

# Agenda

## Licensing & Gambling Acts Casework Sub-Committee

This licensing hearing will be held on:

Date: **Wednesday 22 May 2024**

Time: **6.00 pm**

Place: **Long Room - Oxford Town Hall**

**For further information** please contact:

Committee & Member Services Team, Committee Services Officer

☎ 01865 252946

✉ [democraticservices@oxford.gov.uk](mailto:democraticservices@oxford.gov.uk)

**Members of the public can attend to observe this meeting.**

**The Licensing Team sends details to interested parties who have made valid representations in writing on these applications. Only those interested parties may speak at the hearing.**

Information about speaking and recording is set out in the agenda and on the [website](#)

Please contact the Committee Services Officer with any other queries.

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[mycouncil.oxford.gov.uk](http://mycouncil.oxford.gov.uk).*

*All public papers are available from the calendar link to this meeting once published*

## **Committee Membership**

Councillors: Membership 3: Quorum 3

Substitutes are permitted from other members of the Licensing and Gambling Acts Committee

Membership will be confirmed at the Licensing and Gambling Acts Committee on Monday, 20th May 2024

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# Agenda

	<b>Pages</b>
<b>1 Election of Chair for the hearings</b> To confirm the Chair of this Sub-Committee for the duration of this hearing.	
<b>2 Procedure for the hearing</b> The hearing procedures are attached.	5 - 10
<b>3 Application for a New Premises Licence – The Medley Walled Garden, Binsey Lane, Oxford, OX2 0NJ</b> The Sub-Committee is asked to determine Miss Chloe Gee’s application for a new Premises Licence (24/01195/PREM) for Medley Walled Garden, Binsey Lane, Oxford, OX2 0NJ, taking into account the details in the report and any representations made at the hearing.	11 - 66

## **Information for those attending**

### **Recording and reporting on meetings held in public**

Members of public and press can record, or report in other ways, the parts of the meeting open to the public. You are not required to indicate in advance but it helps if you notify the Committee Services Officer prior to the meeting so that they can inform the Chair and direct you to the best place to record.

The Council asks those recording the meeting:

- To follow the protocol which can be found on the Council's [website](#)
- Not to disturb or disrupt the meeting
- Not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes not editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being recorded.
- To avoid recording members of the public present, even inadvertently, unless they are addressing the meeting.

Please be aware that you may be recorded during your speech and any follow-up. If you are attending please be aware that recording may take place and that you may be inadvertently included in these.

The Chair of the meeting has absolute discretion to suspend or terminate any activities that in his or her opinion are disruptive.

### **Councillors declaring interests**

#### **General duty**

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

#### **What is a disclosable pecuniary interest?**

Disclosable pecuniary interests relate to your\* employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

#### **Declaring an interest**

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

#### **Members' Code of Conduct and public perception**

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". The matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

\*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

## OXFORD CITY COUNCIL

### LICENSING CASEWORK SUB-COMMITTEE PROCEDURES

#### ***Housekeeping Matters***

- Mobiles must be switched off
- No smoking throughout the building
- Consumption of food is not permitted

#### **The Meeting**

1. The Licensing Casework Sub-Committee shall consist of three members of the Council (councilors). At the start of each Sub-Committee meeting a Chair shall be elected from among the three members. The Sub-Committee is responsible for reaching a decision upon the application being heard by the Sub-Committee, having received addresses and representations from all parties.

#### **The Paperwork**

2. Officers of the Licensing Authority (the City Council) will prepare the paperwork for the application that is to be heard by the Sub-Committee. The paperwork will include:-
  - A summary of the application, the representations received and of any other relevant material
  - The application and any other supporting material supplied by the applicant
  - Representations made by the responsible authorities
  - Representations made by interested parties

#### **Introductions**

3. The Chair will commence the hearing by introducing her or himself and the other two Sub-Committee members. The Chair will then ask all of the other parties present to introduce themselves and explain in what capacity they are attending.

## Conduct of Proceedings

4. The role of the Chair is to control the proceedings. All questions must be put through the Chair.
5. The Chair will indicate that the members of the Sub-Committee have read and familiarised themselves with the papers and issues. The Chair will stress that the Sub-Committee does not therefore require points to be made or repeated at length.
6. The hearing shall take the form of a discussion. Formal cross-examination shall not be permitted unless the Chair considers that cross-examination in a particular circumstance would assist. In exercising this discretion to permit cross-examination, the Chair must have regard to the rules of natural justice and the right to a fair hearing.
7. Members of the Sub-Committee may ask questions to any party to elicit further information. The representative of the Licensing Authority may also ask questions of any party in order to clarify the evidence and any issues in the case.
8. The Sub-Committee will determine the application in accordance with the Council's Statement of Licensing Policy, the Licensing Act 2003 and Guidance and Regulations under the Act, taking into consideration the overriding need to promote the four Licensing Objectives.
9. In considering any representation or notice made by a party the Sub-Committee may take into account documentary or other information produced by a party in support of their application, representations or notice (as applicable) either before the hearing or, with the consent of all the other parties, at the hearing.
10. The Sub-Committee will generally not expect any of the parties to take more than 20 minutes to address it, to give further information or to call witnesses.
11. Where a person attending the hearing is acting in a manner that the Sub-Committee consider to be disruptive, the Sub-Committee may require that the person leave the hearing and may:
  - (a) refuse to permit that person to return; or
  - (b) permit him / her to return only on such conditions as the Authority may specify.

12. Before the end of the hearing any person who was required to leave the hearing under paragraph 11 may submit in writing any information which they would have been entitled to give orally had they not been required to leave.

### **Order of Proceedings**

13. All parties have a right to attend the hearing and may be assisted or represented by any person whether or not that person is legally qualified.

#### **The Licensing Authority**

14. The representative of the Licensing Authority shall present the report relating to the application to be heard by the Sub-Committee. The representative shall say who the applicant is, what the application is for and explain the paperwork before the Sub-Committee.

#### **Applicant case**

15. The applicant must fully outline their application and address the licensing objectives, and then may call witnesses if desired.
16. Where a responsible authority or interested party seeks to cross-examine the applicant or any of their witnesses, he / she must seek the permission of the Chair who will exercise the discretion as to whether to allow such questioning.

#### **Responsible Authorities case**

17. Each responsible authority must fully outline the nature of their representation and address the licensing objectives, and then may call witnesses if desired.
18. Where the applicant or an interested party seeks to cross-examine the responsible authority or any of their witnesses, he / she must seek the permission of the Chair who will exercise the discretion as to whether to allow such questioning.

#### **Interested parties case**

19. Each interested party must fully outline the nature of their representation and address the licensing objectives, and then may call witnesses if desired.

20. Where there are a number of interested parties and the nature of the representations are similar, such parties may decide to appoint a spokesperson to represent the group.
21. Where a person is representing an interested party, the representative will be required to state the full name and address of the interested party.
22. Where the applicant or responsible authority seeks to cross-examine the interested party or any of their witnesses, he / she must seek the permission of the Chair who will exercise the discretion as to whether to allow such questioning.

### **Closing submissions**

23. All parties will then be given the opportunity briefly to summarise their key points. The order shall be:-
  - Applicant
  - Responsible authorities
  - Interested parties
24. Interested parties may choose to appoint a spokesperson to briefly summarise the key points.

### **Determinations**

25. At the end of a hearing, the Chair will announce that the hearing is adjourned while the Sub-Committee retires to deliberate in private.
26. The Sub-Committee must make its determination at the conclusion of the hearing in the following cases:
  - application for a variation and conversion of an “existing licence” (“existing licence” defined at paragraph 1 of Schedule 8);
  - application for variation and conversion of an existing club premises certificate;
  - counter notice following police objection to temporary event notice;
  - review of a premises licence following closure order;
  - determination of application for conversion of existing licence;
  - determination of application for conversion of existing club premises certificate;
  - determination of application by holder of a justices’ licence for grant of a personal licence.



27. In other cases (not mentioned in paragraph 26), excluding where a hearing has been dispensed with, the Sub-Committee must make its determination within the period of five working days beginning with the day or the last day on which the hearing was held.
28. A written decision outlining the reasons for the decision will be sent to the parties forthwith on making its determinations.

**Closed hearing**

29. The hearing shall take place in public. However, the Sub-Committee may exclude the public from all or part of a hearing where it considers that the public interest in so doing outweighs the public interest in the hearing, or that part of the hearing, taking place in public.

