

Mitigation following Review Period – 20<sup>th</sup> August 2015

**LUDGERSHALL SPORTS & SOCIAL CLUB**

**37 TIDWORTH ROAD**

**LUDGERSHALL**

**WILTSHIRE SP11 9QE**

## **APPLICATION FOR A PREMISES LICENCE**

**SUPPORTING DOCUMENTATION WITH REGARDS HEARING 14<sup>th</sup> SEPTEMBER 2015**

- 1. EXECUTIVE SUMMARY**
- 2. OPENING HOURS COMPARISON**
- 3. HISTORY – TEMPORARY EVENTS NOTICE APPLICATION**
- 4. OPERATING SCHEDULE (To be Amended as Email 27<sup>th</sup> July 2015)**
- 5. NOISE MANAGEMENT PLAN (To be Amended) and SIGNAGE**
- 6. RUNNING LSSC under a PREMISES LICENSE**
- 7. REPRESENTATIONS REVIEW SUMMARY, MAPS and PHOTOGRAPHS**
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- 9. POLITE NOTICE – LEAVE QUIETLY (Already in Place)**
- 10. KEEP DOORS SHUT AFTER 11.30PM (Already in Place)**
- 11. ADOPTING ‘CHALLENGE 25’ (Already in Force)**
- 12. ‘CHALLENGE 25’ POSTER (Already in Place)**
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- 14. CLUB ‘HEALTH & SAFETY POLICY STATEMENT’**



## LUDGERSHALL SPORTS & SOCIAL CLUB

### APPLICATION FOR A PREMISES LICENCE



#### EXECUTIVE SUMMARY

Ludgershall Sports and Social Club currently operate under a Club Premises Certificate Number KK/CP0033 granted in 2005 (previously our license was under 'Grandfather Rights', but the club has been operating at 37 Tidworth Road since 1934, with very few complaints to the Club, Wiltshire CC, Environmental Health or the police.

We are a community based club whose aim is to deliver high quality, sports and entertainment amenities to all club members, visitors and other users in a safe, courteous and friendly environment, with due regard to the four licensing objectives, current legislation, health and safety, the public and our neighbours.

The club is operated and managed by the Officers and Committee (Management Committee) and the operation under a new Premises Licence will continue as at present under the governance of 'Ludgershall Sports and Social Club Rules (current dated 01 May 2014)', and will adhere to our 'Operating Schedule dated 15<sup>th</sup> July 2015 (amended via emails to Wiltshire CC Licensing Authority during our application period)'

The club currently has a Senior football team playing in the Wiltshire Premier Division, and three Youth teams U9's and U13's playing in the Testway Youth League and an U11's playing in the North Wiltshire league, offering a sporting opportunity to over twenty adults and over forty children. All adults connected with our youth squads are fully CRB checked. We also run a darts team in the Andover and District league.

The club hosts several community functions at no cost to the organisations in an aim to expand our acceptability within the local area and demonstrate our attitude to friendliness to our neighbours and the town at large ('Party on the Pitch', 'Scarecrow Competition', 'Christmas and Wedding Fayres', 'External hosting of Youth Football Tournaments', 'Help for Hero's Charity Night' are examples) .

The application for a Premises Licence is to provide flexibility to our opening hours, allowing us to open daytimes in the week when need arises – i.e. for funeral wakes etc., and to accommodate wedding receptions etc. for non-members. It will also allow us to open a little earlier than at present if there is demand, but for financial reasons we will not be opening regularly during the day. Our current opening hours Monday to Thursday are 19.00 – 22.00 (although our license allows 23.00) and this is unlikely to change. Our current license allows us on a Friday and Saturday to remain open until 00.30, and this will also largely remain unaltered. During the last 4 years we have applied for Temporary Extensions until 02.00 for member's functions on just 10 occasions – i.e. less than 3 a year. By applying for a 02.00 closing time on a Friday and Saturday it will eliminate the need to apply for a TEN, but we would not anticipate any dramatic increase of the occasions when this would happen, and have proposed a maximum of 12 times in any one year

**LUDGERSHALL SPORTS AND SOCIAL CLUB**

**APPLICATION for a PREMISES LICENSE APPLICATION**

**CLUB LICENSE OPENINGS / PREMISES LICENSE OPENINGS (AMENDED as per Email dated 27<sup>th</sup> JULY 2015 Mike Collins / Hannah Hould)**

<b>DAY</b>	<b>CURRENT CLUB LICENSE HOURS</b>	<b>PROPOSED PREMISES LICENSE HOURS (AMENDED)</b>
<b>MONDAY</b>	<b>19.00 – 23.00</b>	<b>12.00 – 00.00 *</b>
<b>TUESDAY</b>	<b>19.00 – 23.00</b>	<b>12.00 – 00.00 *</b>
<b>WEDNESDAY</b>	<b>19.00 – 23.00</b>	<b>12.00 – 00.00 *</b>
<b>THURSDAY</b>	<b>19.00 – 23.00</b>	<b>12.00 – 00.00 *</b>
<b>FRIDAY</b>	<b>19.00 – 00.30</b>	<b>12.00 – 00.30</b>
<b>SATURDAY</b>	<b>11.00 – 00.30</b>	<b>11.00 – 00.30</b>
<b>SUNDAY</b>	<b>12.00 – 23.00</b>	<b>12.00 – 23.00</b>
<b>FRIDAY / SATURDAY</b>	<b>TEN Application Required***</b>	<b>12.00 – 02.00 **</b>

The main changes in the Premises License application is to enable earlier opening Monday – Friday, in practice due to financial restraints this will mean a trial period of opening on a Friday at 17.00, opening Monday – Thursday will more than likely remain at 19.00.

