

THE LONDON BOROUGH OF CAMDEN

At a hearing of **LICENSING PANEL A** held on **THURSDAY, 16TH NOVEMBER, 2023** at 7.00 pm in Remote meeting via Microsoft Teams. This meeting can be watched at www.camden.gov.uk/webcast

MEMBERS OF THE PANEL PRESENT

Councillors Jonathan Simpson and Sylvia McNamara

MEMBERS OF THE PANEL ABSENT

Councillors Shah Miah, Pat Callaghan and Sharon Hardwick

ALSO PRESENT

Councillors Meric Apak

The minutes should be read in conjunction with the agenda for the hearing. They are subject to approval and signature at the next hearing of Licensing Panel A and any corrections approved at that hearing will be recorded in those minutes.

MINUTES

1. GUIDANCE ON REMOTE MEETINGS HELD UNDER THE LICENSING ACT 2003 AND ASSOCIATED REGULATIONS

RESOLVED –

THAT the guidance be agreed.

2. APOLOGIES

Apologies had been received by Councillors Shah Miah, Pat Callaghan and Sharon Hardwick.

3. DECLARATIONS BY MEMBERS OF STATUTORY DISCLOSABLE PECUNIARY INTERESTS, COMPULSORY REGISTERABLE NON-PECUNIARY INTERESTS AND VOLUNTARY REGISTERABLE NON-PECUNIARY INTERESTS IN MATTERS ON THIS AGENDA

Councillor Meric Apak, in attendance as an interested party for item 8, declared that he was a Member of the Licensing Committee. He stated that he would be speaking in his capacity as a ward councillor and would not be speaking in his capacity as a Member of the Licensing Committee.

4. ANNOUNCEMENTS (IF ANY)

Broadcast of the Meeting

The Chair made the following announcement: "In addition to the rights by law that the public and press have to record this meeting, I would like to remind everyone that this meeting is being broadcast live by the Council to the Internet and can be viewed on our website for six months after the meeting.

After that time, webcasts are archived and can be made available upon request. If you have asked to address the meeting, you are deemed to be consenting to having your contributions recorded and broadcast, including video when switched on, and to the use of those sound recordings and images for webcasting and/or training purposes."

Supplementary Agenda

A supplementary agenda was published on 15 November which included the following additional papers: the Police representation withdrawal email in relation to the Chili Flames application (item 7); and a late paper submitted by the Charlotte Street Association interested party for the SCJ PICNIC TO KOREA application (item 9).

5. NOTIFICATION OF ANY ITEMS OF BUSINESS THAT THE CHAIR DECIDES TO TAKE AS URGENT

There was no urgent business.

6. MINUTES

RESOLVED –

THAT the minutes of the meeting held on 12 October 2023 be approved and signed as a correct record.

7. CHILLI FLAMES: 206 KENTISH TOWN ROAD, LONDON, NW5 2AD

Consideration was given to a report of the Executive Director Supporting Communities detailing an application for a new premises licence under Section 17 of the Licensing Act 2003.

Paru Bhudia, Licensing Officer, summarised the report. It was stated that since the publication of the main agenda, the Police withdrew their representation having agreed conditions with the applicant, set out in the supplementary agenda (pages 3-4).

Councillor Meric Apak addressed the Panel, speaking on behalf of three objecting interested party representations; his own representation, a representation submitted

Licensing Panel A - Thursday, 16th November, 2023

by Councillor Jenny Headlam-Wells as a fellow ward Kentish Town South councillor, and thirdly, a representation submitted by Caroline Hill on behalf of the Kentish Town Road Action group. The following points were raised:

- The premises licence as applied for would result in public nuisance to residents, particularly after midnight. This would be caused by customers arriving or leaving the venue, vehicles picking up and dropping off customers. Additionally, more people than usual would be attracted to the area creating more cumulative noise in the area.
- In recent years, the impact of the increasing night-time activities had seriously concerned some residents and licensing law and policy was in place to help prevent problems arising.
- Since submitting the representation, rather than objecting to the application in its entirety, Councillor Apak stated that in his view the premises could promote the licensing objectives if the application was granted within framework hours.

