

**From:** Graeme Cooke [REDACTED]  
**Sent:** Friday, December 1, 2023 4:12 PM  
**To:** Coffee.lounge1@outlook.com  
**Cc:** Licensing <Licensing@runnymede.gov.uk>; joan.grant [REDACTED] Robert Smith  
[REDACTED]  
**Subject:** RE: [EXTERNAL] Re: Cafe Ultimo Objection

Dear Mr Mula

In regards to the Environmental Health representations we would be happy to see the concerns overcome through appropriate licence conditions and would welcome your comments or proposals on the following:

- Any outside tables and chairs shall be rendered unusable or removed by 21.00 hours on Monday – Sunday,
- After 21:00 any customers leaving the premises to smoke must not be permitted to take or consume any drinks outside.
- Off sales will only be permitted within sealed containers.
- Taking into account BS6465-1:2006 there should be a minimum of three unisex WC's one of which should be an accessible toilet. Alternatively the maximum number of staff and patrons on the premises shall be limited to 30 at any one time.
- No waste or recyclable materials, including bottles, shall be moved, removed from or placed in outside areas between 22.00 hours and 08.00 hours on the following day.
- The premises should ensure and evidence that suitable sound insulation is in place to protect against the transfer for airborne and structure borne noise between the premises and residential premises above including noise from background music, patrons and any plant or equipment.

Regards

Graeme Cooke

**Graeme Cooke | Senior Environmental Health Officer | Runnymede Borough Council**  
01932 838383 | Direct line: 01932 425725 | [www.runnymede.gov.uk](http://www.runnymede.gov.uk)

**From:** Robert Smith <[REDACTED]>  
**Sent:** Friday, December 1, 2023 12:17 PM  
**To:** [Coffee.lounge1@outlook.com](mailto:Coffee.lounge1@outlook.com)  
**Cc:** Licensing <[Licensing@runnymede.gov.uk](mailto:Licensing@runnymede.gov.uk)>; joan.grant [REDACTED] Graeme Cooke  
[REDACTED]  
**Subject:** RE: [EXTERNAL] Re: Cafe Ultimo Objection  
**Importance:** High

Dear Mr Mula

I understand the agent who submitted your premises licence application is no longer involved in representing you.

This being the case please note the information below and respond as soon as possible.

Please note a revised plan of the premises is required.

**Robert Smith | Senior Licensing Officer | Runnymede Borough Council**  
01932 838383 | Direct line: 01932 425722 | [www.runnymede.gov.uk](http://www.runnymede.gov.uk)

**From:** Robert Smith [REDACTED]

**Date:** Thursday, 30 November 2023 at 13:04

**To:** [REDACTED] "[joan.grant](mailto:joan.grant)" [REDACTED]  
<[joan.grant](mailto:joan.grant)> Graeme Cooke <[REDACTED]>

**Cc:** Licensing <[Licensing@runnymede.gov.uk](mailto:Licensing@runnymede.gov.uk)>

**Subject:** FW: [EXTERNAL] Re: Cafe Ultimo Objection

We have received the proposal below from the agent representing Café Ultimo regarding their application for a premises licence. As you know the Police and EH objected to the application.

A hearing is planned for the 14 December 2023.

I note this does not meet all the objections raised but it is a starting point for discussion and should you be able to come to an agreement on conditions a hearing may not be necessary.

I would encourage you to make attempts to come to an agreement in advance of the hearing date, provided all parties are satisfied and in agreement with the operating condition etc we may cancel the hearing.

Please keep me updated with any proposals or agreements you come to and let me know whether you think a hearing is still necessary / is not necessary.

For your information and attention [REDACTED] the plans as submitted should reflect the above proposals and should be modified to show this as well as the current position and number of toilets at the premises.

Kind regards

**Robert Smith | Senior Licensing Officer | Runnymede Borough Council**  
01932 838383 | Direct line: 01932 425722 | [www.runnymede.gov.uk](http://www.runnymede.gov.uk)

**From:** [REDACTED]

**Sent:** Thursday, November 30, 2023 10:29 AM

**To:** Nicola Clarke <[Nicola.Clarke](mailto:Nicola.Clarke)> [REDACTED]

**Subject:** Re: [EXTERNAL] Re: Cafe Ultimo Objection

Good morning Nicola.

Please can you pass this information on to all the objectors to this application.

Having had further extensive consultations with the applicant, he wishes to revert back to the original request on the application, i.e. that the premises trade as a coffee shop café, and whilst alcohol will be available in the premises, food will also be available at all times when the premises is open for trade.

There will be no separate bar, and all transactions will be made from the coffee shop counter, and alcohol stored behind this counter.

External area will cease at 21:00 hours and the internal café will then continue until the requested terminal hour.

