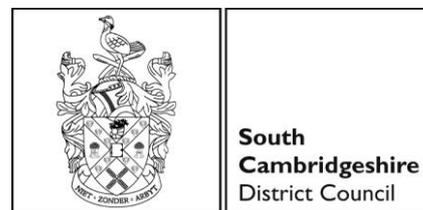


South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA

t: 03450 450 500

f: 01954 713149

[www.scambs.gov.uk](http://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.

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	<b>Agenda</b>	<b>Pages</b>
1.	<b>Appointment of Chair</b> To appoint a Chair for the Sub-Committee.	
2.	<b>Introductions / Procedure</b> 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.	<b>1 - 4</b>
3.	<b>Declarations of Interest</b>	

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### **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](mailto:democratic.services@scams.gov.uk)

# Agenda Item 2

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

### Licensing Act 2003 Sub-Committee

#### Virtual Hearings Procedure

#### 1. Before the hearing

- To assist in the conduct of the remote hearing and in case of technical difficulties during the hearing, all parties should submit by email to [democratic.services@scambbs.gov.uk](mailto:democratic.services@scambbs.gov.uk) , written submissions no later than 24 hours before the hearing is due to start, summarising the points they wish to make at the hearing and the outstanding issues. If it is not possible to post or submit written representations electronically by email, please contact the Licensing Officer by telephone to arrange for comments to be transcribed.
- All parties making representations will join the hearing by tele-conferencing or video-conferencing. All parties must provide the Licensing Officer with their email address and telephone number, no later than 48 hours before the hearing so they can be provided with details to join the hearing. This is to enable arrangements to be made for parties to join the hearing remotely.
- All parties should join the remote meeting 10 minutes before it is due to start in case of technical difficulties. All parties will be held in a lobby until they are admitted to the meeting.

#### 2. Election of Chair

- Members of the sub-committee will elect a Chair for the hearing.

#### 3. Introduction

- The Chair of the sub-committee will welcome and introduce everyone present, giving explanations of roles where necessary and outline the procedure to be followed.
- The hearing will take the form of a discussion to be led by the sub-committee and will take the following format:
  - Report from Licensing Officer;
  - Representations from the Police
  - Representations from Responsible Authorities
  - Representations from Interested Parties
  - Representations from The Applicant
- Members of the sub-committee will be able to ask questions of any party, or the Licensing Officer, at the hearing. Questions will be asked at the conclusion of each party's submission. On the conclusion of each party's submission, the Chair will invite each sub-committee member in turn, whether they wish to ask a question/s. If any member of the sub-committee subsequently wishes to ask further questions, they should indicate this wish to the Chair by using the meeting chat function.

- When not speaking, all panel members should mute their microphones. Participants attending via teleconference should wait for the Chair to call them to speak.
- The Chair will ask each party whether they wish to ask questions of any of the other parties. The sub-committee will consider any requests for permission to ask questions of other parties. The sub-committee will decide if questions are required in order for it to consider the case properly. If permission is given to one party, it will usually be given to all other parties.
- Any person behaving in a disruptive manner will be removed from the meeting. Such a person may, before the end of the hearing, submit to the authority in writing by post or email to [democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.gov.uk) , any information which they would have been entitled to give orally had they not been required to leave. If it is not possible to submit this information by post or email, the information can be provided orally by telephone to the Licensing Officer.
- Members of the sub-committee will be asked to make any Declaration of Interests.
- In the event that the Chair or Clerk identifies a failure of the remote participation facility, the Chair will declare a recess while the fault is addressed.
- If it is not possible to address the fault, the meeting will be adjourned until such time as it can be reconvened.

#### **4. Witnesses**

The sub-committee will consider any requests from any of the parties to call witnesses. Any such requests must be submitted to the Licensing Officer and also by email to [democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.gov.uk) at least two working days before the hearing. This is to enable arrangements to be made for witnesses to be able to join the hearing remotely should permission be granted.

#### **5. New evidence/information**

The sub-committee will consider any requests for permission to present new evidence or information not previously disclosed to all the parties and the sub-committee prior to the hearing. The general rule is that such information or evidence must not be considered unless all parties at the hearing agree to it being considered on the day of the hearing. A request may be made for a short adjournment to allow time for everyone to receive copies of the extra information and time to read it.

#### **6. Allocation of time**

Each party will be asked for a time estimate for the presentation of their case. The sub-committee will hear all estimates and then allocate each party an equal amount of time to speak.

#### **7. Licensing Officer's report**

The Council's Licensing Officer will outline details of the application and representations received by the council. No recommendation to members will be made.

## **8. Applicant's case**

The Chair will invite the applicant to present their case first. They have a right to:

- address the sub-committee on any points of clarification the council has sought.
- address the committee generally; and
- call any witnesses that they have been given permission to call. The applicant must notify the Licensing Officer and Democratic Services ([democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.gov.uk)) of their wish to call any witnesses, at least two working days before the hearing to allow arrangements to be made to enable the witness/es to join the hearing remotely should permission be granted by the sub-committee. Witnesses may be cross-examined if permission is granted. If this happens, the time taken for questions will count towards the allocated time of the party asking the questions, not the party answering them.

Members of the sub-committee may ask questions of the applicant. The Chair will invite sub-committee members in turn, to ask questions.

## **9. Police representations**

The Police will make any representations about the application, with the same rights as listed at s.7. Members of the sub-committee may ask questions of the police representative. The Chair will invite sub-committee members in turn, to ask questions.

## **10. "Responsible authorities" representations**

Other "responsible authorities" (Police/Fire/Environmental Health Officer/Social Services/Trading Standards/Planning Directorate) will then make representations, with the same rights as listed at s.7. Members of the sub-committee may ask questions of those authorities represented. The Chair will invite sub-committee members in turn, to ask questions.

## **11. Any other representations**

Anybody else making representations will go last, with the same rights listed at s.7. Members of the sub-committee may ask questions of any person who has made a representation. The Chair will invite sub-committee members in turn, to ask questions.

## **12. Legal advice**

Once all parties have presented their cases to the sub-committee, and the members of the sub-committee have no more questions for any of the parties, the Council's Legal Officer will be asked by the Chair, to outline any relevant legal guidance.

### **13. Decision-making**

The Live Feed will be closed to allow the sub-committee to consider its decision in private. All attendees apart from the sub-committee members, Council's Legal Officer and Clerk, will be asked to leave the meeting while the sub-committee considers its decision. The Council's Legal Officer and Clerk will remain in the meeting with the sub-committee members to advise where necessary and take notes of the decision.

### **14. Notification of decision**

A determination of the case will be made at the conclusion of the hearing and all parties will be notified of the decision in writing as soon as possible. The decision will be also be published on the Council's website.

# Agenda Item 4



## South Cambridgeshire District Council

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<b>Report to:</b>	Licensing Sub-Committee (2003 Act)
<b>Author/s:</b>	Director, Health & Environmental Services
<b>Date:</b>	25 August 2020
<b>Lead Officer:</b>	Jane Jackson

---

### The Application

1. The application for a Premises Licence for The Manor Barn, Manor Farm, Washpit Lane, Harlton, CB23 1EY was received by the licensing department.  
([Appendix A](#))

The application was accompanied by:

- The required fee
- An operating schedule (included in the application form)
- A plan of the premises  
([Appendix B](#))

The requirements for advertising and displaying relevant notices were carried out in accordance with the Licensing Act 2003.

### Background

2. The premises can be found on Washpit Lane, Harlton which is on the edge of the village.  
([Appendix C](#))
3. As required by the Licensing Act policy, the application was sent to all responsible authorities for consultation as part of the licensing application process.
4. Notification of the application was sent to 94 neighbouring properties.
5. The Blue Notice correctly displayed, and a notice was placed in the Cambridge Evening News on the 23 July 2020  
([Appendix D](#))

6. As part of the application process the applicant has been made aware of the representations.

### **Relevant Representations**

7. Representations have been received from the interested parties.  
**(Appendix E)**

An internal memo was received from Environmental Health.

### **(Appendix F)**

8. **Mediation**

The applicant's response to the representations was received on the 30 July 2020.

### **(Appendix G)**

This response was sent to the interested parties along with the Environmental Health memo

### **Officer's Views**

9. Members when considering the application should be aware that they may only take into consideration the parts of the application that represent the licensing objectives.
  - a. The Prevention of Crime and Disorder
  - b. Public Safety
  - c. The prevention of public nuisance
  - d. The protection of children from harm
10. To achieve these objectives the Council will use its full range of powers and will engage all relevant responsibilities including planning controls, transport controls, crime reduction controls and relevant policies or strategies that will promote the Licensing objectives. The Council will work closely with the Police, Fire Service, Businesses, community representatives and local people in meeting these objectives.
11. Members have the right under the Licensing Act 2003 to determine this application after considering any relevant representations, Members may
  - a. Accept the proposed application as submitted
  - b. Reject the application
  - c. Agree the application but impose conditions that promote the relevant licensing objectives

### **Policy Considerations**

12. The South Cambridgeshire Licensing Policy relating to the Prevention of Crime and Disorder, Public Safety, The prevention of public nuisance and The Protection of Children from Harm.

