
**MINUTES OF THE MEETING OF THE PREMISES / PERSONAL LICENCES SUB-COMMITTEE,
HELD ON WEDNESDAY, 13TH MAY, 2026 AT 10.00 AM
IN THE COMMITTEE ROOM, TOWN HALL, STATION ROAD, CLACTON-ON-SEA,
CO15 1SE**

Present:	Councillors Casey, A Cossens, Davidson and J Henderson
In Attendance:	Lisa Hastings (Corporate Director (Law & Governance) & Monitoring Officer), Sarah Opene (Litigation Lawyer), John Fox (Head of Health & Community), Karen Hayes (Corporate Governance, Performance & Procurement Manager), Michael Cook (Licensing Manager), Grant Fenton-Jones (Environmental Health Manager), Emma King (Licensing Officer), Anna Jenkins, Katie Koppenaal (Democratic Services Officer), Bethany Jones (Democratic Services Officer), Katie Wesley-Smith (Environmental Protection Manager) and Kim Black (Licensing Technical Officer)
Also in Attendance:	John Fox (Head of Health & Culture) (item 6 only), Karen Hayes (Corporate Governance, Performance & Procurement Manager) (item 6 only), Grant Fenton-Jones (Environmental Health Manager) (item 6 only), Anna Jenkins (Licensing Officer), Katie Wesley-Smith (Environmental Protection Manager) (item 6 only), Kim Black (Licensing Technical Officer), James Bates (Environmental Protection Officer) (item 6 only) and Bobby Levey (Health & Community Apprentice) (item 6 only)

41. ELECTION OF A CHAIRMAN FOR THE MEETING

It was moved by Councillor A Cossens, seconded by Councillor Casey and:-

RESOLVED that Councillor J Henderson be elected as Chairman for the meeting.

42. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were no apologies for absence submitted nor substitutions made on this occasion.

43. MINUTES OF THE LAST MEETING

It was moved by Councillor A Cossens, seconded by Councillor Casey and:-

RESOLVED that the minutes of the meeting of the Sub-Committee held on Tuesday, 7 April 2026, be approved as a correct record and be signed by the Chairman.

44. DECLARATIONS OF INTEREST

There were no Declarations of Interest made by Members on this occasion.

45. REPORT OF THE ASSISTANT DIRECTOR (CORPORATE POLICY & SUPPORT) - A.1 - VARIATION OF A PREMISES LICENCE, HIGHFIELD GRANGE HOLIDAY PARK, LONDON ROAD, CLACTON-ON-SEA, CO16 9QY

Members were informed that the application had been made under the Licensing Act 2003 for the variation of the current Premises Licence and which sought to extend the permitted times for plays, films, live and recorded music, performance of dance and other similar entertainment for outdoor areas from 1100 hours to 2300 hours every day and to remove and amend conditions on the licence. There were no changes to the current licensable activities indoors, hours and other conditions.

It was reported that the premises had originally been described as a caravan holiday park with function rooms and bars with facilities for the sale of alcohol for consumption on or off the premises. The park also had facilities for the provision of food, drink and entertainment. Within the park boundary there were areas used for the consumption of alcohol off the licensed premises.

The current opening hours were as follows:

Monday to Sunday 00:00 – 00:00

The current licensable activities were as follows:

Sale of Alcohol on and off the premises

Monday to Sunday 10:00 – 01:00

Boxing or Wrestling

Monday to Sunday 09:00 – 01:00 Indoors

Performance of Dance

Monday to Sunday 10:00 – 01:00 Indoors

Exhibition of a Film

Monday to Sunday 10:00 – 01:00 Indoors

Indoor Sporting Event

Monday to Sunday 10:00 – 01:00 Indoors

Performance of Live Music

Monday to Sunday 10:00 – 01:00 Indoors

Performance of Recorded Music

Monday to Sunday 10:00 – 01:00 Indoors

Performance of a Play

Monday to Sunday 10:00 – 01:00 Indoors

Late Night Refreshment

Monday to Sunday 23:00 – 01:00 Indoors

Other Entertainment falling within Act

Monday to Sunday 10:00 – 01:00 Indoors

Outdoor Activities

Performance of Dance
Monday to Sunday 11:30 – 19:00 Outdoors

Exhibition of a Film
Monday to Sunday 14:00 – 23:00 Outdoors

Performance of Live Music
Monday to Sunday 11:30 – 19:00 Outdoors

Performance of Recorded Music
Monday to Sunday 11:30 – 19:00 Outdoors

Performance of a Play
Monday to Sunday 11:30 – 19:00 Outdoors

Other Entertainment falling within Act
Monday to Sunday 11:30 – 19:00 Outdoors

The proposed opening hours were as follows:
Monday to Sunday 00:00 – 00:00

The Sub-Committee heard that the indoor licensable activities were to remain unchanged and in line with those previously listed, but that the application sought the following variations:

Outdoor Activities

Performance of Dance
Monday to Sunday 11:0 – 23:00 Outdoors

Exhibition of a Film
Monday to Sunday 11:00 – 23:00 Outdoors

Performance of Live Music
Monday to Sunday 11:00 – 23:00 Outdoors

Performance of Recorded Music
Monday to Sunday 11:00 – 23:00 Outdoors

Performance of a Play
Monday to Sunday 11:00 – 23:00 Outdoors

Other Entertainment falling within Act
Monday to Sunday 11:00 – 23:00 Outdoors

Proposed changes to current conditions were as follows:

Removal of Annex 2 Condition 1

The sale or supply of alcohol would only be to members of the holiday part, staff and bona fide guests of the same.

Removal of Annex 2 Condition 6

Any conditions consistent with the Operating Schedule not specified above.

Update Annex 2 Condition 3

Current Condition Stated: *"When live music and recorded music is played outdoors maximum noise levels (MNL) LAeg (15 min) from events shall not exceed 65 dB(A)".*

Would be changed to read: *"When live and/or recorded music is taking place outdoors the maximum noise levels will be set in line with the Noise Assessment previously approved – dated 19th January 2024, which may be amended from time to time in line with changes to the outdoor area".*

It was reported that the variation application and confirmation to reduce the hours were attached to the report (A.1) as Appendix A and the existing premises licence as Appendix B to the A.1 report.

Questions by Members:	Answers:
Have the Licensing Department received any objections from Essex Police or any other relevant authorities?	(Michael Cook) No, we have not received any objections from any of the responsible authorities.

Present at the meeting were Jonathan Smith, Agent Solicitor for the Applicant; Tom Joyce, General Manager at Highfield Grange Holiday Park; Andrew Kemp, Licensing Manager for Highfield Grange Holiday Park, who joined via Microsoft Teams; and the objectors, Rebecca Buisson and Matthew Burrell.

Jonathan Smith, spoke in favour of the application highlighting some key areas of improvement made within the Holiday Park such as new facilities and a costly refurbishment as well as the enhancement of outdoor areas since the Covid-19 pandemic. Mr Smith explained that a meeting had been held with residents of Jubilee Avenue which had also included the local ward councillors for Tendring District Council, Councillors Amos and Skeels. Mr Smith then addressed claims that some residents were not aware of the hearing, stating that 19 notices in total had been displayed, 10 of which alongside London Road, and 9 notices displayed on Jubilee Avenue.

Matthew Burrell explained that he resided in Farmleigh Avenue, which he argued was closer by distance to the location of the noise than Jubilee Avenue and that he had not received a notification of the hearing. Mr Burrell claimed that he had not received a copy of the noise impact assessment and he enquired as to where the noise limiter would be located. In response, Mr Smith confirmed that the noise limiter would be plugged directly into the sound system 10 metres in front of the stage.

Questions by Members:	Answers:
Could we remove the words <i>"from time to time"</i> within the section on page 17 which states <i>"When live and/or recorded</i>	(Jonathan Smith) We would be happy for that wording to be removed.