Elona Onibere, legal representative to the Applicant, spoke to the application and made the following points:

- The bus stop next to the venue was used 24 hours per day which led to noise generated from bus vehicles and passengers, therefore the any noise generated by the venue would not be noticed or add to noise.
- There were many restaurants and takeaways in the local area which operated late night hours, some until 03:00, therefore this application should be granted to be treated fairly.
- The application was not applying for the sale of alcohol.
- The food sold would be grilled chicken and other healthy options.
- Safety measures in place would include incident logs, CCTV and a visitor log. Since opening in September there had been no incidents.
- Children under the age of 12 would have to be accompanied by an adult to enter the venue.

In response to questions, Elona Onibere confirmed that noise nuisance and public nuisance were different categories, and that the Licensing Panel had to evaluate and make an assessment on each application on its own merit.

In their closing remarks, Councillor Meric Apak stated that his concerns raised were in relation to public nuisance and the late-night refreshment aspects of the application. There were already many licenced premises in the area which all contributed to the cumulative disturbance to residents.

In their closing remarks, Elona Onibere stated that the application should be treated fairly compared to other local venues in the times they were allowed to serve late night refreshments and be allowed. the Police conditions and other additional conditions, which they believed would promote safety had been accepted.

Decision and Reasons

In their deliberations, a Panel Member stated that the Applicant's argument was invalid in claiming to be treated unfairly by the Council and stated that it was the role of the

Licensing Panel A - Thursday, 16th November, 2023

Panel to judge each application on its own merit and apply licensing policy to all applications. The Panel would consider the strengths of the individual application.

The application was for late night refreshment outside of framework hours, and Members stated that the risk of public nuisance to local residents from this operation had not been addressed, and Applicant had not responded to the concerns raised in the representations. Panel Members acknowledged that the crime and disorder aspects had been addressed by the Police conditions.

A Panel Member raised that the deliveries and collections had not been covered in the application, which should be a part of the consideration of disturbance caused to residents.

Panel Members agreed to grant the license subject to late night refreshments being limited to framework hours and accepting all of the Police conditions.

RESOLVED –

i) THAT a licence be granted for:

a) Late Night Refreshment

23:00 – 23:30 Monday to Thursday

23:00 – 00:00 Friday to Saturday

b) Opening hours

10:00 – 02:00 Monday to Sunday

ii) THAT the following conditions be added to the licence:

Conditions consistent with the operating schedule

1. All staff have completed level 2 food hygiene and have received a company induction and all relevant training (fire – H&S – COSHH) as part of the opening of the site.
2. A CCTV system has been installed and is maintained in proper working order.
3. The system has, Coverage of all entrances and exits of the licensed premises and all such areas Provides continuous recording for each camera to a standard for identification and the recording be maintained for a minimum of 28 days.
4. Be in operation at all times the premises are in use and made available to the Police on request.
5. Always be accessible by a supervisor who is sufficiently trained in the operation of the system and Will be kept in a secure safe location within the premises.

Licensing Panel A - Thursday, 16th November, 2023

6. An incident and refusals log shall be maintained on the premises (in writing or digitally) to record incidents and refusals and shall be made available to officers of the Licensing Authority and Police upon request.
7. Details of the following will be recorded: Drugs or other illegal items recovered
All crimes reported to the venue or by the venue to the police
All ejections of patrons,
Any incidents of disorder,
Any faults on the CCTV.
8. A dispersal system is in place from 22.00 till close to ensure that all customers leave the premises in a calm manner and no congregation is being held outside of the shop.
9. Site will ensure a clean shop front with regular checks being carried out to reduce litter.
10. Site will operate a last order policy 10 minutes prior to closing ensuring that the door of the site remains closed after 22.00 to reduce noise irritation.
11. As a part of the induction process into the store all employees are aware that we operate a strict policy that children under the age of 12 must be accompanied by an adult.

Conditions agreed with the Police on 16 November 2023

12. CCTV shall be installed, operated, and maintained, to function all times. Said CCTV will comply with the following criteria:
 - a) The licensee will ensure that the system is checked every two weeks to ensure that the system is working properly and that the date and time are correct;
 - b) A record of these checks, showing the date and name of the person checking, will be kept and made available to the police or other authorised officer on request;
 - c) The Police will be informed if the system will not be operating for longer than one day of business for any reason;
 - d) The system will record in real time and recordings will be date and time stamped;
 - e) Recordings will be kept for a minimum of 31 days and downloaded footage will be provided free of charge to the police or other authorised officers on request (subject to the Data Protection Act requirements) within 24 hours of any request.
 - f) CCTV to cover all entry and exit points of the building and also the area the delivery driver's park their vehicles.
 - g) CCTV will be of good quality, a standard approved by the police/council licensing officers.
13. At the end of your licensed hours, staff will actively encourage and disperse patrons directly from the venue and the close proximity of the venue. Staff will continue to do this until all patrons have left the area.