### **Legal Implications**

13. All parties will maintain a right of appeal to a Magistrate's Court after the determination of this committee.

**Contact Officer:** Jane Jackson – Resource Team Leader  
Telephone: (01954) 713635

- Appendix A Copy of application form
- Appendix B Plan of premises
- Appendix C Google map of premises
- Appendix D Photographs of blue notice and newspaper notice
- Appendix E List of representations from interested parties
- Appendix F Representation from Environmental Health
- Appendix G Applicants response to representations

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**South Cambridgeshire  
Application for a premises licence  
Licensing Act 2003**

For help contact  
[licensing@scambs.gov.uk](mailto:licensing@scambs.gov.uk)  
Telephone: 03450 450 063

\* required information

**Section 1 of 21**

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference	Premises Lic.	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

- Yes
  No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

**Applicant Details**

* First name	
* Family name	
* E-mail	
Main telephone number	
Other telephone number	

Include country code.

Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader  
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

**Applicant Business**

Is your business registered in the UK with Companies House?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is your business registered outside the UK?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Note: completing the Applicant Business section is optional in this form.

Business name	THE MANOR BARN		If your business is registered, use its registered name.
VAT number	GB		Put "none" if you are not registered for VAT.
Legal status	Partnership		

**Continued from previous page...**

Your position in the business

Home country

The country where the headquarters of your business is located.

**Business Address**

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

**Premises Address**

Are you able to provide a postal address, OS map reference or description of the premises?

- Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

**Section 3 of 21**

**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

**Confirm The Following**

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

**Section 4 of 21**

**NON INDIVIDUAL APPLICANTS**

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

**Non Individual Applicant's Name**

Name

**Details**

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

**Continued from previous page...**

PARTNER

**Address**

Building number or name	MANOR FARM
Street	WASHPIT LANE
District	SCDC
City or town	HARLTON, CAMBRIDGE
County or administrative area	SCDC
Postcode	CB23 1EY
Country	United Kingdom

**Contact Details**

E-mail	
Telephone number	
Other telephone number	
* Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/> dd mm yyyy
* Nationality	<input type="text"/> <a href="#">Documents that demonstrate entitlement to work in the UK</a>

**Non Individual Applicant's Name**

Name	<input type="text"/>
------	----------------------

**Details**

Registered number (where applicable)	<input type="text"/>
--------------------------------------	----------------------

Description of applicant (for example partnership, company, unincorporated association etc)

PARTNER

Continued from previous page...

### Address

Building number or name	<input type="text" value="MANOR FARM"/>
Street	<input type="text" value="WASHPIT LANE"/>
District	<input type="text" value="SCDC"/>
City or town	<input type="text" value="HARLTON, CAMBRIDGE"/>
County or administrative area	<input type="text" value="SCDC"/>
Postcode	<input type="text" value="CB23 1EY"/>
Country	<input type="text" value="United Kingdom"/>

### Contact Details

E-mail	<input type="text"/>
Telephone number	<input type="text"/>
Other telephone number	<input type="text"/>
Date of birth	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/> dd mm yyyy
Nationality	<input type="text"/>

[Documents that demonstrate entitlement to work in the UK](#)

## Section 5 of 21

### OPERATING SCHEDULE

When do you want the premises licence to start?	<input type="text" value="01"/> / <input type="text" value="07"/> / <input type="text" value="2020"/> dd mm yyyy
---	---

If you wish the licence to be valid only for a limited period, when do you want it to end	<input type="text"/> / <input type="text"/> / <input type="text"/> dd mm yyyy
---	--

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.

We operate an event venue based on our family farm, within our old wooden barn with adjoining bar room/toilets. We have operated this venue for over 12 years by way of Temporary event notices. We have lawful use of the buildings for this purpose, currently up to a maximum of 30 days per calendar year. Therefore, I have requested for a license for everyday of the week, 12:00-00.00. But in practice, this will not exceed the 30 days per annum but gives me flexibility to use those 30 days when requested by clients.

As we are an established business, and with my own personal license held since 2015, I have no doubt about continuing to

**Continued from previous page...**

work to a high standard within each licensing objective (more specific information pertaining to each objective is explained later in this document).

Our application to allow us to sell alcohol for consumption off-site is to allow us to sell left-over wine from events back to our wedding couples. We are also considering selling alcohol during this period of lock-down while we have no ability to generate any other income currently. This may include the sale of alcohol purchased for events due to take place this year, which have had to cancel.

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

**Section 6 of 21**

**PROVISION OF PLAYS**

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes  No

**Section 7 of 21**

**PROVISION OF FILMS**

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes  No

**Section 8 of 21**

**PROVISION OF INDOOR SPORTING EVENTS**

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes  No

**Section 9 of 21**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes  No

**Section 10 of 21**

**PROVISION OF LIVE MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY

Start  End

Start  End

WEDNESDAY

Start  End

Start  End

THURSDAY

Start  End

Start  End

FRIDAY

Start  End

Start  End

SATURDAY

Start  End

Start  End

SUNDAY

Start  End

Start  End

Will the performance of live music take place indoors or outdoors or both?

- Indoors       Outdoors       Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

To continue with indoor amplified and unamplified music as we have been doing (by way of Temporary Event Notices) for 12 years. This will take place within the main wooden barn, again exactly as we have done for many years. The wooden barn has recently been sound/heat insulated. Some 'background' music to continue to take place in outdoor areas. As we typically mostly host weddings, this is often a string quartet or other music allowing guests to speak to one another at the early part of the day during a drinks reception.

PLEASE NOTE - The gardens are only used for arrival receptions of weddings. Typically a 2 hour period taking place before 6pm. No access allowed to the gardens after the wedding party has moved inside the barn for the wedding breakfast. The only outdoor spaced used during/after the meal is the lawn area immediately outside of the venue, enclosed with metal fencing.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Most likely to take place Spring-Autumn but a few winter events may occur.

**Continued from previous page...**

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Unlikely to require any additional times outside of those already stated.

**Section 11 of 21**

**PROVISION OF RECORDED MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

**Continued from previous page...**

Will the playing of recorded music take place indoors or outdoors or both?

- Indoors                       Outdoors                       Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

To continue with indoor amplified and unamplified music as we have been doing (by way of Temporary Event Notices) for 12 years. This will take place within the main wooden barn, again exactly as we have done for many years. The wooden barn has recently been sound/heat insulated. Some 'background' music to continue to take place in outdoor areas. As we typically mostly host weddings, this is often a string quartet or other recorded music of a similar nature, allowing guests to speak to one another at the early part of the day during a drinks reception.  
PLEASE NOTE - The gardens are only used for arrival receptions of weddings. Typically a 2 hour period taking place before 6pm. No access allowed to the gardens after the wedding party has moved inside the barn for the wedding breakfast. The only outdoor spaced used during/after the meal is the lawn area immediately outside of the venue, enclosed with metal fencing.

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

More likely to occur Spring-Autumn.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Unlikely to require any additional times to those stated.

**Section 12 of 21**

**PROVISION OF PERFORMANCES OF DANCE**

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes                       No

**Section 13 of 21**

**PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE**

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

- Yes                       No

**Section 14 of 21**

**LATE NIGHT REFRESHMENT**

Will you be providing late night refreshment?

**Section 15 of 21**

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

- On the premises             Off the premises             Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

More likely to occur Spring-Autumn.

**Continued from previous page...**

PLEASE ALSO NOTE - The supply of alcohol in the garden area is likely to only be the supply of reception drinks e.g. Pimms/ Champagne pre-paid by the wedding party. This is typically by way waitress service on trays. Service of alcohol in the garden area only takes place for approximately 2 hours, before 6pm. After which guests move inside the barn for the wedding breakfast and do not have access to this space again.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Unlikely to be required.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

**Name**

First name

Family name

Date of birth  /  /   
dd mm yyyy

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

**Continued from previous page...**

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

**Section 16 of 21**

**ADULT ENTERTAINMENT**

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

NONE

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

**Continued from previous page...**

SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

More likely to be open more in Spring-Autumn. Unlikely to need anything additional to that stated.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Unlikely to require anything additional to that stated.

## Section 18 of 21

### LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

Event venue (usually Wedding receptions).

The bar room adjoins the main wooden barn and is situated on our family farm site. We have run events here over 10 years using Temporary Event Notices for each event (approx 10-15 events per year). We have consistently been able to demonstrate adherence to all licensing objectives, with no issues at all. We feel there is no reason this cannot continue if a full premises licence is granted.

Paula Banks holds a personal license, therefore fully aware of licensing objectives.

We work as a conscientious team, well aware that it is important we maintain a high reputation of being a well-run venue. This is essential reputation allows us to continue attracting clients so we guard it very passionately but

b) The prevention of crime and disorder

Preventing crime and disorder - Annual staff training is given to all staff on site as well as team briefings prior to each event. All staff are aware of the importance of not breaching licensing conditions, this is overseen and ensured by managers and we have never breached details within any Temporary Event Notice to date. All staff are aware of the implications of this breach. We train staff to recognise anti-social behaviour and who/when to report any concerns to. Staff constantly circulate all the areas of the site and report any concerns to the manager. We have a policy in place of 'PROVE IT' ensuring staff ask for identification from any guest looking under 25years of age, with poster on display at the bar. Staff are trained in the importance of doing this without worry, and the implications of not doing so.

c) Public safety

Public safety - We never overcrowd the venue and always adhere to maximum numbers in regard to safety. A full fire safety risk assessment is in place already, with full review annually, while more regular checks of specific areas is carried out (e.g.