<i>music is taking place outdoors the maximum noise levels will be set in line with the Noise Assessment previously approved – dated 19th January 2024, which may be amended from time to time in line with changes to the outdoor area”</i>	
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Rebecca Buisson informed the Sub-Committee that the meeting with residents referenced by Jonathan Smith had taken place on 16 March 2026 and had been held at the Weeley Park Caravan Site, rather than at the Highfield Grange Holiday Park. She noted that the chosen venue had not been accessible for many residents due to family commitments.

She further reported that she had submitted a noise complaint to Tendring District Council’s Environmental Services department over the Easter holiday period, as the noise levels had been significantly higher than in previous years. As the disturbance had originated from indoor noise, she expressed concern regarding the potential impact of outdoor noise and questioned whether an outdoor stage operating until 11pm was necessary.

In response, Mr Smith confirmed that the applicant had not yet been made aware of the noise complaint. He stated that, once notified, the applicant would investigate the matter separately. In relation to the outdoor stage, Mr Smith explained that the applicant was entitled under the Live Music Act to provide outdoor music until 11.00 pm. He added that it was unlikely any performances would run until 11.00 pm, although this could not be guaranteed.

The Chairman (Councillor J Henderson) then adjourned the meeting at this time whilst the Sub-Committee retired to deliberate and reach its decision. The Litigation Lawyer (Sarah Opene) and the Democratic Services Officer (Katie Koppenaal) retired with the Sub-Committee for observatory reasons only.

Upon resuming the meeting, the Chairman (Councillor J Henderson) read out a statement detailing the Sub-Committee’s decision which was as follows:

“The Sub Committee has given careful consideration to this application. The premises being Highfield Grange Holiday Park, London Road, Clacton-On-Sea, Essex, CO16 9QY.

A summary was provided by the TDC licensing manager Michael Cook who stated that the premises is described as a caravan holiday park. The amendment as requested being on page 17 of the report and the hours are 11:00 – 23:00. All relevant authorities have been consulted and there has been no objections

Mr Jonathan Smith attended as solicitor for the applicant; he introduced Mr Andrew Kemp who appeared online and is the licensing manager. Also present is the general manager, Tom Joyce.

Mr Smith in his representation stated that Park resort operates about 66 park resorts with 4 being within TDC’s local area. There had been about 5-million-pound investment

over the last 12 months on the site including adventure play area, refurbishment of a couple of venues on site amongst others.

He stated there was a residents meetings held on the 16 March to explain the proposed application with councillors also invited. With reference to residents not being aware of the application he stated that there was a total of 19 notices put up. Mr Smith referred to the photos also provided.

Mr Smith referenced page 51 of the agenda with conditions 1 and 3 and states no representation have been received in regards those conditions needing to be amended. A reference was made to the noise impact assessment and that the noise will be managed in line with the noise plan. It was said that an AV equipment has been installed with the stage being reoriented to point into the park and away from Jubilee Avenue. He also stated that the environmental officers were content that the impact was mitigated.

It was also stated that there is about 700 caravans on the site with about 500 privately owned and as such it would not be in their best interest to disturb their residents.

He further stated that all records of complaints are kept and all music is run through the noise limiter. Outdoor music has been played in the past without the noise limiter and there has been no complaint received. There are always security and a manager on site. Typically, July, August, September there may be performances 2 or 3 times a week, there may also be children's performances but there is no intention to use it 365 days.

Objector – Mr Matthew B, stated that he is arguably one of the nearest residents to the park, he had not seen consultation and only came across it via a Facebook post. In peak season in previous years noise has been excessive. He admits buying a house next to a holiday park and expects some noise but not 365 days.

Objector - Ms Rebecca B, attended but with no further questions for the applicant.

Mr Matthew had a question as to how the noise will be measured, he was referred to page 16 of the noise impact assessment by Mr Smith who further explained.

Ms Rebecca stated she is a resident of Jubilee Avenue for about 15 years. In the past there has been noise but they were unaware of who or how to complain and she had in fact made a complaint to the environmental health team. She stated there has been a distinct lack of communication with no notification or information for when there are events which is the main discontent.

Mr Matthew in closing asked how the sound will be policed, whether it will be the Parks equipment or the performers own equipment.

Ms Rebecca had no further comments in closing.

