

# Public Document Pack

Penallta House,  
Tredomen Park,  
Ystrad Mynach,  
Hengoed CF82 7PG

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Ystrad Mynach,  
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For all enquiries relating to this agenda please contact Rebecca Barrett  
(Tel: 01443 864245 Email: barrerm@caerphilly.gov.uk)

**Date: 20th November 2017**

Dear Sir/Madam,

A meeting of the **Taxi and General Committee** will be held at **Bryn Meadows Golf Hotel and Spa, Maesycwmmmer, NP12 2RB** on **Friday, 24th November, 2017** at **10.00 am** (and thereafter reconvene in the Council Chamber, Penallta House, Tredomen, Ystrad Mynach) to consider the matters contained in the following agenda.

Members are reminded that they have delegated powers to determine an application for a venue for civic marriages and civil partnerships. Every Member of the Committee who attends the reconvened meeting must have attended the inspection of the premises. Any Member who does not attend is disqualified from taking part in the subsequent meeting to consider the application.

You are welcome to use Welsh at the meeting, a minimum notice period of 3 working days is required should you wish to do so. A simultaneous translation will be provided if requested.

Yours faithfully,

A handwritten signature in blue ink that reads 'Chris Burns'.

**Chris Burns**  
INTERIM CHIEF EXECUTIVE

## A G E N D A

	Pages
1	To receive apologies for absence.
2	Declarations of Interest.

Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.

A greener place Man gwyrddach

Correspondence may be in any language or format | Gallwch ohebu mewn unrhyw iaith neu fformat



To receive and consider the following report:-

- 3 Application for the approval of a premises as a venue for civil marriages and the registration of civil partnerships under the Marriage Act 1949 and the Civil Partnerships Act 2004 - Bryn Meadows Golf Hotel and Spa, Maesycwmmmer, NP12 2RB.

1 - 16

**Circulation:**

Councillors J. Bevan, P.J. Bevan, D. Cushing, W. David, M. Davies, K. Etheridge, Ms J. Gale, D.C. Harse, D.W.R. Preece (Chair), Mrs D. Price, J. Ridgewell, J. Simmonds (Vice Chair), R. Whiting, L.G. Whittle and W. Williams

And Appropriate Officers

# Agenda Item 3



## TAXI & GENERAL COMMITTEE

### REPORT BY LICENSING OFFICER

DATE OF MEETING: 24<sup>th</sup> November 2017

1.	Premises	Bryn Meadows Golf Hotel & Spa Maesycwmmer Ystrad Mynach Caerphilly NP12 2RB
2.	Applicant:	Stephen Brian Mayo
3.	Nature of application (copy of application and plans attached)	Application for the approval of a premises as a venue for civil marriages and the registration of civil partnerships under the Marriage Act 1949 and Civil Partnerships Act 2004.
4.	Description of room(s) in which the proceedings are to take place	Beacons Room Barn Room Captains Room Marquee – Fairway Suite
5.	Other licences and conditions (if appropriate)	Premises licence under the Licensing Act 2003, including the Supply of Alcohol and Regulated Entertainment.
6.	Relevant Consultees	Fire Officer Health & Safety Local Superintendent Registrar  No objections received
7.	Other Persons	None

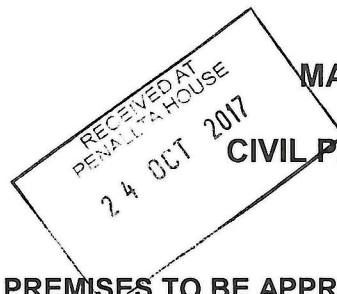
8.	Observations	<p>The Committee must be satisfied that the building or rooms are a seemly and dignified venue for proceedings and be regularly available to the public for use for the solemnization of marriages or the formation of civil partnerships.</p> <p>In addition, the Committee shall have regard to the Councils' local conditions, which the authority considers appropriate to ensure the facilities provided at the premises are suitable.</p> <p>The Committee can:</p> <ul style="list-style-type: none"> <li>• Grant the application which is subject to the standard conditions and local conditions. Copies of which are attached to this report as Annex A and B.</li> <li>• Refuse to grant the application and notify the applicant of the right to seek a review of its decision.</li> </ul>
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Statutory power - this is a Council function which is delegated to this Committee to decide.

