

## Appendix D

Mediation correspondence between the applicant,  
Police and Planning



## Mary O'Sullivan

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**From:** AKROYD, Gillian 7779 <Gillian.Akroyd@herts.police.uk>  
**Sent:** 31 May 2024 16:59  
**To:** Richard Taylor; Mary O'Sullivan  
**Cc:** Licensing; Julie Dwan; Janet Braithwaite; R Licensing Eastern Area  
**Subject:** [External] RE: Asda Express, Broadwater, Stevenage GTE:00095000002949

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Thank you Richard, this is acceptable to police, and will be withdrawing the objection,

Kind regards,

Gill

**From:** Richard Taylor <RJT@gosschalks.co.uk>  
**Sent:** Friday, May 31, 2024 3:40 PM  
**To:** AKROYD, Gillian 7779 <Gillian.Akroyd@herts.police.uk>; Mary O'Sullivan <Mary.O'Sullivan@stevenage.gov.uk>  
**Cc:** Licensing <Licensing@stevenage.gov.uk>; Julie Dwan <Julie.Dwan@stevenage.gov.uk>; Janet Braithwaite <janet\_braithwaite@gosschalks.co.uk>; R Licensing Eastern Area <LicensingEasternArea@herts.police.uk>  
**Subject:** RE: Asda Express, Broadwater, Stevenage GTE:00095000002949

Hi Gill

I've taken instructions and Asda is happy to agree the following –

***Save for in exceptional circumstances, there will be at least 2 members of staff on site between the hours of 0600 and 2200.***

The caveat is simply to allow for circumstances when someone calls in sick and a replacement is being sought/en route. The intention is that the store will never be single manned unless all sales are through the night hatch.

Please confirm this is acceptable.

Kind regards

Richard Taylor | Partner | Head of Licensing Department

01482 590216 | 01482 590216

Queens Gardens, Kingston Upon Hull, HU1 3DZ

DD: 01482 590216 | F: 0870 600 5904 | M: 07949 777777 | Reception: 01482 590252 | [www.gosschalks.co.uk](http://www.gosschalks.co.uk)

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**From:** AKROYD, Gillian 7779 <Gillian.Akroyd@herts.police.uk>  
**Sent:** Friday, May 31, 2024 2:48 PM  
**To:** Richard Taylor <RJT@gosschalks.co.uk>; Mary O'Sullivan <Mary.O'Sullivan@stevenage.gov.uk>  
**Cc:** Licensing <Licensing@stevenage.gov.uk>; Julie Dwan <Julie.Dwan@stevenage.gov.uk>; Janet Braithwaite

<janet\_braithwaite@gosschalks.co.uk>; R Licensing Eastern Area <LicensingEasternArea@herts.police.uk>  
**Subject:** RE: Asda Express, Broadwater, Stevenage GTE:0009500002949

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Many thanks Richard,

Would you confirm that this will go on as a condition of the licence, and then I will ensure that the objection to the application is withdrawn,

Kindest regards,

Gill

**From:** Richard Taylor <RJT@gosschalks.co.uk>  
**Sent:** Friday, May 31, 2024 2:42 PM  
**To:** AKROYD, Gillian 7779 <Gillian.Akroyd@herts.police.uk>; Mary O'Sullivan <Mary.O'Sullivan@stevenage.gov.uk>  
**Cc:** Licensing <Licensing@stevenage.gov.uk>; Julie Dwan <Julie.Dwan@stevenage.gov.uk>; Janet Braithwaite <janet\_braithwaite@gosschalks.co.uk>; R Licensing Eastern Area <LicensingEasternArea@herts.police.uk>  
**Subject:** RE: Asda Express, Broadwater, Stevenage GTE:0009500002949

Dear Gillian

I have just received notification from Asda that following a review of the staffing levels at these premises, additional resources are to be provided. The effect of this will be that as of next week, these premises will have a minimum of two members of staff working at all times between 0600 and 2200. Thereafter, when the premises is using the night hatch and therefore, members of the public cannot be admitted, the premises may be single manned.

If you have any further queries then please do not hesitate to contact me.