In closing Mr Smith addressed Mr Matthew's question in stating that the noise limiter is set to suppress any sound when it goes beyond the requisite level. As to lack of communications, it was said that there is now a new manager and in any event, they are

unaware of any such complaints in the past. He stated there is unlikely to be entertainment until 11pm and if any it will be few and far between.

The Council has considered statutory guidance and the Licensing Authority's Policy. In reaching its decision, we have taken into account the views expressed by the Applicant, the objectors and note the 5 other objections received in relation to this application.

The sub-committee has also considered the licensing objectives namely, the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm.

The application has been determined on its own merit. The decision is to grant the variation of hours for outdoor activity as requested with this being from 11:00am – 23:00pm Mondays to Sundays.

Annex 2 condition 1 as shown in the agenda bundle on page 17 is removed.

Annex 3 condition 3 is amended to read as follows: when live and/or recorded music is taking place outdoors the maximum noise level will be set in line with the noise assessment previously agreed and dated 19th January 2024.

For the purposes of all parties involved we wish to remind you that should there be any noise or concerns you can and should report these to the environmental team.

There has been no advice from the Legal Advisor in arriving at our decision.

Anyone aggrieved by this decision can appeal to the Magistrates Court within the relevant statutory period.

You will get notification of this decision in 5 days.”

The Chairman (Councillor J Henderson) then adjourned the meeting until 1pm when the next hearing would take place.

46. REPORT OF THE ASSISTANT DIRECTOR (CORPORATE POLICY AND SUPPORT) - A.2 - GRANT OF A PREMISES LICENCE, ALRESFORD HALL, FORD LANE, ALRESFORD, COLCHESTER, CO7 8AY

The Licensing Manager informed the Sub-Committee that an application had been received for the grant of a premises licence under the Licensing Act 2003 from Mr William Marsden and Mrs Susie Marsden at Alresford Hall, Ford Lane, Alresford for a limited period licence to include the sale of alcohol on the premises, performance of live music and performance of play.

The application had been made for the 21 May 2026 until the 25 May 2026 in relation to a one-off historical re-enactment event organised by The Sealed Knot.

Members heard that the Sealed Knot, according to their website, had been described as “the oldest re-enactment society in Europe. They bring history to life by staging events throughout the country all year round, offering a chance to experience at first hand the

horrors of a nation at war with itself, as well as providing a glimpse of everyday life in those days”.

It was reported that the designated land included a demonstration field area for re-enactment and displays, a separate area for a food and drink village with seating and a series of artisan craft stallholders. A further designated field would be used for public parking. There were no buildings on any of the designated land areas. Public access was limited to Sunday 24 and Monday 25 May 2026 between 9:30am and 6pm.

It was highlighted that The Sealed Knot re-enactors had their own separate camping field, with a bar and amplified live music on Saturday and Sunday evenings.

In accordance with the Licensing Act 2003, the blue notices that informed the public of the application, had been displayed at the premises at the appropriate time. Officers had later been notified that some notices had been taken down and were not located correctly. The applicant had therefore been requested to re-display the blue notices, including additional notices with a revised consultation end date to ensure the statutory consultation period was correctly observed.

The Sub-Committee was informed that the event had been reviewed by the Tendring Safety Advisory Group (SAG), whose membership included officers from relevant Council departments together with external partner agencies such as Essex Police, the East of England Ambulance Service, Essex County Council Highways, and other emergency and public-safety bodies as appropriate.

Members were advised that the Safety Advisory Group was not a statutory consultee under the Licensing Act 2003, and any discussions or advice provided by the SAG did not form part of the formal licensing consultation process.

Proposed Licensable Activities

The Licensing Manager informed the Sub-Committee that the applicants were proposing to open to the public and re-enactors to provide licensable activities on the following days/hours:

Public Area

Sale of Alcohol – Public bar for main event

Sunday 24 May and Monday 25 May 2026	10:00 – 17:00
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Performance of Play

Sunday 24 May and Monday 25 May 2026	14:00 – 16:00
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Re-enactors Area – Not open to the Public

Sale of Alcohol

Thursday 21 May 2026	18:00 – 22:00
Friday 22 May 2026	12:00 – 23:00
Saturday 23 May and Sunday 24 May	11:00 – 00:00
Monday 25 May	11:00 – 20:00

Late Night Refreshments

Saturday 23 May and Sunday 24 May 2026

23:00 – 00:00

Live Music

Saturday 23 May and Sunday 24 May 2026

19:00 – 23:00

The full application was attached to the report (A.2) as Appendix A.