Background Papers: These are attached to this report.

Date of this report: 17<sup>th</sup> November 2017

Author: Mrs K Hopkins



MARRIAGE ACT 1949

CIVIL PARTNERSHIP ACT 2004

**APPLICATION FOR SECULAR PREMISES TO BE APPROVED AS A VENUE  
FOR MARRIAGES IN PURSUANCE OF SECTION 26(1)(bb) OF  
THE MARRIAGE ACT 1949 AND CIVIL PARTNERSHIPS IN PURSUANCE OF SECTION 6(3A)(a)  
OF THE CIVIL PARTNERSHIP ACT 2004**

This application must be made by the Proprietor or a trustee of the premises. If successful, the applicant will be the holder of the Approval.

This application, when completed, must be forwarded to the Licensing Section, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG, together with a non-returnable fee payable to Caerphilly County Borough Council.

For all questions, please continue on a separate sheet if necessary, identifying clearly which questions you are answering.

1. I/We apply for the premises named at item 2 overleaf to be approved for regular use by the public as a venue for the solemnization of marriages and for the registration of civil partnerships.
2. I/We attach three copies of a plan of the premises showing the room(s) in which it is intended that marriages and civil partnerships will take place.
3. I/We understand that -
  - (a) the premises will be inspected for suitability before approval is granted and, if this application is successful, may be subject to subsequent inspection;
  - (b) public notice of the application will appear on the Authority's website for a period of 21 days for objections, and the Authority may also decide to publish it in other ways if it considers it necessary to do so;
  - (c) approval, if granted, will be for a five year period, subject to revocation; and,
  - (d) the Authority will need to be satisfied that appropriate health and safety provision and fire safety is in place.
4. I/We declare that -
  - (a) I/We have read and understood the information contained in this form and confirm that the premises comply with the requirements contained in Annexes, A, B, C and D.
  - (b) the premises are not religious premises;
  - (c) the premises are not a register office (or, where a register office is situated in the premises that this not the room that is the subject of this application); and
  - (d) I/We have consulted the planning authority as to whether planning consent is required and attach evidence that it is content that the premises may be used for marriages and civil partnerships.
5. I/We further declare that, if approval is granted -





1. The Applicant – Please complete as either an individual or company

The Applicant – Individual(s)

Surname: MAYO

Forenames: STEPHEN BRIAN

Any previous names: \_\_\_\_\_

Private address (including postal code): \_\_\_\_\_

1 MEADOWGATE BLACKWOOD GWENT NP12 2RB

Telephone number: 01495 220599

2. The Applicant – Company

Name of Company: BRYN MEADOWS

Company Trading Address (including postal code):

BRYN MEADOWS GOLF HOTEL + SPA, MAESYCWMMER,

XSTRAD MYNACH, CAERPHILLY, CF82 7SN

Telephone number: 01495 233500

If the application is made by a limited company (or other incorporated business), please give the address of the registered office if different to Trading Address above and a list of the names and addresses of all the directors.

AS ABOVE

3. If the Applicant is not the responsible person, please give details of that person.

Name: GAUVYN BOLTON

Address (including postal code): 25 Tinfkins Close Pontllantraeth

Blackwood, Caerphilly NP12 2LY

Position held: GENERAL MANAGER

Telephone Number: 07867433444

4. The Premises

Name: BRYN MEADOWS GOLF HOTEL + SPA

Address (including postal code):

MAES/CWMMER, YSTRAD MYNACH, CAERPHILLY, CF82 7SN

Telephone Number: 01495 225590

5. Please describe the nature of premises referred to in question 2 (e.g. hotel, stately home, civic accommodation) and the primary and other uses to which it is regularly put

HOTEL, GOLF COURSE, SPA, RESTAURANTS, BARS

6. Please describe the room(s) it is proposed to use for the conduct of Civil Marriages/Civil Partnerships

PRIVATE FUNCTION SUITE, SELF CONTAINED, BAR, CLOAKROOM,  
TOILETS, KITCHEN — MARQUEE

7. Is the person or company named in reply to question 1, the occupier of the premises?

NO



8. If the answer to question 4 above is 'no' and there is another occupier, please give their name(s) and address(es)

Name: \_\_\_\_\_

Address (including postal code): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address (including postal code): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

9. Please state the maximum number of people permitted by the premises fire risk assessment to occupy each room in which the proceedings are intended to be held.