Kind regards

Richard Taylor | Partner | Head of Licensing Department  
N.1, London Colney, Stevenage, Herts. SG1 1EF  
Queens Gardens, Kington Upon Hull, HU1 3DZ  
**DD: 01482 590216** | F: 01438 901198 | M: 07575 105511 | Reception: 01438 320000 | [www.gosschalks.co.uk](http://www.gosschalks.co.uk)

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**From:** AKROYD, Gillian 7779 <Gillian.Akroyd@herts.police.uk>  
**Sent:** Friday, May 31, 2024 12:10 PM  
**To:** Richard Taylor <RJT@gosschalks.co.uk>; Mary O'Sullivan <Mary.O'Sullivan@stevenage.gov.uk>  
**Cc:** Licensing <Licensing@stevenage.gov.uk>; Julie Dwan <Julie.Dwan@stevenage.gov.uk>; Janet Braithwaite <janet\_braithwaite@gosschalks.co.uk>; R Licensing Eastern Area <LicensingEasternArea@herts.police.uk>  
**Subject:** RE: Asda Express, Broadwater, Stevenage GTE:0009500002949

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Many thanks Richard, and will await your update,

Kindest regards,

Gill

**From:** Richard Taylor <RJT@gosschalks.co.uk>  
**Sent:** Friday, May 31, 2024 11:57 AM  
**To:** AKROYD, Gillian 7779 <Gillian.Akroyd@herts.police.uk>; Mary O'Sullivan <Mary.O'Sullivan@stevenage.gov.uk>  
**Cc:** Licensing <Licensing@stevenage.gov.uk>; Julie Dwan <Julie.Dwan@stevenage.gov.uk>; Janet Braithwaite <janet\_braithwaite@gosschalks.co.uk>; R Licensing Eastern Area <LicensingEasternArea@herts.police.uk>  
**Subject:** RE: Asda Express, Broadwater, Stevenage GTE:00095000002949

Hi Gillian

Apologies for the delay in replying.

I confirm that I have raised the issue of staffing levels with Asda. This has been escalated and I'll come back to you ASAP.

Regards

Richard Taylor | Partner | Head of Licensing Department

Richard Taylor

Quercus Gardens, Kingston Upon Hull, HU1 3LW

DD: 01482 590216 | F: 0870 600 9984 | M: 07949 131031 | Reception: 01482 590217 | [www.gosschalks.co.uk](http://www.gosschalks.co.uk)

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**From:** AKROYD, Gillian 7779 <Gillian.Akroyd@herts.police.uk>  
**Sent:** Thursday, May 30, 2024 10:31 AM  
**To:** Mary O'Sullivan <Mary.O'Sullivan@stevenage.gov.uk>; Richard Taylor <RJT@gosschalks.co.uk>  
**Cc:** Licensing <Licensing@stevenage.gov.uk>; Julie Dwan <Julie.Dwan@stevenage.gov.uk>; Janet Braithwaite <janet\_braithwaite@gosschalks.co.uk>; R Licensing Eastern Area <LicensingEasternArea@herts.police.uk>  
**Subject:** RE: Asda Express, Broadwater, Stevenage GTE:00095000002949

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Good morning Richard,

I would just like to pick up on the subject of staffing, which we had discussed during our negotiations.

Have you had the chance to speak with the company with regard to this, at all?

Many thanks, and a prompt reply would assist, before I confirm to the Licensing Authority,

Kindest regards,

Gill

**Gillian Akroyd 7779**  
**Community Safety Unit**  
**Senior Licensing Officer**  
**Stevenage**



HERTFORDSHIRE  
CONSTABULARY

**Office:** 01438 757370  
**Mobile:** 07734496130

[Gillian.akroyd@herts.police.uk](mailto:Gillian.akroyd@herts.police.uk)

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In a non-emergency, [report information online](#), [speak to us via web chat](#) or call via [101](#) (in an emergency, always dial 999).