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**To:** Licensing and Gambling Acts Sub-Committee  
**Date:** 22<sup>nd</sup> May 2024  
**Report of:** Executive Director for Communities and People.  
**Title of Report:** Miss Chloe Gee – Application for a New Premises Licence – The Medley Walled Garden, Binsey Lane, Oxford, OX2 0NJ  
**Application Ref:** 24/01195/PREM

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To inform the determination of Miss Gee's application for a new Premises Licence
<b>Corporate Priority:</b>	Enable an Inclusive Economy
<b>Recommendation(s):</b> That the Licensing and Gambling Acts Sub-Committee resolves to:	
1. Determine Miss Gee's application taking into account the details in this report and any representations made at this Sub-Committee meeting.	

<b>Appendices</b>	
Appendix 1	Application for a new Premises Licence
Appendix 2	Representations from Interested Parties / Other Persons
Appendix 3	Representation in Support of Application
Appendix 4	Location Plan

## Introduction and background

1. This report is made to the Licensing & Gambling Acts Casework Sub- Committee so it may determine in accordance with its powers and the Licensing Act 2003 whether **to grant** a Premises Licence to Miss Gee.

## Application Summary

2. An application for a new Premises Licence has been submitted by Miss Gee. A summary of the licensable activities applied for and the timings proposed for these activities can be found detailed below:

**Supply of Alcohol (On Sales only):**

Sunday to Saturday 11:00 hours until 23:00 hours - from 1st May to 31st October

**Hours Premises are open to the public:**

Sunday to Saturday 11:00 hours until 23:00 hours - from 1st May to 31st October

3. The Applicant's description of the premises as detailed in the application form is:  
*"Our establishment will be a seasonal events venue in the walled garden on our farm. It is a 17th century walled garden which will be located next to The Medley Beer Garden, and is an events venue for hosting private and ticketed events. The capacity of the venue will be up to 500 people. The Medley Walled Garden will hold its own bar where alcohol will be served. The area will be seasonal and open from May to October. The opening hours will be 11:00 – 23:00. Our establishment is aimed at all ages and serve teas, coffees, non-alcoholic and alcoholic drinks".*
4. Both the original application and the steps that the applicant intends to take to promote the licensing objectives (as set out in the operating schedule) can be found at **Appendix One**.

**Relevant Representations**

5. No valid representations have been received from the Responsible Authorities as detailed in the table below.

<b>Responsible Authority</b>	<b>Response</b>	<b>Licensing Objective(s)</b>
Thames Valley Police	No representation	
Fire and Rescue Service	No representation	
Environmental Health	No representation	
Health and Safety	No representation	
Planning	No representation	
Trading Standards	No representation	
Child Safeguarding	No representation	
Licensing Authority	No representation	

6. Valid representations have been received from Interested Parties (other persons) as detailed in the table below. Copies of these representations are attached at **Appendix Two**.

<b>Name</b>	<b>Address</b>	<b>Licensing Objective(s)</b>
Anonymous	East Street	Public Nuisance
I Smyth	Jericho	Crime and Disorder, Public Nuisance
Cllr J Howson	Venneit Close	Crime and Disorder, Public Nuisance
C Dodd	Banbury Road	Public Nuisance
H Elwes	Binsey	Crime and Disorder, Public Nuisance
N Hollis	Abbey Road	Public Nuisance
J Le Vay	Abbey Road	Crime and Disorder, Public Nuisance, Public Safety
S Spencer-Longhurst	Abbey Road	Public Nuisance
P Spencer-Longhurst	Abbey Road	Public Nuisance
K Selwyn	Binsey Lane	Public Nuisance
A Taylor	Walton Street	Crime and Disorder ,Public Nuisance

7. Nine (9) representations in support of the application have been received, attached at **Appendix Three**.

**Location**

8. A map is attached at **Appendix Four** showing the general location of the applicant's premises, and the proximity to the premises of those who have raised objections to the application.

**Statement of Licensing Policy**

9. The Sub-Committee is referred to the Council's Statement of Licensing Policy\*. In particular, the following paragraphs have a bearing upon the application:

<b>Relevant Policy Matters</b>	<b>Section</b>	<b>Policy</b>
General Prevention of Public Nuisance	7.3.1 to 7.3.6	LA3
Addressing Local Concerns	7.3.10	LA4

10. A copy of the Statement of Licensing Policy may be obtained from the Council Offices or found online at:

[Download the Statement of Licensing Policy | Oxford City Council](#)

## Home Office Statutory Guidance

11. Members are also referred to the statutory guidance issued by the Home Office. Of particular relevance to this application are the following matters:

Relevant Sections	Relevant Paragraph
Crime and Disorder	2.1 to 2.7
Public Safety	2.8 to 2.20
Public Nuisance	2.21 to 2.27

12. A copy of the Home Office Statutory Guidance may be found online at: <https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>

## Other Relevant Considerations

13. The Sub-Committee is reminded of its responsibilities under the Crime and Disorder Act 1998 (to co-operate in the reduction of crime and disorder in Oxford) and the Human Rights Act (which guarantees the right to a fair hearing for all parties in the determination of their civil rights, and also provides for the protection of property, which may include licences in existence, and the protection of private and family life) when considering the fair balance between the interests of the applicant and the rights of local residents. Any decision taken by the Sub-Committee must be necessary and proportionate to the objectives being pursued.
14. Members are reminded that whenever they make a decision under the Licensing Act 2003, they have a duty to act with a view to promoting the licensing objectives.
15. When considering any representations, only those issues relating to the four licensing objectives should be considered and appropriate weight given to the importance and relevance of each representation.
16. In making its decision, Members must also have regard to the Home Office statutory guidance issued under section 182 of the Licensing Act 2003 and the Council's own Statement of Licensing Policy.
17. The Sub-Committee must take such of the following steps as it considers appropriate for the promotion of the licensing objectives:
- a) Grant the licence in accordance with the application.**
  - b) Modify the conditions of the operating schedule by altering or omitting or adding to them.**
  - c) Exclude or restrict from the scope of the licence any of the licensable activities to which the application relates.**
  - d) Reject the whole of the application.**

The Sub-Committee may also grant the licence subject to different conditions for different parts of the premises or the different licensable activities.

- 18. Members are asked to note that they may not modify the conditions or reject whole or part of the application merely because they consider it desirable to do so. It must be appropriate to do so in order to promote the licensing objectives. Any such step must relate to a relevant representation made.
- 19. If Members grant the application, the details of the operating schedule will be incorporated into the licence as conditions. The licence will also be subject to certain mandatory conditions.
- 20. Members should note that the applicant or persons making representations have the right of appeal against the decision made by the Sub-Committee.

<b>Report author</b>	Richard Masters
Job title	Senior Licensing Compliance Officer
Service area or department	Communities and People
Telephone	01865 252565
e-mail	<a href="mailto:licensing@oxford.gov.uk">licensing@oxford.gov.uk</a>

**Application for a premises licence to be granted under the Licensing Act 2003**

**Please read the following instructions first**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

**I/We Chloe Gee**.....  
*(Insert name(s) of applicant)*

**apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003**

**Part 1 – Premises details**

Postal address of premises or, if none, ordnance survey map reference or description			
Medley Manor Farm, Binsey Lane, Oxford			
<b>Post town</b>	Oxford	<b>Postcode</b>	OX2 0NJ

Telephone number at premises (if any)	
Non-domestic rateable value of premises	n/a

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as **appropriate** **Please tick as**

a)	an individual or individuals *	<input checked="" type="checkbox"/>	please complete section (A)
b)	a person other than an individual *	<input type="checkbox"/>	
	i as a limited company/limited liability partnership	<input type="checkbox"/>	please complete section (B)
	ii as a partnership (other than limited liability)	<input type="checkbox"/>	please complete section (B)
	iii as an unincorporated association or	<input type="checkbox"/>	please complete section (B)
	iv other (for example a statutory corporation)	<input type="checkbox"/>	please complete section (B)



c)	a recognised club		please complete section (B)
d)	a charity		please complete section (B)
e)	the proprietor of an educational establishment		please complete section (B)
f)	a health service body		please complete section (B)
g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales		please complete section (B)
ga)	a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England		please complete section (B)
h)	the chief officer of police of a police force in England and Wales		please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a
- statutory function or
- a function discharged by virtue of Her Majesty's prerogative