**Continued from previous page...**

fire alarm tests) and findings recorded. We have a full Health and Safety assessment for all other considerations, reviewed annually. Accidents books are on site and all full-time staff trained in first aid and certificated. We have a Food Hygiene rating of 5 stars, inspected 2019. We follow strict food safety regulations.

Disabled facilities include access to a bathroom, all on one level for easy wheelchair access. There are steps into the barn room itself, therefore, we are happy to offer waitress table service throughout events if someone is unable to access this room; We have mobile card payment machines to help with this also. We can read menus to anyone with any visual impairment, or happy to provide large print menus.

**d) The prevention of public nuisance**

Public nuisance - We are happy to help all guests on site to organise transportation off the site, by calling taxis and allowing them to wait inside the premises until these vehicles arrive (for example at the end of the evening, when the event has ended to prevent sprawl). From experience, guests at our events tend to follow a gradual vacation of the premises throughout the evenings. Staff circulate outside areas to try and control any guests moving away from the venue towards domestic dwellings, that said, we have not had any guests have to be asked to return as typically they wish to stay with the party. Staff do not leave the premises until all guests have left site. CCTV is in place of the car parking areas also. To date, we have not had any antisocial behaviour or public nuisance noted at all, no need for any staff, guests or local residents to report any behaviour to the relevant authorities. We have voluntarily installed a noise limiter, set below the guidance from the Environmental Health officer and we do not allow any amplified music to continue after midnight. Staff are circulated throughout their shifts, to ensure they are not exposed to loud music for any prolonged period of time. We have recently installed insulation to reduce sound escape as much as possible, having sought advice from acoustic experts to achieve a program of sound proofing. Amplified music is only sited at the end of the barn, furthest away from surrounding properties. Due to the nature of the listed barn, windows are fixed closed by design, therefore sound cannot escape. The large open main doors are closed by 11pm (often much earlier due to temperature fall in the evening) to further reduce sound escape. After any event, before staff leave site, they walk around all outdoor areas to remove litter. This is repeated the next working day in daylight, to ensure nothing is missed. We provide a designated smoking area, with sand buckets, this is situated away from the majority of other guests and staff.

There is a bin located at the entrance/exit of the premises. Emptying of bins, by our contracted waste disposal, does not take place between 11pm-7am to ensure nuisance by vehicles/bottles is kept to a minimum. Bins are located out of public view during events to prevent public access.

We have ample car parking available on site, there has never been, nor likely any future need, for any guests cars to have to be parked off site.

PLEASE NOTE - The gardens are only used for arrival receptions of weddings. Typically a 2 hour period taking place before 6pm. No access is allowed to the gardens after the wedding party has moved inside the barn for the wedding breakfast. The only outdoor spaced used during/after the meal is the lawn area immediately outside of the venue, enclosed with metal fencing. During the use of all outdoor spaces staff circulate the perimeter and monitor noise and collect waste.

**e) The protection of children from harm**

The protection of children – As per our comment in crime and disorder : We have a policy in place of 'PROVE IT' ensuring staff ask for identification from any guest looking under 25years of age, with poster on display at the bar. Staff are trained in the importance of doing this without worry, and the implications of not doing so. Staff can accept a passport, driving licence or citizen card as proof of age. This also applies to the sale of cigars at the bar. We do not hold adult only entertainment or gambling. Weddings tend to be family affairs with a very diverse mix of ages, we offer furniture and activities for children to use to encourage them not to stay in the bar room during the evening where strong language and drinking alcohol can occur more obviously than the barn due to its smaller nature and lack of music.

**Section 19 of 21**

**NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK**

*Continued from previous page...*

**Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

**Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

**Continued from previous page...**

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

***Continued from previous page...***

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

**Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

**Section 20 of 21**

**NOTES ON REGULATED ENTERTAINMENT**

**Continued from previous page...**

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

**Continued from previous page...**

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

**Section 21 of 21**

**PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00\*

Band E - £125001 and over £635.00\*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

**ATTACHMENTS**

**AUTHORITY POSTAL ADDRESS**

*Continued from previous page...*

**Address**

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

**DECLARATION**

\* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name	<input type="text"/>
* Capacity	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/south-cambridgeshire/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

**IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

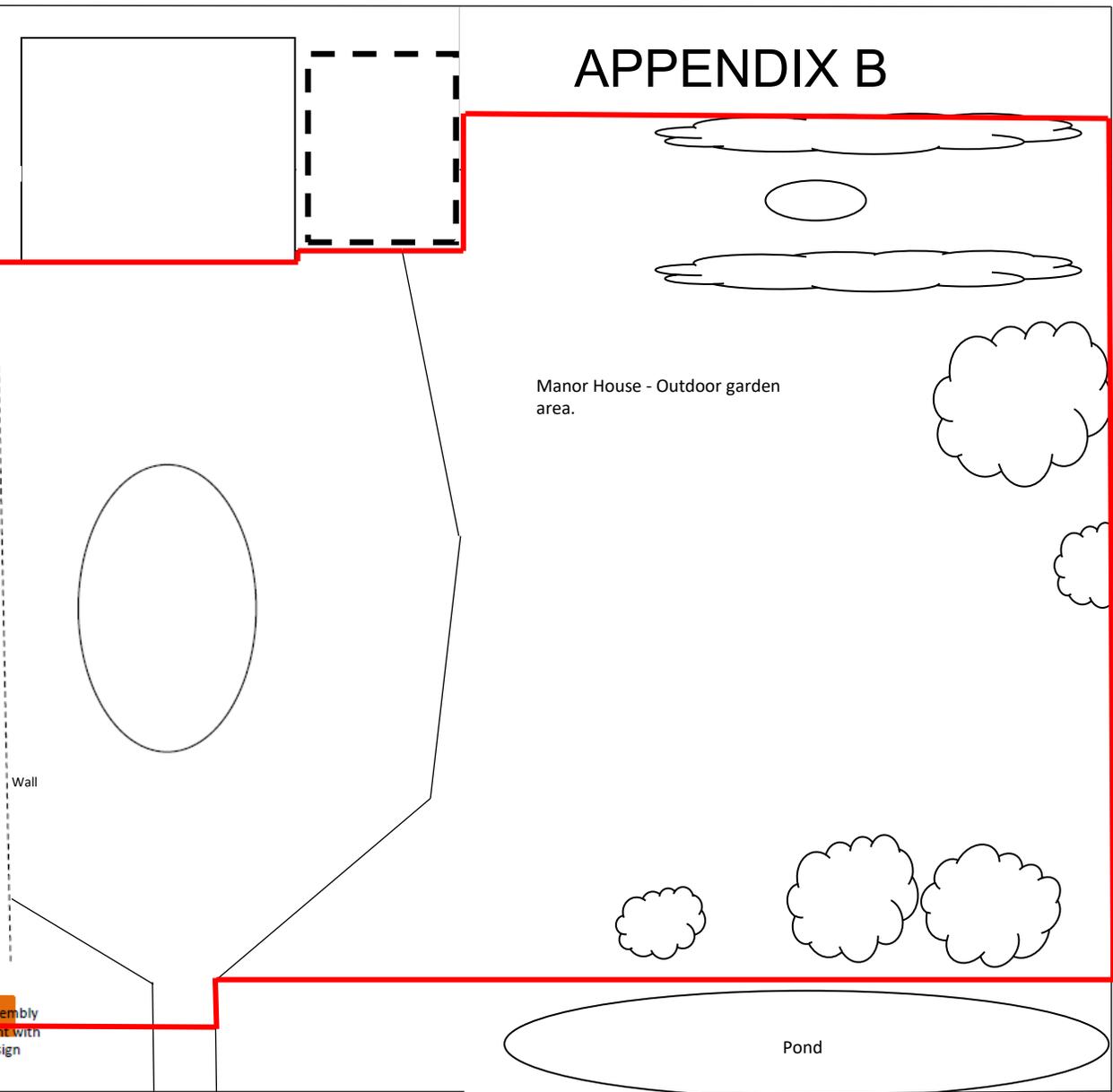
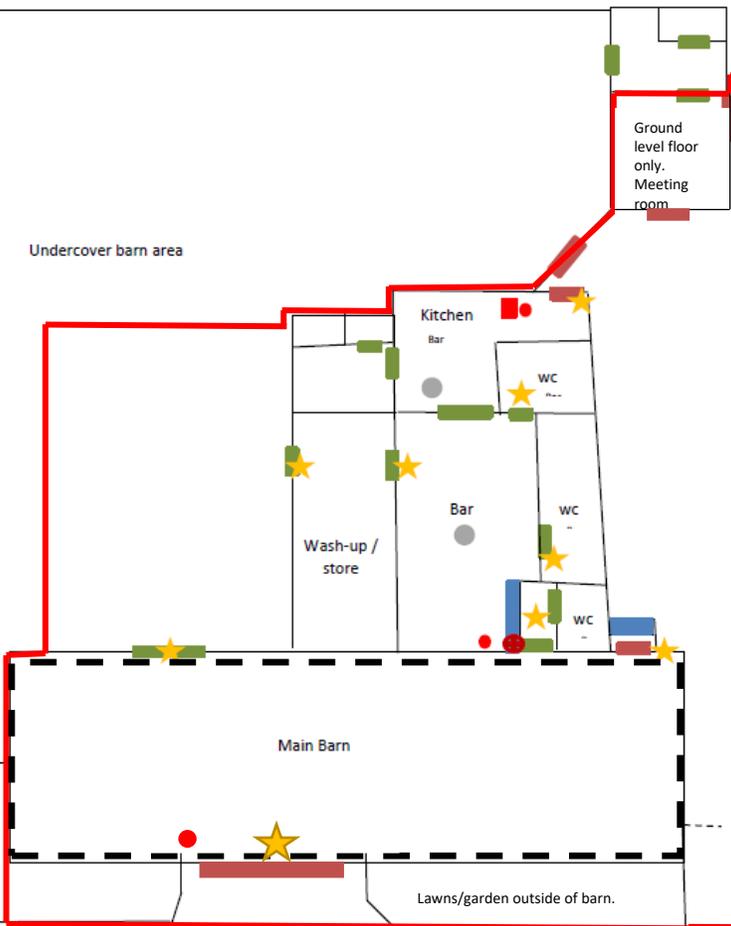
**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED**