Present at the meeting were Susie & Will Marsden, the applicants, Jenny Davie and Matthew Thompson, Sealed Knot (event organisers), and James Folger, an objector, who attended via Microsoft Teams.

Questions by Members:	Answers:
Have there been any objections from Essex Police?	(Michael Cook) Essex Police form part of the Safety Advisory Group. No objections were received from Essex Police as a responsible authority Licensing Act consultees.

The applicant, Susie Marsden, addressed the Sub-Committee and explained that the event was intended as a daytime historical and educational reenactment. She confirmed that the proposals had been reviewed by the Tendring Safety Advisory Group on 9 March 2026, and that the organisers had received and considered the Group's recommendations. Mrs Marsden reported that issues relating to noise and public nuisance had been managed through an independent noise assessment, a noise management plan, and a 90 dB limit for music. She added that the reenactment activities would take place only between 2pm and 4pm, with limits placed on the number of cannon fires and charges. Mrs Marsden also highlighted the comprehensive Event Management Plan and the Traffic Management arrangements that would be implemented as part of the event.

Questions by Members:	Answers:
Will there be any traffic driving through Ford Lane?	(Applicant) Yes, but it will be very limited. Ford Lane access will only be used for beer deliveries, and four horse boxes. These vehicles are unable to use the Wyvernwood access that all other vehicles will use. Plus any emergency vehicle that require access.
Where will the marshals be sited?	(Applicant) There will be marshals in the car park area and two marshals at the road crossing on the estate for security purposes. There will also be marshals in the event area that will be present for 24 hours a day.
Have you made any provision for a wind down period in the evening?	(Applicant) On Saturday and Sunday, the live music will conclude at 11pm. Alcohol will also finish serving at this time and there will be a strict 1 hour

	drink up time.
What number of ticket sales are you anticipating for the event?	(Applicant) The number of tickets available are 3,000, but not all have been sold yet.

The objector, James Fulger, spoke against the application raising concerns regarding noise and public nuisance, parking, security and public safety and the impact all of those would have on residents.

The Chairman (Councillor J Henderson) then adjourned the meeting at this time whilst the Sub-Committee retired to deliberate and reach its decision. The Litigation Lawyer (Sarah Opene) and the Democratic Services Officer (Katie Koppenaar) retired with the Sub-Committee for observatory reasons only.

Upon resuming the meeting, the Chairman (Councillor J Henderson) read out a statement detailing the Sub-Committee's decision which was as follows:

"The Sub Committee has given careful consideration to this application. The premises being Alresford Hall, Ford Lane, Alresford Colchester, Essex, CO7 8AY

The application was summarised by Michael Cook who is TDC's licensing manager. In summary he stated that the application is in relation to a time limited license. The application is for a historical event to allow for the sale of alcohol on the premises, performance of live music, performance of play, during the period of 21 and 25 May 2026.

The re-enactors for the event have a separate camping field. He stated that all other emergency public bodies have been consulted. He also stated that the event had been reviewed by the Tendring Safety Advisory Group which also includes Essex Police and other external bodies. Representation was made by the Council's environmental team but withdrawn following provision of a noise impact assessment and noise management plan and that 7 representations were received from members of the public.

The applicant Susie Marsden was present alongside Will Marsden and Jenny Davies from sealed knot. In making representations Mrs Marsden stated that Sealed Knot has over 50 years of experience with such events. The event includes controlled evening activities for enactors only. The event has been safely carried out for the years it has taken place. An independent acoustic was commissioned with a noise management plan provided.

