sam Longfellow; LCC Enforcement Officer  
CS – Cat Sanderson; WYP Licensing

CS explained that the meeting was being held to discuss an event due to be hosted at the venue on 06-04-13 and had been advertised on Facebook by James Jagger.

CS explained the issues regarding events which recently had been hosted by James Jagger:

- Underage children
- Selling of wristbands
- Invites of 13-14K
- Youths smoking cannabis in venues
- ASB from drunken youths
- James Jagger making off when premises start to struggle
- Lack of door staff

Any issues which occurred at the event are still the venue's responsibility. Even though James Jagger has arranged everything they are ultimately responsible as it is their licence which has been used. James Jagger does not hold a licence and can not be brought to task.

JF confirmed that he was aware of an event which turned out badly at a venue in Horsforth.

DT was not aware of the issues and would ensure that the event would be removed from James Jagger's page.

It was explained that when an event is advertised, they invite thousands of people to try and bring in numbers, however only a small percentage turn up. It is a trick used in promoting and makes the event look popular.

SL mentioned an issue with advertising 'Champagne Facials'; this is not permitted. It would consist of free pouring alcohol and this is not permitted in any venue.

DT confirmed that he would stop the promotion.

CS asked JF whether Mr Gaertner still had any dealings with the premises. JF confirmed that he had now moved away and had no dealings with it.

## Horsforth Manor Meeting 15-08-13 @ Horsforth Manor

Persons present:

JF – Jason Flynn; PLH  
SL – Sam Longfellow; LCC Enforcement Officer  
CS – Cat Sanderson; WYP Licensing

Upon entry of the premises, SL and CS sighted 2 speakers above the main entrance door.

CS asked JF to bring his licence over. When in receipt of the licence, SL explained that there was a condition on the licence prohibiting external speakers; these needed to be removed.

CS also pointed to a condition on the licence stating that there should be no one using the external areas after 2300hrs. JF was aware of this condition as it had previously been discussed. SL pointed out that it had been agreed not to enforce the condition unless complaints had been received; WYP were in receipt of these now therefore we would have to enforce all conditions.

CS asked which door staff were being used at the premises. JF advised that he employed Protech and had used them for about 2 months. He used 2 door staff every Friday and Saturday night – checking the signing in book they signed out at 0300hrs.

CS noted that there was only one incident in the incident book – 3/8 @ 0115hrs – a male had been found taking drugs in the toilet.

CS explained that there had been several reports to the police of assault and after hours drinking. JF asked how many and CS stated approximately 5. CS raised concerns that none of the alleged assaults were listed in the incident book or that the premises had not called the police; it was always the complainants. JF stated that he was not aware of any issues at the premises and that the only incident he was aware of was a male who stated that he was being prejudiced towards him. The police looked into the incident and NFA'd.

JF did not feel that the incidents he had dealt with required police assistance. He also believed that it was door staff responsibility to deal and prevent any incidents from occurring. SL quickly jumped on that statement and pointed out it was ultimately his responsibility – being the PLH and not the door staff.

CS also advised that there were other incidents reported to them about assaults and after hours drinking. There was an incident in CS's possession that was reporting an incident at 0220hrs – the premises should have ceased all sales at this point.

CS also informed JF that she had found 2 advertisements on social media advertising events until 0400hrs. JF stated that one was cancelled and he was not aware of the other.

CS pointed out that as it was his premises, he was ultimately responsible.

CS also stated that there had been other reports made to her that the premises were open until 0500hrs. JF denied this. SL explained that these reports were made by

persons known to both CS and SL and had been in attendance at the Manor. Again JF flatly denied this.

CS then stated that, with all the information she had, she needed JF to prove to her that they were not opening beyond permitted hours. JF asked how he was supposed to do that? CS asked whether he had CCTV, this would be one way to prove they were not doing as believed. JF confirmed that he did have a CCTV system but did not know how to use it.

All then went to the private quarters to view the CCTV.  
(CS noted that there was an underlying smell of cannabis mixed in with the strong smell of air freshener).

CS and SL both searched the CCTV system but after approx 20 mins the system froze and they were unable to review the footage required.  
During the playback of CCTV JF stated that we would find people drinking after 0200hrs but not paying for drinks. He often had his friends and staff over – but did not charge for drinks.  
Due to being unable to view CCTV, CS and SL were unable to confirm this.

CS explained that on this occasion, due to the CCTV, he would not receive a caution but he should accept this meeting as a formal warning in regards to after hours.

CS also reminded him that he would now be closely monitored by authorities and he needed to learn to use the CCTV as we would expect him to be able to prove/disprove allegations in the future with it.

**Meeting with Horsforth Manor Management  
Millgarth Police Station  
21<sup>st</sup> November 2013 @ 1100hrs**

Persons Present:

(JF) Jason Flynn - Premises Licence Holder  
(EM) Edward McGawley - DPS  
(JG) Joe Grinion - Protech  
(SL) Samantha Longfellow - LCC Enforcement Officer  
(RF) Sgt Fullilove - WYP Licensing  
(CS) Cat Sanderson - WYP Licensing

CS opened the meeting by explaining that she would be using a Dictaphone to allow for accurate minute taking. RF also explained that JF & EM were not under caution, that the recording was not intended to support legal proceedings and would be deleted once the minutes had been created.