The Manor Barn - Building plan

Drawing not to scale

APPENDIX B

Key	
	Internal door
	External door
	Step
	Emergency light
	Fire extinguisher
	Fire blanket
	Fire detector
	Fire bell
	Alcohol sale/supply
	Live and recorded music



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LICENSING ACT 2003

**NOTICE OF APPLICATION FOR A PREMISES LICENCE/CLUB PREMISES CERTIFICATE \***

Notice is given that I<sup>1</sup> MRS P BANKS have on the<sup>2</sup> 08/07/2020 applied to South Cambs District Council as the Licensing Authority for a Premises Licence for the<sup>3</sup> The Manor Barn of<sup>4</sup> Manor Farm, Washpit Lane, Harlton, Cambridge, CB23 1EY. For<sup>5</sup> the sale of alcohol and live and recorded music Monday 12.00-00.00, Tuesday 12.00-00.00, Wednesday 12.00-00.00, Thursday 12.00-00.00, Friday 12.00-24.00, Saturday 12.00-00.00, Sunday 12.00-00.00.

**Please note** – The premises will still be restricted to 30 days use for events per calendar year if granted.

Anyone wishing to make representations concerning this application should do so in writing to:

**South Cambs District Council, Licensing Section, South Cambs Hall, Cambourne Business Park, Cambourne, CB23 6FA**

Representations in respect of this application must reach the Licensing Authority by<sup>6</sup> 05/08/2020.

Persons wishing to inspect the register or the record of this application may do so by attending the office of the Licensing Section, during office hours, Monday to Friday inclusive.

It is an offence knowingly or recklessly to make a false statement in connection with an application, the maximum fine for which on summary conviction is £5000.

<sup>1</sup> Full name of applicant  
<sup>2</sup> Date application was given to Licensing Authority  
<sup>3</sup> Premises name  
<sup>4</sup> Premises address and postal code  
<sup>5</sup> Please give brief explanation of proposed licensable activities and hours  
<sup>6</sup> Please state 28 days from the date after the application was given to the Licensing Authority  
<sup>7</sup> Please delete as appropriate



## List of Representations – The Manor Barn

6 August 2020

### Representation 1

Despite local objection to noise, traffic and safety, this venue has been granted approval for 30 events per annum, excluding exercise classes.

To have the option to serve alcohol for 12 hours per day, every day, at this location will inevitably bring further noise, traffic and safety concerns for the local residents. I appreciate the proprietors wish to have 'flexibility' but this is at the expense of the local community.

It is my opinion that the proprietors should continue to apply for temporary event notices as dictated by their events bookings

### Representation 2

I am writing to you with observations about the above application.

1. Daily usage of the barn.

It is noted that, theoretically, there could be events taking place every day of the week throughout the year. We have no objection to events being staged but we think there should be a restriction to three or four events, not seven.

2. It is noted that all guest parking is catered for but that is not our experience when cars have been parked elsewhere in the village. We would not have a problem if all guests were told that cars must be parked in the area provided.

3. We would have no objection to soft music, like a harp, being played outside, but we would not accept anything louder that upsets the piece and quiet of our village. Perhaps an external decibel rating should be levied on outside music.

4. Increasing the number of events will no doubt lead into possible crime and disorder when guests leave the event after midnight. It will be very difficult to control revellers that have been consuming alcohol for several hours.

5. I think we need some clarity on the how and when alcohol will be sold off the premises.

I trust you will consider the above when you make your decision

### Representation 3

Re: Premises Licence for the Manor Barn, Manor Farm, Harlton CB23 1EY

Harlton is a village of approx 120 properties.

The Hare & Hounds pub, High St is in the centre of the village and was purchased by the community in the last 5/6 years. It holds a licence to sell alcohol on & off the premises and struggles to survive.

The Pergola Restuarant situated at the west end of the village also holds a licence to sell alcohol on & off the premises.

The Village Hall is managed by trustees, it holds a few events throughout the year and therefore applies for a temporary events notice as necessary.

I propose that the granting of a Licence to Manor Barn to sell alcohol off premises is inappropriate in this small village.

The map provided indicates that the garden surrounding the Manor Farm House is now incorporated into 'the Premises'. (this is possibly a recent addition?) but would indicate that the purchase & consumption of alcohol in this area is already allowed.

If a Licence to sell alcohol on & OFF the premises is procured, this area of garden has the potential to be developed and used for many more events of all types & sizes.

The application by Manor Barn for a Licence to sell alcohol and to hold events throughout the year, states that Manor Barn would 'in practise, not exceed the 30 days per annum'. The Manor Barn already has this ability to hold 30 events per year. This is a situation which a group of concerned Harlton residents fought against approx 8/10 years ago.

The noise level emanating from the Manor Barn on event days already causes a nuisance to those properties which lie to the west of the 'open doors' of Manor Barn.

I note that Manor Barn would prevent Wedding guests movement back to the gardens after 6pm even though this garden is classified as the Premises.

Manor Barn states that once guests move inside the Barn, the only outdoor space available to them is a small lawn enclosed with metal fencing.

My observation of the Manor Barn operation is that guests have ventured much further than the 'metal fence' spilling into the road and adjacent fields.

I am concerned that, as is already happening, Manor Farm's actual farming operation will be fully and finally contracted out, the Premises Licence and Licence to sell Alcohol on and off

the Premises will enable Manor Barn not only to increase the number of Events, the size of Events but also the type of Event, well beyond the metal fence.

## Representation 4

It is not clear from the application if either of the requests are limited to events specifically in the Manor Barn or could the venue become a general bar/pub or off licence which operated independently. Since the application mentions music and alcohol consumption 'in the garden' it can only be assumed that the applicants intention is that the licence apply to the Manor Farm site generally and not the Manor Barn only and this representation is written accordingly. It is also understood that the licence granted would be subject to restrictions of the current planning consent but an application to amend that consent could change the situation completely.

Harlton is small, active but very peaceful rural village in the heart of Cambridgeshire. It has one active farm. With 130 households and a population of around 310 it is a thriving community with many young families and retired people in residence.

The licensing team should consider the following in reaching a conclusion on this application;

Competition with other public houses and places selling alcohol-

The Hare and Hounds is an attractive Grade 2 listed thatched building, originally two farm workers cottages and was converted to a pub in 1889. In 2017 the pub became a Community owned pub, owned by the Hare and Hounds Community Interest Company. The pub was a vibrant business and place to meet over many years with custom not only from locals but also from people in neighbouring villages, however in keeping with all village pubs there is a struggle to generate sufficient trade and the pub is only viable with it being subsidised by the community.

The Wheatsheaf pub and pergola Italian restaurant is also in Harlton Parish and other pubs within a 3 mile radius include CamSpice bar and restaurant in Eversden, The Rose in Haslingfield, The Hoops and White Horse in Barton, The Three Horseshoes in Comberton and the Chequers in Orwell. Other premises selling alcohol locally include Wallis Barton Garage, Country Kitchen and the Post Office in Haslingfield, the village shops in Comberton and Barrington.

Given the challenges to economic viability faced by rural pubs and shops it can only be concluded that the local area is already very adequately served and further premises with a licence to sell alcohol for on and off premises consumption every day of the week would increase competition and reduce the viability of all these existing local premises in particular the Hare and Hounds which is of particular importance to the local community.

#### Access-

The Manor Barn is accessed from Washpit Lane, a single track road, already in poor condition given modern traffic. With a venue licenced to sell alcohol for on and off premises consumption and playing live and recorded music every day of the week it would be logical to conclude a significant increase in traffic movements on a road not designed for such volume.

