

# LICENSING PANEL D

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THURSDAY, 8 AUGUST 2024 AT 7.00 PM  
REMOTE MEETING VIA MICROSOFT TEAMS. THIS MEETING CAN BE WATCHED  
LIVE AT [WWW.CAMDEN.GOV.UK/WEBCAST](http://WWW.CAMDEN.GOV.UK/WEBCAST)

Enquiries to: Vinothan Sangarapillai  
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Telephone: 020 7974 8543 (Text phone prefix 18001)

## MEMBERS

Councillor Eddie Hanson (Chair) (Kilburn;) (L)  
Councillor Matt Cooper, Primrose Hill; (L)  
Councillor Sabrina Francis, Bloomsbury; (L)

## SUBSTITUTE MEMBERS

Councillor Steve Adams, Frognal; (C)  
Councillor Meric Apak, Kentish Town South; (L)  
Councillor Patricia Callaghan, Camden Town; (L)  
Councillor Nina De Ayala Parker, South Hampstead; (L)  
Councillor Lorna Greenwood, Fortune Green; (L)  
Councillor Sharon Hardwick, West Hampstead; (L)  
Councillor Jenny Headlam-Wells, Kentish Town South; (L)  
Councillor Matthew Kirk, Belsize; (LD)  
Councillor Sylvia McNamara, Kentish Town North; (L)  
Councillor Shah Miah, St Pancras and Somers Town; (L)  
Councillor Richard Olszewski, Fortune Green; (L)  
Councillor Jonathan Simpson MBE, King's Cross; (L)

L = Labour, C = Conservative, LD = Liberal Democrat

**IMPORTANT: Please read the 'Guidance Notes on Procedures' that follow.**

Issued on: Wednesday, 31 July 2024

## REMOTE MEETINGS IN CAMDEN

Everyone is welcome to come to watch public meetings in Camden. Agendas for these meetings are available in advance on the Council's website at [www.camden.gov.uk/democracy](http://www.camden.gov.uk/democracy). Parties to a licensing hearing may submit further late materials no later than 7pm, two working days before the meeting is due to start. These will be published online and will be viewable to all parties. At the start of the relevant item, after the officer's presentation, the Chair will confirm which late papers have been circulated and invite each group of parties (responsible authorities, interested parties, applicant; or applicant, interested parties, licence holder) to set out in up to 2 minutes why the papers should be accepted or not. The committee members will then decide whether to admit the papers – taking advice as needed from officers – and take any adjournment necessary to ensure all voting members have read them.

Unlike most meetings in Camden, Licensing Panels do not allow members of the public to speak at the meeting unless they have made a valid representation during the consultation period. The applicant, licence holder and parties who made representations will be sent a notice of the hearing and are required to return this by 7pm, two working days before the meeting. Where a party has not indicated their intention to speak by this time, they will be presumed to not be addressing the hearing. Reasonable attempts will be made to accommodate those submitting late notifications, but their participation will not be guaranteed.

The applicant, licence holder and parties making representations must identify a single speaker for whom the meeting will be adjourned for up to 15 minutes if their audio feed fails. This may be themselves or another nominated person. They may invite others to speak as part of their submissions, but the committee will not adjourn the meeting for a speaker who is not the identified single speaker for the party unless the Chair is persuaded that that the non-lead speaker has material information to impart to the committee.

The Council is allowed to discuss some items in private, although this does not happen often – any such items will be discussed, as far as possible, at the end of the meeting. The live meeting stream will be paused and members of the public, including the applicant, licence holder and parties making representations, will be asked to leave the remote meeting.

Members of the public have a right to take their own recordings of public meetings for reporting purposes. This does not apply to any of the Council's meetings which are private or not open to the public. Laws on public order offences and defamation still apply, and you should exercise your rights with responsibility. Please respect the views of others when reporting from a meeting.

You may be asked to stop filming, photographing or recording a meeting if this in some way becomes disruptive to the meeting.

This meeting will be broadcast live via [www.camden.gov.uk/webcast](http://www.camden.gov.uk/webcast)

If you have any views or questions about meetings at Camden Council please call Committee Services on 020 7974 1915.

## REMOTE MEETING ETIQUETTE

Participants<sup>1</sup> in remote meetings are asked to adhere to the following guidelines:

### Preparing for the meeting

- If you are planning to attend, make sure you have informed the committee officer named on the agenda front sheet by 7pm, two working days before the meeting, so that a full list of those expected at the meeting can be prepared.
- Ensure you have read the report(s) before the meeting.
- Ensure that you are located in an area where you are unlikely to be disturbed.
- Ensure that your broadband connection is sufficiently stable to join the meeting. If your connection has low bandwidth, you might need to ask others using your broadband connection to disconnect their devices from the broadband for the duration of the meeting. If this does not help, you may wish to try connecting your device to your router using an Ethernet cable.
- Ensure that your background is neutral (a blank wall is best) and that you are dressed appropriately for a meeting held in public.
- Ensure that the camera on the device that you are using is positioned to provide a clear, front-on view of your face. This may involve thinking about lighting in the room you are in (for example, sitting in front of a window may plunge your face into shadow) or putting your webcam, laptop or tablet on top of a couple of books so that you can look into the camera face on.
- Ensure that you are familiar with the functions of the software you are using. The committee officer will be online 15 minutes before the meeting start time to give everyone time to join and deal with any technical challenges, so try to join the meeting at least 5 minutes before the meeting start time to make sure that everything is working.
- Ideally, you should use earphones or a headset to participate in meetings as it reduces the risk of feedback from using your device's external speaker and reduces background noise from your surroundings.

