

From:Nigel Bailey

Sent:19 Feb 2020 02:59:32

To: [REDACTED]

Subject:Re: Costessey Town Council - Full Variation - 20/000368

Attachments:image001.jpg, image002.jpg, image003.jpg, image004.jpg, image005.jpg,

Dear Martina, Rosie & Adrian,

Further to Adrian's comment below on Friday, I can respond as follows:

The Costessey Centre has successfully hosted many private hire events over the past ten years, and the Town Council works hard to ensure organisers understand the constraints of the Premise Licence and the Conditions of Hire.

Apart from an Annual Football Tournament & Town Council led Community Fete, the user of the main building is not permitted to use the recreational grounds. In order to ensure conditions of hire are adhered to, a member of Town Council Staff and/or Contracted Caretakers/Town Cllr are on site throughout the duration of every hire, and lock the car park gates at the end of the function accordingly.

The application for a Full Variation to include the recreational grounds, came about as a result of a desire to host an Outdoor Film for more than 499 attendees on Saturday 23th May 2020, followed by two days of the traditional community fete on 24th & 25th May. The Outdoor Film is to celebrate ten year's since the building opened.

Town Councillor's thought this was a good opportunity to review the licence to negate the annual application for a Temporary Events Notice.

Minor changes to the current licence in terms of times will give the Town Council and users of the building a little more flexibility, but Adrian's concerns appear to relate more to outdoor activities. The main building has all of the facilities you would expect, but most importantly has the toilet facilities (20) and welfare provision (kitchens/rest area/first aid room) to cater for event staff and a large number of attendees at the annual fete and football tournament. It therefore became necessary to include the building and the recreational field in one application and I appreciate this may have caused confusion.

The Town Council will adhere to any measures/conditions the Licensing Authority deem necessary, and I've already liaised with your colleagues from the Police to ensure an Event Management Plan is submitted. Given the comments from Adrian perhaps consideration needs to be given to Licensing Conditions around the amount of times in any calendar year the? recreational field can be used for Licensable activities on the field use only. Additionally the times relating to these activities can be more restrictive as in practice the outdoor film will finish by 11:30pm and the fete soon after fireworks at 10:30pm. We would not wish to see these being imposed for use of the main building use only and can confirm the Town Council has no current plans to rent/hire the field to an external organisation.

With regards to Adrian's comments around waste and refuse - we provide additional bins on site and contract removal of the contents. Any additional measures to reduce noise from attendees leaving will be adhered to, and it's acknowledged that activities on the field will be heard by dwellings in close proximity, and we will happily work with Environmental Services to mitigate the likelihood of complaints.

Kind regards

Nigel Bailey
Deputy Clerk
Costessey Town Council