**From:** AKROYD, Gillian 7779 <Gillian.Akroyd@herts.police.uk>

**Sent:** Tuesday, May 28, 2024 1:09 PM

**To:** Mary O'Sullivan <Mary.O'Sullivan@stevenage.gov.uk>; Richard Taylor <RJT@gosschalks.co.uk>

**Cc:** Licensing <Licensing@stevenage.gov.uk>; Julie Dwan <Julie.Dwan@stevenage.gov.uk>; Janet Braithwaite <janet\_braithwaite@gosschalks.co.uk>; R Licensing Eastern Area <LicensingEasternArea@herts.police.uk>

**Subject:** RE: Asda Express, Broadwater, Stevenage GTE:0009500002949

Good morning Mary and Richard,

I agree with the amendment of conditions stated below, and would add that, as discussed with Richard, the Company will re-visit the staffing levels at the Broadwater Asda Express Service Station, during the evening/overnight shifts, due to concerns raised in the Police representation.

Kind regards,

**Gillian Akroyd 7779**

**Senior Licensing Officer  
Stevenage Police**

**Office:** 01438 757370

**Mobile:** 07734496130

[Gillian.akroyd@herts.police.uk](mailto:Gillian.akroyd@herts.police.uk)



**Prevention First**

In a non-emergency, [report information online](#), [speak to us via web chat](#) or call via [101](#) (in an emergency, always dial 999).

**From:** Richard Taylor <RJT@gosschalks.co.uk>

**Sent:** Tuesday, May 28, 2024 9:57 AM

**To:** Mary O'Sullivan <Mary.O'Sullivan@stevenage.gov.uk>; Janet Braithwaite <janet\_braithwaite@gosschalks.co.uk>

**Cc:** Licensing <Licensing@stevenage.gov.uk>; AKROYD, Gillian 7779 <Gillian.Akroyd@herts.police.uk>

**Subject:** RE: Asda Express, Broadwater, Stevenage GTE:0009500002949

Dear Mary

Thank you for the email below which has been passed to me as I have overall responsibility for all Asda applications.

I have discussed this with Gillian Akroyd of Hertfordshire Constabulary and am pleased to confirm that we have reached agreement on an amendment to the hours for alcohol sales and three new conditions.

Please accept this email as an amendment to the application such that the hours sought for alcohol sales are reduced to 0600-2300 every day.

Furthermore, we have agreed the following additional conditions –

- All sales between 2200 and 0600 will be made through the night hatch
- Members of the public will not be permitted to enter the premises between 2200 and 0600. For the avoidance of doubt, this does not apply to officers of the emergency services
- The provision of late night refreshment will be limited to the sale of hot drinks only.

I have copied Gillian into this email in order that she can confirm that subject to these amendments, the representation from the police is withdrawn.

I will email you separately with regard to planning.

Regards

Richard Taylor | Partner | Head of Licensing Department

Asda Express, Broadwater, Stevenage

Queens Gardens, Kingston upon Hull, HU1 3DZ

DD: 01482 590216 | F: 0870 600 5984 | M: 07949 1329 | [Richard.Taylor@gosschalks.co.uk](mailto:Richard.Taylor@gosschalks.co.uk) | [www.gosschalks.co.uk](http://www.gosschalks.co.uk)

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**From:** Mary O'Sullivan <Mary.O'Sullivan@stevenage.gov.uk>

**Sent:** Friday, May 24, 2024 4:27 PM

**To:** Janet Braithwaite <janet\_braithwaite@gosschalks.co.uk>

**Cc:** Licensing <Licensing@stevenage.gov.uk>

**Subject:** Asda Express, Broadwater, Stevenage

**CAUTION:** This email originated from outside the firm. Think before opening attachments and following links.

Dear Janet,

As discussed, please find a copy of the Police objection to this premises licence application.