Licensing Panel A - Thursday, 16th November, 2023

14. No persons carrying visibly open alcohol vessels shall be admitted to the premises at any time.
15. Police must be called to incidents of violence and/or disorder.
16. At least 2 members of staff will be present at any time after 10pm.
17. Staff will ensure all rubbish inside and outside the venue will be disposed of promptly.
18. An incident log shall be kept at the premises, and made available on request to the police or an authorised officer, which will record:
 - a) Any and all allegations of crime or disorder reported at the venue.
 - b) Any and all complaints received by any party.
 - c) Any faults in the CCTV system.
 - d) Any visit by a relevant authority or emergency service.
19. All windows and external doors shall be kept closed after 22:00 hours except for the immediate access and egress of persons.
20. All inside and outside Tables and Chairs shall be rendered unusable by 22:00 each day.
21. No Late Night Refreshments are to be consumed inside the premises.
22. The capacity for people inside the venue will not exceed 8 people after 22:00 hours.
23. Deliveries of late-night refreshments will only be delivered to a verified residential or hotel address only.
24. No deliveries will be made to an open space.
25. Signs will be displayed advising customers that CCTV is in operation.
26. Signs will be displayed asking all customers to leave the venue quietly.

ACTION BY: Executive Director Supporting Communities

8. FORTUNE CAFE: 110 FORTUNE GREEN ROAD, NW6 1DH

Consideration was given to a report of the Executive Director Supporting Communities detailing an application for a new premises licence under Section 17 of the Licensing Act 2003.

Licensing Panel A - Thursday, 16th November, 2023

Paru Bhudia, Licensing Officer, summarised the report. It was noted that the applicant had agreed the Police conditions which could be found in the main agenda (Pages 112-113) and were included in the application.

Mr. Paul Farmer, witness for interested party Mrs. Sultana Wahab, addressed the Panel. Mr. Paul Farmer lived in the same household as Mrs. Sultana Wahab and shared the same concerns raised in the representation. The following points were highlighted in their summary; the venue was not a public house and therefore should have more restricted hours to sell alcohol, particularly during weekdays; the venue was situated in a residential area, including a local nursery in close proximity; and additional concerns of bright lighting affecting neighbours and the impacts on the community of commercial rubbish were mentioned.

In response to questions, Mr. Paul Farmer clarified and outlined the following points:

- In response to Members asking what sale of alcohol hours they would accept, they stated that the sale of alcohol should ideally take place when people were eating meals, suggesting between 17:00-22:00 Monday to Friday and 11:30-22:00 Saturday and Sunday.
- He stated the terminology of 'standard hours', used by Kevin Morris, was not helpful when putting value on local concerns and circumstances.

Kevin Morris, legal representative to the Applicant, spoke to the application and made the following points:

- The venue was not a primarily drinking establishment; alcohol was ancillary to a meal; there was no vertical drinking; and the venue was table service for meals.
- The application did not include late night refreshments or recorded or live music.
- All of the Police conditions had been accepted, which included no vessels leaving the venue after 21:00.
- The business was new, and the Applicant was keen to be a responsible operator.

In response to a question, Kevin Morris stated that he did not believe the interested party's suggested hours were required to promote the licensing objectives. A designated premises supervisor and sufficient staff training would ensure customers drank responsibly.

In their closing remarks, Mr Paul Farmer stated that he voiced his concerns during the hearing, and alongside those views he wished the venue success.

In their closing remarks, Kevin Morris emphasised the venue was not a drinking-led establishment and alcohol was ancillary to a meal. The premises would be a good addition to the area.

Decision and Reasons

In their deliberations, a Panel Member stated that the representations did not adequately demonstrate why the premises application would not promote all four

licensing objectives. The Panel Member appreciated that local residents had concerns about a new venue opening up in the area, and not having full certainty on how it would operate.

Panel Members stated that the Police conditions accepted by the applicant addressed concerns that the venue would not be a drinking destination; ensured the venue operated as a food establishment; and demonstrated the operators wanted to be a responsible venue.

Panel Members acknowledged the application was within framework hours and agreed that the operator had demonstrated they could promote the licensing objectives, therefore they agreed to grant the application as applied for.