\*Our current Club License allows the premises to be open until 23.00 Monday - Thursday, in practice we normal close at 22.00 because we have no customers. This will still be the option under the Premises License if granted. The 00.00 closure is put in for the odd occasion when we have a military dinner or function (usually at Christmas) and will mean we do not need to apply for a TEN. There have been two such occasions in the past four years

\*\*Closure at 02.00 on a Friday / Saturday will be limited to 12 times per year, as requested by the Licensing Authority we will notify them 14 days prior to the date the extended hours will be used to allow them to control the number of events and make sure they do not exceed the stipulated amount

\*\*\*See History of TEN Applications over the past 4 years, there have been only 10 applications for a 02.00 opening

Temporary Events Notices – Applications made under Club Premises Certificate Number  
 KK/CP0033 within last 4 years – **02.00 Extensions Total 10 Nr**

DATE	Extension Time	Event	Possible Numbers	TEN Granted	Complaints
<b>2012</b>	<b>3 Nr</b>				
SAT 26 <sup>th</sup> May	02.00	Football Presentation Night	140	Yes	None
SAT 30 <sup>th</sup> June	02.00	Help For Hero's Night	200	Yes	None
SAT 6 <sup>th</sup> September	02.00	Sportsman's Dinner	140	Yes	None
<b>2013</b>	<b>4 Nr</b>				
SAT 30 <sup>th</sup> June	02.00	Club DJ Night	140	Yes	None
SAT 13 <sup>th</sup> July	02.00	50 <sup>th</sup> Birthday	140	Yes	None
SAT 14 <sup>th</sup> September	02.00	30 <sup>th</sup> Birthday	140	Yes	None
SAT 21 <sup>st</sup> September	02.00	Sportsman's Dinner	110	Yes	None
<b>2014</b>	<b>2 Nr</b>				
SAT 30 <sup>th</sup> March	02.00	50 <sup>th</sup> Birthday	140	Yes	None
SAT 14 <sup>th</sup> September	02.00	Sportsman's Dinner	110	Yes	None
THUR 4 <sup>th</sup> December	23.30	Military Christmas Dinner	90	Yes	None
TUES 9 <sup>th</sup> December	00.30	Military Christmas Dinner	90	Yes	None
<b>2015</b>	<b>1 Nr</b>				
SAT 22 <sup>nd</sup> March	02.00	50 <sup>th</sup> Birthday	80	Yes	None

Christmas Eve & New Year's Eve within the last 4 years:

- **Complaints – None**

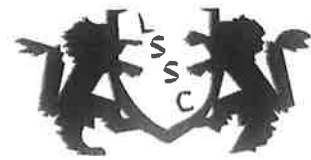
Wiltshire Council Public Protection Services visits to Premises within the last 4 years:

- **16<sup>th</sup> January 2012**
- **18<sup>th</sup> June 2015**

Police Actions and Complaints within the last 4 years:

- **None**

15<sup>th</sup> July 2015



**LUDGERSHALL SPORTS & SOCIAL CLUB, 37 TIDWORTH ROAD, LUDGERSHALL, WILTSHIRE SP11 9QE**

### **OPERATING SCHEDULE**

Ludgershall Sports and Social Club currently operate under a Club Premises Certificate Number KK/CP0033. The application for a Premises Licence will not have any effect on the existing operations of the club with the exception of flexibility in opening hour's provision.

Our aim is to deliver high quality social, sports and entertainment amenities to all club members, visitors and other users in a safe, courteous and friendly environment, with due regard to the four licencing objectives, current legislation, health and safety and the public.

The club is operated and managed by the Officers and the Committee (Management Committee) under the guidance and advice of the Club Institute Union to which the Club is affiliated, failure to comply with model rules set by the CIU can result in the loss of affiliation together with the benefits, and governed by 'Ludgershall Sports and Social Club Rules' (current dated 01 May 2014) a copy is annexed to this 'Operation Schedule', areas covered within the rules are deemed incorporated with this Operating Schedule and are not exhaustive in regards to the Club operating within all current legislation, and all current Health and Safety standards.

1. Name, Office and Objects of the Society
2. Admission of Members
3. Subscriptions
4. Notifying Change of Address
5. Cessation of Membership
6. Membership of the Union
7. Admission of Associates
8. Meetings
9. Officers
10. Power of The Committee
11. Finance Committee
12. Orders
13. Liability of Trustees
14. President
15. Treasurer
16. Secretary
17. Annual Returns to the Financial Services Authority including Audit
18. Application and Investment of Funds
19. Acquisition of Land and Borrowing Powers
20. Conduct of Election Nominations
21. Inspection of Books
22. Settlement of Disputes
23. Misconduct of Members
24. Rights of Appeal
25. Introduction of Guests
26. Guests and Excisable Articles
27. Rules

15<sup>th</sup> July 2015



28. By-Laws
29. Dissolution
30. Hours of Opening and Closing of the Club Premises
31. Life Members

The Officers and Committee will ensure the property and grounds are kept in good order to ensure the safety of members, guests and the general public, including perimeter fencing.

The Officers and Committee will ensure all current and future Health and Safety legislation is complied with, including testing of equipment, in accordance with the following, as controlled by the Health and Safety Executive.

- Health and Safety at Work Act 1974
- Workplace (Health, Safety and Welfare) 1992
- Management of Health and Safety at Work Regulations 1999
- Substances Hazardous to Health (COSHH) Regulations 2002 (as amended)

The Officers and Committee have implemented a Health and Safety Policy Statement dated 25th November 2011, Reviewed 25<sup>th</sup> November 2012, Reviewed 15<sup>th</sup> July 2015 which details the control and implementation of Ludgershall Sports and Social Club commitment to Health and Safety.

#### Responsible persons

- Officers and Committee
- Designated Premises Supervisor
- Bar Manager
- Staff
- Risk Assessment by a competent person (nominated by the Management Committee)

The following procedures will be regularly monitored and reviewed by the Officers and Committee, details are a guide and not exhaustive:

- Assessing and Controlling Risks
- Management of Occupational Health and Safety
- Accident Reporting
- Review of Workplace Hazards
- Review and Appointment of a Competent Person
- Review and Policy for Working at Height
- Review and Policy for Manual Handling
- Review and Policy for Control of Substances Hazardous to Health
- Record of Equipment Inspection and Examination
- Record of Fire Safety Risk Assessment
- Carry out and record Risk Assessments to Eliminate or Control Risks
- Staff Consultation
- First Aid Arrangements
- Ensure Employers Liability Compulsory Insurance is in place
- Ensure regular checks and maintenance are carried out on all equipment

15<sup>th</sup> July 2015



- Staff Training and Awareness
- Implementation of Safe Working Practices
- Annual Management Committee Review
- Training Logs
- Visitors Logs
- Provision of Personal Protective Equipment (PPE) as appropriate

The Officers and Committee will ensure on-going training of staff with regards materials and equipment and licencing legislation

The Officers and Committee will ensure current Mandatory and Discretionary Requirements are met or exceeded, to include but not exhaustive

1. Display of up to date Club Licences
2. Section 94 Notice
3. No smoking signage
4. Age verification policy and signage
5. Written Fire Risk Assessment
6. Training Records
7. Refusal Book
8. Log Book – Noise / Incidents
9. Staff Authorisations – written / verbal
10. Display of Permits
11. Cleanliness of the Club and grounds
12. Good Neighbour policy

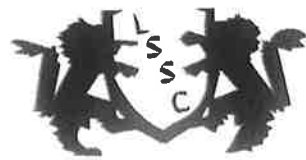
The premises consist generally of two areas a) The Member's Bar and b) The Paddock Suite (Second Bar) which are separated by an acoustic fire rated folding screen, the folding screen can be opened to allow the whole club to be used. Both areas have separate designated fire escape routes and disabled access, and are serviced by separate toilet facilities. Externally there is a seating area and car park to the front, and a sports pitch, seating area and car park to the rear.

