

**MINUTES OF A MEETING OF THE LICENSING COMMITTEE
HELD ON 14th JULY 2026
AT NELSON TOWN HALL**

PRESENT –

Councillor Y. Tennant (Chair)

Councillors:

*D. Gallear
M. Waddington*

Officers in attendance:

<i>W. Iqbal</i>	<i>Licensing Officer</i>
<i>E. Barker</i>	<i>Legal Services Manager</i>
<i>L. Rowland</i>	<i>Committee Administrator</i>

Also present:

<i>R. Lonsdale</i>	<i>Licensing Administration Officer</i>
<i>L. Jefferson</i>	<i>Technical Officer (Environmental Health)</i>

(Apologies for absence were received from Councillors M. Hanif, D. Hartley, D. Lord and R. O'Connor.)

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1. DECLARATION OF INTERESTS

Members were reminded of the legal requirements concerning the declaration of interests.

2. MINUTES

RESOLVED

That the Minutes of the meeting held on 15th April 2026 be approved as a correct record and signed by the Chair.

**3. APPLICATION FOR A PREMISES LICENCE -
LE KOEKOEK, 87 GISBURN ROAD, BARROWFORD**

The Assistant Director, Planning, Building Control and Regulatory Services submitted a report for Members to consider an application for a Premises Licence made by Miss Amy Coplen for the premises at Le Koekoek, 87 Gisburn Road, Barrowford, BB9 6DX.

Representations had been made by Pendle Borough Council (Environmental Health) under the licensing objective 'The Prevention of Public Nuisance'. Representations had also been made by four residents/businesses under the 'Prevention of Crime and Disorder', 'Public Safety' and 'The Prevention of Public Nuisance' licensing objectives.

Lancashire Police had submitted proposed conditions.

The Members and all relevant parties had received a copy of the report which included a copy of the application for review and the representations received. Additional evidence from one resident had been circulated prior to the meeting and was submitted for consideration.

The applicant, Miss Amy Coplen, attended the meeting accompanied by Carl Johnson. The hearing was also attended by Michael Duck, representing Pendle Borough Council (Environmental Health) who had made representations and PS541 Stephen Dundon of Lancashire Constabulary.

In accordance with legal advice Sergeant Dundon was permitted to present late evidence.

RESOLVED

That, having listened to and considered the representations made with regard to the new premises licence application under the Licensing Act 2003 in respect of Le Koekoek, 87 Gisburn Road, Barrowford, the application for a Premises Licence be granted subject to the hours for the sale of alcohol being reduced to Sunday to Thursday 12:00 to 23:00 hours and Friday – Saturday 12:00 to 00:30 hours, and the following conditions –

Environmental Health Conditions

1. The placing of refuse, such as bottles, into receptacles outside the premises shall not take place between the hours of 23:00 and 08:00.
2. No loudspeakers to be installed in external areas.
3. Noise from amplified music, DJ or live band is not to be heard at the nearest sensitive receptor.
4. Recorded music indoors is permitted from 12:00 to 23.30 on Friday and Saturday and from 09:00 to 23:00 Sunday to Thursday.
5. Live music is permitted from 12:00 to 23:00 Monday to Sunday.
6. A written Noise Management Plan shall be prepared, implemented and maintained at the premises. The plan shall include arrangements for monitoring noise, managing entertainment, controlling customer noise, use of external areas, staff responsibilities, complaint handling and corrective action. The plan shall be made available to authorised officers on request.
7. Doors and windows shall remain closed during regulated entertainment, except for access and egress.
8. Clear signage shall request customers to respect local residents and leave the area quietly.
9. A written Dispersal Policy shall be prepared, implemented and maintained at the premises. The policy shall include measures for the orderly and quiet dispersal of customers, management of queues, taxi/private hire arrangements, staff supervision at closing time, control of customers outside the premises and steps to prevent public nuisance in the immediate vicinity.
10. A complaints log shall be maintained at the premises to record complaints relating to noise,

odour, litter, light or customer behaviour. The log shall record the date and time of the complaint, details of the complaint, action taken and the name of the person dealing with it. The log shall be made available to authorised officers on request.