RESOLVED –

- i) THAT a licence be granted for:
 - a) **Supply of Alcohol (For consumption on the premises)**
10:00 - 23:00 Monday to Saturday
11:00 - 22:30 Sunday
 - b) **Opening hours**
07:00 - 23:00 Monday to Sunday
- ii) THAT the following conditions be added to the licence:

Conditions consistent with the operating schedule

1. Fire safety procedures will be in place and all emergency exits will be kept free from obstruction at all the times.
2. Clear and legible notices will be displayed to remind customers to leave quietly and have regard to our neighbours.
3. All staff will be trained for underage sales prevention regularly.
4. A register of refused sales shall be kept and maintained on the premises.

Conditions agreed with the Police

5. CCTV shall be installed, operated, and maintained, to function all times that the premises is open for licensable activities. Said CCTV will comply with the following criteria:
 - a) The licensee will ensure that the system is checked every two weeks to ensure that the system is working properly and that the date and time are correct;
 - b) A record of these checks, showing the date and name of the person checking, will be kept and made available to the police or other authorised officer on request;

Licensing Panel A - Thursday, 16th November, 2023

- c) The Police will be informed if the system will not be operating for longer than one day of business for any reason;
 - d) The system will record in real time and recordings will be date and time stamped;
 - e) Recordings will be kept for a minimum of 31 days and downloaded footage will be provided free of charge to the police or other authorised officers on request (subject to the Data Protection Act requirements) within 24 hours of any request;
 - f) CCTV to cover all entry and exit points of the building; and
 - g) CCTV will be of good quality, a standard approved by the police/council licensing officers.
6. Police must be called to incidents of violence and/or serious disorder.
7. There shall be no vertical drinking in the Premises.
8. Alcohol will only be sold by waiter/waitress service to customers seated at tables.
9. Alcohol sales will be ancillary to a substantial table meal.
10. There shall be no alcohol kept behind the till or serving counter at any time.
11. Notices shall be displayed within the premises warning customers about personal thefts; and to be vigilant.
12. No persons carrying visibly open or sealed alcohol vessels, shall not be admitted to the premises at any time that the premises are open for any licensable activity.
13. No patron shall be permitted to leave the premises whilst in the possession of any drinking vessel or open glass bottle whether empty or containing any beverage after 2100hrs. This includes patrons using the smoking area(s).
14. A sign shall be displayed at the point of sale stating No Proof of Age – No Sale.
15. A Challenge 25 policy will be enforced, where any person reasonably looking under the age of 25 shall be asked to prove their age when attempting to purchase alcohol and signs to this effect will be displayed at the premises. The only acceptable forms of identity will be those with photographic identification documents recognised in the Home Office guidance; including passports, photo-card driving licence or proof of age card bearing the PASS hologram.
16. The sale of alcohol shall only be legitimate whilst the permitted use of the premises for planning purposes remains that of a Coffee Shop.

ACTION BY: Executive Director Supporting Communities

9. SCJ PICNIC TO KOREA: 16 BLOOMSBURY STREET, LONDON, WC1B 3QA

Consideration was given to a report of the Executive Director Supporting Communities detailing an application for a new premises licence under Section 17 of the Licensing Act 2003.

Paru Bhudia, Licensing Officer, summarised the report. It was noted that the applicant had agreed the Police conditions which could be found in the main agenda (pages 175-176) and were included in the application.

The Panel agreed to admit the late paper submitted by the Charlotte Street Association objecting interested party, published within the supplementary agenda (pages 5-6).

Seung Kim, Applicant, made the following oral amendment to the application: Supply of Alcohol (For consumption on and off the premises) to finish at 22:30 Monday to Sunday (formerly 23:00).

Dr. Andrew Watson, objecting interested party, spoke his representation and made the following points:

- the premises was situated in a residential area and their flat was directly above the premises; the granting of an alcohol licence for on and off premises would result in noise disturbance caused by customers;
- customers dining outside would cause particular noise and smoking issues late into the evening, which would affect local children if windows were open in the summer months;
- the venue would attract people looking for a drinking destination due to the alcohol serving times;
- with windows and doors open, noise would travel outside and into the neighbourhood;
- noise disturbance and pavement hazards would be caused by food deliveries; and
- the premises was in a cumulative impact area (CIA) and there was no evidence this application should be an exception to the policy and granted.

In response to a question, Dr. Andrew Watson confirmed that he had not been affected by any of the previous licensed premises on the same site.

