

LICENSING HEARING PACK

**Upton Coffee House,
35C Churchfield Road, Upton St
Leonards, Gloucestershire, GL4 8BA**

**Friday 4th July 2025 – 10:30
Council Chamber,
Stroud District Council Offices**

25/00473/LAPRNW

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Section 1 Agenda

LICENSING PANEL

A meeting of the Licensing Panel is being held on **Friday 4th July 2025** in the Council Chamber, Ebley Mill, Ebley Wharf, Stroud at **10:30**

Members of the Panel: Councillor Martin Brown, Councillor Rebbecca Aldam and Councillor Steve Robinson

A G E N D A

1.	APOLOGIES To receive apologies for absence
2.	DECLARATIONS OF INTEREST To receive declarations of interest
3.	CONSIDERATION OF AN APPLICATION FOR A PREMISES LICENCE: Upton Coffee House, 35C Churchfield Road, Upton St Leonards, Gloucestershire, GL4 8BA

Section 2 Order of Proceedings

LICENSING HEARINGS – ORDER OF PROCEEDINGS

1. Introductions	
2. Hearing Report a. The Licensing Officer presents the Hearing Report	
3. Responsible Authorities a. Responsible Authorities address the Panel about their representations b. Questions to the Responsible Authorities	
4. Other Persons (this may be local residents, businesses or Parish/Town Councils) a. Other Persons address the Panel about their representations b. Questions to the Other Persons	
5. Applicant a. The Applicant addresses the Panel about the application b. Questions to the Applicant	
6. Summing Up a. Responsible Authorities sum up b. Other Persons sum up c. Applicants sum up.	
7. Panel Retire The Panel will retire to a private meeting to consider the application and make their decision.	
8. Decision A summary of the decision will be notified to all attendees by email as soon as possible but no later than 5 working days.	
9. Decision Notice A Decision Notice containing the full decision, any conditions imposed and the reasons, will be forwarded to applicant and all those persons that have made representation within 5 working days.	

Section 3 – Licensing Officer's Report

PREMISES NAME: Upton Coffee House

PREMISES ADDRESS: 35C Churchfield Road, Upton St Leonards, GL4 8BA

APPLICANT: Upton Coffee House Ltd

APPLICATION TYPE: Application for a premises licence

APPLICATION REF: 25/00473/LAPRNW

1 BACKGROUND:

- 1.1 Upton Coffee House is a small café, selling hot and cold drinks and light snacks. It is situated on the end of a short row of shops in the centre of Upton St Leonards. It opened as a café over 12 months ago. It has capacity inside for 20 seated customers and there is an outside seating area with capacity for 16 seated customers.
- 1.2 An application has been made for a premises licence to permit sale of alcohol.

2 APPLICATION

- 2.1 This application is for sale of alcohol for consumption on the premises. The boundary of the premises is to include the indoor and outdoor areas.
- 2.2 The times requested are:

Sale of Alcohol	Monday to Saturday	11:00 to 16:00
Opening Hours	Monday to Saturday	09:30 to 16:00
Non- standard timings	No more than twice a month, for groups of no more than 25 persons, for events with pre-ticket sales	Extend the end time for sale of alcohol and opening hours to 22:00

- 2.3 In the operating section of the application form the applicant has volunteered the following conditions:
- CCTV will be recording on the premises
 - A proof of age scheme will be in place
 - For evening events under the non-standard timings it will be entry by tickets bought in advance of the event only
 - All empty glasses on outside tables or other outside areas will be removed as soon as finished by the customer.

- 2.4 If the panel's decision is to grant the licence with conditions it may wish to add the following to the volunteered conditions:
- CCTV recordings will be retained for at least 30 days and be provided to the Police or Authorised Officers on request.
 - Challenge 25 scheme will be adopted
- 2.5 Section 4 of the Hearing Pack is the Application Form
- 2.6 Section 5 of the Hearing Pack are the Application Plans which shows the area proposed to be licensed.
- 2.7 Section 6 is a location plan.

3 REPRESENTATIONS:

Responsible Authorities

- 3.1 There have been no representations from the responsible authorities.

Other Parties

The Authority has received representations against the application. These are from:

- Upton St Leonards Parish Council
- Four representations from residents that live in Upton St Leonards
- One representation that is signed 'Local Residents and Users of Upton St Leonards' with a petition signed by 105 persons. The petition signatures are a mix of persons living in Upton St Leonard and adjoining areas such as Abbeymead and Abbeydale.

The representations express concerns about sale of alcohol, especially during evening hours, leading to risk of an increase in anti-social behaviour and public disorder. In addition, there is concern about potential noise disturbance from persons consuming alcohol in the outside area and also disruption when customers leave the premises.

Some of the concerns raised in the representations are likely to be not relevant under the Licensing Objectives of the Licensing Act 2003. These include concerns about car park space shortage, moral concerns about children and teenagers witnessing alcohol use, whether there is demand for another licensed premises, and setting a precedent.

Some of the representations refer to the notice in the village magazine and that they only had two weeks to make comment. The timescales for placing the notices in a local newspaper or newsletter are prescribed in the Act. The representation period is 28 days and the notice must be within the local newspaper or newsletter within 10 working days from the day after the representation period started. Therefore, two weeks from the notice being seen in the newsletter to the end of the representation period meets the statutory timescales. There is no requirement under the Act for the

applicant or the Licensing Authority to individually notify local businesses, schools or residents.

4 THE HEARING:

- 4.1 The Hearing Panel should seek to focus on concerns and comments raised in the representations that are relevant to the licensing objectives and within the scope of the Licensing Act 2003.
- 4.2 The licensing objectives are:
- a) Prevention of crime and disorder
 - b) Prevention of public nuisance
 - c) Public safety
 - d) Protection of children
- 4.5 The Hearing Panel may, with the consent of all parties to the hearing, allow the introduction of additional evidence at the hearing that supports or amplifies the existing representation or the application. However, the introduction of further representations to those disclosed to the applicant prior to the hearing will not be allowed.
- 4.6 Having considered the application and the representation the Hearing Panel may take the following actions:
- Refuse the application for a premises licence
 - Grant the application in the terms applied for
 - Grant the application with conditions or amendments
- 4.7 If the Hearing Panel decides to attach conditions to the Premises Licence, those conditions must be appropriate to promote the Act's objectives and proportionate to the type of premises.