The premises have an intruder and fire alarm system which is maintained by The Alarming Company, this system is on a fully monitored scheme with 24 hour call out to three club representatives.

In an aid to Antisocial Behaviour the front of the club is monitored by a CCTV camera, access from the front to the sports pitch is via a side access path through a gate which is padlocked when no staff are within the club, the sports pitch is fully enclosed with properties to three sides and a fence with padlocked gates to one side. The sports pitch will be closed to prevent Antisocial Behaviour, only being accessible for football training, football matches, functions and general club activities. Staff will receive instructions that any persons acting in a manner that could be deemed Antisocial should be asked to leave the premises, a report will be made to the Management Committee who will consider the incident and can impose a ban on any offender. Externally on the sports field there is a ban on drinks being in glasses, all drinks on the sports pitch will be in plastic or safety glasses.

Staff training and club polices restrict any sale of alcohol to members or customers who appear drunk.

15<sup>th</sup> July 2015



Staff training and club polices on sale of alcohol to persons under 18 in adopting a 'proof of age' scheme, the Officers and Committee will ensure the minimum policy for the premises is in force, and in order to have in place a more robust procedure we will adopt the 'Challenge 25 Policy', together with training, advertising and records



The Officers and Committee will adopt a 'drinkaware' policy including promoting [drinkaware.co.uk](http://drinkaware.co.uk) for the facts

The club provides ash trays within the smoking area and litter bins to both the front car park and the sports pitch, littering is discouraged and litter patrols by the Management Committee and staff ensure the premises and grounds are maintained litter free.

Historically the club has not had problems with Drug use and Under Age Drinking, our policy with staff training and awareness with regards these issues will continue to be resilient. There is a zero tolerance to Drug use and any offenders will be banned. Our staff are instructed to request 'proof of age' of any person who looks under age, as a members only club our records detail any junior members, within the Paddock Suite we operate a 'hand stamp' system that determines to staff who can purchase alcohol.

Fire Safety is governed with a fully operational fire alarm system and the provision of adequate and appropriate fire fighting equipment, fire exits and routes are clearly defined and marked, on-going staff training and awareness provides details of our fire safety policy. Inductions of new staff highlight our policies and procedures.

With regards to the protection of children from harm there is always a competent person on the premises when the club is open, the staff are trained to ensure our policy of use of gaming machines is restricted to adults, with the gaming machines located in full view of staff. The club runs a youth section football squad and all adults connected with any of the teams is CRB checked. Children under the age of 16 must be accompanied and supervised.

Noise disturbance from music is governed with the closure of windows during the event, and doors closed except for access / egress, outside music is restricted to daylight hours. Generally music is restricted to a 00.30 hours finish, with a request to have slower / quieter music for the last half hour. Members and customers are instructed by staff to leave the premises promptly and quietly upon closure. No bottles are emptied into the external bins in unsocial hours and all deliveries are kept out of unsocial hours.

The club operates an electronic entry card system, access through the front door is restricted.

A Good Neighbours policy is in force at the club and the Management Committee ensures our neighbours in adjoining properties are fully respected with regards noise and nuisance.

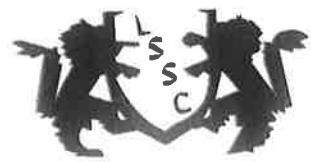
The clubs operating schedule is to promote the four licencing objectives;

1. The prevention of crime and disorder
2. Public safety
3. The prevention of public nuisance
4. The protection of children from harm





15<sup>th</sup> July 2015



Component	Noise Management Plan – Measures in place / to be taken
<i>Internal music noise, film shows etc</i>	<p>Restriction on live and recorded music to 23.00 Monday – Thursday and Sunday, and 00.30 on Friday and Saturday, with the exception of any successful TEN application to a 02.00 close This is under the present Club Premises License).</p> <p>The pair of doors to the Paddock Suite bar to be kept shut from 22.30 midweek and from 23.00 on Friday and Saturday. The self-closing door to the corridor is not to be wedged open as it forms a natural sound barrier between the Paddock Suite and the single external door.</p> <p>Notices to be displayed in advance of late TEN events on A3 posters in the external display cabinet at the entrance to the front car park.</p> <p>Live and recorded music to be requested to have slower / quieter numbers for the last half hour of the event.</p>
<i>External music, film shows and fireworks etc</i>	Restriction on live and recorded music externally to cease at 21.30.
<i>Deliveries and collections</i>	Deliveries and collections to be Monday – Friday only between the hours of 08.00 and 18.00.
<i>Smoking shelters, external seating and eating areas</i>	<p>Promote a 'Smoke Free' policy</p> <p>The pair of doors to the Paddock Suite bar to be kept shut from 22.30 midweek and from 23.00 on Friday and Saturday to discourage patrons from smoking outside in this area.</p> <p>Signage to be put up in the smoking shelter and at the rear corridor door to the Paddock Suite to request smokers keep noise to a minimum</p> <p>Patrons to be requested not to use the external seating area after 22.30 midweek and from 23.00 Friday and Saturday</p>
<i>Customers and play areas</i>	Signage to be displayed to request patrons out of consideration to local residents to keep noise levels to a minimum when leaving the premises
<i>Customers and Car Parks</i>	<p>Gates to the playing field are to be kept locked when there is no planned event or match.</p> <p>Gates to the playing field are to be left open when there is a planned event to allow all patrons to leave the premises</p> <p>Patrons to be encouraged to leave cars parked at the club over night for collection the next morning when an event is held in the Paddock Suite to avoid late night vehicle movement</p> <p>Taxi's to be encouraged to use the front macadam car park and to try and avoid use of the rear gravel parking area</p>
<i>Refuse and recycling bins, barrels, bottles and stores</i>	Disposal of rubbish, bottles etc to the paladin bin within the front car park to be carried out between the hours of 08.00 and 19.30
<i>Skittle alleys</i>	Not applicable
<i>Equipment such as chillers, air con, extractors</i>	Regular maintenance and checks on the beer cellar roof mounted chiller (Note : Overhaul and replacement carried out June 2015)
<i>Complaints</i>	Keep accurate records of any complaint received from Wiltshire CC, the police, a neighbour or member of the public to ensure the nature of the complaint, date and time, and actions taken to deal with the complaint