Kind regards

Mary O'Sullivan | Licensing Officer | Stevenage Borough Council | Daneshill House, Danestrete, Stevenage, Herts., SG1 1HN

Tel: 01438 242724 | 07759 855295 Email: [Mary.O'Sullivan@stevenage.gov.uk](mailto:Mary.O'Sullivan@stevenage.gov.uk) Web: [www.stevenage.gov.uk](http://www.stevenage.gov.uk)





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MARY O'SULLIVAN

From: AKROYD, Gillian 7779 <Gillian.Akroyd@herts.police.uk>  
Sent: 28 May 2024 13:09  
To: Mary O'Sullivan; Richard Taylor  
cc: Licensing; Julie Dwan; Janet Braithwaite; R Licensing Eastern Area  
Subject: [External] RE: Asda Express, Broadwater, Stevenage  
GTE:00095000002949

Categories: Yellow Category

Good morning Mary and Richard,

I agree with the amendment of conditions stated below, and would add that, as discussed with Richard, the Company will re-visit the staffing levels at the Broadwater Asda Express Service Station, during the evening/overnight shifts, due to concerns raised in the Police representation.

Kind regards,

Gillian Akroyd 7779

Senior Licensing Officer  
Stevenage Police



Office: 01438 757370

re ntion Fi rst

Mobile: 07734496130

Gillian.akroyd@herts.police.uk

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From: Richard Taylor <RJT@gosschalks.co.uk>

Sent: Tuesday, May 28, 2024 9:57 AM

To: Mary O'Sullivan <Mary.O'Sullivan@stevenage.gov.uk>; Janet Braithwaite <janet\_braithwaite@gosschalks.co.uk>

Cc: Licensing <Licensing@stevenage.gov.uk>; AKROYD, Gillian 7779 <Gillian.Akroyd@herts.police.uk> Subject:

RE: Asda Express, Broadwater, Stevenage GTE:00095000002949

Dear Mary

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Furthermore, we have agreed the following additional conditions —

1

- All sales between 2200 and 0600 will be made through the night hatch
- Members of the public will not be permitted to enter the premises between 2200 and 0600. For the avoidance of doubt, this does not apply to officers of the emergency services
- The provision of late night refreshment will be limited to the sale of hot drinks only.

I have copied Gillian into this email in order that she can confirm that subject to these amendments, the representation from the police is withdrawn.

I will email you separately with regard to planning.

Regards

Richard Taylor | Partner | Head of Licensing Department

Cueens Gardens, Kingston upon Hull, HU1 3D/

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From: Mary O'Sullivan <Mary.O'Sullivan@stevenage.gov.uk>

Sent: Friday, May 24, 2024 4:27 PM

To: Janet Braithwaite eanet braithwaite

Cc: Licensing <Licensille

Subject: Asda Express, Broadwater, Stevenage

**CAUTION: This email originated from outside the firm. Think before opening attachments and following links.**

Dear Janet,

As discussed, please find a copy of the Police objection to this premises licence application.

Kind regards

Mary O'Sullivan | Licensing Officer | Stevenage Borough Council | Daneshill House, Danestrete, Stevenage, Herts., SG1 1HN

Tel: 01438 242724 | 07759 855295 Email: [Mary.O'Sullivan@stevenage.gov.uk](mailto:Mary.O'Sullivan@stevenage.gov.uk) Web: [www.stevenage.gov.uk](http://www.stevenage.gov.uk)



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~~MARY O'SULLIVAN~~

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From: AKROYD, Gillian 7779 <Gillian.Akroyd@herts.police.uk>  
Sent: 28 May 2024 09:53  
To: Mary O'Sullivan; Julie Dwan  
Subject: [External] RE: SBCL0277 - Asda Express Premises Licence

Follow Up Flag: Foilow up  
Flag Status: Flagged

Categories: Yellow Category

Good morning,

I have just had a call from the Lead Solicitor, Richard Taylor, Gosschalks Solicitors, who act on behalf of Asda. After negotiation, he will be adjusting the application, and once this is sent through, should this be what has been agreed, I will withdraw my application.

Kindest regards,

Gill

From: Mary O'Sullivan <Mary.O'Sullivan@stevenage.gov.uk>  
Sent: Thursday, May 23, 2024 2:08 PM  
To: AKROYD, Gillian 7779 <Gillian.Akroyd@herts.police.uk>  
Subject: SBCL0277 - Asda Express Premises Licence

It was good to speak with you today and as discussed in respect the objections you have raised for the Asda Premises Licence Application, could I please ask that as part of the mediation process that you consider any additional conditions that you feel might assist to negate your concerns and support the licensing objectives.