350

10. Does the premises currently have the benefit of any licence issued under the Licensing Act 2003 which may be relevant to this application (e.g. for the provision of regulated entertainment)? If so please attach a copy

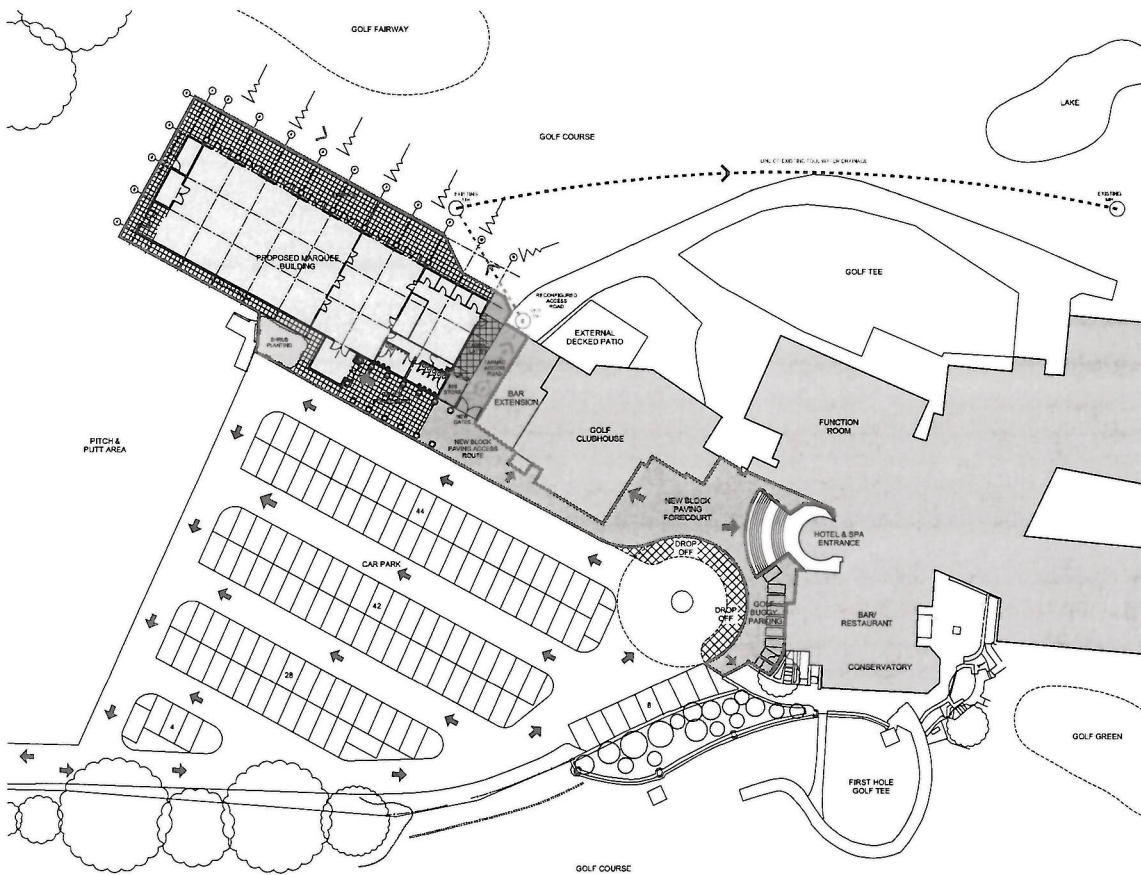
\_\_\_\_\_

**Data Protection Act 1998** - personal data supplied in connection with this application will be processed in accordance with the Data Protection Act 1998 by Caerphilly County Borough Council for the purposes of administration of licensing and maintenance of official registers, some of which are required to be made publicly available by law