**Signed: Michael Collins – Secretary (under Club Premises License)**

**Date: 14<sup>th</sup> August 2015**

**Premises License Holder**

**This 'Noise Management Plan' is for Ludgershall Sports & Social Club under the Club Premises License, if a Premises License is granted it will be re-issued, signed and dated under the 'Premises License**

**Staff awareness relating to noise management issues and contents within this 'Noise Management Plan' is to be included in staff training and induction of new staff**

**The plan is to be reviewed by the Management Committee annually, and on each occasion a complaint is received**

# LUDGERSHALL SPORTS & SOCIAL CLUB

## SIGNAGE ON DISPLAY

### FRONT CAR PARK



### EXIT DOORS FROM PADDOCK SUITE



### EXIT DOORS FROM CORRIDOR



### ADDITIONAL SIGNAGE WILL BE DISPLAYED EXTERNALLY DURING ANY EVENTS



10<sup>th</sup> AUGUST 2015

## LUDGERSHALL SPORTS & SOCIAL CLUB

### APPLICATION for a NEW PREMISES LICENSE

#### Running of Ludgershall Sports & Social Club under a Premises License

1. We will remain a Private Members Club, visitors and guests are only allowed in for functions, including Bingo (20.00 – 21.00) and Quiz (20.00 – 22.00) once a month
2. The current running and management of the Club by the Officers and Committee will remain in force
3. The current Rules and Health and Safety Policy of the Club will remain in force
4. The current opening hours under the Club Premises License remain the same under the Premises License with the exception of the ability to open prior to 21.00 on a Monday – Thursday, and remain open until 00.00 on a Monday – Thursday, and opening until 02.00 on twelve occasions a year. Currently, and envisaged for the future the club closes at 22.00 on a Monday – Thursday. The application and change is for flexibility.
5. Hiring of the Paddock Suite function room will cease at 00.30, as currently operated
6. Club / Paddock Suite 02.00 closure will be restricted to twelve times a year and will be used for Club functions where members are governed by the rules of the Club, and can be subject to suspension or expulsion if the Rules are contravened (over the past four years we have only closed at 02.00 on ten occasions)
7. Nothing in running the Club under a Premises License will change, it will be run as the club is now under a Club Premises License
8. The present Club Premises License will be surrendered if the Premises License is granted
9. We would wish the hearing to take into account written / verbal complaints to the police over the past five years
10. We would wish the hearing to take into account written / verbal complaints to Wiltshire CC Licensing and Environmental Health over the last five years
11. We would wish the hearing to take into account visits to the club by Wiltshire CC over the past five years (2 Number) and the Clubs actions on implementation of recommendations
12. The Club will actively follow our polices within the submitted 'Operating Schedule
13. The Club will actively follow our 'Challenge 25' and 'Drinkaware' polices
14. The Club will put into force recommendations made by Wiltshire Council Licensing Officer and Environmental Health Officer
15. We would wish the hearing to take into account our compliance with Licensing Laws and infringements over the last five years

## LUDGERSHALL SPORTS & SOCIAL CLUB



### APPLICATION FOR A PREMISES LICENCE

#### REPRESENTATIONS

The Officers, Committee, Members and Staff have been shocked at the receipt of 15 letters of Representation from our neighbours, but we take these very serious and will act on any of the suggestions that will improve the running of the facilities and our relationships. We have carried out a detailed analysis of all the Representations, and have identified the main areas of concern, our comments / actions and any positives contained in the Representations. (detailed later)

We have attached details of the locations of the Representations in relation to the position of the Club and Sports Field, both as a whole and the five closest Representations in relation to the front entrance / exit of the club. The rear exit is locked mid-week and generally only used on a Saturday (Mid week hire to Slimming World and Weightwatchers on a Monday and Wednesday until 20.00). The new Springfields development of houses (approx. 8 / 9 years old) are over a 100m from the Club House.

We have submitted a 'Noise Management Policy' to the Wiltshire Council Environmental Health which we have implemented under our Club License, and posted signage requesting our members and patrons to respect local residents, these will be maintained, monitored and improved under a Premises License if granted. A continuing dialogue with the Environmental Health Officer will aid the Club in its forward development

**We have noted none of the eight 'Responsible Authorities' have made any Representation, and Ludgershall Town Council have forwarded an email to the Licensing Officer stating they will support the new Premises License application.**

<u>Representation</u>	<u>Positive Extracts</u>
1	'The Social Club have been co-operative over this recurring problem' (the problem is not members leaving but children climbing in to the premises)
2	'Lived here since May 2008 and have had few occasions when they have had to make a formal complaint about noise or disturbance' (This property is our closest neighbour, next door to the front car park)
3	'The Committee already apply for special one off licenses which go beyond midnight which is bearable'
4	'The Club status is at this point, I have no objections with the way it is running now, indeed it provides a great community objective'
5	<b>5 Astor Crescent - None</b>
6	'Lived immediately next door to the club for the past 10 years with very little problem' (This property is our closest neighbour, next door to the front car park)

	<b>'At present not usually an issue as it is occasional and not too late'</b>
7	<b>'but not recently, which was much better'</b>
8	<b>'although not necessarily because of this club'</b>
9	<b>'With the current opening hours this is acceptable. We're happy to live near a Sports and Social club as the focus appeared to be on the community and being social'</b>
10	<b>'at the moment we accept the disturbance as we know it will stop around 11PM to 12 midnight'</b>
11	<b>'if you know it will end about 11.00 or 11.30 its sufferable' (43 Astor Crescent has No direct view to the Sports Field or the Paddock Suite, they are blocked off by the houses on the Springfield development</b>
12	<b>3 Springfields – None (House is over a 100m from the club house)</b>
13	<b>'Notes the value the Sports Club brings to the local community in terms of both sport and leisure</b>
14	<b>43 Astor Crescent – None (Has No direct view to the Sports Field or the Paddock Suite, they are blocked off by the houses on the Springfield development</b>
15	<b>9 Springfields – None (House is over a 100m from the club house)</b>
Email	<b>Ludgershall Town Council – support the application for a Premises License by Ludgershall Sports and Social Club</b>

As demonstrated above of the 15 Representations made 11 actually contain some positive comments on Ludgershall Sports and Social Club and how it is run.