Best wishes

Mary

Mary O'Sullivan | Licensing Officer | Stevenage Borough Council | Daneshill House, Danestrete, Stevenage, Herts., SG1 2LN

Tel: 01438 242724 | 07759 855295 Email: [Mary.O'Sullivan@stevenage.gov.uk](mailto:Mary.O'Sullivan@stevenage.gov.uk) Web: [www.stevenage.gov.uk](http://www.stevenage.gov.uk)



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Mary O'Sullivan

**From:** Mary O'Sullivan  
**Sent:** 29 May 2024 09:55  
Linda Sparrow  
**Subject:** RE: Asda Express PFS Broadwater, Broadwater Crescent, Stevenage GTE:00095000002951

**Categories:** Yellow Category

**Tracking:**

Recipient	Delivery	Read
Linda Sparrow	Delivered: 29/05/2024 09:55	Read: 29/05/2024 09:56

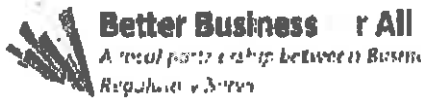
Hi Linda,  
Did you get a response to your representation?

Many thanks

Mary'

Mary O'Sullivan | Licensing Officer | Stevenage Borough Council | Daneshill House, Danestrete, Stevenage, Herts., SG1 1HN

-rel: 01438 242724 | 07759 855295 Email: [Mary.O'Sullivan@stevenage.gov.uk](mailto:Mary.O'Sullivan@stevenage.gov.uk) Web: [www.stevenage.gov.uk](http://www.stevenage.gov.uk)



# Stevenage

BOROUGH COUNCIL



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**From:** Linda Sparrow <[Linda.Sparrow@stevenage.gov.uk](mailto:Linda.Sparrow@stevenage.gov.uk)>  
**Sent:** Tuesday, May 28, 2024 2:35 PM  
**To:** Richard Taylor <[RJT@gosschalks.co.uk](mailto:RJT@gosschalks.co.uk)>; Janet Braithwaite <[janet\\_braithwaite@gosschalks.co.uk](mailto:janet_braithwaite@gosschalks.co.uk)>  
**Cc:** Phil Wortley <[Phil.Wortley@stevenage.gov.uk](mailto:Phil.Wortley@stevenage.gov.uk)>; Julie Dwan <[Julie.Dwan@stevenage.gov.uk](mailto:Julie.Dwan@stevenage.gov.uk)>; Mary O'Sullivan <[Mary.O'Sullivan@stevenage.gov.uk](mailto:Mary.O'Sullivan@stevenage.gov.uk)>  
**Subject:** RE: Asda Express PFS Broadwater, Broadwater Crescent, Stevenage GTE:00095000002951

Hi Richard,

My name is Linda and I am the Senior Planning Officer that was handling the original planning consultation on the licence variation.

The Local Planning Authority (LPA) is unable to remove its objection to the licence variation application because it does not align with the requirements of the planning application that covers this site. As I understand it, if there remains an objection to the application then it must be referred to the Licencing Committee. If you/your client wish to avoid proceeding to Licencing Committee then you will need to amend your licence application to accord with the details of the planning application (reference 2/0335/96) such that we can then remove our objection. Failure to amend the application will mean that we cannot remove our objection.

Should the application not be amended and the application is referred to the Licencing Committee and you receive an approval, then this still does not mean that the premises can operate at those hours as their would be a breach of planning control which the LPA reserves the right to investigate and enforce against through issuing a Breach of Condition Notice which would require cessation of all operations outside the prescribed hours with immediate effect,

Accordingly, there are two options as I see it:

1. Submit an amendment to the licence application to bring the hours of operation into alignment with the planning application;
2. Proceed as is, and if you are granted the licence by the Committee then submit a Section 73 planning application to vary the condition prior to commencing operations.

If following option 1 then you can always submit a planning application to vary the condition at a later date and then apply for another variation of the licence if approved.

For clarity, the approved hours of operations for the retail shop, as stipulated in condition 11 attached to planning permission 2/0335/96, are 7.00am to 11.30pm.