**National Fraud Initiative (NFI)** - This authority is under a duty to protect the public funds it administers and ensure applicants are legally entitled to work in the UK. We may therefore use the information you have provided on this form for the prevention and detection of fraud and to check entitlement to work. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information on NFI, see the Council's website <http://www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information> , or contact the Corporate Information Governance Unit at [foi@caerphilly.gov.uk](mailto:foi@caerphilly.gov.uk) For more information on licensing and entitlement to work, contact Licensing on 01443 866750.

C:\Users\Gavyn Bolton\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\2Y6P2B7J\Civil Marriage application form and conditions - Non-Religious.doc





PROPOSED SITE PLAN - 1:500

ALL DIMENSIONS TO BE CHECKED ON SITE  
 ON THE DATE OF THE DRAWING.  
 ALL DIMENSIONS ARE TO BE SHOWN TO SATISFACTORY  
 ACCURACY

**KEY**

- BUILDING BOUNDARY
- ▭ MARQUEE BUILDING
- ▨ BLOCK PAVING FLOORING
- ▧ PAVED FLOORING
- ▩ TARMAC SURFACE
- ← PEDESTRIAN ACCESS
- ↔ VEHICLE ACCESS
- - - EXISTING FW DRAINAGE
- · - · - PROPOSED FW DRAINAGE

4. Drawings to be checked 04/05/17 MP

No.	Revision Description	Date	By

CLIENT  
 GARY MAYO

**EPT PARTNERSHIP**  
 ARCHITECTS  
 11 DEERINGTON ROAD  
 GANTON, CANTON, CO. E15 5EL  
 TEL: 01206 204 956  
 FAX: 01206 204 972  
 www.eptpartnership.com

PROJECT  
 BRYN MEADOWS  
 MARQUEE WORKS

TITLE  
 PROPOSED SITE PLAN

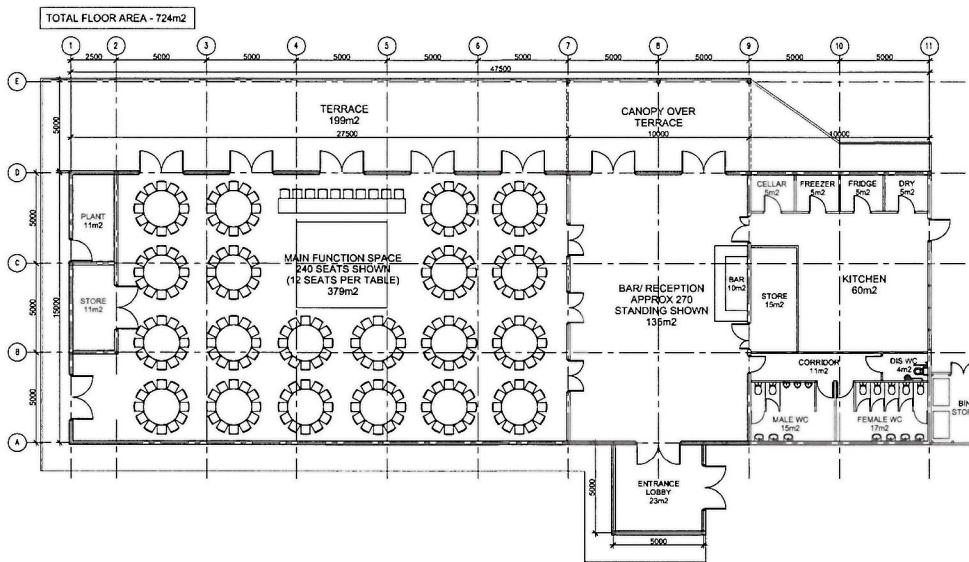
Drawn: MP Date: 26/05/17 Checked: MTF  
 Scale: Original sheet size:  
 1:500 A3

DRAWING STATUS

- Design Development
- Tender
- Design Development to Pre-Construction
- Construction
- As Built

Project No. 11010 Draw No. 1003 Revision A





PROPOSED MARQUEE FLOOR PLAN - 1:200

All dimensions to be checked on site to be scale, no drawing discrepancies to be reported without the contractor.