All introduced themselves.

CS asked EM whether he attended the premises on a regular basis. EM claimed that he was there quite often. CS commented that she nor officers had ever encountered him there. EM said that he was there often when it was not open, usually during the week. CS jumped on this statement and asked whether he actually attended when the premises were operational, on a weekend; after all he was authorising the sale of alcohol. EM then changed his mind and stated that he was there often and on weekends.

JF at this point asked whether he could postpone the meeting. He had spoken to Licensing Trade Consultants (LTC) and wanted legal representation due to only receiving notification and the request for the meeting/information yesterday. CS explained that the initial meeting request had actually been hand delivered by officers last week and they had been given sufficient notice. It was the email requesting paperwork which was received yesterday but that should not have been an issue; the information requested was all paperwork which was required as part of the conditions on the Licence, they should have had it had it easily to hand. EM claimed that due to the late request they struggled to get it together. CS again pointed out that being the Designated Premises Supervisor he should have had these in place and be conversant with the licence, as they had held it for nearly a year. He should know the licence conditions and have the information to hand. SL asked what information they had brought with them. JF explained that they had put notices in place recently, relating to Lasers, Health and Safety, door staff books. CS asked JF to clarify how long. JF advised that the notices had been made since the last licensing inspection, last week.

RF asked whether they would like to hear what the RA's had to say and then respond next week after discussing with their representative. JF asked EM that question. EM appeared to want to leave and he expressed his interest in leaving it for when their representative was in attendance.

RF, CS and SL all then left the room for them to contact LTC regarding availability etc. Whilst leaving the room, CS hand delivered a letter to JF from Environmental Health.

CS asked whether it had been arranged upon return to the room. JF confirmed that they would like it all to be conducted next week in company of LTC.

The meeting was then rearranged for Wednesday 27<sup>th</sup> November @ 1200hrs.

SL asked that she be able to explain the letter JF received from Environmental Health. She explained that the standard procedure after a licensing visit, would be to notify the appropriate agency if something is found in direct correlation to that them – in this case the condition which related to the use of the outside area was an Environmental Health condition hence they were advised. JF was concerned that the new premises which were being referred to in said letter had not been built and was not aware of any timescales. SL explained it under the Environmental Health Protection Act that EHO were concerned about when the premises are built but under the Licensing Act, it was immaterial as the condition was already on the licence, about the outside area. What EHO were looking at was the breach of licence and possible review – the letter was making the premises management aware of issues and they were being monitored. EM wanted to know what the complaints were at present. SL explained again that it was the use of the outside areas after 2300hrs, which was a direct breach of the licence. EM said the letter stated nuisance. Both SL and CS explained that people outside cause the nuisance episodes, which are recorded through calls to the police or because of residential properties close by. EM just could not understand why people using the outside area smoking could cause a nuisance. CS again explained that it is the nuisance of customers being in the outside area and their behaviour. CS stopped the discussion at this point and asked whether they were wanting to discuss this now or at the meeting next week? Which was why they had cancelled the meeting today. JF stated they would discuss next week.

**Action Plan Meeting  
Horsforth Manor Management  
Millgarth Police Station  
27<sup>th</sup> November 2013 @ 1200hrs**

Persons Present:

(JF) Jason Flynn	- PLH
(EM) Edward McGawley	- DPS
(CSw) Chris Swales	- Future DPS
(BT) Bob Thompson	- Licence Trade Consultant
(RD) Richard Dyson	- Protech
(SL) Sam Longfellow	- LCC Enforcement Officer
(RF) Sergeant Fullilove	- WYP Licensing
(CS) Cat Sanderson	- WYP Licensing

CS opened the meeting by explaining that she would be using a Dictaphone to allow for accurate minute taking.

CS explained that the Action Plan meeting was being held due to a series of events and following a licensing visit to the premises on 9<sup>th</sup> November 2013. A letter had been sent to the PLH and DPS outlining the serious concerns in relation to the venue; this highlighted brief details and they would be addressed during the meeting.

CS advised that the action plan meeting was originally to be held last week but had been postponed until today to allow for the premises to arrange for BT's presence. During that meeting, EM stated that he was in attendance at the premises on a regular basis, initially stating that he was there mainly during the week when the premises were not open. CS asked EM to confirm that he was not there when the premises were open to the public, but he then stated that he was there on a Friday and Saturday. CS made comment that he had not been there when licensing visits had taken place. EM claimed that he was often there and agreed he had not been in when any Licensing visits had occurred. BT asked EM whether he had signed an authorisation sheet for staff members to serve alcohol. EM confirmed that he had and the authorisation sheet was handed to SL.

At this point CSw arrived at the meeting and introduced himself as the future DPS.