#### Noise and disturbance-

Harlton is a linear village with a riband of house alongside the Eversden to Haslingfield road. The Manor Barn and Manor Farm are set off to the north east of the line of the village. Regardless of the distance from the Manor Barn sound carries across open fields to the northwest and south east and the noise levels are disproportionate given the distance. The Manor Barn is within 150 metres of Harlton Church. The surrounding area is a conservation area and playing of live and recorded music at the frequency of the application is not appropriate. In Harlton Chalk Pit and a number of locations in the village there have been incidences of gatherings of underage drinkers. If there is sale of alcohol for off premises consumption in the village disturbances of this type will become more common. If the licence is granted as requested it is inevitable that there will be significant disturbance to the inhabitants of Harlton village.

#### Other local venues-

The local area is very well served with venues for events. Harlton, Haslingfield and Everden Village Halls. Burwash Manor Barton, Comberton Village College, Lords Bridge Arena and Wimpole Hall are all within 3 miles of the venue. It is questionable that the area needs an additional venue with a licence for music and alcohol and any additional venue will jeopardise the viability of existing venues.

It is recognised that the applicant is trying to diversify their existing business and that is commended, however, the application must be considered in the context of the location in a peaceful small village and surroundings of the manor barn and the following should apply;

- Licence for alcohol is limited to sale for on premises consumption and limited to events in the Manor Barn only and restricted to Friday and Saturday 12:00 to 00:00 and Sunday 12:00 to 20:00 only.
- The licence for alcohol sales for off premises consumption is not granted.
- A licence for live and recorded music is granted but only for performance within the Manor Barn itself and that this is allowed subject to sign off by the local building officer that the appropriate sound insulation has been installed in the Manor Barn.

## Representation 5

I refer to your letter of 8.7.2020 concerning the above.

The essence of my concern is the noise level generated by weddings at the location. I am pleased to note sound proofing has been undertaken, however leaving the large

barn doors open until 11pm on warm Spring and Summer evenings, when village people are enjoying their gardens, means that the noise level becomes a nuisance to a substantial part of this small community, certainly enough to drive people indoors. This is not only the sound of live or amplified music but the noise made by an outdoor crowd of people enjoying alcohol in an increasingly uninhibited fashion as the evening moves on.

The licence for sale of alcohol on and off the premises suggests the public, whether members of a private club or not, can buy drink at any time after the 1200 opening, for consumption on or off the premises. Is this Mrs Banks intention?

I note that it is Mrs. Banks' expressed intention to limit the number of events to 30 pa.. However I would point out that her estimate currently of 10-15 events pa requiring a Temporary Events Notice is low. As the business has developed, since 2015 to 2019 the numbers were 15, 19, 19, 25 and 30pa..

Mrs. Banks' business appears to be in expansionary mode, as farming activities have been moved to another location, considerable financial costs spent on works to the Barn, all of which suggests a business planning to expand its' activities.

I am looking for an assurance that the current level of usage of the Premises is limited to the 30 events formerly requiring TENs., with more attention paid to ways of limiting noise levels when guests move outside the Barn.

## **Representation 6**

Regarding the Notification for a new Premises Licence at Manor Barn Manor Farm Washpit Lane Harlton CB23 1ET

I am writing to object to the above on the grounds stated below.

Manor Barn is set in the middle of a small village.

Residential buildings are close by and including 6 (I believe) new properties under construction within a few metres.

Live and recorded music which could possibly be for 7 days a week from 12.00 to 00.00 inside and or outside means noise that is heard now in some instances going on for longer and possibly more often. This means windows having to be kept closed in residential houses to mitigate noise especially at night time. Plus if allowed during the day sitting in gardens could become unpleasant.

Also alcohol being sold again 7 days a week possibly from 12.00 to 00.00 both for use on and off the premises, could I believe, lead to some unruly behaviour.

Especially as the Barn is alongside the road with no pavements some dwellings and the village pond.

It is not possible I believe and from what I have seen to stop people walking through the village and in the road (there are no pavements by the Barn) and with the best staff training in the world, they can only try as they say, to control the guests.

Noise from cars and guests leaving the site would again I think be unacceptable for 30 events and possibly 7 days a week at the stated times. There is no viable public transport in Harlton for the stated times.

I am happy for Manor Barn to continue under the licence it already has by way of Temporary event notices for the last approximately 10 years for around 10 to 15 events per year. See section 18 of 21. This I feel is more in keeping with its situation in the heart of this village.

A possible seven days a week use seems to be a rather disproportionate amount of events and time with regards to the size of the village and with the village church right behind and which is use for services especially on Sundays.

If 30 events are going to be allowed I would also like to know how the event numbers will be monitored.

## **Representation 7**

I am writing to express our considerable concern about this application. Over the last 7 years there have been many instances when loud music or people shouting late at night during events at Manor Farm have kept us awake. The most recent occurrence was last weekend 18/19 July 2020. For several days a very large marquis was erected in a field in direct line of sight to our bedroom windows (refer to attached map). Visitors arrived by car and parked in this field camping overnight. Some of the visitors were shouting and singing until well after midnight. We had no option on a warm evening but to close all our windows. It has become clear to us, over many years, that the person/s responsible for these events have little or no consideration for their neighbours and we ask that the proposed licence not be granted.

## **Representation 8**

I write to comment on and object to the above application for a new Premises Licence.

Harlton is a quiet rural village which already has two licensed premises one of which, the community owned Hare and Hounds in the centre of the village, can barely survive. The village is certainly not in need of additional licenced premises. The licensing application allows for he facility to be open between the hours of 12 noon and 12 midnight ie 12 hours for visitors to the village to become highly intoxicated. Visitors, possibly people who would never return, have no vested interest in behaving reasonably. Add to that the probability of similarly unrestricted live music and you have a major environmental problem waiting to happen. Environmental

pollution is not only about air pollution, greenhouse gases and plastics. It is also about excessive noise and light and approving this application will undoubtedly lead to a major increase in noise and light pollution.

I note that the application would be restricted to 30 uses per year. Undoubtedly with the possibility of outside and inside live music the majority of these uses would be in the summer months and frequently outside and this would be a major intrusion into the lives of the majority of residents in the village. We are already able to hear the noise from other events that are held in the Manor Barn even with our double glazed windows closed.

How would the licensing authority police whether or not the consent was being adhered to? Who will monitor and control the noise levels? Who will monitor the drunkenness and unsocial behaviour that ensues? Previous history with this business says that they will push the boundaries and indeed breach them if they are not monitored and then use these breaches as a justification for extension/removal of previously restricted permissions.

What good will this do for the village? I can see many negatives for the village population but no positives. I can see why the Manor Barn business wants the licence but to ruin the peaceful lives of the residents of the village purely for Manor Barns to make more money is unacceptable.

## **Representation 9**

As a close neighbour I would like to suggest the following conditions and restrictions if a licence is granted. The licence should be for 6 days a week. Monday to Saturday, Sundays are still special to many country people. Sale of alcohol should be for consumption on the premises only. An 'off' licence would take business from the community owned pub of which most villagers are share holders. Consumption off the premises could result in more empty drink cans thrown from departing cars. The most likely source of public nuisance is amplified music which should only be permitted within the insulated barn and only when the large west facing doors are closed. The west facing timber clad wall of the barn has been insulated to a very high standard, but this is less than 20% of the exposed surface area of the building. The licence should not be issued until the council's building inspector confirms that the large east and west facing roof has been insulated to the same high standard.

## Representation 10

I am writing to express concern about the terms of this licence. It could mean loud music and disturbance in the village on every Friday and Saturday night throughout the summer months. This is the time of year when venue bookings are likely to be most frequent and at the same time when the heat of summer necessitates windows being left open during the night when residents are trying to sleep. I consider it very reasonable for the Manor Barn to have a licence for alcohol and music until midnight on a limited number of nights in the year. But not as many as 1/10 which is what this virtually amounts to; while having every Friday and Saturday night in summer ruined by music at high volume (usually with an unignorable bass beat) is a most unattractive prospect especially for those of us who work at the weekend as well as on weekdays.

## Representation 11

Ref. 378402, application for a 7-day, 12.00-00.00 premises licence for The Manor Barn,

Manor Farm, Washpit Lane, Harlton CB23 1EY.

1. We live at (address withheld), almost at the western extremity of Harlton. The Manor Barn is visible and events there audible across open fields.
2. Under Section 10 we object to amplified live music outdoors (but not indoors). The suggested "string quartet" would not need amplification, noisier ensembles would be disturbing at some distance.
3. Under Section 11 we object to amplified recorded music outdoors (but not indoors). The same caveat as para. 3 above applies.
4. Under Section 15 we object to the sale of alcohol off the premises in retail quantities (but not to the resale of complete cases of wine/beer/spirits to e.g. wedding organisers after the event is over).
5. Under Sections 10, 11, 15, and 17 we object to a licence being granted between 23.00 and 00.00 on Sunday, Monday, Tuesday, Wednesday and Thursday evenings. People have to get up for work next day, children have to go to school, and late-night exit traffic, even if infrequent as the application suggests, is disturbing. Past events at the Barn have been audible enough to prevent sleep, when they have continued past 23.00, especially when on hot evenings the main doors on the western side of the Barn have been open.  
Under Section 18(d) we therefore ask that the main doors of the Barn are closed by 23.00 and that Management monitor this closely; this has not always

happened in the past.

