

**Pencadlys Heddlu**

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CF31 3SU

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fel arall, ffoniwch **101**

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**Police Headquarters**


Cowbridge Road  
Bridgend  
CF31 3SU


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Website: [www.south-wales.police.uk](http://www.south-wales.police.uk)

Nick Bailey,  
Police Licensing Officer,  
Neath Police Station.

 : [nick.bailey2@south-wales.police.uk](mailto:nick.bailey2@south-wales.police.uk)

 : 01639 640207

 : 07971 623816

Mr N. Chapple,  
Legal Regulatory Services Manager,  
Neath Port Talbot Council.  
Civic Centre,  
Port Talbot.

24<sup>th</sup> February 2022.

**Police Observations to application for the Grant of a premises licence  
under the Licensing Act 2003.**

I wish to submit further representations in relation to the application for a premises licence under the Licensing Act 2003 at the below-referred licensed premises:

Name: Banwen RFC Sports & Social Club

Address: Banwen Park, Main Road, Dyffryn Cellwen, Neath, SA10 9EW

Having further considered the application on behalf of South Wales Police, I would like to outline further developments that have occurred following the Review hearing on 20<sup>th</sup> December 2021 following an application, on behalf of the Chief Officer of Police, for a review of the club premises certificate which resulted in the suspension of a qualifying club activity for a period of 6 weeks and the imposition of a number of new conditions.

The outcome of the Review impacts on my original representation as the licensing committee have now set out what they believe to be a proportionate set of conditions that promotes licensing objectives.

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I can confirm that the Chief Constable wishes to make further representations relating to the licensed conditions proposed within the original operating schedule, how they could be implemented and by whom they would be enforced and are made on the grounds that the granting of the licence in the form originally proposed will undermine the promotion of the key licensing objectives namely the Prevention of Crime and Disorder and Public Safety and the Protection of Children from Harm.

On the 3rd of February 2022 a meeting was held with Leighton Thomas (Club Chairman) and Norman Thomas (Club Secretary) to discuss these conditions so all parties fully understand what is required and expected.

This meeting was very beneficially and I am now more confident that they have put in place control measures that will help them operate the premises to the standard required. The application was discussed and I highlighted an area of concern I had relating to the inclusion of the playing fields within the licensed area and what this could allow the licence holder to do in the future, e.g., holding a music festival for 5,000+ people, and how I would propose to conditions it's use to limit the possibility of problems and risks being caused to the local community and to clearly set out how this area should be managed when it is used for licensable activities.

While they expressed the view that it was not their intention to hold any large-scale events on the fields, they did except that, without clear guidelines or conditions, it could be used in that way by any future licence holders should they choose to do so.

I would therefore request that the conditions implemented following the licence review be implemented in full, with condition 1 being amended to read as below;

1. In the event of an externally promoted and/or marketed event(s) held at the premises involving persons under the age of 18 the supply or consumption of alcohol shall not be permitted in the premises.
2. In the event of an externally promoted and/or marketed event(s) held at the premises involving persons under the age of 18 a minimum of 2 SIA registered door supervisors will be on duty from 30 minutes before the advertised start time of the event until 30 minutes after the advertised finish time of the event.
3. At all times, the premises licence holder will risk assess the need for SIA door supervisors and provide door supervision between such times and in such numbers as is required by the risk assessment. A written risk assessment document will be retained and provided to Police or Local Authority Officers on request.



4. A daily register of security personnel, if used, will be maintained. The register shall show the name, address and licence number of each door supervisor, and the dates and times that they operate. The register must be kept available for inspection by the Police and authorised officers of the Local Authority.
5. A Digital CCTV system shall be installed, or existing system maintained, at the premises which will be operational at all times when the premises is open to the public & be capable of providing pictures of evidential quality in all lighting conditions particularly facial identification. The CCTV recordings must be correctly timed and date stamped & retained for a period of 31 days and made available for viewing by the Police or an authorised Officer of the Licensing Authority on request.