In Clive Henderson's absence, who was unable to join the meeting due to technical issues, Panel Members confirmed that they had considered the representation made by the Charlotte Street Association, included within the agenda and supplementary agenda.

Seung Kim, Applicant, spoke to the application and made the following points:

- There were other venues in the area operating late night hours selling alcohol.
- The applied for operating times of the restaurant would not cause a negative impact on public safety.

Licensing Panel A - Thursday, 16th November, 2023

- The Korean pop themed restaurant would not operate as a British pub. The specific style of restaurants were typically based in small tents or street stores found in South Korea.
- The premises was small: the inside seating area was c.15sqm, accommodating a maximum of 15 covers, and the outside seating area could accommodate 12-13 covers. It was noted that the outside area would be used in a limited capacity due to there being no windshields, and therefore would only be viable in warm weather conditions.
- The area was already busy and the small restaurant would not contribute to noise in any significant way.
- The previous premises on the site was an Italian restaurant which had later opening times than the application. The previous operator said they did not encounter issues with residents. The application would not be selling as much alcohol as the previous premises, therefore it would not add cumulative impact to the area.

In response to questions, Seung Kim clarified and outlined the following points:

- It was confirmed the venue was a sit down restaurant with a maximum of 15 covers inside (5 tables).
- The windows and doors need to remain open for ventilation in the summer months for the benefit of the staff working.
- The applicant was prepared to accept the Women's Safety Principles.

In their closing remarks, Dr. Andrew Watson stated that the premises was built for retail purposes and was not suitable as a restaurant with an alcohol licence. The premises would contribute to cumulative impact in the CIA.

In their closing remarks, Seung Kim stated that Dr. Andrew Watson's claim that he was breaching the planning conditions was untrue and confirmed by the landlord.

Decision and Reasons

The Panel sought legal advice before proceeding with deliberations and passed the following resolution at 8:10pm:

RESOLVED –

THAT the press and public be excluded from the proceedings of the Licensing Panel on 16 November 2023 during consideration of the respective item on the agenda on the grounds that it is likely, in view of the nature of the business to be transacted, that were members of the public to be present, there would be disclosure of exempt information as defined in Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Specifically – Publicity in respect of Item 9 would be likely to lead to the disclosure of information in respect of which a claim to legal professional privilege could be

maintained in legal proceedings by virtue of Category 5 of Schedule 12A of the Local Government Act 1972 (as amended).

Part II

During private session, Members sought legal advice on the options available to them when determining this application under section 18 of the Licensing Act 2003. Members also sought clarification on the conditions that they could impose and the policy considerations that they had to consider, given that the premises is located within a CIA.

Part I

The meeting returned to public session at 8:15pm.

In their deliberations, a Panel Member stated that the premises was situated within a CIA, however the application was for a particularly small restaurant with an inside capacity of 15 covers and was applying to operate within framework hours.

Panel Members stated that the Charlotte Street Association had put forward sensible additional conditions, which would assist in the restaurant in promoting the licensing objectives. Having heard the Applicant's presentation, the Panel were reassured the premises would be able to operate without causing public nuisance and protect children from harm.

Panel Members agreed to grant the Charlotte Street Association additional conditions set out in the supplementary agenda with exception to (e), relating to shutting windows and doors due to the small operation and unlikelihood to cause issues. It was noted by a Member that there was no shelter outside, therefore customers would only be able to occupy outside on sunny days.

RESOLVED –

iii) THAT a licence be granted for:

a) Supply of Alcohol (For consumption on and off the premises)

11:00 – 22:30 Monday to Sunday

b) Opening hours

11:00 – 23:00 Monday to Sunday

iv) THAT the following conditions be added to the licence:

Officers summary of conditions consistent with the operating schedule

1. All measures of alcohol will be served appropriately. No alcohol will be served to anyone who appears inebriated.

Licensing Panel A - Thursday, 16th November, 2023

2. Water will be available at all times.
3. CCTV cameras will be installed to cover internal and external areas.
4. CCTV will cover all areas of the shop, inside and outside.
5. Staff are well trained to meet the standards of environmental health requirements.
6. IDs will be checked to avoid selling to anyone underage.
7. Logbooks will be kept ready for inspections.
8. Premises will be kept safe and secure with regard to electrical installations.
9. Notices will be available to ensure safety and maintenance conditions are met.
10. Clear notices will be displayed at the exit to remind people to leave the premises quietly and respectfully.
11. Delivery time slots will be considered to avoid causing a public nuisance.
12. Staff will be trained, and clear rules will be set to prevent disruption and noise for other surrounding residents.
13. Customers will not be able to stand around beyond open hours, talking and making noise. Staff and signage will ensure this.
14. Lighting will be redirected away from any residential house or window to avoid disturbing anyone.
15. Bins will be provided around the area, and staff will be responsible for keeping the surrounding area clean and respectful of others.
16. Ample and hygienic conveniences will be available at the premises.
17. Age verification process - Challenge 25 policy will be implemented. ID should be in the form of a card showing the PASS hologram, a photographic driving license, military ID, or passport.

