



HERTFORDSHIRE
CONSTABULARY

Bridgetown Monroe
Unit 6, Bucklersbury
Hitchin
Herts
SG5 1BB

Date: Tuesday 30th June 2026
Our Ref: Bridgetown Monroe
Yours Ref: Written Warning 2
Contact: Kuljit Sangha

Dear Chris Dodd,

Re: Bridgetown Monroe, Unit 6, Bucklersbury, Hitchin – Breaches of Premises Licence Conditions - Second Written Warning

Please be advised that this letter serves as a second written warning to you, in your capacity as the Business Owner/Designated Premises Supervisor in relation to breaches of your premises licence conditions, premises licence number 14160, refers, which is issued by North Herts Council.

This matter relates to the failure to provide CCTV footage in connection with an alleged incident that occurred outside Bridgetown Monroe, Hitchin, between approximately 1am and 2am on Sunday 19/04/2026. On Thursday 14/05/2026, I requested a copy of the relevant CCTV footage to assist with enquiries into the alleged incident. At the time of making the request, I advised that the footage should still be available as the premises licence contains a specific condition requiring CCTV recordings to be retained for a minimum period of 28 days. I was also mindful that the footage would shortly reach the end of the retention period and may subsequently be overwritten if not secured promptly. In response to my request, you advised on 14/05/2026 that the footage was no longer available and that recordings had only been retained for approximately 10 days. You explained that your bank card had been affected by fraudulent activity, resulting in the card being cancelled and a replacement card being issued. You stated that the new card details had not been updated on your Ring CCTV subscription account, which had led to issues with the retention of recorded footage. You further advised that you intended to contact your CCTV provider, Ring, to establish whether they retained any archived footage that could be recovered for the period requested. However, to date the footage had not been produced.

Breaches of the Premises Licence Conditions Identified:

- The Premises Licence Holder and Designated Premises Supervisor will ensure that viewable and un-edited copies of recordings from the CCTV system will be provided to Police no later than 24 hours after a request. All recordings will be kept for a minimum of 28 days.
- The Premises Licence Holder and Designated Premises Supervisor will ensure that prior to opening the premises to the public in accordance with the premises licence operating hours, the CCTV system will be checked to ensure that it is recording for a minimum of 28 days.



Where CCTV is installed as a condition of the premises licence, DPS/Premises Licence Holders are expected to ensure that recordings are maintained, retained, and made available to Police upon request.

The failure to provide CCTV footage when requested hinders the Police's ability to investigate incidents and assess compliance with licence conditions and the licensing objectives.

Please treat this matter seriously and ensure that future requests are complied with promptly.

Recommendations:

- Ensure you have another read and familiarise yourself with the premises licence conditions.
- To ensure additional CCTV cameras are installed outside the premises, in addition to the one placed in the porch which leads to the entry/exit door to the premises.

This written warning has been recorded, and any further failures to comply with the premises licence conditions or requests from Police, may result in additional enforcement action. This could include a review of the premises licence under the Licensing Act 2003, which may lead to further conditions, suspension of the licence, or other sanctions deemed appropriate.

Should you wish to discuss this matter, please contact me using the details below.

Yours sincerely

Kuljit Sangha

Mrs Kuljit Sangha

Police Senior Licensing Officer for North Herts

Tel: [REDACTED] (work mobile) | Email: [REDACTED]

Hitchin Police Station, College Road, Hitchin, Herts, SG5 1JX