The reason for this is predominantly the premises does not have the required planning permission to operate as a micro pub/ wine bar, so will now revert back to the original intention of operating as a coffee shop.

I trust this will answer some of the queries you have raised.

Kind regards

**From:** [Graeme Cooke](#)  
**To:** [Nicola Clarke](#)  
**Subject:** RE: [EXTERNAL] Cafe Ultimo Objection  
**Date:** 22 November 2023 13:16:29  
**Attachments:** [GJC05704.pdf](#)

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Dear Licensing

Thank you for the information from the applicant in regards to addressing the concerns raised in our representations.

These have been noted and Environmental Health make the following comments:

The applicant has confirmed that the premises will operate as a wine bar/micro pub and therefore will be predominately alcohol led in the evenings, which is not what was stated in the original application which identified it as a Coffee Shop selling alcohol and late night refreshment ancillary to this.

Based on the clarification on the nature of the premises and close proximity to residential premises Environmental Health maintain our opinion that to protect against public nuisance due to noise, any outside tables and chairs shall be rendered unusable or removed by 21.00 hours on Monday – Sunday, and after 21:00 any customers leaving the premises to smoke must not be permitted to take any drinks outside and off sales should only be permitted within sealed containers.

No further information has been provided to show that suitable sound insulation is in place to protect against the transfer for airborne and structure borne noise between the premises and residential premises above including noise from background music, patrons and any plant or equipment and our representations on conditions to address this remain valid.

No comments or confirmation has been received that they are in agreement that No waste or recyclable materials, including bottles, shall be moved, removed from or placed in outside areas between 22.00 hours and 08.00 hours on the following day. Again our original representation and suggested conditions remain valid.

Whilst a separate letter has been sent to the premises advising regarding WC provision we disagree with the statement that this is not a licensing matter as the change of use of premises increases the demand/need for additional toilet provisions. Therefore our concerns still remain that the current setup of one unisex WC shared between staff and customers could lead to public nuisance due to public urination. Therefore, especially taking into account the clarification of operating model and suggested capacity 50 customers, we still feel it is appropriate to address the concerns under a licence condition requiring a minimum of three unisex WC's one of which should be an accessible toilet.

It is stated that smoking will be permitted in the rear garden for a maximum of 5 customers at a time, however based on the setup of the garden on our visit on Thursday 2 November the whole area would need to be designated smoke free and a letter was sent to Cafe Café Ultimo Ltd on 20 November explaining this and a copy is also attached.

Regards

Graeme

**Graeme Cooke | Senior Environmental Health Officer | Runnymede Borough Council**

01932 838383 | Direct line: 01932 425725 | [www.runnymede.gov.uk](http://www.runnymede.gov.uk)

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**From:** Nicola Clarke <Nicola.Clarke [REDACTED]>  
**Sent:** Tuesday, November 21, 2023 1:47 PM  
**To:** Graeme Cooke [REDACTED]  
**Cc:** Robert Smith <[REDACTED]>  
**Subject:** FW: [EXTERNAL] Cafe Ultimo Objection

Hi Graeme

Please see below response re Café Ultimo

Kind Regards

**Nicky Clarke | Licensing Administrator | Runnymede Borough Council**  
01932 838383 | Direct line: 01932 425711 | [www.runnymede.gov.uk](http://www.runnymede.gov.uk)

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**From:** [REDACTED]  
**Sent:** Tuesday, November 21, 2023 1:31 PM  
**To:** Grant, Joan 16087 [REDACTED]  
**Cc:** Nicola Clarke [REDACTED]  
**Subject:** [EXTERNAL] Cafe Ultimo Objection

**CAUTION:** This email originated from an external sender. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon.

Nicola, please could you pass this on to the Environmental Health Officer.

Good afternoon.

Thank you for your emails, regarding the above application.

In response my client would say this.

The premises is not a café/ coffee shop in respect of people needing to purchase food to consume alcohol. This will be operated in the style of a micro pub/ wine bar in the evenings, with no requirement for food to be taken along with a drink.

My client agrees to the requested police condition.

In respect of the representation raised by the Environmental Health Officer, the capacity of the premises is to be set at 50, for both inside and outside areas combined. The issue regarding the toilets, is not strictly a licensing matter, in respect of a reason to refuse the application as the officer has indicated that this will be pursued whether a premises licence is in place or not.

My client has taken note of the public nuisance concerns raised, and is willing to cease all use of the outside area by 22:00 hours, with all who wish to continue their evening, moving inside the premises and utilising the coffee shop area as indicated on the plan.

A smoking area has been agreed at the bottom of the garden area, which is sufficiently open to be used for smoking, and will be restricted to no more than 5 persons at any one time. This will be monitored by staff as to the numbers using the area. No drinks may be consumed in the smoking area.

I trust this answers your questions regarding this application.

Kind regards