Around the Clubs boundaries there are 87 properties (68 Nr. on Astor Crescent, 10 Nr. on Springfields and 9 Nr. on Tidworth Road), it is accepted by the Management Committee that 15 (17.25%) Representations need a thorough review which we have endeavoured to carry out and implement actions to remedy the concerns raised. The 4 (4.5%) Representations with no positive comments have not been ignored and actions implemented to address their concerns.

The Sports and Social Club has been in existence in Ludgershall since 1900, and have occupied the present land since 1938, the land for the Springfields development was sold off by the Club in 2005 and the extension (The Paddock Suite) was constructed. Our current Club License was granted in 2005 and we have been operating since then with very few issues raised by our neighbours, the police, Environmental Health or the Licensing Authority.

\* The Pair of doors that open from the Paddock Suite open facing this direction



\* CLUBHOUSE - 37 TIDWORTH ROAD

Representation Number



Astor Crescent      Tidworth Road

The development of 10 houses 'Springfields' is built on Astor Cresce

Representations

1	22 Astor Crescent	9	53 Tidworth Road
2	39 Tidworth Road	10	11 Astor Crescent
3	3 Astor Crescent	11	47 Astor Crescent
4	1 Astor Crescent	12	3 Springfields
5	5 Astor Crescent	13	7 Spring Fields
6	2 Astor Crescent	14	43 Astor Crescent
7	10 Astor Crescent	15	9 Spring fields
8	36 Astor Crescent		



**LUDGERSHALL SPORTS & SOCIAL CLUB - APPLICATION FOR A PREMISES LICENSE**  
**THE PADDOCK SUITE**



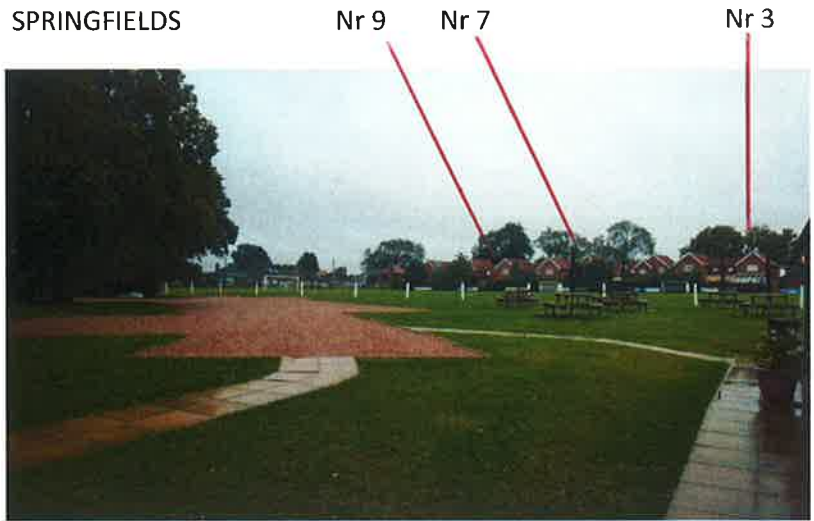
EXIT CORRIDOR

SNOOKER ROOM DOORS

FIRE ESCAPE DOORS PADDOCK SUITE

KITCHEN DOOR

**VIEW FROM FIRE ESCAPE DOORS TO PADDOCK SUITE TO 'SPRINGFIELDS'**



SPRINGFIELDS

Nr 9

Nr 7

Nr 3

**VIEW FROM GATES TO 'SPRINGFIELDS'**



SPRINGFIELDS

Nr 9

Nr 7

Nr 3

**LUDGERSHALL SPORTS& SOCIAL CLUB - APPLICATION FOR A PREMISES LICENSE**

**VIEW FROM PADDOCK SUITE TO 'SPRINGFIELDS'**

SPRINGFIELDS Nr. 10

Nr. 1



**VIEW FROM Nr. 3 TO CLUBHOUSE**



**VIEW FROM Nr. 7 TO CLUBHOUSE**



**VIEW FROM Nr. 9 TO CLUB HOUSE**



**LUDGERSHALL SPORTS & SOCIAL CLUB - APPLICATION FOR A PREMISES LICENSE**

**VIEW FROM PADDOCK SUITE TO GATES ON ASTOR CRESCENT**

ASTOR CRESCENT      Nr. 1      Nr. 3      Nr. 5



**REAR GATES      ASTOR CRESCENT**

Nr. 1      Nr. 3      Nr. 5



**FRONT CAR PARK - Nr.2 ASTOR CRESCENT**





\* Springfields Development  
 120m across  
 from Paddock Suite

SPORTS FIELD

Area for application  
 without L1000000 Sports  
 & Paddock Suite

Paddock Suite

DOOR OPEN  
 THIS WAY



Sketch 003

Ludgershall Sports & Social Club  
 391 Tidworth Road  
 Ludgershall  
 SP14 9QE

sherlock boswell architecture

Project Name	Ludgershall Sports & Social Club
Client	Ludgershall Sports & Social Club
Site Address	391 Tidworth Road, Ludgershall, SP14 9QE
Scale	1:500
Date	10/01/2023
Drawn by	[Signature]
Checked by	[Signature]
Project No.	2023/001
Revision	01