X

**(A) individual applicants** (fill in as applicable)

Mr	Mrs	<b>Miss</b>	Ms	Other Title (for example, Rev)	
<b>Surname</b> Gee			<b>First names</b> Chloe		
<b>Date of birth</b>		I am 18 years old or over		Please tick yes X	
<b>Nationality</b> British					
Current residential address if different from premises address		Medley Manor Farm Binsey Lane			
Post town	Oxford			Postcode	OX2 0NJ
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service (please see note 15 for information)					

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**Second individual applicant** (if applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b> or over		I am 18 years old		Please tick yes	
<b>Nationality</b>					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service: (please see note 15 for information)					

**(B) Other applicants**

**Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.**

Name
Address

Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
01	05	2024

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY

<p>Please give a general description of the premises (please read guidance note 1)</p> <p>Our establishment will be a seasonal events venue in the walled garden on our farm. It is a 17<sup>th</sup> century walled garden which will be located next to The Medley Beer Garden, and is an events venue for hosting private and ticketed events. The capacity of the venue will be up to 500 people. The Medley Walled Garden will hold its own bar where alcohol will be served. The area will be seasonal and open from May to October. The opening hours will be 11:00 – 23:00. Our establishment is aimed at all ages and serve teas, coffees, non-alcoholic and alcoholic drinks.</p>
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If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

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What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)	Please tick all that apply
a) plays (if ticking yes, fill in box A)	
b) films (if ticking yes, fill in box B)	
c) indoor sporting events (if ticking yes, fill in box C)	
d) boxing or wrestling entertainment (if ticking yes, fill in box D)	

e)	live music (if ticking yes, fill in box E)	
f)	recorded music (if ticking yes, fill in box F)	
g)	performances of dance (if ticking yes, fill in box G)	
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	

<b><u>Provision of late night refreshment</u></b> (if ticking yes, fill in box I)	
<b><u>Supply of alcohol</u></b> (if ticking yes, fill in box J)	X

**In all cases complete boxes K, L and M**

**A**

Plays Standard days and timings (please read guidance note 7)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon				Both	
			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
			<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 5)		
Wed					
			<b><u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Thur					
Fri					
Sat					
Sun					

**B**

Films Standard days and timings (please read guidance note 7)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon				Both	
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					

**C**

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Wed			
Thur			<b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)
Fri			
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					



**E**

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon				Both	
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6) N/A		
Sat					
Sun					

**F**

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon				Both	
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)  N/A		
Sat					
Sun					

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon				Both	
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
Mon					Outdoors
				Both	
Tue			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)		
Fri					
Sat			<b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)	Both	
Tue					
Wed			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for <u>consumption – please tick</u> (please read guidance note 8)	On the premises	X		
Day	Start	Finish		Off the premises			
				Both			
Mon	11:00	23:00	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)  We will only be open 1st May to 31st October.				
Tue	11:00	23:00					
Wed	11:00	23:00					
Thur	11:00	23:00				<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6)	
Fri	11:00	23:00				N/A	
Sat	11:00	23:00					
Sun	11:00	23:00					

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

<b>Name</b> Rachel Gee
<b>Date of birth</b>
<b>Address</b>
<b>Postcode</b>
<b>Personal licence number (if known)</b>
<b>Issuing licensing authority (if known)</b>

**K**

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).**

None

**L**

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b><u>State any seasonal variations</u></b> (please read guidance note 5)  We will only be open 1st May to 31st October.
Day	Start	Finish	<b><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u></b> (please read guidance note 6) N/A
Mon	11:00	23:00	
Tue	11:00	23:00	
Wed	11:00	23:00	
Thur	11:00	23:00	
Fri	11:00	23:00	
Sat	11:00	23:00	
Sun	11:00	23:00	

## M

Describe the steps you intend to take to promote the four licensing objectives:

**a) General – all four licensing objectives (b, c, d and e)** (please read guidance note 10)

The Premises Licence Holder shall ensure that all staff employed at the premises whose duties include the sale or supply of alcohol shall undertake and complete a relevant programme of training prior to them being authorised to sell or supply alcohol. Such training shall consist of providing staff with an understanding of:

- The need to ensure the responsible sale and supply of alcohol
- The need to refuse the sale and supply of alcohol to persons who are intoxicated or underage
- The need to seek credible age verification from persons seeking to be sold or supplied alcohol who may appear under the age of 18 years old

Where subsequent issues related to the training is brought to the premises licence holder's attention by either the Licensing Authority and/or responsible authorities named in the Licensing Act, the premises licence holder will make amendments as directed by that authority

Records of the training programme shall be maintained and made available to Authorised Officers upon request.

The Premises Licence holder shall provide a "refresher" training session to all relevant staff members as and when deemed necessary on a case by case evaluation, but as a minimum requirement the refresher training session shall be provided to all staff on at least one occasion every six months.



**b) The prevention of crime and disorder**

The Premises Licence holder (or such person as they nominate) shall provide 14 days prior written notification to the Force Licensing Officer of Thames Valley Police and to the Licensing Authority of:

- Any event that includes entertainment or a promotion that is not consistent with regular trade

Such written notifications will include but not be limited to the following details:

- The name of the person in charge/authorising the sale of alcohol for the duration of the event.
- The nature of the event.
- The name of any promoters, act, DJ's or other such performers involved
- The date, the commencement and conclusion time of the event.
- Security provisions (including numbers and working hours of SIA staff)
- Expected numbers attending

- A Premises Daily Register shall be held at the premises. This Register shall be maintained for a rolling minimum period of 12 months, and shall record:

1. The name of the person responsible for the premises on each given day.
2. The name of the person authorising the sale of alcohol each day.
3. All calls made to the premises where there is a complaint made by a resident or neighbour of noise, nuisance or anti-social behaviour by persons attending or leaving the premises. This shall record the details of the caller, the time and date of the call and the time and date of the incident about which the call is made and any actions taken to deal with the call.
4. Any refusals on grounds of age and/or intoxication (to include date, time, member of staff involved, reason for refusal as well as a brief physical description of the person refused)
5. Any items seized by security staff employed at the premises.
6. The name, SIA number, start and finish time of anyone employed in a security role for that day
7. Any use of force by SIA registered staff in the effective management of the premises or in ejecting persons from the premises (to include date, time, member of staff involved, reason for force as well as a brief physical description of the person refused)
8. Weekly checks of the CCTV, to ensure it is fully operational and any faults are dealt with including the time of the check and the person that carried it out.
9. Any calls to or visits by Thames Valley Police in relation to any crime and disorder or like related matter.

The Designated Premises Supervisor, or in their absence duly appointed member of staff, shall check the Premises Daily Register on a weekly basis ensuring that it is completed and up-to-date, sign the Premises Daily Register each time that it is checked, and make the Premises Daily Register available for inspection by any Authorised Officer throughout the trading hours of the premises.

- The premises shall implement written policies. Such documents shall include, but not be limited to, the following:

1. CCTV
2. Conditions of Entry
3. Crowd Dispersal
4. Safeguarding Children & Vulnerable Adults
5. Noise
6. Responsible Service of Alcohol
7. Security Measures
8. Underage Sales & False Identification
9. Zero Tolerance Drugs

### c) Public safety

From these written policies and operating procedures, the premises licence holder will implement written staff training ensuring that all staff employed at the premises receive full training on those policies that are relevant to their specific role. Staff shall sign and date training records to confirm they have had, fully understand the training, and that they will carry out their duties in accordance with them. These training records will be retained and made available to the Licensing Authority and/or responsible authority named under the licensing act upon request.

Where subsequent issues or concerns related to one or more of the policy(s) are brought to the premises licence holder's attention by the licensing authority and/or one of the responsible authorities named under the licensing act, the premises licence holder will make amendments as directed by that authority(s).

Hard copies of the most up to date policy/procedures will be kept on the premises. They will be readily accessible to staff for their own reference whilst working, and will be made available to any of the authorities upon request to check for compliance.