6. We also ask under SecSection 18(d) that vacating the car park after 23.00 be down Washpit Lane to the A603 and not through Harlton Village along the High Street or Eversden Road, since the noise of vehicles, in a mass or in a stream over a longer period, is disturbing to residents at the proposed licence limit of 00.00hrs.

## Representation 12

The Prevention of Public Nuisance

I think Sundays should be limited hours stopping at 11.00pm.

Events should not be two continuous days.

## Representation 13

Thank you for your letter dated 8 July 2020, enclosing a copy of the Licencing Application for the Manor Barn, Manor Farm, Washpit Lane, Harlton Cambridgeshire, CB23 1EY. I understand representations on this application must be made by 5 August 2020. Please find below my comments as a resident of Harlton.

1. The Manor Barn is situated at a central point in the village of Harlton. The nearest house to the barn is within but a few yards. More houses are currently being built very near the barn. Thus it is not an ideal situation for an events business, most of which are situated in the countryside away from settlements.
2. There is already a small public house, The Hare & Hounds, in the village which has a licence. To have two venues within one small village with Premises Licences is surely too much. Could they somehow work together especially as the public house is community owned.
3. Noise is a problem as despite sound proofing of the barn, there is inevitably 'leakage' which the door opens and closes, and more possibly despite the best efforts of staff.
4. Noise is also a problem when guests leave in their cars of doors slamming and engines starting etc. Or taxis arriving and departing.
5. Light pollution is also a problem. Ours is a small country village; we did not expect an events venue to spring up in the middle of the village with all that entails – apart from the small pub.
6. Manor Barn is a large venue. Functions there can be 250 or 200 in capacity. This makes the impact on the local community greater than smaller venues.

7. I am aware that farms are encouraged to diversify and am happy for daytime events, eg corporate functions which in my experience do not necessitate a licence.

Overall, I am afraid that granting the Manor Barn a full licence for seven days per week, 1200 until 00.00 would threaten the quality of life of the villagers and indeed our way of live in this small village.

## **Representation 14**

further to my e-mail of Sunday re Manor Barn Harlton. A Premises Licence would allow the sale of alcohol outside the barn and adjoining Manor Farm House garden and could cause disorder. Certainly there would be loud vocal noise which would be a nuisance to near neighbours. The provision of outside music - live or recorded - would also be unacceptable. The extra NOISE from outside alcohol drinking and music would be unacceptable and would be a public nuisance. The barn is central to the village - there would be no escaping. Public safety - there is an unfenced pond next to the barn and this might cause a problem if drinks were allowed outside for consumption. therefore sale of alcohol for consumption inside and OUTSIDE, live or amplified music OUTSIDE would be intolerable and is UNACCEPTABLE Both would be a public nuisance.

## **Representation 15**

### **Prevention of Public Nuisance**

Regarding the application for the licence to have live and recorded music midday to midnight every single day of the year. I feel that is too much to ask. We are a small village and sound travels extensively. With the barn situated near the middle of the village music could possibly be heard by nearly every household. I know that the barn has had insulation/soundproofing put on walls but would enquire whether any soundproofing has been applied to the tin roof of the barn. Also, I do feel that all music should cease by 11.30pm, as is the case with many venues. If music is allowed to continue until midnight, then the noise of the attendees leaving the premises would possibly carry for at least another half hour. Another point is that the premises are very close to our village church. Should loud music be played inside or outside on a Sunday this could impact on the church services, and anyone going into the church for some quiet, reflective time.

## Public Safety

The parking area is within the farmyard and it would be reassuring to know that there is a safe footpath from the parking area to the barn, not on the public highway. Historically during some fitness classes, parking has been outside the barn and on the Washpit Lane. As this is a narrow lane, it has made it difficult to use the road safely.

## Representation 16

My wife and I have reviewed the notification of new premises licence that was sent to us on 8th July and have the following comments:

We are concerned about the frequency (every day) of the proposed permission, and also the length of time the premises plan to be open each day (09.00 - 00.00).

Currently the Barn is used only occasionally, but on each occasion we hear the events in the Barn, both from inside our house and in our garden. Some events seem louder than others. Perhaps this varies as to whether the music is from a disco or alive band. Perhaps it varies because sometimes the Barn doors are open, sometimes closed. The most irritating even are often when the music is accompanied by loud singing and shouting from the guests.

While we are quite prepared to accept this on the odd occasion, as we do now, the idea that this may be a regular occurrence (daily? weekly? fortnightly?) is bound to test our tolerance levels. We will have to sleep with windows closed, even on warm nights, to dull the noise, and pacify our dog who barks at the noises.

This we can tolerate every now and again, but to think that the peace of this small village could potentially be shattered any and every night of the week is something we must strongly object to.

One last thing to mention, at a village meeting regarding the Barn some years ago, with all parties in attendance in a full Village Hall, an incidence of antisocial behaviour was explained to the members of that meeting which had occurred off the Barn premises, so we remain concerned at the ability of the applicants of this planning to contain incidents of antisocial behaviour.

## Representation 17

I am emailing with our household's representations regarding the application for a new Premises Licence for The Manor Barn, Manor Farm, Washpit Lane, Harlton, Cambridgeshire, CB23 1EY, to allow for sale by retail of alcohol for consumption both on and off the premises as well as the provision of live and recorded music both indoors and outdoors.

In objecting to this application I would like to refer to a previous application (Reference Number 1121045, Manor Farm, Washpit Lane, Harlton, Cambridge, Cambridgeshire, CB23 1EY, Change of Use of Barns to Wedding/Conference venue, together with car parking, associated landscaping and ancillary works – Appeal Dismissed, 19 Mar 2012).

This planning application was refused at appeal on several points, one on the grounds that Harlton is a rural setting and not befitting a venue that was intended to be frequent, loud, which could create public disturbance and disorder. It has been noted previously, on record, that events at this venue have caused unacceptable levels of noise, public disturbance and crime and disorder in its history of operation under a temporary event notice.

Concerns were also acknowledged during this planning application that the ability to limit noise was not sufficient due to the close location of the venue to a considerable number of dwellings and due to the fact that because the barn is a listed building, it was not possible to mitigate noise pollution via the thin metal roofing. Neither was it possible to limit the noise from the required externally installed air conditioning unit, or the noise from the smoking visitors who were required to spend time outside the venue. It was also noted that considerable noise pollution was experienced, and would be continued to be experienced by villagers as the barn doors were opened each time to allow ingress and egress for visitors wishing to go outside to smoke, or just go outside to enjoy the fresh air and views – an aspect which is marketed as an asset of the venue.

This new Premises Licence application to significantly increase the number of possible events as well as increase the flow of alcohol does not marry well with the conclusions of the previous planning application, namely that this sort of venue and activity is not befitting the rural nature of Harlton and its residents. And even though the applicant claims event numbers will not rise, if their application is, as stated in the application, as a result of needing to increase revenue due to difficult times, are we to believe they will not turn down business? If the licence is granted to allow events seven days a week throughout the whole year, there will be nothing to halt this or mitigate its detrimental effects on the village.

We see nothing from the new proposal which in any way makes an effort to mitigate previously acknowledged concerns: if anything this new application is a step further towards an even less tolerable and reasonable situation.

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## APPENDIX F

Date: 30 July 2020

# Internal Memo

**TO:** Licensing Team

**FROM:** Health & Environmental Services

**SUBJECT:** Application for a Premises Licence

**ADDRESS:** The Manor Barn, Manor Farm, Washpit Lane, Harlton, Cambridgeshire, CB23 1EY.

**REF:** 378402

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I have checked the application relating to the above premises. From an Environmental Health point of view, I have the following comments:

From reviewing our Environmental Health complaints database, there are no records of formal nuisance complaints having been made to this department relating to activities at these premises.

I would suggest that the Licensing Team contact the applicant and discuss the end time of alcohol sales and the closing time of the events. Currently both times are the same. I recommend that the alcohol sales finish 30 minutes prior to closing to allow customers time to finish their drink(s).

The applicant notes that the premises is to be used up to 30 days per year in parts of the application. I suggest that the Licensing Team contact the applicant and discuss adding this as a condition to the licence under the Prevention of Public Nuisance section.

The Prevention of Public Nuisance section of the Licensing Objectives page mentions the closing of the main large doors by 11pm (or earlier depending on the temperature). I suggest the Licensing Team contact the applicant to amend the sentence, so that it clearly shows that the doors will be closed at 11pm at the very latest (excluding for access/egress if no other is available).

Due to the above, I have no adverse comments to make regarding this application.

Kind regards

**Environmental Health Officer**

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## Response to representations From The Manor Barn

Please find the following, in this order:

- **In summary** - Our suggested amendments based on representation comments
- **Useful information** - Clarification and responses to comments which do not come under the licensing objectives
- **Licensing objectives** - Responses to comments which do come under the licensing objectives

The comment/concern raised is in **bold green**, followed by my response in black.