### At the meeting

- Join the meeting promptly to avoid unnecessary interruptions.
- Mute your microphone when you are not talking. If you are an officer, applicant, licence holder or party making a representation, please turn off your video when not speaking in order to reduce bandwidth.
- Only speak when invited to do so by the Chair.
- When speaking for the first time, please state your name.
- While usual time limits apply during licensing hearings, do keep comments, questions and other contributions brief and to the point.

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<sup>1</sup> Participants are defined as members of the committee; other councillors who seek to address the committee; officers advising the committee or presenting reports; any external partners / third-parties invited to address or advise the Committee; and deputies (including any member of the public with speaking rights).

- If referring to a specific page on the agenda, mention the page number.
- Once you no longer need to participate in the meeting, please leave the call; you can still watch via the public video stream if you wish. Once the Chair closes the meeting, all remaining participants should leave the call promptly.

### **Exempt or confidential items**

Occasionally, the committee may need to go into closed session to consider information that is confidential or exempt from publication. If this happens, the committee will pass a resolution to that effect, the public feed will be cut and any participant who is not a member of the committee will be asked to leave the meeting. If you are asked to leave the meeting, please end your connection promptly. Any connections that are not ended promptly will be terminated by the committee officer.

Gender inclusive minutes: Camden seeks to write the minutes of its committees in a way that does not misgender individuals. If you are contributing to the meeting and you wish to let us know what your pronouns are, please contact the Committee Officer named on the front of this agenda. Otherwise, we will use job titles, full names or neutral terminology. We will not assume gender.

## WEBCASTING NOTICE

This meeting will be broadcast live by the Council via [www.camden.gov.uk/webcast](http://www.camden.gov.uk/webcast). The whole of the meeting will be filmed and recorded, except where there are confidential or exempt items, and the footage will be on the Internet for at least a year. A copy of it will also be retained in accordance with the Council's data retention policy.

If you make a representation to the meeting you will be deemed by the Council to have consented to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.

The Council is obliged by law to allow members of the public to take their own recordings and images of this remote meeting. The Council will only seek to prevent this should it be undertaken in a disruptive or otherwise inappropriate manner.

The Council has a privacy notice and further details that you can see at [www.camden.gov.uk/privacy](http://www.camden.gov.uk/privacy). We also have a privacy notice that explains our use of webcasting data that you can see at [www.camden.gov.uk/data-protection-privacy-and-cookies#webcasting](http://www.camden.gov.uk/data-protection-privacy-and-cookies#webcasting)

If you have any queries regarding webcasting or the recording of meetings by the public, please contact the webcasting co-ordinator on 020 7974 5653.

## LICENSING PANEL D

8 AUGUST 2024

THERE ARE NO PRIVATE REPORTS

PLEASE NOTE THAT PART OF THIS MEETING MAY NOT BE OPEN TO THE PUBLIC AND PRESS BECAUSE IT MAY INVOLVE THE CONSIDERATION OF EXEMPT INFORMATION WITHIN THE MEANING OF SCHEDULE 12A TO THE LOCAL GOVERNMENT ACT 1972, OR CONFIDENTIAL WITHIN THE MEANING OF SECTION 100(A)(2) OF THE ACT.

### AGENDA

Wards

Guidance on Procedures

1. **GUIDANCE ON REMOTE MEETINGS HELD UNDER THE LICENSING ACT 2003 AND ASSOCIATED REGULATIONS** (Pages 43 - 48)

To agree the procedure rules for remote meetings.

2. **APOLOGIES**

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**

4. **ANNOUNCEMENTS**

#### **Broadcast of the meeting**

The Chair to announce the following: "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 at least six months after the meeting. After that time, webcasts are archived and can be made available on upon request.

If you have asked to address the meeting, you are deemed to be consenting to being filmed and to the use of those images and sound recordings for webcasting and/or training purposes. If you are addressing the Committee your contribution will be recorded and broadcast."

5. **NOTIFICATION OF ANY ITEMS OF BUSINESS THAT THE CHAIR DECIDES TO TAKE AS URGENT**
  
6. **MINUTES** (Pages 49 - 64)  
 To approve the minutes of the meeting held on 30 May 2024.
  
7. **ELECTRIC BALLROOM, 184 CAMDEN HIGH STREET, LONDON NW1 8QP** **Camden Town**  
 Report of the Executive Director Supporting Communities (Pages 65 - 122)  
 This is an application to vary a premises licence under section 34 of the Licensing Act 2003.
  
8. **HOXTON HOTEL, 203 HIGH HOLBORN, LONDON WC1V 7BD** **Holborn and Covent Garden**  
 Report of the Executive Director Supporting Communities (Pages 123 - 172)  
 This is an application to vary a premises licence under section 34 of the Licensing Act 2003.
  
9. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT**
  
10. **LOCAL GOVERNMENT ACT 1972 - ACCESS TO INFORMATION**  
 Should the Panel wish to go into closed session, it will take the following resolution:  
  
 THAT the press and public be excluded from the proceedings of the Licensing Panel on **8 August 2024** 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 x 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).

**AGENDA ENDS**