• A CCTV system will be installed and maintained. The CCTV system will incorporate the following basic requirements:

1. Be switched on and fully operational when the licensable activities are being carried out.
2. Record for a minimum rolling period of 31 days
3. Have a camera covering any entrance which will provide a facial shot of identification quality.
4. Have cameras covering any pertinent public areas of the licensed foot print
5. Have a means of copying any footage to another medium as evidence if requested by the Police
6. Have a member of staff working at all times whilst the licence is in operation that is able to operate the system and in particular be able to provide copies of any footage requested by The Police.
7. A system shall be in place to maintain the quality of the recorded image and a complete audit trail maintained. The system will comply with other essential legislation, and all signs as required will be clearly displayed

**d) The prevention of public nuisance**

.Drinks shall be served in containers made from non-glassware drinking vessels (e.g. polycarbonate plastic, toughened safety glass, cardboard or other such material). Note: Weights and measures legislation requires the use of "stamped glasses" where "meter-measuring equipment" is not in use

- No person shall be allowed to leave the premises whilst in the possession of any drinking vessel or open glass bottle, whether empty or containing any beverage, other than to any external area owned or legally occupied by the Premises Licence Holder

- The premises shall be cleared of customers and closed 30 minutes after the conclusion of the last licensed activity.

- In order to promote the prevention of crime and disorder objective, the maximum number of persons (including staff and entertainers) allowed at the premises shall not exceed 500 persons for the whole premises.

- We do not anticipate that we will need door security staff, but we will monitor the situation and have a written risk assessment regarding the need for them. We will employ them if necessary. As part of the written 'security measures' policy condition, the premises licence holder will carry out and implement a written risk assessment regarding the need (if at all) for SIA licenced door supervisors. This will be for day to day standard operation as well as for any special one-off events over and above that of normal trade. The risk assessment will be made readily available to the police upon request and where subsequent issues or concerns related to the security risk assessment are brought to the premises licence holder's attention by the police, the premises licence holder will make amendments as directed.

- Where the premises employs SIA door staff there will be no fewer than 2 on duty to avoid issues and risks associated with lone working.

- All door staff will wear at all times whilst on duty high visibility florescent yellow coats/tabards to clearly identify them as working that role.

**e) The protection of children from harm**

All members of staff at the premises shall seek "credible photographic proof of age evidence" from any person who appears to be under the age of 25 years and who is seeking to purchase or consume alcohol on the premises. Such credible evidence, which shall include a photograph of the customer, will include a passport, photographic driving licence, or Proof of Age card carrying a "PASS" logo.

**Checklist:****Please tick to indicate agreement**

• I have made or enclosed payment of the fee.	X
• I have enclosed the plan of the premises.	X
• I have sent copies of this application and the plan to responsible authorities and others where applicable.	X
• I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.	X
• I understand that I must now advertise my application.	X
• I understand that if I do not comply with the above requirements my application will be rejected. • [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).	X

It is an offence, under Section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

It is an offence under Section 24b of the Immigration Act 1971 for a person to work when they know, or have reasonable cause to believe, that they are disqualified from doing so by reason of their immigration status. Those who employ an adult without leave or who is subject to conditions as to employment will be liable to a civil penalty under section 15 of the Immigration, Asylum and Nationality Act 2006 and pursuant to Section 21 of the same act, will be committing an offence where they do so in the knowledge, or with reasonable cause to believe, that the employee is disqualified.

**Part 4 – Signatures** (please read guidance note 11)

**Signature of applicant or applicant’s solicitor or other duly authorised agent** (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

<b>Declaration</b>	<ul style="list-style-type: none"> <li>[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in</li> </ul>
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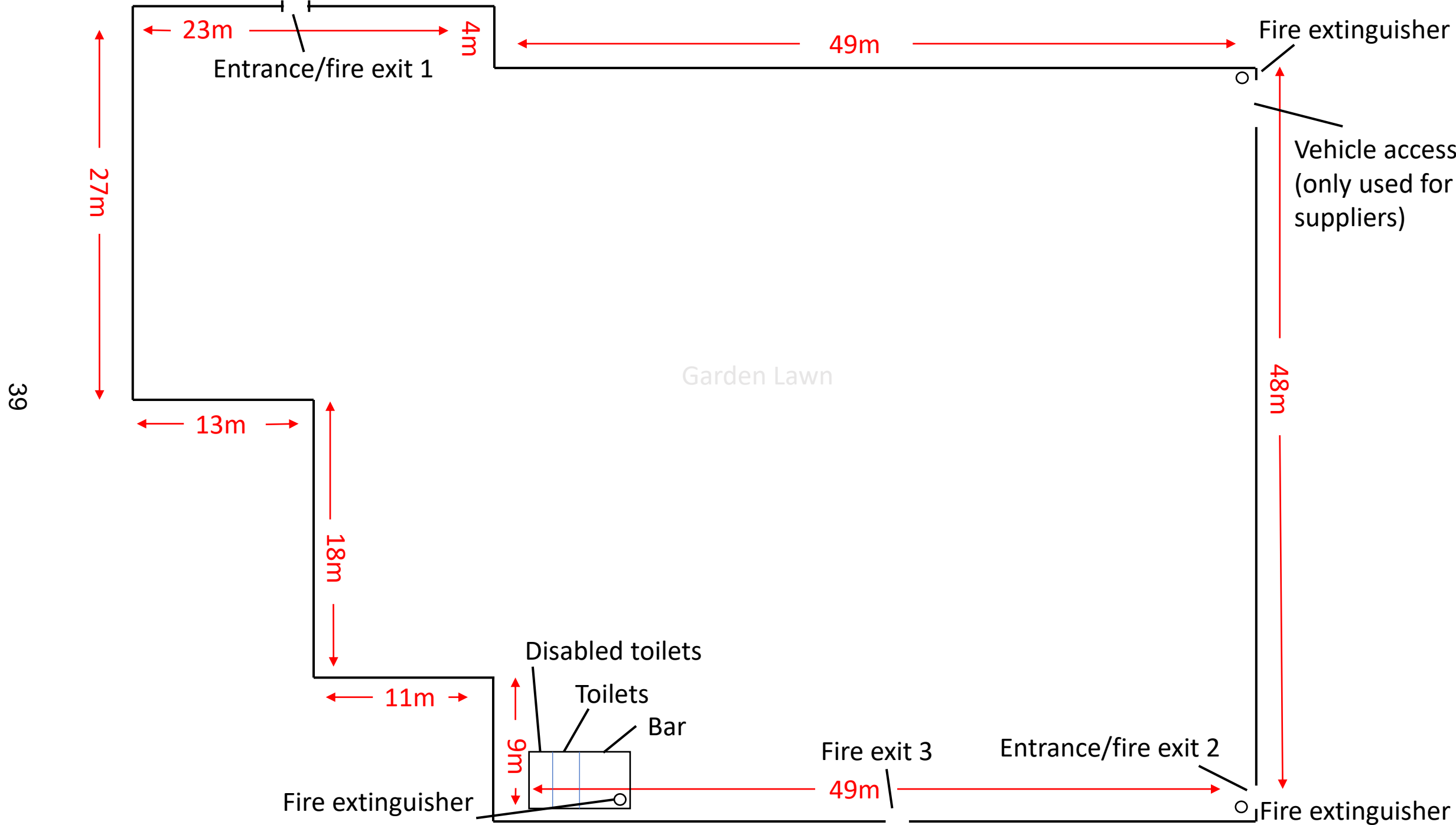
	<p>the UK (please read guidance note 15).</p> <ul style="list-style-type: none"> <li>The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)</li> </ul>
Signature	
Date	21/03/2024
Capacity	

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

**Notes for Guidance**



**From:** [Planning](#)  
**To:** [licensing](#)  
**Subject:** Comments for Licensing Application 24/01195/PREM  
**Date:** 16 April 2024 16:01:19

## Comments summary

Dear Sir/Madam,

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 16/04/2024 4:01 PM from [REDACTED] .

### Application Summary

Address:	Medley Manor Farm Binsey Lane Oxford Oxfordshire OX2 0NJ
Proposal:	Premises Licence
Case Officer:	Richard Masters

[Click for further information](#)

### Customer Details

Name:	[REDACTED]
Email:	[REDACTED]
Address:	[REDACTED]

### Comments Details

Commenter Type:	Members of the Public
Stance:	Customer objects to the Licensing Application
Reasons for comment:	- Other objection - Public Nuisance
Comments:	16/04/2024 4:01 PM Already there have been occasional weddings and events and these have been very noisy. A few times a year is surprising enough. It was so loud that it could be heard right across the meadow all along the footpath to Osney where I live. Amplified music, late night drinking, thoughtless crowds etc on a regular basis in a nature reserve is really incomprehensible. As a regular user of the footpaths where many in Oxford go to find peace, the idea of allowing this every night is truly awful. Please don't allow this to happen, [REDACTED] and locals who just want somewhere peaceful in a large noisy busy town. The Perch already has a wedding venue and two so close together seems quite unnecessarily.

