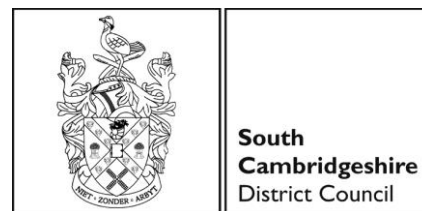


South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

t: 03450 450 500

f: 01954 713149

www.scambs.gov.uk



17 August 2020

To:

Members of the Licensing (2003 Act) Sub-Committee – Councillors
Anna Bradnam, Deborah Roberts and Eileen Wilson

Applicant: The Manor Barn, Harlton

Dear Sir/Madam

Please find below the agenda, and attached the relevant papers, for the hearing by the **Licensing (2003 Act) Sub-Committee on Tuesday 25 August 2020 at 2.00pm** of the application for a premises licence for The Manor Barn, Manor Farm, Washpit Lane, Harlton, CB23 1EY. The hearing will be held remotely using the Microsoft Teams video-conferencing system. There will be no access to the meeting at the Council offices, but a live stream of the meeting will be available via Microsoft Teams. A web link enabling members of the Press and public to view or listen to proceedings, will be published on the relevant page of the Council's website, at least 24 hours before the hearing.

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution ***in advance of*** the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully

Liz Watts

Chief Executive

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

	Agenda	Pages
1.	Appointment of Chair To appoint a Chair for the Sub-Committee.	
2.	Introductions / Procedure The Chairman will introduce the members of the Sub-Committee and the officers in attendance at the meeting. A copy of the Licensing (2003 Act) Committee procedure is attached.	1 - 4
3.	Declarations of Interest	

GUIDANCE NOTES FOR MEMBERS OF THE PUBLIC FOR REMOTE MEETINGS

Members of the public are welcome to view the live stream of this meeting, except during the consideration of exempt or confidential items, by following the link to be published on the Council's website.

Any person who participates in the meeting in accordance with the Council's procedure rules, is deemed to have consented to being recorded and to the use of those images (where participating via video conference) and/or sound recordings for webcast purposes. When speaking, members of the public should not disclose any personal information of any individual as this might infringe on the rights of that individual and breach the Data Protection Act.

For more information about this meeting please contact democratic.services@scams.gov.uk