EM stated that he was in attendance at the venue on a regular basis as he had meetings with JF on a Monday. CS asked whether he was there last weekend. EM stated that he was; he believed that he was there on Friday but was not sure whether it was Friday or Saturday. CS then asked whether he had been at the premises on the previous weekend when officers attended. EM said that he had not been in attendance then either.

SL had been examining the authorisation sheet and asked whether there was a reason that some names had been tippexed out and had names rewritten

over the top. JF claimed that he had made spelling mistakes which was why tippex was used. SL pointed out that in theory this could look as though names were being changed. JF appreciated this point.

CS explained that she had been advised since the last meeting, that there was to be a new DPS. BT confirmed that CSw was going to be the new DPS of the premises but currently was applying for his licence; he had passed his test and had sent off for his CRB. When this was returned he would apply for his Personal Licence. Until this came through EM would continue to be the DPS. CS asked whether there was a particular reason that EM would no longer be the DPS. EM stated that it was down to personal reasons and family commitments. CS explained it was not a problem that EM was no longer going to be DPS but was disappointed to have not heard about this during the last meeting but from SL who had mentioned it to her after seeing the premises management upon return to her office on 21<sup>st</sup> November 2013.

CS referred to the letter which had been sent out requesting the meeting, where it stated that she believed all four of the licensing objectives were being breached:

- Prevention of crime and disorder
- Public safety
- Prevention of public nuisance
- Protection of children from harm

CS said that she would work through the list of issues listed on the letter.

CS explained that on several occasions when the premises had been visited after 2300hrs, the outside area was in full use. CS stated that Licensing were previously aware that the area was being used and had agreed to overlook this whilst there were no issues with the venue, however the premises had started to come to the attention of the Authorities and was now under scrutiny. JF was aware that complaints were now being received and that the premises were being monitored. CS asked whether they were still currently using the outside area. BT stated that there had now been door signs created and door staff had been instructed not to allow the use of the outside area. CS asked whether the signs had been in place last weekend. JF said that they were in use then, stating that there was no smoking by the front door. CS asked where the customers were now going to smoke. JF said that they were going up on to the street if they were wanting to smoke. CS then asked whether the patrons were being monitored whilst on the roadside and JF replied that the door supervisors were monitoring from the front door. CS wanted clarification as to whether they were monitoring from the door or entrance gate. JF explained that they now had door supervision at the entrance gate and at the main entrance to the venue. Apparently some customers had been seen to leave via the fire exit to have a cigarette but they were brought back in and advised not to use that area. CS explained that she would recommend recording that in the incident book to evidence that they were monitoring customers. RF stated that his main concern was people coming in and out of the venue through fire doors – banned persons could be attending the venue

if people were making use of that area. BT said that people wanted to smoke and if they were unable to use the outside area, then they would have to go onto the street.

CS moved onto the issue of insufficient door staff numbers working on 9<sup>th</sup> November 2013. She explained that on the evening of the licensing visit with officers there was only one member of door team working. JF confirmed this to be correct.

BT explained that they work with Protech and use their assessment as to the numbers of door staff that are employed. Normally they would have 3 working; 2 on the door and 1 inside. Unfortunately on the evening when in question, a member of door team had not arrived due to sickness, however another one was sent in his place but did not turn up until after 0000hrs. BT stated that no one from the police had spoken to the PLH in relation to the number of door staff required however pointed out that door staff was not a condition on the licence. BT also stated that currently the premises management believed that they had sufficient to cover – 2 outside and 1 inside. BT asked RD if that was correct. RD stated that it was a difficult one to judge as some nights were quieter than others.

JF interjected at this point to state that the Friday night that Licensing visited, was the busiest night they had ever experienced. JF explained that a couple of local people had died and the customers had attended the venue following on from the funeral. Prior to them attending they had held a private party. CS asked whether it was an 18<sup>th</sup>. JF confirmed that it was and due to those events the venue was very busy. CS asked for clarification of the events that had been held. She explained that when she attended, she had been advised that they had held an 18<sup>th</sup>, then later told that it was a funeral. JF confirmed that they had held both at the premises; it was a police officers daughter's 18<sup>th</sup> that was being held. That afternoon JF had then been asked whether the venue could be used for both wakes after 2300hrs; to which he agreed.

JF stated that normally they would have 3 members of door team working; 1 at 2300hrs, 1 at 0000hrs and 1 at 0030hrs. On the evening of the licensing visit, one of the door team had not been working as he was sick and he struggled to get a replacement as it was a Friday night.

BT asked JF whether there had been any incidents in the venue when they had needed door staff. JF stated not. BT asked JF whether they had needed to call the police for assistance. JF again stated not however CS pointed out that there had been a call into the police from Josh Flynn, the PLH's son. JF was surprised to hear this and was not aware of an incident. CS explained that he had contacted the police 12<sup>th</sup> October 2013 at 0030hrs where he requested police assistance as 15 people were fighting with planks of wood, they refused to leave and they were throwing bottles around. SL asked to see the incident report book. JF again asked whether it was his son who contacted the police. CS confirmed it was by the name given at the time of the call. JF asked CS to confirm the telephone number it came in on. CS explained that she was unable to divulge the number however if JF showed CS his sons number, she would confirm whether it was the same or not. JF



handed over his mobile telephone with his son's number and CS confirmed it was the same. BT asked whether JF was working that evening. JF said that he would have been.