Kind regards



**From:** [REDACTED]  
**Subject:** Medley Walled Garden  
**Date:** 23 April 2024 10:21:51  
[licensing](#)

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Dear Sir/Madam,

I understand that permission is being sought by the Medley's Walled Garden for seasonal events from May to October between 11.00 to 23.00, with supply of alcohol.

I have lived for more than 30 years in Jericho, I swim in the river, walk and exercise in Port Meadow, and so do my family and friends. The arrival of the little coffee bar and restaurant was a bit of a shock as to some extent it changed what was a very peaceful area, rich in bird life and abundant nature. Despite the increase in rubbish on the path etc. (most of the rubbish in summer is on the actual Meadow, which in very hot days is transformed) this change has been bearable.

However, the new proposal will [REDACTED], [REDACTED] and noise pollution for a very long part of the year and possibly antisocial behaviour associated with alcohol use. All of this represents a great threat to the Meadow, [REDACTED], as well as to its users. At the time where more than ever we need to safeguard our natural heritage and resources because of the climate crisis, granting such a proposal seems at best unwise, especially given the historic importance of this area of Oxford and the benefits it provides to its population (as clear during the pandemic).

I sincerely hope the proposal will be turned down.

[REDACTED] Smyth  
Jericho resident.

--

[REDACTED] Smyth  
[REDACTED]

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This email was Malware checked by UTM 9. <http://www.sophos.com>

**From:** [MASTERS Richard](#)  
**To:** [MASTERS Richard](#)  
**Subject:** FW: Comments for Licensing Application 24/01195/PREM  
**Date:** 02 May 2024 10:33:23

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**From:** Planning <planning@oxford.gov.uk>  
**Sent:** Thursday, May 2, 2024 9:00 AM  
**To:** licensing <licensing@oxford.gov.uk>  
**Subject:** Comments for Licensing Application 24/01195/PREM

## Comments summary

Dear Sir/Madam,

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 02/05/2024 8:59 AM from None Cllr J [REDACTED] Howson.

### Application Summary

Address:	Medley Manor Farm Binsey Lane Oxford Oxfordshire OX2 0NJ
Proposal:	Premises Licence
Case Officer:	Richard Masters

[Click for further information](#)

### Customer Details

Name:	None Cllr J [REDACTED] Howson
Email:	[REDACTED]
Address:	[REDACTED] Venneit Close Oxford

### Comments Details

Commenter Type:	Members of the Public
Stance:	Customer objects to the Licensing Application

Reasons for comment:

- Crime and Disorder
- Public Nuisance
- Public Safety

Comments: 02/05/2024 8:59 AM Comment from County Councillor J [REDACTED] Howson, St Margaret's Division,  
The location and size of the venue (up to 500 people) raises several issues under the 2003 Licensing Act. Prevention of Crime and Disorder, Public Safety and Public Nuisance  
The venue is seeking a license for up to 500 people. As no application with regard to music has been made, it is not clear what, apart from consuming alcohol, will take place during permitted hours. If there are ticketed events, then up to 500 people leaving the site at a single point in time will have two routes away; either along Binsey Lane to the Botley Road or across Port Meadow.  
The former will be used by vehicles, cyclists and pedestrians, and is not equipped to handle such numbers at any one time, increasing the possibility for accidents and alcohol fueled annoyance leading to possible acts of disorder.  
Possible nuisance from this license added to that from the existing PH at the Perch is around noise nuisance to Port Meadow [REDACTED]  
[REDACTED] The venue has not asked for a license to play live music. However, the large number of patrons leaving ticketed events all at the same time constitute a different level of public nuisance to those leaving traditional public houses and restaurants where numbers will be both smaller and departures more staggered.  
[REDACTED]

Possible conditions

No amplified live or recorded music to be played that can be heard outside of the licensed area.

Ticketed arrangements for vehicle parking to control numbers

Stewards on the walking route across Port Meadow when events of 500 finish

after sunset.  
No alcohol to be taken off the premises  
No access across the River Thames when the Thames path has been closed by  
the City Council due to flooding concerns

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Kind regards

**From:** [REDACTED]  
**To:** [licensing](#)  
**Subject:** Objection to Premises Licence Application for Medley Walled Garden, Binsey  
**Date:** 02 May 2024 22:06:24

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To Whom It May Concern

As a long term resident of Oxford and a regular walker in and around Port Meadow, I wish to voice my very strong objection to the proposed expansion of the Medley Walled Garden. Port Meadow is a nature reserve, an SSI and an ancient and much loved feature of Oxford life. It provides a peaceful retreat and access to abundant nature and wildlife within easy reach for many thousands of local households as well as visitors from further afield.

It is stating the obvious that the noise [REDACTED] pollution created by granting this licence allowing large events with alcohol and music late into the night will destroy the peace of the historic Meadow for human users. [REDACTED]

[REDACTED] There is already an established wedding venue at The Perch in Binsey. Surely another is not needed.

Yours,  
C [REDACTED] Dodd  
[REDACTED] Banbury Road, [REDACTED]

Sent from [Outlook for Android](#)

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This email was Malware checked by UTM 9. <http://www.sophos.com>

**From:** [REDACTED]  
**Subject:** [REDACTED] [licensing](#)  
Subject: Objection from H [REDACTED] Elwes. Re : Premises Licence application for the Medley Walled Garden, Binsey, OX20NJ. Representation deadline:03/05/24  
**Date:** 02 May 2024 23:57:41

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**Subject:** Objection from Helen Elwes. Re : Premises Licence application for the Medley Walled Garden, Binsey, OX20NJ. [application reference 24/01195/PREM](#): Representation deadline:03/05/24

My name is H [REDACTED] Elwes and I live at [REDACTED].  
Our family has owned and lived in this cottage since 1986.  
My property is [REDACTED] of the Medley Walled Garden and as such I am the closest neighbour to Medley Manor and the Walled Garden.

I have become aware, through seeing a sign on the fence by the Medley bar, that Chloe Gee is applying for a Premises Licence at the Medley Walled Garden to host private and ticketed events of up to 500 people with amplified music until 11pm, and the licence would permit her to sell alcohol there from 11:00 to 23:00 every day from 1st May to 31st October.

This is a shock to me as the owners, my immediate neighbours the Gee family, and Chloe Gee who is making the application, have not approached me to discuss their plans with me or alerted me to this application.

Obviously if this licence is permitted it will have serious implications on both my right to live in my home in peace and on my security. [ Licensing Objectives : Prevention of crime & disorder; Prevention of public nuisance; Public safety;]

I wish to object to this licence for the reasons stated below :

1) Prevention of crime & disorder :

There is no vehicular access to my home Weir Cottage and the only access is by foot along the path by the river on the Gees land, for which I have a legal easement on my deeds. Having no car access I have to transport my food provisions and other luggage by wheelbarrow along the path. This access path now crosses through the Medley Bar.

When the Medley Bar first opened I was able to access my home both by walking through the bar or, if it was very busy, by diverting via a side gate through the farm yard. This 2nd route has now been removed by the expansion of the bar last year to accommodate 6 more tables for drinkers, so I now have no option but to walk through the bar to reach my property. Again I was not consulted by the Gees regarding this enlargement of the bar area and change to my access. Already, with the Medley bar being so successful & popular, on sunny days I often have to make my way through a crowd of more than 100 drinkers to reach my home, which I find intimidating.

I have until now put up with this inconvenient situation throughout the summer because the Medley Bar is some way from my cottage, near the rainbow bridge, and at least there is no amplified music played there.

However I am concerned about the security and safety implications of the general public now being invited into an area which has always been private and whilst there being encouraged to drink alcohol over long periods (11am - 11pm), creating the perfect conditions for crime and disorder to take place.

Although locked gates have been erected to stop the public accessing the rest of the private towpath, the code button system is often faulty & hard to open, the gates warped and the lock broken or left

accidentally open by my neighbours who live in four houseboats along the bank and rent their moorings from the Gees. These problems with locking & opening & shutting the gates in front of members of the public create the chance for opportunistic intruders & thieves to get through.