The system must provide coverage of the following areas: -

- The exterior perimeter of the premises
  - The entrances and exits to the premises;
  - The interior public areas of the premises;
6. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open to the public. This staff member shall be able to show and provide Police, or Local Authority officer recent data or footage with the absolute minimum of delay following a lawful request.
  7. An operational log report must be maintained on every occasion that the premises is open for licensable which must be, endorsed by signature, indicating the system has been checked and is compliant. In the event of any failings the actions taken are to be recorded. In the event of technical failure of the CCTV equipment, the Premises Licence holder/DPS must report the failure to the Police/Local Authority.
  8. Provide prominent signs throughout the premises and at all exits requesting patrons to leave in a quiet and orderly manner so as to minimise impact on local residents.
  9. A Challenge 25 policy will apply and Proof of age will be required from any person who appears to be under the age of 25 years who attempts to purchase or consume alcohol. The means of verification should be a form of identification which bears their photograph, date of birth and a holographic mark and should be restricted to: -
    - P.A.S.S Accredited Proof of Age Schemes e.g., Citizen Card,
    - Proof GB
    - Photocard driving licence or passport.



10. Signage shall be displayed in a prominent position within the premises informing of the Challenge 25 policy
11. A register of refusals of alcohol will be maintained at the premises. The register shall be examined on a regular basis by the duty manager/ DPS and the date and time of each examination will be endorsed in the register. The register will be made available for inspection by the Police and other authorised officers of the council upon reasonable request.
12. Staff must receive accredited training in age related products before making sales of alcohol. Training will include their responsibilities under the Licensing Act 2003, refresher training will take place at not less than 6 monthly intervals. All training will be recorded in either written or electronic format and made available to Police & Local Authority officers on request.
13. In the event of special occasions i.e., Fetes, Carnivals and Community days the supply of alcohol will only take place between 10.00hrs and 22.00hrs

I would also request that the following additional conditions are adopted in relation to the use of the outside licensed area which, as explained during the meeting with club officials would only come into effect for events for 500 people or more and so would not have any impact, financial or otherwise, on the day to day running of the club;

For events described as 'ad hoc special occasions' which would be events that are likely to, or are planned to attract 500 people or more, the following conditions apply;

14. A comprehensive Event Management Plan (EMP) must be produced and this must include an overview of the area of the premises to be used, setting out how the event will be managed, the precautions and risk assessments undertaken to cater for all reasonably foreseeable contingencies, and which will demonstrate the procedure, roles and specific responsibilities of the management team, security, and associated personnel.
15. All provisions contained in the EMP which relate to the promotion of the four licensing objectives will be regarded as conditions of the premises licence for the duration of the event.
16. The premises licence holder shall ensure that an adequate system of counting and recording person in and out of the event site to ensure that customer levels in all areas do not exceed the limit endorsed in the risk assessment and EMP.
17. The Premises Licence Holder must consult the Safety Advisory Group and shall take due account of any representations made by any Responsible Authority regarding the content of the Event Management Plan.

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18. The EMP shall be submitted 2 months before the start of the event and shall be circulated in its final form to the Safety Advisory Group & Licensing Authority.
19. The EMP is a live work in progress document and needs to respond to last minute changes. The premises licence holder must keep the EMP up to date at times leading up to each event and in the event of any changes the Safety Advisory Group & Licensing Authority must be informed at the earliest opportunity.

I would request that the conditions relating to the use of an incident book mentioned in section M, under the heading Prevention of Crime & Disorder, be amended to read as follows;

20. An incident recording book shall be maintained at the premises showing details of the date and time of any assaults, injuries, accidents, interventions by staff or ejections, as well as details of the members of staff involved, the nature of the incident and the action/outcome. The book must be kept available for inspection by the Police and authorised officers of the Local Authority.

And that the following conditions be added;

21. The use of toughened glass or plastic drinking vessels in the outside areas of the premises shall be decided following a risk assessment by the DPS having due regard to relevant mitigating factors of the event taking place.

I would request that the conditions mentioned in section M, under the heading Prevention of Public Nuisance, be retained as proposed in the application operating schedule.

I would also request that the condition mentioned in section M, under the heading Protecting Children from Harm, relating to the terminal hour of any designated Under 18's events be retained as proposed in the application operating schedule and the remaining be removed as they have been superseded by conditions imposed by the Licensing Committee at the recent review hearing.

Should the conditions and amendments suggested above be accepted and implemented, in full, I would be confident that there are sufficiently robust measures in place to prevent any reoccurrences of the appalling problems that took place recently, that all staff have received appropriate training, that the management team are fully aware of their individual, and





collective, responsibilities in relation to the running of the club in a way that minimises the risks to the community and I would be happy for this application to proceed as amended.

Yours sincerely,

*Nick Bailey*

Police Licensing Officer  
(On behalf of the Chief Officer of Police)

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**Jeremy Vaughan**  
Prif Gwnstabl | Chief Constable

Heddlu De Cymru  
**South Wales Police**

