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12 September 2006

To: Chairman – Councillor A Riley  
Members of the Licensing (2003 Act) Sub-Committee – Councillors Mrs A  
Elsby and Mrs DSK Spink, MBE

Applicant: Greene King Retailing Limited

Representee(s): Mrs B White, 4B Green Street, Willingham, CB4 5JA  
Cllr Manning, 130 Station Road, Willingham, CB4 5HG  
TJF and JA Hill, Greenend Farmhouse, 62 Church Street, Willingham CB4  
5HT  
Kirsty Cornwell, 59 Church Street, Willingham CB4 5HS  
Justin Meadows & Heidi Nolden, 66 Church Street, Willingham, CB4 5HT  
Amanda Radford & Michael Tidball, 57 Church Street, Willingham, CB4 5HS  
Drs P & J Leaver, 45 Church Street, Willingham  
Willingham Parish Council, The Parish Office, Ploughman Hall, West Fen  
Road, Willingham, CB4 5LP  
Lyn Disley, 64 Church Streetm Willingham, CB4 5HT

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 the existing licence for the Duke of Wellington Public House, 55 Church Street, Willingham. The hearing will be held in the **MEZZANINE, SECOND FLOOR** meeting room at South Cambridgeshire Hall on **WEDNESDAY, 20 SEPTEMBER 2006 at 10.00 a.m.**

Yours faithfully  
**GJ HARLOCK**  
Chief Executive

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#### AGENDA

	<b>PAGES</b>
<b>1. INTRODUCTION</b> As per the attached Licensing (2003 Act) Committee Procedure	<b>1 - 2</b>
<b>2. DECLARATIONS OF INTEREST</b>	
<b>3. APPLICATION TO VARY THE EXISTING LICENCE FOR THE DUKE OF WELLINGTON PUBLIC HOUSE, 55 CHURCH STREET, WILLINGHAM</b> Appendices A, B, C and D are not available electronically.	<b>3 - 8</b>

## **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**

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### **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.

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### **Toilets**

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### **Recording of Business**

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### **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**

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### **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.