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South
Cambridgeshire
District Council

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6 September 2006

To: Chairman – Councillor Mrs A Elsby

Members of the Licensing (2003 Act) Sub-Committee – Councillors

Mrs CAED Murfitt and Mrs DSK Spink, MBE

Applicant: Jonathan Brown on behalf of Shelford Rugby Club

Representee(s): Russell Watkins, Environmental Health Officer

Mr & Mrs AC Starr, 115 Cambridge Road, Great Shelford, CB2 5JJ

M Welch, 117 Cambridge Road, Great Shelford, CB2 5JJ Mrs GE Howe, 123 Cambridge Road, Great Shelford, CB" 5JJ

# Dear Sir/Madam

Please find below the agenda, and attached the relevant papers, for the hearing by the LICENSING (2003 ACT) SUB-COMMITTEE of the application to vary existing club premises certificate conditions at Shelford Rugby Club, Great Shelford. The hearing will be held in the SWANSLEY ROOM, GROUND FLOOR at South Cambridgeshire Hall on TUESDAY, 19 SEPTEMBER 2006 at 2.00 p.m.

Yours faithfully **GJ HARLOCK** Chief Executive

# AGENDA 1. INTRODUCTION As per the attached Licensing (2003 Act) Committee Procedure 2. DECLARATIONS OF INTEREST 3. APPLICATION TO VARY EXISTING CLUB PREMISES CERTIFICATE CONDITIONS, SHELFORD RUGBY CLUB, GREAT SHELFORD Appendices A, B and C are not available electronically.

# GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

Whilst the District Council endeavours to ensure that you come to no harm when visiting South Cambridgeshire Hall you also have a responsibility to ensure that you do not risk your own or others' safety.

#### Security

Visitors should report to the main reception desk where they will be asked to sign a register. Visitors will be given a visitor's pass that must be worn at all times whilst in the building. Please remember to sign out and return your pass before you leave. The visitors' book is used as a register in cases of emergency and building evacuation.

# **Emergency and Evacuation**

In the event of a fire you will hear a continuous alarm. Evacuate the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park.

Do not use the lifts to exit the building. If you are unable to negotiate stairs by yourself, the emergency staircase landings are provided with fire refuge areas, which afford protection for a minimum of 1.5 hours. Press the alarm button and wait for assistance from the Council fire wardens or the fire brigade.

**Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

#### First Aid

If someone feels unwell or needs first aid, please alert a member of staff.

# **Access for People with Disabilities**

All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Hearing loops and earphones are available from reception and can be used in all meeting rooms.

#### **Toilets**

Public toilets are available on each floor of the building next to the lift.

### **Recording of Business**

Unless specifically authorised by resolution, no audio and / or visual or photographic recording in any format is allowed at any meeting of the Council, the executive (Cabinet), or any committee or sub-committee of the Council or the executive.

# Banners / Placards / Etc.

No member of the public shall be allowed to bring into or display at any Council meeting any banner, placard, poster or other similar item. The Chairman may require any such item to be removed.

#### **Disturbance by Public**

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared.

# **Smoking**

The Council operates a NO SMOKING policy.

#### **Food and Drink**

Vending machines and a water dispenser are available on the ground floor near the lifts. There shall be no food and drink in the Council Chamber.