CS looked through the door staff register and noticed that they had signed in on the incorrect dates when they had worked that evening. SL confirmed that something had been logged in the incident book – 15 men fighting beside the bar, the door man Jav was hit by a bottle. JF believed it was a different member of door staff who had been assaulted but checking the door staff signing in book, Jav was working that evening. SL continued that it was recorded that Jav had received a cut beside his left ear, with Josh Pinder and Jack calming the situation and separating the groups. CS then continued that there was a further call from another complainant reporting an assault. JF asked whether it was the same incident to which CS confirmed that it was. She further advised that the police had been given suspects names to which the police followed up. JF asked whether it occurred inside the premises. CS advised that reading the report it appeared that the incident had occurred inside the bar; CS reiterated that Josh contacted the police that evening and reported that persons were fighting with planks of wood on 12<sup>th</sup> October 2013. CS reiterated the importance of searches by door staff. JF asked how the suspects managed to get a plank of wood in. CS stated that she did not know, as this issue concern her however confirmed this is what JF's son had reported.

SL pointed out the door staff register had dates missing, staff had not signed in/out from 6<sup>th</sup> October until 10<sup>th</sup> November. JF tried to joke that his son was going 'doolally' then claimed that the incident could have been ½ a mile down the road and that his son would have still reported that it was in the car park. CS continued that at the end of the report to the police, Josh then stated that he only wanted a police presence. JF claimed that he knew nothing about this incident. JF suggested that it could have been an incident which took place on the main road outside the venue on that evening. CS explained that the incident was still linked to the premises, even if it occurred outside. JF understood this but was trying to clarify what had happened. JF wondered where the wood could have come from; CS explained this was her big concern – how could customers get in the venue with planks of wood on them? BT then stepped into the conversation and claimed that the door/bar staff had done their duty and helped the police out by reporting it, if it had occurred on the street. BT then commented on the letter which stated that incidents were not being reported – this was one incident which had been. CS showed a list of incidents which had occurred at the premises, that she was aware of, and had not been made aware of by staff at the venue.

CS tried to bring the conversation back on track by explaining that they had discussed the insufficient numbers of door staff working on the evening of the licensing visit; due to someone phoning in sick. CS wanted to clarify that they now had 2 members of door team working at the gate and entrance and a further one inside. JF confirmed this was correct. BT also confirmed this. RD then explained that the door staff were aware to contact him if they are busy or under pressure and felt like they needed more staff.

CS asked whether the door staff had contacted him on the evening that licensing visited? She explained that it was a young male working on the door, and believed that he was smoking when they arrived but could not swear to it. When CS came out to talk to him, he stated that another member of door team had failed to turn up; however whilst talking to him she observed that he was not stopping people from going out with bottles, not stopping people from heading up to the road or engaging with any of the customers. CS explained that during the visit when customers were asked to come inside, after licensing's request, it was JF getting people back into the venue – not the door man. JF said that it was Dean working that evening and stated that it was just a one-off, he was a 'nice lad' and felt out of his depth. RD stepped in and explained that when Protech took on the venue, they original used 2 members of door team to keep costings down however they then felt that 3 were required to manage the venue. JF explained that they had to work on a budget. CS reiterated that she had serious concerns in relation to the door staff not being able to manage/supervise customers after the licensing visit. JF continued on about the cost of door staff – he could not pay £500 for door staff if the venue was only bringing in £300, therefore he has had to work with Protech and go from no door staff to 3 a night. JF stated that his son/staff needed protecting by the door team which was why they needed to get it right. RD checked the door register for the evening and confirmed which Dean was working. CS explained that he was ineffective; he was unable to control the customers, did not speak to them and his excuse was that he had not even been given any direction. RD explained that Dean had not been there since the evening in question. JF again stated that it was the busiest night he had ever had.

CS asked about the night when officers attended, the following week. JF stated that was a regular night and there was no trouble. RD pointed out that there was an issue that night; CS also confirmed that there was an incident that evening after officers had attended – Section 20 assault.

CS explained to everyone the scenario when Licensing attended on 9<sup>th</sup> November 2013:

She stated that they arrived in a van, drove around the corner at the bottom of the road and they had to avoid several people staggering in the road. When they got out of the van, there were glasses and bottles on the pavements and vehicles were double parked. CS stated that as they were walking up to the gate, an inebriated female pushed her out of the way, so that she could walk into the road in front of a moving vehicle. They then came through the gates and see the one doorman having a cigarette by the door, who promptly got rid of it. The outside area was very busy, people with glasses, shouting, drinking and being loud. They then went inside the premises and speak to JF. JF had not seen either CS or SL and was speaking to the Sergeant. The Sergeant spoke to JF about the number of people outside, to which JF claimed there was a variation to his licence in with Leeds City Council – at that point SL and CS made their presence known and corrected JF by advising that there was no variation and explained the circumstances of the cancelled application. CS then went outside to speak with the member of door staff, who was stood