Conditions agreed with Police

18. The premises licence holder shall ensure that CCTV cameras and recorders are installed at the premises.
19. The CCTV system shall be maintained in good working order and at all times the premises is open to the public, be fully operational covering both internal and external areas of the premises to which the public have access.

Licensing Panel A - Thursday, 16th November, 2023

20. The CCTV camera views are not to be obstructed.
21. The medium on which CCTV images are recorded shall be of evidential quality; stored securely; shall be retained for a period of 31 days; and be available for inspection by the Police or Local Authority upon request.
22. At all times when the premises are open for the purposes of licensable activities, a suitably trained member of staff shall be present to assist the Police or an authorised officer in obtaining the CCTV footage.
23. Copies of CCTV shall be made available within 48 hours to the Police or Local Authority, upon request.
24. Staff working at the premises shall be trained in the use of CCTV and a log will be kept to verify this.
25. No persons carrying visibly open or sealed alcohol vessels shall be admitted to the premises at any time that the premises are open for any licensable activity.

Conditions agreed by Licensing Panel A on 16 November 2023

26. Off Sales of Alcohol will be for delivery only with a meal and will be delivered to a verified address occupied by the customer.
27. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
28. The supply of alcohol on the premises shall only be to customers seated taking a table meal there, and for consumption by such persons as ancillary to their meal. The supply of alcohol and food shall be by waiter and/or waitress service only.
29. Smokers from inside will not be allowed to take out to outside their alcoholic drink; and no more than two customers shall be permitted to smoke outside the premises at any one time.
30. Customers smoking on the public highway (public pavements) shall not be permitted to cause obstruction of the highway (pavements) to passers by/members of public.
31. Notices shall be prominently displayed stating that this is a residential area, and asking patrons to respect to be quiet and considerate to neighbours and residents when leaving.
32. External Forecourt Areas: Hours of use: 12.00pm to 9.00pm (with no customers outside after 9.00pm).

33. Courier collections from the premises for take away meal deliveries to customers: To avoid noise and disruption to residents, and congestion in the street, for take away food orders that are being collected by delivery companies using couriers, there shall be the following arrangement:
- a) To encourage the use of cycle couriers (instead of scooters) in order to cut down on noise disturbance;
 - b) If scooter courier, the delivery/collection company will only be called when the order has been prepared and is ready for collection;
 - c) Generally, one collection at a time whenever possible; and
 - d) Scooter couriers to turn off their engines, and no prolonged hanging around/waiting.
34. Disposal of rubbish, and especially noisy disposal of bottles, outside the premises
- a) shall not take place between 9.00pm and 8.00am; and
 - b) shall not take place before 12.00 midday on Sundays & Bank/Public Holidays.
35. No deliveries or collections at the following times:
- a) between 9.00pm and 8.00am;
 - b) and not before 12.00 midday on Sundays and Bank/Public Holidays.
36. Adopt Camden's "Ask for Angela" initiative:
The premises shall at all times adhere to the three "Women's Safety principles", which are:
- a) Let's Communicate – Staff need to feel comfortable to speak up and approach colleagues and management about any form of harassment that they may witness or be subjected to themselves and know the processes available to them to express their views and concerns.
 - b) Supporting Each Other – Ensure that you and your staff are aware of the various support campaigns available such as Ask Angela and that these are clearly displayed around your venue.
 - c) Training for All – Staff training on how to report any issues, what to say and do should they witness or be subject to harassment and how to identify harassment and those who may be vulnerable, make them aware of your internal policies.

ACTION BY: Executive Director Supporting Communities

10. ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT

There was no other business.

11. LOCAL GOVERNMENT ACT 1972 - ACCESS TO INFORMATION

The hearing ended at 8.37 pm.

CHAIR

Contact Officer: Anoushka Clayton-Walshe

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MINUTES END