She stated that there is active monitoring, activity is limited from just 2 – 4pm. No cumulative volleys, reduced charges and no firing towards residential area. The environmental team is satisfied that there is unlikely to be a nuisance. Since submission of the objections the issues raised have been dealt with or mitigated.

She addressed various other concerns raised by the objectors such as black powder stating that its use is confined to the battlefield area. It was said that there were just 2 generators for traders and highly unlikely to impact residents. In relation to waste it was said that all waste collection will take place during the day. As regards complaints

relating to use of estate lane it was said that event traffic will be routed through Wyvernwood. There will be no traffic or residents passing through the estate but for emergency, stewards will be in place as well as marshals. There are cordoned off exclusion zones inside the estate to protect the privacy of the residents. It was also said that there are a medical team and ambulance, use of black powder is subject to strict control amongst others.

In relation to crime and disorder in regards alcohol it was said that the re-enactors campsite is private, there is an incident log, challenge 25 amongst others. It is said to be a family focused event and there are safeguarding protocols in place. Attendance at the event is said to be controlled and managed by ticketing, it is time limited and sealed knots has a reputation of running events efficiently. It was said that the concerns raised have been dealt with or subject to controls.

There will be 4 horse boxes coming via the private gates of Ford Lane. There will be Marshalls stationed on the site for 24 hours and ticket sales will be capped at 3000 and they are not quite there yet.

The Chairman addressed Mr Folger asking if he had any questions for the Applicant, Mr Fulger then stated that he could not hear. He did not indicate this, and the Chairman checked with the objector, and he said its fine and the meeting proceeded.

In making his submission Mr Folger reiterated his objection to the application stating that there is improper visibility and it is not a modest function. It involves roaring canons, camping, alcohol amongst others. Reference was made to TDC's own policy i.e section 5.2, 5.3. He stated there is no known comparable event. He stated that the way the application has been communicated has been concerning. There are concerns over parking amongst others. He stated that it is a quiet rural area and is a shared estate with fundamental residential character. He stated that the various elements assessed have been assessed in isolation and that is the central flaw.

He said that residents are particularly concerned with noise, alcohol related noise, people leaving the marque which he believes will create a disruption. Should it be granted he proposes severely restricting the event including the number of shots to be fired if the committee is minded to grant the application. Another concern is the consumption of alcohol by re-enactors into late in the night.

The Council has considered statutory guidance and the Licensing Authority's Policy. In reaching its decision, we have taken into account the views expressed by the Applicant, the objectors and our licensing team in relation to this application.

The Sub-Committee has also considered the licensing objectives namely, the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm.

The application has been determined on its own merit, and the decision of the sub-committee is to grant the application as requested, with the following conditions applied:

- 1. Challenge 25*
- 2. Stewards to monitor the licensable areas and any incidents must be reported to the event management and recorded.*

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3. *Stewards to assist with crowd management and emergency access routes to be maintained at all times.*
 4. *The premises licence holder shall ensure that at all times there will be a competent person/s able to administer first aid, also that an adequate and appropriate supply of first aid equipment and materials are available on the premises. A record of any first aid treatment shall be taken and maintained at the premises.*
 5. *Horse boxes to go through Ford Lane alongside larger vehicles as specified at the hearing*
 6. *All re-enactors and members of the public will enter the site via the Wyvernwood main entrance gates, using established estate access points designed to accommodate visitor traffic. With the exception of vehicles moving animals as these cannot traverse the Wyvernwood grounds.*
 7. *Resident access via the estate lane must remain fully open and unrestricted throughout the event.*
 8. *Traffic and parking must be managed within the estate.*
 9. *The premises licence holder shall ensure that a contact telephone number for a responsible person at the premises is made available to local residents upon request. The number shall be monitored at all times while the licence is in effect and shall be updated whenever personnel changes.*
 10. *All recommendations contained within the Noise Impact Assessment and Noise Management Plan set out by Sharpes Redmore Acousticians dated April 2026, are to be implemented during associated events*

Anyone aggrieved by this decision can appeal to the Magistrates Court within the relevant statutory period.

You will get notification of this decision in 5 days."

The meeting was declared closed at 3.27 pm

Chairman