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13 March 2008



South
Cambridgeshire
District Council

To: Chairman – Councillor RB Martlew

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

CAED Murfitt and A Riley

Applicant: Mrs S Clilverd on behalf of Cotton Hall, Cambridge Road, Girton

Representee(s): Camilla Haggett & Timothy Milner, West Reed Cottages, 23 Cambridge

Road, Girton, Cambs CB3 0PN

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 for premises licence at Cotton Hall, Girton. The hearing will be held in the **JEAVONS ROOM, FIRST FLOOR** meeting room at South Cambridgeshire Hall on **TUESDAY, 25 MARCH 2008** at **10.00 a.m.**

Yours faithfully GJ HARLOCK Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

AGENDA 1. INTRODUCTION As per the attached Licensing (2003 Act) Committee procedure. 2. DECLARATIONS OF INTEREST 3. APPLICATION FOR PREMISES LICENCE, COTTON HALL, GIRTON 3 - 6

Appendices A, B and C are not available electronically

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

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Security

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Emergency and Evacuation

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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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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.

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