Kind regards,

Linda Sparrow | Senior Planning Officer | Development Management | Stevenage Borough Council

| Email. [linda.sparrow@stevenage.gov.uk](mailto:linda.sparrow@stevenage.gov.uk) | Phone: 07931 863551 Please note I work from home

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From: Richard Taylor <[RJT@rosschalks.co.uk](mailto:RJT@rosschalks.co.uk)>

Sent: Tuesday, May 28, 2024 12:27 PM

To: Mary O'Sullivan <Mary.O'Sullivan@stevenage.gov.uk>; Janet Braithwaite <janet\_braithwaite@gosschalks.co.uk>  
<Linda.Sparrow@stevenage.gov.uk>; Phil Wortley <Phil.Wortley@stevenage.gov.uk>; Julie Dwan  
Cc: Linda Sparrow Phil Wortley  
<Julie.Dwan@stevenage.gov.uk>  
Subject: [External] RE: Asda Express PFS Broadwater, Broadwater Crescent, Stevenage GTE:0009500002951

Hi Mary

Thanks so much for that.

I'll wait to hear from you.

Take care

**Richard Jaylot | Partner Head of Licensing Department**

Queens Gardens, Kingston Upon Hull, HU1 3DZ

DD: 01482 590216 F: 07700005684 M:

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From: Mary O'Sullivan <Mary.O'Sullivan@stevenage.gov.uk>

Sent: Tuesday, May 28, 2024 12:07 PM

To: Richard Taylor <RJT@gosschalks.co.uk>

Cc: Linda Sparrow <Lind@Sparrow@stevenage.gov.uk>; Phil Wortley <Phil.Wortley@stevenage.gov.uk>; Julie Dwan

<Julie.Dwan@stevenage.gov.uk>

Subject: RE: Asda Express PFS Broadwater, Broadwater Crescent, Stevenage GTE:0009500002951

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Dear Richard,

I will forward your E mail to the planning department and would ask that mediation take place between you both. I await confirmation from the Police that their objection will officially be withdrawn and we can regroup and see if there is a need for a committee meeting.

Kind regards

Mary O'Sullivan | Licensing Officer | Stevenage Borough Council | Daneshill House, Danestrete, Stevenage, Herts., SG1 1HN

Tel: 01438 242724 | 07759 855295 Email: [Mary.O'Sullivan@stevenage.gov.uk](mailto:Mary.O'Sullivan@stevenage.gov.uk) Web: [www.stevenage.gov.uk](http://www.stevenage.gov.uk)



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From: Richard Taylor <[RJT@OSSChalks.co.uk](mailto:RJT@OSSChalks.co.uk)>  
Sent: Tuesday, May 28, 2024 11:01 AM  
To: Mary O'Sullivan <[Mary.O'Sullivan@stevenage.gov.uk](mailto:Mary.O'Sullivan@stevenage.gov.uk)>; Julie Dwan <[Julie.Dwan@stevenage.gov.uk](mailto:Julie.Dwan@stevenage.gov.uk)>  
Cc: Janet Braithwaite <[Janet.Braithwaite@OSSChalks.co.uk](mailto:Janet.Braithwaite@OSSChalks.co.uk)>  
Subject: [External] Asda Express PFS Broadwater, Broadwater Crescent, Stevenage GTE:00095000002951

Good morning

I understand from Gillian Akroyd that the police representation is to be withdrawn following the amendments that I made and notified you of earlier.

If that's correct then the only representation is that from the planners.

As you may know, Asda acquired the Euro Garages Ltd estate about 6 months ago. The application premises have (I'm told) been trading 24 hours for many years.

Having received the representation from planning, I have passed this to those who deal with planning matters for Asda and have been advised that this will be investigated and the appropriate planning application will be submitted if required.

I am very keen to avoid a hearing here if at all possible and mindful of the s182 guidance which is clear that there should be "proper separation" between the planning and licensing regimes, I wonder if those responsible for the planning both at the authority and at Asda could have those discussions outside of the licensing forum. As there is only a representation from the planners which relates solely to planning (rather than licensing) issues, it seems inappropriate to convene a licensing hearing.

If this is to proceed to a hearing, I will be dealing with it and I'd be grateful if we could avoid the following dates where I already have hearings.