there allowing people in and out being loud. The door man did not appear to understand the reason for the police visit and was just minding his own business at the door. CS returned back into the premises after establishing that the door man had not been given any instructions at all from the premises or management. He did state that there had been an 18<sup>th</sup> party at the venue that evening and he was by himself. RD stated that door supervision do have a staggered start, 1 x 2200, 1x 2300 & 1 x 0030hrs. SL explained we attended the premises at 0010/0015hrs. RD asked whether a 2<sup>nd</sup> door man turned up whilst we were present. CS advised not. JF stated that Jav would have attended shortly after as he attends after Kobe and 9 out of 10 times he would be there. CS reiterated that he was not there whilst licensing were there and they were in attendance for approximately ½ an hour.

CS moved on to explain that when officers went to check the toilets, customers starburst out which did not set a good impression. CS continued to explain that after the visit, CS and SL attended at 0110hrs and saw people wandering around in the road, the outside area was busy and door staff were not obvious. She stated that they may have been at the main door but they were not at the gate controlling any of the customers. JF accepted this point. CS continued that she returned at 0200hrs, again it was very busy outside, and she had seen JF speaking with customers. JF laughed this off as mingling with the customers.

JF then changed the subject to when officers attended a week later. He was upset that he had not had positive feedback in relation to that visit. He conceded that there were people outside but no comments were made to the fact that he had 3 members of door team working or that there were no bottles or glasses outside. CS explained that Sergeant in question did mention that there was door supervision working. JF asked about the bottles, health and safety etc. CS pointed out that it was immaterial to the conversation; there were issues that needed to be addressed. JF explained that he was trying to show that they had made an effort since the initial visit when Licensing attended. CS appreciated that the venue management were trying to make improvements however CS stated that they had been wanting to see these improvements for some time. CS stated that it was unfortunate that these improvements were only being made as a result of a threat of an action plan/enforcement action and not through liaising as she had hoped. CS explained that SL and CS had been speaking to JF for some time. JF stated not then conceded that they had. CS confirmed that they had been in discussions about complaints since August and that a long time had passed since then for them to then start to make improvements. JF stated that he was naïve when he took on the venue.

CS moved the conversation on to ask about ID checks, explaining that on the evening when the Sergeant attended, it had been reported that there was a group of 15 year olds in the premises. JF asked whether the Sergeant could prove that there were 15 year olds in the venue. CS explained that it was not the Sergeant who had reported this to her but the parent of one of the children. JF stated that he knew for a fact that there had been underage drinkers. CS asked whether it was the same evening that she attended, JF

stated that he did not know but was aware that underage drinkers had been in the venue as someone had flagged it up to him after the event. Apparently a friend of a friend's child had come into the premises using false ID. SL explained that on the 8<sup>th</sup> when WYP and LCC attended there was apparently a group of 15 who were approx 14 years old – they had managed to get passed the door staff, passed the bar staff and proceeded to get drunk in the premises. CS pointed out that EM was ultimately responsible being the DPS. JF stated that there was a group of people that had turned up at the premises when the 18<sup>th</sup> birthday was being hosted, they had been drinking prior to attending but they were refused entry. JF claimed that they ID checked everybody that evening and put a black mark on the hands of people who had ID showing they were 18+; at 2230hrs all person under 18 were told to leave and everyone with the black mark were able to stay. CS asked whether it was possible that the customers could have transferred the black mark from hand to hand. JF did not think so but was not sure. SL further explained that the issue was that there was more than one complaint of underage drinking at the venue. Parents had contacted LCC and WYP about their kids drinking – even though they were dealing with their children they were still unhappy that the venue had been providing them with alcohol. JF tried to explain that it was fake ID and parents needed to address that – SL explained that fake ID was for his staff to be aware of and that it was down to EM and JF to decide which ID they would accept. JF stated that he a form created and they would now accept a European photo card driving licence. SL jumped on this statement to explain that it was not a genuine form of ID. BT explained that on his paperwork it showed that it was not genuine ID and showed it JF. SL reiterated that it was false ID. BT explained to JF that only UK photo driving licence, passport and PASS cards were genuine. SL recommended that PASS cards were to be used rather than passports due to security issues. JF explained that there had been a female who attended the premises but she only looked 13; she proved she was 23 but they ID checked her at least 3 times that evening. CS explained that this is the information which should be logged – it showed that they were being diligent. JF commented that it would be on CCTV.

CS stated that they had experienced the CCTV system at the premises and it was a struggle to use, so much so that they were unable to view any of the footage that they wanted to see. JF made comment that CCTV was not a condition on the licence but he had now read the manual and was able to use it. SL stated that even if they could now use the CCTV they still needed to prove that they were ID checking, whether it be a refusals book or in the incident register. SL stated that even if they were checking ID's, they still needed to check for fake ID and record any information for the ID they deemed necessary.

BT stated that they have had problems at the venue and were prepared to work with the police. JF said that he had tried to run the premises on his own and he had not encountered anything that he could not handle.