No.	Revision Description	Date	By
1	CLIENT		GARY MAYO

**EPT PARTNERSHIP**

A R C H I T E C T S  
P E N S I R I  
11 CERN, RESTON ROAD  
KANTON, PARTNIP 214 13  
TEL: 025 221 244 999  
FAX: 025 221 244 942  
e: gary@eptpartnership.com  
www.eptpartnership.com

**PROJECT**  
BRYN MEADOWS  
MARQUEE WORKS

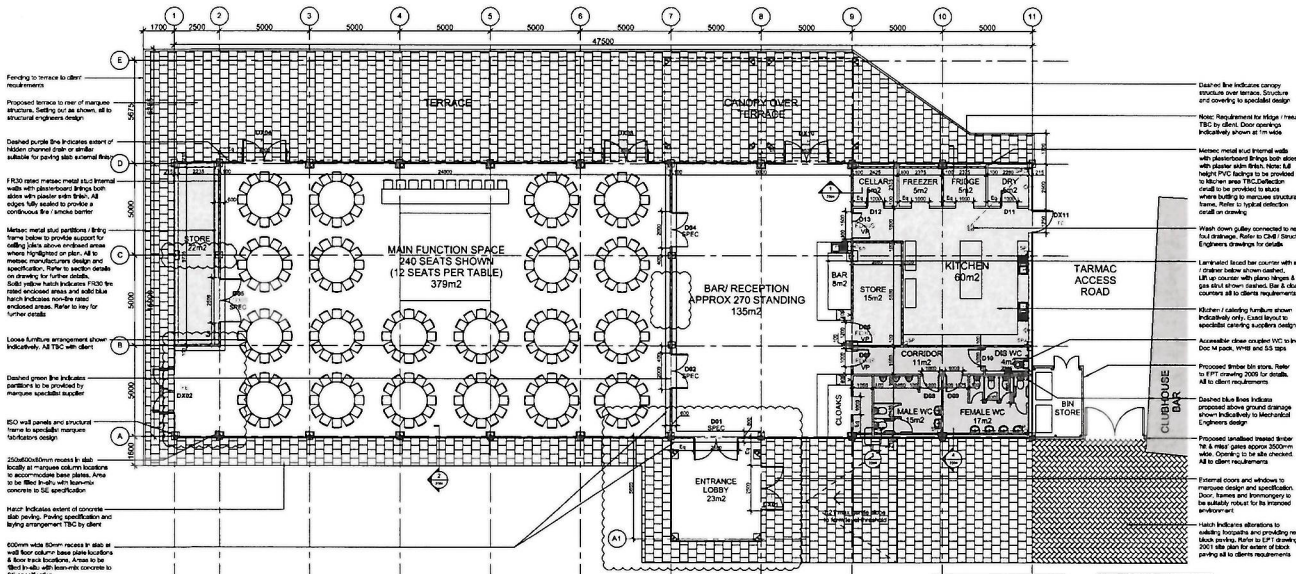
**TITLE**  
PROPOSED MARQUEE  
FLOOR PLAN

Drawn: MP Date: 26/01/17 Checked: MT  
Scale: 1:200 Original sheet size: A3

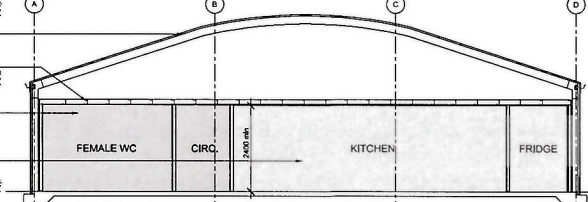
**DRAWING STATUS**

- Design/Development
- Tender
- Design/Development/Pre-Construction
- Construction
- As-Built