June - 13, 14, 17, 18, 19  
July — 5, 8-12 incl

I know that some of these dates are outside the 20 working day window but can confirm that Asda will agree for the hearing to be listed outside of the prescribed timescales to accommodate my availability.

Hopefully the listing will be academic and we can leave the planning people to sort the planning matters between them.

Kind regards

**Richard Iaylor | Partner | Head of Licensing Department**

Richard Iaylor | Partner | Head of Licensing Department

Queens Gardens, Kingston Upon Hull, HU1 3DZ

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**From:** Mary O'Sullivan  
**Sent:** 30 May 2024 09:10  
**To:** RJT@gosschalks.co.uk  
**cc:** Phil Wortley; Julie Dwan  
**Subject:** Licensing Committee Hearing 14.06.24 at 10am - Asda Express, Broadwater, Stevenage.

<b>Tracking:</b>	Recipient	Delivery	Read
	RJT@gosschalks.co.uk		
	Phil Wortley	Delivered: 30/05/2024 09:10	Read: 30/05/2024 10:53
	Julie Dwan	Delivered: 30/05/2024 09:10	
	Committees	Delivered: 30/05/2024 09:10	

Dear Richard,

The date for the Licensing Committee Hearing in respect of Asda Express Broadwater, has been set as 14.06.24 at 10:00am. This has been decided upon by constitutional services and is within the 20 days from the date after the consultation period finished. This application does not have a separate planning application running alongside this premises licence application so it would not be in the public interest to justify a delay which is in line with the guidance.

If it is your intention to ask for an adjournment, then it would need to be in writing, setting out the reasons, alternatively a representative can attend in your place and request an adjournment - which will be at the discretion of the licensing committee.

Kind regards

Mary

Mary O'Sullivan | Licensing Officer | Stevenage Borough Council | Daneshill House, Danestrete, Stevenage, Herts., SG1 2LN  
Tel: 01438 242724 | 07759 855295 Email: [Mary.o'sullivan@stevenage.gov.uk](mailto:Mary.o'sullivan@stevenage.gov.uk) Web: [www.stevenage.gov.uk](http://www.stevenage.gov.uk)



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**From:** Mary O'Sullivan  
**Sent:** 30 May 2024 10:27  
**To:** AKROYD, Gillian 7779  
**Subject:** RE: Conditions Query - Asda Express, Broadwater, Stevenage

**Categories:** Yellow Category

Yes no problem, will do.

Many thanks

Mary

Mary O'Sullivan | Licensing Officer | Stevenage Borough Council | Daneshill House, Danestrete, Stevenage, Herts., SG1 1HN

Tel: 01438 242724 | 07759 855295 Email: [Mary.O'Sullivan@stevenage.gov.uk](mailto:Mary.O'Sullivan@stevenage.gov.uk) Web: [www.stevenage.gov.uk](http://www.stevenage.gov.uk)

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BOmlJGHCOU!



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**From:** AKROYD, Gillian 7779 <Gillian.Akroyd@herts.police.uk>  
**Sent:** Thursday, May 30, 2024 10:26 AM  
**To:** Mary O'Sullivan <Mary.O'Sullivan@stevenage.gov.uk>  
**Subject:** [External] RE: Conditions Query - Asda Express, Broadwater, Stevenage

Hi Mary,

I will speak with the rep from Gosschalks and ask him to offer that condition,  
Bear with me,

Kindest regards,

Gill

**From:** Mary O'Sullivan <Mary.O'Sullivan@stevenage.gov.uk>  
**Sent:** Thursday, May 30, 2024 10:01 AM

To: AKROYD, Gillian 7779 <Gillian.Akrovd@herts.police.uk>  
Subject: Conditions Query - Asda Express, Broadwater, Stevenage

Good morning Gill,

Could I please confirm if you're withdrawing your objection to the Asda Express Premises Application or are you awaiting details of staffing levels in the evening and overnight — is this a condition that you request with regards to minimum staff levels between specific times? I ask as I'm putting together the committee report with a view to the Licensing Committee Hearing taking place on 14.6.24 at 10am and wanted to clear this point up.