CS explained that this was an action plan meeting. They needed to start working together and see significant improvements as WYP had enough

evidence together to take the premises for a licence review. CS advised that she did not want to have to do that. JF said that he would work with Responsible Authorities (RA) 100%. CS continued on that when they are asked to do something, they needed to do it. CS gave the example that back in August, the CCTV, which she appreciated was not on the licence, JF had promised to learn how to use it to assist with negating the after hours sales complaints, but a couple of weeks prior when there was a serious assault outside the premises, he still did not know how to use it. CS appreciated that he learnt how to use it afterwards, but after the discussion in August he had promised and failed to learn how to use it. JF tried to speak but CS asked him to let her finish. Had he followed up on his agreement with the CCTV it would have helped officers in investigating a crime, rather than officers having to reattend at a later stage to check CCTV.

CS explained that they had to stop serious assaults from occurring, they needed to stop people wandering in the road as it was a serious safety issue, she needed proof to be recorded that there was no under age drinking at the premises. CS summarised that they needed to start taking action at the premises to prevent issues occurring or the premises would be taken for a licence review. JF apologised that action did not appear to have been taken sooner but they had started to amend this; a new DPS was to be put in at the premises and door staff were in position to assist. JF felt like customers needed babysitting so he was putting procedures in place and paying for door staff. BT explained that JF was showing compliancy by employing the door staff.

CS stated that she did not want to continually go over the same points but wanted to look at moving forward with the premises and put some procedures in place.

CS revisited the fact that they had appointed a new DPS. BT confirmed that this would be about 3 weeks from happening as he needed to get his licence through from the application. CS said that being realistic, it would be New Year time when the personal licence would come through and were able to put the new DPS on the premises. JF and BT agreed to this.

CS returned to the subject of door staff. JF stated that it was Protech. CS reiterated that she did have issues with the staff that had been previously working the venue. BT asked RD whether he was happy with the team that he had working there now. RD confirmed that he was and his team were aware to contact him if they were not comfortable or felt out of their depth. JF stated that they were happy with the team that worked the front door now. SL asked whether they thought that the team working were capable and able to show their authority. RD stated he was. The previous person on the door had only recently got his badge. CS asked them again, to confirm that they were happy with the door team now; they felt that they were capable and competent. JF confirmed that they were. CS asked where the door staff were positioned. RD stated that there was one on the main gate, one at the main door and the other inside. CS asked them what time they started. JF said 1 x 2200hrs, 1 x 2300hrs and 1 x 0030hrs. CS asked where the door man who

started at 2200hrs was to be positioned. JF advised he would be positioned at the main door. CS asked about 2300hrs. JF stated front door. CS asked whether he meant door or gate. JF confirmed gate and the person who started at 0030hrs was to be inside. JF also said that the door team then rotated round regularly and ensured that when inside they checked the toilets etc. JF stated that they ensured that 3 members worked on an evening. JF then stated that financially they could not afford any more than 3. CS explained that she was not asking for more but needed reassurance that there was enough door staff working the venue. She explained that her concerns came from the night when they attended on a licensing visit and there was only one person working; he was supposed to be controlling the customers.

RD said that back in August when they first took the contract on, they sat down and worked out the staffing numbers. RD explained that customers do not attend the venue until after 2230hrs and it was a financial drain to have door staff working from 2000hrs due to lack of customers. RD further explained that he actually worked the venue himself when they first signed the contract and he found that customers did not attend until 2230-2300hrs. JF stated that if RD had not worked the venue then they would not have understood what was required. RD continued that door staff at the venue, were local and worked in the area so that they were aware of any trouble makers. Currently there were 2 who were deployed that worked locally.

SL asked how many customers came from Horsforth, as she was not sure where customers came from to attend the venue. JF advised that they came from all over. RD explained again that door staff were local at the venue; one came from Kobe and worked the door there. RD advised that it has been a gradual process to work out the numbers of door team required; they had already set up a radio system for the door team at the premises.

CS asked whether the door team searched customers. SL interjected about the search policy – even though she did like it, she suggested that it be changed to state that they operated a random search policy, rather than go into detail. JF commented that the policy stated that only SIA staff could search. SL stated that it did not even need to make mention of that fact. CS asked that the venue implemented regular searches on customers. JF confirmed that they could do that. RD said that they did regularly search customers. JF explained that a couple of weeks ago they had implemented searching 1 in 3, then 1 in 5 customers. CS explained that searches would make WYP happier, in relation to the intelligence she had received about drug use at the premises and the fact that customers starburst on officers presence at the venue. SL then asked about females. JF believed that all they could do would be to check handbags. SL pointed out that female door staff could carry out the searches, but she appreciated that it was difficult to employ them due to the lack of females in the industry. RD advised that if a big event was being held then they would arrange for female door members however male door supervisors do have the right to search bags. BT stated that they needed 3 males at the venue rather than a female. BT went on to state that this was an agreement due to an action plan rather than a condition on the licence, stating that a female was required but if the business was to be more

profitable they would look at it. CS said that she understood this however she did not want females to be able to bring substances in to the premises – even if female door staff were employed for a 2 week period to show that it would not be tolerated. BT agreed that this would be a possibility as he was aware that females do tend to carry if there are no female searches but felt they needed to get the door staff numbers right to begin with. RD advised that he could bring in a female. CS stated that there was no rush to bring female staff in but would need looking at. SL explained that it all depended on the event which was being held at the venue as to the type of customer. BT agreed and stated that they needed to get the basics right to begin with and then move forward.