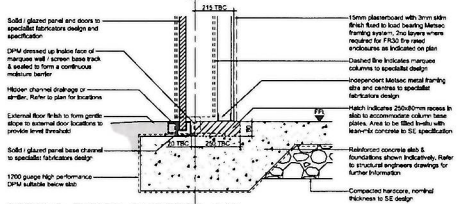
Project No: 11010  
Dwg No: 1004  
Revision:



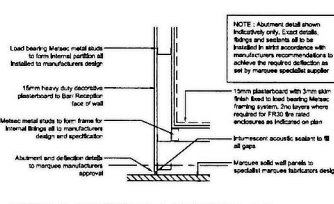
PROPOSED FLOOR PLAN - 1:100



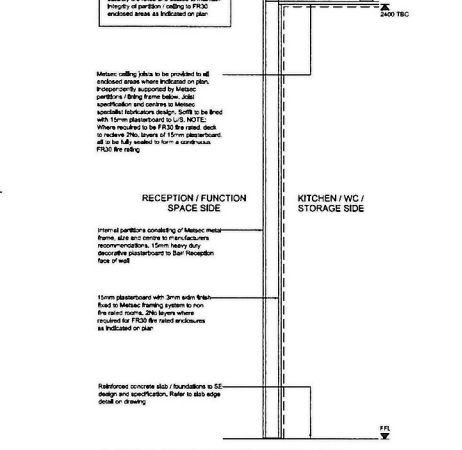
DETAIL 1 - GENERAL ARRANGEMENT SECTION - 1:50



DETAIL 2 - TYPICAL SLAB EDGE - 1:10



DETAIL 3 - INT/EXT WALL ABUTMENT - 1:10



DETAIL 4 - METSEC WALL / SOFFIT - 1:20

**ALL DIMENSIONS TO BE CHECKED ON SITE**  
 ALL DIMENSIONS TO BE REPORTED IMMEDIATELY TO CLIENT

**GENERAL KEY**

- FR30 rated doorset with intumescent and smoke seals
- VP Internal doorset with vision panels
- SPEC Internal doorset provided by marquee specialist supplier
- FC Final Exit Door
- FR30 fire rated partition / firecurtains
- Full-height internal partition to Marquee specialists design
- Internal drainage shown Indirectly, Refer to M&E specification for details
- Hidden channel drain or similar to connect into storm water drainage all to CM / Structural Engineers design
- Extent of enclosed FR30 rated areas where both Mastic ceiling Joints and partitions / Brings below to receive single layer of 15mm plasterboard
- Extent of enclosed FR30 rated areas where both Mastic ceiling Joints and partitions / Brings below to receive 2No. layers of 15mm plasterboard
- 100mm diameter ducts within slab for data and power cabling. Refer to SE drawings for further details
- 50mm diameter ducts within slab for data and power cabling. Refer to SE drawings for further details

**HAS NOTES**

- No access for maintenance or storage on deck above enclosed spaces at any time

No.	Revision Description	Date	By
1	Issue issued to client for approval	20/07/11	D.B.
2	Issue change following the meeting	20/07/11	D.B.

CLIENT: GARY MAYO

**EPT ARCHITECTS PENNSIERI**  
 11, CEMA, SECTORS ROAD  
 CANTON, CAMPTON, WA 102  
 TEL: 08 95 20 444 566  
 FAX: 08 95 20 444 662  
 www.eptarchitects.com

PROJECT: BRYN MEADOWS MARQUEE WORKS

TITLE: PROPOSED MARQUEE FLOOR PLAN

Drawn (D.B.) Date: 08/08/11 Checked: M.P.  
 Scale: Original sheet size: 1:200 @ A3 & 1:100 @ A1

DRAWING STATUS:  
 Design Development  
 Tender  
 Design Development Pre-Construction  
 Record

Project No: 11010 Dwg No: 2004 Revision: B



## **CONDITIONS TO BE ATTACHED TO GRANTS OF APPROVAL OF PREMISES THAT ARE NOT RELIGIOUS PREMISES**

The authority must attach the following standard conditions from Schedule 2 to the Regulations to any approval. Proceedings mean the solemnization of a marriage or the registration of a civil partnership and does not refer to any other activities on the premises.