If this application is granted I am worried that even greater numbers of people will be using the narrow access path, as up to 500 people will be permitted in the Walled Garden, and most of them will be drinking alcohol.

It appears that there is now a plan for some wedding parties to arrive by boat, landing on this narrow path and entering through the iron gate to the Walled Garden directly facing the Thames. Obviously crowds of guests will congregate there making the only access route to my home even more impassable. A large new table for drinkers is being erected on this narrow path and I have heard that the boundary fence of the bar is to be moved even further up the river path, even nearer to my house.

At more than one wedding event at the Walled Garden last summer temporary toilets were put in the field outside of the walled garden, in the field by my house. This south wall of the Walled Garden is much lower than the other walls and broken down in places making it easier to climb over. Also neither the farm gate from the Walled Garden into this field, or the smaller gate near the corner, are secure and they could easily be opened or climbed over, giving drinkers/partygoers a chance to access my garden [REDACTED].

Twice in the last year intruders have broken into the shed in my garden from this field, and one Sunday morning last summer when I returned from church I found the locked front gate to my property had been attacked by a man with an axe who was very drunk and trying to gain access. Luckily my neighbours, moored on their boat close by, stopped him from breaking in and sent him away.

I called the police and made a report but they did not come out or question my neighbours about the intruder. [This crime happened on 09/07/2023. Thames Valley Police **Reference** [REDACTED]

We alerted Rachel Gee immediately about this incident. It is not known how this man accessed the private footpath leading to my house, or whether he had been drinking at the Medley Bar the night before, but this incident really frightened me and has made me feel unsafe in my own home.

I give it as an example of how this previously quiet and safe country spot is changing and becoming a target for intruders. And how my personal safety and security in my home is likely to be further impacted by this Premises Licence.

## 2) Prevention of Public Nuisance: noise pollution

When I realised last year that the Gee family were now planning to enlarge the Medley Bar and make the walled garden into a wedding venue, I became really worried at this expansion.

I spoke to both Rachel Gee and (young)Charlie and explained that I was extremely unhappy about the possibility of loud amplified music being played outdoors right next to my property, [REDACTED]

I understood from them that the music would stop at 11pm, and that because they were putting on 'private events' they were therefore able to have up to 10 events a year, with amplified music and alcohol, without permission or a licence.

I was not at all happy with this but it appeared that I could do nothing about it.

Over the summer several weddings and corporate party events took place, including with Karaoke being sung by guests. The amplified music was so loud that it could be heard pounding on the other side of Port Meadow, which as you will know is a much loved and visited nature reserve and SSSI.

Although there is no amplified music in the bar and the lighting is with overhead strings of fairy lights, the numbers of drinkers and the noise have scared them away.

The stress of this whole situation has affected my mental health. The difficulty of accessing my cottage through the Medley Bar and feeling trapped in my home by the gates and crowds of people drinking, the dread of the next big event and the loud pounding music so very close to my property forcing me to sit inside on summer evenings to try to escape it.

I tried to stay away when the Weddings & events were taking place last year because they were so disturbing, but I should not be driven away from my home and I have a right under the Human Rights Act to the peaceful enjoyment of my property.

### 3) Public Safety :

The road leading to Binsey Village is a narrow dead end country lane, with no markings or lighting, and limited passing and turning spaces. Binsey is a tiny village made up of only 9 houses.

Already this narrow lane is extremely busy in the summer months with visitors to the meadow and to the Perch pub and the Perch Wedding Venue arriving in coaches and in cars which are often parked haphazardly along the verges.

The possibility of more than double the amount of traffic using Binsey Lane to access the new Medley Walled Garden Wedding Venue is very worrying and represents a real public safety issue as many walkers and cyclists also use the lane and there is no footpath beside it. Many more vehicles will be turning in & out of Medley Manor drive increasing the chance of accidents. It is likely that vehicles leaving the venue will be driven by guests who have been drinking alcohol exacerbating the danger to the public.

There is also the need for the emergency services to have clear access to Binsey Village which may be impeded by increased traffic congestion.

There are serious issues regarding access of emergency services both to the inhabitants of the boats moored along the access path to my house and to myself at Weir Cottage. The private vehicular route up to Medley Manor Farm from Binsey Lane is locked and the family are not always available by phone. The only other vehicular access to the river is by the track across the field up to Bossoms Boatyard and the Sailing Club, but this farm gate (on Binsey Lane near the Perch) is usually locked in the evenings and at weekends for security. The locked gates to the Medley Bar and access path to my house also impede emergency services from accessing it by foot.

### Summary :

I object to this Premises Licence and believe the Medley Walled Garden is not a suitable site for the reasons given above.

If the Licensing Panel is minded to approve the application, conditions would need to be imposed. The conditions I would like to see would be :

- Strict limit on the volume of the music and end time. Acoustic live music only. No Karaoke. Use silent disco.
- Far fewer guests - maximum 150.
- No more than 10 Wedding /party events per year.
- Alcohol only to be sold at weekends from May to October
- Much better security to the tow path access to my house for my safety and those living on the moored boats there.
- Mend and improve the gates and boundary fences on the access path, upgrade the locking

system and fix Private No Entry signs to the gates.

- Improved access for emergency vehicles
- Mend and raise the height of the south wall of the walled garden and replace the broken gates with solid secure locked doors
- No access for the public /guests to the next door field which surrounds my house
- Restrictions on the number of vehicles using Binsey Lane to access the Walled Garden premises / wedding venue for public safety & to avoid congestion
- No parking along Binsey Lane and strictly limited parking at Medley Manor Farm

The Gee family at Medley Manor are my immediate neighbours and I have always had a good relationship with them and wish to continue to. The renovated Medley Walled Garden is now a beautiful formal garden and it's lovely to see it restored and newly planted with a lot of hard work by the Gee family. I applaud the enterprise of the younger generation and would like to see their projects succeed, but I must also assert my right, as their very close neighbour, to live peacefully and safely in my home.

I understand that with this licence as many as 15 'TEN's events a year will be permitted.

The possibility of up to 500 people coming to regular events & weddings throughout the summer in the Medley Walled Garden, with loud amplified music until 11pm, and alcohol sales permitted all day every day from May to October, is truly daunting.

I am an artist, and now a pensioner, and I just want to live and paint quietly in this most beautiful spot by the river Thames where my father lived for more than thirty years.

For this reason I must object to this application on the grounds listed above.

Yours sincerely

H [REDACTED] Elwes

--

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**From:** [Planning](#)  
**To:** [licensing](#)  
**Subject:** Comments for Licensing Application 24/01195/PREM  
**Date:** 03 May 2024 19:09:42

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## Comments summary

Dear Sir/Madam,

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 03/05/2024 7:09 PM from [REDACTED] N [REDACTED] Hollis.

### Application Summary

Address: Medley Manor Farm Binsey Lane Oxford Oxfordshire OX2 0NJ

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Proposal: Premises Licence

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Case Officer: Richard Masters

---

[Click for further information](#)

### Customer Details

Name: [REDACTED] N [REDACTED] Hollis

---

Email: [REDACTED]

---

Address: [REDACTED] Abbey Road, Oxford, [REDACTED]

---

### Comments Details

Commenter Type: Neighbours

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Stance: Customer objects to the Licensing Application

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Reasons for comment: - Public Nuisance

Comments: 03/05/2024 7:09 PM A venue for 500 people is out of keeping with the location. The noise from such large gatherings will carry to residential streets in Jericho and Abbey Road - the ring road is heard from these locations and this location is nearer and potentially much louder. The vast increase in volume of traffic will make Binsey lane unsafe for walking and cycling. The increased use of the foot path late at night from Port Meadow to Botley Road has the potential to disturb the sleep of occupants of Abbey road houses backing onto the river.

---

Kind regards

From: [REDACTED]  
licensing  
Subject: 24/01195/PREM/Medley manor farm  
Date: 02 May 2024 19:17:39

---

Abbey rd [REDACTED]

Object as neighbour

Consultation has been totally inadequate [REDACTED]

I strongly object to this application. This area is one of great natural beauty and quiet and of total darkness at night, things very unusual in Oxfordshire and very precious.