Many thanks

Mary O'Sullivan | Licensing Officer | Stevenage Borough Council | Daneshill House, Danestrete,  
Stevenage, Herts., SGI IHN  
Tel: 01438 242724 | 07759 855295 Email: [Mary.O'Sullivan@stevenage.gov.uk](mailto:Mary.O'Sullivan@stevenage.gov.uk) Web: [www.stevenage.gov.uk](http://www.stevenage.gov.uk)



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From: AKROYD, Gillian 7779 <Gillian.Akrovd@herts.police.uk>

Sent: Tuesday, May 28, 2024 1:09 PM

To: Mary O'Sullivan <Mary.O'Sullivan@stevenage.gov.uk>; Richard Taylor <RJT

Cc: nsing <Licensing@stevenage.gov.uk>; Licensing

Julie Dwan

Janet Braithwaite <braithwaite@rosschalks.co.uk>; R Lio Braithwaite

<ianet

R Licensing Eastern Area <LicensingEasternArea

Subject: [External] RE: Asda Express, Broadwater, Stevenage GTE:0009500002949

Good morning Mary and Richard,

I agree with the amendment of conditions stated below, and would add that, as discussed with Richard, the Company will re-visit the staffing levels at the Broadwater Asda Express Service Station, during the evening/overnight shifts, due to concerns raised in the Police representation.

Kind regards,

Gillian Akroyd 7779

Senior Licensing Officer  
Stevenage Police

Office: 01438 757370  
Mobile: 07734496130



## Prevention First

[Gillian.akroyd@herts.police.uk](mailto:Gillian.akroyd@herts.police.uk)

In a non-emergency, report information online. speak to us via web chat or call via 101 (in an emergency, always dial 999).

From: Richard Taylor <RJT@rosschalks.co.uk>

Sent: Tuesday, May 28, 2024 9:57 AM

To: Mary O'Sullivan <Mary.O'Sullivan@stevenage.gov.uk>; Janet Braithwaite <janet.braithwaite@rosschalks.co.uk>

Cc: Licensing <licensing@stevenage.gov.uk>; AKROYD, Gillian 7779 <Gillian.Akroyd@herts.police.uk>

Subject: RE: Asda Express, Broadwater, Stevenage GTE:00095000002949

Dear Mary

Thank you for the email below which has been passed to me as I have overall responsibility for all Asda applications. I have discussed this with Gillian Akroyd of Hertfordshire Constabulary and am pleased to confirm that we have reached agreement on an amendment to the hours for alcohol sales and three new conditions.

Please accept this email as an amendment to the application such that the hours sought for alcohol sales are reduced to 0600-2300 every day.

Furthermore, we have agreed the following additional conditions —

- All sales between 2200 and 0600 will be made through the night hatch
- Members of the public will not be permitted to enter the premises between 2200 and 0600. For the avoidance of doubt, this does not apply to officers of the emergency services
- The provision of late night refreshment will be limited to the sale of hot drinks only.

I have copied Gillian into this email in order that she can confirm that subject to these amendments, the representation from the police is withdrawn.

I will email you separately with regard to planning.

Regards

Richard Taylor | Partner | Head of Licensing Department

Queens Gardens, Kingston upon Hull, HU1 3DZ

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From: Mary O'Sullivan <Mary.O'Sullivan@stevenage.gov.uk>  
Sent: Friday, May 24, 2024 4:27 PM  
To: Janet Braithwaite <janet\_braithwaite@osschalks.co.uk>  
<Licensing@stevenage.gov.uk> Cc: Licensing  
Subject: Asda Express, Broadwater, Stevenage

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Dear Janet,

As discussed, please find a copy of the Police objection to this premises licence application.

Kind regards

Mary O'Sullivan | Licensing Officer | Stevenage Borough Council | Daneshill House, Danestrete, Stevenage, Herts., SG1 1HN

Tel: 01438 242724 | 07759 855295 Email: [Mary.O'Sullivan@stevenage.gov.uk](mailto:Mary.O'Sullivan@stevenage.gov.uk) Web: [www.stevenage.gov.uk](http://www.stevenage.gov.uk)



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