LUDGERSHALL SPORTS & SOCIAL CLUB

20th AUGUST 2015 UPDATE

APPLICATION for a NEW PREMISES LICENSE

**APPLICATION REVISED 21st JULY**

LUDGERSHALL SPORTS & SOCIAL CLUB

<u>Representation Letter</u>	<u>Address</u>	<u>Name</u>	<u>Date</u>	<u>Concerns</u>	<u>COMMENTS / ACTIONS</u>
<b>Revised to New</b>	22 Astor Crescent	Mr & Mrs Rattue	19th July	<ul style="list-style-type: none"> <li>a Husband gets up for work at 5:30AM</li> <li>b Shouting, Car Doors Slamming, Beeping Horns, Noise of cars on gravel</li> <li>c Doors at rear left open - music can be quite loud</li> <li>d People locked in car park and have used their garage roof as a means of egress</li> </ul>	<p><i>See proposed Noise Management Plan and Notices</i></p> <p><i>See proposed Noise Management Plan and Notices</i></p> <p><i>Gates are not locked after a function over the week-end, the problem is not people leaving the club premises it is children climbing into the premises to play on the sports pitch, we endeavour to ensure the nets and moveable goal posts are removed at the end of matches to discourage these children</i></p> <p><b>Comment by Mr and Mrs Rattue 'The Social Club have been co-operative over this recurring problem'</b></p>
<b>2 (Original) &amp; Revised to New Premises Application</b>	39 Tidworth Road	Mr & Mrs Perry	17th July	<ul style="list-style-type: none"> <li>a Regularity after midnight at week-ends disturbed by noise, light pollution, foul language and car doors slamming</li> <li>b Disturbed by soldiers leaving the public house</li> <li>c Extending midweek opening until midnight, and extensions</li> <li>d Signage to request club members and guests to respect the neighbours</li> <li>e <b>Suggestions added to new Representation - Items 1 - 7</b></li> </ul>	<p>Disturbed by soldiers leaving the public house (<b>Not part of our License Application and not our patons</b>)</p> <p><b>Comment by Mr and Mrs Perry</b> Lived here since May 2008 and <b>have had few occasions when they have had to make a formal complaint about noise or disturbance</b></p> <p><b>Not part of our License Application and not our patons</b></p> <p><b>We have successfully applied for TEN extensions over the past 4 years with 'No Refusals' and 'No Complaints'</b></p> <p><b>Signs have been laminated and put up notwithstanding this application</b></p> <p><b>See proposed Noise Management Plan and Notices</b></p>
<b>3 (Original) &amp; Revised to New</b>	3 Astor Crescent	Mrs Smith	23rd July	<ul style="list-style-type: none"> <li>a Disturbance by cars and their lights as they leave the club</li> <li>b Know at present the noise will cease at 12.00, unreasonable to extend to 02.00</li> </ul>	<p><b>See proposed Noise Management Plan and Notices</b></p> <p><b>Comment by Mr and Mrs Perry ' The Committee already apply for special one off licenses which go beyond midnight which is bearable'</b></p>

c. *Suggestions added to new Representation - 'Keep the current licensing and music playing hours as it is'*

*This is the proposal in our application with the exception of the flexibility to open earlier and until 00.00 midweek (we usually close at 22.00 as we have no customers) and the option of 12 opening days until 02.00, which as our history demonstrates will be less than 4*

**4 (Original) & Revised to New Premises Application**

1 Astor Crescent	Mrs Gardner	24th July	a Noise from gravel drive and parking area	See proposed Noise Management Plan and Notices	Whilst annoying they accept this during the times used at the moment (our club license has opening hours upto 00.30 on a Friday and Saturday which we have applied to keep with a limit on 02.00 opening)
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b Having to deal with Police etc in the early hours

*When was the last time in the past 4 years*

*At the Club status is at this point Mrs Gardner has no objections with the way it is running now, indeed it provides a great communal objective'*

c 1.2 times a year for a 00.20 opening does not necessarily mean one a month, the duration of these 1.2 sessions could be one after another

*Look at the past 4 years of TEN applications to see the frequency that we have opened after 00.30*

d Continuing outside music after 21.30 under the umbrella of the music license changes that came into effect in April which allows outside music until 23.00

*Historically the club has outside music once a year from 14.00 - 20.00 at our 'Party on the Pitch event*

**5 (Original)**

5 Astor Crescent	Miss Goss	23rd July	a Party overspill onto the Sports field when the weather is fine, this noise and the thumping noise of the music	See proposed Noise Management Plan and Notices
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b Does not read the Salisbury Journal and the small blue notice on the fence is not a reliable way for people to be informed

*We did not advertise in the Salisbury Journal, **Informed by a neighbour We followed Licensing Authority regulations and guidance in the formulation of our application***

**6 (Original)**

2 Astor Crescent	Mrs Bulloch	23rd July	a Change of hours will impact of negatively on family life		<i>Comment by Mrs Bulloch. Lived immediately next door to the club for the past 10 years with very little problem</i>
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Comment by Mrs Bulloch At present not usually an issue as it is occasional and not too late

As previous history the 02.00 opening will generally be the same as in the previous 4 years which Mrs Bulloch states is not an issue Not part of our License Application and not our patrons

**7 (Original)**

10 Astor Crescent  
Mr & Mrs Sprigg  
24th July  
a Car Park at the end of their garden, pensioners with a few health problems and have been kept awake in the past by late parties

Informed by a neighbour

Comment by Mr and Mrs Sprigg 'but not recently, which was much better'

**8 (Original)**

36 Astor Crescent  
Mrs Walker  
25th July  
a Noise until the early hours especially in the summer when the club opens it's doors and windows, and cranks up the volume of the sound system  
b Club primarily there to serve drink, and with the longer licensing hours concerned this will lead to increased drunkenness

See proposed Noise Management Plan and Notices

Operating Schedule and our 'Drinkaware' campaign, staff are instructed not to serve anyone who appears intoxicated

Comment by Mrs Walker ' (although not necessarily because of this club)

Problems are associated with other establishments not Ludgershall Sports and Social Club

**9**

53 Tidworth Road  
Mr & Mrs Cleeton  
Not Dated  
a Assume noise restrictions would mean they are unable to have live bands or music playing during these late hours  
b Increased amount of noise from customers, especially on their way home

See revised application with regards entertainment outside

Comment by Mr and Mrs Cleeton With the current opening hours this is acceptable. We were happy to live near a Sports and Social club as the focus appeared to be on the community and being social

**10**

11 Astor Crescent  
Mrs Winterbourne  
4th August  
a Doors, patio doors and windows are opened and people spill out onto the patio area and field making a noise, sound of music can be heard extremely clearly

See proposed Noise Management Plan and Notices

Comment by Mrs Winterbourne ' At the moment we accept the disturbance as we know it will stop around 11PM to 12 Midnight'

*See proposed Noise Management Plan and Notices*

*There are no parking restrictions on Astor Crescent and very few of our patrons park there as most of them walk to the club, Mr Wilkins The planning application for the old Garden Centre is not part of our License Application*

*Comment by Mr Wilkins ' if you know it will end about 11.00 or 11.30 it's sufferable*

*Springfield properties back on to the Sports Pitch they are over 100m away from the Paddock Suite, it is extremely unlikely any of our patrons would venture across the field as the exit is in the opposite direction*

*See proposed Noise Management Plan and Notices*

*There have been no reportable instances to the Environmental Health or Police in the last 4 years*