The application will inevitably result in great disturbance to people living around here [REDACTED]

Amplified music carries long distances over flat ground particularly in still weather. People will be keeping their windows open on hot nights and the noise will be highly intrusive. Every single night, potentially.

How are 500 people to get home around midnight? Towpath is unlit, drunk people, fights perhaps, recipe for drowning

People leaving the events worse for drink will continue to party on the towpath into the early morning, a few yards from peoples bedroom. Seems every week, there's a new way of destroying what's special about the area.

The application is unclear. Since there's no application for live music, what exactly are these events?

The application is wholly excessive, seemingly allowing such events every single night.

I object because a private individual is attempting to steal a public good, peace and beauty, for private gain.

The application should be rejected. This is so clearly NOT an appropriate place for a late night party venue.

If nevertheless it's granted it should be on a trial basis for a month, with careful monitoring then a second application required for permanent status, this time properly publicized by council

Conditions should be imposed, if granted

No more than say 12 events a year

Require dispersal plan minimizing disturbance to people [REDACTED] and stewards to police it

Set max volume - and actually monitor it

Stop music at 1030.

Everyone off premises by 11

Ban carry out of alcohol

Zero drugs policy

[REDACTED]

J [REDACTED] Le Vay

--  
This email was Malware checked by UTM 9. <http://www.sophos.com>

**From:** [REDACTED]  
**Subject:** [licensing](#)  
**Date:** Medley Walled Garden  
25 April 2024 15:20:50

---

I recently heard about the above request to supply alcohol for a seasonal event venue from May to October 11.00am - 11.00 pm. I object to this on the grounds that, although the existing bar along the river seems a good addition to the meadow (apart from the beer glasses often left outside along the path in the summer), a venue for weddings (The Perch already has a wedding facility) and other events would involve far more people and, more importantly noise. Loud music would certainly disturb the peace of Port Meadow and upset the atmosphere of this very special place which is enjoyed by so many people.

S [REDACTED] Spencer-Longhurst

Sent from my iPad

--

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[Redacted]

[Redacted]

**From:** Planning <planning@oxford.gov.uk>  
**Sent:** Sunday, April 28, 2024 1:57 PM  
**To:** licensing <licensing@oxford.gov.uk>  
**Subject:** Comments for Licensing Application 24/01195/PREM

## Comments summary

Dear Sir/Madam,

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 28/04/2024 1:56 PM from [Redacted] Spencer-Longhurst.

### Application Summary

Address:	Medley Manor Farm Binsey Lane Oxford Oxfordshire OX2 0NJ
Proposal:	Premises Licence
Case Officer:	Richard Masters

[Click for further information](#)

### Customer Details

Name:	[Redacted] Spencer-Longhurst
Email:	[Redacted]
Address:	[Redacted] Abbey Road Oxford

### Comments Details

Commenter Type:	Members of the Public
Stance:	Customer objects to the Licensing Application
Reasons for comment:	- Public Nuisance
Comments:	28/04/2024 1:56 PM Given the numbers present (up to 500), the trading hours envisaged, the inevitability of loud music and the sale of alcohol this application surely poses a major threat to the peace of the neighbourhood and especially to that of adjacent Port Meadow and its darkness at night.

Kind regards

**From:** [REDACTED]  
**To:** [licensing](#)  
**Subject:** Application for a Premises Licence at The Medley Walled Garden  
**Date:** 03 May 2024 12:41:43

---

Dear Sirs

We live on Binsey Lane [REDACTED]. I have had cause to walk across Port Meadow to Jericho this morning (not something I do often) and spotted an application relating to The Medley Walled Garden. There is no notification on Binsey Lane near the vehicle access and I thought an application for a licence had to be posted at the event entrances? Either way, I really do think we should have been notified of this intended application as we are very much affected.

The reason for this is that the parking for events held last year was via the gate literally a few feet from our house, in the field next to us. As you can imagine the noise, particularly at the end of the event/evening for us is pretty awful. People with or without having consumed alcohol walk back down the track passing our house to their cars (or even worse to taxis sitting there with engines running), the event goers are not quiet, laughing and shouting in many cases, they rev their cars, slam car doors, car lights shine straight at our living room window. Moreover, we are never informed when these events are going to take place so there is never any chance to go away when they happen. There is another farm access gate with a field further down the lane away from houses. Surely this could be used instead? It is used for the Pick Your Own Business and often opened to the public as an overflow for events at The Perch and when the village is busy so it is regularly used as a car park. Is this something you can ask them to do under this licence application?

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED] I do think that advanced notice of these events would, at the very least, be courteous. I also thought that legally you were supposed to inform anyone likely to be affected by events well in advance.

Yours faithfully  
K [REDACTED] Selwyn

--  
This email was Malware checked by UTM 9. <http://www.sophos.com>

**From:** [MASTERS Richard](#)  
**To:** [MASTERS Richard](#)  
**Subject:** FW: Comments for Licensing Application 24/01195/PREM  
**Date:** 01 May 2024 12:44:48

---

**From:** Planning <planning@oxford.gov.uk>  
**Sent:** Wednesday, May 1, 2024 12:42 PM  
**To:** licensing <licensing@oxford.gov.uk>  
**Subject:** Comments for Licensing Application 24/01195/PREM

## Comments summary

Dear Sir/Madam,

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 01/05/2024 12:42 PM from A [REDACTED] Taylor.

### Application Summary

Address:	Medley Manor Farm Binsey Lane Oxford Oxfordshire OX2 0NJ
Proposal:	Premises Licence
Case Officer:	Richard Masters

[Click for further information](#)

### Customer Details

Name:	A [REDACTED] Taylor
Email:	[REDACTED]
Address:	[REDACTED] Walton Street, Oxford, Oxfordshire [REDACTED]

### Comments Details

Commenter Type:	Members of the Public
Stance:	Customer objects to the Licensing Application
Reasons for comment:	- Crime and Disorder - Public Nuisance
Comments:	01/05/2024 12:42 PM Take away the natural beauty of the meadow. Unnecessary to stay open that late. Will probably be too loud and encourage bad behaviour from drunken people.

Kind regards

**From:** [Planning](#)  
**To:** [licensing](#)  
**Subject:** Comments for Licensing Application 24/01195/PREM  
**Date:** 02 May 2024 18:14:10

---

## Comments summary

Dear Sir/Madam,

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 02/05/2024 6:14 PM from [REDACTED] M [REDACTED] Bjarnason.

### Application Summary

Address:	Medley Manor Farm Binsey Lane Oxford Oxfordshire OX2 0NJ
Proposal:	Premises Licence
Case Officer:	Richard Masters

[Click for further information](#)

### Customer Details

Name:	[REDACTED] M [REDACTED] Bjarnason
Email:	[REDACTED]
Address:	[REDACTED] Portland Road Oxford

### Comments Details

Commenter Type:	Members of the Public
Stance:	Customer made comments in support of the Licensing Application
Reasons for comment:	
Comments:	02/05/2024 6:14 PM I write in complete support of the above application. I believe a venue of this nature to be a valuable addition to the life of our city. A location where celebrations can be held in a stone wall-enclosed space providing privacy to both users of the venue and also to those people enjoying the meadow and river in their own way

Kind regards



**From:** [Planning](#)  
**To:** [licensing](#)  
**Subject:** Comments for Licensing Application 24/01195/PREM  
**Date:** 02 May 2024 12:05:52

---

## Comments summary

Dear Sir/Madam,

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 02/05/2024 12:05 PM from [REDACTED] r [REDACTED] Bjarnason.

### Application Summary

Address: Medley Manor Farm Binsey Lane Oxford Oxfordshire OX2 0NJ

Proposal: Premises Licence

Case Officer: Richard Masters

[Click for further information](#)

### Customer Details

Name: [REDACTED] E [REDACTED] Bjarnason

Email: [REDACTED]

Address: [REDACTED] Portland Road Oxford

### Comments Details

Commenter Type: Members of the Public

Stance: Customer made comments in support of the Licensing Application

Reasons for comment: - Amenities or Facilities required

Comments: 02/05/2024 12:05 PM I wholeheartedly support this application.  
A venue such as this, close to, but not in the city itself, would be very welcome.  
An opportunity to easily travel there by foot or bicycle will minimise carbon emissions.  
It clearly is not intended to cater to a passing trade. and as such there should be insignificant disturbance to the neighbour hood.  
I hope this application receives a favourable response.