I am very happy to offer further information if anyone feels like would like this, or feel I have mis-understood their concern. I have, and will continue to welcome all concerns or questions and have been pleased to have people pop-in or contact me by email if they ever need to know anything. I do hope this continues.

Many of the queries have been answered within the original application, but I have also added some of this information again below, if I felt it relevant.

### In summary

We really appreciate the many constructive and understanding representations. They have offered realistic and sensible suggestions to the concerns we face.

Having reflected on and analysed the representations we would be very happy to take those comments on board and make the following adjustments, if required, which we hope will be welcomed by the representatives and will still allow us to function as a business.

- Sunday operating schedule amended to licensable activities only taking place 12.00-18.00 to allow for quiet events such as a funeral or lunch party. Sunday is a special day to many, including my family and I, and I welcome that suggestion.
- As suggested by the Environmental Health officer, I am very happy to amend the time for the sale of alcohol to allow for 'drinking up time'. Therefore, propose that sale/supply of alcohol is amended to Monday-Saturday 12:00 - 23.30.
- Some representations mentioned the large front doors being allowed to be open all evening, allowing for sound escape. We appreciate the Environmental Health Officers' suggestion of ensuring these are closed by 23.00 on events and I am happy to agree to do so more formally.
- I can happily add a sentence to our terms and conditions stating that all guests to site must use our car park provided. Not a problem at all, thank you for suggesting this.
- Music outside. I suspect this is more of a volume consideration rather than an argument for live vs recorded music. I am happy to have a sound limit, by condition, or perhaps simpler than that, I propose that music outside must stop by 19:00 Monday-Saturday. Before this time, guests are politely having drinks and canapes served, loud music would not be appropriate anyway.
- Off-licence. Please see my full response below, however I would be willing to compromise by removing this from the application if required but is not my preferred option for the reasons below.

## **Useful information, or responses to queries outside of the licensing objectives**

### **Further clarity was requested regarding how/when alcohol will be sold for consumption OFF the premises.**

We only asked for this option to allow us to sell items to our bridal couples for example if we have bought in special requests of wine, and they would like to buy the surplus for themselves and their families after the event. The other reason is so that we can continue to have open days/craft fairs where in the past we have local small businesses selling gift packs of local cider, for example. I cannot see how this use would cause any issue for the village community, but if this a real worry we will of course consider removing it.

### **Clarification of what we are applying for.**

I think it would be useful to clarify what we are applying for, and what we have permission for as there seems to be some confusion on this. I appreciate, with the many different departments at the South Cambridgeshire District Council (SCDC), that it is not always clear which area deals with which subject.

We already have planning permission to hold 30 weddings/events per year and 156 exercise classes. Comments arising in relation to this number of events are a matter for the planning department - not licensing.

This application is to the licensing department to ask to be able to serve alcohol and have music at these events. If the licence is granted, the venue is still only permitted to hold 30 weddings/events and 156 exercise classes. The venue has operated on Temporary Event Notices (TENs) for 12+ years, each one has to be applied for individually before each event, it would be far more appropriate for us to have one licence to cover all events at the premises.

### **The use of outside spaces for 'Sale or Supply'**

This is only to allow continued use for wedding receptions. The 'Garden' area is only available for guests on their arrival to the venue (typically 2-4pm) and is closed once guests move inside for the wedding breakfast (typically 4-6pm). The use is usually only for a maximum of 2 hours. Should a license be granted including this area, this would not give rise to any potential expansion, as licensing and planning are different departments.

### **Our personal circumstances**

Our farm business does not have any relevance to the application for a premises licence. The planning Department at SCDC are the only authority able to allow any increase or control the type of event permitted, not our farming business.

### **Change of use to a pub or off-licence**

This would require planning permission and consent from SCDC Planning department, not licensing. We do not wish to do this.

### **There is 1 farm in the village**

While this is not a licensing consideration, to be accurate in case it is relevant, I would like to state there are 2 actively working farms.

### **The number of residential dwellings stated to be present in Harlton village**

This varies across the representations, I am sure SCDC can confirm this for us.

### Competition with other local public houses/venues

To be clear, there are 2 public houses in the village of Harlton; The Hare and Hounds and also The Wheatsheaf.

I really do wish to make it very clear that the 2 consecutive landlords at The Hare and Hounds (one left just a few days ago) and the landlord at The Wheatsheaf have approached me directly on multiple occasions throughout our operating time to inform us of the warmly-welcomed, additional business, generated by them due to our ongoing business here. Our couples and their families visit these establishments after site visits, on set up days, before the ceremony in the village church and the day after the wedding. While competition is not a planning or licensing consideration, I can only see that this community of rural businesses mutually benefit each other. It is a shame representation has been made on their behalf without consulting them. I would be happy to contact the landlords and request affidavits if required – I consider us to have a great relationship with both of these businesses which I support/visit frequently with my family.

Regarding other venues and village halls, this competition has existed for at least 12 years, I do not feel this is a concern for those venues, for ourselves or licensing. We have worked hard to carve a niche for our own, very specific, clientele. We also often refer clients to those other local businesses, and vice versa, if we are unable to host them here, there is a good business network locally.

### The condition of surrounding roads surfaces.

Some representations are concerned about an increase in traffic, there will be no increase. We are not asking to do more events than we already do and have permission to do. In contrast, we have reduced the amount of large farm machinery using this road vastly. I believe concerns about road surfaces are a matter for Cambridgeshire County Council and not Licensing. We currently advise our guests to access the venue via Washpit lane to minimise disturbance to as many residents as possible. If residents would prefer us to direct traffic though the main Highstreet we can do so, but this feels like the wrong decision. Please note we also recently repaired the surfacing along the front of The Manor Barn with our own investment to ensure a high level of safety is maintained.

### Pollution and environmental impact.

There is no proposal to increase any light or noise pollution, our continued work only serves to reduce that. We are very dedicated to being an exemplar for farm diversification and take great pride and effort into looking at our impact on the environment. We produce all our own hot water and heating without any use of fossil fuels, something we are further offering to the new dwellings in the village, mentioned later by another resident. We only use British meat, poultry is free range and we promote a seasonal menu focused on food miles and supporting other local, small businesses. We only stock bamboo single use bathroom hygiene products and we operate a paperless office. We recycle all of our waste and grow herbs and flowers on-site (which we hope to expand in the future). We have installed owl boxes, bird boxes and continue to work to help the wildlife on our site, this passion is fuelled by my previous work in Veterinary Medicine. Our staff are encouraged to car-pool, which they all do with great enthusiasm and we have donated our left-over food to a local homeless shelter and online food waste apps. All our staff are local, some from the same or neighbouring villages, and we always advertise available work locally, first.

This is only a few of the 'obvious' changes we have implemented over many years and continue to work on this every year.

### **No positive impacts for the village.**

I do differ my opinion on this subject as I believe there are huge benefits for the village and other local communities by our business already having been operating here for over 12 years. At the very least, it has been wonderful to offer hours to local residents who appreciate not having to travel further afield.

I have mentioned many of these in previous sections but to summarise a few:

- Local/rural employment
- Rural business growth
- Rural tourism
- Diversification of redundant farm buildings
- Benefits to other local small businesses, especially food suppliers and public houses

Other local businesses who have, and will continue to, benefit from our business operating here includes:

- Florists
- Cake makers
- Chefs/front of house staff and all support staff used temporarily
- Event planners
- Event stylists
- Food producers
- Prop hire
- Musical bands/DJ's
- Local accommodation (which included some within Harlton itself via Air B&B)
- Private car hire
- Cleaners
- Gardeners
- Celebrants
- Lighting
- Photographers

### **A 'close neighbour' made proposals of some very well considered conditions.**

We welcome these and would like to say these formed parts of our 'Summary' section.

### **Reference to a previous planning application made over 10 years ago.**

I am unsure how this old planning application is relevant to licensing, but I can see it is a concern to some. So, to clarify, this previous application was turned down. However, since then we have now obtained permission to do 30 weddings/events and 156 exercise classes only.

### **6 new residential buildings**

It was stated these new dwellings are being constructed 'within metres' of the venue. The nearest new residential building that I believe they are referring to is approximately 120 metres away. It will be great to this area of the village visually improved on completion, and even nicer if we can offer to provide 'green-heat' to any of those dwellings.

### Specific reference to the weekend of the 18th July 2020

This was not on the premises of The Manor Barn or anywhere near the area being applied for. This was a vow renewal ceremony for an older couple, not a party with music or shouting (currently prohibited at this time). This was a rare request from a local couple, who's event had been devastated by the pandemic and reached out for our help. We offered it free of charge to try and help them during this difficult time.

I am very sorry if anyone experienced any disturbance from this, I did speak to the nearest neighbour in advance to inform them of this.

### No consideration for our neighbours.

We have a long history of our family living and working in the village, we have great affection for it and as such try very hard to be involved and help with many village traditions and events. The Manor Barn has been used on many occasions to help raise village funds for different projects, which we would love to continue. I have attempted to address all concerns raised, within this document.