*They have lived in Springfields since January 2015 - 7 Months - what quantity is numerous*

b Noise from cars leaving gravel drive, slamming of car doors, rewinding of engines

a Cars from the club park on the street in Astor Crescent in front of peoples houses

b Not forgetting this is the same street where it is proposed to build on the old Garden Centre land so you will have people walking up that road as well

a **Suggestions** - Nil as I have no faith anything that they put in place will be policed or adhered to

b **Prevention of harm to children**  
b1 Arguments and shouting raging - intoxicated adults allow their anger to be directed toward the children

b2 Noise has woken up or kept awake his children aged 2 & 5

c **TO Prevent Public Nuisance**  
c1 Noise and having to shut his windows, including patrons in conversation or arguments

c2 Even though the club has a current license these are generally abused as music is often heard beyond these times

d **To prevent crime and disorder**  
d1 **Numerous** incidents where arguments have taken place outside the club, that he was about to call the police : Mr Marriott states he is a serving Police Officer

47 Astor Crescent Mr Wilkins

11

3 Springfields Mr Marriott

12

- d2 Intervention when children from a private party were swinging on a neighbours fence
- d3 Change from members only to allow entrance to anyone is effectively the same as opening a pub with increased ASB

*The incident actually was children climbing on small tress within the boundary of the Club*

*The club will remain a member's only club the New Premises License is for flexibility in early opening, and use of the Paddock Suite without application of a TEN on every occasion*

**e Public Safety**

Serving Police Officer with a variable shift pattern, noise from the club keeps him awake and his judgement and decision making **could** be affected

**f Separate Note**

- f1 Would seriously consider if Astor Crescent is a suitable road to bring up his children
- f2 The variation if granted would seriously affect the value of properties surrounding the club
- f3 Like situating a late night music club in the centre of a quiet residential street

*Relatively nothing is changing from when Mr and Mrs Marriott bought the property in January 2015*

*As the Club is fundamentally not changing what impact does this cause*

*The opening hours at night are not changing from what we operate under our 'Club License' at present. The only material change is earlier opening hours before 7Pm on a Monday - Thursday, and the option of opening until 02.00 on 12 occasions a year (see past history of late licenses)*

**f4**

Impact it has had on them as a family even though they have only lived there since January 2015 - caused Mr Marriott, his wife and children sleepless nights

- f5 Speaking with neighbours only confirms these facts, how much the club affects those who live in the vicinity

*The Club has been on Astor Crescent since 1938, it was there in January 2015 when Mr Marriott bought 3 Springfields*

a Significant concerns extension of hours for sale of alcohol and playing recorded and live music will have a detrimental impact on us and cause unreasonable disruption and nuisance

b Proposed new license arrangements would place no limit on the number of functions that could be held within these extended opening hours

*Incorrect - the opening hours are generally inline with the existing at week ends, with the exception of the limited number of 12 extensions until 02.00 (which historically will be 3 per year*

**Suggestions**

c Keep hours as stated on the Website

*Hours on the Website are a guidance to our staff to close early if we have no customers, they are less than the allowance on the Club Premises License*

d Retaining the limit on the number of functions being held each year to 12

*This is what our Amended (Email 27th July) application states*

e Direct notification to local residents on planned functions and events that would cause potential disruption

*We believe this is a good suggestion and will endeavour to implement but the number of residential deliveries could make this impractical (how far would we go), we will put up notices in the notice board at the front of the club - A3 size in colour  
See proposed Noise Management Plan and Notices*

f Music & Noise prevention generally as the letter of Representation

*See proposed Noise Management Plan and Notices*

a The noise will interrupt childrens sleep patterns

b The noise level from this club under their present License can be horrendous, letting the noise go on until 02.00 is going to cause trouble

*The opening hours at night are not changing from what we operate under our 'Club License' at present.  
The only material change is earlier opening hours before 7Pm on a Monday - Thursday, and the option of opening until 02.00 on 12 occasions a year (see past history of late licenses)*

c Damage to cars in Astor Crescent that night of their all day Picnic on the Pitch event was coincidental 'but I have my doubts'

*There was no complaint received by the Club with regards damage to cars, we don't know if the damage was reported to the police, but again the Club has heard nothing from the police with regards this matter*  
 See proposed Noise Management Plan and Notices

d Increase in noise & general rowdiness will put public safety at risk

**Suggestions**

They should withdraw their application

9 Springfield

T D Millett

17th August

a Children leave the club and amuse themselves outside on the Sports field, parents appear to think because it is fenced it must be a safe area, children are playing outside until midnight

*The Club will still operate as a 'Members Only' club running under the governance of our 'Rules' and under the auspice of the Management Committee. Children must be accompanied and supervised at all times. We cannot recall any occasions Mr Millett is referring to could he please provide specific instances*

b On occasion toddlers have wandered on to Astor Crescent with no supervision and have been at risk late at night from numerous hazards not least of all passing traffic

*The gates on to Astor Crescent are 80m away from the doors to the Paddock Suite, when children go on to the Sports Field it is at the opposite end, could Mr. Millett provide specific instances*

c Screaming (toddlers) yelling and shouting above the sound of the music flowing out of the S&SC

*If this is correct the music must be at a reasonable level*

d Children producing a football or two, and enjoy trying to score goals in the dark when residents have gone to bed

*Children must be accompanied and supervised at all times, the children use the goals at the opposite end to Mr. Millett's property and only in daylight*

- e As the evening continues so the volume of music increases, this then leads to those outside smoking etc. increasing the volume of shouting, arguing and swearing to be heard above the music
 

*If this is correct the music must be at a reasonable level, anti social behaviour is dealt with within our Club rules, there has been no instances in the last four years to take action under our rules*
  - f The bad language can easily be heard by families with young children in their gardens during the summer months, or even in bedrooms
 

*See proposed Noise Management Plan and Notices*
  - g Drunks fighting and swearing their way along Astor Crescent as they depart the S&SC
 

*We operate a Drinksaware Policy, the main exit from the Club is on to Tidworth Road not Astor Crescent, which cannot be seen from Nr 9 Springfields, there has been no instances of fighting in the last four years*
- Suggestions**
- h Strongly recommended that the S&SC provide a full Air-conditioning package and operate this system in conjunction with a 'Closed Doors & Windows' policy from a given point in time such as 22.30 when music is played at volume
 

*At the last committee meeting on Tuesday 11th August (before this representation was received) the committee agreed to get quotations on installing ceiling fans. An Air Conditioning system is not viable at the present time*

*We have been in discussions with the Environmental Health department, and will follow their advise that one is not required at present*
  - i Strongly recommended that the S&SC investigate and source a Volume/Noise Limiter
 

*This has been applied as an Amendment to our application*

*This has been applied as an Amendment to our application*

*We have been in discussions with the Environmental Health department, and will follow their advise that one is not required at present*

**16** Ludgershall Town Council  
17th August

*Email from Ludgershall Town Council dated 21st August 2015 states that they will support the new Premises License application*

*These are already being displayed  
under our Club License*

The Club to display a sign asking  
customers to respect nearby residential  
properties as they leave the Club.