CS asked whether they had a drug safe in the premises. JF stated not. CS asked whether they would be able to obtain one. RD stated that he had already had this conversation with JF. JF agreed that he would get one but wanted to know whether he could get financial help as they are over £200. SL stated that she had emailed the details to JF previously but he said he did not receive it. Information was agreed to be sent to him again. CS explained that the reason she had requested a drug safe would be to place anything in that was found after persons had been searched. JF stated that money was tight and would struggle to get one this month. CS stated that she would be happy to for them to have one in place by January 2014. JF agreed that he would have one by the end of January 2014. RD thought that it would be better to have one in for Christmas. JF stated that if he had the spare money he would get one in the next couple of weeks. CS said that being realistic; the end of January would be acceptable.

CS addressed the issue of age verification and asked which policy they worked to. JF advised that they worked to Check 21 but showed paperwork highlighting Challenge 25. BT stated that they were running Check 21 and would change their paperwork accordingly. RD stated that he was educating his door team to work to challenge 25. CS explained that she would prefer for them to work to Challenge 25. SL advised that working to an age verification policy of 25 would give door staff more scope to challenge customers. BT stated in that case they needed posters with Challenge 25 on, CS stated that they could be printed off the internet. BT stated that he preferred Check 21 however understood why 25 was requested due to the under age reports but he did feel that it would tie the door staff up. CS asked whether they were going to run 21 or 25. BT said 21 and if there were still reports into January of under age then they would discuss changing to 25. CS agreed to give JF some Check 21 posters. CS asked that any person who attends the venue and looks significantly younger is documented, whether they are under 18 or over; this would show due diligence. JF asked whether they needed to make note of anyone under 18 only but CS explained that if a person looked significantly under 18 but showed legitimate ID to confirm they were 18+, then that would need recording. SL advised that they could ask door staff to log the information when customers tried to gain entry to the premises. CS explained that it did not need to be every person that entered the venue, just random checks of customers. RD felt this may be a bit too much work for door staff.

CSw needed to leave at this point, CS left the room to show him out.

SL spoke to the parties left and advised that there was an issue with the level of intoxication of customers at the venue that they needed to address and the premises needed to show due diligence.

CS returned to the room and gave Check 21 posters to JF.

CS returned to the conversation and explained that door staff and bar staff needed to check customers ID periodically and evidence the information.

CS asked whether they could agree that CCTV be stored for 30 days, she preferred 31 days however 30 days would be acceptable. JF agreed to this.

CS then moved onto drugs. She was aware that a drugs safe and search policy had been agreed however she needed confirmation of monitoring whether drugs were being used – were toilet checks being carried out. JF confirmed that toilets were being checked by door staff and WD40 was being applied to the tops. CS asked how often the toilets were being checked. JF believed that it was every 15 minutes; JF also commented that he and staff check the toilets, even when on breaks. SL asked that they record the checks, she appreciated that a lot of paperwork was being introduced but it showed due diligence. SL further explained that it would show as their evidence if the licence was brought to review.

CS acknowledged that JF felt that there were no incidents in which the police were required, however she had evidence otherwise. CS recommended that if an incident occurred but did not feel it appropriate to contact the police, then email her details so that she was aware in case there was an incident reported without his knowledge and also record it in the incident book. JF agreed this would be in order to do. RD commented that some incidents are handled by door staff and do not require the police. CS explained the reasons why she had requested this to be done; being on an action plan and the fact that she was aware of incidents that had occurred which had not been reported to the police; she would rather have the premises version of events. SL further advised that whom ever was working on that evening, whether it be JF or not, they needed to sign off the bottom of the incident register as looking through their's, the incidents had not all been signed off. SL explained that they needed to be aware of anything/everything that had occurred at the venue as they may be able to add further information, for example an ambulance had been called for an incident which the reporting party had not been aware of.

CS asked whether regular checks were done on the door. JF stated that glasses and bottles were being prevented from being taken out. JF was concerned regarding people using the outdoor area due to the report made to Environmental Health (EHO). SL explained the issue with the minor variation. JF interjected and was concerned in relation to people smoking. SL explained that Licensing have been aware of it however had never enforced it as there



were no complaints. JF said that he was allowing people up on the road side to have a cigarette with door supervisors watching.

SL explained that there was a building site over the road and that the Council had had changes within; there was not a specific contact point with EHO for SL to liaise with so was unaware of their course of action.

JF continued with the topic of the building site; claiming that the noise emanating from that area was constant. SL and CS advised that if there was an issue, he needed to contact EHO about them.