---

Kind regards

**From:** [MASTERS Richard](#)  
**To:** [MASTERS Richard](#)  
**Subject:** FW: Comments for Licensing Application 24/01195/PREM  
**Date:** 02 May 2024 10:31:51

---

**From:** Planning <planning@oxford.gov.uk>  
**Sent:** Thursday, May 2, 2024 9:08 AM  
**To:** licensing <licensing@oxford.gov.uk>  
**Subject:** Comments for Licensing Application 24/01195/PREM

## Comments summary

Dear Sir/Madam,

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 02/05/2024 9:07 AM from [REDACTED] D [REDACTED] Goode.

### Application Summary

Address:	Medley Manor Farm Binsey Lane Oxford Oxfordshire OX2 0NJ
Proposal:	Premises Licence
Case Officer:	Richard Masters

[Click for further information](#)

### Customer Details

Name:	[REDACTED] D [REDACTED] Goode
Email:	[REDACTED]
Address:	[REDACTED] Meadow Lane Oxford

### Comments Details

Commenter Type:	Members of the Public
Stance:	Customer made comments in support of the Licensing Application

Reasons for comment:

Comments: 02/05/2024 9:07 AM I fully support this application. Oxford has some lovely riverside spots, which are enjoyed by many of us. The walled garden at Medley Manor Farm has the potential to become a jewel amongst them. Given that it is a walled garden, away from residential areas, I can see no reason that it should not be granted a full license.

Kind regards

**From:** [Planning](#)  
**To:** [licensing](#)  
**Subject:** Comments for Licensing Application 24/01195/PREM  
**Date:** 02 May 2024 12:14:41

---

## Comments summary

Dear Sir/Madam,

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 02/05/2024 12:14 PM from [REDACTED] N [REDACTED] James-Moore.

### Application Summary

Address: Medley Manor Farm Binsey Lane Oxford Oxfordshire OX2 0NJ

Proposal: Premises Licence

Case Officer: Richard Masters

[Click for further information](#)

### Customer Details

Name: [REDACTED] N [REDACTED] James-Moore

Email: [REDACTED]

Address: [REDACTED] wytham street oxford

### Comments Details

Commenter Type: Members of the Public

Stance: Customer made comments in support of the Licensing Application

Reasons for comment: - Amenities or Facilities required

Comments: 02/05/2024 12:14 PM I am writing in support of this Licence application as a new outdoor venue in this setting next to the river in Oxford. A well managed small venue will be a great addition to what is available by the river in Oxford. I have seen the walled garden which is secluded and contained so is very unlikely to cause any noise/litter problems.

Kind regards

**From:** [Planning](#)  
**To:** [licensing](#)  
**Subject:** Comments for Licensing Application 24/01195/PREM  
**Date:** 02 May 2024 14:18:16

---

## Comments summary

Dear Sir/Madam,

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 02/05/2024 2:18 PM from [REDACTED] M [REDACTED] Koston.

### Application Summary

Address: Medley Manor Farm Binsey Lane Oxford Oxfordshire OX2 0NJ

Proposal: Premises Licence

Case Officer: Richard Masters

[Click for further information](#)

### Customer Details

Name: [REDACTED] M [REDACTED] Koston

Email: [REDACTED]

Address: [REDACTED] Oakthorpe Road Oxford

### Comments Details

Commenter Type: Members of the Public

Stance: Customer made comments in support of the Licensing Application

Reasons for comment:

Comments: 02/05/2024 2:18 PM I fully support this application for a licence as it will enable group alcohol consumption to be in a controlled and managed environment. Noise will be controlled and litter will be managed in this delightful riverside setting.

Kind regards

**From:** [Planning](#)  
**To:** [licensing](#)  
**Subject:** Comments for Licensing Application 24/01195/PREM  
**Date:** 02 May 2024 14:34:43

---

## Comments summary

Dear Sir/Madam,

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 02/05/2024 2:34 PM from [REDACTED] Mackay.

### Application Summary

Address: Medley Manor Farm Binsey Lane Oxford Oxfordshire OX2 0NJ

Proposal: Premises Licence

Case Officer: Richard Masters

[Click for further information](#)

### Customer Details

Name: [REDACTED] Mackay

Email: [REDACTED]

Address: [REDACTED] Oakthorpe Road Summertown Oxford

### Comments Details

Commenter Type: Members of the Public

Stance: Customer made comments in support of the Licensing Application

Reasons for comment:

Comments: 02/05/2024 2:34 PM I walk regularly near this farm and occasionally visit their pick your own so know the location from three sides. I consider it a positive addition for the small local community of Binsey and if this business can be supported would also help to sustain a local to Oxford farm. Objectively, I do not see this young business, if allowed a licence, causing noise nuisance as it is isolated. The likelihood of an increase in crime is also unlikely.

I would like to confirm I am in favour of local people being supported in developing small businesses.

Kind regards

**From:** [Planning](#)  
**To:** [licensing](#)  
**Subject:** Comments for Licensing Application 24/01195/PREM  
**Date:** 03 May 2024 18:05:20

---

## Comments summary

Dear Sir/Madam,

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 03/05/2024 6:05 PM from [REDACTED] R [REDACTED] Mayne.

### Application Summary

Address: Medley Manor Farm Binsey Lane Oxford Oxfordshire OX2 0NJ

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Proposal: Premises Licence

---

Case Officer: Richard Masters

---

[Click for further information](#)

### Customer Details

Name: [REDACTED] R [REDACTED] Mayne

---

Email: [REDACTED]

---

Address: [REDACTED] North Hinskey Lane oxford

---

### Comments Details

Commenter Type: Members of the Public

---

Stance: Customer made comments in support of the Licensing Application

---

Reasons for comment: - Amenities or Facilities required

---

Comments: 03/05/2024 6:05 PM This is going to be really lovely amenity that the community can use

---

Kind regards

**From:** [Planning](#)  
**To:** [licensing](#)  
**Subject:** Comments for Licensing Application 24/01195/PREM  
**Date:** 02 May 2024 11:08:38

---

## Comments summary

Dear Sir/Madam,

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 02/05/2024 11:08 AM from [REDACTED] H [REDACTED] Reid.

### Application Summary

Address: Medley Manor Farm Binsey Lane Oxford Oxfordshire OX2 0NJ

Proposal: Premises Licence

Case Officer: Richard Masters

[Click for further information](#)

### Customer Details

Name: [REDACTED] H [REDACTED] Reid

Email: [REDACTED]

Address: [REDACTED] Oatlands Road Oxford

### Comments Details

Commenter Type: Members of the Public

Stance: Customer made comments in support of the Licensing Application

Reasons for comment:

Comments: 02/05/2024 11:08 AM Amenities required

Kind regards

**From:** [MASTERS Richard](#)  
**To:** [MASTERS Richard](#)  
**Subject:** FW: Comments for Licensing Application 24/01195/PREM  
**Date:** 02 May 2024 10:33:53

---

**From:** Planning <planning@oxford.gov.uk>  
**Sent:** Thursday, May 2, 2024 7:23 AM  
**To:** licensing <licensing@oxford.gov.uk>  
**Subject:** Comments for Licensing Application 24/01195/PREM

## Comments summary

Dear Sir/Madam,

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 02/05/2024 7:22 AM from [REDACTED] [REDACTED] Sloley.

### Application Summary

Address:	Medley Manor Farm Binsey Lane Oxford Oxfordshire OX2 0NJ
Proposal:	Premises Licence
Case Officer:	Richard Masters

[Click for further information](#)

### Customer Details

Name:	[REDACTED] [REDACTED] Sloley
Email:	[REDACTED]
Address:	[REDACTED] Edith Road Oxford [REDACTED]

### Comments Details

Commenter Type:	Members of the Public
Stance:	Customer made comments in support of the Licensing Application
Reasons for comment:	- Amenities or Facilities required
Comments:	02/05/2024 7:22 AM I am writing in support of this Licence application as a new outdoor venue in a beautiful setting next to the river in Oxford. It is a positive addition to the traditional farming activities in the area enabling locals to enjoy a well-managed small venue. I have observed the sympathetic renovation of the walled garden which provides a safe and attractively unique location for special celebrations away from the public. As a walled garden hosting relatively small events there should be little or no noise impact on the surrounding area. There would obviously be no litter issue as this would of course be cleared from the private walled garden after the event.

Kind regards



## APPENDIX FOUR



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