I am humbled that a large majority of the village has continued to show verbal support for our business existing here. By existing here for over a decade, I think we have demonstrated that we can, and will continue, to operate a safe business here which does not adversely affect residents. I do understand that a few residents do have worries and I hope my response can help alleviate those concerns and we can work together to find a middle ground where we can all be happy.

## **The Prevention of crime and disorder**

### **Antisocial behaviour**

I must refer to the comment from the Environment health officers that 'there are no records of formal nuisance complaints having been made to this department relating to activities at these premises.

There has been a rise in antisocial behaviour since March 2020 (since lockdown and we have been closed) which we have been working with the police and our closest neighbours on. This has not come from our venue as we have been closed.

One representation made comment to suggest there was one case of antisocial behaviour approximately 10 years ago. I do remember this comment being made at the time, but I believe it was on the Highstreet and not near to our venue. There is no evidence or reason to believe this came from our venue. I am sorry if any resident has experienced antisocial behaviour because of ours, or any other, business in the area.

I do understand that people may be worried about this. I can only offer my best assurance/opinions which some people may or may-not choose to believe, but I have no other way to express it. My husband, 2 young children under 9yrs and myself all live within metres of the venue. My husbands' parents also live on-site, and although they are due to move to a new house in the future, will still be in one of the closest properties. We also have other family members close by, as well as village friends. My husband and I are the only monetary beneficiaries of the business, so it cannot be said that our extended family 'put up with it' because they are benefitting in some way. Yes, we want to make this a thriving rural diversification business, but certainly not at the cost of those relationships. Please see section 'Public Nuisance' for more details of how we are in the process of sound insulating the venue. We have strict training regarding anti-social behaviour and management on the day of each event to ensure antisocial behaviour, if any, would be dealt with promptly and effectively.

By the very nature of weddings there is a large age demographic, with parents and grandparents in attendance. It is a special day; guests have a level of respect to their hosts and the family/friends having invited them to such an important day. We offer a very bespoke and personal service; we are not a wedding 'machine' and would never wish to change the way our clients are looked after. Many of our couples met at the Cambridge Universities, we get to know them and their families very personally and we have never had any antisocial behaviour inside the venue - ever. This is, in-part, down to that relationship and mutual respect we have for each other. The suggestion that our guests would then leave and change character entirely, is surprising.

By experience, having now worked and overseen over 200 events, guests do stay with the cohort of other guests, music, food and drink. As they leave the venue, they walk a short distance to the car park in a direction which is away from the village so would have no need to walk the other way. Staff remain on-site until all guests have safely left the site. From my own visual experience, and having spoken with staff too, none of us have ever seen guests walk toward the direction of the majority of village dwellings at the end of an event, there is nothing that way for them (no shop, pubs are closed, no other amenities for them). To look at this objectively, the village pub in the centre of the village has guests leaving, having been in a licensed premises, having to travel past many residential dwellings on any day of the year, up to 365 days of use. I have allowance for just 30 weddings/events and 156 exercise classes, I cannot see that there is any realistic risk of disturbance at all, in fact, it would be far lower than other local establishments.

## **Public Safety**

### **Pathway to the venue from the car park**

The replaced fencing has now ensured there is access by foot to the venue, without walking on the public highway. On occasion the cars parking for the on-site exercise classes did use Washpit Lane to park, but as soon as this was brought to my attention 'No Parking' signs were put onto the old fencing and the exercise teacher asked to inform all attendees to use the car park, which they have done ever since. I trust residents are happy with this outcome and were happy with our response to remedy this. We welcome all/any concerns residents may have and will continue to welcome this conversation in the future.

### **The Manor House pond**

The pond, owned by Manor Farm, has been enjoyed safely by guests and residents for decades without issue. It has council-installed railings along the roadside edge. As per our risk assessment, we have installed safety signs and buoyancy-ring for use during our events. While this is not a consideration for licensing, I am happy to assure others that we take the safety of this area very seriously, even though it is not on a route which guests travel by foot to/from their vehicles. We would be happy to consider more robust fencing (if permission from Highways could be obtained) to enclose and restrict all access to this area from the roadside, however, I think this would be a terrible shame when so many village residents enjoy visiting it.

## **The prevention of Public Nuisance**

### **Further noise, traffic and safety concerns**

We are not proposing to increase what we have already been doing for 12+ years. It should also be noted the venue has been operating for over 12 years with multiple events per calendar year, as recently proven unequivocally during a Certificate of Lawfulness application granted in March 2020. During this application we had to prove the venue had been used continuously for a period of over 10 years. It was reassuring that many residents were unaware/surprised that we had held the number of events that we had done, until evidence was shown, which helped to confirm that nuisance had not occurred and noise disturbance was minimal, even without our new insulation.

Our need to use our days of use 'allowance' flexibly is only to allow us to operate a functional business.

### **Unruly behaviour.**

We have not, for our entire operating time of over 12+ years ever had a complaint made to the Environmental health officer for any antisocial behaviour. I strongly intend to manage all of our events to the very high standard we already do, it would not be in our interest of the village community or our business' reputation for our client base, to do anything other than this.

### **Venue being used on any day of the week/year**

I suspect this is a planning query and not related to licensing. Our primary event type is weddings. As we only hold a small number per year, with most couples only considering a Saturday we are able to accommodate their wishes and therefore staggered events are inevitable (I cannot foresee any circumstances where we would require 7 days continual use).

We are still limited to 30 events/weddings and 156 exercise classes even if the licence is granted.

### **Car park size and use**

I am very surprised and sorry to hear any guests have parked off-site. Our parking area is much larger than required and has never been full at any wedding, most guests car-share. I would be unsure why they would prefer to park further away from the venue than the carpark itself. I can only explain that this may be about annual Open Farm Sunday's we took part in. On one year, believed 2017, turnout was far bigger than expected and some parking off-site may have occurred. Considering that, subsequent Open Days had access to a large field with parking attendants.

I would be very happy to add a sentence within our terms and conditions to further ensure this as suggested by a resident, a great idea.

Noise from cars leaving the site will always be staggered with weddings, from experience, there is no mass dispersal at midnight. This will not be increasing from the current level of permissioned use. Some of our clients use a small bus to shuttle guests in/out of the site which we encourage due to it being a far more environmentally friendly way to access the site and has less impact on residents. We hope to continue to promote this.

### **Music in outside areas.**

By the very nature of a wedding reception outside, music is kept to a level where guests can talk easily. I would be happy to limit this to unamplified music only as has been suggested, however this would only allow live music which is vastly more expensive for our guests than recorded music being played at the same level. Perhaps we could agree to end all outdoor music Monday-Saturday by 19:00. Before such a time, a drinks reception is quiet by nature anyway.

### **Concern that guests venture further than the grass area immediately outside of the venue**

I attend and oversee every event on the premises and can assure residents that guests at a wedding want to stay with their fellow guests. Staff circulate the outside areas continuously to keep it extremely tidy and ensure guest safety.

### **Travelling noise.**

We recently have sound-insulated the Washpit Lane facing side of the barn and are due to complete the South facing end (facing the village) within the next few months. The roof is also to be replaced and insulated as soon as it is fundable. This is not a compulsory part of our permission to carry out events but we have voluntarily chosen to do so to reduce any impact on ourselves living on site, and our neighbours (which include lots of family members we would be sad to disrupt). We have also voluntarily installed a sound limiter which has been in place for several years now, and all music is restricted.

### **Reference to the church being 150m away for the venue**

We have never had music playing, or alcohol served, during a Sunday morning service. The Sunday service runs 11am-midday and we are not applying to carry out any licensable activity during this time. I am unsure what the concern is for the church regarding this application. However, many of our couples have used the village church to be married in, prior to our reception with us. I have always had full support from the 2 previous vicars on this matter, and they have expressed that they appreciated the revenue. (The second vicar I mention, only left our parish a few months ago). We hope to continue this relationship.

### **Littering of verges with cans**

We do not serve any cans to our guests, so this cannot have come from our venue. We will, however, continue to litter pick on this lane as we do now.

### **The main doors on the Washpit Lane being open until midnight**

Often these are closed well before that time, but I am very happy to take the Environmental Health Officers suggestion of closing them by 11pm during the events.

### **Unable to mitigate against noise because the barn is a listed building**

We already have listed building consent and have begun work to insulate the walls and roof.

## **The Protection of Children from Harm**

We have a very strict policy of asking for identification if we believe anyone asking for alcohol looks under 25. Since applying for this licence, I have also been liaising with Cambridgeshire and Peterborough Trading Standards and have received information about their preferred 'Challenge 25' scheme which we fully support and adhere to.

### **Underage drinking in the village chalk pit, (behind the Hare and Hound Public House), and surrounding areas.**

I would like to add, I agree there has been an increase in antisocial drinking in the village. This has increased since the pandemic/lockdown (we have been closed the entire time so it has not come from our establishment) and is something we have already been working with local villagers and the police with and will continue to do so.

I do not know these individuals so could not speculate if they are, or are not, underage for the consumption of alcohol.