# **POLITE NOTICE**

**OUT OF CONSIDERATION TO LOCAL  
RESIDENTS CUSTOMERS ARE  
REQUESTED TO KEEP NOISE  
LEVELS TO A MINIMUM UPON  
LEAVING THE PREMISES**

**Thank You**



**PLEASE KEEP SHUT**  
**AFTER 11.30PM**

**OUT OF CONSIDERATION TO LOCAL  
RESIDENTS**

**PLEASE KEEP THESE DOORS  
CLOSED AFTER 11.30PM**

**Thank You**



## Adopting Challenge 25

The Licensing Act 2003 introduced mandatory conditions on every alcohol licence, including one that requires all premises to have a policy in place in order to prevent underage sales.

While there is a minimum policy for premises to adopt, they are able to go further in order to ensure that they have the most robust procedure in place should they choose. This guide has been produced to support retailers wishing to adopt the Challenge 25 policy, which has been developed by the Retail of Alcohol Standards Group to support the effort to eradicate underage sales.

### Why Challenge 25?

Since the introduction of Challenge 25 (previously Challenge 21) the number of underage sales has significantly declined. In 2012 Serve Legal reported that the test purchase pass rate had risen from 55% in 2007 to 76% now<sup>1</sup>. Further to this, the Department of Health report into Drinking, Smoking and Drug Use among young people show the number of young people purchasing alcohol continues to decline<sup>2</sup>. This is because the increased threshold of challenging 25yr olds, along with the training involved in the scheme, has meant better awareness of frontline staff leading to fewer mistakes and ultimately fewer underage sales.

### How do you adopt Challenge 25?

Challenge 25 simply requires that every person buying an age restricted product such as alcohol, who looks under the age of 25, is challenged to produce a valid ID. In order to adopt Challenge 25, organisations are recommended to consider the following:

- **Training** – It is important to have programmes in place to regularly train staff about the Challenge 25 scheme. Including who to challenge and how. This will help to ensure that staff are confident in making challenges and that the policy is consistently applied in store. It's also useful to keep training records to ensure staff have their training refreshed regularly;
- **Advertise** - Display the posters in prominent places in the store to advertise your proof of age policy. This helps not only to deter potential underage customers, but will also act as a back up to staff members who make challenges;
- **Support staff** – Challenge 25 only works if the staff have confidence that the decisions they make will not be undermined. It is therefore important to ensure that difficult decisions staff have made are not challenged and overturned;
- **Keep records** – It is useful to keep records of all failed attempts to buy alcohol of those without ID who look under 25, this could help with police or trading standards operations ;
- **Be clear about what ID is acceptable** – There are hundreds of forms of ID that are used in the UK. The standard Challenge 25 scheme suggests accepting Passports, Driver's Licences and PASS approved cards. While individual premises can accept anything with the law (ID that includes a hologram, name, date of birth and photo) it is important to make a decisions about what you will accept and publicise this clearly;

<sup>1</sup> Serve Legal and Plymouth University, *Checked out: the role of ID checks in controlling underage drinking, June 2012*

<sup>2</sup> Smoking, drinking and drug use among young people in England in 2010, Department of Health



- **Be aware of fake ID** – The Home Office has produced guidance for retailers to help them understand how to spot fake ID. It will be important to ensure staff are trained about the types of ID that are acceptable and how to look out for fakes.

#### **What are the penalties for underage sales?**

There are significant penalties for selling alcohol to a person under the age of 18 for both staff and retailers. These include:

- A fine of up to £5000 if a member of staff makes an underage sale unless they can show they have taken all measures including asking for identification that would convince a reasonable person that they were over 18;
- A fine of up to £20,000 for a premises that persistently sells to people underage, defined as happening on 2 or more occasions in a 3 month period;
- Closure orders for a maximum of 14 days following persistent underage sales;
- A fine of up to £5,000 for proxy sales, where a person purchases alcohol on behalf of a minor.

#### **Is there any further useful information?**

For further information about Challenge 25, including all designs for posters, badges and shelf sliders which are available to download for free, visit: <http://www.wsta.co.uk/challenge-25.html>

#### **Home Office Guidance on Fake ID is available here:**

<http://www.acs.org.uk/download.cfm?docid=E54882AF-BC74-4B14-B26F1A5E199C1D08>

**Home Office Guidance on the Licensing Act 2003 and Police Reform and Social Responsibility Act is available here:** <http://www.homeoffice.gov.uk/publications/alcohol-drugs/alcohol/guidance-section-182-licensing?view=Binary>

**Community Alcohol Partnerships** - Community Alcohol Partnerships aims to tackle public underage drinking through co-operation between alcohol retailers and local stakeholders, such as Trading Standards, police, local authority licensing teams, schools and health networks.

CAP addresses both the demand and supply side of underage drinking through enforcement, education and public perception. Chaired by Baroness Newlove, there are now over 35 CAPs in operation across the UK. For more information go to [www.communityalcoholpartnerships.co.uk](http://www.communityalcoholpartnerships.co.uk)

**The Proof of Age Standards Scheme (PASS)** - PASS is the UK's national proof of age accreditation scheme, endorsed by the Home Office, the Association of Chief Police Officers (ACPO), the Security Industry Authority (SIA) and the Trading Standards Institute (TSI).

PASS sets and maintains minimum criteria for proof of age card issuers to meet. All cards schemes are required to submit to periodic audits carried out by an independent audit team appointed by the Trading Standards Institute (TSI) to ensure that they meet and keep the standards required for PASS accreditation. For more information go to <http://www.pass-scheme.org.uk/>

**LUDGERSHALL SPORTS & SOCIAL CLUB**

# **CHALLENGE 25**



**OVER 18 BUT LOOK UNDER 25 – PLEASE PRODUCE AN  
ACCEPTABLE PHOTOGRAPHIC ID UPON REQUEST**