Police Conditions

Crime & Disorder

1. A CCTV system shall be installed at the premises and will meet the following criteria:
 - a. The system will display on any recording the correct time and date of said recording;
 - b. The system will be recording whenever licensable activities are taking place;
 - c. Any recordings will be retained for a minimum of 28 days after they are made and will be produced to an authorised officer upon request, so long as said request is in accordance with the principles of the Data Protection Act or any subsequent or alternative legislation;
 - d. As a minimum, the CCTV will capture a “head and shoulders” image of any person who enters the premises through the main public entrance.
2. Appropriate signage alerting customers to the use of CCTV shall be displayed in a conspicuous position at the premises.
3. A competent person trained in the use of and operation of the CCTV will either be in attendance at the premise or will be able to attend the premises within a reasonable time frame while licensable activities are taking place. Said person will be able to fully operate the CCTV system and be able to download data in a recognised format when requested.
4. An incident record book shall be kept on the premises to record any notable incidents, such as a report of crime and disorder, evidence or suspicion of drug related activity. The log will record the date and time, the nature of the incident and the person recording it, the outcome or action taken and a police log number if appropriate. Entries should be completed as soon as possible. The written record shall be available for inspection by a Responsible Authority Officer or Police Officer on request.
5. The premises shall have a written drugs policy The policy shall be reviewed at least once per annum and made available to a Responsible Authority Officer or Police Officer on request.
6. All persons engaged in licensable activities at the premises will receive training and information in relation to the following at the commencement of their employment:
 - a. The premises challenge 25 scheme, including the forms of identification that are acceptable
 - b. The hours and activities permitted by the premises licence issued under the Licensing Act 2003 and conditions attached to the licence. Staff will also be trained on the current licensing objectives detailed under the Licensing Act.
 - c. How to complete and maintain the refusal register and incident log book in operation at the premises
 - d. Identifying vulnerability and drunkenness within customers and how to refuse service to any person who is drunk, under-age, appears to be under-age, or appears to be making a proxy purchase

- e. Action to be taken in the event of an emergency, including reporting an incident to the emergency services.
- 7. All training shall be recorded in writing. This recording must include details of what the training consisted of (i.e. the content of the training), the date and time the training took place, the name and signature of the member of staff receiving the training & the name and signature of the person administering the training. All members of staff shall receive refresher training in relation to the above at least once per annum.
- 8. A record of this staff training must be kept at the premises and made available for inspection by the Local Authority Licensing Officer, any Police Officer or a member of staff from the Local Authority Trading Standards.

Public Safety

- 1. Prior to any licensable activity taking place at the premises if an event is taking place, that is exceptional to the ordinary day to day business, (for example, Colne Rhythm and Blues Festival or Soap Box Race), the designated premises supervisor with ensure a risk assessment into what requirements there are for SIA accredited door staff to be engaged. This risk assessment will be recorded and produced to a Responsible Authority Officer of Police Officer on request.
- 2. On any occasion where door staff are engaged the premises shall have and maintain a door supervisor logbook which shall record the following details of all people undertaking the role of door supervisor:
 - a. Full name and Signature
 - b. Security Industry Authority Licence number
 - c. The time and date they start and finish working at the premises along with a signature of the door supervisor.
 - d. The name of the company which have provided the door supervisor.

Protection Children from Harm

- 1. The Challenge 25 scheme will be adopted at all times at the premises. Prominent notices will be on display that explain it is an offence for adults to purchase alcohol and then supply it to persons under the age of 18.
- 2. The only forms of identification that shall be accepted by the premises are:
 - a. UK Driving Licence
 - b. Passport
 - c. Official ID card issued by HM Forces or EU Member State bearing a photograph and date of birth of the holder
 - d. PASS ID Cards
 - e. Any UK Government approved digital ID
 - f. Any other form of identification agreed in writing by a representative of Lancashire Constabulary Licensing Unit
- 3. A record of any challenges and refusals, because of the inability to produce an approved identification, will be kept in writing at the premises. This record will record the date and time

of the challenge or refusal, the person recording it and the outcome or action taken. Entries should be completed as soon as possible and, in all cases, no later than the close of business on the day of the incident. The written record shall be available for inspection by a Responsible Authority Officer or Police Officer on request.

Additional Condition

1. That Carl Johnson be prohibited from entering the premises

REASON

- (a) ***In accordance with paragraph 9.42 of the Statutory Guidance, the Committee considered the Licensing Officer's report and the representations made by the Police, Environmental Health and the four local residents/business owners. The Committee also considered representations from the applicant.***
- (b) ***The Committee also noted the additional representations made by the Police in respect of the illegal operation of another local venue, of which Amy Coplen is one of the Premises Licence Holders. It was noted that the other Premises Licence Holder of this establishment, Carl Johnson, took responsibility for the illegal activity. Therefore the Committee saw fit to add a condition to exclude Carl Johnson from entering Le Koekoek.***
- (c) ***In accordance with paragraph 9.39, 9.43, 9.44 and 10.8 of the Statutory Guidance, it is considered that the addition of the above conditions serve to promote all of the licensing objectives.***
- (d) ***In accordance with paragraph 10.14 of the Statutory Guidance, it is considered that the timings for the supply of alcohol applied for were excessive and were therefore reduced as the Committee felt appropriate to align closer with the other venues operating in the area.***
- (e) ***Consideration has been given to all the powers available to the Licensing Authority under section 18 of the Act and concludes that the addition of the conditions on the licence and the amendment to the hours for the supply of alcohol are both necessary and proportionate in the circumstances.***

CHAIR _____