1. The holder of the approval must ensure that there is at all times an individual with responsibility for ensuring compliance with these conditions ("the responsible person") and that the responsible person's occupation, seniority, position of responsibility in relation to the premises, or other factors (his "qualification"), indicate that he is in a position to ensure compliance with these conditions.
2. The responsible person or, in his absence, an appropriately qualified deputy appointed by him, shall be available on the premises for a minimum of one hour prior to and throughout each of the proceedings.
3. The holder must notify the authority -
  - (a) of his name and address immediately upon him becoming the holder of an approval under regulation 7(2), and
  - (b) of the name, address and qualification of the responsible person immediately upon the appointment of a new responsible person.
4. The holder must notify the authority immediately of any change to any of the following -
  - (a) the layout of the premises, as shown in the plan submitted with the approved application, or in the use of the premises;
  - (b) the name or full postal address of the approved premises;
  - (c) the description of the room or rooms in which the proceedings are to take place;
  - (d) the name or address of the holder of the approval; and,
  - (e) the name, address or qualification of the responsible person.
5. The approved premises must be made available at all reasonable times for inspection by the authority.

6. A suitable notice stating that the premises have been approved for the proceedings and identifying and giving directions to the room in which the proceedings are to take place must be displayed at each public entrance to the premises for one hour prior to and throughout the proceedings.
7.
  - (1) Save as provided below, no food or drink may be sold or consumed in the room in which proceedings take place for one hour prior to or during those proceedings.
  - (2) Non-alcoholic drinks may be consumed prior to the proceedings.
8. All proceedings must take place in a room, which was identified as one to be used for that purpose on the plan submitted with the approved application.
9. The room in which the proceedings are to take place must be separate from any other activity on the premises at the time of the proceedings.
10. The arrangements for and content of the proceedings must meet with the prior approval of the superintendent registrar of the district, or the registration authority of the area, as the case may be, in which the approved premises are situated.
11.
  - (1) Any proceedings conducted on approved premises shall not be religious in nature.
  - (2) In particular, the proceedings shall not:
    - (a) include extracts from an authorised religious marriage service or from sacred religious texts;
    - (b) be led by a minister of religion or other religious leader;
    - (c) involve a religious ritual or series of rituals;
    - (d) include hymns or other religious chants; or
    - (e) include any form of worship.
  - (3) But the proceedings may include readings, songs or music that contain an incidental reference to a god or deity in an essentially non-religious context.
  - (4) For this purpose, any material used by way of introduction to, in any interval between parts of, or by way of conclusion to the proceedings shall be treated as forming part of the proceedings.
12. Public access to any proceedings in approved premises must be permitted without charge.
13. Any reference to the approval of premises on any sign or notice, or on any stationery or publication, or within any advertisement may state that the premises have been approved by the authority as a venue for marriage in pursuance of section 26(1)(bb) of the Marriage Act 1949, and the formation of civil partnerships under section 6(3A)(a) of the Civil Partnership Act 2004 but shall not state or imply any recommendation of the premises or its facilities by the authority, the Registrar General or any of the officers or employees of either of them.

14. If a change of name to the approved premises occurs after the issue of the certificate for marriage or the civil partnership document, but before the proceedings, the former name of the approved premises as recorded in the certificate for marriage or the civil partnership document shall remain valid for its duration for the purpose of the proceedings.



## Annex B

The licensing authority is entitled under the legislation to impose local conditions as it thinks reasonable.

Premises must have the following:

1. Satisfactory disabled access.
2. Adequate tables and chairs must be available for Registration Officers and the parties being married, or registering their civil partnership, including seating for the majority of guests.
3. An additional room must be available for the interview of the parties prior to the ceremony.
4. Toilet facilities must be available.
5. Car parking spaces for Registration Staff must be guaranteed.
6. Absence of noise from other activities.
7. Any music played before or during the ceremony must have prior consent of the Registration Officers.
8. The recommendations of the Divisional Fire Safety Officer (where applicable)

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