SL explained that EHO were looking at Licensing to take action on noise relating to licensed premises. RD mentioned that he was not aware of a venue that had not received noise complaints. JF commented that the noise issues were down to the smoking ban. SL explained that noise issues can be reduced by not allowing so many people outside in one go, monitoring their behaviour whilst outside. EM wanted clarification that customers were to smoke on the main road; SL stated that she was not telling them to make customers go on the high way, just ask door staff to monitor if they do go out. CS pointed out that her concern was public safety whilst on the high way. EM again tried to state that SL and CS were instructing them to send customers onto the high way. SL explained that was not what was being said, SL and CS were saying that they were not allowed to use external areas after 2300hrs, however if something occurred whilst customers were on the high way it would have serious repercussions on the premises. Again EM tried to state that if anything happened to customers the responsibility would be with licensing as they were not allowed to use the outside area. SL again explained that Licensing were not suggesting use of the high way, but if that was how the venue wished to allow customers to smoke, then they needed to be aware of any pitfalls.

SL stated the only way to deal with this issue of not being able to use the outside area, would be to submit a variation. JF stated he had tried that. SL said that they had applied for a minor variation and there were issues with the application and further to that, EHO had also objected to it. RD asked whether the issue had been noise complaints. SL advised that the issue was due to a condition on the licence stating that they could not use the outside area after 2300hrs. BT asked whether JF had applied for a minor variation. SL confirmed one had been submitted but aside from issues with the application, EHO did object to it. BT asked why. SL explained the objection was a legitimate objection on the grounds of noise nuisance. EM stated that there were no residences nearby which would have been disturbed by the noise from customers. BT suggested applying for Temporary Event Notices (TEN) to use the outside area, gaining evidence for a full variation. SL explained the issue which she had in relation to the use of the outside area, was the number of customers allowed out at any one time. JF stated that customers did not take their drinks out with them. SL explained that the larger the number of people outside, the higher the chance of incidents of occurring was. The difference was explained between the numbers of people allowed out to smoke at their venue compared to the numbers of people outside a

pub. SL put a scenario forward about one member of door staff trying to control 15-20 people in drink.

RD suggested at this point that they try and use the rear of the premises where door staff could have better control and monitor the numbers of persons using the area thus relieving the use of the high way. CS and SL both commented that the rear of the premises was still an outside area. RD said that it would be easier to manage. SL stated that the only way they could try it would be to apply for a TEN. BT said that they may try to apply for a TEN. SL explained that EHO may object to a TEN. BT made comment that if EHO objected they would at least get chance to explain their reasoning behind it in a hearing. RD explained that using the rear outdoor area would be safer for all by using temporary fencing at the rear to contain customers and monitor; there would be no problem with customers taking drinks out then. SL asked about the wall at the rear where they considered putting up fencing as she was aware that there was a train track running by. JF and RD confirmed that there was a garden between the wall and the track. SL stated that they could email EHO and put the suggestion to them. CS asked whether they had considered making contact with EHO direct and put there suggestion across for feedback.

CS explained the use of the outside area condition was being enforced from WYP due to the public nuisance aspect. RD agreed that issues could be from people coming in and out. SL stated that there would be no issue from her with people being fenced into a specified area, if there was a TEN in place.

SL asked what the management had planned over Christmas, as they needed to get TEN's considered. BT stated that there was plenty of time for that to be sorted.

CS wanted to raise one more issue as it appeared as though everybody was getting to leave the meeting...

CS wanted to discuss intoxication levels. She stated that she had logs which highlighted intoxication levels. There was a log from the previous weekend where a male was taken to hospital due to the level of intoxication. BT explained that there was a new training pack, which staff had all signed, they were aware that they could not serve anyone who was too heavily in drink. CS appreciated that other people could buy drinks for someone who was heavily in drink, but they also needed to watch for this. EM queried the details from the log. He believed that the male could have been on something rather than in drink or could have been in drink before he arrived. CS tried to explain that he had still come to visit the premises and therefore was still an issue. BT explained to EM that it was the premises responsibility.

BT stated that they now had the action plan meeting and needed to get TEN's applied for, to move forward and put in a variation to tidy up the licence.

JF tried to explain again that he was naive when it came to running the premises, as he had never done this before. CS said that he could no longer that as an excuse; he had been running the premises for a year.

CS also requested that they attended Pubwatch in the future. It was suggested that he attend Horsforth Pubwatch. JF stated he was happy to attend any Pubwatch we requested. CS suggested that customers appeared to be coming mainly from Horsforth and Pudsey to which RD agreed.

**Actions:**

- |                                |   |
|--------------------------------|---|
| New DPS                        | - January 2014                              |
| Door staff                     | - 1 x main gate, 1 x front door, 1 x inside |
| Random Search Policy           | - ASAP                                      |
| Drug Safe                      | - End of January 2014                       |
| Check 21 in place              | - ASAP                                      |
| CCTV                           | - Recording for 30 days                     |
| Regular checks re drugs        | - ASAP                                      |
| Staff training re intoxication | - ASAP                                      |
| Pubwatch                       | - ASAP                                      |

Minutes typed by Cat Sanderson